

Exercises

76.1 Write down five words or expressions including the word 'phone' or 'telephone'.

76.2 Fill the gaps in these phone conversations with suitable words or phrases.

A A: Good morning. Boulding Limited. Can I help you?

B: Yes. (1)..... Paul Mathews and I'm trying to contact Mr Patterson. He actually left a (2)..... on my answerphone yesterday afternoon.

A: I see. Well, I'm afraid Mr Patterson's (3)..... at the moment. Can I ask him to (4)..... later?

B: Yes please. I shall be here until lunchtime. My (5)..... is 748 7267.

B A: Hello.

B: Hi. (6)..... Sandra?

A: No, sorry. I'm (7)..... Sandra's not here at the moment.

B: Oh. Do you know when she'll (8).....?

A: No, I've no idea.

B: OK. Well in that case, could I (9)..... a for her?

A: Yes, of course.

B: Could you ask her to (10)..... this evening, please?

A: Sure. What's your name?

B: Catherine. I'm a colleague from work. She's got my number.

A: Right. I'll tell her.

B: Thanks very much. Bye bye.

A: Bye.

C A: Hello?

B: (11)..... Carlos?

A: Yeah, speaking.

B: Hi Carlos. (12)..... Serena.

A: Oh hello. I was expecting you to ring yesterday.

B: I did – or at least I tried. I (13)..... your number about six times last night but I couldn't (14)..... It was (15)..... all the time.

A: Oh yes, I'm sorry about that. I was (16)..... the phone to my brother for about an hour and then someone from school rang me about the table tennis tournament next week.

B: Oh well, never mind. Anyway I'm phoning about ...

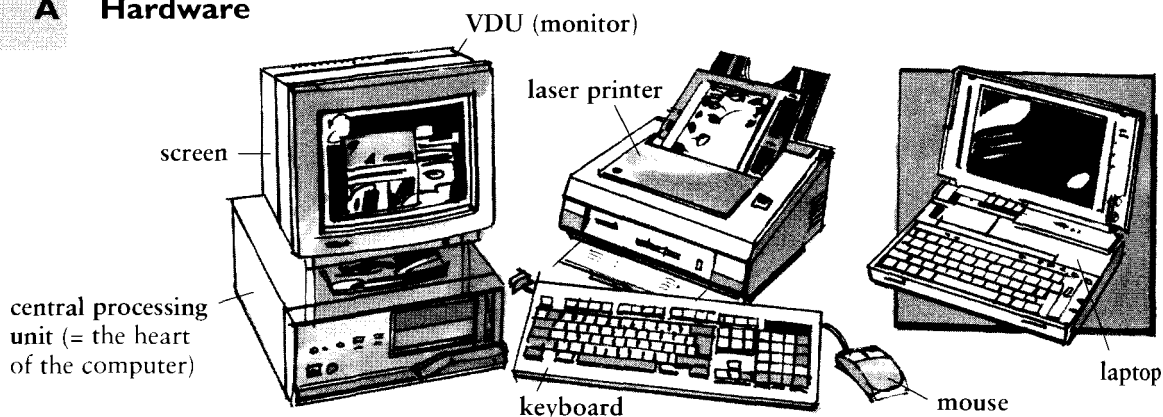
76.3 Can you answer these questions?

- 1 In your country, what is the emergency number for the police, fire brigade or ambulance?
- 2 Is there a Directory Enquiries? What number is it?
- 3 From your country, what's the dialling code for the United Kingdom?
- 4 How much does it cost to make a local call?
- 5 How often do you have to pay your phone bill?
- 6 Is it cheaper to phone during the night?
- 7 What's the phone number of your English school?
- 8 Have you ever made a reverse charge call? If so, who was it to?

If possible, compare and discuss your answers with someone from the same country.

77 Computers

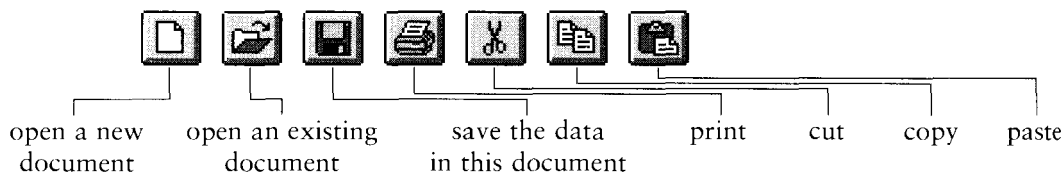
A Hardware



As well as the **hardware** (= the machines), you also need **software** (= the programs needed to work the machines). These programs are on disks, e.g. the **hard disk** inside the computer, or **floppy disks** or on CD-ROMs (= Compact Disc Read Only Memory, a CD on which you can put a large amount of information).

B Operating a computer

Using the **mouse**, you can do a number of things by **clicking on** different **icons** (= moving the mouse to point at different pictures at the top of the screen).



C What do people use computers for?

A **word processor** is a computer used to prepare documents or letters, or the software that is used for this purpose. Many people use their computers for **word processing**, e.g. writing letters and reports. A lot of business people use **spreadsheets** (= a program used to enter and arrange numbers and financial information) and **databases** (= programs which allow you to store, look at or change a large amount of information quickly and easily). Some people also use **graphics** (= the pictures and symbols a computer program can produce).

D Important vocabulary

More and more people are becoming **computer-literate** (= have experience of working with computers and know how to use them) as many programs and machines are so **user-friendly** (= easy to use). You can now connect your computer to computers all over the world using the **Internet** (= a system that allows computers to connect using telephone lines). People send each other **e-mail** (electronic mail) messages using this system or **network**.








If your computer is slow it may need more **memory**. It may **crash** (= stop working) if there is not enough memory or if it has a **bug** (= a software problem; also a **virus**). Make sure you make a **back-up** copy of your work (= an extra copy on a floppy disk).

Exercises

77.1 Add another word, abbreviation, or part of a word, to complete common 'computer' words and phrases.

- | | |
|------------------|--------------------|
| 1 soft..... | 7 a computer |
| 2 a word | 8-ROM |
| 3 floppy | 9 laser |
| 4-friendly | 10 lap..... |
| 5-literate | 11 spread..... |
| 6 key..... | 12-mail |

77.2 Can you remember what these symbols mean?

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

77.3 Complete this text about using a computer for word processing.

I wrote a report on the ⁽¹⁾_____ this morning. When I finished, I ⁽²⁾_____ out two copies – one for me and one for my boss. Then, without any warning, the computer went ⁽³⁾_____, and I'm afraid I lost the whole document. This is very unusual because normally I ⁽⁴⁾_____ the data while I'm writing and then make a ⁽⁵⁾_____ copy when I have finished; this morning I forgot.

Anyway, I gave the report to my boss, hoping that she would not ask me to change it in any way. She did. She thought it was a bit long and said it would be better if I used more ⁽⁶⁾_____ to illustrate some of the written information. She also thought it would make the report look more attractive.

I went back and rewrote most of the report when the computer was OK, only I ⁽⁷⁾_____ part of the middle section which was rather repetitive, and I added extra ⁽⁸⁾_____ as my boss advised. It did look better by the time I'd finished, and this time I remembered to ⁽⁹⁾_____ it and make a ⁽¹⁰⁾_____ copy.

77.4 Answer these questions. If possible, ask someone else the same questions.



- Do you have a computer at home? If so, what is it?
- Do you use computers at school/college/university/work? If so, what type?
- What do you use them for?
- Would you say you are computer-literate?
- Do you find most computers user-friendly?
- What software programs are you familiar with?
- Do you use e-mail?
- Have you used CD-ROM? If so, what programs did you use and why?
- Do you think 'The Internet' will have an important influence on our daily lives? Do you think it will be important in helping people from different countries to learn English?

78 Education: school

A The system

Most children in England and Wales follow this route in the **state system** (= free education).

Age

- 3 some go to **nursery school**
5 everyone starts **primary school**
11 pupils go to a **secondary school** (AmEng = **high school**). This may be a **comprehensive**
(= mixed ability) or a **grammar school** (= children selected for their **academic ability**)
16 they **leave school** and get a job, or go to a college for **vocational** (= job) training, e.g.
hotel management, secretarial courses; or **stay at school** for two more years
18 they leave school and get a job or  **go to university**
 **go to a college** for further education/training,
e.g. teaching, business studies.

Note:

- You **go to school** (as a pupil to study) and **go to university** (as a student to study). You don't use the definite article 'the' here. Other expressions like this are **go to bed** (to sleep); **go into hospital** (when you are ill); **go to church** (to pray / to worship).
- In some areas of the UK there are not many grammar schools.
- There are also **public schools**. In fact, these are private, and parents pay to send their children there. Some are expensive. About 5% of the population go to public schools.

B A school timetable

| | MON | TUES | WED | THURS | FRI |
|----------|---------------------|------------|------------------------|-------------------------|--------------------|
| Lesson 1 | Religious Education | Maths | Social Education | English | Visual Art |
| (break) | | | | | |
| Lesson 2 | History | Science | Music | Science | Geography |
| Lesson 3 | English | | French | Physical Education (PE) | Maths |
| (lunch) | | | | | |
| Lesson 4 | Maths* | History | Information Technology | Maths | Physical Education |
| Lesson 5 | Geography | Visual Art | | French | English |

* Maths is an abbreviation of mathematics.

As you can see, the **pupils** have five **lessons** every day, and altogether they do (= study) eleven **subjects** a week plus Physical Education (PE). Every morning they have a twenty-minute **break**. There are three **terms** (= periods of continuous work) in a school year, and the timetable changes every year.

Note: Some words in English which end in 's' look plural, but in fact they are singular:

Maths isn't my favourite subject, and physics is very difficult.

Most nouns of this type refer to subjects; other examples are **economics** and **politics**.

Exercises

78.1 Here are some school subjects but the letters are mixed up. What are the subjects?

Example: MGREAN *German*

- | | |
|--------------------|--------------------|
| 1 TAHMS | 6 EHGORAGPY |
| 2 IRTHOSY | 7 RAT |
| 3 CNECSEI | 8 SIMCU |
| 4 NISGEHL | 9 EHNFCR |
| 5 HOGTCEYNLO | 10 NEOCCIOSM |

78.2 How much can you remember? Try to answer these questions or complete the sentences without looking at the opposite page.

- At what age do children go to nursery school?
- At what age do they start primary school?
- When they go to secondary school it is either a grammar school or a
- At what age can English and Welsh children leave school?
- According to the timetable the foreign languages studied is
- Not including PE, how many subjects do the children do?
- What happens if children fail all the exams they take at the age of 16?
- What can they do if they pass all their exams at the age of 18?

78.3 What about you and your country? Answer these questions.

- Did you go to nursery school?
- Do most children start primary school at the age of five?
- Is the secondary school system similar or different?
- How many subjects did/do you study at secondary school?
- Did/do you study any subjects which are not included opposite?
- What was/is your favourite subject?
- How many lessons did/do you have every day?
- Is/was your school a state school or public school?
- At what age can you leave school?
- How many terms are there in a school year?

78.4 Complete these sentences with the correct expression.

- When she was a child she went in a small village with only fifty other pupils.
- He didn't go to school last term because he was very ill and he had to go
- I was very tired, so after I finished my homework I went
- When I left school I went and studied medicine.
- It was a religious school, so we had to go quite a lot.

78.5 The next unit is about university and further education. Can you think of six subjects you can study at university which you do not usually study at school? Write down your answers, then turn to the next page.

79 Education: university

A Subjects

You can normally **do/study** these **subjects** at university but not always at school:

| | | | |
|--------------------------|---------------------|--------------------------------|---------------------|
| <u>m</u> edicine | law | <u>p</u> hilosophy | <u>e</u> ngineering |
| <u>p</u> sychology | sociology | <u>a</u> rchitecture | <u>p</u> olitics |
| <u>b</u> usiness studies | <u>a</u> griculture | <u>h</u> istory of <u>a</u> rt | |

Note: The underlined letters in some of the words above show the syllable with the main stress. Also note that the first syllable of **psychology** is pronounced /saɪ/ like 'my'.

B Studying at (a British) university

If you want to go to (= **enter** *fml*) university, you must first **pass examinations** that most students take at the age of eighteen (called 'A' levels). Most students take three 'A' levels (three examinations in three different subjects) and they must do well in order to **get/obtain** a place at university because the places are limited. At the moment, approximately 30% of young adults go to university in Britain.

If you get a place at university, the **tuition** (= the teaching) is free, and some students also **get** (= receive) a **grant** (= money to pay for living expenses, e.g. food and accommodation) as well. Students at university are called **undergraduates** while they are studying for their first degree.

Most university courses **last** (= go on for / continue for) three years, some courses last four years, and one or two courses, e.g. medicine, may be even longer. During this period students can say that they are **doing/studying** history, or **doing / studying** for a degree in history, for example. When they finish the course and pass their examinations, they receive a **degree** (the qualification when you complete a university course successfully). This can be a **BA** (= Bachelor of Arts) or a **BSc** (= Bachelor of Science), e.g. I have a friend who has a BA in history, and another who has a BSc in chemistry.

C Postgraduate courses

When you complete your first degree, you are a **graduate**. (In the US, students also use this word as a verb and say, they 'graduated in history' or 'graduated in chemistry', for example.) Some students then go on to do a second course or degree (**postgraduate course / postgraduate degree**). These students are then **postgraduates**. There are usually three possible degrees:

MA (Master of Arts) or MSc (Master of Science); usually one year

MPhil (Master of Philosophy); usually two years

PhD (Doctor of Philosophy); at least three years

When people study one subject in great detail (often to find new information), we say they are **conducting / doing / carrying out research** (U); e.g.

I'm **doing** some **research into/on** the languages of different African tribes.

D School vs. university

At school, you have **teachers** and **lessons**, at university, you have **lecturers** and **lectures**. When a lecturer **gives/does** a lecture, the students listen and **take/make notes** (= write down the important information), but do not usually say much, except to ask occasional questions.

Exercises

79.1 Read these sentences spoken by university students. What is each person studying?

- 1 We have to know every bone in a person's body.
- 2 I'm concentrating on the modernist style and the work of Le Corbusier and Frank Lloyd Wright.
- 3 The way we use fertilizers is much more precise than twenty years ago.
- 4 We're going to concentrate on Freud and Jung this term.
- 5 I've been reading some books on time management.
- 6 Expressionism was really a reaction to the work of the Impressionists.
- 7 We've spent a lot of time on American foreign policy and how it has been affected by various domestic problems.
- 8 You must know this case – it's one of the most famous in legal history.

Now mark the stress on each of your answers, check with the answer key, and practise saying the words.

79.2 What do you call:

- 1 the money some students receive if they get a place at university?
- 2 the qualification you get at the end of university?
- 3 the name we give students during this period at university?
- 4 teachers at university?
- 5 students when they have completed their first degree?
- 6 students studying for a second degree?
- 7 the study of one subject in great depth and detail, often to get new information?
- 8 the talks that students go to while they are at university?

79.3 Replace the underlined verbs with different verbs that have the same meaning in the context.

- 1 Who is giving the lecture today?
- 2 Did she receive a grant for her course?
- 3 Is it more difficult to obtain a place at university?
- 4 You have to pass the exams before you can enter university.
- 5 He's studying physics, I think.
- 6 I think they're carrying out some research into the cause of asthma.
- 7 I didn't take any notes in the lecture yesterday.
- 8 The course goes on for three years.

79.4 How similar is university education in your own country? Answer these questions. If possible, compare your answers with someone else from your own country and/or someone from a different country.

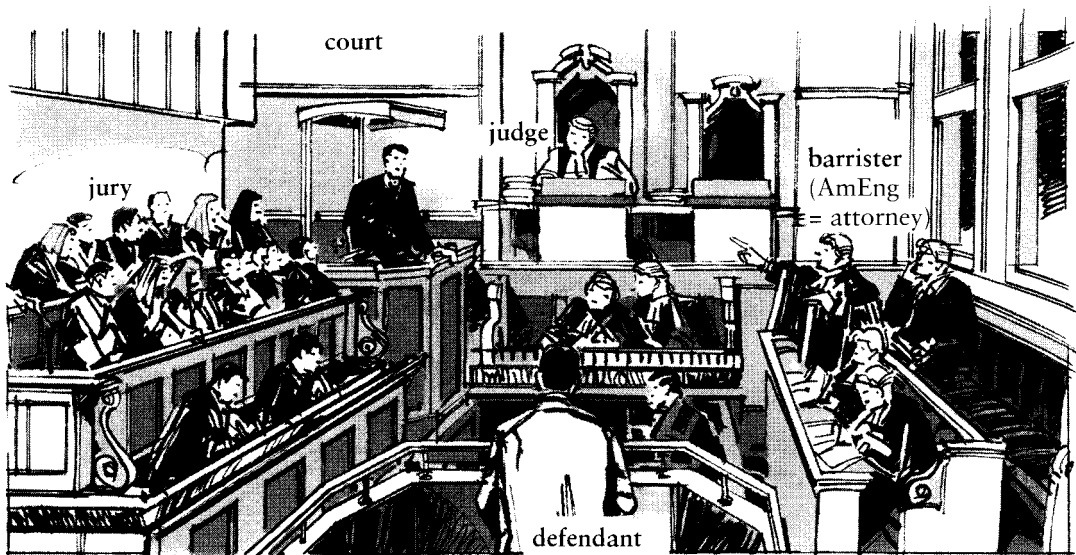
- 1 Do you need to pass examinations before you can go to university?
- 2 Do some students get a grant to study at university?
- 3 Is the tuition free if you go to university?
- 4 Do most students go to university at the age of 18 or 19?
- 5 Do more students go to university in your country than in Britain?
- 6 Do most degree courses last three years?
- 7 What is your equivalent of the British BA or BSc?
- 8 Do you have similar postgraduate degrees in your country?

80 Law and order

A The police

They do a number of things. When someone **commits a crime** (= **breaks the law** and does something **wrong** / **illegal** / **against the law**) the police must **investigate** (= try to find out what happened / who is responsible). If they find the person responsible for the crime, they **arrest** them (= take them to the police station). At the police station, they **question** them (= ask them questions to find out what they know) and if they are sure the person committed the crime, the person is **charged with** the crime (= the police make an official statement that they believe the person committed the crime). The person must then go to court for trial.

B The court



In **court**, the person charged with the crime (now called the **defendant** or **accused**) must try to **prove** (= provide facts to show something is true) that they did not commit the crime; in other words prove that they are **innocent** (\neq **guilty**). The **jury** listens to all the **evidence** (= information about the crime, for and against the defendant) and then makes their decision.

C Punishment

If the defendant is **convicted of** the crime (= the jury decides that the defendant is guilty), the judge will give the **sentence** (= the punishment). For example, if a person is convicted of murder, the sentence will be many years in **prison**. The person then becomes a **prisoner**, and the room they live in is called a **cell**.

For crimes that are not serious (often called **minor offences**, e.g. illegal parking), the punishment is usually a **fine** (= money you have to pay).

Exercises

80.1 Put this story in the correct order.

- 1 they found both men guilty.
- 2 and charged them with the robbery.
- 3 £10,000 was stolen from a bank in the High Street.
- 4 After the jury had listened to all the evidence
- 5 They were sent to prison for seven years.
- 6 The trial took place two months later.
- 7 and they finally arrested two men.
- 8 They questioned them at the police station
- 9 The police questioned a number of people about the crime

80.2 Answer the questions.

- 1 Who investigates crimes?
- 2 Who sentences people?
- 3 Who live in cells?
- 4 Who decides if someone is innocent or guilty?
- 5 Who defend people and present evidence?
- 6 Who commit crimes?

80.3 Fill the gaps with suitable words.

- 1 I have never the law and a crime.
- 2 In Britain it is the law to drive a car without insurance.
- 3 If you park illegally you will have to pay a
- 4 The police were fairly sure the man committed the crime, but they knew it would be difficult to it in court.
- 5 The jury must decide if the accused is innocent or
- 6 In order to reach their decision, the jury must listen carefully to the
- 7 If the accused is of murder, the may be at least ten years in prison.
- 8 He has been in trouble with the police once before, but it was only a minor

80.4 Read this short story, then write down your response to the questions below, based on your knowledge of the law in your own country.

Two fifteen-year-old boys broke into a house in the middle of the day when the owner was out, and took money and jewellery worth about £900. The owner reported the crime to the police when she returned home at 6 p.m.

- 1 Will the police investigate this crime?
- 2 How will they investigate? What will they do?
- 3 Do you think the police will catch the two boys?
- 4 If they do, what crime will they be charged with?
- 5 Can the boys be sent to prison?
- 6 What do you think the sentence would be? Do you think this is the correct sentence?

Compare your answers with the answer key (based on the situation in the United Kingdom). If possible, discuss your answers with someone else.

8 | Crime

A Against the law

If you do something **illegal** (= wrong / **against the law**), then you have **committed a crime**. Most people commit a crime at some time in their lives, e.g. driving above the speed limit, parking illegally, stealing sweets from a shop when they were children, etc.

B Crimes

Crime

theft (= general word for stealing)
 robbery (= steal from people or places)
 burglary (= **break into** a shop/house and steal things)
 shoplifting (= steal from shops when open)
 murder (= kill someone by intention)
 manslaughter (= kill someone by accident)
 rape (= force someone to have sex)

Criminal (= person)

thief
 robber
 burglar
 shoplifter
 murderer
 –
 rapist

Verb

steal (also **take**)
 rob
 burgle / break into
 shoplift
 murder
 –
 rape

C Crime prevention

What can governments do to **fight** crime (= take action to stop crime)? These things happen in some countries, although many people may think they are not a good idea.

Police **carry** (= have) guns.

Police **are allowed to** (= are permitted to) stop anyone in the street and question them.

The courts give **tougher punishments** for crimes committed than in the past (e.g. bigger fines or longer prison sentences than in the past).

There is **capital punishment** (= death, e.g. by electric chair or hanging) for some crimes.

What can individuals do to **prevent** a crime **from** happening (= stop a crime happening)?

Here are things some people do to **protect themselves** and their **property** (= home and land), although you may not think they are all a good idea.

Don't walk along dark streets **late at night** (e.g. midnight) **on your own** (= alone).

Lock all doors and windows when you go out.

Don't wear expensive jewellery.

Leave lights **on** at home when you go out.

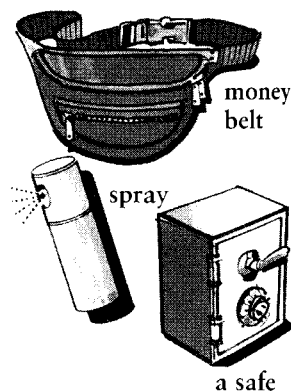
Fit (= install) a **burglar alarm** (= a machine which makes a noise if someone enters your home).

Make sure your money is safe, e.g. wear a **money belt**.

Carry a mace **spray**. (This is a chemical and if you spray it in someone's face, it is very unpleasant. In some countries you are allowed to carry this type of spray.)

Put money and **valuables** (= valuable possessions) in a **safe** (= a strong metal box, which is very difficult to open or break).

Keep a gun in your house for **self-defence** (= to protect yourself if someone attacks you).



Exercises

These exercises also revise some vocabulary from Unit 80.

81.1 Organise the words in the box into three groups: crimes, people, and places.

| | | | | |
|--------------|-------|----------|-----------|----------------|
| murder | thief | prison | barrister | robbery |
| burglar | cell | criminal | court | rape |
| manslaughter | judge | prisoner | jury | police station |

81.2 Respond to these statements or questions confirming the crime in each one.

- A: He broke into the house, didn't he?
B: Yes, he's been charged with
- A: He killed his wife?
B: Yes, he's been charged
- A: She stole clothes and jewellery from that department store, didn't she?
B: Yes, and she's been
- A: The man on the motorbike didn't mean to kill the boy.
B: No, but he's been charged
- A: He took the money from her bag?
B: Yes, but they caught him and he's been

81.3 How safe and secure are you? Answer these questions, *yes* or *no*.

- | | | |
|---|----------------|---------------|
| 1 Do you often walk in areas which are not very safe? | <i>yes</i> = 1 | <i>no</i> = 0 |
| 2 Do you often walk on your own in these areas late at night? | <i>yes</i> = 2 | <i>no</i> = 0 |
| 3 Do you wear a money belt when you go out? | <i>yes</i> = 0 | <i>no</i> = 1 |
| 4 Do you wear an expensive watch or expensive jewellery? | <i>yes</i> = 1 | <i>no</i> = 0 |
| 5 Do you check doors and windows before you go out when your home is empty? | <i>yes</i> = 0 | <i>no</i> = 2 |
| 6 Do you have a burglar alarm? | <i>yes</i> = 0 | <i>no</i> = 1 |
| 7 Do you leave lights on when you go out? | <i>yes</i> = 0 | <i>no</i> = 1 |
| 8 Is there someone who protects the building while you are out? | <i>yes</i> = 0 | <i>no</i> = 2 |
| 9 Do you have a safe in your home? | <i>yes</i> = 0 | <i>no</i> = 1 |

Now add up your score: less than 3 = very, very safe; 3–5 = quite safe; 6–8 = you could take a lot more care; more than 8 = you are a dangerous person to know!

81.4 Fill the gaps in these questions with a suitable word.

- Do you think the police should guns?
- Do you think the police should be to stop and question people without a special reason?
- Do you agree with capital for certain crimes such as murder?
- Do you think it should be legal for people to carry a mace
- Do you think people should be allowed to use a gun or knife in self-.....?
- Do you think tougher punishments will help to crime?

What is your opinion on these questions? Discuss them with another person if possible.

A Types of government

Monarchy: a state ruled by a king or queen. There are also countries that have a monarchy, but the monarch is not the ruler, e.g. The United Kingdom.

Republic: a state governed by **representatives** (= men or women chosen by the people) and a president, e.g. USA or France. People who believe in this system are **republicans**.

Democracy: a system of government in which leaders are chosen by the people, e.g. France or the UK. People who believe in this system are **democrats**.

Dictatorship: a system of government in which one person rules the country (= one person has total power). This person is called a **dictator**.

B Political beliefs

Abstract noun

conservatism

socialism

social democracy

liberalism

communism

fascism

Personal noun/adjective

conservative

socialist

social democrat

liberal

communist

fascist

People who believe in **social democracy** are **social democrats**.

C Political positions

What does it mean to be a **socialist** or a **conservative**? Often, it means different things in different countries, but in Britain we often talk about someone's political position like this:

left-wing / on the left
(= socialist)

middle of the road /
in the centre (= liberal)

right-wing / on the right
(= conservative)

D Elections

In a democracy, people **vote for** (= they choose in a formal way / **elect**) the **political party** (e.g. conservatives, liberals or socialists) that they want to **form** (= make) the government. They do this in an **election**, and in many countries elections **take place / are held** (= they happen) every four or five years.

42% **voted for** the socialists in the last **election** (= the socialists got 42% of the votes).
The president **was elected** two years ago.

E Government

Political systems are different all over the world. In the UK, when a political party wins a **majority** (= 51% or more) of **seats** (= official positions in parliament) in an election, they become the government of the country, their **leader** (= the head of the party / person in control) becomes **Prime Minister** and they are **in power**.

The government must have **policies** (= programmes of action) to **run** (= manage) the country. This means, for example, an **economic policy** (for the economy), and a **foreign policy** (for actions taken by the country in other parts of the world).

Exercises

82.1 Complete this word-building table. Use a dictionary to help you if necessary.

| <i>Abstract noun</i> | <i>Person</i> | <i>Adjective</i> |
|--|---------------|------------------|
| politics democracy dictatorship socialism conservatism liberalism | | |

82.2 Fill the gaps to complete this text about the political system in the United Kingdom. One word in each gap.

In the UK ⁽¹⁾ _____ are held every five years. (The ⁽²⁾ _____ Minister may decide to hold one after four years, but five years is the maximum.)
Some countries have a system of proportional representation: this means in theory, that a political party with 30% of the ⁽³⁾ _____ should get 30% of the seats in ⁽⁴⁾ _____. In the UK, the political ⁽⁵⁾ _____ is different: here the winner takes all. This means that the person with the most votes in each political area (called a constituency) wins the seat; and the political ⁽⁶⁾ _____ which wins a ⁽⁷⁾ _____ of the seats will ⁽⁸⁾ _____ the government on their own. As a result of this system, it is possible for a party to be in ⁽⁹⁾ _____ with only 40% of the total vote. Some people think this system is unfair.

What do you think? What possible reasons could there be to justify (= support) this system? Think about your answer, then compare it with the ideas suggested in the key.

82.3 Answer these questions about your own country. If possible, ask someone else the same questions.

- 1 Which party is in power at the moment?
- 2 When were they elected?
- 3 Who is the leader of this party?
- 4 Is this person the President or Prime Minister of your country?
- 5 Do you agree with most of their policies?
- 6 Would you describe yourself as left-wing, right-wing, or in the centre?
- 7 Do you think your political views have changed much during your lifetime?
- 8 How many major (= important) political parties are there?
- 9 Who did you vote for in the last election?
- 10 Do you think this party will win the next election? Will you vote for them again?

82.4 You can increase your English vocabulary in politics quite easily:

Buy three newspapers (in English if you are in an English speaking country, or your own language if you are in your own country), and find the same political story in each one. Read the articles and underline any words that appear in all of them, and any other words you think are important. If you are reading a newspaper in English, try to guess the meaning of these words and then use a dictionary to check.

This exercise is equally useful if you read articles in your own language. You use a bilingual dictionary to find the English translation/explanation for your underlined words, and you can then look up these words in a monolingual dictionary as well.

83 Bureaucracy

A What is it?

Bureaucracy refers to the official rules and procedures used by officials (= **bureaucrats**) to control an organisation or country. For many people it is a negative word as it often means unnecessary rules, long waits, and lots of documents and forms.

B Documents

When you need to **obtain** (= get) or show documents, it is important that you know the names of them. Here are some important ones:

passport

identity card: a card with your name, date of birth and photo to show who you are. Great

Britain is one of the few countries where people still do not have identity cards.

driving licence: the official document which permits you to drive on public roads.

visa: this gives you permission to enter, pass through or leave a country.

certificates: official pieces of paper stating certain facts, e.g. a **birth certificate** gives facts about your birth, and **exam certificates** state you have passed certain exams.

Officials often **check** (= look at and examine) your documents, e.g. the police may check your driving licence; passport officials may check your identity card.

Some of these documents are for a fixed period of time, e.g. a visa may be for six months.

At the end of that time, your visa **runs out** (*infml*) / **expires** (*fml*) (= it finishes / comes to an end). If you want to stay in the country you must **renew** it (= have a new one for a further period of time). You can **renew** a visa, a passport, a membership card for a club, etc.

C Forms

There are also situations where you need to **fill in** (= complete) forms. Here are some:

landing card: a form you may have to fill in when you enter another country.

enrolment form: a form you often fill in when you do a course, go to a school or college, etc. It may also be called a **registration form**.

application form: a form to write details of yourself, often when applying for a job.

With almost all forms, you will need to **sign** them (= write your **signature**), e.g:

signed 

D Formal language

Here are some formal written expressions and their spoken English meanings.

| Written | Spoken |
|-------------------|---|
| date of birth | = When were you born? |
| country of origin | = Where do you come from? |
| marital status | = Are you single or married? |
| date of arrival | = When did you arrive? |
| date of departure | = When are you leaving?(or when did you leave?) |

E Bureaucratic problems

We often associate bureaucracy with problems. For example, you may have to **queue** (v, n) (= wait in a line) to get an official piece of paper or have it **stamped**.

Exercises

83.1 Write down at least two words which can be used before these nouns.

- | | | | |
|---------|-------------|---------|---------|
| 1 | card | 3 | licence |
| | | | |
| 2 | certificate | 4 | form |
| | | | |

83.2 Complete these sentences with a suitable word.

- Will you need to a visa if you go to the United States?
- I was surprised that nobody my passport when we arrived in France.
- Could you this form, please?
- They sent the form back to me because I had forgotten to it at the bottom.
- I'm afraid my visa next week, so if I want to stay here I will have to it. But I don't think it'll be a problem.
- You should get there early because there are always long, and you may have to wait quite a long time.
- I want to do an English course in London, so I wrote to a few schools and asked them to send me an form.

83.3 How many of these documents do you have?

- | | |
|------------------------|--|
| a passport | an identity card |
| a driving licence | a TV licence |
| a birth certificate | a degree certificate (from a university) |
| a marriage certificate | an exam certificate for an English exam, e.g. Cambridge, Oxford or ARELS |

83.4 Complete these sentences with a suitable paraphrase.

- What's your date of birth? In other words, when?
- What's your country of origin?
- What's your marital status?
- What was your date of arrival?
- When's your date of departure?

83.5 I asked some English people what they felt about bureaucracy and also about problems they had had with bureaucracy. What about you? How do you feel? Have you had any problems? Write down your thoughts and problems, then compare them with the replies from British people in the answer key.

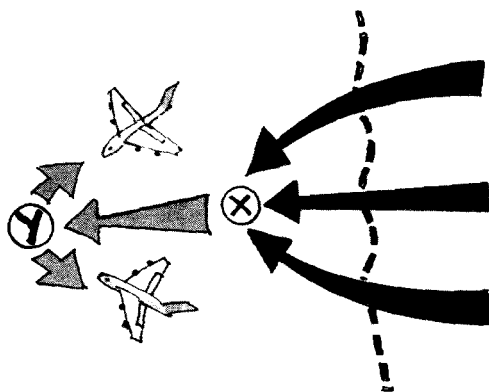
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84 War and peace

A The outbreak (= start) of war

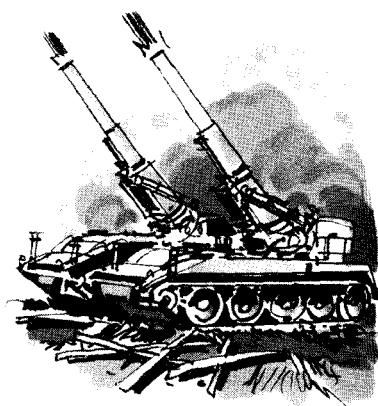
Wars often start because of a **conflict** (= strong disagreement) between countries or groups of people, about **territory** (= land that belongs to one group or country). Look at the diagram on the right and read the text on the left.

Country A **invades** country B (= A enters B by force and in large numbers), and **captures** (also **takes / takes control of**) the city of X. Soldiers from country B have to **retreat** (= go backwards; ≠ to advance) to the city of Y. A's army and air force continue to **attack** the city of Y (= take violent action to damage it), but B's soldiers **defend** it (= take action to protect it) successfully.



B A war zone

The area around the city of Y is now the main **war zone** (= the area where the fighting is happening). Country B has asked for help from its **allies** (= countries who are friends with country B). The allies send aid (= help) in the form of extra **troops** (= large groups of soldiers) and **supplies** (= food and other things that are needed every day, e.g. blankets and medicine) to help. There is **shelling** (= firing of guns and explosives) of the city every day and hundreds of soldiers are either killed or **wounded** (= injured while fighting). Many **civilians** (= ordinary people who are not in the army) are killed as well.



C Peace talks

For the civilians who are still **alive** (≠ dead), the situation gets worse. As winter approaches, food supplies **run out** (= they are almost gone/finished) and there is no electricity. The soldiers get tired, and both sides begin to see that neither side can win the war; they agree to meet for **peace talks** (*pl*) (= talks to try to negotiate a **peace settlement** / an end to the war). After some time they agree to a **ceasefire** (= a period of no fighting).

D Terrorism

This is violent action for political reasons. People who do this are **terrorists**, and a common terrorist crime is **hijacking** (= to take control of a bus, train, ship or plane; the people on board then become prisoners). The main purpose of hijacking is to use the prisoners (called **hostages**) in order to **bargain** for something (= to demand something in exchange for the hostages). The terrorists may agree to **release** (*v, n*) the hostages (= permit the hostages to go free) if a government agrees to give the terrorists money or release other terrorists.

Exercises

84.1 Match the words on the left with the correct definition on the right.

- | | |
|-------------|---|
| 1 ally | a land controlled by a country |
| 2 release | b stop fighting |
| 3 conflict | c permit to go free |
| 4 troops | d injure while fighting |
| 5 invade | e large groups of soldiers |
| 6 wound | f friendly country |
| 7 territory | g strong disagreement |
| 8 ceasefire | h enter another country by force and in large numbers |

84.2 Use opposites to contradict what the speaker says in the sentences below. Look at the example first.

Example: A: Is the soldier dead?

B: No, he's still alive.

- 1 A: Will they agree to a ceasefire?
B: No, they'll
- 2 A: Do you think the army will try to advance when the weather improves?
B: No, I think
- 3 A: Do the people still have lots of food?
B: No, they're beginning to
- 4 A: Is the town mostly full of soldiers?
B: No, they're
- 5 A: Do you think they'll keep the hostages for a long time?
B: No, I'm sure they'll

84.3 When we repeat an idea in a text we often try to avoid using the same word twice. Read this text and find examples of words being used as synonyms for previous ideas. The first one has been done for you (food and medicine = supplies).

THERE is a desperate need for food and medicine, but with the town surrounded, the lorries are unable to bring in essential supplies. We have seen ordinary people in the street giving some of their meagre rations of food to the soldiers who are defending them, but very soon the troops will be just as hungry as the civilians if the situation gets any worse.

Meanwhile, the centre of the town is being slowly destroyed. There is almost daily shelling of the buildings that still stand, and this morning we witnessed gunmen firing at almost

anyone who dared to go out into the streets. One old woman was hit in the leg and we saw at least two others who were quite badly wounded as well.

Aid agencies have appealed to the soldiers to allow them to enter the town, but so far the General in command has even refused to let anyone in, including doctors and nurses. Many fear it is now only a matter of days before the town is captured, and if this happens, the army could take control of the whole region within weeks.

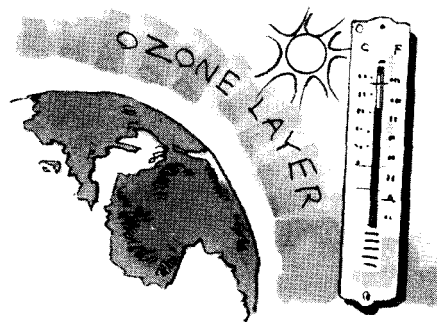
84.4 Can you answer these questions with two reasons for each one? If possible, discuss your answers with someone else before checking with the key.

- 1 Why do terrorists take hostages?
- 2 Why do some governments always refuse to agree to terrorist demands?

85 Pollution and the environment

A Important definitions

People are more worried about the **environment** (= the air, water, and land around us) as a result of the **harmful** (= dangerous/damaging) effects of human activity. Some of these activities cause **pollution** (= dirty air, land and water) and some are **destroying** the environment (= damaging it so badly that soon parts will not exist). Here are some of the problems:



the ozone layer: a layer of gases which stop harmful radiation from the sun reaching the earth; recent research shows that there is now a hole in parts of the ozone layer.

global warming: an increase in world temperature caused by an increase in carbon dioxide.

acid rain: rain that contains dangerous chemicals; this is caused by smoke from factories.

B The 'greens'

Because of these problems, there are many groups of people whose aim is **conservation** (= the **protection** of natural things, e.g. plants and animals). They are often referred to as **greens**, e.g. 'Greenpeace' and 'Friends of the Earth'.

C Common causes of damage

smoke from factories



car exhaust fumes



dumping (= throwing away) **industrial waste** (= unwanted material) in seas and rivers



aerosol cans (usually called **sprays**). Some of these contain **CFCs** (= a chemical) which can damage the ozone layer.



cutting down tropical rainforests (e.g. The Amazon). This increases carbon dioxide in the atmosphere.



D How can we help?

- Don't **throw away** bottles, newspapers, etc. Take them to a **bottle bank** or newspaper bank, and then they can be **recycled** (= used again).
- **Plant** more trees.
- Don't **waste** (= use badly) **resources**, e.g. water, gas. Try to **save** (≠ waste) them.

Note: a **resource** is a valuable possession. There are **natural resources**, e.g. water or gold; and **human resources**, e.g. knowledge and skills. The word is usually plural.

Exercises

85.1 Fill the gaps to form a compound noun or phrase from the opposite page.

- | | |
|-------------------|--------------------------|
| 1 the layer | 5 warming |
| 2 rain | 6 fumes |
| 3 waste | 7 rainforests |
| 4 a bottle | 8 natural or human |

85.2 Complete these word-building tables. If necessary, use a dictionary to help you.

| <i>Noun</i> | <i>Verb</i> | <i>Noun</i> | <i>Adjective</i> |
|-------------|-------------|-------------|------------------|
| waste | | damage | |
| | protect | environment | |
| | destroy | harm | |
| pollution | | danger | |
| damage | | | safe |

85.3 Complete the definitions.

- Conservation is the protection of natural things, e.g. and
- Acid rain is rain that contains dangerous chemicals. It is caused by
- The ozone layer is a layer of gases that stop dangerous radiation from the sun from reaching
- Global warming is an increase in world temperature caused by an increase in
- CFC (chlorofluorocarbon) is a chemical which

85.4 If we want to look after the environment, there are certain things we should and shouldn't do. Complete these two lists in suitable ways.

We should:

- paper, bottles and clothes.
- tropical rainforests.
- more trees.
- water and energy.

We shouldn't:

- paper, bottles and clothes.
- the ozone layer.
- water and energy.
- tropical rainforests.

85.5 Test your knowledge of words from the opposite page and 'green' issues. Are these statements *true* or *false*?

- CFCs protect the ozone layer.
- 'Greens' believe in conservation.
- A hole in the ozone layer could increase skin cancer.
- Cutting down tropical rainforests increases the amount of carbon dioxide in the atmosphere.
- Plastic cannot be recycled.

86 Air travel

A Departures

This is the usual sequence of activities when you get to the airport.

First you go to the **check-in desk** where they weigh your **luggage**. Usually you are permitted 20 kilos, but if your bags weigh more, you may have to pay **excess baggage** (= you pay extra). The airline representative checks your ticket and gives you a **boarding card** for the plane with your seat number on it. Then you go through **passport control** where an official checks [NOT controls] your passport, and into the **departure lounge**. Here, you can also buy things in the **duty-free**, e.g. perfume, alcohol and cigarettes. About half an hour or forty minutes before **take-off**, you are told to go to a gate number, e.g. gate 14, where you wait before you **get on** the plane. When you **board** (= get on) the plane, you find your seat. If you have **hand luggage**, you can put it under your seat or in the overhead locker above your seat.



The plane then **taxis** (= moves slowly) towards the **runway**, and when it has permission to **take off**, it accelerates along the runway and takes off.

Note: The verb **to taxi** is generally only used in this context.

B The flight

You may want or need to understand certain announcements; these come from the **captain** (= the pilot) or from an **air steward** or **stewardess** / **cabin crew** / **flight attendants** (= people who look after the passengers):

Please **fasten your seat belt** and put your seat in the **upright position**.



We are now **cruising** (= flying comfortably) at an **altitude** (= height) of 10,000 metres.

May we **remind** passengers (= ask passengers to remember) that there is no smoking until you are inside the **terminal building** (= where passengers arrive and depart).

The **cabin crew** (= air stewards) are now coming round with **landing cards**. (These are cards you sometimes have to fill in when you enter certain countries.)

C Arrival

When the plane **lands** (= arrives on the ground), you have to wait for it to stop / come to a halt. When the doors are open, you **get off** the plane and walk through the **terminal building** and go to the **baggage reclaim** where you collect your luggage. You then **pass through customs** (green = nothing to declare; red = goods to declare; blue = European Union citizens). If you are lucky, you can then get a bus, taxi or train to the centre of town without waiting too long. You can also **hire** a car (= **rent** a car) at most airports.

Note: In British English you normally **hire** something for a short period, e.g. hire a room for a party, and **rent** something for a long period, e.g. a flat; for a car, you can use both words.

Exercises

86.1 Complete the words or phrases below using words from the box.

| | | | | |
|-----|---------|---------|---------|---------|
| off | control | free | card | baggage |
| in | lounge | luggage | reclaim | locker |

- | | |
|------------------|-------------------|
| 1 boarding | 6 duty |
| 2 baggage | 7 overhead |
| 3 excess | 8 take-..... |
| 4 passport | 9 departure |
| 5 hand | 10 check-..... |

86.2 What do you call:

- The place where you go when you arrive at the airport with your luggage?
- The card they give you with the seat number on it?
- The money you have to pay if your luggage is very heavy?
- The place where you sit and have a drink when you are waiting for your flight to be called?
- The bags you carry onto the plane with you?
- The place above your head where you can put your hand luggage?
- The part of the airport where the plane accelerates and takes off?
- The people who look after you on the plane?
- The part of the airport you walk through when you arrive or depart?
- The place where you collect your luggage after you land?

86.3 Complete this part of a letter about an unpleasant flight.

Dear Tom

I've just arrived in Rome but I'm still recovering from a really terrible flight.

We ⁽¹⁾ two hours late because of bad weather, and then over the channel we hit more bad weather. The ⁽²⁾ announced that we had to ⁽³⁾ our seat belts, which was a bit worrying, and for half an hour we ⁽⁴⁾ through a terrible storm. It was still raining and very windy when we ⁽⁵⁾ in Rome and I was really glad to ⁽⁶⁾ the plane and get into the airport building.

Fortunately things have improved since then but I really hope the return ⁽⁷⁾ is a lot better.

86.4 Think about the whole experience of flying (from check-in to the time you leave the airport at your destination) and answer these questions. If possible, discuss your answers with someone else.

- What is the most interesting part, and what is the most boring part?
- Where do you often have delays, and why?
- Is there any part that frightens or worries you?
- What do you usually do during most flights?
- Do you always eat the food they give you?
- Is there one thing which would improve flying and make the experience more interesting?

87 Hotels

A Types of hotel

Hotels in Britain are graded with stars from one-star to five-star (five-star hotels are the best and most expensive). You can also stay in a **Bed & Breakfast (B&B)** (also called **Guest Houses**) where you pay for a bedroom, possibly an **ensuite** (= room with private bathroom) and breakfast.

B Types of hotel accommodation

a single room: for one person with a single bed

a double room: for two people with one large double bed

a twin room: for two people with two single beds

full board: includes breakfast, lunch and dinner

half board: includes breakfast and dinner

B & B: just the room and breakfast

C A visit to a hotel

We stayed in the Carlton Hotel for three nights in July, but I **booked** (= reserved) our room three months **in advance** (= before; in other words, in April) because it was the middle of the tourist **season**. When we arrived we **checked in at reception**, then the **porter** carried our suitcases up to our room. I gave him a small **tip** (n, v) – about 50p, I think. The staff were very friendly – we had a very nice **chambermaid** (= the woman who cleans the room) – and the room was very comfortable. The only problem we had, in fact, was with the shower which didn't **work** (= function) very well. (You could also say 'There was **something wrong with the shower**'.)



D Useful words and expressions

Could I **book** (= reserve) a room for next Thursday?

Could I have an **early morning call** at 7 a.m. please? (= Could you wake me at 7 a.m.?)

Could you **put it on my bill**, please? (= add the cost to the bill, e.g. for a drink you have in the hotel bar)

Could I **pay my bill**, please? (= pay for everything)

Could you **order** (= call) a taxi for me to go to the airport?

Are you **fully booked** (= completely full) next week?

Is breakfast/dinner **included**? (= Does the **price** include breakfast/dinner?)

Where's the **lift**? (= the machine which takes you up or down a floor) [AmEng = elevator]

Excuse me. **How do I get to** the underground station from here?

Exercises

87.1 Put these sentences in a logical order.

- 1 I paid my bill.
- 2 I checked in at reception.
- 3 I left the hotel.
- 4 I went up to my room.
- 5 I spent the night in the hotel.
- 6 I had an early morning call at seven o'clock.
- 7 I booked a room at the hotel.
- 8 I went out for dinner in a local restaurant.
- 9 I arrived at the hotel.
- 10 I got up and had a shower.
- 11 I had breakfast.
- 12 I tipped the porter who carried my luggage upstairs.

87.2 What would you say in these situations?

- 1 You want to stay in a hotel for two nights next week with your husband/wife. You phone the hotel. What do you ask or say?
.....
- 2 You are at the hotel reception and you are planning to leave in about 15 minutes. What could you ask the receptionist?
.....
- 3 You want to wake up at 7 a.m. but you don't have an alarm clock. What do you ask at reception?
.....
- 4 You have a drink in the hotel bar. The barman asks how you want to pay. What's your reply?
.....
- 5 When you turn on the shower in your room, the water comes out very very slowly. What could you say at reception?
.....
- 6 You want to go to the nearest bank but don't know where it is. What do you ask at reception?
.....

87.3 You are staying in quite a good hotel (e.g. two-star or three-star) in your country. Would you expect to have the following?

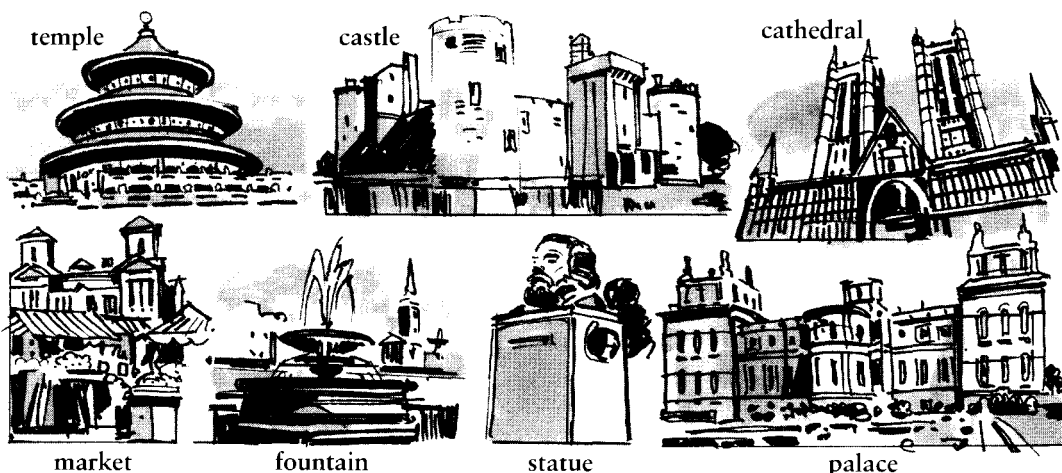
- 1 a room without a private bathroom
- 2 a hairdryer in the bathroom
- 3 a colour television in the room
- 4 a telephone in the room
- 5 writing paper in the room
- 6 a machine for making tea and coffee in the room
- 7 an electric trouser press (= a machine which presses/irons your trousers for you) in the room
- 8 air conditioning in the room

If possible, compare your answers with someone from a different country.

88 A sightseeing holiday

A Sightseeing

You may **do a bit of sightseeing** on holiday, or you may **do a lot of sightseeing**, but you will probably go to a museum or art gallery, and see or visit some of these things:



Many people go on a **sightseeing tour** of a town (usually in a bus); they can also go on a **tour of the castle / the cathedral / the art gallery**, etc. When you are sightseeing, it helps to buy a **guidebook** (= a book of information for tourists) and a **map** of the town you are in.

B Things that tourists often do on holiday

look round the shops / have a look round the shops

take photographs

spend a lot of / lots of money

buy **souvenirs** (= typical products from the country)

get lost (= lose their way)

go out most evenings (= go to different places for social reasons, e.g. restaurant or disco)

have a good/great time (= enjoy themselves)

C Describing 'places'

The word **place** is very common and can describe a building, an area, a town, or country:

Bruges is a lovely **place** (= town) and we found a really nice **place** (= hotel) to stay.

The town is full of interesting **places** (= areas/buildings).

These words are often used when we describe places:

Venice is beautiful but it's always **packed** (= very crowded/full) with tourists in the summer.

New York is very **cosmopolitan**. (= full of people from different countries and cultures)

Vienna has lots of **historical monuments**. (= places, e.g. castles, built a long time ago)

Many beautiful cities have become very **touristy**. (= a negative word: 'too much tourism')

Sao Paulo is a really **lively** place (= full of life and activity) and the **night-life** is fantastic.

Note: If you want to ask if it is 'a good idea' to visit a place, you can use **worth + -ing**:

A: If I go to Scotland, is it **worth** spending a few days in Glasgow?

B: Yes definitely. And if you want to travel round a bit, it's **worth** renting a car.

Exercises

- 88.1** Complete this postcard that John sent to his family while he was on holiday. You may need a word or phrase in each space.

Hi everyone, I've been in Paris for almost a week now and I'm having a ⁽¹⁾ _____. I spent the first few days ⁽²⁾ _____ — The Eiffel Tower, Notre Dame, and all the usual tourist attractions. Most places are absolutely ⁽³⁾ _____ with tourists (it's the time of the year I suppose), so yesterday I decided to have ⁽⁴⁾ _____ round the shops and I bought a few ⁽⁵⁾ _____. Today I've been to a couple of very interesting art ⁽⁶⁾ _____. I got ⁽⁷⁾ _____ on my way back to the hotel but it didn't matter because I discovered a really fascinating ⁽⁸⁾ _____ with lots of little stalls selling just about everything from apples to antiques. I ate in the hotel the first night but usually I ⁽⁹⁾ _____ and have dinner in a restaurant — the food is fantastic. I'm afraid I've ⁽¹⁰⁾ _____ a lot of money, but it's a great place and I've ⁽¹¹⁾ _____ lots of photographs so you'll be able to see for yourself when I get back home on the 24th. See you then, John

- 88.2** Which of these places do you usually visit or go to when you are on holiday?

museums art galleries churches/cathedrals tourist shops concerts
discos / night clubs castles/palaces/temples the cinema markets restaurants
bars the theatre

- 88.3** Confirm the information in the questions without repeating the same words and phrases. Use words and phrases from the opposite page.

Example: A: You've got quite a few pictures, haven't you?

B: Yes, we took lots of photos.

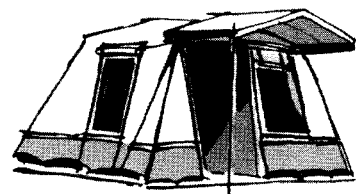
- 1 A: Is it a nice city?
B: Yes, it's a _____
- 2 A: There's a big mix of people in New York, isn't there?
B: Yes, it's very _____
- 3 A: Was it very crowded?
B: Yes, it was _____
- 4 A: There's a lot to do in the evenings, isn't there?
B: Yes, the _____
- 5 A: Did you enjoy yourselves?
B: Yes, we _____

- 88.4** Without using one town more than twice, name a town or city in your country which is:

| | |
|--------------------|---|
| lively | packed with tourists in the summer |
| cosmopolitan | famous for its historical monuments |
| very touristy | really worth visiting if you are interested in architecture |
| not worth visiting | |

A Places to stay

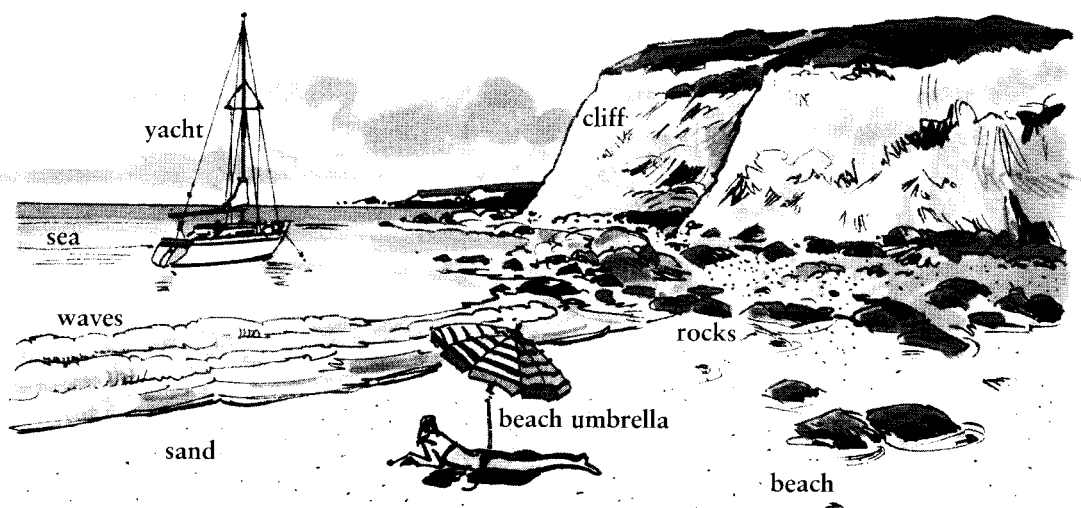
When people go on holiday they stay in various places (= a number of different places): some go to hotels; others rent an **apartment** (a 'holiday' flat) or **villa** (= a house by the sea or in the countryside; often in the Mediterranean / southern Europe); some prefer sleeping in a **tent** at a **campsite**.



B At the beach

Many people spend their holiday in **seaside resorts** (= towns by the sea for tourists, e.g. Malaga, St. Tropez, Okinawa) where they can spend most of their time on the beach. Some people enjoy swimming, others love **sunbathing** (= **lying on the beach** in order to get a **suntan**). If you like sunbathing, you should use **suntan lotion** to help you get a **tan** and **protect your skin**. If you don't have any protection, you may get **sunburn**, which is painful and can be dangerous. And if you want total protection you should use **sunblock**, or sit under a **beach umbrella**.

Swimming can also be dangerous if there are **rocks** under the water or if the sea is **rough**, e.g. with big waves.



C In the country

People who live in large towns often like to **get away** (= leave the place where they live) at weekends or in the summer, and enjoy the **peace and quiet** (= calm and tranquillity) of the country (also called the **countryside**). Some people just like to **put their feet up** (= relax and do nothing) and occasionally go for a **stroll** (= a slow casual walk); while others enjoy **hiking** (= long walks, often hill walking) across hills and valleys. And the countryside is a great place to have a **picnic** (= eating a prepared meal of cold food outside).

Note: Learners sometimes say 'I love to be in the nature'. This is usually a translation from their first language and it is not correct in English. The nearest we can say is probably 'I love being in the countryside'.

Exercises

- 89.1** Write down at least five words beginning with 'sun'. You can check your answers on the opposite page and in the index.

sun..... sun..... sun.....
sun..... sun.....

- 89.2** Match a word from the left with a word from the right to form eight words or phrases.

| | |
|----------|----------|
| 1 sandy | waves |
| 2 suntan | bathe |
| 3 beach | beach |
| 4 rough | lotion |
| 5 sun | sea |
| 6 sea | cliff |
| 7 big | side |
| 8 steep | umbrella |

Now write answers to these questions.

- Why do most people go to seaside resorts?
- Why do people sunbathe?
- Why do they use sunblock?
- Why do they use suntan lotion?
- How does it feel if you get sunburn?
- What sport requires big waves?
- Have you been in a boat when the sea was very rough? Were you seasick?

- 89.3** Complete this short text with a suitable word or phrase in each gap.

I live and work in Milan but I like to (1)..... at the weekend if possible. My parents have a small house in the (2)....., about 100 kilometres from Milan, and it's a great place to go if you want a bit of peace and (3)..... In the summer you can just (4)..... by the pool during the hottest part of the day, then in the evening go for a (5)..... through the village or over the fields. Sometimes we go out for the whole day and have a (6)..... somewhere, by the lake or next to one of the many vineyards.

- 89.4** Fill the gaps with a suitable word. (One word only for each gap.)

- Would you prefer a holiday in a seaside or a holiday in the country?
- Would you prefer to stay in one place, or would you rather (= prefer to) go to places?
- Would you prefer to spend your time on a beach or would you rather go for long walks?
- Would you prefer to stay in a hotel or an apartment?
- Would you prefer to eat in a restaurant or have a in the open air?
- Would you prefer somewhere that was quite lively, or would you rather go to a place where there was peace and?

Look at the questions again. Which would you prefer? If possible, discuss your answers with someone else.

90 Time

A Prepositions: at, on, in

~~at~~ e.g. at 8 o'clock, at 3.30, at midnight
on a day e.g. on Monday, on July 14, on the second day
in a period e.g. in the morning, in April, in 1995

Important exceptions are: at **Christmas**, at **Easter**, at the weekend, at night

B Words often confused

Some time prepositions are easily confused. These are common problems:

I will stay here **until** she phones. (= I will go after she has phoned)

I will be in the office **until** 4 o'clock. (= I will leave the office at 4 o'clock)

I will be in the office **by** 4 o'clock. (= I will arrive at the office not later than 4 o'clock)

I'll be back home **by** lunchtime. (= I will arrive home not later than lunchtime)

I've worked in this office **for** six months. (for + a period of time)

I've worked in this office **since** May. (since + a point in time)

I worked for a newspaper **during** the war / 1990 / the summer. (this tells you 'when')

I worked for a newspaper **for** four years / six months. (this tells you 'how long')

[NOT I worked for the newspaper ~~during~~ four years.]

Note: **During** a period may mean a part of that period or the whole period, e.g. 'during the war' can mean part of the war or the whole war. The context usually makes it clear, but if we want to stress or emphasise that an action occupied the whole period, we often use **throughout**, e.g. It rained throughout the night. (= it didn't stop raining)

I'm going back to Spain **in** ten days' time. (= ten days from now)

We arranged our next meeting **for** April 7th. (= to be on April 7th)

C Approximate times: past and future

I've known my dentist **for** ages (= for a long time), but I haven't been for a check-up **recently/lately** (= e.g. in the last few months).

I haven't seen Tom **recently/lately** (= e.g. in the last few weeks).

I used to go to an Australian dentist but that was a **long time ago** (e.g. 5–10 years ago).

My sister went to the dentist **the other day** (= a few days ago).

This dictionary will be OK **for the time being** (= for now / until I need a better one).

D Periods of time

There are 60 **seconds** in a minute; 60 minutes in an hour, 24 hours in a day, 7 days in a week, 2 weeks in a **fortnight**, 52 weeks in a year, 10 years in a **decade**; 100 years in a **century**.

E Time passing: take and last

My English course **lasts** ten weeks. (= it continues for ten weeks)

How long does the film **last**? (= How long is it from the beginning to the end?)

It **takes** me (= I need) half an hour to get to school.

We can walk but it'll **take** (= we'll need) a long time.

Exercises

90.1 Complete the text with *at*, *on*, or *in*.

There's one bus from London which gets here (1)..... ten o'clock (2)..... the morning and then another which gets in (3)..... four o'clock (4)..... the afternoon. That's (5)..... weekdays, but (6)..... the weekend the timetable is a bit different. (7)..... Saturday there are still two buses but the second one arrives (8)..... five thirty; (9)..... Sunday there is just the one bus (10)..... two o'clock. And (11)..... the winter, the service doesn't run at all (12)..... Sundays.

90.2 Cross out the incorrect answers.

- 1 The teacher told us to finish our homework by/until Monday.
- 2 We can't leave by/until the others get back.
- 3 I've been in the army for/since I was eighteen.
- 4 They've worked here for/since/during six months.
- 5 I visit my uncle every week for/since/during the winter.
- 6 I was at university for/since/during four years.
- 7 She's going back to France in/after three months' time.
- 8 He left the office during/throughout the lunch break.
- 9 It was hot during/throughout August; we didn't have one day under 30 degrees.
- 10 I booked a table in the restaurant by/for next Saturday. I hope that's OK.

90.3 Can you complete these sentences with the correct number?

- 1 The Olympic Games usually lasts about weeks.
- 2 Rembrandt was born in the th century.
- 3 President Kennedy died in That's years ago.
- 4 It takes approximately hours to fly from Tokyo to New York.
- 5 Some athletes can run 100 metres in less than seconds.
- 6 The was the decade in which the USA and USSR (at that time) were both trying to be the first country to put a man on the moon.

90.4 Replace the underlined time expressions with more 'approximate' time expressions.

- 1 I went to the library three days ago.
- 2 This dictionary isn't great but it'll be OK until I'm more advanced.
- 3 I haven't been to the cinema for the last three weeks.
- 4 And I haven't been to a concert for three or four years.
- 5 I went to Egypt with my parents but that was ten years ago.

90.5 Complete these sentences about yourself and your country.

- 1 On weekdays I usually get up at and leave home at
- 2 I always clean my teeth in
- 3 I don't go to school/college/work on
- 4 I usually have a holiday in
- 5 I have been in my present school/college/job for
- 6 I have been studying English since
- 7 I haven't spoken English since
- 8 It takes me to get to school/college/work.
- 9 You can't get a driving licence until
- 10 It rains quite a lot during

91 Numbers

A Cardinal numbers

379 = three **hundred and** seventy nine 2,860 = two **thousand** eight hundred **and** sixty
5,084 = five thousand **and** eighty-four 470,000 = four hundred **and** seventy thousand
2,550,000 = two **million**, five hundred **and** fifty thousand
3,000,000,000 = three **billion**

Note: There is no plural 's' after hundred, thousand, million and billion when they are part of a number. On their own, they can be plural, e.g. **thousands** of people; **millions** of insects.

B Ordinal numbers and dates

One of the problems with dates is that we write them and say them in a different way:

We write **4 January** (or 4th January), but say **the fourth of January** or **January the fourth**.

We write **21 May** (or 21st May), but say **the twenty-first of May** or **May the twenty-first**.

1997 = **nineteen ninety seven**

1905 = **nineteen hundred and five** or **nineteen oh five**

C Fractions and decimals

$1\frac{1}{4}$ = one and a **quarter**

$1\frac{1}{3}$ = one and a **third**

1.75 = one point seven five

$1\frac{1}{2}$ = one and a **half**

1.25 = one **point** two five

1.33 = one point three three

$1\frac{3}{4}$ = one and **three quarters**

1.5 = one point five

D Percentages

26% = twenty-six **per cent**

More than 50% is the **majority**; less than 50% is the **minority**.

E Arithmetic

There are four basic processes for **working out** (= calculating) a problem:

+ = **addition**

e.g. $6 + 4 = 10$ (six **plus/and** four **equals/is** ten)

- = **subtraction**

e.g. $6 - 4 = 2$ (six **minus** four **equals/is** two)

× = **multiplication**

e.g. $6 \times 4 = 24$ (six **times / multiplied by** four **equals/is** twenty-four)

÷ = **division**

e.g. $4 \div 2 = 2$ (four **divided by** two **equals/is** two)

F Saying '0'

This can be spoken in different ways in different contexts.

telephone number: 603 724 = six **oh** three, seven two four (AmEng = six **zero** three)

mathematics: 0.7 = **nought** point seven, 6.02 = six point **oh** two

temperature: -10 degrees = ten degrees below **zero** / minus ten degrees

football: 2-0 = two **nil** tennis: 40-0 = forty **love**

G Talking numbers

Here are several useful words and expressions connected with numbers:

The streets have got **odd** numbers (e.g. 3, 5, 7) on the left and **even** numbers (e.g. 4, 6, 8) on the right.

I got 16 **out** of 20 in our last test.

16/20

Exercises

91.1 How do you say these numbers in English? Write your answers after each one.

- 1 462
- 2 $2\frac{1}{2}$
- 3 2,345
- 4 6.75
- 5 0.25
- 6 $3\frac{1}{3}$
- 7 1,250,000
- 8 10.04
- 9 47%
- 10 10 September
- 11 3 July
- 12 602 8477 (phone number)
- 13 -5 centigrade
- 14 In 1903
- 15 In 1876

Now practise saying them. If possible, record yourself saying them and then record a native speaker of English saying them or someone from your country who speaks English very well. Listen to both. How do you sound?

91.2 Correct the mistakes in these sentences.

- 1 After the game I heard the crowd was over twenty thousands.
- 2 We arrived on the ten September.
- 3 There were two hundred twenty altogether.
- 4 I got twenty-five from forty in my test.
- 5 My birthday is thirty-one August.
- 6 My phone number is seven twenty three, six nought nine.

91.3 Write answers to these problems.

- 1 23 and 36 is
- 2 24 times 8 is
- 3 80 minus 20 is
- 4 65 divided by 13 is
- 5 Add 10 and 6, multiply by 8, then subtract 40 and divide by 11. What have you got left?
- 6 Divide 33 by 11, multiply by 7, add 10, and subtract 16. What number is left?

91.4 Answer these questions. Write your answers in words.

- 1 When were you born?
- 2 How much do you weigh?
- 3 What is the number of the flat or house where you live?
- 4 Is that an odd or an even number?
- 5 What is the approximate population of your town?
- 6 What is the approximate population of your country?
- 7 What is the normal temperature of a healthy person?
- 8 How many kilometres are there in a mile?

92 Distance, size and dimension

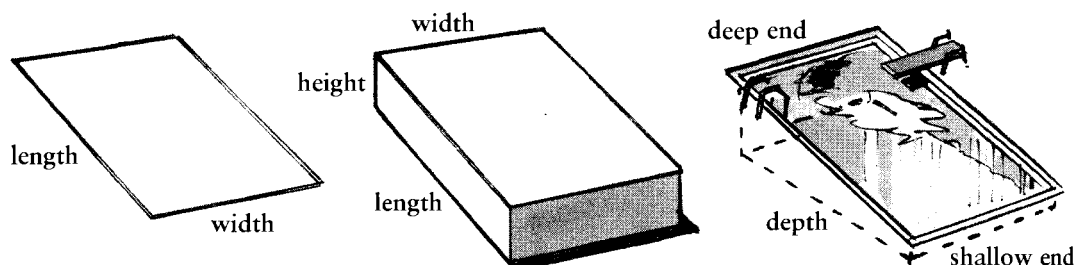
A Distance

The most common way of asking about distance is probably: **How far is it?** Here are two more common questions, and some expressions often used in the reply.

| | |
|-------------------|---|
| Is it a long way? | No, just round the corner. / a couple of minutes' walk (= very near). |
| Is it very far? | No, not far. / No, about five or ten minutes' walk (= quite near). |
| Is it a long way? | Yeah quite a long way. / Yeah, over a mile. |
| Is it very far? | Yes it's a long way. / Yes it's miles. / Yes it's too far to walk. |

Note: We can use **far** in a question or negative but not in a positive statement on its own, e.g. we don't say 'it's far', we say 'it's a long way'. But we can say 'it's too far to walk'.

B Size and dimension



We can describe size using the nouns above or the adjectives formed from them, like this:
What's the **length/width/height/depth/size** of ...? or How **long/wide/high/tall/deep/big** is ...?

Note:

- We generally use **tall** to describe people, trees and buildings; and **high** to describe mountains. We also say **high-rise buildings**.
- Notice also that in the answer to these questions, an adjective follows the measurement:
The garden is about ten metres **wide**. (= The **width** is about ten metres.)

C Size in people and things

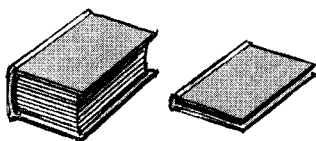
We use different words to describe the size of people and things:

a **tall** girl (≠ a **short** girl)

a **fat** person (≠ a **thin** person) See Unit 43 for more details.

a **long** book (= many pages) (≠ a **short** book)

a **deep** lake (= many metres) (≠ a **shallow** lake)



a **thick** book (≠ a **thin** book)



a **wide** road (≠ a **narrow** road)

Note: We can use **big** or **large** to describe size in English, but not **great**. For English speaking people, **great** (*informal*) = fantastic. But we can use **great** before **big** to say that something is very big, e.g. I saw a **great big** dog in the park.

If you want to ask about size in clothes, you say: **What size are you?** or **What size (shoes) do you take?** If you don't know, then you need someone to **measure** you.

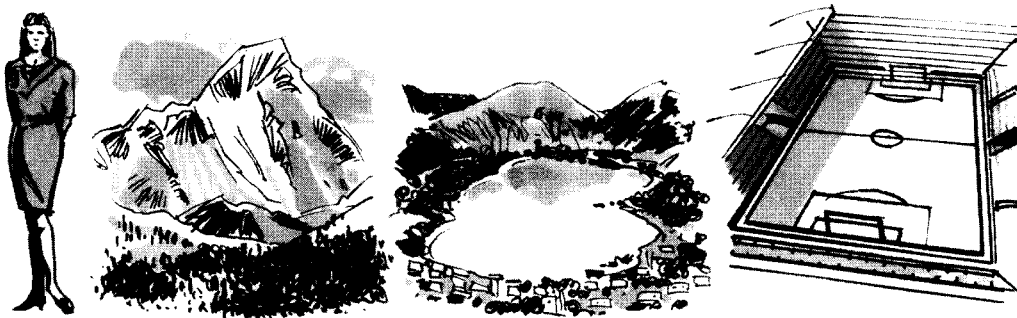
Exercises

92.1 Think about the room/place you are in now and answer these questions, using some of the expressions from the opposite page.

- 1 How far is it to the nearest shop?
- 2 How far is it to a bank?
- 3 Is it very far to the nearest bus stop?
- 4 Is it very far to a post office?
- 5 Is it a long way to the nearest swimming pool?
- 6 Is it a long way to the next big town?
- 7 How far is the nearest railway station?
- 8 Is it far to the centre of town?

If possible, ask someone else the same questions and compare your answers.

92.2 Write down eight different questions you could ask about the distance, size or dimensions of the things in the pictures.



92.3 Contradict the speaker in the sentences below. Look at the example first.

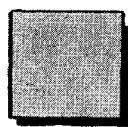
Example: A: Is it a long film?

B: *No, it's quite short.*

- 1 A: Is he a bit fat?
B: No, he's
- 2 A: The water's quite deep, isn't it?
B: No,
- 3 A: Their office is in quite a low building, isn't it?
B: No,
- 4 A: Is the road very wide at that point?
B: No,
- 5 A: It's a fairly boring place, isn't it?
B: No,
- 6 A: He's quite tall, isn't he?
B: No,
- 7 A: They only live in a small place, don't they?
B: No, it's

93 Shapes, colours and patterns

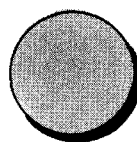
A Shapes



a square (n)
square (adj)



a rectangle (also oblong) (n)
rectangular (adj)



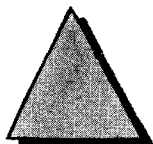
a circle (n)
round (adj)
circular (adj)



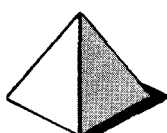
a semi-circle



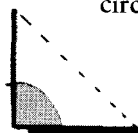
an oval (n)
oval (adj)



a triangle (n)
triangular (adj)



a pyramid



a right angle



a point (n)
pointed (adj)



a star

a square box, a round table, a pointed end, a rectangular field, an oval shape

Note: We can also form adjectives to describe shapes in this way:

The ball was egg-shaped; a heart-shaped wedding cake; a diamond-shaped bag.

B Colours

You will already know most of the common colours. Here are some that are less common:

Mix black and white to form **grey**. Mix red and blue to form **purple**.

Mix green and blue to form **turquoise**. **Pink** is a colour between red and white.

Beige is a very light brown with some yellow in it.

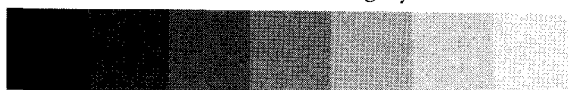
C Shades of colour (= degrees and variation of colour)

She bought a **dark green** skirt.

He was wearing **light blue** jeans.

My new shirt is **pale yellow**.

shades of grey

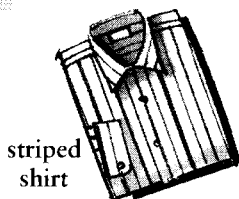


dark grey

light/pale grey

Note: With some colours, we use **pale** rather than **light**, e.g. pale yellow, pale pink.

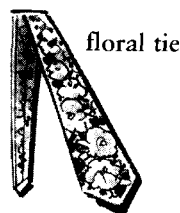
D Patterns (also called 'designs')



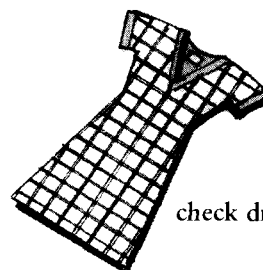
striped shirt



tartan skirt



floral tie



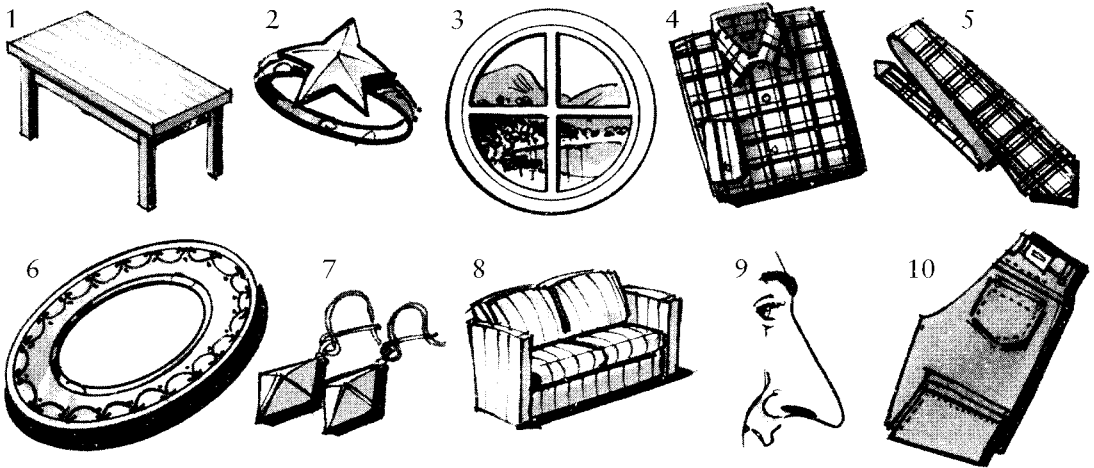
check dress

E Use of the suffix -ish

When we want to say that a shape is almost round or a colour nearly green, we can express this idea by adding the suffix **-ish**: a roundish face; a greenish tie; a yellowish colour.

Exercises

93.1 Describe these pictures using the correct noun and a suitable adjective.



93.2 What object is being described in each of these sentences?

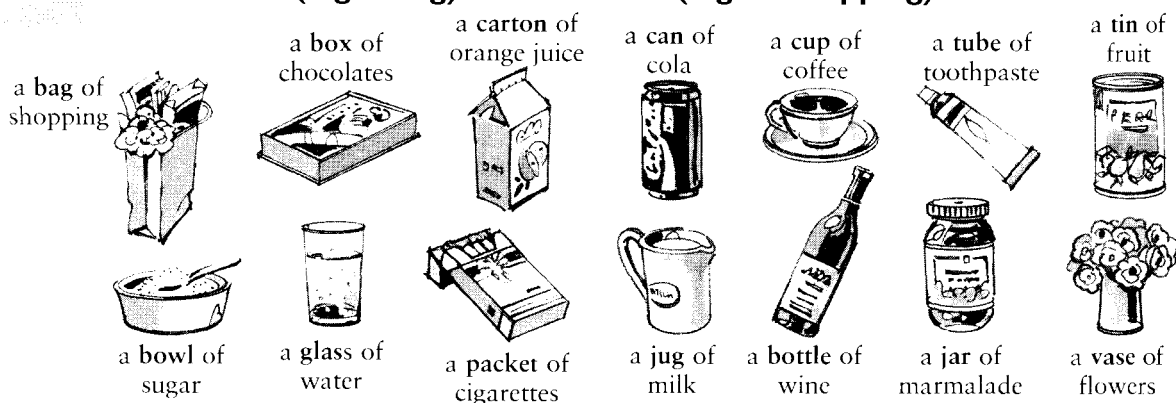
- 1 It's got a point at one end and that's the end you use to write with.
- 2 It's greyish on the outside, pink on the inside, it swims and you eat it.
- 3 The shape is rectangular and it's usually green. There are lots of other lines on it, and people play on it.
- 4 It's a reddish-orange in colour, quite long and usually pointed at one end, and you eat it.
- 5 At certain times of the month it's completely round; at other times, it's closer to a semi-circle but not quite.
- 6 It can look pale blue, more often dark blue, and sometimes a greenish blue. It really depends where it is and whether the sun is shining on it.
- 7 It's oval-shaped, white or beige or light brown in colour, hard on the outside, and you eat it usually when it is cooked.
- 8 It is triangular, and in some countries you have to carry one in the boot of your car.
- 9 The bottom part is triangular, and at the top there is another bit in the shape of a semi-circle. You put things on the triangular part and hang them using the semi-circular part.
- 10 It has four sides and four right angles.

93.3 What are you wearing? Write down a detailed description of what you are wearing, including the exact colour of everything. If there is a colour or design you cannot describe, try to find it using a bilingual dictionary.

94 Partitives

There are many different words used to describe a particular quantity of something. Usually the word is joined to the noun it describes with 'of'.

A Containers (e.g. a bag) and contents (e.g. of shopping)



B With uncountable nouns

When we use uncountable nouns (e.g. advice), we sometimes want to talk about one of something. We cannot say ~~an advice~~ or ~~one advice~~, but we can use certain words to make these nouns singular: a **sheet of paper** (= one piece of paper) or a **slice of bread** (= one piece of bread). We can actually use the word **piece** with many nouns:



a piece of cake



a piece of wood

You can use **piece** with some abstract nouns, e.g. a **piece of information**, a **piece of luck**.

The most common partitive is **a bit**, which is informal and used with many nouns. It usually means a small amount but can be quite general. It can be used with the examples above, and more: a **bit of butter**, a **bit of time**, etc.

C A pair of ...

Some nouns have two parts, e.g. trousers (two legs) and shoes (left and right). You can use a **pair of** to specify the number, e.g. a **pair of skis**, two **pairs of shoes**, three **pairs of tights**.

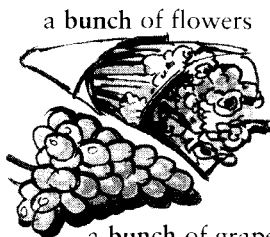
D Groups of things



a herd of cows



a group of people



a bunch of grapes

a gang of youths/
kids/teenagers



Gang has a negative meaning: it suggests a group of young people who may cause trouble.

Exercises

- 94.1** Some of these containers do not look exactly the same as the ones on the opposite page, but the names are the same. Can you decide what the missing words are?



1 a of milk



2 a of water



3 a of fruit



4 a of matches



5 a of biscuits



6 a of apples



7 a of paint



8 a of coffee

- 94.2** Contents come in different containers. Would you be surprised to see any of the following?

a glass of soup

a vase of coffee

a bowl of milk

a jug of wine

a tube of cigarettes

a tin of tomatoes

a jar of mustard

a bag of salt

a carton of toothpaste

- 94.3** Complete these sentences with a suitable noun.

- 1 They gave her a big of flowers for her birthday.
- 2 They're looking for a of youths who may be responsible for the damage.
- 3 I cut about six of ham and put them on a plate.
- 4 They own a large of land on the coast.
- 5 I did a of homework last night, then went out.
- 6 She told us to take out a blank of paper, then write our names at the top.
- 7 A small of people gathered outside the embassy.
- 8 I need at least two of socks inside these shoes.
- 9 I asked him for a of advice.
- 10 I like to put a of cream in my coffee.
- 11 Have you seen that old of boots I use for gardening?
- 12 I've got a of time, so I can help you now if you like.

- 94.4** Cross out any answers which are wrong in these sentences.

- 1 I asked her for a bit/piece of advice.
- 2 I ordered a piece/sheet of cake.
- 3 There was a group/gang of journalists outside her house.
- 4 My lunch consisted of two slices/pieces of bread and a small bunch/group of grapes.
- 5 She hit me over the head with a small piece/bit of wood.
- 6 I'm in a hurry but I've still got a bit/piece of time.
- 7 We had a piece/bit of luck this morning: we won some money!
- 8 Could I have a piece/bit/drop of milk in my coffee?

95 The senses

A The five basic senses

These are: **sight**, **hearing**, **taste**, **touch** and **smell**. For each one we use a basic verb, which can be followed by an adjective or noun in these constructions:

| | |
|---|--------------------------------------|
| It looks terrible. (from what I could see) | It looks like a wedding cake. |
| He sounds German. (from what I heard) | It sounds like a good idea. |
| It tastes strange. (from tasting it) | This tastes like bread. |
| It feels soft. (from touching it) | It feels like a blanket. |
| It smells wonderful. (from smelling it) | This smells like garlic. |

We can also use the verbs as nouns. These are very common:

| | |
|--|---|
| I didn't like the look of the fish. | I really like the sound of church bells. |
| I don't like the taste of olives. | I hate the smell of petrol. |

B See, look (at) and watch

See is the ability to use your eyes (the verb is not normally used in the progressive); **look (at)** often means to look carefully / pay attention to something that is not moving; and **watch** often means to pay attention to something that is moving:

I can't see a thing without my glasses. (= I'm not able to see / I am blind)
I can't find my keys and I've **looked** (= searched / looked carefully) everywhere.
I want the doctor to **look at** (= look carefully and examine) my knee.
The police have been **watching** that man for weeks.
I **watched** the match and then went for a drink with friends.
Look (= look carefully) in the corner of my eye; you can see (= are able to see) the mark.
He ran into me because he wasn't **looking**. (= paying attention; the speaker seems angry)
He ran into me because he didn't see me. (= wasn't able to see me; the speaker is not angry)

Sometimes two verbs are possible in one context; sometimes only one:

I **saw** a great film last night. (= at the cinema; we cannot use **watch** here)
I **saw/watched** a great programme last night. (= on TV; we can use either verb here)

C Hear and listen (to)

Hear means able to hear; **listen (to)** means to pay attention to things you hear:

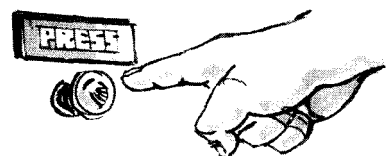
I couldn't **hear** what she said. (= I was physically unable to hear)
I can sometimes **hear** the trains from my bedroom. (= I am able to hear without trying)
I don't know what she said because I wasn't **listening**. (= I wasn't paying attention)
I often **listen to** the early evening news on the television. (= I make an effort to listen)
I was **listening** to the radio when I **heard** a strange noise outside.

Sometimes it is possible to use **hear** (but not in the progressive form) to mean 'listen to':

I know he's dead – I **heard** it on the radio last night. (= I heard it when I was listening)

D Touch

Don't **touch** those wires – they're dangerous.
You have to **press** that button to start the machine.
I don't feel safe up here. Could you **hold** my hand?



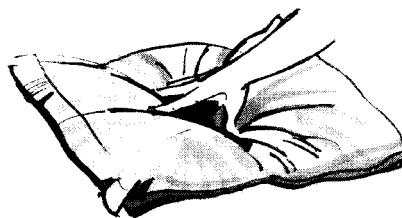
Exercises

95.1 Complete the sentences using words from the box. Use a dictionary to help you.

| | | | | | | |
|-------|----------------|------|-----------|----------|------|-------|
| water | sore | cod | donkey | photo | silk | fresh |
| new | washing powder | ripe | door bell | horrible | | |

- I don't think I'll eat this peach; it doesn't feel
- Those shoes look When did you buy them?
- This milk smells I'll open another bottle.
- This coffee tastes like Who made it?
- My feet are feeling after that run.
- I love the smell of bread.
- That painting looks like a
- I know it's a horse but it looks like a
- British people eat a lot of haddock. It's a white fish and tastes like
- I'm sure it is expensive perfume, but to me it smells like
- Your telephone sounds just like a
- This blouse was very cheap but it feels like

95.2 Complete the sentences below the pictures using *looks/tastes/feels* + adjective.



- This man
- This pillow
- This apple

95.3 Cross out any answers which are wrong.

- I was listening to / hearing the radio when I listened to / heard a terrible noise outside.
- The government is going to introduce new laws about noisy neighbours – I listened to / heard it on the radio this morning.
- She turned up the volume but I still couldn't listen to / hear it.
- I don't know if this is an antique; we'll have to get an expert to come and look at / see it.
- They wanted to stay and watch / look at the programme, but it was a bit late.
- I was very angry with Tom – he just wasn't hearing / listening when I spoke to him.
- Can you bend over and touch / press your toes?
- You have to touch / press the eject button if you want to get the video out.
- Could you touch / hold this video for a moment while I move the TV?
- If you watch / look carefully, you can look / see how the man does the trick with those cards.

95.4 Write down a smell, taste, and sound that you like and hate. Complete these sentences, and then try to compare your answers with someone else.

- I love the smell of I hate the smell of
- I love the sound of I hate the sound of
- I love the taste of I hate the taste of

96 Notices and warnings

A Informative notices

Some notices give you information:

OUT OF ORDER
for a machine that is
not working, e.g. phone
or washing machine

NO VACANCIES
in the window of a B&B
(cheap hotel). It means the
hotel is full

SOLD OUT
outside a cinema or concert
– there are no tickets left. All
sold

B Do this!

Some notices tell you to do certain things:

PLEASE QUEUE OTHER SIDE

(= wait in a line on the other side of
this notice) e.g. in a bank or post office

KEEP RIGHT

(= stay on the right side, and continue on
the right side) e.g. in airports

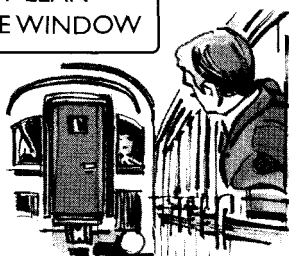
C Don't do this!

Some notices tell you not to do certain things:

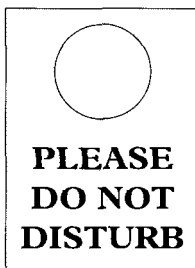
NO SMOKING

No Parking

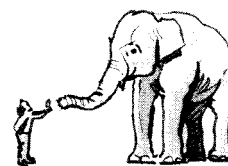
**DO NOT LEAN
OUT OF THE WINDOW**



**PLEASE
DO NOT
DISTURB**



NO EXIT

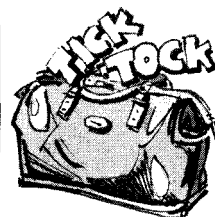


**Please Do Not Feed
The Animals**

Keep off the grass

**SILENCE
EXAMINATION IN
PROGRESS**

**DO NOT LEAVE
BAGS
UNATTENDED**



D Watch out!

Some notices are warnings – they tell you to be careful because something bad may happen:

MIND YOUR HEAD
(= be careful you don't hit your
head e.g. in front of a low door)

MIND THE STEP
(= be careful you don't hit the step
and fall e.g. in front of a step)

FRAGILE
(= be careful, this will
break easily)

BEWARE OF PICKPOCKETS
(= be careful, there are people here who will steal
things from your bag or pocket without you knowing)

Exercises

- 96.1** Can you complete these notices and warnings in possible ways, without looking at the opposite page?

| | |
|---------------------|----------------------------|
| PLEASE QUEUE | BEWARE OF |
| MIND THE | MIND YOUR SOLD |
| PLEASE DO NOT | OUT OF |
| NO | KEEP |

- 96.2** Where would you expect to see these notices or warnings?

| | | | |
|---|-------------------------|---|--------------------|
| 1 | No vacancies | 5 | OUT OF ORDER |
| 2 | Beware of pickpockets | 6 | Sold out |
| 3 | Nothing to declare | 7 | FRAGILE |
| 4 | Please queue other side | 8 | Keep off the grass |

- 96.3** What notice(s) is/are possible in each of these places?

- a zoo
- a waiting area in a busy airport
- the door of a hotel room at 9 o'clock in the morning
- in front of garage doors
- above the window of a train
- inside a theatre
- on the underground
- a door going into a low room

- 96.4** Now write some different notices of your own. Think of six possible notices you could put in one of these places:

- a school
- a university
- a language school
- a place where people work, e.g. bank, factory, hospital

Where would you put these notices? If possible, do this activity with another person or show it to another person.

- 96.5** Look for other notices (in English or your first language). Can you understand the English notices? Can you translate the ones in your own language. Try to find six more notices in the next week.

97 Vague language

Vague means 'not clear or precise or exact'. For example, we can say:

I have a **vague idea** where it is. (= I know the general area but I don't know exactly where)

I have a **vague memory** of the game. (= I can remember bits of it but not very clearly)

In spoken English we often use words which are very vague.

A Thing(s)

- To refer to actions, ideas and facts:

The main **thing** (= fact) about John is that he likes everything to be organised.

Hitting that young child was a terrible **thing** (= action) to do.

- To refer to countable objects (often the speaker and listener know what the object is, or the speaker has forgotten the name of it at the moment of speaking):

What's that **thing** (bicycle) doing in the house?

Put those **things** (cups and saucers) in the cupboard.

- To refer to a general situation:

How are **things** at school? (= school in general)

Recently, **things** (= life in general) have been going really well.

B Stuff

We generally use **stuff** (*informal*) to refer to uncountable nouns (or a group of countable nouns) when it is not necessary to be precise and give the exact name. Often the listener knows what the speaker is talking about.

Just leave that **stuff** (= different items of clothes) on the floor. I'll clear it up.

I never use that biological **stuff** (= washing powder) in my machine.

C (A) sort of ...

This is used to describe something when you are not being very exact or precise. Sometimes it is not possible to be exact, and sometimes you cannot find the exact word you want.

The walls are a **sort of** yellowy colour. (= not exactly yellow, but similar to yellow)

It's a **sort of** horror film. (= not exactly a horror film, but similar to one)

He gets ... uh sort of ... nervous when you mention the word 'exams'.

D A bit

It often means 'a little', but it is very common in spoken English, and sometimes it may be used more generally to mean a little or even quite a lot.

Could you speak up a **bit** (= a little). I can't hear you very well.

I thought the hotel was a **bit** (= quite) expensive, actually.

E Approximately

These words have the same meaning but **approximately** is more formal than the others:

The train should arrive in **approximately** twenty minutes.

It's **about** three miles to the house.

There were **roughly** twenty people at the party.

We are expecting 100 guests, **more or less**.

Exercises

97.1 What could *thing(s)* and *stuff* refer to in these sentences?

- 1 I never wear that stuff; it's got such a strong smell.
- 2 This thing has got stuck in the lock.
- 3 I bought a couple of bottles when I was in Scotland. It's great stuff.
- 4 We don't need these things. We can eat the chicken with our fingers.
- 5 What's that white stuff called that you mix with water to make bread?
- 6 There was a great thing on television last night about elephants.
- 7 I couldn't get any more stuff in my suitcase.
- 8 It's a wonderful thing and keeps my young children occupied for ages.
- 9 I don't know why I bought that thing – it's too heavy for me to carry even when it's empty.
- 10 It's good stuff. My hair feels really soft, and it didn't cost a lot.

97.2 Add a few words and phrases from the opposite page to make this conversation less precise and more natural.

A: How many people were at the conference?

B: 400

A: Did you enjoy it?

B: Yes

A: You don't seem very sure.

B: Well, there were some good events, but it was too long.

A: And did you go to John's talk?

B: Naturally

A: How did it go?

B: Well he was nervous at the beginning, but he soon got more confident and I think it went really well.

A: Did he have a big audience?

B: 75

A: That's good, isn't?

B: I think John was disappointed – he wanted at least a hundred.

97.3 Reply to each of these questions with a suitable 'vague' response.

1 A: Did you get everything you wanted?

B: Yeah

2 A: Was it expensive?

B: Yeah

3 A: Did you say the walls were blue?

B: Yeah

4 A: Will there be twenty chairs in the room?

B: Yeah

5 A: Is it a very serious film?

B: Yeah

6 A: Are you tired?

B: Yeah

97.4 Think about similar words and phrases that you use when speaking your own language. How many direct translations can you find for the words and phrases on the opposite page?

98 American English

A British English and American English

People in Britain and America understand each other perfectly most of the time, but there are differences in grammar, vocabulary, spelling and pronunciation. With vocabulary, the same word may have a different meaning, e.g. British **chips** are American **french fries**; and American **chips** are British **crisps**. Sometimes there are completely different words for the same thing: a lorry in British English is called a **truck** in American English.

B Vocabulary

Here are some important differences. The British English word comes first in each case. Most of the words are explained in other units. Use the index to help you.

Roads and transport

taxi / cab/taxi
return (ticket) / round trip
petrol / gas (gasoline)
main road / highway
motorway/freeway
underground/subway
subway/underpass
pavement/sidewalk
lorry/truck
car park / parking lot

Education

secondary school / high school
term/semester (= periods in
a college year)
university/college

Time

autumn/fall
holiday/vacation
fortnight / two weeks

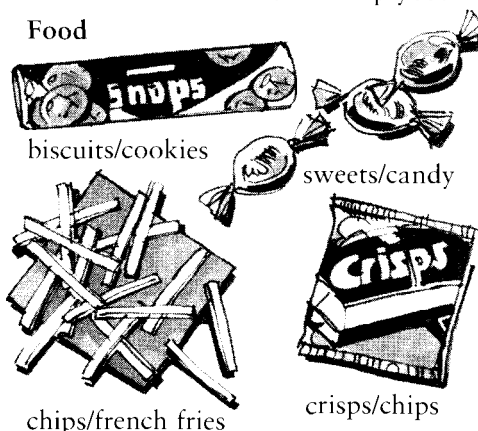
Homes

tap/faucet
rubbish / garbage/trash
dustbin/trashcan
toilet/bathroom
wardrobe/closet

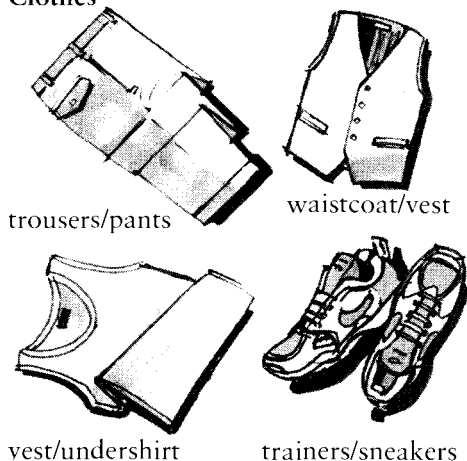
Buildings

flat/apartment
ground floor / first floor
lift/elevator
toilet (gents/ladies) / bathroom (men's/ladies' room)

Food



Clothes



Note: Some American English words are now becoming more common in British English, e.g. movie (Br. = film); apartment (Br. = flat); semester (Br. = term). One special problem is that **guys** in American English can refer to men and/or women, but in British English it is only used to refer to men.

Exercises

98.1 Decide if the speaker is using British English or American English, and cross out the incorrect answer.

- 1 We've decided to take our vacation in the autumn/fall this year.
- 2 At my son's high school the new term/semester starts next week.
- 3 I never eat biscuits or sweets/candy.
- 4 Put that garbage in the dustbin/trashcan.
- 5 The trousers look nice with that waistcoat/vest.
- 6 The lorry/truck came past us on the highway.
- 7 My apartment is on the fourth floor but I'm afraid there's no lift/elevator.
- 8 The people next door are on holiday/vacation. They'll be away for a fortnight.
- 9 We left the car in the car park / parking lot and took the subway to the centre.
- 10 My trainers are in the wardrobe/closet.

98.2 Now complete this table.

| <i>British English</i> | <i>American English</i> |
|------------------------|-------------------------|
| | vacation |
| trousers | |
| | apartment |
| trainers | |
| | high school |
| biscuits | |
| | garbage |
| | highway |
| fortnight | |
| | subway |

98.3 This text includes some words used in American English. Underline them and write the British English words on the right-hand side.

It was getting near lunchtime and I needed some gas, so I left
the freeway and drove towards the nearest town. There was
a gas station just outside the town and I decided to stop and
have a look round. I put the car in a parking lot and took a
cab to the centre. It was midday and very hot, so I stopped at
a little cafe with tables on the sidewalk. I started talking to a
truck driver, who gave me a history of the town, and afterwards
he took me on a guided tour. It made a very nice break.

- 1
- 2
- 3
- 4
- 5
- 6
- 7

98.4 Here are some more American English words that are explained in different parts of this book. What is the British English equivalent?

- | | |
|---------------------------|------------------------|
| <i>American English</i> | <i>British English</i> |
| 1 stand/wait in line | |
| 2 drapes | |
| 3 collect call | |
| 4 attorney | |
| 5 check (in a restaurant) | |

Most English that you learn can be used in a wide range of situations. But you will also hear or see language that is formal or informal, and sometimes very formal or very informal. You need to be more careful with this language because it may not be suitable in certain situations. (They are marked *fml* and *infml* throughout the book.)

A Formal English

Formal English is more common in writing than speaking. It is found in notices, business letters, and legal English; but you will also hear examples in spoken English.

Cafe notice: Only food **purchased** (= bought) here may be eaten on the **premises** (= here).

Police statement in court: I **apprehended** (= stopped) the accused outside the supermarket.

Theatre announcement: The play will **commence** (= start) in two minutes.

Formal business situation: The meeting will **resume** (= start again) this afternoon at 2 p.m.

Lawyer: My client had a broken ankle. **Thus** (= so) he could not have driven the car.

Formal letter: I **regret to inform you** (= I am sorry to say) that we **are unable to** (= can't) **grant** (= give) you ...

Announcement: If you **require** (= need) **further assistance** (= more help), please contact ...

Outside a pub: Parking for **patrons** (= customers) only.

B Informal English

In general, informal language is more common in spoken English than written English. Certain types of language are often informal:

- most uses of **get** are informal (See Unit 21 for more details)
- many **phrasal verbs** are informal (See Units 16 and 17 for more details)
- many **idioms** are informal (See Unit 18 for more details)

Here are some examples using words from above and other common informal words:

I had to go and **pick up** (= collect) the **kids** (= children) from school.

My flat is very **handy** for the shops. (= near the shops and very convenient)

I managed to **fix up** (= arrange/make) an appointment for 7.30.

I thought the book was **terrific** (= marvellous).

Most of the students are **bright** (= intelligent) but one or two are really **thick** (= stupid).

I offered him ten **quid** (= pounds) but the **guy** (= man) wasn't interested.

I **reckon** (= think) we'll **get** (= obtain) the money **pretty** (= quite) soon.

What's up? (= What's the matter?)

We must **get in touch with them** (= contact them) very soon.

Do you fancy going out? (= Would you like to go out?) Note the **-ing** form after **fancy**.

When you **get** (= reach/arrive) there, **have a word with** (= speak to) someone at reception.

I'm just going to the **loo** (= toilet).

C Slang

This is a form of very informal language. It includes words used by particular groups of people (e.g. some young people may refer to 'drugs' as **dope**), and also words which many people think are impolite and unacceptable in most situations. You should probably not use these words, but some of them are quite common. The word **piss** (= urinate / go to the toilet) for example, is often used metaphorically in these slang expressions:

piss off (= go away); he was **pissed** (= drunk); it's **pissing with rain** (= it is raining heavily)

Exercises

99.1 Put the words on the left into the correct columns in the table.

purchase
loo
thus
quid
apprehend
guy

handy
resume
terrific
commence
reckon

| <i>Formal</i> | <i>Informal</i> |
|---------------|-----------------|
| | |

Now find a synonym for each of the words from this list.

therefore toilet convenient catch/stop start man start again
pound think fantastic buy

99.2 Rewrite these sentences in more informal English.

- 1 When are you going to collect your bicycle?
- 2 Most of these children are very clever.
- 3 I think it'll commence quite soon.
- 4 Would you like to go out for a meal?
- 5 My flat is five minutes from where I work, thus it is very convenient.
- 6 What's the matter?
- 7 The man in the market wanted twenty pounds for this ring.
- 8 Where did you purchase that book?
- 9 They'll never apprehend him.
- 10 I'm just going to the toilet.

99.3 Now rewrite this letter in more suitable formal English.

Dear Mr Collins

We're really sorry to say that we can't lend you the sum of five hundred quid that you need, but it may be possible to give you a loan for some of the money.

If you are still interested, do you fancy getting in touch with our main office to fix up an appointment with the assistant manager. He will be happy to talk to you about it.

Yours sincerely

99.4 Dictionaries will tell you if a word is formal or informal. Use your dictionary to find out if these underlined words are either formal or informal.

- 1 I couldn't attend the meeting.
- 2 I thought the film was a drag.
- 3 Someone has pinched my pen.
- 4 He's a nice bloke.
- 5 Smoking isn't permitted.

A Letters or words?

Some abbreviations are read as individual letters:

| | | | |
|-----|-----------------------------------|----|----------------------|
| BBC | British Broadcasting Organisation | MP | Member of Parliament |
| UN | United Nations | PM | Prime Minister |
| UK | United Kingdom | EU | European Union |
| USA | United States of America | | |

Some abbreviations are read as words.

OPEC /əpek/ Organisation of Petroleum Exporting Countries

AIDS /eidz/ Acquired Immune Deficiency Syndrome

Occasionally an abbreviation can be read as individual letters or a word.

VAT /væt/ or V-A-T Value Added Tax (= a tax on goods/products in EU countries)

B Written forms only

Some abbreviations are written forms only; they are still pronounced as full words.

| | |
|---|------------------------|
| Mr /mɪstə/ | St. Mark (Saint Mark) |
| Mrs /mɪsɪz/ (= a married woman) | Dean St. (Dean Street) |
| Ms /mæz/ (= a woman who may be single or married) | Dr (Doctor) |

C Abbreviations as part of the language

Some abbreviations (from Latin) are used as part of the language.

| <i>Abbreviation</i> | <i>Pronunciation</i> | <i>Meaning*</i> | <i>Latin</i> |
|---------------------|----------------------|----------------------------------|----------------|
| etc. | /et'setrə/ | and so on | et cetera |
| e.g. | E-G | for example | exempli gratia |
| i.e. | I-E | that's to say, in other words | id est |

*Note: This is also how we say them in spoken English; we write 'e.g.' and we say 'for example'.

D Shortened words

Some English words can be shortened, and it is very common to meet them in this form, particularly in spoken English. Here are some of the most common:

| | | |
|--|---------------------------|----------------------------------|
| phone (telephone) | fridge (refrigerator) | bike (bicycle) |
| maths (mathematics) | exam (examination) | TV/telly (television) |
| board (blackboard) | plane (aeroplane) | a paper (newspaper) |
| case (suitcase) | photo (photograph) | mum (mother) |
| dad (father) | ad/advert (advertisement) | sales rep (sales representative) |
| vet (veterinary surgeon) | PC (personal computer) | |
| flu (influenza) (= an illness like a cold but more serious) | | |
| lab (laboratory) (= a special room where scientists work) | | |
| language lab (= room where students can listen and repeat using recording equipment) | | |

Note: Most of these words are explained in other parts of the book. Use the index on pages 248–265.

Exercises

100.1 What do these letters stand for? Complete each one.

- | | |
|------------------------|--|
| 1 BBC = British | 5 PM = Prime |
| 2 MP = Member of | 6 UN = United |
| 3 EU = European | 7 UK = |
| 4 VAT = Value | 8 OPEC = Organisation of Petroleum |

100.2 Rewrite this note, making it more informal by using short forms where possible.

~~~~~

Michael

Peter had a mathematics examination this afternoon and then he had to take his bicycle to the repair shop, so he'll probably be a bit late home. You can watch television while you're waiting for him, and please help yourself to anything in the refrigerator. If there's a problem (for example, Doctor Brown rings about the influenza vaccination), my telephone number is next to the photographs on the dining room table. I should be home myself by about five o'clock.

Margaret (Peter's mother)

## 100.3 What abbreviations in written English are often used for these words or phrases?

- |               |                  |
|---------------|------------------|
| 1 for example | 4 in other words |
| 2 and so on   | 5 Mister         |
| 3 Street      | 6 Doctor         |

## 100.4 Complete these sentences with suitable abbreviations or shortened words opposite.

- If you go to any of the Mediterranean islands ..... Sardinia or Corsica, it's a good idea to hire a car.
- He didn't want to walk so he went on his .....
- A: Do you always listen to tapes in the classroom?  
B: No, we sometimes listen in the .....
- I asked the teacher to write the word on the .....
- If you go there, you can buy books, pens, writing paper, .....
- She was away from college last week because she had ..... I think she's better now, though.
- When I decided to sell my records, I put an ..... in the paper and I had three replies the same day.
- It was a warm day so I put the milk and butter in the .....
- If the tickets are very expensive ..... more than \$75, don't buy any.
- I put my ..... in a left luggage locker.

## 100.5 Here are some more abbreviations. What does each one stand for, and where will you see them?

PTO      RSVP      c/o      asap

# Answer key

## Unit 1

There is no key for this unit.

## Unit 2

### 2.1 Possible answers

#### *Clothes/accessories*

tie  
put on  
blouse  
scarf  
jumper  
jacket  
jeans

#### *Railways*

fare  
train  
get on  
journey  
station  
platform  
ticket

#### *Words with -full/-less suffix*

homeless  
painful  
careful  
helpful  
thoughtless  
useless

**2.2** 1 b    2 c    3 b    4 c    5 b    6 a    7 a and c    8 b

**2.3** The answers here will depend on your first language: a translation may or may not be suitable for all of the words. Example sentences are a good idea for most words, and there is usually something else that is also useful to know. Here are some suggestions:

**dream:** noun and verb; as a verb the past tense and past participle can be 'dreamed' but more common is 'dreamt' /dremt/. As a noun it is used with the verb 'have'; also useful to learn 'nightmare' (= bad dream).

**empty:** ≠ full. Also useful to learn 'half-empty' (= 'half-full') but seems more negative.

**concentrate:** the main stress is on the first syllable, and it is followed by the preposition 'on'. The noun is 'concentration'.

**forget:** irregular verb (forget/forgot/forgotten); ≠ remember.

**beard:** a picture is the best way to show meaning; it is pronounced /biəd/; also useful to know is 'moustache'.

**rescue:** synonym = save; noun and verb.

**nearly:** synonym = almost; usually goes before the main verb except the verb 'to be', e.g. We nearly lost the game; It is nearly 4 o'clock.

**knife:** a picture is the best way to show meaning; the letter 'k' is silent; also important to know are 'fork' and 'spoon'.

### 2.4 Possible answers

take: a picture/photo, time, a bath, a decision

do: your homework, research, someone a favour, an exam, sport, one's best, the shopping (food)

make: a mistake, a decision, a mess, a noise, friends, money, coffee

have: a rest, a bath, a drink, a party, a good time

## Unit 3

**3.1** 1 terrible    2 the same as 'choose'    3 a verb    4 an adjective    5 uncountable  
6 complete/total/utter    7 You must choose between A and B; You can choose from ten different colours.    8 See answers to 7

**3.2** 1 choice    2 advise    3 piece    4 chaotic    5 clean    6 'homework' is school or college work that you do at home; 'housework' is work that is necessary in a home e.g. washing, ironing, cleaning    7 win a game    8 gain / put on weight    9 order    10 Is this seat free/taken?

**3.3** knife; bomb; psychology; receipt; castle; doubt; wrist; calm

**3.4** 1 = def. 2      2 = def. 4      3 = def. 1

## Unit 4

- 4.1** 1 **in** Seville (preposition)  
2 **I** spent (pronoun)  
3 **a** beautiful city (indefinite article)  
4 **expensive** hotel (adjective)  
5 **of** money (preposition)  
6 wonderful **hotel/place** (noun)  
7 **to** Spain (preposition)  
8 **never** stays (adverb)

- 4.2** uncountable noun: time; traffic  
plural noun: shorts; jeans  
phrasal verb: get in; put on  
idiom: get a move on

- 4.3** 1 transitive                  3 intransitive                  5 transitive  
2 intransitive                  4 transitive                  6 intransitive

**4.4** *Syllables and main stress (underlined)*

One syllable: noun

Two syllables: English; decide; before

Three syllables: informal; understand; adjective; opposite; comfortable (Four syllables are possible here, but the 'or' is silent for most native speakers most of the time. /kəmftəbl/)

Four syllables: education; preposition

Five syllables: pronunciation

- 4.5** 1 adjectives  
2 happily; correctly; luckily; surely; possibly  
3 happy/content; correct/right; lucky/fortunate; sure/certain; no clear synonym for 'possible', although 'maybe' and 'perhaps' are very similar.  
4 unhappy; incorrect; unlucky; unsure; impossible  
5 correct

## Unit 5

- 5.1** 1 row /rəʊ/ and cow /kaʊ/  
2 back /bæk/ and bacon /beɪkən/  
3 soup /su:p/ and soap /səʊp/  
4 vase /vɑ:z/ and razor /reɪzə/

- 5.2** 1 dream because it is pronounced /dri:m/  
2 flood because it is pronounced /flʊd/  
3 fast because it is pronounced /fɑ:st/  
4 wound because it is pronounced /wu:nd/  
5 since because it is pronounced /sɪns/  
6 symptom because it is pronounced /sɪmptəm/

|            |              |               |              |
|------------|--------------|---------------|--------------|
| <b>5.3</b> | <i>first</i> | <i>second</i> | <i>third</i> |
|            | policy       | cathedral     | understand   |
|            | palace       | police        | competition  |
|            | opposite     | advertisement | education    |
|            | desert       | assistance    |              |
|            | organise     |               |              |

/ə/ appears in: cathedral /kə'thi:drəl/ understand /ʌndə'stænd/  
 police /pə'li:s/ competition /kəmpe'tɪʃən/  
 opposite /'ɒpəsit/ advertisement /əd'vɜ:tɪsmənt/  
 education /edʒu'keɪʃən/ desert /'dezət/  
 assistance /ə'sɪstəns/ organise /'ɔ:gənaɪz/

|            |                 |                                         |
|------------|-----------------|-----------------------------------------|
| <b>5.4</b> | <i>Same</i>     | <i>Different</i>                        |
|            | know/knife      | island/islam (s in island is silent)    |
|            | muscle/scissors | aisle/Christmas (s in aisle is silent)  |
|            | climb/bomb      | listen/western (t in listen is silent)  |
|            | wrong/wrist     | hand/handsome (d in handsome is silent) |
|            | calf/calm       | honest/hope (h in honest is silent)     |

## Unit 6

- 6.2** 1 writing 2 a cassette 3 an OHT 4 notes/papers 5 notes/books 6 a plug  
 7 look up the meaning of a word 8 rub things out / erase them 9 photocopy things  
 10 because people can't hear it very well

- 6.3** 1 clean the board 2 turn up the tape recorder 3 borrow a dictionary 4 swap places  
 5 video a programme 6 do an exercise 7 correct mistakes 8 look up a word  
 9 plug in the OHP / tape recorder

- 6.5** A: What does 'swap' mean?  
 A: How do you pronounce it?  
 A: How do you spell it?  
 A: How do you use it in a sentence?

## Unit 7

- 7.1** unhappy; impatient; impolite; illegal  
 incorrect; irregular; invisible; impossible  
 illegible; unfriendly; unemployed; dishonest  
 unpack; unlock; disagree; dislike

- 7.2** 1 it's illegal 3 he got undressed 5 she's very impatient  
 2 it's very untidy 4 it's illegible 6 impolite

- 7.3** 1 misunderstood 4 disagree 7 unlock 10 reopen  
 2 unpacked 5 redo 8 disliked 11 overworking  
 3 disappeared 6 overslept 9 redo/retake 12 unwrap

## Unit 8

- 8.1** education; improvement; jogging; government; spelling; hesitation; arrangement;  
 stupidity; darkness; weakness; similarity; punctuality; sadness; popularity.

- 8.2** 1 television 3 education 5 weakness 7 management  
 2 election 4 government 6 stupidity 8 improvement
- 8.3** 1 actor 4 singer 7 economist  
 2 employer 5 murderer 8 translator  
 3 footballer 6 psychologist 9 manager
- 8.4** 1 writes reports/articles for newspapers  
 2 dances in ballets  
 3 directs films  
 4 manages a bank  
 5 employs people (employees)  
 6 sings pop songs and makes records  
 7 translates books and articles  
 8 drives a lorry  
 9 takes pictures (photographs)  
 10 draws and paints things, e.g. people and landscapes

## Unit 9

- 9.1** thoughtful/less dirty painful/less comfortable  
 attractive careful/less knowledgeable famous  
 creative dangerous (un)suitable (un)reliable  
 foggy political sunny washable  
 homeless enjoyable musical (un)breakable  
 useful/less
- 9.2** 1 careful 4 knowledgeable or helpful 7 useful 10 undrinkable  
 2 foggy 5 dangerous 8 reliable 11 inflexible  
 3 famous 6 painful 9 industrial 12 homeless

- 9.3** painless; useless; careless; thoughtless; tactless\*  
 \*If someone is 'tactful' they are diplomatic, i.e. they always say the right things. If you are tactless, you are always saying the wrong thing and might be offending someone.

*Opposites for the other words:*

wonderful (≠ terrible, awful) awful (≠ wonderful, fantastic) beautiful (≠ ugly)

### 9.4 Possible answers

- |                                                    |                                     |
|----------------------------------------------------|-------------------------------------|
| 1 cloudy, sunny, foggy                             | 5 famous, creative, knowledgeable   |
| 2 dangerous, careless, thoughtless, awful          | 6 reliable, comfortable, economical |
| 3 musical, creative, famous                        | 7 political, enjoyable, thoughtful  |
| 4 industrial, famous, beautiful, dirty, attractive | 8 ?                                 |

## Unit 10

- 10.1** 1 We waited a long time. 4 The holiday cost about £500.  
 2 I dreamt about you last night. 5 I replied to his letter yesterday.  
 3 We queued for half an hour.

- 10.2**
- 1 I'll give him a ring this evening.
  - 2 I go on a diet if I put on weight.
  - 3 It was very hot, so we had a rest for a while after lunch.
  - 4 I put on the brakes but I still couldn't stop in time.
  - 5 He gave me a push.
  - 6 Did you have a look in the paper?
- 10.3**
- 1 same meaning
  - 2 similar (but not exactly the same because 'to water' means 'to pour water over something that is growing'.)
  - 3 completely different (the verb 'to book' = 'to reserve')
  - 4 completely different ('a break' is a rest; 'to break a leg' = to fracture the leg)
  - 5 similar (but not exactly the same because 'a run' here is not just the action of running; it is an activity that the person chooses to do.)

## Unit 11

### 11.1 Possible answers

*Money:* credit card, cheque book, box office (where you buy tickets), income tax  
*Roads:* traffic lights, traffic jam, pedestrian crossing, parking meter, traffic warden  
*Things we wear:* T-shirt, sunglasses, earring  
*People:* baby-sitter, brother-in-law, film star, pop star

- 11.2**
- |               |                |                 |                    |
|---------------|----------------|-----------------|--------------------|
| 1 traffic jam | 4 waiting room | 7 income tax    | 9 first aid box    |
| 2 film star   | 5 baby sitter  | 8 parking meter | 10 science fiction |
| 3 alarm clock | 6 sunglasses   |                 |                    |

### 11.3 Possible answers

- 1 sitting room; waiting room
- 2 pop star; rock star
- 3 birthday card; postcard
- 4 toothbrush (= what you clean your teeth with)
- 5 traffic jam, traffic warden
- 6 sunshade (= parasol); suntan (= when your body goes brown from the sun)
- 7 box office, postbox
- 8 hairdresser (= person who cuts your hair)

### 11.4 Possible answers

notebook (= a book of plain paper to write notes)  
 textbook (= a book used for study, especially in schools)  
 cookery book (= a book that tells you how to prepare and cook food)  
 telephone book (= the book with telephone numbers; also called a telephone directory)  
 bookcase (= a piece of furniture with shelves for books)  
 book shop  
 greetings card, e.g. birthday card, Christmas card  
 travel card (= a ticket for travel on buses and trains for a period)  
 phone card (to use with certain telephones)  
 postcard

## Unit 12

|             |              |             |               |               |
|-------------|--------------|-------------|---------------|---------------|
| <b>12.1</b> | good-looking | brand-new   | well-known    | badly-written |
|             | easy-going   | part-time   | north-east    | left-handed   |
|             | ten-pound    | first-class | short-sleeved | second-hand   |

### 12.2 Possible answers

well-done; well-made; well-built; well-dressed  
 badly-written; badly-designed  
 right-handed; left-handed  
 part-time; full-time  
 north-east; south-east

|             |           |             |           |            |          |
|-------------|-----------|-------------|-----------|------------|----------|
| <b>12.3</b> | 1 sleeved | 4 new       | 7 part    | 10 minute  | 13 pound |
|             | 2 star    | 5 east/west | 8 written | 11 hand    | 14 known |
|             | 3 handed  | 6 behaved   | 9 off     | 12 looking | 15 going |

## Unit 13

**13.1** heavy smoker; heavy traffic; heavy rain  
 miss a bus; miss a person; miss a lesson  
 tell a joke; tell a lie; tell the truth; tell a story

|             |                   |                |                   |                      |
|-------------|-------------------|----------------|-------------------|----------------------|
| <b>13.2</b> | 1 dry wine        | 3 weak coffee  | 5 get off the bus | 7 miss the bus       |
|             | 2 a slight accent | 4 a loud voice | 6 tell a lie      | 8 get out of the car |

|             |                    |                 |           |
|-------------|--------------------|-----------------|-----------|
| <b>13.3</b> | 1 terribly; missed | 5 start         | 9 strong  |
|             | 2 told             | 6 made          | 10 missed |
|             | 3 starting         | 7 vitally       |           |
|             | 4 runs             | 8 heavy; highly |           |

|             |              |              |                   |                 |
|-------------|--------------|--------------|-------------------|-----------------|
| <b>13.4</b> | 1 large size | 2 wide range | 3 broad shoulders | 4 vast majority |
|-------------|--------------|--------------|-------------------|-----------------|

## Unit 14

### 14.1 Prepositions and possible replies

- 1 about; I've no idea.
- 2 at; French and German.
- 3 for; Her brother, I think.
- 4 for; Assistant manager.
- 5 to; I think it's a comedy programme.
- 6 about; She said the vegetables were cold.
- 7 for; The fact that she was late twice last week.
- 8 to; The man over there.
- 9 at; One of the students in her class.
- 10 in; Thrillers, I think.
- 11 on; How much it costs, I expect.
- 12 of; The fact that she can't get out. She's claustrophobic, you see.

|             |     |     |     |     |     |     |     |     |     |      |      |      |
|-------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|
| <b>14.2</b> | 1 c | 2 j | 3 a | 4 l | 5 h | 6 b | 7 d | 8 k | 9 g | 10 i | 11 e | 12 f |
|-------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|

### 14.3 Possible answers

- 1 to the waiter / about it
- 2 to my brother/sister
- 3 for a job with a charity / in a developing country
- 4 at English
- 5 from hay fever
- 6 in languages
- 7 on opera
- 8 of flying
- 9 from English people
- 10 London; by/at the number of parks

14.4 fond of; concentrate on; responsible for; rely on

## Unit 15

15.1 1 on 3 on 5 on 7 for 9 on 11 in 13 by 15 on 17 at 19 by  
2 by 4 on 6 by 8 in 10 by 12 on 14 by 16 in 18 at 20 at

15.2 1 by myself / on my own 5 on TV 9 at the moment  
2 in time 6 by mistake 10 by chance  
3 out of work 7 in the end  
4 on the phone 8 at the end

15.3 1 No, she hit him by accident.  
2 No, they went on foot (*or* by bus, by taxi, by train).  
3 No, they're here on business.  
4 No, I saw it on TV (*or* 'I heard about it on the radio').  
5 No, he did it by himself / on his own.  
6 No, I'm in a hurry.

## Unit 16

16.1 1 picked 3 gone 5 gets 7 look 9 go  
2 found 4 get 6 gone 8 carry 10 run

### 16.2 Possible answers

- 1 her illness
- 2 bread/coffee/sugar etc.
- 3 in a dictionary
- 4 my boss / my parents / the neighbours / my teacher etc.
- 5 her coat / her jacket / her gloves etc.
- 6 the fire
- 7 the cat / the children etc.
- 8 the car
- 9 early/late etc.
- 10 by ten pounds / next week etc.

16.3 1 = def 6 2 = def 2 3 = def 4 4 = def 3 5 = def 1

16.4 See Page 36 for examples.



## Unit 17

### 17.1 Possible answers

- 1 excuses/stories
- 2 on the bed / on the floor
- 3 the TV / the light / the fire
- 4 my flat / my house
- 5 the problem / the mess / the central heating
- 6 tonight / on Saturday evening
- 7 the second question / the final part
- 8 just outside London
- 9 on your salary / on seventy pounds
- 10 in a small town / by the sea

- 17.2**
- |                                           |                                                  |
|-------------------------------------------|--------------------------------------------------|
| 1 no                                      | 6 yes ( <b>made</b> that story <b>up</b> )       |
| 2 yes ( <b>put</b> the fire <b>out</b> )  | 7 no                                             |
| 3 yes ( <b>turn</b> the radio <b>on</b> ) | 8 no                                             |
| 4 no                                      | 9 yes ( <b>turn</b> the light <b>off</b> )       |
| 5 no                                      | 10 yes ( <b>leave</b> this question <b>out</b> ) |

- 17.3**
- 1 The cost of living is going up all the time and I find it quite difficult to get by on my salary. But I think I can probably carry on for a few months.
  - 2 She told us to come in but then we had to take off our shoes and I had to put out my cigarette.
  - 3 The teacher told the class to make up a story to go with the picture in their books, and then carry on with Exercise 3. She said they could all leave out Exercise 4.

- 17.4**
- Unit 21: get on (with someone); get on (= make progress); get up  
Unit 47: grow up; go out (with); split up; break up  
Unit 48: wake up; get up; stay in; go out; come round  
Unit 56: take sth. off; hang sth. up; put sth. on; try sth. on  
Unit 62: get on; get off; get in(to); get out (of)  
Unit 75: turn sth. on/off; turn sth. up/down; switch on/off/over; plug sth. in

## Unit 18

- 18.1**
- 1 feel like = want/desire
  - 2 for good = for ever
  - 3 tied-up = busy
  - 4 pulling sb.'s leg = joking by saying that something is true when in fact it is not true.
  - 5 make do = manage

- 18.2**
- |                       |                     |
|-----------------------|---------------------|
| 1 hang on             | 5 What's up?        |
| 2 a short cut         | 6 Keep an eye on    |
| 3 go ahead            | 7 get a move on     |
| 4 make it; Never mind | 8 make up your mind |

- 18.3**
- |                  |         |            |
|------------------|---------|------------|
| 1 start; matters | 3 -hand | 5 do; term |
| 2 turns          | 4 talk  |            |

### 18.4 Examples

have something / nothing / a little **in common** = to have similar interests (If you 'have nothing in common', it means you don't have similar interests.)

**mad about** something = to like something very much

**get on** someone's **nerves** = to make someone angry or irritable by your behaviour.

## Unit 19

- 19.1** 1 do 3 make 5 take 7 do 9 doing  
2 have 4 do 6 take and do 8 take and make 10 made

- 19.2** 1 have a drink 5 I'm thirsty 8 take/make a decision  
2 make 6 do my shopping 9 had a good time  
3 do the housework 7 make money 10 making progress  
4 had

### 19.3 Possible answers

- 1 My mother had to do a lot of housework, so I agreed to do the shopping for her.
- 2 A couple asked me to do them a favour and take a picture of them. *or* I made friends with a couple of people and took some photos of them.
- 3 I went to the disco and had a great time, but unfortunately I had to do an exam today, which was very difficult.

## Unit 20

- 20.1** break a record / the law; catch the ball / a bus / a cold; keep in touch / a record;  
give my regards to / me a hand

- 20.2** 1 see 3 give 5 catch 7 keep 9 break  
2 keep 4 see 6 keep 8 caught 10 see

- 20.3** 1 break the ice 3 catch a bus  
2 give him/her a hand 4 broke the record

## Unit 21

- 21.1** 1 buy 3 arrive 5 obtain\* 7 becoming 9 receive  
2 fetch 4 became 6 receive 8 buy 10 arrive  
\*obtain is used more frequently in written English than in spoken English.

- 21.2** 1 It's getting cold in here. 4 It's getting late  
2 I'm getting hungry 5 It's getting dark  
3 I'm getting hot 6 I'm getting worse at English

- 21.3** 1 getting ready to go out 4 get on very well with my boss  
2 get dressed very quickly 5 get rid of most of these chairs  
3 get to know people in this country 6 How are you getting on?

## Unit 22

- 22.1** 1 going 2 coming 3 go 4 take  
5 taking ('bringing' is also possible here if the speaker already imagines himself at the party)  
6 bring 7 go 8 come

- 22.2** 1 doing 3 turn 5 take me  
2 try 4 How are you? 6 How are you getting on?

- 22.3** 1 shopping 3 for a drink 5 for a swim  
2 for a meal / for something to eat 4 sightseeing; for a drive/walk 6 riding

- 22.4** 1 deaf 2 bankrupt 3 grey 4 bald 5 mad

## Unit 23

- 23.1**
- |                                |                     |
|--------------------------------|---------------------|
| 1 very/terribly/really/awfully | 5 apologise; matter |
| 2 I'm; held; problem           | 6 long; never       |
| 3 keep; mind                   | 7 beg; worry        |
| 4 kind                         | 8 sort              |

**23.2** *Possible answers*

- 1 I'm terribly sorry / I beg your pardon.
- 2 I'm sorry I'm late but I missed the bus.
- 3 Oh thank you. That's very kind of you.
- 4 Don't worry. It doesn't matter.
- 5 Thank you for inviting me. / Thank you for a lovely dinner/meal.
- 6 Never mind. Don't worry. I'll sort it out.
- 7 I would like to apologise for not coming to your office last week. Unfortunately, ...
- 8 Please accept our apologies for the delay in sending the information we promised you. Unfortunately we had a fire at the factory last month, and this has resulted in ...

## Unit 24

- 24.1**
- A: Would you like to go out this evening?  
B: I'm afraid I haven't got any money. (omit 'but')  
A: That's OK, I'll pay. How about going to see a film?  
B: No, actually I think I'd rather stay at home and do my homework? (omit 'to' before 'rather')  
A: Why don't you do your homework this afternoon?  
B: I'm busy this afternoon.  
A: OK. How about tomorrow evening, then?  
B: Yeah fine. / Good idea.  
A: Great. What film shall we go to?  
B: I don't mind.

- 24.2**
- 1 possibly; sure / of course
  - 2 wondering; love to
  - 3 shall; don't; good/great idea
  - 4 shall; how about; could; rather; like
  - 5 would; mind

**24.3** *Possible answers*

- |                    |                                       |
|--------------------|---------------------------------------|
| 1 Yeah sure        | 5 I'd love to, but I'm afraid I can't |
| 2 Yes of course    | 6 Yeah great                          |
| 3 I'm afraid not   | 7 Yes that's a good idea              |
| 4 Yes, I'd love to | 8 Yes if you like                     |

## Unit 25

**25.1** *Any combination of these question beginnings:*

What do you think of ...  
What do you feel about ...  
What are your feelings about ...

- 25.2**
- 1 of; personally ('actually' would also be correct here)
  - 2 according
  - 3 extent
  - 4 concerned
  - 5 totally ('completely' would also be correct here)

### 25.3 Possible answers

- 1 Personally I don't think you can learn a language in three months.
- 2 In my opinion the club needs to buy new players.
- 3 Yes, I agree with you.
- 4 The newspaper says that terrorists started the fire.
- 5 I partly agree with her.

### 25.4 Possible answers

- 1 Yeah maybe, but I think there are lots of women who don't want to do that.
- 2 Yes I agree to some extent, but how do you decide if someone doesn't want to work?
- 3 Yes, I think you're right.
- 4 You could be right but don't you think that more people would take drugs if we did that?
- 5 Yes I agree to a large extent – it *can* lead to a lot of conflict between countries.

## Unit 26

- 26.1**
- 1 Happy Christmas *or* Merry Christmas
  - 2 Happy Birthday (*or* Many Happy Returns)
  - 3 Happy New Year
  - 4 Congratulations
  - 5 Good luck
  - 6 See you soon

- 26.2**
- 1 How do you do?; How do you do?
  - 2 Bless you
  - 3 Have a nice/good weekend; Yes, same to you.
  - 4 Cheers; Cheers

- 26.3**
- 1 'Excuse me' is enough here, but you could add a little more, e.g. 'Excuse me for one moment' *or* 'Excuse me. I won't be long'.
  - 2 Sorry? (with rising intonation)
  - 3 Goodbye. Nice to meet you. / Nice to have met you.
  - 4 Excuse me.
  - 5 Goodnight. (See you in the morning / tomorrow.)
  - 6 Excuse me. (You would probably add something like 'I think you've dropped something'.)
  - 7 Congratulations
  - 8 Good luck

- 26.4**
- We use 'hard luck' to someone who has just failed in something, e.g. failed an exam
- We ask people to 'say cheese' when we are about to take a picture of them.
- We say 'watch out' as a warning e.g. to warn someone crossing a road that a cyclist is right behind them and could hit them if they aren't careful.
- We say 'I beg your pardon' in many situations when we also say 'sorry' e.g. you step on someone's foot; you interrupt someone. It is more formal.
- We say 'I've no idea' to show that we definitely do not know the answer to something; in some cases we say it because we are annoyed at being asked the question.

## Unit 27

- 27.1**
- 1 I need some information.
  - 2 We had lovely weather.
  - 3 The furniture is very old.
  - 4 I'm looking for a new pair of jeans. *or* I'm looking for some new jeans.
  - 5 Your hair is getting very long.
  - 6 Do you have any scissors? *or* Do you have a pair of scissors?

- 7 We had a lot of homework yesterday.
- 8 Do you think she's making progress with her English?
- 9 These trousers are too small.
- 10 She gave me some good advice.

- 27.2** *countable*: cup; grape; coin  
*uncountable*: butter; travel; housework; money; spaghetti; insurance  
*countable and uncountable*:  
 television U e.g. Television is bad for your eyes.  
                   C e.g. We bought a new television yesterday.  
 work U e.g. Most people enjoy their work.  
                   C e.g. The Mona Lisa is a famous work of art.  
 coffee U e.g. I love coffee.  
                   C e.g. I sat down and ordered a coffee (i.e. cup of coffee).

- 27.3**
- |                                          |                                   |
|------------------------------------------|-----------------------------------|
| 1 some scissors / a pair of scissors     | 5 some scales                     |
| 2 some sunglasses / a pair of sunglasses | 6 some headphones                 |
| 3 some advice                            | 7 some / a pair of (warm) pyjamas |
| 4 some furniture                         | 8 to do more homework             |

- 27.4** *uncountable nouns*: traffic; news  
*plural nouns*: roadworks; authorities

## Unit 28

- 28.1**
- |           |           |                      |                     |             |
|-----------|-----------|----------------------|---------------------|-------------|
| 1 to work | 3 going   | 5 to drive / driving | 7 to work / working | 9 to finish |
| 2 to help | 4 to take | 6 eating             | 8 going             | 10 helping  |

- 28.2** *Possible ways to complete Part C.*

- 1 to have a successful career; to be happy; to have children
- 2 doing housework; waiting at bus stops; going to the dentist
- 3 getting up late; walking in the country; going shopping
- 4 walking long distances; doing sport; drinking coffee
- 5 to live until they are 75; to have some disappointments; to meet a person they will love
- 6 making their bed; cooking their dinner; tidying up
- 7 come home at a certain time; tidy their own rooms; get up at a certain time
- 8 get up when they like; do what they like; have parties at their home

- 28.3**
- 1 He let her go on holiday with her friends.
  - 2 He offered to lend her the money for the hotel.
  - 3 He refused to pay for the flight and her entertainment.
  - 4 She promised to bring him back a present and repay her loan in six months.
  - 5 They decided to go to the south of France for two weeks.

## Unit 29

- 29.1**
- 1 She said the film was terrible.
  - 2 He told me it's not possible.
  - 3 Can you explain what to do?
  - 4 She suggested that we go to ... / she suggested going to ...
  - 5 Can we discuss my report?
  - 6 I want him to leave.
  - 7 I apologised for my mistake.
  - 9 She advised me to buy a dictionary.
  - 10 She insisted on paying.

- 29.2** 1 showed 3 apologise 5 persuaded 7 confirm 9 explained  
2 complain 4 warn 6 insisted 8 blamed 10 discussed

**29.3** *Possible answers*

- |                                           |                               |
|-------------------------------------------|-------------------------------|
| 1 that we go for a meal.                  | 6 him to go.                  |
| 2 them to be quiet.                       | 7 her to go home.             |
| 3 it was great.                           | 8 the manager for the defeat. |
| 4 it in class.                            | 9 them not to drink it.       |
| 5 on going with her / that we go together | 10 how it works.              |

**29.4** *order*

- 1 + object, e.g. He ordered a meal.  
2 + object + infinitive, e.g. He ordered us to leave.

*recommend*

- 1 + object, e.g. She recommended the school.  
2 + 'that' clause, e.g. She recommended that we stay in a hotel.  
3 + preposition, e.g. What would you recommend for young children?  
4 + (object) + -ing, e.g. I recommend (you) reading the book before you see the film.

*prevent*

- 1 + object, e.g. I couldn't prevent the accident.  
2 + object + preposition, e.g. They prevented us from leaving.

## Unit 30

- |                                  |                                   |
|----------------------------------|-----------------------------------|
| <b>30.1</b> big/enormous or huge | hot/boiling                       |
| small/tiny                       | cold/freezing                     |
| tired/exhausted                  | bad/awful or terrible or dreadful |
| surprised/astonished             | hungry/starving                   |
| interesting/fascinating          | frightened/terrified              |

**30.2** *Sample answer*

Arrived on Sunday. The hotel is fantastic – we've got a huge room and the food is wonderful. It's been boiling every day so far, so we've spent most of the time on the beach, along with everyone else – it's absolutely packed. But the sea is actually freezing – that's because it's the Atlantic coast, I suppose.

Tomorrow we're going to walk to a tiny seaside village about ten kilometres from here – I imagine I'll be really exhausted by the time we get back, but it does sound a fascinating place and I'm looking forward to it.

I'll write again in a couple of days and tell you about it. Until then,

- 30.3** 1 exhausted 2 fascinating 3 terrifying 4 astonished 5 freezing

- 30.4** 1 exhausted 2 disappointed 3 embarrassed 4 confused 5 astonished

## Unit 31

- 31.1** 1 on 2 in 3 at 4 at 5 in 6 on 7 on 8 at 9 on 10 in

- 31.2** 1 No, behind the picture.  
2 No, down the hill.  
3 No, under the fence.  
4 No, I saw her get out of the car.  
5 No, above the clouds.  
6 No, the flat below me.

- 31.3** 1 across      3 into      5 near      7 between      9 round  
2 through      4 in      6 along      8 at/in      10 through

## Unit 32

- 32.1** 1 My brother often visits us on Sunday.  
2 She hardly ever phones me.  
3 I have never broken my leg.  
4 I hardly saw him during his visit.  
5 I occasionally get up early. ('occasionally' could also begin or end the sentence)  
6 She is always early for work on a Monday.
- 32.2** 1 hardly ever / rarely      2 hardly      3 nearly      4 slightly      5 incredibly
- 32.3** 1 No it was rather interesting (actually)  
2 No they were rather quiet (actually)  
3 No, it's rather clean (actually)  
4 No, it was rather good (actually)
- 32.4** 1 I thought they were extremely good.  
2 He's been getting very good marks in his exams.  
3 John said the flat was fairly / quite / a bit small.  
4 They said it was a bit boring.  
5 The clothes were quite/fairly expensive.

## Unit 33

- 33.1** 1 get      2 while      3 leaving      4 eventually/finally      5 just as      6 while/as

### 33.2 Possible answers

- |                                 |                                    |
|---------------------------------|------------------------------------|
| 1 we went for a swim.           | 5 John looked up the other half.   |
| 2 I have finished here.         | 6 the bus arrived.                 |
| 3 leaving.                      | 7 you are not insured to drive it. |
| 4 I was getting out of the car. | 8 I was coming round the corner.   |

### 33.3 Possible answers

- And for another, I've got lots of work to do.
- Then finally we came back through the Loire valley and stayed in Tours for a couple of days.
- besides/anyway, we can't really afford it.

### 33.4 Possible answer

Dear Sir

I have just returned from a weekend break at The Royal Malvern Hotel and I am writing to express my dissatisfaction with the food and service provided in your restaurant.

To begin with, there was very little variety in the food and sometimes no choice at all. Secondly, the service was very slow most of the time and we had to wait half an hour between courses. And finally, when we complained to the head waiter about these delays, he was very rude and the service did not improve.

I sincerely hope that immediate action will be taken to improve this situation, and I shall expect a letter of apology and explanation for this very poor standard of service in a hotel with such a fine reputation.

Yours faithfully

## Unit 34

- 34.1** 1 although 4 even though 7 however 10 also  
2 in spite of 5 whereas 8 too / as well  
3 in spite of / despite 6 In addition / Moreover 9 on the other hand

- 34.2** He went to school today even though he didn't feel very well.  
He always did his best at school whereas most of his friends were very lazy.  
He's got the right qualifications. What's more, he's the most experienced.  
He didn't pass the exam in spite of the help I gave him.  
He decided to take the job. However, the pay isn't very good.

- 34.3** 1 despite / in spite of  
2 whereas  
3 furthermore / in addition / moreover / what's more  
4 although / even though / despite the fact that  
5 however / on the other hand  
6 as well / too

**34.4** *Possible answers*

- |                           |                                  |
|---------------------------|----------------------------------|
| 1 she spoke very quickly. | 4 it's much cheaper.             |
| 2 the others couldn't.    | 5 I think they'll probably pass. |
| 3 the bad weather.        | 6 I wasn't bored at all.         |

## Unit 35

- 35.1** 1 similar  
2 unlike / different from  
3 a lot in common  
4 in common  
5 live at home / have jobs / like sport / want to become managers  
6 went to university

- 35.2** 1 Martin is very different from his brother.  
2 The flats are very good value compared with/to the houses.  
3 Everyone in the class passed the exam except Carla.  
4 The two boys have nothing in common.  
5 You don't have to wear a tie apart from (on) Saturday(s).

- 35.3** 1 otherwise 2 in case 3 unless 4 as long as

**35.4** *Possible answers*

- 1 have to finish it at the weekend.
- 2 a member.
- 3 pay me back before next week.
- 4 my cousin comes to stay for a few days.
- 5 I have to.
- 6 I want to buy anything.



## Unit 36

- 36.1**
- 1 I didn't phone you as/since/because it was very late. *or*  
It was very late so I didn't phone you.
  - 2 I turned up the radio in the lounge so (that) I could hear it in the kitchen.
  - 3 The restaurant was full so we went to the bar next door. *or*  
We went to the bar next door as/since/because the restaurant was full.
  - 4 I stayed at home as/since/because I was expecting a phone call. *or*  
I was expecting a phone call so I stayed at home.
  - 5 It's a very large city so you have to use public transport a lot. *or*  
You have to use public transport a lot as/since/because it's a very large city.
  - 6 I learnt to drive so that my mother didn't have to take me to ... (*purpose*)  
I learnt to drive, so my mother didn't have to take me to ... (*result*)

**36.2** It is possible to use 'because of / due to / owing to' in all of the answers.

- 1 She got the job because of her excellent qualifications.
- 2 We couldn't eat outside owing to the terrible weather.
- 3 She had to stay at home because of her broken ankle.
- 4 The referee had to stop the game owing to the bad light.
- 5 The flowers died because of the dry weather.
- 6 Owing to the heavy traffic, I was half an hour late. *or*  
I was half an hour late due to the heavy traffic

**36.3** 1 as/since    2 cause / lead to    3 so that    4 lead to    5 therefore

**36.4** *Possible answers*

- 1 I want to improve my English because I will need it in my job very soon.
- 2 I bought myself a walkman so that I could listen to English cassettes on the bus.
- 3 I study English at the weekend as I am very busy during the week.
- 4 I always write words down in my notebook so that I don't forget them.
- 5 I don't get many opportunities to practise my English. Consequently I find it difficult to remember everything I study.
- 6 My brother has got a number of American friends. As a result, he gets a lot of opportunities to practise his English.
- 7 If he could speak almost perfect English, it could lead to a job in Britain or America.
- 8 Some people find English difficult because of the pronunciation.

## Unit 37

- 37.1**
- |                    |                           |                      |             |
|--------------------|---------------------------|----------------------|-------------|
| 1 an ocean         | 4 a desert                | 7 a group of islands | 10 mountain |
| 2 a mountain range | 5 a jungle (a rainforest) | 8 a continent        | 11 Lakes    |
| 3 a country        | 6 a sea                   | 9 islands            | 12 stars    |

**37.2** My journey took me across the Atlantic Ocean from Europe to South America. I travelled through the Amazon rainforest and down through the interior of Brazil as far as the Iguacu Falls. From there I headed north again, through Bolivia, round Lake Titikaka and up to Cuzco. Then I crossed the Andes and finally arrived in Lima. For the last part of the journey I flew to Jamaica in the West Indies.

**37.3** 1 hurricane    2 flood    3 drought    4 earthquake    5 volcano

- 37.4** 1 Sahara Desert    2 River Nile    3 Nigeria    4 Lake Tanganyika  
 5 Mount Kilimanjaro    6 Victoria Falls    7 Kalahari Desert    8 South Africa  
 9 Madagascar    10 the equator

## Unit 38

- 38.1** 1 foggy    2 snowing    3 cloudy    4 pouring with rain    5 ic(e)y    6 sunny

- 38.2** 1 false    3 true    5 false    7 false    9 true  
 2 true    4 true    6 true    8 true    10 false

- 38.3** *The missing words are*  
 breeze; gale  
 boiling; freezing

- 38.4** 1 blows    2 hot    3 winds    4 snows    5 spell    6 heavy    7 humid

## Unit 39

- 39.1** 1 plant trees (you can 'plant plants' but it sounds unnatural. In this case you would probably say:  
 'We're going to put some plants in'.  
 2 water trees/plants  
 3 pick apples  
 4 extract coal  
 5 grow wheat/apples/trees/plants  
 6 slaughter cows

- 39.2** 1 true    4 true  
 2 true    5 false (a period when we take crops from the ground)  
 3 false (a long period without rain)    6 false

- 39.3** 1 a tin can    3 a knife with a steel blade    5 a gold wedding ring  
 2 a silver spoon    4 a frying pan with a copper base    6 these iron bars are very strong

- 39.4** 1 vegetable    2 metal    3 dairy    4 cereal    5 crop(s)

## Unit 40

- 40.1** 1 same /aɪ/    5 same /aɪ/    8 different /ə/; /ɑ:/  
 2 different /e/; /əʊ/    6 different /ʌ/; /ɒ/    9 same /ɒ/  
 3 different /eə/; /i:/    7 different /æ/; /eɪ/    10 same /aʊ/  
 4 different /g/; /dʒ/

- 40.2** *Suggested answers*

*Farm animals:* pig, cow, horse, chicken, sheep, goat

*Wild animals:* lion, tiger, elephant, monkey, camel, leopard, bear

*Insects:* fly, mosquito, wasp, ant, butterfly

- 40.3** *Possible answers*

- |                                                |                       |
|------------------------------------------------|-----------------------|
| 1 eagles                                       | 6 blue whales         |
| 2 whales or sharks                             | 7 monkeys or giraffes |
| 3 monkeys or dogs are the most probable answer | 8 snakes              |
| 4 leopards, lions, tigers and other big cats   | 9 elephants           |
| 5 camels                                       | 10 sheep              |

#### 40.4 Possible answers

- 1 mouse/rabbit
- 2 pigs/horses/chickens
- 3 leopards (panthers and cheetahs would also be possible)
- 4 ants/flies/wasps (cockroaches would also be possible)
- 5 camels

- 40.5** golden eagle = 270 kph when they dive (= fly in a downward direction)  
lion = 80 kph      shark = 64 kph      rabbit = 56 kph      elephant = 40 kph      pig = 18 kph  
spider = 1.88 kph      snail = 0.05 kph

### Unit 41

- 41.1**
- 1 Great Britain, the United States of America, Canada, Australia, New Zealand
  - 2 Portuguese
  - 3 Dutch
  - 4 Swiss-German, French, Italian. A small number of people also speak a language called Romansch.
  - 5 Arabic
  - 6 Swedish
  - 7 Spanish
  - 8 Egyptian
  - 9 Hebrew
  - 10 China

- 41.2** Japan      Japanese      Brazilian      Egyptian      Arabic      Italian      Austria      Australia  
Chinese      Portuguese      Saudi Arabia  
Words ending -ia usually have the stress on the third syllable from the end.  
Words ending -ian usually have the main stress on the second syllable from the end.  
Words ending -ese usually have the stress on the final syllable, i.e. on the -ese.

#### 41.3 Possible answers

- |                |               |             |
|----------------|---------------|-------------|
| 1 The Japanese | 3 Brazilians  | 5 The Swiss |
| 2 Israelis     | 4 The British | 6 Greeks    |

- 41.4**
- |             |               |                |          |             |
|-------------|---------------|----------------|----------|-------------|
| 1 Thailand  | 3 Turkey      | 5 Egypt        | 7 Greece | 9 Sweden    |
| 2 Argentina | 4 South Korea | 6 Saudi Arabia | 8 Israel | 10 Portugal |

- 41.5**
- |           |            |                |            |
|-----------|------------|----------------|------------|
| 1 Russian | 4 Japanese | 7 Dutch        | 10 French  |
| 2 Korean  | 5 Greek    | 8 Spanish      | 11 Swedish |
| 3 Italian | 6 Chinese  | 9 Swiss German |            |

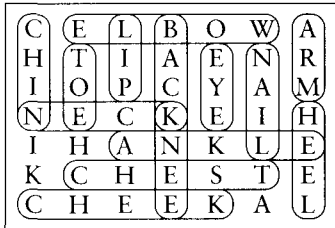
### Unit 42

- 42.1**
- |            |             |           |
|------------|-------------|-----------|
| 1 forehead | 8 foot      | 15 wrist  |
| 2 cheek    | 9 toe       | 16 hand   |
| 3 chin     | 10 finger   | 17 bottom |
| 4 chest    | 11 neck     | 18 thigh  |
| 5 arm      | 12 shoulder | 19 heel   |
| 6 hip      | 13 waist    |           |
| 7 knee     | 14 elbow    |           |

- 42.2**
- |                  |                   |
|------------------|-------------------|
| 1 blow your nose | 5 bend your knees |
| 2 shake hands    | 6 nod your head   |
| 3 comb your hair | 7 bite your nails |
| 4 fold your arms |                   |

- 42.3**
- they're happy or being polite
  - running
  - they're happy or when someone says something funny
  - when they're nervous
  - when they have a cold
  - when they want to say 'no'
  - when they mean 'yes'
  - when they're sad, unhappy, or possibly when they're very happy
  - they're tired or bored

**42.4**



## Unit 43

- 43.1**
- |                |                   |                   |
|----------------|-------------------|-------------------|
| 1 hair         | 5 shoulders       | 9 looking         |
| 2 skin         | 6 chests          | 10 hair/skin/eyes |
| 3 hair         | 7 beard/moustache |                   |
| 4 height/build | 8 arms/legs       |                   |
- 43.2** 1 beautiful/pretty    2 plain    3 overweight    4 thin    5 good-looking/handsome
- 43.3** What does he/she look like?  
How tall is he/she?  
How much does he/she weigh?

## Unit 44

- 44.1**
- |                 |                 |
|-----------------|-----------------|
| <i>Positive</i> | <i>Negative</i> |
| clever          | stupid          |
| nice            | unpleasant      |
| relaxed         | tense           |
| hard-working    | lazy            |
| cheerful        | miserable       |
| generous        | mean            |
- 44.2** unkind; unfriendly; unreliable; unambitious; unpleasant  
inflexible; insensitive  
dishonest
- 44.3**
- |                                                  |             |               |
|--------------------------------------------------|-------------|---------------|
| 1 mean                                           | 5 lazy      | 9 insensitive |
| 2 has no initiative / doesn't use her initiative | 6 shy       | 10 ambitious  |
| 3 unreliable                                     | 7 flexible  |               |
| 4 punctual                                       | 8 sensitive |               |



- 48.3** 1 bother 3 stay in 5 lie-in 7 on my own / by myself  
2 go out 4 early 6 come round

## Unit 49

- 49.1** 1 yes 2 yes 3 no 4 shut 5 three 6 no 7 no 8 no

- 49.2** 1 gate; path; doorbell 3 view 5 belongs; condition  
2 climb; lift 4 rent 6 heat; heating

### 49.3 Possible answers

#### Positive

the rooms are very light  
a good view  
quiet  
large rooms  
in good condition

#### Negative

the rooms are very dark  
no view  
noisy  
small rooms  
in bad condition  
draughty

## Unit 50

### 50.1 Possible answers

- 1 sleep
- 2 cooking and washing-up
- 3 wash and shower (and bath)
- 4 sit and relax (and watch TV)
- 5 eat meals
- 6 guests sleep / where you keep things you don't use all the time.
- 7 work/study
- 8 you have a washing machine / tumble dryer (= machine to dry clothes)

- 50.2** 1 in the fridge 4 in the dishwasher  
2 in the oven 5 in the cupboard  
3 in the washing machine 6 in the cupboard

- 50.3** sink; curtains; carpet; dishwasher; kettle; sofa; oven; fridge; armchair; cupboard; saucepan

- 50.4** 1 in 2 out; back 3 on; in 4 on 5 in 6 out; on

### 50.6 Possible answers

- 1 oven, TV, radio, hi-fi, washing machine, dishwasher
- 2 plates, cups, saucers, saucepans, glasses, knives and forks
- 3 chair, stool, armchair, sofa
- 4 kettle, saucepan

## Unit 51

- 51.1** 1 I cleaned my teeth 5 I had a wash  
2 I went to sleep 6 I put on my pyjamas  
3 I set the alarm clock 7 I got into bed  
4 I switched off the light

*Possible order:* 5, 1 (or 1, 5), 6, 3, (could be 3, 6), 7, 4, 2. There are, of course, other variations e.g. you might get into bed and then set the alarm clock; etc.

- 51.2** 1 She did the shopping. 4 She hoovered the carpet / did the hoovering.  
 2 She ironed something. 5 She did the washing.  
 3 She did the washing-up. 6 She made the bed.

- 51.3** 1 no 3 yes 5 no 7 yes  
 2 two 4 three 6 yes 8 no

## Unit 52

- 52.1** *Infinitive* *Past tense* *Past participle*  
 burn burnt (also burned) burnt (also burned)  
 break broke broken  
 drop dropped  
 spill spilt (also spilled) spilt (also spilled)  
 trip tripped tripped  
 lose lost lost  
 leave left left

- 52.2** 1 f 2 g 3 e 4 c 5 b 6 a 7 d

- 52.3** 1 someone broke some glasses  
 2 he has a stain on his trousers  
 3 he burnt his shirt

**52.4** *Possible answers*

- |                                               |                         |
|-----------------------------------------------|-------------------------|
| 1 I dropped it.                               | 5 I'm afraid I lost it. |
| 2 I'm afraid there's something wrong with it. | 6 I left it at home.    |
| 3 I tripped over.                             | 7 It's not working.     |
| 4 It's not working properly.                  | 8 It's out of order.    |

## Unit 53

- 53.1** 1 sold; bought 3 paid 5 won  
 2 lost; cost; found 4 gave; spent 6 wasted

- 53.2** 1 How much is your gold ring worth?  
 2 I'm afraid I can't afford it. *or* I'm afraid I can't afford to go.  
 3 Could you lend me some money?  
 4 How much did your dictionary cost? *or*  
 How much did you pay for your dictionary?

- 53.3** 1 yes 2 no 3 yes 4 no 5 yes 6 no 7 no 8 no

## Unit 54

- 54.1** 1 a cough, sore throat, sneezing  
 2 a cough, sore throat, sneezing, temperature, aching muscles  
 3 runny nose, sneezing, sore eyes  
 4 headache  
 5 keep going to the toilet  
 6 difficulty in breathing

- 54.2** 1 different /dɪ/, /daɪ/ 4 different /aɪ/, /ɪ/  
 2 same /k/ 5 different /u:/, /ʌ/  
 3 same /ɜ:/ 6 different /ɒ/, /ʌ/

**54.3** *Possible answer*

I had terrible toothache, so I made an appointment to see the dentist. He had a look at the tooth and decided that I needed a filling. It was quite a big one, so I had an injection first. Afterwards it felt so much better.

- 54.4**
- |          |        |                |           |          |
|----------|--------|----------------|-----------|----------|
| 1 hurts  | 3 ache | 5 lung         | 7 asthma  | 9 myself |
| 2 attack | 4 pain | 6 prescription | 8 disease | 10 aches |

**Unit 55**

- 55.1**
- |             |             |             |             |
|-------------|-------------|-------------|-------------|
| <i>Noun</i> | <i>Verb</i> | <i>Noun</i> | <i>Verb</i> |
| cut         | cut         | blood       | bleed       |
| wound       | wound       | bandage     | bandage     |
| injury      | injure      | bruise      | bruise      |
| shot        | shoot       | treatment   | treat       |

**55.2** *Model answer*

Paul somehow fell from the tree where he was picking apples and he knocked himself unconscious. His wife immediately rang for an ambulance and it soon arrived and rushed him to hospital. He was suffering from concussion and had to have some stitches for a large cut on the side of his head, but fortunately it was nothing more serious than that.

**55.3** *Possible answers*

- 1 I was preparing the dinner and I cut my finger on the vegetable knife.
- 2 he was in a fight and someone gave him a black eye.
- 3 I was running for a bus and I hit my foot on something on the pavement and fell over.
- 4 We were running for the same ball; I'm afraid I didn't see him and he didn't see me, and we collided.

**Unit 56****56.1** *Possible answers*

shoes, socks, jeans, trousers, shorts, gloves, tights

**56.2** 4, 7, 1, 3, 5, 9, 2, 8, 6**56.3** an earring, a ring, a button, a pocket, a necklace, gloves.**56.4** *Most likely answers*

- |                         |                |               |
|-------------------------|----------------|---------------|
| 1 blouse or *top; skirt | 3 tie; shirt   | 5 too; enough |
| 2 suit; trousers        | 4 enough; size |               |
- (\*top is a general word)

**56.5** *Possible answers*

*worn by women:* dress, blouse, skirt, tights, necklace  
*worn by both:* hat, gloves, jeans, trousers, jacket, scarf, coat, shirt

**Unit 57**

- 57.1**
- |             |                         |              |
|-------------|-------------------------|--------------|
| 1 clothes   | 3 electrical appliances | 5 toys       |
| 2 furniture | 4 household goods       | 6 stationery |



- 57.2** newsagent: envelopes, a newspaper  
 chemist: toothbrush, aspirin  
 department store: envelopes, an armchair, gloves (and possibly the apples, carrots, coca cola, chicken and a loaf of bread)  
 butcher: a chicken  
 greengrocer: apples and carrots  
 supermarket: a chicken, a toothbrush, a loaf of bread, coca cola, apples, carrots, a newspaper

*Other things you could buy in each shop:*

newsagent: cigarettes, sweets, greeting cards  
 chemist: soap, shampoo, perfume, toothpaste  
 department store: clothes, washing machines, saucepans  
 butcher: steak, sausages, bacon, lamb  
 greengrocer: onions, oranges, peas, lemons  
 supermarket: coffee, wine, cakes, biscuits, cheese

- 57.3** 1 boutique                      3 shop/sales assistant                      5 till / cash desk                      7 butcher('s)  
 2 shopping centre                      4 changing/fitting room                      6 window shopping                      8 chemist('s)
- 57.4** 1 looking for                      3 being served                      5 take it  
 2 size                      4 changing room                      6 till / cash desk

## Unit 58

- 58.1** 1 peas/potato; peach/pear  
 2 beans; banana  
 3 mushroom; melon  
 4 carrot/cauliflower/cabbage; cherry  
 5 aubergine; apple
- 58.2** lettuce/chicken /ɪ/  
 onion/mushroom /ʌ/  
 orange/cauliflower /ɒ/  
 banana/melon /ə/  
 aubergine/tomato /əʊ/  
 salmon/lamb /æ/
- 58.3** 1 salmon; the others are types of meat but salmon is a fish  
 2 salmon; the others are types of shellfish but salmon is a fish  
 3 aubergine; the others are found in salad but aubergine isn't  
 4 peach; the others are vegetables but a peach is a fruit  
 5 mussels; the others are types of meat but mussels is a shellfish
- 58.4** *Most likely answers:*

|               |                |              |
|---------------|----------------|--------------|
| <i>always</i> | <i>usually</i> | <i>never</i> |
| cherries      | apples         | bananas      |
| grapes        | peaches        | pineapples   |
| strawberries  | pears          | melons       |
|               |                | lemons       |
|               |                | oranges      |
|               |                | mangoes      |

## Unit 59

- 59.2**
- 1 chicken liver pate
  - 2 tagliatelle with courgettes, cream and bacon
  - 3 fillet steak
  - 4 baked salmon
  - 5 steak with a pepper sauce
  - 6 breast of chicken in a white wine sauce
  - 7 fillet steak
  - 8 ice cream and chocolate mousse
  - 9 fruit salad
  - 10 probably the soup, salmon, and fruit salad

**59.3** *Possible answers*

lemon – bitter   chicken – bland or tender   honey – sweet   bacon – salty or fatty or tasty  
ice cream – sweet   fillet steak – tender or fatty or lean   chillies – hot and spicy  
avocado – bland

## Unit 60

|             |                    |                              |
|-------------|--------------------|------------------------------|
| <b>60.1</b> | <i>Towns</i>       | <i>Villages</i>              |
|             | noisy              | quiet and peaceful           |
|             | dirty and polluted | clean air                    |
|             | exciting           | boring                       |
|             | stressful          | relaxing                     |
|             | crowded            | lots of open space           |
|             | lots to do         | nothing to do in the evening |
|             | dangerous          | safe                         |

**60.2** *Possible answers*

|                    |                |                         |
|--------------------|----------------|-------------------------|
| <i>Town</i>        | <i>Country</i> | <i>Town and country</i> |
| factories          | fields         | gates                   |
| shopping centres   | woods          | car parks               |
| pollution          | tractors       | footpaths               |
| night-life         | villages       | libraries               |
| Town Hall, suburbs | valleys        | traffic                 |

|             |           |         |          |           |
|-------------|-----------|---------|----------|-----------|
| <b>60.3</b> | 1 gate    | 3 path  | 5 valley | 7 valley  |
|             | 2 tractor | 4 field | 6 wood   | 8 village |

## Unit 61

**61.1** Go along this road and take the first turning at the junction. Then you keep going and turn right when you get to the school. Then turn right again into Maldon Road, and the bank is on the left-hand side just after the cinema.

|             |                                         |                   |                  |
|-------------|-----------------------------------------|-------------------|------------------|
| <b>61.2</b> | 1 fasten your seat belt; get in / start | 4 braked; crashed | 7 traffic jam    |
|             | 2 injured; damaged                      | 5 pavement        | 8 lane; overtook |
|             | 3 rush hour                             | 6 broke down      |                  |

|             |               |            |             |
|-------------|---------------|------------|-------------|
| <b>61.3</b> | 1 park        | 4 one lane | 7 lights    |
|             | 2 speed limit | 5 motorway | 8 bridge    |
|             | 3 turn right  | 6 park     | 9 roadworks |

## Unit 62

- 62.1** 1 ride            3 fares            5 fly            7 take  
2 get in          4 run            6 timetable    8 missed

**62.2** *Possible answers*

- 1 bus fare; train fare; air fare; taxi fare
- 2 get on the bus; get on the coach; get on the train; get on the plane
- 3 bus station; railway station; coach station
- 4 bus driver; train driver; taxi driver; van driver
- 5 get in the car; get in the taxi; get in the van. (People also sometimes say 'get in the bus' or 'get in the train'.)
- 6 train journey; bus journey; taxi journey; coach journey

- 62.3** 1 coach          2 van          3 lorry          4 motorbike      5 bike

- 62.4** 1 platform      3 full up      5 punctual      7 journey  
2 bus stop      4 arrival      6 queue          8 due

## Unit 63

- 63.1** 1 earn £500            3 pay income tax            5 deal with clients  
2 work overtime      4 go to meetings            6 run a shop

- 63.2** 1 What's your job?  
2 My salary is \$50,000.  
3 My total income is £30,000.  
4 I work for a pharmaceutical company.  
5 My job involves looking after and maintaining all the hardware.  
6 I'm in charge of one of the smaller departments.

- 63.3** A: What are your working hours?  
A: Do you do/work any overtime?  
A: How much holiday / how many weeks holiday do you get?  
A: Teachers don't earn very much, do they?

## Unit 64

**64.1** *Possible answers*

- |                      |                 |                                                   |
|----------------------|-----------------|---------------------------------------------------|
| 1 a lawyer or doctor | 5 a policeman   | 9 a doctor, nurse, surgeon, or vet                |
| 2 a pilot            | 6 a vet         | 10 a soldier, sailor, or someone in the air force |
| 3 a sailor           | 7 a fireman     |                                                   |
| 4 a mechanic         | 8 an accountant |                                                   |

**64.2** *Possible answers*

- |                                               |                                               |
|-----------------------------------------------|-----------------------------------------------|
| 1 an architect designs buildings              | 6 plans the construction of roads and bridges |
| 2 lectures in a university                    | 7 builds walls                                |
| 3 controls the financial affairs of a company | 8 buys and sells shares                       |
| 4 treats animals                              | 9 repairs cars                                |
| 5 advises people on legal problems            | 10 operates on people                         |

- 64.3** 1 Really. When did he join the army?      3 Really. When did he join the air force?  
2 Really. When did he join the navy?      4 Really. When did he join the fire brigade?

#### 64.4 Possible answers

an architect to design your house  
a lawyer to give you legal advice  
a carpenter to make cupboards and fit doors  
a plumber to fit the kitchen and bathroom  
an electrician to do all the electrical work  
an accountant to calculate how much everything will cost

### Unit 65

**65.1** 1 sacked/dismissed    3 resigned    5 prospects    7 employees  
2 unemployed    4 promoted    6 retired

**65.2** 1 b    2 e    3 d    4 a    5 f    6 c

**65.3** 1 part-time    3 challenge    5 rise    7 over  
2 course    4 market    6 her    8 apply

| <b>65.4</b> | <i>Verb</i> | <i>General noun</i> | <i>Personal noun</i>                                 |
|-------------|-------------|---------------------|------------------------------------------------------|
|             | promote     | promotion           | –                                                    |
|             | employ      | employment          | employer (boss)/employee (worker)                    |
|             | resign      | resignation         | –                                                    |
|             | retire      | retirement          | –                                                    |
|             | train       | training            | trainer (gives the training) / trainee (receives it) |

### Unit 66

#### 66.1 Possible answers

1 write: a letter, a report, a memo, a cheque  
2 send: a letter, a report, a fax, an invoice  
3 make: phone calls, products, the tea, mistakes  
4 arrange: meetings, conferences, visits, training courses

**66.2** 1 noticeboard    3 filing cabinet; briefcase    5 wastepaper basket/bin  
2 assembly line    4 paperwork

**66.3** 1 warehouse    3 goods    5 diary    7 retailer  
2 automation    4 calendar    6 invoice    8 drawer

**66.4** 1 manufactured    4 stored  
2 fit    5 deliver ('send' would also be possible)  
3 examines/checks

### Unit 67

**67.1** 1 loan    3 inflation    5 it breaks even  
2 interest    4 aims/goals/objectives    6 recession

**67.2** 1 gradual    3 thriving    5 aims  
2 sharp    4 expanding    6 gone up

**67.3** 1 rose    3 sharp fall    5 rose sharply  
2 fell slightly    4 steady rise    6 rose

- 67.4** 1 public expenditure 3 tax cuts 5 raw material(s)  
 2 political/economic stability 4 interest/inflation rate\* 6 profit and loss  
 \*(Rate of inflation is also commonly used.)

## Unit 68

**68.1** product, price, promotion, place

**68.2** sales manager; sales figures; sales forecast; market share; market leader; market research; marketing manager; marketing department.

- 1 forecast 3 figures 5 research  
 2 manager; department 4 leader; share

**68.3** 1 representative 3 products 5 consumers  
 2 products 4 competitors 6 customers/clients

|             |             |                  |             |                  |
|-------------|-------------|------------------|-------------|------------------|
| <b>68.4</b> | <i>Noun</i> | <i>Adjective</i> | <i>Noun</i> | <i>Adjective</i> |
|             | excitement  | exciting         | prestige    | prestigious      |
|             | glamour     | glamorous        | luxury      | luxurious        |
|             | competition | competitive      | reliability | reliable         |
|             | fashion     | fashionable      | danger      | dangerous        |

## Unit 69

**69.1** Possible answers

- 1 cards, musical instruments, board games  
 2 stamps, coins, antiques  
 3 hiking, rock climbing, jogging, hunting, camping

**69.2** 1 photography 4 jogging 7 DIY  
 2 collecting antiques 5 makes her own clothes  
 3 playing a musical instrument 6 chess

**69.3** 1 go 3 made 5 do 7 joined  
 2 took up; gave it up 4 collects 6 play 8 do

## Unit 70

**70.1** head it; pass it; catch it; drop it; throw it; hit it; kick it

**70.2** Possible answers

- 1 tennis, table tennis, squash, badminton (shuttlecock), cricket, baseball, hockey  
 2 football, rugby, American football, hockey, basketball  
 3 rugby, American football, cricket, baseball, basketball  
 4 football, rugby  
 5 football

|             |              |              |                                                             |
|-------------|--------------|--------------|-------------------------------------------------------------|
| <b>70.3</b> | <i>Sport</i> | <i>Place</i> | <i>Equipment</i>                                            |
|             | swimming     | pool         | trunks (men); costume (women)                               |
|             | football     | pitch        | boots, shorts; goals; net (for the goal); whistle (referee) |
|             | motor racing | track        | crash helmet                                                |
|             | golf         | course       | clubs                                                       |
|             | boxing       | ring         | shorts, boots, gloves, vest                                 |
|             | tennis       | court        | racket, shorts, net, training shoes                         |

- 70.4** 1 false (they are the crowd/spectators) 5 true  
 2 true 6 false (it is played on a court)  
 3 true 7 true  
 4 true 8 false (they wear a swimming costume)

## Unit 71

**71.1**

| <i>Infinitive</i> | <i>Past tense</i> | <i>Past participle</i> |
|-------------------|-------------------|------------------------|
| win               | won               | won                    |
| lose              | lost              | lost                   |
| beat              | beat              | beaten                 |
| lead              | led               | led                    |
| catch             | caught            | caught                 |
| draw              | drew              | drawn                  |

- 71.2** 1 nil-nil two-one four all 2 fifteen love forty thirty deuce

- 71.3** 1 beat 5 lost 9 set 13 match  
 2 penalty 6 won 10 lost 14 score  
 3 score 7 lost 11 set  
 4 extra time 8 won 12 tie-break

- 71.4** 1 true  
 2 false (it has a referee)  
 3 false (it is only decided on a tie-break if the score reaches 6-6)  
 4 true  
 5 true  
 6 false (it is still in progress)  
 7 true  
 8 false (if you lose you are out of the competition)

- 71.5** 1 rugby 3 tennis 5 motor racing 7 swimming  
 2 football 4 basketball 6 football 8 athletics

## Unit 72

- 72.1** 1 stalls 2 C 3 yes 4 no

- 72.2** 1 musical 3 the audience 5 director 7 reviews 9 to book  
 2 the cast 4 clap 6 critics 8 subtitles 10 stars

- 72.3** 1 *Dirty Harry* could be described as an action film or a thriller.  
 2 *Blade Runner* is a science fiction film.  
 3 *Four Weddings and a Funeral* is a comedy.  
 4 *Schindler's List* could be described as a war film or a thriller.  
 5 *Dances with Wolves* is a western.

## Unit 73

- 73.1** 1 Tolstoy – novelist 7 Verdi – composer  
 2 Wordsworth – poet 8 Mick Jagger – singer and songwriter  
 3 Ibsen – dramatist 9 Nascimento – singer-songwriter  
 4 Mishima – novelist 10 Paul Tortelier – cellist  
 5 Chekhov – dramatist 11 Paul Simon – singer and songwriter  
 6 Mozart – composer 12 Mark Knopfler – singer, songwriter, guitarist

- |                                             |                                       |
|---------------------------------------------|---------------------------------------|
| 13 Henry Moore – sculptor                   | 16 Saki – short story writer          |
| 14 Borges – novelist and short story writer | 17 Bernstein – composer and conductor |
| 15 Picasso – painter                        | 18 Giacometti – sculptor              |

**73.2** pianist; guitarist; drummer; violinist; cellist; flautist

**73.3** 1 a landscape      2 a portrait      3 an abstract

**73.4**

|                           |                         |
|---------------------------|-------------------------|
| 1 orchestra               | 5 write; performs/plays |
| 2 group/band; solo artist | 6 opera                 |
| 3 classical; composer     | 7 novel                 |
| 4 exhibition; gallery     | 8 play                  |

## Unit 74

**74.2** Minister to leave his job / resign  
 Government reduces spending ...  
 New attempt/try to reduce ...  
 Bad weather has a terrible effect on farmers  
 Germany supports ...  
 Minister in argument about tax  
 Police discover important witness  
 Japan and US enter fresh discussions

## Unit 75

**75.1**

- 1 Could you turn it up, please?
- 2 Could you turn/switch over?
- 3 Could you turn it down?
- 4 Could you turn/switch it off?

**75.2** *Documentary:* Cutting Edge and World in Action  
*Game show:* Bruce's Price is Right (The Krypton Factor is also a game show)  
*Quiz show:* Telly Addicts  
*Drama series:* Cracker  
*Current affairs:* World in Action  
 The soap operas are: Coronation Street and EastEnders.  
 The comedy series is Two Point Four Children.

## Unit 76

**76.1** *Possible answers*  
 phone number; phone card; phone box; telephone directory; answerphone; on the phone

**76.2**

|                                      |            |                  |
|--------------------------------------|------------|------------------|
| A 1 My name is                       | 2 message  | 3 out / not here |
| 4 ring you / call you back           | 5 number   |                  |
| B 6 Is that                          | 7 afraid   | 8 be back        |
| 9 leave (a) message                  |            |                  |
| 10 phone me / ring me / ring me back |            |                  |
| C 11 Is that                         | 12 it's    | 13 rang          |
| 14 get through                       | 15 engaged | 16 on            |

## Unit 77

### 77.1 Possible answers

- |                    |                                      |                 |
|--------------------|--------------------------------------|-----------------|
| 1 software         | 5 computer-literate                  | 9 laser printer |
| 2 a word processor | 6 keyboard                           | 10 laptop       |
| 3 floppy disk      | 7 a computer program/programmer/game | 11 spreadsheet  |
| 4 user-friendly    | 8 CD-ROM                             | 12 e-mail       |

- 77.2** 1 cut 4 open a new document 6 copy  
2 print 5 open an existing document 7 paste  
3 save the data in this document

- 77.3** 1 computer 3 down 5 back-up 7 cut 9 save  
2 printed 4 save 6 graphics 8 graphics 10 back-up

## Unit 78

- 78.1** 1 Maths 3 Science 5 Technology 7 Art 9 French  
2 History 4 English 6 Geography 8 Music 10 Economics

- 78.2** 1 3 4 16 7 They leave  
2 5 5 French and German 8 Go to university or get a job  
3 comprehensive 6 12

- 78.4** 1 to school 3 to bed 5 to church  
2 into hospital 4 to university

## Unit 79

- 79.1** 1 medicine 3 agriculture 5 business studies 7 politics  
2 architecture 4 psychology 6 history of art 8 law

- 79.2** 1 a grant 3 undergraduates 5 graduates 7 research  
2 degree 4 lecturers 6 postgraduates 8 lecture

- 79.3** 1 doing 3 get 5 doing 7 make  
2 get 4 go to 6 doing/conducting 8 lasts

## Unit 80

- 80.1** 3, 9, 7, 8, 2, 6, 4, 1, 5

- 80.2** 1 the police 3 prisoners 5 barristers (lawyers)  
2 the judge 4 the jury 6 criminals

- 80.3** 1 broken; committed 3 fine 5 guilty 7 convicted; sentence  
2 against 4 prove 6 evidence 8 offence

- 80.4** 1 Yes  
2 Visit the people who were broken into and take fingerprints if possible.  
3 Probably not  
4 burglary  
5 No, not at 15.  
6 Probably a suspended sentence (= the boys are free but if they commit another crime in the next year or two years, they will receive a much tougher punishment) unless the boys already have a record for burglary. In this case, they could be sent to a centre for young offenders.



## Unit 81

|             |               |               |                |
|-------------|---------------|---------------|----------------|
| <b>81.1</b> | <i>Crimes</i> | <i>People</i> | <i>Places</i>  |
|             | murder        | thief         | prison         |
|             | robbery       | barrister     | cell           |
|             | rape          | burglar       | court          |
|             | manslaughter  | judge         | police station |
|             | shoplifting   | criminal      |                |
|             |               | prisoner      |                |
|             |               | jury          |                |

- 81.2** 1 burglary                      3 charged with shoplifting                      5 charged with theft  
 2 with murder                      4 with manslaughter

- 81.4** 1 carry                      3 punishment                      5 defence  
 2 allowed/able                      4 spray                      6 reduce/cut

## Unit 82

|             |                      |               |                  |
|-------------|----------------------|---------------|------------------|
| <b>82.1</b> | <i>Abstract noun</i> | <i>Person</i> | <i>Adjective</i> |
|             | politics             | politician    | political        |
|             | democracy            | democrat      | democratic       |
|             | dictatorship         | dictator      | dictatorial      |
|             | socialism            | socialist     | socialist        |
|             | conservatism         | conservative  | conservative     |
|             | liberalism           | liberal       | liberal          |

- 82.2** 1 elections                      4 parliament                      7 majority  
 2 Prime                      5 system                      8 form  
 3 votes                      6 party                      9 power

*Possible reasons to justify this system are:*

One single party has power, so there is little compromise which produces a strong government; there is a single set of policies; the government has a majority and so is relatively stable and does not need to call elections often.

## Unit 83

- 83.1** 1 identity/landing card                      3 driving/TV licence  
 2 birth/marriage/exam certificate                      4 application/enrolment/registration form

- 83.2** 1 get/obtain                      4 sign                      7 enrolment/registration  
 2 checked                      5 runs out / expires; renew  
 3 fill in                      6 queues

- 83.4** 1 when were you born?                      4 When did you arrive?  
 2 Where do you come from?                      5 When are you leaving?  
 3 Are you single or married?

**83.5** *Problems mentioned were:*

- 1 long queues
- 2 waiting in one queue, then you discover you should be in another queue
- 3 delays e.g. in getting a new passport
- 4 officials putting the wrong information on documents, which then need to be changed, e.g. driving licence
- 5 officials losing information you have given them

- 6 being asked to explain the same information over and over again to different officials, especially over the telephone
- 7 spending a long time getting a document in one country, then you discover that nobody is interested in it when you arrive in another country
- 8 officials who act like policemen

## Unit 84

- 84.1**
- 1 ally = friendly country
  - 2 release = permit to go free
  - 3 conflict = strong disagreement
  - 4 troops = large group of soldiers
  - 5 invade = enter another country by force and in large numbers
  - 6 wound = injure from fighting
  - 7 territory = land controlled by a country
  - 8 ceasefire = stop fighting

- 84.2**
- 1 carry on fighting / continue to fight
  - 2 they will retreat
  - 3 run out of food
  - 4 mostly civilians
  - 5 release them

- 84.3**
- |                      |                        |
|----------------------|------------------------|
| <i>First mention</i> | <i>repeated as ...</i> |
| ordinary people      | civilians              |
| soldiers             | troops                 |
| shelling             | firing                 |
| hit                  | wounded                |
| allow them to enter  | let anyone in          |
| captured             | take control of        |
| soldiers             | army                   |

- 84.4** *Possible answers*
- 1 Terrorists use hostages for bargaining, e.g. they release hostages if governments give them money or release political prisoners. Hostages also give the terrorists protection.
  - 2 Some governments refuse on moral grounds, i.e. they believe it is wrong to bargain with hostages. Some governments believe that if you agree to terrorists demands on one occasion, terrorists will attack again.

## Unit 85

- 85.1**
- |                   |                              |
|-------------------|------------------------------|
| 1 the ozone layer | 5 industrial or human waste  |
| 2 global warming  | 6 tropical rainforests       |
| 3 acid rain       | 7 a bottle bank              |
| 4 exhaust fumes   | 8 natural or human resources |

- 85.2**
- |             |             |             |                      |
|-------------|-------------|-------------|----------------------|
| <i>Noun</i> | <i>Verb</i> | <i>Noun</i> | <i>Adjective</i>     |
| waste       | waste       | damage      | damaging             |
| protection  | protect     | environment | environmental        |
| destruction | destroy     | harm        | harmful (≠ harmless) |
| pollution   | pollute     | danger      | dangerous            |
| damage      | damage      | safety      | safe                 |

- 85.3**
- |                        |                            |
|------------------------|----------------------------|
| 1 plants and animals   | 4 carbon dioxide           |
| 2 smoke from factories | 5 destroys the ozone layer |
| 3 the earth            |                            |

- 85.4** We should: recycle paper etc.; save/keep/protect tropical rainforests; plant more trees; save water and energy  
We shouldn't: throw away paper etc.; destroy the ozone layer; waste water and energy; cut down tropical rainforests

- 85.5** 1 false    2 true    3 true    4 true    5 true

### Unit 86

- 86.1**
- |                    |                    |  |
|--------------------|--------------------|--|
| 1 boarding card    | 6 duty free        |  |
| 2 baggage reclaim  | 7 overhead locker  |  |
| 3 excess baggage   | 8 take-off         |  |
| 4 passport control | 9 departure lounge |  |
| 5 hand luggage     | 10 check-in        |  |
- 86.2**
- |                    |                            |                     |
|--------------------|----------------------------|---------------------|
| 1 check-in         | 5 hand luggage             | 9 terminal building |
| 2 boarding card    | 6 overhead locker          | 10 baggage reclaim  |
| 3 excess baggage   | 7 runway                   |                     |
| 4 departure lounge | 8 stewards (or cabin crew) |                     |
- 86.3**
- |                 |          |           |          |
|-----------------|----------|-----------|----------|
| 1 took off      | 3 fasten | 5 landed  | 7 flight |
| 2 captain/pilot | 4 flew   | 6 get off |          |

### Unit 87

- 87.1** 7, 9, 2, 4, 12, 8, 5, 6, 10, 11, 1, 3

**87.2** *Possible answers*

- 1 I'd like to book a double room for two nights for next Thursday and Friday, please? *or*  
Do you have a double room free for next Friday and Saturday?
- 2 Could I have my bill, please? *or* Could you order a taxi for me, please?
- 3 Could I have a call tomorrow morning at 7 a.m., please?
- 4 Could you put it on my bill, please?
- 5 I'm afraid there's something wrong with the shower in my room. *or*  
I'm afraid the shower in my room isn't working very well.
- 6 How do I get to the nearest bank from here? *or*  
Could you tell me the way to the nearest bank, please?

### Unit 88

- 88.1**
- |                     |             |          |          |
|---------------------|-------------|----------|----------|
| 1 great/lovely time | 4 a look    | 7 lost   | 10 spent |
| 2 sightseeing       | 5 souvenirs | 8 market | 11 taken |
| 3 packed            | 6 galleries | 9 go out |          |

**88.3** *Possible answers*

- 1 Yes, it's a great place.
- 2 Yes, it's very cosmopolitan.
- 3 Yes, it was absolutely packed.
- 4 Yes, the night-life is fantastic.
- 5 Yes, we had a great time.

## Unit 89

### 89.1 Possible answers

sunshine; suntan; suntan lotion; sun cream; sunburn; sunglasses; sunbed; sunbathe; sunlight; sunblock; sunset; sunrise; sunshade; sunstroke

- 89.2** 1 sandy beach      3 beach umbrella      5 sunbathe      7 big waves  
2 suntan lotion      4 rough sea      6 seaside      8 steep cliff

- 1 to spend time on the beach  
2 because they want a suntan  
3 to protect yourself from the sun  
4 to protect themselves and also help to get a suntan  
5 very painful  
6 surfing

- 89.3** 1 get away      3 quiet      5 walk/stroll  
2 country/countryside      4 lie/sunbathe      6 picnic

- 89.4** 1 resort      3 lying/sunbathing      5 picnic  
2 different/various      4 rent      6 quiet

## Unit 90

- 90.1** 1 at      3 at      5 on      7 on      9 on      11 in  
2 in      4 in      6 at      8 at      10 at      12 on

- 90.2** 1 by      3 since      5 during      7 in      9 throughout  
2 until      4 for      6 for      8 during      10 for

- 90.3** 1 two      3 1963      5 ten  
2 17th      4 12 hours 30 minutes      6 1960s

- 90.4** 1 a few days ago      4 for ages  
2 for the time being      5 a long time ago  
3 recently/lately

## Unit 91

- 91.1** 1 four hundred and sixty-two  
2 two and a half  
3 two thousand three hundred and forty-five  
4 six point seven five  
5 nought point two five  
6 three and a third  
7 one million two hundred and fifty thousand  
8 ten point oh four  
9 forty-seven per cent  
10 the tenth of September *or* September the tenth  
11 the third of July *or* July the third  
12 six oh two eight four seven seven *or* double seven  
13 five degrees below zero *or* minus five degrees centigrade  
14 nineteen oh three *or* nineteen hundred and three  
15 eighteen seventy six

- 91.2** 1 thousand 4 twenty-five out of forty  
 2 the tenth of September 5 the thirty-first of August  
 3 two hundred and twenty 6 seven two three six oh nine

- 91.3** 1 59 2 192 3 60 4 5 5 8 6 15

## Unit 92

### 92.2 Possible questions

How tall is she?  
 What size shoes does she take?  
 How high is the mountain? / What's the height of the mountain?  
 How far is it from one side of the lake to the other?  
 How big is the lake? / What's the size of the lake?  
 How deep is it? / What's the depth of the lake?  
 How long is the pitch? / What's the length of the pitch?  
 How wide is the pitch? / What's the width of the pitch?

- 92.3** 1 No, he's quite thin. 5 No, it's a great place.  
 2 No, it's very shallow. 6 No, he's fairly short.  
 3 No, it's a tall building, actually. 7 No, it's a great big place.  
 4 No, it's quite narrow.

## Unit 93

- 93.1** 1 a rectangular table 6 an oval-shaped plate  
 2 a star-shaped ring 7 diamond-shaped earrings  
 3 a round window 8 a striped sofa  
 4 a check shirt 9 a pointed nose  
 5 a tartan tie 10 light grey jeans

- 93.2** 1 pencil/pen 6 the sea  
 2 salmon 7 an egg  
 3 football/rugby/hockey pitch or tennis court 8 a 'warning' triangle  
 4 carrot 9 a coat hanger  
 5 moon 10 a square

## Unit 94

- 94.1** 1 bottle 3 bowl 5 packet 7 tin  
 2 jug 4 box 6 bag 8 jar

### 94.2 Probable answers

The most surprising and unlikely are: a vase of coffee; a tube of cigarettes; a carton of toothpaste  
 It may also be quite unusual to have a 'glass of soup'.

- 94.3** 1 bunch (also 'bouquet') 7 group  
 2 gang 8 team  
 3 slices (also pieces and bits) 9 piece (also bit)  
 4 piece (also bit) 10 drop (also bit)  
 5 bit 11 pair  
 6 sheet (also piece and bit) 12 bit

#### 94.4 *Wrong answers*

- 1 none
- 2 sheet
- 3 gang (gang would be appropriate if you have a negative view of journalists)
- 4 group
- 5 none
- 6 piece

### Unit 95

- 95.1**
- |            |         |          |                   |
|------------|---------|----------|-------------------|
| 1 ripe     | 4 water | 7 photo  | 10 washing powder |
| 2 new      | 5 sore  | 8 donkey | 11 doorbell       |
| 3 horrible | 6 fresh | 9 cod    | 12 silk           |

#### 95.2 *Possible answers*

- 1 looks sad.
- 2 looks/feels soft.
- 3 tastes horrible.

- 95.3**
- 1 listening to; heard
  - 2 heard
  - 3 hear
  - 4 look at
  - 5 watch
  - 6 listening
  - 7 touch
  - 8 press
  - 9 hold
  - 10 watch ('look' is also possible here but less likely); see

### Unit 96

#### 96.1 *Possible answers*

Please queue other side  
Beware of pickpockets  
Mind the step  
Mind your head  
Sold-out  
Please do not disturb; Please do not feed the animals  
Out of order  
No exit; No smoking; No parking  
Keep right; Keep off the grass

#### 96.2 *Possible answers*

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| 1 In a Bed & Breakfast (cheap hotel) | 5 Public telephone                   |
| 2 On the underground                 | 6 Theatre or cinema                  |
| 3 Customs at an airport or port      | 7 On the outside of a parcel/package |
| 4 Bank or post office                | 8 In a park                          |

- 96.3**
- |                                  |                                   |
|----------------------------------|-----------------------------------|
| 1 Please do not feed the animals | 5 Do not lean out of the window   |
| 2 Do not leave bags unattended   | 6 No smoking                      |
| 3 Please do not disturb          | 7 Keep right; No smoking; No exit |
| 4 No parking                     | 8 Mind your head                  |

## Unit 97

### 97.1 Possible answers

- |                                    |                           |
|------------------------------------|---------------------------|
| 1 a type of perfume or after shave | 6 programme               |
| 2 the key                          | 7 clothes or belongings   |
| 3 whisky                           | 8 a type of toy           |
| 4 knife and fork                   | 9 a suitcase              |
| 5 flour                            | 10 shampoo or conditioner |

### 97.2 Possible additions

- A: How many people were at the conference?  
B: Roughly 400.  
A: Did you enjoy it?  
B: Yes, sort of.  
A: You don't seem very sure.  
B: Well, there were some good things, but it was a bit too long.  
A: And did you go to John's talk?  
B: Naturally.  
A: How did it go?  
B: Well he was sort of nervous at the beginning, but he soon got more confident and I think it went really well.  
A: Did he have a big audience?  
B: About 75.  
A: That's good, isn't it?  
B: I think John was a bit disappointed – he wanted at least a hundred.

### 97.3 Possible answers

- |                |                        |                   |
|----------------|------------------------|-------------------|
| 1 more or less | 3 sort of              | 5 sort of         |
| 2 a bit        | 4 more or less/roughly | 6 a bit / sort of |

## Unit 98

- 98.1
- 1 American (because of vacation): fall
  - 2 American (because of high school): semester
  - 3 British (because of biscuits): sweets
  - 4 American (because of garbage): trashcan
  - 5 British (because of trousers): waistcoat
  - 6 American (because of truck): highway
  - 7 Probably American (because of apartment): elevator
  - 8 British (because of fortnight): holiday
  - 9 American (because of subway with this meaning): parking lot
  - 10 British (because of trainers): wardrobe

- |      |                    |                           |
|------|--------------------|---------------------------|
| 98.2 | <i>British</i>     | <i>American</i>           |
|      | holiday            | vacation                  |
|      | trousers           | pants                     |
|      | flat               | apartment                 |
|      | trainers           | sneakers                  |
|      | secondary school   | high school               |
|      | biscuits           | cookies                   |
|      | rubbish            | garbage                   |
|      | main road          | highway                   |
|      | fortnight          | two weeks / fourteen days |
|      | underground (tube) | subway                    |

- 98.3** 1 gas/petrol 5 cab/taxi  
 2 freeway/motorway 6 sidewalk/pavement  
 3 gas station / petrol station or garage 7 truck driver / lorry driver  
 4 parking lot / car park

- 98.4** 1 queue 2 curtains 3 reverse charge call 4 barrister 5 bill

## Unit 99

- 99.1** *Formal* *Informal*  
 purchase handy  
 resume loo  
 thus terrific  
 commence quid  
 apprehend reckon  
 guy

purchase/buy; handy/convenient; loo/toilet; resume / start again; thus/therefore; terrific/fantastic; quid/pounds; commence/start; apprehend/catch; reckon/think; guy/man

- 99.2** 1 When are you going to pick up your bike?  
 2 Most of the kids are very bright.  
 3 I reckon it'll start pretty soon.  
 4 Do you fancy going out for a meal?  
 5 My flat is five minutes from where I work, so it's very handy.  
 6 What's up?  
 7 The guy in the market wanted 20 quid for this ring.  
 8 Where did you buy/get that book?  
 9 They'll never catch him.  
 10 I'm just going to the loo.

- 99.3** We regret to inform you that we are unable to lend you the sum of £500 that you require, but it may be possible to grant you a loan for part of the sum.

If you are still interested, would you like to contact our main office to arrange an appointment with the assistant manager. He will be happy to discuss the matter further.

- 99.4** 1 attend (*fml*) = go to 4 bloke (*infml*) = man  
 2 a drag (*infml*) = boring 5 permitted (*fml*) = allowed  
 3 pinched (*infml*) = stolen

## Unit 100

- 100.1** 1 British Broadcasting Corporation 5 Prime Minister  
 2 Member of Parliament 6 United Nations  
 3 European Union 7 United Kingdom  
 4 Value Added Tax 8 Organisation of Petroleum Exporting Countries

- 100.2** Michael  
 Pete had a maths exam this afternoon and then he had to take his bike to the repair shop, so he'll probably be a bit late home. You can watch TV while you're waiting for him and please help yourself to anything from the fridge. If there's a problem (e.g. Dr Brown rings about the flu vaccination) my phone number is next to the photos on the dining room table. I should be home myself by about 5 p.m.  
 Margaret (Peter's mum)



**100.3** 1 e.g. 2 etc. 3 St. 4 i.e. 5 Mr 6 Dr

**100.4** 1 e.g. 3 lab 5 etc. 7 ad(vert) 9 i.e.  
2 bike 4 board 6 flu 8 fridge 10 case

**100.5** PTO stands for 'please turn over' at the bottom of a page.  
RSVP means 'please reply' (from the French 'répondez, si'il vous plait') and is found at the bottom of formal invitations e.g. to a reception or wedding. The French do not use this expression or abbreviation however.  
c/o stands for 'care of'. You put this on an envelope when the person you write to does not live at the address on the letter but can be reached there.  
asap stands for 'as soon as possible' and is commonly used in faxes; the letters are read individually a-s-a-p.

# Phonetic symbols

## Vowel sounds

| <i>Symbol</i> | <i>Examples</i>                                       |
|---------------|-------------------------------------------------------|
| /i:/          | s <u>lee</u> p    m <u>e</u>                          |
| /i/           | happ <u>y</u> recip <u>e</u>                          |
| /ɪ/           | pin    d <u>i</u> nn <u>e</u> r                       |
| /ʊ/           | fo <u>o</u> t    cou <u>l</u> d    pull               |
| /u:/          | do    sho <u>e</u> throu <u>gh</u>                    |
| /e/           | red    head    sa <u>i</u> d                          |
| /ə/           | arr <u>i</u> ve    fat <u>h</u> er    col <u>o</u> ur |
| /ɜ:/          | turn    b <u>i</u> rd    work                         |
| /ɔ:/          | sort    thou <u>gh</u> t    walk                      |
| /æ/           | cat    black                                          |
| /ʌ/           | s <u>u</u> n    en <u>o</u> ugh    wonder             |
| /ɒ/           | got    wat <u>c</u> h    sock                         |
| /ɑ:/          | part    heart    la <u>ugh</u>                        |
|               |                                                       |
| /eɪ/          | name    late    a <u>i</u> m                          |
| /aɪ/          | my    id <u>e</u> a    time                           |
| /ɔɪ/          | bo <u>y</u> no <u>i</u> se                            |
| /eə/          | pair    wh <u>e</u> re    be <u>a</u> r               |
| /ɪə/          | he <u>a</u> r    be <u>e</u> r                        |
| /əʊ/          | go    hom <u>e</u> sh <u>ow</u>                       |
| /aʊ/          | out    cow                                            |
| /ʊə/          | pure    few <u>e</u> r                                |

## Consonant sounds

| <i>Symbol</i> | <i>Examples</i>                                        |
|---------------|--------------------------------------------------------|
| /p/           | put                                                    |
| /b/           | bo <u>o</u> k                                          |
| /t/           | ta <u>k</u> e                                          |
| /d/           | dog                                                    |
| /k/           | car    k <u>i</u> ck                                   |
| /g/           | go    guar <u>an</u> tee                               |
| /tʃ/          | cat <u>ch</u> ch <u>ur</u> ch                          |
| /dʒ/          | ag <u>e</u> lou <u>ng</u> e                            |
| /f/           | for    cou <u>gh</u>                                   |
| /v/           | lov <u>e</u> veh <u>i</u> cle                          |
| /θ/           | th <u>i</u> ck    pat <u>h</u>                         |
| /ð/           | th <u>i</u> s    moth <u>e</u> r                       |
| /s/           | s <u>i</u> nce    ric <u>e</u>                         |
| /z/           | zoo    hous <u>e</u> s                                 |
| /ʃ/           | sh <u>op</u> sug <u>a</u> r    mach <u>i</u> ne        |
| /ʒ/           | pleas <u>u</u> re    us <u>u</u> al    v <u>i</u> sion |
| /h/           | h <u>e</u> ar    h <u>o</u> tel                        |
| /m/           | ma <u>k</u> e                                          |
| /n/           | na <u>m</u> e    n <u>o</u> w                          |
| /ŋ/           | br <u>i</u> ng                                         |
| /l/           | loo <u>k</u> wh <u>i</u> le                            |
| /r/           | ro <u>a</u> d                                          |
| /j/           | yo <u>u</u> ng                                         |
| /w/           | we <u>a</u> r                                          |

# Pronunciation problems

| when 'a' is /eɪ/  | when 'u' is /ʌ/ | when 'i' is /aɪ/ | when 'o' or 'oo' is /ʌ/ |
|-------------------|-----------------|------------------|-------------------------|
| patient           | punctual        | pilot            | gloves                  |
| <u>A</u> sia      | luggage         | virus            | <u>o</u> ven            |
| dangerous         | hungry          | dial             | month                   |
| pavement          | discuss         | hepatitis        | front                   |
| bacon             | function        | minus            | monkey                  |
| phrase            | publish         | licence          | government              |
| engaged           | customs         | diet             | worry                   |
| sun <u>b</u> athe | luck            | striped          | flood                   |
| late <u>y</u>     | bankrupt        | tiny             | blood                   |

When ow is /əʊ/ e.g. row (= line), throw, blow, show, know, elbow

When ou or ow is /aʊ/ e.g. lounge, drought, row (= argument), towel, allowed, blouse, shower

When ou is /u:/ e.g. soup, group, through, wound, souvenir, routine

When ou is /ʌ/ e.g. cousin, couple, trouble, tough, rough, enough

When a, au or aw is /ɔ:/ e.g. draw, raw, law, stall, fall, cause, audience, launch, exhausted

When a or au is /ɑ:/ e.g. vase, calm, laugh, draughty, half

When a or u is /ɪ/ e.g. busy, business, minute, lettuce, purchase, surface, orange, damage

When o is /u:/ e.g. move, prove, improve, lose

When or or ur is /ɜ:/ e.g. purple, burn, burglary, worth, work, curtain

When ea is /e/ e.g. dreadful, jealous, health, dead, bread, instead, pleasant, weather, weapon

**Silent letters** (the underlined letters are silent):

island, knee, knife, know, knock, knowledge, wrong, wrist, muscle, castle, whistle, fasten, listen, bombb, lambb, thumbb, combb, scissors, psychology, honest, hour, cupboard, answer, guess, handsome, aisle, half, calm, christmas, mortgage

**Short syllables** (the underlined letters often disappear or are only a /ə/):

fattening; miserable; comfortotable; fashionable; restaurant; strawoberry, eventually, parliament, actually occasionally, prisoner, medicine, favourite, temperature, literate

**Problem pairs:**

quite /kwaɪt/ and quiet /'kwaɪət/      desert /'dezət/ and dessert /də'zɜ:t/

soup /su:p/ and soap /səʊp/

*Note:* The pronunciation of these letters at the end of words is often like this:

-ous /əs/ e.g. famous, dangerous, unconscious, ambitious, cautious, jealous

-age /ɪdʒ/ e.g. luggage, baggage, village, damage, cabbage, bandage, message, manage, garage

-able /əbl/ e.g. comfortable, reliable, suitable, unbreakable, vegetable, fashionable, miserable

-are /eə/ e.g. care, spare, square, beware, stare, fare, aware, rare(ly), barely

-ile /aɪl/ e.g. fragile, mobile, file, while

-tory/tary /təri/ e.g. directory, history, secretary, documentary

-ture /tʃə/ e.g. picture, signature, departure, capture, temperature, literature, feature

-ate /eɪt/ at the end of verbs e.g. educate, operate, communicate

-ate /ət/ at the end of nouns and adjectives e.g. graduate, approximate, certificate

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