

- 6 Jack took early retirement as he was losing his grip the job.
- 7 Apparently, an interest in reading in later life is closely related how much your parents read to you as a child.
- 8 Ron usually primes himself plenty of black coffee before starting the night shift.
- 9 I find it very hard to commit historical dates memory.
- 10 Lack of sleep can seriously interfere your ability to think rationally.

- 17 I'd go and see the doctor with that rash if you.
- 18 We should be able to play tennis on Friday afternoon unless , of course.
- 19 Should in the neighbourhood, feel free to call in.
- 20 I'd play a lot more sport if I so much work to do.

2 Grammar

2.1 Conditionals 0, 1 and 2 ► Focus on Grammar, SB page 14

Complete the following conditional sentences with suitable phrases. Look at the example given.

- 1 OK, OK, I'll lend you the money as long as you *pay me back* next week.
- 2 What would you do if your car miles from anywhere?
- 3 If you woollen clothes in hot water, they shrink.
- 4 Quite frankly, I think you're going to fail the exam unless harder.
- 5 I know he's hardly ever around these days but if you , tell him to get back in touch.
- 6 But supposing our train is late, how the airport on time?
- 7 I can't get off to sleep at night unless a hot drink.
- 8 If my boyfriend spoke to me like that, his face.
- 9 You can borrow my video camera on condition that properly.
- 10 If you drop a cat, it always on its feet.
- 11 I'd apply for that job as an interpreter if better Russian.
- 12 Should further information, please contact our publicity officer.
- 13 I'm going to take a big pullover in case very cold.
- 14 I'm sure you those headaches all the time if you wore your glasses more often.
- 15 Provided no more objections, we'll continue with the next point on the agenda.
- 16 Suppose on a desert island, how would you survive?

STUDY TIP

Conditionals

► Although you cannot use 'll after if in most conditional sentences, there is one time when you can. This is to express willingness or volition: e.g. If you'll clear the table, I'll wash the dishes.

2.2 *despite/in spite of, although/but* ► Study Sp. SB page 17

Match the first half of the sentences in Column A with their endings in Column B then add an appropriate linking word or phrase. The first one has been done for you.

- | | |
|--|---|
| A
1 Joan is very hard-working
2 Lucy lived in Mexico for three years,
3 Joe's parents wanted him to be a doctor
4 teachers can help students learn,
5 what you might have heard,
6 Sue passed all of her exams
7 they lived almost opposite the state school
8 of drinking six cups of strong, black coffee
9 We made ourselves understood
10 all the special offers | ☒ D
☐
☐
☐
☐
☐
☐
☐
☐
☐ |
| B
A not doing any revision at all.
B of not speaking any Greek.
C Jack and Ruth sent their daughter to a private place ten miles away.
D <i>but</i> she's not very imaginative.
E I refused to buy any encyclopaedias.
F she only speaks a few words of Spanish.
G I just couldn't stay awake.
H students must learn for themselves.
I he wanted to learn to write plays.
J there is no quick and easy way to learn a language. | |

4 Prefixes – under and over

► Word formation, SB page 20

4.1 Fill in the spaces below with words beginning with *under* and their opposites. Look at the example provided.

- 1 smaller than average or normal (adj)
- 2 fail to guess or understand the real cost, size or difficulty of something (v)
- 3 not express an idea fully or adequately (v)
- 4 weak and unhealthy due to lack of food (adj)
- 5 charge too little money for something (v)
- 6 having too few people for the amount of work (adj)
- 7 not cooked for long enough (adj)
- 8 wearing clothes that are not attractive or formal enough for an event (adj)
- 9 make too little use of something (v)
- 10 lacking the money, education, possessions and opportunities that the average person has (adj)
- 11 fail to appreciate how skilful, important someone or something is (v)
- 12 give too little light to a piece of photographic film (v)

Word	Opposite
1 <i>undersized</i>	<i>oversized</i>
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

4.2 Now complete these sentences using any of the words from 4.1. See the example provided.

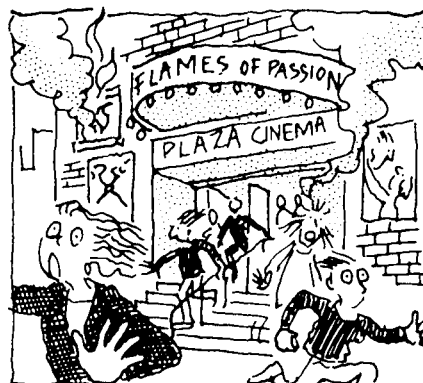
- 1 There was far too much light and all my photos were *overexposed*.
- 2 Don't you think you're a bit for a barbecue in that suit?
- 3 The baby was a bit at birth but she's put on weight well.
- 4 Calling his behaviour criminal is rather an It was just a mistake.
- 5 I think 45 minutes is an of the time it will take. I'd allow an hour.
- 6 The office is so some people will have to be made redundant.
- 7 The council is trying to promote the new sports facilities, which are at present.
- 8 I'm hopeless at preparing pasta. I always how much to cook and we end up either eating it for three days or throwing it away.
- 9 I can't stand meat that is so that it has blood oozing out of it.
- 10 I find his songs very repetitive. I think he's really as a singer, to be honest.
- 11 To say we were surprised by the news of his arrest would be an
- 12 Many of the children were clearly and suffering from various diseases.
- 13 It's a very good restaurant. But be warned, they tend to
- 14 Although she came from an family background, she went on to become one of the most highly paid lawyers in Britain.



6 Spelling – That can't be right!

In the following sentences some of the underlined verbs are spelt incorrectly. Correct any mistakes, as in the example.

- I've got a terrible memory, I keep forgetting that girl's name.
- If you believe what they say in the commercials, some of these face creams seem to stop the ageing process completely!
- William is studing modern languages. He hopes to become an interpreter.
- I think the best sport for all-round fitness must be swiming.
- I wish you'd stop biting your nails – it's a really unpleasant habit!
- Come on, let's go to the pub, I'm dieing for a drink!
- I see the police have arrested those men who are supposed to have kidnaped that little boy.
- The crash is a complete mystery. It occurred on a sunny afternoon, with excellent visibility and practically no wind.
- Louise must have left her credit card behind when she payed for the petrol.
- They tryed not to laugh at his esort but just couldn't help it.
- Jim and Fay don't seem to be getting on very well these days, they're always argueing about something.
- Excuse me, Professor. Could you repeat the name of that German scientist you referred to earlier?
- When I was a boy, I plaied rugby not football.
- Oh Brian! You really must stop disagreeing with everything I say!
- Although the fire was very small, everyone paniced and rushed out of the cinema, causing complete chaos.



7 Grammar

7.1 Review of passives and causative (have/get something done) ► Focus on Grammar SB, page 30

STUDY TIP

Causative have/get

- *Have/get something done* (Causative) is used to mean:
- cause something to be done by someone else
e.g. I had/got my hair cut yesterday. (The hairdresser did it.)
 - cause something to happen yourself
e.g. I'll have/get this mess cleared up in no time.
 - experience something (usually undesirable)
e.g. Clara had/got her credit cards stolen the other day.
Get is used rather than have:
 - to show a feeling of obligation or urgency
e.g. I must get my car insurance renewed – it ran out last week!
 - to show that something was difficult to do/achieve
e.g. We finally got the decorating finished just before we moved in.
 - to indicate a planned action to achieve something
e.g. He got himself elected President of the club.
 - in imperatives
e.g. Get this room cleaned up at once!

STUDY TIP

Doubling consonants

► Remember that in verbs of more than one syllable the final consonant is (usually) doubled only if the stress is on the syllable before it:

e.g.	referred	but	offered
	forgetting	but	remembering

In the following sentences, decide which of the underlined forms is correct/more probable or if both are possible. See the example given.

- Our house is being/getting renovated so we're staying with friends at the moment.
- Frank's nose was/got broken while he was playing rugby.
- The new museum on Bath Road was/got designed by Isobel Fischer.

9 Wordcheck – Weather

Complete the crossword. One has been done for you.

Across

- 1 If severe weather or a transport problem prevents you from leaving a place, you are (8)
- 2 Violent form of 8 across with strong circular 9 across. (7)
- 3 Very strong 9 across. (4)
- 4 A great amount of water in a place that is usually dry. (5)
- 5 A pile of snow blown up by 9 across. (5)
- 6 Medical term for when your body temperature falls to a dangerously low level. (11)
- 7 Water at 0°C. (3)
- 8 Bad weather with a lot of rain. (5)
- 9 A current of air moving across the earth's surface. (4)
- 10 Blocked in by heavy snow. (9)

Down

- 11 Having become hard or stiff from cold. (6)
- 12 Periods of dry weather causing suffering and hardship. (8)
- 13 A violent hurricane that occurs in the western Pacific. (7)
- 14 A large mass of snow that slides down the side of a mountain. (9)
- 15 To die under water because you can't breathe. (5)
- 16 Heavy snowfall with extremely strong 9 across. (8)
- 17 A mixture of rain and snow. (5)



5 Discourse cloze

For questions 1–6, read through the following text and then choose from the list A–J the best phrase or sentence to fill each of the spaces. Write one letter (A–J) in the correct space. Some of the answers do not fit at all. The exercise begins with an example (0).

So how was your inbox this morning? Overflowing at the seams? Full of messages from people you don't know, subjects you don't care about, and (0) ..., the odd gem of information which could transform your life (1) ?

Welcome to the club: e-mail is both business blessing and commercial curse. You can't do without it, yet you still can't face the idea of wading through every one of those tedious messages that come through the digital door every day. Perhaps (2) , then it's time to move on to the fun parts of the magazine because I have momentous news for you: the e-mail flood may be bad today, but tomorrow (3) Not only are you going to get more of the stuff, the stuff itself is going to explode too – into audio and graphics, video and customer response forms. And (4) , you're going to lose a key business edge along the way.

In the US, (5) for large corporations that deal with employees, customers and suppliers by e-mail to dispatch a staggering 800,000 messages per day (yes, you did read that correctly). Small wonder that one boss of a large software company decided to close down his network e-mail system for part of each day, (6) he thought people were too busy e-mailing and not spending enough time communicating.

- A if all this sounds way too familiar
- B it is not unknown
- C unless you refuse to use it
- D precisely because
- E if you try to ignore it
- F it's going to be ten times worse
- G despite the fact that
- H if only you could find it
- I somewhere in among the dross

4 Reference links

► Study Box, SB page 75

Match sentences 1–9 with A–H. Use the reference links in the box below to complete A–H. Look at the example given.

such	which	the aforementioned	that
this	the above	the latter	another

- 1 Frank and Nigel Fish had been seen in the area two or three days before the robbery took place. *D*
 - 2 The national press falls into two main camps, the broadsheets and the tabloids.
 - 3 Occasionally the child does not want to be re-united with the parents.
 - 4 Not recommended for people with angina, diabetes, migraine or vertigo.
 - 5 There has been a family feud going on for about ten years.
 - 6 Hamford seems to be more and more polluted – the city centre is just appalling with all those buses belching out exhaust fumes,
 - 7 One way of treating a headache is to take some pain killers, like aspirins.
 - 8 Didn't you realise Ann News only partially sighted?
- A In cases it is extremely hard to find a solution.
- B is to try relaxation techniques or, better still, massage.
- C is why we've decided to move out to the countryside.
- D Not only that but the style of the crime is typical of the *aforementioned* brothers.
- E Oh, explains why it's Barbara who always drives the car!
- F As you can imagine, makes birthdays and Christmas parties rather tense affairs!
- G tend to concentrate on the more sensational or scandalous aspects of the news.
- H Please consult your GP if you suffer from any of

5 Word stress – Air travel

Use a dictionary to help you mark the stress patterns in the underlined words below. Draw one circle for each syllable and show the stressed syllables with large circles. Be careful to identify the grammatical function in each case. See the example provided.

- 1 Oh no, I've left my handbag at the check-in desk. ○ ○
- 2 The hostess on the plane gave us some sweets to suck before take-off.
- 3 Would late passengers for flight BY577 please check in immediately.
- 4 Lavatories on planes are usually rather small.
- 5 The bus for the city centre leaves from outside the terminal building.
- 6 Please have your boarding card ready.
- 7 I'm not sure if I'll be leaving today as I've got a standby ticket.
- 8 Sorry for the delay, we hop to take off in 5 minutes.



STUDY TIP

Word stress

► Use bubbles not accents to show the correct stress on words you have difficulty with. Bubbles show not only the main stress but also the number of syllables which are actually pronounced.

○ ○ ○ ○ ○ ○ ○ ○
e.g. comfortable, interesting, temperature

1.3 Reduced relative clauses

Decide which of the following sentences contain reduced relative clauses and which do not. Put a tick (✓) in the appropriate column as in the example.

Y N

- | | |
|--|--|
| 1 The man called Max at the office and asked him to meet him later that day. | ☐ ☒ |
| 2 The man called Max in the film was played by Patrick Swayze. | ☐ ☐ |
| 3 Plums used to make me sick when I was a boy. | ☐ ☐ |
| 4 The player hurt in the tackle had to be taken to hospital. | ☐ ☐ |
| 5 Coffee made with this new percolator tastes better than ever! | ☐ ☐ |
| 6 The shark attacked in the shallows, causing panic among the bathers. | ☐ ☐ |
| 7 The player hurt his knee in the tackle but played on. | ☐ ☐ |
| 8 Coffee made Brenda feel agitated so she gave up drinking it. | ☐ ☐ |
| 9 The shark attacked in the shallows swam away losing a lot of blood. | ☐ ☐ |
| 10 Plums used to make jam must be very ripe. | ☐ ☐ |

1.4 Fill in the gaps

Complete the following sentences with a suitable reduced relative clause and any necessary prepositions. Each sentence must have a passive meaning. Look at the example given.

- Children *born on* or before 1st September should have been vaccinated.
- Any books to the library more than three days late will be subject to a fine.
- Meat oil or butter contains much more cholesterol than meat which has been grilled.
- Patients the new wonder drug showed no greater signs of recovery than those receiving traditional medicine.
- Did you know that grapes to dry in the sun turn into raisins?
- Tickets phone must be paid for within 24 hours.
- The management declines all responsibility for property from cars this car park.

- The skeleton the building site last month turned out to be over 2,000 years old.
- Yes folks, it's true. Clothes new 'Spumo' won't lose their colour. We guarantee it!
- Looking round a junk shop one day, Stanley came across a picture by Rembrandt.
- Dogs Britain from another European country must spend three months in quarantine.
- Baggage unattended may be destroyed.

2 like, as and alike

► Study Box, SB page 85

Put *like*, *as* or *alike* in the appropriate places in the following sentences. One is shown as an example.

- Several of the businessmen got a little rowdy and started behaving *like* complete idiots.
- Just I suspected, my letter had been delivered to the wrong office.
- The Watkins brothers are really, aren't they?
- two peas in a pod.
- Nothing can go wrong providing you do exactly you're told.
- The fundamental injustice of the law was that it did not treat all offenders
- There's no need to talk that in front of the children!
- they had feared, the company decided to make 200 workers redundant.
- Cheryl must have been terrified. She came running out of the house a bat out of hell!

STUDY TIP

as vs like

► A useful distinction between these two is:

as = in the capacity of

e.g. She works *as* a taxi driver.

He used his briefcase *as* a table to rest his notes on.

like = similar to

e.g. She works *like* a beaver.

He's got a briefcase *like* yours.

- 9 When we both lost our jobs at the same time, it was lucky we had our savings to
- 10 The old lady had no trouble in the thief at the identity parade.

4 Grammar

► Focus on Grammar, SB page 118

4.1 The Passive

Match up the beginning of each sentence in Column A with its ending in Column B and add a suitable passive verb form in the space provided. The first one is shown as an example.

A

- 1 In the past, small amounts of cocaine used to be used. ☒
- 2 Salt on roads. ☐
- 3 Central heating ☐
- 4 In the future, many of today's hereditary diseases ☐
- 5 Not so long ago, teeth ☐
- 6 In my grandfather's time, driving licence ☐
- 7 Undeveloped film ☐
- 8 150 years ago, Gaelic ☐
- 9 'Graded readers' are books in which the language ☐
- 10 Hand gestures ☐
- 11 The world's tropical rainforests ☐
- 12 In India, cows ☐

B

- A to mean different things in different countries.
- B to direct sunlight
- C much more widely in Scotland than it is today
- D by the Romans.
- E so quickly that they may all have gone by 2035!
- F when there is snow and ice.
- G in the production of Coca-Cola.
- H as sacred animals.
- I at a post office without having to take a test!
- J without any anaesthetic!
- K so that learners can read them more easily.
- L through genetic engineering.

4.2 Fill in the gaps

Complete the gaps in the following passage by putting the verbs in brackets into an appropriate passive form. You will also have to put any other words in brackets in the correct place. Look at the example given.

Well, last month most of the lambs (1) *were sold* (sell) at the market, although we've still got ten, which (2) (probably send) next week. When all the lambs have gone, the sheep (3) (take) to another part of the farm. After that, we usually start on the fruit, although the blackcurrants (4) (already pick) because it was an early season this year. The plums can't (5) (pick) for another three weeks by law as they (6) (spray) only seven weeks ago. Of course, they still have (7) (gather) by hand, unlike the blackcurrants, which (8) (harvest) by machine nowadays. The plums and blackcurrants (9) (be made) into jam and preserve. There are also what's called the 'bag fruit', which is apples and pears. Since the fruit doesn't have to be in good condition (10) (make) into cider and perry, it (11) (treat) pretty badly. For example, there are no skilled pickers involved, the trees (12) (just shake) until the fruit drops to the ground, where it (13) (collect) and (14) (put) into bags. As you can imagine, handling the bags is a very dirty job as the juice leaks out everywhere. But I hope the whole process (15) (automate) before much longer.

4.3 make/cause, etc.

Add a suitable ending to each of the following sentences using an infinitive verb form with or without *to*. Look at the example provided.

- 1 Reading an article about the 'greenhouse effect' persuaded Gary to travel by bicycle more frequently.
- 2 The lack of rain caused most of the plants
- 3 The park-keeper wouldn't let the children
- 4 Driving while under the influence of alcohol causes people
- 5 The TV pictures of the damage caused by the flood made us all

3 Collocations

► Focus on Vocabulary, SB page 130

3.1 Collocations – verb + noun

Complete the following sentences to make common word partnerships, or collocations. The first one has been done for you.

- 1 William *takes himself* rather *seriously*, I'm afraid.
- 2 The government broke their not to put up taxes.
- 3 The town council plans to a public meeting to discuss the new car park.
- 4 Thomas wasted a lot of money on ineffectual advertisements but, in the end, he just put it down to
- 5 Kevin's always cracking terrible that only he laughs at!
- 6 A break from the everyday routine everyone a lot of good.
- 7 Laura raised an interesting at the staff meeting yesterday.
- 8 Jo was asked to an explanation for her extraordinary behaviour.
- 9 The doctor tried to put me at my about the operation but I couldn't help being worried.
- 10 The consultant advised us to bring our computer system up to, describing what we've got as antiquated and practically obsolete!
- 11 The manager told us to give to the publicity campaign as that was the most important thing to get finished.
- 12 She was trying to him a compliment but it came out all wrong.
- 13 Amanda an excuse about visiting a sick friend but I don't think she really wanted to come.
- 14 I made a real when I asked her about her husband. How was I to know they'd just split up?
- 15 It was getting very late but nobody seemed to want to make a to break up the party.



3.2 Collocations – verb + adverb

Complete the following sentences with a suitable adverb. See the example.

- 1 Everyone welcomed us so *warmly* we felt like royalty!
- 2 He must have said something absolutely hilarious because everyone was laughing up.....
- 3 Kimiko cat..... denied having stolen the money.
- 4 She also *dé.....* resented the fact that I thought she might have done.
- 5 I later apologised pr..... when it came to light that the money had simply been misplaced.
- 6 We complained bi..... about the noise outside our bedroom window but nothing was done about it.
- 7 You're absolutely right. I agree with you whole-.....
- 8 I bi..... regret not going to Brazil when I had the chance.
- 9 We congratulated them wa..... on their wonderful achievement.
- 10 I'm sorry but I refuse to do such a stupid thing!

3.3 Collocations – adjective + noun

Match each adjective in the first box with its corresponding noun in the second box and form common collocations to complete the sentences that follow. See the example provided.

ADJECTIVE	family	kind	working
social	warm	wedding	close
fond	distant	sunny	firm
candle-lit	unkind	relaxed	prior

NOUN	lunch	welcome	atmosphere
dinner	handshake	engagement	smile
remark	get-together	invitation	friend
climber	farewell	relative	reception

- 1 I didn't enjoy my meal very much as it was a *working lunch*.
- 2 Regretfully, we will be unable to attend the Reunion Dinner due to a
- 3 Thank you so much for your We'd love to come.

6 Writing – Report writing

You are writing a report for 'Bocia', the manufacturers of the new 'Bambo' pushchair, based on the results of interviews with mothers and fathers all over the country. The aim of the interviews was to find out how good the pushchair is. Expand the following notes into a full report using the phrases in the box below. You may also use subheadings e.g. Introduction, Observations, Recommendations, etc. Write about 250 words.

The aim of this report is to ... It is based on ...
 It was found that ... A/The majority/minority of people ...
 In the words of ... On the whole ... It is interesting that ...
 It is recommended that ... It is advisable for 'Bocia' to ...
 'Bocia' might consider ... To sum up/summarise ... On balance ...

Notes for report on new 'Bambo' pushchair

Number of people interviewed: 150

Interview locations: London, Bristol, Birmingham, Gloucester, Glasgow, Leeds.

Sample comments:

'Compared to our old pushchair, this is fantastic – it's so light and manageable.'

Mrs Roberta Long, Gloucester

'My little boy really likes going out in it – so it must be comfy, mustn't it?' Mr

Adam Blair, London

'Well, we quite like it but it's a bit stiff to open and close really. That's our only complaint.' Mr and Mrs Osmonth, Leeds

'It folds up really small and fits in the boot of the car no problem. The only thing is it's always getting stuck in little holes.' Mrs Joy McCarthy, Glasgow

Analysis:

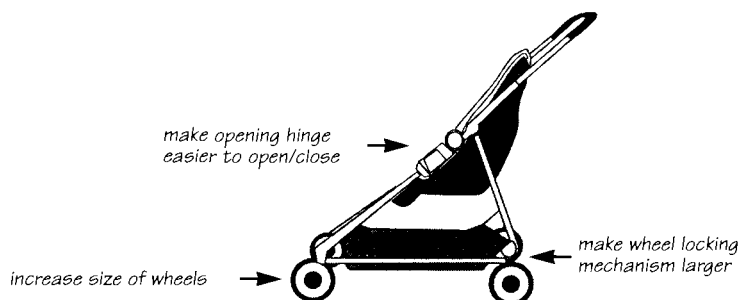
Good points

- light
- easy to steer
- good for carrying shopping
- attractive design and colours
- comfortable for baby
- small when folded
- 4 positions for baby, from sitting up to lying flat

Bad points

- difficult to open and close
- wheels too small so it gets stuck in holes on rough ground
- wheels difficult to lock as mechanism is too small to operate by foot

Suggestions (with diagram):





1 Pronouns – object, reflexive and reciprocal

Correct any mistakes in the use of pronouns in the following sentences. See the example in number one.

- 1 When her sister left home, Mary finally had a bedroom all to ~~her~~ herself.
- 2 OK. Let's meet ourselves outside the disco at ten.
- 3 Did you do all this by you or did someone help you?
- 4 We were shown around the factory by the Chairman himself.
- 5 Some of the people hurt itself trying to climb over the fence.
- 6 You should enclose a self-addressed envelope if you want them to send the material back to yourself.
- 7 John really prides himself on his Italian pronunciation and no one has the heart to tell him it's terrible!
- 8 I don't really understand it myself but my wife does.
- 9 How many other people from Bath went to the meeting besides you?
- 10 Oh come on, can't you make ourselves a cup of tea? I haven't got time.
- 11 I'm not surprised they're splitting up, they never really talked to themselves.
- 12 People say that talking to yourself is the first sign of madness.
- 13 Us as parents can fully understand how you must have felt.
- 14 We are looking for a penfriend for each of ourselves.
- 15 They arrived early in the morning and had the whole beach to them.
- 16 Nicola and Kim are so happy together, it's as though they were made for themselves.

- 2 Your colleague keeps interrupting you when you're speaking.
I'd rather you
- 3 It's ten to nine and your sister has to be at the station by nine!
Come on, it's time you
- 4 You lost your temper at work this morning and now you're sorry.
I wish I
- 5 Your brother is pretending not to have seen his old girlfriend.
Why are you acting as though
- 6 You think your friend might lose his job and he should think about this possibility.
But suppose you
- 7 A friend has rather stupidly given your phone number to an insurance agent.
I'd rather you
- 8 Someone who's rather wealthy is always complaining about having no money.
Oh, stop talking as if you
- 9 You're depressed because you have to go back to work tomorrow.
If only I
- 10 A passenger on a boat stopped you from falling overboard by holding on to your belt!
If he
- 11 The cold, cloudy British weather is getting you down.
I really wish
- 12 You dream of being rich and travelling round the world in your own plane.
If I

2 Past tenses for hypothetical situations

► Focus on Grammar, SB page 213

Complete the sentences to express your thoughts for each of the following situations. Look at the example given.

- 1 Your dream is to be able to surf.
I wish I could surf!

STUDY TIP

Past tenses for hypothetical situations

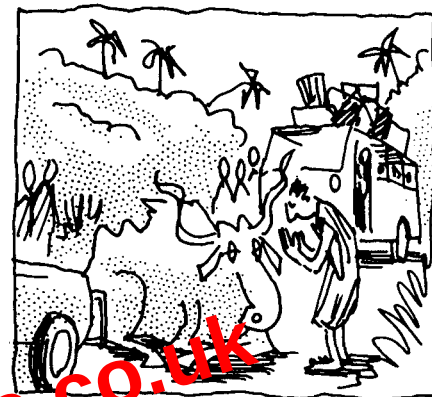
► Remember that in English we use past tenses to talk about an imaginary action or state which isn't true/isn't happening or wasn't true/didn't happen:
e.g. I wish she was happy. = she's not happy at the moment
If only she'd studied for the exam. = she didn't study

6 Expressions of concession

► Study box, SB page 218

Use a suitable expression of concession to complete the following sentences. Initial letters are provided to help you. See the example.

- 1 *Although* she didn't have the right qualifications, she was offered the job.
- 2 We can't seem to save any money n..... m..... how hard we try!
- 3 M..... a..... we enjoyed our time in India, we wouldn't want to go and live there again.
- 4 They managed to find their way out of the jungle i..... s..... o..... not having a map or compass.
- 5 W..... we appreciate how much work you've put into the project, it's just not what we wanted.
- 6 You'll end up spending lots of money w..... airline you fly with.
- 7 H..... difficult it might seem now, you'll be glad you did it in the end.
- 8 D..... t..... f..... t..... they phoned well in advance, all the tickets had been sold.
- 9 I'm sorry but we're going to have to economise, w..... you might think.
- 10 H..... h..... we tried, we just couldn't make ourselves understood.



7 Vocabulary

► Focus on Vocabulary, SE page 120

Complete the following sentences with suitable collocations connected with the body. Initial letters are provided to help you. The first one has been done for you.

- 1 Jake sounded relaxed but his *body language* showed he was feeling threatened.
- 2 It was a h..... c....., so they were lucky nobody was killed.
- 3 We were so far away we tried to communicate using h..... s..... .
- 4 Steve wants a serious h..... t..... about our relationship - I'm dreading it!
- 5 I'm sorry. I spoke without thinking. It was a k..... r..... .
- 6 Annie gave us a quick s..... of her life as a double agent during the Cold War.
- 7 And then there was an e..... n..... as the gigantic wave crashed down on to the boat.
- 8 Carla is very insecure. She never makes e..... c..... when talking to you.
- 9 I have terrible b..... c..... . My toes turn blue in the winter months!
- 10 Judy told us a h..... s..... about finding giant spiders under the bed when she was living in the Amazon.



8 Writing – Character reference

Read through the following character reference written for someone who has applied for a job as a member of staff at an exclusive Health Farm and make any changes you think are necessary. See the example.

~~About my acquaintance~~ Ms Maria Hempel

Dear Sir or Madam,

I'm dropping you a line in support of Ms Maria Hempel's application to become a resident health and fitness trainer at your place. I've known Maria for getting on for about ten years in her job as aerobics instructor at the gym which I'm manager of - 'Avalon Club' is its name.

The first thing I must say about her is that she's brilliant at teaching aerobics. The feedback forms I get people to fill in have all rated her extremely highly. The only little niggle some of the older people had was with her pink hair but I expect she'll change that if she gets the job at your posh place.

I also know she has been following a health and nutrition course and has just passed the exams and got another certificate.

But Maria is not just a good instructor she's also always on time, never away through illness, and a humorous and well-liked member of the gym instructors' team who gets on like a house on fire with everybody.

In a nutshell, I'd say Maria will make an excellent member of staff for you. We'll all be sad to see her go from here and I'll certainly find it hard to get anyone as good as her again.

Best wishes,

Jim Long



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Answer Key
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Use Your Head

1.1 (Suggested answers only)

2 carefully, now 3 cat, house 4 but, moreover 5 hers, mine
6 information, luggage 7 cats, houses 8 tall, funny 9 sleep, catch 10 was kidnapped, were arrested

1.2

1 adjective 2 verb 3 adverb 4 adverb 5 noun 6 adverb

1.3

2 's it going – present continuous 3 have you been waiting – present perfect continuous 4 they will have finished – future perfect simple 5 were you doing – past continuous 6 'll be able – future simple 7 Had Julia ever been – past perfect simple 8 'll have been working – future perfect continuous 9 've just had – present perfect simple 10 did you buy – past simple 11 'll be sitting – future continuous 12 We had been walking – past perfect continuous

1.4

2 to ... about 3 in 4 on (about) 5 with 6 on 7 to 8 with 9 to 10 with

2.1

2 broke down/ran out of petrol 3 wash 4 you work 5 (should) see him 6 will we get to 7 I have 8 I'd slap 9 you use/look after it 10 lands 11 I spoke/could speak 12 you require (any) 13 it gets/turns 14 wouldn't get/have 15 there are/you have 16 you were 17 I were/was 18 I was raining 19 you be for yourself 20 didn't (always) have

2.2

2 Although F 3 I but 4 Although H 5 Despite/In spite of J 6 A despite/in spite of 7 Although C 8 In spite G 9 B in spite 10 Despite/In spite of E

3.1

2 OK 3 think it over 4 OK 5 look through this article 6 put it off 7 OK 8 put it down 9 OK 10 give it up

3.2

2 for it 3 it out/away 4 after him 5 it up 6 it back 7 it up 8 to it 9 it over/about it 10 it in/out 11 it out 12 over it 13 it up 14 them up 15 her round

4.1

2 underestimate, overestimate 3 understate, overstate 4 undernourished, overnourished 5 undercharge, overcharge 6 understaffed, overstaffed 7 undercooked (underdone), overcooked (overdone) 8 underdressed, overdressed 9 underuse, overuse 10 underprivileged, overprivileged 11 underrate, overrate 12 underexpose, overexpose

4.2

2 overdressed 3 undersized 4 overstatement 5 underestimate 6 overstaffed 7 underused 8 overestimate 9 underdone/undercooked 10 overrated 11 understatement 12 undernourished 13 overcharge 14 underprivileged

6 Layout and style mistakes

1 Andy Kulbacher
2 25 Bramley Road
Burnville BV2 6BZ

23rd Oct, 20—

3
Dear Paco,
4 5 (it) was very nice to ...
... see you soon.
Looking forward to hearing from you. 6

7 Best wishes

Missing: 13a, 13b

1 I hear from you 2 I was/am glad 3 I wonder (was wondering) if I could ask/I need (want) to ask you a 4 I'd be (terrified/really/cry) grateful 5 hesitate to say no/worry 6 Anyway 7 Hope to/I hope to

6

3 beneficial 4 complexity 5 intellectual 6 misconception 7 deceitful 8 anxiety 9 dishonest 10 explanation 11 photographic 12 inattentive 13 psychological 14 investment 15 disappearance 16 deceitful ... dishonest 17 misconception 18 explanation ... disappearance 19 beneficial ... psychological 20 anxiety 21 inattentive ... photographic 22 complexity 23 intellectual 24 efficiency

7

2 assimilate 3 undergo 4 reported 5 jot down 6 set yourself 7 parroting 8 prove 9 offer 10 chewing over 11 produce 12 circulated

8.1

2 an (indefinite article) 3 The (definite article) 4 can (modal verb) 5 been (be) 6 to (preposition) 7 which (relative pronoun) 8 the (definite article) 9 which (relative pronoun) 10 into (preposition)

8.2

1 ✓ 2 that 3 in 4 that 5 of 6 When 7 have 8 ✓ 9 ✓ 10 of 11 ✓ 12 ✓ 13 up 14 the

2 ► Severe Weather

1.1

2 I 3 H 4 F 5 J 6 A 7 C 8 G 9 B 10 D

1.2

2 foggiest 3 stormy 4 sunny 5 storms 6 showering 7 hail
8 frosty 9 floods 10 cloud

2

2 while/whereas 3 yet 4 in contrast/on the other hand
5 while/whereas 6 but 7 while/whereas 8 Although

3

2 standstill 3 hold 4 advantage 5 hint 6 give 7 role

4

2 on ... stand-by 3 warned ... against 4 admission of
5 under ... illusions 6 cleared of 7 into action 8 increase in
9 to tears 10 fitted with

5 (Model answer)

10 North Parade
Loxley

15 April 2011

The Chairman
Town Council
Loxley

Dear Sir,

I am writing to express my concern about the appalling state of the road outside my house. Indeed, the road is in such bad repair that my nextdoor neighbour recently had the misfortune to get the back wheel of her car stuck in one of the enormous potholes outside my gate. She was not only most distressed by the incident but also had to pay for a breakdown truck to pull her car out.

The damage to the road surface is clearly the result of the period of extremely cold weather we had with ice and snow. That, however, was two months ago and still nothing has been done, despite the fact that the road was inspected by a member of the council immediately after the weather improved.

I must, therefore, insist that the council takes steps to have the road repaired as soon as possible. Moreover, I must urge the council to take appropriate action to ensure that situations like this are rectified more promptly in the future.

I look forward to hearing from you.

Yours faithfully,

Fred Smith

6

2 OK or aging 3 studying 4 swimming 5 OK 6 dying
7 kidnapped 8 OK 9 paid 10 tried 11 arguing 12 referred
13 played 14 OK 15 panicked

7.1

2 both possible (got – more probable) 3 was (only) 4 getting (only) 5 be (only) 6 both possible 7 Get (only) 8 get (only) 9 get (only) 10 both possible

7.2

2 be required 3 be accompanied by a cheque guarantee card
4 is not allowed inside the cathedral 5 should be addressed to the manager 6 will be notified before the end of the month
7 should be received within ten working days 8 has not been granted 9 will be paid (if) for money (is) lost in the post
10 must be accompanied by an adult

8

2 into 3 back 4 off 5 about 6 into 7 into 8 by
9 from ... to 10 to

9



3 ► Time Eaters

1.1

2 informal, fat/overweight 3 informal, mad/crazy/insane
4 formal, write 5 dated, radio 6 legal, stealing/theft
7 informal, quite/rather/somewhat 8 dated, go out with
9 formal, despite (the fact or thing mentioned) 10 informal, large meal
11 formal, wise/prudent 12 informal, trick/deceive
13 medical, collar bone 14 informal, language

1.2

2 collar bone 3 Language 4 meal/dinner 5 OK 6 despite
7 somewhat 8 Overweight 9 OK 10 write 11 OK
12 going out (together) 13 cuts 14 stealing

2

2 B how much 3 H which 4 A what 5 how C 6 when I
7 what E 8 J how 9 G who 10 D whose

well with other people) 5 calm (the others describe someone who finds it difficult to talk to other people) 6 carefree (the others describe someone who concentrates so as not to make mistakes) 7 charming (the others describe someone who feels/is feeling pleasure) 8 dynamic (the others describe someone you can place your faith in or trust)

7

1 C 2 D 3 C 4 A 5 C 6 B 7 C 8 D 9 B 10 A 11 B
12 D 13 B 14 C 15 A

Progress Test Two

1

1 for 2 much/far 3 used 4 able 5 while 6 long 7 like
8 do 9 bit/little 10 must 11 been 12 would 13 managed
14 coming 15 as

2

1 turned out 2 stood by 3 handed down 4 singles out
5 stick to

3

1 seaside 2 surprisingly 3 standby 4 twice 5 poorly
6 linguistically 7 farther/further 8 useless
9 defensive 10 restless 11 talkative 12 depth
13 sensitivity 14 unfeeling 15 resistance

4

1 too/as well 2 cover/least 3 been driving 4 put/with
5 about 6 cover/pay for 7 get 8 piece 9 get/rent/pay
for 10 cost

5

1 D 2 B 3 C 4 A 5 B 6 C 7 D 8 B 9 A 10 B 11 B
12 C 13 D 14 A 15 C

6

1 E 2 H 3 I 4 C 5 G 6 B

8 should/ought to/must have 9 'll have to ask 10 don't have
(need) to do/needn't do 11 to be allowed/able to build, can't
put 12 Need we discuss/Do we need to discuss 13 should
have kept 14 'll be allowed/able to build 15 weren't allowed
to/couldn't make, had to use

3.1

2 promise 3 hold 4 experience 5 jokes 6 does
7 question/point 8 give 9 ease 10 date 11 priority 12 pay
13 made 14 blunder 15 move

3.2

2 uproariously 3 categorically 4 deeply 5 profusely
6 bitterly 7 heartedly 8 bitterly 9 warmly 10 flatly

3.3

2 prior engagement 3 kind invitation 4 unkind remark
5 distant relative 6 warm welcome 7 wedding reception
8 social climber 9 fond farewell 10 firm handshake, sunny
smile 11 family get-together 12 close friend 13 relaxed
atmosphere 14 candle-lit dinner

4.1

2 immobile 3 irrational 4 uncomfortable 5 non-smoker
6 irrelevant 7 unenable 8 disrespect 9 insoluble
10 misbehave 11 illogical 12 discomfort 13 misspell
14 impolite 15 illegible 16 non-resident

4.2

7 rude – polite 18 clever/intelligent – stupid/unintelligent
19 thin – plump/fat 20 useful/convenient –
useless/inconvenient

4.3

1 /ʌ/ 2 /ɔ:/ 3 /ɪ/ 4 /æ/ 5 /ɒ/ 6 /ɜ:/ 7 /u:/ 8 /ɑ:/

4.4

9 D 10 S 11 S 12 D 13 D 14 D 15 S 16 D 17 D 18 D

4.5

/ʌf/	/ə/	/aʊ/	/əʊ/
rough	thorough	bough	though
enough	borough	drought	dough
tough		plough	

/ɔ:/	/ɒf/	/u:/
thought	cough	through
nought	trough	

5

2 Jane would have applied for that job in the City if she had
lived anywhere near/nearer London.

3 If Louis hadn't mentioned it to me in passing, I wouldn't
have found out.

4 If a detective hadn't recognised him from an identikit
picture, Ronald wouldn't be in prison.

5 Harry wouldn't have beaten me at tennis if he hadn't
cheated/been such a terrible cheat!

6 If you hadn't left the map in the car, we wouldn't be lost!

9 Mind Your Manners

1

2 Hardly had she stubbed out one cigarette when she lit
another. 3 Not a soul did we see all day. 4 No sooner did/had
I put the phone down than it rang again. 5 So quietly did he
speak that I didn't hear a thing he said. 6 Not a (single) game
did they win all season. 7 Such is life. 8 Only after she'd been
speaking to him for ten minutes did she realise who he was.
9 Not only did Kate spill wine on the carpet, but she also broke
six glasses. 10 Never (before) had I seen such a gigantic fish!

2

2 may leave 3 didn't have to change 4 needn't have rushed
5 must have/have to have/need to have
6 Can/Could/May/Might I ask 7 will be allowed/able to travel

5 (Model answer)

Don't let your child's make-believe turn to tragedy!

Every year, hundreds of kids under the age of 5 are taken to hospital after swallowing something poisonous. Half of these children need to be kept in hospital. Some are accidentally poisoned when they think they are eating or drinking something nice.

MOST OF THESE ACCIDENTS ARE AVOIDABLE!

Safety checks you can make.

- Keep all medicines in a locked cabinet – or store them out of reach of children.
- Fit safety locks on the cupboard where you keep cleaning materials – including dishwasher and washing powder.
- Teach your kids to act safely – not to eat pills or berries and not to drink from a bottle unless a grown-up says it's OK.
- Be aware of plants and berries in your garden – find out which ones are harmful if eaten.

If your child has swallowed something harmful ...

Keep calm and read this panel carefully. If in doubt, phone 01742 313272

- Do not make your child vomit
- Immediately call the Accident and Emergency department of your nearest hospital or take your child there directly
- Take the substance, plant or berries you think your child has swallowed with you

At the hospital the staff will need to know:

- How many tablets or berries your child may have swallowed
- When he/she took them
- Whether your child has any symptoms (eg vomiting)

STAY CALM BUT ACT QUICKLY

6

1 to 2 or 3 are 4 other 5 in 6 with 7 nor 8 like 9 on 10 often/frequently 11 that 12 these 13 instance/example 14 their 15 may

7

1 limited/limiting 2 production 3 Action 4 enjoyment 5 household 6 predictable 7 unemotional 8 primarily 9 contentedly 10 reliable 11 warning 12 discomfort 13 unable 14 considerably 15 brainwave

8

2 lonely-hearts 3 agony aunt 4 bride, groom 5 reception 6 honeymoon 7 confirmed bachelor 8 old flame 9 widower 10 marital status 11 Spouse 12 heart-throb



Last Chance to See

1.1

2 no commas 3 OK 4 no commas 5 OK 6 comma before *which* 7 comma before *which* 8 comma before *which* and after *chimpanzees* 9 OK 10 comma before *whose* and after *dog*

1.2

2 OK 3 The vegetation on which these animals depend is under threat. 4 There's that pen you've been looking for. 5 OK 6 ... 'Ginger' was the name he was generally known by. 7 But that chap we bought the car from said it was guaranteed! 8 The process by which the vast majority of nuclear power is produced is known as 'fission'. 9 OK 10 Those kids she looks after are really terrible!

2.1

2 cut up 3 dip into 4 holding ... up 5 carrying out 6 sprung up 7 make up 8 cut down

2.2

2 cut down 3 made up 4 make up 5 was held up 6 dip into 7 hold up 8 sprang up

3

1 I will have finished 2 3 gets, 'll have 4 's going to fall 5 is due to open 'll have been completed 6 is to/is due to/is going to give/giving 7 'll have been living 8 'll be 9 doesn't start, 'll have 10 's going to have /'s having 11 'll be flying 12 'll phone 13 'll have finished 14 Shall I give, is Fred going to take/will Fred be taking/is Fred taking 15 're about to/going to close

4

2 ... both (of them) have ... 3 Neither 4 £1 each (one) 5 ... they both lead ... 6 OK 7 ... I know (very) few words ... 8 Each/Every student ... 9 OK or Every CD ... 10 ... seems little point ... 11 ... but neither of them ... 12 OK or ... all of them 13 ... for a few close friends ... 14 OK 15 OK

5

2 so that/in order that 3 in case 4 due to/owing to/as a result of/because of 5 As/Since/Because 6 so ... that 7 so 8 such ... that 9 consequently/therefore/as a result 10 As soon as/When/Once 11 until/till 12 Before 13 Hardly ... when or No sooner ... than 14 First, Then/Next/After that, Finally 15 While

6

2 166 High Street 3 in applying 4 post/position of 5 was advertised/I saw advertised 6 My reason for 7 have worked/ been working 8 interested in/looking for 9 offer/give me 10 of working 11 to attend an 12 convenient 13 I look forward to hearing from you. 14 Yours sincerely, 15 OLIVIA JAMES

7

1 F 2 B 3 A 4 H 5 D

8

2 lead-free petrol 3 conservation policy 4 forest fire 5 rare species 6 Illegal poaching 7 long lifespan 8 logging rights 9 natural habitat 10 national parks