

ESSENTIAL ENGLISH

Peter
Watkins

A Grammar
and Vocabulary
Workbook
for Intermediate
Students

English



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INTRODUCTION

Why grammar and vocabulary?

These are the essential parts of language. Students want extra practice in these areas because they know that this is what will help them to communicate most effectively in English.

How is the book organized?

There are two parts to the book – grammar and vocabulary and there are 30 units in each part. The vocabulary section is divided into ‘key’ words and other vocabulary areas.

Grammar and vocabulary cannot be easily divided. Some grammar units involve learning the meaning of new words and phrases and some vocabulary units involve a little grammar.

Each unit covers two pages. There is a clear explanation of the new language and then practice exercises to help learning. There is an answer key at the back to check answers. There are also four tests so that you can see how much you remember and can see your progress.

Who is the book for?

The book is for intermediate level students who want to communicate better in English. It can be used in a classroom with a teacher, or it can be used to study alone. It can be used as a main textbook, or to supplement an existing course.

How to use the book

You do not need to do every unit in the order it is presented. You can practise the things that you find difficult. However, some of the vocabulary from the ‘key word’ section is repeated in later units, so you may want to do these in sequence. When you have finished a unit, look at the key to check your answers. When you have completed all the units in one section, try the appropriate test at the end of the book.

If you are not sure of some of the words used to describe language, noun, verb, object and so on, you may find it useful to do Vocabulary Unit 16 first.

GRAMMAR

Unit 1. PRESENT SIMPLE AND PRESENT CONTINUOUS

Present simple

I **play** tennis every day. She **plays** tennis every day.
I **don't play** golf. He **doesn't play** golf.
Do you **drive** to work? **Does** he **drive** to work?

Present continuous

I **am playing** tennis at the moment. She **is playing** tennis at the moment.
I'm **not playing** golf. He's **not playing** golf.
Are you **driving** to work tomorrow? Is he **driving** to work tomorrow?

There are three basic uses of the present simple.

- **To talk about states or things that are always true.**
I live in Paris. The sun rises in the east. What do babies eat?
- **To talk about habits or routines.**
I go to the cinema once a week. He gets up at 6.30 a.m. every day.
- **To talk about timetables and schedules.** This will refer to the future.
My plane takes off at 2.00 tomorrow. The train leaves from platform 4.

There are three basic uses of the present continuous.

- **To talk about things happening at this time or around this time.** These are temporary situations.
*What are you doing? I'm watching television.
Tracy is living with me until she can find a new apartment of her own.*
- **To talk about plans and arrangements.** This will refer to the future.
I'm meeting Rachel tomorrow. She's leaving at 9.00.
- **To describe changes.**
The economy is getting stronger. Prices are increasing.

Some verbs are not usually used in the continuous form. These are some:

know understand prefer want forget remember like love hate

Some verbs have more than one meaning and are not usually used in the continuous form with one of those meanings. These are some:

have (=possess) **think** (=have the opinion) **see** (=understand)

Practice 1

Choose the best word or expression to describe each sentence.

Example: She's working in a bank. (*temporary/permanent*)

1. I'm seeing Belinda tomorrow. (*happens in the present/happens in the future*)
2. She doesn't like fish. (*at any time/now*)
3. What are you eating? (*always/now*)
4. I go to bed at 11.00. (*every day/only today*)
5. Where do you live? (*temporary/permanent*)
6. Where are you living at the moment? (*temporary/permanent*)
7. I drive a Mercedes. (*always/only today*)
8. The plane takes off at 9.00 tomorrow. (*present/future*)

Practice 2

Put the words into the correct order.

1. do/where/you/live/?
2. her/until/not/calling/I/tomorrow/am
3. where/photographer/is/standing/the/?
4. the/not/rise/west/sun/the/in/does
5. 'rise'/what/mean/does/?
6. getting/when/Deborah/is/married/?
7. he/is/out/going/tonight?
8. my/me/boss/like/not/does

Practice 3

Some of these sentences contain errors. Correct the errors.

1. My brother work in a bank.
2. He no works in a bank.
3. Honestly. He's a robber.
4. Listen. He cares about money.
He don't care about you.
5. You're wrong. You're just jealous.
He's loving me.
6. What means 'jealous'?
7. What are you doing?
8. I'm a doctor.
9. Are you good at football?
10. Yes, I'm playing every week.
11. Do you go out tonight?
12. I don't know yet.

Practice 4

Choose the best verb form to complete the sentences.

1. Vegetarians *do not eat/are not eating* meat.
2. Quick! Hide! My husband *comes/is coming!*
3. But he *doesn't usually come/isn't usually coming* home at this time.
4. I *usually stay/am usually staying* with Jack when I go to Spain.
5. *Does Jack like/is Jack liking* Spain?

Unit 2. PAST SIMPLE AND PAST CONTINUOUS

Past simple

I **grew up** in Italy.
He **watched** television yesterday.
She **didn't watch** television.
Did they **watch** television?

Past continuous

I **was playing** football at 9.00 yesterday.
She **was walking** to work at 7.00.
She **wasn't playing** football.
Were they **playing** football?

- **For most completed actions in the past we use the past simple.** This is the most common verb form to talk about the past. It doesn't matter if the actions are **short** (*Charlie fell over*) or **long** (*I grew up in Italy*).

The action could be **repeated**:

John smoked 20 cigarettes a day when he was 14.

The past continuous has two basic uses.

- **To describe an action happening around a point in time.**
I was playing football at 9.00. I started before 9.00 and finished after 9.00.
- **To describe the 'background' to another event.** It tells you what was in progress when something else happened.
I was playing football when I saw Mary.

Practice 1

Answer the questions.

I was looking out the window when I heard the explosion.

1. Which action *started* first?

I looked out the window when I heard the explosion.

2. Which action *happened* first?

I was driving home at 8.00.

3. Did I *start* driving at 8.00?
4. Did I start driving *before* 8.00?
5. Did I continue *after* 8.00?

Practice 2

Match the beginnings and endings.

He was driving at 120 kph
She was talking to her husband
While I was putting the baby to bed,
We were having a cup of coffee
She thought of a great joke

Sarah cooked dinner.
when the crash happened.
while she was listening to her boss.
when her mobile phone rang.
when we heard the explosion.

Practice 3

Put the verb in brackets into the most appropriate form.

He _____ (*carry*) a gun when the police _____ (*arrest*) him.

“Why _____ (*carry*) a gun?” _____ (*ask*) the detective.

“Where _____ (*go*) when I _____ (*see*) you at 7.30? To murder Mr Jones, perhaps? And why _____ (*not stop*) when I _____ (*shout*)?”

“I _____ (*not hear*) you.”

“I don’t believe you. Where _____ (*be*) you at 7.00 last night?”

“I _____ (*watch*) television at home.”

“I still don’t believe you.”

Practice 4

Put the verb in brackets into the most appropriate form.

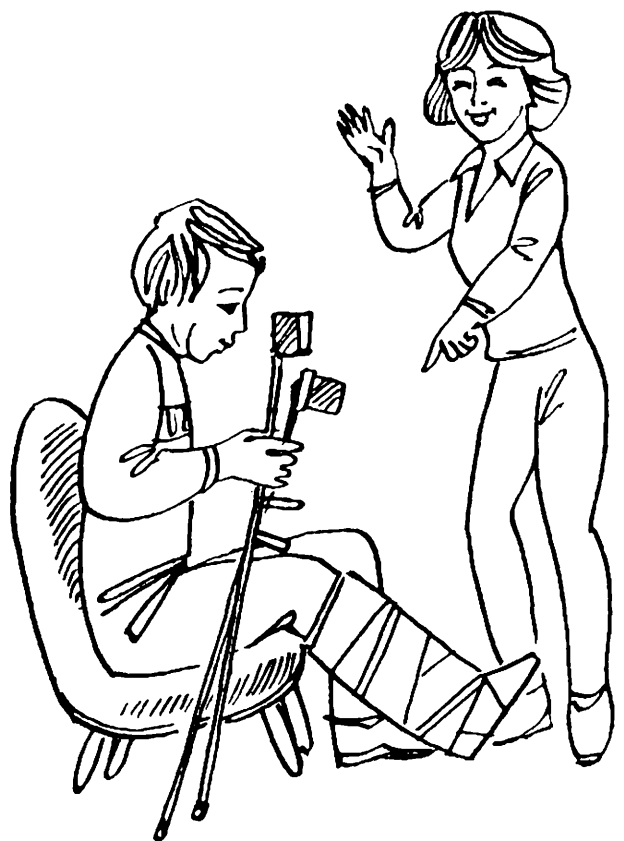
It _____ 1 _____ (*be*) my worst holiday ever. I _____ 2 _____ (*ski*) down the mountain when I _____ 3 _____ (*lose*) control and _____ 4 _____ (*fall over*). I _____ 5 _____ (*try*) to get up once but couldn’t. So I _____ 6 _____ (*decide*) to sit in the snow and wait.

Fortunately, while I _____ 7 _____ (*sit*) there, some people who _____ 8 _____ (*walk*) up the mountain _____ 9 _____ (*see*) me. They _____ 10 _____ (*carry*) me down and _____ 11 _____ (*take*) me to hospital. My leg _____ 12 _____ (*be*) broken.

When I _____ 13 _____ (*get*) home, my girlfriend just _____ 14 _____ (*laugh*). I’ll never go skiing again.



My leg was broken.



When I got home, my girlfriend just laughed.

I've been to London. She hasn't phoned her friend. Have you seen Rachel?

There are three basic uses of the present perfect simple.

- **To talk about an action at an indefinite point in the past.** The time when the action happened is not important.

I've read "War and Peace". (At some time in my life – it's not important when.)

Ever is common in questions: *Have you ever been to London?*

Never can be used to form the negative: *I've never been to New York.*

- **To talk about something started in the past and continuing up to the present.** It is unfinished.

She's worked here for three years. (She still works here now.)

- **To talk about an action recently finished in the past.**

Just is frequently added to emphasise this.

I've just done the washing up. (The action is finished, but it finished a short time ago.)

Practice 1

A man is in a job interview. Answer the questions.

I've worked in Moscow for nearly four years. Before that I worked in St. Petersburg.

1. Does he work in Moscow now?
2. Does he work in St. Petersburg now?

I've been a supervisor for two years but I haven't worked in publishing for nearly seven years.

3. Does he work in publishing now?
4. Is he a supervisor now?

I've been married since 1999 but we don't have any children.

5. Is he married now?

Practice 2

Is -'s short for *is* or *has* in these sentences?

1. She's very happy.
2. She's passed her driving test.
3. He's very tall.
4. He's lived with her for years.

Practice 3

A magazine reporter is writing an article about things the readers have and haven't done. Look at the notes below and write the questions.

Example: *HAVE YOU EVER GONE ON HOLIDAY BY YOURSELF?*

You're never too old!

Look at the questions. If the answer is 'NO' to any of them – then try them! Life's not a rehearsal! Write to us and tell us about your experiences.

1. go/holiday by yourself
2. live/foreign country
3. do/bunjee jump
4. swim/in the sea in moonlight
5. say/'I love you' and meant it
6. learn/foreign language

Practice 4

Later you get a reply from a reader to the article you wrote. Write sentences.

1. No. *Example: I've never been on holiday by myself.*
2. Yes. _____
3. No. _____
4. Yes. _____
5. No. _____
6. No. _____

Practice 5

Complete these answers. Use the verbs in brackets.

1. 'Do you know London well?' 'Quite well. I' _____ here for six years.'
(live)
2. 'Who's the woman wearing the red dress?' 'I don't know. I _____ her before.'
(see)
3. 'Did you have a nice holiday?' 'It was the best holiday _____ since I was a child.'
(have)
4. 'Can you play tennis?' 'Yes, but _____ for a long time.'
(not play)

Unit 4. PRESENT PERFECT SIMPLE AND PAST SIMPLE

- **The present perfect simple is used when the period of time talked about is unfinished.**

I've made fourteen phone calls this morning. (It's still morning now.)

- **The past simple is used when the period of time talked about is finished.**

I made fourteen phone calls this morning. (It's now the afternoon.)

- **The present perfect simple is also used when the time that something happened is not important.** (We are interested only that the thing happened, not when it happened.)

I've been to Paris. (I have experienced this and I know about Paris – when I went is not important.)

- **The past simple is used if we are talking about a specific time.**

I went to Paris (last year).

- **The present perfect can emphasise that something happened recently and so can be used when news is being given.**

A Boeing 707 has crashed...

The past simple is usually used when more details are given.

The accident happened...

- **However, most mistakes can be avoided if you remember which time words go with each form.**

- **These words show that a period of time is finished and therefore are used with the past simple. They are not used with the present perfect.**

yesterday last Saturday last night last week/weekend last month/year, etc. in 2000, 1997, etc. ... years ago
--

- **The present perfect is often used with words like:**

ever never yet already this week/month/year, etc.

Practice 1

Underline the correct verb form.

1. It's 10.00. I *haven't seen/didn't see* Lisa this morning.
2. It's 15.00. I *haven't seen/didn't see* Lisa this morning.
3. It's 21.00. *Has* the postman *been/Did* the postman *come* today?

4. Richard *has phoned/phoned* me yesterday.
5. Sally *has been/went* to China three years ago.
6. *I've seen/I saw* John twice today and it's only lunchtime.
7. Andrew *hasn't finished/didn't finish* his homework yet.
8. Come quickly! Sophie *has broken/broke* her leg.

Practice 2

Put the lines into the correct order.

1. The accident happened just before 11.00 this morning.
2. Here is the news.
3. 14 of the injured went to hospital for medical checks, but all have now gone home.
4. A train has crashed just outside London.
5. 25 people were injured but nobody seriously.

Practice 3

Put the verb in brackets into the correct form.

Laura: I _____ (1: *write*) twelve e-mails so far this morning.

Fiona: I know. It's so busy. Yesterday the phone _____ (2: *seem*) to ring all day.

Laura: _____ Mr Charles _____ (3: *phone*) yesterday?

Fiona: No, I don't think so. I _____ (4: *not speak*) to him. _____ you _____ (5: *see*) Robert this morning?

Laura: Yes, he _____ (6: *be*) at the coffee machine a few minutes ago.

Practice 4

Choose a verb from the box and put it into the best form to complete the dialogue.

go love go know tell meet

John: Have you ever been to Spain?

Sue: Yes. I _____ 1 _____ there a couple of years ago.

John: I _____ 2 _____ that.

Sue: It was before I _____ 3 _____ you.

John: Who _____ 4 _____ with?

Sue: James.

John: James! My brother James? What will people think?

Sue: Nothing. Up until now, I _____ 5 _____ anybody. Nobody. Never. It's a secret. I love you now.

John: Really, darling? I _____ 6 _____ never _____ anybody as much as I love you.

Sue: That's sweet.

John: Will you marry me?

Sue: Marry you? Well...

Unit 5. PRESENT PERFECT SIMPLE AND PRESENT PERFECT CONTINUOUS

For information about the present perfect simple see Grammar Unit 3.

Present perfect continuous

I've been working here for years.

I haven't been feeling very well lately.

Have you been playing for long?

- **Sometimes there is a big difference between the meaning of these two forms.**
Compare: *He's done his homework.* (It's finished. Now he can watch television.)
He's been doing his homework. (It's not finished. He must continue.)
- **The present perfect simple indicates that the action is finished.**
- **The present perfect continuous indicates that the action is not finished.**
- Sometimes the present perfect continuous can be used when the action is finished but we can still see the result of the action.
 - *Why are your hands dirty?*
 - *I've been repairing the car.* (I'm not working on the car now, but I haven't washed my hands yet.)
- **The present perfect continuous can be used to show that an action is repeated.**
I've been to New York. (Perhaps just one time.)
I've been going to New York a lot recently. (Perhaps I go there every month.)
- **Sometimes there is not much difference between the meaning of these two forms.**
This is particularly the case when you use words such as *for*, *since*, *recently* and *all my life*.
I've worked here since 1995. (I still work here now.)
I've been working here since 1995. (I still work here now.)
The present perfect continuous suggests that the speaker sees the action as covering a long period of time but the difference is so small that students of English do not really need to worry about it.

Remember: some verbs in English are not usually used in the continuous form.

See Grammar Unit 1.

Practice 1

Answer the questions.

She's been here for 30 minutes.

1. What word is -'s short for?
2. Is she still here now?

I've lived in Paris since I was 15.

3. Do I live in Paris now?

I've been living in Paris since I was 15.

4. Do I live in Paris now?

5. Is there a big difference in meaning between this example and the one before?

I've typed those letters.

6. Do I have more letters to type?

I've been typing those letters.

7. Do I have more letters to type?

Practice 2

Choose the best verb form to complete the sentences.

1. We've *walked/been walking* for ages. Let's go home.
2. I've *written/been writing* the report. Now I can send it.
3. I think I've *met/been meeting* your wife. Her name's Laura, isn't it?
4. Fiona has *known/been knowing* Kevin for a long time.
5. Why's the kitchen so untidy?' 'Karen's *made/been making* a cake.'
6. Simon wants a divorce. Margaret's *seen/been seeing* another man.
7. Have you ever *eaten/been eating* snails?
8. Did you hear the news? Sue's *had/been having* a baby.
9. Belinda is on holiday, so her father has *looked/been looking* after her children. She comes back next week.
10. 'What's wrong? You look terrible.' 'I've *dieted/been dieting*.'

Practice 3

Use the words given to write or finish the responses. Add the necessary words.

Example:

Did you enjoy 'War and Peace'? *finish/yet*
I haven't finished it yet.

1. "Why are you covered in paint?" *paint/ceiling*
2. "Do you know where Mary is?" *not/see*
3. "Can I borrow your newspaper?" "I'm sorry." *finish/yet*
4. "How well do you know Sarah?" "Very well." *know/13 years*
5. "Are you still playing computer games?" "Yes." *play/4 hours*
6. "Richard looks very tired." "Yes." *work/hard*

<i>going to</i> + infinitive	present continuous	<i>will</i>
I'm going to meet John tomorrow.	I'm meeting John tomorrow.	I'll see you tomorrow.
I'm not going to speak to my ex-wife again.	He's not playing football next Saturday.	She won't talk to me.
Are you going to drive to Spain, or fly?	Are you driving to Spain, or flying?	Will he agree?

There are many ways of talking about the future in English. These three ways are very common:



– I think it's going to rain.

- ***Will* is used to make predictions** – to say what you think will happen in the future.

I think Italy will win the World Cup.

- ***Will* is used to give facts about the future.** We are only saying what we believe to be true about the future and not, in this case, giving an opinion.

Belinda will be 42 next birthday.

- ***Will* is used to talk about things you decide at the moment of speaking.**

I'll phone you tomorrow.

- ***Going to* is also used to make predictions,** particularly if the event is already 'in progress'. For example, you can see black clouds, so you say:

I think it is going to rain.

- ***Going to* is also used to talk about plans,** things you decided in the past.

We're going to visit my brother next weekend.

Going to is often pronounced [ˈgʊnə].

- **The present continuous is also used to talk about future plans.** It makes the plan sound very definite and is particularly used when there is another person involved and there are dates and times.

I'm meeting my sister at 8.00 tomorrow morning.

Practice 1

Complete the table with the correct verb forms. Say how each verb form is used.

Fact	Prediction	Prediction (event started)	Plans	Decision made now
1	2 <i>will</i>	4	5	7
	3		6	

Practice 2

For each sentence choose the best explanation, 'a' or 'b'.

1. *I'm going to see Judith tomorrow.*

a: I'm deciding this now.

b: I decided this in the past.

2. *It'll rain tomorrow, I expect.*

a: This is a fact.

b: This is an opinion.

3. *It's going to snow later in the week.*

a: This is a fact.

b: This is an opinion.

4. *I'm meeting Clare at 5.30 tomorrow.*

a: I'm deciding this now.

b: I decided this in the past.

5. *I don't know. I think I'll buy the green one.*

a: I'm deciding this now.

b: I decided this in the past.

6. *I'm driving to France next week.*

I'm going to drive to France next week.

a: These mean more or less the same thing.

b: They are very different.

Practice 3

Choose the best verb form to complete each sentence.

1. I've got my ticket. I'll go/I'm going to New York tomorrow.

2. Nobody *is reading/will read* books in fifty years time.

3. People *are buying/will buy* everything from the Internet in the future.

4. That's the telephone. I'll get/I'm getting it.

5. I'll meet/I'm meeting Sally tomorrow at 9.00 in the Cafe Rouge. Would you like to come?

6. Look out! We'll crash/we're going to crash.

7. Where *will you meet/are you meeting* Rob tomorrow?

8. I don't know. He'll phone/He's phoning me at 7.00.

9. What *will you do/are you doing* tonight?

10. Who do you think *are winning/will win* the football match tonight?

11. Maria is pregnant. She *will have/is going to have* a baby.

12. "Would you like fruit or ice cream?" "I'm having/I'll have ice cream, please."

Unit 7. FUTURE PERFECT SIMPLE

I'll have finished my homework by 6.00. She won't have caught the train yet.
Will you have typed that letter by 7.00?

In place of *will* you can use *might* (= will perhaps).

There are three basic uses of the future perfect simple.

- To say how long something will have been in progress by a certain time in the future.

By next month I'll have lived in the same house for ten years.

- To say that something will have finished by a certain time in the future. We do not know when exactly it will finish – only that it will finish before the given time.

I'll have finished this report by 9.00. (At some time before 9.00.)

- The future perfect is common with the expression *by now* to make predictions. It means 'by this time' – the time that we are speaking.

– *Belinda has an exam today.*

– *I know. I think she'll have finished by now. She may be at home.*

Practice 1

Answer the questions.

The cleaner will have finished the apartment by 4.00.

1. Does he start at 4.00?
2. Does he finish at 4.00?
3. Does he finish before 4.00?
4. Do you know *exactly* when he'll finish?

Practice 2

Look at this information about an average baby. Use the verb in brackets to complete the sentences.

1. By the time he/she's one year old he/she _____ (*start*) to crawl.
2. Before he/she's 18 months old _____ (*say*) his/her first word but this is not certain.
3. Before he/she's two years old he/she _____ (*begin*) to walk.
4. By the age of three _____ (*learn*) hundreds of words.
5. By the time he/she starts school he/she _____ (*watch*) about 6000 hours of television.

Practice 3

Read and put one word into each space to complete the questions. Use the verb in brackets.

In an English exam each candidate writes 500 words. An examiner marks 20 candidates work in one hour. He spends exactly the same length of time on reading each paper. He gets paid \$2 per candidate. 80% of the students pass and the rest fail.

1. How many words _____ the examiner _____ after one hour? (*read*)
2. How many candidates _____ he _____ after two hours? (*examine*)
3. How many candidates _____ after three hours? (*pass*)
4. How many candidates _____ after four hours? (*fail*)
5. How much money _____ the examiner _____ after five hours? (*earn*)

Practice 4

Answer the questions from the exercise above.

Practice 5

Complete the dialogues, adding as many words as necessary.

Dialogue 1

- Are you watching television?
- Yes. This football match is great.
- There's a programme I'd like to watch at 9.45
- That's OK. The match started at 7.30. It _____ by 9.45.

Dialogue 2

- I joined this company in 1995. By 2010 _____ here for 15 years and then I'll retire.

Dialogue 3

- I said we would be there at 10.30. How long is this flight?
- Six hours, I think.
- Well, we took off at 3.00. So _____ by 10.00.
- Earlier, I expect.

Dialogue 4

- You smoke too much.
- Only 20 a day.
- Only! By this time next week _____ cigarettes. And that's bad for you!

Unit 8. FUTURE CONTINUOUS

I'll be driving to work at 7.30 tomorrow.

I won't be playing football at 3.00.

Will you be watching television at 9.00?

In place of *will* you can use *might* (= will perhaps).

There are three basic uses of the future continuous.

- **To say that something will be happening around a point of time in the future.**

I'll be driving to work at 7.30. (I start **before** 7.30 and finish **after** 7.30 – the action is in progress at 7.30.)

- **To talk about planned future events.** These things will happen in the future but may not be personal plans.

Compare:

I'm going to arrive at 9.00. (This is my plan and I am taking responsibility for it. It is my fault if I am late.)

The plane will be landing at 9.00. (This should happen but it is not my fault if I am late. I am not responsible for when the plane lands.)

- **To make predictions about things that are happening at the time of speaking.**

What do you think Jack is doing at the moment?

He'll be watching television or he might be playing with his friends.

Practice 1

Answer the questions.

Don't phone me at 7.00 tonight – I'll be eating my dinner.

1. Will I start dinner at 7.00?
2. Will I finish my dinner at 7.00?
3. Will I start my dinner before 7.00?
4. Will I finish my dinner after 7.00?

Practice 2

These dialogues have mistakes in some of the sentences. Correct the mistakes.

1. – How will I recognise you at the station? (1)
– I'll be wear a red dress. (2)
2. – Are you looking forward to your holiday? (3)
– Of course. This time next week I'll lie on a beautiful beach. (4)
3. – I wonder what Rebecca is doing. (5)
– She might be watching television. Why don't you phone her? (6)

– No. She won't watch television now. She's probably busy. (7)

4. –What are you doing tomorrow? (8)

– What time?

– 4.00.

– I'll play football. (9)

5. – I can't phone David now because he'll be play on his computer. (10)

– He won't mind. Phone him! (11)

Practice 3

Look at what Sarah will be doing tomorrow.

midnight —————> 7.00 am – sleep

7.00 —————> 7.15 – shower

7.30 —————> 8.00 – breakfast

8.00 —————> 8.30 – travel to work

8.30 —————> midday – work

12.00 —————> 1.00 – lunch

Write sentences about what she will be doing at these times.

Example: 7.45 *She'll be eating her breakfast.*

1. 6.30 4. 8.10

2. 7.10 5. 11.00

3. 7.35 6. 12.20



7.45. She'll be eating her breakfast.

Practice 4

Write what you will be doing tomorrow at the above times.

Practice 5

Choose the best way to complete the sentences.

1. Good luck in your driving test tomorrow. I *will think/will be thinking* of you.
2. It's 6.00. She *will finish/will have finished* her driving test by now.
3. Don't phone me at 7.00. I *ll feed/be feeding* the baby.
4. At 9.00 tomorrow I *will have driven/will be driving* to Paris. I don't arrive until 12.00.
5. Even in five years time doctors *won't have found/won't be finding* a cure for cancer.
6. Lucy *will be/will have been* 23 next birthday.

Unit 9. PAST PERFECT SIMPLE

She **had left** before I arrived.

I **hadn't met** her before.

Had you known each other long before you got married?

- The past perfect simple is formed with *had* and the past participle of a verb.
- The past perfect is used to say that one thing happened in the past before another thing happened, also in the past.
She had left when I arrived.
Both of these things happened in the past – but she left **before** I arrived.
Compare:
She left when I arrived. Here both actions happened at the same time. I probably saw her.
- The past perfect simple is not used on its own.
The past perfect simple always relates to another verb in the past (either simple or continuous), although this verb may not be in the same sentence. Only use the past perfect simple if you want to put events in the past in sequence.
- The past perfect simple is often used after *when* and *after*. Time words like these can give the same information as the past perfect simple – tell you which action happened first. Therefore you can sometimes use either the past simple or the past perfect with no change in meaning.

Practice 1

Underline the first action to happen in each of these sentences.

1. He was rescued after he had been in the water for three hours.
2. John had finished his meal before Diana arrived.
3. Richard finished his meal when Tracy arrived.
4. Sarah had started work before David arrived.
5. Sarah started work when David arrived.

Practice 2

Put the verbs into either the past simple or past perfect. Where both are possible, use the past perfect.

1. They had built the house before they _____ (*get*) permission.
2. John was great in that play. I wouldn't have believed that he _____ (*not act*) before.
3. She _____ (*steal*) the diamonds and escaped out the window before the police arrived.
4. Up until I _____ (*be*) fourteen, I had lived in France all my life.
5. I _____ (*met*) her before but _____ (*not be able*) to remember her name.

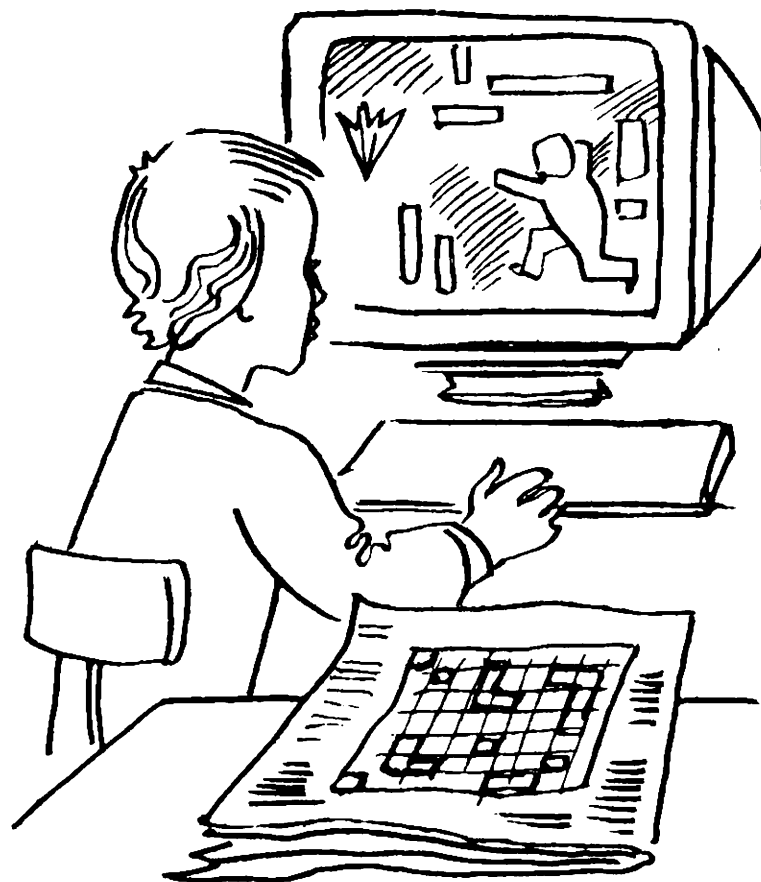
6. He _____ (*take*) the car to the garage because it _____ (*broke down*).
7. Billy _____ (*decide*) to leave anyway so it wasn't important that his boss _____ (*sack*) him.
8. She _____ (*read*) the book and _____ (*be*) disappointed when she saw the film because it wasn't as good.
9. James _____ (*forget*) the message until I _____ (*remind*) him.
10. Charlie _____ (*go*) to bed by the time I got home.
11. "Until I _____ (*meet*) you, I _____ (*never believe*) in love," she said.
12. He was walking to work but turned round because he _____ (*forget*) to lock the door.

Practice 3

Match the beginnings and endings.

Monica had been married twice
 Philip went home after
 Dan had already made his decision
 I couldn't phone you because
 She had driven all the way to Paris
 When I'd finished the crossword
 Rachel hadn't thought of changing
 her job

I played computer games all afternoon.
 before she realised she had forgotten
 her handbag.
 before she saw the advert.
 I had lost my mobile phone.
 before she met Ron.
 when he spoke to me.
 the film had finished.



When I'd finished the crossword I played computer games all afternoon.

can could may might must should will would

- **Modal verbs are a type of auxiliary verb which add an extra meaning (such as ‘ability’ or ‘possibility’) to other verbs.** They are followed by the infinitive (without ‘to’) of other verbs.

*He can swim. (*He can to swim.)*

- **The form of modal verbs does not change when the subject is *he, she* or *it*.**

*He should see a doctor. (*He shoulds see a doctor.)*

- **No other auxiliary verb is used in questions or negatives.**

*You mustn't tell anyone. (*You don't must tell anyone.)*

*Can you speak English? (*Do you can speak English?)*

- **Modal verbs frequently have more than one meaning.**

- **There are other verbs that can be used in place of modal verbs on some occasions.**

For example, *have to*, *be allowed to* and so on.

Permission

Could I open the window?

We can't leave early.

- **Both *can* and *could* are used to talk about permission.** Both refer to the present. They mean more or less the same but *could* is slightly more formal.

Ability

I can speak Italian quite well.

Debbie could speak Spanish when she was 7.

- ***Can* is used to talk about things that you are able to do now, in the present. *Could* is used to talk about the past.** But *could* is not used in the affirmative for things that happened once. It is used for ‘general ability’.

She could speak four languages by the age of 12.

*(*He was in prison but he could escape through the window.)*

- ***Could* can be used in the negative.**

He was in prison and he couldn't escape through the window.

- ***Be able to* can be used to refer to the past, present or future.**

The doctor is able to see you now. They'll be able to start work tomorrow.

He was able to repair the video but not the television.

Practice 1

Answer the questions.

1. I couldn't dance when I was a child. *Past or present?*
2. Could you help me? *Past or present?*
3. *Can* has more than one meaning. *True or false?*
4. *Could* has more than one meaning. *True or false?*
5. *Could* refers to the present when it is used about permission, and refers to the past when it is used about ability. *True or false?*

Practice 2

Most of the sentences below contain errors. Correct the errors.

1. Do you can drive?
2. He cans sing really well.
3. She can to play tennis really well.
4. Can he leaves early?
5. The doctor won't be able see you tomorrow.
6. The car broke down but I could repair it.
7. Cats are able to see in the dark.
8. Could you to answer the phone, please? I'm busy.

Practice 3

Choose the best way to complete the sentences.

1. When he was young he *can/could* play football really well.
2. He cooks every night. He *can/could* cook really well.
3. I think he *can to retire/will be able to retire* soon because he's quite rich.
4. How will she write a book? She *can't/couldn't* spell!
5. The house was on fire, but he *could/was able to* jump to safety.
6. They looked for the key yesterday but they *can't/couldn't* find it.
7. When she got home last night the door was locked and she *could-n't/can't be able to* open it.
8. Jack *can't/couldn't* do his homework last night. Can you help him now?



See Grammar Unit 10 for general rules about modal verbs.

Obligation

- **Must and have to can both be used to talk about strong obligation in the affirmative form.**
We must pay the telephone bill and I have to pay my credit card bill.
- **Must has no past form to talk about obligation. Have to is used to talk about the past.**
When I was at school I had to wear a uniform.
- **In the negative form there is a big difference of meaning between must and have to.**
Must not means that there is a strong obligation not to do something, but *don't have to* means that you can choose.
You mustn't smoke in here. You don't have to come to the meeting – you choose.
- **Be allowed to can be used to refer to the past present or future and can be used in the affirmative, negative and question forms.**
You're allowed to use dictionaries. (= you can if you want)
Are we allowed to use dictionaries? You are not allowed to talk to each other.
- **Should is used to give advice – to say that you think something is a good idea. It is less 'strong' than must or have to.**
You should see a doctor. You shouldn't smoke.
- **Ought to means the same as should but is not used as much in the negative form.**
You ought to see a dentist.
- **Should and ought to can be used to talk about the past by adding have and the past participle of another verb.**
You shouldn't have shouted at your boss. He ought to have asked for help.

Possibility and probability

- **Might, may and could are all used to talk about possibility.** They all mean the same – something like 'perhaps'. But *could* is not frequently used in the negative form.
She might not be at work. She may not be at home. She could be on holiday.
- **Must is used if you are more or less certain that something is true.**
They must be out – their car is not here.
- **Can't is used to say that something is more or less certainly not true.**
He can't be at work – he doesn't have a job!
- **They can all be used to talk about the past by adding have and the past participle.**
She must have gone out. They might have gone to the beach.

Practice 1

Answer the questions.

You don't have to have a visa to go to Spain.

1. This means 'it is not necessary'. *True or false?*

I should have phoned my mother. I ought to have phoned my mother.

2. These mean more or less the same. *True or false?*

He might be at home. He may be at home. He could be at home.

3. These mean more or less the same. *True or false?*

That can't be his car.

4. This means that I'm more or less certain it is not his car. *True or false?*

Practice 2

Most of the following sentences contain errors. Correct the errors.

1. She should to look for a new job.

4. I might go out tonight.

2. They ought be more careful.

5. She must received my letter by now.

3. He can be at home, but I'm not sure.

6. I should have talked to her before.

Practice 3

Complete the sentences. There may be more than one possible answer. You may need more than one word.

1. Nobody is answering the phone. They _____ out.

2. If you have a headache, you _____ take an aspirin.

3. I'll tell Ann if I see her, but I _____ see her.

4. I can't find my keys. I _____ left them at the office.

5. It's free. You don't _____ pay.

6. When I was a child I _____ go to bed by 10.00.

7. You are not _____ to walk on the grass.

8. It _____ been Mary you saw – she's on holiday.

Practice 4

Complete the sentences. There may be more than one possible answer. You may need more than one word.

1. You _____ drunk so much last night. Now you are ill.

2. You _____ apologised before you left.

3. You _____ insulted your boss. Now you are in trouble.

4. And you definitely _____ spent so long talking to his wife.

5. You _____ left earlier, before you got so drunk.

Unit 12. CONDITIONALS – ‘FIRST’ AND ‘SECOND’

There are many types of conditional sentence. Here are two of the most usual.

‘First’ conditional

If I **see** Mary, I’ll **invite** her to the party.

If you’ve **been** to Paris, you’ll **know** what I am talking about.

Form: *if* + SUBJECT + PRESENT FORM
SUBJECT + *will* + INFINITIVE

In place of *if* we can use *when* to emphasise that it is very likely to happen.

In place of *will* we can use *can* (=be able to) or *might* (=will perhaps).

‘Second’ conditional

If I **had** a million dollars, I **would buy** a big house.

If she **was having** an affair, she **wouldn’t tell** her husband.

Form: *if* + SUBJECT + PAST SIMPLE or CONTINUOUS
SUBJECT + *would* + INFINITIVE

In place of *would* we can use *could* (=would be able to) or *might* (=would perhaps).

- The *if* part of the sentence and the main part of the sentence can be reversed.
I’ll invite Mary to the party if I see her. I would buy a big house if I had a million dollars.
- The first and second conditional both refer to the present or the future. The difference is how likely we think the situation is to occur.
Compare:
If you work hard, you will pass the exam.
(You are a good student – this is **likely** to happen.)

If you worked hard, you would pass the exam.

(You are **not** a good student – this is **unlikely** to happen, although it is possible.)

- The ‘second’ conditional can also be used for imaginary situations.
If I was President, I would increase taxes. (But I’m not the president, I am imagining the situation.)

Practice 1

Answer the questions.

If he passes his driving test, he’ll buy a new car.

1. Do I think it is likely or unlikely he will pass the test?

If I won the lottery, I would travel around the world.

2. Are we talking about the past or present/future time?
3. Is it likely I will win the lottery?
4. Is it possible?
5. Is there a more than 10% chance or less than 10%?
6. Am I travelling around the world now?

Practice 2

Put the words into a correct order.

1. John/China/Chinese/if/he/learn/would/in/lived/to speak
2. you/too/work/if/you/hard/become/will/ill
3. I/to/bed/go/when/close/curtains/tonight/I/will/the
4. ghost/saw/I/if/a/frightened/I/not/be/would

Practice 3

Read the sentences in Practice 2. Say whether each is likely or unlikely/imagined.

Practice 4

Match the beginnings and endings.

If I get a pay rise

I would give it back

When Rachel goes to university

If I don't have time to finish today

Why do you want to see the film

If you could live to be 100

if I found a wallet.

I'll take you out for dinner.

I'll do it tomorrow.

David will miss her.

would you want to?

if you've already seen it before.

Practice 5

Complete the sentences below using the verbs in brackets.

1. When _____ (*go*) to Paris, will you see Nadia?
2. I know you don't but imagine, if _____ (*live*) in Paris, _____ (*become*) bored of all the beautiful wine and food?
3. If your partner _____ (*lie*) to you, what _____ (*do*)?
4. You always drive too fast and the police _____ (*arrest*) you if they _____ (*see*) you.
5. He's already done it three times and if my boss _____ (*insult*) me again I _____ (*leave*) my job.
6. The exam was really easy and if Bill _____ (*pass*), he _____ (*go*) to university.
7. The exam was really difficult, so it's unlikely now, but if Richard _____ (*pass*), he _____ (*go*) to university.
8. I love the bracelet, thank you. It _____ (*remind*) me of you when I _____ (*look*) at it.

If I **had seen** you last week, I **would have invited** you to the party.

Form: *if* + SUBJECT + *had* + PAST PARTICIPLE
SUBJECT + *would have* + PAST PARTICIPLE

In place of *would have* we can use *could have* (=would have been able to) or *might have* (=would perhaps have).

- **'If' clause: had + past participle.** *If she had seen him...*
- **The result clause: would + have + past participle.** *...she would have told him.*
- **This form of 'if' sentence is used to talk about unreal situations in the past.**
Compare:
If I was rich I would buy a big house. (Now – but I'm not rich)
If I had been rich I would have bought a big house. (Past – I wasn't rich, so I couldn't buy a big house.)

If she hadn't married him, she wouldn't have become Queen.
But she did marry him and she did become Queen.

If I had known you were coming, I wouldn't have gone out.
But I didn't know, so I did go out.

Practice 1

Answer the questions.

I wouldn't have gone to university if my mother hadn't encouraged me.

1. Past or present?
2. Did I go to university?
3. Did my mother encourage me?

Brazil would have won the match if their star player hadn't been injured.

4. Did Brazil win?
5. Was their star player injured?

If Monica hadn't helped me, I wouldn't have passed the exam.

6. Are we talking about the past or the present?
7. Did Monica help me?
8. Did I pass the exam?

Practice 2

Put the words into the correct order.

1. exam/passed/if/worked/she/harder/she/might/the/have/had
2. race/Charlie/won/the/could/his/if/leg/have/he/hurt/not/had
3. been/to/boss/so/said/terrible/thing/I/not/would/such/a/my/have/if/drunk/I/had/not
4. seen/if/you/yesterday/had/I/I/said/'hello'/have/would

Practice 3

Is 'd short for *would* or *had* in these examples?

1. If I'd known, I'd have called.
2. I might have done better if you'd helped me more.
3. If she'd escaped, she'd have telephoned you by now.
4. He'd have got the job if he'd told the truth in the interview.

Practice 4

Put in the correct verb forms. Make each sentence refer to the past.

1. If my computer (*not crashed*), I (*finish*) my work.
2. Nobody (*burgle*) your house if you (*lock*) the door.
3. We (*get*) better tickets for the concert if we (*booked*) earlier.
4. If you (*remember*) the map we (*not get lost*).
5. If Reagan (*not be*) a film star, he (*not become*) President.
6. You (*not get*) 'flu if you (*swim*) in the sea in winter.
7. Fiona (*win*) the game if she (*concentrate*) harder.
8. If Sue (*learn*) Italian at school, she (*enjoy*) her last holiday to Italy more.

Practice 5

Write sentences for the following situations.

1. You went for a job interview. You were late. You didn't get the job.
2. Paul went on holiday to Paris. He met Nicole, his wife.
3. A dog ran into the road. You crashed your car.
4. She didn't pass the exam. She didn't go to university.
5. The Titanic hit an iceberg. It sank.
6. My car broke down. I was late for work.
7. She stayed at home last night. She was bored.
8. John hit a policeman. He was arrested.
9. Charlie scored a goal. His team won the match.
10. Her father gave her some money. She was able to buy a house.

Unit 14. MIXED CONDITIONALS

- **There are many types of conditional sentence.** So far we have looked at three. It's possible to mix these patterns. Look:

If you hadn't forgotten the map, we wouldn't be lost.

The first part of the sentence follows a third conditional pattern (see Grammar Unit 13) and it talks about the past.

The second part of the sentence follows a second conditional pattern (see Grammar Unit 12) and it talks about the present. Somebody forgot the map in the past and the people are lost now, in the present.

If Paul had won a lot of money he would tell us.

If Paul had won a lot of money – in the past he would tell us – now, in the present.

Practice 1

Answer the questions.

If Mike hadn't studied hard, he wouldn't be so successful.

1. Does Mike study hard now, or did he in the past?
2. Is he successful now?

Anne wouldn't be on her own if she hadn't left her husband.

3. Is Anne on her own now, or was she in the past?
4. Is she leaving her husband now, or did she do it in the past?

Practice 2

Match the beginnings and endings.

If you hadn't gambled all our
money
If you didn't have a lot of money
We wouldn't be together now
If David hadn't stolen the money
He wouldn't have stolen the money
If he had hidden the money in my
house

if I hadn't seen your advert in the
Lonely Hearts column.
unless he really needed it.
we would still be rich.
I would give it to the police.
I wouldn't have married you.
he wouldn't be in prison.

Practice 3

Read the situations and then complete the sentences.

I think it's unlikely she loves Rob. She married Don.

1. If she _____ (love) Rob she _____ (marry) Don.

I give him money regularly. He saved my life.

2. I _____ him money if he _____ my life.

I bought a new car last week. I now don't have much money.

3. If I _____ a new car I _____ more money.

You said I was a liar. Now we are arguing.

4. We _____ arguing if you _____ I was a liar.

Derek is unhappy. He lost his job last week.

5. If he _____ his job he _____ unhappy.

Dave stopped playing basketball. He broke his leg.

6. If Dave _____ his leg he _____ playing basketball.

Practice 4

Write sentences beginning with *if* to describe the following situations.

Example:

Jack is in hospital. He crashed his car.

If Jack hadn't crashed his car, he wouldn't be in hospital.

1. Paul has no money. He lost his job six months ago.
2. Lauren is unhappy. She broke up with her boyfriend last week.
3. Tracy speaks Spanish. She lived in Spain when she was a child.
4. Tony is very rich. He gave a lot of money to charity last week.
5. Nicole has a headache. She drank too much last night.
6. Peter is living in Chile. He escaped from prison two months ago.
7. Sonia has a yacht. She won the lottery last year.
8. Fiona has a big house. She married a millionaire.



– We wouldn't be together now if I hadn't seen your advert in the Lonely Hearts column.

Unit 15. Wish AND if only

- We use *wish* and *if only* to talk about situations in the present that we would like to change but that are very unlikely to change, or even impossible to change.

I wish I was rich. (But I'm not rich, and probably never will be.)

If only we had a bigger house. (But we don't have a big house and probably never will have one.)

- Although we are talking about the present, a past tense is used after *wish* and *if only*. This shows that the change is imagined and not likely to happen.

- *Would* can be used after *wish* and *if only* to talk about things that we would like other people to change, but won't.

I wish John would help more. (John has the ability to help but won't.)

- We also use *wish* and *if only* to talk about 'regrets' – things we would like to change that happened in the past. Of course, because they happened in the past they can't be changed.

I wish I had listened to my parents when I was a child. (Now I'm an adult – I didn't listen to my parents.)

If only I had tried harder at school. (I'm not at school now and I didn't try.)

- When we are talking about the past, the past perfect (*had* + past participle) follows *wish* and *if only*.

I wish I had married her.

- *If only* usually sounds 'stronger' than *wish*.

Practice 1

Answer the questions.

I wish I had a million dollars.

1. Is this talking about the past or the present?
2. Is it likely or unlikely that I will get a million dollars?

If only I hadn't broken my leg.

3. Is this talking about the past or the present?
4. Am I happy or unhappy about it?

I wish Sean would stop screaming!

5. Is he screaming now?
6. Am I happy or unhappy about it?



– I wish I had married her.

Practice 2

Complete the second sentence so that it means the same as the first.

Example:

I want to live in New York. I wish *I lived in New York.*

- | | |
|---|-----------------|
| 1. I want to have a swimming pool. | If only _____ . |
| 2. I want to live near the sea. | I wish _____ . |
| 3. I'm working tomorrow. I don't want to. | I wish _____ . |
| 4. I have to pay tax. I don't like it. | I wish _____ . |
| 5. I want a girlfriend. | If only _____ . |

Practice 3

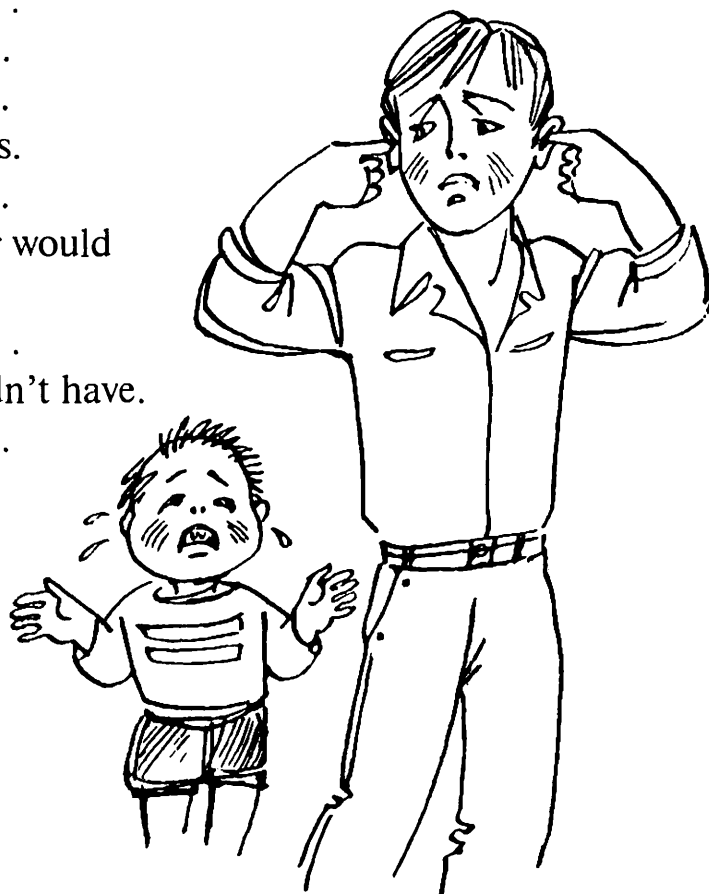
Complete the second sentence so that it means the same as the first. Use *would* in each answer.

1. I want Tracy to go out with me. She won't. *I wish* _____ .
2. My bank manager writes to me every day. I hate it. *I wish* _____ .
3. My boss always calls me 'darling'. I hate it. *I wish* _____ .
4. My sister never phones me. I want her to. *I wish* _____ .
5. You never listen to me. You should. *I wish* _____ .
6. I'm a teacher. I don't like the children talking all the time. *I wish* _____ .

Practice 4

Complete the second sentence so that it means the same as the first.

1. I didn't study at university. I regret this.
I wish _____ .
2. I was horrible to my brother. I'm sorry now.
If only _____ .
3. I didn't take the exam. I should have.
I wish _____ .
4. I crashed my father's car. I regret this.
I wish _____ .
5. I met my wife when I was 32. Earlier would have been better.
If only _____ .
6. I drank too much last night. I shouldn't have.
I wish _____ .



– I wish Sean would stop screaming!

Unit 16. PASSIVE VOICE

John was arrested yesterday morning.
Sheila wasn't arrested.
Have you ever been arrested?

- The form of the passive is quite easy. The verb *to be* is put into the tense you want to use and is followed by the past participle of the verb. For example:

Active:

The police arrested John.
Someone will remove the rubbish.
Someone has stolen my wallet.

Passive:

John was arrested.
The rubbish will be removed.
My wallet has been stolen.

- After a passive structure we can use 'by + noun' to say who does the action.
The office was cleaned by David.
- The passive is used when the person who does the action is unknown.
The window was broken.
- The passive can be used when the person who does the action is obvious.
He was arrested. (We know the police arrested him.)
- The passive is used when the person who does the action is unimportant.
The house was painted green. (We are interested in the house not who painted it.)

Some students find these rules difficult to use. It's possible to think of the passive voice as an adjective. Past participles can be used as adjectives ('the broken plate'). Adjectives/past participles can come after the verb *to be*.

The plate is clean (*adjective*). The plate was dirty (*adjective*). The plate was broken (*passive voice*). This makes the passive voice very easy.

The past participle is the same as an adjective and follows the verb *to be*.
This may be a better way to learn how to use the passive voice for many students.

Practice 1

Read the text and underline the passive verbs. There are five of them. What tense is each one?

The police are looking for a man who stole a priceless Picasso painting from the Louvre, Paris. The painting was taken yesterday morning. It had been removed from its frame while it was being cleaned. The thief hit a security guard over the head, rolled up the painting and ran from the building. He was seen later in a nearby underground station. Video film from security cameras in the museum is now being checked because it may help the police.

Practice 2

Look at the text and answer the questions.

The painting was taken yesterday.

1. Do we know the name of the person who took it?

Video film is being checked...

2. Is it important **who** checks it?

The thief was seen running...

3. Which is more important – that the thief was seen or the name of the person who saw him?

Practice 3

Rewrite these active sentences as passive ones.

Example:

Shakespeare wrote 'Macbeth'. *'Macbeth' was written by Shakespeare.*

1. Columbus discovered America.
2. Shakespeare didn't write 'War and Peace'.
3. The government has changed the tax system.
4. Someone built that house in 1900.
5. Someone will deliver your new fridge tomorrow.
6. Did the police arrest your brother?

Practice 4

Complete these sentences using the verb in brackets. Choose whether it should be in the active or passive form.

1. On his last birthday Charlie _____ (*give*) lots of presents.
2. He _____ (*become*) President in 1998.
3. Your glasses _____ (*break*) by accident.
4. I don't want to read that book. I _____ (*read*) it before.
5. Two people _____ (*sack*) by the company because of corruption.
6. That tree _____ (*cut down*) tomorrow.
7. The car _____ (*repair*) by a mechanic.
8. The drug dealer _____ (*arrest*) yesterday morning.

Unit 17. REPORTED SPEECH

See also Vocabulary Unit 17 – Ways of speaking

If you ‘report’ something, it means that you repeat a message that was said before, at an earlier time. You may also be in a different place. Because the time changes, tenses may change and also words like *here, now, this morning* and so on.

Teachers sometimes give students very complicated rules about reported speech. Most of them are not necessary. You just need to remember the obvious changes caused by the time (and perhaps the place and speaker) changing.

Here are some guidelines:

“Spoken words”	Reporting	Notes
Amanda: I need a new hat for the wedding on Saturday.	Amanda <i>said</i> (that) she needed a new hat for the wedding the following Saturday.	<i>The present simple often changes to the past simple.</i>
Julie: I’m meeting my lawyer at 9.30.	Julie <i>told me</i> (that) she was meeting her lawyer at 9.30.	<i>The present continuous often changes to the past continuous.</i>
Mark: I drove to work yesterday.	Mark <i>said</i> (that) he had driven to work the day before.	<i>The past simple often changes to the past perfect.</i>
Sally: I’ve been to China.	Sally <i>told me</i> (that) she had been to China.	<i>The present perfect often changes to the past perfect.</i>
David: I’ll see you soon.	David <i>told me</i> (that) he would see me soon.	<i>The will often changes to would.</i>
Steven: Where do you live ?	Steven <i>asked</i> me where I lived .	<i>In reported questions the word order changes – there is no subject/verb inversion.</i>
Alan: Do you love me, Rebecca?	Alan <i>asked</i> Rebecca if she loved him.	<i>‘Yes/no’ questions are reported using if or whether.</i>

- **Say, tell and ask** are very common verbs for reporting things. Look at the examples above.
- **Ask** is usually used to report questions. **Tell** is followed by an object – the person spoken to. After **say** and **tell that** can be used or not used – it doesn’t matter.

Practice 1

Write *said, told* or *asked*.

1. Nick _____ me he was going on holiday.
2. Paul _____ that he was tired.

3. Fiona _____ Bill if he had ever been to Spain.
4. Rachel _____ that she loved me.
5. My friend _____ where I had been on holiday.
6. Mike's boss _____ him he would get a pay rise.

Practice 2

Look at the sentences above. Write the exact words spoken.

Example:

Nick: I'm going on holiday.

1. _____ .
2. _____ .
3. _____ .
4. _____ .
5. _____ .
6. _____ .

Practice 3

Read the dialogue. Jack tells Tracy about an argument with his girlfriend. Then fill in the gaps below.

Tracy: What did you do last night?

Jack: I went to a restaurant with Sue.

Tracy: Really? That's nice.

Jack: Not really. She doesn't want to see me anymore.

Tracy: I'm sorry, but to be honest, I don't like her anyway.

Tracy _____ 1 _____ Jack what he _____ 2 _____ _____ 3 _____ the night before.
 Jack _____ 4 _____ her that he _____ 5 _____ been to a restaurant with Sue, but that
 Sue doesn't want to see him again. Tracy _____ 6 _____ that she _____ 7 _____ like
 Sue.

Practice 4

Look at the quotations below. Put them into reported speech.

1. "The beautiful doesn't matter to me." *Picasso*
2. "All I need to make a comedy is a park, a policeman and a pretty girl." *Charlie Chaplin*
3. "I have seen the future and it does not work." *Philip Toynbee*
4. "I've never hated a man enough to give diamonds back." *Zsa Zsa Gabor*
5. "I don't know anything about music. I don't have to." *Elvis Presley*

Unit 18. -ing FORMS AND INFINITIVES

- **Verbs can be followed by many different combinations of other words (patterns).** It is a good idea to write example sentences when you write down new verbs because this will help you to use the correct pattern.
- **Some verbs are followed by the infinitive of another verb.**
I decided to buy a new car.

Common examples:

agree decide expect fail hope manage mean pretend promise want
would like

- **Some verbs are followed by the -ing form of another verb.**
He practised typing for hours.

Common examples:

admit avoid deny don't mind enjoy finish give up practise would mind

- **Prepositions (*of, at, in, etc.*) are followed by -ing forms (or nouns).** So verbs that include prepositions are followed by -ing forms (or nouns).
When I was at school, I thought of working in a bank.
- **Some verbs can be followed by an -ing form or an infinitive without much change in meaning.**
They began meeting each other after work.
They began to meet each other after work.

Common examples:

begin continue intend like love propose start

- **Some verbs can be followed by the -ing form or the infinitive but the meaning changes. See Vocabulary Unit 19.**

Try to learn the patterns that come after each verb.

Practice 1

Some of these sentences contain errors. Correct the errors.

1. I enjoy to play tennis.
2. I love living near the sea.
3. What would you like doing tonight?
4. David agreed leaving the next day.

5. Tracy began to ask me a lot of questions.
6. The vet failed saving the injured animal.
7. I don't mind driving if you are tired.
8. She continued studying all day.
9. Nigel has given up to smoke again.
10. I intended to tell you but I forgot.
11. She denied to take the money.
12. She started to talk to me.
13. Tim Stevens has admitted to kill his boss.
14. Would you mind to help me?
15. I don't want seeing you ever again.

Practice 2

Put in the correct form of the verb in brackets in these sentences.

1. I've decided _____ (*start*) seeing David again.
2. Are you sure you really want _____ (*see*) him after all this time, Amanda?
3. I can't avoid _____ (*talk*) to him forever.
4. I can't pretend _____ (*be*) happy about this.
5. He's admitted _____ (*make*) mistakes in the past.
6. He should promise _____ (*marry*) you.
7. I'm not sure I want _____ (*marry*) him.
8. Would you mind _____ (*tell*) me what you do want?
9. If we can manage _____ (*be*) friends – that would be nice.
10. OK, but if you decide _____ (*marry*) him, I'll support you. You know that, don't you? – Thank you.



– What would you like doing tonight?

Unit 19. ARTICLES 1

- There are three articles, *a*, *an* and *the*. *A* and *an* are called the **indefinite article** and *the* is called the **definite article**.
- The rules about articles in English are **very complicated**, but fortunately if you make a mistake it probably won't affect the meaning of the sentence too much and so people will usually understand you.
- Articles are usually used before **nouns** (*a baby*) or before an adjective, before a noun (*a beautiful baby*). Sometimes no article is used before a noun. **This is a fourth possibility.**
- Articles are similar grammatically to words like *my*, *your*, *this* or *that*. We do not use two of these words together.
**She's a my doctor.*
- ***A* or *an*?**
An is used before words that begin with a **vowel sound**. *A* is used the rest of the time.

an umbrella an orange an exam an elephant an accountant an hour

a cat a teacher a university a man a computer

- ***The* or *a/an*?**
The is used when we know what is being talked about. *A/an* is used when the listener doesn't know which one you are talking about.
The pilot landed the plane safely. (You know the pilot I am talking about.)
A pilot must concentrate very hard. (Not a particular pilot – all pilots.)
When you talk about your job, use *a/an*.
I'm a teacher. My brother is a lawyer.
- **Before singular countable nouns** (*cat*, *man*, *car*, etc.) always use an article or a word like *my*, *your*, *this* or *that*.
*I love my cat. A cat can see in the dark. *Cat eats meat.*

Practice 1

Write *a* or *an*.

1. _____ apple
2. _____ girlfriend
3. _____ house
4. _____ aeroplane

- | | |
|---------------------------|---|
| 5. _____ unique situation | 10. _____ one hour television programme |
| 6. _____ picture | 11. _____ airport |
| 7. _____ engineer | 12. _____ honest lawyer |
| 8. _____ X-ray | 13. _____ bed |
| 9. _____ hour | 14. _____ book |

Practice 2

Complete the sentences with the words given.

- _____ sister is _____ lawyer. In fact, she's _____ best lawyer in New York. *my/the/a*
- Mr Smith is _____ doctor. He's _____ mother's doctor. *a/my*
- An eagle is _____ type of bird. It's one of _____ biggest birds in _____ world. *the/the/a*
- _____ friend met _____ famous actor last week. _____ actor gave her _____ photograph of himself. *a/the/a/my*

Practice 3

Write *a*, *an* or *the* in each space.

- "What did you do in _____ afternoon?" "I watched _____ film on television."
"What was it about?"
- "_____ evil professor wanted to blow up _____ world."
"Really?"
- "But _____ hero stopped him in _____ end and married _____ professor's assistant."
- "It sounds like _____ exciting film."
"It was great. What did you do?"
- "I talked to _____ manager of my department about _____ conference we are having tomorrow."
- "That sounds like _____ boring afternoon."

Practice 4

The following sentences contain errors. Correct the errors.

- Caroline is a important diplomat.
- She lived in foreign country for a long time.
- Caroline is a very intelligent.
- David, her husband, works in shop.
- They live in big house.
- The house has that a big garden.
- They have daughter.
- Caroline is a my sister.

Unit 20. ARTICLES 2

- *A/an* are used before singular nouns, but not before plural nouns.

a job	a tree	an Englishman	a table
*a jobs	*a trees	*an Englishmen	*a tables

- Before plural nouns you sometimes use *some* (see Grammar Unit 21).

some jobs	some trees	some Englishmen	some tables
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- *The* can be used with singular or plural nouns.

the job	the tree	the Englishman	the table
the jobs	the trees	the Englishmen	the tables

- To talk about things in general, you usually use a plural noun and no article.

Frogs can swim.

People are always kind to me.

Footballers earn a lot of money.

You can also use *a/an* + a singular noun, but it is less usual.

A frog can swim.

- Here are some expressions that are fixed – they don't change, or don't usually change, although, of course, the tense of the verb may change. It is easiest to learn these expressions and not to worry about the rules. Some expressions do not use an article.

in the morning	in the afternoon	in the evening	
at night			
go to school	go to college	go to university	go to work
go to bed	go to sleep		
answer the telephone			
write a letter			
by phone	by e-mail	by fax	
one of the most...	one of the biggest..., etc.		
in the end			
a lot of	once a year	twice a week	three times a month, etc.

Practice 1

Write *a/an* or *some*.

1. _____ door

2. _____ roads

3. _____ trees

4. _____ people

5. _____ child

6. _____ woman

7. _____ clocks

8. _____ computer

Practice 2

Complete each sentence by putting one or more words into each gap.

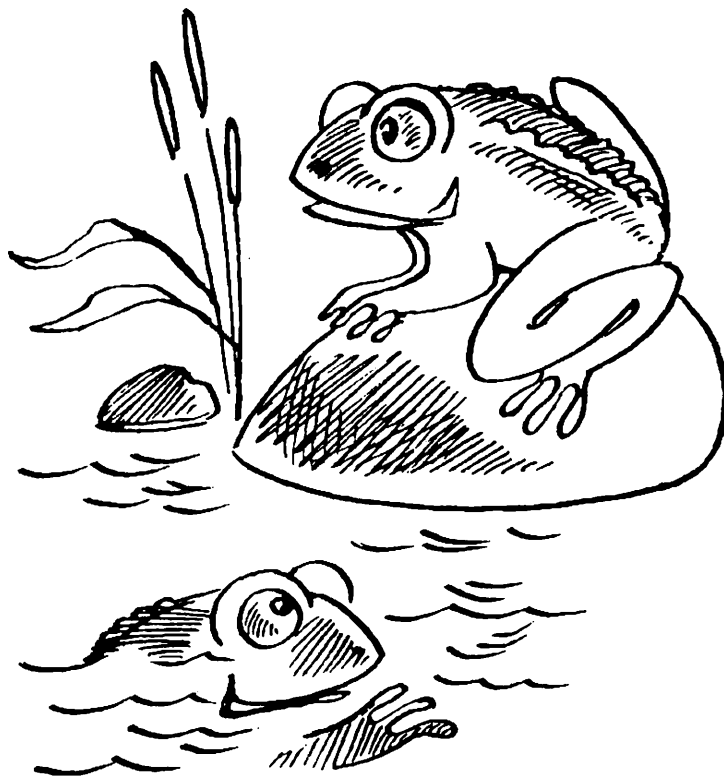
Example: I like to write to my friends. I usually contact them by e-mail.

1. I saw Tom Cruise yesterday. He's _____ most famous actors in the world.
2. My son _____ school every day.
3. He _____ bed quite early.
4. Could somebody _____ telephone, please? I'm busy.
5. I see my parents about _____ week.
6. After working all morning and afternoon, I relax _____ by watching television.
7. John went _____ and studied medicine for five years.
8. I hate it when the phone rings late _____. It scares me.

Practice 3

The following sentences contain errors. Correct the errors.

1. I walked into a crowded room and the man said 'hello'.
2. Some car crashed near my house and all of them were damaged.
3. Fortunately no a people were hurt.
4. I go to the work every day at 8.00.
5. He's a man I saw stealing from the shop.
6. What time did you go to the sleep last night?
7. Tokyo is one of a busiest cities in the world.
8. Here are some tree I planted lasted year.
9. It was a long story but in end I went to the police.
10. Will somebody please answer a telephone?



Frogs can swim.

- ***Some* and *any* are used before nouns.**

I bought some apples. (Used before a plural countable noun.)

Some = more than one or two, but not a big number.

I bought some sugar, too. (Used before an uncountable noun.)

Some = an amount, but not a large amount.

- ***Some* is usually used in affirmative sentences, or in questions when we expect the answer to be 'yes'.**

I need some advice.

Would you like some wine?

He bought some new clothes.

Could you give me some help?

- ***Any* is used in place of *some* in most questions and negative sentences.**

We don't have any bread.

Do we have any biscuits?

- ***Any* is also commonly used after *if*.**

If you need any shopping, just tell me.

- ***Any* is used after words that have a negative meaning, such as *never* and *refuse*.**

I'll never tell you anything.

He refused to tell me anything.

- ***Any* is used in affirmative sentences to mean 'it doesn't matter which'. In this case it is followed by a singular noun.**

Any doctor will tell you to stop smoking. – It doesn't matter which doctor you speak to.

- **There are other words formed with *some* and *any* which follow the same patterns:**

someone anyone somebody anybody something anything somewhere anywhere

Practice 1

Match a line from column A with one from column B to make a short dialogue.

A

1. – Thanks for your help.
2. – I haven't got any money.
3. – Sit down. I've got some bad news.
4. – John and Laura are having a party.
5. – You're late.
6. – What did you see?
7. – Would you like some cake?

B

- What is it? Are you ill?
- There was hardly any traffic.
- That's OK. Any time.
- Don't worry. I'll pay.
- I doubt anybody will go.
- Yes please. Chocolate. My favourite.
- Well, at about 3.00 am someone climbed in through the window.

Practice 2

Choose the best word, *some*, *any*, *someone*, *anyone*, *something*, *anything*, *some-where* or *anywhere* to complete each sentence.

1. Were there _____ letters for me this morning?
2. There's _____ at the door. Can you open it?
3. Do you know _____ who speaks Chinese?
4. I need _____ information. Can you help me?
5. For my next holiday I want to go _____ quiet.
6. Do you know _____ about computers?
7. I've always liked writing. Here's _____ I wrote when I was a child.
8. Do you know _____ that sells second hand clothes?
9. Even if I had _____ money I wouldn't lend it to you.
10. There's _____ on the phone for you. He didn't say his name.
11. Teaching is badly paid. _____ teacher will tell you that.
12. We've got _____ bananas but we haven't got _____ apples.
13. Do we have _____ cherries?
14. Of course not, but there are _____ plums.



- I haven't got any money.
- Don't worry. I'll pay.

a lot of lots of loads of a bit of few a few little a little much many hardly any

- **Much** is used with uncountable nouns.
Did he give you much advice?
I haven't got much time.
- **Many** is used with plural countable nouns.
Do you have many friends?
The company didn't have many clients.
- **A lot of** can be used with plural countable nouns or uncountable nouns.
Did he give you a lot of advice?
The company didn't have a lot of clients.
- **Lots of** is used in the same way grammatically and has the same meaning as *a lot of*, but it is more informal.
I've got lots of old books.
- **Loads of** is used in the same way grammatically and has the same meaning as *a lot of* and *lots of*, but is more informal than either of them.
There were loads of people at the party.
- **A bit of** is used with uncountable nouns. It means 'not much' or 'a small amount'.
Can I give you a bit of advice?
- **Little and few**
Little is used with uncountable nouns. It means 'not much'.
Few is used with plural countable nouns. It means 'not many'.
These people have little food or water.
There are few doctors here.
- **A little and a few**
A little is used with uncountable nouns.
A few is used with plural countable nouns.
They mean more than *little* and *few*. They have a similar meaning to *some*.
- **Hardly any** is used with plural countable nouns or uncountable nouns. It means 'almost none'.
There are hardly any food supplies.

Practice 1

Answer the questions.

A: *Many people have complained about...*

B: *Loads of people have complained about...*

1. Which is more likely in a business letter, A or B?

A: *Few English people learn other languages really well.*

B: *A few English people understand history really well.*

2. Which is the bigger number, A or B?

Fiona has some money. Jack has hardly any money.

3. Who has more, Fiona or Jack?

Practice 2

Most of the sentences below contain errors. Correct the errors.

1. How much cats do you have?

2. She's lonely because she has little friends.

3. He owns a lot of house.

4. Becky has loads of friends.

5. I can't make you a sandwich. I've got hardly any bread.

6. A few knowledge is a dangerous thing.

7. Would you like a bit cake?

8. Do you have much customers?

Practice 3

Choose the best word to complete each sentence.

1. How _____ people have you spoken to today? *many/much*

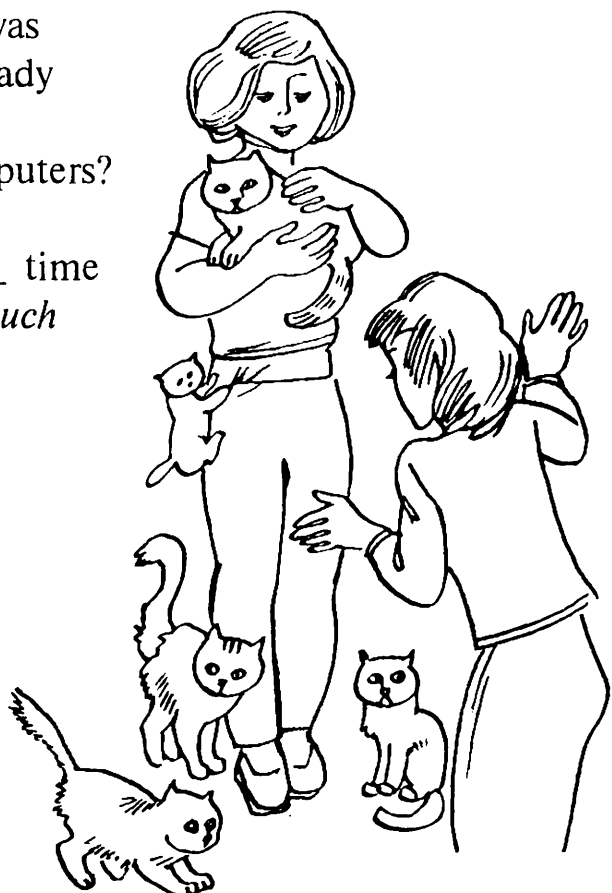
2. We're having _____ people over for a party on Saturday. Would you like to come? *few/a few*

3. We don't have _____ beer, but we have _____ wine.
much/many, little/a little

4. The meeting was a waste of time. There was _____ information I didn't already know. *little/a little*

5. Do you sell _____ computers?
many/much

6. Mr Smith doesn't have _____ time today. Could you call tomorrow? *many/much*



– How many cats do you have?

Unit 23. ADJECTIVES

Examples of adjectives:

old interesting cold red friendly expensive

- **Adjectives can come before a noun:** *an old car.*
- **Adjectives can come after some verbs.** The most common verb is *be*: *He's old.* But adjectives can come after verbs such as *look*, *get* (when the meaning is similar to 'become') and *sounds*.
You look tired. It's getting cold. That sounds nice.
- **There are a few adjectives that only come after a verb.** Most begin with an *a-*:
afraid, asleep, alive, awake, alone.
- If you use more than one adjective there is usually a set order. Generally we put **opinions before facts**.
a nice young man (*nice* is an opinion but *age* is a fact)
a boring French book
- **-ed and -ing adjectives.**
I'm bored. The lecture was boring.
She's tired. The walk was tiring.
He's excited. The film was exciting.
I'm confused. English grammar is confusing.
- **Adjectives that end in -ed describe how people feel.**
- **Adjectives that end in -ing describe what makes people feel that way.**

Practice 1

Choose the best way to complete each sentence.

1. John doesn't have many friends because he's *bored/boring*.
2. Paul's favourite football team has just scored a goal. He's *excited/exciting*.
3. A student fell asleep because the teacher was *bored/boring*.
4. I couldn't answer the question because I was *confused/confusing*.
5. The journey took 12 hours. It was *tired/tiring*.
6. I love watching football. It's so *excited/exciting*.

Practice 2

Put the words into the correct order.

1. a *Roman/beautiful* vase
2. a(n) *red/old* car
3. a *beautiful/new* house

4. a *little/gorgeous* cat
5. a(n) *old/terrible* computer
6. a *fantastic/modern* mobile phone
7. a *green/beautiful* dress
8. a *leather/horrible* diary
9. a(n) *expensive/foreign* holiday
10. a *black/delicious* coffee

Practice 3

Most of the following sentences contain errors. Correct the errors.

1. It was a winter's cold day.
2. He got in his new wonderful car.
3. He went to her old lovely house.
4. He has tall and handsome.
5. He's also a Spanish rich businessman.
6. There was a beautiful old picture on the wall.
7. The asleep woman was next to the fire.
8. She woke up and the afraid cat ran away.
9. "The long journey was bored but I wanted to see you," he said.
10. "I was asleep," she said. "Writing all day is tired."
11. You write short brilliant stories.
12. Thank you. I am confusing. Why are you here?
13. We have a little beautiful boy... and I still love you.
Then why...?



It was a cold winter's day.

Examples of adverbs:

however tomorrow quickly usually often stupidly

- **The rules covering adverbs in English are very complicated and there are many exceptions.**

Adverbs can be used for many different things. For example, to join or connect ideas (*however*), to talk about how likely something is to happen (*probably, perhaps*) or to talk about frequency (*often, sometimes, never*). This unit and Grammar Unit 25 will look at some of the most common uses.

- **Some adverbs can go in different places in a sentence without changing the meaning a lot.**

I'll probably go to London. I'll go to London probably.

However, there is usually a position where they seem most natural.

- **Sometimes groups of words (adverb phrases) are used with a similar meaning to individual adverbs.**

I often go to the cinema. I go to the cinema twice a week.

Notice, however, that they go in different places in the sentence.

- **Adverbs of frequency**

Adverbs of frequency usually go before the main verb in a clause.

I don't usually eat meat. I normally get up early.

(0%) never	hardly ever	sometimes	often usually normally	always (100%)
------------	----------------	-----------	------------------------------	---------------

Adverb phrases to talk about frequency usually go at the end of a clause.

I go to London once a month. I go shopping three times a week.

- **Adverbs of certainty**

Certainly and **definitely** both mean that the speaker is more or less certain of something. They usually go before the verb in a clause.

I'll definitely phone you when I have chance.

Probably means that the speaker is less sure but still thinks that something is very likely. It is often used with the verb, but can also be used at the end of a clause, or at the beginning.

He'll probably phone when he has time. He'll phone when he has time probably.

Perhaps means that the speaker thinks something is possible, but not necessarily likely. It is used at the beginning or end of a clause.

Perhaps he'll call tomorrow. He'll call tomorrow perhaps.

Practice 1

Answer the questions.

Laura hardly ever phones me. Tracy sometimes phones me.

1. Who phones more, Tracy or Laura?

Rebecca usually leaves the key under the mat. Rebecca normally leaves the key under the mat.

2. Do these sentences mean more or less the same thing?

David sometimes eats his lunch at work. Paul often eats his lunch at work.

3. Who eats at work more, David or Paul?

Janet is probably at the cinema. Perhaps Janet is at the cinema.

4. Do these sentences mean the same thing?

I'll certainly try to help. I'll definitely try to help.

5. Do these sentences mean more or less the same thing?

Practice 2

Choose the best word or expression from the box for each situation. Put it into the best position.

always sometimes perhaps definitely hardly ever

1. Richard hates Mary so he talks to her.
2. Bill doesn't talk to me. He doesn't like me.
3. I love you. I'll call you tomorrow.
4. The train is a bit unreliable. I'm late for work, but not every day.
5. My son is 18 months old. I kiss him before he goes to bed.

Practice 3

Choose the best word or expression from the box for each situation. Put it into the best position in the sentence.

about three times a year probably perhaps normally hardly ever

1. Your mother hasn't phoned for ages. She is ill.
2. Ron must have a lot of money. He goes on holiday.
3. Mary likes this cafe because she can find a seat.
4. I don't like television. I watch it.
5. I haven't booked my holiday yet, but I'll go to Spain. I have family there and I like it.

• Time adverbs

tomorrow this morning today every week, etc.

Adverbs that give information about when something happened usually go at the beginning or end of a sentence.

I'll call her tomorrow. Tomorrow we'll leave on our adventure.

• **Already, still, yet**

Already means that something has happened, probably earlier than expected. It can go with the verb or at the end of a clause.

She already has two children. She has two children already.

Yet is usually used in negative sentences and questions. It is used to say that something has not happened or to ask if it has happened. It usually goes at the end of the sentence.

Have you washed the car yet? I haven't seen the new Tom Hanks movie yet.

Still is used to say that something is continuing. It is usually placed with the main verb.

Are you still seeing Margaret?

I'm still waiting for your answer.

• **Adverbs that tell us how something was done usually come at the end of a clause or with the verb.**

She looked angrily at me. She looked at me angrily.

She quickly climbed out the window. She climbed out the window quickly.

• **Well** is usually placed at the end of a phrase.

She did well (in her exam).



She has two children already.

Practice 1

Put the words into the correct order. There may be more than one possible answer.

1. John was naughty. *teacher/quietly/him/to/very/the/talked*
2. Her parents were very happy. *Janet/well/exam/did/her/really/in*
3. Paula is going to offer David a job. *meeting/are/this/they/later/week*
4. It's a nice day. *go/to/you/would/park/this/afternoon/like/to/the?*
5. The thief heard someone at the door. *he/window/left/through/quietly/the*
6. Have you spoken to Rebecca? *yesterday/since/her/not/have/seen/I*

Practice 2

Complete the sentences using *yet*, *still*, or *already*.

1. Is Billy _____ married to Jackie?
2. They haven't finished painting their house _____.
3. Why don't you phone Martin? I _____ have.
4. Have you finished your homework _____? No, but I've _____ started it.
5. It's _____ 10.00. Have you put the children to bed _____?
6. That was a lovely meal but I'm _____ hungry.

Practice 3

Most of the following sentences contain errors. Correct the errors.

1. Bill wrote quickly the report.
2. John had to yesterday go to the bank.
3. Haven't you finished that book already?
4. She well speaks Italian.
5. Don't walk away. I'm already talking to you.
6. She surprised me when she suddenly said, 'I love you'.
7. Tracy did slowly the washing-up.
8. After the argument Margaret quickly walked away.
9. Are you today doing anything?
10. Tom cleans every week his car.
11. George will perhaps phone you tomorrow.
12. He usually twice a week phones me.



She surprised me when she suddenly said, 'I love you'.

Unit 26. CONJUNCTIONS

Examples of conjunctions:

and but because or if which that although

- **These words join chunks of sentences (clauses) together.** Sometimes these clauses are correct on their own
The weather was hot. The weather was dry.
but they sound better together
The weather was hot and dry.
- **Conjunctions show how the meanings of the sentence parts are related.**
And shows addition: The restaurant was beautiful and the food was delicious.
But shows contrast: The restaurant was beautiful but the food wasn't very nice.
Or shows an alternative: Would you like red wine or white?
When shows a time: I'll phone you when I get home.
Because shows the cause of something: We went home because it was raining.
Although shows that the main statement is surprising: Although the weather was bad, we had a nice holiday.
- **Usually we only use one conjunction:**
He was afraid but he went into the dark house.
Although he was afraid he went into the dark house.
* Although he was afraid, but he went into the dark house.
- **In the past teachers said it was wrong to start a sentence with *and*, *but* or *because*. However, it is now quite common, although some people still think it is 'poor style'.**

Practice 1

Match the beginnings, conjunctions and endings of these sentences.

They played golf	because	I won a lot of money.
Alan went to the supermarket	or	bought some cheese.
I didn't get offered the job	and	then they went to a bar.
Do you want to drive	but	I was late for the interview.
I'd buy a new house	although	shall we go by train?
She passed the exam	and	didn't earn much money.
Tony worked hard	if	she didn't study very much.

Practice 2

Choose the best conjunction to complete each sentence.

1. I had really looked forward to the television programme *and/but* it was boring.
2. I can't remember *if/because* Tolstoy wrote 'War and Peace'.

3. They didn't go to the restaurant *because/although* it was too expensive.
4. They didn't go to the restaurant *because/although* it had been recommended.
5. That's the man *and/that* helped me repair the car.
6. He hadn't acted on stage *and/or* been in a film before this.

Practice 3

Some of these sentences contain errors. Correct the errors.

1. They went to the beach that the sea was too cold to swim.
2. Although the film received bad reviews but it made a lot of money at the box office.
3. I think that painting is the one which was stolen earlier this year.
4. We can meet in the park but I can come to your house. You choose.
5. We can see each other again if you would like.
6. The car was cheap but it was very old.

Practice 4

Join the sentences together. Leave out any words that are not necessary.

1. She left her job. She wasn't paid very much.
2. She wasn't very well qualified. She found a new job quite quickly.
3. She earns more money. It is interesting.
4. She enjoys her work. She has to travel a long way each day.
5. She might stay with the company. She might look for another job.



The weather was hot and dry.

Unit 27. RELATIVE PRONOUNS

Examples of relative pronouns:

who which that whose whom

- **Relative pronouns can be used to join sentences.**

The President is the man who made the decision.

It's a job which requires great skill.

A nurse is a person that looks after patients in a hospital.

That's the man whose wife won the lottery.

There are a lot of students in the school, most of whom come from South America.

- **Who** is used to talk about people.

There's the man who stole my wallet.

- **That** and **which** talk about things.

A machine which can add numbers is called a calculator.

A machine that can add numbers is called a calculator.

- **Whose** shows possession.

That's the woman whose son was on television.

- **Whom** can be used in place of objects (*him, her, them* and so on) but it is only used in a very formal style. Usually *who* is used to replace subjects and objects.

She interviewed six people, all of whom were well qualified.

She interviewed six people, who were well qualified.

Practice 1

Match the beginnings and endings.

A machine which could produce cheap

A man who we met

The woman whose car

The hotel that they

The woman to whom

The book that I love most

was being repaired, was having a cup
of coffee.

you spoke last month, no longer
works here.

electricity is being tested by scien-
tists.

in a bar, told us about the accident.

is about English grammar.

took him to was very old.

Practice 2

Choose the best word to complete the sentences.

1. The holiday *that/whom* we enjoyed most was in Greece.
2. The girls *whose/who* passed the exam were very happy.
3. The thing *that/who* annoyed me most was that nobody spoke to me.
4. What's the name of that actor *who/whose* sister is also famous?
5. "What do you call a person *who/which* doesn't eat meat?" "A vegetarian."

Practice 3

Use the information and words in the boxes A, B and C to complete the sentences.

A 147 660 7.3 75 7 211 10 82,000 0

B Bahrain Australia Canada Finland Qatar

C who which

1. Sherlock Holmes, ___ C ___ was created by Arthur Conan Doyle, has been portrayed by ___ A ___ different actors in ___ A ___ films since 1900.
2. The world's most expensive CD player, ___ C ___ was made of gold and was decorated with diamonds, sold for £ ___ A ___ in 1996.
3. The countries ___ C ___ have the lowest rate of tax are ___ B ___ and ___ B ___, ___ A ___ %.
4. The longest train, ___ C ___ ran in ___ B ___, was ___ A ___ kilometres long and had ___ A ___ wagons.
5. The biggest yacht in the world, ___ C ___ belongs to the Saudi royal family, is ___ A ___ metres long.
6. The countries ___ C ___ spend most on education are ___ B ___ and ___ B ___.
7. 'Star Wars', ___ C ___ is the most rented video in the world, was made by George Lucas.
8. Steven Spielberg, ___ C ___ won an Oscar for 'Schindlers List', has made ___ A ___ of the ___ A ___ most successful movies of all time.

[Information taken from the Guinness Book of Records.]

Unit 28. RELATIVE CLAUSES

See also Grammar Unit 27.

- **Relative clauses are sometimes used to make it clear which person or thing is being talked about.** This type of clause is called a **defining relative clause**. It tells you which person or thing is being referred to.

I have three sisters. My sister who lives in New York is a lawyer.

Without *who lives in New York* you wouldn't know which sister I was talking about.

A thing that opens a door is called a key.

Without *that opens a door* you would not know which particular thing is called a key.

- **In defining relative clauses *that* can replace *who* to talk about people.**
She's the woman who shouted at me. She's the woman that shouted at me.
- **In defining relative clauses *that* can replace *which* to talk about things.**
That's the house which I sold. That's the house that I sold.
- **Sometimes it is already clear which person or thing is being talked about. The relative clause adds extra information.** This type of clause is called a **non-defining relative clause**.

My wife, who never eats meat, is very healthy.

I only have one wife, so you already know the person I am talking about but the *who never eats meat* gives you extra information.

- ***That* is not used in non-defining relative clauses.**
- **When using defining relative clauses there are no commas (,) in writing and there are no pauses or intonation movements in speech.**
That's the house that I sold.
- **When using non-defining relative clauses a comma is used in writing before the relative clause and at the end (unless the clause is at the end of the sentence). In speech there is a pause and/or a movement in intonation.**
My house, which is very old, needs painting.
She gave me some advice, which helped me.

Practice 1

Answer the questions.

1. *My house that's in Spain is really beautiful.*
Do I have one house or more than one?

2. *My car, which was made in Italy, was not very expensive.*

Do I have one car or more than one?

3. *My teacher who is Italian is very good.*

Do I have one teacher or more than one?

Practice 2

Some of the following sentences contain errors. Correct the errors.

1. Her mother who still drives a big car is nearly 79.

2. His boss, that is really nice, gave him a pay rise last week.

3. His best friend, who has never flown before, wants to be a pilot!

4. New York that is on the east coast of the United States is one of the busiest cities in the world.

5. The woman that told me about my neighbour was dressed in black.

Practice 3

Join the sentences using relative clauses.

Example: Charlie Chaplin became famous after he went to the United States.
He was born in London.

Charlie Chaplin, who was born in London, became famous after...

1. Charlie Chaplin always worried about money. He was very rich.

_____ .

2. Charlie Chaplin had eight children. He was married four times.

_____ .

3. His company was called United Artists. The company was formed in 1919.

_____ .

4. In 1916 Albert Einstein published a book. The book explained the theory of relativity.

_____ .

5. Albert Einstein wrote to the President telling him that it was possible to build a nuclear bomb. Einstein always believed in peace.

_____ .

6. The newspapers made him famous all over the world. Some newspapers wrote about him a lot.

_____ .

Unit 29. PREPOSITIONS 1

Although teachers and students often think of grammar and vocabulary as being separate, they are in fact strongly linked. Prepositions are a good example of this. There are few rules and it is easiest to learn expressions of which they are part.

Here are some common word combinations, where prepositions come after nouns, verbs and adjectives.

I'm **afraid of** big dogs.
Do you **agree with** me?
I'm **angry with** Bob.
I'm so **angry about** being sacked.

angry with + person
angry about + thing

I **apologised to** Jenny the next day.
I **apologised for** my mistake.

apologise to + person
apologise for + thing

He's really **good at** football.
I'm really **bad at** mathematics.

The company needs to **explain** the decision **to** the staff.

She's **frightened of** mice.

Sally's **interested in** politics.

She was very **kind to** me.
That's very **kind of** you.

Just **listen to** me for a moment.

Have you **paid for** the shopping?

He **shouted at** me.
He **shouted to** me.

shout at when you are angry
shout to to get the attention of someone

He **thinks about** computer games most of the time.

Practice 1

Most of the sentences below contain errors. Correct the errors.

1. She's very good in playing the piano.
2. David apologised for breaking the window.
3. Let's just listen the music.
4. I'm not frightened with anything.
5. She was very kind with me yesterday.

6. Can you explain that to me again?
7. I'm not interested at your stupid stories.
8. She was really angry to me when I told her.
9. She shouted to you because she was angry.
10. That's very kind to you.

Practice 2

Fill the gaps. Use only one word.

1. He's not very good _____ singing.
2. Did you pay _____ those sweets?
3. I want you to apologise _____ my girlfriend immediately.
4. When I get the answer wrong the teacher always shouts _____ me.
5. Who do you agree _____ ? Me or Bob?
6. I must be in love. I think _____ her all the time.
7. A lot of children are afraid _____ the dark.
8. Don't worry. Just explain _____ Mary how you feel.

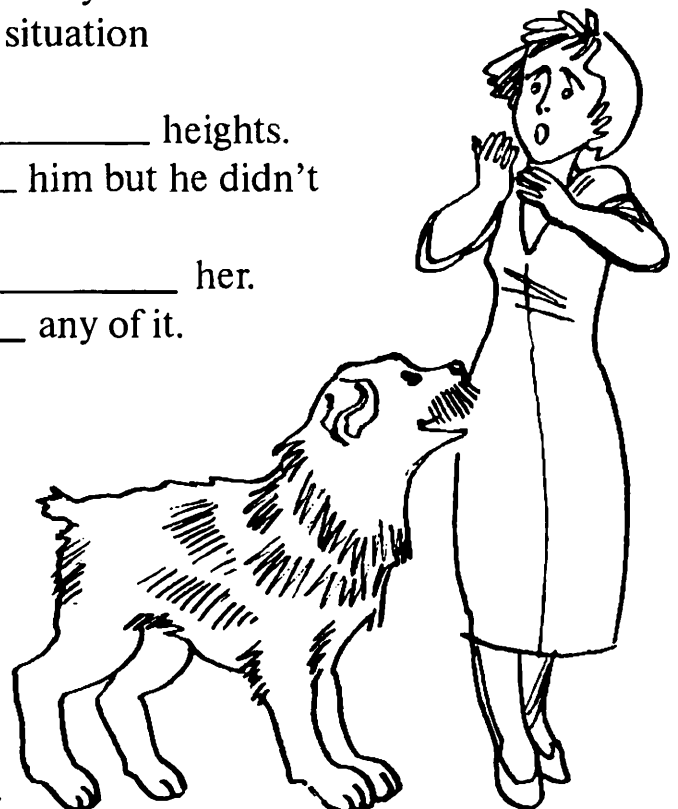
Practice 3

Select a word from each box to complete the sentences.

pay explain shouted listening interested disagreed afraid kind

to of with to in to to for

1. In my spare time I like _____ music.
2. And I'm _____ history.
3. Have you ever _____ a decision your boss made?
4. Let me _____ the financial situation
_____ you once again.
5. I won't climb that ladder. I'm _____ heights.
6. I couldn't stop him. I _____ him but he didn't
hear me.
7. She loves him because he's very _____ her.
8. It was all free. I didn't _____ any of it.



– I'm afraid of big dogs.

Unit 30. PREPOSITIONS 2

Here are some common word combinations where prepositions come before nouns.

I watched a film made **by Bergman**.

'War and Peace' was written **by Tolstoy**.

I went home **by taxi**.

I went to the cinema **by bus**.

She came to work **by car**.

We went to the restaurant **in the car**.

I went home **on foot**.

In my opinion the government should spend more money.

He contacted me **by fax**.

I contacted him **by e-mail**.

I saw it **on television**.

I watched 'Casablanca' **on video**.

Humphrey Bogart was **in the film**.

What can you see **in the picture**?

I love walking **in the rain**.

The children were playing **in the snow**.

People were lying **in the sun**.

She got to the airport **on time**.

Despite the traffic, we'll get there **in time**.

On time means neither late nor early. It means at the appointed or 'correct' time.

The train left on time.

In time means 'not late'.

She was in terrible danger but the hero arrived in time to save her.

At the end of the film the audience applauded.

After all the problems, they got married **in the end**.

At the end means the opposite of **at the beginning**.

I went home at the end of the party.

In the end means 'after facing problems and difficulties'.

I knew everything would be OK in the end.

Practice 1

Most of the sentences below contain errors. Correct the errors.

1. 'Macbeth' was written of Shakespeare.
2. On the picture there was a small boy playing.
3. I like watching football in television.
4. I came to work on foot.
5. She likes playing on the snow.
6. In the end of the lesson the teacher asked if there were any questions.
7. I came here on train.
8. Can you contact me through fax?

Practice 2

Fill the gaps. Use only one word.

1. _____ my opinion we should spend more time and money on marketing.
2. The plane took off _____ time.
3. The new shop opens tomorrow and I'm worried that it won't be ready _____ time.
4. This is the best thing I've seen written _____ a student.
5. I usually go to work _____ car.
6. Is there anything good _____ television tonight?
7. She doesn't like driving _____ the rain.
8. The lecture was really difficult to understand. _____ the end I gave up and went to sleep.

Practice 3

Select a preposition and noun from each box to complete the sentences.

on in at in on in by in

e-mail time the picture the end the rain my opinion foot time

1. I'll write to you _____ .
2. I hate being late. I think it's important that things start _____ .
3. The audience applauded _____ of the concert.
4. I don't have a car so I have to go everywhere _____ .
5. _____ you should buy a car.
6. He looked so happy _____ .
7. When I went to the park there were people playing football _____ .
8. I don't think the police will get there _____ to arrest him. He'll escape.

VOCABULARY

KEY WORDS

Unit 1. TAKE

Read.

The plane took off at 10.00.

Take off is used about planes and helicopters to mean 'leave the ground'. The opposite is *land*.

The plane landed at 12.00.

"Shall we take the train?" "No, let's take the bus or we could take a taxi."

Take is used with vehicles to mean 'use'.

She took the video recorder apart and repaired it.

To take something apart means 'to separate something into the parts it is made of'.

It was Bill's decision. He should take the blame.

Take the blame means 'to accept responsibility when something goes wrong or badly'.

When I was on holiday I took a lot of photographs.

Take + photographs (We do not use *make* or *do* with photographs.)

Thank you, doctor. I took your advice and I feel much better now.

To take advice means 'to do what somebody else suggests'.

Everybody takes their clothes off before getting into the bath.

Take something off means 'remove', particularly about clothes and other things you wear. The opposite is *put on*.

"I have a problem with my car." "Would you like me to take a look at it?"

Take a look at it means 'look at it' but is more informal.

I take it that the Accounts department agrees with us.

I take it that... means 'I suppose, or understand something is true, but it has not been said by anybody'.

XTC Enterprises took over ABC Systems Ltd. in January.

Take over means 'take control of'.

Practice 1

Answer the questions.

1. If you take someone's advice, do you do what they say, or tell them what to do?
2. In English can you *take the car* as a way of travelling?
3. Do most people take their coats off when they leave or enter a house?
4. When a plane takes off, does it start its flight or end it?
5. If you take a computer apart do you have one piece or lots of pieces?
6. If you say 'I take it that Jim wants our help' has Jim directly asked for help?

Practice 2

Write sentences using the words in the box. You can move in any direction but you must not jump a square. At least six sentences are possible. Always start with 'Sarah'. You can use each square more than once.

accident	the	for	advice	his
the	took	blame	took	and
television	taking	Sarah	the	went
apart	photographs	likes	to	child
off	her glasses	take	doctor	the

Practice 3

Put one or more words into each gap to complete the sentences.

1. This mistake has cost our company over \$100,000 and I don't want to _____ because it wasn't my decision.
2. Julie doesn't _____ any more. She uses a video camera instead.
3. Mary, _____ at this photograph. That's my son.
4. Superman used to _____ his clothes _____ in a telephone box.
5. John _____ the engine _____ very quickly but it took longer to put it together again.
6. "What time are you leaving?" "The plane _____ at 12.00 so I have to be at the airport at 10.00."
7. I usually drive to work but I sometimes _____ the train.
8. My doctor says I need to rest but I can't take her _____ because I'm so busy.
9. Tracy didn't say she couldn't come to the party but she didn't say 'yes' either, so I _____ she's not coming.
10. Our boss was fired last week and nobody knows who will _____ the department.

Practice 1

Match the definitions and notes A–I below with the words in bold type.

1. “Lucy’s neighbours are really noisy.” “I know. I don’t know how she **puts up with them.**”
2. Before you get on the plane, would you **put your cigarette out**, please, Sir.
3. “You look absolutely wonderful.” “Oh no, I just **put on** the first dress I found.”
4. “Mike should take your advice and do a bit more exercise.” “Well, I think so. He’s really **put on** weight, hasn’t he?”
5. “You don’t think David will tell my boss that I left early, do you?” “I don’t know. He’s not very nice. **I wouldn’t put it past him.**”
6. “Can I take the book off the shelf?” “Yes, of course, but would you **put it back** when you’ve finished.”
7. It was very dangerous but the police soon **put an end to** the violence.
8. “I’ve taken the television apart.” “Good, but can you **put it together?**”
9. “Did you know that ABC Systems Ltd. is closing?” “I know. **I put it down to** bad management.”

A to stop something happening

B to make something stop burning

C to place clothes on your body

D to make one thing from several parts

E to suffer someone or something that is not nice, without complaining

F to place something where it is usually kept

G to say that one thing is caused by another thing

H to gain weight (*the opposite is to lose weight*)

I to think that somebody may do something bad (*always used with would*)

Practice 2

Answer the questions.

1. If you eat and drink too much are you likely to lose weight?
2. ‘I wouldn’t put it past Robbie’ means that Robbie might do something bad or will definitely do something bad?
3. “Everybody seems unhappy.” “I know. I put it down to the bad weather.” Does the bad weather make people unhappy or do unhappy people make the weather bad?
4. ‘Charlie wants to put his model train together.’ Is the train whole or in pieces at the moment?
5. If you don’t like your hotel room but you decide to put up with it, do you complain?

Practice 3

One sentence in each group is wrong. Which one?

He put his clothes on. He put his shoes on. He put his glasses on. He put his teeth on.	He put out his cigarette. He put his cigarette out. He put out the television. He put the fire out.	He lost weight. He put up weight. He put on weight. He was unhappy about his weight.
--	--	---

Practice 4

Use the words in the box to complete the sentences.

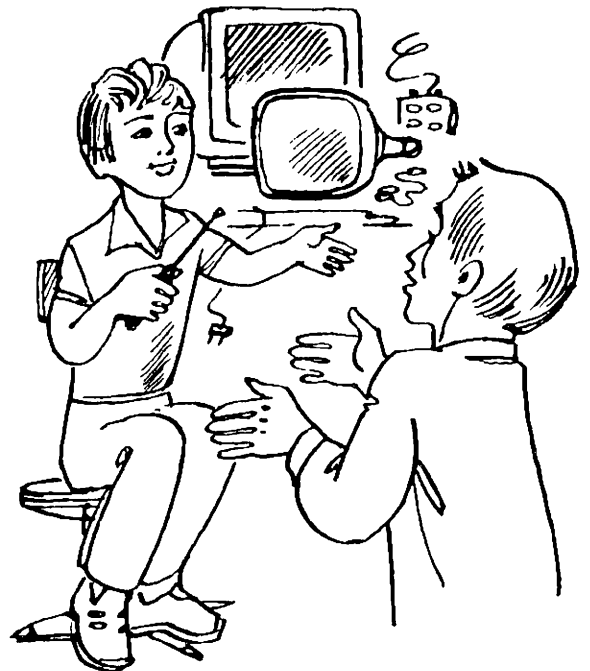
on end with out back up

- The fire burned for three hours before the firefighters could put it _____ .
- “I take it that when you’ve finished with the file will you put it _____ ,” said the boss.
- Let’s put an _____ to all our arguing and be friends again.
- His children are so naughty and he never complains. I don’t know how he puts _____ _____ it.
- She puts her glasses _____ to read.

Practice 5

Put one or more words into each gap to complete the sentences.

- She always likes to _____ clean clothes after a bath.
- John took the video recorder apart to repair it and now can’t _____ it _____ .
- I don’t mind you borrowing my clothes but could you _____ them _____ when you have finished?
- “Have you lost weight?” “No. I think I’ve _____ some, actually.”
- I’m eating. Would you mind _____ your cigarette?
- We’ve been discussing this for hours. Let’s _____ to the talking and make a decision.
- My daughter didn’t do very well in her exams but I _____ to bad teaching.
- “You don’t think Derek would steal from me, do you?” “I’m not sure. I _____ him.”
- “They’ve been married for 35 years.”
“I don’t know how his wife _____ him.
I would have divorced him years ago.”



- I’ve taken the television apart.
- Good, but can you put it together?

Practice 1

Match a situation from the first box with a line of dialogue from the other two boxes.

Example: 1, 8, 18

1. *In a shop*
2. *Making arrangements*
3. *In a meeting*
4. *A political speech*
5. *Arriving home after work*
6. *Talking about childhood*
7. *A telephone call*

8. I'm buying this coat for my sister.
9. May I introduce our new Chief Executive? This is Mr Steven James.
10. I **grew up** in a small village in the countryside.
11. I can't come to the party if we have it on Saturday.
12. We've lowered tax and...
13. Hello. Is that Mr Jones? Hello, I'm phoning from XTC vacuum cleaners.
14. Hello, darling. Look at this beautiful diary. It didn't cost anything. I **brought** it from work.

15. O.K. Let's **bring it forward** to Friday.
16. **He's been brought in** to help us reduce costs and maximise profit.
17. You mean you stole it from work. **Take** it back.
18. Don't worry. If she doesn't like it, she can **bring it back** and change it.
19. My parents **brought me up** very strictly.
20. ...we've **brought in** new laws to protect workers.
21. We are **bringing out** a brand new vacuum cleaner in the new year and it will cost just £240.

Practice 2

Match the words in the box below to the meanings. Look back at the last exercise if you need help.

bring take bring up grow up bring in bring in a law/a policy
bring a new product out bring something forward bring something back

1. _____ means to start to sell a new product.
2. _____ is used to talk about parents looking after children, educating them and helping them.

3. _____ is used to talk about the process of a child getting older.
4. _____ means to move to an earlier date.
5. _____ means to move something from another place to where you are.
6. _____ means to move something from where you are to another place.
7. _____ is used to talk about introducing new laws or policies.
8. _____ means to return something to the shop in which it was bought.
9. _____ means to employ somebody to do a particular job.

Practice 3

Complete the sentences. Use one word in each gap.

1. It's difficult to bring _____ children nowadays.
2. My company has just brought _____ a no-smoking rule.
3. The new management team was brought _____ last year.
4. The shoes are £45 but you can bring them _____ if you don't like them.
5. John, when you go out, could you _____ this to the cleaner for me?
6. The meeting has already been _____ forward twice.
7. You're not well. Stay in bed. I'll _____ your breakfast to you.
8. My son is _____ up so fast. He'll be at school soon!
9. Kylie works so hard _____ she's brought _____ two new records this year already.

Practice 4

Complete the sentences with one or more words.

1. Fiat _____ two new models of car last year.
2. My parents think that children _____ much faster than they used to.
3. "The government _____ a law to protect workers recently." "I know, but I wouldn't put it past them to increase tax, too."
4. If you come to my party you must _____ a bottle of wine.
5. If I go to Gary's party I will _____ a bottle of wine.
6. Robert Smith was _____ to increase our sales and he's failed.
7. My mother _____ two children on her own.
8. In view of the urgent situation, we should _____ the next meeting.
9. "Three customers have _____ computers today already. None of them work!" "Leave them here. Don't put them back in the store room."



– Hello. Is that Mr. Jones? Hello, I'm phoning from XTC vacuum cleaners.

Read.

“What are you looking for?” “I can’t find my credit card anywhere.”

Look for is a less formal way of saying *search*.

Who is looking after the children at the moment?

To look after means ‘to take care of’.

Look out! There’s a car coming!

Look out! is used as warning to other people if you think they are in danger.

Sonia was walking down the street and heard a voice behind her so she looked round but she couldn’t see anyone.

To look round means ‘to turn your head’.

We looked round the museum and then went to the cafe.

To look round means ‘to look at things for pleasure in a shop, museum or gallery’.

Richard knew that something was wrong when his wife gave him a funny look.

To give someone a funny look means ‘to look at them in a strange way’.

He’s a great actor and he’s good-looking.

Good-looking is an adjective. It means ‘physically attractive’. It can be used about a man or a woman.

David was upset when he lost his job but he must look ahead and think positively.

To look ahead means ‘to think about the future’.

When I look back on the argument I realise how silly it was.

To look back on means ‘to think about something in the past’.

Debbie looks very happy.

Look can mean ‘appear’ or ‘seem’.

Practice 1

Put one of the words from the box into each gap to complete the sentences.

for after round on round back ahead

1. When Mike was unwell, she looked _____ him.
2. You should think about your future. Look _____. What do you want to do with your life?

3. Someone touched my shoulder and I looked _____ to see who it was.
4. We looked _____ the shop for ages but didn't buy anything.
5. When I look _____ my childhood, it was generally happy.
6. I've been looking _____ you everywhere. Where have you been?

Practice 2

One of these six sentences is wrong. Which one?

I looked round the town.
I looked round the museum.
I looked round the art gallery.

I looked round New York.
I looked round the computer.
I looked round the shop.

Practice 3

Match the beginnings and endings.

When I look ahead
We looked round
She gave me
Have you seen her boyfriend?
Look out!
I've been looking
Could you look after
She looked round
When you look back on
You look

the museum but I was bored.
He's really good-looking.
We're going to crash!
to old age, I'm frightened.
a funny look.
when she heard the noise.
your time at school, were you happy?
wonderful tonight.
the baby? I have to go out.
for that book for ages. Bring it here.

Practice 4

Put one or more words into each gap to complete the sentences.

1. Did you see Rebecca? She _____ really angry.
2. "Did you _____ the shops?" "No, we didn't have time."
3. I think I'm in love. She's intelligent, funny and really _____.
4. He had forgotten to put his trousers on. That's why she _____ look.
5. He's 38 but he doesn't go out much because he _____ his sick mother.
6. _____! That dog is going to bite you. Are you OK?
7. It was such a surprise. He _____ and there was his own father standing behind him.
8. The company has done well. I think we can _____ to the future with confidence.
9. "Can you help me? I'm _____ Nicole Perry." "She's over there by the drinks machine."
10. When I _____ my first teaching job, I realise how awful I was.

Practice 1

Match the definitions and notes *A–I* below with the correct words.

1. The 1995 World Champion retired in 1997 but now he's planning a comeback.
a comeback =
2. Laura was looking for her passport when she came across some old love letters.
to come across =
3. Alexandra lives in Bournemouth but she comes from Chile originally.
to come from =

(*Note:* If the person is still alive we usually use the present tense. The past tense is used only if they are dead.)

4. Fiona had forgotten most of her Spanish but as soon as she went there on holiday it all came back to her.
to come back to someone =
5. "Brian told me that she was 34." "Come off it! She's at least 40."
come off it! =
6. Mark started playing the piano when he was just three. It just seemed to come easily to him.
to come easily to someone =
7. Robert was planning to be an actor but he couldn't find any work so it came to nothing.
to come to nothing =
8. "How's your mother?" "She had a big operation last week. She came through it, so let's hope she gets better soon."
to come through something =
9. "Does your leg still hurt, John?" "Not all the time. The pain comes and goes."
to come and go =

A to find by accident

B a return to a position of importance

C used to say that you don't believe something, or strongly disagree with it

D to be unsuccessful

E to be remembered

F used to say where you were born and brought up

G to stay a short time

H to be easy for somebody to do

I to survive a dangerous situation

Practice 2

Put one word from the box into each gap to complete the text.

easily from through and comeback to

Juan Pablo comes ___ 1 ___ Spain and started playing golf when he was four years old. It came ___ 2 ___ to him and by the age of 10 he frequently beat adults. By the time he was 21 he was the best in the world. He had everything. He was good-looking, rich and everybody loved him. Unfortunately, six years later he was in a terrible car crash. Although he came ___ 3 ___ the accident with only minor injuries, he retired shortly afterwards. Two years later he tried to make a ___ 4 ___ but it came ___ 5 ___ nothing. Fame and fortune come ___ 6 ___ go very quickly in professional sport.

Practice 3

Match the beginnings and endings.

Debbie really wanted to go to Paris

I live in Italy now but I

We lost the football match 6–0 but we
were unlucky.

Very few footballers

The more I earn the more I spend.

I was looking round this second-hand
shop

Bill couldn't remember much about
his parents

make successful comebacks.

Come off it! It doesn't sound unlucky.

Money just comes and goes.

actually come from England.

and I came across this beautiful painting.

but it came to nothing because she
didn't have a passport!

but when he saw the photograph of his
mother it all came back to him.

Practice 4

Put one or more words into each gap to complete the sentences.

1. Anja has an unusual accent. Where does she _____ from?
2. "I have tickets for a Dizzie Hogan concert." "I thought he had retired." "He did but he's made a _____."
3. She hadn't thought about her ex-husband for months but as soon as she looked round and saw him the feeling of anger _____ to her.
4. "Do you find singing difficult?" "No, it _____ to me."
5. My uncle _____ several heart attacks before he finally died.
6. Jill was looking for her keys when she _____ a photograph of her first boyfriend. 'He was very good-looking,' she thought.
7. "Bill told me that he earns £85,000 a year." " _____! He probably earns the same as us."
8. Jack wanted to make his house bigger but his plans _____ because he couldn't get permission.
9. "Do you spend much time in London, Mr Hogan?" "I _____ but I would like to spend more. Perhaps I will when I retire again!"

Practice 1

Match the definitions and notes *A–H* below with the words in bold type.

1. David tried to learn Chinese, but he found it very difficult so he **gave up**.
2. I wish I had kept my toys from when I was a child but I **gave them all away**.
3. Now, can you write your family name here and then your **given name**.
4. Robert **gave Carol some advice** but she wouldn't listen to him.
5. It takes about three minutes to cook an egg, **give or take a few seconds**.
6. The teacher **gave books out** to all the students.
7. Smoking is bad for you – you should **give up**.
8. One of the men who robbed the bank **gave himself up**.

A to stop doing something that you had done before

B approximately the number stated

C to give something to another person without receiving money for it because you do not want it

D to accept that you will fail to achieve something and so to stop trying to achieve it

E the name(s) your parents choose for you

F to go to the police when they are looking for you

G to distribute

H to tell somebody else what they should do

Practice 2

Answer the questions.

1. '*Ron gave himself up*' – who was looking for him?
2. '*The journey takes one hour, give or take a few minutes*' – is it likely that the journey will take two hours?
3. If you give advice, do you tell somebody else what they should do or do they tell you what to do?
4. If you give your car away, do you receive money?
5. Is it likely that all your brothers and sisters will have the same given name as you?

Practice 3

The following sentences contain errors. Correct the errors.

1. Tony gave in playing golf because his girlfriend thought it was boring.
2. The teacher bought some sweets and gave out them to each child.
3. She gave me a lot of advices, but none of it very useful.
4. I think the man who escaped from prison should give him up to the police.
5. It will take Victoria 30 minutes to write the report, give and take ten minutes.
6. She didn't want her old cooker so she gave away it.

Practice 4

Write sentences using the words in the box. You can move in any direction but you must not jump a square. At least five sentences are possible. Always start with 'Tracy'. You can use each square more than once.

eight	smoking	up	best	her
years	take	friend	gave	herself
ago	gave	Tracy	some	up
away	or	money	to	advice
her	old	clothes	police	the

Practice 5

Put one or more words into each gap to complete the sentences.

1. Although he was losing, Paul never _____ trying to win.
2. I think Laura must be 30 now, _____ a year or two.
3. Julie _____ all her old clothes and then they came back into fashion.
4. 'Charles' – is that your family name or your _____? And where do you come from?
5. The charity workers _____ food to the hungry people.
6. You have _____ me advice in the past so now listen to me.
7. Another of the bank robbers _____ to the police when he realised that his plan to leave the country had come to nothing.
8. I want to lose weight so I've decided to _____ chocolate.



The teacher gave books out to all the students.

Unit 7. TURN

Practice 1

Match the definitions and notes *A–I* below with the correct words.

1. Last year the company increased its turnover to £258 million.

the turnover =

2. If you are not watching the television, can I turn it off?

to turn something off =

To turn something off means the same as *to switch something off*. The opposite is *to turn something on* or *to switch something on*.

3. I can't hear the television. Would you turn it up?

to turn something up =

The opposite of *to turn something up* is *to turn something down*.

4. The football match had been very close but the turning point came in the 72nd minute when the referee gave a penalty to Real Madrid.

the turning point =

5. Robert was offered a fantastic new job but he turned it down because he didn't want to travel.

to turn something down =

6. We started driving towards London but the snow was so bad that we had to give up. We turned back and went home.

to turn back =

7. I'm not really allowed to leave work early but the boss knows that I do. He turns a blind eye.

to turn a blind eye =

8. There was a line of people waiting but the doctor helped each person in turn.

in turn =

9. There are five people and only one bath so we'll have to take turns.

to take turns =

A a point in time when an important change occurs

B the total amount of business done by a company in a time period

C to know that something wrong is happening but decide to take no action

D one person does something after another person

E one person after another person

F move the switch to stop a machine working

G to increase the volume (or temperature) of something

H to refuse an offer

I to go back in the direction from which you came

Practice 2

Answer the questions.

1. If you turn the music down does it continue or stop?
2. If you turn a blind eye do you know that it is happening?
3. Do most companies want a big turnover or a small turnover?
4. Does a turning point lead to a big change or a small change?
5. If you take turns do you do something at the same time as another person?
6. If you turn something on do you start it working or increase the volume?
7. If you turn an offer down do you say 'yes' or 'no'?

Practice 3

The sentences below contain errors. Correct the errors.

1. She knows he takes her money but she turns blind eyes.
2. The turning part of his career was when he was promoted to Managing Director.
3. Thank you for asking me but I'll have to turn your offer up. Sorry.
4. The turning over of the company was £8 million last year.
5. We only have one television. The children will have to turns to choose what to watch.
6. The programme had finished so I turned the television on and went to bed.
7. The neighbour thought our music was too loud and asked us to turn it up.
8. Jill was walking to the bar but after five minutes she turned on and went home again.

Practice 4

Put one or more words into each gap to complete the sentences.

1. The potatoes were boiling so I _____ the heat.
2. Richard knew that he should discipline his daughter for her behaviour but he didn't want to so he _____ .
3. "How far do you want to walk?" "I'm already tired. Shall we _____ ?"
4. The election was very close but the _____ came when one candidate promised to lower tax.
5. Nick cooks one night and Steven the next. They _____ .
6. The company wants to increase its _____ next year.
7. Suzannah was offered the job but she _____ because it wasn't enough money.
8. The police arrested six people and spoke to them _____ .
9. My computer is very complicated. My wife had to show me how to _____ !

Practice 1

Match the definitions and notes *A–J* below with the correct words.

1. “I’ll give you the money tomorrow.” “Come off it! I don’t believe you. You always break your promises.”
to break a promise =
2. “Did you watch the athletics on television last night?” “Yes. Johnson broke the world record for the 400 m.”
to break a record =
3. My car broke down and so I called a mechanic.
to break down =
4. This meeting has already been in progress for six hours. Let’s take a break and start again in the morning.
to take a break =
5. Derek bought the car for £500. He spent another £300 on repairs and he sold it for £800, so he broke even.
to break even =
6. A burglar is a person who breaks into houses.
to break into =
7. “Are you still married to Richard?” “No, we broke up two years ago.”
to break up =
8. Dave had had a successful career in football but he retired last year. The turning point came when he broke his leg.
to break a leg/arm, etc. =
9. I think Mary broke Paul’s heart when she left him and married Steven.
to break someone’s heart =
10. “Shall we go out for a meal?” “I can’t, I’m afraid. I’m broke.”
to be broke =

- A* to do something better or faster than anybody has before
B to illegally enter a building by force, usually to steal something
C when a machine stops working
D (*informal*) to describe not having any money
E to neither make money nor lose money on a business deal
F when a relationship ends
G not to do something you promised
H to have a rest
I to make somebody very unhappy, particularly about love
J the verb used when you fracture a bone

Practice 2

Answer the questions.

1. If something breaks down, can it usually be repaired?

2. Do you have to be married before you can break up?
3. 'Andrew broke Rachel's heart.' Which is more likely, Andrew left Rachel or Rachel left Andrew?
4. 'He took a break from his work'. Is he likely to return to work?
5. If you say 'I'm broke' does it mean you have little money or no money? Would you write it in a business letter?
6. If a boy walks into a shop and takes a bar of chocolate, did he break into the shop?

Practice 3

One of these seven sentences is wrong. Which one?

He broke his promise.

He broke into a car.

He broke his arm.

He broke a glass.

He broke her house.

He broke a record.

He broke Tracy's heart.

Practice 4

Put one word from the box into each gap to complete the text.

even down into up

1. I have no clean clothes to wear because the washing machine broke _____.
2. I remember when I broke _____ with my first girlfriend. It broke my heart.
3. He was arrested while he was trying to break _____ a big house.
4. We're losing so much money. Do you think we'll ever break _____?

Practice 5

Put one or more words into each gap to complete the sentences.

1. He was sent to prison because he had _____ 317 houses.
2. Richard invested a lot of money in an electronics company. I don't think he made or lost much money. He probably _____.
3. "Lauren and James _____." "I'm not surprised. They didn't have much in common."
4. "Can you lend me £10?" "I'm sorry, I can't. I'm _____."
5. On his first parachute jump he _____ both ankles, his leg, his arm and four ribs. I can't remember, but I don't think he ever did a second jump.
6. Ann _____ my _____ when she told me she didn't want to marry me.
7. We've been driving for six hours. Shall we _____? I'm very tired.
8. Did you hear about the girl who _____ for sneezing? She sneezed every hour of every day for three years.
9. I was late home because the train _____. It never works properly.
10. I told my son that he should never lie or _____ a promise.

Practice 1

Match the definitions and notes A–J below with the correct words.

1. Do you think these shoes go with my skirt?
something goes with something =
2. “Just jump!” “My first bungee jump. Here goes!”
here goes =
3. Look. I know Rachel left you, but don’t get depressed. You have a lot going for you. You’re good-looking, funny..
to have a lot going for you =
4. “Janet is getting married to Tony next month. She’s been going out with him for years.” “I thought they had broken up.” “No, that was Jill and Terry.”
to go out with someone =
5. “Where does this video cassette go?” “On the shelf, with the books.”
where does it go? =
6. I know the exam is difficult but just have a go. You may be lucky!
to have a go =
7. “Can I open the window?” “Of course. Go ahead.”
go ahead =
8. I can’t believe it. The price of petrol has gone up again.
to go up =
9. Keith is really boring. He just goes on about his job all the time.
to go on about =
10. David went on driving in the wrong direction because he hadn’t seen the signpost.
to go on doing something =

A to continue doing something

B is a way of giving permission

C to try (*informal*)

D (prices) increase

E to talk about something or someone for a long time although it may bore other people

F where is its usual place?

G to spend time regularly with someone in a romantic or sexual relationship

H said before you do something difficult, dangerous, or exciting

I to have many advantages

J to match or be a suitable combination

Practice 2

Put the underlined words into the correct order to make sentences.

1. Brian working/on/went/until/died/he
2. I’ll repairing/a/at/have/television/go/the but I’m not sure I’ll be able to.
3. Can you put this vase back? It television/goes/the/on.

4. Why can't Sue meet a nice man? lot/for/has/she/her/a/going. She's attractive...
5. I know it's dangerous but go/I/parachuting/will/on until I have an accident. I love it!

Practice 3

Match the beginnings and endings.

- | | |
|----------------------------------|--|
| Do you think the sea is cold? | gone up by 15%. |
| Nobody will ever go out with me. | I don't think it goes with the sofa. |
| Could I use your mobile phone? | went on and on about computers all night. |
| We've bought a new carpet but | I have nothing going for me at all. |
| The company's turnover has | Let's find out! Here goes! Aaagh! It's freezing! |
| It was so boring. John | Go ahead. It's on the table. |

Practice 4

Put one word into each space.

Tracy had been going out ___1___ Richard for about a year and he was always going ___2___ about getting married. Tracy was unsure because she loved skiing and Richard would never go with her. "If you have ___3___ go at skiing, I'll think about marrying you," she said. Richard agreed. He went ___4___ telling people how Tracy was going to marry him because he was so brave. Tracy's friends thought he was boring. On their first skiing holiday Tracy met an Italian man called Michele. Michele had a lot ___5___ for him...

Practice 5

Put one or more words into each gap to complete the sentences.

- Dorothy thought that speaking French would be difficult but when she _____ she found it was easier than she thought.
- "Now, when you start skiing remember to keep your head forward." "OK. My first time. _____." ".... Are you OK? Have you broken your leg... arm... ankle...?"
- Look. You're funny, good-looking, intelligent. You have _____ for you. You'll find another girlfriend.
- The government has said that taxes will _____ by 2% next year.
- I know Jack has only just started going out with Maria but I wish he wouldn't _____ about her all the time. I'm bored of it already.
- Does this tie _____ my jacket? Be honest... I'll change it!
- "I'm sorry, this is my first day in the office. Where _____ this file _____?" "Leave it on my desk. I'll put it back. What's your name?"
- Kate _____ Paul for nearly a year. It broke her heart when they broke up.
- "Could I borrow the car?" " _____ . The keys are on the table."
- If we _____ working as fast as this, we may finish early.

Practice 1

Match the definitions and notes *A–J* below with the correct words.

1. “I don’t like Mark.” “Really? I get on with him quite well.”
to get on with someone =
2. As soon as her alarm clock went off, she got up and got dressed.
to get dressed =
3. David is staying at work late because he has got behind with the new marketing project.
to get behind with =
4. Robbie has nothing going for him at all, in my opinion. I don’t know why Kate goes out with him. He just goes on getting drunk every night.
to get drunk =
5. We needed some more space so I got rid of a lot of old books.
to get rid of =
6. I don’t want to go on about it but I’m trying really hard to write my new book but I’m getting nowhere.
to get nowhere =
7. The thieves got away in a stolen car.
to get away =
8. Jackie always leaves work early. Her boss must turn a blind eye because she always gets away with it.
to get away with something =
9. We got married on 3 October 1992.
to get married =
10. “How are you feeling?” “I had ’flu but I’m getting over it now, thanks.”
to get over something =

- A* to recover from something
B to do something bad and not be punished
C to escape
D to have a friendly relationship with someone
E to become drunk
F to become married
G to make no progress
H to be slow and not do something on time
I to throw away
J to put on clothes

Practice 2

One expression with *get* is wrong in each group. Which one?

1. marriage and relationships	to get married to get engaged to get separated to get divorced
2. transport	to get on a train to get on a bus to get on a motorbike to get on a car

Practice 3

Put one word from the box into each gap to complete the sentences.

of with over away with on away

1. When Tracy left me it took a long time to get _____ it.
2. Lucy stole £100 but she got _____ it. Nobody ever knew.
3. Jim is in trouble because he has got behind _____ the rent on his apartment.
4. I like Sue. We get _____ really well.
5. I regret getting rid _____ all my old photographs.
6. The police went to the house but the burglar got _____ over the roof. The police are still looking for him.

Practice 4

Put the underlined words into the correct order.

1. "Are Tony and Linda still married?" "No, last/think/year/I/got/they/divorced."
2. "Have you finished your MA yet?" "No, nowhere/getting/I'm with it."
3. "I think I'll throw away these toys." "get/don't/rid/them/of. They'll be valuable one day."
4. "Why are you late?" "I had and/a/dressed/shower/got but then missed my bus."
5. "I'm sorry to hear you got divorced Tony." "Thanks but I/with/on/still/get/Linda. You know, just as friends."

Practice 5

Put one or more words into each gap to complete the sentences.

1. She _____ the car crash in the end but it took a long time.
2. He's worried that he'll _____ with his work, so he does more and more at weekends. I'm worried about him.
3. Hurry up! We're late. _____. Your clothes are on the chair.
4. The party was great fun. Vicky and Des _____ and were dancing on the table.
5. I'm looking for a job but I feel that I'm _____ because I haven't had an interview or anything. It's hopeless.
6. When Margaret broke up with her boyfriend she _____ all her old photographs, clothes, everything! She wanted to start again.
7. "We've been engaged for a year and going out together for six years. Let's _____ soon." "OK. How about next summer?"
8. "The robber ran out of the bank and _____ on a bicycle." "Come off it! On a bicycle?"
9. But the robber didn't _____ his crime because the police arrested him two days later in a bicycle repair shop and he went to prison.
10. Rob likes his wife's mother. He _____ well with her.

Practice 1

Match the definitions and notes *A–I* below with the correct words.

1. You look very sad. What's up?
what's up? =
2. "Shall we eat out tonight?" "I don't mind. It's up to you."
it's up to you =
3. This computer is really old. I want to upgrade it.
upgrade =
4. Sophie's mother brought her up on her own after her father died.
to bring up =
5. We've been married for fifteen years. Of course, there have been some ups and downs but we're both still very happy.
ups and downs =
6. James never cleans the bath or does any housework. I don't know how you put up with it.
to put up with somebody/something =
7. Steven looked very upset. What happened?
upset =
8. It's important that the company keeps all the records up-to-date.
up-to-date =
9. "I can't hear the radio." "Don't worry. I'll turn it up."
to turn something up =

- A* to suffer something not nice without complaining
B what's the problem?
C you decide
D good times and bad times
E worried and unhappy
F to change to something better
G to increase the volume (or heat) of something
H having the most recent information
I to look after, take care of and to educate children

Practice 2

One example in each group is wrong. Which one?

<p>1. ups and downs in a relationship ups and downs in a career ups and downs in life ups and downs in the morning</p>	<p>2. It's up to Sarah It's up to I It's up to me It's up to him</p>	<p>3. up-to-date news up-to-date jobs up-to-date information up-to-date records</p>
--	--	---

Practice 3

Fill each gap in the text with one word from the box.

downs up bring put upset

Angela will be 35 tomorrow. She's certainly had some ups and ___1___ in her life. She got married when she was 19. Divorced at 23. I don't know how she ___2___ up with her husband for four years. Awful man. But she was very ___3___ when they broke ___4___. And then she had to ___5___ Sonia up on her own. That wasn't easy but then she met Adrian. He's a lovely man...

Practice 4

Write sentences using the words in the box. You can move in any direction but you must not jump a square. At least five sentences are possible. Always start with *Sonia*. You can use each square more than once.

system	her	upgrade	to	upset
computer	hi-fi	decided	looks	brought
up-to-date	put	Sonia	was	up
radio	an	has	could	in
up	the	turn	you	Italy

Practice 5

Put one or more words into each gap to complete the sentences.

1. I hate my husband. He's always getting drunk. I can't _____ him any longer. I'm going to leave.
2. When you _____ your own children you realise how difficult it is to be a parent.
3. At the moment my career is going well but last year it was terrible. I think there are _____ in everybody's life.
4. The company wants to _____ the computer system but it doesn't have enough money.
5. You look really unhappy. _____ ?
6. "Do you want to go to the cinema?" "I don't mind. Ask Maria. It's _____."
7. "Philip was crying and shouting... he was very _____. What was the problem?" "I don't think he has got over his divorce yet."
8. "I need the sales figures for last month." "They're not ready yet, I'm afraid." "If I don't have _____ information, how can I make decisions?"
9. "This party is terrible!" "I know. Let's _____ the music and start dancing!"

Practice 1

Match the definitions and notes *A–I* below with the correct words.

1. Paul is a great art teacher. He gave me some very down-to-earth advice and showed me what I was doing wrong and I improved immediately.
down-to-earth =
2. The doctor told James he should give up smoking or at least cut down.
to cut down =
3. The company started to lose money three years ago and it went downhill very quickly after that. It closed last month.
to go downhill =
4. What's wrong, George? You look very down. Have you been arguing with Sue again?
to be down =
5. I wanted to photocopy this document but the copying machine had broken down again so I couldn't.
to break down =
6. The government puts the increase in crime down to unemployment.
to put something down to something =
7. She waited for the applause to die down before she continued her speech.
to die down =
8. He was one of the most powerful men in Britain but his downfall came when he lied about his taxes. He didn't get away with it.
a downfall =
9. Jack lost his job and things went downhill for him and he was down and out until he met Victoria.
down and out =

A removal from a powerful position

B when noise disappears slowly

C to get worse

D to do something less

E (*adjective*) to describe having nothing – no house, no job, no money, etc.

F to say that one thing is caused by another thing

G when a machine stops working (but can probably be repaired)

H sensible, practical

I to be sad

Practice 2

Put the words from the box into the sentences.

cut broke went put died

1. Manchester United were losing 2–0 at half time and it _____ downhill after that. They lost 5–0 in the end.

2. When the applause _____ down the band started playing.
3. Tracy's car _____ down so she called a mechanic.
4. His teacher _____ Tom's poor performance in the exams down to his poor motivation.
5. Steve was drinking too much and he knew he should _____ down.

Practice 3

Match the beginnings and endings.

- | | |
|---|---|
| <p>If he's down and out
Pat is not the most exciting person but
If you want to lose weight
The comedian waited for the laughter
The profits of the company fell and
He had a heart attack and although he
came through it
I put his poor performance in the exams</p> | <p>to die down before he told the next joke.
he needs our help.
he's quite kind and very down-to-earth.
the downfall of the Managing director
was inevitable.
you should cut down on chocolate.
down to poor teaching.
his health went downhill afterwards.</p> |
|---|---|

Practice 4

Write sentences using the words in the box. You can move in any direction but you must not jump a square. At least four sentences are possible. Always start with *David*. You can use each square more than once.

never	moment	for	noise	to
been	has	the	waited	die
down	at	David	before	down
and	very	seems	to	speaking
downfall	out	down	earth	put

Practice 5

Put one or more words into each gap to complete the sentences.

1. As soon as the washing machine _____ I bought a new one.
2. England aren't very good at football. Some people _____ it _____ to playing too many matches.
3. The Prime Minister waited for the noise and cheering to _____ before starting to speak.
4. You eat 20 carrots a day. If you don't _____ you'll turn orange!
5. I don't want a funny, exciting and imaginative accountant. I want one who is _____ and can count!
6. He's lost everything, even his wife left him. He's absolutely _____.
7. Lauren, why are you so _____? I haven't seen you smile all day. Are you upset about something?
8. He was responsible for his own _____. He lied and was caught.
9. The play started badly when the first actor forgot his words but soon _____ when the next one fell off the stage.

Read.

*“The traffic is really bad.” “Don’t worry, we’ll get to the airport **in time**.”*
(*In time* means ‘not late’.)

*Billy doesn’t like the teacher. He says that the teacher **has it in for him**.*
(This means that the teacher is always horrible to Billy because Billy has upset the teacher.)

“Have you finished yet?” “No, I’ll be ready in ten minutes.”
(*In ten minutes* means ‘after ten minutes’.)

*When I went to the party everybody was **dressed in white**. It was amazing.*

*“Look. Be quick. I’m **in a hurry**,” said Roger.*

*Everything went downhill after I lost my job and now I have problems with the bank. I’m **in debt**. I owe them over £5000.*

*You don’t have to pay for the books **in advance**. It may be two weeks before we have them. You can pay when you receive them.*
(*In advance* means ‘before you receive something’.)

*The Princess spoke to all the children **in turn**.*
(*In turn* means ‘one after the other’.)

*“You look happy.” “I am happy. I feel fantastic. I’m **in love**.”*

Practice 1

On time means ‘not late or early but at the agreed or correct time’: *The train left on time.*

In time means ‘not late’: *I arrived at the station in time to say goodbye to her.*

Put *in* or *on* in the gaps.

1. I always try to get to work _____ time.
2. We arrived at the airport _____ time to meet John. In fact, we were early.
3. Paul finished his homework _____ time to watch the football match on television.
4. Our lessons always start _____ time.

Practice 2

Write sentences using the words in the box. You can move in any direction but you must not jump a square. At least six sentences are possible. Always start with *Rebecca*. You can use each square more than once.

love	with	Robert	debt	in
yesterday	in	got	is	never
black	was	Rebecca	home	on
in	dressed	last	in	time
a	hurry	night	work	for

Practice 3

Put the underlined words into the correct order.

1. She's not happy at work because has/it/her/in/boss/her/for.
2. He's very good-looking. I thought he looked fantastic uniform/navy/in/dressed/his.
3. I have a problem. paid/builder/I/the/advance/in and then never saw him again.
4. Sandra with/in/love/is/Billy but I don't know if Billy loves her.
5. The young police officer to/children/spoke/each/in/of/the/turn but he didn't find out the truth. He put his failure down to inexperience.

Practice 4

Put one or more words into each gap to complete the sentences.

1. The bride was _____ white.
2. Hurry up! The film starts _____ ten minutes.
3. I've never seen Tim look so happy. He's really _____ with Laura. Perhaps they'll get married.
4. The company cannot borrow any more money. We are already _____ and the situation is getting worse. We must break even next year or...
5. I'm the new Chief Executive and I want to speak to each person _____ to find out your ideas about the future.
6. Mr Jones doesn't have much time. He's _____. He must get to the airport.
7. I'm sorry, Mr Smith, but because of your previous financial problems you must pay for everything _____. I'm not delivering anything until I have the money.
8. "Her boss doesn't seem to like her."
"Jenny thinks he _____ because she has had a lot of time off recently."
9. I couldn't believe it when my wife started having the baby. I was at work. I got to the hospital just _____.



The bride was in white.

Practice 1

Match the definitions and notes *A–I* below with the correct words.

- Henry's computer is really old. It's so outdated that he can't even receive e-mails.
outdated =
- My mother outlived my father by three years. Women generally live longer.
outlive =
- Sarah lives in London. Well, not the very centre of London, but on the outskirts of London.
outskirts =
- I need a new pair of shoes. These are worn out. I'll have to get rid of them.
worn out =
- He was very worried when his daughter stayed out all night.
to stay out =
- Would you like to eat out tonight?
to eat out =
- The teacher was in a hurry so he gave out books to all the students very quickly.
to give out =
- I can't make a cake. We've run out of butter.
to run out =
- When the film was shown on television they cut out most of the sex scenes.
to cut out =

- A* the parts of the town or city furthest from the centre
B to live longer than somebody else
C not modern
D to go to a restaurant
E to distribute
F to remove
G to have none left
H not to go home
I (*of things*) very old – it/they cannot be used any more
(*of people*) very tired

Practice 2

Answer the questions.

- If you eat out do you usually have to pay?
- If a person is worn out, do they die or go to bed?
- If clothes are worn out, are they old or new?
- 'John outlived Bill'. Who lived longer, John or Bill?
- If something is outdated, might it still work?

Practice 3

Put one word into each gap to complete the sentences.

cut giving ran eat worn

1. London is an expensive city, particularly if you want to _____ out a lot.
2. She _____ out meat from her diet completely and felt much better.
3. He had to buy some new gloves because his old ones were _____ out.
4. Why are you _____ out pens? Everybody already has one.
5. He tried to leave home when he was twelve but he went back as soon as he _____ out of money.

Practice 4

Match the beginnings and endings.

My mobile phone isn't working because

They've bought a beautiful new house

When you were young, did you ever

Ann's composition was too long so

Jim was paid to walk around the town

centre

Shall we go to a restaurant?

stay out all night?

– We ate out last night.

giving out information about the new shop.

on the outskirts of the city.

the battery has run out.

she cut out the bit about her childhood.

Practice 5

Put one or more words into each gap to complete the sentences.

1. Mike thought there was a problem with the car but then he realised he had _____ petrol.
2. When the film version of the book was made it was nearly four hours long because they didn't _____ anything from the story.
3. He works in the city centre so it takes him nearly an hour to get to work because he lives on the _____ of the city.
4. Her parents' views are very old-fashioned. I think her father's views are particularly _____.
5. Your mother will probably never die. She'll _____ us all, I expect.
6. When Jill was a teenager she _____ very late every night and so she found it difficult to get up to go to school.
7. I'll have to go to bed because I'm absolutely _____.
8. The doctor _____ information to all his patients about the 'flu virus.
9. "If I had enough money I would _____ every night. For one thing, I hate washing up!" "Wonderful! We could go to every restaurant in turn and spend all your money!"

Practice 1

Match the definitions and notes *A–I* below with the correct words.

1. There was a problem with the car but Andy decided to drive on.
verb + on =
2. Rachel gets to work late every day. I can't turn a blind eye any longer. It's just not on. She'll get to work on time in the future or she will have to go. I won't put up with it.
not on =
3. I've lost my keys again and Mary has been on at me to be more careful for ages. She'll be really angry.
to be on at someone =
4. I'll buy the blue one. No, on second thoughts, the red one. Unless I buy both of them... because my green one has worn out... nearly.
on second thoughts =
5. "Can I speak to Mr Sharman, please." "I'm afraid he's on holiday. Can I help you?"
on holiday =
6. I only met Sue last month but I think I get on with her really well.
to get on with someone =
7. "Can I see your passport, please, sir?" "I'm sorry, I don't have it on me."
to have something on you =
8. This shop is losing business because we open too late. From now on we'll open at 7.30. To open any later is outdated.
from now on =
9. First of all Vicky told the police she wasn't in London at the time of the robbery but later on she told them the truth. She was on the outskirts of the city when...
later on =

- A* taking a holiday at this time
- B* to have something with you at the time of speaking
- C* afterwards
- D* to talk in a complaining way
- E* after thinking more, or again
- F* (usually) means to continue the action
- G* to have a friendly relationship with someone
- H* not acceptable
- I* from this point forwards

Practice 2

Write sentences using the words in the box. You can move in any direction but you must not jump a square. At least five sentences are possible. Always start with *Susan*. You can use each square more than once.

on	well	on	holiday	has
with	gets	is	always	her
boss	her	Susan	walked	mobile phone
later	said	it's	after	on
on	not	spoke	we	her

Practice 3

The following sentences contain errors. Correct the errors.

1. I was going to go to Spain on holiday but on second thought I think I'll stay in this country.
2. "I'm sorry I got angry," said Paul. "From now forward I'll be a good husband."
3. Jackie and Nick are going holiday next week.
4. He never pays back the money he borrows. It's on.
5. Bill is always on for me to spend less money.

Practice 4

Put one or more words into each gap to complete the sentences.

1. Sally usually has her credit card _____ her. She must have forgotten it.
2. "Do you like Brian?" "Yes, I _____ very well with him."
3. They were playing football when it started to snow but it wasn't too bad so they played _____.
4. "It was so embarrassing. I had picked up loads of things I wanted to buy and it wasn't until _____ that I realised I had forgotten my credit card," said Sally.
5. "I went to the Caribbean last year." "For work?" "No, of course not, _____."
6. I don't mean to complain. I don't enjoy being _____ you all the time, but please, please, please put things back after you use them.
7. I hate not having any money. I'm going to change. _____ I'll spend less and save money each month.
8. "Shall we move house?" "What? Are you crazy? Think about it." "OK. I'm sorry. _____ I suppose it is a silly idea."
9. You never come to lessons on time. It's _____ because it disturbs the other students.



- Can I see your passport, please, sir?
- I'm sorry, I don't have it on me.

TOPIC AREAS

Unit 16. WORDS TO DESCRIBE LANGUAGE

There are no practice exercises for this unit.

- **There are many, many words used to describe language. However, you do not need to know many of them.** But understanding a few can help you to understand explanations of English grammar and so help your learning. This unit will explain some of the very common ones.

Sentence/clause

- **A sentence** begins with a capital letter and ends with a full stop, a question mark or an exclamation mark (!).

This is a sentence.

- **Some sentences have more than one clause.** Some clauses could be sentences. They do not need other words. But some clauses have to be introduced by conjunctions (words that join sentences). For example:

I drink English beer. This is a sentence but it can be part of a bigger sentence.

When I go to the bar I drink English beer. In this sentence *I drink English beer* is the main clause.

When I go to the bar is also a clause but it cannot be a sentence.

Subjects and objects

- **The subject of a sentence generally comes before the verb. It usually says who or what does something.**

Some people love cats.

Some people is the subject. The object is *cats*.

- **An object is generally the person or thing that something happens to.** There are two types of object. A direct object answers the question *what* and an indirect object answers the question *who*.

She gave the cat to her father. *She* is the subject. *The cat* is the direct object and *her father* is the indirect object.

Nouns

- **Nouns can be either countable or uncountable.** Countable nouns have a plural form. The plural form is usually made by adding *-s* or *-es* to the singular form, although there are several exceptions.

cat/cats book/books car/cars watch/watches

person/people child/children man/men woman/women

- **Uncountable nouns have no plural form and are used with singular verbs.**

Advice, knowledge, and news are all uncountable nouns in English.

She gave me a lot of advice.

He has a wonderful knowledge of cinema.

Here is the news.

Verbs

- **People sometimes talk about verbs having three forms.**

a base form or infinitive *begin*

a past form *began*

a past participle *begun*

The infinitive is sometimes used with *to*: *to begin*.

However, verbs also have a present participle, which ends in *-ing*: *beginning*.

Main verbs/auxiliary verbs

In some sentences there is more than one verb.

Do you like cake?

Have you been to China?

I am playing football.

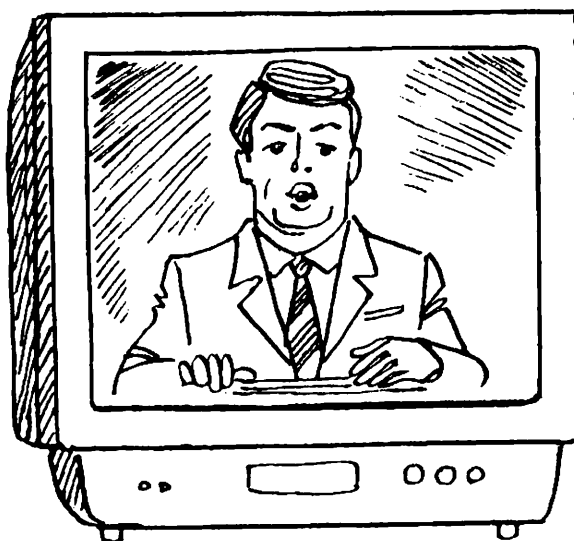
In these examples *do*, *have* and the verb *be* (*am* in the above example) are called **auxiliary verbs** because they affect the grammar, rather than have a meaning of their own.

Like, *go* and *play* are called **main verbs** because they carry the meaning of the sentence.

In other examples *do*, *have* and *be* could be main verbs.

I did my homework. I had a shower. She's 23.

- **Auxiliary verbs are frequently used to change the verb form** (simple to continuous, for example) or to form questions or negative sentences.
- **There are also modal auxiliary verbs which have some characteristics of auxiliary verbs but also have a meaning of their own.**
Can, *might*, *may*, *will*, *would*, *could* and so on are all modal verbs.



– Here is the news.

Unit 17. WAYS OF SPEAKING

See also Grammar Unit 17.

Talk, tell, say and **speak** are very similar and so can be confusing.

Say is often used with actual words spoken.

“Alexandra comes from South America” said Susan.

It is often used in reported speech, followed by *that*.

Paul said that he wanted to see you.

Tell is used in a very similar way but is followed by an object (who is spoken to). It is often used to pass on a specific piece of information.

James told me about the accident. She told me he was single.

It is also used in the expressions:

tell the time tell the truth tell a joke tell a story

Speak is used to describe the physical act of speaking.

Could you speak more slowly?

It is often used with languages.

Can you speak French?

Talk is used in a similar way to *speak* and sometimes you can use either verb. *Talk* is sometimes used about more informal or less important things.

It was very romantic. We talked all night.

Practice 1

Complete the sentences using *tell, talk, say* or *speak*. Sometimes there may be more than one possible answer.

1. What did he _____ you?
2. How many languages can you _____?
3. “I’ve never seen him before in my life,” she _____.
4. Don’t lie to me. _____ the truth.
5. Babies learn to _____ very slowly, really.
6. Did you _____ to your sister about pop music all afternoon?

Practice 2

Match the verbs in bold to the definitions A–F below.

1. “Do you get on well with your brother?” **asked** Andrew.
2. Sophie **advised** me to see a doctor.
3. Jack’s grandmother can’t hear very well so he has to **shout**.
4. “Please, please, please, can I watch television, mummy?” **begged** the child.
5. “It’s a secret,” **whispered** Steven.
6. “Excuse me, waiter, but this food is cold,” **complained** the customer.

- A to say that you think something is a good idea
- B to use a question to find out information
- C to say that you are not satisfied with something
- D to talk very quietly
- E to talk very loudly
- F to ask for something in a very emotional or desperate way

Practice 3

The following sentences contain errors. Correct the errors.

1. He asked to me if I was in love with his sister.
2. John said us some funny jokes.
3. Can you say me the time, please?
4. I'm not deaf. You don't need to whisper. Talk more quietly.
5. "I quite like watching television," told Sonia.
6. "Don't hit me, please, don't hit me," asked Don.
7. He advised to me to leave the country.
8. This is a library. If you must talk you should shout.

Practice 4

Put one word in the gaps to complete the sentences. Sometimes more than one answer may be possible.

1. The football crowd _____ at the referee when he didn't give a penalty.
2. One student _____ a question after the lesson.
3. Nick's bank manager _____ him to spend less money.
4. During the exam Maria _____ the answers to her friend. Fortunately nobody heard her.
5. "Please don't leave me. Please. I just made a mistake. I'm sorry. I'm so sorry. Please don't go. I love you," _____ Richard.
6. We _____ for a long time but we didn't decide anything.
7. James loves his teacher. She _____ them lots of stories.
8. "I love learning grammar," _____ Victoria.
9. Phil _____ me that he doesn't like visiting museums much.
10. "She _____ eighteen languages and can't say 'no' in any of them."
(Dorothy Parker)



– Can you tell me the time, please?

Practice 1

Read and complete the sentences.

Sensible means thinking or acting in a reasonable way.

Sensitive means easily hurt or upset.

1. Don't laugh at his hair. He's very _____ .
2. It's _____ to lock your house when you go out.

Check means to examine something (often for a second time) to make sure that it is safe or correct.

Control means to have power over something so that events and actions are in your power.

3. "Let's _____ your homework," said the teacher.
4. The security guard _____ the number of people entering the building.

Lend means give for a short time. The past form is *lent*.

Borrow means take for a short time.

5. Can I _____ your car this evening?
6. The teacher _____ me her book until the weekend.

Lose is a verb. It is the opposite of *find*. The *s* is pronounced [z].

Loose is an adjective. It is the opposite of *tight*. The *s* is pronounced [s].

7. I've lost weight and these trousers are quite _____ .
8. You can't have my keys because you might _____ them.

Actually means *in fact*. It is sometimes used to correct other people.

"Hello Bill." "Actually, my name's Kevin."

Currently is used to say that something is happening now.

9. Janet stopped working in the shop. She is _____ working in the cafe.
10. "The film starts at 9.00." "I think it's 9.30 _____ ."

Sympathetic is used to describe how a person reacts in a particular situation. It means to be understanding of a problem. It is not used to describe somebody's general character.

Nice or **kind** can be used to describe character in general.

11. I like Jack. He's very _____ .
12. Mary was very _____ when I told her my mother was ill.

Practice 2

Answer the questions.

1. Does a library usually lend books or borrow books?
2. Should you control or check the answers to this exercise?
3. Can your keys be loose?
4. "What's your brother like?" "He's very sympathetic." Is this a good answer?
5. Can you use *actually* about the past and the present, or just the present?

Practice 3

Write sentences using the words in the box. You can move in any direction but you must not jump a square. At least five sentences are possible. Always start with *Rachel*. You can use each square more than once.

now	Paris	in	living	a
again	borrowed	control	is	sensitive
my	keys	Rachel	lent	person
her	has	yesterday	ticket	the
lost	checked	the	price	of

Practice 4

Put one word into each gap to complete the sentences.

1. The police were _____ everybody's passports.
2. This needs repairing. The handle is very _____ .
3. If I _____ you this money, when will you pay it back?
4. My boss was _____ when I told him that my daughter was ill.
5. "What are you looking for?" "I've _____ my mobile phone."
6. It's _____ to try to save some money each month.
7. "Anja is from Germany." " _____, she comes from Switzerland."
8. I want to be an actor but I'm _____ working in a bar.
9. Don't cry. It was only a joke. You shouldn't be so _____ .
10. The police _____ the protesters and so there wasn't any violence.
11. Could I _____ your dictionary for a moment?

Read.

Some verbs have a different meaning, depending on which grammatical patterns they are part of. Here are some common ones.

1. *Margaret regrets leaving her husband.*

regret + -ing = feel sorry about something in the past

2. *We regret to inform you that your application has not been successful.*

regret + infinitive = feel sorry about something in the present

This pattern is usually used with verbs such as *say*, *tell*, and *inform*. It is quite formal.

3. *The students stopped talking when the teacher walked in.*

stop + -ing = the *-ing* verb is the action which stops

4. *I was late for work because I stopped to talk to Rebecca.*

stop + infinitive = the infinitive gives the reason why another action was stopped

5. *If you want to cook better cakes, try warming the oven first.*

try + -ing = experiment by doing something

6. *I know it's difficult but try to save a little money each week.*

try + infinitive = make an effort to do something difficult

7. *You will remember to post the letter for me, won't you?*

remember + infinitive = the action (*to post*) happens **after** the remembering

8. *I remember leaving the nightclub.*

remember + -ing = the action (*leaving*) happens **before** the remembering

9. *I'm sorry, I forgot to say 'thank you'.*

forget + infinitive = the action (*to say*) happens/doesn't happen **after** the forgetting

10. *I had forgotten going to the bar until you told me about it.*

forget + -ing = the action (*going*) happens **before** the forgetting

Practice 1

Answer the questions.

1. 'Paul stopped working for Alex last month' – *does he work for Alex now?*
2. 'Paul stopped to talk to Alex' – *could Paul be talking to Alex now?*

3. 'I remember driving home' – *which action happened first, the driving or the remembering?*
4. 'She forgot to turn off the lights' – *were the lights turned off?*
5. 'He forgot turning off the television' – *was the television turned off? Did he remember performing the action?*
6. 'David had a problem so he tried talking to his boss but it didn't help' – *did David talk to his boss?*
7. 'David tried to talk to his boss but he was too busy' – *did David talk to his boss?*
8. 'She regrets deciding to study English at university' – *is she deciding now or in the past?*

Practice 2

Match the beginnings and endings.

I regret to say	saying more at the meeting.
Did you remember to talk	that you have failed this course.
I regret not	when he got married.
He stopped playing football	more slowly but he still couldn't understand.
Cinzia stopped to have a drink	French but couldn't think of the right words.
She tried speaking to him	their passports.
She tried to speak	and then I couldn't remember his name.
They forgot to take	and then missed her train.
I forgot meeting him before	to Kath this afternoon?

Practice 3

Choose the best way to complete each sentence.

1. Maria's car wasn't working. She tried *to put/putting* oil in it but it didn't help.
2. Fiona tried *to find/finding* her keys but couldn't see them anywhere.
3. When Sue read the report of the murder she remembered *to see/seeing* a man leaving the apartment.
4. He remembered *to buy/buying* his mother a birthday card but then forgot to send it.
5. "Don't forget to call me!" "Don't worry. I'll remember *to phone/phoning* you and I'll e-mail you."
6. Sally couldn't find her handbag. It was in the cupboard but she forgot *to put/putting* it there.
7. I burnt the food because I forgot *to turn/turning* the cooker off.
8. "My computer isn't working." "Have you forgotten *to switch/switching* it on?"
9. "I can't find a job." "Have you tried *to look/looking* in the newspaper?"
10. I'll try *to repair/repairing* the television, but it's difficult – I don't know if I can.
11. He stopped *to live/living* with his parents when he started work.
12. I've worked all day. I only stopped *to have/having* lunch.

Read.

a screen	the flat, glass surface on a television or computer where the information appears
a cursor	a small sign on the computer screen which is used to show the position
a mouse	used to move the cursor around the screen
to crash	when a computer, or computer system, suddenly stops working
a keyboard	used for typing letters or numbers onto the screen
data	a collection of information about a particular thing
database	a large collection of information stored on a computer which can be easily searched through
to download	to copy information from the Internet to your own computer
a home page	the first page of a web site
online	to be connected to the Internet
password	a secret word that you have to use to enter a computer system
a search engine	a system that allows you to search for information on the Internet, using key words
surfing the net	going to several different web sites
an icon	a small picture on the screen which shows you what can be used

Practice 1

Put the letters into the correct order to spell a word.

Example: oinc = icon

- | | | | | |
|----------|---------|-------------|-----------|-------------|
| 1. chras | 2. aadt | 3. dwsspora | 4. oelnin | 5. ddoawnlo |
|----------|---------|-------------|-----------|-------------|

Practice 2

Match the verbs and the nouns.

Verbs	Nouns
download	a search engine
use	information
enter	an icon
click on	the Internet
go to	a password
surf	a home page

Practice 3

Put the words into the correct order to make sentences.

1. of/that/icon/click/screen/on/at/the/top/the
2. which/engine/search/use/I/shall?
3. do/like/you/our/page/home?
4. the/company/the/online/are/computers/all/in?
5. Brian/lost/the/when/work/all/crashed/his/computer.
6. bought/yesterday/she/keyboard/a/new

Practice 4

Put one or more words into each gap to complete the sentences.

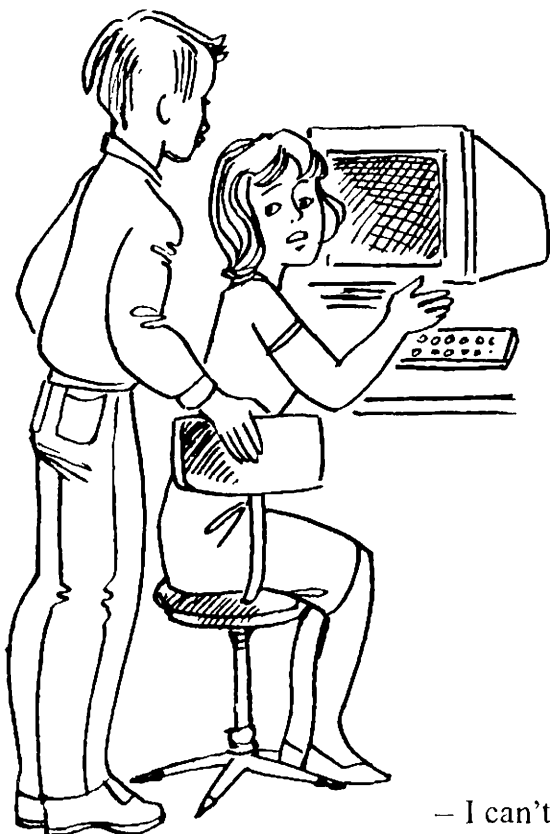
1. Kate doesn't have access to the Internet because her computer isn't _____.
2. "We can't solve the problem because we don't have enough information." "I agree. We need more _____."
3. She found all the information she needed by typing "Sheffield + England" into a _____.
4. When Susannah has enough spare time she loves _____ the Internet and going to lots of sites.
5. I can't use your computer because I don't know your _____.
6. Use the _____ to move the cursor around the _____.
7. There is a problem when I type. There must be a problem with the _____.
8. When you have found the information you want, it is easy to _____ it to your computer.

9. Our company has just redesigned its _____ so that it is more attractive to clients when they visit it for the first time.

10. "What do you call those funny little pictures on the screen?" "_____."

11. Phil was angry because when the computer _____ he lost all the work he had done.

12. All the information is stored on this _____ and you simply click on the icon to use it.



– I can't use your computer because I don't know your password.

Read.

Travel is usually used as a verb.

We had been travelling all day and were exhausted.

It can also be used as a noun, but only with a general meaning of moving from place to place.

Foreign travel is very popular with students.

Journey is a noun. It is used when you talk about going from one particular place to another. It may be long or short.

The journey from New York to Los Angeles took several days.

I have a short journey to work each day.

Trip is used if you talk about the whole visit – the journey there and back, the place you stayed and so on.

I'm going on a business trip next month. Did you have a good trip?

A reservation is when you have paid for something in advance. You can have a reservation for a hotel room, a flight, a train and so on.

In a hotel you may be offered a **single room** (for one person) or a **double room** (with a bed for two people). If the room is **en-suite** it means that there is a private bathroom and toilet that other guests cannot use.

If your hotel reservation is **full board** it means that all your meals will be included. If it is **half board** it includes your evening meal, but not lunch. When you arrive at the hotel you must **check in** and when you leave you **check out**.

You also **check in** when you are getting a flight at an airport. After that you may wait in the **departure lounge**, where only people who are getting on flights are allowed.

A stopover is when you are flying to one place but have a short break in your journey in another place.

He flew from London to Singapore with a stopover in Moscow.

A backpack is a big bag that you carry on your back.

To backpack means to travel for quite a long time, and very cheaply.

When we left school we backpacked around the world.



When we left school we backpacked around the world.

Practice 1

Answer the questions.

1. Would you use a backpack when you go to work?
2. In a five star hotel, would you expect an en-suite room?
3. Do you check out when you leave an airport?
4. In a hotel, which is more expensive, half board or full board?
5. Where do you wait before you get on a plane?
6. 'Did you have a good journey?' Am I interested in just the travelling?
7. 'Did you have a good trip?' Am I interested in just the travelling?
8. What do you do when you arrive at a hotel and also at an airport?

Practice 2

Write sentences using the words in the box. You can move in any direction but you must not jump a square. At least five sentences are possible. Always start with *Kate*. You can use each square more than once.

journey	to	work	travels	first
long	soon	usually	enjoys	class
trip	a	Kate	journeys	travel
business	has	is	hotel	and
a	on	going	reading	reservation

Practice 3

Put one or more words into each gap to complete the sentences.

1. Planes, trains, cars... we've been _____ for 18 hours. I need a rest.
2. If we don't have much money perhaps we could _____ around Europe for a couple of months.
3. "Sorry, Sir. The hotel is full." "But that's ridiculous. I have a _____."
4. The rooms at the Dolphin Hotel are beautiful and they are all _____ so you can relax in your own bath.
5. I'm on my own, so a _____ room will be fine.
6. My husband is meeting me later so I'd like a _____ room, please.
7. Is lunch included or is it _____ ?
8. We had a very successful _____ although the journey back was terrible.
9. The flight to Cairo isn't direct. There is a _____ in Madrid.
10. John had all his meals included in the cost of the hotel. It was _____ .
11. On the day of your arrival at the hotel, please _____ by 18.00.
12. And on the day of your departure, please _____ by 10.00.
13. The _____ usually takes six hours by car.
14. Our flight was delayed so we had to wait in the _____ for hours.

Read.

Look at these football results.

Real Madrid 2:1 Manchester United Lazio 2:2 Spartak Moscow

Real Madrid won. Real Madrid beat Manchester United.

Manchester United lost. Manchester United lost to Real Madrid.

Lazio drew. Lazio drew with Spartak Moscow.

- **Win, beat, lose and draw** are all verbs.

Beat is followed by an object (who is beaten). *Real Madrid beat Manchester United.*

Win is not followed by an indirect object (who is beaten). *Real Madrid won.* But it can be followed by what is won. *Real Madrid won the football match.*

Lose can be used without an object. *Manchester United lost.* If it is followed by an indirect object it is used with *to*. *Manchester United lost to Real Madrid.*

Draw can be used without an object. *Lazio drew.* If it is followed by an object it is used with *with*. *Lazio drew with Spartak Moscow.*

Draw can also be used as a noun. *The match was a draw.*

- **Coach** can be used as a verb and it means ‘to give advice’ and help others so that they improve. The person who coaches is a **coach**.

Since Terry started coaching the team they have improved a lot.

- **Train** can be used as a verb and it means ‘to improve physical fitness’.

If you want to run a marathon you must train very hard.

- The verb used with games is usually **play** and play is also used with most sports, particularly if the sport is played with a ball. *I play tennis a lot.*

- **Go** is used if the sport ends in *-ing*.

I went skiing for the first time last year. She goes running every day.

- The person who controls a football match and so on is a **referee**.

- **Umpire** is used if the person who controls the sport does not move.

There is an umpire for tennis matches.

Both **referee** and **umpire** can be used as verbs. *He refereed the match badly.*

- If a player deliberately breaks the rules s/he **cheats**. The person who does this is a **cheat**.

Practice 1

Use the words in the box to complete the verb table.

draw lost won lose won drawn

base form	past form	past participle
win	_____	_____
_____	lost	_____
_____	drew	_____

Practice 2

Tick if the words are nouns, verbs or both (when talking about sport).

	Noun	Verb
play	×	✓
cheat		
draw		
train		
referee		
umpire		
coach		

Practice 3

Correct the errors in the following sentences.

1. I love football. Arsenal are playing with Lazio tonight. I really want to watch the play.
2. Bill won me at tennis yesterday.
3. Would you like to play skiing this afternoon?
4. During the tennis match, she felt the referee made a bad decision.
5. Jim lost Paul at billiards yesterday.
6. I'm really unfit. I must coach hard before the next football season.
7. Did you won yesterday?
8. The match ended in a drawn.

Practice 4

Put one word into each gap to complete the sentences.

1. The match ended Roma 2:2 Ajax. So the two teams _____.
2. Chris _____ Tom in the semi-final and will now play David in the final.
3. "Did you win?" "No. We _____ again. We're bottom of the division now."
4. To keep fit Debbie _____ running twice a week.
5. Mr Jones is a brilliant golf _____. Since he started helping me I've improved a lot.
6. "Have you ever _____ baseball?" "No, but I've watched it on television."
7. The _____ blew his whistle and the football match started.
8. Well done! Congratulations! I didn't think you would _____ but you did.
9. John's good at basketball but he gets tired quickly. He should _____ more.
10. We lost but the other team _____. The umpire didn't see it. It was very unfair.
11. When you are playing tennis you mustn't shout at the _____. She's there to control the game.

Practice 1

Use the words in the box to help you complete the words below. The first and last letters of each word have already been written.

training application form applicant salary wages promotion trade
to work shifts overtime profession

1. If you are told how much money you will earn every hour, and you are paid every week, what you receive are called w____s.
2. If you are told how much money you will earn every year and you are paid every month, what you receive is called a s____y.
3. A person who tries to get a particular job is called an a____t.
4. If you want a job you usually have to fill in an a____n f__m.
5. When you are taught how to do a job, it is called t____g.
6. If you stay with the same company but get a better job with more responsibility and more money this is called a p____n.
7. If you have a job which requires a high level of education and training, such as a doctor, this is called a p____n.
8. If you have a job which requires a lot of training and you work with our hands, such as an electrician, this is called a t____e.
9. If you usually work 40 hours a week but you work 45 for extra money, this is called o____e.
10. If you sometimes work during the day and sometimes at night, then you work s____s.

Practice 2

Read. Which person is the lawyer, the policeman and the electrician?

Gary

I quite like my job. The money is OK, particularly if I do a lot of overtime. I left school at 16 and I needed a lot of training because you need to learn a trade properly before you can start working on your own.

Ron

I left school at 18 and didn't know what to do. Eventually my mother got me an application form and I went for an interview and was accepted. Not long after joining I got a promotion. I like my job because I feel that I'm helping people but I don't like working shifts. Sadly, criminals often work at night!

Sue

After university I had further training. Of course, as with most professions the salary is quite good, but I feel that I deserve it. I work hard for my money. I work long hours and don't get paid extra for overtime. But I suppose if you earn a good salary you expect that.

Practice 3

Write sentences using the words in the box. You can move in any direction but you must not jump a square. At least five sentences are possible. Always start with *Richard*. You can use each square more than once.

promotion	works	works	shifts	at
overtime	receives	sometimes	works	the
application	a	Richard	hospital	as
good	had	lot	nurse	a
salary	of	training	is	doctor

Practice 4

Match the verbs with the correct nouns.

Verbs	Nouns
fill in	shifts
work	a trade
do	a promotion
learn	an application form
get	overtime

Practice 5

Put one or more words into each gap to complete the sentences.

1. Belinda was really pleased to get the job. There were over one hundred _____ and they chose her!
2. A person who repairs water pipes is called a plumber. It's a good _____.
3. I wouldn't like to _____ – getting up early, then late – horrible!
4. Steve gets quite good _____ . £9 an hour, I think.
5. Maria doesn't get paid much. If she didn't do _____ at weekends she wouldn't have enough to live.
6. If you are interested in this job fill in an _____.
7. I was so pleased when my boss told me I had got a _____ – more money and a new office. Great!
8. Although like law or medicine, teaching is a _____, it is not generally well paid.
9. Margaret is always making mistakes in her job. Perhaps she needs more _____.
10. I heard that his _____ is £30,000 a year.

Practice 1

Use the words in the box to help you complete the words below. The first letter of each word has already been written.

state schools	public/private schools	take an exam	pass an exam	fail an exam
learn by heart	a uniform	do homework	write lines	strict
	tutorials	lessons		lectures

1. When we did something wrong at school, we had to w_____l_____. I remember writing 'I must not speak in class' two hundred times.
2. We always had a lot of h_____ to do at night.
3. At most schools children have to wear the same clothes. This is called a u_____.
4. In Britain, government schools are called s_____ schools.
5. In Britain, p_____ and p_____ schools are more or less the same! You pay to attend them!
6. Some teachers use a lot of discipline. They are very s_____.
7. When I was at school I had eight l_____ a day.
8. L_____ are similar to lessons but with more people. Over a hundred people may attend a lecture. You often have them at university.
9. T_____ are similar to lessons, but for only very few people, perhaps two or even one. You get very personalised help.
10. Barbara t_____ twelve exams. She p_____ eight of them and she f_____ four.
11. If you l_____ something by h_____ it means that you can repeat it automatically. You do not need to think about it.

Practice 2

Match a verb and a noun. Sometimes more than one combination may be possible.

Verbs	Nouns
go to	lessons
take	by heart
attend	school
wear	an exam
do	a uniform
learn	lines
write	homework

Practice 3

Read about these three people talking about education.

Which one had the best experience? Which one had the worst experience?

Kevin

I went to an ordinary state school and most of the teachers were friendly. There was one teacher, Mr Hartley, who was very strict and I hated him, but generally school was not too bad. I took exams when I was 16 and passed most of them. After that, I started work for my father.

Belinda

When I went to university I had a fantastic time. The lectures were interesting and I enjoyed discussing things in tutorials. We didn't really do homework because we were more independent. I think I learned a lot, and not just about history, but about life.

Sophie

I had a problem at school. I didn't like some of the teachers so I didn't go to lessons and I got into trouble. I spent most of my life writing lines. I hated wearing a uniform and learning things by heart. What's the point? It was sad because my parents had spent a lot of money to send me to a private school.

Practice 4

Put one or more words into each gap to complete the sentences.

1. Julie said that when she was at university she learned most in _____ because it was only her and she could ask lots of questions.
2. When I was at school I had to _____. It was a white shirt with blue trousers.
3. John's parents were angry when he _____ his exams.
4. Really? Fiona's parents were happy when she _____ her exams.
5. I wasn't very good at school so I paid another boy to do my _____ for me.
6. The teacher found out and I had to _____. 'I must do my own homework.'
7. At my school we could do anything we wanted. The teachers weren't very _____.
8. His teacher was angry because he missed two _____, but it was only because he was sick.
9. He was a brilliant speaker. There were over 100 people at the _____ and we were all fascinated.
10. Her parents paid for her to go to a _____ school. Did she like it?
11. Phil's parents didn't have much money so he went to a _____ school.
12. I learned all the French irregular verbs _____ and repeated them for the teacher.
13. Most children in Britain _____ exams when they are 16.

Unit 25. CRIME

Read.

People who **break the law** are **criminals**. There are many different types of **crime**. **Steal** means to take something which is not yours. The person who does this is a **thief**. If you steal something from a shop which is small and easy to hide, we call it **shoplifting**. If you enter a house or office by force (by breaking the window, for example) this is a **burglary**. If you steal something from somebody by being violent – so you attack them and take their money – this is a **mugging**. The word ‘mugging’ is only used if the crime happens outside. It is not called a mugging if it happens in a building.

There are many other types of crime. If you take control of an aircraft by force and demand money or other things, this is a **hijacking**. A **murder** is when one person deliberately kills another person. A **rape** is when one person, usually a man, forces another person, usually a woman, to have sex with him, although she doesn’t want to.

The verb used with *crime* is not *do* but **commit**. So you **commit a crime**, or you **commit a burglary**, or you **commit a rape**. If a person commits a serious crime he or she may be **sent to prison**. For less important crimes people sometimes have **to pay a fine**, which means that they must pay money.

Practice 1

Use the words in the box to complete the table.

a thief a burglar to burgle to mug someone a mugging a murderer shoplifting
to shoplift to murder someone a rape a rapist a hijacker to hijack a plane

Verb	Name of crime	The person
to steal something	a theft	
	a burglary	
		a shoplifter
		a mugger
	a murder	
to rape someone		
	a hijacking	

Practice 2

Match the verbs and the nouns.

Verbs	Nouns
pay	a house
arrest	the law
burgle	an old man
send	a crime
commit	a thief
mug	a fine
break	to prison

Practice 3

Match the beginnings and endings.

Harold Jones was sent
The rapist had committed
The hijackers demanded
He had mugged
If you break the law
The thief stole

several previous attacks.
you may have to pay a fine.
to prison for twelve years.
diamonds worth £200,000.
two people before.
to be flown to another country.

Practice 4

Put one word into each gap to complete the sentences.

1. A man is attacked in the town centre and all his money is stolen. This is a _____ .
2. "Fly the plane to London and give me \$100,000." The person speaking is a _____ .
3. He arrived home and his personal computer and VCR had gone. The police are investigating this _____ .
4. The schoolboy stole some sweets. This is an example of _____ .
5. The woman was attacked as she walked home and forced into having sex with the attacker. The attacker was a _____ .
6. She waited for her husband to come home and then shot him. She _____ her husband.
7. The thief took my cash and credit cards. He _____ my mobile phone, too.
8. He had stolen over fifty watches but he wasn't sent to prison. He had to pay a _____ .
9. Tony Barton _____ over one hundred houses before he was arrested.
10. You can't _____ a television because we only use the word to describe the theft of small things.
11. I'm innocent! I've never _____ the law in my life!
12. He _____ two murders before he was arrested.



– I've never broken the law in my life!

Read.

Fiona and Janet are talking about their friends...

Fiona: ...and Tom has a good job. He **earns** a lot of money.

Janet: That's true but he **spends** a lot, too. I read his **bank statement** and it said he was **overdrawn** by £500.

Fiona: £500?

Janet: That's not all. He **owes** another £1000 on his **credit card**. He even **owes** me £45.

Fiona: He's really **in debt** then. And the **interest rate** on **credit cards** is very high. Much higher than **inflation**. I pay 18% on my credit card. But Tom always has a lot of **cash** on him.

Janet: But his brother – Don – you know him, don't you?

Fiona: Yes, I went out with him when we were very young.

Janet: Well, Don **invests** most of his money. He makes quite a lot, I think, and he **saves** a lot, too.

Fiona: Well, when I knew him he was salesman and he kept 10% of the value of everything he sold.

Janet: He got **commission**, did he? He must be very **well-off** now.

Fiona: And the only way I'll be rich is if I **win** money on the lottery.

Practice 1

Answer the questions.

1. Which word means the same as *rich*?
2. Which word can come after *the rate of* and means the amount prices increase every year?
3. Which verb means to keep money, perhaps in a bank?
4. Which verb means to put money into something, hoping it will make a profit?
5. Which verb means that you have borrowed money but not yet paid it back?
6. Which word comes after *in* and means that you owe money?
7. What does the bank send you, perhaps every month, which tells you how much money you have?
8. 'Mastercard', 'American Express' and 'Visa' are all examples of what?
9. Which word means money (in the form of bank notes and coins)?
10. Which adjective means that you have spent more money than you have in your bank account?
11. If you work do you *win* money or *earn* money?
12. What noun, beginning with *c*, means that you get paid a percentage of what you sell?

Practice 2

Two of the following combinations are not correct. Which two?

owe money	invest money	play money	spend money	make money
earn money	win money	lose money	waste money	pay money
lend money	save money	give money	cancel money	count money

Practice 3

Match the beginnings and endings.

He gave up smoking when he
We're starting a new company.
When unemployment is high
I received a bank
They paid her commission
If you spend more than you earn
She owes the bank £5000

statement this morning. Bad news!
realised how much money he wasted.
you will soon be in debt.
and pays 5% interest a month.
Would you like to invest in it?
of 12% on everything she sold.
most economists would expect infla-
tion to be low.

Practice 4

Put one word into each gap to complete the sentences.

1. Somebody stole my wallet so I had to cancel my _____ card.
2. I receive a bank _____ every month, which tells me how much money has gone into and out of my account.
3. Last month my bank statement said that I was _____. I had spent £200 more than I was paid!
4. He's borrowed money from Alex, Rob and Rachel. In total he _____ about £600.
5. Lucy _____ all her money in a new Internet company, but it failed and she lost everything.
6. You won't receive a normal salary, but when you sell something we pay you _____.
7. Can I talk to you? I'm _____ debt and I don't know what to do.
8. You should talk to your father. He'll lend you money. He's _____, isn't he?
9. Every month she tries to _____ at least a little money because she knows she may need it in the future.
10. My new credit _____ is brilliant. I don't pay any _____ for 6 months.
11. The rate of _____ goes up all the time and I earn the same money – so I have less every year!
12. He changed job because he wanted to _____ more money.

Unit 27. CARS AND DRIVING

Read.

Verbs	Nouns
He wrote the car off. I accelerated up the hill. I braked when I saw the police car. Jim crashed into a tree.	My car was a write-off . The accelerator is on the right. The brake is in the middle. There was a car crash outside my house.

Practice 1

Use the words in the box to help you complete the words below. The first letter of each word has already been written.

to break down to write off to crash to overtake to accelerate to brake to pull over to change gear a mechanic a speed limit traffic lights a driving licence a driving test a traffic jam
--

- Paul was driving too fast and c _____ into a tree.
- If you w _____ o _____ your car, it means that it is so badly damaged in a crash that it cannot be repaired.
- T _____ l _____ have three colours, red, orange and green.
- If your car b _____ d _____, you need to call a m _____.
- Before you are allowed to drive you have to pass your d _____ t _____.
- When you pass your driving test you receive your d _____ l _____.
- The s _____ l _____ is the maximum speed you are allowed to drive at.
- To o _____ means to go past a slower vehicle.
- To a _____ means to make the car go faster.
- To b _____ means to make the car go slower.
- To p _____ o _____ means to make an unplanned stop, perhaps because you have a problem with your car, for example.
- In most countries you c _____ g _____ with your right hand but British cars are different and you have to use your left hand.
- The roads were very busy and there was a t _____ j _____, where nothing moved at all.

Practice 2

Match a verb, a noun and the meaning.

Verb	Noun	Meaning
to be stuck in break jump pass get change	the speed limit your driving test a driving licence a traffic jam gear the traffic lights	be successful in your driving test move from one gear to another receive your licence to drive above the maximum speed to go past the traffic lights when they are red not moving, or moving very slowly, because there are a lot of cars

Practice 3

Write sentences using the words in the box. You can move in any direction but you must not jump a square. At least five sentences are possible. Always start with *Kirsty*. You can use each square more than once.

gear	a	in	stuck	the
traffic	failed	was	jumped	traffic
jam	her	Kirsty	lights	the
driving	overtook	truck	braked	of
test	the	first	time	because

Practice 4

Put one or more words into each gap to complete the sentences.

1. There were a lot of ambulances and police cars. There had been a bad _____.
2. When you _____ another car, you must look very carefully first.
3. The police asked to see my _____.
4. I took my _____ in 1982 and passed first time.
5. You should leave early because there are often _____ on the roads at rush hour.
6. My car is very old and _____ a lot. It's very unreliable.
7. My brother is a _____. He always repairs my car.
8. The accident was quite serious. I was taken to hospital and my car was a _____.
9. Gary was driving too fast and although he _____ he couldn't stop in time.
10. They were driving along but had to _____ because the car was making a funny noise.
11. Slow down. The _____ is only 50 kph on this road.
12. I can't overtake anything. Every time I _____ the engine makes a funny noise.
13. Really? Does it make the same noise when you _____?
14. Stop! Look! The _____ are red.



Paul was driving too fast and crashed into a tree.

Unit 28. WEDDINGS AND MARRIAGE

Read.

Marriage is a noun. It means being husband and wife.

She was married three times and her last marriage made her the happiest.

Wedding is a noun. It is the ceremony which starts the marriage.

The wedding was at 2.00. The bride wore a beautiful white dress.

At the wedding there is **the bride** (the woman who is getting married), **the groom** (the man who is getting married), **the bridesmaids** (special friends of the bride) and **the best man** (the special friend of the groom).

After the wedding there may be a **reception**, which is a party for all the guests.

Before the wedding the groom may have a **stag night**, which is a party with all his male friends. The bride may have a **hen night** with her female friends.

A **honeymoon** is a holiday for the bride and groom after their wedding.

People usually celebrate their **wedding anniversary**. This is the day on which they got married.

We're having a small party on Friday. It's our anniversary. We'll have been married for five years.

To get engaged means to promise to marry someone. Sometimes people give each other rings. *Philip and Rachel got engaged last week.*

After getting engaged people **get married**. If the marriage is unsuccessful they may **break up** or **separate**. If they legally end the marriage they **get divorced**.

Practice 1

Rebecca got married last year. Rebecca married Kevin last year.

Emily got divorced a few months ago. Emily divorced Robert a few months ago.

Complete the sentences with the words below.

married got married divorced got divorced

1. Laura _____ when she wanted to get married again.
2. Steven _____ Ann last year. He's still really happy.
3. Brian _____ last week. It was a lovely wedding.
4. Lisa _____ John because he had met someone else.

Practice 2

Answer the questions.

1. Is a hen night before or after a wedding?
2. Is a stag night for men or women?
3. Is a reception before or after the wedding?
4. Which is correct?
A: Our wedding anniversary is on October 3.
B: Our wedding anniversary is on October 3, 1992.
5. What is the word for the man who is getting married?
6. What is the word of the woman who is getting married?
7. Is a bridesmaid a man or a woman?
8. Does a honeymoon happen before or after the reception?
9. Which happens first?
A: You get married. *B:* You get engaged.
10. Which is correct?
A: Their wedding lasted for eight years.
B: Their marriage lasted for eight years.

Practice 3

Put one or more words into each gap to complete the sentences.

1. You know that Margaret and I have been unhappy for a while, so we've decided to _____ up.
2. The wedding ceremony was nice but I think everybody enjoyed the _____ afterwards most.
3. Before she got married, Helen invited about twenty friends out on her _____.
4. In Britain the _____ usually arrives for the wedding before the bride. He's usually very nervous, too.
5. Look. We've been _____ for years and now I want a divorce so that I can marry Emily.
6. Every year we have a big party on our _____.
7. Before he got married, Bill went out on a _____ with all his friends.
8. The groom's friend is called the _____.
9. It was a beautiful wedding. The bride wore white and the _____ wore lovely pink dresses.
10. How long were you _____ before you got married?
11. They've been married for forty years. It's a very successful _____.
12. Victor _____ his first wife on Friday and married Carla on Saturday.
13. After we got married we had a wonderful _____ in the Caribbean.

Read.

A **theatre** is a place you go to watch **actors perform plays**. The actors perform on a **stage**. Before the actors perform for the **audience**, they practise the play, and this is called **to rehearse**. The person who tells the actors what to do is called the **director**.

People go to the **cinema** to watch **films**. The people who watch are called the **audience**. The film is shown on a **screen**. Some people like films with a lot of **special effects**. For example, watching the dinosaurs move in Jurassic Park, or watching people change into monsters. Some actors do their own **stunts**. A stunt is when the actor does something dangerous, such as jump out of a moving car. Usually they are performed by someone else because they are dangerous.

Some people like watching **television**. A person who introduces a programme is called a **presenter**. Some people like watching **game shows**, where ordinary people play games to try to win prizes. **Chat shows** are programmes where the presenter talks to famous people. **Soap operas** are dramas where the stories continue every week and never really finish. In Britain one soap opera has continued for over thirty years. **Documentaries** are factual programmes. For example, you can watch a documentary about animals in Asia, or the history of jazz music and so on.

Practice 1

Answer the questions.

1. Is a play filmed or performed live?
2. Do stunts look safe or dangerous?
3. Do famous people or ordinary people usually appear on chat shows?
4. Do famous people or ordinary people usually appear on game shows?
5. Does a presenter appear in a film or on television?
6. Is there usually a big audience for a rehearsal?
7. Are special effects usually cheap or expensive?
8. Does the audience for a soap opera usually see the end of the story each week?
9. Do you have an audience in a cinema, a theatre, for a television programme, or all of them?
10. Are documentaries about real things or are they made up?
11. Is there usually a director for a film, a play, a television programme, or all of them?

Practice 2

Put the words below into the correct boxes. Some may go in more than one box.

audience documentaries a play special effects game shows chat shows stunts
actors soap operas stage screen presenter director rehearse

Theatre	Film	Television

Practice 3

Put the letters in the correct order to spell words.

Example: aply *play*

- | | |
|----------------|--------------|
| 1. codumneryta | 4. retenrsep |
| 2. roatc | 5. aershese |
| 3. ttusn | |

Practice 4

Put one or more words into each gap to complete the sentences.

- I like watching _____ because I like finding out about famous people.
- If you want a play to be good you have to _____ a lot before you perform it for an audience.
- I saw a _____ yesterday but it wasn't very good. One of the actors forgot his words and couldn't say anything.
- The television show had an _____ of 24 million people.
- The _____ made the actors rehearse the play again and again.
- Laura likes watching _____ on television because she says she learns a lot from them.
- I loved the bit in the film when the White House disappeared. I thought all the _____ were good.
- I was famous for five minutes! I appeared on a television _____ and won a new car and a holiday.
- In Britain _____ attract big audiences but I can't understand people wanting to watch them week after week.
- Sam Davis was fantastic in that film. I heard that he did all his own _____, even when he jumped out the burning building.
- I went to the theatre last week and somebody from the audience tried to get on the _____ with the actors.
- Don hates that game show. The _____ always makes mistakes when he introduces the programme.

Unit 30. FOOD AND RESTAURANTS

Read.

In a restaurant the person who brings you your food is a **waiter** (man) or **waitress** (woman). When you first arrive the waiter or waitress will give you a **menu**, which is the list of food you can choose from. When you have chosen, you **give the waiter your order**. When you have finished your meal you may leave a **tip** (a small amount of money) for the waiter if you enjoyed the meal. Of course, you have to **pay the bill**, too. The person who cooks the food in a restaurant is a **chef**.

There are several verbs used to describe cutting food. **Chop** means to cut into small pieces. **Slice** means to cut a flat piece of food from a larger piece. And **carve** is used to describe cutting meat from a larger piece.

There are also several verbs used to describe how to cook food. **Boil** means to cook in very hot water. For example, you can boil rice. **Fry** means to cook in very hot oil or fat. If you cook vegetables or meat in the oven we use the verb **roast** but if you cook bread or cakes in the oven we use **bake**.

Practice 1

Answer the questions.

1. If you boil something do you use water or oil?
2. Can you carve bread?
3. In a restaurant, who do you give your order to?
4. In a restaurant, what is the list of food called?
5. Do you bake or roast chicken?
6. Do you bake or roast a cake?
7. In a restaurant, do you give a tip before or after the meal?
8. If you chop vegetables are the pieces usually big or small?
9. Is a cook a person or a machine?
10. Is a cooker a person or a machine?

Practice 2

Write sentences using the words in the box. You can move in any direction but you must not jump a square. At least five sentences are possible. Always start with *Rebecca went...* . You can use each square more than once.

tip	order	left	gave	cook
big	a	she	the	gave
to	talked	Rebecca went to a restaurant and	her	waitress
the	menu	a	forgot	order
chef	bill	the	pay	to

Practice 3

Put one or more words into each gap to complete the sentences.

1. In the past people didn't use to buy bread. They _____ it themselves nearly every day.
2. Excuse me, waiter. The meal was lovely. Could we have the _____, please?
3. The _____ brought most of our food but she forgot the vegetables.
4. To be a good _____ you need to train for a long time and be prepared to work long hours.
5. "Are you ready to order?" "No, we haven't seen the _____ yet."
6. When I was a child my mother used to cook everything but my father would always _____ the meat.
7. To cook this dish you need to _____ the cheese very thinly so that you can lay it over the top of the vegetables.
8. Be careful when you _____ the vegetables. The knife is very sharp.
9. He _____ the vegetables in oil and then cooked the pasta.
10. This is ridiculous! Where's our food? The waiter took our _____ over an hour ago.
11. When she cooks potatoes she usually _____ them in salt water for about twenty minutes.
12. Debbie usually _____ the chicken in the oven but she sometimes fries it.
13. When the _____ brought the wine I asked him for the menu.
14. In England we usually leave a _____ of about 10%.



Is a cook a person or a machine? Is a cooker a person or a machine?

TESTS

GRAMMAR TEST (Units 1–15)

Test 1

The following sentences contain errors. Correct the errors.

1. She didn't went to the cinema with us.
2. Mark should to study more if he wants to do well in his exam.
3. I wish I studied harder when I was at university.
4. If the Titanic wouldn't have hit the iceberg, it wouldn't have sunk.
5. I don't have much money but if I am a millionaire I would give some money to you.
6. Jack has gone to the doctor yesterday.
7. He will has finished his work by tomorrow.
8. "Why are you covered in paint?" "I've painted the ceiling."
9. When the ship sank he could swim to safety.
10. If you are 15 years old you don't have to drive a car.

Test 2

Choose the best form of the verb to complete the sentences.

1. She already has her ticket. She *will/is going to* fly to Amsterdam tomorrow.
2. He *drives/is driving* to work every day.
3. "Ouch!" "What *did you do/have you done*?"
4. She *lives/has lived* in Spain for two years.
5. Let me look in my diary. I'm sorry, *I meet/I'm meeting* Sue that day. How about the next week?
6. At 11.00 tomorrow I *will drive/will be driving* to Paris. I'm planning to leave at 9.00.
7. Tracy didn't see Tom at the party. He *left/had left* when she arrived.
8. If only I *met/had met* you earlier in my life!
9. If you *remembered/had remembered* to pay the bill yesterday, we wouldn't have this problem!
10. Mrs Mills is a lovely person but she couldn't *become/have become* a teacher if she hadn't studied at university.

Test 3

Choose the best form of the verb to complete the sentences.

1. When she saw the ghost she wasn't frightened because she *saw/had seen* a ghost before.
2. I'm not sure exactly when but I *will finish/will have finished* this report by 7.00.
3. When the kitchen caught fire he *cooked/was cooking* chips.
4. I think it *rains/will rain* this afternoon.
5. She *works/has been working* here for six years.

6. Terry *has been/went* to Italy three years ago.
7. I wish I *am/was* on holiday now.
8. If he *has/had* better qualifications he would have a better job.
9. She *works/is working* from home for the next two weeks.
10. (It's 10.00.) *Did you see/Have you seen* Laura this morning?

Test 4

Put the verbs in brackets into the best form in the following sentences.

1. Kate _____ (*walk*) down the road when she _____ (*see*) Helen so she _____ (*stop*) to talk to her.
2. He _____ (*not meet*) her before so he _____ (*introduce*) himself.
3. I hate this weather. I wish I _____ (*live*) in a warm country.
4. She usually _____ (*have*) breakfast in a small cafe near work but tomorrow she _____ (*go*) on holiday so she _____ (*not eat*) there.
5. I love my new job but if you _____ (*show*) me the advertisement, I _____ (*not know*) about it. Thank you.
6. If I _____ (*be*) an animal, I _____ (*like*) to be a fish.
7. She couldn't get into the house because she _____ (*forget*) her key.
8. "_____ you ever _____ (*go*) to Singapore?" "Yes, I _____ (*go*) when I was a child."
9. By next April we _____ (*be*) married for twelve years.
10. "_____ you _____ (*talk*) to Karen yesterday?" "Yes, she _____ (*go*) to New York next week."



When she saw the ghost she wasn't frightened because she had seen a ghost before.

Test 1

The following sentences contain errors. Correct the errors.

1. She didn't get the job because she didn't have a lot experience.
2. Santiago, that is the capital of Chile, is a beautiful city.
3. James arrested because he hit a policeman.
4. Amanda told that she was going to run a marathon.
5. He managed to escaping from prison by climbing the wall.
6. Most the cats like sleeping.
7. The car won't work because there isn't some petrol in it.
8. "Terry seems very happy." "Yes, he's exciting because he's going on holiday tomorrow."
9. "Is Susan here?" "No, I'm sorry. She's still gone to work."
10. Although he didn't have a licence but he drove the car.
11. I am agree with you.
12. Shall we listen the music?
13. She came to work by foot.
14. A teachers don't earn much money.
15. She did an English boring exercise.

Test 2

Choose the best way to complete the sentences below.

1. Jenny thought the television programme was *bored/boring*.
2. Freud was *a genius/genius*.
3. The car *stole/was stolen* by two women.
4. She told me that she *will/would* phone me tomorrow.
5. He enjoys *to play/playing* golf.
6. There are some people *who/which* want to talk to the manager.
7. We bought *some/any* fruit.
8. There are *few/little* Italians who don't like pizza.
9. She doesn't like meat so she *always/hardly* ever buys it.
10. It's been two years – are you *still/yet* seeing Nicola?
11. I didn't get offered the job *because/although* I don't speak a foreign language.
12. How did you pay *to/for* your new car?

Test 3

Choose the best way to complete the sentences below.

1. Did your parents give you *much/many* advice?
2. Someone *has stolen/was stolen* my credit card.
3. He said that he *saw/had seen* me somewhere before.
4. It was an old *beautiful/French* table.
5. She usually contacts me *for/by* e-mail.

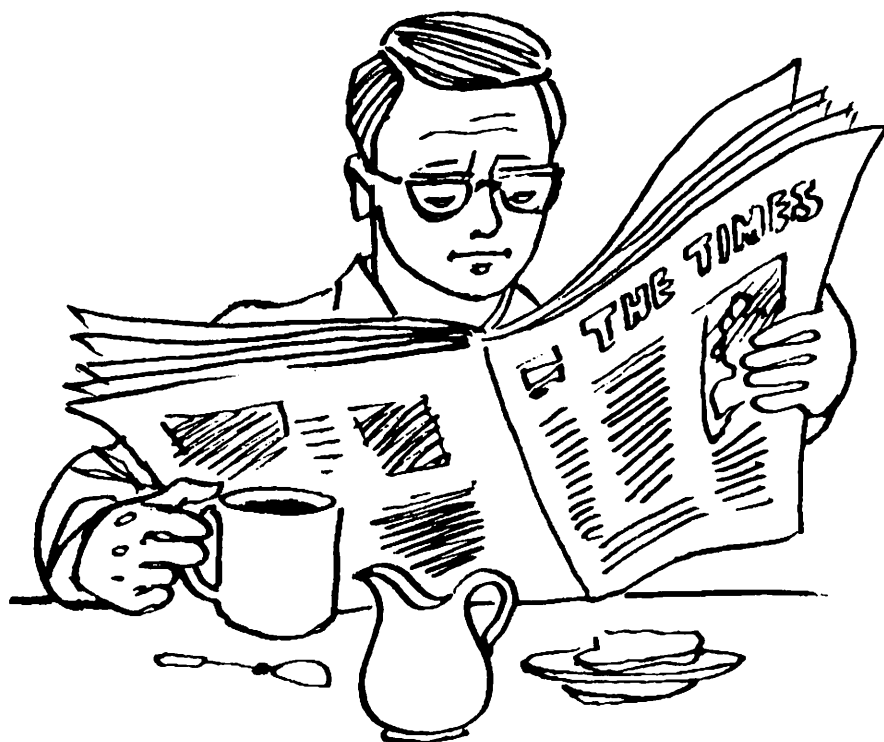
6. Charlie Chaplin, *that/who* was born in London, went on to become a great actor and director.
7. I want to speak to *a/the* same man that I saw yesterday.
8. The picture *stole/was stolen* early on Saturday morning.
9. She admitted *to steal/stealing* the painting.
10. That's the woman *who/whose* lost her job.
11. The man *that/whose* passport was stolen was very angry.
12. I haven't finished reading the newspaper *already/yet*.

Test 4

Put one word into each gap to complete the text below.

There was ___ 1 ___ woman ___ 2 ___ had ___ 3 ___ important exam ___ 4 ___ following day. ___ 5 ___ she had done quite a ___ 6 ___ of work, she thought she may fail ___ 7 ___ exam. So she decided ___ 8 ___ ___ 9 ___ some information on the bottom of her shoe. The information ___ 10 ___ written in black ink ___ 11 ___ that she could read it easily the next day.

It was raining ___ 12 ___ next day and she got wet going to the exam ___ 13 ___ foot. In the exam, she saw a difficult question which she thought ___ 14 ___ for a short time and then decided to look at her shoe. She was surprised ___ 15 ___ there was nothing there. The rain had washed the writing off!



– I haven't finished reading the newspaper yet.

KEY WORD TEST

Test 1

Put one word from the box into each gap to complete the sentences.

after breaks looking for came looks up in away brought takes gets across

1. I remember the first time I saw her. She looked gorgeous dressed _____ black.
2. Paula _____ her mother, who's 79.
3. When Sonia finished school she gave _____ her old books.
4. You look a bit down. What's _____?
5. The government has _____ in another new law.
6. I wouldn't trust Alex if I were you. He always _____ his promises.
7. When Fiona goes on holiday she always _____ a lot of photographs.
8. "What are you _____?" "I can't find my mobile phone anywhere."
9. Every morning she has a shower and then _____ dressed.
10. While Maria was cleaning the house she _____ a photograph of her ex-boyfriend.

Test 2

Put one word from the box into each gap to complete the sentences.

outskirts go in point from turned on ups debt on even get with turning

1. "Do you like your wife's father?" "Yes, I _____ on _____ him very well."
2. Do you think that these trousers _____ with that jacket?
3. We lost money two years ago but I'm pleased to say that the company broke _____ last year and we hope to make a profit in the future.
4. Maria doesn't live in the centre of Madrid. She has an apartment on the _____.
5. "Can I see your driving licence?" "I'm sorry. I don't have it _____ me."
6. Ken knew that his wife was drinking too much but he _____ a blind eye.
7. Henry needs to borrow some money but he's already _____.
8. Look. I don't care what happened in the past. _____ now _____ everybody will start work on time.
9. Karen and Andy seem happy but I think they have had some _____ and downs in their relationship.
10. He had been an actor for three years but had never had much work. The _____ in his career came when he was chosen to star in a television show.

Test 3

Put one word from the box into each gap to complete the sentences.

broke up turned second ran down came die in went to gone up

1. The party was terrible because we _____ out of wine and I couldn't buy any more.
2. The price of coffee hasn't _____ up for a long time.
3. She didn't seem very upset when she _____ with Dave. They had been going out together for a long time.
4. He argued with his boss and things _____ downhill after that.
5. I don't mind what we do. It's _____ to you.
6. "Are we going to be late?" "No. I think we'll get there _____ time."
7. Bob was offered a promotion but he didn't want any more responsibility so he _____ it _____.
8. The actors didn't wait for the applause to _____ down before leaving the stage.
9. I said we should eat out tonight but on _____ thoughts let's stay in.
10. I really wanted to open a clothes shop when I left school but I didn't have enough money so it _____ nothing.

Test 4

Put one word from the box into each gap to complete the sentences.

worn going good-looking put comes broke brought took put nowhere
down up off out from out on

1. Lyn had to walk home because her car _____.
2. I threw those old trousers away because they were _____.
3. Kirsten lives in France but she was _____ in the Netherlands.
4. Brian seemed very depressed but I think he has a lot _____ for him.
5. The plane _____ at 9.40 – twenty minutes late.
6. She's 41 but she's still very _____.
7. Before Gary went into the cinema he _____ his cigarette _____.
8. I need to buy a new pair of trousers. I must have _____ weight.
9. Kathy is doing a PhD but she was very disappointed because she felt that she was getting _____ with her research.
10. "Anja is Russian." "Are you sure? I think she _____ Switzerland."



- Can I see your driving licence?
- I'm sorry. I don't have it on me.

VOCABULARY TOPICS TEST

Test 1

The following sentences contain errors. Correct the errors.

1. She asked her friend to borrow her some money.
2. His teacher advised him working harder.
3. Jill is working hard because she is passing some exams next week.
4. She did a lot of crimes but didn't get caught.
5. Gary won Mark at tennis.
6. The bride invited all her friends out on her stag night.
7. Sarah asked to Emily where she was brought up.
8. Brian stopped to go skiing when he broke his leg.
9. The teacher was so angry that she whispered at the children.
10. I'm really, really sorry. I forgot buying you a birthday present.

Test 2

Put one word from the box into each gap to complete the sentences.

pay game lecture speed write failed shows fine limit off
--

1. There were over one hundred students at the _____.
2. Jill was disappointed because she _____ her exams.
3. I really hate watching _____ on television.
4. The police stopped him when he was driving at 130 kph. The _____ was 70 kph.
5. He didn't get sent to prison but he had to _____ a _____.
6. Fortunately Mike was not hurt in the accident but his car was a _____.

Test 3

Complete the missing word in these sentences. The first and last letters have already been written for you.

1. Tracy worked a lot last week. She did seven hours o _____e.
2. Elizabeth's bank wrote to her and said that she had spent too much money. She was £58 o _____n.
3. Most sales people earn c _____n on what they sell.
4. His boss was not very s _____c when he told him about his family problems. He just told him not to be late again.
5. To practise a play before it is open to the public is called 'to r _____e'.
6. Karen can look after the children. I trust her. She's very down-to-earth and s _____e.
7. The a _____e applauded at the end of the play.
8. Helen's computer c _____d and she lost all her work.
9. Sue likes e _____e hotel rooms, although it usually costs more to have a bath-room.

10. I'm not flying direct to Singapore. I have a s_____r in Bahrain.
11. After the wedding ceremony all the guests went to the r_____n.
12. Emily gets upset very easily. She's very s_____e.
13. The bride, dressed in white, kissed the g_____m.
14. Nigel likes to d_____d information from the Internet to his computer.
15. I was watching the football match on television. The r_____e made a terrible mistake. It was never a penalty.
16. When Don finished university he b_____d around Europe with his friends because they wanted a long holiday but didn't have much money.
17. The waitress asked me if I was ready to o_____r but I said that I needed more time.
18. Sophie's job is going very well. She got a p_____n last week so she'll get more money, although she may have to work longer hours.
19. Those little pictures on a computer screen are called i_____s.
20. He deliberately broke the rules of the game to try to win. He c_____d.
21. Cars have to stop when t_____c l_____s are red.
22. I watched a fascinating d_____y on television about how babies learn to talk.
23. I always c_____k my bank statement to make sure that it is correct.
24. The b_____r was arrested as he tried to break in to another house.
25. In Britain, a government school is called a s_____e school.



The audience applauded at the end of the play.

ANSWER KEY

Grammar

Unit 1

Practice 1

1 happens in the future 2 at any time
3 now 4 every day 5 permanent 6 temporary
7 always 8 future

Practice 2

1 Where do you live? 2 I am not calling her until tomorrow. 3 Where is the photographer standing? 4 The sun does not rise in the west 5 What does 'rise' mean? 6 When is Deborah getting married? 7 Is he going out tonight? 8 My boss doesn't like me.

Practice 3

1 works 2 He doesn't work
3 correct 4 He doesn't care 5 He loves me
6 What does 'jealous' mean? 7 What do you do? 8 correct 9 correct 10 I play 11 Are you going 12 correct

Practice 4

1 do not eat 2 is coming 3 doesn't usually come 4 usually stay 5 does Jack like

Unit 2

Practice 1

1 looked out the window 2 explosion 3 no
4 yes 5 yes

Practice 2

He was driving... when the crash....
She was talking.... when her mobile...
While I was putting... Sarah cooked...
We were having... when we heard...
She thought of... while she was listening...

Practice 3

1 was carrying arrested 2 were you carrying asked 3 were you going saw 4 didn't you stop shouted 5 didn't hear 6 were 7 was watching

Practice 4

1 was 2 was skiing 3 lost 4 fell over
5 tried 6 decide 7 was sitting 8 were walking
9 saw 10 carried 11 took 12 was 13 got
14 laughed

Unit 3

Practice 1

1 yes 2 no 3 no 4 yes 5 yes

Practice 2

1 is 2 has 3 is 4 has

Practice 3

2 Have you ever lived in a foreign country? 3 Have you ever done a bungee jump? 4 Have you ever swum in the sea in moonlight? 5 Have you ever said 'I love you' and meant it? 6 Have you ever learned a foreign language?

Practice 4

2 I've lived in a foreign country.
3 I haven't done a bungee jump.
4 I have swum in the sea in the moonlight.
5 I haven't said 'I love you' and meant it.
6 I haven't learned a foreign language.

Practice 5

1 I've lived 2 haven't seen
3 I've had 4 I haven't played

Unit 4

Practice 1

1 haven't seen 2 didn't see 3 Did the postman come 4 phoned 5 went 6 I've seen 7 hasn't finished 8 has broken

Practice 2

2 4 1 5 3

Practice 3

1 I've written 2 seemed 3 did he phone 4 didn't speak 5 have you seen 6 was

Practice 4

1 went 2 didn't know 3 met 4 did you go 5 I've never told/I haven't told 6 have loved

Unit 5

Practice 1

1 has 2 yes 3 yes 4 yes 5 no 6 no 7 yes

Practice 2

1 been walking 2 I've written 3 I've met 4 has known 5 been making 6 been seeing

7 eaten 8 had 9 been looking 10 been dieting

Practice 3

- 1 I've been painting the ceiling.
- 2 I haven't seen her.
- 3 I haven't finished it yet.
- 4 I've known her for 13 years.
- 5 I've been playing for four hours.
- 6 He's been working hard.

Unit 6

Practice 1

1 will 2 will 3 going to 4 going to 5/6 going to, present continuous 7 will

Practice 2

1 b 2 b 3 b 4 b 5 a 6 a

Practice 3

1 I'm going 2 will read 3 will buy 4 I'll get 5 I'm meeting 6 we're going to 7 are you meeting 8 he's phoning 9 are you doing 10 will win 11 is going to have 12 I'll have

Unit 7

Practice 1

1 no 2 no 3 yes 4 no

Practice 2

1 will have started 2 he might have said 3 will have begun 4 will have learned 5 will have watched

Practice 3

1 will... have read 2 will... have examined 3 will have passed 4 will have failed 5 will... have made

Practice 4

1 10,000 2 40 3 48 4 16 5 \$200

Practice 5

1 will have finished 2 I'll have worked 3 we'll have landed/arrived 4 you will have smoked 140

Unit 8

Practice 1

1 no 2 no 3 yes 4 yes

Practice 2

(1) correct (2) I'll be wearing (3) correct (4) I'll be lying (5) correct (6) correct

(7) won't be watching (8) correct (9) I'll be playing (10) he'll be playing (11) correct

Practice 3

1 She'll be sleeping. 2 She'll be having a shower. 3 She'll be having/eating breakfast. 4 She'll be travelling to work. 5 She'll be working. 6 She'll be having/eating her lunch.

Practice 4

Various answers possible.

Practice 5

1 will be thinking 2 will have finished 3 be feeding 4 will be driving 5 won't have found 6 will be

Unit 9

Practice 1

1 had been in the water 2 had finished 3 Tracy arrived 4 had started 5 David arrived

Practice 2

1 got 2 hadn't acted 3 had stolen 4 was 5 had met, wasn't able 6 took, had broken 7 had decided, sacked 8 had read, was 9 had forgotten, reminded 10 had gone 11 met, had never believed 12 had forgotten

Practice 3

Monica had been married... before she met ...

Philip went home after the film had finished.

Dan had already... when he spoke to me.

I couldn't phone you... I had lost...

She had driven... before she realised...

When I'd finished... I played computer games...

Rachel hadn't thought before she saw ...

Unit 10

Practice 1

1 past 2 present 3 True 4 True 5 True

Practice 2

1 Can you drive? 2 He can sing...

3 She can play... 4 Can he leave...

5 be able to see 6 I was able to

7 correct 8 Could you answer...

Practice 3

1 could 2 can 3 will be able to retire
 4 can't 5 was able to 6 couldn't 7 couldn't
 8 couldn't

Unit 11**Practice 1**

1 true 2 true 3 true 4 true

Practice 2

1 should look 2 ought to be
 3 might/could/may be
 4 *correct* 5 must have received
 6 *correct*

Practice 3

1 must be (*or might/could/may*)
 2 should 3 might/may not
 4 must have (*or might/could/may*)
 5 don't have to 6 had to
 7 allowed 8 can't have

Practice 4

1 shouldn't have 2 should have
 3 shouldn't have 4 shouldn't have
 5 should have

Unit 12**Practice 1**

1 likely 2 present/future
 3 no 4 yes 5 less than 6 no

Practice 2

(order may be reversed)

1 If John lived in China he would learn to speak Chinese.

2 If you work too hard you will become ill.

3 When I go to bed tonight I will close the curtains.

4 If I saw a ghost I wouldn't be frightened.

Practice 3

1 unlikely 2 likely 3 likely
 4 unlikely

Practice 4

If I get... I'll take you out ...
 I would give... if I found a wallet...
 When Rachel... David will...
 If I don't have time... I'll do it ...

Why do you want to see... if you've already seen it...

If you could... would you want...

Practice 5

1 you go 2 you lived, would you become
 3 lied, would you do 4 will arrest, see
 5 insults, will leave 6 passes, will go 7 passed,
 would go 8 will remind, look

Unit 13**Practice 1**

1 past 2 yes 3 yes 4 no 5 yes 6 past 7 yes
 8 yes

Practice 2

(order may be reversed)

1 If she had worked harder she might have passed the exam.

2 Charlie could have won the race if he hadn't hurt his leg.

3 If I hadn't been drunk I wouldn't have said such a terrible thing to my boss.

4 If I had seen you yesterday I would have said 'hello'.

Practice 3

1 had, would 2 had 3 had, would 4 would, had

Practice 4

1 hadn't crashed, would have finished
 2 would have burgled, had locked 3 would have got, had booked 4 had remembered, wouldn't have got lost 5 hadn't been, wouldn't have become 6 wouldn't have got, hadn't swum 7 would have won, had concentrated 8 had learned, would have enjoyed

Practice 5

(order may be reversed)

1 If you hadn't been late for the interview you would/might have got the job. 2 If Paul hadn't gone to Paris he wouldn't have met Nicole. 3 If the dog hadn't run into the road I wouldn't have crashed my car. 4 If she had passed the exam she would have gone to university. 5 If the Titanic hadn't hit an iceberg it wouldn't have sunk. 6 If my car hadn't broken down I wouldn't have been late for

work. 7 If she hadn't stayed at home last night she wouldn't have been bored. 8 If John hadn't hit the policeman he wouldn't have been arrested. 9 If Charlie hadn't scored a goal his team wouldn't have won the match. 10 If her father hadn't given her some money she wouldn't have been able to buy a house.

Unit 14

Practice 1

1 past 2 yes 3 now 4 past

Practice 2

If you hadn't gambled... we would still be rich. If you didn't have a lot of money I wouldn't have married... We wouldn't be together now if I hadn't seen... If David hadn't stolen the money he wouldn't be in... He wouldn't have stolen the money unless he really... If he had hidden the money in my house I would give it...

Practice 3

1 If she loved Rob she wouldn't have married Don. 2 I wouldn't give him money if he hadn't saved my life. 3 If I hadn't bought a new car I would have more money. 4 We wouldn't be arguing if you hadn't called me a liar. 5 If he hadn't lost his job he wouldn't be unhappy. 6 If Dave hadn't broken his leg he wouldn't have stopped playing basketball.

Practice 4

1 If Paul hadn't lost his job... he would have some money. 2 If she hadn't broken up with her boyfriend last week she wouldn't be unhappy. 3 If Tracy hadn't lived in Spain she wouldn't speak Spanish. 4 If Tony wasn't rich he wouldn't have given a lot of money to charity. 5 If Nicole hadn't drunk too much last night she wouldn't have a headache. 6 If Peter hadn't escaped from prison he wouldn't be living in Chile. 7 If Sonia hadn't won the lottery she wouldn't have a yacht. 8 If Fiona hadn't married a millionaire she wouldn't have a big house.

Unit 15

Practice 1

1 present 2 unlikely 3 past 4 unhappy
5 yes 6 unhappy

Practice 2

1 If only I had ... 2 I wish I lived... 3 I wish I wasn't working

4 I wish I didn't have to pay tax 5 If only I had a...

Practice 3

1 I wish Tracy would go out with me. 2 I wish my bank manager wouldn't write to... 3 I wish my boss wouldn't call me 'darling'. 4 I wish my sister would phone me. 5 I wish you would listen to me. 6 I wish the children wouldn't talk all the time.

Practice 4

1 I wish I had studied at university. 2 If only I hadn't been horrible to my brother. 3 I wish I had taken the exam. 4 I wish I hadn't crashed my father's car. 5 If only I had met my wife earlier. 6 I wish I hadn't drunk so much last night.

Unit 16

Practice 1

was taken (*past simple*)

had been removed (*past perfect*)

was being cleaned (*past continuous*)

was seen (*past simple*)

is (now) being checked (*present continuous*)

Practice 2

1 no 2 no 3 he was seen

Practice 3

1 America was discovered by Columbus. 2 *War and Peace* was not written by Shakespeare. 3 The tax system has been changed by the government. 4 That house was built in 1900. 5 Your new fridge will be delivered tomorrow. 6 Was your brother arrested?

Practice 4

1 was given 2 became 3 were broken
4 have read 5 were sacked 6 will be cut
down/is going to be cut down 7 was repaired
8 was arrested

Unit 17

Practice 1

1 told 2 said 3 asked 4 said 5 asked 6 told

Practice 2

1 "I'm going on holiday." 2 "I'm tired."
3 "Have you ever been to Spain?" 4 "I love you."
5 "Where did you go on holiday?"
6 "You will get a pay rise."

Practice 3

1 asked 2 had 3 done 4 told 5 had 6 said
7 didn't

Practice 4

1 Picasso said that the beautiful didn't matter to him. 2 Charlie Chaplin said that all he needed to make a funny film was a park, a policeman and a pretty girl. 3 Philip Toynbee said that he had seen the future and that it didn't work. 4 Zsa Zsa Gabor said that she had never hated a man enough to give back his diamonds. 5 Elvis said that he didn't know anything about music. He didn't have to.

Unit 18

Practice 1

1 playing 2 *correct* 3 to do 4 to leave 5 *correct* ('asking' is also OK) 6 to save 7 *correct* 8 *correct* ('to study' is also OK) 9 smoking 10 *correct* ('telling' is also OK) 11 taking 12 talking 13 killing 14 helping 15 to see

Practice 2

1 to start 2 to see 3 talking 4 to be 5 making 6 to marry 7 to marry 8 telling 9 to be 10 to marry

Unit 19

Practice 1

1 an 2 a 3 a 4 an 5 a 6 a 7 an 8 an 9 an
10 a 11 an 12 an 13 a 14 a

Practice 2

1 my, a, the 2 a, my 3 a, the, the 4 my, a, the, a

Practice 3

1 the, a 2 an, the 3 the, the, the 4 an 5 the, the 6 a

Practice 4

1 an important diplomat 2 a foreign country 3 is very 4 a shop 5 in a big house 6 has a big garden 7 a daughter 8 is my sister

Unit 20

Practice 1

1 a 2 some 3 some 4 some 5 a 6 a 7 some 8 a

Practice 2

1 one of the 2 goes to 3 goes to bed 4 answer the telephone 5 once/twice (etc.) a week/month (etc.) 6 in the evening 7 to university 8 at night

Practice 3

1 a man 2 some cars 3 nobody was/no people were 4 go to work 5 the man 6 go to sleep 7 the busiest 8 some trees 9 in the end 10 answer the telephone

Unit 21

Practice 1

1. – Thanks for your help. – That's OK... 2. – I haven't got any money. – Don't worry. I'll pay. 3. – Sit down... What is it? 4. – John and Laura ... – I doubt anybody... 5. – You're late. – There was hardly... 6. – What did you see? – Well, at about... 7. – Would you like... – Yes please...

Practice 2

1 any 2 someone 3 anyone 4 some 5 somewhere 6 anything 7 something 8 anywhere (anyone) 9 any 10 someone 11 any 12 some, any 13 any 14 some 15 someone

Unit 22

Practice 1

1 A 2 B 3 Fiona

Practice 2

1 many 2 few 3 houses 4 *correct* 5 *correct* 6 a little knowledge 7 a bit of cake 8 many

Practice 3

1 many 2 a few 3 much, a little 4 little 5 many 6 much

Unit 23

Practice 1

1 boring 2 excited 3 boring 4 confused
5 tiring 6 exciting

Practice 2

1 beautiful Roman 2 an old red 3 beautiful new 4 gorgeous little 5 terrible old 6 fantastic modern 7 beautiful green 8 horrible leather 9 an expensive foreign 10 delicious black

Practice 3

1 cold winter's 2 wonderful new 3 lovely old 4 He was 5 rich Spanish 6 *correct*
7 the sleeping woman/the woman was asleep
8 the frightened cat 9 boring 10 tiring 11 brilliant short 12 confused 13 beautiful little

Unit 24

Practice 1

1 Tracy 2 yes 3 Paul 4 no 5 yes

Practice 2

1 he hardly ever talks 2 Perhaps he doesn't... 3 I'll definitely call... 4 I'm sometimes late... 5 I always kiss him...

Practice 3

1 Perhaps she's ill. 2 He goes on holiday about three times a year. 3 can normally find a seat. 4 I hardly ever watch it. I'll probably go to Spain.

Unit 25

Practice 1

1 The teacher talked to him very quietly.
2 Janet did really well in her exam. 3 They are meeting later this week. 4 Would you like to go to the park this afternoon? 5 He left quietly through the window./...through the window quietly. 6 I haven't seen her since yesterday.

Practice 2

1 still 2 yet 3 already 4 yet/already
5 already/yet 6 still

Practice 3

1 wrote the report quickly 2 go to the bank yesterday 3 finished that book yet?

4 She speaks Italian well. 5 I'm still talking to you. 6 *correct* 7 Tracy slowly did the washing-up/she did the washing-up slowly 8 *correct*
9 doing anything today? 10 his car every week
11 Perhaps George will.../ phone you tomorrow perhaps. 12 phones me twice a week.

Unit 26

Practice 1

They played golf and then went to a bar. Alan went... and... bought... I didn't get offered... because I was late for the interview. Do you want to drive or shall we...? I'd buy a new house if I won... She passed the exam although she didn't study. Tony worked hard but didn't earn much money.

Practice 2

1 but 2 if 3 because 4 although 5 that 6 or

Practice 3

1 but the sea 2 Although the film... it made/The film ... but it made 3 *correct*
4 or I can come to your house 5 *correct* 6 and very old/because it was very old

Practice 4

1 She left her job because she wasn't paid very much. 2 Although she wasn't well qualified she found... 3 She earns more money and it is... 4 She enjoys her work but has... 5 She might stay with the company or she might look for another job.

Unit 27

Practice 1

A machine which could... electricity is... A man who... in a bar told... The woman whose ... was being repaired The hotel that... took him to... The woman to whom... you spoke... The book... is about...

Practice 2

1 that 2 who 3 that 4 whose 5 who

Practice 3

1 who, 75, 211 2 which, 82,000 3 which, Qatar, Bahrain, 0 4 which, Australia, 7.3 660 vagns 5 which, 147 6 which, Finland, Canada 7 which 8 who, 7, 10

Unit 28

Practice 1

1 more than one 2 one 3 more than one

Practice 2

1 Her mother, who still drives a big car, is...
2 His boss, who... 3 *correct* 4 New York, which
is on the east coast of the US, is one... 5 *cor-*
rect

Practice 3

1 Charlie Chaplin, who was very rich,
always worried... 2 Charlie Chaplin, who was
married four times, had eight... 3 His compa-
ny, which was formed in 1919, was called UA.
4 In 1916 Albert Einstein published a book
which explained the theory of relativity. 5
Albert Einstein, who always believed in
peace, wrote to the ... 6 The newspapers
which wrote about him a lot made him
famous....

Unit 29

Practice 1

1 at 2 *correct* 3 listen to 4 frightened of
5 very kind to me 6 *correct* 7 interested in

8 angry with me 9 shouted at you 10 kind of
you

Practice 2

1 at 2 for 3 to 4 at 5 with 6 about 7 of 8 to

Practice 3

1 listening to 2 interested in 3 disagreed
with 4 explain ... to 5 afraid of 6 shouted to
7 kind to 8 pay for

Unit 30

Practice 1

1 written by 2 In the picture 3 on televi-
sion 4 *correct* 5 in the snow 6 at the end 7 by
8 *correct*

Practice 2

1 in 2 on 3 in 4 by 5 by 6 on 7 in 8 in

Practice 3

1 by e-mail 2 on time 3 at the end 4 on
foot 5 in my opinion 6 in the picture 7 in the
rain 8 in time

Key Words

Unit 1

Practice 1

- 1 do what they say
- 2 yes
- 3 enter
- 4 starts
- 5 lots of pieces
- 6 no

Practice 2

- Sarah took the child to the doctor.
Sarah took his advice and went to the doctor.
Sarah likes taking photographs.
Sarah took the blame for the accident.
Sarah took the television apart.
Sarah likes to take her glasses off.

Practice 3

1. take the blame
2. take photographs
3. take a look at
4. take his clothes off
5. took ... apart
6. takes off
7. take
8. advice
9. take it that
10. take over

Unit 2

Practice 1

- 1 E
- 2 B
- 3 C
- 4 H
- 5 I
- 6 F
- 7 A
- 8 D
- 9 G

Practice 2

- 1 no
- 2 might do
- 3 bad weather makes people unhappy
- 4 in pieces
- 5 no

Practice 3

- He put his teeth on.
He put out the television.
He put up weight.

Practice 4

- 1 out
- 2 back
- 3 end
- 4 up with
- 5 on

Practice 5

- 1 put on
- 2 put it together
- 3 put back
- 4 put on
- 5 putting out
- 6 put an end

7 put it down

8 wouldn't put it past

9 puts up with

Unit 3

Practice 1

- 1, 8, 18
- 2, 11, 15
- 3, 9, 16
- 4, 12, 20
- 5, 14, 17
- 6, 10, 19
- 7, 13, 21

Practice 2

- 1 bring a new product out
- 2 bring up
- 3 grow up
- 4 bring something forward
- 5 bring
- 6 take
- 7 bring in a law/policy
- 8 bring something back
- 9 bring in

Practice 3

- 1 up
- 2 in
- 3 in
- 4 back
- 5 take
- 6 brought
- 7 bring
- 8 growing
- 9 out

Practice 4

- 1 brought out
- 2 grow up
- 3 brought in
- 4 bring
- 5 take
- 6 brought in
- 7 brought up
- 8 bring forward
- 9 brought back

Unit 4

Practice 1

- 1 after
- 2 ahead
- 3 round
- 4 round
- 5 back on
- 6 for

Practice 2

I looked round the computer.

Practice 3

When I look ahead to old age, I'm frightened.

We looked round the museum but I was bored.

She gave me a funny look.

Have you seen her boyfriend? He's really good-looking.

Look out! We're going to crash.

I've been looking for that book for ages.

Bring it here.

Could you look after the baby? I have to go out.

She looked round when she heard the noise.

When you look back on your time at school, were you happy?

You look wonderful tonight.

Practice 4

- 1 looked 2 look round
- 3 good-looking 4 gave him a funny
- 5 looks after 6 Look out!
- 7 looked round 8 look ahead
- 9 looking for 10 look back on

Unit 5

Practice 1

- 1 B 2 A 3 F 4 E 5 C 6 H
7 D 8 I 9 G

Practice 2

- 1 from 2 easily 3 through
- 4 comeback 5 to 6 and

Practice 3

Debbie really wanted to go to Paris but it came to nothing...

I live in Italy now but I actually come from England.

We lost... 6-0... Come off it!

Very few footballers make successful comebacks.

The more I earn... Money just...

I was looking round... and I came across... Bill couldn't remember... but when he saw...

Practice 4

1 come 2 comeback 3 came back 4 comes easily 5 came through 6 came across 7 Come off it! 8 came to nothing 9 come and go

Unit 6

Practice 1

- 1 D 2 C 3 E 4 H
5 B 6 G 7 A 8 F

Practice 2

- 1 the police 2 no 3 tell them
- 4 no 5 no

Practice 3

- 1 Tony gave up playing...
- 2 ...gave them out...
- 3 ...a lot of advice...
- 4 ...give himself up...
- 5 or 6 ... gave it away.

Practice 4

Tracy gave up smoking eight years ago. Tracy gave her best friend some advice. Tracy gave herself up to the police. Tracy gave some money to the police. Tracy gave away her old clothes.

Practice 5

- 1 gave up 2 give or take
- 3 gave away 4 given name
- 5 gave out 6 given 7 gave himself up
- 8 give up

Unit 7

Practice 1

- 1 B 2 F 3 G 4 A 5 H
6 I 7 C 8 E 9 D

Practice 2

- 1 continue 2 yes 3 big 4 big
- 5 no 6 start it working 7 'no'

Practice 3

1 ...she turns a blind eye. 2 The turning point... 3 ...to turn your offer down. 4 The turnover of the company... 5...will have to take turns to choose... 6 ...the television off and... 7 asked us to turn it down. 8 ...she turned back and...

Practice 4

1 turned down 2 turned a blind eye 3 turn back 4 turning point 5 take turns 6 turnover 7 turned it down 8 in turn 9 turn it on

Unit 8

Practice 1

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

Practice 2

- 1 yes 2 no 3 Andrew left Rachel
- 4 yes 5 no money/no 6 no

Practice 3

He broke her house.

Practice 4

1 down 2 up 3 into 4 even

Practice 5

1 broken into 2 broke even
 3 broke up 4 broke 5 broke
 6 broke ... heart 7 take a break
 8 broke the record 9 broke down
 10 break

Unit 9**Practice 1**

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

Practice 2

1 went on working until he died.
 2 have a go at repairing the television
 3 goes on the television
 4 She has a lot going for her.
 5 I will go on parachuting

Practice 3

Do you think the sea is cold? Let's find out...
 Nobody will ever go out with me. I have
 nothing...
 Could I use your mobile phone? Go
 ahead...
 We've bought a new carpet but I don't
 think...
 The company's turnover has gone up...
 It was so boring. John went on and on ...

Practice 4

1 with 2 on 3 a 4 on 5 going

Practice 5

1 had a go 2 Here goes! 3 a lot going 4 go
 up 5 go on 6 go with 7 does... go 8 went out
 with 9 Go ahead. 10 go on

Unit 10**Practice 1**

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

Practice 2

1. to get separated
 2. to get on a car

Practice 3

1 over 2 away with 3 with
 4 on 5 of 6 away

Practice 4

1 I think they got divorced last year.
 2 I'm getting nowhere... 3 Don't get rid of
 them. 4 a shower and got dressed 5 I still get
 on with Linda.

Practice 5

1 got over 2 get behind 3 Get dressed.
 4 got drunk 5 getting nowhere 6 got rid of
 7 get married 8 got away 9 get away with
 10 gets on

Unit 11**Practice 1**

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

Practice 2

1. ups and downs in the morning
 2. It's up to I
 3. up-to-date jobs

Practice 3

1 downs 2 put 3 upset 4 up
 5 bring

Practice 4

Sonia looks upset. Sonia was brought up
 in Italy. Sonia decided to upgrade her com-
 puter. Sonia, could you turn the radio up?
 Sonia has an up-to-date computer/hi-fi sys-
 tem.

Practice 5

1 put up with 2 bring up 3 ups and
 downs 4 update 5 What's up? 6 up to her
 7 upset 8 up-to-date 9 turn up

Unit 12**Practice 1**

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

Practice 2

1 went 2 died 3 broke 4 put(s)
 5 cut

Practice 3

If he's down and out, he needs our help.
 Pat is not ... but he's very down-to-
 earth ...

If you want to lose weight you should cut
 down on chocolate.

The comedian ... to die down ...

The profits ... the downfall ...

He had a heart attack ... his health went downhill...

I put his ... poor teaching...

Practice 4

David has never been down and out.

David seems very down at the moment.

David waited for the noise to die down before speaking. David seems very down-to-earth.

Practice 5

1 broke down 2 put... down 3 die down
4 cut down 5 down-to-earth 6 down and out
7 down 8 downfall 9 went downhill

Unit 13

Practice 1

1 on 2 in 3 in 4 on

Practice 2

Rebecca is in debt. Rebecca was in a hurry last night. Rebecca is never on time for work.

Rebecca was dressed in black yesterday.

Rebecca was in love with Robert. Rebecca got home in time.

Practice 3

1 her boss has it in for her.

2 dressed in his navy uniform

3 I paid the builder in advance ...

4 is in love with Billy

5 spoke to each of the children in turn

Practice 4

1 dressed in 2 in 3 in love 4 in debt 5 in turn
6 in a hurry 7 in advance 8 has it in for her
9 in time

Unit 14 – Out

Practice 1

1 C 2 B 3 A 4 I 5 H

6 D 7 E 8 G 9 F

Practice 2

1 Yes. 2 go to bed 3 old

4 John. 5 Yes.

Practice 3

1 eat 2 cut 3 worn 4 giving

5 ran

Practice 4

My mobile phone... the battery has run out.

They've bought... on the outskirts of the city.

When you were... stay out all night?

Ann's composition... she cut out...

Jim was paid... giving out the information about the new shop.

Shall we go... – We ate...

Practice 5

1 run out of 2 cut out 3 outskirts 4 out-dated
5 outlive 6 stayed out 7 worn out 8 gave out
9 eat out

Unit 15 – On

Practice 1

1 F 2 H 3 D 4 E 5 A

6 G 7 B 8 I 9 C

Practice 2

Susan gets on well with her boss. Susan always has her mobile phone on her. Susan is (always) on holiday. Susan walked on after we spoke. Susan said it's not on.

Practice 3

1 on second thoughts 2 from now on
3 are going on holiday 4 It's not on. 5 on at me

Practice 4

1 on 2 get on with 3 on 4 later on 5 on holiday
6 on at 7 From now on 8 on second thoughts
9 not on

Topics

Unit 16

There are no practice exercises for this unit.

Unit 17

Practice 1

1 tell 2 speak 3 said 4 Tell
5 speak/talk 6 talk/speak

Practice 2

1 B 2 A 3 E 4 F 5 D 6 C

Practice 3

1 asked me 2 told us 3 tell
4 need to shout 5 said 6 begged
7 advised me 8 whisper

Practice 4

1 shouted 2 asked 3 advised/told 4 whis-
pered 5 begged 6 talked/spoke 7 tells 8 said 9
told 10 speaks

Unit 18

Practice 1

1 sensitive 2 sensible 3 check
4 controlled 5 borrow 6 lent
7 loose 8 lose 9 currently
10 actually 11 nice/kind
12 sympathetic

Practice 2

1 lend 2 check 3 no 4 no
5 past or present

Practice 3

Rachel has lost her keys again. Rachel is a sensitive person. Rachel borrowed my keys yesterday. Rachel has checked the price of the ticket. Rachel is living in Paris now.

Practice 4

1 checking 2 loose 3 lend 4 sympathetic
5 lost 6 sensible 7 actually 8 currently 9 sen-
sitive 10 controlled 11 borrow

Unit 19

Practice 1

1 no 2 yes 3 driving 4 no 5 yes/no 6 yes 7
no 8 past

Practice 2

I regret to say that you have failed...

Did you remember... to Kath...?

I regret not saying more...

He ... stopped when he got married.

Cinzia stopped ... and then missed...

She tried speaking ... more slowly...

She tried to speak French ... but ...

They forgot to take their passports. I for-
got ... and then I couldn't remember ...

Practice 3

1 putting 2 to find 3 seeing 4 to buy
5 to phone 6 putting 7 to turn 8 to switch
9 looking 10 to repair 11 living 12 to have

Unit 20

Practice 1

1 crash 2 data 3 password 4 online
5 download

Practice 2

download information
use a search engine
enter a password
click on an icon
go to a homepage
surf the Internet

Practice 3

1 Click on that icon at the top of the screen. 2 Which search engine shall I use? 3 Do you like our home page? 4 Are all the computers in the company online? 5 Brian lost all his work when the computer crashed. 6 She bought a new keyboard yesterday.

Practice 4

1 online 2 data 3 search engine
4 surfing 5 password 6 mouse screen
7 keyboard 8 download 9 home page
10 icons 11 crashed 12 database

Unit 21

Practice 1

1 no 2 yes 3 no 4 full board 5 departure
lounge 6 yes 7 no 8 check in

Practice 2

1. Kate usually travels first class. 2. Kate is going on a business trip soon. 3. Kate

enjoys travel and reading. 4. Kate has a long journey to work. 5. Kate enjoys first class travel.

Practice 3

1 travelling 2 backpack 3 reservation
4 en-suite 5 single 6 double 7 half board
8 trip 9 stopover 10 full board 11 check in
12 check out 13 journey 14 departure lounge

Unit 22

Practice 1

win won won,
lose lost lost,
draw drew drawn

Practice 2

Nouns: cheat draw referee umpire
coach

Verbs – all of them

Practice 3

1 to watch the game/match 2 beat 3 go
skiing 4 umpire 5 lost to 6 train hard 7 Did
you win 8 in a draw

Practice 4

1 drew 2 beat 3 lost 4 goes 5 coach 6
played 7 referee 8 win 9 train 10 cheated 11
umpire

Unit 23

Practice 1

1 wages 2 salary 3 applicant 4 application
form 5 training 6 promotion 7 profession
8 trade 9 overtime 10 shifts

Practice 2

Gary – electrician
Ron – policeman
Sue – lawyer

Practice 3

1. Richard works as a doctor. 2. Richard
receives a good salary. 3. Richard sometimes
works overtime. 4. Richard had a lot of train-
ing. 5. Richard sometimes works shifts at the
hospital.

Practice 4

fill in an application form
work shifts do overtime
learn a trade get a promotion

Practice 5

1 applicants 2 trade 3 work shifts 4 wages
5 overtime 6 application form 7 promotion
8 profession 9 training 10 salary

Unit 24

Practice 1

1 write lines 2 homework 3 uniform
4 state 5 public/private 6 strict 7 lessons
8 lectures 9 tutorials 10 took, passed, failed
11 learn/heart

Practice 2

go to school/lessons
take an exam
attend school/lessons
wear a uniform do homework
learn by heart write lines

Practice 3

Best – Belinda
Worst – Sophie

Practice 4

1 tutorials 2 wear a uniform
3 failed 4 passed 5 homework
6 write lines 7 strict 8 lessons
9 lecture 10 private or public
11 state 12 by heart 13 take

Unit 25

Practice 1

steal theft thief
burgle burglary burglar
shoplift shoplifting shoplifter
mug mugging mugger
murder murder murderer
rape rape rapist
hijack hijacking hijacker

Practice 2

pay a fine arrest a thief
burgle a house send to prison
commit a crime mug an old man
break the law

Practice 3

Harold Jones was sent to prison ... The
rapist ... several previous attacks. The hijack-
ers... to be flown ... He had mugged two peo-

ple before. If you break ... you may have ...
The thief stole diamonds...

Practice 4

- 1 mugging
- 2 hijacker
- 3 burglary/theft
- 4 shoplifting
- 5 rapist
- 6 murdered
- 7 stole
- 8 fine
- 9 burgled
- 10 shoplift
- 11 broken
- 12 committed

Unit 26

Practice 1

- 1 well off
- 2 inflation
- 3 save
- 4 invest
- 5 owe
- 6 debt
- 7 bank statement
- 8 credit cards
- 9 cash
- 10 overdrawn
- 11 earn
- 12 commis-
sion

Practice 2

play money cancel money

Practice 3

He gave up smoking... realised how
much... We're starting... Would you like...?
When unemployment... most economists...
I received ... statement... They paid... of
12%... If you spend ... you will soon... She
owes... and pays 5% interest...

Practice 4

- 1 credit
- 2 statement
- 3 overdrawn
- 4 owes
- 5 invested
- 6 commission
- 7 in
- 8 well-off
- 9 save
- 10 card, interest
- 11 inflation
- 12 earn

Unit 27

Practice 1

- 1 crashed
- 2 write off
- 3 traffic lights
- 4 break down, mechanic
- 5 driving test
- 6 driving licence
- 7 speed limit
- 8 overtake
- 9 accelerate
- 10 brake
- 11 pull over
- 12 change gear
- 13 traffic jam

Practice 2

stuck in a traffic jam = not moving...
break the speed limit = drive above...
jump the traffic lights = go past the traffic
lights... pass your driving test = be success-
ful...
get a driving licence = receive...
change gear = move from one gear...

Practice 3

Kirsty jumped the traffic lights. Kirsty
was stuck in a traffic jam. Kirsty failed her
driving test the first time. Kirsty overtook the
truck. Kirsty braked because of the traffic
lights.

Practice 4

- 1 crash
- 2 overtake
- 3 driving licence
- 4 driving test
- 5 traffic jams
- 6 breaks down
- 7 mechanic
- 8 write-off
- 9 braked
- 10 pull over
- 11 speed limit
- 12 accelerate
- 13 change gear
- 14 traffic lights

Unit 28

Practice 1

- 1 got divorced
- 2 married
- 3 got married
- 4 divorced

Practice 2

- 1 before
- 2 men
- 3 after
- 4 A
- 5 groom
- 6 bride
- 7 woman
- 8 after
- 9 B
- 10 B

Practice 3

- 1 break
- 2 reception
- 3 hen night
- 4 groom
- 5 separated
- 6 anniversary
- 7 stag night
- 8 best
man
- 9 bridesmaids
- 10 engaged
- 11 marriage
- 12 divorced
- 13 honeymoon

Unit 29

Practice 1

- 1 on live
- 2 dangerous
- 3 famous
- 4 ordinary
- 5 performed television
- 6 no
- 7 expensive
- 8 no
- 9 all
- 10 real
- 11 all

Practice 2

Theatre – audience, a play, rehearse,
director, stage, actors, (*possibly*) stunts and
special effects

Film – audience, special effects,
rehearse, director, screen, actors, stunts

TV – audience, documentaries, game
shows, chat shows, presenter, rehearse,
screen, soap operas, actors, (*possibly*) stunts
special effects

Practice 3

- 1 documentary
- 2 actor
- 3 stunt
- 4 presenter
- 5 rehearse

Practice 4

1 chat shows 2 rehearse 3 play 4 audience
5 director 6 documentaries 7 special effects
8 game show 9 soap operas 10 stunts 11 stage
12 presenter

Unit 30

Practice 1

1 water 2 no 3 waiter/waitress 4 menu
5 roast 6 bake 7 after 8 small 9 person
10 machine

Practice 2

1 ... she talked to the chef. 2 ... the wait-
ress gave her a menu. 3 ... forgot to pay the
bill. 4 ... she left a big tip. 5 ... she gave the
waitress her order.

Practice 3

1 baked 2 bill 3 waitress 4 chef 5 menu
6 carve 7 slice 8 chop 9 fried 10 order 11 boils
12 roasts 13 waiter 14 tip

Grammar Test

Units 1–15

Test 1

1 didn't go 2 should study 3 had studied
4 Titanic hadn't hit 5 I was a millionaire 6 went
7 will have finished 8 I've been painting 9 was
able to 10 mustn't/are not allowed to

Test 2

1 is going to 2 drives 3 have you done
4 has lived 5 I'm meeting 6 will be driving
7 had left 8 had met 9 had remembered
10 have become

Test 3

1 had seen 2 will have finished
3 was cooking 4 will rain 5 has been
working 6 went 7 was 8 had 9 is working
10 Have you seen...?

Test 4

1 was walking, saw, stopped
2 hadn't met, introduced 3 lived
4 has, is going, won't eat
5 hadn't shown me, wouldn't have
known 6 was, would like
7 had forgotten 8 have you ever been,
went 9 will have been married
10 did you talk, is going

Grammar Test

Units 16–30

Test 1

1 a lot of 2 which 3 was arrested 4 told
me/us, etc. 5 to escape 6 Most cats 7 any
petrol 8 excited 9 already gone 10 Although
he didn't have a licence he drove the car *or*
He drove the car but he... 11 I agree 12 listen
to 13 on foot 14 Teachers 15 a boring English
exercise

Test 2

1 boring 2 a genius 3 was stolen 4 would
phone 5 playing 6 who 7 some 8 few 9 hardly
ever 10 still 11 because 12 for

Test 3

1 much 2 has stolen 3 had seen 4 French
5 by 6 who 7 the 8 was stolen 9 stealing
10 who 11 whose 12 yet

Test 4

1 a 2 who 3 an 4 the 5 Although 6 lot
7 the 8 to 9 write/put 10 was 11 so 12 the
13 on 14 about 15 because

Key Word Test

Test 1

1 in 2 looks after 3 away 4 up 5 brought
6 breaks 7 takes 8 looking for 9 gets 10 came
across

Test 2

1 get with 2 go 3 even 4 outskirts 5 on
6 turned 7 in debt 8 from, on 9 ups 10 turn-
ing point

Test 3

1 ran 2 gone 3 broke up 4 went 5 up 6 in
7 turned down 8 die 9 second 10 came to

Test 4

1 broke down 2 worn out
3 brought up
4 going 5 took off 6 good-looking 7 put
out 8 put on 9 nowhere 10 comes from

Vocabulary Topics Test

Test 1

1 to lend 2 to work 3 taking
4 committed 5 beat 6 hen night
7 asked Emily 8 stopped going 9 she
shouted 10 forgot to buy

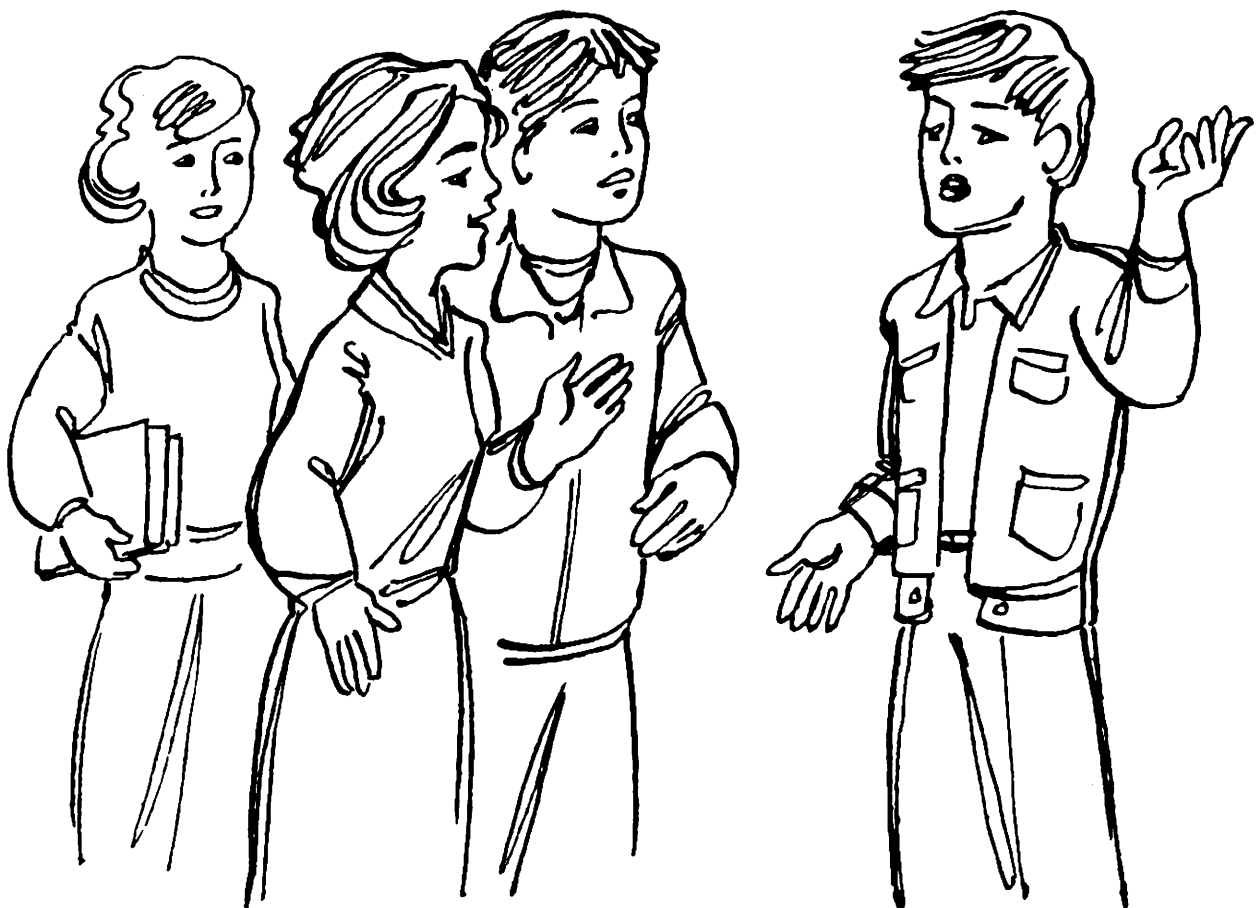
Test 2

1 lecture 2 failed 3 game shows
4 speed limit 5 pay... fine 6 write-off

Test 3

1 overtime 2 overdrawn
3 commission 4 sympathetic
5 rehearse 6 sensible 7 audience

8 crashed 9 en-suite 10 stopover
11 reception 12 sensitive 13 groom
14 download 15 referee 16 backpacked
17 order 18 promotion 19 icons 20 cheat-
ed 21 traffic lights 22 documentary
23 check 24 burglar 25 state

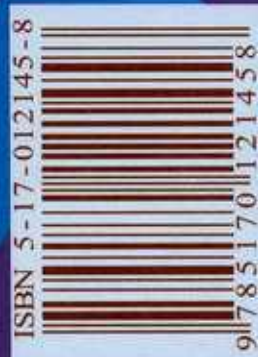


Питер Уоткинс

ОСНОВЫ АНГЛИЙСКОГО ЯЗЫКА

Учебное пособие
по грамматике
и лексике

- Простые объяснения сложных грамматических явлений и живые языковые примеры, иллюстрирующие их.
- Конструкции, выделенные по 15 ключевым словам, и удачно продуманные упражнения на их активизацию.
- Учебная работа с конструкциями по темам: компьютер и Интернет, путешествия, образование, профессиональная деятельность, транспорт, деньги, семья, питание, преступность.
- Тесты с ключами, позволяющие работать с пособием самостоятельно.
- Настоящий английский язык — именно так говорят по-английски природные англичане!



Книга Питера Уоткинса научит Вас живому, отражающему современную норму английскому языку.