

# natural English

upper-intermediate workbook with key  
Lyn Scott & David Scott

OXFORD

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# one

Tick (✓) when you've done these sections.

## natural English

- ☐ showing impatience
- ☐ talking about activities
- ☐ describing difficulty
- ☐ describing your language ability
- ☐ asking follow-up questions

## grammar

- ☐ -ing form and infinitive
- ☐ wishes and regrets
- ☐ expand your grammar  
*get used to / be used to*

## vocabulary

- ☐ learning
- ☐ sporting collocations
- ☐ collocation in dictionaries
- ☐ expand your vocabulary learning and ability



# start off

## natural English showing impatience

1 Dorota is a company manager. She's having a bad day at work! Put these sentences into the conversations below.

- a Oh, no! They're hopeless! Can we try a different company?
- b ~~For goodness sake! He's giving the presentation. He has to come.~~
- c Oh, really! She hasn't been on time once this week!
- d Not again. There's always something wrong with it!
- e Oh, for goodness sake! He only put in the order on Monday. He knows that it can take up to two weeks.
- f Oh, honestly! I asked you to take them yourself. They're urgent.

Karol Adam just called. He can't come to the meeting this afternoon.

Dorota b

1 Dorota Did you deliver the documents to Head Office?

Marcus I sent them this morning.

Dorota —

2 Ingrid The photocopier's broken down!

Dorota —

3 Robert Karen's just called. She's going to be late again.

Dorota —

4 Dorota Did you order some more stationery?

Marcus Yes, but they can't deliver it until Thursday.

Dorota —

5 Ingrid Luca Martini called. He hasn't received his order yet.

Dorota —

## say it!

Say it, don't write it! You manage an office. Respond when a staff member tells you these things.

Mr Tanaka wants your monthly report by 2.00 p.m. today.

Manolo called. He's sick. He's not coming in today.

I can't find those documents that you wanted.

The computers aren't working.

The electrician won't be able to fix the air-conditioning until tomorrow afternoon.

Oh honestly!  
He knows I haven't  
got time to do  
it today.



# mind and body



## would you pass the fitness test?

### natural English talking about activities

- 2 Write sentences with the same meaning. Use the words given.

I sometimes have to do some work at the weekends. (bit)

I sometimes have to do a bit of work at the weekends.

- 1 Do you play sport often? (lot)  
\_\_\_\_\_?
- 2 We only watch a little TV. (much)  
\_\_\_\_\_.
- 3 He does no exercise. (at all)  
\_\_\_\_\_.
- 4 We often go skiing in the winter. (lot)  
\_\_\_\_\_.
- 5 I've only done a little revision for my exams. (much)  
\_\_\_\_\_.

### natural English describing difficulty

- 3 Some students are talking about an English test that they have just done. Order the words to make sentences.

found / the reading test / I / easy

I found the reading test easy.

- 1 it / hard / understand / I found / to / the listening test  
\_\_\_\_\_.
- 2 the vocabulary test / found / tricky / I / quite  
\_\_\_\_\_.
- 3 part / the pictures / hardest / Describing / was / the  
\_\_\_\_\_.
- 4 hopeless / I / the grammar test / at / was  
\_\_\_\_\_.
- 5 quite / the writing test / found / challenging / I  
\_\_\_\_\_.



## say it!

Imagine you have taken an English test. Say how you felt about the test, using the information below.

Listening	easy
Vocabulary	challenging
Reading	hard / finish in time
Speaking	hopeless
Grammar	tricky

I found the listening easy.

Now say something about the last test you really took.



## wordbooster

### collocation in dictionaries

- 4 Underline words that collocate. One, two, or three may be correct.

to look up

homework

a phone number  
a word

- 1 flick through

a magazine  
a grammar book  
a computer

- 2 the latest

news  
fashion  
technology

- 3 \_\_\_\_\_ by heart

know  
read  
learn

- 4 to skip

a few pages  
a class  
lunch

- 5 \_\_\_\_\_ the gist

have  
know  
get

Now cover the words on the right and try to remember the collocations.

## sporting collocations



## think back!

Remember sporting words that collocate with: take part in/join/win/lose/practise/do/go/go in for

- 5 Complete the sentences with a suitable verb in the correct form. You can use the same verb more than once.

How long have you been doing aerobics?

- He's \_\_\_\_\_ skiing next week.
- I only \_\_\_\_\_ in for the competition for fun. I can't believe I won!
- Why don't you \_\_\_\_\_ a club?
- You should \_\_\_\_\_ your technique more if you really want to win.
- He had never \_\_\_\_\_ part in a championship before winning this one.
- Her brother \_\_\_\_\_ a silver medal at the last Olympic Games.
- He's very good. How long ago did he \_\_\_\_\_ the team?
- My sister \_\_\_\_\_ karate. She's quite good at it.

## grammar -ing form and infinitive

- 6 Isabel is living and working abroad for a year. She has written to a friend. Read her e-mail and underline the correct form.

from: Isabel

subject:

sent: Friday, June 21, 2002 5:02 pm

Hi Alicia! Thanks for your last e-mail. I really enjoyed hearing / to hear all the gossip from home. It cheered me up a lot. I'm enjoying myself but <sup>1</sup> living / to live here is much more difficult than I expected. People do things very differently and I keep <sup>2</sup> doing / to do the wrong thing. The hours are so different here. I can't get used to <sup>3</sup> having / have dinner so early in the evening. Also, instead of <sup>4</sup> having / to have a siesta after lunch, we have to go straight back to work so I'm always tired in the afternoons.

I like my job but if you're not willing <sup>5</sup> working / to work overtime, the boss doesn't like it. I don't mind <sup>6</sup> working / to work late once or even twice a week but he expects everyone to stay late most nights. I'm prepared <sup>7</sup> staying / to stay here for the rest of the year, though, because it's not worth <sup>8</sup> looking / to look for a new job now.

Anyway, sorry to sound so negative! There are lots of things I really like here. I've met some great people and there's a lot to do. I've taken up <sup>9</sup> jogging / to jog and go every morning with my flatmate. She's in really good shape but I tend <sup>10</sup> giving up / to give up after five minutes! I used to <sup>11</sup> running / run three kilometres every day when I was younger but now I'm hopeless!

I'm looking forward to <sup>12</sup> getting / get the photos you said you'd sent. By the way, I've tried to call you a few times but you're never home! What's a good time to ring?

Love  
Isabel

- 7 Read Alicia's reply. Complete the text using the verbs in brackets in the correct form (-ing or infinitive).

from: Alicia

subject:

sent: Tuesday, June 25, 2002 10:35 am

Hi Isabel

Thanks for your e-mail. Glad to hear that you're having a good time there. I'm really busy! I've just moved into a new flat with a friend of mine, Rosanna. You might remember meeting (meet) her at my party last year. I've got my law exams next month, so I'm going to have to stop <sup>1</sup> \_\_\_\_\_ (work) at the café! I really regret <sup>2</sup> \_\_\_\_\_ (not study) a bit harder last year. I've been trying <sup>3</sup> \_\_\_\_\_ (do) at least three hours' work every evening but it's hard. I've also fallen out with Marco. He thought he saw me on a date with another guy but it wasn't like that at all. I bumped into an old friend on the way home from college and we stopped <sup>4</sup> \_\_\_\_\_ (have) a coffee – that's all!

Please remember <sup>5</sup> \_\_\_\_\_ (say) hello to Marcello for me.

Love  
Alicia

PS Here's my new phone number – 749162. Try calling me after 9.00 p.m. I'm usually home by then!





## expand your grammar

### get used to / be used to

When something is difficult or unfamiliar at first but it becomes more familiar, or you become accustomed to it, you can use the structure **get used to sth / get used to doing sth**.



I didn't like my haircut to start with. I thought it was too short, but now I'm getting used to it.

When I moved to London it took me a long time to get used to living in such a big city.

**When you are familiar with something you can use *be used to sth / be used to doing sth*.**

Our apartment is very close to the airport. When we first moved in I noticed every plane that went overhead, but now I'm used to the noise. In fact, I don't even notice it any more.

In my new job I start work early, at 7.30 a.m. For the first few weeks it was really hard but now I'm used to getting up early. In fact I quite like it because we finish at 3.30 p.m.



**You can also use *be used to sth / be used to doing sth* in the past.**

When I first moved into my own flat it was hard at first because I was used to living at home with my mum.

When we went hiking in the mountains I got very tired because I wasn't used to walking so far.



**Replace the underlined words. Use *be used to* or *get used to* in the appropriate form.**

When I got here I was freezing all the time but now I'm becoming accustomed to it. And I've bought some warm clothes!

I'm getting used to it.

- To start with I found the food too spicy, but now it's OK. In fact, I quite like it.
- Now I'm becoming more familiar with the money, but when we first got here I kept giving everyone the wrong notes.
- I found the job quite hard at first because I wasn't familiar with working such long hours.
- My dad found retirement difficult – he didn't know what to do with himself. He was accustomed to a busy work schedule.
- When you go abroad, it can often take three or four days to become familiar with the time difference between countries.

### say it!

Imagine you are studying or working in England. Say how familiar you are with the things below. Use *be used to / get used to* and the words given.

At first I found it really cold, but now I'm getting used to it.

the weather (cold)  
English food (boring)  
the accent (strange)  
driving on the left (difficult)

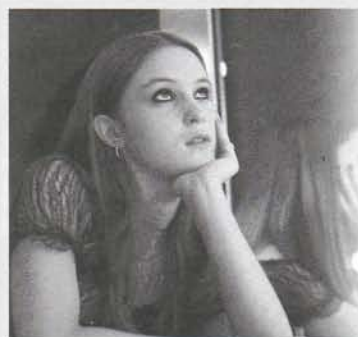




# learning

## grammar wishes and regrets

- 8 Complete the sentences. Use the verbs in brackets in the correct form.



### Your wishes and regrets

Is there something you would like to change about yourself or your life past or present?

- I'm very shy. I hate going to parties if I don't know everyone there. So I wish I was (be) more outgoing.
- I'm retired now and I'm enjoying life but I wish I hadn't worked (not /work) so hard. I regret not spending (not spend) more time with my family.
- I wish I <sup>1</sup> \_\_\_\_\_ (can) sing. I don't want to be a pop star, but I'd like to have a nice voice.
- I really hate the job I'm doing at the moment. In fact I wish I <sup>2</sup> \_\_\_\_\_ (not / have to) work at all.
- I got married when I was 19. It didn't work out and we got divorced after five years. I think we were too young. I don't regret <sup>3</sup> \_\_\_\_\_ (get) married but I wish we <sup>4</sup> \_\_\_\_\_ (meet) when we were both a bit older – maybe then we would still be together.
- I don't like wearing glasses or contact lenses. I wish I <sup>5</sup> \_\_\_\_\_ (have) perfect eyesight. I suppose I could have a laser operation but I don't like the idea of that.
- I wish I <sup>6</sup> \_\_\_\_\_ (travel) when I was younger but it wasn't as easy in those days. I tell my granddaughter that she should go and see as much of the world as she can.
- There are lots of things about myself I'd like to change, but if I had to choose just one, I'd say I wish I <sup>7</sup> \_\_\_\_\_ (be) shorter. I'm even taller than my boyfriend!
- I left school when I was 16. I really didn't enjoy school and I just wanted to get a job. Now I wish I <sup>8</sup> \_\_\_\_\_ (stay) at school and maybe gone to university. I really regret <sup>9</sup> \_\_\_\_\_ (not get) better qualifications.
- A few years ago I was offered a job abroad. My boyfriend didn't want me to go so I turned down the offer. I wish I <sup>10</sup> \_\_\_\_\_ (accept) it because we broke up six months later!

## natural English describing your language ability

- 9 How well can these people speak German? Order the sentences.

- a I can get by in German.
- b I speak German quite well, but it's a bit rusty.
- c I'm fluent in German.
- d I only know a few words of German.
- e I wish I could speak German.

5 ☐ ... speaks it very well  
 4 ☐  
 3 ☐  
 2 ☐  
 1 ☐ e  
 doesn't speak it at all ...

## vocabulary learning

- 10 Match the beginnings and endings of the sentences.

- |                            |  |
|----------------------------|--|
| <input type="checkbox"/> h | Why don't you give   |
| 1 <input type="checkbox"/> | I tend to pick things  |
| 2 <input type="checkbox"/> | I can't get used   |
| 3 <input type="checkbox"/> | I'm getting  |
| 4 <input type="checkbox"/> | Do you want to have  |
| 5 <input type="checkbox"/> | She's making good  |
| 6 <input type="checkbox"/> | I got discouraged  |
| 7 <input type="checkbox"/> | I used to study for five hours every night but I couldn't keep |
| 8 <input type="checkbox"/> | I'm finding it difficult but I'm going to persevere            |
- 
- |   |                                 |
|---|---------------------------------|
| a | a go?                           |
| b | when the teacher laughed at me. |
| c | progress.                       |
| d | better at it.                   |
| e | with it for a while.            |
| f | up quite quickly.               |
| g | it up.                          |
| h | it a try?                       |
| i | to his accent.                  |

## test yourself!

Cover endings a to i above, and try to finish sentences 1 to 8 from memory.



## write it!

Write two paragraphs about yourself. What would you like to change about yourself now? What regrets do you have about the past?





# how to

## have a great conversation

### natural English

#### asking follow-up questions

11 Rewrite the questions. Use the words given.

- A I work in customer relations.  
B What do you have to do?  
(involve) What does that involve ?
- A I mostly deal with customers who have questions or complaints.  
1 A Just order them alphabetically.  
B Could you explain that a bit more clearly?  
(mean) \_\_\_\_\_ ?
- A Order them A, B, C, and so on.  
2 A Sorry, but I can't come tonight.  
B Why?  
(How) \_\_\_\_\_ ?
- A I've got to work.  
3 A I've just started a new course.  
B Really? How is it?  
(What) \_\_\_\_\_ ?
- A It's good – I'm enjoying it.  
4 A Wear something nice tomorrow.  
B Like what?  
(sort) \_\_\_\_\_ ?
- A Something smart – a shirt and tie.  
5 A I'm just going down to the shop.  
B Why?  
(for) \_\_\_\_\_ ?
- A We've run out of paper.

### say it!

Ask suitable follow-up questions.

I've got to go to the shop.  
I've just resigned.  
Bring something for the barbecue.  
I'm doing a Spanish course in the evenings.

What for?



# expand

## your vocabulary

### learning and ability

Read the sentences below. Find underlined phrases that mean:

- to learn sth by chance rather than studying formally (1 phrase) c
- 1 to study hard in order to learn sth (1 phrase) \_\_\_\_\_
- 2 to have the ability to learn new things quickly and easily (3 phrases) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
- 3 to be naturally very good at sth (usually an ability that you were born with) (4 phrases) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
- a He's got a real flair for design. I'm sure his fashion show will be absolutely spectacular.
- b Don't ask me to do any maths! I really don't have a head for figures.
- c He picks up languages really easily. He spoke fluent French after living there for only a year.
- d He missed the start of the course but he's a fast learner. In fact he's already as good as the others.
- e She's only eight but she plays tennis brilliantly. She's a natural.
- f She's very quick on the uptake. It didn't take her long at all to familiarize herself with our programme.
- g I did well at college but it wasn't easy. I had to really work at it.
- h He's a very talented young artist. He's already sold two of his paintings for a lot of money.
- i I'm quite quick at learning things, but only if I'm genuinely interested in the subject.

We don't usually use the phrases in a, b, e, and h in the positive form to talk about ourselves, for example 'I have a flair for languages', because they sound immodest.

Note some words that can follow these phrases.

- to have a flair for languages/art/writing  
to be a talented musician/artist/actor  
to have a head for figures/business

Cover the sentences above. Complete the sentences below with a suitable word.

- A He's really good at football!  
B Yes, he's a natural.
- 1 He has a \_\_\_\_\_ for languages.  
2 I \_\_\_\_\_ things up really quickly.  
3 I'm fairly quick \_\_\_\_\_ learning things if they interest me.  
4 She's a \_\_\_\_\_ musician.  
5 I don't have a \_\_\_\_\_ for figures.  
6 I don't pick things up easily – I have to really \_\_\_\_\_ at it.  
7 Can you explain that again? I'm not very quick on the \_\_\_\_\_!  
8 She's quite a fast \_\_\_\_\_.

Tick the sentences that you might say about yourself, or that people might say about you.

# two

Tick (✓) when you've done these sections.

## natural English

- ☐ *That was ... of you!*  
☐ *though and although*  
☐ asking for and making recommendations

## grammar

- ☐ *should + infinitive*  
☐ *should have + past participle*  
☐ possibility and probability  
☐ expand your grammar *have sth done*

## vocabulary

- ☐ physical actions  
☐ tourists' phrases  
☐ tourist information  
☐ expand your vocabulary travel and holidays

# start off

## natural English *That was ... of you!*

1 Write responses. Use the words in the box.

clever   brave   kind   stupid   not / very nice   careless

The waitress knocked over my drink when she brought us the meal.

*That was careless of her*

- 1 He's afraid of heights but he went mountain-climbing anyway. \_\_\_\_\_
- 2 I was going to call a taxi but my boss offered to give me a lift. \_\_\_\_\_
- 3 I locked the keys in the car. \_\_\_\_\_
- 4 She invited some of her colleagues to her party but none of them came. \_\_\_\_\_
- 5 I solved your computer problem. \_\_\_\_\_

## say it!

Cover the column on the right above and respond.

## vocabulary physical actions

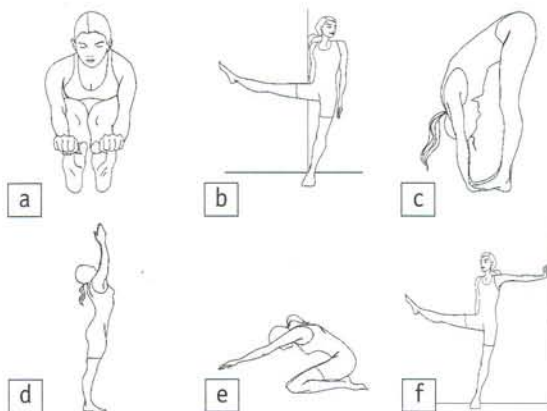
# think back!

Look at the pictures. Remember the verbs for these physical actions.

2 Match the pictures and instructions.

Bend down and touch your toes. c

- 1 Raise your hands above your head and reach up as if you were trying to touch the ceiling. \_\_\_\_\_
- 2 Lean against the wall and raise your right leg. Hold it there for ten seconds. \_\_\_\_\_
- 3 Now move away from the wall and keep your leg raised. If you lose your balance, just reach back and touch the wall again with your fingertips. \_\_\_\_\_
- 4 Sit down, lean forward, and try to grab hold of your toes. \_\_\_\_\_
- 5 Get down on your knees and stretch forward. \_\_\_\_\_





# tourists



## airport experiences

### grammar *should* + infinitive

- 3 Write sentences with the same meaning.  
Use *should* or *shouldn't*.

There's a meeting for all new students  
in the main hall at 9.30 a.m.

All new students

should meet in the main hall at 9.30 a.m.

- 1 Passengers are not allowed to smoke  
anywhere inside the airport building.  
Passengers \_\_\_\_\_.
- 2 They left at 8.00, so I expect they'll be  
here by 10.00.  
They left at 8.00, so they \_\_\_\_\_.
- 3 I don't think you'll have any trouble  
finding somewhere to stay.  
You \_\_\_\_\_.
- 4 I suggest that you talk to her as soon as  
possible and sort it out.  
I think you \_\_\_\_\_.
- 5 Add up the two numbers – I'm sure the  
total is 25.  
Add up the two numbers – the total  
\_\_\_\_\_.
- 6 That address is wrong – it's Kenneth  
Road, not Tennis Road.  
That address is wrong – it  
\_\_\_\_\_.
- 7 Don't wear that on the plane. You'll  
feel cold.  
You \_\_\_\_\_.
- 8 Start taking the tablets today and I  
think you'll feel better by tomorrow.  
Start taking the tablets today and you  
\_\_\_\_\_.

### grammar *should have* + past participle

- 4 What would you say about these situations? Complete the  
sentences. Use the verbs in brackets.



You went to an interview very casually dressed. The interviewer  
was very formal. You didn't get the job.

(wear) I should've worn a suit

- 1 You were only ten minutes late to meet some friends but they  
had already gone when you arrived.  
(wait) They \_\_\_\_\_.
- 2 Your friend left his car in front of a hospital. It was towed away.  
(park) He \_\_\_\_\_.
- 3 You had a huge lunch and now you feel sick.  
(eat) I \_\_\_\_\_.
- 4 You are stuck in traffic. You wish you hadn't driven.  
(walk) We \_\_\_\_\_.
- 5 Some bags were stolen from your friend's car.  
(leave) She \_\_\_\_\_.



### say it!

Respond with your own ideas.

You are at a party, but you're not enjoying yourself  
because you've had a headache all day.

You turned down a job offer but now you wish you hadn't.

You've had a row with your girlfriend/boyfriend because you were late for a date.

Your friend didn't go to bed until 5.00 a.m. yesterday and now he's  
complaining that he's tired.

I should've taken  
something for my  
headache.





# expand your vocabulary

## travel and holidays

Match these definitions to the words underlined in the quiz below.

- a new or difficult task that tests someone's ability or skill challenge
- 1 a place you travel to \_\_\_\_\_
  - 2 relax \_\_\_\_\_
  - 3 very busy / chaotic \_\_\_\_\_
  - 4 write down the things you will need \_\_\_\_\_
  - 5 necessary things \_\_\_\_\_
  - 6 escape \_\_\_\_\_
  - 7 the excitement you feel when doing something thrilling or dangerous \_\_\_\_\_
  - 8 rest and get your energy back \_\_\_\_\_
  - 9 wanting to have a change \_\_\_\_\_
  - 10 schedule or plan \_\_\_\_\_

Now do the quiz. Choose the answer that suits you best.

### what kind of traveller are you?

The secret of having a great holiday is knowing what makes you happy.

**1 When, and what, do you normally pack for a holiday?**

- A A week or two before, I choose coordinated, interchangeable clothes.  
 B The night before, I pack a couple of essential items in a backpack.  
 C I make a checklist a month or so ahead.

**2 Why do you usually take a holiday?**

- A I have a hectic work schedule and need a break to recharge.  
 B I get restless or bored and just have to get away for some fun.  
 C I take a regular, allocated work break that best suits my employer.

**3 Which statement is most true for you?**

- A I look at a couple of brochures and make a decision based on my interests and the cost.  
 B I want to go to a destination that offers the latest in sports or activities.  
 C I read a lot of brochures and make an itinerary, or I return to a place I've been before.

**4 What does a holiday mean to you?**

- A It provides me with an opportunity to do many different things and have new experiences.  
 B I love a challenge and doing adventurous things.  
 C I gives me time to wind down.

**5 Which statement do you best relate to?**

- A I like a mix of structured and less organized time.  
 B I want an adrenalin rush – whether on the dance floor or white-water rafting.  
 C I look for good food, a good pool, good tours, good service, and good value.



Count up how many A, B, or C answers you have and read the conclusions below.

**Mostly As The intellectual traveller**

You need to combine learning with adventure, so go to a new place and explore the local culture. Book some short tours, or even a cookery or language course, but also allow time to relax. Don't go on a tour with a lot of people or return to the same destination each year.

**Mostly Bs The adventurous traveller**

You need a trip where you can have plenty of adrenalin rushes. You might enjoy learning a new sport, such as skiing or scuba diving. You would enjoy either travelling on your own or joining an adventure tour.

**Mostly Cs The organized traveller**

You'd enjoy a structured tour or a holiday with a group of friends. Choose a destination where the weather's great, the pool has a bar, and the gym offers massages.

## test yourself!

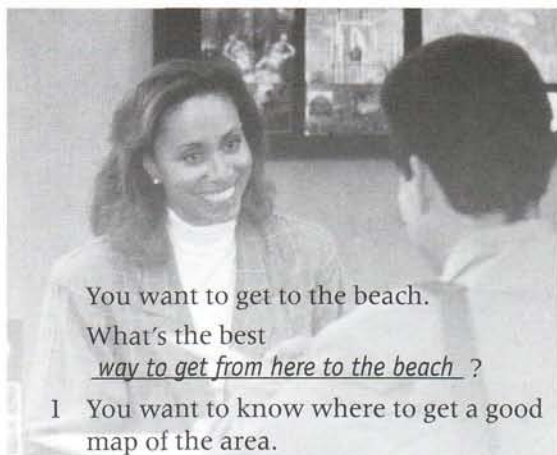
Look at the first part again. Cover the words on the right. Read the definitions and try to remember the words.



# wordbooster

## tourist information

- 5 You're in a tourist information office. Complete the questions.



You want to get to the beach.  
What's the best  
way to get from here to the beach?

- 1 You want to know where to get a good map of the area.  
What's the best \_\_\_\_\_?
- 2 You want to know if it's possible to get tickets for tonight's show?  
Is there any chance \_\_\_\_\_?
- 3 You want to know where to get something to eat nearby.  
Can I \_\_\_\_\_?
- 4 You want to know if it's necessary to buy bus tickets in advance.  
Do I have \_\_\_\_\_?
- 5 You want to know the entrance fee for the museum.  
How much \_\_\_\_\_?

## say it!

Ask questions.

You want to know the entry fee for the art gallery.

You want to know how to get to the museum.

You want to know if it's necessary to have the correct money for the bus.

You want to know if it's possible to book a seat on a tour for this afternoon.

How much does it cost to get into the art gallery?



# lost for words

## grammar possibility and probability

- 6 Tick possible sentences. One, two, or three may be possible.

A Will Katia be at Peter's party?

B I shouldn't think so.

a I doubt if she'll ✓

b She's bound to

c I dare say she'll

want to see Peter with his new girlfriend.

1 a I don't suppose

b It's likely that

c I doubt if

we'll win. The other team's supposed to be brilliant.

2

a I don't suppose they'll be late.

b They're not likely to be late.

c They'll probably be late.

Yeah, they always are!

3 Don't worry.

a I doubt if everything will be OK.

b Everything's bound to be OK.

c I'm sure everything will be OK.

4

a She might well

b She'll definitely

c She's highly likely to

need another operation. We won't know until tomorrow.

5

a I probably won't get the job.

b I shouldn't think I'll get the job.

c I'm sure to get the job.

They are looking for someone with more experience.

6 She's studied so hard for these exams.

a She's bound to pass.

b I dare say she'll pass.

c She'll definitely pass.

7

a He's not likely to invite me

b He might well invite me

c I doubt if he'll invite me

to the wedding after the row I had with his girlfriend.

8 I'd love to have dinner there, but I can't afford it.

a I shouldn't think it'll cost much.

b It's sure to cost a fortune.

c It probably won't cost too much.

## 7 Write sentences. Use the words given.

They / bound / be late.

They're bound to be late.

- 1 There / probably / not / be enough.

- 2 I doubt / it / work.

- 3 I dare say / Fabien / get the job.

- 4 Things / unlikely / improve.

- 5 I / not / suppose / they / lend me the money.

- 6 The car / sure / break down.

- 7 He / definitely / be there.

- 8 Who / likely / win?

natural English *though* and *although*

## 8 Match the pairs of sentences.

**g** Although the film had a lot of good actors in it,

- 1 ☐ I really like my job.  
 2 ☐ Although it was sunny,  
 3 ☐ Although I don't agree with him,  
 4 ☐ I only ate an hour ago.  
 5 ☐ Although it was a really cold day,  
 6 ☐ Although I haven't had anything to eat since breakfast,  
 7 ☐ The job itself is a bit boring.  
 8 ☐ I understand what he's saying.
- a I'm not hungry at all.  
 b I meet a lot of interesting people, though.  
 c the water was warm enough to swim.  
 d I think he's got it all wrong, though.  
 e it was still quite cold.  
 f I'm quite hungry again, though.  
 g ~~it wasn't really very good.~~  
 h I can see his point of view.  
 i The pay's terrible, though.

expand  
your grammar*have sth done*

**We can use the structure *have sth done* (*have* + object + past participle) to talk about services that we ask or pay someone else to do for us.**

I'm having my hair cut this afternoon.  
(Someone else is going to cut it.)

I had the car fixed.  
(Someone else fixed it and I paid them.)

**Compare this to:**

I fixed the car. (I fixed it myself.)

**We can also use *get* instead of *have*.**

Where did you get the car fixed?

**We also use *have sth done* when things happen to us but we do not know who was responsible.**

He had his wallet stolen.  
(Someone stole his wallet.)

**Complete the sentences below. Use the noun / verb pairs in the box, and *have sth done* in the correct tense. If the noun has already been used in the sentence, you must use a pronoun (as in the example).**

hair / cut  
eyes / test  
house / paint

phone / connect  
bag / steal  
car / service

jeans / take up  
jacket / dry clean  
computer / fix

Your hair looks nice. Where did you have it cut ?

- 1 If you can't read that sign, you should \_\_\_\_\_ .  
 2 I've bought some jeans but I need to \_\_\_\_\_. They're much too long.  
 3 Can I get a lift to work with you? I \_\_\_\_\_ and I can't pick it up until tomorrow.  
 4 I can't tell you our number. We've just moved in and we \_\_\_\_\_ yet.  
 5 I'll have to \_\_\_\_\_. I spilt some red wine on it.  
 6 My parents \_\_\_\_\_ at the moment so they're staying with me for a few days.  
 7 He \_\_\_\_\_ when he was walking home yesterday. A boy ran up to him and grabbed it.  
 8 Call me, as I can't check my e-mails. There's something wrong with my computer and I can't \_\_\_\_\_ until next week.





# how to get the information you want

## natural English asking for and making recommendations

- 9 Write sentences. Use the words given, in the correct form, and the information below.

### Barcelona

#### PLACES OF INTEREST

Gaudi Cathedral - magnificent!

<sup>1</sup> Las Ramblas - avenue with cafes, bars and shops

<sup>2</sup> The Picasso Museum

#### DAY TRIPS

<sup>3</sup> Sitges - beach resort

<sup>4</sup> Figueres - where Salvador Dali used to live (his house is now a museum and art gallery)

<sup>5</sup> The Miro Museum

should / go / see

You should go and see the Gaudi Cathedral. It's magnificent

1 worth / take a walk along

2 recommend

3 worth / a visit

4 should / go / see

5 worth / go

## vocabulary tourists' phrases

### think back!

Remember three types of accommodation you can stay in on holiday, and three things you can see or do on holiday.

- 10 Complete the text with suitable words.

#### ACCOMMODATION

If you want something cheap there are a lot of good camp sites. You could also stay in youth <sup>1</sup> \_\_\_\_\_, which are quite basic, but OK. The other possibility is bed and <sup>2</sup> \_\_\_\_\_ accommodation. If you just want to relax for a few days, there's a fantastic holiday <sup>3</sup> \_\_\_\_\_ on the island.

#### SIGHTS

There are a lot of places of <sup>4</sup> \_\_\_\_\_ in the city. I think it's worth going on a sightseeing <sup>5</sup> \_\_\_\_\_ with a local guide. If you're really interested in historic <sup>6</sup> \_\_\_\_\_ you should get your own guidebook. There are also some nice day <sup>7</sup> \_\_\_\_\_ out of the city by bus or train. There's only one problem though - the admission <sup>8</sup> \_\_\_\_\_ for the museums and galleries are really expensive.

### write it!

You have received an e-mail from an English-speaking friend who is going to visit a city that you know. Write back to him, making some recommendations. Write about accommodation, places of interest, and things to see and do.

# three

Tick (✓) when you've done these sections.

## natural English

- ☐ *fancy* (v)
- ☐ agreeing with and challenging opinions
- ☐ linking ideas

## grammar

- ☐ *each other / one another, -self / -selves*
- ☐ obligation, necessity, and prohibition
- ☐ sequencing information in a text
- ☐ expand your grammar *need*

## vocabulary

- ☐ good and bad relationships
- ☐ personality phrases
- ☐ expand your vocabulary *personality*

# start off

## natural English *fancy* (v)

1 Rewrite the underlined sentences using *fancy*.

A Do you want to go to the cinema?  
Do you fancy going to the cinema?

B Yeah, OK. What's on?

1 A Do you feel like something to eat?

\_\_\_\_\_?

B No, thanks. I only had lunch an hour ago.

2 A Let's go for a swim.

B I don't want to do that – the water will be freezing!

\_\_\_\_\_!

3 A You must be excited about moving into your new flat.

B Actually, I don't really like the idea of living there.

\_\_\_\_\_.

A Why not?

B It's not in a very nice area but it's all we can afford.

4 A Do you want a game of table tennis?

\_\_\_\_\_?

B Not now, but maybe later.

5 A We could go to Sparks for a drink.

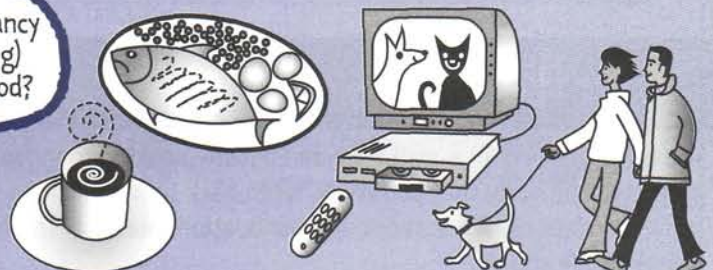
B I'd like to go somewhere different.

\_\_\_\_\_.

## say it!

Look at the pictures, and ask questions using *fancy*.

Do you fancy  
(getting)  
some food?







# family ties

## vocabulary

### good and bad relationships

- 2 Complete the sentences. Use a verb from the box in the correct form.

communicate hug relate consult  
stick up for quarrel compete get on clash

The couple in the flat upstairs quarrel all the time. I don't think they realize that we can hear them shouting.

- 1 My older brother and his friends always \_\_\_\_\_ with each other – especially about who's the best at sport or who's the most popular with the girls!
- 2 Pablo and Sonia are splitting up. She says that she can't \_\_\_\_\_ to him any more. Apparently he's changed a lot since he started this new job.
- 3 Don't you think that you should \_\_\_\_\_ a lawyer about this?
- 4 I \_\_\_\_\_ well with most of my colleagues. We see each other socially as well as at work.
- 5 My little brother gets embarrassed if Mum \_\_\_\_\_ him when she drops him off at school.
- 6 When we were at school together, Jonas used to \_\_\_\_\_ up for me when some of the other kids hit me.
- 7 I always \_\_\_\_\_ with my room-mate when I was at college. There was absolutely nothing we could agree on!
- 8 I like my boss but sometimes I find it quite difficult to \_\_\_\_\_ with him. He just won't listen to other people.

## grammar each other / one another, -self / -selves

- 3 Choose the correct option.

- A How was your holiday?
- B Fantastic. I really enjoyed myself.  
a me b myself c them d (-)
- 1 A What did you do to your hand?
- B I cut \_\_\_\_\_ when I was slicing some bread.  
a me b myself c him d (-)
- 2 My best friend and I talk to \_\_\_\_\_ on the phone every day.  
a us b ourselves c each other d (-)
- 3 Can I help \_\_\_\_\_ with those bags? They look heavy.  
a me b yourself c you d myself
- 4 Let's meet \_\_\_\_\_ at 6.00.  
a us b ourselves c me d (-)
- 5 Let me introduce \_\_\_\_\_. My name's Saori Matsuda.  
a me b myself c each other d (-)
- 6 A You play the guitar really well.
- B My dad taught \_\_\_\_\_ how to play.  
a me b yourself c myself d (-)
- 7 You need to concentrate \_\_\_\_\_ more if you're going to do well in class.  
a you b yourself c it d (-)
- 8 We disagree with \_\_\_\_\_ about a lot of things.  
a ourselves b us c each other d (-)





# creating a community

## grammar obligation, necessity, and prohibition

- 4 Carmen has just moved into a new flat. She has been given some information for tenants in the building. Read the text below.



### ***Birley Lane apartments***

#### REGULATIONS

A deposit is required before a **tenant** moves in.

- 1 Rent is payable two weeks in advance.
- 2 Tenants may not use the pool between 9.00 p.m. and 7.00 a.m.
- 3 No pets.
- 4 No smoking in common areas of the building.
- 5 Please be quiet when entering or leaving the building after 11.00 p.m.
- 6 The manager's permission is required for parties of more than ten people.
- 7 Do not hang pictures on the walls, paint the flat, or make other changes to the property without the owner's permission.
- 8 If something is broken or damaged, contact the manager. Do not repair it yourself.

The manager also tells Carmen about the regulations. Complete the sentences. Use the forms in the box below and a suitable verb.

mustn't  
don't have to

have to / have got to  
(not) be allowed (to)

You 've got to pay a deposit before you move in.

- 1 You \_\_\_\_\_ rent two weeks in advance.
- 2 You \_\_\_\_\_ the pool between 9.00 p.m. and 7.00 a.m.
- 3 Pets \_\_\_\_\_.
- 4 You \_\_\_\_\_ in your own flat but not in the common areas of the building.
- 5 You \_\_\_\_\_ quiet when you are coming home or going out after 11.00 p.m.
- 6 If you're having a small party (less than ten people), you \_\_\_\_\_ my permission.
- 7 You \_\_\_\_\_ pictures on the wall, paint the flat, or do anything like that without getting the owner's permission.
- 8 If you break or damage something, you \_\_\_\_\_ it yourself.

### say it!

Imagine that you and a friend have rented one of the apartments. Look at the information sheet above and tell your friend about the rules and regulations.

We've got to pay a deposit before we move in.





# expand your grammar

## need

**need + infinitive is slightly stronger in meaning than should + infinitive.**

We need to do some shopping. The fridge is almost empty.

I need to take a holiday – I'm exhausted.

**need + -ing has a passive meaning. In this structure, the object of the verb comes at the beginning of the phrase.**

Your shoes need cleaning.

The car needs repairing.

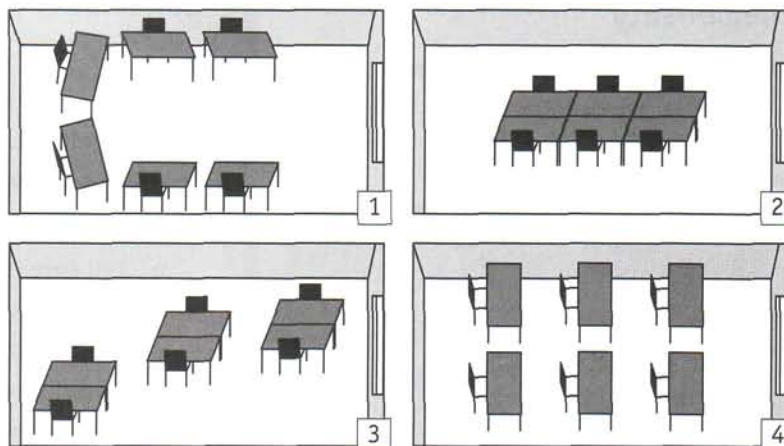
**Complete the conversations using the verbs given. Use either need + infinitive or need + -ing.**

- 1 A Have you replied to Eva's e-mail?  
B No, not yet.  
A You need to do (need / do) it as soon as possible – she wants to know what time we're arriving. Also, remember to phone the hotel this afternoon – we  
1 \_\_\_\_\_ (need / pay) the deposit before 5.00 p.m. today.
- 2 A I'm going shopping later. Do you need anything?  
B Yeah, some films for my camera and some sunblock.  
A I'll get those. By the way, the lock on the suitcase 2 \_\_\_\_\_ (need / fix). Can you do it? And also my sunglasses 3 \_\_\_\_\_ (need / mend) – the little pin has come out.
- 3 A Can you get some cat food? We  
4 \_\_\_\_\_ (need / leave) some here. You did ask Robert to come and feed her, didn't you?  
B Yes, but I think we  
5 \_\_\_\_\_ (need / remind) him about it.

**Write sentences about things you need to do, or which need doing, this week.**

## natural English agreeing with and challenging opinions

- 5 Maria is a teacher. She asks her students if they would like to change the way the classroom is organized. The classroom is currently like picture 1.



**Complete the conversation. Use words from the box.**

makes right why say seems point

- Maria I think we should move the tables around in here.  
Jon I don't see why. I like it the way it is.  
Bianca I don't. It's claustrophobic.  
Jon Why do you 1 \_\_\_\_\_ that?  
Bianca Well, you can't move around very easily.  
James We could try putting all the desks together in the centre.  
Bianca I don't see the 2 \_\_\_\_\_ of that.  
James Yes, but there'll be more space for all of us.  
Maria Yes, that 3 \_\_\_\_\_ sense.  
Elizabeth Wouldn't it be better to put the desks into three groups?  
James Yes, I think you're 4 \_\_\_\_\_.  
Jon I'm still not sure.  
Elizabeth Why don't we just try it for a week?  
Maria Yes, that 5 \_\_\_\_\_ sensible. Does everyone agree?

**Which classroom layout are they going to try?**

## say it!

**Reply to these statements from other students, using the words given.**

- We should get more homework. (see / why)  
That was a boring class. (why / say?)  
I'm going to read more in English. (see / point)  
I'm only going to speak English at school. (sensible)  
I think we should use the dictionary for this exercise. (sense)

I don't see why.



## expand your vocabulary

### personality

Match the adjectives and paraphrases.

- ☐ c independent
- 1 ☐ thoughtless
- 2 ☐ outspoken
- 3 ☐ cheerful
- 4 ☐ outgoing
- 5 ☐ vivacious
- 6 ☐ vain
- 7 ☐ moody
- 8 ☐ laid-back
- 9 ☐ kind
- 10 ☐ chatty
- a full of life
- b concerned about his / her appearance
- c ~~doesn't rely on other people~~
- d happy one minute and unhappy the next
- e usually very relaxed
- f often speaks or acts without thinking of others
- g likes to speak his / her mind
- h confident and sociable
- i always has a smile on his / her face
- j has a heart of gold
- k loves to talk

### say it!

Paraphrase the adjectives.

thoughtless

vivacious  
outspoken  
vain  
outgoing  
chatty

He often speaks  
(or acts) without  
thinking (of others).

Do any of these adjectives describe you?

## wordbooster

### personality phrases

## think back!

Remember five words to describe someone's personality.

- 6 Put these sentences into the magazine article below.
- a I'm sure that Mum and Dad think that I'm totally out of control
- b I don't try to hide the fact that I want to get on in life.
- c I'm sure my staff think that I can be a pain in the neck.
- d I think my friends would say that I'm a good laugh.
- e ~~I'm sure some people might think I've got a big ego.~~

### How others see you, how you see yourself

How do you think family, friends, or colleagues would describe your personality? Do you think they're right?



CLARA, 21, student

- 1 e but in fact I'm quite shy. Because I'm really not very self-confident I try to come across as outgoing and self-assured.



CARLOS, 18, student

- 2 g but I don't think I am. I like to think of myself as a bit wild! I just like to try everything once and live life to the full.



MARTIN, 26, banker

- 3 a Some people probably think that I'm a bit too ambitious and obsessed with work, but I won't be happy unless I get to the top!



FELIX, 22, unemployed

- 4 h I do like to be funny but I sometimes think that people don't see that I've got a serious and sensitive side too.



PAOLA, 38, manager

- 5 b I'm very fussy about what time people get to work, how they dress, and the standard of their work, but that's my job!





# how to...

## write a website profile

### natural English linking ideas

#### 7 Combine the sentences. Use a non-finite clause.

The man was completely lost. He stopped a passerby and asked for directions.

Completely lost, the man stopped a passerby and asked for directions.

- 1 The company was set up ten years ago in Holland. It is now one of the world's leading software makers.

- 2 Gabriella is a very experienced teacher. She is excited about taking on the position of headmistress.

- 3 Dae-Sang is the son of an architect. He has always been interested in design.

- 4 The company is expanding rapidly. It now needs bigger premises.

- 5 Jackie is currently studying languages. She would like to work as a translator when she finishes college.

### grammar sequencing information in a text

#### 8 Combine the sentences. Use the words given.

He left school. He soon found a job he liked.

(shortly after) Shortly after leaving school he found a job he liked.

- 1 It was almost dawn. My alarm clock went off.

(shortly before) My \_\_\_\_\_.

- 2 Before you have the interview, you should find out as much as you can about the company.

(prior to) Prior \_\_\_\_\_.

- 3 We were friends. He became famous later.

(long before) We \_\_\_\_\_.

- 4 They met. A short time later they got engaged.

(soon after) They \_\_\_\_\_.

- 5 I gave up smoking. I feel a lot better now.

(since) I feel \_\_\_\_\_.



## write it!

Use the notes about Leonardo DiCaprio to write a website biography of the actor.



### LEO - The early years

Born Hollywood November 11th 1974

Mother (German immigrant)  
& Father (artist) separated  
shortly after his birth

Parents encouraged acting

Aged 2 - TV-show Romper Room

Elementary school - acting classes

High school - plays, advertisements,  
educational films and TV shows

1991 First film - horror film  
Critters 3

1993 Film This Boy's Life -  
**career breakthrough**

1993 Film What's Eating  
Gilbert Grape? (with Johnny Depp)  
- won Oscar nomination for best  
supporting actor

1996 played Romeo in Romeo and  
Juliet - became an international  
star

# four

Tick (✓) when you've done these sections.

## natural English

- ☐ frequency phrases
- ☐ 'sitting on the fence'
- ☐ making and responding to requests

## grammar

- ☐ nouns in groups
- ☐ future simple and continuous
- ☐ expand your grammar future perfect

## vocabulary

- ☐ adjectives describing reactions
- ☐ the language of editing
- ☐ words of similar meaning
- ☐ expand your vocabulary phrases with *of*

# start off

## vocabulary adjectives describing reactions

### think back!

Remember other adjectives that have similar meanings to *surprising*, *annoying*, and *peculiar*.

#### 1 Underline the adjective that best describes each situation.

You are walking home from work one evening. It starts to rain hard. You decide to get a taxi but none come for ten minutes. Then three go past but don't stop for you.

annoying / odd / astonishing



- 1 You hadn't studied hard at all, so you were dreading getting your exam results. When they came, though, they were really good.

surprising / peculiar / annoying

- 2 A man approaches you in the street and acts as if you are old friends. He asks you about your family and if they are OK. You explain that he has confused you with someone else but he seems surprised that you don't know him.

astonishing / infuriating / strange



- 3 Your neighbours are having a party and are being really noisy. You went to bed at 11.30 p.m. It's now 1.00 a.m. and you're still not asleep.
- weird / amazing / irritating



## technology



## don't believe

everything you see in films

## natural English frequency phrases

- 2 Match the beginnings and endings of the phrases.

How often do you go to the cinema?

- ☐ e Quite
- 1 ☐ About twice a
- 2 ☐ Whenever
- 3 ☐ Hardly
- 4 ☐ Every month
- 5 ☐ Once in
- 6 ☐ Roughly once
- 7 ☐ It
- 8 ☐ Now and
- a I can.
- b or so.
- c again.
- d a fortnight.
- e often.
- f varies.
- g week.
- h a while.
- i ever.

## grammar nouns in groups

- 3 Complete the sentences using the words in brackets. Add any other necessary words or punctuation.

I took this photo from the top of the mountain (mountain / top).  
The view's spectacular, isn't it?

- 1 I'm usually exhausted by \_\_\_\_\_ (day / end).
- 2 My \_\_\_\_\_ (player / DVD) was stolen from my car.
- 3 Have you seen \_\_\_\_\_ (paper / today)?
- 4 My sister is a \_\_\_\_\_ (artist / make-up). She usually works with models on photo shoots but occasionally she does some work on films.
- 5 My \_\_\_\_\_ (boss / husband) has asked him to work late every night this week.
- 6 Have you got a \_\_\_\_\_ (opener / bottle) I can use?
- 7 Try to get a good \_\_\_\_\_ (sleep / night). You'll feel better in the morning.
- 8 Oh, no! I can't find my \_\_\_\_\_ (keys / house). I hope I haven't locked them inside!

## say it!

Answer the questions using frequency phrases.

How often do you ... ?

... go to the cinema?

... buy magazines?

... go out with friends?

... speak English (outside class)?

... use the Internet?

About once a month.

## say it!

Describe these places using *end / bottom / corner / beginning*.





# the mobile phone

police

## natural English 'sitting on the fence'



- 4 Complete the sentences with a suitable word.

Q

### Should children be allowed to own mobile phones?

I can see both sides. I don't really think kids need a mobile. On the other hand, it makes kids and parents feel safer if they know they can call home whenever they need to.

- 1 It's a difficult \_\_\_\_\_. I do think that they're useful for kids to have, but we don't know the long-term health effects of using them.
- 2 It \_\_\_\_\_, doesn't it? If they're just calling a friend for a chat they don't need a mobile, but if they're going out somewhere then they're useful.
- 3 It's hard to \_\_\_\_\_. I've had a mobile since I was 13 but I've never used it that much. To be honest, I could live without it.

## grammar future simple and continuous

- 5 Underline the correct form.

- What do you think you'll do / 'll be doing this time next year?
- 1 Give it to me and I'll give / 'll be giving it to Sam. I'm seeing her later.
  - 2 We'll play / 'll be playing football all afternoon, so if you want to join us just come along to the park.
  - 3 I won't call / won't be calling you until I get some more news.
  - 4 By the end of the month we'll have / 'll be having enough money to buy a car.
  - 5 Do you think you'll still work / 'll still be working here next year?
  - 6 Maybe we shouldn't go round at the weekend. They'll pack / 'll be packing everything up to move.
  - 7 Don't ring the boss this afternoon. He'll do / 'll be doing interviews until 5.00 p.m.
  - 8 Don't worry. I won't forget / won't be forgetting to tell him.
- 6 Sophie and Julia work for the same company but in different cities. Complete their e-mails below. Use the verbs in brackets in either the future simple or future continuous.

from: Julia

subject: holiday

Hi Sophie

I just wanted to let you know that I' ll be (be) on holiday for the next two weeks (this time next week I <sup>1</sup> \_\_\_\_\_ (lie) on the beach!). My colleague Jason <sup>2</sup> \_\_\_\_\_ (do) my job while I'm away so I <sup>3</sup> \_\_\_\_\_ (give) him all of the information. Call him if you need to know anything.

Cheers, Julia

from: Sophie

subject: RE: holiday

Dear Julia

I hope you have a good holiday! It's a pity that you <sup>4</sup> \_\_\_\_\_ (not / be) there next week, as I'm hoping to visit in person. I <sup>5</sup> \_\_\_\_\_ (leave) the stuff you asked for with Jason. I think that by the end of the month we <sup>6</sup> \_\_\_\_\_ (have) enough information to complete the report, don't you? Otherwise we <sup>7</sup> \_\_\_\_\_ (still / work) on it over Christmas, which would be a nightmare!

Think of me stuck in the office while you're on the beach! <sup>8</sup> \_\_\_\_\_ (you / get) in touch as soon as you get back?

Sophie



expand  
your grammar

## A black and white photograph of a smiling couple, a man and a woman, standing together. The man is on the left, wearing a dark sweater, and the woman is on the right, wearing a light-colored top. They are both smiling broadly. In front of them, the man is holding a large rectangular sign with the word "SOLD" in bold, capital letters. The background shows a portion of a house with a tiled roof and a window.



say it!

unit four 25





## expand your vocabulary

### phrases with of

#### Look at these words and definitions.

<i>means of</i>	a way of achieving or doing sth a means of transport = a way of getting around
<i>rate of</i>	the measurement of the amount, or speed, of change over a period of time the rate of inflation (or inflation rate) = the amount and speed by which prices in a country are rising
<i>sense of</i>	a feeling about sth a sense of achievement = the positive feeling you get when you have achieved something
<i>standard of</i>	the quality of the standard of living = the quality of life people have
<i>level of</i>	the amount of sth at a particular time the level of alcohol in sb's blood = how much alcohol someone has in their blood at a particular time

#### Match the words in the box with the phrases below.

unemployment    communication    ~~pollution~~    direction    education

- level of    pollution
- 1 rate of    \_\_\_\_\_
- 2 sense of    \_\_\_\_\_
- 3 standard of    \_\_\_\_\_
- 4 means of    \_\_\_\_\_

#### Complete the sentences with a suitable phrase from above.

- The rate of unemployment went up by 10% last year.
- 1 Government ministers are meeting conservation groups and scientists to discuss how the \_\_\_\_\_ in our rivers can be reduced.
- 2 The \_\_\_\_\_ has gone up by 3% so far this year and prices are still rising.
- 3 Even though he didn't come first, he got a real \_\_\_\_\_ from doing well.
- 4 The \_\_\_\_\_ in our primary schools is deteriorating. The government needs to spend more on this area.
- 5 The bike is by far the most popular \_\_\_\_\_ in Vietnam.
- 6 Our \_\_\_\_\_ is fairly high compared to other countries, but there is still a big difference between the rich and the poor.
- 7 Don't ask me which way to go - I've got a terrible \_\_\_\_\_.
- 8 E-mail is now the most widely used \_\_\_\_\_.



## wordbooster

### words of similar meaning

- 7 Complete the text. Use the verbs in the box in the correct form.

control    improve    grow    prohibit  
deteriorate    limit    cut    examine    increase

### Memo

Date 18/12/02  
To all staff  
From the Managing Director

A big thank you to all of our staff. It has been an excellent year and the company has grown considerably. Sales went up by 30% and next year we intend to 1 \_\_\_\_\_ the number of staff from 455 to 510.

Last year the amount spent on entertaining clients was excessive, so next year we have to 2 \_\_\_\_\_ expenditure on corporate entertainment by 25%.

We are going to introduce a new system for 3 \_\_\_\_\_ the quality of goods. From now on, all goods must be 4 \_\_\_\_\_ three times, twice by machine and once by hand, before being packaged. We hope that this 5 \_\_\_\_\_ the number of faulty goods.

We are committed to 6 \_\_\_\_\_ working conditions for all employees. We realize that the standard of all of the office equipment 7 \_\_\_\_\_ a lot recently and we appreciate your tolerance. The offices will be refurbished in April 2003.

We are planning to 8 \_\_\_\_\_ smoking in all parts of the building from January 2003 onwards. Smokers, please use the rooftop terrace.

## test yourself!

Look again at the verbs in the box above. For each one, try to remember another verb with a similar meaning.





# how to write and edit e-mails

## natural English making and responding to requests

### 8 Write requests. Use the words given.

lend me some money

(wondering) I was wondering if you could lend me some money?

- 1 post this letter for me  
(think) \_\_\_\_\_?
- 2 have a look at my computer  
(chance) \_\_\_\_\_?
- 3 proofread this report that I've written  
(wondering) \_\_\_\_\_?
- 4 get some bread on your way home  
(think) \_\_\_\_\_?
- 5 give me a lift to the station  
(chance) \_\_\_\_\_?

Match these responses to the requests.

- a Leave it on my desk and I'll see what I can do. \_\_\_\_\_
- b Sure. I'm going past the post office later anyway. \_\_\_\_\_
- c I've only got a couple of dollars myself.  
example
- d Sure. What time? \_\_\_\_\_
- e I don't know that much about them.  
\_\_\_\_\_
- f Yes, but I won't be home until late.  
\_\_\_\_\_

## vocabulary the language of editing

### 9 Read the essay and complete the teacher's notes below.

ARE LETTERS OR E-MAILS THE BEST MEANS OF COMMUNICATION?

There is no doubt that e-mail has enabled us to communicate with each other much more quickly than in the past but is e-mail unquestionably a good thing<sup>1</sup>? Letters tend to take us longer to write, but perhaps we think more about what we are saying. In e-mails we don't worry so much about correct spelling or punctuation. <sup>2</sup>If we make a mistake, we can just call it a typo. We also keep letters for longer, so if we can't remember what a friend said in their last letter we can just look at it again. However, we usually <sup>3</sup>WT ~~deleted~~ our e-mails. <sup>4</sup>NPI! On the other hand, <sup>5</sup>when we need a quick response, e-mail is perfect. <sup>6</sup>It's also cheap, and much more convenient than sending a letter because we don't need to leave our desk <sup>7</sup>(and we don't have to queue in the post-office<sup>8</sup>!).

You need a double m !

- 1 Don't forget to put a \_\_\_\_\_. You are asking a question.
- 2 These are two separate sentences so you need a \_\_\_\_\_ and a capital letter.
- 3 Wrong \_\_\_\_\_. It should be present simple.
- 4 Start a new \_\_\_\_\_ here.
- 5 'On the other hand' should be followed by a \_\_\_\_\_.
- 6 Remember – when you mean 'It is' you need an \_\_\_\_\_.
- 7 You could put this in \_\_\_\_\_, or leave it out, as it's not so important.
- 8 'Post office' doesn't need a \_\_\_\_\_.

## say it!

Make requests in these situations.

You work in an office. Ask a colleague to answer your phone while you go out to get a coffee.

Ask a friend to pick you up from work tonight.

You have resigned from your job. Ask your boss to write you a reference.

Do you think you could answer the phone while I get a coffee?



## write it!

Write a short essay discussing the statement, 'E-mail is necessary in the modern world'.

# five

Tick (✓) when you've done these sections.

## natural English

- ☐ talking about test/exam results
- ☐ expectation and surprise
- ☐ spoken v. written English
- ☐ *not that* + adjective

## grammar

- ☐ narrative tenses
- ☐ modifying and intensifying adverbs
- ☐ expand your grammar  
modifiers + *too* + adjective

## vocabulary

- ☐ taking exams
- ☐ phrasal verbs
- ☐ *so* and *such*
- ☐ expand your vocabulary  
formal and informal verbs

# start off

## natural English talking about test/exam results



- 1 Here are the test results for some students in an English class. Match the names of the students to the sentences below. Sometimes more than one answer is possible.

Name	Final result	Grade	Pass / fail (pass = 50%)
Young-Eun	70%	B	P
Ralph	93%	A	P
Alberto	15%	E	F
Nina	52%	C	P
Tomoko	47%	D	F

- |                          |              |
|--------------------------|--------------|
| I got an A.              | <u>Ralph</u> |
| 1 I did well.            | _____        |
| 2 I only just failed.    | _____        |
| 3 I got excellent marks. | _____        |
| 4 I just passed.         | _____        |
| 5 I did very badly.      | _____        |



## say it!

Look at the results table again and talk about the results.

Ralph got an A.



# testing times



## what an experience!

### grammar narrative tenses

#### 2 Underline the correct form.

Why didn't you tell / weren't you telling me that you'd already got a ticket?

- 1 When I arrived they had already started / had already been starting lunch.
  - 2 A What did you do / were you doing there?  
B Waiting for my sister to pick me up.
  - 3 We drove / were driving along the motorway when we got a flat tyre.
  - 4 We hadn't waited / hadn't been waiting for long but it was raining and we were getting cold so we left.
  - 5 I didn't want to go because I'd seen / 'd been seeing the film before.
  - 6 I just thought / was just thinking about you when you rang.
  - 7 I found out later that they'd made / 'd been making a mistake.
  - 8 They'd gone out / 'd been going out together for ages so it came as a big surprise to us when they broke up.
- 3 Complete the newspaper article. Use the verbs in brackets in the correct form (past simple, past continuous, past perfect simple, or past perfect continuous).

Two determined women went **bonnet-to-bonnet** for one parking space, a court was told yesterday.

Last December Julie Brown, 43, **drove** (drive) into the space in the middle of the High Street, only to be confronted by Melanie Andrews, 20, coming from the opposite direction. Both women <sup>1</sup> \_\_\_\_\_ (believe) they <sup>2</sup> \_\_\_\_\_ (see) the space first and both <sup>3</sup> \_\_\_\_\_ (refuse) to move. In a grinding of metal and smoke, Ms Andrews then <sup>4</sup> \_\_\_\_\_ (**shunt**) her rival out of the space, despite the fact that Mrs Brown <sup>5</sup> \_\_\_\_\_ (apply) her handbrake and her twelve-year-old son Dominic <sup>6</sup> \_\_\_\_\_ (stand) behind her car, pushing back. Later Ms Andrews claimed that she <sup>7</sup> \_\_\_\_\_ (wait) for the previous car to vacate the spot and that consequently the spot was rightfully hers.

A jury at Winchester Crown Court <sup>8</sup> \_\_\_\_\_ (find) Andrews guilty of dangerous driving. Liz Gunther, for the prosecution, said: 'Parking **rage** is the best way to describe this case.'

### natural English

#### expectation and surprise

#### 4 Tick the correct options. One, two, or three may be correct.

I thought that the job interview had been terrible, but to my surprise

- a they offered me the job. ✓
- b I didn't get the job. ✗
- c they've asked me to go back for a second interview. ✓

- 1 I didn't do any revision for the test, but to my amazement
  - a I passed.
  - b I failed.
  - c I did very badly.
- 2 He was an hour late to meet his girlfriend, so when he arrived, as you might expect,
  - a she had gone home.
  - b she was furious.
  - c they had an argument.
- 3 She was late for work for the third time in a week, so inevitably
  - a her boss didn't mind.
  - b no one seemed to care.
  - c her boss was annoyed with her.
- 4 Ricky was at the party, but
  - a he went home early.
  - b he didn't stay for long.
  - c he ignored me.
- 5 My brother doesn't usually remember my birthday, but this year to my surprise
  - a he forgot.
  - b he gave me a present.
  - c he sent me a card.

#### glossary

**bonnet** /'bɒnɪt/ the metal part over the front of a car, usually covering the engine

**shunt** /ʃʌnt/ to push sth violently

**rage** /reɪdʒ/ a feeling of violent anger

# wordbooster

## taking exams



## think back!

Remember five verbs connected with exams.

- 5 Some students are discussing an exam they've just taken. Complete the sentences with verbs / phrases from the box, in the correct form.

get through	make a mess	retake	turn up	cheat	sit	fail
take place	(not) come up	prepare	bluff my way through			

- If I had prepared for the test, I'm sure I could've got good marks in it.
- I \_\_\_\_\_ a minute late and the invigilator wouldn't let me in.
  - I'm sure I \_\_\_\_\_. I wasn't sure about any of the answers.
  - If I don't pass, I'll \_\_\_\_\_ the exam next month.
  - Where's the speaking test going to \_\_\_\_\_?
  - I \_\_\_\_\_ of the listening test! I got it all wrong.
  - I was surprised that phrasal verbs \_\_\_\_\_ in the test yesterday.
  - If I \_\_\_\_\_ that part of the exam, then I think I'll pass the rest.
  - Jacob's been disqualified for \_\_\_\_\_. Apparently, he was trying to copy from the student next to him.
  - I've got to \_\_\_\_\_ another test this afternoon.
  - Although I didn't know much about it, I think I managed to \_\_\_\_\_ the essay question.

## phrasal verbs

- 6 Complete the sentences. Use phrasal verbs with *go*, *turn*, *get* and *come*, in the correct form. The meaning of the missing phrasal verb is given in brackets.

Isn't your birthday coming up soon?  
(happen)

- I like this song. Could you \_\_\_\_\_ it \_\_\_\_\_?  
(increase the volume)
- I tried to call you this afternoon but I couldn't \_\_\_\_\_.  
(be connected)
- There's a lot of noise in the background. What's \_\_\_\_\_?  
(happen)
- What time did they eventually \_\_\_\_\_?  
(arrive)
- His leg has been badly injured, but as time \_\_\_\_\_ he'll find it easier to move around.  
(pass)
- She got such a fright. She didn't realize he was there, and he \_\_\_\_\_ behind her and tapped her on the shoulder.  
(approach)
- I thought I'd lost my credit card but it \_\_\_\_\_ at my parents' house.  
(appear)
- I'll have to study late tonight – I've got so much work to \_\_\_\_\_ for my exams.  
(finish)



## write it!

Write about a time when you took an exam.





# a test of endurance

## grammar modifying and intensifying adverbs

7 Complete the sentences. Use a suitable extreme adjective.

A It's extremely hot in here, isn't it?

B Yes, it's boiling !

1 A I'm quite tired. I think I'll go home now.

B Yes, me too. I'm \_\_\_\_\_ !

2 A It was really frightening wasn't it?

B \_\_\_\_\_ ! I hate films like that. I probably won't be able to sleep tonight.

3 A Did you have a good time?

B Yes, \_\_\_\_\_ !

4 A I've read this book too.

B What did you think of it?

A To be honest, I thought it was pretty bad.

B Me too. I thought it was absolutely \_\_\_\_\_ !

5 A It's a stupid idea, isn't it?

B I think it's the most \_\_\_\_\_ thing I've ever heard!

8 Underline the correct words. One, two, or three may be possible.

The film was rather / really / absolutely fantastic.

1 I thought that it would be difficult but in fact it was really / fairly / absolutely easy.

2 A Did you enjoy the film?

B No! The story was extremely / really / absolutely ridiculous.

3 His job is pretty / rather / extremely stressful, isn't it?

4 A What's the weather like there today?

B Pretty / Really / Absolutely nice!

5 It was a fairly / rather / absolutely unpleasant journey as our air-conditioning wasn't working.

6 The food was good but the service was fairly / extremely / absolutely appalling.

7 A How's your course going?

B I'm enjoying it, but it's rather / fairly / really challenging.

8 A Was the test difficult?

B Rather / Fairly / Absolutely impossible!

say it!

Say sentences about these things using an adjective and modifier or intensifier.

The last film you saw.

The last test you took.

A book you read recently.

Today's weather.

I watched a movie on TV last night. It was absolutely awful.

## natural English

### spoken v. written English

9 Replace the underlined words with less formal words from the box, in the correct form. Keep the meaning the same.

<del>find out</del>	cut off	get rid of
take part in	take up	turn out
work out	come to an end	tell off

In our research we are trying to discover how sleep can be affected by different foods. find out

1 If we don't pay the bill this week, the phone will be disconnected.

2 I think the government abolished that law two years ago. \_\_\_\_\_

3 I was often reprimanded by the teachers at school. \_\_\_\_\_

4 If you want to participate in any of the water sports at the club you have to sign this insurance document first.

5 As it transpired, I had a room to myself.

6 Studying occupies most of my time.

7 When the course terminated we didn't see each other for five years.

8 Once I can determine where the fault is, I'll be able to fix it for you.



## expand your vocabulary

### formal and informal verbs

Verbs 1 to 10 below are more formal than verbs a to k. You might use the more formal ones when writing, or when speaking to someone you don't know, often in a work situation. You might use the less formal ones when speaking to people you know.

Match verbs with the same meaning.

- |             |                                       |                        |
|-------------|---------------------------------------|------------------------|
| purchase    | <input checked="" type="checkbox"/> i | a let sb know          |
| 1 cancel    | <input type="checkbox"/>              | b say sorry            |
| 2 request   | <input type="checkbox"/>              | c put off              |
| 3 obtain    | <input type="checkbox"/>              | d get                  |
| 4 ascertain | <input type="checkbox"/>              | e call off             |
| 5 inform    | <input type="checkbox"/>              | f get in touch with sb |
| 6 apologize | <input type="checkbox"/>              | g ask for              |
| 7 require   | <input type="checkbox"/>              | h sort out             |
| 8 contact   | <input type="checkbox"/>              | i <del>buy</del>       |
| 9 postpone  | <input type="checkbox"/>              | j need                 |
| 10 resolve  | <input type="checkbox"/>              | k find out             |

Cover the exercise above. Make the underlined verbs below less formal.

Where did you purchase it?  
buy

- If you require any more information, please call me. \_\_\_\_\_
- I'm trying to ascertain exactly why she's resigned. \_\_\_\_\_
- I requested a room with a view but they didn't have any. \_\_\_\_\_
- I think you should apologize to her. \_\_\_\_\_
- They have postponed the wedding until later in the year. \_\_\_\_\_
- I am calling to inform you that I won't be able to meet you on Friday. \_\_\_\_\_
- Why was the match cancelled? \_\_\_\_\_
- Have you resolved the problem with your computer yet? \_\_\_\_\_
- I'm trying to contact Simona Gentile. You don't know her number, do you? \_\_\_\_\_
- You can obtain copies of the document from our head office. \_\_\_\_\_



## how to... emphasize what you feel

### vocabulary *so* and *such*

10 Write sentences with the same meaning. Use *so* or *such*.

It's such a new design that not many people have seen it yet.

The design is so new that not many people have seen it yet.

1 The film was so boring that we walked out halfway through.

It \_\_\_\_\_.

2 We had such bad weather that we decided to come home early.

The weather \_\_\_\_\_.

3 It was such a difficult test that I gave up.

The test \_\_\_\_\_.

4 The food was so disgusting that I didn't eat a thing!

It \_\_\_\_\_.

5 His results were so good that he decided to go to college after all.

He \_\_\_\_\_.

6 It was such a loud noise that I closed the window.

The noise \_\_\_\_\_.

7 The teacher's so good that I've decided to attend his class again next term.

He \_\_\_\_\_.

8 It's such an old car that I'm not at all surprised it broke down.

The car \_\_\_\_\_.

### natural English *not that* + adjective

11 Match the pairs of sentences.

- |                                       |  |
|---------------------------------------|--|
| <input checked="" type="checkbox"/> f | You didn't miss much.                            |
| 1 <input type="checkbox"/>            | The test wasn't that difficult.                  |
| 2 <input type="checkbox"/>            | Let's think it through again.                    |
| 3 <input type="checkbox"/>            | You can't be that hungry.                        |
| 4 <input type="checkbox"/>            | Stop worrying about your interview.              |
| 5 <input type="checkbox"/>            | I didn't think the film was that bad.            |
| a                                     | We had dinner only an hour ago.                  |
| b                                     | I'm sure it won't be that bad.                   |
| c                                     | It can't be that complicated.                    |
| d                                     | It could've been much harder.                    |
| e                                     | Catherine Zeta Jones was good, didn't you think? |
| f                                     | <del>The party really wasn't that good.</del>    |





# expand your grammar

## modifiers + *too* + adjective

Look at these examples.

### *too* + adjective

A Do you want to go swimming?

B No, it's too cold!

### *too* + adjective + *for* + sb

These jeans are too small for me.

### *too* + adjective + infinitive

I feel too sick to go to school.

We often use modifiers before *too*.

*Far*, *miles*, and *way* all mean the same as *much* (but *miles* and *way* are more informal).

That jacket looks much too big.

I'm far too hungry to wait any longer.

It's miles too big for you.

It's way too hot to play tennis today.

*Slightly* and *a bit* mean the same as *a little* (but *a bit* is more informal).

The dessert's a little too sweet for me.

The sofa's slightly too big to get through the door.

It's a bit too far to walk there.

Complete the sentences. Use the words given.

They had to stop the match. It be / bit / dark / see the ball.

It was a bit too dark to see the ball.

1 By the time I finally finished work it be / much / late / go / cinema.

2 It's a nice shirt but that size look / little / small / you.

3 I need something to eat now. I be / way / hungry / wait / dinner.

4 We should get the bus. It take / far / long / walk there.

5 I'm not coming to the party. I be / bit / tired.

6 There's no point in us talking about it now. I can see that you be / way / angry / listen to me.

7 I'm going to have to cut out some of this essay. It be / slightly / long.

8 Do you want this jacket? It be / miles / big / me.

## say it!

Respond to the questions using the words given and a modifier of your choice.

Did you read the book in English?  
No / difficult / me.

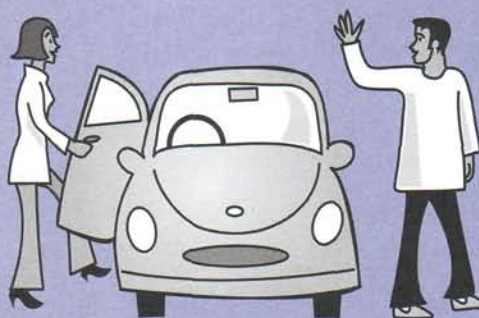
No,  
it was way  
too difficult  
for me!



Do you want to come to the beach?  
No / cold / me.



Do you want a lift home?  
No / early / leave.



Shall we watch a video?  
No / late / start watching a film.





# six

Tick (✓) when you've done these sections.

## natural English

- ☐ talking about needs
- ☐ *apparently, it appears / seems that*
- ☐ getting sb's attention

## grammar

- ☐ past simple and present perfect passive
- ☐ indirect questions
- ☐ expand your grammar other passive forms

## vocabulary

- ☐ feelings and emotions
- ☐ collocation
- ☐ expressing opinions and interest
- ☐ dangers and disasters
- ☐ knowing your prepositions
- ☐ expand your vocabulary phrases with *in* and *on*

# start off

## vocabulary feelings and emotions

### think back!

Remember three phrases to describe how you feel after getting good news and three after getting bad news.

#### 1 Match sentences 1 to 5 to the responses a to f.

So we've set a date for the wedding – it's going to be September 2nd. e

- 1 Do you remember that job I had an interview for last month? Well, I got it! I start next week. —
  - 2 Did you know that Juan and Paulina have broken up? Apparently she's met another man. —
  - 3 My sister's got into the national swimming team. She's hoping to go to the next Olympic Games. —
  - 4 She promised that we would do the project together. Then she decided to do it with Jane instead. —
  - 5 He had been doing all this overtime and working really late. Then they offered the promotion to someone else. —
- a You must have felt really let down.
  - b Oh no! He must be heartbroken.
  - c Oh! I expect he's really fed up.
  - d Wow! You must be thrilled to bits.
  - e ~~Your mum and dad must be over the moon. They love Alessandro, don't they?~~
  - f Really? She must be ecstatic.

## say it!

Respond to the news.

Peter had arranged to go on holiday with his friend Josef, but then Josef decided to go away with his brother instead.

I got an A in my exam.

Did you know that Simon's broken off his engagement with Elena?

Paul's been looking for a new job for ages but he just can't find anything.

Oh no! He must feel really let down.



# breaking news



## trouble spots

**natural English** talking about needs



- 2 Could you survive on a desert island for three months with only nine other people?

What would you need to survive? Match the pairs of sentences.

I couldn't live without my friends!

1 Music would be absolutely essential.

2 I'd have to have some privacy!

3 I'd have to take a supply of cigarettes with me.

4 I couldn't survive without chocolate!

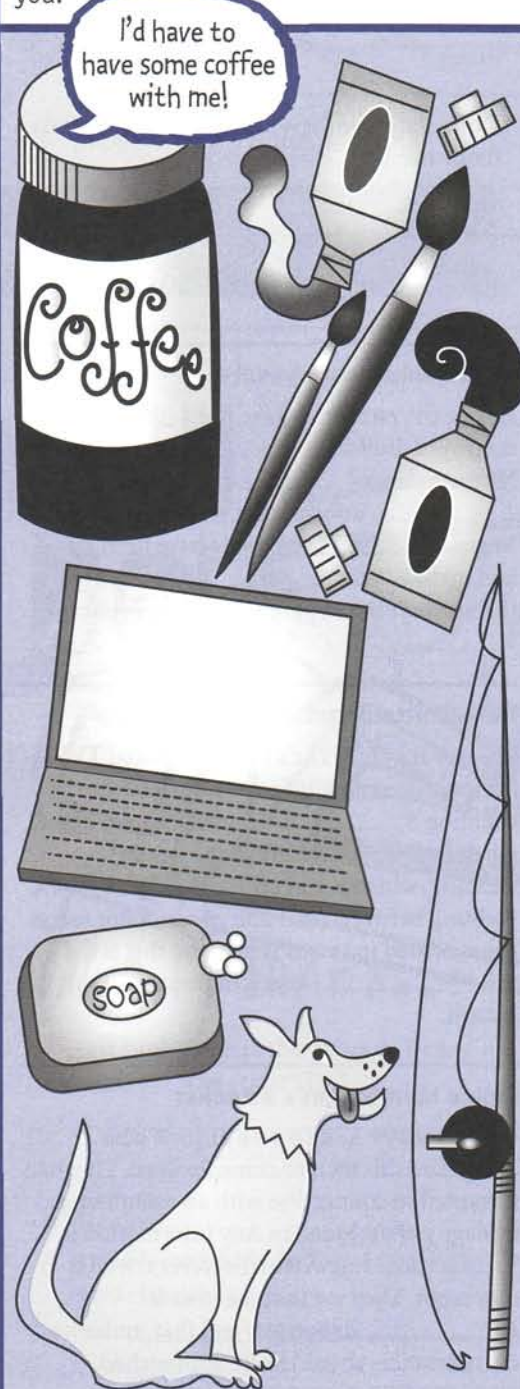
5 Some good books would be essential.

- a If I could have my own tent then it might be OK, but I'd hate to share with anyone.  
 b I'd worry about it melting though!  
 c Especially as it doesn't sound as if there's much else to do there!  
 d I'd have to have a mini-disc player to keep my sanity.  
 e Being alone with nine strangers would drive me crazy.  
 f I'm afraid I get through a packet a day.

e

### say it!

Say what you would take with you to a desert island. Use the underlined phrases in exercise 2, and the pictures below, to help you.



## vocabulary collocation

## think back!

Look at these news headlines. Think of three words that you might expect to find in each story.

**Earthquake destroys city**

**Rebels attack national TV station**

**Police hunt for girl's attacker**

- 3 Complete the news stories with words from the box.

terrorist	latest	extremely	control
vitaly	surrounding	under	seriously
completely	fire	badly	

### Earthquake destroys city

PARTS OF THE CITY have been completely destroyed. Buildings in <sup>1</sup> \_\_\_\_\_ areas have also been <sup>2</sup> \_\_\_\_\_ damaged. The <sup>3</sup> \_\_\_\_\_ information we have received suggests that over 500 people have been killed and up to 2,000 <sup>4</sup> \_\_\_\_\_ injured. Fires in the north of the city are now burning out of <sup>5</sup> \_\_\_\_\_.

### Rebels attack national TV station

REBELS HAVE ATTACKED the national TV station. Government forces soon had the situation <sup>6</sup> \_\_\_\_\_ control, but not before rebels had set fire to part of the studio building, which is still on <sup>7</sup> \_\_\_\_\_ now. Fighting between rebel and government forces has escalated in recent weeks and this is the third <sup>8</sup> \_\_\_\_\_ attack in the capital this month.

### Police hunt for girl's attacker

POLICE HAVE ASKED FOR anyone who recognizes this man to come forward. The man is wanted in connection with an assault on a teenage girl on Monday. Any information is <sup>9</sup> \_\_\_\_\_ important, however trivial it may seem. They say that the man is <sup>10</sup> \_\_\_\_\_ dangerous and that under no circumstances should he be approached.

## wordbooster

### dangers and disasters

- 4 Complete the sentences with nouns formed from the verbs in the box.

warn	explode	kidnap	arrest	survive
injure	accuse	threaten	evacuate	

The explosion destroyed the shopping centre.

- Police say that they were given no \_\_\_\_\_ of the bomb so they were unable to evacuate the area.
- The \_\_\_\_\_ of the three men lost on the mountain will depend on the weather over the next two days.
- Police have made several \_\_\_\_\_ following violent demonstrations outside the government building.
- Racing driver Stan Portman has crashed in the Monaco Grand Prix. Doctors say that his \_\_\_\_\_ are serious, although he is in a stable condition.
- The \_\_\_\_\_ have come as a complete surprise to the ambassador, who denies any involvement in the case.
- This is the third \_\_\_\_\_ of a politician's family member in six months, and the financial demands are always the same.
- Police say that there is no immediate \_\_\_\_\_ to villages to the south of the volcano.
- The \_\_\_\_\_ started three hours ago. People are leaving the towns with as much as they can pack into their cars or carry on their backs.

## write it!

Look at the headline and write a short news story. Use the words given to help you.

shopping centre / 50 people / shops and cars  
explode / injure / damage / warn / evacuate

Bomb damages city centre.

### knowing your prepositions

- 5 Underline the correct preposition.

One thousand people were evacuated at / from / in the area.

- The man accused me in / on / of stealing his wallet.
- The police arrested him of / for / from drink-driving.
- Airport staff are searching people at / in / on random.
- The charity is on / in / of need of more donations.
- You should wear sunblock to protect your skin at / of / from the sun.





# have you heard?

## grammar past simple and present perfect passive

### 6 Underline the correct form.

- A That's a nice picture.  
B It painted / was painted by my great-grandfather.

- 1 A What's happened to Shani?  
B She's arrested / 's been arrested.  
2 A Was there much damage?  
B The explosion destroyed / was destroyed a lot of buildings.  
3 A Were there any casualties?  
B About 50 people injured / were injured.  
4 A Have the police got any new information?  
B It appears that they found / were found footprints at the scene of the crime.  
5 A Why can't you drive tonight?  
B My car hasn't repaired / hasn't been repaired yet.

### 7 Complete the news stories. Use the verbs in brackets in the past simple (active or passive), or the present perfect (active or passive).

Two people have been injured in an explosion in a factory. The fire completely 1 \_\_\_\_\_ (destroy) the factory and several nearby buildings 2 \_\_\_\_\_ (damage).

A shopkeeper is in hospital in a serious condition after he 3 \_\_\_\_\_ (rob) last night. The thieves 4 \_\_\_\_\_ (steal) \$300 in cash and some cigarettes. The shopkeeper 5 \_\_\_\_\_ (attack) by one of the thieves as he 6 \_\_\_\_\_ (attempt) to stop them.



This week's three-million-pound lottery prize 7 \_\_\_\_\_ (win) by an eighty-six-year-old man. The man, who wishes to remain anonymous, plans to share the money between his five children.

A woman 8 \_\_\_\_\_ (find) guilty of damaging a valuable painting at the City art gallery. The woman 9 \_\_\_\_\_ (claim) in court yesterday that the gallery owed her money. She 10 \_\_\_\_\_ (sentence) to a year in jail.



## natural English

apparently, it appears / seems that

### 8 Order the words to make sentences.

- A 's / that / hear / I / a bomb / the city centre / in / gone off

I hear that a bomb's gone off in the city centre.

- B Oh no.

- A someone / it / seems / a parked car / left / in / It

1 \_\_\_\_\_.

- B people / Were / injured / many

2 \_\_\_\_\_?

- A no one / appears / hurt / was / It

3 \_\_\_\_\_.



- A last night / you / the school / hear / robbed / was / that / Did

4 \_\_\_\_\_?

- B Really?

- A stole / some kids / a TV / Apparently / and / broke in

5 \_\_\_\_\_.



## expand your grammar

### other passive forms

Here are examples of the passive in other tenses.

Present simple passive

*am / is / are + past participle*

Most of the parts are imported.

Future simple passive

*will + be + past participle*

You will be met at the airport by one of our staff.

Present continuous passive

*am / is / are + being + past participle*

The film is being made in Australia.

Past continuous passive

*was / were + being + past participle*

Before her death she was being looked after by her daughter at home.

Past perfect passive

*had + been + past participle*

When they got back from their holiday they discovered that their house had been burgled.

Rewrite the sentences in the passive form. Use *by + agent* only where necessary.

They printed this edition in 2001.

This edition was printed in 2001.

- 1 A tall man in a leather jacket was following her.  
\_\_\_\_\_.
- 2 We will notify you of your results next week.  
\_\_\_\_\_.
- 3 Someone is painting her house this week.  
\_\_\_\_\_.
- 4 Someone had already used my credit card by the time I reported it stolen.  
\_\_\_\_\_.
- 5 Where do they produce this wine?  
\_\_\_\_\_?



## how to... be an ace reporter

natural English getting sb's attention

### think back!

Remember four ways of requesting attention.

9 Write questions. Use the words given.

A Can I ask you something? (ask / something)

B OK, if it's quick.

1 A Excuse me, \_\_\_\_\_?  
(got / moment)

B Actually I'm running late, sorry.

2 A Sorry to bother you but \_\_\_\_\_?  
(spare / minute)

B Sure, what can I do for you?

3 A \_\_\_\_\_? (hurry)

B A bit, why?

A I'm doing a survey. Would you answer some questions?

B Sorry, I'd rather not.

### grammar indirect questions

10 Pierre is doing a survey of English-speaking tourists in France. Look at the questions he wants to ask. Complete the indirect questions below.

Where are you from?

5 Do you speak any French?

1 Is this the first time you've been to France?

6 What do you think of French food?

2 How did you get here?

7 How do you feel about French people?

3 How long have you been here?

8 Who is the President of France?

4 Are you by yourself or with a group?

First of all, could you tell me where you are from?

- 1 I'd like to know \_\_\_\_\_.
- 2 Could I ask you \_\_\_\_\_?
- 3 Could you tell me \_\_\_\_\_?
- 4 I'd like to know \_\_\_\_\_.
- 5 Could I ask you \_\_\_\_\_?
- 6 I was wondering \_\_\_\_\_.
- 7 I'd be interested to know \_\_\_\_\_.
- 8 Do you know \_\_\_\_\_?





## say it!

Imagine that you are going to interview tourists in your country. Ask eight questions, some direct and some indirect. For the indirect questions, use the phrases below to help you.

I'd like to know ...  
 Could you tell me ... ?  
 I was wondering ...  
 I'd be interested to know ...  
 Do you know ... ?

Could you tell me  
 what you think of  
 the weather here?

## vocabulary expressing opinions and interest

### 11 Match the beginnings and endings of the sentences.

How do you feel about ... ?

- ☐ h I feel
- 1 ☐ I can see
- 2 ☐ I'm not really bothered,
- 3 ☐ I'm not at
- 4 ☐ There's no easy
- 5 ☐ I'm very much
- 6 ☐ It doesn't bother
- 7 ☐ I wouldn't like
- 8 ☐ I'm not all

- a all in favour of it.
- b against it.
- c answer to that.
- d to say.
- e me that much.
- f to be honest.
- g both sides.
- h quite strongly about that.
- i that interested in it.



## expand your vocabulary

### phrases with *in* and *on*

Match the phrases in the box with the definitions below.

in advance	on a diet	in trouble	on the rise	in depth	<del>in doubt</del>
on sale	in pain	in person	on purpose	on behalf of	

- |  |                 |
|--|-----------------|
| uncertain  | <u>in doubt</u> |
| 1 in a detailed and complete way   | _____           |
| 2 available to buy   | _____           |
| 3 do sth yourself, face to face (not over the phone or in writing)               | _____           |
| 4 in a situation that is dangerous or in which you can be criticized or punished | _____           |
| 5 trying to lose weight  | _____           |
| 6 not by accident; deliberately  | _____           |
| 7 before the time expected or before sth happens                                 | _____           |
| 8 increasing   | _____           |
| 9 as a representative of sb, or instead of sb                                    | _____           |
| 10 hurt or ill   | _____           |

Complete the sentences with phrases from the box above.

Next week's show is in doubt if the weather does not get any better.

- 1 The new album will be \_\_\_\_\_ from Friday at all good music stores.
- 2 You have to pay a 10% deposit \_\_\_\_\_.
- 3 I'm here \_\_\_\_\_ Thomas Mann, who was unable to get here today.
- 4 She's \_\_\_\_\_, but the doctor's giving her something for it.
- 5 He's \_\_\_\_\_ with the police again.
- 6 You can't send her a letter – that's the kind of thing that you have to say \_\_\_\_\_.
- 7 He thinks I did it \_\_\_\_\_, but it was just an accident.
- 8 Recent figures suggest that unemployment is \_\_\_\_\_.
- 9 He studied the contract \_\_\_\_\_ and decided that it was a good deal.
- 10 I can't eat chocolate. I'm \_\_\_\_\_.

## test yourself!

Look at definitions 1 to 10 in the first part above, but cover the phrases on the right. Try to remember the phrases with *in* and *on*.

# seven

Tick (✓) when you've done these sections.

## natural English

- ☐ what / how / where on earth ... ?  
☐ degrees of willingness  
☐ putting people at ease

## grammar

- ☐ present perfect and past simple  
☐ do, will, or would  
☐ expand your grammar  
*be supposed to / be expected to*

## vocabulary

- ☐ volunteer work  
☐ success and failure  
☐ conservation  
☐ uncountable and plural nouns  
☐ expand your vocabulary  
 nouns describing quantity

# start off

## natural English what / how / where on earth ... ?

1 Complete the sentences. Use *on earth* and the words given, in the correct form.

- A I waited for an hour. Where on earth were you ?  
 (Where / be / you)  
 B Sorry! I got held up at work.
- 1 A Sorry I'm late. I missed the bus and had to walk.  
 B \_\_\_\_\_ ? (Why / you / not / call) I could've picked you up!
- 2 A \_\_\_\_\_ ? (Who / be / that woman)  
 B I think it's Sergio's mum. She always wears strange clothes like that.
- 3 A I'll take you to the party but \_\_\_\_\_ ?  
 (how / you / get home)  
 B I'm sure someone there will give me a lift back.
- 4 A \_\_\_\_\_ ? (What / you / do) You're filthy!  
 B I've been trying to fix the car.
- 5 A Marta resigned yesterday?  
 B \_\_\_\_\_ ? (Why / she / do / that)  
 A She had a row with her boss.

## say it!

What would you say in these situations?





## who cares?



# expand your grammar

## be supposed to / be expected to

We can use *be supposed to* and *be expected to* to talk about obligation.

### be expected to + infinitive

We can use *be expected to* to say what someone should do, either because it is a rule or because someone in authority has said they should do it.

When a colleague's off sick we're all expected to do their work for them.

At school we were expected to stand up when the teacher arrived.

The negative form means that sth is not necessary.

You're not expected to speak fluent English for this position.

### be supposed to + infinitive

We can also use *be supposed to* to say what someone should do. We often use it when a rule or an arrangement has already been broken, or may be broken.

I'm supposed to hand in this essay tomorrow (but I won't have finished it by then).

I was supposed to be home an hour ago (but I'm late).

The negative form is similar in meaning to *not allowed to*.

You're not supposed to be in here. It's for first-class passengers only – please leave!

We can also use this form when arrangements have changed or may be changed.

I was supposed to play tennis with Zac, but we couldn't because of the rain.

Write sentences with the same meaning. Use *be supposed to* or *be expected to*. One or both forms may be possible.

I told Carlos I'd call him tonight but I forgot.

I was supposed to call Carlos tonight but I forgot.

- Do you have to work at the weekends?  
Are \_\_\_\_\_?
- Hurry up! I told Jane we'd pick her up twenty minutes ago!  
Hurry up! We \_\_\_\_\_!
- In my last job the boss asked us to do overtime even though we weren't paid for it.  
In my last job we \_\_\_\_\_.
- You shouldn't take photos in here.  
You \_\_\_\_\_.
- I've arranged to go and visit my grandparents on Sunday but I could go on Saturday instead.  
I \_\_\_\_\_.
- You don't have to wear a suit and tie but you should look smart.  
You \_\_\_\_\_.
- Do we have to take a present with us to the party tonight?  
Are \_\_\_\_\_?
- I had arranged to have lunch with Marina but she called it off.  
I \_\_\_\_\_.



## say it!

Say sentences using *be supposed to* or *be expected to*.

start work / 9.00 a.m. (expected)  
write monthly reports (expected)  
work overtime (not expected)  
go / meeting yesterday / forgot (supposed to)  
use the phone / personal calls (not supposed to)

I'm expected  
to start work  
by 9.00 a.m.



# caring for others

## grammar present perfect and past simple

- 2 Underline the correct form. One or both may be possible.

You've written / 've been writing that letter all day. You must have finished by now.

- 1 How long has he worked / has he been working there?
- 2 It's rained / 's been raining for hours. If it doesn't stop soon, there'll be floods.
- 3 A What's all this mess in the kitchen?  
B I've cooked / 've been cooking.
- 4 She's called me / 's been calling me three or four times today.
- 5 I've worn / 've been wearing contact lenses for ten years.
- 6 I've read / 've been reading a whole book today!
- 7 A What's the matter?  
B I've burnt / 've been burning my finger on the cooker.
- 8 He's stayed / 's been staying with some friends for the last two months, but now he's got to find his own place.

- 3 Put the adverbs in the box into the sentences below.

before yet never always already recently

already

I've ~~explained~~ it to you three times. Do I need to do it again?

- 1 I've used this computer program but I'm sure I could get used to it quickly.
- 2 Have you seen any good films?
- 3 Haven't you finished that?
- 4 He's wanted to be a doctor.
- 5 I don't think we've met, have we?

- 4 An au pair lives and works with families abroad, looking after the children and usually doing some housework. Carolina has written a letter, applying for an au pair job. Complete the letter. Use the verbs in brackets in the present perfect simple, present perfect continuous, or past simple.



Dear Sir / Madam

I would like to apply for a position as an au pair.

Ever since I was (be) a child, I 1 \_\_\_\_\_ (always / want) to work with children. I 2 \_\_\_\_\_ (just / leave) school and next year I'm going to do a course in childcare. I'm taking this year off, and would like to go overseas and get some experience that will help me in my studies next year. I 3 \_\_\_\_\_ (not / work) with young children before but my brother has two children, aged two and four. I 4 \_\_\_\_\_ (look after) them lots of times.

Last year I 5 \_\_\_\_\_ (volunteer) to work in a summer camp with teenagers. I 6 \_\_\_\_\_ (be) responsible for organizing sports activities. I 7 \_\_\_\_\_ (really / enjoy) it and I'm sure the camp manager would recommend me. I 8 \_\_\_\_\_ (also / work) part-time in a shop since last year.

I look forward to hearing from you soon.

Yours faithfully

Carolina Weiss



## write it!

Write a letter of application for a job as an au pair, or as a sports and activities organizer in a children's summer camp. Outline your relevant qualifications, experience and qualities.



## natural English degrees of willingness

- 5 The au pair agency also asks applicants to fill out a form which helps them match au pairs to the most suitable family.

Answer the questions by putting a tick or a cross in the box.

- Would you be willing to
  - work in the evenings? ☒
  - 1 work at the weekends? ☒
  - 2 do housework? ☒
  - 3 cook meals for the children? ☒
  - 4 look after a baby? ☒
- Do you have
  - 5 a first aid certificate? ☒

Write Carolina's answers. Use the words given.

willing

I'd be willing to work in the evenings.

- 1 reluctant \_\_\_\_\_
- 2 not mind \_\_\_\_\_
- 3 prepared \_\_\_\_\_
- 4 find / hard \_\_\_\_\_
- 5 no / but / willing / get one \_\_\_\_\_

## say it!

Cover the exercise above. Look at the application form again and answer the questions.



## was it successful?

### vocabulary volunteer work

## think back!

Remember five words connected with volunteer work.

- 6 Replace the underlined words in the text with words from the box. Keep the meaning the same.

raise donate fund-raising events conservation charity



Known worldwide by its panda logo, WWF is the world's largest <sup>1</sup> wildlife and environment protection organization. The WWF works to protect endangered species and habitats around the world. To continue our crucial work, WWF needs help from people like you. Because such a lot of the money we <sup>2</sup> get goes straight into conservation programmes, WWF is one <sup>3</sup> non-profit organization you can trust. When you <sup>4</sup> give money to WWF, you can be assured that your money will be put to immediate use. Or you can help WWF by getting involved in our <sup>5</sup> activities designed to raise money, such as sponsored walks. See our website for this year's events diary. [www.panda.org](http://www.panda.org)

- 1 conservation \_\_\_\_\_ 4 \_\_\_\_\_
- 2 \_\_\_\_\_ 5 \_\_\_\_\_
- 3 \_\_\_\_\_

### vocabulary success and failure

- 7 Complete each sentence with a word from the box. Change the form of the word if necessary. You do not need to use all of the words.

a success realize cope a fiasco succeed ~~make~~ handle do solve achieve

Simon is leaving to set up his own computer software company. If anyone can make a success of it, Simon can!

- 1 How is Paolo \_\_\_\_\_ with his new job and a new baby?
- 2 Nicola, there's some confusion over the arrangements for the Christmas party. Will you \_\_\_\_\_ it for me?
- 3 Several salesmen have not \_\_\_\_\_ their targets this month. Perhaps we need to run another training course?
- 4 The conference last week was \_\_\_\_\_. Nothing had been planned properly and everything went wrong.
- 5 Congratulations to Claire, who has \_\_\_\_\_ in passing her exams.



# wordbooster

## conservation

### 8 Complete the words.

What's the verb we use when we give food to animals to eat?

**f e e d**

1 What's the adjective for a species of animals that soon may no longer exist?

**e \_ \_ \_ \_ \_**

2 What's the word for things like snakes and lizards?

**r \_ \_ \_ \_ \_**

3 What do we say when an animal is kept in a cage?

**in c \_ \_ \_ \_ \_**

4 What do we say when an animal is free?

**in the w \_ \_ \_**

5 What's the verb when archaeologists dig things up?

**e \_ \_ \_ \_ \_**

6 What's another word for the remains of an old building?

**r \_ \_ \_ \_**

7 What's the verb for when we put something under the ground?

**b \_ \_ \_**

8 What's another word for a historic place?

**a historic s \_ \_ \_**

## uncountable and plural nouns

### 9 Underline the correct words. Use a dictionary to help you.

The contents is / are highly toxic.

- Be careful with that / those scissors.
- The traffic / traffics seems / seem really bad today, doesn't it / don't they?
- He gave me some good advice / advices.
- They used to live on the outskirt / outskirts of town.
- Have you got any more paper / papers? I need to finish this letter.
- I've got a lot of experience / experiences in sales.
- I'm afraid that your luggage / luggages is / are too heavy.
- Give my regard / regards to Tom.



# expand

your vocabulary

## nouns describing quantity

### Read the words and definitions below.

a roll	a long piece of sth that has been wrapped around itself, or around a tube, several times
a pile	a number of things that have been placed on top of each other
a bundle	a number of things tied or wrapped together
a handful	the amount of sth you can hold in one hand
a bunch	a number of things of the same type, which are fastened together or are growing together
a slice	a thin, flat piece of food that has been cut off a larger piece
a spoonful	the amount that a spoon can hold
a sheet	a flat, thin piece of any material, normally square or rectangular
a drop	a very small amount of liquid that forms a round shape

### Match the pairs.

<input checked="" type="checkbox"/> a	a pile of	a	dirty clothes / plates
1 <input type="checkbox"/>	a roll of	b	sugar / coffee
2 <input type="checkbox"/>	a sheet of	c	ham / bread
3 <input type="checkbox"/>	a handful of	d	tape / toilet paper
4 <input type="checkbox"/>	a bunch of	e	sand / earth
5 <input type="checkbox"/>	a slice of	f	glass / paper
6 <input type="checkbox"/>	a spoonful of	g	oil / rain
7 <input type="checkbox"/>	a bundle of	h	flowers / bananas
8 <input type="checkbox"/>	a drop of	i	newspapers / firewood

### Cover the exercise above. Complete these sentences with a suitable word.

Have you got another roll of toilet paper?

- He gave her a big \_\_\_\_\_ of flowers to apologize.
- Can I have two \_\_\_\_\_ of sugar in my coffee?
- I think I just felt a \_\_\_\_\_ of rain. Did you bring an umbrella?
- How many \_\_\_\_\_ of bread do you want?
- I've got to do some washing. The \_\_\_\_\_ of dirty clothes in my bedroom just gets bigger and bigger!
- Look where you're going! Those men are carrying a \_\_\_\_\_ of glass.
- Put in the seeds, then put a \_\_\_\_\_ of earth over the top.
- Can you put that \_\_\_\_\_ of newspapers in the recycling bin?





# how to... have a successful interview

**natural English** putting people at ease



**10** Complete the sentences.

Interviewer		Interviewee
Check his name.	It's Thomas, <u>isn't it</u> ?	Yes, that's right.
Greet him.	1 It's nice _____.	Nice to meet you too.
Offer to take his jacket.	2 Can _____?	Thanks.
Ask him to sit down.	3 Do have _____.	Thank you.
Ask about his journey to your office.	4 Did you find _____? or	Yes, no problem.
	5 Did you have _____?	No, none at all.

**grammar** *do, will, or would*

**11** Write sentences. Use *do / don't, will / won't, or would / wouldn't*, and the words given. More than one form may be possible.

A I'm never going to get everything ready for the party tonight.

B you / need / help?  
Do you need some help ?

1 A Our dream is to start up our own business one day.

B you / need / borrow / money?  
\_\_\_\_\_?

2 A Can you help us with the move on Sunday?

B sorry / I / not be able / help  
\_\_\_\_\_.

3 A Are you going to the shops?

B Yeah / you / need anything?  
\_\_\_\_\_?

4 A I'm going round to Barbara's house.

B you / give her this book?  
\_\_\_\_\_?

5 A I don't think she should take the job they've offered her.

B No / I / not / take it.  
\_\_\_\_\_.

6 A My parents are thinking of moving to the country.

B you / go with them?  
\_\_\_\_\_?  
A No, I don't think so.

7 A Don't forget, if you need any help ...

B I / call you!  
\_\_\_\_\_!

8 A Can I get you some lunch?

B No, thanks / I / not feel / hungry  
\_\_\_\_\_.

# eight

Tick (✓) when you've done these sections.

## natural English

- ☐ all over the ...
- ☐ making threats
- ☐ apologies and excuses
- ☐ repeated comparatives

## grammar

- ☐ verb patterns
- ☐ linking ideas
- ☐ expand your grammar ways of adding emphasis

## vocabulary

- ☐ expressing anger
- ☐ word building
- ☐ expand your vocabulary dealing with problems

# start off

## natural English all over the ...

- 1 Complete the sentences using a phrase with *all over the ...*. Use the pictures to help you.



He's such a messy eater. There's food all over the table.

- 1 I've looked \_\_\_\_\_ but I can't find the keys anywhere.
- 2 He loves travelling. He's been \_\_\_\_\_.
- 3 My sister's got pictures of Enrique Iglesias \_\_\_\_\_.
- 4 She's got jam \_\_\_\_\_.
- 5 There's water \_\_\_\_\_. What happened?

## say it!

Look at the pictures and say sentences using ... *all over the ...*





# rising tensions



## confrontation

### natural English making threats

2 Order the words to make sentences.

me / I / right now / otherwise / shouting / go home / 'll / Stop / at  
Stop shouting at me, otherwise I'll go home right now

1 scream / go / or / 'll / of / my bag / I / Let  
 \_\_\_\_\_

2 call / otherwise / down / I / Turn / the police / your music / 'll  
 \_\_\_\_\_

3 or / you / to / help / Listen / won't / me / I / any more  
 \_\_\_\_\_

4 without / 'll / go / Hurry up / you / I / or  
 \_\_\_\_\_

5 looking / tell / 'll / my book / I / the teacher / Stop / otherwise / at  
 \_\_\_\_\_

### vocabulary expressing anger

3 Match the beginnings and endings of the sentences.

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> b I decided to get my | a angry very often.                     |
| 1 <input type="checkbox"/> We had                         | b <del>own back</del> .                 |
| 2 <input type="checkbox"/> He started shouting            | c it irritating.                        |
| 3 <input type="checkbox"/> I tried to keep                | d abuse at me in the street.            |
| 4 <input type="checkbox"/> She swore at                   | e a huge row.                           |
| 5 <input type="checkbox"/> I finally lost                 | f with her sister about clothes.        |
| 6 <input type="checkbox"/> She's always quarrelling       | g revenge a few weeks later.            |
| 7 <input type="checkbox"/> It gets on                     | h my temper and shouted at him.         |
| 8 <input type="checkbox"/> I don't get                    | i her parents, which really upset them. |
| 9 <input type="checkbox"/> He got his                     | j calm, but I was really upset.         |
| 10 <input type="checkbox"/> I find                        | k my nerves, but I try to ignore it.    |

## test yourself!

Cover endings a to k and try to finish sentences 1 to 10 from memory.

### natural English apologies and excuses

4 Write sentences. Use the words given.

A You've broken my Walkman.

B sorry / I / not / mean / do / it

I'm sorry, I didn't mean to do it.

1 A Hey, be careful – you've spilt your drink on me.

B sorry / I / not / do / it / purpose

2 A Why haven't you finished the report yet?

B I / not / aware / it / be / urgent

3 A That's my jacket! What are you doing with it?

B I / not / realize / it / belong / you – it was left behind after the party.

4 A That wasn't a very nice thing to say.

B I / not / mean / be / rude

5 A Hurry up or we'll miss the bus.

B I / not / realize / you / wait / me

## say it!

What would you say in these situations? Use the words given.

Your boss asks you why you haven't dealt with a customer's complaint. It's the first you've heard about the problem. (aware)

You accidentally break a glass. Your friend is really angry about it. (purpose)

You drop in uninvited at a friend's house, but she has dinner guests. (realize)

You say something that upsets a colleague. (mean)

I wasn't aware that there was a problem.



# expand your grammar

## ways of adding emphasis

### The neighbours from hell

Peter and Sally Jones live next door to Karen and Stephen Hansen, who have four dogs. Peter and Sally say that they complained to their neighbours about the barking, and asked them to clean up their backyard because of the smell. They claim that when the noise and smell continued, their only option was to contact the police. The Hansens say that the Jones never spoke to them about the dogs – the first they knew about the problem was when the police knocked on their door. The conflict has got worse since then and the neighbours are no longer talking to each other. Here are some of the statements made by the two couples.

**If you want to talk or write about something you feel strongly about, you can use these ways of adding emphasis.**

*It is / was + noun + that + clause*

It's the smell that upsets me the most.

*It is / was the fact that + clause + that + clause*

It was the fact that they called the police that really upset me.

*What + clause + is / was + noun*

What annoys me most is the noise.

*What + clause + is / was the fact that + clause*

What upset us was the fact that they decided to take revenge on us.

**Rewrite the sentences, making them more emphatic.**

He didn't ask me if he could borrow it.

That really annoys me.

What really annoys me is the fact that he didn't ask me if he could borrow it.

1 I can't stand the noise.

It's \_\_\_\_\_.

2 I was most unhappy with the service.

What \_\_\_\_\_.

3 He didn't apologize. That made me angry.

It is the fact \_\_\_\_\_.

4 He's always late. It really annoys me.

What \_\_\_\_\_.

5 The waiter's attitude made things worse.

It was \_\_\_\_\_.



## write it!

Write about something that makes you angry or upsets you, or about a confrontation or experience you've had like the one in the story above.

### Match pairs of sentences.

Sally Jones	What annoys me most is the noise.	<input type="checkbox"/> e
Peter Jones	It's the smell that upsets me the most.	1 <input type="checkbox"/>
Sally Jones	What upset us was the fact that they decided to take revenge on us for calling the police.	2 <input type="checkbox"/>
Karen Hansen	It's the fact that they called the police that really upset me.	3 <input type="checkbox"/>
Stephen Hansen	What made matters worse was the fact they were really rude about us to the other neighbours.	4 <input type="checkbox"/>

- a They lied about things and tried to make people feel sorry for them.
- b I like dogs, but four in an inner city house is too many – it stinks!
- c They pulled up our flowers and threw rubbish into our garden.
- d Why didn't they just come and have a chat about it first?
- e ~~I can't sleep at night because the dogs are always barking.~~





## expand your vocabulary

### dealing with problems

Match these expressions and definitions.

- |  |  |
|--|--|
| <p>1 <input type="checkbox"/> talk sth over (with sb)</p> <p>2 <input type="checkbox"/> sort sth out</p> <p>3 <input type="checkbox"/> have a go at sb</p> <p>4 <input type="checkbox"/> have a word with sb</p> <p>5 <input type="checkbox"/> talk sb out of (doing) sth</p> <p>6 <input type="checkbox"/> talk sb into (doing) sth</p> <p>7 <input type="checkbox"/> put up with sth</p> <p>8 <input type="checkbox"/> turn a blind eye to sth</p> | <p><input type="checkbox"/> e come round</p> <p>a to ignore sth bad that is happening</p> <p>b to accept sth that is annoying without complaining</p> <p>c to persuade sb to do sth</p> <p>d to discuss sth thoroughly, especially in order to reach an agreement or make a decision</p> <p>e <del>to change your mood or opinion</del></p> <p>f to deal with a problem in a satisfactory way</p> <p>g to persuade sb not to do sth</p> <p>h to speak to sb quickly and briefly</p> <p>i to criticize sb</p> |
|--|--|

Rewrite the underlined parts of the sentences using expressions 1 to 8 above.

- Do you think he'll change his opinion?
- Do you think he'll come round ?
- 1 Could I talk to you?
- Could I \_\_\_\_\_ ?
- 2 I'll ignore it this time, but don't do it again.
- I'll \_\_\_\_\_ this time, but don't do it again.
- 3 I managed to persuade Yumi to help us.
- I managed to \_\_\_\_\_ .
- 4 That noisy dog would drive me mad. I don't know how you accept it without complaining.
- I don't know how you \_\_\_\_\_ .
- 5 We discussed it thoroughly and managed to reach a compromise.
- We \_\_\_\_\_ and managed to reach a compromise.
- 6 How did you persuade them not to complain to the police?
- How did you \_\_\_\_\_ to the police?
- 7 I was in a car park this morning when this guy came up and started criticizing me. He claimed that I had taken his parking spot.
- I was in a car park this morning when this guy came up and started \_\_\_\_\_ .
- 8 It took a long time, but we eventually dealt with it satisfactorily.
- It took a long time, but we eventually \_\_\_\_\_ .

## wordbooster

### word building

- 5 Write sentences with the same meaning. Use the appropriate form of the underlined word.

The doctor will call you if there's any more deterioration in his condition.

The doctor will call you if his condition deteriorates any more.

- 1 Have you received any threats?
- Has anyone \_\_\_\_\_ you?
- 2 Did you agree to compromise?
- Did you agree to reach a \_\_\_\_\_ ?
- 3 Have you got any proof?
- Can you \_\_\_\_\_ it?
- 4 Several people have complained.
- There have been several \_\_\_\_\_ .
- 5 Could you send me a note to remind me?
- Could you send me a \_\_\_\_\_ ?
- 6 I remember my mum used to give us chocolate when we behaved well.
- I remember my mum used to give us chocolate as a reward for good \_\_\_\_\_ .
- 7 Is he a suspect?
- Do the police \_\_\_\_\_ him?
- 8 I'm sure we'll be able to solve it.
- I'm sure we'll be able to find a \_\_\_\_\_ .



# too close for comfort

## grammar verb patterns

6 Tick the correct forms. One, two, or three may be correct.

- Carole has offered
- a to help next weekend. ✓
  - b that she buy us dinner.
  - c driving me to the station.
- 1 He denied
- a to break the window.
  - b that he was in trouble.
  - c stealing the watch.
- 2 He's going to attempt
- a to climb Mount Everest.
  - b that he cross the South Pole.
  - c sailing around the world.
- 3 I suggest
- a to stop soon.
  - b that we discuss it with them.
  - c take a break for ten minutes.
- 4 I admit
- a to make a mistake.
  - b that I was wrong.
  - c told him.
- 5 He claims
- a to have lots of sales experience.
  - b that his dad's a politician.
  - c being a law graduate.
- 6 My boss threatened
- a to cut my pay.
  - b that he would fire me.
  - c sacking me.
- 7 I resent
- a to have to pay extra.
  - b that I do most of the work.
  - c having to work late for no extra pay.
- 8 Will you promise
- a not to tell her?
  - b that you'll be there?
  - c being on time?
- 9 We agreed
- a to discuss it at the next meeting.
  - b meeting at 9.00.
  - c that it wasn't a very good idea.
- 10 Do you suspect
- a Tom to do it?
  - b that he saw what happened?
  - c that he's lying?

7 Complete the text. Use the words in brackets in the correct form. Add any necessary pronouns.

I was amazed when I started my new job. My manager was Cherie, a girl that I'd gone out with at college. She'd been really upset when I broke up with her.

Initially, everything seemed fine. As time went by though, I started to notice that she always asked me to work (work) late in the evenings. The situation took a turn for the worse one evening when we were both working late. She called me into her office and suggested <sup>1</sup> \_\_\_\_\_ (go) for a drink. I never suspected <sup>2</sup> \_\_\_\_\_ (still/have) feelings for me so I agreed <sup>3</sup> \_\_\_\_\_ (go) for one drink. When I stood up to leave she tried to kiss me. When I told <sup>4</sup> \_\_\_\_\_ (be) married she seemed really embarrassed and made me promise <sup>5</sup> \_\_\_\_\_ (not/tell) anyone about what she'd done.

Things got much worse at work the next week. She started criticizing my work all the time. She even shouted at me in front of all the staff. The final straw came one afternoon when she threatened <sup>6</sup> \_\_\_\_\_ (sack) me if I didn't kiss her. I refused and warned her that I was going to report her to the Managing Director for sexual harassment.

When I got to work the next day the Managing Director asked <sup>7</sup> \_\_\_\_\_ (see) him. Apparently, Cherie was claiming that <sup>8</sup> \_\_\_\_\_ (harass) her. I explained that the situation was actually the other way around, but she denied <sup>9</sup> \_\_\_\_\_ (try) to kiss me. I tried to persuade <sup>10</sup> \_\_\_\_\_ (drop) the accusations, but she refused. In the end, I decided to resign. Even now I don't know if she really liked me, or if she just wanted to get revenge for our break-up!



glossary

**harass** /hə'reɪs/ to annoy or worry someone by putting pressure on them, or by saying or doing unpleasant things





# how to ...

## write a letter of complaint

### natural English

#### repeated comparatives

8 Complete the sentences. Use the comparative form of a suitable adjective.

I got angrier and angrier until eventually I went upstairs and told them to shut up.

- 1 She's getting \_\_\_\_\_. Is she on a diet?
- 2 It became \_\_\_\_\_ to work and study as well, so I had to drop my course.
- 3 It got \_\_\_\_\_ to travel by bus, so I bought a bike. It worked out cheaper in the end.
- 4 She's getting \_\_\_\_\_ every day. In fact, the doctors think she'll be able to leave hospital next week.
- 5 Air travel is getting \_\_\_\_\_. Soon we'll be able to fly from London to New York in less than six hours.

### say it!

Answer the questions using the adjectives given. Start each sentence with *It's ...* or *I'm getting ...*

You've given up smoking, haven't you? Are you finding it difficult? (easy)

It's getting easier and easier.

How's your cold? (bad)

Are you still going to the gym every week? (fit)

Are you enjoying your course? (difficult)

### grammar linking ideas

9 Write sentences with the same meaning. Use the words given.

The noise gets on my nerves. I can live with it. (although)

Although the noise gets on my nerves, I can live with it

- 1 She felt really sick. She carried on working. (despite) \_\_\_\_\_
- 2 I asked to see the manager. He wasn't available. (however) \_\_\_\_\_
- 3 I apologized. He was still angry. (though) \_\_\_\_\_
- 4 There were spelling mistakes. It was a good essay. (despite) \_\_\_\_\_
- 5 I told her about it three times. She forgot! (although) \_\_\_\_\_!
- 6 He didn't do particularly well in the interview. I think we should offer him the job. (nevertheless) \_\_\_\_\_
- 7 He had the instructions. He couldn't put it together. (despite the fact) \_\_\_\_\_
- 8 There was a delay. We arrived on time. (in spite of) \_\_\_\_\_

10 Read this extract from a letter of complaint to a restaurant. Complete the letter with suitable link words.

Although \_\_\_\_\_ we had booked in advance, when we arrived there was no table for us and we had to wait for half an hour. <sup>1</sup> \_\_\_\_\_ these problems, no one apologized or offered us a drink.

We had asked for a table by the window. <sup>2</sup> \_\_\_\_\_, they finally gave us a table at the back of the restaurant by the kitchen door, where we got hotter and hotter all evening. It took the waiter half an hour to take our food orders, and <sup>3</sup> \_\_\_\_\_ being asked three times, the waiter forgot to bring us our drinks. When the food finally came, we were very disappointed. <sup>4</sup> \_\_\_\_\_ that I was extremely hungry, I couldn't eat a thing. The meat was overcooked and cold. My brother said his fish tasted disgusting, and <sup>5</sup> \_\_\_\_\_ we had told the waiter that my mother is a vegetarian when we ordered her meal, her pasta had chicken in it.

# nine

Tick (✓) when you've done these sections.

## natural English

- ☐ expressing great surprise
- ☐ *whenever, wherever, etc.*
- ☐ *the + comparative, the + comparative*
- ☐ superlative + *ever*

## grammar

- ☐ making comparisons
- ☐ linking words
- ☐ superlatives
- ☐ expand your grammar more linking words

## vocabulary

- ☐ books and publishing
- ☐ advertising
- ☐ literal and figurative meaning
- ☐ affixes
- ☐ expand your vocabulary
- ☐ weather words and phrases

# start off

**vocabulary** books and publishing

## think back!

Remember five words connected with books and publishing.



### 1 Fill the gaps with suitable words.

- |                |   |
|----------------|---|
| Student        | I'm looking for a book. Can you help me?  |
| Shop assistant | What's the <u>title</u> _____?  |
| Student        | The Oxford Phrasal Verbs Dictionary.  |
| Shop assistant | I don't know it. It must be new.  |
| Student        | Yes, I think it only <sup>1</sup> _____ out a few months ago.   |
| Shop assistant | Who's it <sup>2</sup> _____ by?   |
| Student        | I'm not sure – maybe Oxford University Press? I know that the front <sup>3</sup> _____ is blue.             |
| Shop assistant | I'll have a look on the computer. OK, I see, it's new. Would you like me to order you a <sup>4</sup> _____? |
| Student        | Yes please. When will it be here?   |
| Shop Assistant | In about a week. Would you like it in <sup>5</sup> _____ or paperback?                                      |
| Student        | Paperback please.   |



sell it!

## natural English expressing great surprise

2 Write sentences about these situations. Use the words given.



An old friend that you hadn't seen for ten years turned up at your birthday party unexpectedly.

(believe / it) I couldn't believe it.

- 1 You took a day off work and went to the beach, where you bumped into your boss's wife.

(nearly / die) \_\_\_\_\_.

- 2 You overheard two friends gossiping about your new boyfriend / girlfriend.

(believe / ears) \_\_\_\_\_.

- 3 You won an award at college for best exam results.

(nearly / faint) \_\_\_\_\_.

- 4 You saw Madonna in your local supermarket last week.

(believe / eyes) \_\_\_\_\_.

- 5 You passed an exam that you expected to fail.

(believe it) \_\_\_\_\_.

## say it!

What would you say about these situations? Try to use a different expression for each one.

You won a lot of money in the national lottery.

Your boss told you that he was going to give you a promotion and a large pay rise.

Your boyfriend / girlfriend proposed to you.

You saw a famous actor at a party.

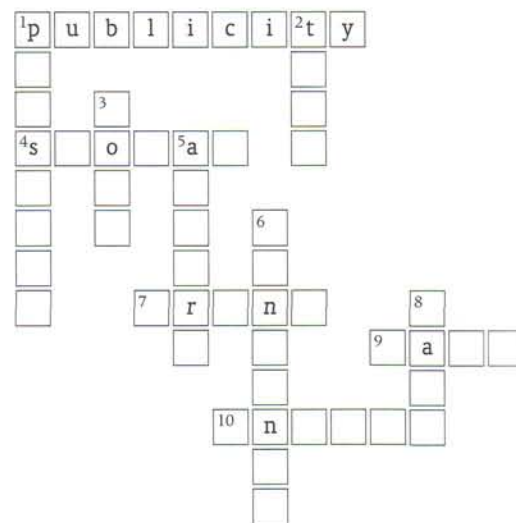
I couldn't believe it.



## making a sales pitch

## vocabulary advertising

3 Complete the crossword.



## across

- 1 the attention that is given to sth by newspapers and television
- 4 a memorable word or phrase that's used in advertising to attract attention
- 7 a type of product made by a particular company; for example a \_\_\_\_\_ of shampoo
- 9 has a similar meaning to 7 across; for example a \_\_\_\_\_ of watch
- 10 to produce or design something that has not existed before

## down

- 1 to make somebody do something by giving them good reasons for doing it
- 2 It didn't \_\_\_\_\_ them very long at all to come up with the idea.
- 3 a design or symbol that a company uses as its special sign
- 5 a picture or film designed to inform potential customers about a product
- 6 another verb with the same meaning as 1 down
- 8 I have to be home by 9.00. How long does the film \_\_\_\_\_?

## natural English

whenever, wherever, etc.

4 Complete the sentences. Use *whenever*, *whatever*, *whoever*, *whichever*, *wherever* or *however*.

- A I just don't know what to give Karin for her birthday.
- B Why don't you buy her a gift voucher? Then she can get whatever she wants.
- 1 We can go \_\_\_\_\_ you're ready.
- 2 I think that \_\_\_\_\_ team wins today will go on to win the tournament.
- 3 A You've got some great CDs. Would you mind if I borrowed a couple?  
B No problem, take \_\_\_\_\_ many you want.
- 4 Order \_\_\_\_\_ you want from the menu. It is your birthday after all!
- 5 Call me \_\_\_\_\_ you need to. I'll be happy to help if I can.
- 6 If you need some money, my wallet's on the table. Take \_\_\_\_\_ much you need.
- 7 \_\_\_\_\_ gets the manager's job will have a lot of responsibility.
- 8 A Where are you going on holiday?  
B I don't know, we haven't decided.  
A Well, have a good time \_\_\_\_\_ you go!

## say it!

Respond using *whenever*, *whatever*, etc.

What time shall we meet tomorrow?

Which cup shall I use?

Where do you want to go this weekend?

What would you like to do tonight?

Whenever  
you want.



# accentuate

the positive

## grammar making comparisons

5 Write sentences with the same meaning. Use the words given.

The Shiraz Hotel is the same price as the Welcome Hotel. They are both expensive.

(just) The Welcome Hotel is just as expensive as the Shiraz.

1 Her last book was good. So is her latest one.

(just) Her latest book \_\_\_\_\_.

2 This flat is double the size of my old one.

(twice) This flat \_\_\_\_\_.

3 She used to be a lot quieter than she is now.

(not nearly) She \_\_\_\_\_.

4 Driving will only be a bit faster than walking at this time of day.

(nearly) Walking \_\_\_\_\_.

5 He's well qualified, and so is she.

(just) She \_\_\_\_\_.

6 The Emperor Hotel is much more expensive than the Star.

(not nearly) The Star Hotel \_\_\_\_\_.

7 Yesterday's meeting took double the length of time as usual.

(twice) Yesterday's meeting \_\_\_\_\_.

8 You've only done a little bit more work than me!

(nearly) I \_\_\_\_\_!



## write it!

Tom is thinking of buying a new laptop computer. A friend has sent him some information comparing two leading brands, The Studio and The Graphic. Read the e-mail below.



The Studio is supposed to be the best on the market, but to be honest I think the Graphic is just as good and it's nowhere near as expensive. It's nearly as fast as the Studio, but keep in mind that the Graphic is twice as heavy, so it's not as practical if you're travelling a lot.

Write a similar text comparing two products that you are familiar with, for example two mobile phones or two cars.



## natural English *the + comparative, the + comparative*

- 6 Complete the sentences. Use the comparative form of the word in brackets.



- A Which camera are you going to get?  
 B This one looks good but it's really expensive.  
 A Remember the more expensive (expensive) it is, the better (good) the pictures will be.
- 1 A It's no good. I really can't do it.  
 B \_\_\_\_\_ (hard) you try, \_\_\_\_\_ (easy) you'll find it.
- 2 A How are you feeling now? Have you had a rest?  
 B Yes, but \_\_\_\_\_ (long) I lie down, \_\_\_\_\_ (bad) I feel.
- 3 A Have you told your boss yet that you're leaving?  
 B No, I'm a bit scared. I think she's going to be really angry!  
 A \_\_\_\_\_ (soon) you tell her, \_\_\_\_\_ (good).
- 4 A I'll pick you up at 8.00.  
 B Don't you think that's a bit early.  
 A \_\_\_\_\_ (late) we leave, \_\_\_\_\_ (busy) it'll be.
- 5 A I'm not sure if I want to go to college. I'd rather just get a job.  
 B But \_\_\_\_\_ (good) qualified you are, \_\_\_\_\_ (money) you're likely to earn.

## wordbooster

### literal and figurative meaning

- 7 Complete the sentences with words from the box.

stream leak deep-end depth wave flood

- They didn't give her any training at all. They just threw her in at the deep end.
- 1 The area has been evacuated and people are now panicking and \_\_\_\_\_ out of the city in huge numbers.
- 2 The date and location of the wedding were supposed to be top secret, but details were \_\_\_\_\_ to the press two hours before.
- 3 My boss has asked me to give a presentation at the conference but I really don't feel very well qualified to do it. To be honest, I think I'd really be out of my \_\_\_\_\_.
- 4 Police were unable to prevent hooligans smashing windows and setting light to cars in a \_\_\_\_\_ of violence after last night's football match.
- 5 A Have you managed to sell your house yet?  
 B Not yet, but there's been a steady \_\_\_\_\_ of people coming to look at it, so we're hopeful.

### affixes

## think back!

Remember words that use these affixes

-proof -free -made -grown non- mini- multi- pre-

- 8 Write words to describe these things, using the affixes above. You may use each affix more than once.

An ice cream that contains no fat. Fat-free ice cream

- 1 A camera that you can use under water. \_\_\_\_\_
- 2 Chocolates that are produced by hand. \_\_\_\_\_
- 3 Tomatoes you grow in your garden. \_\_\_\_\_
- 4 Chewing gum that contains no sugar. \_\_\_\_\_
- 5 A **tool** with many different purposes. \_\_\_\_\_
- 6 A very small dictionary. \_\_\_\_\_
- 7 Paint that is not **toxic**. \_\_\_\_\_
- 8 Accommodation that you've booked in advance. \_\_\_\_\_

Make a list of other words you know that use these affixes.

### glossary

**toxic** /'tɒksɪk / poisonous

**tool** /tu:l / a small instrument that you use for making things, repairing things, etc.



# how to...

## give a successful presentation

### grammar linking words

9 Underline the correct option.

- A Why does Mr Adamczyk want to have a meeting this afternoon?
- B In case / To / So / Otherwise we can talk about the presentations tomorrow.
- 1 A Why do you need to be at work so early?
- B In case / To / So / Otherwise get ready for my presentation.
- 2 A Why do you need an overhead projector?
- B In case / To / So / Otherwise I can illustrate the results of our latest research.
- 3 A Why are you making so many photocopies?
- B In case / To / So / Otherwise any extra people come along.
- 4 A Make sure you finish the presentation by 10.15 a.m.
- B Why?
- A In case / To / So / Otherwise there won't be enough time for people to ask questions.
- 5 A Why did you want to see me so urgently?
- B In case / To / So / Otherwise ask for your advice about my presentation today!



### say it!

Respond to the questions.



So we don't get stuck in a traffic jam.

Why do you want to leave so early?  
So we ...



I tried to call you earlier. Why did you turn your mobile off? So that ...



Why are you taking your jacket?  
In case ...



Why are you going to the doctor?  
To ...



# expand

## your grammar

### more linking words

We can use *as*, *since*, *because* and *because of* to introduce the reason for something.

*As* and *since* are less common than *because*, and are often used at the start of a sentence.

*As* / *Since* I was already an hour late, I decided not to go.

I decided not to go because I was already an hour late.

*Because*, *as* and *since* are all followed by a clause.

Because / *As* / *Since* it was raining, we had to cancel the match.

*Because of* is followed by a noun.

Because of the rain, we had to cancel the match.

*On account of*, *owing to* and *due to* are used in the same way as *because of* (they are followed by nouns), but they are more formal.

All trains will be cancelled tomorrow on account of industrial action.

I must apologize for the delay, which was due to a computer error.

Owing to emergency maintenance work, this office will be closed on Monday.

Complete the sentences. Use suitable link words. More than one answer may be possible.

- 1 The concert has been cancelled on account of poor ticket sales.
- 2 The area had to be evacuated \_\_\_\_\_ to a fire in a nearby chemicals factory.
- 3 I can't meet you tonight \_\_\_\_\_ I've got to work late.
- 4 \_\_\_\_\_ you've used this computer before, would you mind showing me how it works?
- 5 \_\_\_\_\_ to heavy snow, the train has been delayed.
- 6 The road was closed \_\_\_\_\_ of floods.
- 7 On \_\_\_\_\_ of economic circumstances, we're all going to have to cut our spending.
- 8 \_\_\_\_\_ it was your idea, why don't you organize it?



## grammar superlatives

- 10 Write sentences in the superlative. Use the words given.

It / be / tall / building / the world.

It's the tallest building in the world.

- 1 He / be / good / player / the team.

- 2 Who / be / fluent / speaker / class?

- 3 April / be / wet / month / the year / England.

- 4 She / always / buy / expensive / thing / the shop.

- 5 I / have / bad / time / my life / college / last year.

## natural English superlative + ever

- 11 Write sentences with the same meaning.

I've never read a better book.

It's the best book I've ever read.

- 1 I've never seen a taller man.

He's \_\_\_\_\_.

- 2 I've never met anyone more annoying.

He's \_\_\_\_\_.

- 3 I've never been anywhere more interesting.

It's \_\_\_\_\_.

- 4 He's never done anything more difficult.

It's \_\_\_\_\_.

- 5 I haven't seen a better film all year.

That's \_\_\_\_\_.



## expand your vocabulary

### weather words and phrases

Here are some figurative uses of weather words. Match the underlined words and the definitions.

- |                                     |   |   |
|-------------------------------------|---|---|
| <input checked="" type="checkbox"/> | b | He <u>breezed through</u> his exams and got top marks in the class.   |
| <input type="checkbox"/>            | 1 | The thief just <u>breezed into</u> the office, picked up the briefcase, and left. Everyone assumed he worked there!                 |
| <input type="checkbox"/>            | 2 | When his boss explained that he would not be getting promoted he <u>stormed out</u> .   |
| <input type="checkbox"/>            | 3 | Pascal and Mustafa still aren't talking to each other, so as you can imagine there was a very <u>frosty atmosphere</u> over dinner. |
| <input type="checkbox"/>            | 4 | Thanks for the good news. It's really <u>brightened up</u> my day!  |
| <input type="checkbox"/>            | 5 | Try not to let the way he dresses <u>cloud your judgement</u> . He's actually a very good manager.                                  |
| a                                   |   | when sth happens to make you have a better day  |
| b                                   |   | <del>to do sth successfully and easily</del>  |
| c                                   |   | sth that makes it difficult for you to make a good decision   |
| d                                   |   | when a place has an unfriendly feeling because of the people who are there  |
| e                                   |   | to leave a room quickly because you are angry   |
| f                                   |   | to move in a confident and relaxed way  |

Rewrite the underlined parts of the sentences below. Use a weather word or phrase from above. Keep the meaning the same.

Thanks for the flowers. They made my day much better.

brightened up my day

- If I'd had to make a speech like that, I would've been really nervous, but he just walked in confidently and calmly and did it.  
\_\_\_\_\_
- The interview was awful – there was such an unfriendly feeling there.  
\_\_\_\_\_
- The alcohol probably affected his decision.  
\_\_\_\_\_
- She found the training easy and now she's ready to start working.  
\_\_\_\_\_
- They were having an argument when she just left quickly in anger.  
\_\_\_\_\_

### say it!

Talk about ...

The best holiday I've ever had was when I went on holiday with some friends. We went to...

... the best holiday you've ever had.

... the best film you've ever seen.

... the worst day you've ever had.

... the most beautiful place you've ever visited.

# ten

Tick (✓) when you've done these sections.

## natural English

- ☐ expressions with *tell* (recognize)  
☐ buying time to think

## grammar

- ☐ definite or zero article  
☐ definite or indefinite article  
☐ relative clauses  
☐ expand your grammar participle clauses

## vocabulary

- ☐ memory  
☐ making judgements  
☐ animals  
☐ word building  
☐ expand your vocabulary phrases with *age*

# start off

## vocabulary memory

### think back!

Remember five phrases connected with memory.

#### 1 Complete the responses. Use the words in brackets.

Do you remember your first day at primary school?

(vague) I've got a vague memory of it.

- 1 A Have you heard of this company before?  
 B (bell) The name \_\_\_\_\_.
- 2 A I won't be surprised if Michael forgets all about it.  
 B (minded) Me neither. He's a bit \_\_\_\_\_, isn't he?
- 3 A I can still remember the French national anthem, which we learnt in French class at school.  
 B (heart) Me too. I \_\_\_\_\_.
- 4 A What's her brother's name?  
 B (blank). I can't remember. My \_\_\_\_\_.
- 5 A What's his surname?  
 B (tongue) It \_\_\_\_\_.

## say it!

Reply using one of the memory phrases.

Do you know Simon Hunter?

What's the capital of Bolivia?

Will Ana remember to bring my book?

I'm amazed that you know the words to that song.

Do you remember meeting him a couple of years ago?

The name  
rings a bell.



# as nature intended?



## feeling your age

**natural English** expressions with *tell* (*recognize*)



- 2 Write sentences with the same meaning. Use expressions with *tell*.

All types of tea taste the same to me.

I can't tell one type of tea from another.

- 1 How did you know he was French?  
How could you \_\_\_\_\_?

- 2 I know that one cost a lot more than the other, but they seem the same to me.

I know that one cost a lot more than the other, but I can't \_\_\_\_\_

\_\_\_\_\_ between them.

- 3 Have you seen the twins yet? They look the same to me.

Have you seen the twins? I can't \_\_\_\_\_ the other.

- 4 As soon as I saw her I knew that something was wrong.

As soon as I saw her I could \_\_\_\_\_.

- 5 An Australian and a New Zealand accent often sound the same to foreigners.

Foreigners often can't \_\_\_\_\_ an Australian accent \_\_\_\_\_ a New Zealand one!



## expand your vocabulary

phrases with *age*

Match the underlined words and their meanings.

- |                            |  |
|----------------------------|--|
| <input type="checkbox"/> b | They were buying cigarettes even though they were <u>under age</u> . |
| 1 <input type="checkbox"/> | This wine improves <u>with age</u> .                                 |
| 2 <input type="checkbox"/> | In England you <u>come of age</u> at 18.                             |
| 3 <input type="checkbox"/> | There was no one there <u>over the age of</u> 15!                    |
| 4 <input type="checkbox"/> | She married a man <u>twice her age</u> .                             |
| 5 <input type="checkbox"/> | My grandmother's got very forgetful <u>in her old age</u> .          |
| 6 <input type="checkbox"/> | Is there an <u>age limit</u> ?                                       |
| 7 <input type="checkbox"/> | She's 30, but she doesn't <u>look her age</u> .                      |
| 8 <input type="checkbox"/> | Stop being stupid and <u>act your age</u> .                          |
- 
- |   |  |
|---|--|
| a | you legally become an adult            |
| b | <del>younger than the law allows</del> |
| c | a minimum or maximum age allowed       |
| d | twice as old as her                    |
| e | older than                             |
| f | appear to be the age she is            |
| g | since she got old                      |
| h | behave the age that you are            |
| i | as it gets older                       |

Complete the sentences. Use phrases with the word *age*.

Everyone thinks that he must have married her for her money. She's twice his age!

- You shouldn't eat this cheese straight away. It improves \_\_\_\_\_.
- The boys were thrown out of the bar because they were \_\_\_\_\_.
- I wish you'd stop being so immature and \_\_\_\_\_.
- In your country is it at 18 or 21 when people \_\_\_\_\_?
- I always have to carry some ID with me when I go out because although I'm 25, I don't \_\_\_\_\_.
- My grandfather came to live with us because he found it hard to look after himself \_\_\_\_\_.
- I must've been the oldest person at the concert. I don't think there was anyone else \_\_\_\_\_ 21!
- Anyone can do the course. There's no \_\_\_\_\_.

## grammar definite or zero article

- 3 Add *the* where necessary. More than one *the* may be added in each sentence. Then do the quiz. The answers to the quiz are on p.63.

### TRIVIA QUIZ



Are these statements true or false?

The Heart is the largest organ in the body.

- 1 Electric chair was invented by a dentist.
- 2 Approximately 63,000 trees are used to make Sunday edition of New York Times.
- 3 Australia is only continent without reptiles or snakes.
- 4 Approximately 50% of earth is covered with water.
- 5 Strongest muscle in body is tongue.
- 6 Neil Armstrong first stepped on moon with his right foot.
- 7 Average adult is 0.4 inches (1cm) taller in morning than evening, because **spine compresses** during day.
- 8 Animal responsible for most deaths in world each year is mosquito.

#### glossary

**spine** /spaɪn/ the row of small bones that are connected down the middle of the back

**compress** /kəm'pres/ to press or squeeze together into a smaller space

## grammar definite or indefinite article

- 4 Underline the correct article.

(-) / A / An / The scientists claim that you don't get better at memorizing something just by doing it more. <sup>1</sup>(-) / A / An / The memory just doesn't work that way. But you can get better by learning some clever techniques.

Imagine that you need to buy these things: potatoes, a box of tissues, apples, a box of cornflakes, and some milk. You could invent <sup>2</sup>(-) / a / an / the story about how you got some potatoes from <sup>3</sup>(-) / a / an / the garden and put them into <sup>4</sup>(-) / a / an / the large tissue box. While you were doing this <sup>5</sup>(-) / a / an / the apple fell out of a tree and hit you on <sup>6</sup>(-) / a / an / the head. And so on, until you have <sup>7</sup>(-) / a / an / the interesting story that has all the things on <sup>8</sup>(-) / a / an / the list in it.

Or you could use your imagination to put <sup>9</sup>(-) / a / an / the things on your list all over your house. For example, think of your sink full of breakfast cereal, with milk pouring out from <sup>10</sup>(-) / a / an / the tap. The funnier the image you create, the more likely you are to remember it.



### write it!

A student magazine has invited readers to tell others about how they learn and remember new words. Write a short article for the magazine.





# there's no easy answer

## vocabulary making judgements

5 Match the texts (a to g) to the headlines (1 to 5).

Human clone testing given the OK

e

1 Woman, 62, gives birth to twins

☐

2 Doctor accused of assisting sick patient to die

☐

and ☐

3 GREEN PARK TO MAKE WAY FOR NEW SUPERSTORE

☐

4 St Andrew's hospital to close

☐

5 Train fares to rise by 20%

☐

- a I've never really thought about that before, but I know that it's something that makes everyone sad when someone is very sick. I guess my feeling is that no one should interfere with life or death.
- b Let me think ... well, if it happened naturally, then OK, but I think it's 1 wrong and unacceptable if they used fertility treatment or something like that. She'll be an old woman by the time her kids are in their teens.
- c I'll have to think about that for a minute. It's 2 against the law in my country, but I know that some doctors have done it. I think in some circumstances 3 there's a good reason for it. If someone is in a lot of pain and they're not going to get any better, 4 it causes pain and suffering not to help them if you can.
- d I think it's 5 a pity. It's a lovely place and lots of people use it. What do we need more shops for?
- e That's an interesting question, um ... although personally I don't think we should mess around with nature in any way, I do accept that it's 6 bound to happen. After all, we've got the technology and it's been done with animals.
- f It's 7 annoying for me. I have to have medical treatment every two weeks and now I'm going to have to travel to the other side of the city.
- g I think it's 8 stupid and absurd. Prices are already really high. If they go up any more, it'll be cheaper for me to buy a car and drive to work than get public transport.

Look at the texts again. Match the underlined phrases (1 to 8) to the words in the box below.

a shame  
illegal  
inevitable

immoral  
ridiculous  
upsetting

justifiable  
a nuisance  
cruel

upsetting

- |         |         |
|---------|---------|
| 1 _____ | 5 _____ |
| 2 _____ | 6 _____ |
| 3 _____ | 7 _____ |
| 4 _____ | 8 _____ |

### say it!

What would you say about these situations?

You see a man hitting a dog. That's cruel.

Your flight has been cancelled.

Some developers are going to knock down a beautiful old building to build a cinema.

The company you work for has been doing badly. They are going to make some staff redundant.

## natural English buying time to think

6 Look again at the texts in exercise 5. Find three more phrases that the speakers use to buy time to think, and write them here.

I've never really thought about that before

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### say it!

Give your opinion. Use the words given.

Is it right to keep animals in captivity? (have to / think) I'll have to think about that ...

What do you think of doctors helping terminally ill patients to die? (never thought)

Do you think human cloning is potentially a good thing? (interesting question)

Do you think parents should have the right to choose the sex of their baby? (let / think)



# wordbooster

animals

## think back!

Remember five words connected with animals.

7 Complete the sentences with a suitable word.

### Amazing animal facts

The Inland Taipan, an extremely poisonous snake, has enough venom in one bite to kill more than 200,000 mice.

- Since domestic cats are clean, with dry and glossy coats, their \_\_\_\_\_ can become charged with electricity. Sparks can be seen if they are stroked in the dark.
- The hippopotamus has \_\_\_\_\_ that is an inch and a half thick. It's so solid that most bullets cannot penetrate it.
- No two zebra have the same pattern of \_\_\_\_\_.
- It is usually the female lion who \_\_\_\_\_ for food, while the male prefers to rest.
- Elephants perform greeting ceremonies when a member of the \_\_\_\_\_ returns after being away for some time.
- The Egyptian vulture, a large white bird, throws stones with its \_\_\_\_\_ to open ostrich eggs to eat.
- The round or oval \_\_\_\_\_ on an adult cheetah can measure up to 1.5 inches in diameter.
- In the USA each year more people die from scorpion \_\_\_\_\_ than snakebites.

### word building

8 Complete the sentences. Use the words given, in the correct form.

Perhaps they'll agree after a bit of persuasion. **PERSUADE**

- I don't like to see animals in \_\_\_\_\_. **CAPTIVE**
- Some people think it's \_\_\_\_\_ to keep birds in cages. **CRUELTY**
- I don't think there's any \_\_\_\_\_ for what he did. **JUSTIFY**
- You need to show a lot of \_\_\_\_\_ in this kind of work. **SENSITIVE**
- The meeting was very \_\_\_\_\_. **CONSTRUCTION**
- Her behaviour was \_\_\_\_\_. **DISGRACE**
- The cyclone caused widespread \_\_\_\_\_. **DESTROY**
- He's quite \_\_\_\_\_. He makes a lot of mistakes in his work. **CAREFUL**



# how to write a

## grammar relative clauses

9 Complete the sentences. Use relative pronouns (*that, which, who, whose*). If it is possible to omit the pronoun, do not write anything.

Only pack the things that are absolutely necessary.

- The medicine \_\_\_\_\_ she's taking doesn't seem to be having any effect.
- The room was full of students \_\_\_\_\_ were waiting to take a test.
- I've just seen someone \_\_\_\_\_ I used to go to school with.
- His first book, \_\_\_\_\_ he wrote when he was 20, has now been translated into ten different languages.
- The painting \_\_\_\_\_ was stolen from the gallery is said to be worth a fortune.
- The woman \_\_\_\_\_ children I look after has had plastic surgery.
- I think people \_\_\_\_\_ have plastic surgery often look worse afterwards!
- The operation, \_\_\_\_\_ lasted for six hours, was successful.

10 Add commas, if necessary.

My sister Jane, who lives in Australia, has just had a baby.

- The waiter who served us was very rude.
- He sold his car which is the same as mine for \$5000.
- That's the woman who's just taken over as manager.
- Can you give me back the money I lent you yesterday?
- His boss who's a workaholic insists that they all work late.
- Our hotel room which obviously hadn't been cleaned for days was awful.
- The man I spoke to on the phone said that we didn't need to make reservations.
- My boss who lives in my street gave me a lift home.



## human interest story

- 11 Combine the sentences to make one sentence. Start with the words given.

How is the man? He was injured in the accident.

How is the man who was injured in the accident?



- 1 I had an argument with the manager. He refused to exchange a pair of shoes. I'd bought the shoes the week before. I had an argument with the manager \_\_\_\_\_.
- 2 You gave me a book. I lent it to my brother. He lost it. I lent the \_\_\_\_\_.
- 3 I gave you a phone number yesterday. It was wrong. The phone number \_\_\_\_\_.
- 4 My older brother is a lawyer. He might be able to help you. My older brother \_\_\_\_\_.
- 5 Do you know the boy? His bike was stolen. Do you \_\_\_\_\_?



## expand your grammar

### participle clauses

**When a participle comes after a noun, it gives more information about the noun.**

Who's that boy standing outside the house?

I don't know the man sitting over there.

**Participle clauses often have the same function as relative clauses.**

Do you know the man getting (= who's getting) out of the blue car?

The medication prescribed (= that was prescribed) by my doctor is very expensive.

**Change these relative clauses into participle clauses.**

Staff ~~who are~~ working on the second floor will have to use the stairs.

- 1 Fish which is caught off the north coast is sold in the cities in the south.
- 2 The girl who's going out with my brother is a nurse.
- 3 The film that's showing at the moment is new.
- 4 Their latest record, which was released two days ago, has gone straight to the top of the charts.
- 5 Did you see a man who was running out of that shop?

**Make one sentence, using a participle clause.**

A girl is staying with us at the moment. She's French.

The girl staying with us at the moment is French.

- 1 A man was arrested by the police yesterday. He has been charged with murder.  
The man \_\_\_\_\_.
- 2 Do you recognize the man? He is talking to Joe.  
Do you recognize the man \_\_\_\_\_?
- 3 Some people were interviewed today. None of them were offered the job.  
None of the people \_\_\_\_\_.
- 4 A woman is walking towards us. She's Sam's girlfriend.  
The woman \_\_\_\_\_.
- 5 The diamond was stolen from the museum in 1980. It has never been recovered.  
The diamond \_\_\_\_\_.

### Trivia quiz answers

False (the skin), 1 True, 2 True, 3 False (Antarctica),

4 False (70%), 5 True, 6 False (his left foot), 7 True, 8 True

# eleven

Tick (✓) when you've done these sections.

## natural English

- ☐ exaggerating
- ☐ letter writing clichés
- ☐ reacting to ideas
- ☐ informal and formal language

## grammar

- ☐ past conditionals
- ☐ past and mixed conditionals
- ☐ reporting what people say
- ☐ expand your grammar *it's time ...*

## vocabulary

- ☐ describing character
- ☐ phrases and phrasal verbs
- ☐ expand your vocabulary crimes

# start off

## natural English exaggerating

1 Complete the sentences so that the meaning is more exaggerated.



I'm really busy.

I've got a million things to do.

1 It's very heavy.

It weighs \_\_\_\_\_.

2 It was very expensive.

It cost \_\_\_\_\_.

3 I'm starving.

I could eat \_\_\_\_\_.

4 I'd never do that.

I wouldn't do that in \_\_\_\_\_.

5 I've already told you lots of times.

I've told you \_\_\_\_\_.

## say it!

Say the sentences below and add one of the phrases above.

Don't just turn the computer off. You have to shut it down first.

Have you got anything to eat?

Can you help me lift this case?

I can't believe she's going paragliding!

I can't believe they bought it for me.

I've told you a hundred times to shut it down before you turn it off.



# right and wrong



## making the right decision

### grammar past conditionals

- 2 What would you say in these situations?  
Use the verbs given in the correct form.

A relative who is coming to stay with you arrives exhausted at your house. He has walked from the station.

If you 'd called (call), I would've picked you up (pick you up).

- 1 You left home late. You missed the bus.  
If we \_\_\_\_\_ (leave) earlier, we \_\_\_\_\_ (not / miss) the bus.

- 2 Your friend didn't tell you about her birthday party until the day before, so you couldn't take the evening off work.  
I \_\_\_\_\_ (take) the evening off work if you \_\_\_\_\_ (tell) me about it sooner.

- 3 You are at a party. A friend arrives at 9.30. Another old friend, Johan, left the party at 8.30.

If you \_\_\_\_\_ (get) here an hour ago, you \_\_\_\_\_ (see) Johan.

- 4 A friend told you something but didn't tell you it was a secret. You told someone else. Now your friend's angry with you.

If you \_\_\_\_\_ (say) it was a secret, I \_\_\_\_\_ (not / tell) anyone.

- 5 You and your sister are going to visit a friend. Your sister left the map at home and you are now lost.

We \_\_\_\_\_ (be) there hours ago if you \_\_\_\_\_ (not / leave) the map at home.

### grammar past and mixed conditionals

- 3 Underline the correct form.

Juan I'm so sorry that there was no one waiting at the airport to meet you.

Ana No problem – I got a taxi.

Juan If I'd had your flight details I would pick you up / would've picked you up myself.



Lina Thanks for helping me with that essay.

Yuri That's OK.

Lina I <sup>1</sup>wouldn't finish / wouldn't have finished it on time if you hadn't helped me. In fact I think I <sup>2</sup>d be working / 'd have worked on it now!

Eva I can't believe you forgot to book the holiday.

Adam Well, that's not my fault, is it? You were supposed to book it.

Eva I was too busy.

Adam If you'd told me that, I <sup>3</sup>could do / could've done it myself.

Eva Well, it's too late now, isn't it?

Adam There are still some tickets left but it's expensive. If we'd booked it last week it <sup>4</sup>would be / would've been much cheaper – now the tickets are almost double the price.

Eva I don't think we can afford it, do you?

Adam No, not after you spent all that money on your motorbike. If you hadn't spent so much we <sup>5</sup>would have / would've had plenty of money now.

- 4 Complete the sentences. Use the words in brackets in the correct form, with *would* or *might*. Both *would* and *might* may be possible.



Sarah was a law student in England. After graduating she went to Italy to study. She met and married her husband there. She became an English teacher

If I hadn't moved to Italy,

I might not have become  
(not become) an English teacher.

1 I \_\_\_\_\_  
(not meet) my husband.

2 I \_\_\_\_\_  
(still be) in England now.

3 my life \_\_\_\_\_  
(be) quite different.

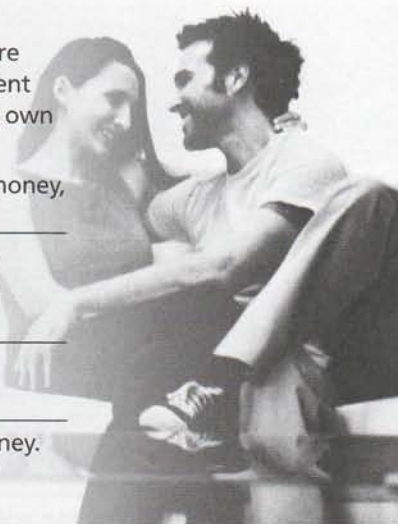
10 years ago Luca and Anna were working in a bar. Luca's father lent them some money to start their own business.

If my father hadn't lent us the money,

4 we \_\_\_\_\_  
(not be able) to start up the business.

5 we \_\_\_\_\_  
(still work) in the bar.

6 we \_\_\_\_\_  
(still try) to save enough money.



Shinya didn't study very hard at school. Now he doesn't have a very good job. His parents think he should've worked harder at school.

If Shinya had studied a bit harder at school,

7 he \_\_\_\_\_  
(go) to college.

8 he \_\_\_\_\_  
(have) a much better job now.

## wordbooster

phrases and phrasal verbs

### think back!

Remember the meanings of these phrases and phrasal verbs.

end up doing sth  
put up with sth  
ashamed of sth / sb  
by mistake  
turn up

cover sth up  
confide in sb  
out of the blue  
~~get mixed up with sb~~

- 5 Complete the sentences. Use the verbs and phrases above, in the correct form.

She got mixed up with some older girls who were shoplifting.

- We waited for the bus for 40 minutes but eventually \_\_\_\_\_ getting a taxi.
- They'd only met once, about a year before, but he called her \_\_\_\_\_ and asked her out.
- They \_\_\_\_\_ at the restaurant late and Dad was really angry with them.
- Sorry, I took your book \_\_\_\_\_ yesterday.
- Something's wrong with Akiko. Could you have a chat with her? Maybe she'll \_\_\_\_\_ you.
- The traffic noise here is awful. How do you \_\_\_\_\_ it?
- The policemen who interviewed him think he's trying to \_\_\_\_\_ something \_\_\_\_\_.
- She's \_\_\_\_\_ the way she behaved when she met you last time. She was really nervous and it made her behave stupidly.

Now think of something that happened to you in the past. Write three sentences about it, like the sentences above.





## expand your vocabulary

### crimes

Match the words in the box to the sentences.

assault	vandalism	rape
mugging	hooliganism	shoplifting
fraud	burglary	drug dealing

A woman stole some make-up from a department store. shoplifting

- 1 A man threatened an elderly woman and took her bag. \_\_\_\_\_
- 2 A man forced a woman to have sex with him. \_\_\_\_\_
- 3 A woman broke into a house and stole money and goods. \_\_\_\_\_
- 4 A man smashed the windows of a shop and sprayed paint all over a wall. \_\_\_\_\_
- 5 A woman was the director of a company. She arranged for company money to be transferred to her own bank account. \_\_\_\_\_
- 6 A man badly injured another man during a fight. \_\_\_\_\_
- 7 A woman sold drugs. \_\_\_\_\_
- 8 A man joined other fans in rioting after a football match. \_\_\_\_\_

### test yourself!

Look at the pictures. What crimes are being committed?



## a time to forgive

### natural English letter writing clichés

6 Complete the letter with suitable phrases.

Dear Alison,

Hi. I hope you're well. Sorry I haven't written  
1 \_\_\_\_\_ but I've been very busy at college with my final  
exams. They're all over now thank goodness! Thanks for my birthday  
card - it was lovely to hear 2 \_\_\_\_\_ and get all of your  
news. I was so 3 \_\_\_\_\_ that you managed to find a  
new job. I know how unhappy you were in your last one. Now I guess  
I'll have to start looking for work soon...



### write it!

Imagine that you have just received a letter from an English-speaking friend, telling you some good news. The last time you wrote to this friend was six months ago. Write back to your friend.

### vocabulary describing character

7 Underline the most suitable word.

Be careful what you say to her. She's feeling full of remorse / vulnerable / naive after her illness.

- 1 When my mum died my boss encouraged me to take some time off work. He was very understanding / sincere / open-minded.
- 2 Don't believe a word he tells you. He's completely reckless / untrustworthy / naive.
- 3 I think it would be unwise / vulnerable / brave to invest any more money in that company - they're doing very badly.
- 4 My grandmother is the most open-minded / naive / kind-hearted person I know. She'll do almost anything for anyone.
- 5 She's so naive / trustworthy / understanding that she believed him when he told her that he was a member of the royal family.
- 6 He comes across as being quite sincere / wise / easily led, but in fact he's a liar and a cheat.
- 7 I think that people in my country are fairly kind-hearted / vulnerable / open-minded about couples living together before they get married.
- 8 After the accident he was arrested for courageous / reckless / unwise driving.





## expand your grammar

it's time ...

We use the structure **it's time + clause** to say what we think should happen soon or what someone should do soon.

It's time we left. = We should leave now.

It's time you got a haircut. = You should get your hair cut.

Notice the tense of the verbs in the examples. We use the past tense to express a hypothetical situation. This is sometimes called the unreal past.

It's time he started looking for a job.

It's time the government spent some money on education.

Complete the sentences. Use the words given in the correct form.

You look really run down. (time/you/ have) It's time you had a holiday.

- I can't believe you two are still not talking to each other. Don't you think (time/you/apologize) \_\_\_\_\_?
- I've put on a lot of weight recently. (time /I/go) \_\_\_\_\_ on a diet.
- The health system is terrible. (time/the government/do) \_\_\_\_\_ something about it.
- He's been missing for 24 hours. (time/we /call) \_\_\_\_\_ the police.
- I've got my exams in two weeks' time. (time/I/start) \_\_\_\_\_ doing some revision.
- He's been working there for four years. I think (time/they/give) \_\_\_\_\_ him a pay rise.
- My dad's over 65. (time/he/retire) \_\_\_\_\_ but he doesn't really want to.
- You've been working on the computer for ages. (time/you/take) \_\_\_\_\_ a break.

## natural English reacting to ideas

8 Put sentences a to d into the text.

- I'm completely against it.
- It sounds like an interesting idea.
- I've got mixed feelings about it.
- I'm totally in favour of the idea.

## HAVE YOUR SAY!

“ If teenagers under the age of 16 had to be home by 9.00 p.m., or else the police could arrest them, it would prevent a lot of kids from getting involved in crime. ”

**Alicia** d I think it would make a big difference if teenagers weren't allowed to be out on the streets at night. If they're at home with their parents there's no way they can get into trouble.

**Kosuke** <sup>1</sup> \_\_\_\_\_ but I'm just not sure that it would work. It would depend very much on the parents and how well they could control their children, don't you think?

**Alicia** Yes, but then it should be the responsibility of the parents and not the police anyway. What do you think Iwona?

**Iwona** <sup>2</sup> \_\_\_\_\_ A lot of kids would absolutely hate it because it would mean they couldn't just **hang out** with their friends in the evening. And I think that the real troublemakers would **sneak out** of the house anyway!

**Alicia** But if the police arrest them, or take them home, then that might prevent them from causing trouble.

**Kosuke** That's true.

**Thiago** I don't know – <sup>3</sup> \_\_\_\_\_ On the one hand it might stop some teenagers getting into trouble. On the other hand, some innocent kids might get picked up by the police.

glossary

**sneak out** /sni:k aʊt / to leave secretly

**hang out** /hæŋ aʊt / spend time together



## say it!

Say phrases using the words given.

mixed feelings  
against  
favour  
interesting

I've got mixed feelings about it.

Give your real opinion on the subject in the dialogue above.





# how to write an apology

## grammar reporting what people say

9 Match sentences a to g to the pictures.



Later, Tom tells his story to a friend. Put Tom's story into reported speech. Use the direct speech in the pictures to help you.

We had arranged to go to the cinema. At about 6.00 she rang and said she couldn't see me that night. She explained that 1 \_\_\_\_\_ late. I decided to go and see the film anyway. As I was going into the cinema, I caught sight of her going into a restaurant further down the road. She was with another man. I decided to call her mobile and I asked her where she was. She said 2 \_\_\_\_\_ work. I suggested meeting for coffee afterwards but she said 3 \_\_\_\_\_ 10.00 and that 4 \_\_\_\_\_ to meet me then. So, later that night I decided to go round to her house but she wasn't home yet. I left her a message to meet me the next day at the café we usually go to. When we met I told her 5 \_\_\_\_\_. She explained that 6 \_\_\_\_\_ to get something to eat. I asked her about the man and she said 7 \_\_\_\_\_. I told her 8 \_\_\_\_\_, and she stormed out. I haven't seen her since then, and she's not answering her phone.

## say it!

Report an argument that you've had with someone recently.

## natural English informal and formal language

10 Read Julie's e-mail to Tom. Underline the most informal phrases.

Dear Tom

I really must apologize for / I'm really sorry about walking off earlier, but you weren't listening to me – you were so angry! But you were right – I did lie to you and there's something I have to tell you.

<sup>1</sup> It's about / It's regarding the man you saw me with. He's my ex-boyfriend. He rang me last week and said that he was still upset about our break-up and he really wanted to talk things over. I felt sorry for him – that's the only reason I agreed to meet him. I didn't mean to upset you. <sup>2</sup> It's all my fault / I accept full responsibility – I should've told you the truth. Will you ever forgive me? Please <sup>3</sup> contact / ring me.

Love  
Julie

- ☐ a Julie walked off.
- ☐ b Later that evening he went to Julie's house but there were no lights on.
- ☐ c The next day Tom met Julie in a café. He confronted her and they had a row.
- ☐ d On the way, he saw Julie sitting in a restaurant with another man.
- ☐ e Tom went to the cinema on his own.
- ☒ 1 f ~~Julie cancelled her date with Tom.~~
- ☐ g Eventually Tom decided to call Julie but she lied to him about where she was.

# twelve

Tick (✓) when you've done these sections.

## natural English

- ☐ phrases with *mean*
- ☐ phrases with *go*
- ☐ rephrasing an idea
- ☐ saying how easy something is

## grammar

- ☐ reported questions
- ☐ *like, as, such as*
- ☐ expand your grammar  
question word clauses

## vocabulary

- ☐ times of day and sleep
- ☐ games
- ☐ attitude adverbs
- ☐ collective nouns
- ☐ expand your vocabulary  
thinking and the brain

# start off

## vocabulary times of day and sleep

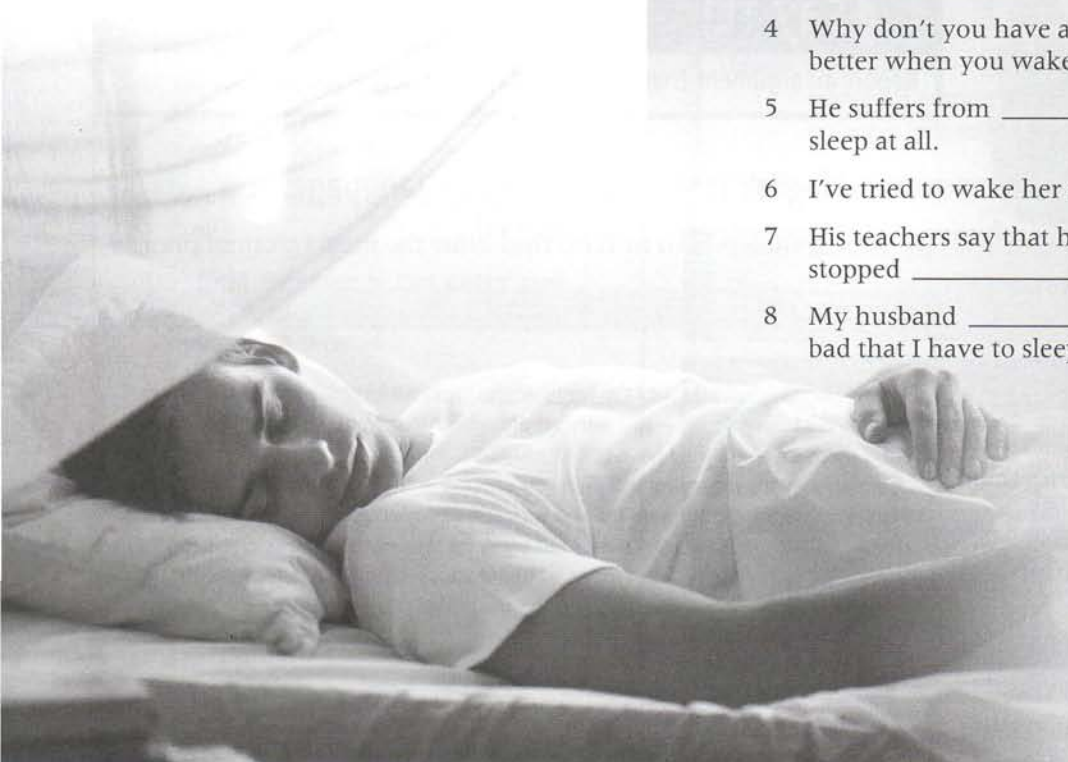
### think back!

Remember three words connected with times of the day and three words connected with being asleep.

#### 1 Complete the sentences with a suitable word.

I went to bed at 11.00 p.m., but it was probably midnight before I finally fell asleep.

- 1 It was 4.30 a.m. by the time the party finished, so we stayed up and sat on the beach to watch the \_\_\_\_\_.  
It was very romantic.
- 2 They're building a new apartment block next door to us, so it's noisy from \_\_\_\_\_ to \_\_\_\_\_.
- 3 There's no point in going to bed yet – I'm still \_\_\_\_\_ awake.
- 4 Why don't you have a \_\_\_\_\_? You might feel better when you wake up.
- 5 He suffers from \_\_\_\_\_. Some nights he can't sleep at all.
- 6 I've tried to wake her up but she's \_\_\_\_\_ asleep.
- 7 His teachers say that he would do much better at school if he stopped \_\_\_\_\_ about things in class.
- 8 My husband \_\_\_\_\_ loudly. Sometimes it's so bad that I have to sleep in another room.





# use your brain!



## questions!

### natural English phrases with *mean*

- 2 Complete the sentences. Use a phrase with *mean*.

Do you know somebody called Francesca DiNapoli? No, sorry, the name doesn't mean anything to me.

- 1 Someone rang from a company called Hydrogel. Does the name \_\_\_\_\_?
- 2 He doesn't care about the salary. He says that money \_\_\_\_\_.
- 3 Thanks for going to Dad's party. I know it \_\_\_\_\_.
- 4 Have a look at this symbol. What does \_\_\_\_\_?
- 5 Please be careful with that vase – it belonged to my grandmother so it \_\_\_\_\_.

### say it!

Rephrase the sentences.  
Use a phrase with *mean*.

The watch that was stolen  
was very important to me.

What do you understand by FR2?

Do you know who Enrique Alfonso is?

Job satisfaction is important to me.

The watch  
that was  
stolen meant  
a lot to me.

### grammar reported questions

- 3 Anders recently arrived in the USA. The immigration officer at the airport asked him a lot of questions.

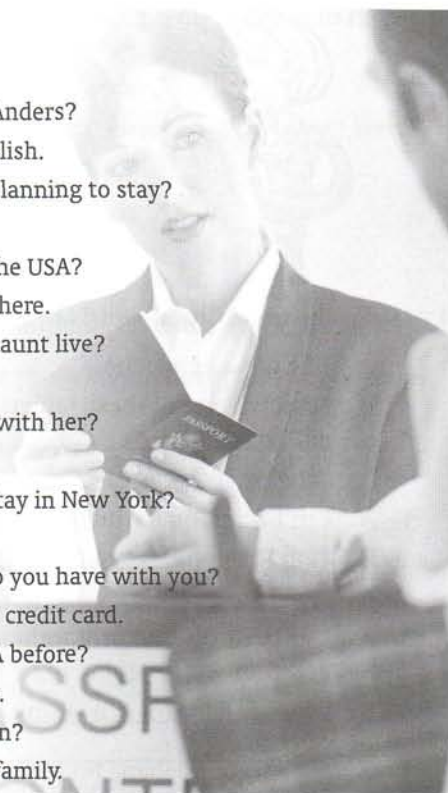
Read their conversation below.

- IO What's your full name?  
A Anders Henry Jacobson.  
IO <sup>1</sup>Are you here on holiday, Anders?  
A No, I'm going to study English.  
IO I see. <sup>2</sup>How long are you planning to stay?  
A Two months.  
IO <sup>3</sup>Do you know anyone in the USA?  
A I've got an aunt who lives here.  
IO Really? <sup>4</sup>Where does your aunt live?  
A Chicago.  
IO And are you going to stay with her?  
A I might visit her later.  
IO <sup>5</sup>Where are you going to stay in New York?  
A With a homestay family.  
IO OK. <sup>6</sup>How much money do you have with you?  
A I've got \$500 in cash and a credit card.  
IO <sup>7</sup>Have you been to the USA before?  
A Yes – a couple of years ago.  
IO And <sup>8</sup>what did you do then?  
A I was on holiday with my family.

Anders is telling his host family in the USA about his conversation with the immigration officer. Report the officer's questions.

She asked me what my full name was.

- 1 She wanted to know \_\_\_\_\_.
- 2 She asked me \_\_\_\_\_.
- 3 She wanted to know \_\_\_\_\_.
- 4 She asked me \_\_\_\_\_.
- 5 She wanted to know \_\_\_\_\_.
- 6 She asked me \_\_\_\_\_.
- 7 She wanted to know \_\_\_\_\_.
- 8 She asked me \_\_\_\_\_.



# say it!

Report these questions using  
He asked me ... / She wanted to know ...

Where have you been? (ask)

Did you see Karen this morning? (want)

Why are you late? (ask)

Where have you been? (want)

What time are you leaving? (want)

He asked me  
where I had  
been.

## natural English phrases with go



### 4 Order the underlined words to make phrases.

A I've got a headache.

B Dissolve one of these tablets in water. It tastes disgusting, so  
all / go / drink / in / it / one  
drink it all in one go

1 A I'm just going to the toilet.

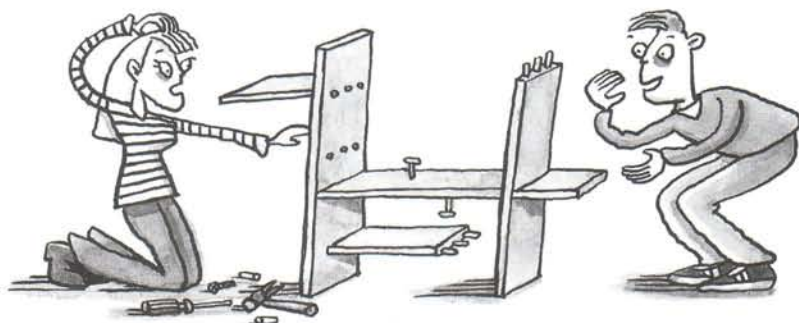
B Don't be long. 's / your / next / go / It

2 A I've been offered promotion but I'm a bit nervous about accepting it. It's going to be hard.

B should / it / I / for / go / think / you

3 A I don't understand how this thing fits together and there aren't any instructions.

B go / Let / have / me / a



# wordbooster

## attitude adverbs

5 Match the pairs of sentences, and choose an adverb to join each sentence. More than one adverb may be possible.

funnily enough	miraculously	presumably
hopefully	understandably	surprisingly
predictably	luckily	obviously

☒ We arranged to meet at 8.00 but predictably ...

1 ☐ We're hoping to set up our own business but ...

2 ☐ I thought that it was going to be really boring, but ...

3 ☐ I lost my passport but ...

4 ☐ They haven't responded to the invitation so ...

5 ☐ He wasn't offered the job so ...

6 ☐ We haven't found a flat to rent yet but ...

7 ☐ The hotel was cheap so we were expecting it to be run-down, but ...

8 ☐ It started raining the moment we got there but ...

a ... they're not coming to the wedding.

b ... someone had a spare umbrella.

c ... he's very disappointed.

d ... I quite enjoyed it.

e ... we'll need to get a loan from the bank.

f ... it was really quite luxurious.

g ... someone handed it in to the police.

h ... he turned up late. I don't think he's ever been on time.

i ... we'll have found one by Christmas.



## collective nouns

## 6 Underline the correct word.

He's written a set / pile / series of books about learning and teaching languages.

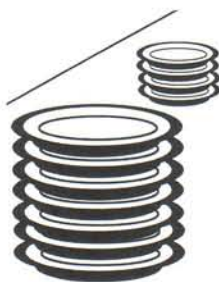
- 1 Police suspect a herd / gang / set of local boys of vandalizing the shop.
- 2 The jury / public / congregation were unable to agree on a verdict in the murder trial.
- 3 If you want something to read, there's a set / pile / series of magazines on the coffee table.
- 4 My sister sings in her school congregation / choir / jury.
- 5 The crowd / audience / public waiting outside the band's hotel was so big that the police were called to control them.
- 6 Fortunately the staff / jury / crew of the sinking ship were rescued.
- 7 The children were making so much noise it sounded like there was a herd / gang / set of elephants in the next room.
- 8 Have you got a pile / set / series of playing cards?

## test yourself!

What can you see in these pictures?  
Write a collective noun next to each one.



a herd of cows

boost  
your brain power

## natural English rephrasing an idea

## 7 Put these sentences into the dialogues.

- a I'll probably fail
- b that I shouldn't get my hopes up
- c that I shouldn't drive, or anything like that, after I've taken them
- d you don't like my idea
- e that you want to break up with me
- f that it makes me look fat

A If you really want to pass this exam, you're going to have to do a lot of work for it.

B So what you're trying to say is that a.

A Well there's a chance you could pass, but only if you start studying a lot harder.

- 1 A I think there may be other options that we haven't considered yet.

B So what you mean is \_\_\_\_.

A No, I just think that we shouldn't make a quick decision.

- 2 A Remember that they've probably had over 200 applications for the job.

B So what you're trying to say is \_\_\_\_.

A Well, you've got a good chance, but don't be too disappointed if you don't get it.

- 3 A Maybe we should both start going out with other people a bit more often, you know, not see each other every night.

B So what you mean is \_\_\_\_.

A No, that's not what I said. It's just that I don't see my old friends very much at the moment.

- 4 A It's a nice dress but it looks a bit small on you.

B So what you're saying is \_\_\_\_.

A Um ... to be honest, yes.

- 5 A There can be some side effects from taking this medication, such as drowsiness.

B So what you're saying is \_\_\_\_.

A That's right, yes.

## grammar *like, as, such as*

### 8 Complete the sentences. Use *like* or *as*.

- I'm hoping to get a job as a chef.
- I think he's very much \_\_\_\_\_ his father.
  - I eat a lot of dairy food \_\_\_\_\_ cheese and yogurt.
  - The kidnappers told him to do \_\_\_\_\_ they said and everything would be OK.
  - Don't you think this sauce smells \_\_\_\_\_ rotten fish? It's disgusting.
  - We'd like to go on honeymoon to somewhere romantic \_\_\_\_\_ France or Italy.
  - \_\_\_\_\_ I explained to you earlier, I'm afraid there's nothing we can do about the delay.
  - Martin always uses a headache \_\_\_\_\_ an excuse to take the day off work.
  - She's just started working \_\_\_\_\_ a nurse.
  - She says her dad still treats her \_\_\_\_\_ a child even though she's 15.
  - Critics have described the film \_\_\_\_\_ the best they've seen in the last year.

In which of the sentences above is *such as* possible?



Say these sentences using *as, like* or *such as*.

He's exactly / his dad.

He likes spicy food /  
Thai and Indian.

We had to use my shoe / a hammer.

She looks a bit / Gwyneth Paltrow.

He's just started work / a teacher.

He's exactly  
like his dad.



## expand your vocabulary

### thinking and the brain

#### Maximize your brainpower!

Everyone has experienced days when they seem to be functioning better than usual; they can think quickly, and concentration and problem solving seem easy. Unfortunately, everyone has also had days when the opposite is true; it's difficult to focus, distractions are everywhere, and even the smallest mental task is a challenge. What can help you to increase the number of days in the first category?

Practice: Some studies have suggested that a person can improve his or her ability by visualizing themselves performing, playing Beethoven sonatas or a game of chess in the imagination for example.

Emotions: Negative thoughts can make you anxious and cause you to lose concentration. If you have something on your mind it can really disrupt your thinking. Try to clear your head and stay positive and you'll perform well.

Music: Fast music with a heavy beat can be stimulating, while other music may aid relaxation.

#### Find underlined words in the text that mean:

- |   |                           |
|---|---------------------------|
| to empty your mind of thoughts                                  | <u>to clear your head</u> |
| 1 a particular activity that involves a lot of thinking         | _____                     |
| 2 make the best use of sth                                      | _____                     |
| 3 give attention to one particular subject, situation or person | _____                     |
| 4 forming a picture of something in your mind                   | _____                     |
| 5 working in the correct way                                    | _____                     |
| 6 making people enthusiastic / making the brain more active     | _____                     |
| 7 be worried about something                                    | _____                     |
| 8 things that take your attention away from what you are doing  | _____                     |

#### Complete the sentences. Use words from the text in the correct form.

- I can't do any mental tasks, like studying, at night.
- If I have to give a presentation I usually \_\_\_\_\_ myself doing it first, and that seems to help.
  - I'm not a morning person! My brain just doesn't \_\_\_\_\_ until after 11.00 a.m.
  - I love playing chess. I find it really \_\_\_\_\_.
  - I find it really hard to \_\_\_\_\_ on things if I'm tired.
  - If I \_\_\_\_\_, I just can't concentrate. I have to sort out the problem first, and then get to work.
  - Unfortunately, if there are any \_\_\_\_\_ while I'm working, I find it impossible to concentrate.
  - I try to \_\_\_\_\_ my time in the mornings because that's when my brain works best!
  - I have to \_\_\_\_\_ of everything else before I start a task – I just can't think about more than one thing at a time.





# how to explain the rules of a game

**natural English** saying how easy something is

9 Complete the words.

It's e a s y.

- 1 It's not hard at all. In fact it's s \_ \_ \_ \_ g \_ \_ \_ f \_ \_ \_ \_ d.
- 2 It's easy once you get the h \_ \_ \_ of it.
- 3 It's quite c \_ \_ p \_ \_ \_ t \_ \_ . You need to follow the instructions carefully.
- 4 The instructions are hard to f \_ \_ \_ \_ w.
- 5 It's really s \_ \_ \_ l \_ . I did it easily.

## vocabulary games

### think back!

Remember five words connected with playing games.

10 Complete the sentences. Use the verbs in the box in the correct form.

win	give	be	take	guess
have	compete	miss	throw	

Even if you're not sure, you should have a guess.

- 1 On that game show several families \_\_\_\_\_ against each other.
- 2 Everyone \_\_\_\_\_ the dice and the person with the highest number then starts the game.
- 3 What sort of prizes do people \_\_\_\_\_ on that show?
- 4 If you get the question wrong, you have to \_\_\_\_\_ a turn.
- 5 You \_\_\_\_\_ it in turns to make a word.
- 6 The person with the lowest score in each round \_\_\_\_\_ out.
- 7 You have to \_\_\_\_\_ what card I'm holding.
- 8 Do you need some help? Do you want me to \_\_\_\_\_ you a clue?



# expand your grammar

## question word clauses

Look at the phrases below, which can be used to say that you don't know or are not sure about something.

I've got no idea what the answer is.

I haven't got a clue who invented it.

I don't know whose go it is next.

I'm not sure if this answer is correct.

I can't remember when that happened.

**Notice the word order. It is the same as for indirect questions.**

**With *wh-* questions, the main verb comes after the subject (i.e. positive word order).**

What's the answer?

I've got no idea what the answer is.

**The auxiliary verbs *do / does / did* are not used.**

Where does he live?

I haven't got a clue where he lives.

**With *yes / no* questions, we use *if* or *whether* + subject + verb.**

Is this answer correct?

I'm not sure if this answer is correct.

Does she like that kind of thing?

I'm not sure whether she likes that kind of thing.

**Complete the sentences. Use the direct questions in brackets to help you.**

(Where did we stay?) I can't remember where we stayed. It was a long time ago.

- 1 (What will he say?) I've got no idea \_\_\_\_\_, but ask him anyway.
- 2 (Why am I so tired?) I don't know \_\_\_\_\_. I went to bed at 9.00 p.m. last night!
- 3 (What time does the film start?) I'm not sure \_\_\_\_\_. Can you check?
- 4 (Where are we?) I haven't got a clue \_\_\_\_\_. Will you have a look at the map?
- 5 (Does Judy want to come with us?) I'm not sure \_\_\_\_\_. Ask her!
- 6 (Where has Mayumi gone?) I don't know \_\_\_\_\_.
- 7 (How long will it take?) I've got no idea \_\_\_\_\_, so we'd better leave early.
- 8 (Where did I put my keys?) I can't remember \_\_\_\_\_.

## unit one

1 1 f, 2 d, 3 c, 4 a, 5 e

say it *Students' own answers.*

- 2 1 Do you play a lot of sport?  
 2 We don't watch much TV.  
 3 He *doesn't do any / does no* exercise at all.  
 4 We go skiing a lot in the winter.  
 5 I haven't done much revision for my exams.

- 3 1 I found it hard to understand the listening test.  
 2 I found the vocabulary test quite tricky.  
 3 Describing the pictures was the hardest part.  
 4 I was hopeless at the grammar test.  
 5 I found the writing test quite challenging.

say it I found the vocabulary test challenging.  
 I found it hard to finish the reading test in time.  
 I was hopeless at the speaking test.  
 I found the grammar test quite tricky.

- 4 1 a magazine / a grammar book  
 2 news / fashion / technology  
 3 know / learn  
 4 a few pages / class / lunch  
 5 get

- 5 1 going, 2 went, 3 join, 4 practise, 5 taken, 6 won, 7 join, 8 does

- 6 1 living, 2 doing, 3 having, 4 having, 5 to work, 6 working, 7 to stay, 8 looking, 9 jogging, 10 to give up, 11 run, 12 getting

- 7 1 working, 2 not studying, 3 to do, 4 to have, 5 to say

- eyg 1 I'm used to it.  
 2 I'm getting used to the money  
 3 I wasn't used to working  
 4 He was used to a busy work schedule.  
 5 to get used to the time difference

say it *Students' own answers.*

- 8 1 could, 2 didn't have to, 3 getting, 4 had met, 5 had, 6 had travelled, 7 was, 8 had stayed, 9 not getting, 10 had accepted

- 9 1 e, 2 d, 3 a, 4 b, 5 c

- 10 1 f, 2 i, 3 d, 4 a, 5 c, 6 b, 7 g, 8 e

- 11 1 What do you mean exactly?  
 2 How come?  
 3 What's it like?  
 4 What sort of thing?  
 5 What for?

say it How come? / What for?  
 What sort of thing?  
 What's it like?

- eyv 1 g, 2 d / f / i, 3 a / b / e / h  
 1 flair, 2 pick, 3 at, 4 talented, 5 head, 6 work, 7 uptake, 8 learner

## unit two

- 1 1 That was brave of him.  
 2 That was kind of him.  
 3 That was stupid of you.  
 4 That wasn't very nice of them.  
 5 That was clever of you.

say it *Students' own answers.*

- 2 1 d, 2 b, 3 f, 4 a, 5 e

- 3 1 shouldn't smoke anywhere inside the airport building.  
 2 should be here by 10.00.  
 3 shouldn't have any trouble finding somewhere to stay.  
 4 should talk to her as soon as possible and sort it out.  
 5 should be 25.  
 6 should be Kenneth Road, not Tennis Road.  
 7 shouldn't wear that on the plane. You'll feel cold.  
 8 should feel better by tomorrow.

- 4 1 should've waited (for me).  
 2 shouldn't have parked (it) there.  
 3 shouldn't have eaten *so much / such a huge lunch*.  
 4 should've walked.  
 5 shouldn't have left *them / the bags* in the car.

say it I should've accepted the offer.  
 I shouldn't have been late. / I should have been on time.  
 He shouldn't have gone to bed so late.

- eyv 1 destination, 2 wind down, 3 hectic, 4 make a checklist, 5 essential items, 6 get away, 7 adrenalin rush, 8 recharge, 9 restless, 10 itinerary

- 5 1 place to get a good map of the area?  
 2 of getting tickets for tonight's show?  
 3 get something to eat around here?  
 4 to buy bus tickets in advance?  
 5 does it cost to get into the museum?

say it What's the best way to get to the museum?  
 Do I have to have the correct money for the bus?  
 Is there any chance of booking a seat on a tour for this afternoon?

- 6 1 a / c, 2 c, 3 b / c, 4 a / c, 5 a / b, 6 a / b / c, 7 a / c, 8 b

- 7 1 There probably won't be enough.  
 2 I doubt (if) it'll work.  
 3 I dare say Fabien will get the job.  
 4 Things are unlikely to improve.  
 5 I don't suppose they'll lend me the money.  
 6 The car's sure to break down.  
 7 He'll definitely be there.  
 8 Who's likely to win?

- 8 1 i, 2 e, 3 h, 4 f, 5 c, 6 a, 7 b, 8 d

- eyg 1 have your eyes tested.  
 2 have them taken up.  
 3 'm having the car serviced  
 4 haven't had the phone connected  
 5 have my jacket dry cleaned.  
 6 are having their house painted  
 7 had his bag stolen  
 8 have it fixed

- 9 1 It's worth taking a walk along Las Ramblas.  
 2 I recommend the Picasso Museum.  
 3 Sitges is worth a visit.  
 4 You should go and see Figueres.  
 5 It's worth going to the Miro Museum.

- 10 1 hostels, 2 breakfast, 3 resort, 4 interest, 5 tour, 6 monuments, 7 trips, 8 charges

## unit three

- 1 1 Do you fancy something to eat?  
 2 I don't fancy doing that.  
 3 I don't really fancy the idea of living there.  
 4 Do you fancy a game of table tennis?  
 5 I fancy going somewhere different.

say it Do you fancy a coffee?  
 Do you fancy watching a video?  
 Do you fancy (going for) a walk?

- 2 1 compete, 2 relate, 3 consult, 4 get on, 5 hugs, 6 stick, 7 clashed, 8 communicate

- 3 1 b, 2 c, 3 c, 4 d, 5 b, 6 a, 7 d, 8 c

- 4 1 *have to / 've got to* pay  
 2 *mustn't / aren't allowed to* use  
 3 *aren't allowed*.  
 4 *'re allowed to* smoke  
 5 *have to / 've got to* be  
 6 *don't have to get / have*  
 7 *mustn't / aren't allowed to* hang  
 8 *mustn't / aren't allowed to* repair

say it *Students' own answers.*

- eyg 1 need to pay, 2 needs fixing, 3 need mending, 4 need to leave, 5 need to remind

- 5 1 say, 2 point, 3 makes, 4 right, 5 seems  
 They are going to try layout 3.

say it Why do you say that?  
 I don't see the point of that.  
 That sounds sensible.  
 That makes sense.

- eyv 1 f, 2 g, 3 i, 4 h, 5 a, 6 b, 7 d, 8 e, 9 j, 10 k

say it She's full of life.  
 He likes to speak his mind.  
 She's concerned about her appearance.  
 He's confident and sociable.  
 She loves to talk.

- 6 1 e, 2 a, 3 b, 4 d, 5 c

- 7 1 Set up ten years ago in Holland, the company is now one of the world's leading software makers.  
 2 A very experienced teacher, Gabriella is excited about taking on the position of headmistress.  
 3 The son of an architect, Dae-Sang has always been interested in design.  
 4 Expanding rapidly, the company now needs bigger premises.  
 5 Currently studying languages, Jackie would like to work as a translator when she finishes college.

- 8 1 My alarm clock went off shortly before dawn.  
 2 Prior to the interview, you should find out as much as you can about the company.  
 3 We were friends long before he became famous.  
 4 They got engaged soon after they met.  
 5 I feel a lot better since I gave up smoking.



## unit four

- 1 1 surprising, 2 strange, 3 irritating  
 2 1 g, 2 a, 3 i, 4 b, 5 h, 6 d, 7 f, 8 c  
**say it** *Students' own answers.*  
 3 1 the end of the day, 2 DVD player,  
 3 today's paper, 4 make-up artist,  
 5 husband's boss, 6 bottle opener, 7 night's sleep,  
 8 house keys  
**say it** the corner of the street  
 the end of the queue  
 the beginning of the month  
 4 1 issue, 2 depends, 3 say  
 5 1 'll give, 2 'll be playing, 3 won't call,  
 4 'll have, 5 'll still be working, 6 'll be packing,  
 7 'll be doing, 8 won't forget  
 6 1 'll be lying, 2 'll be doing / 'll do, 3 'll give,  
 4 won't be, 5 'll leave, 6 'll have,  
 7 'll still be working, 8 Will you get  
**eyg** 1 'll have started  
 2 Will they have made  
 3 'll have been  
 4 'll have found  
 5 won't have gone  
 1 'll have met  
 2 'll be living  
 3 'll have retired  
 4 'll probably be doing  
 5 'll be earning  
 6 'll have bought  
 7 'll still be living  
 8 'll be  
 9 'll probably have / have had  
 10 'll be working  
**say it** *Students' own answers.*  
**eyv** 1 unemployment, 2 direction, 3 education,  
 4 communication  
 1 level of pollution  
 2 rate of inflation / inflation rate  
 3 sense of achievement  
 4 standard of education  
 5 means of transport  
 6 standard of living  
 7 sense of direction  
 8 means of communication  
 7 1 increase, 2 cut, 3 controlling, 4 examined,  
 5 will limit, 6 improving, 7 has deteriorated,  
 8 prohibit  
 8 1 Do you think you could post this letter for me?  
 2 Is there any chance you could have a look at  
 my computer?  
 3 I was wondering if you could proofread this  
 report I've written?  
 4 Do you think you could get some bread on  
 your way home?  
 5 Is there any chance you could give me a lift to  
 the station?  
 1 b, 2 e, 3 a, 4 f, 5 d  
**say it** *Sample answers*  
 Is there any chance that you could pick me up  
 from work tonight?  
 I was wondering if you could write me a  
 reference?  
 9 1 question mark, 2 full stop, 3 tense, 4 paragraph,  
 5 comma, 6 apostrophe, 7 brackets, 8 hyphen

## unit five

- 1 1 *Ralph / Young Eun*, 2 Tomoko, 3 Ralph, 4 Nina,  
 5 Alberto  
**say it** *Students' own answers.*  
 2 1 had already started  
 2 were you doing  
 3 were driving  
 4 hadn't been waiting  
 5 'd seen  
 6 was just thinking  
 7 'd made  
 8 'd been going out  
 3 1 believed, 2 had seen, 3 refused, 4 shunted,  
 5 had applied, 6 was standing,  
 7 had been waiting, 8 found  
 4 1 a, 2 a/b/c, 3 c, 4 a/b/c, 5 b/c  
 5 1 turned up, 2 've failed / failed, 3 retake,  
 4 take place, 5 made a mess, 6 didn't come up,  
 7 get / got through, 8 cheating, 9 sit,  
 10 bluff my way through  
 6 1 turn ... up, 2 get through, 3 going on,  
 4 turn up, 5 goes on, 6 came up, 7 turned up,  
 8 get through  
 7 1 exhausted, 2 Terrifying, 3 fantastic, 4 awful,  
 5 ridiculous  
 8 1 really / fairly  
 2 absolutely / really  
 3 pretty / rather / extremely  
 4 Pretty / Really  
 5 fairly / rather  
 6 absolutely  
 7 rather / fairly / really  
 8 Absolutely  
**say it** *Students' own answers*  
 9 1 cut off, 2 got rid of, 3 told off, 4 take part in,  
 5 turned out, 6 takes up, 7 came to an end,  
 8 work out  
**eyv** 1 e, 2 g, 3 d, 4 k, 5 a, 6 b, 7 j, 8 f, 9 c, 10 h  
 1 need, 2 find out, 3 asked for, 4 say sorry,  
 5 put off, 6 let you know, 7 called off,  
 8 sorted out, 9 get in touch with, 10 get  
 10 1 It was such a boring film that we walked out  
 halfway through.  
 2 The weather was so bad that we decided to  
 come home early.  
 3 The test was so difficult that I gave up.  
 4 It was such disgusting food that I didn't eat  
 a thing.  
 5 He got such good results that he decided to  
 go to college after all.  
 6 The noise was so loud that I closed the  
 window.  
 7 He's such a good teacher that I've decided to  
 attend his class again next term.  
 8 The car's so old that I'm not at all surprised it  
 broke down.  
 11 1 d, 2 c, 3 a, 4 b, 5 e  
**eyg** 1 ... it was much too late to go to the cinema.  
 2 ... looks a little too small for you.  
 3 I'm way too hungry to wait for / until dinner.  
 4 It'll take far too long to walk there.  
 5 I'm a bit too tired.  
 6 ... you're way too angry to listen to me.  
 7 It's slightly too long.  
 8 It's miles too big for me.  
**say it** *Sample answers*  
 No, it's a bit too cold for me.  
 No, it's much too early to leave.  
 No, it's way too late to start watching a film.

## unit six

- 1 1 d, 2 b, 3 f, 4 a, 5 c  
**say it** You must be ecstatic. / You must be thrilled  
 to bits. / You must be over the moon.  
 She must be heartbroken.  
 He must be really fed up.  
 2 1 d, 2 a, 3 f, 4 b, 5 c  
**say it** *Students' own answers.*  
 3 1 surrounding, 2 badly / seriously, 3 latest,  
 4 seriously / badly, 5 control, 6 under, 7 fire,  
 8 terrorist, 9 vitally, 10 extremely  
 4 1 warning, 2 survival, 3 arrests, 4 injuries,  
 5 accusations, 6 kidnapping, 7 threat,  
 8 evacuation  
 5 1 of, 2 for, 3 at, 4 in, 5 from  
 6 1 's been arrested, 2 destroyed, 3 were injured,  
 4 found, 5 hasn't been repaired  
 7 1 destroyed, 2 were damaged, 3 was robbed,  
 4 stole, 5 was attacked, 6 attempted,  
 7 has been won, 8 has been found, 9 claimed,  
 10 was sentenced  
 8 1 It seems someone left it in a parked car.  
 2 Were many people injured?  
 3 It appears no one was hurt.  
 4 Did you hear that the school was robbed last  
 night?  
 5 Apparently some kids broke in and stole a TV.  
**eyg** 1 She was being followed by a tall man in a  
 leather jacket.  
 2 You will be notified of your results next  
 week.  
 3 Her house is being painted this week.  
 4 My credit card had already been used by the  
 time I reported it stolen.  
 5 Where is this wine produced?  
 9 1 have you got a moment?  
 2 can / could you spare a minute?  
 3 Are you in a hurry?  
 10 1 if this is the first time you've been to France?  
 2 how you got here?  
 3 how long you've been here?  
 4 if you're by yourself or with a group?  
 5 if you speak any French?  
 6 what you think of French food?  
 7 how you feel about French people?  
 8 who the President of France is?  
**say it** *Students' own answers.*  
 11 1 g, 2 f, 3 a, 4 c, 5 b, 6 e, 7 d, 8 i  
**eyv** 1 in depth, 2 on sale, 3 in person, 4 in trouble,  
 5 on a diet, 6 on purpose, 7 in advance,  
 8 on the rise, 9 on behalf of, 10 in pain  
 1 on sale, 2 in advance, 3 on behalf of,  
 4 in pain, 5 in trouble, 6 in person,  
 7 on purpose, 8 on the rise, 9 in depth,  
 10 on a diet



## unit seven

- 1 1 Why on earth didn't you call?  
2 Who on earth is that woman?  
3 ... how on earth will you get home?  
4 What on earth have you been doing?  
5 Why on earth did she do that?
- say it** What on earth is that?  
What on earth has he been doing?  
Why on earth is he dressed like that?
- eyg** 1 you expected to work at the weekends?  
2 were supposed to pick Jane up twenty minutes ago.  
3 were expected to do overtime even though we weren't paid for it.  
4 're not supposed to take photos in here.  
5 'm supposed to go and visit my grandparents on Sunday but I could go on Saturday instead.  
6 're not expected to wear a suit and tie but you should look smart.  
7 we expected / supposed to take a present with us to the party tonight?  
8 was supposed to have lunch with Marina but she called it off.
- say it** I'm expected to write monthly reports.  
I'm not expected to work overtime.  
I was supposed to go to the meeting yesterday, but I forgot.  
I'm not supposed to use the phone for personal calls.
- 2 1 has he *worked / been working*, 2 's been raining.  
3 've been cooking, 4 's called me,  
5 've *worn / been wearing*, 6 've read, 7 've burnt,  
8 's been staying
- 3 1 I've never used this computer program ...  
2 Have you seen any good films recently?  
3 Haven't you finished that yet?  
4 He's always wanted to be a doctor.  
5 I don't think we've met before, have we?
- 4 1 've always wanted, 2 've just left,  
3 haven't worked, 4 've looked after,  
5 volunteered, 6 was, 7 really enjoyed,  
8 've also *worked / been working*
- 5 1 I'd be reluctant to work at the weekends.  
2 I wouldn't mind doing housework.  
3 I'd be prepared to cook meals for the children.  
4 I'd find it hard to look after a baby.  
5 No, but I'd be willing to get one.
- say it** *Students' own answers.*
- 6 1 conservation, 2 raise, 3 charity, 4 donate,  
5 fund-raising events
- 7 1 coping, 2 handle, 3 achieved, 4 a fiasco,  
5 succeeded
- 8 1 endangered, 2 reptiles, 3 captivity, 4 wild,  
5 excavate, 6 ruins, 7 bury, 8 site
- 9 1 those, 2 traffic ... seems ... doesn't it,  
3 advice, 4 outskirts, 5 paper,  
6 experience, 7 luggage ... is, 8 regards
- eyv** 1 d, 2 f, 3 e, 4 h, 5 c, 6 b, 7 i, 8 g  
1 bunch, 2 spoonfuls, 3 drop, 4 slices, 5 pile,  
6 sheet, 7 handful, 8 bundle
- 10 1 to meet you.  
2 I take your jacket?  
3 a seat.  
4 us OK?  
5 any problems getting here?
- 11 1 Would you need to borrow any money?  
2 Sorry, but I won't be able to help.  
3 Yeah. Do you need anything?  
4 *Will / Would* you give her this book?  
5 No, I wouldn't take it.  
6 Would you go with them?  
7 I'll call you.  
8 No thanks, I don't feel hungry.

## unit eight

- 1 1 all over the house 2 all over the world  
3 all over her wall 4 all over her hands  
5 all over the floor
- say it** He's got spots all over him.  
He's got ink all over his hands.  
I've spilt coffee all over my notebook.
- 2 1 Let go of my bag, or I'll scream.  
2 Turn your music down, otherwise I'll call the police.  
3 Listen to me, or I won't help you any more.  
4 Hurry up, or I'll go without you.  
5 Stop looking at my book, otherwise I'll tell the teacher.
- 3 1 e, 2 d, 3 j, 4 i, 5 h, 6 f, 7 k, 8 a, 9 g, 10 c
- 4 1 I'm sorry, I didn't do it on purpose.  
2 I wasn't aware (that) it was urgent.  
3 I didn't realize (that) it belonged to you ...  
4 I didn't mean to be rude.  
5 I didn't realize (that) you were waiting for me.
- say it** I didn't do it on purpose.  
I didn't realize you had guests.  
I didn't mean to upset you.
- eyg** 1 b, 2 c, 3 d, 4 a  
1 the noise that I can't stand.  
2 I was most unhappy with was the service.  
3 that he didn't apologize that made me angry.  
4 really annoys me is the fact that he's always late.  
5 the waiter's attitude that made things worse.
- eyv** 1 d, 2 f, 3 i, 4 h, 5 g, 6 c, 7 b, 8 a  
1 have a word with you?  
2 turn a blind eye to it  
3 talk Yumi into helping us.  
4 put up with it.  
5 talked it over  
6 talk them out of complaining?  
7 having a go at me.  
8 sorted it out.
- 5 1 threatened, 2 compromise, 3 prove,  
4 complaints, 5 reminder, 6 behaviour,  
7 suspect, 8 solution
- 6 1 b/c, 2 a, 3 b, 4 b, 5 a/b, 6 a, 7 c, 8 a/b,  
9 a/c, 10 b/c
- 7 1 *going / that we go*, 2 (that) she still had, 3 to go,  
4 her (that) I was married,  
5 *not to tell / that I wouldn't tell*, 6 to sack,  
7 me to see, 8 *I was harassing / I had harassed*,  
9 trying, 10 her to drop
- 8 1 thinner and thinner  
2 *harder and harder / more and more difficult*  
3 more and more expensive  
4 better and better  
5 *faster and faster / quicker and quicker*
- say it** It's getting worse and worse.  
Yes, I'm getting fitter and fitter.  
It's getting more and more difficult.
- 9 1 Despite feeling really sick, she carried on working.  
2 I asked to see the manager. However, he wasn't available.  
3 *I apologized. He was still angry, though. / Though I apologized, he was still angry.*  
4 Despite the spelling mistakes, it was a good essay.  
5 Although I told her about it three times, she forgot!  
6 He didn't do particularly well in the interview. Nevertheless, I think we should offer him the job.  
7 Despite the fact that he had the instructions, he couldn't put it together.  
8 In spite of the delay, we arrived on time.

- 10 1 *In spite of / Despite*, 2 *However / Nevertheless*,  
3 *despite / in spite of*, 4 *Despite / In spite of the fact*,  
5 *although*

## unit nine

- 1 1 came out, 2 published, 3 cover, 4 copy,  
5 hardback
- 2 1 I nearly died.  
2 I couldn't believe my ears.  
3 I nearly fainted.  
4 I couldn't believe my eyes.  
5 I couldn't believe it.
- say it** *Students' own answers.*
- 3 **across** 1 publicity, 4 slogan, 7 brand, 9 make,  
10, invent  
**down** 1 persuade, 2 take, 3 logo, 5 advert,  
6 convince, 8 last
- 4 1 whenever, 2 whichever, 3 however,  
4 whatever, 5 whenever, 6 however,  
7 Whoever, 8 wherever
- say it** Whichever you want.  
Wherever you want.  
Whatever you want.
- 5 1 is just as good as her last one.  
2 is twice as big as my old one.  
3 's not nearly as quiet as she used to be.  
4 will be nearly as fast as driving at this time of day.  
5 's just as well qualified as *him / he is*.  
6 isn't nearly as expensive as the Emperor.  
7 took twice as long as usual.  
8 've done nearly as much work as you!
- 6 1 The harder ... the easier ...  
2 the longer ... the worse ...  
3 The sooner ... the better.  
4 The later ... the busier ...  
5 the better ... the more money ...
- 7 1 flooding, 2 leaked, 3 depth, 4 wave, 5 stream
- 8 1 a water-proof camera  
2 hand-made chocolates  
3 home-grown tomatoes  
4 sugar-free gum  
5 a multi-purpose tool  
6 a mini-dictionary  
7 non-toxic paint  
8 pre-booked accommodation
- 9 1 To, 2 So, 3 In case, 4 Otherwise, 5 To
- say it** So that I could study.  
In case it rains.  
To have an injection.
- eyg** 1 account, 2 *due / owing*, 3 because, 4 *As / Since*,  
5 *Due / Owing*, 6 *because / on account*, 7 account,  
8 *As / Since*
- 10 1 He's the best player in the team.  
2 Who's the most fluent speaker in the class?  
3 April is the wettest month of the year in England.  
4 She always buys the most expensive thing in the shop.  
5 I had the worst time of my life at college last year.
- 11 1 the tallest man I've ever seen.  
2 the most annoying person I've ever met.  
3 the most interesting place I've ever been to.  
4 the most difficult thing he's ever done.  
5 the best film I've seen all year.
- say it** *Students' own answers.*
- eyv** 1 f, 2 e, 3 d, 4 a, 5 c  
1 breezed in  
2 a frosty atmosphere  
3 clouded his judgement  
4 breezed through the training  
5 stormed out



## unit ten

- 1 1 rings a bell, 2 absent-minded,  
3 learnt it by heart, 4 mind's gone blank,  
5 's on the tip of my tongue

say it *Sample answers*

It's on the tip of my tongue. / My mind's gone blank.  
No, she's very absent-minded.  
I learnt it by heart.  
I've got a vague memory of it.

- 2 1 tell he was French? 2 tell the difference,  
3 tell one from, 4 tell something was wrong,  
5 tell ... from

eyv 1 i, 2 a, 3 e, 4 d, 5 g, 6 c, 7 f, 8 h

1 with age, 2 under age, 3 act your age,  
4 come of age, 5 look my age, 6 in his old age,  
7 over the age of, 8 age limit

- 3 1 The electric chair was invented by a dentist.  
2 Approximately 63,000 trees are used to make the Sunday edition of the New York Times.  
3 Australia is the only continent without reptiles or snakes.  
4 Approximately 50% of the earth is covered with water.  
5 The strongest muscle in the body is the tongue.  
6 Neil Armstrong first stepped on the moon with his right foot.  
7 The average adult is 0.4 inches (1cm) taller in the morning than the evening, because the spine compresses during the day.  
8 The animal responsible for the most deaths in the world each year is the mosquito.

4 1 The, 2 a, 3 a / the, 4 a, 5 an, 6 the, 7 an, 8 the, 9 the, 10 the / a

5 1 b, 2 a / c, 3 d, 4 f, 5 g

1 immoral, 2 illegal, 3 justifiable, 4 cruel,  
5 a shame, 6 inevitable, 7 a nuisance, 8 ridiculous

say it *Students' own answers.*

6 Let me think ...

I'll have to think about that for a minute ...  
That's an interesting question ...

say it I've never thought about that before ...  
That's an interesting question ...  
Let me think ...

7 1 fur, 2 skin, 3 stripes, 4 hunts, 5 herd, 6 beak,  
7 spots, 8 stings

8 1 captivity, 2 cruel, 3 justification, 4 sensitivity,  
5 constructive, 6 disgraceful, 7 destruction,  
8 careless

9 1 -, 2 who, 3 -, 4 which, 5 that / which,  
6 whose, 7 who, 8 which

10 1 ✓

2 He sold his car, which is the same as mine, for \$5000.

3 ✓

4 ✓

5 His boss, who's a workaholic, insists that they all work late.

6 Our hotel room, which obviously hadn't been cleaned for days, was awful.

7 ✓

8 My boss, who lives in my street, gave me a lift home.

- 11 1 , who refused to exchange a pair of shoes I'd bought the week before.  
2 book you gave me to my brother, who lost it.  
3 I gave you yesterday was wrong.  
4 , who is a lawyer, might be able to help you.  
5 know the boy whose bike was stolen?

eyg 1 Fish caught off the north coast is sold in the cities in the south.

2 The girl going out with my brother is a nurse.

3 The film showing at the moment is new.

4 Their latest record, released two days ago, has gone straight to the top of the charts.

5 Did you see a man running out of that shop?

1 The man arrested by the police yesterday has been charged with murder.

2 Do you recognize the man talking to Joe?

3 None of the people interviewed today were offered the job.

4 The woman walking towards us is Sam's girlfriend.

5 The diamond stolen from the museum in 1980 has never been recovered.

## unit eleven

- 1 1 a ton, 2 a fortune, 3 a horse, 4 a million years,  
5 a hundred times.

say it I could eat a horse.

It weighs a ton.

I wouldn't do that in a million years.

It cost a fortune.

- 2 1 'd left ... wouldn't have missed  
2 would have taken ... 'd told me  
3 'd got ... would have seen  
4 'd said ... wouldn't have told  
5 would have been ... hadn't left

- 3 1 wouldn't have finished, 2 'd be working.  
3 could've done, 4 would've been, 5 would have

- 4 1 wouldn't have met  
2 might / would still be  
3 would be  
4 wouldn't have been able  
5 might still be working  
6 might / would still be trying  
7 might / would have gone  
8 might / would have

- 5 1 ended up, 2 out of the blue, 3 turned up,  
4 by mistake, 5 confide in, 6 put up with,  
7 cover ... up, 8 ashamed of

eyv 1 mugging, 2 rape, 3 burglary, 4 vandalism,  
5 fraud, 6 assault, 7 drug dealing,  
8 hooliganism

test yourself vandalism, shoplifting, burglary

6 1 for a while, 2 from you, 3 pleased to hear

7 1 understanding, 2 untrustworthy, 3 unwise,  
4 kind-hearted, 5 naive, 6 sincere,  
7 open-minded, 8 reckless

- eyg 1 it's time you apologized?  
2 It's time I went  
3 It's time the government did  
4 It's time we called  
5 It's time I started  
6 it's time they gave  
7 It's time he retired  
8 It's time you took

8 1 b, 2 a, 3 c

say it I'm (completely / totally) against it.  
I'm (completely / totally) in favour of it.  
It sounds like an interesting idea.

9 1 f, 2 e, 3 d, 4 g, 5 b, 6 c, 7 a

- 1 she had to work  
2 she was still at  
3 she was going to be there until at least  
4 she would be too tired  
5 I had seen her the night before  
6 she had left work for ten minutes  
7 he was a colleague  
8 I didn't believe her

say it *Students' own answers.*

10 1 It's about, 2 It's all my fault, 3 ring me

## unit twelve

- 1 1 sunrise, 2 dawn ... dusk, 3 wide, 4 nap,  
5 insomnia, 6 fast, 7 daydreaming, 8 snores

- 2 1 mean anything to you?  
2 doesn't mean anything to him.  
3 meant a lot to him.  
4 it mean?  
5 means a lot to me.

say it What does FR2 mean to you?

Does the name Enrique Alfonso mean anything to you?

Job satisfaction means a lot to me.

- 3 1 if / whether I was here on holiday.  
2 how long I was planning to stay.  
3 if / whether I knew anyone in the USA.  
4 where my aunt lived.  
5 where I was going to stay in New York.  
6 how much money I had with me.  
7 if / whether I'd been to the USA before.  
8 what I'd done then.

say it She wanted to know if I'd seen Karen this / that morning.

He asked me why I was late.

She wanted to know where I'd been.

She wanted to know what time I was leaving.

- 4 1 It's your go next.  
2 I think you should go for it.  
3 Let me have a go.

- 5 1 obviously - e  
2 funnily enough / surprisingly - d  
3 funnily enough / miraculously / luckily / surprisingly - g  
4 presumably - a  
5 Obviously / Understandably / Presumably - c  
6 Hopefully - i  
7 funnily enough / surprisingly / luckily - f  
8 luckily - b

- 6 1 gang, 2 jury, 3 pile, 4 choir, 5 crowd, 6 crew,  
7 herd, 8 set

test yourself a set of plates  
the crew of an aeroplane  
a jury

7 1 d, 2 b, 3 e, 4 f, 5 c

- 8 1 like, 2 like, 3 as, 4 like, 5 like, 6 As, 7 as, 8 as,  
9 like, 10 as  
You could use *such as* instead of *like* in sentences 2 and 5.

say it He likes spicy food like / such as Thai and Indian.

We had to use my shoe as a hammer.

She looks a bit like Gwyneth Paltrow.

He's just started work as a teacher.

eyv 1 a mental task, 2 maximize, 3 focus,  
4 visualizing, 5 functioning, 6 stimulating,  
7 have sth on your mind, 8 distractions

1 visualize, 2 function, 3 stimulating, 4 focus,  
5 have something on my mind, 6 distractions,  
7 maximize, 8 clear my head

9 1 straightforward, 2 hang, 3 complicated,  
4 follow, 5 simple

10 1 compete, 2 throws, 3 win, 4 miss, 5 take, 6 is,  
7 guess, 8 give

- eyg 1 what he'll say  
2 why I'm so tired.  
3 what time the film starts.  
4 where we are.  
5 if Judy wants to come with us.  
6 where Mayumi's gone.  
7 how long it'll take  
8 where I put my keys.



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