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**INTRODUCTION**

**Recycling Advanced English** is for students at advanced level who wish to improve their general English and/or prepare for the Cambridge Certificate in Advanced English (CAE) or the revised Certificate of Proficiency in English (CPE). It can be used to supplement any coursebook at this level, and is suitable for use in the classroom, for homework, or (in the case of the With Key edition) for self-study.

The book aims to provide:

- coverage of the five main areas of difficulty at advanced level – grammar, phrasal verbs, vocabulary, word study and writing
- concise, clearly-presented explanations
- extensive practice of each point covered
- a strong element of recycling
- a user-friendly, attractive layout, so that the material is accessible and a pleasure to use
- a variety of exercise types which are not exam-specific
- examples of all the CAE and revised CPE task-types for Papers 2 and 3
- an appendix of useful reference material.

**Recycling Advanced English** is divided into five distinct sections:

Section 1 GRAMMAR (25 units)
This large section aims to cover all the major grammatical points at advanced level, with practice and revision exercises for consolidation.

Section 2 PHRASAL VERBS (15 units)
In this section, phrasal verbs are grouped according to their particle, and there is also a focus on three-part phrasal verbs and phrasal verbs as nouns, with extensive practice in varying formats.

Section 3 VOCABULARY (22 units)
Here there are texts and tasks presenting and practising vocabulary from key topics which regularly occur in advanced classwork and examination syllabuses.

Section 4 WORD STUDY (17 units)
This section attempts to get beneath the surface of the language and to delve deeper into the linguistic areas which cause difficulties for the advanced learner, such as idioms, false friends, humour and collocations. **Recycling Units** are an important element in Sections 1 – 4, providing consolidation of each block of preceding units. It is therefore advisable to use the Recycling units in the order in which they appear.

Section 5 WRITING (11 units)
This section offers guidance on a number of different writing tasks and styles, with appropriate phrases to learn, as well as practice exercises. All the types of composition required for CAE and revised CPE are covered, with model answers in the Appendix. There is also a unit of tips on writing, and additional writing tasks for extra practice.

The APPENDIX provides additional grammar reference material and model answers for writing tasks.
The Revised Edition

The book has been revised and expanded for a number of reasons: to update some of the material, to incorporate the valuable suggestions sent in by readers, and to bring the tasks in line with the revisions to the CAE and CPE syllabuses. Much of the book remains essentially the same as its predecessor, but there are minor alterations to almost all units, and major changes to many of the tasks, especially those in the Recycling units. There are five completely new units.

New material includes:

• a page on Discourse markers in Unit 12 of the Grammar section
• two new units in the Vocabulary section – E-mail and the internet and UK government
• three new units in the Word Study section – Humour, puns and jokes, Collocations and New language
• additions to the Writing section to cover all CAE and revised CPE task types.

I would like to thank all the people who have offered their comments and suggestions. Whether you are using this book for exam preparation, or purely to improve your English at advanced level, I hope you will enjoy Recycling Advanced English and find that it motivates you and helps you to make progress.

Clare West, 2002
UNIT 1

Articles and uncountables

No article is used when generalising (with plural, abstract and uncountable nouns) but the or a/an is used when talking about particular examples. The definite article the is used when it is clear which noun we mean, whereas the indefinite article a/an is used when a noun is referred to for the first time.

Singular countable nouns must always have an article (or possessive), except in the following cases: prepositions with home, school, college, university, church, work, class, hospital, prison, bed, sea, breakfast, lunch, supper, dinner.

Note also:
• at night, on foot, by car/bus/tube etc. (means of transport), to/in/from town (when referring to the town we live in, a local large town or the capital), go to sleep and go home

Notice the difference between She's in prison (she's a prisoner) and She's in the prison (she either works there or is visiting).

The article is also omitted in certain double expressions:
• from top to bottom, on land and sea, hand in hand, face to face

The indefinite article a/an is normally used to indicate someone's profession:
• He wants to train as a psychotherapist.

A Complete the sentences by putting the, a/an or no article (-) into the spaces.

1. You remember my sister Jane? ___ one who has always been afraid of ___ spiders?
2. She's been studying ___ architecture at ___ university for ___ last three years.
3. At ___ moment she's researching into ___ work of Le Corbusier. Don't you know him? He's ___ well-known French architect.
4. She's pretty busy in ___ daytime, but she finds she's at ___ bit of ___ loose end at night, so ___ last year she joined ___ film club.
5. ___ club members can watch ___ films at ___ very low prices, in ___ disused warehouse on ___ other side of ___ town.
6. So when she gets home from ___ college, she usually goes straight over there by ___ bike, and has ___ drink and ___ sandwich before ___ film starts.
7. One evening she was in such ___ hurry to get there that she had ___ accident.
8. She was knocked down by ___ car and had to spend two months in ___ hospital.
9. When I went to visit her, I was shocked to find her swathed in ___ bandages from ___ head to ___ toe.
10. But luckily her injuries looked worse than they really were, and she managed to make ___ very speedy recovery.
The is also used with
a a unique person or object: • the President • the North Pole
b musical instruments • He plays the guitar.
c some adjectives with plural meanings • the rich
d nationality adjectives, ships, geographical areas, most mountain ranges, oceans, seas, rivers, deserts, hotels, cinemas, theatres, plural names of countries, island groups, regions
e when talking about a whole species: • the African elephant

No article is used when talking about continents, most countries, towns, streets, etc. (except the High Street), lakes, and the main buildings of a particular town:
• Kingston Town Hall

The is not used with most except with the superlative:
• most people • the most incredible sight

B Correct the sentences if necessary. Tick any which are already correct.

1 Tony had always wanted to explore the foothills of Himalayas.
2 So when he was offered an early retirement package by his firm, he decided to take advantage of the opportunity.
3 First he needed to get really fit, so he spent a month training in Lake District.

4 When he could run up Buttermere Fell without stopping, he considered he was ready.
5 He booked a trip with a well-known trekking company and flew out to the Kathmandu, the capital of Nepal.
6 His group were planning to trek in Annapurna region, but unfortunately Nepalese were beginning to get worried about the amount of damage being done to their ancient mountains by the constant pummelling of climbers' feet.
7 So they temporarily suspended permission for foreigners to climb or use the footpaths in the area.
8 Group leader was very apologetic, but he laid on rafting on River Trisuli and sightseeing in the capital.
9 After a few days, the authorities lifted their ban, and Tony was able to trek through some of world's most beautiful scenery, with breathtaking views of the Mount Everest and Kanchenjunga.
10 At night, group were accommodated in the simple village rooms and ate with Nepalese.
11 Most of group were more experienced trekkers than Tony, and several of them had visited Himalayas before.
12 All in all, Tony reckoned it was most exciting experience he'd ever had, and vowed to return to the Nepal at very first opportunity.
The indefinite article *a/an* cannot be used with uncountable nouns. Most nouns in English are either countable or uncountable, but the following may be used countably or uncountably:

- *cold, country, taste, wine, coffee, tea, cake, cheese, work, hair, life, death*

---

C Decide whether the nouns in italics are being used countably (C) or uncountably (U).

1. I'll have a *coffee* while I sort my papers out.
2. It's a matter of *life* and *death*.
3. They've always dreamed of living in the *country*.
4. Celebrities and critics flooded into the West End to see Harold Pinter's latest *work*.
5. I like a bit of *cheese* after my main course.
6. The reason he's so bogged down at *work* is that he's had a heavy *cold* for the last fortnight.
7. His *death* came as a terrible shock to his colleagues.
8. She's furnished the flat with such *taste*, hasn't she!

Note especially these *uncountable nouns*:

- *furniture, luggage, news, information, progress, knowledge, research, advice*

*Many* and *(a) few* are used with countables, *much* and *(a) little* with uncountables.

D Match the two halves of the sentences correctly.

1. Scientists have made little
   A. spanner, if I promise to return it tomorrow.

2. It is doubtful whether we have enough
   B. applicants for that job, are there?

3. I don't suppose there are many
   C. news about my sister?

4. I can guarantee he'll give you some
   D. progress in their research into some the common cold.

5. The examiner asked both
   E. natural gas for the next fifty years.

6. I had to check every
   F. the candidates to sit down.

7. I was hoping you could let me have a
   G. excellent advice.

8. She's so well-groomed – she never has a
   H. hair out of place.

9. He hasn't got much
   I. single connection, before I found the fault.

10. Could you let me know if there's any
    J. luggage, has he?
UNIT 2

Present tenses

The present simple is used

a to express what happens habitually or regularly:
• I go to Italy every summer.

b to describe facts that are always or usually true:
• That road leads to Oxford.

c to describe natural and scientific laws.

d with verbs that do not normally take the continuous form, such as dislike, appear, belong, understand.

   There is a list of these verbs in Section 1 of the Appendix.

e in the if clause of the first conditional.

f with if and when for parallel facts and conditions:
• When you turn the key, the engine starts.

g for explanations and instructions.

h to describe the sequence of events in a film, play or book.

i for headlines in a newspaper.

(For the future use of the present simple, see Unit 4.)

A Match the different uses of the present simple with the categories in the study box above.

1 Local girl wins national contest
2 First you turn the dial, then you press the ignition switch ...
3 The hero meets a girl in a café, falls in love with her and ...
4 We usually take part in the general knowledge quiz on Fridays.
5 It appears that there was some mistake in the information we received.
6 The earth revolves around the sun.
7 Traffic flows much better outside rush hours.
8 If he saves up, he'll soon be able to afford a new computer.
9 The great monastery library now belongs to the state.
10 When you hear the police siren, you slow down and pull in, to allow emergency vehicles to pass.
11 Fisherman finds treasure trove
12 Wood floats on water.
13 Now that he's retired, he watches football every afternoon on satellite TV.
14 I understand that none of the children actually qualified for the award.
15 You separate the eggs, then whip the whites until they're stiff.
16 If you cry wolf too often, people don't pay attention when you really need help.
The present continuous is used

a to refer to what is happening now. Key words: at the moment, at present, now, currently, today, this week.
b to describe a repeated action, sometimes with annoyance:
  • She's always criticising other people!
c to talk about a temporary habit:
  • He's smoking a lot these days.
d to give a running commentary on an event:
  • Look, the door's opening ...

(For the future use of the present continuous, see Unit 4.)

B Correct the sentences if necessary. Tick any which are already correct.

1 I'm always forgetting to set the alarm.
2 It sounds a marvellous idea.
3 She's studying hard for her exams at the moment.
4 Are you understanding what the lecturer said?
5 I'm thinking that they made a mistake.
6 I'm seeing my friend Jean tonight.
7 The police aren't knowing why he came here.
8 He's constantly leaving his papers all over the place.
9 She jogs around the park three times a week.
10 He commutes to Paris every day this week.

C Decide whether to use the present simple or the present continuous in these sentences.

1 You (look) very worried. What you (think) about?
2 Listen, he (climb) the stairs! What he (do) now? He (ring) the bell!
3 Thank goodness Barbara (take) more exercise these days! She (seem) much fitter, you (not think)?
4 When water (boil), it (give off) steam.
5 Alex never (break) a promise or (let down) a friend.
6 The house (stand) on its own, on a hill that (overlook) the park.
7 I (know) her husband (look for) a new job at the moment, but I (not suppose) he will find one quickly.
8 When you (heat) the pan, the fat (begin) to sizzle.
9 The Foreign Ministers of several EU countries currently (meet) in Luxembourg, where they (attempt) to negotiate a solution.
10 He always (spill) coffee on his shirt! It (make) me furious!
11 At weekends she frequently (drive) up to her mother's in Liverpool, and (spend) an evening with her sister on the way back.
12 I'm a bit worried about Greg. He (work) too hard in his present job. He really (need) a holiday.
The present perfect is used to refer to

a actions in a period of time which is not yet finished.
   Key words: already, yet, so far, up to now, for (a period of time), since (a fixed point in time), ever, before.
b actions in the recent past where the time is not known or not important. Key words: just, recently, lately.
c actions in the recent past with an effect on the present.
d habitual actions which started in the past and are still going on.
e states which began in the past and are continuing.
   It is also used
f with verbs that do not normally take the continuous form (see above).

It does not make sense to use the present perfect with an adverb of finished time, such as yesterday, last week, in 1924.

The present perfect continuous is used to stress that

a a present perfect action is continuing.
b the action is very recent.
c the action has a result in the present.

It is not used with clearly defined, completed or quantified activities:

• I've written ten letters so far this morning.
   Compare: I've been writing letters all morning.

D Correct the sentences if necessary. Tick any which are already correct.

1 I am studying English here since August.
2 I've interviewed five applicants and it's still only 11.30!
3 We have met several fascinating people at the conference last week.
4 Once upon a time a beautiful princess has lived in a castle ...
5 Have you ever read any of Hemingway's novels?
6 I've been owning this answerphone for three years.
7 They haven't been selling all the tickets for the Cup Final yet.
8 My friends are married for a long time now.
9 I haven't been feeling at all well lately.
10 A light plane has been crashing in the French Alps.
11 I've already been speaking to the delegates three times.
12 A barrister in a case which is being heard at the High Court in London has accused the authorities of negligence.

E Complete the following sentences with for or since, and the correct form of the verb in brackets.

1 I (not have) time to do any typing _______ Monday.
2 Nobody (hear) from Amanda _______ she went to the Seychelles.
3 She (wear) the same old clothes _______ a week.
4 He (not ride) a bike _______ 1970.
5 I don't think I (see) you _______ the sales conference.
6 It (not snow) here _______ ages.
7 They (live) in that house _______ it was built.
8 My neighbour (not speak) to me _______ more than two years.
9 I (not buy) a new battery _______ last year.
10 She (wait) for you _______ an hour and a half.
Modal verbs

The verbs *will, would, shall, should, can, could, may, might, must, ought to* and *used to* are called modal verbs, because they convey a particular meaning or mood. Modal verbs have some important grammatical features.

1. Apart from *can* and *could* they do not have past or future forms, or use any auxiliary verb (e.g. *do/did*) either to make a question or a negative:
   - *Will she be there?*  *I couldn't help it.*
   
   An exception to this is *used to*, which often takes *did* as an alternative auxiliary:
   - *Did you use to be good at maths?*  *Used you to be good at maths?*

2. Modal verbs (except *ought to* and *used to*) take the infinitive without *to*:
   - *They can't have arrived yet.*
   - *You must have seen her.*
   
   (See Unit 7 for the different infinitive forms.)

   An alternative to *can* is *be able to*, which is used for all tenses:
   - *They'll be able to book the tickets soon.*

   *Could* is used as the past simple or conditional of *can*.

   An alternative to *must* is *have to*, which is used for all tenses:
   - *Surely you didn't have to pay!*  *You needn't cry.*

   See the study boxes below for differences in meaning of these verbs.

   Note the short forms *will not ~ won't, shall not ~ shan't, cannot ~ can't.*

   *Dare* and *need* can be used either as normal verbs:
   - *I didn't dare (to) mention it.*

   *or as modal verbs:*
   - *She daren't tell him the truth.*  *You needn't cry.*

   See the study box below for the different uses of *need.*

---

A. Complete the sentences with the correct verb from the box.

<table>
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<th>will</th>
<th>dare</th>
<th>may</th>
<th>be able</th>
<th>ought</th>
<th>should</th>
<th>used</th>
<th>have</th>
</tr>
</thead>
</table>

1. How _______ you speak to me like that?
2. He really _______ admit that he is to blame for the whole affair.
3. When she was younger, she never _______ to wear make-up.
4. _______ I use your phone, please?
5. Do you think he'll _______ to come up with the money in time?
6. Steel yourself – it's just possible you might _______ to pay a heavy fine.
7. The authorities _______ to have investigated the incident more thoroughly.
8. There's every likelihood our candidate _______ win the election.
B Correct the sentences if necessary. Tick any which are already correct.

1. Did you must renew your visa last February?
2. Your accountant ought to have give you better advice.
3. The President can’t to be re-elected for a fourth term.
4. You could come on the expedition if you wanted to.
5. I might had returned the book. I just can’t remember.
6. Will you can help me with my luggage if I tell you exactly when I’m leaving?
7. They didn’t could have a picnic because of the inclement weather.
8. The police must have preferred charges against him by now.

Must/mustn’t are used

a. to express commands or the authority of the speaker:
   • You must do what I say in future.

b. to express an internal obligation, from the speaker's viewpoint:
   • I mustn’t forget to phone Jake this evening.

Have got to can be used in all tenses instead of must to express external obligation, especially rules or laws made by someone else:
• We’ve got to check in at least an hour before take-off.

The modal form needn’t is usually used to express the speaker's own opinion or viewpoint:
• You needn’t phone me unless there's any problem.

Don’t need to is less personal and is usually used to express lack of external obligation:
• If you’re a UK citizen, you don’t need to have a work permit.

Didn’t need to do and didn’t have to do mean that something was not done, because it was not necessary.

Needn’t have done means that something was done, although it was not necessary.

C Complete the sentences, using the correct word or phrase from the pair in brackets.

1. You ________ take flowers to your hostess if you don’t want to.
   (mustn’t / needn’t)

2. She ________ do all the work herself, because nobody will help her.
   (must / has to)

3. I’m so tired, I really ________ go to bed now. (must / have to)

4. What a pity you ________ go now! You’ll just catch your train if you hurry. (must / have to)

5. Yesterday all the students ________ read a poem aloud.
   (must / had to)

6. I was going to book the tickets, but Angus bought them on his way home, so I ________.
   (didn’t need to / needn’t have done)

7. When I turned up at the hospital and saw Natalia surrounded by visitors, I realised I ________ coming.
   (didn’t need to bother / needn’t have bothered)

   (mustn’t / needn’t)
**Unit 3**

Should/shouldn’t and ought to/oughtn’t to are both used

a to express the idea of duty or strong advice. *Should* gives the speaker’s subjective opinion, whereas *ought to* is a little more forceful, based on objective considerations.

Other uses of *should* are

b instead of *would* in formal writing:
- *I should be glad to hear from you as soon as possible.*

c to convey an assumption:
- *Jane should have arrived at the office by now.*

d as a formal or literary alternative to an if clause:
- *Should the star be ill, the concert will be cancelled.*
  to express a remote possibility with an if clause:
- *If they should ever ask about it, tell them the truth.*
  and after *in case*:
- *We’ll hide, in case they should see us.*

e to make a suggestion or a request for advice:
- *What should I wear to the wedding?*

f after *so that*, *in order that*, verbs like *command*, *insist*, *suggest*, and adjectives like *vital*, *essential*, *necessary*, *anxious*, to show that something must be done:
- *I’m anxious that he should feel at home.*

**D** Match the different uses of *should* with the categories in the study box above.

1. Should there be any difficulty, ring me at home.
2. Do you think I should put in an application or not?
3. I took a book with me, in case I should have to wait.
4. The irate customer insisted that the manager should apologise.
5. By this time my brother should be at the station.
6. You really should start planning for your future.
7. If anyone should inquire, kindly take their name and address.
8. It’s essential that this should be kept in the strictest confidence.

**Could** is used to express general ability in the past:
- *I could read when I was three.*

For an achievement on a particular occasion in the past, *was able to/managed to/succeeded in* are used instead:
- *How many letters were you able to write last night?*

**Couldn’t** is used for both general and particular ability.

**Used to** and *would* are both used to talk about past habits. *Used to* is used for situations and actions, whereas *would* only refers to repeated actions:
- *I used to have a guinea-pig when I was younger.*
- *Lisa would always eat porridge for breakfast.*
E Match the two halves of the sentences correctly.

1. My grandmother would A. better than anyone else.
2. She never used B. very angry every time it curdled.
3. But she could cook C. produce a wonderful meal every time.
4. Somehow she was able to D. select vegetables carefully at the market.
5. We all wondered how E. make was yoghurt.
6. The only thing she couldn’t F. to use it up in a cake.
7. She'd get G. to consult any recipes.
8. But she always managed H. she managed it.

F Complete the sentences with could, couldn't, was/were able to, used to, or would.

1. Unfortunately my cousin _______ see his solicitor that day, as no appointment had been made.
2. When I was a child, I _______ always take the same route to school and back.
3. The boy next door _______ swim when he was five, but he never learnt to sail.
4. In the past people _______ have larger families than they do nowadays.
5. Stephen had to give up half-way round, and _______ finish the marathon.
6. Despite the thunderstorm we _______ climb right to the top of the mountain.
7. I sat on the terrace, drinking coffee. From there I _______ see the vineyards and the olive groves below me.

A question tag is composed of an auxiliary verb and a personal pronoun. If there is a modal verb in the main clause, we use this in the question tag:
- They won't mind, will they?
- He can swim, can't he?

Remember that will you? is the usual question tag after a command, and shall we? after a suggestion with Let's.

G Complete the sentences with the correct question tag.

1. We can't see him yet, ________?
2. I ought to pay now, ________?
3. Remember to lock up, ________?
4. You'd rather wait till next week, ________?
5. He must be there, ________?
6. It might rain tonight, ________?
7. They had to do it, ________?
8. Don't tell him about it, ________?
9. Let's have a picnic on the beach, ________?
10. You love him very much, ________?
11. I'd better not say anything, ________?
12. We could stay overnight, ________?
UNIT 4

The future

The future simple is used

a in the main clause of a first conditional sentence:
  • If she passes the test, she'll go up to the next class.
  But will is not normally used in the if clause.

b for predictions after certain verbs like think, expect, wonder and hope, and
  after certain adverbs like probably and perhaps:
  • I think it'll stay fine for the race. • I hope he'll stay in touch.

c for instant decisions or spontaneous reactions: • I'll just answer the phone.

d for offers of help: • I'll give you a hand, if you like.

e for promises: • Believe me, I'll never do it again.

f for invitations and polite requests: • Will you come to the theatre with me?

Except in questions, will/will not are usually contracted to 'll/won't in spoken
English. Shall is used mainly in questions with I/we to express offers of help,
suggestions or requests for advice: • Shall I give you a lift? • Shall we go swimming?

Avoid using the future simple in any situations other than those described above.

A Match the category on the left with the correct sentence on the right.

1 prediction A Honestly, I'll work very hard.
2 promise B I'm pretty sure he'll win.
3 first conditional C Unless it's cheap, I won't buy it.
4 quick reaction D Shall we go swimming?
5 polite request E I'll answer the door.
6 offer of help F Will you hold the door open, please?

Will is not used after conjunctions of time, such as after, before, until,
when, as soon as. Instead, a present tense is used:
  • I'll ring you as soon as I find out.
  • He'll turn up before we've finished.

B Put shall, will or won't correctly into the sentences. Tick any phrases or sentences
which are already correct.

1 I'm afraid I _____ be able to attend the wedding.
2 He _____ interview you as soon as you _____ arrive.
3 _____ we try the chicken supreme or the steak pie?
4 There _____ be a lot of trouble when the staff _____ find out!
5 By the way, _____ you please take notes?
6 _____ I change your library books for you?
7 Don't worry, you _____ have to stay for the whole session.
8 Make sure you _____ put the rubbish out before you _____ leave.
9 If I _____ see her, I _____ give her your love.
The present simple is used to talk about timetables, programmes of events and people's schedules:
• What time does your train leave? • The President arrives at 9.30.

The present continuous is used to talk about planned future arrangements:
• Tomorrow I'm flying to Hong Kong.
A future time-phrase should be used or understood, to prevent confusion with the present uses of this tense.

Going to is used to talk about
a firm intentions: • I'm going to be an actor when I grow up.
b predictions based on something in the present: • Look! He's going to fall!

The future continuous refers to a continuous action which will be happening at a future point in time:
• I'll be playing football on Saturday afternoon.

The future perfect is used to talk about an action which will have happened by a certain point in the future. By is often a key word:
• He'll have finished his exams by Friday week.

The future perfect continuous is used similarly to the future perfect, but stresses that the action is continuous, or not completed:
• By the end of May we'll have been living here for three years.

Remember that many verbs do not have a continuous form; refer to the list in Section 1 of the Appendix for guidance.

C Correct the sentences if necessary. Tick any which are already correct.

1. What time does your badminton class start?
2. 'What will you do tonight?' 'Oh, we will have a barbecue.'
3. By this time next week I'm filling in my tax forms.
4. I promise I'm supporting you whenever you will need me.
5. You won't see him this summer. He'll do his military service then.
6. I'm being an architect when I'm finishing my studies.
7. Don't get up. I'll make the coffee.
8. Do you come to dinner with me tonight?
9. I think he shall probably marry the girl next door.
10. What do you do at 3 o'clock next Sunday afternoon?

D Complete the sentences with the most suitable verb form.

1. If you (not object) we (ask) the committee to approve the proposal.
2. By the time Juan (finish) his maths project next week, he (be) exhausted!
3. What our world (be like) in the year 2050?
4. Anne (not be) happy until she (see) the doctor this afternoon.
5. This time next year I probably (live) on the other side of the world.
6. I (not watch) the horror film that's on tonight. I know it (give) me nightmares.
7. By the end of this week we (raise) over £800 for the children's charity.
8. I swear I (do) my best from now on. Things (be) different, you (see).
UNIT 5

Recycling

A Choose the correct word or phrase to complete each sentence. Write the letter in the space.

1 Despite playing under strength, the village team _______ beat their rivals.
   a) could  b) were able to  c) couldn't  d) weren't able to
2 She had to do the shopping for her neighbour, _______ she?
   a) didn't  b) hadn't  c) does  d) isn't
3 He daren't _______ his boss for a rise just now.
   a) asking  b) be asking  c) to ask  d) ask
4 I'll hand over all my files to my assistant before I _______.
   a) am leaving  b) leave  c) will leave  d) shall leave
5 By the time Bernard's daughter graduates, _______ retired.
   a) he  b) he has  c) he'll being  d) he'll have
6 How long has the property _______ to your family?
   a) belonged  b) belonging  c) belongs  d) been belonging
7 Buy me a newspaper on your way back, _______?
   a) do you  b) will you  c) have you  d) don't you
8 The noise was so loud that we all _______ wear ear-protectors.
   a) must  b) have to  c) should  d) had to
9 This time next year _______ chief translator to the French UN delegation.
   a) he is  b) he'll being  c) he'll be  d) he's being
10 It is essential that all top security documents _______ be stamped CONFIDENTIAL.
    a) should  b) must  c) will  d) may
11 I suggest Andrea _______ in touch with the organisers.
    a) should get  b) to get  c) getting  d) should getting
12 According to _______ surveys, the majority of Britons are in favour of the monarchy.
    a) the most  b) most  c) most of  d) the most of
13 The four men who successfully retraced Sir Ernest Shackleton's open-boat voyage across _______ Ocean are resting on South Georgia.
    a) Southern  b) a Southern  c) the  d) the Southern
14 You _______ continue. You've made your point clearly enough already.
    a) needn't  b) mustn't  c) don't have  d) won't
15 Let's get the house cleared up before he _______.
    a) is arriving  b) arrives  c) will arrive  d) arrived
16 In my opinion, the government should _______ action.
    a) to take  b) taking  c) take  d) have take
17 Since 1997 my department's work _______ built up considerably.
    a) was  b) have  c) is  d) has
18 The bill had already been paid, so I _______ to do it.
    a) hadn't  b) didn't need  c) needn't  d) haven't
19 Only _______ research has been carried out in this field.
   a) a little   b) a few   c) few   d) not much

20 It's 4 p.m. Marc _______ have arrived in Istanbul by now.
   a) would   b) can   c) should   d) ought

21 If Molly _______ to her guns, she'll probably get what she wants.
   a) will stick   b) would stick   c) stuck   d) sticks

22 By December Tim _______ enough to buy a mountain bike.
   a) saves   b) will have saved   c) has saved   d) will be saving

23 _______ anyone object, the plan will be reconsidered.
   a) If   b) Do   c) Should   d) Might

1 Having had a _______ of cruising last winter, he's been thoroughly bitten by the bug.
   You know, this chicken has hardly any _______ at all!
   She always dresses with such _______, doesn't she?

2 The club's best player seemed to have lost his _______, and was beaten by a junior.
   I'm fine now, thanks – it was just a rather annoying _______ of flu.
   Do keep in _______ once you get to Australia, won't you?

3 I _______ say that mobile phones will be superseded in due course.
   Kim didn't _______ to move from her seat while the invigilator was watching her.
   How _______ you threaten me like that!

4 The books dropped to the floor with a surprisingly _______ thud.
   If you're found guilty, you'll have to pay a _______ fine.
   Hazel had to drive through _______ rain on her way home.

5 The missing _______ of clothing was later discovered in the lost property cupboard.
   I first read about McNulty's new film in a magazine _______.
   The _______ is one of the parts of speech that cause most difficulty to students.

6 Jane has just _______ twenty, although you'd never think it to look at her.
   As the evening wore on, the conversation _______ to football.
   The milk in the pantry _______ rancid in the unaccustomed heat.

7 The opposition party _______ the government for an answer to their questions.
   With great daring I _______ the button, and the machine started clicking and whirring.
   Henry had to have his suit _______ at the hotel before attending the meeting.

8 You'll be able to _______ the audience's attention if your speech is lively enough.
   I realise you're in agony, but just _______ on till the doctor gets here.
   How many files is that drawer really supposed to _______?
C Complete the passage by putting one word in each space. The main focus of this task is on grammar rather than vocabulary.

Chile 1) _______ over a hundred potentially active volcanoes. Several teams of international geology experts have 2) _______ collaborating with Chilean colleagues on two of 3) _______ most interesting, known 4) _______ Lascar and Sollipulli. A recent study of Lascar has shown that glaciation seems 5) _______ have had 6) _______ important influence on its eruptions. When the ice retreated at the end of 7) _______ Ice Age 20,000 to 15,000 years ago, Lascar suffered 8) _______ most violent eruption. Scientists hope that further study of this volcano 9) _______ produce valuable data leading to some definite conclusions.

A British team 10) _______ led the investigations into the Sollipulli volcano, where 11) _______ glacier fills the main depression. At 12) _______ moment the ice cap 13) _______ melting at a rate of about 5 cm a day. This 14) _______ indicate a high risk factor for the surrounding countryside, as the ice cover normally plays a useful role 15) _______ preventing the violent release of volcanic gases 16) _______ cause explosive eruptions. 17) _______ the ice cap continues retreating, the volcano is very likely to erupt. This is a serious threat to the rich agricultural lands and tourist areas which 18) _______ Sollipulli.

Work is 19) _______ on both volcanoes, as, fortunately, the teams 20) _______ received a guarantee of international funding for further study for the next two years.

D In most lines of this text there is one unnecessary word. It is either grammatically wrong or does not make sense in the text. Write the unnecessary words next to the numbers on the right. Tick any lines that are correct.

Women can see their doctor on average five times a year 1 _______ in the UK compared with a men, who visit their doctor 2 _______ about three times. Two out of three women do leave 3 _______ from their GP's surgery clutching a prescription. Yet women 4 _______ have been taking tablets without knowing what effect they 5 _______ may have on their bodies, because of a scientific anomaly – the most drugs are tested on men. In addition, 6 _______ there are being well-known examples of the way drugs and other substances should work differently in women. The different balance of fat and muscle in men's and women's 7 _______ bodies affects the speed with which alcohol is are absorbed 8 _______ and broken down, for example. It is predicted that natural remedies will be continue to gain in popularity as women, 9 _______ in particular, are become more aware of the possible side-effects of the powerful drugs currently being prescribed. 10 _______
UNIT 6
Past tenses

The past simple is used
a for completed past actions at a known time. The time can be stated or understood:
  • He bought his car last month.  • She worked there as a teacher.
b with when, enquiring about past time:  • When did you last see her?
c for habitual past actions and states:  • She always wanted to be loved.
d for a definite period of past time:  • They spent five years in York.

The past continuous is used for
a continuous past actions sometimes interrupted by the past simple:
  • He was just getting into bed when the phone rang.
  or setting the scene for a story:
  • The sun was shining and the birds were singing as he walked down the lane.
b simultaneous past actions:  • She was ironing while he was bathing the baby.
c repeated past actions:  • I was always trying to save my pocket money.
d past intentions, often not carried out:
  • She was planning to ring her friend, but she forgot.

The past perfect is used for
a a past action that happened before a past simple action:
  • She had worked in Bonn before she moved to Stuttgart.
b an action that happened before a stated time:
  • He had completed the work by tea-time.

But if two past actions are close in time or closely connected, we often avoid the use
of the past perfect:
  • When he reached the airport, he checked in immediately.

The past perfect continuous is used to stress that a past perfect action was
continuous or repeated. Remember that many verbs do not have a continuous form;
refer to the list in Section 1 of the Appendix for guidance.

A Complete the sentences with the correct past tense of the verb in brackets.

1 Helena (receive) hospital treatment for a year before the doctors finally (tell) her their diagnosis.
2 The party chairman only (make) a statement after there (be) a lot of speculation in the press.
3 Julia (try) several computer dating agencies by the time she (meet) and (fall in love) with George.
4 Sharon eventually (find) the job she (want) last year, although she (graduate) the year before.
5 The official I (ask) to speak to (not be) there. Apparently he (go) abroad on business.
UNIT 6

B Correct the sentences if necessary. Tick any which are already correct.

6 When the doctor (arrive) at the scene of the accident, he (realise) the victim still (breathe).
7 The workmen (spend) all morning digging the trench, and by lunch-time they (finish) it.
8 When the ship (hit) the reef, most of the crew (play) cards, and the passengers (have) dinner.
9 It (rain) and (begin) to get very cold as I (set out) on my long walk home.
10 When she (be) a child, she always (want) to do the most dangerous things.
11 I suddenly (recognise) the town square. I (be) there ten years before.
12 When my friend (open) the door, I (feel) like hitting him. I (ring) his doorbell for at least twenty minutes!
13 When Oscar (go back) into the room, his colleagues still (quarrel) about the coffee.
14 I (not answer) the phone immediately, because I (try) to finish some work.
15 When you (get) your first job?
16 Between 1989 and 2000 they (work) in three different countries, and (move) house five times.

1 My aunt worked in London before she had moved to Norwich.
2 The lawyer had a nervous breakdown because he had been working for years without a break.
3 We were packing the cases while the removal men were loading the furniture into the van.
4 The judge had brought the trial to an end yesterday.
5 The writer spent most of his childhood in abject poverty.
6 Pierre was owning a sailing boat for several years.
7 The company thought of giving their assistant manager the sack, but he resigned.
8 He was delighted with his purchase. He had been saving up to buy the motorbike for months.
9 The Norwegians planted their flag at the summit just before the British team were arriving.
10 A police car was almost knocking me over as I had crossed the road.
11 When did you leave school and go to college?
12 ‘Who are they?’ ‘Oh, a group of students who had arrived in Oxford a week ago.’
13 The First World War ended in 1918.
14 Until he explained a second time, I didn’t understand what he meant.
15 The mountain was seeming very high as the weary group started to plod uphill.
Who killed the Princes in the Tower – the 12-year-old Edward V and his younger brother? The year is 1483, the place is the grim and forbidding Tower of London, and the victims are the two young sons of the late Edward IV. Suspect number one has always been their uncle Richard, Duke of Gloucester, the so-called villain of the piece. The boys stood between him and the throne, and, as one of their closest relatives, he was ideally placed to arrange their murder. He had both the motive and the opportunity. But did he do it? Evidence against him is merely circumstantial.

What we do know is that sometime during 1483 the two royal princes disappeared while in the care of their uncle, and that he immediately assumed the throne, becoming Richard III. No bodies, no trail of blood, not a shred of proof. But if not Richard, then who? There was someone else who wanted the crown, someone who wanted it so much that he was prepared to raise an army and fight Richard for it. When he became king two years later, he even married the boys’ sister Elizabeth and had their cousin executed, in order to protect himself from claimants to the throne. His name was Henry Tudor.

1 Which phrases in the first paragraph imply that the writer does not agree with the general assumption of Richard’s guilt?
2 In your own words, give two reasons for suspecting Henry Tudor of the murders.

At the Battle of Bosworth in 1485, Henry Tudor defeated and killed the reigning English monarch, Richard III, and was subsequently crowned Henry VII. For thirty years there had been intermittent conflict between two great families, the houses of York and Lancaster. The Wars of the Roses, as they were known, were thus brought to an end when Henry, as leader of the Lancastrians, conquered Richard and his Yorkist supporters. Henry was eager, not only to impose his authority, but also to keep the peace, and with that in mind he united the two warring houses by marrying Elizabeth of York. In order to flatter him, Tudor chroniclers were at pains to disparage his predecessor, and Richard has therefore gone down in history as a malicious, vengeful usurper, who murdered his innocent nephews. It is true that Richard never denied the contemporary rumours of his guilt, and may well have committed this heinous crime. Nevertheless, it seems likely that if he had defeated Henry at Bosworth, Yorkist historians would have painted a very different picture of events.

3 Explain briefly in your own words how the Wars of the Roses came to an end.
4 According to the text, why did Henry marry Elizabeth of York?
5 In a paragraph of 50–70 words, summarise the reasons why Richard III is generally thought to have killed the Princes in the Tower.
Gerund and infinitive

The gerund (the -ing form used as a noun) is used

a as the subject of a sentence: • Swimming is Dorothy's favourite sport.

b after certain verbs, including most verbs of liking and disliking. See Section 3 of the Appendix.

c after all prepositions, including adjective-plus-preposition phrases, and verb patterns ending in a preposition:
• I'm tired of not having a garden.
• He drove off without looking in his rear mirror.
Remember that to has two uses. It can either be used with the infinitive:
• They want to pay the bill.
or it can be a preposition, in which case it is followed by the gerund:
• I'm looking forward to seeing them.
• You'll soon get used to not drinking coffee.
Object to, be/get used to, look forward to, in addition to are all followed by a noun or gerund.

d after phrasal verbs: • He went on peeling the potatoes.

e after common expressions such as: It's (not) worth, waste/spend time, burst out.

In formal English, possessives (my, her, their, etc.) are used with the gerund:
• I hope you don’t mind my asking.
but in informal English the pronouns me, her, them etc. are more common:
• I hope you don’t mind me asking.

The passive gerund can be used:
• I remember being teased by my classmates at boarding school.

A Correct the sentences if necessary. Tick any which are already correct.

1 To take regular exercise is becoming quite a trend these days.
2 I don’t mind to be interviewed in the street by market researchers.
3 Excuse my interrupting, but I can give you the directions you want.
4 Since he’s been in Ireland, he’s got used to driving on the left.
5 The company achieved its productivity target by offering incentives to the work-force.
6 You can go to sightsee in London from the top of a double-decker bus.
7 In addition to lose all my money, I realised my credit card had been stolen.
8 I can’t stand him coughing and sneezing all over us. He should stay at home if he’s got a cold.
9 It’s no use to tell me all your problems. You’ll have to see the student counsellor.
10 She burst out crying as soon as she saw our shocked faces.
11 Most cats enjoy be stroked.
12 I’m afraid I just can’t face to go into the witness box and tell all those people what happened.
The infinitive has several forms.

to do: • They hope to visit you.
to be doing (for a continuous action):
• It's nice to be leading such an exciting life.
to have done (for a completed or past action):
• We were sorry to have missed you.
to have been doing (to stress the frequency or length of the action):
• He appears to have been making phone calls from the office every day.

For passive infinitives see Unit 9.

The infinitive is used with to after certain verbs, including ought, have, used, and be able. See Section 4 of the Appendix.

Notice the position of not before to:
• Try not to worry. • He's determined not to give in.

The infinitive is used without to after most modal verbs, would rather, had better, let, *make, *see, *hear, *feel, watch, notice, *help (informally).
*If these verbs are used in the passive, the infinitive with to is used. Compare:
• I saw her take the money.
• The champion was seen to shake hands with his opponent.

Notice the very common It is + adjective + to + infinitive:
• It is difficult to understand what you mean. • It was nice to see you.

Also notice the construction object + to + infinitive after certain verbs:
• I want you to enjoy yourselves. • She begged him not to go.

The idea of purpose is usually expressed by to + infinitive, in order to + infinitive or so as to + infinitive:
• He tiptoed upstairs so as not to wake the children.

Notice: • I have work to do. • Nobody is to blame. • The house is to let.

B Correct the sentences if necessary. Tick any which are already correct.

1 They didn't ask that I leave early.
2 The army made him to complete his training course.
3 I hope to drop in on you next time I'm in the area.
4 Try to don't keep interrupting the speaker this time.
5 It's easier to learn a language in the country where it's spoken.
6 The doctor seems to have left a prescription here for you.
7 I was delighted to receive your most appreciative letter the other day.
8 In my view parents should not let their children to watch too much television.
9 He enrolled at a language school in Pisa for learn basic Italian.
10 It seems strange to be standing here, looking out at Sydney Harbour.
11 She didn't want that you go to all this trouble for her.
12 No wonder he was sacked! He seems to have been fiddling the accounts for years.
The following verbs can be used with either the **gerund** or the **infinitive**, depending on the meaning required:

- a remember, forget, stop, go on, regret
- b interested in, interested to
- c try
- d need
- e used, be/get used to
- f like, enjoy, love, hate, prefer
- g allow, advise, forbid, permit
- h mean.

The differences in meaning are explained in **Section 5** of the Appendix, but try to work them out for yourself before doing the next exercise.

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**C** Complete the sentences with the gerund or the infinitive of the verbs in brackets.

1. Humility means (be) able to admit you're sometimes wrong.
2. You will not be permitted (enter) the building without the Chief Fire Officer's permission.
3. I'd be interested (know) if the chair in astrophysics is still vacant.
4. I'll never forget (see) the factory chimney collapse in a cloud of smoke and rubble.
5. Bankers advised the owners of the ailing theme park (reduce) entry charges in a bid to attract more visitors.
6. All the report's recommendations need (review) in the light of the committee's statements to the press.
7. The politician was accused of trying (stir up) trouble in his constituency as a ploy to divert attention from his own affairs.
8. I don't think my uncle will ever get used to (be) at home all day instead of (go) out to work.

**D** Match the first half of each sentence with the correct ending.

1. He objected
2. We'd rather not
3. She's looking forward
4. I insist on
5. Kindly allow me
6. I think you need
7. Everyone should be able
8. You'd better
9. I'm afraid it means
10. I always enjoy
11. He was made
12. She always used
13. His father wants him

A to write a polite letter.
B write a polite letter.
C to writing a polite letter.
D writing a polite letter.
Conditionals, wishes and regrets

The main linking words for conditional clauses are if and unless, but even if, as/so long as, supposing, whether ... or, however (+ adjective/determiner), whoever, wherever, whenever, etc., providing/provided (that), no matter who/how/when etc. can also be used:

- If they’re short of money, they don’t eat out. (zero conditional)
- You’ll have a tussle with the management if you go ahead with that plan. (first conditional, possible future action)
  Note that if you should go ahead... or should you go ahead... are more formal.
- If they had a bigger garden, they could grow their own vegetables. (second conditional, hypothetical but possible)

Similarly:
- If you were to join the committee, we’d be very pleased.
  Note that Were you to join... is more formal.
- If you hadn’t been late, you would have understood the lecture. (third conditional, referring to a past situation)

There are also mixed conditionals:
- If you hadn’t been late, you’d know what we’re talking about now.
  and a more formal version of the third conditional:
- Had you arrived on time, you would have understood the lecture.

A Complete the sentences with the correct tense of the verbs in brackets.

1. If you (make) a run for it, you’ll catch the train.
2. If Laura (not eat) so much, she wouldn’t have put on weight.
3. If they (have) their car serviced regularly, it never lets them down.
4. The earthquake would have caused less damage if the houses (be) of stronger construction.
5. If there (be) a good breeze on Sunday, we’ll go hang-gliding.
6. You can get there more quickly if you (take) the short cut across the playing field.
7. If you (leave) the milk out of the fridge in this weather, it’ll go off.
8. Would you contribute to the fund if I (ask) you?
9. If I (drop) Eve’s vase, she’d have been furious.
10. If you (be) really my friend, you’d lend me the money.
11. Had the councillors been re-elected, your proposal (be) accepted.
12. Productivity will improve if manufacturing procedures (be) streamlined.
13. (Be) you to take out the relevant insurance policy, you would be completely covered.
14. No matter what (happen), I’ll always stand by him!
15. Supposing the computer (break down), what would you do?
16. You can invite whoever you (like) to the barbecue.
B Complete the second sentence so that it means the same as the first one, using the word given. You must use between three and eight words, including the word given. (Contractions count as two words.)

1. Should you persist in your defiance of instructions, disciplinary action will be taken.
   go
   If you ______________________________ disciplinary action.

2. If you changed your mind, you’d be welcome to join our staff.
   change
   Were you ______________________________ delighted to have you on the staff.

3. If I find that what you’ve told me is true, I’ll resign my post.
   out
   Should your information ______________________________ in my resignation.

4. If he fails the final examination, he won’t be able to graduate.
   be
   Unless he ______________________________ unable to graduate.

5. Sally’s dog wasn’t muzzled, and so it bit the postman.
   have
   If Sally’s dog ______________________________ the postman.

6. Because the evidence was withheld, the prisoner was found guilty.
   presented
   Had the evidence ______________________________ acquitted.

---

I wish/if only + past simple are used to express a wish or regret about a current situation, by imagining its opposite:
- I wish (that) Mark knew about it. • If only Mark knew about it!
  (Sadly, Mark doesn’t know about it.)

Notice also:
- I would rather Mark knew about it. (a preference rather than a wish)
- It’s time (that) Mark knew about it. (In my opinion he should.)

I wish/if only + would are used for a future wish – something we would like to happen:
- If only Mark would come back! (I’m afraid he won’t.)
- I wish you’d stop doing that. (You’re annoying me.)

I wish/if only + past perfect are used for a past wish or regret:
- I wish someone had told Mark about it.

Note that we use could instead of would with wish when the subject pronouns are the same:
- I wish I could see him. (NOT *I wish I would see him.)

Were is often used instead of was after wish and If only:
- I wish Luke were here.

As if/as though are often used in similar hypothetical situations:
- Don’t treat me as if I were a child.
- He spoke as though he had been insulted.
C Match the correct wish or regret on the left with the situation on the right.

1 If only he would tell her!   A It's a pity he didn't tell her.
2 I wish he had stayed.         B We have no idea what to do.
3 If only we knew what to do!   C We didn't know what to do.
4 I wish he had told her.       D I'd like him to tell her.
5 I wish we'd known what to do. E It's a pity he didn't stay.
6 It's time he stopped smoking. F I'd like him to stay, if possible.
7 I'd rather he stayed.         G I think he should stop smoking.
8 If only he'd stopped smoking! H He should have stopped smoking.

D Complete the sentences, using the correct tense of the verb in brackets.

1 No matter how many people (come) tonight, we'll have a great time!
2 He looked at me as if I (just land) from the moon.
3 Supposing she (not agree), what would you do next?
4 However late you (be), there'll be a warm welcome for you.
5 Wherever they (end up), I'm sure they'll be happy.
6 It seemed as though nobody (spot) the obvious flaw in the plan.
7 We'll go along with the deal, provided we (receive) our fair share of the profits.
8 I wish the firm (not go) bankrupt, but the shares would still have been worthless.
9 Supposing the police (not come), what would you have done?
10 I'd be on your side even if you (not be) my friend.
11 He stared at me. It was as if he (not hear) a word I'd said.
12 However difficult you (find) the test, just try to complete it.

E Make a new sentence for each situation, starting with I wish.

1 What a pity he's so boring!
2 It was a mistake of mine, accepting that job.
3 How unfortunate that they all heard about it!
4 It'd be useful to have shares in the company, but I haven't any.
5 I'd like him to contribute his opinions more tactfully.
6 I should have gone to the conference.
7 I simply can't remember Myra's address.
8 Is it ever going to stop snowing?
UNIT 9

Passives

Passives are used whenever an action is more important than the agent – for example, in reporting the news or scientific experiments:
- A woman has been arrested for the abduction of baby Emily Smith.

The object of the active verb becomes the subject of the passive sentence, and the verb be is used in the correct tense with the past participle of the relevant verb.
- Coastal buildings have been damaged by gales.

By + the agent is used only if it contributes important information:
- A woman has been arrested for the abduction of baby Emily Smith.

Intransitive verbs, e.g. arrive, cannot become passive, because they have no object. Certain other verbs, e.g. let, fit, lack, resemble, suit, cannot normally become passive.

After modal verbs, passive infinitives are used (see Unit 7):
- He ought to be arrested. • You might have been killed.

Passive -ing forms are possible:
- She likes being driven to work. • Having been fed, the dog went to sleep.

A Complete the passage with the correct passive form of the verbs in brackets.

An ingenious device like a bed of nails, which 1) ________ (originally use) by the great Carthaginian general Hannibal to restrain his elephants, is currently 2) ________ (put) to a similar use in parts of Britain. It 3) ________ (know) as the Stinger, and recently it 4) ________ (successfully deploy) in Greater Manchester and the Midlands. When a joyrider in a stolen vehicle 5) ________ (involve) in a police chase, the Stinger can 6) ________ (lay out) on the road in front of the speeding driver, bringing the car to an abrupt halt. Last week a car chase in Bolton, which had lasted 90 minutes, 7) ________ (end) in 30 seconds, when the fugitive’s tyres 8) ________ (puncture) by the Stinger. It 9) ________ (hope) that this device will save police time and enable more joyriders to 10) ________ (catch), as well as reducing the length of dangerous high-speed chases.

B Follow the same instructions as for Exercise A.

A recent front-page story in the British press revealed a truly sensational musical discovery – six Haydn piano sonatas 1) ________ (find) in Germany. Apparently the long-lost sonatas 2) ________ (discover) by a German music teacher in the home of an elderly lady. Strangely enough, the manuscripts, which 3) ________ (pronounce) genuine by several eminent musicologists, 4) ________ (not make) available in their original form, so no scientific tests could 5) ________ (carry out) in order to verify their authenticity. The musical world 6) ________ (throw) into a state of great excitement by this news. Preparations 7) ________ (make) for a
prestigious recording of the sonatas, and an authoritative article
8) _______ (publish) in the BBC’s *Music Magazine*. Since then,
however, a note of doubt has crept in, and experts now say that unless
the originals 9) _______ (hand over) very soon, the manuscripts must
10) _______ (regard) as a forgery, albeit a very clever one.

Many verbs, like *give, award, lend*, can have two objects. When putting
these verbs into the passive, it is more usual to make the ‘person object’, rather
than the ‘thing object’, the subject of the passive verb:
• *I was given back my change.* (NOT *My change was given back to me*).

C Improve the sentences if necessary by putting the
‘person object’ first. Tick any which are already correct.

1) *I was promised a review of my case in due course.*
2) *The news was told to the whole community.*
3) *The volunteers are being lent suits of protective clothing.*
4) *She will be sent a free gift with her mail order catalogue.*
5) *A lucky mascot has been given to me, to use in my exams.*
6) *A postgraduate diploma will be awarded to her as soon as she has
completed her practical assignments.*
7) *A chance to participate in the Olympic Games is being refused him,
on the grounds of his unreliability.*
8) *However, he has been offered a place in the national team for the
forthcoming international matches.*
9) *You will be shown your living quarters for the duration of your stay
in the camp.*
10) *A bribe seems to have been offered to the officials in charge of the
institution at the time.*

Passive constructions are often used with verbs like *say, believe,* and *know.*

**It + passive + that-clause:**
• *It is said that three people died in the accident.*
• *It was once believed that the earth was completely flat.*

**Subject + passive + to + infinitive:**
• *Three people are said to have died in the accident.*
• *The earth was once believed to be completely flat.*

Sometimes there are two passive constructions in the same sentence:
• *It is known that York was invaded by the Vikings.*
• *York is known to have been invaded by the Vikings.*

Other verbs which are used in this way include: *consider, think, understand,*
*report, allege, expect, fear, claim* and *deny*. The verb *be rumoured* only
exists in the passive form.

See Unit 7 for a list of infinitive forms.
D Complete the second sentence so that it means the same as the first one, using the word given. You must use between three and eight words, including the word given. (Contractions count as two words.)

1. It is expected that tax increases will be announced in tomorrow’s budget statement.
   - **to**
     Tax increases ______________ in tomorrow’s budget statement.

2. We understand that inner-city crime rates are going up in most areas.
   - **be**
     Inner-city crime rates ______________ in most areas.

3. They say the rock star’s wife has had at least two facelifts.
   - **have**
     The rock star’s wife ______________ at least two facelifts.

4. We fear that nine crew members were lost overboard in the storm.
   - **are**
     Nine crew members ______________ overboard in the storm.

5. It was considered that Ralph’s speech was one of the best.
   - **to**
     Ralph’s speech ______________ one of the best.

6. We can’t deny making certain mistakes in the early stages.
   - **that**
     It ______________ made in the early stages.

7. Police reported that a man had been helping them with their inquiries.
   - **was**
     A man ______________ police with their inquiries.

8. The accused was alleged to have committed fraud.
   - **had**
     It ______________ committed fraud.

---

E Complete the sentences if necessary, by choosing the correct particle from the box. Tick any which are already correct.

- up
- down
- in
- away
- out
- off

1. What a mess! Sam’s toys haven’t been put.
2. He wasn’t here last night. His bed hasn’t been slept.
3. The situation is serious, but it’ll have to be faced, I’m afraid.
4. This is the third time our meeting’s been put.
5. All cigarettes must be extinguished before you enter the building.
6. The girls were brought on a farm near the Welsh border.
7. Cheques should be made to Wellingtons plc.
8. I must warn you that if you have anything to say, it’ll be taken and may be used in evidence against you.

---

If **phrasal verbs or verbs with prepositions** become part of a passive sentence, they must not lose their particle:
- The child was extremely well looked after.
A Choose the correct word or phrase to complete each sentence. Write the letter in the space.

1 We regret _______ you that you have exceeded your overdraft facility.
   a) to inform  b) informing  c) to tell to  d) telling
2 Why don’t you try _______ the key anti-clockwise?
   a) to turn  b) on turning  c) turning  d) turn
3 The company’s apology _______ regarded as an exercise in damage limitation.
   a) were  b) was  c) would  d) had
4 We don’t allow _______ in the classrooms.
   a) that people smoke  b) smoke  c) people to smoke  
   d) to smoking
5 The accused denied _______ in the vicinity of the murder scene.
   a) to have ever been  b) have ever been  c) having been ever 
   d) ever having been
6 Why don’t you do what you’re told, instead of _______ such a song and dance about it?
   a) to make  b) making  c) made  d) make
7 The children _______ to stay up late.
   a) don’t allow  b) aren’t let  c) aren’t allowed  d) would rather
8 I rashly posted the parcel without _______ it.
   a) weighing  b) weigh  c) weighed  d) to weigh
9 I suppose you just went to the disco _______ improve your conversational skills!
   a) so as  b) for  c) in order to  d) too
10 He wasn’t responsible. He wasn’t _______.
    a) blame  b) to blame  c) blaming  d) for blame
11 What a dangerous thing to do! You _______ have been killed!
    a) may  b) can  c) must  d) might
12 For the rest of his life he lived in fear of _______ tracked down.
    a) having  b) be  c) being  d) been
13 All that rubbish will have to be _______ at once.
    a) get rid of  b) got rid of  c) got rid  d) getting rid of
14 You’ll get a free month’s subscription, _______ you renew your membership by the end of January.
    a) unless  b) however  c) were  d) provided
15 By the time I applied, all the holiday vouchers _______ used up.
    a) had been  b) have been  c) was  d) are
16 I felt as if I _______ a confidence.
    a) have betrayed  b) would betray  c) had betrayed  
    d) am betraying
UNIT 10

17 I wish I ______ more about the logistics of the expedition.
   a) would know  b) knew  c) know  d) can know
18 ______ bread is regarded by some as a therapeutic activity.
   a) To make  b) Made  c) Making  d) Having made
19 It's time she ______ promotion, in my view.
   a) get  b) got  c) will get  d) have got
20 The candidate ______ to have withdrawn her application.
   a) claimed  b) said  c) denied  d) reported
21 There's nothing I like more than ______ for a brisk walk along the seashore.
   a) go  b) out  c) walking  d) going
22 How can you waste all that money on ______?
   a) gamble  b) to gamble  c) gambling  d) the gamble

1 Oh, do let me! I'd really much ______ do your work than my own.
   You know, I can't face reading much more of this article – it's ______ dull.
   Some people feel that the prisoner is ______ to be praised than condemned.
2 Can you please ______ that the children are in bed by seven.
   I was very sorry I wasn't able to ______ Luke off at the airport.
   The solution was obvious to me, but Jade just couldn't ______ it.
3 So long as you bring a group with you, you're allowed a _______ ticket.
   When there's a _______ cubicle, I'll pop in and change, and then see you in the pool.
   For a man with a large overdraft, he's surprisingly _______ with his money.
4 You'd better take a vote if you can't _______ a consensus.
   The effects of environmental pollution will _______ right across the planet.
   We've been trying to _______ Graham all day, but he's not answering his phone.
5 The Stinger device may help the police to _______ more joyriders.
   If your body's resistance is low, you're more likely to _______ a cold.
   Sorry, I didn't quite _______ what you said just then.
6 The manuscripts of the piano sonatas are not available in their original _______.
   A fine is a _______ of punishment for a minor offence.
   Now Heather's moved to the local state school, she's in the same _______ as her cousin.
7 The theft of their savings _______ the Dodgson family into a panic.
   At the second fence the horse reared up and _______ its rider.
   Rushing to the controls, Will _______ a switch, and the engine juddered to a halt.
C Complete the passage by putting one word in each space.

A central feature of the 12th and 13th centuries in Europe was the concern of the great aristocratic families to ensure that their landed estates handed down intact to future generations. In order to prevent their inheritance from being divided, it was traditional to insist that their younger sons remain unmarried. It was usual for the eldest son to have his bride chosen for him, probably from another related noble family, and if the wife in producing the male heir needed to carry on the line, she be discarded, and another bride would be chosen. A potentially anarchic situation subsequently arose, loveless marriages on one side, and rebellious bachelor knights on the other. A social problem was brilliantly by the invention of courtly love, in which an unmarried knight swear eternal love, respect and obedience to a married lady. The energies of younger sons thus cleverly channelled into adventurous exploits and chivalrous deeds, the sake of their noble lady. In all, courtly love went a long way palliating the internal contradictions of mediaeval aristocratic society.

D In most lines of this text there is one unnecessary word. It is either grammatically wrong or does not make sense in the text. Write the unnecessary words next to the numbers on the right. Tick any lines that are correct.

Sergeant Bob Mann was one among the survivors of an ill-fated army expedition to the wilds of Borneo. He has still a fascinating tale to tell of alternative medical treatment in a remote jungle village. Despite of his precautions, he seriously injured his right hand while cutting a path through the jungle, and the wound became so badly infected that he was feared the onset of the gangrene. Several days later, when he and his companions reached to a hamlet, he was treated by a local witch doctor, who plunged his hand into a jar of snake flesh and herbs. ‘It was very amazing,’ said Sergeant Mann. ‘My own wound looked completely clean when I took my hand out. The people in here know so much about natural remedies. Without them, I might have had to have my hand quite amputated.’ Bob Mann’s hand has recently been operated on in a Hong Kong hospital, where the authorities have confirmed that the wound is being recovering well, and that the witch doctor’s treatment was so beneficial. But snake flesh, venom and saliva are traditionally considered to have healing properties for all kinds of wounds and infections.
UNIT 11

Reported speech

When direct speech is changed into reported speech, with a reporting verb in the past, the verb tense, the pronouns and the time-phrase may all have to be changed to indicate the time shift to the past:

• ‘We’ll be getting married this year,’ he said. (direct speech)
  He says (that) they’ll be getting married this year.
  (reported speech with a present reporting verb)
  He said (that) they would be getting married that year.
  (reported speech with a past reporting verb)

It is usually better style to use more precise reporting verbs than say or tell when turning (usually informal) direct statements into (usually more formal) reported ones. Examples are: advise, apologise, congratulate, promise, remind.

See Section 6 of the Appendix for a complete list of these verbs and their different grammatical patterns.

A Match the direct speech on the left with the most appropriate reporting verb on the right.

1 'I've had better marks than anyone else all term!' A threaten
2 'You did it! I saw you! You stole my watch!' B accuse
3 'If you don't give me your money, I'll hit you!' C suggest
4 'I'm very sorry I didn't get round to writing earlier.' D boast
5 'Why don't we all go for a drive in the country?' E insist
6 'I must, I simply must see the manager at once!' F estimate
7 'Please, please, don’t tell anyone you've seen me!' G beg
8 'That's right. Your flight's taking off at midnight.' H apologise
9 'Don't forget to bring the binoculars, will you?' I confirm
10 'I imagine Mexico City has about 20 million inhabitants by now, but I could be wrong.' J remind

B Now put the direct statements in Exercise A into reported speech, using the verbs you have chosen, and starting each sentence with She.

1 'I've had better marks than anyone else all term!' A threaten
2 'You did it! I saw you! You stole my watch!' B accuse
3 'If you don't give me your money, I'll hit you!' C suggest
4 'I'm very sorry I didn't get round to writing earlier.' D boast
5 'Why don't we all go for a drive in the country?' E insist
6 'I must, I simply must see the manager at once!' F estimate
7 'Please, please, don’t tell anyone you've seen me!' G beg
8 'That's right. Your flight's taking off at midnight.' H apologise
9 'Don't forget to bring the binoculars, will you?' I confirm
10 'I imagine Mexico City has about 20 million inhabitants by now, but I could be wrong.' J remind

C Follow the instructions for Exercise A.

1 'It's five o'clock already, you know.' A assure
2 'Yes, that's fine. I'll be able to help.' B blame
3 'Don't worry, there'll be no difficulty, believe me.' C deny
4 'How kind of you to bring me the flowers!' D warn
5 'If I were you, I'd keep it under my hat.' E admit
6 '... and another thing, there'll be a 2% surcharge.' F refuse
7 'I didn't do it! I didn't rob the old lady!' G congratulate
8 'No, I'm afraid I'm not prepared to make a speech.' H add
9 'Be careful when you cross the road, won't you?' I point out
10 'Well done! You've passed the test first time!' J advise
11 'I'm sure it was Charlotte who let us down.' K thank
12 'Yes, it was my fault. I caused the accident.' L agree

D Now follow the instructions for Exercise B, starting each sentence with He.

1 'I've had better marks than anyone else all term!' A threaten
2 'You did it! I saw you! You stole my watch!' B accuse
3 'If you don't give me your money, I'll hit you!' C suggest
4 'I'm very sorry I didn't get round to writing earlier.' D boast
5 'Why don't we all go for a drive in the country?' E insist
6 'I must, I simply must see the manager at once!' F estimate
7 'Please, please, don’t tell anyone you've seen me!' G beg
8 'That's right. Your flight's taking off at midnight.' H apologise
9 'Don't forget to bring the binoculars, will you?' I confirm
10 'I imagine Mexico City has about 20 million inhabitants by now, but I could be wrong.' J remind

C Follow the instructions for Exercise A.

1 'It's five o'clock already, you know.' A assure
2 'Yes, that's fine. I'll be able to help.' B blame
3 'Don't worry, there'll be no difficulty, believe me.' C deny
4 'How kind of you to bring me the flowers!' D warn
5 'If I were you, I'd keep it under my hat.' E admit
6 '... and another thing, there'll be a 2% surcharge.' F refuse
7 'I didn't do it! I didn't rob the old lady!' G congratulate
8 'No, I'm afraid I'm not prepared to make a speech.' H add
9 'Be careful when you cross the road, won't you?' I point out
10 'Well done! You've passed the test first time!' J advise
11 'I'm sure it was Charlotte who let us down.' K thank
12 'Yes, it was my fault. I caused the accident.' L agree
The modals *should*, *would*, *could*, *ought* and *might* do not change tense in reported speech, and neither do the second and third conditionals. With a reported second or third conditional, *that* is needed, and a comma is necessary to separate the two clauses if the *if* clause comes first:
- He pointed out that *if she had bought him a ticket*, he could have seen the play too.

**E** Turn the sentences into reported speech.

1. 'If I had known, I'd have come earlier,' she said.
2. He said, 'Unless John tells the truth, somebody'll get hurt.'
3. 'I really think you should join the tennis club this summer,' she said.
4. 'If you practised more, you might be able to make a career out of music,' her teacher said.
5. 'I wouldn't have had the accident if the brakes had been repaired properly,' he said.
6. 'He'll be sent to prison if he commits a further offence,' said the magistrate.
7. 'You can stay here as long as you like,' he said.
8. 'I wish Bob would buy himself a new suit,' said Maggie.

Notice how **reported questions** are formed from the two types of direct question in English.

**a** questions starting with a question-word:
- 'When will you next be in Paris?'  
  *He asked when she would next be in Paris.* (NOT ... *when would she next be in Paris*)
- 'When does your plane take off?'  
  *She asked when his plane took off.*

Notice that no *do/did* auxiliaries are needed in reported speech, and that the word order is the same as in a statement.

**b** questions starting with a verb:
- 'Can you come tomorrow?'  
  *She asked if/whether I could go the next day/the day after/the following day.*

*If/whether* connect the reporting verb and this type of question.

*If* has no connection here with conditional *if*. **Whether** must be used before an infinitive:
- *He was not sure whether to believe them.*
- *I didn't know whether to laugh or cry.*

**F** Correct the reported questions if necessary. Tick any which are already correct.

1. I asked how far was it to the station.
2. They wondered how many people lived in Tokyo.
3. She asked me unless I could do the shopping for her.
4. Her father asked her was what she had told him true.
5. The committee enquired whether she might accept the job.
6. The traffic warden asked why had I parked there.
7. I asked the old man what was his recipe for long life.
8 We wondered how did our neighbours manage to keep their garden so neat.
9 The officials asked him what did he want.
10 I only wanted to know where he had been for so long.

Reported requests or commands usually involve the use of the **infinitive** with **to**:
- 'Take that away!' He told me to take it away.
- 'Please don’t talk.' She asked us not to talk.

Use **ask** for a polite request, **beg** for an earnest request, **instruct** or **tell** for a command, and **order** for an authoritative command:
- She ordered the children to sit down and be quiet.

G Match the direct request or imperative on the left with its reported version on the right.

<table>
<thead>
<tr>
<th>Direct Request</th>
<th>Reported Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>'Kindly stand back, would you!'</td>
<td>A She asked us to stand back.</td>
</tr>
<tr>
<td>'Please don't cry!'</td>
<td>B She ordered us to stand back.</td>
</tr>
<tr>
<td>'Leave the room now!'</td>
<td>C He begged me not to cry.</td>
</tr>
<tr>
<td>'Would you mind opening the door?'</td>
<td>D He told me not to cry.</td>
</tr>
<tr>
<td>'Stand back!'</td>
<td>E He told me to leave the room immediately.</td>
</tr>
<tr>
<td>'You mustn't cry!'</td>
<td>F He asked me to leave the room.</td>
</tr>
<tr>
<td>'Would you leave the room, please?'</td>
<td>G She ordered me to open the door.</td>
</tr>
<tr>
<td>'Open the door!'</td>
<td>H She asked me to open the door.</td>
</tr>
</tbody>
</table>

H Complete the second sentence so that it means the same as the first one, using the word given. You must use between **three** and **eight** words, including the word given. (Contractions count as two words.)

1 'You've passed the exam? Oh, well done!' my aunt said to me. **on**
   My aunt ______________________ the exam.
2 'I'm sorry I forgot to set the security alarm,' said the receptionist. **for**
   The receptionist ______________________ set the security alarm.
3 'Why don’t you postpone your trip till the autumn, Jim?' suggested Sarah. **off**
   Sarah suggested ______________________ till the autumn.
4 'Don’t forget to enclose a cheque, will you?' the clerk said to me. **in**
   The clerk reminded ______________________ the envelope.
5 ‘It’s a good idea to rehearse your speech in front of a mirror,’ George told me. **run**
   George advised ______________________ in front of a mirror.
UNIT 12

Linking words and discourse markers

The main linking words expressing concession and contrast are despite, in spite of, however, although, even though, much as, as/though (after adjectives), but, yet, all the same, even so, nevertheless.

**Despite** and in spite of can only be followed by a noun or gerund:
- In spite of having a fax machine, he couldn’t send the documents.

The alternative construction is *in spite of/despite the fact that*:
- She married him, in spite of the fact that he treated her badly.

All the other conjunctions and connectors are followed by a verb clause.

Note how **as** and **though** are used after adjectives:
- Intelligent though she is, I don’t think she’ll win the competition.
- Brave as he was, the soldier dreaded the onset of battle.

**Although**, **even though** and **much as** can come at the beginning of the sentence or introduce the second or additional clause:
- Much as I enjoy his company, I don’t want him here the whole time.

**But** and **yet** normally introduce the second or additional clause:
- She’s charming, yet there’s something a little odd about her.

**All the same**, **even so**, **nevertheless** and **however** all need a comma or commas to separate them from the rest of the sentence:
- He decided to go, all the same.
- All the same, he decided to go.

**However** is a more formal alternative to **but**. It is rarely used in spoken English:
- Klaus was a loyal friend. However, she found him irritating at times.

---

A Correct the sentences if necessary. Tick any which are already correct.

1. In spite of he revised hard for his exams, he didn’t pass.
2. Much as I approve of her enthusiasm, I’m worried she’ll overdo her weight training.
3. He doesn’t all the same know what he’s talking about.
4. She would love the opportunity, although it seems unlikely at the moment.
5. There are no grants available. Nevertheless, you may be awarded a scholarship.
6. My first reaction was one of distaste, yet there was an element of humour in the situation.
7. Despite his extended illness, he managed to complete his doctoral dissertation.
8. Quiet this spot seems now though, you ought to see it when the tourists are here in August!
9. ‘Try a bit harder!’ ‘However I don’t want to!’
10. I can’t accept, but it’s very kind of you to offer, all the same.
11 Even though your lack of agreement, you must admit it’s a strong case.
12 Even so his creditors are baying for satisfaction, he has just bought a BMW!

The main linking words expressing cause are *as, since, because, participles* (see Unit 18) and *adjectives* like aware, distraught, horrified which express feelings that would cause certain behaviour:

- As I hadn’t had time for lunch, I bought a sandwich.
- Realising that no one would help him, he abandoned the idea.
- Suddenly aware of the pain, she keeled over on the ground.
- Distraught that Susan had rejected him, Toby rushed wildly out of the room.

Notice that *as, since, and because* are followed by a verb clause, *participles* by a verb clause with that, and *adjectives* either by a preposition + noun or by a verb clause with that.

*For* is a more formal alternative to *but*. It is not normally used in spoken English, and cannot be used to begin a sentence.

*On account of, due to, owing to* and *because of* are followed by a noun or gerund:

- Stevenson moved to the South Seas because of the climate.

---

B Use these words to complete the sentences. Do not use any word more than once.

<table>
<thead>
<tr>
<th>disgusted</th>
<th>because</th>
<th>for</th>
<th>horrified</th>
<th>deprived</th>
<th>told</th>
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<tr>
<td>surprised</td>
<td>embarrassed</td>
<td>sad</td>
<td>alone</td>
<td>due</td>
<td>aware</td>
</tr>
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1 Gillian blushed, ________ that she might have embarrassed him.
2 ________ of sweets in his childhood, Antonio had fortunately never acquired a sweet tooth.
3 ________ again in her tiny room, Lucy couldn’t help crying a little.
4 ________ it could publish any late news in its evening edition, the local paper had an advantage over its competitors.
5 ________ at the thought of missing the party, Sandra tried to cheer herself up by watching a video.
6 The toddler was crying bitterly, ________ he’d lost his mother.
7 ________ to hear the unexpected news, Peggy phoned her mother and told her immediately.
8 ________ to wait until he was needed, the boy sat down and watched the rest of his team play.
9 ________ at the catastrophe, the onlookers panicked and fled.
10 ________ to serious problems with the track, trains to Manchester Victoria will not be running until further notice.
11 ________ by the attention they were receiving, the boys tried to creep out of the room.
12 ________ by the mess, the residents set to work to clear it up before it became a health hazard.
The main linking words expressing result are therefore, consequently, as a result, (and) so, so that, so ... that, such ... that, enough, and too ... (for someone) to + infinitive. As a result of comes before a noun or gerund.

Such can be used with a noun, or an adjective + noun:
• It was such a nice day/such nice weather that we went out.
• It was such a surprise for Percy!

So ... that is used with an adjective or adverb, and also with much, little, many, few + noun:
• He talks so fast that you can’t understand him.
• We had so little time that we didn’t manage to see everyone.

Enough comes before a noun but after an adjective or adverb:
• There wasn’t enough time to see him. • He isn’t old enough to join the navy.

C Rewrite the sentences, using too or enough.

1. The matter is so important that you should deal with it yourself.
2. She didn’t study much, so she didn’t pass the end-of-term test.
3. The door was so narrow that we couldn’t squeeze through.
4. She had so little energy that she couldn’t keep going all day.
5. The leisure centre is so inaccessible that hardly any tourists find it.

D Rewrite the sentences using so or such ... that.

1. They had very little money, and couldn’t afford to run a car.
2. There was a lot of food. We could have fed ten hungry men with it!
3. You’re a really experienced worker, so you should know what to do.
4. He hasn’t had much acting experience, so we can’t give him the part.
5. I draw very badly, so I can’t do a very good sketch map.

In case is used to explain precautions or things done in advance. It is followed by a present or past tense, or (less often) by should (see Unit 3):
• I’ll take an umbrella in case it rains.
• I too an umbrella in case it rained/should rain.

DO NOT use will or would after in case.

E Complete the sentences with the correct tense of the verb in brackets.

1. I went on a first aid course, in case I ever (need) to know about it.
2. Take your money with you in case you (see) any good souvenirs to buy.
3. I always pack my shorts in case the weather (be) fine.
4. I’ve been looking for her everywhere, in case she (get lost).
5. I think I’ll lock my briefcase in the boot in case someone (spot) it and (try) to break into the car.
6. He was planning to work out every day, in case he (be select) for the match.
7. I’m looking for other jobs, in case I (not get) this one.
Discourse markers are words or phrases which play an important part in the structure of a spoken or written text by signposting the logical progression of ideas. They may do this by:

a referring the listener or reader back to previous events or statements:
- following the incident, in such circumstances, at that time, hitherto, be that as it may, accordingly, in those days

b introducing new topics:
- With regard to finance, Financially speaking, In terms of finance, As for finance, in financial terms, As far as finance is concerned, Regarding finance

c clarifying the chronology of events or ideas:
- The first point is, In the first place, Firstly, A further point is, Moreover, Similarly, One final thought is, Last but not least, In conclusion, To sum up

d making specific references to people, facts or events:
- the aforementioned, the following terms, the former, the latter, the undersigned, respectively, the facts are as follows, the above address

e indicating the speaker’s or writer’s views:
- as I see it, in my view, frankly, I suppose

Dear Sir,

We, 1)________, are writing to you to complain about the proposed closure of the Midwest Bank in the village of Little Stopping. The facts 2)________. Since both Gourlays and Boyds closed their branches in the nearby villages of Hopwell and Stopton 3)________, local people have been left with no option but to travel the eleven miles to Merryford or the twenty miles to Worchester. 4)________, although nearer and therefore more accessible by public transport, only offers banking facilities three days a week. 5)________, while providing a good choice of banks, is regarded by most people as too far away to be of much use.

6)________ of public relations, the 7)________ closure of your branch in Little Stopping would be a disaster, in blatant disregard of the wishes of many of your 8)________ loyal customers.

We urge you to reconsider your decision. Kindly send any comments you have on this issue to us at 9)________.

Yours faithfully,

Joan Morris Jamie Rogers Edward Patching Liz Fowler

10 How many times is the closure of the Midwest Bank mentioned?
11 Which bank had a branch in Hopwell?
12 Which town only offers banking facilities three days a week?
13 What are the two main points made in the letter?
14 In your opinion, which discourse markers from the text should only be used in a very formal style, as in this letter?
Relative pronouns connect a relative clause to a main clause. They are who, whom, which, that, whose, where, why, when and what.

Who/whom refer to people. Which/that refer to animals or things, although people who love animals often use who when speaking of them. Whom is very unusual, especially in informal English, and is generally omitted or replaced with who:

- We'll take Timmy to the specialist (who) we've heard so much about.

Whose is possessive, for people or things:

- She works for a company whose chief executive has been arrested for fraud.

Where is used after nouns referring to place, when after nouns referring to time, and why after the word reason. Where/when can often replace in/on/at which:

- I think that's the church wherein which my grandparents were married.
- It was a day when everything seemed to go wrong.
- Is there any reason why he can't come?

What means 'the thing that':

- I'll explain what he said.
- What I like for breakfast is hot buttered toast.
- She'll give you just what you want.

A Correct the sentences if necessary. Tick any which are already correct.

1 There's the woman who she sold me the oranges.
2 This is my brother, who's wife's French.
3 Did you ever meet the model who's married Jeff's cousin?
4 I don't like people which talk too loudly.
5 That's the car whose brakes are being repaired.
6 I know a little taverna at where you can get a wonderful meal.
7 Do you understand what he said?
8 I suppose that's the house where we'll have to stay in.
9 Could we arrange a time when we'll both be free?
10 I'm afraid I haven't sent exactly what he asked for.
11 That I can't stand is queuing in the rain.
12 Have you any idea to whom I'll be speaking to?
13 Is that the school which you studied?
14 Deirdre will show the new students which to do.
15 You'd better tell me the reason for he didn't turn up.
16 That's the old chap whom you met at the bus stop last week, isn't it?
17 That was the day when I mislaid my passport.
18 What he told you is hopelessly inaccurate.
Defining relative clauses give us the necessary information to know which person or thing is referred to:

- I did the work (that/which) he asked me to do.

In this type of clause there is no comma. That or which can be used, or the pronoun can be omitted if it is the object.

**Which** and that are often interchangeable. In defining clauses, however, that is commonly used instead of which after superlatives, every(thing), all, only, some(thing), any(thing), no(thing), none, little, few, and much:

- It was the strangest case that had ever come to Dr Martin's notice. No disorder that he had read about had such bizarre symptoms.

**Which** is used

- a) She decided to take the first train that stopped in Strasbourg.
- b) She decided to take the first train, which stopped in Strasbourg.

- a) The people, who hadn't seen the weather forecast, were caught unawares by the hurricane.
- b) The people who hadn't seen the weather forecast were caught unawares by the hurricane.

- a) We couldn't eat the food, which was bad.
- b) We couldn't eat the food that was bad.

- a) I was hoping to visit my cousin, who lives in New Zealand.
- b) I was hoping to visit my cousin who lives in New Zealand.

- a) They picked all the fruit that had ripened.
- b) They picked all the fruit, which had ripened.

If who, which or that is the object of the relative clause, not the subject, the pronoun can be, and often is, omitted:

- I received the order you despatched last week. (which/that = object)
- I've received the goods, which are in my office now. (which = subject)

Notice that we do not use a possessive adjective in the following type of sentence:

- It's the bike Dad gave me. (NOT *It's my bike Dad gave me.)
C Combine the sentences to make one new sentence, including a defining relative clause. Make any necessary changes, and omit the relative pronoun if possible.

1 The bus goes up Edward Avenue. It doesn't stop at the railway station.
2 The debate went on all night. The backbenchers had demanded it.
3 The escaped convicts stashed away the gold bars. They had stolen the gold in an earlier bank raid.
4 It was her dream cottage! She had always wanted one like that.
5 They booked into the hotel. They had stayed there on their honeymoon.
6 The bodyguards were flanking the King. They had revolvers concealed inside their jackets.
7 It wasn't their dog. No, I was taking care of their cat.
8 The tree had died. They cut it down.
9 That's the cruise. I've always wanted to go on that one.
10 I think it was the manager. I was speaking to him.

D Correct or improve the sentences if necessary. Tick any which are already correct.

1 It's the tallest building which I've ever seen.
2 Everything she had told us turned out to be true.
3 He was arrested for speeding, which unfortunately was reported in the local newspaper.
4 There is very little that escapes the senior partner's eagle eye.
5 He'll be playing with the same racquet, with which he always plays.
6 Next Tuesday I'll have to visit the dentist again which I detest.

In non-defining clauses, determiners like some, all, neither, none, (a) few, (a) little, both, most, much and several, superlatives and expressions of quantity can be used with of whom (for people) and of which (for things):

- They'll introduce you to a lot of people, most of whom you'll forget immediately.
- I was offered lamb or chicken, neither of which I like.

E Combine the sentences to make one new sentence, including a relative clause.

1 She had invited a hundred guests. I didn't know any of them.
2 Growling in the corner were two big dogs. They both looked extremely dangerous.
3 The manager called in my new colleagues. I had met one or two of them already.
4 There were several large holes in the road. Three of them had to be repaired urgently.
5 There were some vegetables left over. I was able to use a few of them in some soup for supper.
6 The talk was attended by over two hundred delegates. Most of them took notes.
7 The researchers reported back on the questionnaires. The most interesting ones showed a marked change in leisure habits among older people.
8 He comes from a large family. All of them now live in Australia.
Adverbs

Adverbs can modify verbs, adjectives, other adverbs, prepositions and whole clauses or sentences:

- He kicked the ball well past the goalie. Unfortunately, that never happened again. Adverbs of frequency, time, manner and place are the most common.

Most adverbs are formed by adding -ly to an adjective or -ally after -ic:

- slow-slowly  • spasmodic-spasmodically

If the adjective ends in -le, the -e is replaced with -y:

- reliable-reliably

If the adjective already ends in -ll, only add -y:

- full-fully

Most adjectives ending in -y change like this:

- angry-angrily, happy-happily

Some adjectives ending in -ly, e.g. likely, lovely, lonely, ugly, deadly, are usually used as adverbs like this:

- friendly-in a friendly way

Others ending in -ly, e.g. early, daily, weekly, monthly, can be used as adjectives or adverbs with no change.

Some adverbs have the same form as adjectives. For example:

- hard, fast, far, near, early, late, direct, straight

Notice also:

- good-well

A Write the correct form of the adverb for these adjectives.

1 graceful  2 good  3 important  4 full  5 straight  6 hard  7 heavy  8 cruel  9 timid  10 illegal  11 inevitable  12 fast  13 noisy  14 jolly  15 increasing

Avoid putting an adverb between the verb and its object:

- I like riding very much! I very much like riding. (NOT *I like very much riding.)

Time adverbs normally go right at the beginning or end of the clause:

- Tomorrow I'm going there/l'm going there tomorrow.

Frequency adverbs, e.g. always, never, sometimes, usually go between the subject and verb:

- I always drink coffee.

or between two parts of the verb:

- She's never been late.

Many adverbs of manner can be used in different positions in a clause, although the end position is most typical:

- He tore the letter up slowly.  • She quickly left the room.

Front position gives the adverb more emphasis:

- Suddenly the door flew open.

Long adverbs and adverbial phrases usually go at the end of the clause:

- She read it aloud monotonously.  • He crossed the road without looking.
B Correct the sentences if necessary. Tick any which are already correct.

1 Tomorrow is the boss having a day off.
2 She likes very much watching videos at home.
3 She turned to him with a contemptuous smile.
4 I went to the principal's office immediately.
5 They yesterday mowed their lawn.
6 I've always enjoyed reading, travelling and playing music very much.
7 He slammed suddenly the book down on the table.
8 Alma stamped out angrily of the office.
9 I always make sure I do every day my homework.
10 We go frequently for a picnic in the forest.
11 Always the foreman gives the workmen a ticking off.
12 The nurse suddenly rushed out of the operating theatre.

C Complete the sentences with the phrases from the study box above.

1 ________, he realised he should not have resigned.
2 The army was sent to the province, ________ popular unrest there.
3 The news sent the stock market plummeting ________.
4 They are paying for their new car ________.
5 ________, he put on his coat and left the room.
6 He was an extremely prolific writer, but his huge output was achieved ________ his health.
7 ________ your letter of 15th February, please note that I shall be consulting my legal advisors forthwith.
8 No, I'm afraid he's ________ the sort of friend I would have chosen for you.

D Choose the correct word or phrase from the pair in brackets to complete each sentence.

1 I simply can't remember what happens ________ of the book.
   (in the end/at the end)
2 We waited and waited, and ________ our turn came.
   (eventually/at the end)
3 There's a marvellous shot ________ of the film, with the heroine running along a deserted sandy beach.
   (in the beginning/at the beginning)
4 I'm sorry I won't be able to help you with the decorating. I'm ________ very busy myself.
   (presently/actually)
5 They climbed steeply for a hour and a half, and ________ they reached the summit.
   (at last/lastly)
6 He had to jump-start the car, but he ________ got it going.
   (in the end/finally)
There are many confusing pairs like dead/deadly, which do not follow normal adjective/adverb rules.

**Deadly** is an adjective, meaning lethal, while **dead** can be used as an adjective meaning not alive, or as an adverb meaning completely:

- You’re dead right. (informal)

**E** Choose the correct word from the pair in brackets to complete each sentence. Refer to Section 7 of the Appendix for a brief definition of the words if necessary.

1. The vicar lives ________ to the church.  (close/ closely)
2. Take it ________! I didn’t mean to be rude!  (easy/easily)
3. Make sure the onions are ________ chopped.  (fine/finely)
4. He’s a ________ good golfer, so I think he’ll beat you.  (pretty/ prettily)
5. They’ll be moving to Leeds ________.  (short/shortly)
6. Hold ________! Here comes a speed hump!  (tight/tightly)
7. I can ________ recommend that restaurant.  (high/highly)
8. The villagers campaigned ________ for the bypass to be re-routed.  (hard/hardly)
9. It’s ________ known that he’s the best in his field.  (wide/widely)
10. Be there at nine o’clock ________, or you’ll miss all the bargains.  (sharp/sharply)
11. You can get in ________ with this voucher.  (free/freely)
12. I feel very hard done by. He just isn’t playing ________.  (fair/fairly)
13. I couldn’t believe it when they turned me down ________!  (flat/flatly)
14. They drove ________ from Milan to Paris without stopping.  (direct/directly)
15. They turned up very ________ for the celebrations.  (late/lately)
16. They ________ refused to consider my proposition.  (flat/flatly)
17. Don’t make a noise. The baby’s ________ asleep.  (sound/soundly)
18. He cut her ________ with a wave of the hand.  (short/shortly)
19. I ________ forgot my passport. I only remembered it at the last minute.  (near/nearly)
20. She hit the target ________ in the centre.  (right/rightly)

See **Unit 16** for the use of negative adverbs at the beginning of a sentence.
A Choose the correct word or phrase to complete each sentence. Write the letter in the space.

1. They'll explain ________ you need to know to complete your report.
   a) what  b) that  c) which  d) how

2. The TV company ________ contract is up for renewal is losing money.
   a) which  b) whose  c) the  d) who's

3. In ________, it was obviously the wrong thing to do.
   a) hindsight  b) the wake  c) retrospect  d) the whole

4. I'll have to do overtime tonight, ________, is very tiresome.
   a) which  b) what  c) that  d) so

5. There were ________ few tickets sold that the concert was cancelled.
   a) a  b) very  c) so  d) such

6. The piano was ________ heavy for us to carry from the removal van.
   a) far  b) much  c) so  d) too

7. I'm afraid that's the best ________ can do for you.
   a) which  b) I  c) that  d) what

8. He ________ that he had three Rolls-Royces at home.
   a) threatened  b) reminded  c) boasted  d) informed

9. You've got to be ________ certain before you decide.
   a) deadly  b) deathly  c) dead  d) dearly

10. She burst into tears when he spoke to her ________.
    a) sharp  b) sharpish  c) sharper  d) sharply

11. Her cousin is ________ related to the Hapsburg family.
    a) nearly  b) close  c) closely  d) near

12. We accused him ________ a blatant lie.
    a) to telling  b) to tell  c) in telling  d) of telling

13. You ________ assumed that we'd be starting at 8.00.
    a) right  b) rightly  c) fairly  d) fair

14. The witness ________ ever having seen the prisoner.
    a) denied  b) admitted  c) insisted  d) objected

15. Police are reported ________ found illegal drugs in a secret hiding place in the star's home.
    a) they have  b) having  c) to have  d) have had

16. No, he ________ ever jogs round the park these days.
    a) doesn't  b) occasionally  c) hardly  d) almost

17. It's by ________ means the best book I've ever read.
    a) no  b) all  c) far  d) some

18. She waited for twenty minutes and ________ arrived at the head of the queue.
    a) lastly  b) finally  c) at the end  d) eventual
B Read this jumbled memo from an employer to members of staff, and put the sentences in the correct order, using the discourse markers to help you.

To: All staff  
From: Chief Executive  
Date: 22.08.01  
Re: Break-in incident  

a Be that as it may, the police have always advised against this type of direct action, if intruders are spotted on the premises. Therefore the company would like all staff to maintain a low profile if such a situation recurs.

b Last but not least, please remember that the company is ultimately responsible for the safety of its employees while on the premises, and it is our policy to encourage you to safeguard yourselves from harm at all times.

c Following the recent incident during the lunch break, when an attempt was made by opportunistic thieves to steal computers from the main office, I want to remind staff of company policy on intruders.

d Accordingly, do NOT follow Don's and Neil's example. Instead, restrict yourself to challenging a possible intruder verbally. On no account should you resort to physical restraint or violence.

e Firstly, however, I must thank two members of staff, Don and Neil, for their bravery and presence of mind. As no doubt you all know by now, they confronted and succeeded in capturing the intruders.

C Complete the second sentence so that it means the same as the first one, using the word given. You must use between three and eight words, including the word given. (Contractions count as two words.)

1 At the moment people think the accident is Nick's fault.
   blamed
   Nick is currently __________________________ the accident.

2 'I didn’t harm anybody!' cried the accused.
   to
   The accused denied __________________________ anybody.

3 Even though the invaders were short of ammunition, they won the battle.
   a
   Despite __________________________ by the invaders.

4 Your scheme is brilliant, but it won't succeed.
   doomed
   Brilliant though __________________________ failure.

5 Although it's fun being with her, I think she talks too much.
   company
   Much as I __________________________ too talkative.

6 There is a rumour that the principal is planning to retire early.
   rumoured
   The principal __________________________ early retirement.

7 There was no further delay in awarding the prizes.
   more
   The prizes __________________________ ado.

8 I was in the middle of my speech when Pippa interrupted me.
   cut
   Pippa __________________________ through my speech.
D Complete the passage by putting one word in each space. The main focus of this task is on grammar rather than vocabulary.

A substance produced 1) _______ disease-transmitting insects 2) _______ provide the key to fighting these same diseases. Mosquitoes and blackflies transmit malaria and river blindness respectively, both of 3) _______ cause a large number of deaths every year. However, scientists 4) _______ now discovered, in some of these insects, a substance called a peptide 5) _______ kills the viruses and parasites 6) _______ carry. 7) _______ introduced techniques have allowed researchers 8) _______ study these minute insects in 9) _______ to find out more about the peptides.

Professor John Wells said yesterday that if his team 10) _______ identify the genes responsible for 11) _______ the peptides, they 12) _______ introduce into the world genetically altered mosquitoes 13) _______ were incapable of 14) _______ the disease. In the 15) _______ of these exciting developments, it 16) _______ hoped that science 17) _______ be able to eradicate some major tropical diseases sooner rather than later.

THE JARGON JUNGLE

According to a recent survey, one in five office workers in Britain no longer understands 1) _______. At meetings many people are left floundering, confused by management jargon and specialised ‘babble’ – the kind of language 2) _______ these days. Secretarial recruitment firm Office Angels administered the survey to over 1000 office staff and found 3) _______ derived from corporate gurus, American slang and the internet. Some employees complained that the phrases were irritating and distracting at meetings, while others dismissed speakers 4) _______ as pretentious and untrustworthy. Provided that puzzled listeners can find the courage to seek clarification, they may discover what the speaker really means. But most do not ask, 5) _______.

A spokesperson for Office Angels said the survey showed 6) _______ in the workplace. She added that jargon can either help to bring individuals and teams together, as companies and sectors develop their own phraseology, 7) _______ to exclude and confuse people, as well as masking inexperience and lack of expertise.

A for fear of revealing their ignorance   F who used them frequently
B that 65% had to cope with jargon          G to pretend they are in control
C which is often heard at work             H what his or her colleagues are talking about
D that corporate buzz words were rife      I who liven up meetings
E which speaker really means it             J or it can be used
In formal English the subject and verb are occasionally inverted, to give emphasis or literary or dramatic effect. This should be avoided in spoken or informal English.

**Inversion** may take place in

**a** adverb clauses beginning with *Scarcely/Hardly... when/before, No sooner... than:*
- *Hardly had he raised the alarm* that the fire engine arrived.
- *No sooner had she told him her address than she regretted it.*

**b** negative adverb clauses beginning with *Under no circumstances, On no account, In vain, At no time, In no way, Never/Not for one moment, Seldom, Rarely, Never:*
- *In vain did they try to persuade him.*

**c** conditional clauses in which *if* is replaced by *had, had... but, had... only, should:*
- *Should the rope break, the dinghy will float away.*
- *Had Colin but informed the police, he would be safe now.*

**d** clauses with *so + adjective* (or *little, few, much, many*) or *such + noun:*
- *So little did he know about her* that he was not even sure of her name.
- *Such was my annoyance* that I tore up the letter.

---

**A** Rewrite the sentences, putting the words in italics at the beginning, and making any other necessary changes.

1. They had **seldom** participated in such a fascinating ceremony.
2. I pleaded with him **in vain**. He was adamant.
3. Miss Weaver will not be offered the job **under any circumstances**.
4. If the film **should** be a box-office success, there may be a sequel.
5. He was **so surprised** to be addressed by the Queen that he didn't answer at once.
6. If only they **had confirmed** by phone, the airline could have warned them.
7. He had **hardly entered** the house when the police arrested him.
8. I **never** for one moment thought the consequences would be so far-reaching.
9. She has **rarely** travelled more than fifty miles from her village.
10. You must **on no account** lift heavy weights like that again.
11. I **had scarcely put down** the phone when it rang again.
12. The defendant did not express his misgivings **in any way**.
13. The task was **so difficult** that expert assistance was required.
14. If they **had accepted** our offer, we would have moved house by now.
B Match the two halves of the sentences correctly.

1 No sooner had Karen parked her car
   A I'll be available all afternoon.

2 Such was her fury that
   B when it was surrounded by photographers.

3 Scarcely had the plane landed
   C than a lorry crashed into it.

4 Should you need any help,
   D can you find palaces as fine as these.

5 Nowhere else in the world
   E she threw the book across the room.

Inversion also takes place

a after only and as:

• Only yesterday did I hear the news.
• They live in Hollywood, as do most of the other stars.
Also note the use of Not only... but also:
• Not only did we get wet, but we also lost our passports.

b in clauses with *here and *there, and other adverbial expressions of place.
Note that do/did are not used:
• Up jumped the cat. • In the corner sat a large pig.
Note also that continuous tenses are rare:
• There goes the bus! NOT *There is going the bus!
In this case inversion does not take place if the subject is a pronoun:
• Here you are! • Down it jumped. • Round the corner she ran.

*Inversion after these words is normal, not just a formal use.

c in short answers with neither, nor and so, formally and informally:
• Neither do I. • Nor is he. • So are you.

C Correct the sentences if necessary, beginning with the same word. Tick any which are already correct.

1 Over fell I, and broke my leg.
2 'I'd rather have a walk in the morning.' 'So I would.'
3 Not only she twisted her ankle, but she also dropped her purse.
4 Down in the valley lay a fertile-looking vineyard.
5 Only recently did scientists discover a cure for certain types of leukaemia.
6 Charlotte Brontë died of tuberculosis, as did all her sisters.
7 Up the stairs did the plump old housekeeper puff.
8 Look, there go the children on their way to school.
9 Right through the underwater tunnel swam she.
10 Only if you pay cash will you get the car.
11 Into the valley of death rode the six hundred.
12 There is the famous statue of Admiral Lord Nelson standing.
13 Only last week found I the information I'd been looking for.
14 Here the police come! Someone must have called them.
1 It isn't worth considering his suggestion for a moment.
   giving
   Not for one moment ______________________________ consideration.

2 He was so disgusted at the way she behaved that he refused to speak to her.
   her
   Such ______________________________ he refused to speak to her.

3 Adele tries hard, but she doesn't get anywhere.
   hard
   However ______________________________ nowhere.

4 The volunteers' efforts to avert the catastrophe were unsuccessful.
   attempt
   In vain ______________________________ avert the catastrophe.

5 I was never shown how to operate the machine.
   ever
   At no time ______________________________ the machine work.

6 The firm had never celebrated anything so lavishly before.
   such
   Never ______________________________ laid on by the firm.

7 It wasn't until last week that the minister admitted he was wrong.
   error
   Only last week ______________________________ of judgement.

8 Tick the box if you wish to take advantage of the offer.
   accept
   Should ______________________________ tick in the box.

9 We may have to reject applications in a few cases.
   be
   In a few cases, applications ______________________________ down.

10 Invitations were sent out as soon as the date was chosen.
    been
    Hardly ______________________________ invitations were sent out.

11 In order to stay open, the charity shop needs at least four helpers.
    enable
    No fewer ______________________________ the charity shop to stay open.

12 If his father hadn't advised him against it, he might have become a record producer.
    for
    Had it not ______________________________ a record producer now.

13 The employees insisted on being given a full bonus.
    satisfy
    Nothing but ______________________________ the employees.

14 This computer data is strictly confidential.
    revealed
    Under no circumstances ______________________________ to anyone.
UNIT 17

Comparison and similarity

As is used in three main ways to express similarity.

a as a preposition, when it describes a function:
• He was disguised as a security guard.
• I used the encyclopedia as a doorstop.

b as a conjunction with a verb clause or prepositional phrase:
• He stayed at the Raffles Hotel, as he had done the previous time.
• In Greece, as in Spain, people are hospitable to strangers.

c in expressions such as as you know, as you like, as you suggested.
(See Unit 16 for inversion after as in formal English.)

Like is a preposition, followed by a noun or pronoun, used for similarity or comparison:
• I'm a teacher, like my father. • Like her friends, she loves rock concerts.

Like can be used as an alternative to such as, when offering an example:
• The great French Impressionists, such as Monet, ...

Note that like is sometimes used instead of as with a verb clause:
• They ignored the ban on smoking, like they did last time.
However, this is not generally considered correct.

A Complete the sentences, by inserting as or like.

1 You don't look anything ______ your mother.
2 ______ we expected, the singer didn't arrive on time.
3 ______ your teacher, I advise you to read more in order to widen your vocabulary.
4 He dug a snow hole and waited for help, ______ he had been instructed to do.
5 Her father was a great sportsman, just ______ her grandfather.
6 Her father was a great sportsman, just ______ her grandfather used to be.
7 We don't need the box, but we can use it ______ firewood.
8 She went to the party dressed up ______ Cleopatra.
9 Several state museums, ______ in other countries, are imposing admission charges.
10 ______ you say, we shouldn't argue about it.
11 She worked ______ a bilingual secretary for two years.
12 The local council, ______ others in the area, is taking a strong line on parking offences.
13 ______ his colleagues, Yves has a postgraduate qualification.
14 The twentieth century produced a number of female political leaders, ______ Indira Gandhi and Margaret Thatcher.
15 ______ you, Colette experienced considerable difficulty in adapting to an alien environment.
As...as is used with adjectives or adverbs. As much/many...as is used with nouns or verbs:
- The road's as straight as a ruler.
- Exercise as much as you can.
- Take as many oranges as you want.

Negative comparisons are made with not as/so + adjective/adverb + as:
- The proposal isn't as attractive as it seemed at first.

Twice, three times, half etc. can precede comparisons, and they can be modified with (not) nearly, just, nothing like, almost, every bit, exactly:
- He's twice as old as you are.  • It wasn't half so difficult as I thought.
- My cake's every bit as nice as yours.

B Correct the sentences if necessary. Tick any which are already correct.

1 She's nothing like so good at tennis like her friend.
2 Mine cost three times as much as yours.
3 Have as many potatoes that you like.
4 His hand is so steady as a rock.
5 The cottage isn't as well-built as we thought.
6 She works just as hard as you do.
7 Eat as much as you can, now you're feeling better.
8 Last night's current affairs programme was almost as interesting as last week's.
9 The dictionary wasn't nearly as helpful than I had hoped.
10 Their population is twice as large as ours.
11 Laurie drank half as much beer like Hugo.
12 Their offer is every bit as acceptable than yours.

The same...as is used before a noun, pronoun, verb clause or prepositional phrase:
- Her name's the same as her cousin's.

The same...that can also be used before a verb clause, and that may be omitted if it is the object:
- He's living in the same house (that) he used to live in.
- It's the same dog that's been hanging around all week.

C Correct the sentences if necessary. Tick any which are already correct.

1 That's same formula you told me last week.
2 They're the same people we went to the theatre with.
3 I borrowed the same book as I'd taken out the week before.
4 That's same man that we saw in the bank robbery!
5 The medicine will have the same effect as last time.
6 The rules are same same in my country.
7 The traffic's probably the same on the bypass as in the town centre.
8 Did you pay the same than I did?
The comparative of most two-syllable adjectives is formed by adding -er. With adjectives ending in -y, the -y is replaced with -ier. With most other adjectives, more/less are used:
- a smaller dog
- a prettier flower
- a less interesting book

Than is always used in a comparison:
- Yours is better than mine.

Comparatives can be modified with a bit, a little, even, much, a lot, far, a great deal:
- Today's puzzles are far more difficult to do than yesterday's. They're a great deal more complicated.

Double comparatives convey the idea of change:
- She's getting thinner and thinner.
- He's becoming more and more cantankerous.

When two changes happen together, we sometimes use The..., the...:
- The older you get, the more you learn.

The superlative of most short adjectives and adverbs is formed with the + -est. Longer words take the most/least. Note these irregular superlatives:
- best
- worst
- furthest/farthest

Superlatives can be modified with by far for emphasis:
- She's by far the most talented musician in the group.

D Correct the sentences if necessary. Tick any which are already correct.

1. More you work, more money you earn.
2. The more it is difficult, more harder he tries.
3. He's been working longer that you.
4. This meat's tougher as yesterday's.
5. I found myself becoming more and more terrified.
6. You're the more infuriating person I've ever met.
7. He's a great deal the best boxer in the world.
8. The patient looked worse a week ago than yesterday.
9. My cousin is very taller than me.
10. We all live a long way away, but Jim lives the furthest.
11. I think the driver is a bit the tireder than me.
12. At the moment he's less neurotic than I've ever seen him.
13. The more, the merry.
14. Our plans are getting more and more out of hand.
15. It was the dreariest hotel I'd never had the misfortune to stay in.
16. That one's the slowliest train.
17. The view from the penthouse suite is by far the best.
18. Your work's more impressive then anyone else's.
19. The greater your input, the more satisfaction you get out of a project.
20. I suppose you've chosen the least unpleasant option.
UNIT 18

Participles

Present participles (e.g. going, breaking, starting), and past participles (e.g. gone, broken, started) are used with auxiliary verbs to form continuous, perfect and passive forms, or as adjectives:

- He's just dashing after her.
- It'll be done as soon as possible.
- It's an exhausting job.
- She's got a broken arm.

Note the difference between adjectives ending in -ing and -ed. The present participle (e.g. exciting, interesting, boring) describes the person or thing that is initiating the action. The past participle (e.g. excited, interested, bored) describes someone's reactions to something:

- I thought the race was very exciting.
- We weren't very interested in the film.

Participles can be used to give a reason for doing something, or to show a time connection between clauses/phrases:

- Realising she was wrong, she apologised.
- Having paid the bill, he left the hotel.

The subject of the participle clause should be the same as in the main clause, but note the following exceptions to this rule: generally/broadly speaking, taking everything into consideration/account, supposing, providing, considering, judging by/from:

- Generally speaking, these plants grow better in chalky soil.
- Providing no one objects, I'll reschedule the meeting.

A Complete the sentences by filling the gaps with a suitable participle.

1 _______ delivered the message, the boy went home.
2 We were awfully _______ by the company’s decision, which seemed quite wrong to us.
3 He was thrilled by the film and thought it very _______.
4 The burglar must have got in through the _______ window.
5 _______ you had no money, what would you do?
6 _______ rather exhausted, she decided to give the meeting a miss.
7 The departmental head spoke to his assistant, _______ why he was being so uncooperative.
8 _______ packed our cases, we took a taxi to the airport.
9 _______ everything into consideration, I think you’re right.
10 How can we motivate the children? They always look so _______ when we talk to them.
11 Claudia entered the room, _______ a tray of soft drinks.
12 _______ unable to concentrate, I fell asleep.
13 _______ unexpectedly into the room, she took the intruder by surprise.
14 _______ by his appearance, Timothy doesn’t spend much on his clothes.
15 He was sitting in his usual corner, _______ miserable and _______ his pipe.
Present participles can be used after certain verbs and their objects, e.g. see, hear, feel, smell, notice, watch:
- I heard a warbler singing in the woods.
- Did you notice the man sitting in the corner?
This suggests that we heard/noticed an action which continued, whereas if an infinitive without to is used instead, it suggests that we heard/noticed the whole of the action, including its completion. Compare:
- I saw her plant the tree. (I saw her finish the planting.) with
- I saw her planting the tree. (I saw her in the middle of planting.)

B Decide whether to use a present participle or an infinitive (without to) in these sentences.

1 We watched her (close) the door. (The door is shut now.)
2 I saw him (repair) the fence. (I didn't see him finish it.)
3 Can you smell the chicken (cook)? (It isn't ready to eat yet.)
4 She heard a door (bang). (just once)
5 I didn't notice them (stand) there. (I didn't see them leave.)
6 I felt anger (well) up inside me. (a brief feeling of anger which soon passed)
7 He saw a man (throw) something that glinted in the sun. (It was a quick action that is now over.)
8 He watched the customs official (open) his case and (take) out his clothes garment by garment.

After, on, until, as, once, when, while, whenever, before and since can all be followed by participle clauses:
- Once correctly installed, the system will give years of trouble-free use.
- On being accused, the young man immediately confessed.
- After buying the flowers, he took them to the hospital.
- Whenever sunbathing, make sure you use a sunscreen.

Remember that the subject of the main clause should also be the subject of the participle clause, apart from certain exceptions (see study box on page 60).

C Complete the sentences with one of these words: as, since, when, after, once, on. Use each word only once.

1 ____ taken out of the oven, the cake should be left to cool on a wire rack.
2 She's been bedridden ____ undergoing her last operation.
3 ____ making the arrangements for the wedding, don't forget to order the flowers.
4 ____ having concluded the interviews, they spent some time discussing the respective merits of the candidates.
5 ____ being welcomed to the town, Lady Higginbottom gave an eloquent speech in reply.
6 He struck me ____ being rather eccentric.
Some past participles used as adjectives change their meaning according to their position.

Concerned after a noun means relevant or affected, but before a noun it means worried:

- The grant will be given to the family concerned.
- Concerned parents have expressed their anxiety.

Adopted after a noun means chosen, but before a noun it usually refers to a child who officially becomes part of someone else's family:

- There was uproar over the policies adopted.
- The adopted child will never discover the identity of his parents.

Involved after a noun means relevant or affected, but before a noun it means complicated:

- I'll have a word with the people involved.
- He gave us a long and involved explanation.

D Correct the sentences if necessary. Tick any which are already correct.

1. When booking a room for myself and my wife the other day, the receptionist was rather rude to me.
2. Looking at my diary, there were several double-booked appointments.
3. Remember to use unleaded petrol whenever filling the tank.
4. I hope you've mentioned this to the concerned people in the matter.
5. Not having written about the required topic, the teacher gave my presentation a low mark.
6. It was an extremely involved story. I couldn't make head or tail of it.
7. While working in California, my house was damaged by an earthquake.
8. Being such a sunny day, I got up early and went for a swim.
9. Judging from his expression, you're about to be disciplined!
10. Do you know anyone having been to the Canary Islands?
11. The employees involved will have their pay docked.
12. The club approved of the solution adopted by the sub-committee.
13. Whenever leaving the premises, please ensure that the security system is switched on.
14. Once ensconced in his comfortable armchair, the television didn’t bother him at all.
UNIT 19

Adjectives

Adjectives are used to modify nouns or as complements to verbs like be and seem:
- a romantic novel
- Martin seems happy, and Tracy is cheerful.

Notice these similar adjectives: asleep/sleeping, afloat/-floating,
afraid/frightened, ajar/open, awake/waking, ablaze/blazing, alone/lone,
alight/burning, alive/live. The first one of each pair cannot be used before a noun,
and is normally used with the verb be:
- He is awake. • The ship was afloat. • The house was ablaze.

A Complete each sentence with the correct adjective from the pair in brackets.

1. All the guests are fast _______. (asleep/sleeping)
2. Her mother hated living all _______. (alone/lone)
3. The firemen had to carry the _______ children to safety. (afraid/frightened)
4. The salvage teams watched the _______ wreck from the shore. (ablaze/blazing)
5. They can’t get to sleep. They’re wide _______. (awake/waking)
6. I think I can smell a(n) _______ cigarette in the room. (alight/burning)
7. It’s a(n) _______ concert, coming to you via satellite from Rome. (alive/live)
8. Flies buzzed in through the _______ door. (ajar/open)
9. As soon as we’re _______, we’ll set sail for France. (afloat/ floating)

With certain verbs, like be, seem, sound, look, appear, taste, feel and smell, adjectives, not adverbs, are used:
- This dish tastes delicious. • The house looks dirty.

*These verbs can be used with an adverb when they refer to an action rather than a state:
- She tasted the dessert appreciatively. • He looked seriously at me.

Certain other verbs, e.g. sit, lie, stand, fall, become, go, get and turn, can also be followed by adjectives, when the adjective describes the subject:
- I went red with embarrassment. • She fell ill and died.
- The mountain stood powerful and threatening ahead of me.

B Correct the sentences if necessary. Tick any which are already correct.

1. She turned palely with fear.
2. I felt the bird’s wing gently.
3. The boy stood motionless in the corner.
4. This trick seems easy to do, but it isn’t.
5. I’m feeling more enthusiastic now you’ve explained it all to me.
6 He became angrily when he saw what had happened.
7 This pasta tastes garlicky.
8 Don't look at me so resentfully. It wasn't my fault.
9 Your friend Carrie sounds charming.
10 The patient was lying unconsciously on the bed.

Adjectives can be used in certain expressions with the, when we are generalising, to indicate a whole group of people: • the rich, the poor, the old, the disabled, the dead, the unemployed, the blind, the deaf
Some adjectives of nationality can also be used like this, including all nationality adjectives ending in -sh or -ch: • the British, the Spanish, the French

Plural nouns with numbers become singular when they are used as adjectives: • a ten-mile walk, a three-hour journey

C Correct the sentences if necessary. Tick any which are already correct.

1 The new toilets in town are for the disabled people.
2 It will probably be a two-hours lecture.
3 Dominic works at a special school for blind.
4 The eleven-year-old girl won first prize.
5 In many societies it is true that the rich get richer, and the poor get poorer.
6 French negotiated with Spanish over the return of the wanted fugitives.

The order of adjectives is important where there is more than one adjective in front of a noun. The following order should generally be observed:
opinion, size, age, shape, colour, origin/nationality, material/purpose, NOUN.
However, some adjectives and nouns are used so often together that the above rule does not apply:
• We drank some delicious Spanish white wine. NOT *white Spanish wine

D Unscramble the following sentences.

1 saw a I silk sweet green little scarf
2 was huge castle a there mediaeval stone hill the on
3 beautiful ship at quay moored white a sailing was the
4 battered is table leather a there old suitcase the on
5 live ancient cottage the sea by they fisherman's in an
6 was her striped bag shopping carrying she canvas a heavy arm full vegetables of on
7 introduced a handsome executive she to young was remarkably
8 wearing smart business a a jazzy suit grey waistcoat he was with
9 cakes butter the Danish unsalted makes with she only best
10 an oriental extremely carpet exotic he bought just has
E Match the adjectives, connected with people’s emotions or character, with their approximate opposites.

F Complete the sentences with the correct adjective from the box. Use each word only once.

| 1 unperturbed A sensitive | 2 lazy B cheerful | 3 gloomy C forgiving | 4 strict D garrulous |
| 5 thick-skinned E slapdash | 6 reserved F sceptical | 7 defensive G integrated | 8 gullible H apprehensive |
| 9 indecisive I unreliable | 10 methodical J easy-going | 11 alienated K aggressive | 12 sincere L purposeful |
| 13 carefree M devious | 14 vindictive N anxious | 15 dependable O energetic |

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1 He committed the offence in _______ disregard of the rules.
2 The children have a(n) _______ appetite for sweets.
3 The company made a(n) _______ effort to improve productivity, but finally had to call in the receivers.
4 Her father’s always been a(n) _______ critic of modern art.
5 You can’t expect him to know any better – he’s a(n) _______ child.
6 Overwork and a(n) _______ reading tour of the USA contributed largely to Charles Dickens’ death.
7 Howard Barker is hailed by some as one of our most _______ playwrights.
8 Police consider the murder one of the most _______ crimes in recent years.
9 The island was quite content with its _______ prosperity.
10 From the moment the boys saw each other, they were _______ enemies.
11 The company is in _______ need of financial assistance.
12 You need to find a(n) _______ market for your products.
13 It is hard for _______ authors to achieve the status of earlier writers who have become household names.
14 Unemployment is the _______ focus of concern in many people’s minds.
15 Josephine’s actually worked in the diplomatic service, so she has _______ experience.
UNIT 20

Recycling

A Choose the correct word or phrase to complete each sentence. Write the letter in the space.

1. He’ll believe anything. He’s so ________.
   a) garrulous  b) gullible  c) credible  d) believable

2. At ________ time did I ever promise you a pay rise.
   a) any  b) no  c) all  d) some

3. He’s got plenty of ________ experience as he’s worked in that field already.
   a) second-hand  b) first-hand  c) primary  d) tertiary

4. The feuding families have been ________ enemies for years.
   a) sworn  b) promised  c) cursed  d) blood

5. Not only was there no tea, ________ there was no food either.
   a) and  b) nor  c) but  d) so

6. The girl felt ________ with hunger.
   a) faintly  b) fainting  c) fainted  d) faint

7. Here is an example of an ancient ________ Chinese vase.
   a) beautiful  b) tiny  c) patterned  d) exotic

8. People in this village have got an ________ appetite for news.
   a) inexorable  b) inevitable  c) insatiable  d) inedible

9. Hardly had he sat down ________ he was sent for again.
   a) when  b) than  c) after  d) that

10. Even the other convicts considered it a ________ crime.
    a) guilty  b) hard-bitten  c) heinous  d) hell-bent

11. Nothing was arranged – it was all very ________.
    a) take away  b) worn out  c) slapdash  d) slap up

12. She gave me the same advice ________ you did.
    a) like  b) than  c) as  d) who

13. ________ you are, the more you laugh.
    a) The happier  b) More happy  c) The happy  d) Happier

14. She’s ________ about her nursing exams, but I’m sure she’ll do well.
    a) alienated  b) keen  c) stressed  d) apprehensive

15. All the way along the winding street ________.
    a) he came  b) came he  c) did he come  d) comes he

16. Don’t worry about making a noise. The children are wide ________.
    a) waking  b) awake  c) woken  d) awoke

17. She’s always been one of your ________ critics.
    a) fiercest  b) most violent  c) wildest  d) hardest

18. ________ has such a stunning achievement been recorded.
    a) Always  b) Seldom  c) Today  d) Recently

19. When ________ money into the slot, be sure to use undamaged coins.
    a) on inserting  b) having inserted  c) to insert  d) inserting

20. The mother sat by her ________ child’s bedside all night.
    a) asleep  b) sleep  c) sleeping  d) overslept
GETTING TO SLEEP

If you suffer from insomnia, there are several natural remedies
1) ________ the next day. Start with essential oils, 2) ________ or by
diffusion in the lungs when you inhale them. A combination of lavender
and geranium oil is highly recommended 3) ________ after travelling.

If you have an aversion to aromatherapy, why not try listening to
soothing sounds? The right kind of sound can help you drop off
4) ________ to a sleep-ready state. Playing relaxing music or sounds from
the natural world can facilitate the transition 5) ________ to sleep mode.

Another solution is to sleep with a hop pillow under your head. The hop
plant, 6) ________ for its use in beer, provides the stuffing for an aromatic
pillow, 7) ________ for centuries.

Perhaps the most popular sleep therapy at the moment is the use of
flower essences. It was native Australians 8) ________ the different
healing properties of certain flowers, and nowadays many people combat
sleeplessness by using blends of flower essences.

A by slowing down your bodily processes
B which makes you fall asleep
C which won’t leave you feeling terrible
D by raising your heart rate
E although better known
F who originally discovered
G whose calming qualities have been known
H from alert, wakeful state
I which has incredible holistic value
J for help with getting to sleep
K which work either via skin absorption

Education was not formally integrated into the European Union policy
portfolio 1) ________ the 1993 Maastricht Treaty, although the first
Community legislation with an impact on the education sector was
adopted as long ago as the 1960s. These early 2) ________ dealt with
mutual recognition of qualifications. Achieving recognition by one
member state of a qualification obtained in 3) ________ was an
important pre-condition for implementing the free movement of workers.

Citizens of EU countries 4) ________ are students now enjoy the same
rights of access to higher education in all member states 5) ________
they do in their home country, 6) ________ that they have the relevant
qualifications for entry. Growing numbers of student exchange activities
7) ________ been developed, of 8) ________ the oldest and most famous is
the 1987 Erasmus programme. 9) ________ recognising course credits,
Erasmus allows university students to study for one year in a different
member state. A separate programme, Leonardo, gives young school
leavers, students and graduates the 10) __________ to receive vocational training.

Few EU initiatives enjoy 11) __________ wholehearted and widespread political support as these higher education programmes. The key issue for future initiatives is to build on this success 12) __________ being over-ambitious. Unfortunately, these programmes are becoming 13) __________ expensive, and this is now the primary 14) __________ of concern.

D Read the following message left by a parent. Use the information in the message to complete the letter to an employment agency which follows. Use either one or two words for each gap. The words you will need do not occur in the message.

Dear Mr Sampson,

Thank you for getting 1) __________ again recently. I understand that the 2) __________ for the Paris job has turned out to be quite a bit 3) __________ I was expecting, so I would like you to 4) __________ my application for that one. Please do 5) __________ my c.v. to the German company, however, and send me 6) __________ you have on that 7) __________. If they wish to arrange 8) __________, I shall be 9) __________ any day next week 10) __________ Thursday and Friday.

I really am 11) __________ for all your help, and can assure you I 12) __________ your efforts on my 13) __________.

Yours sincerely,

Diane Woolley
Prepositions

Prepositions are words or groups of words, normally used before a noun or pronoun to express a relationship between one person/event etc. and another:
- She walked into the operating theatre. • He seemed strangely out of breath.

Prepositions may relate to space, time, cause, origin, purpose, source, agent, instrument, possession, topic or abstract ideas:
- They arrived at midnight. • He's done it for his own reasons.
- The shirt is made of cotton. • We live in hope.

Refer to Section 8 of the Appendix for a list of expressions with above, over, beneath, below, under, at, by, between, among, in, on, out of.

A Use an expression with above, over, under, below or beneath to complete each sentence.

1. He's too young to be allowed in this bar. He's ____________.
2. Nobody would ever suspect her. She's ____________.
3. There'll be no trouble about repairing the television if it goes wrong. It's ____________.
4. Don't let those children get too wild! Keep them ____________.
5. He's taller than most people. He's of ____________.
6. The main thing is, don't hurt him. ____________, keep him safe.
7. That's rather unfair. You're hitting ____________.
8. I'm afraid I can't work for anyone else. You see, I'm ____________ to my present employers for two years.
9. He whispered the answer. 'Yes,' he said, ____________.
10. Someone who robs an old lady of all her savings is ____________, and deserves to be punished.
11. Use one of the ____________ prepositions to complete these sentences.
12. It's very frosty this morning. The temperature must have dropped ____________.
13. Shall we discuss the problem after lunch, ____________?
14. He's a freelance film director, and travels all ____________ making his films.
15. The village is well ____________, and at risk of being flooded if the sea wall is breached by a particularly high tide.
16. Doctors think heart attacks are sometimes brought on by being ____________ at home or at work.
17. You'll have to tell me the truth. Stop trying to pull the wool ____________!
18. If you don't bargain with the market traders, you'll be paying ____________ for their goods.
B Match each expression with at on the left with its approximate paraphrase.

<table>
<thead>
<tr>
<th>Expression</th>
<th>Approximate Paraphrase</th>
</tr>
</thead>
<tbody>
<tr>
<td>at a loss</td>
<td>A unoccupied, with no purpose</td>
</tr>
<tr>
<td>at short notice</td>
<td>B going very fast</td>
</tr>
<tr>
<td>at any rate</td>
<td>C deep down inside (a person)</td>
</tr>
<tr>
<td>at present</td>
<td>D no matter what it takes</td>
</tr>
<tr>
<td>at a loose end</td>
<td>E without much advance warning</td>
</tr>
<tr>
<td>at once</td>
<td>F fighting another country</td>
</tr>
<tr>
<td>at heart</td>
<td>G immediately</td>
</tr>
<tr>
<td>at hand</td>
<td>H unsure what to do</td>
</tr>
<tr>
<td>at first sight</td>
<td>I taking the most hopeful view</td>
</tr>
<tr>
<td>at times</td>
<td>J near, ready, available</td>
</tr>
<tr>
<td>at war</td>
<td>K sailing, on a ship</td>
</tr>
<tr>
<td>at all costs</td>
<td>L in danger</td>
</tr>
<tr>
<td>at sea</td>
<td>M the first time (I) saw (her)</td>
</tr>
<tr>
<td>at best</td>
<td>N anyway</td>
</tr>
<tr>
<td>at risk</td>
<td>O occasionally</td>
</tr>
<tr>
<td>at high speed</td>
<td>P now</td>
</tr>
</tbody>
</table>

C Complete the sentences with the correct preposition, choosing from between, among, out of and over.

1. Bob’s been _______ work for six months now.
2. _______ you and me, Smith hasn’t got much of a future in the firm.
3. That book’s too high up on the shelf. It’s just _______ my reach.
4. She’s _______ jobs at the moment, so she’s struggling to make ends meet.
5. Unfortunately the catering committee can never agree _______ themselves.
6. I went on waving until the car was _______ sight.
7. We’ll discuss the affair _______ a cup of tea.
8. It’s no good trying that snack machine – it’s _______ order.
9. The boys were hiding _______ the bushes in the garden.
10. There’s a footpath _______ the canal and the main road.
11. No, I certainly won’t give permission. It’s _______ the question!
12. I can only admire his conscientiousness. It’s _______ and above the call of duty.
13. I’m afraid those sandals are _______ stock at the moment, madam.
14. General Gibson settled in quite happily _______ the Polynesian natives.
15. I’m hoping to be reimbursed for my travelling expenses, otherwise I’ll be rather _______ pocket.
16. The lift wasn’t working, so she was _______ breath by the time she reached the top floor.
17. A prize was awarded to Fawzia, _______ others.
18. Children, put your coats on if you want to play _______ doors.
19. The photo’s _______ focus, unfortunately, but you can still make out the figure in the doorway.
20. This information is rather _______ date, so we can’t use it in our new brochure.
D Complete each sentence with the correct preposition from the pair in brackets.

1) _____ second thoughts, I'll have the lentil soup after all.  (In/On)
2) Giles was mortified to discover that he had sent Cordelia a photograph of his ex-girlfriend _____ mistake.  (by/at)
3) The results will be published _____ due course.  (in/on)
4) 'Could I possibly use your phone?' 'Oh, _____ all means.'  (by/in)
5) The intrepid women explored the remotest part of the sierra _____ horseback.  (by/on)
6) _____ all likelihood, we will never know the real reason.  (In/On)
7) Kindly sign the contracts in triplicate and send back to head office _____ return.  (by/on)
8) Nobody helped him. He managed it all _____ his own.  (by/on)
9) The company is keeping its head above water this year, but it will have to become more efficient _____ the long run.  (in/on)
10) The proposal looks good _____ paper, but there may be snags in its practical application.  (in/on)
11) The victims of the industrial accident should, _____ rights, be compensated by the factory owners.  (at/by)

E Complete the passage by putting a suitable preposition in each space.

1) _____ the whole, Flora was content with her life.  2) _____ day she was a librarian in a large city library, but 3) _____ her spare time she lived in a world of dreams. Her secret, all-devouring passion was reading – novels 4) _____ particular – and she had read almost all the classics that the library had 5) _____ stock. She read voraciously, 6) _____ her lunch hour, her tea break, and the long evenings 7) _____ home. She would even read 8) _____ her way home, walking slowly 9) _____ her book open.

The small flat where she lived 10) _____ herself was piled high 11) _____ books. She knew her favourites 12) _____ heart, empathising with the characters and thinking 13) _____ them as real people. 14) _____ short, she had found that books fulfilled her emotional needs better than people did, and 15) _____ any case, she had now completely forgotten how to relate to people other than characters in novels.
**UNIT 22**

**Difficult verbs**

**Make** usually conveys the idea of creating or producing something new:
- make a speech, a fuss, a noise, the beds, a (new) thing, (someone) ill/well/better, a mistake, a change

**Do** is used with work, obligations or general activities:
- do homework, housework, military service, your duty, a favour, (someone) good, with/without

Complete the sentences with the correct form of **make** or **do**.

1. If you agreed, you’d be ________ me a great favour.
2. It’s no good playing with Victoria. She ________ such a fuss if she doesn’t win.
3. The visiting foreign dignitaries were invited to ________ speeches at the ceremonial opening of parliament.
4. What on earth have you ________ with the paper I was reading just now?
5. If you ________ any noise, they’ll hear us and call the police.
6. A complete rest would ________ you an awful lot of good.
7. Well, there just isn’t any coffee. You’ll have to ________ without.
8. The housekeeper always ________ the beds straight after breakfast.
9. He’s having a new suit ________, as he can’t find one in his size.
10. What do you feel like ________ this weekend? Walking? Eating out? Going for a swim?
11. Now that he’s over eighteen, he’ll have to ________ his military service.
12. Doctor, is this treatment really going to ________ me better?
13. Try to avoid ________ so many mistakes in the final version.
14. I didn’t manage to ________ my homework, as I was at a rehearsal last night.
15. I expect the new manager will be ________ a few changes in some departments.
16. He always ________ the hoovering, but not without a bit of grumbling!
17. John, have you got a moment? I could ________ with some help.
18. I don’t see what the problem is, Jess. You’re ________ a mountain out of a molehill.
19. Shall I ________ a beef casserole for dinner?
20. I’m afraid I can’t make it to the meeting tonight. I’ve got too much to ________.
Say is used for direct or reported speech, with no personal direct object:
- He just stood there and said nothing.

Tell is followed by a direct object:
- tell the truth, a lie, fortunes, a story, someone something

Speak is often used for a single utterance or for knowledge of languages:
- Can you speak French?
  Note: • He stopped speaking to me after our argument.

Talk is less formal, more conversational than speak, and refers to a longer activity:
- The trouble with Marian is she talks too much.
  - Can the baby talk yet?
  Note: • talk something over, talk about (discuss)

B Complete the sentences with say, tell, speak or talk, in the correct form.

1. She was _________ to go home.
2. They _________ quietly to each other for a long time.
3. ‘Come in,’ he _________.
4. The postman didn’t _________ me he had delivered a parcel.
5. How many languages do you _________?
6. _________ me! I must know! What did he _________ to you?
7. Don’t believe him. He always _________ lies.
8. Now, stop ________, everybody, and listen to me.
9. You must be silent while the judge is _________.
10. There is nothing more to be _________ on the subject.
11. You can always _________ the supervisor if you don’t feel well.
12. I’ve just got one thing to _________, so listen carefully.
13. They will have to be _________ to pull their socks up.
14. Everything will be all right if you _________ the truth.
15. I was so surprised I couldn’t _________ a word.
16. Every time he tries to _________, he stutters.

Arise/arose/arisen means to occur (of a problem, difficulty or need) or to stand up (formal or poetic):
- Should any problems arise, let me know.

Rise/rose/risen means to move upwards or stand up, and cannot take a direct object:
- He rose to his feet.

Raise/raised/raised means to move something upwards, or cause something to grow or appear, and takes a direct object:
- He raised his eyes from his work.
  Note: • raise a smile/laugh, an army, a family, a protest, doubts, fears, suspicions
C Correct the sentences if necessary. Tick any that are already correct.

1. I watched the sun, a great red ball, raise slowly over the horizon.
2. Please raise your hand if you need the invigilator's help.
3. Wait until the dough has rose before kneading it again.
4. The actress rose from her sofa and swept out of the room.
5. The comedian just about managed to raise a laugh from his listeners.
6. Arise, Sir Galahad! Henceforth, you will serve your queen as her knight.
7. As the curtain was slowly raised, there were gasps of admiration from the audience.
8. If any more difficulties should rise, just let me know.
9. Taxes will probably raise next year.
10. Inflation is rising steeply in some countries, and more gradually in others.

D Complete the sentences with the correct form of lie or lay.

1. Yesterday the mayor ________ the foundation stone of the new leisure centre.
2. How long do you think those fossils have ________ there?
3. All the blame was ________ on the hospital management.
4. Would you mind ________ the table for supper, please?
5. How long have you been ________ to your friends? Why don’t you tell the truth for a change?
6. I’m afraid Mrs Worth won’t be coming tonight. She’s ________ down at the moment, with a migraine.
7. In some cases, both birds take their turn at sitting on the eggs that the hen bird has ________.
8. Despite the sweltering heat outside, Sharon ________ down on her bed and tried to sleep.
9. The international mediators are hoping that both sides will ________ down their weapons and sit down at the negotiating table.
10. 'Don’t speak!' he said, ________ a finger on his lips.
11. You may not like the photo, but remember, the camera never ________.
12. We’re having the new carpet ________ tomorrow.
13. Take your time. The ultimate decision ________ with you.
UNIT 23
Transformation

Transformation exercises require you to rewrite sentences using a key word and keeping approximately the same meaning. There are two areas to focus on:

a grammatical
You need to be familiar with all the main structures, such as passives, conditionals, wishes, regrets, reported speech, inversion of the verb, gerund and infinitive. (See relevant units for practice of these points.)

b lexical
You need to have a good knowledge of advanced vocabulary, including idioms and phrasal verbs.

Transformation items may be grammatical, lexical or 'lexico-grammatical' (a combination of both). See Units 8, 9, 11, 15, 16 and 25 for CPE-format transformation exercises.

A Match the phrase or clause 1 on the left with its approximate paraphrase on the right.

1 get a word in edgeways
2 bark up the wrong tree
3 be made redundant
4 give their verdict
5 have their hands full
6 resolve the problem of
7 incur their wrath
8 there's no similarity between
9 bear the brunt of
10 beg the question

A be extremely busy
B find a solution to
C bears no resemblance to
D make them angry
E manage to interrupt
F evade the issue
G take the full force of
H say what they have decided
I be mistaken
J lose your job

B For each sentence, write a new sentence which is as similar as possible in meaning. Use the word given, but do not alter it in any way.

1 The prisoner answered the question honestly.
   honest
2 It is said that he was born in Segovia.
   reputed
3 We had nearly finished when Isabel arrived.
   about
4 They've been behaving very strangely recently.
   recent
5 His medical treatment appears to have had a serious effect on his mental state.
   affected
6 The star was surrounded by screaming fans as soon as he arrived at the stage door. **arrival**

7 The staff have always esteemed the headmaster very highly. **esteem**

8 The electrician advised me to have the wiring checked. **advice**

9 The guided tour takes place every hour. **intervals**

10 She herself admits to being rather selfish. **admission**

<table>
<thead>
<tr>
<th><strong>C</strong> Follow the instructions for Exercise A.</th>
<th><strong>D</strong> Follow the instructions for Exercise B.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 except for</td>
<td>1 She is certainly not a good cook. <strong>means</strong></td>
</tr>
<tr>
<td>2 I infer from what you say</td>
<td>2 I had no idea it was a breach of protocol. <strong>unaware</strong></td>
</tr>
<tr>
<td>3 there’s no difference of opinion between them</td>
<td>3 The store should definitely give you your money back. <strong>refund</strong></td>
</tr>
<tr>
<td>4 instead of</td>
<td>4 The tourists were most impressed with the castle. <strong>impact</strong></td>
</tr>
<tr>
<td>5 voice their disapproval of</td>
<td>5 Building societies will have to guard against their rivals. <strong>laurels</strong></td>
</tr>
<tr>
<td>6 it’s none of my business</td>
<td>6 They’re faced with the choice of two alternatives. <strong>horns</strong></td>
</tr>
<tr>
<td>7 take everything into account</td>
<td>7 Taxpayers had to pay the cost of the privatisation plan. <strong>foot</strong></td>
</tr>
<tr>
<td>8 be no match for an opponent</td>
<td>8 I did all I could to expedite the matter. <strong>utmost</strong></td>
</tr>
<tr>
<td>9 have misgivings about</td>
<td>9 Juliet simply couldn’t wait for his return. <strong>long</strong></td>
</tr>
<tr>
<td>10 brace themselves for</td>
<td></td>
</tr>
</tbody>
</table>
10 By the time we all sat down to dinner, the Morrises still hadn’t arrived.

sign

11 I think you’ve misunderstood the situation.

stick

12 The firm didn’t go bankrupt, because they took Gerry’s advice.

thanks

13 You’d feel much healthier if you had a relaxing break.

do

14 When the assembly line was introduced, five hundred workers were dismissed.

advent

15 His colleagues were shocked to hear of Ahmed’s illness.

came

16 Alan complains all the time.

nothing

17 She’ll probably win first prize.

stands

18 The policeman pointed out the speed limit sign to us.

drew

E Fill in the boxes to complete the missing words.

1 You can only get this product here. It’s ________ to this store.

2 She became a ________ name, after hosting her own TV chat show.

3 What the crowd ________ in numbers, it made up for in enthusiasm.

4 I really didn’t know what to do. I was in a ________.

5 It’s stalemate. Both sides refuse to negotiate. How can we break the ________?

6 I hate throwing food away. It goes against the ________ to waste anything.

7 There’s no need to ________ tears over his problems. He can cope.

8 No review can do ________ to Steven Spielberg’s amazing new film.

9 Be more ________ with electricity. Switch the lights off when you go out.

10 Reggie has a ________ to get irritable when he’s tired. He’s often cross with the children then.
Many **adjectives and nouns** are followed by a particular preposition:

- They have every confidence in his judgement.
- Margarine is a substitute for butter.

See Section 9 of the Appendix for a list of common adjectives and nouns with their **dependent prepositions**.

Note that if adjectives or nouns have similar or opposite meanings, they often take the same preposition:

- be ready/prepared for school
- be married/engaged/related to someone
- be furious/angry/irritated with someone
- be frightened/scared/terrified of snakes
- be happy/sad about something

**A** Complete the sentences with the correct prepositions.

1. I understand you will be eligible ____ promotion soon.
2. We regret the delay ____ despatching your order.
3. She was very conscious ____ her lack of experience on her first day at work.
4. He’s come up with a new solution ____ the problem.
5. At least here you’ll be safe ____ unwarranted intrusion.
6. There’s no doubt ____ his feelings for you.
7. She’s always been lacking ____ tact.
8. I would like to take this opportunity ____ thanking my hosts.
9. I have complete confidence ____ his ability to handle the situation.
10. Be very patient ____ Ryan. He’s suffered a lot, you know.
11. It’s a strange smell, isn’t it? It’s peculiar ____ this type of plant.
12. How very typical ____ her! Nothing is ever her fault!
13. Is there any chance ____ our meeting in the near future?
14. Despite her age, she takes pleasure ____ pitting her wits against all comers.
15. The island is rich ____ minerals and other natural resources.
16. It’s obvious he’s incapable ____ holding down a job.
17. I really don’t see any point ____ continuing this conversation any longer.
18. Without the certificate, you won’t be sufficiently qualified ____ the job.
19. There’s no question ____ your leaving us so soon.
20. Would you kindly inform me who is responsible ____ the travel arrangements?
21 We had great difficulty ______ hearing the station announcements.
22 She's convinced ______ the justice of her case.
23 I must point out that I'm not in the habit ______ walking around in my pyjamas.
24 He's always been rather envious ______ his older brother.
25 He takes pride ______ showing off his prize cucumbers.

Many verbs are followed by a particular preposition:
• I've been puzzling over the problem for hours.
See Section 10 of the Appendix for a list of common verbs with their dependent prepositions.
Remember that verbs of similar or opposite meanings often take the same preposition:
• apply/send/ask for information
• care/worry about someone
• agree/disagree with someone

B Complete each space in the conversation between two business colleagues with the missing verb or preposition.

‘Come in, Harold!’
‘I must 1) _______ for arriving so late. The traffic, you know.’
‘Oh, don’t 2) _______ about that. The meeting’s been put off anyway.
Come in and help yourself 3) _______ coffee. Let me be the first to congratulate you 4) _______ your promotion.’
‘Oh thanks, Paul. Yes, I’m delighted. But it hasn’t been announced officially yet. Could you possibly 5) _______ it to yourself for a bit?’
‘Well, of course, Harold. When do you think you’ll be taking up the new post, then?’
‘I’m not sure. It all 6) ______ on the contract, which I haven’t seen yet. They’re sending it to me this week. I was determined to 7) _______ on a pretty big salary increase, I can tell you.’
‘Quite right too. It’s a lot more responsibility.’
‘Yes, and my outgoings are considerable these days. I still have to provide 8) _______ Julie and the kids, of course, even though we split up over two years ago. What about you, Paul? Any jobs you’ve 9) _______ for lately?’
‘Not a thing. You’re the only one here who’s moving on. But don’t worry, we won’t 10) _______ it against you!’
‘Good. Of course there’s no need 11) _______ us to lose touch. I value your judgement, you know.’
‘Well, thanks, Harold. I’m always happy to advise a friend.’
‘I’ve been thinking, Paul. I may have difficulty 12) _______ adjusting to living in Munich – I must confess 13) _______ a slight feeling of apprehension.’
‘Oh, I have every confidence 14) _______ you, Harold. You’ll be a huge success 15) _______ our German colleagues, just wait and see!’
UNIT 24

C Match the two halves of the sentences correctly.

1 You should insure property A to a customer at the moment.
   B with the youth who had
   C with resentment.
   D for compliments.
   E for a doctor.
   F to the charge of arson.
   G against fire and theft.
   H with organically grown vegetables.
   I to raising money for the disabled.
   J for his team's poor performance.

2 The local restaurants are well supplied
3 The coach was blamed
4 The charity is devoted
5 The accused pleaded guilty
6 Jonathan struggled
7 After the row, Jane was seething
8 The sales assistant is attending
9 The intruder was mistaken
10 She's always fishing

D Complete the passage with the correct verb, noun or preposition.

Scientists are still curious 1) ______ the effects of the oceanographic phenomenon called El Niño, which occurs in the south-west Pacific Ocean. There is no 2) ______, however, about the reason 3) ______ its occurrence. Every few years, a rise 4) ______ surface temperatures due to a temporary decrease in trade winds makes sea levels rise, and waves head north-east up the coast of South America. El Niño is noted 5) ______ its effect on local climates, but recent research has shown that it is also 6) ______ for wider atmospheric changes, resulting, for example, 7) ______ temporary drought in the Sahel or failure of the maize harvest in Zimbabwe.

Now scientists involved 8) ______ oceanographic research are 9) ______ on a new theory, that El Niño can produce changes 10) ______ ocean patterns that may last for decades. Computers at the Naval Research Laboratory in Mississippi, fed 11) ______ the latest satellite information on sea temperatures and wave heights, show that the giant waves that roll across the Pacific may be the result 12) ______ a previous El Niño, which will continue to affect the circulation of the North Pacific for years to come.

The 1982 El Niño, the strongest of the 20th century, is 13) ______ of causing the flooding of the Mississippi basin in 1993, with the loss of life and serious 14) ______ to crops and property that resulted.
A Choose the correct word or phrase to complete each sentence. Write the letter in the space.

1. Your car's very ________. It hardly seems to use any petrol at all.
   a) economical  b) economic  c) ecumenical  d) ecological

2. I'm in a terrible ________. I just don't know what to do.
   a) problem  b) quandary  c) loss  d) trouble

3. ________ to the bank manager's loan, Gerald's struggling company managed to stay solvent.
   a) With thanks  b) Thank you  c) Thanks  d) Gratefully

4. We have every confidence ________ his powers of diplomacy and organisation.
   a) on  b) in  c) with  d) by

5. Is there any chance ________ the machinery repaired?
   a) to have  b) of having  c) for having  d) of being

6. By appearing on the soap powder commercials, she became a ________ name.
   a) housewife  b) housekeeper  c) house  d) household

7. Now that John has decided he doesn't want to stand, we'll have to find a substitute ________ the post.
   a) to  b) as  c) for  d) in

8. It's hard to do ________ to such a masterpiece.
   a) judgement  b) justice  c) fair play  d) fairness

9. It's crucial that he ________ attend the ceremony.
   a) should  b) must  c) will  d) ought

10. At the moment the ruling party is on the ________ of a dilemma.
    a) hooves  b) points  c) feet  d) horns

11. How you invest your money is none of my ________.
    a) affair  b) business  c) matter  d) care

12. I'm afraid you've got the wrong end of the ________.
    a) loaf  b) pot  c) leg  d) stick

13. I'm ________ a complete loss to understand why you reacted so violently.
    a) at  b) in  c) on  d) by

14. ________ you cut down your carbohydrate intake, you'd have lost weight by now.
    a) Did  b) Were  c) If  d) Had

15. If the level of VAT is ________ this year, small businesses will be affected.
    a) raised  b) risen  c) arisen  d) raising

16. Don't ________ anything to him if you can help it.
    a) speak  b) say  c) talk  d) tell
17 I couldn’t hear what he said, because he was muttering ______ his breath.
   a) out of  b) under  c) in   d) on

18 I object ______ to do all the work myself.
   a) to being asked  b) to asking  c) being asked  d) on being asked

19 The stones have ______ buried in the sand for a thousand years.
   a) lied  b) lying  c) laid  d) lain

20 I want ______ clear up the mess you’ve made!
   a) that you  b) you to  c) you do   d) you should

21 We shall review the salary arrangements ______ due course.
   a) in  b) on   c) by   d with

22 The magistrate ______ his disapproval of the young man’s behaviour.
   a) said  b) told  c) voiced  d) spoke

23 Nobody would question the PM’s integrity. He is above ______.
   a) contempt  b) suspicion  c) average  d) all

24 I’ll ______ you just one more story before you go to sleep.
   a) tell  b) speak  c) say  d) talk

25 If only I ______ lost my temper in the meeting!
   a) wouldn’t have  b) wouldn’t  c) hadn’t  d) didn’t

B Complete the second sentence so that it means the same as the first one, using the word given. You must use between three and eight words, including the word given. (Contractions count as two words.)

1 The villagers, though few in number, were incredibly friendly.
   lacked
   What the villagers ____________________________ in friendliness.

2 My business partner and I are in complete agreement.
   difference
   There is ____________________________ my business partner and me.

3 In the end they left me to settle up with the restaurant.
   foot
   In the end I ____________________________ the restaurant bill.

4 He himself admits to having wasted a lot of money.
   admission
   By his ____________________________ wasted a lot of money.

5 Getting upset over Michael’s departure is pointless.
   tears
   There’s no ____________________________ over Michael’s departure.

6 The effects of the gale were felt mainly along the south coast.
   brunt
   The south coast ____________________________ the gale.

7 All she does is sit in the office drinking coffee.
   but
   She does ____________________________ drinking coffee.
C Complete the passage by putting one word in each space. (Do not use contractions – they count as two words.)

The Great Pyramid of Giza is probably the most famous 1) ______ the seven wonders of the ancient world. It 2) ______ built by King Khufu (known as Cheops to 3) ______ Greeks) around 2450 BC, and its neighbour, 4) ______ is a little smaller, was constructed later 5) ______ his son Khefren. By the time of the beautiful Queen Cleopatra, they 6) ______ already stood against the desert skyline through the reigns of more 7) ______ a hundred kings or pharaohs. 8) ______ centuries archaeologists have puzzled 9) ______ the reasons for their construction. Now a new solution 10) ______ the mystery 11) ______ been proposed, according to 12) ______ the Great Pyramid was intended 13) ______ a focus for 14) ______ pharaoh's complicated funeral ceremony. Astronomers think 15) ______ narrow passages 16) ______ from the royal burial chambers 17) ______ aligned with certain stars in the 26,000-year cycle of the constellations, 18) ______ that the dead king's soul could 19) ______ launched to the stars. The latest discovery is a hitherto unopened door in the depths of the Pyramid. Who can imagine what 20) ______ behind it?

D In most lines of this text there is a spelling or punctuation mistake. Write the correct spelling or punctuation next to the numbers on the right. Tick any lines that are correct.

A Japanese monk has just become a Buddhist 'saint', by completing a grueling course of 1,000 marathons he is only the eleventh person in a hundred years to complete this ancient ritual. As a committed disciple of Tendai Buddhism, the 35-year-old has sort enlightenment through physical endurance and a level of stamina that we might find hard to achieve. Not all Tendai monks, who attempt the marathon ordeal survive, and this monk, who's name is Gyosho Uehara, is still very weak as a result of his experience, which has badly effected his ankles and knees. Now they're are seven marathon monks, instead of six, resident on Mount Hiei, which is a centre of Buddhist retreat an ascetic monasticism not far from the large and bustling city of Kyoto.
UNIT 26

Phrasal verbs with down

<table>
<thead>
<tr>
<th>blow</th>
<th>break</th>
<th>calm</th>
<th>chop</th>
<th>close</th>
<th>come</th>
<th>crack</th>
</tr>
</thead>
<tbody>
<tr>
<td>cut</td>
<td>fall</td>
<td>flag</td>
<td>get</td>
<td>go</td>
<td>hand</td>
<td>jot</td>
</tr>
<tr>
<td>lie</td>
<td>mark</td>
<td>narrow</td>
<td>note</td>
<td>pelt</td>
<td>play</td>
<td>pour</td>
</tr>
<tr>
<td>pull</td>
<td>put</td>
<td>run</td>
<td>sit</td>
<td>slam</td>
<td>slow</td>
<td>squat</td>
</tr>
<tr>
<td>tear</td>
<td>tie</td>
<td>tone</td>
<td>track</td>
<td>tumble</td>
<td>turn</td>
<td>wind</td>
</tr>
</tbody>
</table>

**Down** often has the meaning of a downward movement, or a decrease, or of stopping an activity.

A Rewrite the sentences, using a phrasal verb with down, to produce the opposite meaning of the words in italics. Choose from the verbs in the box above.

1. We all **stood up** when the managing director walked in.
2. The building society has **set up** a branch in Warmsley.
3. Inflation has been **rising steadily** since January.
4. When Caroline heard the terrible news, she **remained calm**.
5. Rain was **gently falling**.
7. The company will probably want to **publicise** the results.
8. The old lady was adamant that her cat should be **kept alive**.
9. After three days of continuous bombardment, the White Tower **remained standing**.
10. Having Bruce to stay has really **cheered me up**.
11. He got very excited after his meeting with the trade union officials.
12. The secretary carefully put the notice up on the board.

B Use verbs from the box above to complete the sentences.

1. You’ll have to **stand** down when you come to the crossroads.
2. The town council decided to **pull down** the building, as it was unsafe.
3. The small boy **squat** down on the ground and examined the insect.
4. The force of the gale **tumbled** down hundreds of trees.
5. I know you’re angry, but you should **calm down** the language you’re using. It’s too aggressive.
6. From the time of his arrival in prison, Jones was **marked down** as a troublemaker.
7. It’s a difficult choice, but at least we’ve **narrowed it down** to five out of the hundred applicants.
8. The escaped convict was finally **pulled down to a hiding place** in the Far East.
9. The aim of the popular uprising was to **flagged down** down the government.

10. As fewer orders came in, the firm began to **turned down** down its sales force.

11. If there is any more subsidence, that cottage will **jotted down** down into the sea.

12. The reporter **cracking down** down the details of the court case for inclusion in his article.

---

### C Complete each sentence with a phrase from box A followed by a phrase from box B. Do not use any phrase more than once.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>flagged down</td>
<td>they offered me.</td>
</tr>
<tr>
<td>I turned down the job</td>
<td>on fraud everywhere.</td>
</tr>
<tr>
<td>I felt badly let down</td>
<td>at the moment.</td>
</tr>
<tr>
<td>wind down</td>
<td>a taxi.</td>
</tr>
<tr>
<td>and jotted down</td>
<td>chopping down the tree.</td>
</tr>
<tr>
<td>rather tied down</td>
<td>the professor's points.</td>
</tr>
<tr>
<td>running down</td>
<td>properly.</td>
</tr>
<tr>
<td>have been handed down</td>
<td>his wife's achievements.</td>
</tr>
<tr>
<td>will prevent them from</td>
<td>by him.</td>
</tr>
<tr>
<td>cracking down</td>
<td>through the centuries.</td>
</tr>
</tbody>
</table>

---

1. **Family traditions** **through the centuries**

2. **Jeremy is forever** **offered me**

3. **The man in a business suit** **on fraud everywhere**

4. **With two small children, she's** **at the moment**

5. **The preservation order** **a taxi**

6. **I listened to the lecture** **chopping down the tree**

7. **The authorities are** **the professor's points**

8. **After the interview** **properly**

9. **When Steve wouldn't help,** **by him**

10. **The holiday gave us a chance to** **through the centuries**
Phrasal verbs with after, back and about

**after**
go look take

**back**
bring call cut fall get give go hold keep pay put ring set take talk turn

**about**
bring go put set

**Back** often has the meaning of returning something (to someone) or of remembering the past.

A Match each phrasal verb with the correct definition. (There may be other possible definitions.)

1. bring about  A. pursue
2. ring back  B. return something to its correct place
3. take after  C. take care of
4. answer back  D. cause
5. go about  E. be like an older relative
6. turn back  F. delay or hinder the progress of something
7. cut back  G. not tell the whole truth
8. put (it) about  H. reduce
9. put back  I. reply rudely or defiantly to someone in authority
10. set back  J. return someone's phone call
11. go after  K. retreat
12. look after  L. recover something that had been taken away
13. fall back  M. approach or tackle (a problem)
14. keep (something) back  N. make someone return the way they have come
15. get back  O. spread (a rumour)

B Complete each sentence with the correct form of a phrasal verb from the box above.

1. The gangsters lay in wait for their victim, and _______ him with their fists.
2. The salesman has left us a brochure to look at. He said he'd _______ soon, to see if we want to place an order.
3. I can lend you some money for a sandwich. You can always _______ me _______ tomorrow.
4. Legends about the Green Man _______ right _______ to the Middle Ages.
5 Especially when you’re **tired** and **under stress**, it’s important to ________ yourself and your health.

6 Alex ________ mending the clock, but he soon had to admit defeat.

7 We were halfway across the bay when two of the boys felt seasick, so we thought we’d better ________ and put them ashore.

8 Everyone ________ their daily tasks as if nothing had happened.

9 I was just leaving the office when the receptionist ________ me ________. She’d forgotten to give me a message.

10 Police had difficulty in ________ the demonstrators, who were threatening to break through the security cordon.

11 You’ve been to Austria recently, haven’t you? When did you ________?

12 If we don’t get any applications for the job, we’ll just have to ________ on part-time staff as a temporary measure.

---

**A**

- held back
- bring back
- ring you back
- set my roses back
- bring about
- go about
- went after
- take back

**B**

- memories of a person or place.
- raising the money?
- his anger.
- a change in the law.
- the pickpocket.
- what you said about him.
- when I get home.
- by several weeks.

---

C Complete each sentence with a phrase from box A followed by a phrase from box B. Do not use any phrase more than once.

1 We are campaigning to _________________________________________

2 You’ll have to _________________________________________________

3 A passer-by _________________________________________________

4 I’ll ___________________________________________________________

5 How are you going to __________________________________________

6 A severe frost could ____________________________________________

7 Sometimes a certain smell can ____________________________________

8 For the children’s sake he _______________________________________
### A

**Definitions**

1. Pick off: collect a person from a place
2. Live off: survive
3. Round off: complete, give the finishing touch to
4. Be off: separate someone from another person
5. Scare off: frighten someone away
6. Switch off: stop concentrating
7. Show off: make someone feel embarrassed by behaving badly
8. Set off: cause to explode
9. See off: be present at someone's departure
10. Rip off: steal from or cheat someone

**Instructions**

Decide whether the definitions are true (T) or false (F). Give the correct definition(s) if necessary.

<table>
<thead>
<tr>
<th>Definition</th>
<th>Correct Definition(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 pick off</td>
<td>collect a person from a place</td>
</tr>
<tr>
<td>2 live off</td>
<td>survive</td>
</tr>
<tr>
<td>3 round off</td>
<td>complete, give the finishing touch to</td>
</tr>
<tr>
<td>4 be off</td>
<td>separate someone from another person</td>
</tr>
<tr>
<td>5 scare off</td>
<td>frighten someone away</td>
</tr>
<tr>
<td>6 switch off</td>
<td>stop concentrating</td>
</tr>
<tr>
<td>7 show off</td>
<td>make someone feel embarrassed by behaving badly</td>
</tr>
<tr>
<td>8 set off</td>
<td>cause to explode</td>
</tr>
<tr>
<td>9 see off</td>
<td>be present at someone's departure</td>
</tr>
<tr>
<td>10 rip off</td>
<td>steal from or cheat someone</td>
</tr>
</tbody>
</table>

### B

**Complete each sentence with the correct form of a verb from the box above.**

1. When Roger saw the restaurant kitchen, it completely ________ him off eating there.
2. If milk smells bad, you can be certain it has ________ off.
3. He always leaves his room in a mess. I'm forever ________ him off about it.
4. The mixture in the saucepan was beginning to ________ off a very unpleasant odour.
5. The police had to ________ off the embassy to protect staff from the demonstrators.
6. Detectives cannot interview the victim until the operation is over and the effects of the anaesthetic have ________ off.
7. Maria's car was so badly damaged that her insurance company ________ it off.
8. Just fill in the application form, and ________ it off.
9. I've been trying to ________ off this cold for the last week.
10. Surely you don't mean that! ________ off it!
11. I must ________ off soon. I've got to collect Louise from school.
12. With a bit more planning, his idea might have worked, but I'm afraid it didn't really ________ off.
C Add it where necessary to the following sentences, and say what it means or might mean.

1. The party's been cancelled. She called off last week.
2. I have great confidence in the PM. I'm sure he'll pull off.
3. I went for a long walk to work off the effects of the huge meal.
4. You don't need the light on in here. Turn off, please.
5. Eva suddenly rang off in the middle of our conversation.
6. I'll drop off at your house on my way to work tomorrow.
7. How on earth are you ever going to scrape all off?
8. His father dozed off while watching the news.
9. I knew they disapproved of me, but I just laughed off.
10. I suppose Noel will shave off one day!
11. Jane decided the moment had come to break off.
12. Don’t you know this is private property? Clear off, will you!

D Complete each sentence with a phrase from box A followed by a phrase from box B. Do not use any phrase more than once.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>will be laying off</td>
<td>without a penny.</td>
</tr>
<tr>
<td>put off</td>
<td>in two hours’ time.</td>
</tr>
<tr>
<td>set off</td>
<td>all too quickly.</td>
</tr>
<tr>
<td>will pay off</td>
<td>as he is hoping.</td>
</tr>
<tr>
<td>let off</td>
<td>by what people say.</td>
</tr>
<tr>
<td>wore off</td>
<td>before first light.</td>
</tr>
<tr>
<td>kept off</td>
<td>500 workers until after the summer.</td>
</tr>
<tr>
<td>will be taking off</td>
<td>very lightly in the accident.</td>
</tr>
<tr>
<td>got off</td>
<td>fireworks in their garden.</td>
</tr>
<tr>
<td>cut her off</td>
<td>during the cricket match.</td>
</tr>
</tbody>
</table>

1. The plane ____________________________
2. Fortunately Zoë ____________________________
3. The factory ____________________________
4. I don’t think his gamble ____________________________
5. Her family ____________________________
6. The boys ____________________________
7. The rain ____________________________
8. James refuses to be ____________________________
9. The effects of our holiday ____________________________
10. We’ll have to ____________________________

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UNIT 29

Phrasal verbs with through, for and by

**through**
- break
- check
- fall
- get
- go
- look
- pull
- put
- run
- see
- sleep
- think

**for**
- account
- apply
- ask
- call
- care
- fall
- fish
- go
- look
- make
- mistake
- pay
- send
- stand

**by**
- get
- go
- put
- stand
- tick

**Through** often has the meaning of doing something completely or thoroughly.

A  Match each phrasal verb with the correct definition. (There may be other possible definitions.)

1 mistake for A not wake up during an emergency, alarm etc.
2 stand for B arrange for someone to come
3 check through C provide the necessary money for
4 see through D be connected (on the phone)
5 get by E go in the direction of
6 apply for F look through to see if everything is correct
7 make for G not be deceived by, see the truth behind
8 sleep through H pass (of time)
9 go for I confuse with
10 get through J have just enough (usually money) to manage
11 call for K ask for (a job)
12 send for L attack
13 think through M collect someone (from their home, office etc.)
14 pay for N consider all the aspects
15 tick by O represent

B  Complete the crossword with verbs from the box above, using the clues provided.

Across:
1 I hope I'll be able to stay on in the job long enough to _______ the project through.
4 You shouldn't _______ compliments like that! (4, 3)
7 Although he's in a critical state after the accident, the doctors think he'll _______ through.
8 Could you just _______ through these accounts and see if they're correct?
10 A good friend will always stand _______ you.
11 It's hard to _______ for the old lady's disappearance.
12 Do you think Ellen and Roy will be able to ________ by on one salary?
13 When he moves to Edinburgh, he'll have to ________ for a flat.

Down:
2 If you need anything, just ________ me for it.
3 I was enjoying myself so much that I hardly noticed the time ________ by.
4 Her plan cannot possibly succeed. I'm sure it'll ________. (4, 7)
5 She's so beautiful, he'll ________ for her as soon as he sees her.
6 Can we ________ through the instructions again, please?
7 Luckily, I had some money ________ by for a rainy day.
9 When her mother died, Agatha had to ________ for her invalid sister single-handedly.
10 Journalists are hoping to ________ through the secrecy surrounding the royal family's decision.
A Choose the correct word or phrase to complete each sentence. Write the letter in the space.

1. The road was closed, so we had to _______ and find an alternative route.
   a) put down  b) turn back  c) go about  d) go off

2. They _______ for Paris at midnight.
   a) set off  b) made for  c) went off  d) got down

3. I knew your family would stand _______ you.
   a) for  b) off  c) by  d) about

4. How could you have _______ him for your brother?
   a) confused  b) considered  c) thought  d) mistaken

5. It is vital that we _______ a change in people’s attitudes.
   a) bring down  b) bring back  c) bring about  d) look after

6. Giuseppe’s secretary _______ a call to the office in Milan.
   a) put through  b) applied for  c) put by  d) set about

7. We’ll have to _______ down the options before coming to a decision.
   a) slow  b) narrow  c) bring  d) wind

8. Rosa certainly _______ her mother in her devil-may-care approach to life.
   a) looks after  b) calms down  c) cares for  d) takes after

9. Ingrid broke _______ in tears when we told her about the accident.
   a) off  b) through  c) down  d) for

10. I’m so tired I think I’ll probably _______ off in the cinema.
    a) doze  b) sleep  c) turn  d) fall

11. If a bus doesn’t come, you can always flag _______ a taxi.
    a) after  b) for  c) down  d) off

12. Look, I _______ it all back. I should never have spoken like that.
    a) take  b) put  c) call  d) give

13. I think a couple of coffees will _______ off the meal nicely.
    a) go  b) send  c) round  d) wear

14. The official _______ quickly through my file, and then handed it back to me.
    a) saw  b) looked  c) got  d) turned

15. If you’re interested in Mastermind, you can send _______ free tickets and be part of the studio audience next time they record it.
    a) off  b) by  c) about  d) for

16. You shouldn’t have sent Sebastian that Valentine’s card. I think you’ve scared him _______!
    a) back  b) down  c) off  d) through

17. The rain was simply _______ down on the deserted street.
    a) pelting  b) spraying  c) showering  d) dripping

18. She talks so fast, it’s difficult getting a word in _______!
    a) sideways  b) halfway  c) edgeways  d) any way
When Laura was a university student, she found it very difficult to get by on her grant, so she decided to look for a part-time job. When she spotted an advertisement in the local paper for snack bar staff, she sat down to apply for the job. She wasn't sure how best to go about presenting herself on paper, so she just jotted down the details of her qualifications and experience, and sent the application off immediately.

The owner of the snack bar, a Mr Edwards, rang a couple of days later to ask her to come for an interview the following Saturday. When she arrived at Tasty Bites, she was very nervous because she felt sure he could see through her claims to have worked as a waitress before, and would turn her down as a matter of course. But finally the interview was over, and when he shook hands with her and said 'See you next week, then!', she realised she had pulled it off.

---

**THE CUCKOO ROLLER OF MADAGASCAR**

This bird is about the same size 1) ________ the European roller, and has many features in common 2) ________ its near relatives.

3) ________ the European family, however, the cuckoo roller can reverse its outer toes, 4) ________ it to perch 5) ________ gripping a branch with two toes forward and two back. Its eating habits are also quite different.

6) ________ nearly all other rollers take food on the wing or pluck reptiles or large insects from the ground, the cuckoo roller stays high up in the forest canopy, 7) ________ on caterpillars, stick insects and, 8) ________ important of all, chameleons.

Subtly blending its colours to the forest backcloth, and 9) ________ leaving the safety of the branches except to cross from one tree to 10) ________, the chameleon is an elusive prey. 11) ________ on open ground, 12) ________ myriad dangers it normally avoids, the chameleon's slow, swaying walk 13) ________ it difficult to see against the leaves. 14) ________ good is its camouflage that the cuckoo roller has to 15) ________ up with long periods of watching and waiting, 16) ________ a tell-tale movement betrays its victim's presence. At 17) ________, experts assume this is 18) ________ happens, because 19) ________ the fact that this bird is widespread throughout Madagascar, 20) ________ observer has yet seen it in the process of catching its prey.
UNIT 31

Phrasal verbs with up

blow  bottle  break  bring  build  call  catch  cheer

clear  crop  cut  draw  dress  eat  end  fill  fix

flare  get  give  go  grow  hang  hurry  hold  keep

liven  look  make  own  pick  pull  put  seal  settle

shoot  show  shut  speak  split  stay  stir  sum  take

tie  turn

Up often has the meaning of an upward movement, or of approaching, completing or increasing.

A Match each phrasal verb with the correct definition.
(There may be other possible definitions.)

1 stir up    A confess, admit
2 sum up    B come to a stop (of a vehicle)
3 own up    C summon for military service, conscript
4 draw up    D put on smart clothes
5 hang up    E try to cause (trouble)
6 call up    F raise your voice
7 liven up    G not go to bed early
8 dress up    H summarise
9 settle up    I make more lively
10 speak up    J suddenly become angry
11 stay up    K pay all that is owed
12 flare up    L finish a phone call

B Rewrite the sentences, using a phrasal verb with up, to produce the opposite meaning of the words in italics. Choose from the verbs in the box above.

1 His visit certainly depressed me.
2 Have you let the dog loose?
3 The child left her food untouched.
4 Jeremy tends to express his emotions openly.
5 When did Ramon and Anna start their relationship?
6 He was determined to continue smoking.
7 My uncle usually goes to bed at 9 o'clock.
8 The officer emptied his wine glass.
9 The lawyer opened the envelope with a flourish.
10 As soon as controls were lifted, prices came down.
11 Ted stopped playing tennis when he was sixty.
12 I’ll drop you off at seven o'clock.
C Use verbs from the box on page 94 to complete the sentences.

1. She quickly ___ ___ ___ ___ ___ up the basics of the language.
2. You'll have to ___ ___ ___ ___ ___ up your strength by eating properly.
3. Be quiet! Just ___ ___ ___ ___ ___ up!
4. How long can you ___ ___ ___ ___ ___ up this pretence?
5. I'll ___ ___ ___ ___ ___ you up with a room. Leave it to me.
6. The carpet was ___ ___ ___ ___ ___ up into three smaller pieces.
7. An accident ___ ___ ___ ___ ___ up the flow of traffic in the town centre.
8. Guy Fawkes and his fellow-conspirators did not succeed in ___ ___ ___ ___ ___ up the Houses of Parliament.
9. The Brontë sisters all ___ ___ ___ ___ ___ up in Yorkshire.
10. First Sam worked in Canada, then Florida, but he finally ___ ___ ___ ___ ___ up in France.
11. Come on! ___ ___ ___ ___ ___ up, or we'll be late!
12. I waited for ages, but my cousin never ___ ___ ___ ___ ___ up.

D Complete each sentence with a phrase from box A followed by a phrase from box B. Do not use any phrase more than once.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>clear up</td>
<td>last month.</td>
</tr>
<tr>
<td>put you up</td>
<td>if you need to stay overnight.</td>
</tr>
<tr>
<td>made up,</td>
<td>if you ask me.</td>
</tr>
<tr>
<td>crop up</td>
<td>his room before doing his homework.</td>
</tr>
<tr>
<td>pulled up</td>
<td>on her farm in Cornwall.</td>
</tr>
<tr>
<td>look Lorenzo up</td>
<td>in front of the hotel.</td>
</tr>
<tr>
<td>brought him up</td>
<td>if we pass through Rome.</td>
</tr>
<tr>
<td>shot up</td>
<td>at the meeting.</td>
</tr>
</tbody>
</table>

1. We should ____________________________

2. The taxi ____________________________

3. The boy was told to ____________________________

4. Tom's grandmother ____________________________

5. Prices simply ____________________________

6. I didn't expect that topic to ____________________________

7. I can easily ____________________________

8. The story was obviously ____________________________
UNIT 32

Phrasal verbs with out

A Decide whether the definitions are true (T) or false (F). Give the correct definition(s) if necessary.

1. slip out: leave quietly and unobtrusively
2. wear out: disappear
3. carry out: perform (an operation, an experiment or a duty)
4. cross out: delete
5. sort out: distribute
6. break out: make an escape
7. leave out: omit
8. storm out: leave angrily
9. work out: calculate
10. make out: manage to see
11. rule out: erase
12. find out: study
13. set out: begin (a journey)
14. keep out: prevent from entering
15. pick out: pluck or scratch
16. branch out: split

B Complete each sentence with the correct form of a verb from the box above.

1. I really don’t feel like cooking. Couldn’t we _______ out?
2. We’re _______ my mother out for the day on Sunday.
3. Jason never completed his university course. He _______ out halfway through.
4. In the end it _______ out that the police had suspected Ferguson all along.
5. Her clothes were all neatly _______ out on the bed, ready for packing.
6. I happened to _______ myself out of the house last week.
7. We’ll have to _______ out to him that he simply can’t throw his weight around like that.
8. Liz has always been squeamish about the sight of blood. Last week she actually _______ out when she cut her finger.
9. The driver picked up speed and _______ out into the main stream of traffic.
10 Volunteers are going to ______ out soup and bread to the homeless.

11 He hasn’t been ______ out yet, has he? Surely he hasn’t served his sentence yet?

12 It’s no good covering up for him. The truth will have to ______ out in the end.

13 It’s rude to ______ your tongue out at people, Marian.

14 You’re not going to ______ those bottles out, are you? We could take them to the bottle bank.

C Add it where necessary to the following sentences, and say what it means or might mean.

1 I want to try out before agreeing to buy.

2 There’ll be enough for all of us. I’ll measure out.

3 I think the diary’s stuck behind the radiator. Can you get out?

4 The girl cried out in pain as the doctor dressed her wound.

5 Do you think this ink stain will wash out?

6 Look, you’ve spelt my name wrong! Rub out!

7 Are you sure you’ve really thought out?

8 If there’s a lot of work to do, we can share out.

9 I wonder if Jamal has got it right. Could you check out?

10 You want the file on the Kingman family? I’ll look out for you when I have time.

D Complete each sentence with the correct verb from the pair in brackets.

1 I’m afraid the authorities have already ______ out the bypass option. (ruled/rubbed)

2 As glass, paper and plastic are all disposed of separately now, we have to ______ out our rubbish before it’s collected. (share/sort)

3 I’m not sure Jenny’s coming with us. She said she might have to ______ out at the last minute. (get/drop)

4 If I were you, I’d ______ out the recipe before the dinner party. (measure/try)

5 The cleaners ______ out all the lights, then set the burglar alarm and left the building. (put/took)

6 The ex-President’s memoirs, currently being serialised in a leading newspaper, are ______ out next week. (coming/getting)

7 The bank clerk called the police when he saw what looked like a gun ______ out of the man’s jacket pocket. (pulling/sticking)

8 Civil Service mandarins have designed a complicated and lengthy interview procedure, whose purpose is to ______ out candidates of the highest calibre. (work/pick)

9 To implement the Common Agricultural Policy, farming subsidies have been ______ out on a massive scale by the EU. (handed/laid)

10 When his car hire business showed signs of imminent collapse, Jason decided to ______ out into another, potentially more lucrative, field – the property market. (slip/branch)
**UNIT 33**

**Phrasal verbs with over, apart and with**

<table>
<thead>
<tr>
<th>over</th>
<th>blow</th>
<th>boil</th>
<th>bowl</th>
<th>check</th>
<th>cloud</th>
<th>get</th>
<th>go</th>
<th>hand</th>
<th>look</th>
<th>pull</th>
</tr>
</thead>
<tbody>
<tr>
<td>run</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>apart</td>
<td>come</td>
<td>take</td>
<td>tell</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>with</td>
<td>confuse</td>
<td>deal</td>
<td>do</td>
<td>fight</td>
<td>go</td>
<td>identify</td>
<td>part</td>
<td>reason</td>
<td>side</td>
<td>toy</td>
</tr>
</tbody>
</table>

A Match each phrasal verb with the correct definition. (There may be other possible definitions.)

1. get over - A) see the difference between
2. deal with - B) match
3. take apart - C) consider
4. check over - D) recover from
5. reason with - E) make sure something is in good condition
6. hand over - F) transfer, surrender
7. tell apart - G) support someone holding a particular view
8. stop over - H) handle, do
9. go with - I) move to one side when driving
10. side with - J) cease (of a storm)
11. think over - K) break a journey (especially for a night)
12. confuse with - L) try to persuade
13. blow over - M) dismantle
14. pull over - N) mistake for

B Complete each sentence with the correct form of a phrasal verb from the box above.

1. Sadly, the old lady will have to _______ her beloved budgie when she moves into the old people's home. They don't allow pets there.
2. I opened the back of the watch to put a new battery in, and the whole thing suddenly _______ in my hands! I hope I can get it repaired.
3. Could you please _______ those instructions again? Kate wasn't listening the first time.
4. There was a terrible smell in the kitchen. The soup had _______ and put the gas out.
5. You simply can't _______ the twins _______ if they're wearing identical outfits.
6. No wonder Ryan often comes home from school with a black eye. He's always _______ the other boys!
7. I always get Madeleine to _______ my reports before I hand them in to the boss. He's a stickler for spelling and punctuation, and she's got a good eye for that sort of thing.
8 The company's personnel department need good management systems to _______ their workload effectively.

C Complete each sentence with a phrase from box A followed by a phrase from box B. Do not use any phrase more than once.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>got over</td>
<td>later on today.</td>
</tr>
<tr>
<td>will cloud over</td>
<td>the feminist cause.</td>
</tr>
<tr>
<td>toy with</td>
<td>the small private company.</td>
</tr>
<tr>
<td>has always</td>
<td>her tragic loss.</td>
</tr>
<tr>
<td>identified with</td>
<td>by the success of the plan.</td>
</tr>
<tr>
<td>could do with</td>
<td>the fourth time I tried it.</td>
</tr>
<tr>
<td>was quite</td>
<td>some financial assistance.</td>
</tr>
<tr>
<td>bowled over</td>
<td>the food on her plate.</td>
</tr>
<tr>
<td>finally</td>
<td></td>
</tr>
<tr>
<td>turned over</td>
<td></td>
</tr>
<tr>
<td>took over</td>
<td></td>
</tr>
</tbody>
</table>

1 The engine ____________________________________________
2 The state airline _______________________________________
3 My sister _______________________________________________
4 Everyone ________________________________________________
5 I expect it ______________________________________________
6 The newly-weds __________________________________________
7 Sally could only _________________________________________
8 It was a long time before she ____________________________

D Complete the text with phrasal verbs from the box on page 98, in the correct form.

It all started when the milk 1) _______ over, on the little stove in the workshop. Tony was supposed to be keeping an eye on it. Bill didn’t even notice. He never made the coffee – he was always much too busy 2) _______ apart the old radios that came to be repaired. However, it was the last straw for Roger.

‘Can’t I trust you to do anything right?’ he shouted.

Tony turned, surprised. He tried to 3) _______ with his brother.

‘Well, Rog, you’re the one who wants hot milk in your coffee.’

Bill looked up and 4) _______ with Tony. ‘Tony’s right. Why don’t you keep an eye on it in future?’ he said gruffly.

Roger looked at his brothers in despair. There had to be a better way of 5) _______ with the constant friction between them, but he hadn’t found it yet. ‘Sorry, Tony, I’m a bit irritable at the moment, I know. I could 6) _______ with a holiday, that’s what it is,’ he said.

‘So could I,’ said Tony, turning back to his work and 7) _______ idly with his pen. ‘So could we all,’ said Bill grumpily.

There was silence in the workshop again. The row had 8) _______ over for the time being.
UNIT 34

Phrasal verbs with on

On often has the meaning of attaching or continuing.

A Match each phrasal verb with the correct definition. (There may be other possible definitions.)

1 look on A ask someone for help
2 get on B continue
3 take on C continue bravely despite difficulties
4 count on D employ
5 bring on E become popular
6 let on F be a spectator
7 soldier on G induce or cause
8 call on H rely on, have confidence in
9 catch on I make progress
10 keep on J reveal information

B Rewrite the sentences, using a phrasal verb with on, to produce the opposite meaning of the words in italics. Choose from the verbs in the box above.

1 Toby took off his three-piece suit.
2 You'll have to let go when I tell you to!
3 The little girl stopped talking when the teacher came in.
4 Remember to switch off the electricity at the mains.
5 He spoke briefly and to the point about the arrangements.
6 Are you going to keep to yourself what happened?
7 The tax was deducted before the bill was paid.
8 Are you being serious with me?

C Use verbs from the box above to complete the sentences.

1 The fashion editor wondered if the trend would ______ on.
2 Would you like to ______ that suit on, sir?
3 Tonight, ladies and gentlemen, I'd just like to ______ briefly on one or two topics of general interest.
4 The old man only has his state pension to ______ on.
5 If I'm in trouble, I can always ______ on Rosemary to help me.
6 ______ on a minute! Wait for me.
7 My grandmother is ______ eighty.

add bring call carry catch count get go hang
have hold keep let live look move pass pick put
ramble send soldier switch take touch try turn
D Complete each sentence with a phrase from box A followed by a phrase from box B. Do not use any phrase more than once.

8 They [underline] on to the next item on the agenda without answering his question.

9 If the boss asks you, don’t [underline] on that I’ve told you. Keep it to yourself.

10 A chain letter is a letter which is [underline] on from one person to another, until someone breaks the chain.

11 Perhaps we should [underline] on Gabriela when we pass through London.

12 It’ll be a muddy walk, so we’d better [underline] our boots on.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>was brought on</td>
<td>his unsuspecting assistant</td>
</tr>
<tr>
<td>is being sent on</td>
<td>by overwork</td>
</tr>
<tr>
<td>is getting on well</td>
<td>somewhere in the street</td>
</tr>
<tr>
<td>have carried on</td>
<td>without a pay rise</td>
</tr>
<tr>
<td>soldier on</td>
<td>in her new job</td>
</tr>
<tr>
<td>was picked on</td>
<td>until we find someone suitable</td>
</tr>
<tr>
<td>turned on</td>
<td>to the new address</td>
</tr>
<tr>
<td>take on</td>
<td>to clean the whiteboard</td>
</tr>
<tr>
<td>keep on advertising</td>
<td>too much extra work</td>
</tr>
<tr>
<td>going on</td>
<td>their business for 100 years now</td>
</tr>
</tbody>
</table>

1 For no apparent reason, the professor ____________

2 The workers decided to ____________

3 Philippa ____________

4 The new boy ____________

5 Car manufacturers ____________

6 Dave’s nervous breakdown ____________

7 Her mail ____________

8 Be careful not to ____________

9 We’ll have to ____________

10 There was a loud party ____________
A Choose the correct word or phrase to complete each sentence. Write the letter in the space.

1. Don't ________! I haven't finished explaining yet!
   a) hang up  b) hold on  c) hang on  d) call up
2. The motorist must have run ________ the fox without noticing.
   a) out  b) on  c) over  d) up
3. It ________ out that the mayor had bribed several councillors to vote for him.
   a) resulted  b) pointed  c) broke  d) turned
4. I expect the new trend will soon ________ here.
   a) catch up  b) catch on  c) take up  d) identify with
5. It's difficult to tell identical twins ________.
   a) on  b) out  c) apart  d) over
6. Paloma will have to ________ her antiques, because she needs the money.
   a) part with  b) take out  c) move on  d) clear up
7. I'll use my credit card to ________ up before we check out.
   a) take  b) sum  c) bottle  d) settle
8. Scientists ________ a carefully controlled experiment on the mystery virus.
   a) carried over  b) measured out  c) carried out  d) put up
9. As darkness fell, there was nothing for it but to ________ for the nearest village.
   a) call  b) go  c) make  d) stand
10. There is no time to do anything but ________ briefly on the most important points.
    a) touch  b) run  c) go  d) pick
11. Owning an animal can really tie you ________.
    a) out  b) down  c) back  d) off
12. The terrorist headquarters was blown ________ in the army attack.
    a) down  b) up  c) out  d) over
13. Don't worry if you make a mistake. Just ________ it out.
    a) rule  b) slip  c) leave  d) cross
    a) deal  b) discuss  c) reason  d) side
15. Thank goodness you'll be there. I'm ________ on your support.
    a) holding  b) calling  c) hanging  d) counting
16. The lecture hall gradually emptied as Professor Jackson ________ on.
    a) kept  b) passed  c) rambled  d) touched
For her first evening's work at Tasty Bites, Laura dressed up in a black skirt and white blouse, as she had been told to look smart. However, when she turned up, she found out that the proprietor had been less than honest with her about the job. Not only did she have to serve the customers, but she also had to work in the kitchen. When she pointed this out to Mr Edwards, he was not at all apologetic. Still, she decided to go on working at the snack bar for the time being. After all, she was getting on well in the job. 'And I can really do with the money!' she told herself.

Three months later, she saw an advertisement in the paper for a Saturday sales assistant at a department store. She thought it over carefully, and decided to apply for it. 'But I won't let on to Mr Edwards until I'm sure I've got the new job!' she thought. The prospect of doing something different cheered her up considerably.

C Complete each sentence with a phrase from box A followed by a phrase from box B. Do not use any phrase more than once.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>picked out</td>
<td>to the disco.</td>
</tr>
<tr>
<td>set out,</td>
<td>of the station.</td>
</tr>
<tr>
<td>took her out</td>
<td>the best display.</td>
</tr>
<tr>
<td>keep foxes out</td>
<td>I bought another one just like it.</td>
</tr>
<tr>
<td>make out</td>
<td>from under his school cap.</td>
</tr>
<tr>
<td>ruled out</td>
<td>of the chicken shed.</td>
</tr>
<tr>
<td>laid out</td>
<td>there was a clap of thunder.</td>
</tr>
<tr>
<td>pulled slowly out</td>
<td>the banquet in the palace.</td>
</tr>
<tr>
<td>wore out,</td>
<td>the possibility of a cure.</td>
</tr>
<tr>
<td>stuck out</td>
<td>Marcella's handwriting.</td>
</tr>
</tbody>
</table>

1 We haven't entirely ____________________________

2 The competition judges ____________________________

3 The little boy's ears ____________________________

4 Tracy's boyfriend ____________________________

5 The steam train ____________________________

6 The royal servants ____________________________

7 The farmer found it hard to ____________________________

8 I can't quite ____________________________

9 When my favourite sweater ____________________________

10 Just as we ____________________________
UNIT 36

Phrasal verbs with away, across and around

away
back blaze break call clear die fade gamble give
get go pass pull put scare send stow take throw

across
come get

around
crowd fool get hang look shop

Away often has the meaning of movement away from the speaker.

A Decide whether the definitions are true (T) or false (F). Give the correct definition(s) if necessary.

1 put away return something to its correct place
2 give away lend or borrow something
3 call away summon someone (often on business)
4 back away go backwards in fear or dislike
5 go away continue
6 get across convey (a message)
7 get around be (socially) active
8 shop around consider a number of possibilities before buying something
9 scare away make someone leave by frightening them
10 pass away walk past
11 fool around cause damage
12 fade away gradually disappear

B Complete the crossword with verbs from the box above, using the clues provided.

Across:
1 Be careful you don’t _______ away all your savings at the casino.
4 I’m afraid the doctors say his cousin is about to _______ away.
6 I’m in no hurry. I’ll _______ around here until you’re ready.
8 I can’t stand cats! _______ it away!
10 We heard the last few notes of the concerto _______ away in the evening air.
11 If you don’t need that plastic bag, just _______ it away.
14 The driver just managed to _______ away as the traffic warden approached.
15 The film’s message didn’t _______ across very clearly.
16 The shop hasn’t got the batteries in stock. They’ll have to _______ away for them.
17 You needn't rush. I'll _______ around the museum while I'm waiting.

18 Two famous players have decided to _______ away from the International Chess Association.

Down:
1 Jack Hobbs, the millionaire, wants to _______ away all his money to the poor.
2 The gunners began to _______ away at the target, the moment the signal was given.
3 Could you _______ away the dirty plates, please?
5 How did the boy get to New York? Did he _______ away on a plane?
7 I'm not sure I managed to _______ across the urgency of the situation.
9 She's fainted! Don't _______ around! Give her air!
12 If you talk loudly in the woods, you'll _______ away the wild animals.
13 I can't understand how the police let the robbers _______ away.
14 All the toys must be _______ away at once.
16 We're going to _______ around and compare prices before we decide.
In/Into often have the meaning of including, or of an inward movement.

A Match each phrasal verb with the correct definition. (There may be other possible definitions.)

<table>
<thead>
<tr>
<th>Phrasal Verb</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>take in</td>
<td>meet accidentally</td>
</tr>
<tr>
<td>butt in</td>
<td>pay an unexpected visit</td>
</tr>
<tr>
<td>bump into</td>
<td>persuade to do</td>
</tr>
<tr>
<td>look into</td>
<td>start to occupy a house, office, etc.</td>
</tr>
<tr>
<td>drop in</td>
<td>deposit (money)</td>
</tr>
<tr>
<td>talk into</td>
<td>introduce (a system) in easy stages</td>
</tr>
<tr>
<td>turn into</td>
<td>complete (a form)</td>
</tr>
<tr>
<td>pay in</td>
<td>interrupt rudely</td>
</tr>
<tr>
<td>phase in</td>
<td>change into, become</td>
</tr>
<tr>
<td>fill in</td>
<td>investigate</td>
</tr>
<tr>
<td>move in</td>
<td>participate</td>
</tr>
<tr>
<td>join in</td>
<td>deceive</td>
</tr>
</tbody>
</table>

B Complete each sentence with the correct form of a phrasal verb from the box above.

1. By an amazing coincidence, George _______ into his long-lost brother in Berlin.
2. It was some time before the enormity of what had happened _______ in.
3. No wonder you can't get Jazz FM. The radio's not properly _______ in.
4. Completed application forms should be _______ in by Friday.
5. Katarina can _______ her father into anything. She twists him round her little finger!
6. We were completely _______ in by his hard-luck story.
7. If you have time, do _______ in for coffee.
8. We'll give the newcomers a chance to _______ in, then invite them round to meet the neighbours.
9. That young tomboy has _______ into a most attractive woman.
10. Lucy will have to _______ into her savings to pay for the operation.
11. Don't just _______ in like that, without knocking!
C Add it where necessary to the following sentences, and say what it means or might mean.

12 The manager asked his secretary to ______ the visitors in.
13 The local authorities have decided to ______ in the new taxes over a five-year period.
14 If you give us your bank details, your salary will be ______ in on the 28th of every month.

D Complete each sentence with a phrase from box A followed by a phrase from box B. Do not use any phrase more than once.

A

moving in  
came into  
have broken into  
rush into  
fool me into  
burst into tears  
check in

B

the isolated house.  
as she waved goodbye.  
anything.  
before we have dinner?  
soon?  
believing you!  
a fortune.

1 On her aunt’s death Karin ________________________________
2 Burglars ________________________________
3 Daisy ________________________________
4 It’s no good. You can’t ________________________________
5 Don’t you think we should ________________________________
6 Is your sister ________________________________
7 Think about it. Don’t ________________________________
UNIT 38

Three-part phrasal verbs

<table>
<thead>
<tr>
<th>carry on with</th>
<th>face up to</th>
<th>get up to</th>
<th>look down on</th>
</tr>
</thead>
<tbody>
<tr>
<td>catch up with</td>
<td>feel up to</td>
<td>go ahead with</td>
<td>look up to</td>
</tr>
<tr>
<td>come down with</td>
<td>get along with</td>
<td>go along with</td>
<td>miss out on</td>
</tr>
<tr>
<td>come in for</td>
<td>get away with</td>
<td>go on with</td>
<td>put up with</td>
</tr>
<tr>
<td>come out in</td>
<td>get down to</td>
<td>go through with</td>
<td>run out of</td>
</tr>
<tr>
<td>come up against</td>
<td>get on with</td>
<td>grow out of</td>
<td>send away/off for</td>
</tr>
<tr>
<td>come up with</td>
<td>get out of</td>
<td>hold on to</td>
<td>settle up with</td>
</tr>
<tr>
<td>cut down on</td>
<td>get rid of</td>
<td>keep up with</td>
<td>walk out on</td>
</tr>
<tr>
<td>do away with</td>
<td>get round to</td>
<td>live up to</td>
<td>write away/off for</td>
</tr>
</tbody>
</table>

A Decide whether the definitions are true (T) or false (F). Give the correct definition(s) if necessary.

1. put up with          tolerate
2. get away with      avoid punishment
3. come in for          receive, be the object of
4. do away with        restore, decorate
5. come up with       produce (an idea, solution etc)
6. get round to     appear on stage
7. look down on      consider another person superior
8. grow out of        move upwards
9. face up to         confront, tackle (a problem, etc)
10. get along with    have a good relationship with
11. go through with   accompany
12. run out of         use up completely

B Rewrite the sentences, using a phrasal verb from the box above, to produce the opposite meaning of the words in italics.

1. Bernadette is very contemptuous of certain groups of people.
2. The company decided to stop work on the project.
3. I would find it very difficult to oppose the committee’s proposals.
4. The doctor advised Luciano to eat more carbohydrates for the sake of his health.
Complete each sentence with the correct form of a phrasal verb from the box opposite.

5 During his holiday he lost touch with current events.
6 Trevor has volunteered to do the work.
7 The guests didn’t pay their hotel bill before leaving.
8 After their many arguments, Bryan stayed with his wife.
9 I wish we’d kept those old mirrors when we moved house.
10 Jacqui makes a point of ignoring the latest fashions.

Complete each sentence with a phrase from box A followed by a phrase from box B. Do not use any phrase more than once.

A
- do away with
- go through with
- hang on to
- get away with
- missing out on
- came out in
- come in for

B
- those stamps. They’re valuable.
- the monarchy.
- the wedding.
- spots yesterday.
- a great deal of criticism lately.
- such a good opportunity.
- murder!

1 I don’t think I can _______ with his behaviour any longer.
2 If you’re interested, why don’t you _______ for details of the job?
3 Carolina has always _______ very well with her colleagues.
4 Are you sure you _______ to coming out tonight?
5 I’m sorry I didn’t _______ to replying earlier.
6 On last year’s expedition the team _______ against terrible difficulties.
7 Anna won’t be at work today. She’s _______ with flu.
8 I think I’d better _______ to some work now.
9 Sadly, the boy couldn’t _______ to his father’s expectations.
10 I wonder what mischief the children are _______ to this morning?
11 I’m afraid we’ve _______ of coffee, so would you like tea?
12 Most problems in life just have to be _______ to.
UNIT 39

Phrasal verbs as nouns

| breakdown | dropout | hold-up | onlooker | stand-in |
| break-in | getaway | knockout | onset | stopover |
| breakthrough | get-together | lay-by | outbreak | stowaway |
| breakup | go-ahead | lay-off | outburst | takeover |
| castaway | goings-on | layout | outlook | take-off |
| check-in | grown-up | let-down | sell-out | turnaround |
| comedown | handout | let-up | setback | upbringing |
| cutback | hangover | lookout | standby | |

A Complete each sentence with the correct noun from the box above.

1. Tony’s been demoted to Assistant Manager. What a _______ for him!
2. Customs officers were on the _______ for illegal drugs.
3. The tourist office has a free _______ on cheap accommodation in London.
4. Patricia suffered a nervous _______ when she lost her job.
5. Miguel’s devotion to the company contributed to the _______ of his marriage.
6. If you were a _______ on a desert island, how would you cope?
7. Scientists have made an important _______ in the field of genetic engineering.
8. The planning authorities gave the school the _______ for an extension.
9. At South London University, there were several _______ from the Computer Science course this year.
10. Tommy, ask a _______ to help you next time you want to do some painting.
11. Keith has always had a rather narrow _______ on life. I put it down to his strict _______.
12. It poured down all day without any _______.
13. The whole room was stunned into silence by Gordon’s angry _______.
14. The robbers made an incredibly quick _______ in a waiting car.
15. The _______s in the building trade are a direct result of the _______s in government spending.
16. The advantage of flying Air Canada is that the fare includes a free _______ in Vancouver.
17. Whenever Mrs Khan chairs the meeting, we get a much better _______.
18. To the delight of the _______s, the Princess posed on the steps for photographs.
B Complete the crossword with words from the box opposite, using the clues provided.

**Across:**
1. Can be relied on in an emergency
2. The act of assuming power
3. A commercial success (e.g. a concert)
4. See 1 Down
5. See 17 Down
6. A person who hides aboard a ship or plane to gain free passage
7. Arrangement of written material on a page
8. A sudden occurrence (of disease or war)
9. A hindrance to a plan
10. See 18 Down
11. See 21 Down
12. Delayed after-effects of drinking too much alcohol

**Down:**
1. A person substituting for an actor
2. A disappointment
3. The illegal entering of a building
4. A blow rendering an opponent unconscious
5. A place for drivers to stop, off the main road
6. See 13 Across
7. The beginning (of something bad)
8. To register (at a hotel)
9. Happenings, events
10. Informal meeting or social gathering
11. See 16 Down
UNIT 40

Recycling

1. The speaker failed to get his message _______ to his audience.
   a) around  b) in  c) across  d) out

2. The reporter announced solemnly that the President had _______ in his sleep.
   a) passed away  b) died away  c) passed out  d) dropped off

3. He's been to the USA, Australia and India this year. He certainly gets ________!
   a) on  b) around  c) out  d) away

4. Look, I'm sorry to ________ in, but I think I can help you.
   a) move  b) plug  c) butt  d) pop

5. The elaborate bridal costumes of the coastal Indians are _______ from mother to daughter.
   a) taken after  b) put by  c) parted with  d) handed down

6. Politicians frequently _______ a lot of criticism.
   a) come out in  b) catch up with  c) come in for  d) get up to

7. I was disappointed when I saw the film. It was a real ________.
   a) let-down  b) breakdown  c) turnout  d) dropout

8. You'll lose marks if you don't ________ in all the gaps.
   a) send  b) fill  c) fit  d) join

9. He gambled ________ his life's savings before starting on his wife's.
   a) across  b) around  c) out  d) away

10. Did you notice Bob trying to ________ doing the washing-up?
    a) get up to  b) break out of  c) get out of  d) get along with

11. To beat the holiday traffic, we'll have to ________ out at dawn.
    a) set  b) go  c) move  d) drive

12. I could probably ________ out the answer if I had a pencil, some paper and a calculator.
    a) think  b) study  c) hand  d) work

13. Delilah wasn't at all hungry, and could only ________ with the food on her plate.
    a) finger  b) toy  c) snack  d) side

14. I know it's a pretty boring routine, but you'll just have to ________ on for the moment, I'm afraid.
    a) count  b) live  c) soldier  d) move

15. As the years passed, Joe's memories of his terrible experience ________ away, and he began to lead a normal life again.
    a) faded  b) backed  c) passed  d) got

16. This is a big decision to make. Think it ________ before you give me your final word tomorrow.
    a) over  b) upon  c) carefully  d) on
Unfortunately, the department store ruled Laura out, as she had no relevant experience. So she went on waitressing part-time at Tasty Bites, until the day she arrived at work to find that the place had been closed down by the authorities for reasons of hygiene.

When she had got over her initial surprise, she decided to look around for another, more secure job. Eventually she was taken on at the local airport, where she worked at the checkout in the duty-free shop. The hours were long and the other staff rather unfriendly, but Laura was determined to put up with the job. At least she was able to spend her breaks watching the planes take off and land, and join in the general feeling of excitement that pervades a bustling international airport. But her university studies were beginning to suffer and so, when she was laid off at the end of the busy summer season, she gave up any further ideas of trying to earn money, and went back to her books.

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### Exercise C

Complete each sentence with a phrase from box A followed by a phrase from box B. Do not use any phrase more than once.

**A**
- are the result of
- made their getaway
- was blamed on
- allows them a stopover
- the goings-on
- an impressive turnout
- your seat belts

**B**
- at the student hostel.
- his upbringing.
- in a stolen car.
- ready for take-off.
- government cutbacks.
- in Hong Kong.
- for the by-election.

**C**
1. There was __________________________
2. Police investigated __________________________
3. The culprits __________________________
4. Please fasten __________________________
5. The hospital closures __________________________
6. Their ticket to Sydney __________________________
7. The accused’s antisocial behaviour __________________________

### Exercise D

Follow the instructions for Exercise C.

**A**
- came across
- owned up
- talk him into
- will get around
- blazed away,
- hung around

**B**
- completely out of control.
- pretty fast.
- to having started the rumour.
- giving up golf.
- outside the star’s home.
- a rare coin among her loose change.

**D**
1. The plain-clothes policeman __________________________
2. Josephine __________________________
3. The fire __________________________
4. Eventually he __________________________
5. News of their affair __________________________
6. She’ll never __________________________
A Choose the correct word from the pair in brackets to complete these sentences about using the internet and your computer.

1. All you need to get connected to the internet is a fairly modern (PC/RAM), a modem and a (mobile phone/phone line).

2. Once you’re online, you may want to find out information by using a (search engine/reference file), see what people are discussing by accessing the messages in a(n) (outbox/newsgroup), or simply join a (cybercafe/chat room) for a real-time conversation.

3. Have you heard someone say, ‘I lost all my work because my computer (crashed/downloaded)? They should have remembered to (back up/cut and paste) before switching off.

4. To open a folder or a document, just move your (cursor/finger) on to its (toolbar/icon) and (double-click/single-switch).

5. If someone you don’t know sends you an (attachment/application) with an e-mail, don’t open it, in case it contains (an infection/a virus).

B Read the passage, then decide which word from A, B, C or D is most appropriate for each space.

PENICILLIN BEFORE PENTIUMS FOR THE POOR

One of the hottest topics on the international development agenda is how to harness the power of 1) ______ for the benefit of developing countries. What is sometimes called ‘the death of distance’, brought about by the 2) ______, allows professional services such as 3) ______, education and training to be provided easily and quickly to 4) ______ areas. Some of the gains can be seen in countries as diverse as India and Morocco, where innovations range from 5) ______ government announcements to local craftsmen selling their wares to a 6) ______ market. But already a huge and expanding 7) ______ divide is opening up between developed and developing nations. The major task facing world leaders at present is to 8) ______ everybody on the planet with clean water, basic education and the drugs needed to fight preventable diseases. Installing a 9) ______ in every classroom and linking us all to 10) ______ must be a lesser 11) ______, for the time being at least.
C Read this e-mail sent to an office colleague. Then use the information to complete the formal letter which follows. Use either one or two words for each gap. The words you will need do not occur in the e-mail.

From: Jason <jasong@postit.com>
To: David <daveh@postit.com>
Sent: Thurs, 24 June 2002, 10.23 am
Subject: ISP complaint

Can you do a formal letter to Castle, to let them know we are not too pleased with the service they're giving us? Mention:
- connecting has been difficult lately
- it’s been taking ages to send and receive e-mails
- when we ring up Castle’s engineers for help, they just don’t seem to have a clue! according to Jackie and Ross in Accounts
- Castle did nothing to stop all that spam we were deluged with last week.

If they don’t do something about all this, tell them we’ll stop paying them, and find another ISP. We want a snappy answer.
Thanks.
Jason

Dear Sir or Madam,
I am writing to 1) ________ you that we are 2) ________ with the level of service you are 3) ________. On several occasions we have not been able to 4) ________ easily. In addition, sending and receiving e-mails has become a 5) ________, and some of our staff have complained that the Help Desk 6) ________ who answer calls have not been able to 7) ________ their problems. You were also 8) ________ when we found ourselves the 9) ________ for huge quantities of 10) ________ e-mail recently.

11) ________ you take steps to address these points, we shall be forced to 12) ________ our subscription to you. I look forward to your 13) ________ reply.

Yours faithfully,
David Heath
IT Manager

D Answer these questions as fully as you can, in conversation or in writing.

1 What are the advantages and disadvantages of e-mail over traditional letter writing?

2 Do you feel the internet performs a useful function in connecting people with each other? Do you feel it enriches our existence? Or do you think it is a waste of time, and merely encourages us to make virtual relationships instead of real ones?
UNIT 42

The media and the arts

A Complete the passage with these words and phrases. There is one more than you need.

Advertising on television is big business. Advertising 1) ________ and 2) ________, if they are catchy enough, often become part of our culture. However little attention we pay to 3) ________, we cannot avoid being influenced by the constant repetition of a 4) ________ name or image. The message we receive may even be 5) ________, so that we are not aware of it. Not all advertisements are purely financially motivated, however. Political parties and 6) ________ aim to 7) ________ their views more widely by putting up 8) ________ on street 9) ________ and by buying space in the 10) ________ and time on the small screen.

B Match the words on the left, connected with newspapers, with the correct definitions.

1 obituary A critical assessment of a book, film etc.
2 leader B leading editorial article
3 horoscope C regular article about celebrities
4 review D announcement of a death, with a short biography
5 gossip column E phrase or title at the top of an article
6 headline F humorous or satirical drawing
7 deadline G time limit for reporting news
8 cartoon H prediction of someone’s future according to his/her sign of the zodiac

C Complete each sentence with a word formed from one of these verbs.

1 The new gallery was given the seal of approval by The Observer’s art ________, who wrote several enthusiastic articles about it.
2 Former champion John McEnroe has now made a name as a tennis ________.
3 Under the government’s wartime ________ rules, all newspaper articles had to be checked by officials before being printed.
4 The tabloids have excellent ________ of scandal and sport: the quality papers deal with everything else.
5 The local newspaper’s ________ fell dramatically when the editor was sacked.
6 That jingle from the teabag ad is so ________ that I can’t get it out of my head.
D Choose the correct word or phrase from the pair in brackets to complete each sentence.

1. The actors have been ________ the play all this week.
   (rehearsing/repeating)

2. The audience applauded wildly when the director appeared on the ________ to take his bow.
   (scene/stage)

3. I've been watching a fascinating new ________ of art programmes.
   (serie/series)

4. Although the play has a large number of ________, it is comparatively easy to follow the plot.
   (characters/persons)

5. If you don't like that programme, you can always switch over to a different ________.
   (channel/canal)

6. The latest television dramatisation was filmed entirely ________ in a country village not far from here.
   (in the wild/on location)

7. Which ________ did Marlene Dietrich play in her last film?
   (role/performance)

8. There's a wonderful ________ of 'A Midsummer Night's Dream' in The Evening Herald.
   (critic/review)

---

E Complete the sentences with these words and phrases.

standing ovation soap opera supporting roles low-budget prime-time box-office success subtitles final curtain

1. Despite being a critical disaster, the film was a huge ________.

2. The orchestra and their conductor were given a ________ at the end of the concert.

3. People who are addicted to a particular ________ seldom miss an episode.

4. It wasn't until the ________ fell that the audience voiced their disapproval by hissing and booing.

5. At the local arts cinema, foreign films are usually shown with ________, and only occasionally dubbed.

6. Compared with most American blockbusters, it was a ________ film, as very little funding was available.

7. Programmes on ________ television attract the greatest number of viewers.

8. Although the lead actor and actress were excellent, the ________ were very well acted too.

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F Answer these questions as fully as you can, in conversation or in writing.

1. Which medium do you find
   a) most informative?  b) most sensational?  c) most biased?

2. How can we avoid being brainwashed by prejudiced views or propaganda?

3. Is there a gap in the media market? What kind of new magazine, newspaper, TV or radio programme would you launch if you had adequate funds and a creative team behind you?

4. How important is the image or presentation of an organisation or public figure? Is employing a public relations firm a good way of improving this?
A Complete the passage with these words. There are two more than you need.

B Make adjectives from these nouns, and check their meanings in a dictionary.

C Choose the correct word or phrase from the pair in brackets to complete each sentence.

What is success? Achieving a long-held 1) ________? Earning a million by the time you’re twenty-five? Joining the 2) ________? 3) ________ to the top of your chosen profession? Writing a 4) ________? 5) ________ means different things to different people, but one man has managed to 6) ________ all this in a very short space of time.

Jeff Packham was still at university when he realised the 7) ________ profits to be made from the sale of posters to an eager public. The poster stall he manned every Saturday was regularly surrounded by enthusiasts keen to snap up a bargain. So after graduating, he took out a loan, rented office space, and acquired a stock of posters. Soon his business was 8) ________ rapidly, and he was able to rent a warehouse, which he renovated and used as a centre for his operations. Other shops were opened in other parts of the country, and sales 9) ________.

Hard-headed businessmen flocked to buy shares in this 10) ________’s company when it went public, and Jeff was able to 11) ________ the rewards of his hard work by taking time off to buy a house and get married.

He is still only in his mid-twenties, a father of two, and a 12) ________ businessman with a product which is a 13) ________ leader. To admirers of his achievements he points out that he has had to make sacrifices. ‘It’s difficult to maintain one’s privacy,’ he says. ‘Once you are successful, you have to live in the 14) ________ eye, to a certain extent.’
3 The rock group shot to _______ after appointing a new manager. (publicity/stardom)

4 The _______ Dr Crippen, who was executed for poisoning his wife, was the first criminal to be apprehended by the use of radiotelegraphy. (infamous/famous)

5 Ayrton Senna had already been world motor-racing _______ several times before his tragic death on the Imola circuit. (champion/winner)

6 An ambitious person is committed to improving his or her _______ at work. (status/rank)

7 The fans all waited excitedly at the stage door to get the singer's _______. (signature/autograph)

8 The _______ of my neighbour's business was largely due to the world recession. (failing/failure)

9 Princess Diana found the _______ of her privacy intolerable. (intrusion/invasion)

10 Mr Sampson enjoys an excellent _______ as a heart specialist. (reputation/fame)

11 Many great geniuses receive only _______ recognition of their talents. (posthumous/post-mortem)

12 Isabel's _______ came when her designs were spotted by a Paris fashion house. (big break/window display)

13 People connected to the rich and famous often write diaries and memoirs for _______. (longevity/posterity)

14 Sir Alfred Marks made his great fortune by identifying a(n) _______ in the market. (gap/opportunity)

15 When Guy went back to the casino, he gambled his previous night's _______ on one turn of the roulette wheel, and lost them all. (earnings/winnings)

16 Many _______ these days are famous merely for being famous. (celebrities/gurus)

D Answer these questions as fully as you can, in conversation or in writing.

1 What are the advantages and disadvantages of maintaining a high profile in public life?

2 Do you think that people in the public eye are entitled to privacy, or should their privileged role expose them to public scrutiny at all times?

3 How would you define success? What area would you like to be successful in?

4 Do you think a person can become successful purely on his/her own merits, or is there always an element of influence or corruption?

5 Do you think the current cult of success, with massive salaries for company directors, and megastar status for singers, footballers and media personalities, reflects the achievements or the failures of our society? Are there other ways of rewarding high achievers, and what, in your opinion, should be rewarded?
People’s attitudes to animals have changed considerably in the last two decades. Using animals in scientific 1)__________ and as a primary food source, once considered a human prerogative, is now being questioned by 2)__________ campaigners. There is also a 3)__________ revulsion against 4)__________ such as fox-hunting, and 5)__________ often endanger their own lives in an attempt to stop what Oscar Wilde called ‘the unspeakable in pursuit of the uneatable’. Several cosmetics companies now claim that their products are not 6)__________ on animals, a policy which has been found to be popular with 7)__________.

Although the medical and scientific professions still maintain that 8)__________ is necessary for research purposes, there is more public 9)__________ to this than ever before. This change in the 10)__________ of public opinion means that using animals for 11)__________ is also frowned on. Zoos and circuses are sometimes accused of 12)__________, and are losing their popularity. Even in agriculture, changes are slowly being introduced in response to public concern about animal welfare. Many supermarkets now offer 13)__________ eggs to their customers, as well as eggs from 14)__________, and although 15)__________ is still widespread, farmers are aware that consumers are increasingly interested in the living conditions and even the feelings of 16)__________.

B Match the words in the lists to make compound nouns or well-known phrases, some of which may need a hyphen. Check their meanings in a dictionary.
C Put these animal names into the correct sentences. You may have to change the form of the word, and/or add a hyphen.

- whale
- sardine
- rat
- wolf
- horse
- parrot
- wild goose
- butterfly
- fly
- frog
- bird
- dog

1. Wouldn't you just love to be a ________ on the wall when Sarah tells him it's all over?
2. Could I have some water, please? I've got a ________ in my throat.
3. Even the great cellist, Dmitri Radovic, admitted to having ________ in his stomach before a concert.
4. From the helicopter the police had a ________ eye view of the accident.
5. Unfortunately Donald doesn't try to understand grammar rules. He just learns sentences ________ fashion.
6. Roger is extraordinarily selfish and possessive – a real ________ in the manger.
7. The old man led us all over town on a ________ chase, and so we never found the house we were looking for.
8. I'm afraid you're flogging a dead ________, Rupert. The boss will never agree to your proposal.
9. Caroline has cried ________ so many times before that people just don't believe her any more.
10. There's something strange about that plan of Mary's. I smell a ________!
11. Jane was having a ________ of a time at the party, and could hardly be dragged away.
12. When the train doors closed, we were packed like ________ and could not move an inch.

D Match each verb with the correct definition.

- beaver away
- duck
- monkey about
- worm your way
- dog
- fox

A move the head or body quickly downwards  
B play or meddle (with something)  
C confuse (someone)  
D trouble, plague, bother (someone)  
E work industriously  
F insinuate yourself

E Answer these questions as fully as you can, in conversation or in writing.

1. If new medicines and cosmetics are not tested on animals, we will have to use humans as guinea pigs. What are your views on this?
2. How cruel do you think zoos and circuses really are? Animals kept in cages are certainly not free, but at least they are fed regularly and protected from danger and extinction. Do you think it is right for us to use animals for our entertainment?
3. What are the possible grounds for becoming a vegetarian, and which of them most appeals to you?
4. Why do you think people's attitudes towards animal rights have changed so radically, as described in Exercise A? Are the reasons historical, financial or sociological? Why do we not consider the rights of other species, like insects, plants or bacteria?
UNIT 45

Language

A Complete the passage with these words. There are two more than you need.

At the recent World Congress of the International Federation of Translators in Brighton, selected 1) _______ shared a platform with their translators. 2) _______ is generally agreed to be the rendering of meaning from one language or 3) _______ to another. However, there is a central dilemma which all 4) _______ have to face, and which was discussed at length at the congress. How can readers of other nationalities understand all the 5) _______ and linguistic 6) _______ of particular writers? The translators' answer to this is to aim to capture the tone of the 7) _______, without translating it into 8) _______ language or slang. 9) _______ the flavour or atmosphere of the text is considered far more important than giving a(n) 10) _______ translation.

B Match the words on the left with the correct definitions.

1) pidgin
2) jargon
3) spoonerism
4) onomatopoeia
5) palindrome
6) limerick
7) alliteration
8) tongue-twister
9) malapropism
10) slang

A a word or phrase which reads the same backwards or forwards
B non-standard, informal language
C using the same letter to start each word in a sentence or a line of verse
D unintentional confusion of two words
E a phrase or sentence difficult to say quickly
F a simple language made up of elements of two or more languages
G five lines of comic verse
H using words whose sound imitates their meaning
I specialised language for e.g. a profession
J transposing the initial consonants of a pair of words

C Now match the terms in Exercise B with these examples.

1 You have deliberately tasted two worms and you can leave Oxford by the town drain.
2 Lend me five quid till tomorrow, will you?
3 Five miles meandering with a mazy motion
4 In the warm sunshine the bees buzzed round the hive.
5 Madam, I'm Adam.
6 The tractor feed is the part of the printer designed for handling continuous stationery.
D Choose the correct word from the pair in brackets to complete each sentence.

E Answer these questions as fully as you can, in conversation or in writing.

7 Trespassers will be executed.
8 Peter Piper picked a peck of pickled pepper.
9 Me go house big-feller.
10 There was an old lady called Jane,
   Who feared she was terribly plain,
   But because she had wealth,
   And, sadly, poor health,
   She was proposed to again and again!

1 The hall was packed for the visiting professor's _______ on
eighteenth-century poetry. (lecture/conference)
2 It was warm in the church, and some of the congregation found
themselves dozing off as the vicar came to the end of his _______.
(sermon/speech)
3 My aunt had a terrible _______ with her neighbour, which turned
into a ten-year feud. (argue/quarrel)
4 The mayor made a _______ in Italian, to welcome the delegates
from Rome. (speech/talk)
5 Wayne speaks English with a noticeable Canadian _______.
(accent/dialect)
6 The two politicians had a heated _______ about capital punishment
in front of the studio audience. (debate/row)
7 The _______ of the word 'watch' is different from 'wash'.
(accent/pronunciation)
8 The two old soldiers kept interrupting as each tried to finish his
_______. 'No, no, it didn't happen like that!' they said, correcting
each other. (anecdote/history)
9 Every English _______ must have a working verb in it.
(phrase/sentence)
10 Children often enjoy asking each other a _______, like 'When is a
witch not a witch? When it's a sandwich!' (puzzle/riddle)

1 How important do you think it is to learn standard English, or
Received Pronunciation? Should regional accents and dialects be
retained in any language, and taught to foreigners? Is there a social
stigma attached to a non-standard accent in your country?
2 How different is written English from spoken English? Give
examples. What differences are there in your language, spoken and
written?
3 Does a language reflect the climate or location of the country where
it is spoken? Does it reflect the character of people in that country?
Give examples.
4 In what ways does learning a foreign language help to create
international understanding?
5 What are the best ways of learning a foreign language?
Wythenshawe Hospital in Manchester maintains a 1) _______ of refusing to carry out heart 2) _______ operations on smokers. It is important to be clear about the views of the hospital 3) _______. They are happy to treat any smoker who 4) _______ and needs 5) _______ treatment, but they draw the line at carrying out expensive, non-urgent, preventive 6) _______ surgery on patients who refuse to stop smoking. There is a high risk of complications for 7) _______ during and after heart 8) _______, so many clinicians prefer to provide 9) _______ medical treatment, while encouraging the 10) _______ to give up smoking.

The death of a Manchester 25-cigarettes-a-day man, who died after being refused tests at Wythenshawe, has given rise to furious debate in 11) _______ circles. If this argument is taken further, drunken drivers could be denied emergency 12) _______, drug 13) _______ HIV treatment, and drinkers liver 14) _______. In other words, should any individual who can be shown to have contributed to his own medical problems be refused help on the 15) _______?
C Decide whether the definitions are true (T) or false (F). Give the correct definition if necessary.

1. **Bacteria** are a group of micro-organisms, many of which cause disease.
2. **Organically grown food** is food grown without artificial pesticides or fertilisers.
3. Someone who is **vulnerable** to infection can resist infection well.
4. A **paediatrician** specialises in elderly people's health problems.
5. An **epidemic** is a widespread occurrence of a disease.
6. **Obesity** means having extremely low blood pressure.
7. An **injection** is a means of giving food to patients who cannot swallow.
8. **Antibiotics** are drugs used to fight infections.
9. **Homeopathy** involves treating people's joints and muscles with exercise and massage.
10. An **X-ray** is a photograph taken with special equipment which can show if bones are broken or internal organs damaged.

D Answer these questions as fully as you can, in conversation or in writing.

1. What are your views on the ethical problems raised in the text in Exercise A?
2. Do we all have a right to free medical treatment, provided by the state, or should we make our own provision for health care, using private health insurance?
3. How can we reconcile the fact that the demand for health care these days is unlimited, whereas health budgets are limited? What priorities would you set if you were Health Minister? How important is health education?
4. What do you expect, and what do you get, from your family doctor? Which do you think is more important, the consultation or the prescription?
5. What factors have the greatest effect on our health?
6. What do you think of alternative medicine? Is it just a fashionable fad that will not last long, or might it replace orthodox medicine in the end?
UNIT 47

Danger and risk

A Match the words or phrases to make common expressions connected with danger and risk. Use each word or phrase only once.

1 a narrow
2 raise
3 the odds are
4 a false sense
5 risk life
6 run
7 take
8 peace
9 bear
10 safe
11 be swept
12 sheer

A the risk
B folly
C of mind
D overboard
E escape
F and sound
G a charmed life
H the alarm
I and limb
J heavily stacked against
K sensible precautions
L of security

B Now use the phrases from Exercise A in their correct form in these sentences.

1 I had a very ________ on my way to work this morning. I was just crossing the road when I was nearly mown down by a car jumping the lights.

2 If you choose to drink and drive, you __________ of being arrested and sent to prison.

3 Mrs Geeson was very relieved to see her sons come home __________ from their canoeing trip on the River Ardèche.

4 Two men are still missing from their yacht in the Indian Ocean. It is feared they may have __________ by a freak wave and drowned.

5 Douglas should never have attempted to climb Mont Blanc. With his heart condition, it was __________.

6 You will only have complete __________ if you insure yourself carefully against every possible disaster.

7 Tony seems to __________. He's already been involved in a shipwreck, two car accidents, a helicopter crash and a supermarket fire, and has come out of all of them without a scratch.

8 If you are going mountain climbing in winter, you are advised to __________, such as wearing the right clothing, and taking the correct equipment with you.

9 I can't believe that Sabina is going to __________ on that parachute jump. Of course, she's doing it for charity.

10 As there had never been an accident at that pit before, the miners were lulled into __________, and became careless.

11 When one of the walkers was injured, two of the group stayed with him, while another boy set off down the mountain to __________.

12 The __________ the missing fishermen, but the search for them will be resumed at first light, if weather conditions allow.
C Match the words on the left with the correct definitions.

1 intrepid A dangerous
2 hazardous B difficult living conditions
3 survivor C food and other necessities
4 hardships D extremely brave
5 endurance E someone still alive after an accident or a disaster
6 foolhardy F to put someone or something in danger
7 sponsor G (providing) the money needed
8 provisions H having a fixed aim, being single-minded
9 jeopardise I being able to put up with difficult conditions
10 funding J someone who is hurt or killed, e.g. in an accident
11 determination K someone who provides money for a venture
12 casualty L carelessly, rashly adventurous

D Now complete the text with the words from Exercise C, in their correct form.

The small team of scientists who have recently been exploring the Brazilian rainforest endured many 1) ________ before they reached home. Some commentators felt that it was 2) ________ of them to set out without proper 3) ________ from government or commercial 4) ________. They had very little equipment, and ran short of 5) ________ after six weeks, so that extra food and supplies had to be airlifted to them. At one point, the team admitted later, they all began to think that there would be no 6) ________ from this extremely 7) ________ and poorly planned expedition. Their leader, Professor Ralph Blackwood, has since been criticised for 8) ________ his colleagues' lives in the name of science. Fortunately, however, they were clearly 9) ________ and resourceful men, with the necessary grit and 10) ________ to succeed in their undertaking. 'We needed all our stamina and 11) ________,' one of them told our reporter, 'to get out of that jungle alive.' They returned home last week, with no 12) ________.

E Answer these questions as fully as you can, in conversation or in writing.

1 Statistics show that people are more likely to have a road accident near their home than when they are further away. Why do you think this might be so?

2 What is the greatest danger you are aware of in your daily life? Do you do anything to protect yourself from it? How likely is it to happen?

3 Make a list of what you consider to be dangerous sports. Should these be banned? Should people have to pay for their own medical care if they are injured in sports?

4 Do you enjoy taking risks? What kind of risks do you deliberately run?

5 What types of danger should we warn small children about? What is the best way of preparing school-age children for potentially dangerous situations?
A Complete the passage with these words. There are two more than you need.

Problems arose in the 1990s over the Indian government's giant dam project in the 1) _______ Narmada Valley, where many of Rudyard Kipling's stories are set. The Narmada River rises in the heart of central India and flows westwards to the Arabian sea. According to officials, the planned 2) _______ of a huge dam and 3) _______ canals would provide water for drinking and agriculture in an area worryingly prone to 4) _______. The Narmada dam would also offer a major 5) _______ of electricity to power-starved regions. As part of its commitment to 6) _______ countries, the World Bank originally gave India a $450 million loan for this vast project. However, critics argued that the dam project represented 7) _______ and cultural destruction on a 8) _______ so massive that the benefits would pale in comparison to the 9) _______ it would cause. They pointed out that more than 200,000 people would be uprooted and rehoused, and ancient 10) _______ cultures would be 11) _______. The World Bank subsequently halted funding as a result of intense pressure from 12) _______, following an unfavourable independent review of the project.

B Choose the correct word or phrase from the pair in brackets to complete each sentence.

1 There are very few unexplored areas left in the _______. (world/cosmos)
2 Barnaby spent all his life working on the _______, like his father and grandfather before him. (earth/land)
3 After a long day in the town, you really appreciate the fresh air of the _______. (nature/countryside)
4 Some market gardens find labour costs for casual workers so high that they allow the public to _______ the produce themselves. (pick/pick up)
5 The children watched open-mouthed as the meteor blazed across the evening _______. (heavens/sky)
6 From the helicopter the navigator could see the red cliffs of the Devon _______. (coast/shore)
7 It is hoped that recent advances in medical research will enable us to _______ many of the diseases which currently kill a large number of people in developing countries. (devastate/eradicate)
8 The travellers gazed in awe at the _______, a beautiful stretch of clear, fresh water surrounded by snow-capped peaks. (lake/sea)
9 South Africa is a country of great beauty and immense natural _______. (sources/resources)
10 The travellers gazed in awe at the ________, a beautiful stretch of clear, fresh water surrounded by snow-capped peaks. (lake/sea)

C Find adjectives connected with these nouns and verbs, and check their meanings in a dictionary.

1 tropics 9 region 17 disposal
2 globe 10 protect 18 biodegrade
3 town 11 congestion 19 solve
4 countryside 12 conifer 20 produce
5 nature 13 pollute 21 problem
6 scenery 14 climate 22 pole
7 mountain 15 disaster
8 coast 16 replace

D Match the words to make common expressions connected with the environment. Use each word only once.

1 health A waste
2 fossil B bank
3 unleaded C effect
4 ozone D fuels
5 acid E balance
6 ecological F hazard
7 greenhouse G rain
8 pressure H layer
9 sea I petrol
10 chemical J group
11 sewage K levels
12 bottle L disposal

E Answer these questions as fully as you can, in conversation or in writing.

1 What is your greatest environmental concern, and why?
2 What can the individual do to reduce pollution of the environment?
3 What should governments do to tackle pollution?
4 Are you optimistic or pessimistic about the future of our planet? Explain why.
5 What sources of energy are most environmentally friendly? Discuss their pros and cons.
6 Is there a need for a world population policy and, if so, what would you like to see included in it?
A Match the words or phrases to make common expressions connected with right and wrong. Use each word or phrase only once.

1 pangs A crime
2 a point B stricken
3 gross professional C values
4 conscience- D of civilised society
5 standards E problem
6 cook F of honour
7 family G abiding
8 law- H of conscience
9 a heinous I misconduct
10 an ethical J the books

B Complete the passage with these words.

devious corrupt rival loyalty integrity accused blame bribed reproached disgrace hoodwinked espionage conscience traitor

Rupert worked as a food scientist with Mixo, a large company producing packet cake-mixes and instant desserts. His wife, Josie, had a similar job with a 1) ________ company, Whizzo. So when both companies almost simultaneously produced a new instant strawberry mousse, Rupert's boss hit the roof and 2) ________ him of selling industrial secrets.

'You've 3) ________ us all!' he shouted furiously. 'How much did Whizzo pay you to give the details of Strawberry Dream to your wife? It's industrial 4) ________ !'

'Sir,' stammered Rupert in reply, 'I don't know how it happened. It's true that Josie and I were talking about mousse some time ago – perhaps that gave her the idea. I promise you, my commitment and 5) ________ to Mixo have always been one hundred per cent!'

'Get out of my sight, you 6) ________ little worm!' growled his boss. Although Rupert was sure in his own mind that he was not to 7) ________, he was upset that his professional 8) ________ had been called into question, and he felt that his colleagues considered him a 9) ________. At home, when he 10) ________ his wife for getting him into such hot water, she flew into a temper. 'I'm in 11) ________ at work too!' she cried. 'Whizzo think I was 12) ________ to reveal the secret mousse recipe. Just because we had the same idea at the same time, they assume we're both 13) ________ . Well, Rupert, we're both going to carry on working with a clear 14) ________ !'
C Now complete the sentences with words from the box in Exercise B.

1 Judge Clark is renowned for his _______ and high principles.
2 Guy Trilby passed state secrets to a foreign power, and is therefore regarded as a _______ by most people.
3 Hugh is entirely trustworthy. His _______ to the organisation cannot be questioned.
4 Fortunately, James's _______ little plan to discredit the manager and gain promotion for himself did not succeed.
5 Sarah _______ herself for not confessing the truth earlier.
6 That man must have _______ you completely. Didn't you see through his story?

D Make adjectives from these nouns and verbs, and check their meanings in a dictionary.

1 honour 7 fraud
2 ethics 8 deceive
3 suspect 9 vice
4 pettiness 10 sin
5 bankruptcy 11 sacrifice
6 scandal 12 betray

E Choose the correct word or phrase from the pair in brackets to complete each sentence.

1 If you make a false statement to the Inland Revenue, you may be accused of _______. (tax evasion/tax avoiding)
2 During the earthquake, gangs of youths _______ the electrical goods stores in the centre of town. (stole/looted)
3 Dropping litter in the street is not a crime, but a(n) _______. (misdeed/offence)
4 Big Ed tried to avoid arrest by _______ the policemen who came to take him away. (bribing/corrupting)
5 Whoever stole the money must come forward. If the _______ does not own up by the end of the day, the whole school will be punished. (wrongdoer/culprit)
6 As a family man, Terry has many _______. He never takes the kids out to the park, or helps with the housework. (vices/shortcomings)
7 Julie seems to have no moral standards at all. She is completely _______. (amoral/immoral)
8 I'm afraid your assistant has _______ the trust you placed in him, and leaked the whole story to the press. (betrayed/deceived)

F Discuss the following ethical questions, in conversation or in writing.

1 Is shoplifting a serious crime?
2 Should euthanasia, or mercy killing, be allowed under any circumstances?
3 What is your definition of dishonesty? Should we always tell the complete truth?
4 To whom should your first loyalty be? To your family, friends, country, religion? Or to something or someone else?
5 What should be the criteria for selecting families to adopt or foster children?
6 Who should teach children the difference between right and wrong?
Money and finance

A Complete the passage with these words.

Surveys show that, contrary to public expectation, 1) ______ does not always bring happiness. At 2) ______ level – that is, for the poorest fifth of the population in advanced economies – there is of course an 3) ______ in well-being for every £1000 increase in 4) ______. Beyond that, however, there is almost no improvement in people's 5) ______ with their lives relative to any rise in their 6) ______ of income. Strangely, market 7) ______ maintain that the purpose of the market is to maximise the satisfaction of 8) ______ wants, largely by encouraging personal 9) ______. However, according to most recent studies, there is little connection between the 10) ______ contributing most to people's happiness, such as a good family life or friendships, and their incomes.

B Match the words to make common expressions connected with money or finance. Use each word only once.

1 spending A card
2 profit B economy
3 credit C tax
4 market D test
5 per capita E margin
6 income F instalment
7 monthly G GNP (gross national product)
8 pocket H account
9 means I power
10 current J money

C Decide whether the definitions are true (T) or false (F). Give the correct definition if necessary.

1 A hallmark is a sign of quality or excellence.
2 A wholesaler buys from a retailer and sells to the public.
3 Gross profits are calculated after tax.
4 Yuppies is a word for loose change.
5 If you have a bank account, you normally receive a statement at regular intervals.
6 People who are very well-off could be called impecunious.
7 A stockbroker handles clients' financial investments.
8 Running up an overdraft means spending more than you have in your bank account.
9 A bargain is a purchase obtained at a surprisingly low price.
D Choose the correct word or phrase from the pair in brackets to complete each sentence.

1. It's easier to pay electricity and gas bills by ________. (direct debit/mail order)
2. The Robinsons are having difficulty in meeting the ________ repayments on their house. (hire purchase/mortgage)
3. Sandra's uncle left her £10,000 in his ________. (will/testament)
4. I'm afraid you are already three months ________ with your rent, Miss Hughes. (in arrears/in debt)
5. Mr Micawber owed money to so many people that his ________ used to crowd round his house, demanding satisfaction. (creditors/debtors)
6. The spirit of ________ helps private enterprise to thrive. (concurrence/competition)
7. The property developer was obliged to declare his annual ________ to the Inland Revenue for tax purposes. (profit/gain)
8. When the customer's cheque ________, the store manager refused to deliver the goods. (rebounded/bounced)
9. No ________ has been spared on the grandiose public buildings which continue to rise in the new capital city. (cost/expense)
10. We don't accept credit cards, I'm afraid. Please pay in ________. (cheque/cash)
11. Remember to keep the ________ in case you need to ask for a refund or replacement. (recipe/receipt)
12. If you show your student card, you may qualify for a ________. (decrease/discount)
13. Please make sure you have the correct change for the ________ before boarding the bus. (fee/fare)
14. Mrs Maitland has some ________ Picasso sketches in her private collection. The insurance premiums she has to pay are astronomical. (worthy/priceless)
15. People on a limited budget have to try to live ________, even if it means going without luxuries. (by all means/within their means)
16. The ________ from the village fair are earmarked for a local charity. (funds/proceeds)

E Answer these questions as fully as you can, in conversation or in writing.

1. What difference would it make to your life if you won a large sum of money – in a national lottery, for example?
2. Do you have a budget? Do you wait until you have enough cash to buy something, or do you use credit? What are the advantages and disadvantages of using credit?
3. Do you think 'telephone-number' salaries for young City stockbrokers are justifiable?
Choose the correct word or phrase to complete each sentence.

1. I presume you declare any private _______ to the appropriate authorities.
   a) income  b) revenue  c) interest  d) allowance
2. Derek had no experience of white-water canoeing, so it was extremely _______ of him to try and shoot the rapids.
   a) hazardous  b) intrepid  c) perilous  d) foolhardy
3. Meg had a _______ escape when she was hang-gliding yesterday.
   a) narrow  b) close  c) near  d) slender
4. The five-hour _______ which was performed on Mrs Brown's hip was expensive but effective.
   a) treatment  b) operation  c) medicine  d) therapy
5. Peregrine Thorpe _______ the rewards of his hard work when he was given the chair of classics.
   a) got  b) obtained  c) reaped  d) collected
6. I can't understand Juan's Spanish, because he speaks a regional _______.
   a) dialect  b) jargon  c) accent  d) slang
7. When the lift finally started moving, we were all packed inside like _______.
   a) fish  b) anchovies  c) sardines  d) dates
8. Mrs Taylor decided to buy a new coat by _______ order, as she didn't have time to look round the shops.
   a) postal  b) mail  c) banker's  d) standing
9. I usually switch off the television when the _______ come on.
   a) commercials  b) posters  c) slogans  d) advertising
10. 'When do you have to hand in that report?' 'The _______ is Thursday 12th April.'
    a) lifeline  b) byline  c) headline  d) deadline
11. The police accused the bank employee of _______, after financial irregularities were uncovered in his department's accounts.
    a) fraud  b) hoodwink  c) swindle  d) cheating
12. When the accused was found guilty of reckless driving, he asked for five other _______ to be taken into consideration.
    a) crimes  b) offences  c) shortcomings  d) misdeeds
13. The Gloucester Gazette wanted to boost its _______ by targeting a younger market.
    a) circulation  b) readers  c) coverage  d) market
14. The soldier who saved the lives of three of his comrades was given a _______ award.
    a) prenatal  b) posthumous  c) postprandial  d) predicted
15. You never quite know what Ken is up to – he's rather a dark _______.
    a) dog  b) fox  c) wolf  d) horse
16. Tina took her four-year-old daughter to the children's hospital for an appointment with a _______.
    a) paediatrician  b) pedestrian  c) philologist  d) philatelist
17 For my ________ of mind, promise you'll wear a life jacket in the boat.
   a) satisfaction  b) contentment  c) peace  d) calmness

18 The burglar suffered ________ of conscience when he realised he had unwittingly stolen the little girl's teddy bear.
   a) pains  b) aches  c) stabs  d) pangs

19 In attacking the old lady, the youth committed a ________ crime.
   a) heinous  b) naughty  c) bad  d) evil

20 The World Health Organisation has stated that smallpox has been almost completely ________.
   a) uprooted  b) eradicated  c) obliterated  d) extinguished

21 John's amateur dramatic group are ________ 'My Fair Lady' this weekend. The first performance is on Wednesday.
   a) rehearsing  b) repeating  c) playing  d) practising

22 Once the new Marketing Manager's ideas were implemented, sales ________ and the company made huge profits.
   a) plunged  b) lifted  c) rocketed  d) achieved

23 I can't possibly make the announcement now – I've got a ________ in my throat!
   a) fish  b) toad  c) bird  d) frog

24 Cosmetics companies who claim not to ________ their products on animals are gaining a large share of the market.
   a) test  b) try  c) experiment  d) practise

25 Looking at old photos in family albums often ________ happy memories of the past.
   a) creates  b) evokes  c) makes  d) reminds

26 The week of exams left Miranda exhausted, and she's still rather ________.
   a) low down  b) full of beans  c) under the weather  d) in worse condition

27 It was a complicated, subtle text, and the translator was not sure he had captured all its ________ of meaning.
   a) allusions  b) tones  c) shadows  d) nuances

28 What a mad thing to do! You could all have been killed! It was folly!
   a) merely  b) only  c) sheer  d) wild

29 The President, flanked by his bodyguards, made a powerful ________ on the steps of the White House.
   a) speech  b) talk  c) lecture  d) sermon

30 Because Trevor had started a fight in the playground, he was in ________ for the rest of that day.
   a) punishment  b) exile  c) dishonour  d) disgrace

31 Blood ________ are needed urgently, as the national blood bank reserves are getting low.
   a) volunteers  b) donors  c) givers  d) offers

32 Those who live on the ________ tend to have a less sentimental view of nature than city dwellers.
   a) country  b) soil  c) earth  d) land
A Read the passage, then decide which word from A, B, C or D is most appropriate for each space.

The full name of the UK is the United Kingdom of Great Britain and Northern Ireland. Great Britain, strictly speaking, is the island comprising England, Wales and Scotland. Ireland, to the west of Great Britain, is the island made up of Northern Ireland, which is part of 1) ________, and the 2) ________ of Ireland (known in Irish as Eire). Great Britain and Ireland belong to the whole group of islands known as the 3) ________ Isles, which includes all the Scottish islands such as the Hebrides, the Orkneys and the Shetlands, plus others such as Anglesey and the Scilly Isles. Most of these smaller islands are part of the UK and are 4) ________ from the mainland, although the Isle of Man (in the Irish Sea) and the Channel Islands (between England and France) are largely 5) ________. In fact, the Isle of Man’s 6) ________, the Tynwald, was established more than 1000 years ago, and is thought to be the oldest legislature in continuous existence in the world.

Until 1999, all parts of the UK were governed from London. However, following ‘yes’ votes in the Scottish, Welsh and Northern Irish 7) ________, the British government set up a new Scottish Parliament and Welsh and Northern Irish Assemblies, 8) ________ many of its powers to these bodies.

For economic purposes, England is divided into nine large 9) ________; development agencies exist to improve their economic performance and to tailor national 10) ________ to regional needs. However, most individuals feel a much stronger attachment to their 11) ________, which in most cases represents a historical link with the past. There are over forty of these in England, of varying 12) ________, from tiny Berkshire to enormous North Yorkshire.

The citizens of the United Kingdom have British 13) ________. In addition, they are citizens of the European 14) ________, because the UK is a 15) ________ state.

A the UK  B England  C Great Britain  D Scotland
1 Kingdom  2 State  3 Scottish  4 legislated  5 self-governing  6 monarch  7 referendums  8 depositing
  accounted  9 legislated  10 tailored  11 regional  12 diverse  13 citizenship  14 Union  15 federal
A Match the words and phrases on the left, connected with UK politics, with the correct definitions.

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<td>Club</td>
<td>Charter</td>
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<tr>
<td>15</td>
<td>member</td>
<td>participant</td>
<td>voting</td>
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B Match the words and phrases on the left, connected with UK politics, with the correct definitions.

1. a constituency
2. a candidate
3. a Member of Parliament
4. the electorate
5. a by-election
6. a general election
7. a ballot box
8. a polling station
9. the Opposition
10. a majority

A all qualified voters
B when all MPs are replaced or re-elected
C someone who offers him/herself for election as an MP
D the container in which you put your vote
E someone elected to represent his/her constituents
F the building where you go to cast your vote
G a district that sends an MP to Parliament (or its residents)
H the largest party in Parliament which is not part of the Government
I when one particular constituency votes for a new MP
J the number of votes/seats by which a candidate/party wins an election

C Use words or phrases from Exercise B to complete these sentences.

1. The government's currently trying to woo the ________ by promising huge tax cuts. Supposedly, these would kick in after the ________, so they represent an attractive lure for the man or woman in the street.

2. Even my cousin is rather dismissive of the party's tactics, and she's standing as their ________ for her local ________!

3. She takes her politics very seriously, and says she wants to become a(n) ________ so that she can improve the way the country's governed.

4. The Leader of the ________ joined with the Prime Minister in condemning the latest terrorist outrages.

D Answer these questions as fully as you can, in conversation or in writing.

1. What is the difference between the United Kingdom, Great Britain and the British Isles?

2. What do you think of the largely symbolic role played by the sovereign in the British parliamentary system? What effect, if any, do you think the monarch has on British politics?

3. What are the pros and cons of a written versus an unwritten constitution?

4. Who should hold more power, local or central bodies? Which should take precedence, regional or national interests?
A Match the words or phrases to make common expressions connected with revenge or forgiveness. Use each word or phrase only once.

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<td>1 settle</td>
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<td>5 an eye</td>
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<td>6 get your own</td>
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<td>10 a family</td>
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<td>11 bear</td>
<td>K the hatchet</td>
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<td>12 bury</td>
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B Choose the correct word from the pair in brackets to complete each sentence.

1. The two secretaries kept up their _______ for six months, and did not speak to each other unless they had to. (feud/argument)

2. Don’t _______ him by pointing out his mistakes. (antagonise/exacerbate)

3. What was the Minister’s _______ for giving his assistant the sack? (cause/motive)

4. When they heard of the atrocities committed by the occupying army, the exiled government vowed to _______ a terrible revenge if they ever regained power. (wield/wreak)

5. Throughout world history, countries have engaged in _______ for reasons of territorial aggression, or religious or racial hatred. (warfare/rioting)

6. The marriage guidance counsellor is hoping to bring about a _______ of both parties, to prevent a divorce. (redress/reconciliation)

7. Three villagers were shot in _______ for the killing of three soldiers. (reprieve/reprisal)

8. ‘Good! I’m glad you’re hurt!’ said Gloria _______. (enviously/vindictively)

9. Callers jammed the switchboard after a request was broadcast for information from _______ of burglary. (casualties/victims)

10. Max’s feelings of _______ persisted, even though the company made every effort to placate him. (rancour/apprehension)

11. When Julian criticised her dress sense, Jacky _______ by commenting on his bald spot. (reprimanded/retaliated)

12. I wish you could have a discussion without getting _______! (aggressive/assertive)
C Complete the missing answers or clues in the crossword. All the answers can be found in Exercise B, but you may have to change the form of the word.

A _______ revenge
B _______ bitterness
C 14 across a long-standing quarrel
D 15 across people who suffer harm or injury
E 1 down a feeling of wanting revenge
F _______ the state of competing with other people
G 7 across a reason for doing something
H _______ punishment or compensation
I _______ a private family feud
J _______ to repay an injury, fight back
K _______ to put right a wrong
L 4 down to re-establish friendly relations after a quarrel
M 11 down to inflict (revenge)
N 3 across to make someone hostile
O 6 down the process of waging war
P 9 across deep bitterness or hostility

D Answer these questions as fully as you can, in conversation or in writing.

1 Can you think of occasions when you have tried to get your own back? Has it always worked?
2 Have you any personal experience of long-harboured resentment or family feuds? How can these problems be resolved?
3 How can the desire for revenge affect a) negotiation of disputed national boundaries? b) arrangements for a couple’s divorce?
4 Should the desire for revenge play any part in the legal system or the punishment of criminals? How can an innocent victim be helped to come to terms with the effects of a crime committed against him/herself?
A Match the words to make common expressions connected with technology or progress. Use each word only once.

B Complete the passage with these words. There is one more than you need.

Microsoft is the giant of the computer software market, and its quarterly 1) ______ regularly exceed one billion dollars. It originally supplied the operating 2) ______ adopted by IBM for its 3) ______, and now sells its own phenomenally popular system, Windows. Building on the latter’s success, the company developed carefully 4) ______ software products designed to be thoroughly 5) ______ with each other, but not necessarily with those of all other companies. Microsoft’s business strategy has been widely criticised by its 6) ______, who have accused it of attempting to create a 7) ______, thus stifling healthy competition as well as harming the interests of 8) ______. Although it is currently the 9) ______ leader, the company cannot assume that the unprecedented 10) ______ in software sales will last for ever.

Therefore, in order to maintain its market position, it has joined the telecommunications industry in 11) ______ heavily in cable technology, in order to create a so-called 12) ______ highway capable of delivering digitally 13) ______ video, the internet and other services to the home. This concept may turn out to be a very 14) ______ one for Microsoft and any other companies associated with the 15) ______.
C Complete the sentences with these words and phrases. Use each expression only once.

<table>
<thead>
<tr>
<th>robot</th>
<th>electromagnetic field</th>
<th>closed-circuit programme</th>
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<td>central locking</td>
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1. When a man with a shotgun took his girlfriend hostage, the Maryland police decided to send a [blind word], operated by [blind word], into the building to disarm him.
2. Parents of a 13-year-old leukaemia victim are suing their local electricity company on the grounds that the [blind word] in their son's bedroom contributed to his death.
3. Police attempted to hold back the [blind word] protesters as they surged towards the parliament building.
4. Contrary to popular belief, [blind word] energy can still be collected and stored even on a cloudy or misty day.
5. Most supermarkets and department stores have a system of [blind word] television in operation twenty-four hours a day.
6. Customers are requested to ensure that all [blind word] are removed from garments at the time of purchase.
7. The board of directors is currently seeking to [blind word] the decision-making process at management level.
8. Hoover, Zanussi and Bosch are all well-known manufacturers of [blind word].
9. The electronics and computer industries have been revolutionised by the development of the [blind word].
10. The [blind word] of a centrifugal pump is related to its speed of rotation.
11. Many cars these days have a [blind word] system, enabling all doors to be locked by turning just one key.
12. You can [blind word] the central heating to come on at set times, using a time switch connected to the boiler.

D Decide whether the definitions are true (T) or false (F). Give the correct definition if necessary.

1. A **catalyst** is a person or thing that causes a change.
2. A **gadget** is a large electrical appliance.
3. Data is another word for information.
4. A **trolley** is a two-wheeled cart for carrying shopping.
5. Radiation is the emission of energy in the form of rays.
6. A **sophisticated** machine is a complex one.
7. A **socket** is a device attached to a flex, used to make an electrical connection.
8. A **vehicle** is a means of transport with wheels.

E Answer these questions as fully as you can, in conversation or in writing.

1. What, in your opinion, was the greatest technological achievement of the twentieth century?
2. Which area of technology do you think deserves further research and development, and why?
3. Name three gadgets or other pieces of equipment which you feel are indispensable to your comfort, and explain why.
A Match the words to make common expressions connected with employment. Use each word only once.

1 trade  A salary
2 curriculum  B pay
3 aptitude  C retirement
4 sick  D action
5 industrial  E prospects
6 promotion  F union
7 probationary  G test
8 short  H period
9 monthly  I vitæ
10 early  J list

B Choose the correct word or phrase from the pair in brackets to complete each sentence.

1 If you work longer than your contract stipulates, you will be paid ________. (flexitime/overtime)
2 Every year there are at least 50,000 ________ for that particular examination. (applicants/candidates)
3 People who are unable to find work may be eligible for unemployment ________. (payment/benefit)
4 Dr Brewer decided to spend his ________ year on research into comparative religions. (secondment/sabbatical)
5 As the shipyard had run out of orders, all the workers were made ________. (redundant/sacked)
6 Chris really is very talented, but he can’t possibly expect to make a ________ from his painting. (profession/living)
7 University students who take out a ________ to pay for their studies may be seriously in debt when they graduate. (loan/mortgage)
8 I hope Jane Eyre will be on the ________ again next year. (studies/syllabus)

C Choose the correct word to complete each sentence.

1 When Lucinda graduated, she had no idea which ________ to choose.
   a) living  b) business  c) career  d) work
2 The sales manager failed to negotiate a suitable ________ with his Japanese counterpart.
   a) deal  b) transaction  c) business  d) accord
3 The job you’ve applied for isn’t ________. It’s only temporary, I’m afraid.
   a) long-lasting  b) permanent  c) eternal  d) durable
4 Pete has a well-paid position with a local ________.
   a) firm  b) association  c) house  d) society
5 When you send in your application, remember to supply the names of two ________.
   a) umpires  b) judges  c) supporters  d) referees
D Complete the sentences with these expressions. There is one more than you need.

6 The day-to-day running of the school is handled by the headteacher, who is responsible to the ________ of governors.
a) board  b) table  c) committee  d) meeting

7 Silvio was the first member of staff ever to be ________ for gross professional misconduct.
a) dispatched  b) sacked  c) released  d) shot

8 Employers are often less interested in an applicant's academic ________ than in his or her experience.
a) papers  b) certificates  c) qualifications  d) degrees

9 Gary accepted the job in Lisbon, although he would only be ________ half his previous salary.
a) winning  b) gaining  c) deserving  d) earning

10 Depending on their circumstances, university students live on a ________ from the bank, an allowance from their parents or income from part-time jobs.
a) loan  b) pension  c) fund  d) purse

<table>
<thead>
<tr>
<th>on-the-job training</th>
<th>achieve his potential</th>
</tr>
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<tbody>
<tr>
<td>enter the labour market</td>
<td>off sick</td>
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<tr>
<td>on leave</td>
<td>on the dole</td>
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<tr>
<td>wage dispute</td>
<td>picket line</td>
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1 Peter lost his job in 1998 and has been ________ ever since.
2 Kirsty feels this is an inopportune moment to ________, so she is planning to continue her studies instead.
3 We attach very little importance to the fact that you have no experience of computers, because you will be given the necessary ________.
4 When we took on Craig Henderson a couple of years ago, we hoped he would become a high-flyer. But I'm afraid he has completely failed to ________.
5 Staff morale is at an all-time low, largely owing to the recent ________.
6 During the strike, the union organised a 24-hour ________ outside the gates, to discourage people from entering the factory.

E Answer these questions as fully as you can, in conversation or in writing.

1 How much freedom and choice should children be given at school? How important do you think rules and discipline are?
2 Suggest ways of improving a country's education system.
3 How would you balance work and leisure, if you had a free choice?
4 How important is it to have high educational qualifications when looking for a job?
5 What qualities would you look for in
   a) a boss?  b) a colleague?  c) a subordinate?
6 What are the advantages and disadvantages of
   a) single-sex education?  b) boarding schools?
   c) freelance work?  d) early retirement?
A Match the words to make common expressions connected with different lifestyles. Use each word only once.

1. fast
2. standard
3. poverty
4. child
5. welfare
6. nuclear
7. working
8. disposable
9. consumer
10. single
11. subsistence
12. racial
13. self
14. high

A tension
B image
C of living
D durables
E level
F state
G flyer
H parent
I benefit
J family
K class
L income
M pace
N trap

B Complete the passage with these words. There is one more than you need.

renovation habitation bare necessities polarised threats brave victimising plight support demolish sympathise cottage belongs survival evict

A Welsh district council has refused to pay for the 1) ________ of a tiny two-room stone 2) ________ , and has declared it unfit for human 3) ________. The cottage 4) ________ to Miss Heather Morton, who has lived there since her childhood. She manages with only the 5) ________ of life, as there is no electricity or piped water. She wants to stay in the 150-year-old cottage, but the council is determined to 6) ________ her and 7) ________ the building. Her 8) ________ has 9) ________ the community. A few of her neighbours 10) ________ the council's decision, but most 11) ________ with Miss Morton and accuse the council of 12) ________ an elderly lady. Despite the council's 13) ________, Miss Morton intends to 14) ________ out the winter in her home, with her five dogs for company.

C Decide whether the definitions are true (T) or false (F). Give the correct definition if necessary.

1. **Materialism** is an excessive interest in money and material possessions.
2. A **status symbol** is a possession which is regarded as proof of the owner's social position.
3. An **acquisitive** person is someone who asks too many questions.
4. **Affluence** is the power exerted by one person over another.
5. **Slums** are squalid, overcrowded areas of a city.
Choose the correct word or phrase from the pair in brackets to complete each sentence.

1. Many housing estates and blocks of flats were put up in the building _______ of the 1980s. (surge/boom)
2. People are encouraged to live _______ these days, by making excessive use of credit facilities. (in the red/beyond their means)
3. Residents of the _______ enjoy good social amenities without the noise and bustle of living in the town centre. (downtown/suburbs)
4. It is becoming fashionable to dress in _______ clothes snapped up from junk shops and jumble sales. (second-hand/antique)
5. Some people opt out of the _______ and take early retirement. (rat race/grindstone)
6. A house can be seen as a comfortable dwelling to bring the family up in, or as a lucrative _______. (investment/profit)
7. While some householders have open-plan gardens, others feel the need for high fences, guard dogs and _______ lights. (privacy/security)
8. Tastes in interior decoration vary from the plain, simple, farmhouse style to the _______, expensive decor you find in many town houses. (tasty/sophisticated)
9. If a marriage does not work out, the couple often split up, share out their assets, and live _______. (separated/apart)
10. So many celebrities have a private life which is quite different from their public _______. (picture/image)
11. In certain countries, _______ visitors is always done in hotels or restaurants, while in others it is considered more hospitable to invite guests to the home. (entertaining/greeting)
12. It is difficult for people in serious _______ to get out of the spiral of borrowing and paying interest on ever-increasing loans. (credit/debt)

Answer these questions as fully as you can, in conversation or in writing.

1. What factors make a lifestyle challenging or rewarding?
2. How do you account for the current interest in the material aspects of life, rather than the spiritual? Do you think this is a temporary aberration, or purely a more realistic approach which will last?
3. Can you give reasons for the widening gap between rich and poor in developed countries as well as the Third World? Is there a long-term solution to this problem?
4. What would your ideal lifestyle be, if you had no financial considerations or family responsibilities to take into account?
A Match the words or phrases to make common expressions connected with belief or superstition.

B Decide whether the definitions are true (T) or false (F). Give the correct definition if necessary.

1 dabble A account
2 mind B pokery
3 extra-sensory C telling
4 sleight D in the occult
5 jiggery- E magic
6 far- F perception
7 burden G of proof
8 unidentified H illusion
9 fortune I of hand
10 black J over matter
11 optical K fetched
12 eyewitness L flying object

1 A premonition is an intuition of a future happy event.
2 A charlatan is someone who pretends to have knowledge he or she does not possess, especially in medicine.
3 To levitate means rising or causing to rise and float in the air.
4 A seance is a meeting where spiritualists try to receive messages from the spirits of the dead.
5 Astrology is the study of the planets and stars.
6 A poltergeist is a spirit which makes noises and moves objects.
7 Telepathy means being able to understand, and communicate with, people's thoughts.
8 A clairvoyant is someone who knows exactly what happened in the past.
9 To haunt means to visit a person or a place regularly. (used of ghosts)
10 A sceptic is someone who does not believe a person or an idea.
11 To douse for water is to hunt for water by holding a forked stick over the ground.
12 Fringe medicine refers to alternative treatments, many of which are not generally recognised by the traditional medical establishment.
13 A cult is a sect devoted to the practices of a particular religion or set of theories.
14 An atheist is someone who believes in God.
15 The evil eye is a look or glance superstitiously supposed to have the power of inflicting harm.
16 Old wives' tales are superstitious beliefs passed on by word of mouth.
17 Witchcraft is the art of using magic to make certain, usually evil, things happen.
18 A totem pole is a carved post set up by certain Native Americans as a tribal symbol.
C Fill in the missing words, all beginning with m.

1. People sometimes see a ____________, of an oasis or water, in the desert. It recedes as they approach it.
2. A ____________ is a person who claims to carry messages between the dead and the living.
3. The unicorn is a ____________ beast.
4. Do you believe the Loch Ness ____________ exists?
5. ____________ is the art which supposedly influences events by the use of spells.
6. A ____________ is a surprising event attributed to a supernatural cause.
7. The cult members were ____________ by their fascinating but manipulative leader, and agreed to do whatever he wanted.

D Choose the correct word to complete each sentence.

1. His story appeared completely ________ at the time, and we were all taken in.
   a) gullible  
   b) believable  
   c) credulous  
   d) honest
2. When the police found her, she was living under a(n) ________ name.
   a) assumed  
   b) fraudulent  
   c) bogus  
   d) fake
3. Adam was only able to pass the entry test by ________.
   a) duping  
   b) fooling  
   c) cheating  
   d) deceiving
4. I am afraid I cannot give ________ to Humphrey's account of what happened.
   a) truth  
   b) belief  
   c) faith  
   d) credence
5. The journalists asked the Prime Minister to ________ the date of the next election.
   a) predict  
   b) foretell  
   c) presage  
   d) prevaricate

E Answer these questions as fully as you can, in conversation or in writing.

1. What superstitious habits are common in your country?
2. Do you need proof before you can believe anything, or do you take some things on trust? Give examples.
3. Discuss whether you think the following situations are supposed to bring good or bad luck:
   a) a black cat crossing your path
   b) walking under a ladder
   c) arranging something for Friday the 13th
   d) driving a green car
   e) breaking a mirror
   f) taking the last sandwich on a plate
   g) catching the bride's bouquet as she leaves for her honeymoon
   h) treading in a cowpat or dog mess, or being hit by bird droppings.
4. Astrology, palmistry and reading tea leaves or tarot cards are all ways of trying to predict the future. Do you believe in any of them?
UNIT 58

Time and memory

A Match the words on the left with the correct definitions.

1 decade A a hundred years
2 diary B a chart showing the days and months of a year
3 epoch C a clock in a tall wooden case
4 century D ten years
5 calendar E a personal record of daily events
6 stopwatch F a watch used for timing sporting events
7 timer G a person descended from someone
8 grandfather clock H a device which can be set to ring after a period of time or to switch on a system
9 ancestor I a period of time in history
10 descendant J a person from whom someone is descended

B Choose the correct word or phrase from the pair in brackets to complete each sentence.

1 The old man often used to _______ happily about the past. (reminisce/recollect)
2 When Allen was asked the all-important question, his mind was _______. (a total blank/total recall)
3 At least the photos are a _______ reminder of that wonderful holiday. (durable/lasting)
4 Eleanor brought back several interesting _______ of her trip to South America. (memorials/souvenirs)
5 When the boy was asked for an explanation, he _______, making up a story about a long-lost uncle. (procrastinated/prevaricated)
6 Too many people indulge in unnecessary _______ for the past. (recall/nostalgia)
7 My aunt has taken the wrong keys again. She's so _______. (absent-minded/open-minded)
8 The memory of the beggar's face _______ Sam for a long time. (hampered/haunted)
9 Any event recorded by history is a(n) _______ event. (historic/historical)
10 The village church dates back to _______ times. (ancient/antique)
11 Aya spent a whole week _______ facts and figures for her statistics exam. (memorising/remembering)
12 Olga Berkov has furnished her London flat in striking _______ style. (contemporary/day-to-day)
13 I expect you'll receive a reply from the Education Department _______. (at last/sooner or later)
14 Please make sure you arrive at eight _______. (on the dot/on the spot)
15 Have you seen the long-range weather _______? They say there'll be gales this weekend. (prediction/forecast)
C Fill in the missing words.
The first letter of each is given.

1 I can't remember his name. It's on the T of my tongue.
2 You must remember! Think! R your brains!
3 Warren never remembers anything. He's got a memory like a S .
4 The cathedral was built in the Middle A .
5 The new President took over immediately from his P .
6 The standing stones at Woodhenge date back to P times.
7 It's H time you told him the truth.
8 Rosemary thought she would never get over Colin's death, but with the P of time she began to come to terms with it.
9 Time F when you're enjoying yourself.
10 Much of our information on the mediaeval way of life has come from D originally written by monks.
11 Only P will be able to judge whether the Prime Minister made the right decision or not.
12 With H the Government realised they had blundered, but it was too late to rectify the situation.

D Answer these questions as fully as you can, in conversation or in writing.

1 Describe any historic events which occurred in the year of your birth. Which events that have happened since then are the most important, in your opinion?
2 Choose the three dates that you consider the most important historically, and give reasons for your choice.
3 What different systems are there for improving memory? Do these work, and if so, why?
4 Find out as much as you can about the life and achievements of a historical figure, and write an essay or give a talk about him or her. Could this person have achieved as much in a different historical period or not?
5 Describe your first memory, your most embarrassing memory, and your happiest memory.
### UNIT 59

#### Travelling and transport

**A** Match the words to make common expressions connected with travelling. Use each word only once.

| 1. steering | A reservation   |
| 2. off-     | B shoulder      |
| 3. central  | C hour          |
| 4. Highway  | D calming       |
| 5. hard     | E carriageway   |
| 6. rush     | F peak          |
| 7. high     | G crossing      |
| 8. dual     | H wheel         |
| 9. pedestrian | I season  |
| 10. filling | J Code          |
| 11. traffic | K holiday       |
| 12. package | L station       |

**B** Decide whether the definitions are true (T) or false (F). Give the correct definition if necessary.

1. The *flight recorder* is a plane's co-pilot.  
2. A *traffic jam* occurs when heavy traffic moves slowly, if at all.  
3. *Commuters* travel considerable distances from home to work.  
4. *Off the beaten track* is used to describe an isolated, relatively unknown place.  
5. A *berth* is a type of camp bed.  
6. You put coins into a *parking meter*, to pay for time to park there.  
7. A *tachograph* measures a vehicle's fuel consumption.  
8. An *itinerary* is a plane or train timetable.

**C** Complete the passage with these words. Use each word only once. There is one more than you need.

```
Welcome to the wonderful world of Portland Holidays! In our latest 1) ______ we are sure you'll find the widest 2) ______ of holidays on the market. You can pamper yourself at the five-star Portland Sheraton in the well-known 3) ______ of Los Reyes, where 4) ______ for sports and nightlife are second to none. Or you can 5) ______ around the island on a 6) ______ yacht, 7) ______ on deck in the warm Mediterranean sunshine, and admiring the 8) ______ scenery. Alternatively you might prefer to take a 9) ______ apartment in one of the 10) ______ fishing villages. Here you can sample the authentic local 11) ______, with its famous seafood specialities, and go on a variety of 12) ______ to places of cultural and archaeological interest. Our prices are 13) ______ of all flights and 14) ______, and represent excellent value. Book now!
```
D Complete the missing answers or clues in the crossword.

A _______ a long, difficult journey, often on foot
B 11 down a road around a town, not through it
C 15 across a house in the country or at the seaside
D _______ a fee to be paid when using a bridge or motorway
E 9 across a central island with traffic moving round it
F 8 down a small room on a ship
G _______ a small house in the mountains, usually of wood
H 2 down a holiday where everything is included in the price
I 3 across an overland or hunting expedition, especially in Africa
J 14 down passing through
K _______ the place where a train or bus ends its journey
L 4 across a piece of paper showing you have paid to travel
M 5 across a booklet advertising holidays
N 6 down (travelling) across a country
O _______ sections of a train (e.g. 1st class)
P 13 across ‘You must be tired after your long _______.’
Q 12 down the London Underground
R _______ a cheap flight booked by a package tour company
S 1 down state of complete tiredness

1 What are the advantages and disadvantages of travelling in remote areas? What preparations would you make for a holiday trekking in the foothills of the Himalayas, or exploring the Brazilian rainforests, or crossing the Sahara Desert by jeep?
2 What traffic control or traffic calming measures can you suggest to improve life for pedestrians in towns?
3 What do you think the best means of transport is
   a) for a short journey across town to work every day?
   b) for an evening at the cinema or theatre?
   c) for a touring holiday in Europe?
A Choose the correct word from the pair in brackets to complete each sentence.

1. All Shakespeare's plays are out of ________, as he has been dead for over seventy years. (copyright/playwright)
2. Before publication, an author usually checks the ________ sent by the publishers. (manuscript/proofs)
3. If you go on holiday to a country where you don't speak the language, you probably need a ________. (phrasebook/guidebook)
4. I'm afraid I lost interest in the book. The ________ was too complicated. (plot/theme)
5. I probably won't buy anything from the bookshop. I'll just ________. (peruse/browse)
6. You'll get an idea of what the book is about by glancing at the ________. (dedication/dust-jacket)
7. Is this the latest ________ of The Evening Herald? (volume/edition)
8. To appreciate historical novels you need a good ________. (imagination/fantasy)
9. Have you done the exercises? Look the answers up in the ________. (key/bibliography)
10. The information should be clearly presented in well-planned ________. (sectors/paragraphs)
11. Most modern poetry doesn't ________. (verse/rhyme)
12. Some of the best writers can be interpreted both ________ and metaphorically. (laterally/literally)
13. 'Is that the end of the story, Mummy?' 'Let's turn over the ________ and see.' (page/sheet)
14. I really enjoyed the suspense. It's one of the best ________ I've ever read. (romances/thrillers)
15. The new biography of Gandhi is rather expensive, so I think I'll order it from the ________, rather than buying it. (bookshop/library)

B Fill in the missing words. The first letter of each is given.

1. I never buy ________ books, as they're so expensive. I just wait till they come out in paperback.
2. Karl Marx's works have been ________ into most of the world languages.
3. It was impossible to attract Mike's attention. He was so ________ in his book.
4. Never Look Back has already sold 100,000 copies and is going to be another ________ for Alexander Fleming.
5. In the opening ________ of the novel, the young boy has a terrifying experience which will haunt him throughout his life.
6. Many people have a favourite ________ and read all his or her books avidly.
7 Thomas Hardy is better known for his poetry than for his

8 Yet another of D.H. Lawrence has just been published, with some new insights into his unhappy adolescence.

9 Could I borrow your of Macbeth for this afternoon's lesson? I seem to have left mine at home.

10 Children's books are often lavishly by accomplished artists.

C Match the words on the left, connected with books or reading, with the correct definitions.

1 a whodunnit A a book from which information may be obtained
2 an atlas B an alphabetical list of names or topics referred to in a book
3 a reference book C a section at the end of a literary work, in the form of a commentary
4 an index D imaginative writing based on recent or future scientific discoveries
5 a satire E a passage taken from a book, play etc.
6 plagiarism F a crime novel
7 an epilogue G a collection of poems or literary passages
8 an extract H the act of taking ideas, passages etc. from another writer
9 science fiction I a complete list of items (e.g. for sale)
10 a catalogue J a work in which topical issues, politics etc. are ridiculed
11 non-fiction K a book of maps
12 an anthology L factual writing

D Answer these questions as fully as you can, in conversation or in writing.

1 What, for you, are the ingredients of a good book? How would you set about writing a best-seller?

2 Will reading become a thing of the past, as more people watch videos and use computers in their spare time?

3 How do a country's history, customs, economic situation, climate and language development affect the literature it produces? Give examples.

4 Write a review of a book you have read recently. Either recommend it, or say why, in your opinion, it is not worth reading.

5 People read for various reasons: for relaxation, to acquire information, for escapism, to help further their studies or career, for fun, to keep up with current events.

Decide which of the above are true for you. If you do not read much, explain why reading does not appeal to you.
UNIT 61

Law and order

A Match the words or phrases to make common expressions connected with law and order.

1. tackle
2. riot
3. open
4. prison
5. under
6. take into
7. commit
8. soccer
9. public
10. release on

A police B sentence C oath D custody E the problem F hooligans G concern H bail I a crime J prison

B Complete the passage with these words and phrases. Use each word or phrase only once.

reach a verdict deterrent charged court

A criminologists B evidence C plead D sum up E lawyers

offenders B jury C acquitted D pass sentence

committed B offence C witnesses D stand E defendant

A person who is 1) ________ with a serious 2) ________ in Britain has to 3) ________ trial, and 4) ________ guilty or not guilty in 5) ________.

During the case the judge and 6) ________ will examine all the 7) ________ presented by both sides, and listen to the cross-examination of any 8) ________ called by the defence and prosecution 9) ________.

Finally the judge will 10) ________ the case in legal terms, and the jury will retire to 11) _________. If the 12) ________ is found guilty, the judge will 13) ________ on him, but if he is found not guilty, he will be 14) _________. His sentence will be heavier if he has 15) ________ the same offence previously, though some 16) ________ argue that the number of persistent 17) ________ suggests that prison is not necessarily the most effective 18) ________.

C Complete the missing answers or clues in the crossword. You will find some of the answers in Exercise B.

A 2 down the place where trials are conducted
B 14 down Handcuffs go on these!
C ________ a policeman’s rubber weapon
D 18 across a reason or apology for doing or not doing something
E 8 down a judge in a lower-level court
F 12 across a violent public protest
G ________ a theory or system of fairness for everybody
H ________ a young person whose behaviour is uncontrolled and destructive or violent
I 15 across something which puts people off committing a crime
1. How could law and order be improved in your town? Is it a question of investment in police training and manpower, or should ordinary citizens become more involved (as in neighbourhood watch, patrolling or vigilante schemes)?

2. What is the worst miscarriage of justice you can remember in recent times? Does this make you sceptical about the fairness of the legal system and the courts?

3. Do you see prison as a means of punishment, or rehabilitation, or a cross between the two?
A Choose the correct word or phrase to complete each sentence.

1. Jane was full of _______ towards her stepmother.
   a) retribution  b) resentment  c) reprisal  d) vengeance

2. Factories are having to _______ all production processes and, in some cases, the workforce too.
   a) slim  b) simplify  c) streamline  d) train

3. Digitally _______ messages can be delivered via cable direct into our homes.
   a) numbered  b) dialled  c) encoded  d) deciphered

4. Josie makes a good _______ from her freelance work.
   a) profession  b) job  c) living  d) earnings

5. When Wilson's company was hit by the recession, he decided to take early _______.
   a) redundancy  b) retirement  c) resignation  d) redeployment

6. Who needs more than the _______ necessities of life?
   a) naked  b) pure  c) bare  d) sole

7. The _______ of the abandoned orphans in Romania has aroused the world's pity.
   a) sadness  b) trouble  c) case  d) plight

8. I'm afraid Jennifer's very _______. She believes everything she's told.
   a) gullible  b) trustworthy  c) credible  d) honest

9. People can make themselves walk on nails or through fire. It's a question of mind over _______.
   a) body  b) material  c) matter  d) facts

10. If you aren't sure what day the 24th is, look it up on the _______.
    a) calendar  b) diary  c) agenda  d) dairy

11. With _______, it's easy to see that a mistake has been made.
    a) rear view  b) overlook  c) retrospect  d) hindsight

12. In August we always go to this wonderful little Greek village, miles from anywhere and really off the beaten _______.
    a) road  b) track  c) path  d) lane

13. The woman accused of shoplifting was found not guilty and was _______.
    a) acquitted  b) liberated  c) excused  d) interned

14. You're not supposed to park on the hard _______ except in an emergency.
    a) lane  b) shoulder  c) leg  d) area

15. While the yacht sailed on, I went to my _______ and changed my clothes.
    a) deck  b) cabin  c) bunk  d) cockpit

16. Some people prefer to watch a film first, and then read the _______ in the paper.
    a) critic  b) revue  c) review  d) criticism

17. We can always find out what books the author consulted by referring to the _______.
    a) index  b) bibliography  c) key  d) dust jacket
18 The old man did not notice it had begun to rain. He was so ______ in feeding the pigeons.
   a) concentrated  b) obsessed  c) engrossed  d) fascinated

19 Several influential pressure ______ are campaigning for a reduction in the current prison population.
   a) groups  b) charities  c) points  d) members

20 Burglar alarms on cars and houses may act as a ______ to the casual thief.
   a) prevention  b) deterrent  c) stopper  d) precaution

21 A lot of old ______ were settled in the New York gangland killings of the 1960s.
   a) quarrels  b) criminals  c) scores  d) feuds

22 I had a strong ______ that a disaster would occur, and it did.
   a) premonition  b) prediction  c) forethought  d) anticipation

23 Don't worry if you run out of money at the weekend. You can always get some from the cash ______.
   a) desk  b) dispenser  c) counter  d) card

24 We should never have quarrelled like that. Let's bury the ______ and forget all about it.
   a) axe  b) argument  c) hatchet  d) subject

25 It is often difficult for a householder to ______ squatters and regain possession of his or her property.
   a) eliminate  b) withdraw  c) evict  d) vacate

26 When the teacher asked Amanda what the chemical formula was, her mind was a total ______.
   a) void  b) empty  c) nothing  d) blank

27 If you have a(n) ______ control handset, you don't even need to get out of your chair to change TV channels!
   a) distant  b) electronic  c) far  d) remote

28 As a result of the recent rise in the divorce rate, there are far more ______ parents than there used to be.
   a) single  b) only  c) unique  d) separate

29 I was really hoping to get the job, as they'd put me on the ______ list, but in the end they appointed someone else.
   a) interview  b) short  c) top  d) good

30 Geraldine always brings back beautiful little ______ from her African trips.
   a) memorials  b) reminders  c) souvenirs  d) memories

31 The Shorter Cambridge Dictionary consists of two ______, A – L and M – Z.
   a) volumes  b) editions  c) tomes  d) issues

32 When Delia's brother Mike pulled her hair, she got her own ______ by kicking him under the table.
   a) back  b) fun  c) revenge  d) retaliation

33 Some of the villagers thought the old woman had the ______ eye.
   a) black  b) evil  c) magic  d) wicked
B Read the passage, then decide which word from A, B, C or D is most appropriate for each space.

E-STYLE!

Remember all that advice people used to give you about how to lay out a 1) ________? Well, the good thing about 2) ________ is that you don't need to worry about most of that. No need to put your 3) ________ in the top right-hand corner or wherever. No need to say 'Dear Dan' if you don't want to. Some people do, however, add a 4) ________ at the bottom of their 5) ________ – it usually contains all their 6) ________ details.

In 7) ________ of general style, though, it's a good idea to keep it short and sweet. 8) ________ that people are paying to 9) ________ your mail, so try not to add to their 10) ________. You'll find your e-mail style tends to be much more 11) ________ than in conventional correspondence, as most people see it as an extended form of conversation. Of course, your mail won't look at all 12) ________ if it's so ungrammatical or badly spelt that no one can understand it!

Most 13) ________ mail features headings and text that scream at you in capitals. This is 14) ________ as the equivalent of shouting, and looks rather rude, so it's better not to annoy people by doing it.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>fax</td>
<td>heading</td>
<td>letter</td>
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<tr>
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<td>e-mail</td>
<td>websites</td>
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<td>surname</td>
<td>phone number</td>
<td>file number</td>
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<tr>
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<td>signature</td>
<td>autograph</td>
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<td>5</td>
<td>message</td>
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<td>store</td>
<td>send</td>
<td>forward</td>
<td>download</td>
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<tr>
<td>10</td>
<td>receipts</td>
<td>bills</td>
<td>invoices</td>
<td>accounts</td>
</tr>
<tr>
<td>11</td>
<td>stylish</td>
<td>looser</td>
<td>lazy</td>
<td>informal</td>
</tr>
<tr>
<td>12</td>
<td>impressive</td>
<td>impressed</td>
<td>impressing</td>
<td>impressively</td>
</tr>
<tr>
<td>13</td>
<td>rubbish</td>
<td>junk</td>
<td>recycled</td>
<td>direct</td>
</tr>
<tr>
<td>14</td>
<td>thought</td>
<td>considered</td>
<td>looked</td>
<td>regarded</td>
</tr>
</tbody>
</table>

C Think of one word only which can be used appropriately in all three sentences in each group.

1 I should have ________ that document I was working on today.
   She ________ all her old love letters in case she wanted to re-read them.
   Toby fell overboard, but his friends ________ him from drowning.

2 My brother has no idea of the problems his arrival will ________.
   It makes no difference to me whether I ________ for the photos or not.
   The detective decided to ________ as a social worker in order to gain the suspect's confidence.
Choose from the list A–I the best phrase to fill each gap. Use each correct phrase only once. There are more answers than you need.

3. A man is being ________ by the police in connection with the assault. The elections were ________ in the first week of May, according to custom. Fortunately for me, my good luck ________, and I managed to get the job.

4. Deborah must ________ an excellent chance of passing the exam if she revises properly. Our MP has made the decision not to ________ for re-election. If there's trouble, you'll have to ________ your ground and defend yourselves.

5. I cautiously ________ the car into the last space in the car park. When it came to signing the contract, the buyers ________ out of the deal. As he did every evening, Dick ________ up all his files on disk.

SIGN OF THE TIMES

The pen-and-paper signature is dying. In fact, it may soon be dead. There is a current rash of laws being passed worldwide 1) ________ to digital signatures on digital documents as to pen signatures on paper ones. A digital signature can be one of many things. It may mean a unique physical attribute, for example, your face, iris or fingerprint, 2) ________ at the entrance to a secure building before you are allowed access. But where financial affairs are concerned, it generally means a string of numbers 3) ________. Eventually, once the right background checks have been carried out, and 4) ________, we will all be able to 'sign' electronic forms and correspondence with our personal digital signature. But the real death blow to the manual signature is likely to come 5) ________ with cards that carry built-in digital signatures. In future, your signature will no longer be held in your brain but in your pocket. It will be a signature invented by a computer, and lent to you for use only 6) ________ and no longer.

A. while you are creditworthy  
B. with the help of the appropriate software  
C. which give the same legal status  
D. while they check your bank details  
E. when banks start replacing the old-style plastic cards  
F. with the arrival of the paperless office  
G. which are allocated exclusively to you  
H. which is a modern invention  
I. which is electronically scanned
Humour, puns and jokes

Humour is notoriously difficult to understand in a foreign language. Many jokes in English are based on lexical ambiguity and therefore require an in-depth knowledge of advanced vocabulary. A pun is the use of a word or phrase which exploits such ambiguity, usually for humorous effect, and is a play on words. In order to understand puns in English, watch out for the different meanings a word can have. The punchline is the culminating point of a joke or funny story, that gives it its humour. It often gives a different answer from what might normally be expected.

A Think of two different meanings for each of these words. Then choose the correct word to complete each joke.

<table>
<thead>
<tr>
<th>pride</th>
<th>spring</th>
<th>skate</th>
<th>dressing</th>
<th>trunk</th>
<th>spotted</th>
</tr>
</thead>
<tbody>
<tr>
<td>spirits</td>
<td>branch</td>
<td>scales</td>
<td>hailing</td>
<td>refuse</td>
<td>crane</td>
</tr>
</tbody>
</table>

1. What would you do if someone offered you a bag of rubbish?
   A ________

2. If you met an arrogant lion with a troublesome family, what would you say to him? Watch that ________ of yours!

3. What bird is good at lifting weights? A ________

4. What's worse than raining cats and dogs? ________

5. Waiter, there's a twig on my plate. All right, sir, I'll get the ________ manager.

6. Why doesn't anybody with a watch go thirsty in the desert?
   Because a watch has a ________ in it.

7. Why did the lobster blush? Because it saw the salad ________.

8. What kind of fish is most useful on ice? A ________

9. What did the guard say to the elderly elephant getting off the train?
   I'll help you with your ________

10. Why do leopards never manage to escape from the zoo?
    Because they're always ________

11. What did the barman say when the ghost asked for a drink?
    Sorry, sir, we don't serve ________.

12. Which part of a fish weighs the most? The ________

B Look at the first lines of these jokes and think what answer you would expect. Then match them with the correct punch lines.

1. I feel like a banana.
   A When it's ajar.

2. Waiter, will the pancakes be long?
   B Really? Which platform?

3. What's the best thing to buy as a parting gift?
   C To keep up the conversation.

4. How did you find your steak, sir?
   D Extremely tired.

5. When is a door not a door?
   E A comb.
6 Why do they put telephone wires so high? P Quite by accident. I moved a few peas, and there it was.
7 What are you growing in your garden? G You don’t look like one.
8 One of my ancestors died at Waterloo. H Because it’s too far to walk.
9 Why do birds fly south in winter? I No problem, sir. We serve anybody.

Most jokes are designed to be told, not written down, so the sound is more important than the spelling. Don’t worry if you don’t immediately see the joke when you read it. If you say it out loud, the meaning is more likely to become clear.

C What is the key word in each of these jokes, and how can it be spelt or spoken differently to acquire a different meaning?

D Read the first line of each joke. Then think up a punchline, using one of the phrases in the box and making changes to it if necessary. Sometimes there is a clue in brackets to help you.

1 What’s black and white and red all over? A newspaper.
2 What runs around forests making animals yawn? A wild boar.
3 Why do you always lose if you play cards in the jungle? Because there are so many cheetahs.
4 Where does Dracula get all his jokes? From his crypt-writer.
5 Why is the theatre such a sad place? Because the seats are always in tiers.
6 How do you make a gold pie? Put fourteen carrots in it.
7 What animal do you eat for dessert? A moose.
8 Why is getting up at 4 am like a pig’s tail? Because it’s twirly.
9 What did the ram say to his girlfriend? I love ewe.

no time like the present here today, gone tomorrow make a clean getaway drop me a line take a dim view of things to make ends meet unidentified flying object Morse code

1 What did the barber say to the client as he finished shaving his head? (hair)
2 What did the astronomer see in his frying pan?
3 How did the Vikings send secret messages? (Norse)
4 What did the boss say when deciding when to hand over a clock as a farewell gift to a member of staff?
5 What’s the best way to communicate with a fish?
6 Why does a poverty-stricken dog chase its tail?
7 Why did the thief take a bath?
8 Have you heard the one about the man who always wore sunglasses?
E Use the words in capitals to make longer words that fit the spaces in this text about a particular type of recurring joke. (There will always be at least one word which needs a prefix in this type of exercise.)

Responding to 1) _______ insults that have been thrown at you is a 2) _______ way of honing your sense of humour. The great 3) _______ George Bernard Shaw was a contemporary of Winston Churchill's. GBS 4) _______ invited Churchill to the first night of one of his plays, 5) _______ two tickets with a note which said, 'One for yourself and one for a friend - if you have one.' Churchill lost no time in writing back, saying that 6) _______, due to pressure of work, he would be 7) _______ to come, but could he have tickets for the second night - 'if there is one.'

This joke was 8) _______ more recently by a prominent 9) _______ in the Labour Party, when speaking to a colleague and 10) _______ rival of his. The two men found themselves in the same meeting, despite being 11) _______ enemies. The colleague 12) _______ rose to excuse himself, saying that he had arranged to phone some friends, 13) _______ the statesman immediately handed him a small coin (enough for a brief local call) and said 14) _______, 'There you are. Go 15) _______ and phone them all!'

F Match these jokes with their punchlines, and explain why people might find them funny.

| 1 | Who invented the 5-day week? | A Blood vessels. |
| 2 | What happened to the piglet who wanted to act in a Shakespeare play? | B One stays awake and the other weighs a steak. |
| 3 | What kind of boats do vampires like? | C At parking meteors. |
| 4 | How do ghosts pass through a locked door? | D Nothing. It just waved. |
| 5 | What did the sea say to the sand? | E He ended up as Hamlet. |
| 6 | What's the difference between a nightwatchman and a butcher? | F Robinson Crusoe. He had all his work done by Friday. |
| 7 | Where do astronauts leave their spaceships, when in town? | G They use a skeleton key. |
An idiom is an expression whose sense is not easily deduced from the meanings of the individual words that form it. Verb tenses and pronouns can be changed but otherwise an idiom must be treated as a unit of language. For example, kick the bucket is an idiom which means die. Another word for bucket is pail, but this cannot be used instead of bucket in the idiom.

An idiom must be used accurately and in an appropriate situation.

A Complete the sentences with these idioms, in the correct form. There are two more than you need.

- watch your step
- give someone the cold shoulder
- take the biscuit
- have a bone to pick with someone
- give someone the slip
- take someone/something for granted
- on the tip of your tongue
- tongue in cheek
- make a mountain out of a molehill
- pull someone’s leg
- out of the question
- get your own back
- down in the mouth
- play second fiddle

1. Look, the party’s going to be quite easy to arrange. Don’t ________________.
2. You live next door to Julia Roberts? No! You must be ________________.
3. We can’t possibly stop for a snack on the way home. Sorry, it’s ________________.
4. Send Max into my office when he arrives, will you? I’ve got ________________ with him.
5. Sally, you’re looking rather ________________. Has anything happened?
6. You know Stuart borrowed my stapler yesterday and didn’t return it? Well, I’ve just seen my calculator on his desk! That really ________________!
7. Although police were watching all the ports, the escaped convict managed to ________________ and stow away on a cross-channel ferry to France.
8. I don’t think Nigel meant what he said. His remark was rather ________________.
9. When smoke from Mr Reeve’s bonfire dirtied Mrs Ward’s washing, she ________________ by throwing the contents of her dustbin over the fence into his garden.
10. I’ll remember his name in a moment. It’s ________________.
11. If you’re going to see the Head today, ________________. She’s in a really foul mood, for some reason.
12. I’m afraid Derek doesn’t really appreciate all his sister does for him. He just ________________.
B Match the idioms on the left with their meanings.

1 get (hold of) the wrong end of the stick
2 put your finger on
3 go like a bomb
4 come to terms with
5 put your foot in it
6 keep a straight face
7 go haywire
8 keep your head
9 make your hair stand on end
10 blow your own trumpet
11 have butterflies in your stomach
12 get on like a house on fire

A specify exactly
B make an embarrassing mistake
C go out of control, work erratically
D look serious, avoid smiling
E terrify you
F eventually accept
G boast about yourself
H misunderstand
I have a very good relationship
J be nervous
K not panic
L be very successful, sell well

C Idioms often include animal images. Choose the correct animal idioms to complete the sentences. Use each idiom only once.

<table>
<thead>
<tr>
<th>Idiom</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>red herring</td>
<td>bee in his bonnet</td>
</tr>
<tr>
<td>barking up the wrong tree</td>
<td>get the lion's share</td>
</tr>
<tr>
<td>flogging a dead horse</td>
<td>let the cat out of the bag</td>
</tr>
<tr>
<td>dog-eared</td>
<td>putting the cart before the horse</td>
</tr>
</tbody>
</table>

1 That’s the third time Trevor’s put forward that suggestion. He’s got a ____________ about it.
2 There are lots of good candidates, but the three-day selection process is bound to ____________.
3 You’ll never persuade Simon to change his views on smoking. You’re ____________, I’m afraid.
4 Areas with high unemployment often ____________ of EU subsidies.
5 Don’t, for heaven’s sake, ____________! Elise mustn’t even guess at the truth!
6 Strangely enough, the boss had organised the new training programme before he even interviewed the first applicant, rather ____________, if you ask me.
7 Nobody knows anything about Gerry’s past. He’s a bit of a ____________.
8 I’m afraid we’ve got a ____________ for a leader. She’s lost three elections so far, and looks like losing the next.
9 The class spent twenty minutes discussing school lunches before the teacher realised it was a ____________, and insisted they return to the main topic.
10 It certainly wasn’t my sister you saw in the cafe. You’re ____________ there!
11 ‘Did you enjoy the party?” ‘Oh, I had a ____________! I couldn’t drag myself away!’
12 Here’s my copy of *Pride and Prejudice*. I’ve read it so often I’m afraid it’s rather ____________.

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D Match the idioms on the left, all connected with colour, with their meanings.

| 1 a red-letter day       | A owing money           |
| 2 black and blue all over| B jealousy              |
| 3 out of the blue        | C non-manual, clerical  |
| 4 white-collar (worker)  | D an important day      |
| 5 in the red             | E signal to go ahead   |
| 6 green-eyed monster     | F badly bruised         |
| 7 white elephant         | G cowardly characteristic|
| 8 the green light        | H become very angry     |
| 9 see red                | I unwanted, useless possession |
| 10 yellow streak         | J unexpectedly          |

E Choose the correct word from the pair in brackets to complete each sentence.

1 Nicole smokes continuously. She's a real _______ smoker. (chain/ring)
2 We'll go _______, shall we, and each pay for our own drinks? (French/Dutch)
3 You can't see a thing in the attic. It's _______ dark up there. (pitch/coal)
4 The window cleaner lost his balance and nearly fell off his ladder. It was a _______ shave. (narrow/close)
5 You'll never persuade Sam to help you decorate the house — he's _______ idle. (bone/wood)
6 You like that china cabinet? I was so lucky, I bought it for a _______ at a jumble sale. (tune/song)
7 I'm sorry, I can't understand this leaflet at all. I can't make head or _______ of it. (tail/foot)
8 Are you two still talking _______? I know your work's fascinating, but can't you find something more relaxing to talk about?! (job/shop)
9 I just want to say a big thank you to all my wonderful customers. Drinks on the _______ for everyone! (table/house)
10 Vincent Ryan? Do you know, that name rings a _______. I'm sure I've heard of him before. (bell/buzzer)
11 It's 6.30. Shall we call it a _______ and go and get a bite to eat? (stop/day)
12 Kathy and Dee have been at _______ ever since they started sharing an office. They don't even speak to each other now! (deadlock/loggerheads)
13 I'd love to be a fly on the _______ when Mary hands in her resignation. (ceiling/wall)
14 We thought we might have trouble finding the house in the dark but it was a piece of _______, thanks to Paul's directions. (cake/cheese)
15 Since our argument, I've been having second _______ about going on holiday with Isabel. (thoughts/worries)
UNIT 65

Proverbs and similes

A proverb is a common saying. It may be a famous quotation, a practical tip or the result of bitter experience! Often people only say the first half of a proverb, and the second half is understood. Proverbs are surprisingly frequent in everyday conversation, so it is useful to be able to recognise and use them.

A  Match these beginnings and endings of proverbs, and then say what each proverb means.

1. Too many cooks A is another man’s poison.
2. One man’s meat B keeps the doctor away.
3. The early bird C calls the tune.
4. Don’t count your chickens D while the sun shines.
5. An apple a day E is worth two in the bush.
6. Marry in haste, F before they’re hatched.
7. He who pays the piper G catches the worm.
8. A bird in the hand H saves nine.
10. A stitch in time J spoil the broth.

B  Decide which of these proverbs is suitable for each situation. There is one more than you need.

A You can’t judge a book by its cover.  B The more the merrier.
C It never rains but it pours.  D Every cloud has a silver lining.
E Waste not, want not.  F There are plenty more fish in the sea.

1. You are trying to persuade your parents to invite a large number of friends to your 21st birthday party.
2. You broke your leg skiing, but in your three months’ sick leave from work you had time to teach yourself conversational Italian.
3. You are encouraging a friend to save water and not leave taps running.
4. You are discussing a neighbour’s problems. Not only has the poor woman lost her job, but now her eldest son has been sent to prison.
5. You are surprised to hear that Samantha at work, who looks so quiet and shy, drives a red Porsche and is often seen at nightclubs.
C Choose the correct word to complete each proverb.

1. Don't look a gift horse in the _______. (mouth/eyes/stable)
2. A rolling _______ gathers no moss. (snowball/pin/stone)
3. Let sleeping _______ lie. (cats/dogs/babies)
4. A little learning is a _______ thing. (dangerous/wonderful/useful)
5. _______ news is good news. (Some/Recent/No)
6. _______ was not built in a day. (Paris/Rome/London)
7. One swallow does not make a _______. (summer/drink/nest)
8. A leopard cannot change his _______. (skin/spots/hide)
9. You can't teach an old _______ new tricks. (dog/peasant/monkey)
10. It's no use crying over spilt _______. (blood/wine/milk)

D Match these beginnings and endings of proverbs, and then say what each proverb means.

1. While the cat's away, A shouldn't throw stones.
2. People who live in glasshouses B 'twixt cup and lip.
3. There's many a slip C that blows nobody any good.
4. It's an ill wind D less speed.
7. There's no smoke G make light work.
8. It's the last straw H nothing gain.
9. Birds of a feather I the mice will play.
10. Many hands J that breaks the camel's back.

A simile is a comparison of two things, usually introduced by like or as, and is used to emphasise or illustrate an idea.

E Match each of these adjectives or adjective phrases with one of the twelve similes.

healthy    unlappable    very pale    tough    well-behaved
hard of hearing    extremely short-sighted    crazy
without shame    obvious    ancient    defunct

1. as cool as a cucumber __________
2. as good as gold ___________
3. as bold as brass ___________
4. as white as a sheet ___________
5. as hard as nails ___________
6. as dead as a door nail ___________
7. as blind as a bat ___________
8. as fit as a fiddle ___________
9. as deaf as a post ___________
10. as mad as a hatter ___________
11. as plain as the nose on your face ___________
12. as old as the hills ___________
### F Form correct similes to complete the sentences, using as or like, the word in brackets, and a word or phrase from the box. There is one more than you need.

<table>
<thead>
<tr>
<th></th>
<th>two short planks</th>
<th>out of water</th>
<th>bull</th>
<th>thin</th>
<th>rock</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>bell</td>
<td>red</td>
<td>judge</td>
<td>mule</td>
<td></td>
</tr>
</tbody>
</table>

1. You won’t need another check-up for a while, Mr Ferguson. Your chest is _________________. (sound)
2. She was so embarrassed! She went _________________. (beetroot)
3. Do you know, Andy barged right in without a by-your-leave! He’s just _________________. (china shop)
4. Mandy hasn’t got used to being a student again. She misses her job, and hasn’t made any new friends yet. At the moment she feels _________________. (fish)
5. That lad doesn’t understand a thing you say to him. He must be _________________. (thick)
6. At least you don’t need to think about losing weight! You’re _________________. (rake)
7. I didn’t mind the police breathalysing me at all, because luckily I was _________________. (sober)
8. You simply cannot make her change her mind. Once she’s decided something, that’s it. She’s _________________. (stubborn)

### G Match the two halves of the sentences correctly. They all contain similes with like, some involving idiomatic usage.

1. The photographers clustered round the actress [**A** just like one of the family.]
2. They treated me very kindly, [**B** like wildfire.]
3. He avoids family holidays [**C** like a ton of bricks.]
4. In a very short time the rumour spread [**D** like hot cakes.]
5. Jeff’s new board game is selling [**E** like a drowned rat!]
6. I’ve got absolutely soaked. I look [**F** like the plague.]
7. He can’t put a foot wrong, or Janet comes down on him [**G** like bees round a honeypot.]

### H Match each of these similes with the appropriate situation.

<table>
<thead>
<tr>
<th></th>
<th>A as brown as a berry</th>
<th>B as pleased as Punch</th>
<th>C as safe as houses</th>
<th>D as large as life</th>
<th>E as thick as thieves</th>
<th>F as strong as an ox</th>
<th>G as quick as a flash</th>
<th>H as like as two peas in a pod</th>
<th>I as light as a feather</th>
<th>J as right as rain</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>being completely out of danger</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>being big and strong</td>
<td></td>
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<tr>
<td>3</td>
<td>feeling delighted</td>
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<tr>
<td>4</td>
<td>doing something extremely fast</td>
<td></td>
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<tr>
<td>5</td>
<td>being completely recovered after an illness</td>
<td></td>
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<tr>
<td>6</td>
<td>seeing two very similar-looking people</td>
<td></td>
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<tr>
<td>7</td>
<td>having a good suntan</td>
<td></td>
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<td></td>
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<tr>
<td>8</td>
<td>seeing someone you thought was dead or missing</td>
<td></td>
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<td></td>
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<tr>
<td>9</td>
<td>picking up something weighing very little</td>
<td></td>
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<td></td>
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<td></td>
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</tr>
<tr>
<td>10</td>
<td>seeing two people co-operating closely</td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

168
Newspaper language

Newspaper headlines often use the present simple to describe an action that has already taken place: • France wins World Cup.

the passive with the verb to be omitted: • President re-elected.

and the infinitive with to to refer to a future action: • Star to wed dustman.

To keep the headline as short and snappy as possible, no unnecessary words (e.g. auxiliary verbs, articles) are used.

Nouns are frequently piled up in headlines to make compound nouns: • Government bribe scandal. There is often a play on words to catch and hold the reader’s interest.

A Match these verbs used in headlines with their definitions, using a dictionary if necessary.

<table>
<thead>
<tr>
<th>clash</th>
<th>top</th>
<th>woo</th>
<th>wed</th>
<th>flee</th>
<th>rock</th>
<th>axe</th>
<th>dog</th>
</tr>
</thead>
<tbody>
<tr>
<td>name</td>
<td>go</td>
<td>up</td>
<td>net</td>
<td>clear</td>
<td>cut</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 be higher than</td>
<td>8 try to persuade</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 marry</td>
<td>9 reduce</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 shock severely</td>
<td>10 gain, win</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 disagree</td>
<td>11 acquit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 sack, dismiss</td>
<td>12 be a source of worry to</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 reveal the identity of</td>
<td>13 resign, leave, disappear</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 raise, increase</td>
<td>14 run away from</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

B Explain these headlines in your own words.

1 TRIO SAVED IN CLIFFTOP DRAMA
2 MOTORWAY CRASH TOLL RISES
3 PM’S PLEDGE ON JOBS
4 POLICE BAN ON LONG HAIR
5 FISH SHOP BLAST RIDDLE
6 RAILMEN’S BID SET TO FAIL
7 DRUGS HAUL AT HEATHROW
8 BRIBES CASE SHAKES CABINET
9 AID FOR QUAKE VICTIMS
10 PIT PERIL LIKELY

C Look at the headlines and choose the correct synonym from the box for each word in italics.

<table>
<thead>
<tr>
<th>disappointment</th>
<th>election</th>
<th>weapons</th>
<th>angry outburst</th>
<th>hurried visit</th>
<th>ambassador</th>
<th>employment</th>
<th>negotiations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Arms haul in attic</td>
<td>5 Blow for English cricket</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Anglo-French talks off</td>
<td>6 High poll turnout expected</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 November jobs rise</td>
<td>7 Education chiefs in storm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Madrid envoy to resign</td>
<td>8 Pope’s dash to Poland</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
A borrowed word has originally come from another language. When it is assimilated into English, it may keep its original meaning, or acquire an alternative or additional meaning. It may also be pronounced differently from the original.

A Complete the sentences with these borrowed words or phrases.

<table>
<thead>
<tr>
<th>faux pas</th>
<th>vice versa</th>
<th>bona fide</th>
<th>ad lib</th>
</tr>
</thead>
<tbody>
<tr>
<td>post-mortem</td>
<td>persona non grata</td>
<td>blase</td>
<td>non sequitur</td>
</tr>
<tr>
<td>alibi</td>
<td>curriculum vitae</td>
<td>coup d'état</td>
<td>née</td>
</tr>
</tbody>
</table>

1. We could go first to Rome, and then to Florence, or ________, if you have urgent business in Florence.

2. A ________ appears to have taken place in the province of Murumba, where an army general is now reported to be in control.

3. He can easily prove he’s a ________ resident, just by showing his passport.

4. When you apply for that job, don’t forget to enclose a ________ with your letter of application.

5. I’m afraid I made an awful ________ the other day. I asked Marianne how her husband was, quite forgetting he died last year!

6. Nobody likes the new accountant in Jack’s office. He’s ________ as far as we’re concerned.

7. A ________ was carried out on the victim, to establish the exact cause of death.

8. You looked so confident and ________ about it all that I thought you must have parachuted before!

9. What he said had very little connection with what we were discussing – it was a complete ________, in fact.

10. Dick had a bit of a ________ with a traffic warden this morning – that’s why he’s late.

11. Fellow graduates will be pleased to hear that Caroline Parrott, ________ Neill, has become a director of Pelco Insecticides Ltd.

12. Yet another double-glazing salesman rang up last night, but at least his ________ was short and to the point!

13. If you forget your lines, you’ll just have to ________. The audience won’t notice a thing!

14. The police were unable to charge Jefferson, as he had an unshakeable ________ for the time when the robbery had been committed.
B Match the borrowed words on the left with their definitions.

1 cuisine  A hiding place or hidden store
2 siesta  B ahead of fashion, daring
3 wanderlust  C summary
4 paparazzi  D type (literary or artistic)
5 cache  E relationship or understanding
6 forte  F prestige
7 avant garde  G urge to travel
8 rapport  H afternoon sleep
9 genre  I photographers desperate for photos of celebrities
10 vigilante  J style of cooking
11 kudos  K strong point
12 résumé  L self-appointed guard

C Complete the sentences with these borrowed words or phrases.

alfresco  tête-à-tête  incognito  quid pro quo  macho
verbatim  carte blanche  kamikaze  ad infinitum
aplomb  entrepreneur  in camera

1 I was delighted when Mrs Starr asked me to furnish her house for her. She gave me ______ to order whatever I needed.
2 We could go on ______ considering the various options, but I think it's time we made a decision.
3 It was such a warm evening we decided to have a little ______ supper in the garden.
4 The two of them were enjoying a quiet ______, over coffee.
5 The judge decided to hold the hearing ______, as it was important to protect the children from unnecessary publicity.
6 John recovered quickly from the shock of seeing his sister, and said with great ______, 'Wonderful to see you back so soon, Denise!'
7 The photographer made an almost ______ attempt to retrieve his camera from under the wheels of the double-decker.
8 'I think I owe you a ______,' smiled the manager. 'If you take on the extra responsibility now, I'll make sure you get promotion next year.'
9 My neighbour is an up-and-coming ______. He owns several shops, and is always on the lookout for a new business opportunity.
10 Jane's husband seems a big, tough, ______ type. Yet you should see him changing the baby's nappies!
11 I think that man looks just like Mel Gibson. It could be him, travelling ______. He wouldn't want to be bothered by autograph-hunters.
12 At the public meeting, the discussion was recorded ______ by the council secretary, although some of the protesters did not express their points very clearly.
Words with two or more meanings

A. Complete the sentences with these words.

<table>
<thead>
<tr>
<th>degree</th>
<th>initial</th>
<th>pound</th>
<th>coach</th>
<th>trip</th>
</tr>
</thead>
<tbody>
<tr>
<td>common</td>
<td>surgery</td>
<td>very</td>
<td>suit</td>
<td>plot</td>
</tr>
</tbody>
</table>

1. Sadly, beggars have become a _______ sight in many of our cities.
2. There were some _______ teething troubles when the no-smoking rule was first introduced, but most people have accepted it now.
3. Please come to the _______ to consult the doctor if at all possible. He only makes house calls in cases of serious illness.
4. My heart began to _______ as I cowered behind the door, watching the handle turn slowly.
5. Maria had arranged to see the specialist on Monday. That _______ morning the letter arrived from the clinic, with her blood test results.
6. In his spare time Sam used to _______ the under-14 football team.
7. I suppose I’ll have to wear a _______ and tie for the interview.
8. Be careful not to _______ over the children’s toys in the hall.
9. I wish I’d bought a programme. Then I might have been able to follow the _______. Who was it who died in Act 1?
10. On graduation day, Mohamed’s parents turned up to see their son receive his _______.

B. The words you used in Exercise A have more than one meaning. Match each one with one of these definitions.

1. a long-distance bus _______
2. unfenced land which anyone may use _______
3. operations on hospital patients _______
4. a British monetary unit (=100p) _______
5. extremely _______
6. a short journey _______
7. to conspire (against someone) _______
8. the first letter of a name _______
9. to be appropriate for _______
10. a measurement of heat or angle _______

C. Think of a word that has both meanings, and write it in the box.

1. a company _______ unyielding, strict
2. limbs _______ weapons
3. a written message _______ a part of the alphabet
4. a stick used in golf _______ a group of members who share an interest
5. magic words _______ to write a word correctly
6. part of a tree _______ a large suitcase
7. used for smoothing metal _______ a collection of papers under a name or heading
Think of one word only which can be used appropriately in all three sentences in each group.

8 a bird's mouth [ ] this tells you what you have to pay
9 a living green thing [ ] a factory
10 new [ ] a book (fiction)
11 similar to [ ] to enjoy
12 to reserve [ ] pages bound together for reading
13 completely [ ] rather, fairly, not very
14 a white fish [ ] only

1 The government's overthrow should ________ as a reminder of the transience of power.
   Despite serious misgivings, Delia continued to ________ on the board for a further five years.
   Make sure you toss the salad in the dressing before you ________ it to your guests.

2 If you buy a new car from an established dealer, it should ________ a twelve-month guarantee.
   Unfortunately the ice wasn't thick enough to ________ the boy's weight, so he fell into the lake.
   If you ________ that argument to its logical conclusion, you'll need to buy bigger premises.

3 There was a deafening ________ of thunder just over our heads.
   You can ring up the town hall to check that you're on the electoral ________.
   I bought a cheese and tomato ________ and ate it in the park.

4 The summer is our busy period, so it's difficult for me to ________ time off then.
   It is expected that government forces will ________ the city by the end of the week.
   I decided to ________ Peter's advice if I was made redundant again.

5 Sally doesn't ________ any interest at all in her work.
   Don't bother to get up, I can ________ myself out.
   Even relatively unknown artists will be able to ________ their work in the new gallery.

6 I had almost finished the exam, when the drilling began again outside the window and ________ my train of thought.
   Tourists started leaving the resort when the warm weather ________ at the end of August.
   I'm not sure which newspaper first ________ the story, but now it's common knowledge.

7 There is great public ________ over the addition of unnecessary chemicals to our food supply.
   As it's just a small family-run ________, I don't suppose we'll ever float it on the stock exchange.
   What happens when the new policy is implemented is of no ________ to me.
UNIT 69

Confusing words

A Choose the correct word from the pair in brackets to complete each sentence.

1 I think we could improve this dish with a ______ use of seasonings. (judicious/judicial)
2 Sharon, who's seven, ______ bickers with her little sister Anne. They're always fighting! (continually/continuously)
3 Mrs Hodge was sent to ______ for shoplifting, as it was her third offence. (goal/gaol)
4 It was very ______ of Trevor to refuse to co-operate with us. (childish/childlike)
5 By improving the interview process, we are hoping to achieve more ______ treatment of immigrants into this country. (human/humane)
6 Did you notice the ______ your remarks had on Gregory? He was quite shocked! (effect/affect)
7 Many businesses have suffered as a result of the world-wide ______ recession. (economic/economical)
8 The examiner decided that he could not mark the paper, as the candidate's handwriting was ______. (eligible/illegible)
9 What would you ______ me to do in my situation? (advice/advise)
10 That new hairstyle seems to ______ you - it looks just right on you. (suit/suite)
11 When the police frogmen came to the surface, they reported that they had discovered the ______ on the river bed. (corps/corpse)
12 Katie has always written up her ______ every night, ever since she was a schoolgirl. (diary/dairy)
13 The ______ of the story is 'Look before you leap!' (moral/morale)
14 My ______ reason for moving to the Lake District was to be nearer my family. (principle/principal)

B If the word in italics in each sentence is correct, put a tick. If not, write the correct word.

1 Stephen has always preferred classic music to pop.
2 My neighbour is a very practicable man - always repairing or making something.
3 Can you believe it? The bus was stationery for twenty minutes, while we all sat there fuming!
4 Tim and Mick went to India and Australia respectfully.
5 The President's New Year banquet is one of the capital's most important social gatherings.
6 Loathe though I am to criticised, I must say I thought the bread was rather stale.
7 It was extremely official of the policeman to demand to see our passports, and quite unnecessary.
8 I believed everything he told me. But then my friends always say I'm far too credible.
9 The marines disembarked from the troupe carrier onto the beach.
There are many pairs of confusing words which sound the same (called homophones), but which have different spellings and meanings. Match each word in the box with the correct definition. (Other definitions may also be possible.)

10 Add one *desert* spoon of sugar to the mixture.
11 From what you say I *imply* that you are not satisfied with your current job.
12 Vivienne is attending an *intensive* secretarial course.

<table>
<thead>
<tr>
<th>pier/peer</th>
<th>medal/meddle</th>
<th>wave/waive</th>
<th>core/corps</th>
</tr>
</thead>
<tbody>
<tr>
<td>pare/pair</td>
<td>gambol/gamble</td>
<td>course/coarse</td>
<td>horse/hoarse</td>
</tr>
<tr>
<td>ore/oar</td>
<td>fare/fair</td>
<td>tears/tiers</td>
<td>beer/bier</td>
</tr>
<tr>
<td>guilt/gilt</td>
<td>sweet/suite</td>
<td>canvass/canvas</td>
<td>aisle/isle</td>
</tr>
</tbody>
</table>

1 to peel (fruit, vegetables etc.)
2 untreated metal
3 gold paint
4 to bet money
5 an award for service given
6 to greet by lifting a hand
7 a series of lessons or medical treatments
8 a group of soldiers
9 water from your eyes
10 an artist paints on this
11 to interfere
12 an equal
13 two of something
14 awareness of having done wrong
15 an alcoholic drink made with hops
16 a passage between rows of seats
17 the centre of an apple
18 rough, common
19 an island
20 just, right
21 a set (chairs, rooms)
22 a jetty
23 an animal you ride
24 to ask for votes
25 to jump around playfully
26 used for rowing
27 money you pay for transport
28 rows placed above each other
29 to not insist on/enforce
30 used for carrying a dead body
31 having a sore throat
32 with a sugary taste
UNIT 70

Spelling and punctuation

Notice how these words ending in -y change:
• hurry—hurries, penny—pennies, worry—worried, obey—obeyed, play—plays
Exceptions are: • say—said, pay—paid

Remember that most adjectives add -ly to become adverbs, but if the adjective ends in -y, this is replaced by -ily, and if it ends in -le, the final -e is replaced by -y.
But note: • whole—wholly (See Unit 14, Adverbs.)

When adding the suffixes -ed and -ing to words, remember that
a one-syllable words ending with one vowel and one consonant (except x and w)
  double the final consonant: drip—dripping
b most words ending in silent -e lose the -e: • rate—rating
c longer words ending with one vowel and one consonant usually double the
  consonant if the stress is on the final syllable: • begin—beginning
There are a few exceptions, e.g. travelling, kidnapping.

A useful spelling rule is 'i before e except after c'. This is used for /i:/ sounds where
there is ei/ie confusion, e.g. believe. There are some exceptions, e.g. seize, counterfeit.

A Tick the words which are spelt correctly, and correct any which are not.

B Choose the correctly spelt word or phrase from the pair in brackets to complete each sentence.

1 Although Tina and Matt are married, they keep their money in _______ accounts. (separate/seperate)
2 During the incubation period, the female bird is totally _______ on the male for food. (dependant/dependent)
3 Daphne has always been _______ in collecting antiques. (interested/interestsed)
4 It's a pity I didn't _______ this information earlier. (receive/recieve)
5 Don't _______ your nerve! I know it's dangerous, but you can do it. (loose/lose)
6 Pete is having his films _______ at the photographic shop on the corner. (developed/developped)
7 It's the hospital's _______ to ensure that proper precautions are taken to protect patients from infection. (responsability/responsibility)
8 Unemployed actors often make good money by doing voice-overs for television _________. (advertisments/advertisements)

9 Now that my uncle has retired, he won't have to commute to Brussels _________. (anymore/any more)

10 Our plans for the summer are not _________ yet, but we'll let you know as soon as we've decided. (definite/definate)

11 No sooner had the helicopter landed ________ it was ordered to take off again. (then/than)

12 Young children have the habit of saying the most ________ things in public. (embarassing/embarrassing)

British universities are currently gearing up for there new intake of students. 'It’s bean complete chaos this year,' one registrar told me. 'Because of problems with the computerised application system, we still don't know how many new students we'll be getting.' It now appears that, far from having to many first-year students, universities will not have enough, and it is doubtful weather full government funding will be available to university departments which have not met predicted targets. As a result, both students and officials are calling for a revue of the hole university entrance procedure, from application to acceptance. It is generally felt that confusion has rained for far too long.

Capital letters are used for the first letters of people's titles and names, geographical names, historical periods and events, languages and nationality nouns or adjectives, days of the week, months, festivals, planets and stars (but not the sun or the moon), named buildings, titles of creative works, organisations and political parties, and at the beginning of every sentence.

plans for a spectacular pop concert in falmer park, just outside portsmouth, have been submitted to hampshire county council. the open-air event, featuring the singer neil silver and his backing group the raiders, is planned for wednesday 6th july and friday 8th july, to coincide with portsmouth arts festival as well as the tour de france. the organisers, gigs unlimited, say the show will have a french theme to fit in with the cycle race. the proposal will be considered at a special meeting on thursday 12th may.

local people are divided on the issue. while some welcome the influx of visitors and the increase in trade that the concert will bring to portsmouth, others are predicting an invasion of new age travellers. hampshire's chief constable edward lang-jones is, however, confident that he has adequate manpower to deal with any disturbance that might occur.
The apostrophe is used
a to show that a letter or letters have been omitted:
  • Who’s there? • I’d like some help. • It’s Monday today.
b to show possession: • my wife’s birthday
c to indicate plural forms with dates and letters of the alphabet: • the 1980’s
  • How many t’s are there in ‘getting’?
It is not correct to use the apostrophe for any other plurals, or for the possessive pronouns its, hers, ours, theirs.
Note also that s’ is used for the possessive of plural nouns. But irregular plurals like men add ‘s: • my parents’ house • the men’s uniforms

E Rewrite the sentences to include apostrophes where necessary, and say which of the above uses (a, b or c) is involved in each case.

1 Her aunts been in hospital for years. ___
2 It isn’t easy to create new jobs in a recession. ___
3 Would you take Mr Browns file to the teachers room, please? ___
4 His is a family company, which was founded in the 1920s. ___
5 Hes so meticulous. He always dots his is and crosses his ts. ___
6 Has anyone seen Jamess pen? ___
7 The childrens toys are all over the floor. ___
8 Celias friends cant come next week. ___
9 The Bennets house is far larger than the Joneses. ___
10 Toms plan wont work as well as his fathers. ___

Commas are used
a to separate items in a list (but not usually before and): • cows, sheep and pigs
b to divide clauses or phrases: • if he had seen you, he would have said hello.
c to show a difference in meaning in relative clauses (see Unit 13).

F Say which of the above uses of the comma (a, b or c) is involved in each of these sentences.

1 The manager explained that, if he had known we were coming, he would have made other arrangements. ___
2 Unless I hear from you by tomorrow, I shall assume the meeting is off. ___
3 You can sail any kind of dinghy, cruiser, yacht or surfboard in the harbour. ___
4 The rescuers, who had no extra provisions with them, had to be rescued themselves. ___
5 I decided to go to Paris with my cousin, who lives in Cornwall. ___
6 Whos been invited? Let’s see – John, Angie, Brett and Simon. ___
7 The Sales Manager has been all over Europe, except to Austria. ___
8 Louises mother, who is almost 92, has never left her home town. ___
A  Tick any of the sentences which are correct. Rewrite any in which the idiom or proverb is not in its usual form.

1. I did most of the work, so I should get the bear's share of the money!
2. Many hands need washing.
4. The entry test is bound to sort out the wolves from the lambs.
5. Sorry, I thought you were getting married next week, not Janice. I often get the wrong end of the stick.
6. Waste not, if you want to save the world.
7. A stitch in time is a very good idea.
8. Rafael couldn't make head or tail of the instructions, so he had to ask Paco to put up the tent.
9. The early bird calls the tune.
10. Make hay in the sunshine.
11. The lorry whizzed past me but luckily didn't touch me. It was a narrow shave.
12. Don't count your chickens before they lay eggs.
13. If you don't blow your own trombone, nobody else will.
15. You're looking rather down in the face these days. Is life really that bad?
16. An apple a day is worth two on the bush.
17. Guess who turned up yesterday out of the sky?
18. Every cloak has a silken lining.
19. Poor old Mrs Hyde kicked the basket last week, and was buried yesterday.
20. The children took it for granted that they would be allowed to watch the late film.

B  Fill in the boxes with a suitable word or phrase to complete each sentence. In each case, a letter is given to help you.

1. As the weather was so wonderful, we decided to eat _______ on the patio.
2. The whole cast noticed the immediate _______ between the director and his leading lady.
3. If you think I'm going to go on working for you _______, think again! I'm leaving tomorrow!
4. At the Red Lion Hotel you will be able to sample the delights of our local _______, with dishes such as fresh salmon, wild rabbit and roast pheasant.
5. You will have to supply full details of your financial background if you wish to be considered _______ for a scholarship.
6. Considering that he had just been made to look a complete fool, I thought he carried it off with amazing _______.

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7 Bodyguards surrounded the royal limousine, trying in vain to protect the princess from the attentions of the [Z], who were crowding round with their cameras.

8 As we wish to encourage more mature students to take the course, we are prepared to W the fees in your case, so you’ll only have your accommodation to pay for.

9 Medical experts recommend us to have a short S in the afternoon. Apparently a nap after lunch helps our digestion and our concentration.

10 Robbers stashed gold bullion away in a garden shed five years ago. Today their H was discovered by a small boy.

C Think of a word that has both meanings, and write it in the box.

1 smart matching business clothes to look good on
2 to fall (over something) a journey
3 to conspire the story of a play or film
4 the first letter of a name early, at the beginning (adj)
5 a doctor’s office hospital operations
6 unfenced land for general use usual
7 a unit of British currency to beat or thump
8 to train (students or sportsmen) a type of bus
9 extremely particular, exactly that one
10 a unit of temperature university studies diploma
11 weapons limbs
12 only a white fish
13 a large suitcase main part of a tree
14 a nation or people a speed contest

D Tick any of the sentences which are correct. Rewrite any similes which are incorrect.

1 Louisa was so frightened she looked as white as a daisy.
2 The grandchildren behaved extremely well. They were as good as gold.
3 Do you know, Gerry came to work in his slippers the other day! He’s as mad as a monkey!
4 She doesn’t really feel happy here, does she? She’s like a fish on the beach.
5 The judge could not tell the difference between the pair of twins. They were as like as two eggs in a basket.
6 I thought the manageress would panic when she saw the mess the hooligans had left but, no, she was as calm as a cucumber.
7 Without his glasses, Uncle Jock is as blind as a bat. He can’t see a thing.
8 He had no trouble moving the piano, all on his own. He must be as strong as a bull!
9 Christine marched into her boss's office, as bold as a brick, and demanded a pay rise.
10 I've heard that joke dozens of times before. It's as old as the mountains.
11 You'll never be able to bring Vincent round to your point of view. He's as stubborn as a mule!
12 The new model Ford have brought out is selling like a bomb.
13 When the student nurse realised her mistake, her face went as red as a postbox.
14 Don't worry about your money. It'll be as safe as houses in my keeping.

E In most lines of the text there is either a spelling or a punctuation mistake. Write the correct spelling or punctuation next to the number on the right. Tick any lines that are correct.

The city of Cambridge has made great efforts to solve its traffic problems in recent years. Congestion has been eased in the centre by closing the main thoroughfare to motorists during the daytime. This means that these days if you attempt to drive into Cambridge, you'll find your route blocked by bollards, which can only be unlocked by the emergency services. Pedestrians and cyclists are unanimous in praising this change, and it certainly makes window-shopping much pleasanter. On the other hand, it may encourage the growth of large, out-of-town supermarkets, were customers can more easily park and shop for bulky products town councils are currently being urged by the government not to give planning permission for these huge developments, which encroach on our shrinking green belt, but as most people are now used to stocking up for long periods at large supermarkets, they will definitively not take kindly to an enforced change in their routine.

Another interesting development in Cambridge was the introduction of free bicycles, available at certain points for locals or visitors to borrow and return to the same or a different place. Unfortunately all 350 bikes were stolen within weeks.
Collocations are combinations of words which are frequently used together in a way that sounds natural and correct. These words ‘collocate’ with each other, and approximate synonyms are very often unacceptable:

- a hard frost (NOT strong or rigid)
- a sorry state of affairs (NOT apologetic)
- catch a cold (NOT take or capture)
- come to a standstill (NOT approach or go)

Strong collocations are ones which are extremely common or instantly recognisable. They may be fixed collocations, where no other words collocate to produce the same meaning:

- for the time being, a breach of the peace, power of attorney

Many idioms are, in fact, fixed collocations, but the broad difference between idioms and collocations is that the component parts of idioms, which may refer to animals, colours, objects etc, make their meaning much less predictable. (See Unit 64 on Idioms.)

There are also open collocations, where a number of different words may be used to complete the word group. Sometimes there seems little difference between the alternatives:

- keep to stick to a diet, do your best utmost to persuade him, have hold bear a grudge

but in other collocations a different word can change the meaning:

- gather lose momentum, lingering serious scruples, call for offer up a sacrifice

---

A Choose the correct word from the pair in brackets to complete each sentence. All the collocations include the verb call.

1. I paid for this week's petrol and you paid for last week's, so we don't need to settle up. We can call it _______. (quits/evens)
2. Poor Ruth had to accept her father's decision to cancel her trip. She's not earning yet, so he calls the _______. Perhaps she can go when she's paid off her overdraft! (melody/tune)
3. I can't quite call to _______ the incident you mention. Late 1980s, did you say? I expect it'll come back to me. (memory/mind)
4. You two are getting married? Wonderful news! This calls for a _______! (ceremony/celebration)
5. The fact that he was prepared to falsify documents calls into _______ his fitness to carry out his professional duties. (discussion/question)
6. I'm simply exhausted! Let's call it a _______! We can always finish tomorrow. (day/night)
7. When several of the demonstrators were arrested, the organisers called _______ to the protest. (an ending/a halt)
8. I thought Josh would lose his temper with his little brother Harry and call him _______, but he managed to stay surprisingly calm. (names/insults)
9. If Ross tells me one more time about his Porsche, I'll call his _______ and ask him to take me for a drive in it! That'll teach him a lesson! (game/bluff)
B Choose the correct word from the box to complete the collocations, all connected with the word light. There are two more words than you need.

set years by face travelling
first make shed let come reading in

1 I set my alarm so that I could wake up at ______ light, before anyone else was stirring.
2 It is hoped that the current research will ______ light on the hitherto unknown causes of this terrible disease.
3 Clara always makes a point of ______ light, with just a change of clothes rolled up in a small backpack.
4 The principal announced that the culprit would be ______ off lightly, as long as he or she owned up immediately.
5 The full story didn’t ______ to light until a fifty-year-old diary was unearthed in an attic.
6 The cut was bleeding quite badly, but Nicki was determined to ______ light of it, and said it was just a scratch.
7 Will’s ______ lit up as he entered the room and saw the long table groaning with food. He suddenly realised how ravenous he was.
8 Well, I got my first job soon after leaving school. It seems ______ away now, but I can still remember how excited I was.
9 ______ the light of recent events, the government will shortly be making an announcement on the action it plans to take.
10 With mounting rage, Daisy tore up the letter, threw the pieces into the grate, and ______ light to them with a match.

C Choose the correct expression from the box to complete the collocations, all connected with heat.

hot off the press hot under the collar
get into hot water hotting up piping hot
in the heat of the moment blowing hot and cold
a heated discussion take the heat off you
just so much hot air a hot potato

1 Hazel regretted what she had said ______.
2 When I entered the house, I could hear ______ going on in the kitchen.
3 I’m not sure the project will be going ahead – the boss is ______.
4 Make sure that meat pie’s ______ before you eat it.
5 If Neil resigns, at least it’ll ______ for a while.
6 Things are ______ at work now we’re approaching the peak tourist season.
7 I got all ______ when they asked to see my driving licence.
8 You’ll ______ if your mother finds out.
9 Immigration is such ______ that few politicians can agree on it.
10 I didn’t pay any attention to what he said – it’s ______.
11 Here’s the council’s list of sports centres, ______.
A BLAST FROM THE PAST

In recent years, museums around the world have 1) __________ a campaign to tell us as much about extinct species like dinosaurs as possible. They have been 2) __________ and abetted in their endeavours by film directors like Steven Spielberg and by the public's passion for prehistoric creatures. Now the Natural History Museum in London has 3) __________ delivery of a Tyrannosaurus rex, which is the most sophisticated model of a dinosaur ever built. It draws on a 4) __________ of information gleaned from important finds over the last thirty years, and is a 5) __________ cry from the dry-as-dust fossils and skeletons that used to be the best a museum could offer – this creature looks, sounds and even smells like a dinosaur. It incorporates state-of-the- 6) __________ movement sensors, so that it can respond to the approach of a 7) __________ being by lunging terrifyingly with its hideous mouth 8) __________ open. Its first victims were a class of primary school pupils, 9) __________ into the prehistory section by their teacher. When Tyrannosaurus rex became 10) __________ of their movements, it lashed its three-metre tail, threw up its great head and bellowed. This stopped the school children in their 11) __________, and they gazed up at the huge animal, transfixed.

The model took a team of Japanese engineers three months to construct, and cost in the 12) __________ of £220,000. This dinosaur was known to be a messy eater; it probably flattened its prey under a massive foot, then ripped it to 13) __________ with its teeth and claws. Because of the decaying food that would have lodged between its teeth, it must have had truly revolting breath, but the museum curators 14) __________ the line at allowing their model to stink of rotting flesh. Instead, they arranged for it to give off a swampy smell, like badly cooked spinach.
New language

Many new words or phrases are connected with people’s work or lifestyle. They reflect current social trends, political movements, technological and scientific developments, and popular interests. The most frequently used expressions are called buzz words.

A Complete the passage with these words and phrases. There are two more than you need.

proactive  dotcom  cutting edge
keyhole surgery  text messages
user-friendly  biodiversity  latte
counsellor  grassroots  name of the game
healthcare  asylum seeker  body piercing
sell-by dates  number cruncher  raves

MOVING SWIFTLY ON

Modern society is made up of all kinds of people, doing all kinds of things. You might be a computer whizz-kid, at the 1) ________ of technology, doing your best to make soft- and hardware 2) ________ for the consumer. Or you might be a senior hospital consultant, pioneering techniques such as 3) ________ while bemoaning the inadequacies of 4) ________ funding. You might be a 5) ________, a financial expert, assessing the risks of investing in hi-tech 6) ________ companies.

Perhaps you’re a teenager, campaigning to protect the 7) ________ of the natural world; or you might be into having fun at weekend 8) ________, with 9) ________ from your friends constantly appearing on your mobile.

You could be an 10) ________, hoping against hope that you will be accepted into a new community, or a 11) ________, working hard to mend relationships and heal psychological wounds. You may be a parent, providing the best you can for your family by buying organic food and religiously checking 12) ________ on supermarket products, or a 13) ________ politician, nostalgic for the values of the past, or a student, struggling to get by on a student loan and seeing your debts spiralling out of control.

Whoever you are, you probably accept the need to be 14) ________ rather than reactive, in today’s socio-economic climate. Our work and lifestyles are constantly evolving. Innovation is the 15) ________, and although the speed of change can be quite alarming, most of us realise it is necessary for progress.
There are many new words which are **abbreviations**, formed from the initial letters of a group of words:

- GM (genetically modified), TLC (tender loving care)

If the new word is pronounced as a word, and not as separate initials, it is an **acronym**:

- AIDS (Acquired Immune Deficiency Syndrome)

### B Complete the sentences with these items. What do they mean in full? Which one is the true acronym?

<table>
<thead>
<tr>
<th>BSE</th>
<th>aka</th>
<th>PIN</th>
<th>RSI</th>
<th>asap</th>
<th>PC</th>
<th>TLC</th>
<th>OTT</th>
</tr>
</thead>
</table>

1. You’d better not write your ________ number down anywhere, in case someone sees it.
2. Rolf’s been looking really down in the dumps lately. What he needs is some ________.
3. Chris has been off work for ages. Apparently she’s suffering from ________ and is planning to sue the company.
4. ‘Have you heard? Doug in Sales has been sacked for sending in his reports late!’ ‘That’s a bit ________, isn’t it?’
5. ‘Who’s your sister’s getting married to?’ ‘Oh, he’s a local radio DJ. Terry Murphy, ________ the Prince of Cool!’
6. Pete, can you e-mail me the invoice reference ________? Then I can arrange immediate payment.
7. I don’t think Rhona likes being called an actress. She says ‘actor’ is more ________.
8. The incurable brain condition found in cattle, ________, is commonly known as mad cow disease.

When a new gadget is invented or a new phenomenon develops, a name is sometimes created for it by telescoping two existing words together to form a new one:

- brunch (a meal between breakfast and lunch), smog (a combination of smoke and fog)

These new words are known as **portmanteau words** and they are often first seen on shop signs, in advertisements for products, or in media reviews.

### C Which portmanteau words are the names for these objects or concepts?

1. a video camera which also records sound
2. a film about the life of a particular person
3. a documentary filmed like a soap opera
4. the jargon or ‘babble’ used by psychotherapists
5. a TV programme in a series focusing on situational comedy
6. an airport for helicopters
7. an estimate which is based largely on guesswork
8. banking by telephone
Fed up with work? Having 1) _______? Don’t worry, you’ve always got the next episode of I’ll Be There For You to look forward to when you get home from the office. IBTFY, the Aussie version of the American smash-hit sitcom, Friends, is all set to clean up 2) _______, so that’s good news for the ATV production company, who 3) _______ the best locations from an admittedly stunning range on offer. Oh, 4) _______, I hear you say, with Neighbours, Home and Away and so on. Ah, but this is different. For a start, you’ll be 5) _______ by the stunning leading actor, George Rooney, who’s guaranteed to get the girls swooning. He’s supported by a great cast, including the 6) _______ Fran Jacobs, whose clothes are 7) _______. The plotlines are inventive, the jokes come thick and fast, and as the credits roll, you’re left wanting more. IBTFY is 8) _______, all right. So don’t feel bad about being 9) _______ and 10) _______ in front of the TV – just switch on and enjoy!

SHORT OF FUNDS

You see, I started the job with the highest of hopes. I mean, I’d never really thought of fund-raising as a career, but 1) _______ it’s a job, isn’t it? It pays the bills. Well, it would have done 2) _______. That was the trouble. First they wanted me to phone their previous sponsors, then they said I should forget them and concentrate on attracting new donors. And of course, I was having to input everything 3) _______ – you wouldn’t believe the things it could do! I wasn’t getting on well with my boss either – you could tell 4) _______. Who knows why? I must have done something to upset her. But when she discovered I hadn’t raised any money at all in the whole three months I’d been there, 5) _______ and I found myself out on my ear.

Well, I never liked it much there anyway. Being unemployed 6) _______. I’ve got enough money to tide me over till about September. I’m still looking around for something else, but if there’s absolutely nothing and 7) _______, I might try and set up my own business on the internet. It can’t be that difficult, can it?

A push comes to shove  
B it all went pear-shaped  
C on this all-singing, all-dancing computer  
D in your face  
E I just wasn’t her flavour of the month  
F it took off  
G isn’t the end of the world  
H if they hadn’t kept moving the goalposts  
I on a level playing field  
J at the end of the day
UNIT 74

Plural and feminine forms

**Plurals** of the majority of nouns are formed by adding -s or -es. In nouns ending in -o, both forms are occasionally possible. Nouns ending in -f or -fe normally change to -ves in the plural, although there are some exceptions.

There are a number of **irregular plural forms**: • child—children, man—men, woman—women, foot—feet, mouse—mice, etc.

Certain nouns do not change at all in the plural: • deer, sheep, fish, salmon

---

A Give the correct plural form of these nouns, using your dictionary if necessary.

1. mosquito  6. casino  11. echo  16. video
2. piano     7. shampoo 12. potato 17. kangaroo
3. avocado  8. ghetto  13. hero  18. radio
5. motto  10. tomato  15. concerto 20. solo

B Follow the instructions for Exercise A.

1. leaf  6. child  11. hoof  16. sheep
2. goose  7. house  12. postman 17. life
3. deer  8. mouse  13. belief  18. louse
5. wife  10. tooth  15. wolf  20. self

---

Some plural nouns look singular, e.g. police, people, and some singular nouns look plural, e.g. a means, a crossroads. Some singular nouns referring to groups of people can be used with either a singular or a plural verb, e.g. army, government, orchestra, team. Uncountable nouns, e.g. information, furniture, have no plural form.

---

C Decide whether you should use a singular (S) or plural (P) verb after these nouns. In some cases both are possible.

1. family 6. jury  11. accommodation 16. means
2. news 7. scenery  12. people  17. army
3. staff 8. cattle  13. police  18. knowledge
5. air  10. water  15. sand  20. training

---

D Match each of the twelve nouns with one of these collective nouns. Some of them can be used twice.

<table>
<thead>
<tr>
<th>flight</th>
<th>bunch</th>
<th>flock</th>
<th>gang</th>
<th>swarm</th>
<th>shoal</th>
<th>pack</th>
<th>herd</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 keys</td>
<td>4</td>
<td>criminals</td>
<td>7</td>
<td>bees</td>
<td>10</td>
<td>geese</td>
<td></td>
</tr>
<tr>
<td>2 steps</td>
<td>5</td>
<td>sheep</td>
<td>8</td>
<td>cows</td>
<td>11</td>
<td>carrots</td>
<td></td>
</tr>
<tr>
<td>3 cards</td>
<td>6</td>
<td>fish</td>
<td>9</td>
<td>wild dogs</td>
<td>12</td>
<td>ants</td>
<td></td>
</tr>
</tbody>
</table>
There are three categories of plurals for words of classical origin in English.

1 **Anglicised plurals**, adding -s or -es:
   - bonuses, circuses, operas, viruses

2 **Classical plurals**, retaining Greek or Latin forms:
   - criterion-criteria, automaton-automata, diagnosis-diagnoses, larva-larvae, nucleus-nuclei, stimulus-stimuli, appendix-appendices, curriculum-curricula

3 Classical plurals in formal contexts, but Anglicised plurals for general use:
   - cactus-cacti/cactuses, formula-formulae/formulas, referendum-referenda/referendums

**Compound nouns** either form plurals in the usual way by adding -s:
- girlfriends, sit-ins
or by pluralising the first element:
- sisters-in-law, passers-by

---

**E** Give the correct plural(s) of these nouns. Use your dictionary if necessary.

1. nucleus
2. formula
3. boyfriend
4. press-up
5. take-off
6. aquarium
7. brother-in-law
8. bonus
9. stimulus
10. criterion
11. circus
12. cactus
13. breadwinner
14. opera
15. diagnosis
16. virus
17. appendix
18. larva
19. bacterium
20. automaton

**F** Give the feminine form of these nouns, if there is one. Use your dictionary if necessary.

1. heir
2. fiancé
3. masseur
4. monk
5. nephew
6. actor
7. sculptor
8. emperor
9. hero
10. widower
11. doctor
12. manager
13. host
14. barman
15. bridegroom
16. uncle
17. landlord
18. cousin
19. headmaster
20. steward

**G** Match the group nouns on the left with the appropriate nouns on the right.

1. congregation
2. cattle
3. orchestra
4. cutlery
5. crockery
6. team
7. stationery
8. fuel
9. equipment
10. software

A. sportsmen
B. computer programmes
C. cows
D. worshippers
E. paper and pens
F. tools, machines
G. cups, plates and bowls
H. petrol
I. musicians
J. knives, forks and spoons
A prefix is added to the beginning of a word. The most common use for a prefix is to make an adjective, adverb or verb negative, or to give it the opposite meaning.

**A** Form the opposite of these adjectives by adding the correct prefix. Choose from *un-, im-, il-, in-, ir-, dis-, non-.*

<table>
<thead>
<tr>
<th>Prefixes</th>
<th>Words</th>
</tr>
</thead>
<tbody>
<tr>
<td>un-</td>
<td>1 attainable</td>
</tr>
<tr>
<td>im-</td>
<td>2 existent</td>
</tr>
<tr>
<td>il-</td>
<td>3 legitimate</td>
</tr>
<tr>
<td>in-</td>
<td>4 resistible</td>
</tr>
<tr>
<td>ir-</td>
<td>5 accessible</td>
</tr>
<tr>
<td>dis-</td>
<td>6 prepared</td>
</tr>
<tr>
<td>non-</td>
<td>13 satisfied</td>
</tr>
<tr>
<td></td>
<td>19 legible</td>
</tr>
<tr>
<td></td>
<td>21 perfect</td>
</tr>
</tbody>
</table>

**B** Form the opposite of these words by adding the correct prefix. Choose from *anti-, un-, dis-, mis-, de-.*

<table>
<thead>
<tr>
<th>Prefixes</th>
<th>Words</th>
</tr>
</thead>
<tbody>
<tr>
<td>do</td>
<td>1 do</td>
</tr>
<tr>
<td>approve</td>
<td>2 approve</td>
</tr>
<tr>
<td>clockwise</td>
<td>3 clockwise</td>
</tr>
<tr>
<td>understand</td>
<td>4 understand</td>
</tr>
<tr>
<td>used</td>
<td>5 used</td>
</tr>
<tr>
<td>briefing</td>
<td>6 briefing</td>
</tr>
<tr>
<td></td>
<td>13 classify</td>
</tr>
<tr>
<td></td>
<td>15 confirmed</td>
</tr>
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<td></td>
<td>17 damaged</td>
</tr>
<tr>
<td></td>
<td>19 employment</td>
</tr>
<tr>
<td></td>
<td>21 fire (verb)</td>
</tr>
</tbody>
</table>

**C** Match the prefixes *counter-, over- and co-* with these words.

<table>
<thead>
<tr>
<th>Prefixes</th>
<th>Words</th>
</tr>
</thead>
<tbody>
<tr>
<td>counter-</td>
<td>1 worker</td>
</tr>
<tr>
<td>over-</td>
<td>2 balance</td>
</tr>
<tr>
<td>co-</td>
<td>3 pilot</td>
</tr>
<tr>
<td></td>
<td>4 claim</td>
</tr>
<tr>
<td></td>
<td>5 author</td>
</tr>
<tr>
<td></td>
<td>6 priced</td>
</tr>
<tr>
<td></td>
<td>13 espionage</td>
</tr>
<tr>
<td></td>
<td>15 simplify</td>
</tr>
<tr>
<td></td>
<td>17 due</td>
</tr>
<tr>
<td></td>
<td>19 espionage</td>
</tr>
<tr>
<td></td>
<td>21 fire (verb)</td>
</tr>
</tbody>
</table>

**D** Match the prefixes *out-, ex-, re- and under-* with these words.

<table>
<thead>
<tr>
<th>Prefixes</th>
<th>Words</th>
</tr>
</thead>
<tbody>
<tr>
<td>out-</td>
<td>1 pouring</td>
</tr>
<tr>
<td>ex-</td>
<td>2 wife</td>
</tr>
<tr>
<td>re-</td>
<td>3 last</td>
</tr>
<tr>
<td>under-</td>
<td>4 vote</td>
</tr>
<tr>
<td></td>
<td>5 direct</td>
</tr>
<tr>
<td></td>
<td>11 size</td>
</tr>
<tr>
<td></td>
<td>13 distribute</td>
</tr>
<tr>
<td></td>
<td>14 stay</td>
</tr>
<tr>
<td></td>
<td>16 unite</td>
</tr>
<tr>
<td></td>
<td>18 clothes</td>
</tr>
<tr>
<td></td>
<td>20 integrate</td>
</tr>
</tbody>
</table>

**E** Match the prefixes *a-, hyper-, mal-, mono-* and *neo-* with these words.

<table>
<thead>
<tr>
<th>Prefixes</th>
<th>Words</th>
</tr>
</thead>
<tbody>
<tr>
<td>a-</td>
<td>1 active</td>
</tr>
<tr>
<td>hyper-</td>
<td>2 moral</td>
</tr>
<tr>
<td>mal-</td>
<td>3 nutrition</td>
</tr>
<tr>
<td>mono-</td>
<td>4 Nazi</td>
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<tr>
<td>neo-</td>
<td>5 formation</td>
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<td></td>
<td>11 function</td>
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<td></td>
<td>13 adjusted</td>
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<td>15 tone</td>
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<td>17 assure</td>
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<td></td>
<td>19 achiever</td>
</tr>
<tr>
<td></td>
<td>21 fire (verb)</td>
</tr>
</tbody>
</table>
A suffix is added to the end of a word, to make it into an adjective, noun or verb.

**F** Make adjectives from these verbs and nouns by using the suffixes **-able, -al, -ful, -ic, -ish, -ive, -less, -ous, -proof, -some, -ly** and **-y**. Make any necessary spelling changes.

1. fog  
2. help  
3. destroy  
4. befriend  
5. hate  
6. child  
7. tragedy  
8. fire  
9. humour  
10. magic  
11. home  
12. wash  
13. nostalgia  
14. quarrel  
15. grace  
16. hope  
17. imagination  
18. rely  
19. drama  
20. reality

**G** Make nouns from these verbs and adjectives by using the suffixes **-al, -ance, -ence, -ety, -hood, -ion, -ity, -ment, -ness, -our, -ure** and **-y**. Make any necessary spelling changes.

1. depart  
2. entertain  
3. betray  
4. pious  
5. behave  
6. attract  
7. arrive  
8. emancipate  
9. dark  
10. patient  
11. satisfy  
12. rude  
13. please  
14. maintain  
15. advertise  
16. theoretical  
17. deliver  
18. widow  
19. available  
20. tolerant

**H** Make verbs from these adjectives and nouns by using the suffixes **-en, -ify** and **-ise**.

1. horror  
2. wide  
3. straight  
4. real  
5. category  
6. long  
7. high  
8. intense  
9. ideal  
10. short  
11. critical  
12. red  
13. peace  
14. false  
15. computer

**I** Use the words in capitals to form longer words to fit the spaces.

GUILTY OR NOT GUILTY?

Yet another 1) _______ athlete has been branded a cheat. NATION

A highly-qualified panel of experts has 2) _______ all the evidence in the case of Anna Morris, who was sent home in 3) _______ from the Olympics after a random drugs test proved positive. She continues to maintain her 4) _______, however. Her defence is based on the alleged 5) _______ that her urine sample was tampered with, although the authorities claim that no 6) _______ occurred in the handling of the sample.

Now Anna has been found guilty of taking an 7) _______ substance, and she is 8) _______ by the verdict. 'I find it 9) _______,' she told our reporter outside her home. 'It just isn't true! For me this verdict is simply 10) _______.

And although I 11) _______ there is very little chance of my 12) _______ in clearing my name, I'm still determined to appeal against the ruling.'
UNIT 76

False friends and word pairs

A false friend (from the French ‘faux ami’) is a word which looks very similar to a word in another language. Learners may mistakenly assume that both words have the same meaning and use.

A Choose the best synonym (A or B) for each word on the left.

1 particular A private B special
2 nervous A irritable B apprehensive
3 spiritual A witty B concerned with religion
4 gymnasium A sports hall B grammar school
5 extra A supplementary B best quality
6 control A regulate B check
7 process A trial B procedure
8 exact A precise B correct
9 mark A brand B stain
10 souvenir A memento B memory
11 notorious A famous B infamous
12 sympathetic A compassionate B likeable
13 chef A boss B cook
14 public school A state school B private school
15 actual A current B real
16 critic A reporter B review
17 saucy A with sauce B impolite
18 sensible A practical B sensitive

B Complete each sentence with the correct word from one of these pairs.

waistcoats/vests chips/crisps insulated/isolated
aerial/antenna meaning/opinion bank/bench
birthday/anniversary bargain/occasion

1 It's Andrew's ______ today! He's 25, I think.
2 Their television doesn't have very good reception. I think their outside ______ needs adjusting.
3 In order to retain heat in winter, a house should be properly ______.
4 Could I have a packet of cheese and onion ______, please, to eat with my packed lunch?
5 Snooker players on television always take their jackets off, and play in their ______ and trousers.
6 I've told you what I think about it. Now what's your ______?
7 I'm exhausted! Let's sit down on this ______ for a moment.
8 You only paid £9.95! That's a wonderful ______!
C Explain the difference between these pairs by giving a short definition for each word or phrase.

D Put the pairs of words into the correct order to make expressions linked by and. Example: ladies and gentlemen.

E Choose the correct word from the pair in brackets to complete each sentence.

1 warehouse department store
2 recipe receipt
3 block notepad
4 smoking dinner jacket
5 costume suit
6 congealed frozen
7 salute (verb) wave to
8 pensioners boarders
9 deranged disturbed
10 prove test

The words in certain word pairs, linked with and, have a fixed order. They may refer to two things which go together, e.g. salt and pepper, two opposites, e.g. black and white, or just one idea, e.g. high and dry.

1 chips/fish 5 butter/bread 9 in/out
2 women/children 6 dead/buried 10 pros/cons
3 ink/pen 7 rules/regulations 11 wrongs/rights
4 bed/breakfast 8 socks/shoes 12 law/order

1 Make sure you get your facts and ________ together in good time for the presentation. (figures/details)
2 Now that the property market is so unpredictable, it is not wise to invest all your savings in bricks and ________. (cement/mortar)
3 Connolly looked really emaciated after his hunger strike. He was just skin and ________. (skeleton/bone)
4 Simon rushed to and ________ in a panic, trying to collect what he needed. (away/fro)
5 Fortunately the potholers were rescued and brought back to base, safe and ________. (sound/unhurt)
6 Today the Prime Minister is out and ________ on the streets of the capital, meeting members of the public. (about/busy)
7 When we lost the kitten, we searched for her far and ________, but there was no trace of her anywhere. (near/wide)
8 As the tide went out, the remains of the wrecked ship were left high and ________ on the sand. (dry/tidy)
9 Miss Hunt didn't laugh at Antony's slightly risqué joke, did she? I think she's rather prim and ________. (proper/prudish)
10 We'll have to have a good clean-up before we go. We must leave the cottage spick and ________ for the next visitors. (shining/span)
Complete the sentences with these expressions. They are used in a less literal, more idiomatic, way than those in Exercise E.

sick and tired flesh and blood hard and fast odds and ends
song and dance chalk and cheese pins and needles
head and shoulders wear and tear tooth and nail
ins and outs cut and dried chop and change
cock-and-bull neck and neck

1. For heaven's sake, losing your keys isn't the end of the world! Don't make such a ____________ about it!

2. We can try claiming on our house contents insurance for ____________ to the carpet, but I don't hold out much hope.

3. Penelope had been sleeping on her arm, and woke up with ____________ in it.

4. The brothers aren't like each other at all. They're as different as ____________.

5. You might find an elastic band in that box. I keep a few ____________ in there.

6. Look, there's no point in trying to overturn the decision. It's all ____________.

7. I'm surprised the old man didn't leave his fortune to his nephews. They were his own ____________, after all!

8. I'm ____________ of hearing the same old excuse, week after week. Use a bit of imagination and come up with a new one next time!

9. For thirty years the two next-door neighbours had fought each other ____________ in the lawcourts.

10. There's no doubt that Glenda will win the competition. She's ____________ above the other designers.

11. You weren't taken in by what he told you, I hope? It was a complete ____________ story!

12. They're not so much rules as helpful guidelines. There's nothing ____________ about them.

13. I thought you'd already decided on the Zanussi frost-free model. It's difficult to keep track when you ____________ so much.

14. Let's meet for lunch tomorrow, and I'll explain the ____________ of the proposal.

15. The horses were ____________ in the final straight, but then the favourite pulled ahead and was first past the post.
UNIT 77

Ways of walking, talking, looking and laughing

A Complete the sentences with these words, in the correct form. There is one more than you need.

<table>
<thead>
<tr>
<th>wade</th>
<th>plod</th>
<th>march</th>
<th>limp</th>
<th>hop</th>
<th>shuffle</th>
<th>tiptoe</th>
</tr>
</thead>
<tbody>
<tr>
<td>ramble</td>
<td>stroll</td>
<td>toddle</td>
<td>stagger</td>
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</tr>
</tbody>
</table>

1. Today the whole family is going for a _______ over the hills, with a picnic.
2. We had to _______ into the water right up to our thighs in order to retrieve the beach ball.
3. Corinna proudly watched her one-year-old daughter _______ towards her across the sitting room.
4. The middle-aged woman _______ straight up to the duty officer's desk and demanded to see the head of CID.
5. Odette had polio when she was a child, and still walks with a slight _______.
6. The old man put his slippers on and _______ slowly out of the room.
7. The girls had all the time in the world. They decided to _______ along Regent Street to do a bit of window-shopping.
8. 'Help!' cried the man, as he _______ into the shop clutching his chest. 'Get an ambulance! It's my heart!'
9. It was so late when Nina got home that she had to _______ upstairs, hoping Mr and Mrs Burdon wouldn't hear her.
10. Yawning, the security guard _______ round the premises for the tenth time that night. He was tired, his feet hurt, and he was looking forward to the end of his stint.

B Match these verbs of walking or moving with their definitions.

1. trudge A move by jumping from one foot to the other
2. stumble B stand idly or walk with frequent stops
3. skip C move on hands and knees
4. stride D walk unsteadily, stagger
5. saunter E walk heavily or wearily
6. loiter F walk lamely or awkwardly
7. totter G run quickly and/or playfully
8. hobble H walk with long steps
9. crawl I almost trip or fall while walking
10. scamper J walk in a leisurely way

C Choose the correct word for a way of talking from the pair in brackets to complete each sentence.

1. You'll have to _______ if you don't want the rest of the group to hear you. (mutter/whisper)
2. When the police managed to reach the potholer, he was barely conscious and _______ with pain. (sighing/moaning)
3. Ray feels frustrated when he goes to his Italian conversation class, as he can't _______ himself well enough. (talk/express)
4 Mr Mayhew has a lot on his plate at the moment. It’s not surprising that he _______ at people sometimes. (snaps/retorts)

5 The official was so taken aback that he did not _______ a word, but just stared at us. (mention/utter)

6 My aunt always looks forward to a good _______ with her sisters whenever there’s a family get-together. (gossip/argue)

7 The boys’ parents _______ them for half an hour on the risks they had run. (lectured/warned)

8 There are several points of interest that the committee will be _______ at the meeting. (discussing/chatting)

9 Mrs Stephens _______ her son in from the garden. (called/shouted)

10 A colleague of mine had a childhood _______ which occasionally comes back if he gets nervous. (mumble/stammer)

D Complete the sentences with these words for ways of looking, in the correct form. Sometimes more than one word is possible.

<table>
<thead>
<tr>
<th>spot</th>
<th>stare</th>
<th>gaze</th>
<th>recognise</th>
<th>glance</th>
<th>glimpse</th>
</tr>
</thead>
<tbody>
<tr>
<td>scrutinise</td>
<td>watch</td>
<td>peep</td>
<td>observe</td>
<td>notice</td>
<td>peer</td>
</tr>
</tbody>
</table>

1 The Prime Minister's car went through the village so fast that the onlookers didn't even catch a _______ of him inside.

2 The lecturer had left his glasses at home, so he was _______ at his notes, trying to read his writing.

3 As he joined the main road, the motorcyclist _______ quickly to the right, but unfortunately did not see the pedestrian on his left.

4 Kelly looked so different when I saw her recently that I hardly _______ her.

5 The antiques expert _______ the silver vase very carefully, while its owner watched in suspense.

6 When the climbers reached the top of the mountain they were delighted to see the mist disperse and the sun _______ through the clouds.

7 The whole coachload of tourists _______ in wonder at the Pyramids, stark and black against the desert sand in the moonlight.

8 Silke recorded the last episode of her favourite television serial on video, but somehow never got round to _______ it.

9 Old Mrs Gudgeon fell and broke her hip last week. She lives alone, but luckily her neighbour _______ that she hadn’t drawn the curtains, went round to check up on her and called the ambulance.

10 There's a competition in the local paper this week. If you can _______ the deliberate mistake in the editorial, you might win a brand new Ford Mondeo!
E Match these verbs of smiling or laughing with their definitions.

1 guffaw A laugh with pleasure or delight
2 giggle B laugh disrespectfully or furtively
3 grin C laugh softly or to yourself
4 chortle D smile broadly
5 sneer E scoff or mock
6 snigger F laugh nervously or foolishly
7 jeer G smile scornfully or contemptuously
8 chuckle H laugh crudely or noisily

F Complete the sentences with these expressions with laugh, in the correct form.

| laugh all the way to the bank | Don't laugh a laugh a minute |
| no laughing matter | laugh someone out of it |
| laugh in someone's face | laughable | Don't make me laugh |
| laugh up your sleeve | laugh off | have the last laugh |
| laugh on the other side of your face |

1 Although the boxer looked quite badly cut and bruised, he staggered to his feet, ______________ his injuries and insisted on continuing the fight.

2 You've decided to give up smoking? ______________! You'll never be able to, not in a million years!

3 Have you seen the late-night comedy show on at the Festival Theatre? It's really funny, ______________.

4 I thought I'd been so clever, getting myself an invitation to dinner at Linda and Pete's, but they ______________ when they made me do all the washing-up!

5 Mark's married a wealthy heiress now, has he? He must be ______________!

6 You can't possibly sell your house for so little. Really, what your buyer's offering you is ______________.

7 The Minister went on with his speech. Meanwhile I was ______________, waiting for him to make another embarrassing mistake.

8 You may think being in love is something to laugh at now, but you'll ______________ when it happens to you one day!

9 When the probation officer tried to help Charlie, the youth just ______________, saying he didn't want any help.

10 ______________, but I've decided to sell up and move to a Greek island.

11 Take that smile off your face, Matthew! Bullying is ______________ and will not be tolerated.

12 For some reason Pauline was in a foul mood, and it was impossible to ______________.
UNIT 78

Ways of holding and pulling
Words for light, water and fire

A Complete the sentences with these words, in the correct form. Use each word only once.

<table>
<thead>
<tr>
<th>draw</th>
<th>tow</th>
<th>lug</th>
<th>haul</th>
<th>jerk</th>
<th>drag</th>
<th>tug</th>
<th>wrench</th>
</tr>
</thead>
</table>

1. The breakdown lorry was called to the motorway to _______ away the Range Rover which had been involved in the pile-up.
2. The toddler _______ insistently at his mother's hand. 'Please can I have an ice cream?' he whined.
3. Paula felt too ill to go to work, but she managed to _______ herself out of bed to make some breakfast.
4. Jeremy gave the blind a sudden _______, and sunshine flooded into the room.
5. The plumber had some difficulty removing the bath tap, but finally, using all his strength, he managed to _______ it off.
6. Here's your homework file. I've been _______ it around with me all day. Quite heavy, isn't it?
7. The authorities had to use a crane to _______ the submerged wreck out of the water.
8. When he heard the shot, the bodyguard turned in a flash and _______ his own gun.

B Match these expressions with drag, draw, pull and tug with their definitions.

1. drag your feet or heels A disgrace someone
2. pull your weight B something boring
3. drag someone's name through C very hostile towards someone
4. pull strings D get control of your feelings
5. draw a blank E deceive or delude someone
6. a drag F act with deliberate slowness
7. pull the wool over someone's eyes G be unsuccessful in finding something
8. pull apart or to pieces H come to an end
9. pull your socks up I appeal to someone's emotions
10. tug at someone's heartstrings J do everything you can to achieve something
11. pull yourself together K unnecessarily lengthy
12. long-drawn-out L improve your behaviour
13. a tug of love M criticise harshly
14. draw to a close N do your fair share of work
15. at daggers drawn with someone O a dispute over the child of separated or divorced parents
16. pull out all the stops P use influential friends or connections
**C** Make correct collocations by using these words and phrases after the verbs below. Some of the verbs have more than one collocation, and some of the phrases can be used more than once.

| your fists | forty winks | a concept | at straws | a flower |
| the enemy soldiers | up courage | someone's brains | your eyebrows | the nettle | your teeth | power | an audience |
| his long-lost brother | to his heart | your passport | nervously | a bag from an old lady | someone's imagination |

1 grasp 6 seize
2 pluck 7 clutch
3 clench 8 clasp
4 grip 9 capture
5 snatch 10 pick

**D** Choose the correct word connected with light from the pair in brackets to complete each sentence.

1 As we came out of the cinema, we were ______ by the bright afternoon sunshine. (dazzled/glared)
2 In the garden the wet leaves ______ in the sunlight. (glimmered/glistened)
3 Anneka’s eyes were ______ with rage as she tore up the contract. (glittering/flickering)
4 Some distance across the moors the traveller could just make out a faint ______ of light through the fog. (glimmer/sparkle)
5 The studio guests began to feel very hot under the ______ of the powerful television lights. (glare/flare)
6 The children saw another ______ of lightning light up the dark sky, and heard the clap of thunder a few seconds later. (flash/beam)
7 The surface of the lake ______ in the moonlight. (shimmered/dazzled)
8 When Frank opened the window, the candle on the table ______ briefly and then went out. (flashed/flickered)
9 The large diamond on Sophie’s finger ______ as it caught the light. (shimmered/sparkled)
10 As the two men crept round the front of the house, they were suddenly caught in the ______ of a security light. (beam/glitter)

**E** Match these words connected with water with their definitions.

| 1 downpour (noun) | A fine rain |
| 2 trickle (verb) | B a man-made waterway |
| 3 drip (verb) | C to pour out suddenly and profusely |
| 4 shower (noun) | D to fall in drops |
| 5 torrent (noun) | E a small river |
| 6 drizzle (noun) | F a brief period of rain, snow or hail |
| 7 canal (noun) | G a small pool of water on the road or pavement |
| 8 stream (noun) | H to run or flow slowly and thinly |
| 9 puddle (noun) | I a heavy, sudden fall of rain |
| 10 gush (verb) | J a fast, violent flow of water |
Complete the sentences with these words connected with fire. Sometimes more than one word is possible.

Think of one word only which can be used appropriately in all three sentences in each group.

| Glow | Smoke | Embers | Scald | Swelter | Flame | Blaze | Spark | Burn | Ashes | Steam | Scorch | Sizzle | Boil |
|------|-------|--------|-------|---------|-------|-------|-------|------|-------|-------|--------|--------|-------|------|

1. In the darkness Michelle saw the red ______ of a cigarette and knew that Rod wasn’t far away.

2. As the evening wore on and the fire died down, we put potatoes to bake in the ______, and ate them in our fingers.

3. Although police have not yet established the cause of the fire, it seems likely it was started accidentally by a ______ from a dropped match.

4. When the scouts put more dry wood on the bonfire, it began to ______ merrily, and the _______s leapt high into the sky.

5. Unfortunately my sister wasn’t careful enough when ironing those trousers, so now there’s a very noticeable ______ mark on the seat.

6. Benedict, be careful not to _______ yourself with all that boiling water.

7. Jason carefully ______ed open the letter while his mother was out shopping.

8. You’ll _______ in that heavy jacket. Why don’t you wear your linen one?

9. All that remained of their home after the fire was extinguished was a pile of sodden _______.

10. ‘There’s no _______ without fire.’ (proverb)

1. The taxi _______ up smartly in front of the Savoy Hotel.
   The chairman _______ our attention to the third item on the agenda.
   The child _______ a picture of the farmhouse where she used to live.

2. Whenever Maria wins a race, her parents simply _______ with pride.
   He lay beside the fire’s dying embers, watching them _______ in the dark.
   People say that horses sweat, men perspire, and ladies gently _______!

3. I spent the first two golf lessons learning how to improve my _______.
   Don’t panic, Kylie! Get a _______ on yourself!
   Several countries in the region are in the _______ of the worst recession for a hundred years.

4. Her long hair was _______ out behind her in the wind as she rowed towards the shore.
   Refugees were _______ across the border, carrying their few possessions.
   The little boy was calling for his mother, with tears _______ down his face.

5. Fighting _______ up again last night in areas of unrest.
   The horse’s nostrils _______ as he sensed imminent danger.
   The flames from the burning building _______ into the night sky.
UNIT 79

Recycling

A  Fill in the boxes with a suitable word to complete each sentence. In some cases, a letter is given to help you.

1  I know you told me it was expensive, but could you tell me what the ________ price was?

2  I had to haggle, but in the end I only paid £10 for the set. It was a real ________.

3  There's a wooden ________ by the pond, where I often sit and eat my sandwiches.

4  Have you read the wonderful ________ in The Guardian of Barker's new play?

5  Surely you've heard of Spike Magee? He's the ________ bank robber who's on the run!

6  Try to use your ________ to make your composition as interesting as possible. Think up some new ideas!

7  Tell me more about your new ________ . Has he given you a pay rise yet?

8  As Chantal's parents are working abroad, she's a ________ at a well-known girls' public school, and only sees her family during the holidays.

9  The doctor asked his patient to step on to the ________ to be weighed.

10  Daphne collected all the traditional ________ used by the village women in their cooking, and managed to get them published.

11  If you are tolerant, you accept that other people have different ________ from you on all sorts of subjects.

12  This is a ________ beach, which belongs to a hotel. Only the hotel guests are allowed to use it, not the general public.

B  Complete the word pairs with words from the box, then give a definition for each pair.

| wide ends dried buried neck mortar dry nail blood bull tear needles cheese cons dance |
|----------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| 1 dead and ________              | 9 wear and ________             | 10 odds and ________           | 11 high and ________           | 12 chalk and ________          | 13 cut and ________            | 14 pins and ________           | 15 tooth and ________          | 16 far and ________             | 17 neck and ________             | 18 pros and ________             | 19 blood and ________             | 20 ends and ________             | 21 nail and ________             | 22 cons and ________             | 23 dance and ________             |
C Read the passage, then decide which word from A, B, C or D is most appropriate for each space.

HIDDEN DEPTHS
‘I’ll get soaked if I go out now,’ said Hector. ‘It’s simply 1) ________!’ Jane threw him a 2) ________ of contempt. Is he a man or a mouse? she thought. Outside the teashop the wet cobblestones in the village square 3) ________ in the light from the streetlamps.

‘Oh dear!’ said Hector. ‘I’ve spilt my tea!’ Some children at a table near them 4) ________ quietly to themselves, as the ancient waitress 5) ________ slowly over to wipe the table. Jane looked down at her engagement ring, and the very small diamond 6) ________ back at her. She took a deep breath. I’ll have to tell him, she thought.

‘Er ... Hector,’ she started. But was he even listening to her? He seemed to be 7) ________ to himself about something – just when she’d 8) ________ up the courage to tackle him. It really was too much!

Suddenly she realised that Hector had got up and 9) ________ casually over to the cash desk.

‘OK, babe, hand over the takings!’ he barked to the shocked waitress. ‘10) ________ the door, Jane,’ he added. In a few moments they were out in the square with £57 in small change in a plastic bag. It had stopped raining, but Jane was so stunned she didn’t even notice.

D Use the words in capitals to make longer words that fit the spaces in the text. (Tasks of this type always include at least one word with a prefix.)

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>drizzling</td>
<td>showering</td>
<td>pouring</td>
<td>dripping</td>
</tr>
<tr>
<td>2</td>
<td>stare</td>
<td>gaze</td>
<td>glimpse</td>
<td>glance</td>
</tr>
<tr>
<td>3</td>
<td>glistened</td>
<td>glimmered</td>
<td>glared</td>
<td>glittered</td>
</tr>
<tr>
<td>4</td>
<td>guffawed</td>
<td>sniggered</td>
<td>jeered</td>
<td>sneered</td>
</tr>
<tr>
<td>5</td>
<td>waded</td>
<td>sauntered</td>
<td>scampered</td>
<td>shuffled</td>
</tr>
<tr>
<td>6</td>
<td>sparkled</td>
<td>shimmered</td>
<td>beamed</td>
<td>dazzled</td>
</tr>
<tr>
<td>7</td>
<td>snapping</td>
<td>uttering</td>
<td>muttering</td>
<td>stammering</td>
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<tr>
<td>8</td>
<td>seized</td>
<td>plucked</td>
<td>gripped</td>
<td>snatched</td>
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<tr>
<td>9</td>
<td>marched</td>
<td>strolled</td>
<td>rambled</td>
<td>staggered</td>
</tr>
<tr>
<td>10</td>
<td>Stare</td>
<td>Examine</td>
<td>Peer</td>
<td>Watch</td>
</tr>
</tbody>
</table>

A POPULAR PAINTER
The American painter George Wesley Bellows (1882–1925) was the only son of an elderly couple who 1) ________ the EXAMPLE Midwestern values of honest business practice and strict morality. From earliest 2) ________ he seemed determined to become an artist. Before graduating from Ohio State UNIVERSITY, and in the face of stiff parental 3) ________, he moved to New York to study art. There he was strongly influenced by ‘The Eight’, or American Ashcan School. For the 4) ________ of his life, his work was characterised by REMAIN
Think of one word only which can be used appropriately in all three sentences in each group.

1. This is only a ________ estimate of the likely costs.
   The truck bumped along the ________ mountain track.
   I'm not taking the ferry if the weather's ________!

2. With a flourish the waiter ________ some pepper over the pasta.
   The sisters were ________ down by their years of exhausting work.
   The lorry ________ to a halt outside the factory gates.

3. All my worldly possessions are in three ________, due to arrive from Canada in a few days’ time.
   Take your ________ with you, lads, in case you're offered a dip in the pool.
   Birds often like to nest in hollow tree ________.

4. Denise arrived home as the clock ________ midnight.
   Something ________ me the other day. I need a new job!
   Most people were still filing into the concert hall as the orchestra ________ up.

5. They're planning to dig over the vegetable plot in the ________.
   Nigel's had a ________ in his step ever since he started going out with Lynne.
   Luckily, the hikers were able to fill their water bottles from a ________, before continuing on their way.

6. The principal will have to ________ a decision soon.
   However busy Geraldine is, she's always careful to ________ time for her family.
   As the coffee was being served, the bridegroom rose to his feet to ________ what he promised would be a short speech.

realist subject matter, 5) ________ which was a traditional approach to composition. He was also fascinated by the various systems of colour 6) ________ that painters were using at the time, and studied them in detail. The truly 7) ________ work that he produced in these early days 8) ________ and contributed to much of his later painting.

Despite his 9) ________ with common, even low-life themes, he was elected an associate of the 10) ________ National Academy at the exceptionally early age of 27. One of the reasons the Academy honoured Bellows, while 11) ________ approval from many of the other members of ‘The Eight’, was the fact that there were 12) ________ references to the old masters in Bellows’ work. He was one of the few artists who 13) ________ combined a modern verve and energy with an appreciation of artistic tradition, and his almost 14) ________ appeal was therefore not surprising.

This is only a ________ estimate of the likely costs.

The truck bumped along the ________ mountain track.

I'm not taking the ferry if the weather's ________!

With a flourish the waiter ________ some pepper over the pasta.

The sisters were ________ down by their years of exhausting work.

The lorry ________ to a halt outside the factory gates.

All my worldly possessions are in three ________, due to arrive from Canada in a few days’ time.

Take your ________ with you, lads, in case you're offered a dip in the pool.

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Nigel's had a ________ in his step ever since he started going out with Lynne.

Luckily, the hikers were able to fill their water bottles from a ________, before continuing on their way.

The principal will have to ________ a decision soon.

However busy Geraldine is, she's always careful to ________ time for her family.

As the coffee was being served, the bridegroom rose to his feet to ________ what he promised would be a short speech.
It is important to use the correct layout for formal letters, as shown here.

Your address (but not your name):
house number/name and street,
the town, the county (if included),
the postcode, the country (if necessary).

The date: day, month and year
23rd June, 2001

Your correspondent's title and name and/or position
e.g. Mr Robert Smith
Sales Manager
or, if you do not know the name, simply
The Sales Manager

plus the company name and address

Dear Sir/ Dear Madam,
(if you do not know his/her name)
or Dear Mr/Mrs/Miss/Ms/Dr Smith,

Begin your letter under the word Sir/Madam or the person's title.
Use new paragraphs where appropriate.

Yours faithfully,
(if you have written Sir/Madam) or
Yours sincerely,
(if you have written the person's name)

Your signature
Your name legibly written, with your title
e.g. Miss Amanda White

The correct register is crucial in a formal letter. You should:
a use correct, formal language, complete sentences, no slang, contractions or exclamations.
b use formal vocabulary and linking words.
c keep strictly to the point.

A Choose the correct word or phrase for a formal letter from these pairs of phrases or clauses.

1 a) I was wondering how things are going at the moment.
  b) I am writing to enquire whether satisfactory progress is being made.

2 a) We can lend you another two grand.
  b) Your credit facility can be extended to a ceiling of two thousand pounds.
3 a) At your earliest convenience  
   b) As soon as you like.
4 a) We look forward to receiving your prompt reply.  
   b) Hoping to hear from you soon.
5 a) Sorry I haven't written lately.  
   b) I apologise for the delay in writing.
6 a) Please don't breathe a word to a soul!  
   b) I would greatly appreciate your co-operation in keeping this matter confidential.
7 a) Please give my regards to your parents.  
   b) All the best to your mum and dad.
8 a) I'll have to ask my solicitor.  
   b) I shall have no option but to take legal advice.
9 a) Getting married! That's wonderful!  
   b) May I offer my warmest congratulations on your forthcoming marriage.
10 a) I am extremely grateful to you.  
   b) Thanks a lot.

B Unscramble this jumbled letter, from a customer in Brighton to her bank in Exeter.

a) Yours faithfully,  
b) Cathedral Place  
c) statement monthly instead of quarterly, with effect from today.  
d) Dear Sir or Madam,  
e) Mrs S. Marsh  
f) 26 November 2000  
g) I would be grateful if you would send me a  
h) Thank you for your attention.  
i) Brighton  
j) Sylvia Marsh  
k) The Manager  
l) Seaview Cottage, Back Lane  
m) Lloyds Bank  
n) BN2 3GA  
o) Exeter  
p) My account number is 0553119.  
q) EX3 7BS

Here is some useful formal language for particular situations.

Apology I am writing to apologise for the omission/for omitting to send the order.
I am extremely sorry to cause you this inconvenience.
I assure you nothing like this will ever happen again.

Request for information I would be most grateful if you could send me an up-to-date brochure.
I would like further information about the services you offer.
I should be grateful if you would send me full details of your package.

Application I am interested in applying for the post of bilingual secretary, which was advertised in The Daily Herald on 30th May.
I would like to apply for the post of Head of Science, which was advertised recently. My qualifications and experience, as you will see from my curriculum vitae, make me a particularly suitable applicant for this post.
Complaint

I am writing to express my concern about the lack of facilities for disabled people.

With reference to your letter of 24 April, I would like to point out that my car was not parked in contravention of parking regulations when I was given a parking ticket. I must insist that you look into the matter further.

Bracknell
28 Woolston Drive
RG12 3JB

Randalls Ltd
75 Tenter Park
Northampton NN4 1SW

Dear Mr Randall,

We haven't met but I like the look of your ad in one of those computer mags I was reading recently. It might have been PC Direct. Or perhaps it was PC Plus. The thing is, as you may have guessed by now, I really need a word processor. I'm writing a novel, you see, and it's getting a bit much for my wife to type it up every night on my old typewriter. And then she gets fed up when I make changes and she has to retype it. So I think I should get a PC, probably something like your 386SX - 'now even better value than ever' according to your ad! What do you think? Could you write back as soon as possible, telling me a bit more about the PCs you offer? Do you deliver? Our car's being repaired at the moment (my son had a little accident in it the other day). And by the way, Merry Christmas!

All the best,

Jerome Walsh

D Now write one or more of these letters.

1 Write a short letter to Professor Jane Barker of Oxford University, to thank her for leading the workshop you organised on self and peer assessment in the workplace. Mention that you hope to invite her back next year to talk on another aspect of staff development. (about 75 words)

2 Write to the Grand Hotel in Manchester, confirming your booking of their conference facilities for your company's annual planning meeting in June. Explain how many of your colleagues will be attending the two-day meeting, and what accommodation, meals and special diets will be required. Ask for audio-visual or computer facilities to be available in the conference room. (about 100 words)

3 You are going to attend university in Mexico City for a year, as an exchange student. Your father has an ex-colleague there, a Dr Juan Mendoza, who may be able to help you with accommodation and language problems. Write to Dr Mendoza, explaining your situation and asking for his help. (about 150 words)

4 Write a letter to an international company applying for a job in the Personnel Department. Give details of your qualifications, experience and suitability for the post. (about 200 words)

(There is a model answer to 1 in Section 11 of the Appendix.)
UNIT 81

Informal letters

The usual layout for informal letters is as follows.

1. Your address (not your name), although this may be shortened or omitted
2. The date
3. Dear + the name of the person you are writing to
4. Your letter
5. Yours/Regards/Best wishes/All the best/Love/Lots of love
6. Your signature

In an informal letter, you know the person you are writing to, and it is therefore quite correct to use slang, contractions, exclamations, direct questions and incomplete sentences. Do not use formal language.

A Match the formal expressions on the left with their informal equivalents.

1. furthermore
2. therefore
3. however
4. in addition to
5. notwithstanding
6. currently
7. subsequently
8. incidentally
9. in my view
10. approximately

A but
B then/next
C and another thing
D in spite of
E by the way
F I think
G as well as
H about
I at the moment
J so

Apology I'm really sorry I haven't written lately.
I just haven't been able to get round/down to writing recently.
I've been so busy at work/with the move/with the children.

Reassurance I'm sure everything will be all right, just you wait and see.
Don't worry about them. They're old enough to take care of themselves now.
It wasn't dangerous at all. I followed the instructions very carefully.

Advice If I were you, I'd go in for engineering.
Have you ever thought of voluntary work?
What about moving into a bungalow rather than a flat?
I think you should consult an expert before deciding.

Polite refusal I'd love to, but I'm afraid I won't be able to make it this time.
I really don't think there's much chance of my boss changing his mind, so I'll have to miss the party.
It's nice of you to offer, but I don't think we'll need any more help.
Thanks anyway.
Dear Susie,

Thanks very much for making babysitting last week. Rosie and Steven really enjoyed it, and it gave me the chance to get on with my work with very fewer interruptions than usual. I've just started an interesting new project on attitudes to recycling, of which the council are paying me for. All very useful income by now that Paul's working part-time. I may have to ask you to look after them again. It could be next week, but even the one after is more likely. I'll let you know soon. It's lucky for me than you're a friend and can be such flexible. What would I do without you?! By the way, I had spoke to Ivor about that tax problem. Apparently I just add a note on my declaration, to make it clear to the taxman. Now why didn't I think of that?

I hope your things are going well for you.
The best wishes,
Laura

The Chairman
Rugley Council Planning Committee
St Anne's Hall
Rugley CV21 2ZF

Dear Sir or Madam,

I am writing to protest in the strongest terms about Rugley Council’s consent to the planning application submitted on 13 February 2002 by the developers, Haslers. Their proposal is a purely commercial one, with no thought given to the requirements or rights of residents in the Oxley Park area. We, the Friends of Oxley Park, are determined to resist any development of this beautiful and historic park, which has offered incomparable leisure activities to generations of Rugley residents. We are not only apprehensive about the disruption to our lives during the actual construction of the proposed blocks of flats, but we are also extremely angry that the town will be losing a public amenity which it will be impossible to replace.

We call upon you to reconsider your decision in the light of my remarks, bearing in mind the considerable public support for our stand. The petition handed in to the Council offices last Monday was signed by • approximately five thousand people, as you are no doubt aware.

The Friends of Oxley Park are considering what legal action may be taken, in the event of your refusal to consult the wishes of residents. I can only reiterate that we are bent on opposing this ill-considered, blatantly profit-seeking proposal, and will fight tooth and nail for our voice to be heard.

I look forward to receiving your prompt reply.

Yours faithfully,
Gerald Portland
Secretary, Friends of Oxley Park

---

B In most lines of this letter there is one unnecessary word. It is either grammatically wrong or does not make sense. Write the unnecessary words next to the numbers on the right. Tick any lines that are correct.

C Rewrite this letter as if the Chairman of the Town Planning Committee were a friend of yours. Try to persuade him/her to take action on your behalf.

D Now do one or more of tasks 5–9 on page 231.
Notes, messages and postcards

Important points to remember when writing notes and messages:

a Make sure the message is clearly communicated.
b Make sure the tone is right (e.g. apologetic, friendly, business-like, etc).
c Always bear in mind the person whom you are writing to.
d Include all the relevant points.
e Sign a personal note or message, in most cases.
f Make sure you have chosen the correct register.

A Seven of these people have received a note.
Match each note with the person for whom it was written.

<table>
<thead>
<tr>
<th>flatmate</th>
<th>employer</th>
<th>postman</th>
<th>colleague</th>
</tr>
</thead>
<tbody>
<tr>
<td>babysitter</td>
<td>mechanic</td>
<td>landlady</td>
<td>husband</td>
</tr>
</tbody>
</table>

1 Doug – Sorry, I've had to nip out to buy a sandwich. Help yourself to coffee from the machine. The file's on my desk. Back in 10 mins. Roger
2 Full service needed. Rear nearside brake light gone. Keys under sun shield. Any chance of it being ready by 3 pm?
3 Mrs Davenport – Will be late home today because our exam doesn't start till 4 pm. Could I please have my dinner at about 7.30? Very sorry to cause you this bother. Juan Antonio
4 Trevor – Your supper's in the oven. I've had to give the kids a lift to the youth club. Can you empty the dishwasher? Pat
5 Zoe – Girls are asleep, so hope you'll have a quiet evening! We're at my sister's (772166) so do ring if they wake up and make a fuss. Help yourself to anything you fancy in the fridge. Back by midnight. Liz
6 Anna – Axel rang. Can't make it tonight. Can you ring him at home when you get in? Hazel
7 Please don't leave parcels in porch. Next door (no. 30) will take them in.

When writing short notes and messages, you do not need to write complete sentences. As well as using abbreviations, you can often leave out personal pronouns (I, he etc.), articles (a, the), and sometimes even verbs:
- Wants to see you a.s.a.p.
- Must dash – meeting has started.
- Gone to dentist. Home by 2.30.
B Write a short message for each of these situations.

1. You are planning to go to lunch but will be back by 2.30 pm. Write the note that you leave for your secretary. (up to 10 words)
2. The photocopier at work keeps jamming. Leave a note for the caretaker, asking him to arrange for it to be repaired. (up to 15 words)
3. You are a doctor's receptionist. Dr Forbes' wife has just rung to ask her husband to collect their children from the tennis club on the way home. Write a note for the doctor. (up to 20 words)
4. You borrowed a dictionary from a fellow student's room while he was out. Your landlady tells you he was looking for it when he came back. Write a note to accompany the dictionary when you take it back, in case he is out again and you can't apologise to him in person. (up to 25 words)
5. You were alone in the house when your landlady's daughter rang this afternoon. She would like her mother to babysit for her on Saturday night. Write a suitable note to your landlady. (up to 25 words)

C Now write a longer note, paying special attention to the register required, for each of these situations. Use 50 to 100 words.

1. Write a note to the Chairman of a forthcoming council meeting, apologising in advance for your absence and giving your reasons.
2. A friend recently recommended a holiday company for a particular destination. You took his advice and had a wonderful holiday. Write a note to thank him for his recommendation, and describe one or two highlights of the holiday.
3. Write a note inviting a friend to stay for the weekend, and suggesting some places you might visit together.

(There is a model answer to 1 in Section 13 of the Appendix.)

When writing postcards, remember that you do not need to write Dear ... It is not usual to put your address, but some people write the place and date:

- Acapulco, 28.12.01

Use the correct register. Most postcards are informal, so you can use colloquial language, contractions and exclamations. Keep formal postcards very brief and to the point. Use the same endings as for formal/informal letters.

You should sign a postcard. Make sure the name and address you are writing to are correctly laid out in the space provided. Note that when you already know someone, it's quite common to omit Mr/Mrs etc. from in front of their name.

D Put these parts of addresses in the correct order.

1. 41/Surrey/Reigate/Valerie Burfield/Orchard Road/RG1 3BA
2. OX3 7MH/Princes Avenue/Dr J.B. Dodsworth/22/Oxford
3. London/Mrs Ann Gilliatt/Court Close/SE10 8WX/79
4. Major K. Hennings/RH16 2HQ/High Street/Lindfield/4/West Sussex
5. Campbell Street/Hexham Library/NE46 4RA/Hexham
E Rewrite these postcards. They contain mistakes in register, grammar and spelling.

1 My dear dentist,

I am having a wunderful holliday here. I am not writting to tell you this, but because I have just reminded that I won't can come for my apointment. I'll still be here in Hawaii! I apollogise most deeply for that. I'll ring you to do a new apointment when I get back. See you then!

Peter Greenaway

2 Dear my friend,

I am hoping all goes well with you and your family. How strange was it that I did not hear from you at Christmas! Please will you phone me and come to lunch, if it isn't far enough to drive?

Lots of love and kisses,

Bettina

3 Dears Keith and Felicity,

Accept my warm thanks for the honnour you have done me in invitting me to yore home. However I am obliged to point out that I shall be otherwise engaged on the partickler date you mention. Therefore, regretfully, I must decline.

Yours faithfully,

Roderick Marston

F Now write one or more of these postcards, in 50 to 100 words.

1 Write to thank some friends for a wonderful couple of days you spent recently in their country farmhouse. Say what you most enjoyed about your stay.

2 Write to wish a friend Happy Birthday and to let him know you are thinking of him, although you are living in different countries.

3 Write to a friend from a holiday resort, where your holiday is not going all that well. You regret going on your own, and next time you would like to go with him or her.

4 Write to a local sports club, where you are a member, informing them of your change of address.

5 You are sending a competition entry to a television station. Your answer to the competition is 'Look before you leap'. Write the postcard you send, stating your choice of prize (you would like the trip to Australia if you win) and your name, address and phone number.

(There is a model answer to 1 in Section 14 of the Appendix.)
Instructions and directions

Some useful points to remember when writing instructions:

a. Keep your points brief and clear.
b. A numbered list of points may be appropriate.
c. If your points are in paragraphs, a heading for each paragraph may help to focus the reader’s attention.
d. Use linking words to connect your points, if possible.
e. You may use the imperative, for a more forceful style.
f. Use the correct register: this depends on whom your instructions are aimed at.

Here are some useful phrases for use in instructions.

Whatever you do, don’t ...  It’s a good idea to ...
Try to avoid ..., otherwise ...  Don’t forget to ...
Make sure you ...  You will need to ...
Be careful (not) to ...  This is especially important if/when ...

A Unscramble the instructions in this recipe.

A Mix in the milk to make a soft but not sticky dough.
B Roll out to 1 cm thickness.
C Turn the mixture on to a floured board.
D Sift the flour, baking powder and salt into a large bowl.
E Cut out 10 scones, using a 6 cm fluted cutter.
F Then knead the dough lightly till smooth.
G Rub the butter into the flour mixture.
H Bake for 10 minutes at 230°C.
I Place the scones on a greased baking tray and brush with a little milk.
J Finally, cool on a wire rack, before placing in an airtight container.

B The guidelines below are intended for students about to leave home and start their university course in another town. Decide which points should go under these five paragraph headings.

A WHERE TO LIVE  B THINGS TO AVOID  C STUDY SKILLS
D TIME OFF  E HELP!

1. Remember that there are trained people who can help you if you are worried or unhappy.
2. It is important to use your leisure time wisely.
3. If you apply early enough, you may be allocated a place in a hall of residence.
4. Try not to miss lectures or seminars if possible.
5. Make an appointment to see your personal tutor, or one of the university’s student counsellors, to discuss your problems.
6. Make sure that you know what work is required of you.
7. Join one or two of the university clubs or societies, which are great places for meeting people.
8 However, you may prefer to share a flat with other students, or rent a room in a family house.
9 Don't be tempted to use drugs or alcohol to relieve stress.
10 Remember that some exercise is good for you, and that relaxation is also important. Try to incorporate both of these into your spare time activities.
11 Living with strangers can take some getting used to!
12 It is advisable to make a plan of the term's projects, reading, compositions etc., and to tick each one off as you complete it.
13 Don't run up bills if you can avoid it, and don't go into the red.
14 Try to find an angle of your studies that especially motivates you. This may provide an area of specialisation later.

C Write one or more of these sets of instructions, in about 150 words.

Here are some useful words and phrases for use in directions.

| Watch/Look (out) for | roundabout |
| Turn/Bear right at | bypass |
| Go on past/over/across | pedestrian crossing |
| Drive/Go straight on | crossroads |
| Follow the signs to/for | junction |
| Take the left-hand turn | lane |
| You can park | track |

D Complete the passage with words and phrases from the box above. Use each word or phrase only once.

Well, you come off the Birmingham 1) _______ at the exit marked Solihull. 2) _______ a signpost almost immediately, indicating Kindersley. Turn left, as it tells you to. Now 3) _______ the village of Kindersley. Slow down as you enter the village. There's always somebody on the 4) _______, so don't knock them over! Soon you come to a 5) _______, 6) _______, and follow signs to the church. It's just a narrow country 7) _______. 8) _______ a hump-backed bridge, then 9) _______ at the fork. Now 10) _______ till you reach the church, and just opposite there's a farm 11) _______. It's pretty muddy, because the tractors use it. Our house is twenty metres up the track, on the left. 12) _______ in the drive if there's room.

E Now do one or both of tasks 10 and 11 on page 231.
An article is a piece of writing for a newspaper, journal or magazine. It may aim to interest and entertain as well as to inform. It should have an eye-catching heading, which will make the reader want to read on. Its style will depend on the topic and on the type of publication. It will often include some description and narrative.

A Match each heading with the appropriate topic.

1 GREEN CARS
2 BUILDING SIGHTS
3 UNDER THE SKIN
4 BRIGHT SPARKS
5 THE ANSWER'S A LEMON
6 ONE MAN AND HIS DOG
7 LOVE AT FIRST SIGHT
8 MILITARY CHIEF STEPS DOWN
9 HOUSE OF HORROR
10 BOB'S YOUR UNCLE

A Places of architectural interest
B Children's electrical design competition
C Armed forces head is resigning
D Environmentally friendly vehicles
E Survey of the effects of cosmetics
F Benefits of cooking with citrus fruit
G Local man's relative has left him a fortune
H Dead bodies discovered at bungalow
I A shepherd and his highly-trained collie
J Romance between two film stars

B Put these sentences in suitable order to make a newspaper article.

A The most famous picture of Nessie, the Loch Ness Monster, is one of the greatest hoaxes of the century, according to its perpetrator.
B ‘I'll go on looking for as long as it takes,' said a determined Rory McGrath from his motor-home parked overlooking the loch.
C But now it appears that Colonel Wilson was one of a group of conspirators, who succeeded in hoodwinking Fleet Street and the gullible British public.
D However, true Nessie fans say that this disappointing discovery will not stop them from searching for the lovable monster.
E It was revealed today that Scotland's best-loved tourist attraction is definitely a sham.
F The photograph spawned the flourishing Nessie tourist industry, which grew up around the shores of the loch.
G The picture was taken in 1934 by a respectable medical expert, Colonel Robert Wilson, and appears to show the long neck of a sea serpent rising out of the loch.
H Another of the group confessed, just before his death last November, that the 'Nessie' in the picture was, in fact, a model made of wood and plastic.
C Write an article on one of these topics, in about 250 words. Invent a suitable title for the article.

1 A student magazine has asked for views on the positive and negative aspects of living in a foreign country.
2 A quality newspaper has organised a competition for the best article on why reading books is more enjoyable than listening to the radio or watching television.
3 A local newspaper wants to hear what experiences visitors to its town have had.
4 A weekly international magazine has asked its readers to suggest alternative sources of energy which might replace oil or coal.
5 A quality newspaper is running a debate in its education section on the pros and cons of nursery education for pre-school children, and is asking for readers’ opinions.

(There is a model answer to 2 in Section 17 of the Appendix.)

A report is usually longer and more detailed than an article, and is generally aimed at people with some knowledge of the topic. It is a factual description of events or situations, and may include recommendations for further action. It may be written by one person or by a group, to be read by a sponsor, employer or colleagues, for example, or it may be published. A report should be written in a formal style, with a clear, business-like heading or title, and may have appropriate section headings.

A proposal has a similar layout to a report, but whereas a report describes past or present events, a proposal focuses on the future. It must be clearly structured, and must offer recommendations for action.

Here are some useful phrases for use in writing reports and proposals.

This report is intended to ... It is based on ...
It appears that ... It was felt that ...
According to ... It is interesting to note that ...
It is recommended that ... In short/On balance/To summarise, ...

D Your company recently sent you to a trade fair/exhibition. You have been asked to write a short report about it, which will be circulated to your colleagues.

Ask yourself questions before you begin to write.

Your answers to these questions should give you the raw material with which to write your report.

1 When was the fair/exhibition?
2 Where was it?
3 What was the name of the event?
4 Why did you go? What were your expectations, and were they fulfilled or not?
5 Were any companies sponsoring it?
6 What were the highlights? And the low points?
7 What lasting impression were you left with? Was there a ‘message’ for you in it?
8 Can you recommend it to other people? Why, or why not?
9 How long is the fair/exhibition on for?
10 How much does it cost to attend?
Changes to the office timetable

I've asked everybody, and they all agree that flexitime would be a good idea. Well, Molly at Reception doesn't want it, but then she'll probably have to be here from 9 to 5 anyway, won't she? Carrie and Mike in Design think the core time should be from 10 to 2. As you know, they always arrive and leave together, because he gives her a lift. They're neighbours, you see. They say they'd most likely do 8 to 4. It'd give Mike more daylight hours in his garden. But June, Rachel and Steve in Accounts want a longer core time. They think we should all be here between 9.30 and 3 p.m. And they want to know who will be answering the phone in each department if everybody decides to start at 9.30! Phil and Ted in Marketing are the only ones who're not sure about the plan. They say what about the poor customer? Shouldn't everybody be here from 9 to 5? But they like the idea for themselves. You know Phil likes the occasional game of squash – it's cheaper before 5 pm. And Ted sometimes has to collect his daughter from school. So, all in all, people seem well-disposed towards the scheme. I think we should now fix a core time and try it out for a month, then review it.

(There is a model answer in Section 18 of the Appendix.)

F Write one or more of these reports or proposals, in 300–350 words.

1. You are studying English abroad. Write a report for a multinational class of students describing the languages and dialects spoken in your country.

2. Write a proposal for your local council on ways of improving the leisure and entertainment facilities available in your town or village. Make as many recommendations as possible.

3. Write a proposal for your employer on the feasibility of restructuring the working timetable for the workforce of twenty people at the factory (on the edge of a large town). Take into account factors like public transport and childcare arrangements.

4. Write a report on an international work camp you went on last summer. Include comments on the facilities, accommodation, food, work, other participants and the value or otherwise of the experience. The report will be submitted to the work camp organisers, and may be sent to future participants.

5. Write a report on a product (e.g. a car, a gadget, a cosmetic product, a new type of food) which a company asked you to try out. The report will be published in a consumer magazine.

6. You are a member of a group campaigning to reduce the use of cars and encourage people to walk, cycle or use public transport. Write a proposal to send to your MP (or other representative in government), suggesting what legislation should be introduced.
UNIT 85

Descriptive and narrative writing

Remember that it is important to describe details, to convey your own attitude and to include a human touch in any descriptions you write. Some useful vocabulary:

<table>
<thead>
<tr>
<th>Physical characteristics</th>
</tr>
</thead>
<tbody>
<tr>
<td>freckles</td>
</tr>
<tr>
<td>moustache</td>
</tr>
<tr>
<td>beard</td>
</tr>
<tr>
<td>dimple(s)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>plump</td>
</tr>
<tr>
<td>stout</td>
</tr>
<tr>
<td>portly</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Character</th>
</tr>
</thead>
<tbody>
<tr>
<td>pushy</td>
</tr>
<tr>
<td>bossy</td>
</tr>
<tr>
<td>mischievous</td>
</tr>
<tr>
<td>naughty</td>
</tr>
</tbody>
</table>

In advanced writing, abstract nouns are often used to describe a feeling, a state or behaviour. Make nouns from these adjectives.

A

| 1 lazy | 2 intelligent | 3 chubby | 4 beautiful | 5 assertive | 6 strong | 7 exhausted | 8 embarrassed | 9 angry | 10 wrathful | 11 resentful | 12 sorrowful |

B

Look at these notes and, including as many points as you can, write a description of Picasso’s life in about 200 words.

Born in Malaga, Spain, in 1881.
Artistic training began in Barcelona in 1895.
Visited Paris in 1900, where he assimilated many different influences.
Painted Blue Period pictures, followed by Rose Period.
His painting was spontaneous and personal until 1906, when he converted to primitivism.
His Cubist period, with Braque, from 1907 to 1914.
After WW1 he returned to realism, producing elegant and precise drawings.
Married middle-class Olga Kokhlova.
Now a successful artist.
Began surrealist painting in 1925, producing disturbing and monstrous images.
Mainly sculpture from 1930 to 1934.
Visited Spain in 1933 and 1934.
Political comment in his famous painting *Guernica*, painted in 1937, expressing his horror of war and fascism.
C Using these notes about a village called Chancton, write a description of it for someone who has never been there, in about 200 words.

Pros
Set in beautiful countryside. Farmland all around.
Good walking. Footpaths in all directions.
Friendly community. Everybody knows each other, and will help if anyone has a problem.
Useful small shops. Shopkeepers will order anything you want.
Relaxed lifestyle. Pleasantly slow pace of life.

Cons
No large supermarket, so range of foods not very wide.
No department store.
Shopping takes a long time in the small shops.
No cinema or theatre. Have to drive to next town 20 km away.
No railway station. Bus service links Chancton with nearest town, Broadmarket, but only once a week.
Few jobs available, so have to commute to towns in the area.

D Complete the sentences with these linking words and phrases.

as a result moreover otherwise as though all the same
as long as as soon as contrary to as
even though no matter because of

1 There was a heavy snowfall, and _________ the flight was delayed.
2 I don't mind your driving _________ you don't go too fast.
3 She behaved _________ nothing had happened.
4 _________ the accident, the road was blocked.
5 We'll leave the country _________ we possibly can.
6 _________ I felt ill, I decided to go home early.
7 She knew he couldn't come, but she invited him _________.
8 _________ the doctor's orders, he was playing football again the next day.
9 _________ he's my friend, I wouldn't want to share a house with him!
10 _________ what they say, you shouldn't believe them.
11 They knew the money was stolen. _________, they knew who had stolen it.
12 You should work harder, _________ you won't get promotion.

E Now do one or more of tasks 12–16 on page 231.
UNIT 86

Notices and leaflets

A notice or sign should attract the reader's attention and convey a message in just a few words. It may be effective to use different sizes of writing or type, or to put the heading in colour. Above all, the notice or sign must be easy to understand.

A Match the notice or sign (on the left) with the place where you might find it. Use each letter/number only once.

1. Please do not disturb
2. Out of order
3. This is a hard-hat area
4. No smoking
5. Queue here
6. Please have correct fare ready
7. Shoplifters will be prosecuted
8. Please keep dogs on a lead
9. Ring for attention
10. Private property

A in an office
B on a bus
C on a hotel bedroom door
D at the entrance to a park
E on a fence around a garden
F on a public phone box
G outside a building site
H at a hotel reception desk
I outside a cinema
J in a department store

B Put the items in these scrambled notices in the correct order, starting with the heading in capitals.

1. Toni Sept 25 Holiday
   AWAYDAYS
   Andrew Sept 19 Leave of absence
   Penny Sept 5 & 6 Holiday
   Thanks – GBS 30.3.02
   Julia Sept 28 Conference
   Will all staff please note the following:

2. Short walk to beach, shops and restaurants
   Tel: 422066 for details
   Sleeps 2/4
   Beautifully appointed holiday apartment
   PLAYA DE FORNELLS, MENORCA

3. Classes as normal tomorrow
   QUIET PLEASE
   Architecture students to Room 42
   External exams in progress

4. my tan leather wallet?
   HAS ANYONE SEEN
   Contact Dave in Room 10, Block G.
   Last seen in the snack bar.
   It had £50, driving licence and credit card in it.

5. Thanks – Anne
   CLEANERS
   We need them for reference.
   And please don’t throw away newspapers.
   It’s getting iced up.
   Please defrost fridge.
C These are headings for notices which might be seen on a university students' noticeboard. Complete the notices with appropriate information in up to 30 words each. Remember to give a contact name and telephone number.

1 FOR SALE
2 LOST
3 LIFT WANTED
4 HELP!
5 FOURTH GIRL WANTED
6 SPANISH CONVERSATION LESSONS

Notices are usually very short and snappy. To achieve this, you can use short sentences, contractions, initials and abbreviations. If the meaning is clear, you can also omit pronouns and, in certain cases, auxiliary verbs:
- Driving to London next weekend. (= I am driving to London ...)

D Delete the words which are unnecessary in these notices, and make any other changes you consider appropriate.

1 Country cottage in Scotland
We have an exceptionally beautiful cottage to rent just outside the picturesque village of Auchencarain in Galloway. There are three bedrooms (one with a double bed, two with twin beds), a kitchen, a bathroom and a comfortable living room with a large fireplace. We have a big walled garden with views of the sea. We offer all modern conveniences including central heating. The rent is £400 a week. Write to Mrs S. Halday, Bay View, Auchencarain, Galloway.

2 Drinks machine
The soup has run out. For tea and coffee, the machine is only accepting 10p and 50p coins. The technician has been called and the machine will be repaired soon.

3 Franking machine
This is not to be used by any unauthorised personnel. Private letters may be franked, but payment must be made immediately, and a receipt issued by the receptionist.

E Write one of these notices, in up to 50 words.

1 You want to sell your car. Write an advertisement for the Cars For Sale column of your local newspaper.

2 You are a doctor's receptionist. Write a notice to display in the waiting-room, explaining how patients can get help if they are taken ill at night or at weekends.

3 You are the head of a large secondary school. Write a notice to be put up in every classroom, telling staff and pupils what they should do if fire breaks out.

4 You are organising a new Mothers and Toddlers group, which will be meeting in your local village hall. Write a notice to put on the noticeboard, giving details and the starting date and time.
5 You have a large garden, where you grow fruit, vegetables and flowers. You sell the surplus to passers-by. Write a notice to put on your gatepost, stating what you are offering, with prices and times when you are available to sell produce.

(There is a model answer to 4 in Section 20 of the Appendix.)

Leaflets and information sheets are usually produced and distributed by a group publicising its activities, a commercial organisation trying to widen its market, or a government or administrative body aiming to inform or warn the general public. As with notices, the heading should be eye-catching, and the details clear.

F Change this text so that its message is more striking. You can alter the layout as well as the words.

G Look at these headings of leaflets and say what kind of organisation produced them. Explain what you think the message of each leaflet is.

H Now do one or more of these tasks.

In only two hours the Heartbeat course will show you how to deal with someone who’s choking, or with someone who’s unconscious, how to control serious bleeding, how to check if the person is breathing, how to recognise a heart attack, and how to check if the heart has stopped and then take the appropriate action. A public training session is being held in August. Phone 676444 to book places.

(There is a model answer in Section 21 of the Appendix.)

1 Dream Holiday Giveaway!
2 Save up to £100 on CDs!
3 Enter the £50,000 race to riches!
4 Pick up the phone

1 You are starting up a new restaurant in your area. Write a leaflet which you will deliver door to door, informing potential customers of the restaurant’s whereabouts and what it offers. (about 100 words)

2 Write a leaflet to be issued by the local tourist office, giving advice to tourists on keeping valuables safe and avoiding attack or injury while on holiday. (about 200 words)

3 You are the secretary of a college environmental group. You would like to increase your membership. Write a leaflet explaining your group’s aims and activities, to be circulated to students. (about 200 words)

4 Some foreign students are coming on an exchange visit to your school. Your teacher has asked you to write an information sheet for them, outlining the differences they will find in eating habits, daily timetable, social language and customs (you can choose their nationality). (about 250 words)

5 You are organising a language conversation group in your town. Write a leaflet, which will be delivered to as many houses as possible, explaining your ideas and asking people who are interested to contact you and/or attend the group’s first meeting. (about 100 words)
UNIT 87

Discursive essays

In **discursive essays**, an abstract topic is discussed, using neutral, or, more often, formal language. It is crucial to read the question or title carefully, in order to decide on the correct approach. You may be asked to write an essay on a theme, a quotation or a set text. For the CPE compulsory writing task, you will be asked to write discursively in the form of an article, an essay, a letter or a proposal, so your writing style needs to be suited to the format. (See Unit 80 for formal letters and Unit 84 for articles and proposals.)

Discursive essays, in whatever format, need to be carefully planned. The completed task should show a logical sequence of ideas and a clear structure: introduction, main section and conclusion.

A Match these informal remarks with their more formal equivalents.

1. Look, I'm absolutely sure that ...
2. Loads of people say ...
3. People have got it all wrong when they say ...
4. I just can't stand ...
5. I think ... is a brilliant idea.
6. Don't you think that ...?

A. I am strongly opposed to ...
B. I am totally in favour of ...
C. I am convinced that ...
D. I would suggest that ...
E. Contrary to popular belief, there is no evidence that ...
F. Many people maintain that ...

B Read this extract from a magazine article about whether famous people are entitled to keep their personal lives private. Then answer the questions.

Celebrities claim to be hounded by the paparazzi, who apparently allow them no privacy or space to ‘be themselves’. But isn’t it their fault, for seeking the limelight? Surely they must accept the consequences of fame along with its many rewards. Aren’t we entitled to know the details of their personal lives? After all, we pay to watch them act or play football or present TV programmes – without us, they would not be celebrities!

1. What are the writer’s main arguments?
2. What opposing views can you think of?
3. What is your personal opinion?
4. How would you organise the ideas you have written down, if you were asked to write an essay on this topic?

C Read this paragraph from a newspaper article on urban living. The editor has asked readers to contribute their opinions, so you want to write a letter expressing your own views. After reading the text, answer the questions that follow.

Large cities hold a strong fascination. For many of us they act like a magnet, drawing us irresistibly to them. They offer amazing opportunities for work and play, but there is a price to pay, in terms of expensive housing, greater exposure to crime, and reduced space for leisure activities. So, is urban living now an outdated concept? Or is it the way forward? If so, how can we make our cities more attractive places to live in?
You have been asked to write an article for a health magazine on ways in which people can improve their general health and fitness. First, choose from statements a–m the ones you wish to include in your article. Then re-order them to make three paragraphs.

FITNESS FACTORS

a) Stress, at work and at home, can contribute to heart disease and stress-related illnesses, such as migraine.
b) More fibre in the diet makes for better digestion and helps to prevent bowel cancer.
c) Excessive alcohol consumption can cause liver disease.
d) It is important to cut salt and fat intake, in order to reduce the likelihood of heart disease and circulatory problems.
e) Cigarette smoking can cause bronchial disease and lung cancer.
f) Eating fewer sugary foods will result in less tooth decay and better weight control.
g) Recent tests have shown that even passive smoking can cause lung cancer.
h) It is essential to maintain a well-balanced, varied diet, in order to provide the body with all its needs, and to control weight.
i) Alcohol is also addictive: it is better to limit oneself to a ‘safe’ number of units per week.
j) Exercise can be both enjoyable and healthy, as it controls the appetite, gives a feeling of well-being, reduces susceptibility to many diseases, and helps to eliminate stress.
k) Vitamins taken in fruit and vegetables help to give resistance to infection.
l) A person may have to change his or her lifestyle, if it is producing excessive stress.
m) Habits which are harmful to health should be controlled.

Now write the complete article in 300–350 words, using any of sentences a–m and any of these linking words and phrases. Write your own introduction and conclusion. You should have five paragraphs altogether.

To start with, ... For some, ... For others, ...
Not only... but (also) ... In today’s health-conscious society...
While/Whereas ... In addition, ...
Another point to remember is that ...
A further factor to consider is ... However, ...
In conclusion, ... On balance, ... To sum up, ...

(There is a model answer in Section 22 of the Appendix.)
E Rewrite this sentence five times, using the following linking words and phrases: *In spite of, nevertheless, yet, however, although.*

Many experts believe that energy consumption in developed countries should be reduced, but governments are having difficulty in achieving this.

F Complete the sentences correctly, choosing from these jumbled endings and putting the words in the correct order.

- street still available the on addicts to readily are supplies excellent qualifications his this go planning the are authorities to ahead with expensive extremely are they impersonal is rather service the eye eye he always to with hadn't them seen

1 Rolls Royce cars have a legendary track record for quality and reliability. However, ______________________________________

2 Buying food from a supermarket is convenient and saves money. On the other hand, ______________________________________

3 Unfortunately Robin failed to get the job, in spite of ______________________________________

4 Malcolm was sad to leave the colleagues he had worked with for so long, although ______________________________________

5 Customs officials have been very successful in discovering massive drug hauls, yet ______________________________________

6 A fierce campaign is being waged against the introduction of higher prescription charges. Nevertheless, ______________________________________

G Plan and write these essays, in 300–350 words, using introductory and linking expressions from this unit.

1 'To travel hopefully is a better thing than to arrive.' (Robert Louis Stevenson) Do you agree? Explain your ideas.

2 'The greatest of evils and the worst of crimes is poverty.' (George Bernard Shaw) Do you agree? Suggest some practical ways of reducing poverty in countries with high unemployment.

3 'The hand that rocks the cradle is the hand that rules the world.' (William Ross Wallace) Do you agree? Should both parents play an equal role in bringing up a child? And how important is a child's upbringing in determining his or her future impact on society?

4 'Politics and sport should always be kept separate.' Do you agree, or can you think of situations where they might complement each other?

5 'The achievements of advanced technology have made our lives more complicated, not simpler.' Do you agree? Explain your ideas.
UNIT 88

Reviews and short stories

A review may be of a film, play or book, but it may also be of a restaurant, hotel or exhibition. It should include an overview of the subject, with all the relevant facts, a description or presentation of its good and bad points, and a conclusion or personal recommendation. It may include narrative as well as descriptive language, and the style may vary according to the intended readership.

Here are some useful phrases for use in reviews.

The book/film/programme/exhibition deals with/tells the story of/ focuses on/includes ...
The story/plot is based on ...
The hotel/restaurant/café provides ...
I found the photography/acting/ending ...
The staff/whole cast are incredibly ...
It conveys a sense of ...
It exudes an atmosphere of ...
Grant’s acting/performance/portrayal of ... was ...
Each chapter/scene is devoted to/involves ...
I was bowled over by ...
I was most impressed by ...

A Match these nouns, related to the cinema, theatre or radio/television, with their definitions.

1 cast
2 stage
3 screen
4 studio
5 broadcast
6 plot
7 stunt
8 scenery
9 producer
10 costume
11 scene
12 episode

A part of a television series
B where a film/programme is made
C actors in a play/film
D person financially responsible
E part of a play/film
F part of a theatre
G radio/TV programme
H clothes worn by an actor
I part of a cinema
J moveable background for a play
K dangerous action
L events or storyline

B Match these adjectives and nouns to make phrases used to describe hotels. Then decide which are positive and which are negative.

1 inventive
2 comfortable
3 obsequious
4 cosy
5 complimentary
6 misleading
7 astronomical
8 draughty

A staff
B atmosphere
C prices
D brochure
E beds
F corridors
G newspapers
H cuisine

225
C These are adjectives you might use to describe a play, film etc. Divide them into two lists: positive and negative.

D Choose the correct word or phrase from the pair in brackets to complete each sentence.

E Choose from the list A–J the best phrase to fill each gap. Use each correct phrase only once. There are more answers than you need.

---

1 Barry Thomas wrote a stinging ________ of your friend's book in *The Times*. (critic/review)
2 Fellini is one of Italy's best-known film _________. (directors/managers)
3 The actors had to learn their lines from the _________. (book/script)
4 It's a long play but fortunately there's a twenty-minute ________ after Act Two. (pause/interval)
5 Spielberg's films are famous for their _________. (special effects/ particular tricks)

---

**HOT STUFF FOR CURRY FANS**

*The Pride of Bengal* Tel: 244224

This popular restaurant has become one of the jewels of Indian cuisine in Northwick, constantly drawing a regular stream of customers, 1) ________ and beyond. Since taking over from the previous incumbent last May, Ahmed Uddin and his family have spent a small fortune transforming 2) ________ and building up a faithful clientele. Ahmed's management and his uncle Malik's considerable culinary talents combine to ensure the smooth running of the restaurant, 3) ________. All food is freshly prepared to order on the premises, and vegetarians are well catered for. Takeaways are available at a 10% discount, 4) ________ at a very reasonable price in the comfort of your own home.

With its spacious new layout, the Pride of Bengal has capacity for 70 diners, with large smoking and non-smoking areas, 5) ________. It is well situated at the corner of Newmarket Road and Stoneygate, 6) ________, and it is open for lunch and dinner seven days a week.

Each time I've eaten there, I've been impressed by the inventiveness of the cooking and the exceptionally charming and efficient staff. I strongly recommend the Pride of Bengal for those of you 7) ________ in stylish and comfortable surroundings.

A who have an excellent track record
B who come from within the area
C who want a memorable meal
D where he had established his business
E which means you can eat quality food
F what most customers really want
G where ample free parking is available
H what was a fairly run-down property
I both of which are air-conditioned
J which offers an extensive selection of exotic dishes
When writing a **short story**, make a plan, bearing in mind the word limit. Create interest at the beginning, to keep the reader's attention. Add colour by using carefully chosen vocabulary. Make every word count, by selecting exactly the right word or phrase to communicate a feeling, manner or behaviour.

Remember that characters must be believable. Do not just tell the reader about your characters: show them in action. Dialogue can be useful for this.

---

**F** Put these story plans into the following order: Introduction, Development, Suspense, Ending.

1 a) Peter goes abroad to find a job, and Lucy is lonely.
   b) Just in time Peter returns (his death was only a rumour) and marries Lucy.
   c) A young girl, Lucy, grows up with her childhood sweetheart, Peter.
   d) Lucy hears of Peter's death, and decides to marry his cousin, Bob.

2 a) A girl from one family and a boy from the other fall in love.
   b) There is a long-standing feud between two important gangster families.
   c) When their families find out, the young couple die accidentally in a shoot-out.
   d) They marry in secret, knowing their parents will never agree.

3 a) They hatch a clever plot to kill their rich uncle.
   b) They succeed in killing him and inheriting his fortune.
   c) A man and his wife are desperately poor but have a good relationship.
   d) They both feel guilty and conscience-stricken: their relationship is ruined and they now hate and fear each other.

---

Here is an example of using dialogue to give the reader a better understanding of a character in a story:

> Her boss was a short-tempered, impatient man, who chain-smoked and had no sense of humour.

'It's not funny, I tell you!' Mr Sinclair snapped. 'Take that dog away at once!' He stubbed out his cigarette and picked up the packet on his desk.

---

**G** Now do the same with these descriptions of character.

1 My grandmother was worried about my diet, and always tried to make me eat more.

2 The Prime Minister was quick-thinking and decisive, especially in an emergency.

3 The Chief Inspector was really more interested in jazz than pop music, but he did not want to hurt his assistant's feelings.

4 Jane was very careful with money, and never bought anything without comparing prices in various shops first. She was always delighted with a bargain.
H 'You'll never win!' said Tom. Said conveys nothing of Tom's feelings. Match the verbs on the left with the impression of Tom's feelings that they convey.

<table>
<thead>
<tr>
<th>Verb</th>
<th>Impression of Tom's Feelings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. bellowed</td>
<td>A He was pleased or triumphant.</td>
</tr>
<tr>
<td>2. whispered</td>
<td>B He was angry or rude.</td>
</tr>
<tr>
<td>3. gasped</td>
<td>C He was dismissive or mocking.</td>
</tr>
<tr>
<td>4. sighed</td>
<td>D He wanted to keep it a secret.</td>
</tr>
<tr>
<td>5. exclaimed</td>
<td>E He was sad or depressed.</td>
</tr>
<tr>
<td>6. sneered</td>
<td>F He was frightened, shocked or out of breath.</td>
</tr>
</tbody>
</table>

I In most lines of this story there is a spelling or punctuation mistake. Write the correct spelling or punctuation next to the number on the right. Tick any lines that are correct.

The little boy walked down the tree-lined street, kicking a can aimlessly alone the pavement. He had his hands deep in his pockets, and a worried expression on his face. Surely his mother should be home soon! She was always their when he came home from school. She would be in the kitchen, with her apron on, ironing or peeling potatoes. He would rush in dump his sports bag on the table, and give her a big hug. Than he would tell her all about his day. But today the big house was empty. He had his own key, so he'd been able to get in, but now he just didn't know what to do. Were could she be? She never went anywhere, even when Dad was live, and since his death she had not wanted to leave the house except for shopping and the occasional visit to her sister. 'Auntie Josie! Perhaps that's it!' he thought. 'Perhaps Auntie Josie's ill and, Mum's gone to look after her.' He started walking purposefully towards the station. He was the man in the family now, and he would have to collect his mother from Auntie Josies.

J Do one or more of these tasks, in 300–350 words.

1 Write a short story beginning or ending with the words Smiling, he picked up the receiver and started dialling.

2 Write a review of a book you have read recently, for the cultural section of a national newspaper.

3 Describe and compare two different types of television programme you have seen recently, as part of a letter to a friend who did not see them.

4 Write a review, for the leisure and travel section of your local newspaper, of a country hotel in your area.

(There are model answers to 1 and 3 in Sections 23 and 24 of the Appendix.)
Help with writing tasks

1. The most important thing is to **read the question carefully** and make sure that you answer every part of it.

2. Make **notes** on what you are planning to include in your writing, and work out a clear and logical **plan**.

3. Think about the **register** you should write in. Is it formal or informal? If you are writing a note, letter, article or report, who is it for?

4. To make your plan clear, write in clearly-defined **paragraphs**, which should be indented, or separated by a line space. Each paragraph should represent a step forward in your thinking, or a new topic, but paragraphs should be connected to each other with linking words.

5. Check how much **time** you are allowed (2 long tasks in 2 hours for CPE, 1 composition and (usually) 2 short tasks in 2 hours for CAE).

   Allow enough time for planning, and keep an eye on the clock as you write. You will lose marks if you do not finish answering the question.

6. Get used to writing straight on to the paper in **ink**, as there may not be time to write a rough draft in pencil first.

7. When doing writing tasks at home, keep a check list of your **common mistakes**, and check your work for these before handing them in.

8. Do not become too reliant on your **dictionary**. You will not be allowed to use one in the exam.

9. **Mistakes** should be neatly crossed out with one pen stroke. Try to present your work as tidily as possible. If your handwriting is difficult to read, make sure it is at least legible.

10. Get used to **counting your words**. You can do this roughly by counting words in several lines, and finding your average line count, then multiplying by the number of lines on the page. You will soon be able to estimate how many words you have written, just by looking at your work on the page.

   Try to keep close to the required number of words. You will not be penalised specifically for writing over the word limit, but the part of your work that is over the limit will not be marked, which may mean that you lose marks for not fully answering the question.
Additional writing tasks

1 You are a member of Coltsfoot Cycling Club. The local newspaper recently published a letter criticising the behaviour of cyclists in the town. At the same time, your club asked members to complete a questionnaire on cycling in Coltsfoot. The results of this survey were published in the club’s newsletter.

The club’s chairman has asked you to write to the newspaper on behalf of your fellow cyclists, in order to give the public a more balanced view. You also decide to write a personal note to the chairman, telling him what you have done, and commenting briefly on the results of the survey.

Read the letter below, to which you have added your comments, and the results of the survey. Then, selecting the information carefully, write an appropriate letter to the newspaper (about 150 words) and a personal note to the chairman (about 100 words).

On the warpath

Dear Sir,

Is this fair?

I’m glad to see that wayward cyclists are being targeted by police and can only say that it’s not before time.

As a pedestrian I have had many close encounters or even confrontations with pavement cyclists or those riding straight through red lights on pedestrian crossings. I have on occasion stood my ground in the face of a cyclist heading for me at breakneck speed on the pavement. Usually these offenders expect pedestrians to move out of the way, but on ever busier pavements this is not always possible.

I think it’s high time that these cyclists are reminded that they are the ones who are breaking the law and are in the wrong – not the pedestrians. The pavement is for pedestrians and the road is for cyclists!

Yours faithfully,

Bradley Wood
Coltsfoot

WHAT YOU THINK

Results of our survey carried out in March

- Are you dissatisfied with Coltsfoot’s traffic management system? YES 94% NO 6%
- Are you in favour of a complete network of cycle lanes in Coltsfoot? YES 100%
- Should cycle lanes be separated from the road by a barrier or safe distance? YES 98% NO 2%
- Should cyclists be allowed by law to share pavements with pedestrians? YES 10% NO 90%

Thanks to all of you who sent back your questionnaires. Your views matter!

(See Appendix, Sections 25 and 26, for model answers.)
2 'The punishment should fit the crime.' Do you agree? State your opinion. (about 350 words)

3 Write a review of your school's production of a musical, for your local newspaper. (about 250 words)

4 Write a note to your boss, telling him about a problem you have had recently with a colleague, and asking him/her to help solve it. (about 100 words)

5 Write a letter, giving advice to a friend who is determined to leave home and marry her boyfriend. They are both eighteen. (about 250 words)

6 You are settling into a new job in a new town. Write to your family, giving details of your living arrangements and daily routine, and saying whether you are happy or not. (about 250 words)

7 A friend of yours has written to you, asking for some advice. He wants to visit your country for three weeks this summer, and would like to know which places to visit, where to stay, what sights to see, and what clothes to bring. Write to him, giving as many practical suggestions as you can, and mentioning any national customs that may seem strange to him. (about 250 words)

8 An acquaintance of yours has offered to help out in your office, in a temporary part-time capacity, while your receptionist is on maternity leave. You feel she would not be suitable for the job, as she gets easily flustered, and is not very organised. Write to her, thanking her for her offer, but refusing politely. (about 100 words) (See Appendix, Section 12, for model answer.)

9 You have let one of your friends down rather badly. Now you have to write to him or her to apologise and explain why it happened. Describe your feelings as well as the train of events leading up to the incident. (about 200 words)

10 Write careful instructions for a friend who is going to stay in your house while you're away. Include instructions on keys and locking up, feeding pets, watering plants, using your hi-fi equipment, and what to do in an emergency. (about 150 words)

11 You have a second home which you rent out to summer visitors. It is just outside a small village, and rather difficult to find. Write the directions that you send to any visitors who book the cottage. (150–200 words) (See Appendix, Section 16, for model answer.)

12 Describe your favourite hobby or sport to someone who has never tried it, and say why you like it. (about 350 words)

13 Describe your childhood, and say how it has affected your life. (about 350 words) (See Appendix, Section 19, for model answer.)

14 Describe the town or village where you were born or brought up, indicating its advantages and disadvantages from your point of view. (about 350 words)

15 Describe the most interesting person you have ever met, including his or her physical characteristics. (about 350 words)

16 Describe the most embarrassing or frightening experience you have ever had. (about 350 words)
1 Verbs which do not usually take the continuous form

dislike, like, hate, love, wish, prefer, want, hear, sound, understand, suppose, remember, recognise, realise, mean, know, imagine, guess, doubt, believe, astonish, satisfy, surprise, please, impress, belong, concern, consist, contain, possess, own, owe, matter, need, depend, deserve, fit, include, involve, lack, appear, resemble, seem

(See Unit 2, Present tenses)

2 Verbs which can be used in simple or continuous tenses, with different meanings

look, see, smell, taste, feel, think, measure, weigh

(See Unit 2, Present tenses)

3 Verbs which are usually followed by a gerund (-ing form)

admit, appreciate, avoid, consider, contemplate, delay, deny, detest, dislike, dread, endure, enjoy, escape, excuse, face, fancy, feel like, finish, forgive, give up, can't help, imagine, involve, leave off, mention, mind, miss, postpone, practise, put off, recollect, resent, resist, risk, can't face, can't stand, suggest, understand

(See Unit 7, Gerund and infinitive)

4 Verbs which are usually followed by the infinitive with to

want, would like, would prefer, ought, have, be able, appear, seem, decide, attempt, intend, plan, hope, expect, arrange, manage, fail, pretend, dare, afford, tend, teach

(See Unit 7, Gerund and infinitive)

5 Verbs and expressions which can be used with either a gerund or an infinitive, with different meanings

remember, forget, regret doing: a past action or state

• I'll never forget seeing the World Cup final.

remember, forget, regret to do: information to be remembered or passed on

• I regret to inform you ...

stop/go on doing: stop or continue doing the same action

• He decided to stop smoking.

stop/go on to do: the current activity is stopped, and a new one started

• He stopped to light his cigarette.

• She went on to explain how it had happened.

be interested in doing: keen on (a hobby or an interest)

be interested to do: would like to do

• I'm interested to know what you thought of the film.

try doing: use a technique in order to achieve something

• Try soaking it in salt water to loosen the stain.

try to do: attempt something, usually unsuccessfully

• He tried to persuade her to go with him.

need doing: an object (usually) needs something done to it

• The house needs painting.

need to do: a person (usually) needs to do something

• Gregory needs to find a job.

be/get used to doing: be or become accustomed to certain actions or situations

used to do: habitual actions in the past, but not now

like/enjoy/love/hate/prefer doing: any action generally liked/enjoyed/hated etc.

would like/enjoy/love/hate/prefer to do: an activity chosen or rejected for a particular occasion

allow/advise/forbid/permit doing: general permission/advice etc.

• The doctor advises giving up smoking.

allow/advise/forbid/permit someone to do: permission/advice etc. for a particular person

• I forbid you to climb that wall.

mean doing: involve/entail/signify something

• Love means being able to forgive.

mean to do: plan/intend an action

• I didn't mean to hurt you.

(See Unit 7, Gerund and infinitive)

6 Structures used after reporting verbs

1 verb + (not) to do:

• We refused to have anything to do with the plan.

• He threatened not to come.

promise, agree, refuse, threaten, offer

2 verb + someone + (not) to do:
• He advised her to say nothing about it.
  warn, beg, remind, recommend, tell, persuade, advise, encourage, instruct, order, invite
  3 verb + that + verb clause:
  • She pointed out that she had been there first.
    claim, state, explain, add, report, boast, complain, point out, agree, confirm, estimate, promise, insist, admit, deny
  4 verb + preposition + doing:
  • He insisted on seeing the manager.
    apologise (to someone) for, accuse someone of, insist on, object to someone, congratulate someone on, blame someone for, thank someone for, charge someone with
  5 verb + someone (that) + verb clause:
  • They assured me that there was nothing to worry about.
    assure, inform, tell
  6 verb + doing:
  • He admitted having sent the letter.
    admit, deny, regret
  7 suggest + doing/suggest that someone should do something
  (See Unit 11, Reported speech)

7 Adverbs and adjectives used adverbially
(All meanings given below refer to adverbial usage only.)

close (to): near
  • We live very close to the hospital.

closely: intimately
  • She's closely related to the archbishop.

direct: without stopping or making a detour
  • We're going direct to Paris.

directly: a) immediately
  • He'll do the shopping directly.
  b) frankly
  • The producer spoke honestly and directly to the cast about the play's future.

easy: in a relaxed way
  • Take it easy!

easily: with no difficulty
  • You can easily go in for that competition.

fair: according to the rules
  • Play fair!

fairly: a) justly, honestly, correctly
  • He was fairly judged and punished.
  b) quite, not very
  • It was fairly good weather, but not as good as last week.

fine: well
  • She's feeling fine now.

finely: in tiny pieces, in meticulous detail
  • Chop the onions finely.

flat: a) completely, outright
  • They turned me down flat.
  b) lower than the correct musical note
  • She always sings flat.
  c) in an exact or short time
  • He arrived in four minutes flat.

flatly: a) completely
  • He flatly refused to help me.
  b) in a dull, lifeless way
  • 'What's the point?' she asked flatly.

free: a) without paying
  • He was allowed in free
  b) at liberty
  • They let the dog roam free.

freely: willingly, as much as desired
  • They partook freely of their hosts' generous hospitality.

hard: with great energy
  • His father has always worked hard.

hardly: scarcely, only just
  • You'll hardly have time to get to the bank.

high: at or to a height
  • She jumped high over the bar.

highly: to a high degree
  • The professor's work is highly respected at Oxford.

late: opposite of early
  • They arrived at the meeting very late.

lately: recently
  • The neighbours have been making a lot of noise lately.

near: close to
  • Does your boss live anywhere near us?

nearly: almost
  • They nearly had an accident this morning.

pretty: quite, fairly
  • They're pretty good at carpentry.

prettily: nicely, charmingly
  • The little girls were prettily dressed for the party.

right: correctly (normal adverbial use)
  • Do it right, for heaven's sake!

rightly: correctly (referring to a whole clause)
  • He had assumed, rightly, that no food would be provided.
Appendix

sharp: punctually, on the dot
• They turned up at ten sharp.
sharply: brusquely, crossly
• 'Don't do that!' she said sharply.
short: suddenly, just before the end
• He stopped short.
• She cut him short. (= she interrupted him)
shortly: soon
• News of the takeover will be released to the press shortly.
sound: deeply (with asleep)
• He was sound asleep.
soundly: deeply, thoroughly
• He was sleeping soundly.
• They were soundly punished.
tight: in a close, firm way
• Sit tight. • Hold tight.
tightly: firmly and securely
• The mast was tightly lashed to the deck.
wide: a) a long way away, far from the target
• The parents searched far and wide.
• The arrow fell wide of the target.
b) fully open
• Open (your mouth) wide!
c) completely (with awake)
• The children were wide awake.
widely: in many places, all over the world
• Those theories are widely accepted.
(See Unit 14, Adverbs)

8 Prepositional phrases
above
all, average (size/height), -mentioned, suspicion, freezing(-point), zero
over
a cup of tea/coffee/a meal, all ~ the world, and above the call of duty, pull the wool ~ someone's eyes, the odds
beneath
contempt, marry ~ you
below
sea-level, the belt, freezing(-point), zero
under
age, contract, control, guarantee, his/her etc breath, pressure, stress, suspicion, the circumstances
at
all costs, a loose end, a loss, a profit, any rate, best, first, first sight, hand, heart, high speed, large, last, once, peace, present, random, risk, sea, short notice, the beginning, the end, times, war, worst, someone's disposal
by
accident, all means, chance, cheque, day, degrees, far, force, hand, heart, mistake, night, oneself etc, plane/taxi/train etc, post, return, rights, sight, surprise, the way, your own admission
between (usually two people or objects)
you and me, jobs
among (more than two people or objects)
the bushes/trees, themselves, others
in
advance, all likelihood, any case, bed, cash, conclusion, control, danger, debt, detail, doubt, due course, fact, full, future, general, good/bad condition, hand, ink, pain, particular, person, public, reply, retrospect, short, tears, the end, the long run/term, time, trouble
on
a diet, approval, a visit, behalf of, business, call, duty, earth, fire, foot, guard, holiday, horseback, land, offer, your way home, paper, purpose, second thoughts, the contrary, the mend, the other hand, the whole, time, your own, your own admission
out of
breath, control, danger, date, doors, focus, hand, luck, reach, order, pocket, practice, sight, stock, the question, work
(See Unit 21, Prepositions)

9 Adjectives/nouns with dependent prepositions
admiration for
advance on
advantage in/over/to
angry about/at/with
appeal to
attack on
attitude towards
aware of
benefit to
care for
change in/from
cost
concerned about/in/with
costly
courage
credit
dea
dead
death from
delay in
deprived of
deterioration in
devoted to
difficulty in doing
disappointed at/in/with disposed towards
doubt about
certain
convinced of
critical of
crowded with
curious about
damage to
danger of/to
dealings with
dead
death from
delay in
deprived of
deterioration in
devoted to
difficulty in doing
disappointed at/in/with disposed towards
doubt about
eligible for
envious of
essential for/to
exception to
expert in/on
faith in
familiar with
famous for
fed up with
foreign to
free from/of
friendly towards
good at/for/with
greedy for
guilty of
habit of
honest with
hope for/of
hungry for
ignorant of
ill (in bed) with
important for/to
impression on
improvement in/on
incapable of
independent of
indifferent to
indignant at
influence on/over/with
intention of
interested in
involved in
jealous of
keen on
key to
lacking in
likelihood of
limit to
missing from
need for
(be) news to
noted for
obstacle to
occupied with
opinion about/of/on
opportunity of/for doing
opposed to
particular about
patient with
peculiar to
pleasure in
point in
poor in/at
popular with
possibility of
preferable to
pride in
qualified for
question of
reason for
relationship between/with
relief from
reputation for
responsible for/to
restricted to
restrictions on/to
result of
revenge for/on
rich in
rise in
safe from
satisfied with
self-sufficient in
sensitive to
solution to
strict about/with
substitute for
success with
superior to
surprised at
suspicious of
sympathetic towards
sympathy for/with
threat of/to
typical of
victory over
views on

10 Verbs with dependent prepositions
accuse someone of
agree on/to/with
allow for
amount to
apologise for
appeal for/to
apply for/to
approve of
attend to
bargain for/with
beat someone at
benefit from
blame someone for, something on
boast about/of
care for
change into
charge someone for/with
cheat someone out of
compete against/with/for/in
compliment someone on
concentrate on
condemn someone to
c美妙
confess to
conform to
congratulate someone on
consent to
contribute to(wards)
convince someone of
cure someone of
deal with
decide between/on
declare war on
depend on
deprove someone of
die for/from/of
differ from
disapprove of
discourage someone from
def end in/with
ter into (an agreement etc)
equip someone with
excuse someone for/from
feed someone/sth. on
fish for
fit someone/sth. with
fool someone into
force someone into
forgive someone for

(See Unit 24, Dependent prepositions)
grow in/into
guard against
have pity on
have sympathy for
help oneself to
hint at
hold sth. against someone
impress on someone
impress someone with
inform someone of/about
insist on
insure against
interfere in/with
invest in
involve someone/yourself in
keep something to yourself
know of
listen (out) for
live by/or/on/up to
make someone/sth. into
make up your mind about
mean something by
mistake someone/sth. for
object to
part with
plead guilty to
prevent someone/sth. from
profit from
provide for/with
puzzle over
reason with someone
reduce something by, someone/sth. to
resort to
restrict something to
result from/in
rob someone of
sacrifice someone/sth. for/to
seethe with
share something with
show mercy to(wards)
speak of
specialise in
struggle against/with
succeed in
suffer for/from
supply someone with
surrender to
suspect someone of

take advantage of
think about/of
threaten someone with
trust someone with
turn someone/sth. into
warn someone about/against
wait on
watch (out) for
work at a job etc/on a project etc
worry about

(See Unit 24, Dependent prepositions)

11 Formal letter  (Unit 80, D1)

Wick Hall School
Simonstone
Burnley
Lancs. BB12 8HL

20th March 2002

Professor J. Barker
Somerville College
Oxford OX1 2AP

Dear Professor Barker,

I would like to thank you for leading the Self and Peer Assessment workshop so efficiently and enthusiastically. Your preliminary talk was quite an eye-opener for most of the staff, but several of them have told me how much they enjoyed it and the workshop activities that followed. Thank you for a most successful session.

I hope you will find time to lead another staff development workshop for us next year.

Yours sincerely,

Edward Prendergast (Headmaster)
12 Informal letter  (Unit 90, 8)
Dear Lucy,

Thank you very much for your kind offer. I do appreciate it, especially as I know how busy you are at the moment. But I've discussed it with Jo Smith, my partner, and she agrees with me that we really need a full-time replacement for Jackie. It's a pretty tough job at Reception, what with the phone going all the time and customers needing constant attention. I think we'll advertise in the local press, and until then Jo's secretary will be responsible for the switchboard.

Anyway, we're very grateful to you for wanting to help. I hope you're not too disappointed.

Best wishes,

Caroline

13 Long note  (Unit 82, C1)
Dear Toby,

Unfortunately I won't be able to make the next meeting, as I've got to go abroad on business for a couple of weeks. Please pass on my apologies. I'm sure you'll be able to manage without me! I'll be at the one after, of course.

Kind regards,

Mark Toller

14 Postcard  (Unit 82, F1)
Had a wonderful time with you both last weekend. Really enjoyed the trip on the river, and that gorgeous walk over the moors. Nice being able to have a good long talk about life, just as we used to. Hope to see you up here soon. Let me know if you feel like coming any time. Thanks again, and have a good summer!

Love,

Babs

15 Instructions  (Unit 83, C2)
First, stand the iron upright and set the dial to 0. Then pour water in. Remember to use distilled water only, as this is a hard water area. Don't fill the iron higher than the MAX line.

Next, plug the iron into the socket. You have to choose the correct temperature setting, depending on the material. They're clearly marked on the dial. Setting number 4 is for steam. When the iron has heated to the correct temperature, the little red light goes out, so you can then start ironing. You can push the spray button if you want to dampen something - a difficult crease, for example.

When you've finished, unplug the iron and pour away the rest of the water. Turn the dial back to 0, and let the iron cool down, standing upright.

It's very simple really.

16 Directions  (Unit 90, 11)
Make sure you take the Malaga bypass (it's called la Ronda de Malaga). You get a good view of the city and the sea as the road sweeps round the back of Malaga. Follow signs to Almeria. The bypass comes to an end at Rincon de la Victoria, where you join the main road. There's a fork at this point. Bear left and follow the coast road eastwards until you reach Torre del Mar.

As you pass Muebles Garcia (a large furniture store on your right), you will see a signpost to Algarrobo on your left. Take this narrow road which winds steeply uphill. Watch out for some fairly sharp bends!

About 17 kilometres from the coast, you will see our village, Competa, straight ahead of you. Don't take the road into the village, but turn sharp right on the Torrox road, past the Villa Chile.

After another 4 kilometres, take a dirt track to the left which passes a white stone shrine. Fork right round two more bends, and our house is the second on the left, up a steep drive. It's called Casa Juliana, and the name's painted on the wall.

Love,

Babs
17 Article (Unit 84, C2)

Speaking volumes

My idea of heaven is reading *Far From the Madding Crowd* in a hayfield in summer, with rolling wooded downs around me. Or it might be *A Christmas Carol* in front of an open fire, with the curtains tightly drawn to keep out the cold. You can take a book anywhere with you, to read on the train on the way to work, or at the airport while waiting for your flight, or to sunbathe with on the beach. It is the most portable form of entertainment, and comes in all shapes and sizes. And because you do not have to concentrate all your senses on reading (there is no flickering screen to watch, or disembodied voice to listen to), your surroundings can add to the reading experience. You are almost unconsciously aware of the jolting of the train, or the scent of wild flowers, or the warmth of the sun on your skin. This gives an extra dimension to your reading, and you may in future associate butterflies with *Nineteen Eighty-Four*, or the smell of Ambre Solaire with *War and Peace*, or freshly ground coffee with *The Hound of the Baskervilles*.

Radio and television have their place as purveyors of current affairs, international events, educational information and light entertainment, but for me books are simply a source of endless delight. Who can read of the deaths of famous literary characters such as Sydney Carton, Piggy, Lord Jim and Heathcliff without emotion? Only the written word has the power to inspire as well as to move.

18 Proposal (Unit 84, E)

Changes to the office timetable

The proposed scheme The proposal for a flexitime working timetable has been considered by the entire staff, and approved by almost all personnel. Only the receptionist (MW) is not in favour, but this may not affect the success of the scheme, as she will almost certainly have to maintain her normal 9 to 5 working day in any case.

Core time The Design Department (CA and MS) suggest a core time of 10 to 2. They envisage working from 8 to 4 if the scheme is introduced. However, the Accounts Department (JG, RN and SB) propose a longer core time of 9.30 to 3. They also point out that it is essential for cover to be provided in each department for the whole working day.

Negative feedback The Marketing Department (PH and TV) have reservations about the scheme because of the impact it may have on customers. Nevertheless, they are personally in favour of flexitime.

Recommendations As there are few objections, I recommend that a core time should be fixed, and the scheme tried out on an experimental basis for one month, to be reviewed after that time.

19 Description (Unit 90, 13)

I was brought up in a large house in a medium-sized town, with a younger brother and sister. When we were young I had my own bedroom, and I still love having my own space. I was allowed to read for hours at night, because I wasn't disturbing anybody. But when we all got a bit older, my brother had to have his own room, and I had to share with my sister. I resented it at the time, and I think I still hold it against him a bit, even now.

My mother managed brilliantly on a schoolmaster's small salary, producing the most delicious meals out of scraps and leftovers. But we could never afford large joints of meat, and to this day I cannot eat a lot of meat. I am much happier eating vegetables, eggs, rice and so on. We were all made aware of the value of money at an early stage, and because of that I am careful with money, even now.

I went to the local girls' grammar school. Everyone agreed it was the best school for miles. I certainly thought it was, at the time. I loved everything about it: the bottle-green uniform, the currant buns at break, the rules, the teachers, the damp smell in the basement, the hockey field, the school song ... I was intensely proud to be part of it, and studied my way eagerly up the school, becoming a House Captain and Prefect, and doing in every way what was expected of me.

It was only when I went to university that I began to challenge some of the doctrines I had been taught at school, and to realise that learning to think for yourself is more important than learning what someone in the past thought. These days I do not conform to the rules of society quite so slavishly, and am prepared to question a decision or stand up for a principle.

It was, all in all, an extremely happy childhood, which I think has given me a pretty balanced and positive outlook on life.
20 Notice (Unit 86, E4)

Mothers and Toddlers
New group starting Monday May 10th in village hall. All mothers and toddlers (0-5 years) very welcome. Mon, Wed and Fri 9.30-11.30 a.m. £3.50 per session for church funds. Please bring unwanted books and toys for children to use. For further details ring Sue Jones on 810350.

21 Leaflet (Unit 86, F)

HEARTBEAT
In only 2 hours the Heartbeat course will show you how to
• deal with someone who's choking
• deal with someone who's unconscious
• control serious bleeding
• check if the person's breathing
• recognise a heart attack
• check if the heart has stopped
• take appropriate action
A public training session is being held in August.
Phone 676444 NOW to book your place!

22 Discursive essay (Unit 87, D)

In today's health-conscious society, more and more attention is being paid to the benefits of exercise, a balanced diet and a healthy lifestyle. People want to maintain their fitness throughout their lives and into a healthy retirement. For some, a radical change to the habits of a lifetime is needed; others will merely continue their present healthy lifestyle.

To start with, habits which are harmful to health should be controlled. Not only can cigarette smoking cause bronchial disease and lung cancer, but recent tests have shown that even passive smoking can cause lung cancer. Excessive alcohol consumption can cause liver disease, and alcohol is also addictive: it is better to limit oneself to a "safe" number of units per week. Help in controlling these habits is available at NHS and private clinics, or alternative treatments such as acupuncture and hypnosis may be useful.

'We are what we eat', and therefore it is essential to maintain a well-balanced, varied diet, in order to provide the body with all its needs, and to control weight. Vitamins taken in fruit and vegetables help to give resistance to infection, while more fibre in the diet makes for better digestion and helps to avoid bowel cancer. In addition, it is important to cut salt and fat intake, in order to reduce the likelihood of heart disease and circulatory problems. Another point to remember is that eating fewer sugary foods will result in less tooth decay and better weight control.

A further factor to consider is stress, at work and at home, which can contribute to heart disease and stress-related illnesses, such as migraine. A person may have to change his or her lifestyle, if it is producing excessive stress. However, there is a partial solution in the form of physical exercise and relaxation therapy. Exercise can be both enjoyable and healthy, as it controls the appetite, gives a feeling of well-being, reduces susceptibility to disease, and helps to eliminate stress. Yoga, meditation, massage and listening to music are all types of relaxation therapy which are popular and often very effective.

In conclusion, no matter how fit we imagine ourselves to be, there is always room for improvement. Reducing nicotine and alcohol intake, establishing a balanced diet, and incorporating both exercise and relaxation into the daily routine would certainly be beneficial for most people.

23 Short story (Unit 88, J1)

Smiling, he picked up the receiver and started dialling. 'Ready, Benson?' he asked quietly. 'Check on your men, will you? I want this to go without a hitch, you understand?' He put the phone down, and, still smiling, looked at himself in the mirror. A good-looking, grey-haired man stared back at him, with piercing cold blue eyes and an air of authority. The smile did not seem to connect with the eyes, and soon it faded.

Cosgrove sat there for a while, looking out over the roofs of the city, and drumming his fingers impatiently on his desk. This was his most ambitious project so far. Failure would spell disaster for him. But could he pull it off, where so many others had tried and failed?

Meanwhile, George Benson had stationed his men at pre-arranged positions along the route. He was confident they would play their part well when the moment came. They had all been carefully selected for their military background and physical fitness, and all the details of the ambush had been practised over and over again. Cosgrove had seen to that. George Benson shivered when he thought of his chief's cold smile. He had a
feeling that an unpleasant fate would be in store for him if he let Cosgrove down.

From his window, Cosgrove watched the cavalcade of black limousines leave the gates of the President’s mansion, and start their slow, deliberate progress down the wide avenue. Now the cars were approaching the corner, where the road narrowed and the police motorcyclists could not ride close to the Mercedes, which was flying the presidential flag. ‘Now!’ said Cosgrove. ‘Where the hell is Benson?’

Benson was, in fact, in the back of a police van, where Cosgrove was soon to join him. The police had been alerted by one of Benson’s own men. So there was no ambush that day. To the great relief of the authorities, Cosgrove and Benson were given life sentences for the assassination attempt.

But when, a year later, Benson was found dead in his cell, in suspicious circumstances, those who knew Cosgrove had no doubt what had really happened. Cosgrove himself just smiled when he heard the coroner’s verdict of accidental death.

24 Review (Unit 88, J3)
I can’t understand why you haven’t been watching The Boys in Blue. It’s on on Saturdays, starting at 10 pm on BBC2. It’s one of the best police series I’ve ever seen. I know you’re not all that keen on thrillers, but really, this is excellent. The hero (good-looking, blue eyes etc) and his team are detectives who work for the C.I.B., whose job is to investigate complaints made about the police. So they’re checking up on their colleagues, in a way. The main plot develops over ten or twelve episodes, with a new character or twist or sub-plot every Saturday. I have to concentrate really hard on it! The script is very realistic – it sounds just like policemen talking. Of course there’s a bit of violence, but also very interesting character development. I almost think of the C.I.B. team as real people now!

The other programme I usually watch is Food for Friends on Tuesdays at 8.30 on BBC1. Last week two top chefs were competing to produce a starter in two minutes. It was quite thrilling to watch as they beat eggs and chopped parsley and squeezed lemons, talking all the time, as the clock on the screen ticked inexorably away! They do wine-tasting as well. It’s quite different from The Boys in Blue, of course, as it’s informative and amusing, and very relaxing to watch.

But The Boys in Blue is so well done and so gripping that I really think you should watch it. Give Food for Friends a miss, maybe, but make a date for 10 p.m. on Saturday!

25 Letter to a newspaper (Unit 90, 1)
Dear Sir or Madam,

As a member of the Coltsfoot Cycling Club, I was interested to read Bradley Wood’s letter last week about problems experienced with what he calls ‘wayward cyclists’.

Naturally, it is extremely irresponsible of cyclists to ride on pavements or cross red lights, and fortunately there are very few cyclists who behave like this. However, they only do it because, when traffic is heavy, roads become too dangerous for them. It may be true in a legal sense that ‘the pavement is for pedestrians and the road is for cyclists’, but it does not work in practice, because cyclists have to share the road with motorists. It is also unfair for cyclists to be ‘targeted by police’, as other road users (motorists in particular) are frequent offenders.

Cyclists need their own space, and this means giving them a network of wide cycle lanes, separated from the road, if possible, by a barrier or safe distance.

Yours faithfully,

Adele Lloyd

26 Personal note (Unit 90, 1)
Dear Morgan,

I’ve written a letter to The Coltsfoot Herald, as you asked me to. (Copy attached.) Let’s hope they publish it, and then perhaps there can be a more balanced discussion of the issues.

The survey results show pretty clearly that hardly any cyclists are happy with the way things are. It’s time for pedestrians and motorists to consider us for a change! Interesting, though, that very few of us want to be allowed to ride on pavements. Decent cycle lanes are definitely the way forward.

Anyway, see you at the next meeting.

Regards,

Adele
**KEY**

**Unit 1**

### A
1. The, -
2. -, the
3. the, the, a
4. the, a, a, -, a
5. -, -, a, the, -
6. -, a, a, the
7. a, an
8. a, -
9. -
10. a

### B
1. the Himalayas
2. ✓
3. the Lake District
4. ✓
5. to Kathmandu
6. the Annapurna region, the Nepalese
7. ✓
8. The group leader, the River Trisuli
9. the world's, of Mount Everest
10. the group, simple village rooms, the Nepalese
11. the group, the Himalayas
12. the most exciting, to Nepal, the very first

### C
1. You look very worried. What are you thinking about?
2. Listen, he's climbing the stairs! What's he doing now? He's ringing the bell!
3. Thank goodness Barbara is taking more exercise these days! She seems much fitter, don't you think?
4. When water boils, it gives off steam.
5. Alex never breaks a promise or lets down a friend.
6. The house stands on its own, on a hill that overlooks the park.
7. I know her husband is looking for a new job at the moment, but I don't suppose he will find one quickly.
8. When you heat the pan, the fat begins to sizzle.
9. The Foreign Ministers of several EU countries are currently meeting in Luxembourg, where they are attempting to negotiate a solution.
10. He's always spilling coffee on his shirt! It makes me furious!
11. At weekends she frequently drives up to her mother's in Liverpool, and spends an evening with her sister on the way back.
12. I'm a bit worried about Greg. He's working too hard in his present job. He really needs a holiday.

### D
1. I have been studying English here since August.
2. We met several fascinating people at the conference last week.

### E
1. I haven't had time to do any typing since Monday.
2. Nobody has heard from Amanda since she went to the Seychelles.
3. She's worn/been wearing the same old clothes for a week.
4. He hasn't ridden a bike since 1970.
5. I don't think I've seen you since the sales conference.
6. It hasn't snowed here for ages.
7. They've lived/been living in that house since it was built.
8. My neighbour hasn't spoken to me for more than two years.
9. I haven't bought a new battery since last year.
10. She's been waiting for you for an hour and a half.

**Unit 2**

### A
1. dare 5. be able
2. should 6. have
3. used 7. ought
4. May 8. will

### B
1. ✓
2. ✓
3. ✓
4. Do you understand what the lecturer said?
5. I think that they made a mistake.
6. ✓
7. The police don't know why he came here.

### C
1. ✓
2. ✓
3. ✓
4. Once upon a time a beautiful princess lived in a castle ...
5. ✓
6. I've owned this answerphone for three years.
7. They haven't sold all the tickets for the Cup Final yet.
8. My friends have been married for a long time now.
9. ✓
10. A light plane has crashed in the French Alps.
11. I've already spoken to the delegates three times.

### D
1. Did you have to ...?
2. ... ought to have given you ...

### E
1. I haven't had time to do any typing since Monday.
2. Nobody has heard from Amanda since she went to the Seychelles.
3. She's worn/been wearing the same old clothes for a week.
4. He hasn't ridden a bike since 1970.
5. I don't think I've seen you since the sales conference.
6. It hasn't snowed here for ages.
7. They've lived/been living in that house since it was built.
8. My neighbour hasn't spoken to me for more than two years.
9. I haven't bought a new battery since last year.
10. She's been waiting for you for an hour and a half.

**Unit 3**

### A
1. dare 5. be able
2. should 6. have
3. used 7. ought
4. May 8. will

### B
1. Did you have to ...?
2. ... ought to have given you ...
3 The President can't be re-elected for a fourth term.

4 I might have returned the book.

6 Will you be able to help me ...

7 They couldn't have a picnic because of ...

8 C 1 needn't
2 has to
3 must
4 have to
5 had to
6 didn't need to
7 needn't have bothered
8 mustn't

D 1d 2e 3d 4f 5c 6a 7d 8f

E 1D 2G 3A 4C 5H 6E 7B 8F

F 1 couldn't 5 couldn't
2 would 6 were able to
3 could 7 could
4 used to

G 1 can we?
2 oughtn't I?
3 will/won't you?
4 wouldn't you?
5 mustn't he?
6 mightn't it?
7 didn't they?
8 will you?
9 shall we?
10 don't you?
11 had I?
12 couldn't we?

Unit 4
A 1B 2A 3C 4E 5F 6D

B 1 won't
2 'll/will, ✓
3 Shall
4 will, ✓
5 will

6 Shall
7 won't
8 ✓, ✓
9 ✓, 'll

C 1 ✓
2 'What are you doing/going
to do tonight? 'Oh, we're
having a barbecue.'
3 By this time next week I'll
have filled in my tax forms.
4 I promise I'll support you
whenever you need me.
5 You won't see him this
summer. He'll be doing his
military service then.
6 I'm going to be an architect
when I finish my studies.
7 ✓
8 Will you come/Are you
coming to dinner with me
tonight?
9 I think he'll/he will probably
marry the girl next door.
10 What will you be doing at 3
o'clock next Sunday
afternoon?

D 1 If you don't object, we'll ask
the committee to approve
the proposal.
2 By the time Juan finishes/
has finished his maths
project next week, he'll be
exhausted!
3 What will our world be like
in the year 2050?
4 Anne won't be happy until
she sees/has seen the doctor
this afternoon.
5 This time next year I'll
probably be living on the
other side of the world.
6 I'm not going to watch the
horror film that's on
tonight. I know it will give
me nightmares.

E 1 taste 5 article
2 touch 6 turned
3 dare 7 pressed
4 heavy 8 hold

F 1 has
2 been
3 the
4 as
5 to
6 an
7 the
8 its/a
9 will/may
10 has
11 a
12 the
13 is
14 may/could
15 in
16 which/that
17 If
18 surround
19 continuing
20 have

Unit 5
A 1b 2a 3d 4b 5d 6a 7b 8d
9c 10a 11a 12b 13d 14a 15b
16c 17d 18b 19a 20c 21d
22b 23c

B 1 taste 5 article
2 touch 6 turned
3 dare 7 pressed
4 heavy 8 hold

C 1 has
2 been
3 the
4 as
5 to
6 an
7 the
8 its/a
9 will/may
10 has
11 a
12 the
13 is
14 may/could
15 in
16 which/that
17 If
18 surround
19 continuing
20 have

Unit 6
A 1 had received/had been
receiving, told
2 made, had been
3 had tried, met, fell in love
4 found, wanted, had
graduated
5 (had) asked, was not, had
gone
6 arrived, realised, was still
breathing
7 spent, had finished
8 hit, were playing, were having
9 was raining, beginning, set out
10 was, wanted
11 recognised, had been
12 opened, felt, had been ringing
13 went back, were still quarrelling
14 did not answer, was trying
15 did you get
16 (had) worked, moved

B 1 My aunt (had) worked in London before she moved to Norwich.

2 ✓
3 ✓
4 The judge brought the trial to an end yesterday.
5 ✓
6 Pierre owned a sailing boat for several years.
7 The company were thinking of giving...
8 ✓
9 ... just before the British team arrived.
10 A police car almost knocked me over as I crossed/was crossing the road.
11 ✓
12 ‘Oh, a group of students who arrived in Oxford a week ago.’
13 ✓
14 ✓
15 The mountain seemed very high ...

C 1 ‘So-called villain of the piece’ and ‘merely circumstantial’ evidence. 
Suggested answers:
2 He desperately wanted to be king/He was prepared to take other drastic action to gain or keep the crown/The princes, Elizabeth and their cousin were all dangerous rivals, with a better claim to the crown than he had.

Unit 7
A 1 Taking regular exercise ...
2 I don’t mind being interviewed ...
3 ✓
4 ✓
5 ✓
6 You can go sightseeing ...
7 In addition to losing all my money ...
8 ✓
9 It’s no use telling me ...
10 ✓
11 Most cats enjoy being stroked.
12 ‘I’m afraid I just can’t face going into the witness box and telling ...

Unit 8
A 1 make
2 hadn’t eaten
3 have
4 had been
5 is
6 take
7 leave
8 asked
9 had dropped
10 were
11 would have been/would be
12 are
13 Were
14 happens
15 broke down
16 like

B 1 They didn’t ask me to leave early.
2 The army made him complete his training course.
3 ✓
4 Try not to keep interrupting the speaker this time.
5 ✓
6 ✓

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

243
5 ... had been muzzled, it wouldn't/couldn't have bitten ...  
6 ... been presented, the prisoner might/would have been ...

C 1D 2E 3B 4A 5C 6G 7F 8H

D 1 come  
 2 had just landed  
 3 didn't agree  
 4 are  
 5 end up  
 6 had spotted  
 7 receive  
 8 hadn't gone  
 9 hadn't come  
10 weren't  
11 hadn't heard  
12 find  

E 1 I wish he weren't/wasn't so boring.  
 2 I wish I hadn't accepted that job.  
 3 I wish they hadn't all heard about it.  
 4 I wish I had shares in the company.  
 5 I wish he would contribute his opinions more tactfully.  
 6 I wish I had gone to the conference.  
 7 I wish I could remember Myra's address.  
 8 I wish it would stop snowing.

Unit 9

A 1 was originally used  
 2 being put  
 3 is known  
 4 was/has been successfully deployed  
 5 is involved  
 6 be laid out  
 7 was ended  
 8 were punctured  
 9 is hoped  
10 be caught  

B 1 had been found  
 2 were discovered

3 were/have been pronounced  
4 were not made  
5 be carried out  
6 was thrown  
7 were made  
8 was published  
9 are handed over  
10 be regarded

C 1 ✓  
 2 The whole community was/were told the news.  
 3 ✓  
 4 ✓  
 5 I have been given a lucky mascot ...  
 6 She will be awarded a postgraduate diploma ...  
 7 He is being refused a chance to participate ...  
 8 ✓  
 9 ✓  
10 The officials in charge of the institution at the time seem to have been offered a bribe.

D 1 ... are expected to be announced ...  
 2 ... are understood to be going up ...  
 3 ... is said to have had ...  
 4 ... are feared (to have been) lost ...  
 5 ... was considered/thought/judged to be ...  
 6 ... cannot be denied/is true/is undeniable that certain mistakes were ...  
 7 ... was reported to have been helping ...  
 8 ... was alleged that the accused had ...

E 1 put away  
 2 slept in  
 3 ✓  
 4 put off  
 5 ✓  
 6 brought up  
 7 made out  
 8 taken down

Unit 10

A 1a 2c 3b 4c 5d 6b 7c 8a 9c  
 10b 11d 12c 13b 14d 15a 16c 17b 18c 19b 20a 21d 22c

B 1 rather 5 catch  
 2 see 6 form  
 3 free 7 threw  
 4 reach

C 1 the  
 2 were  
 3 order  
 4 being  
 5 was/became  
 6 should  
 7 to  
 8 did (were/was)  
 9 succeed (successful)  
10 would  
11 A  
12 with/involving  
13 one  
14 The/This  
15 solved/resolved  
16 would/could  
17 were  
18 for  
19 All  
20 towards

D 1 one  
 2 still 10 own  
 3 of 11 quite  
 4 ✓ 12 ✓  
 5 was 13 being  
 6 the 14 so  
 7 to 15 But  
 8 very 16 ✓

Unit 11

A 1D 2B 3A 4H 5C 6E 7G 8I 9J 10F

B 1 She boasted (that) she had had better marks than anyone else all term.  
 2 She accused me of stealing her watch.
3 She threatened to hit me if I didn't give her my money.
4 She apologised for not getting round/not having got round to writing earlier.
5 She suggested (that) we should all go for a drive in the country/going for a drive in the country.
6 She insisted on seeing the manager at once.
7 She begged me not to tell anyone I had/i'd seen her.
8 She confirmed (that) my flight was taking off at midnight.
9 She reminded me to bring the binoculars.
10 She estimated that Mexico City had about 20 million inhabitants.

C 1L 2L 3A 4K 5J 6H 7C 8F
9D 10G 11B 12E

D 1 He pointed out that it was already five o'clock.
2 He agreed to help.
3 He assured me (that) there would be no difficulty.
4 He thanked me for bringing the flowers.
5 He advised me to keep it under my hat.
6 He added (that) there would be a 2% surcharge.
7 He denied robbing/having robbed the old lady.
8 He refused to make a speech.
9 He warned me to be careful when I crossed the road.
10 He congratulated me on passing the test first time.
11 He blamed Charlotte for letting them down.
12 He admitted causing/having caused/(that) he had caused the accident.

E 1 She said that if she had known, she would have come earlier.
2 He said that unless John told the truth, somebody would get hurt.
3 She said (that) she really thought (that) I should join the tennis club that summer.
4 Her teacher said that if she practised more, she might be able to make a career out of music.
5 He said that he wouldn't have had the accident if the brakes had been repaired properly.
6 The magistrate said (that) he would be sent to prison if he committed a further offence.
7 He said (that) I could stay there as long as I liked.
8 Maggie said (that) she wished Bob would buy himself a new suit.

F 1 I asked how far it was to the station.
2 ✓
3 She asked me if I could do the shopping for her.
4 Her father asked if what she had told him was true.
5 ✓
6 The traffic warden asked why I had parked there.
7 I asked the old man what his recipe for long life was.
8 We wondered how our neighbours managed to keep their garden so neat.
9 The officials asked him what he wanted.
10 ✓

G 1A 2C 3E 4H 5B 6D 7F 8G

H 1 ... congratulated me on passing ...
2 ... apologised for forgetting to ...
3 ... (that) Jim should put off his marketing trip ...
4 ... me to put/enclose a cheque in ...
5 ... me to run through my speech ...

Unit 12

A 1 In spite of revising/having revised/ In spite of the fact that he (had) revised hard for his exams, he didn't pass.
2 ✓
3 All the same, he doesn't know what he's talking about.
4 ✓
5 ✓
6 ✓
7 ✓
8 Quiet though this spot seems now, ...
9 'Try a bit harder!' 'But I don't want to!'
10 ✓
12 Even though his creditors are baying for satisfaction, ...

B 1 aware
2 Deprived
3 Alone
4 Because
5 Sad
6 for
7 Surprised
8 Told
9 Horrified
10 Due
11 Embarrassed
12 Disgusted

C 1 The matter is important enough for you to deal with yourself.
2 She didn't study enough to pass the end-of-term test.
3 The door was too narrow for us to squeeze through/ wasn't wide enough for us to squeeze through.
4 She had too little energy/
5 She didn't have enough energy to keep going all day.
6 The leisure centre is too inaccessible/isn't accessible enough for tourists to find.
D 1 They had so little money (that) they couldn't afford to run a car.
2 There was such a lot of food (that) we could have fed ten hungry men with it!
3 You're such an experienced worker (that) you should know what to do.
4 He has had so little acting experience that we can't give him the part.
5 I draw so badly that I can't do a very good sketch map.

E 1 ever needed/should ever need
2 see
3 is
4 has got lost
5 spots, tries
6 was selected
7 don't get

F 1 the undersigned
2 are as follows
3 respectively
4 The former
5 The latter
6 In terms
7 aforementioned
8 hitherto
9 the above address
10 twice
11 Gourlays
12 Merryford
13 a complaint about the closure of a village bank and a request for the bank to reconsider its decision
14 the undersigned, the former, the latter, the aforementioned, hitherto

Unit 13
A 1 There's the woman who sold me the oranges.
2 This is my brother, whose wife's French.
3 ✓
4 I don't like people who talk too loudly.

B 1a She was only interested in going to Strasbourg, and let other trains pass until the Strasbourg train arrived.
1b She took the first train to arrive. It happened to be going to Strasbourg.
2a Everybody was caught unawares because they hadn't seen the forecast.
2b Only some people (the ones who hadn't seen the forecast) were caught unawares.
3a All the food was bad, so we couldn't eat it.
3b Some of the food was bad, so we couldn't eat that part.
4a I only have one cousin. He/She happens to live in New Zealand.
4b I have several cousins. One of them lives in New Zealand.
5a They only picked some of the fruit - the fruit that had ripened.
5b They picked all the fruit. By the way, it had all ripened.

C 1 The bus that goes up Edward Avenue doesn't stop at the railway station.
2 The debate the backbenchers had demanded went on all night.
3 The escaped convicts stashed away the gold bars they had stolen in an earlier bank raid.
4 It was the dream cottage she had always wanted.
5 They booked into the hotel where they had stayed on their honeymoon.
6 The bodyguards who were flanking the King had revolvers concealed inside their jackets.
7 It wasn't their dog but their cat I was taking care of.
8 They cut down the tree that had died.
9 That's the cruise I've always wanted to go on.
10 I think it was the manager I was speaking to.

D 1 It's the tallest building I've ever seen.
2 ✓
3 ✓
4 ✓
5 He'll be playing with the same racquet he always plays with.
6 Next Tuesday I'll have to visit the dentist again, which I detest.

E 1 She had invited a hundred guests, none of whom I knew.
2 Growling in the corner were two big dogs, both of which looked extremely dangerous.
3 The manager called in my new colleagues, one or two of whom I had met already.
4 There were several large holes in the road, three of which had to be repaired urgently.
5 There were some vegetables left over, a few of which I was able to use in some soup for supper.
6 The talk was attended by over two hundred delegates, most of whom took notes.
7 The researchers reported back on the questionnaires, the most interesting of which showed a marked change in leisure habits among older people.
8 He comes from a large family, all of whom now live in Australia.

Unit 14
A 1 gracefully 2 well 3 importantly 4 fully 5 straight 6 hard 7 heavily 8 cruelly 9 timidly 10 illegally 11 inevitably 12 fast 13 noisily 14 in a jolly way 15 increasingly

B 1 Tomorrow the boss is having a day off/The boss is having a day off tomorrow.
2 She likes watching videos at home very much/She very much likes ...
3 ✓
4 ✓
5 Yesterday they mowed their lawn/They mowed their lawn yesterday.
6 ✓
7 Suddenly he slammed the book down on the table.
8 Alma stamped out of the office angrily/Alma stamped angrily out of the office.
9 I always make sure I do my homework every day.

Unit 15
A 1a 2b 3c 4a 5c 6d 7b 8c 9c 10d 11c 12d 13b 14a 15c 16c 17a 18b
B c, e, a, d, b
C 1 ... being blamed for ...
2 ... causing/having caused harm to ...
3 ... a shortage of ammunition, the battle was won ...
4 ... your scheme is, it is doomed to ...

D 1 at the end 2 eventually 3 at the beginning 4 actually 5 at last 6 finally

E 1 close 2 easy 3 finely 4 pretty 5 shortly 6 tight 7 highly 8 hard 9 widely 10 sharp
11 free 12 fair 13 flat 14 direct 15 late 16 flatly 17 sound 18 short 19 nearly 20 right

Unit 16
A 1 Seldom had they participated in such a fascinating ceremony.
2 In vain did I plead with him. He was adamant.
3 Under no circumstances will Miss Weaver be offered the job.
4 Should the film be a box-office success, there may be a sequel.
5 So surprised was he to be addressed by the Queen that he didn’t answer at once.
6 Had they confirmed by phone, the airline could have warned them.
7 Hardly had he entered the house when the police arrested him.
Never for one moment did I think the consequences would be so far-reaching.

Rarely has she travelled more than fifty miles from her village.

On no account must you lift heavy weights like that again.

Scarcely had I put the phone down when it rang again.

In no way did the defendant express his misgivings.

So difficult was the task that expert assistance was required.

Had they accepted our offer, we would have moved house by now.

Over I fell, and broke my leg.

'So would I.'

Not only did she twist her ankle, but she also dropped her purse.

Up the stairs puffed the plump old housekeeper.

Right through the underwater tunnel she swam.

There stands the famous statue of Admiral Lord Nelson.

Only last week did I find the information I'd been looking for.

Here come the police! Someone must have called them.

... is it worth giving his suggestion any ...

... was his disgust at her behaviour that ...

... hard Adele tries, she gets ...

... the volunteers attempt to ...

... was I ever shown how to make ...

... before had such a lavish celebration/such lavish celebrations been ...

... did the minister admit to an error ...

... you wish to accept the offer, put a ...

... may have to be turned ...

... had the date been chosen when/before the ...

... than four helpers are needed to enable ...

... been for his father's advice, he might be ...

... a full bonus would satisfy ...

... should/must this computer data be revealed ...

That's the same formula (that) ...

That's the same man that ...

The rules are the same (as) in my country.

Did you pay the same as I did?

The more you work, the more money you earn.

The more difficult it is, the harder he tries.

He's been working longer than you.

This meat's tougher than yesterday's.

You're the most infuriating person I've ever met.

He's by far the best boxer in the world.

My cousin is much/far/a lot taller than me.

I think the driver is a bit tireder/more tired than me.

The more, the merrier.

It was the dreariest hotel I'd ever had the misfortune to stay in.

That one's the slowest train.

Your work's more impressive than anyone else's.

Having

annoyed/shocked

exciting/interesting/gripping

broken

Supposing
B 1 pale 6 angry 2 ✓ 7 ✓ 3 ✓ 8 ✓ 4 ✓ 9 ✓ 5 ✓ 10 unconscious

C 1 for the disabled. 2 a two-hour lecture. 3 for the blind. 4 ✓ 5 ✓ 6 The French negotiated with the Spanish ...

D 1 I saw a sweet little green silk scarf. 2 There was a huge medieaval stone castle on the hill. 3 A beautiful white sailing ship was moored at the quay. 4 There is a battered old leather suitcase on the table. 5 They live in an ancient fisherman’s cottage by the sea. 6 She was carrying a heavy striped canvas shopping bag full of vegetables on her arm. 7 She was introduced to a remarkably handsome young executive. 8 He was wearing a smart grey business suit with a jazzy waistcoat. 9 She only makes cakes with the best unsalted Danish butter. 10 He has just bought an extremely exotic oriental carpet.

E 1H 2O 3B 4J 5A 6D 7K 8F 9L 10E 11G 12M 13N 14C 15F

F 1 blatant 2 insatiable 3 abortive 4 fierce 5 mere 6 gruelling

Unit 20
A 1b 2b 3b 4a 5c 6d 7c 8c 9a 10c 11c 12c 13a 14d 15a 16b 17a 18b 19d 20c

B 1C 2K 3J 4A 5H 6E 7G 8F

C 1 until/before 2 directives/laws 3 another 4 who 5 as 6 provided 7 have 8 which 9 By 10 chance/opportunity 11 such 12 without 13 increasingly/extremely/very/too 14 focus/area

D 1 in touch 2 salary 3 lower than/less than 4 withdraw 5 forward 6 any information 7 vacancy/post/position 8 an interview 9 available 10 except (for) 11 (most/very) grateful 12 appreciate 13 behalf

Unit 21
A 1 under age 2 above suspicion
3 under guarantee
4 under control
5 above-average height
6 Above all
7 below the belt
8 under contract
9 under his breath
10 beneath contempt
11 above-mentioned
12 below zero/below freezing (-point)
13 over a (cup of) coffee
14 over the world
15 below sea level
16 under stress/pressure
17 over my eyes
18 over the odds

Unit 22

A 1 doing 11 do
2 makes 12 make
3 make 13 making
4 done 14 do
5 make 15 making
6 do 16 does
7 do 17 do
8 makes 18 making
9 made 19 make
10 doing 20 do

B 1 told 9 speaking
2 talked 10 said
3 said 11 tell
4 tell 12 say
5 speak 13 told
6 Tell, say 14 tell
7 tells 15 say
8 talking 16 speak

C 1 rise 6 ✓
2 ✓ 7 ✓
3 risen 8 arise
4 ✓ 9 rise
5 ✓ 10 ✓

D 1 laid 8 lay
2 lain 9 lay
3 laid 10 laying
4 laying 11 lies
5 lying 12 laid
6 lying 13 lies
7 laid 14 lies

Unit 23

A 1E 2I 3J 4H 5A 6B 7D 8C 9G 10F

B 1 The prisoner gave an honest answer to the question/was honest in answering the question.
2 He is reputed to have been born in Segovia.
3 We were about to finish/We had just about finished when Isabel arrived.
4 Their recent behaviour has been very strange.
5 His medical treatment appears to have seriously affected his mental state.
6 On his arrival at the stage door, the star was (immediately) surrounded by screaming fans.
7 The staff have always held the headmaster in very high esteem.
8 The electrician's advice (to me) was to have the wiring checked.
9 The guided tour takes place at hourly intervals.
10 By/On her own admission, she is rather selfish.

C 1F 2J 3f 4A 5D 6B 7C 8E 9H 10G

D 1 She is by no means a good cook.
2 I was unaware (that) it was a breach of protocol.
3 The store should definitely refund (you) your money/give you a refund.
4 The castle made a great/big/the greatest/the biggest impact on the tourists.
5 Building societies will not be able to rest on their laurels.
6 They're on the horns of a dilemma.
7 Taxpayers had to foot the bill for the privatisation plan.
8 I did my utmost to expedite the matter.
9 Juliet could only long for his return.
10 By the time we all sat down to dinner, there was still no sign of the Morrises.
11 I think you've got the wrong end of the stick.
12 Thanks to Gerry's advice, the firm didn't go bankrupt.
13 A relaxing break would do you good/It would do you good to have a relaxing break.
14 With the advent of the assembly line, five hundred workers were dismissed.
15 It came as a shock to his colleagues to hear of Ahmed's illness. The news of Ahmed's illness came as a shock to his colleagues.
16 Alan does nothing but complain (all the time).
17 She stands a good chance of winning first prize.
18 The policeman drew our attention to the speed limit sign.

E 1 exclusive 6 grain
2 household 7 shed
3 lacked 8 justice
4 quandary 9 economical
5 deadlock 10 tendency

Unit 24
A 1 for 14 in
2 in 15 in
3 of 16 of
4 to 17 in
5 from 18 for
6 about 19 of
7 in 20 for
8 of 21 in
9 in 22 of
10 with 23 of
11 to 24 of
12 of 25 in
13 of

B 1 apologise 9 applied
2 worry 10 hold
3 to 11 for
4 on 12 in
5 keep 13 to
6 depends 14 in
7 insist 15 with
8 for

C 1 Family traditions have been handed down through the centuries.
2 Jeremy is forever running down his wife's achievements.
3 The man in a business suit flagged down a taxi.
4 With two small children, she's rather tied down at the moment.
5 The preservation order will prevent them from chopping down the tree.
6 I listened to the lecture and jotted down the professor's points.
7 The authorities are cracking down on fraud everywhere.
8 After the interview I turned down the job they offered me.
9 When Steve wouldn't help, I felt badly let down by him.
10 The holiday gave us a chance to wind down properly.

Unit 27
A 1D 2J 3E 4I 5M 6N 7H 8O 9B 10F 11A 12C 13K 14G 15L
B 1 set about 8 went about
2 call back 9 called, back
3 pay, back 10 holding/keeping
4 go, back 5 look after
6 set about 11 get back
7 turn/go back 12 fall back

C 1 We are campaigning to bring about a change in the law.
2 You'll have to take back what you said about him.
3 A passer-by went after the pickpocket.
4 I'll ring you back when I get home.
5 How are you going to go about raising the money?
6 A severe frost could set my roses back by several weeks.
7 Sometimes a certain smell can bring back memories of a person or place.
8 For the children's sake he held back his anger.

Unit 28
A 1 F carefully aim at and shoot one of a group
2 F live with money or food provided by
3 T
4 F leave
5 T
6 T
7 F display boastfully, to draw people's attention to
8 T
9 T
10 T

B 1 put/turned
2 gone
3 telling
4 give
5 cordon
6 worn
7 wrote
8 send
9 fight/shake/throw
10 Come
11 be
12 come

C 1 She called it off (the party)
2 I'm sure he'll pull it off (his job/task)
3 –
4 Turn it off, please (the light)
5 –
6 I'll drop it off (a letter/parcel/present etc)
7 to scrape it all off (mud/paint etc)
8 –
9 I just laughed it off (their opinion)
10 Noel will shave it off (his beard or moustache)
11 the moment had come to break it off (her relationship)
12 –

D 1 The plane will be taking off in two hours' time.
2 Fortunately Zoe got off very lightly in the accident.
3 The factory will be laying off 500 workers until after the summer.
4 I don't think his gamble will pay off as he is hoping.
5 Her family cut her off without a penny.
6 The boys let off fireworks in their garden.
7 The rain kept off during the cricket match.
8 James refuses to be put off by what people say.
9 The effects of our holiday wore off all too quickly.
10 We'll have to set off before first light.

Unit 29
A II 20 3F 4G 5J 6K 7E 8A 9L 10D 11M 12B 13N 14C 15H
B Across: 1 see 4 fish for
7 pull 8 check 10 by
11 account 12 get 13 look
Down: 2 ask 3 go 4 fall through 5 fall 6 run
7 put 9 care 10 break

Unit 30
A 1b 2a 3c 4d 5c 6a 7b 8d 9c 10a 11c 12a 13c 14b 15d
16c 17a 18c
B get by: manage with little money
look for: try to find
sit down: take a seat
apply for: ask for
go about: approach, start, tackle
jot down: write down quickly
send off: post
see through: not be deceived by
turn down: reject
pull off: manage to do (something difficult)

C 1E 2A 3G 4D 5C 6B 7F
D 1 as
2 with
3 Unlike
4 enabling/allowing
5 by
6 While/Whereas/Although
7 feeding
8 most
9 seldom/rarely/never
10 another
11 Even/When
12 whose
13 makes
14 So
15 put
16 until/before
17 least
18 what
19 despite
20 no

Unit 31
A 1E 2H 3A 4B 5L 6C 7I 8D 9K 10F 11G 12J

B 1 cheered me up
2 tied the dog up/tied up the dog
3 ate her food up/ate up her food
4 bottle up his emotions/bottle his emotions up
5 split/break up
6 give up
7 gets up
8 filled up
9 sealed up
10 went up
11 took up
12 pick you up

C 1 picked 7 held
2 build 8 blowing
3 shut 9 grew
4. keep 10 ended
5 fix 11 Hurry
6 cut 12 turned/showed

D 1 We should look Lorenzo up if we pass through Rome.
2 The taxi pulled up in front of the hotel.
3 The boy was told to clear up his room before doing his homework.
4 Tom's grandmother brought him up on her farm in Cornwall.
5 Prices simply shot up last month.
6 I didn't expect that topic to crop up at the meeting.
7 I can easily put you up if you need to stay overnight.
8 The story was obviously made up, if you ask me.

Unit 32
A 1 T
2 F make tired, make unfit or useless through wear
3 T
4 T
5 F separate from a larger group, find a solution to, organise
6 T
7 T
8 T
9 T
10 T
11 F exclude
12 F discover
13 T
14 T
15 F choose, identify
16 F extend your activities

B 1 eat 8 passed
2 taking 9 pulled
3 dropped 10 hand/give
4 turned/came 11 let
5 laid 12 come
6 lock 13 stick/put
7 point 14 throw

C 1 to try it out (a computer/car/camera etc)
2 measure it out (food or drink)
3 get it out (the diary)
4 –
5 –
6 Rub it out (my name)
7 thought it out (your plan)
8 we can share it out (the work)
9 Could you check it out (the information etc)

D 1 boiled 5 dealing
2 taking 6 do
3 reason 7 toying
4 sided 8 blown

Unit 33
A 1D 2H 3M 4E 5L 6F 7A 8K 9B 10G 11C 12N 13J 14I

B 1 part with
2 came apart
3 go/run over
4 boiled over
5 tell, apart
6 fighting with
7 look over
8 deal with

C 1 The engine finally turned over the fourth time I tried it.
2 The state airline took over the small private company.
3 My sister has always identified with the feminist cause.
4 Everyone was quite bowled over by the success of the plan.
5 I expect it will cloud over later on today.
6 The newly-weds could do with some financial assistance.
7 Sally could only toy with the food on her plate.
8 It was a long time before she got over her tragic loss.

D 1 boiled 5 dealing
Key

B 1 put on
2 hold/hang on
3 went/carried/kept on
4 switch/tumon
5 rambled on
6 let on
7 added on
8 having me on?

C 1 put on
2 hold/hang on
3 went/carried/kept on
4 switch/tumon
5 rambled on
6 let on
7 added on
8 having me on?

D 1 For no apparent reason, the professor turned on his unsuspecting assistant.
2 The workers decided to soldier on without a pay rise.
3 Philippa is getting on well in her new job.
4 The new boy was picked on to clean the whiteboard.
5 Car manufacturers have carried on their business for 100 years now.
6 Dave's nervous breakdown was brought on by overwork.
7 Her mail is being sent on to the new address.
8 Be careful not to take on too much extra work.
9 We'll have to keep on advertising until we find someone suitable.
10 There was a loud party going on somewhere in the street.

Unit 35
A 1a 2c 3d 4b 5c 6a 7d 8c 9c 10a 11b 12b 13d 14c 15d 16c
B dress up: put on smart clothes
turn up: arrive
find out: discover
point out: indicate, draw attention to

C 1 We haven't entirely ruled out the possibility of a cure.
2 The competition judges picked out the best display.
3 The little boy's ears stuck out from under his school cap.
4 Tracy's boyfriend took her out to the disco.
5 The steam train pulled slowly out of the station.
6 The royal servants laid out the banquet in the palace.
7 The farmer found it hard to keep foxes out of the chicken shed.
8 I can't quite make out Marcella's handwriting.
9 When my favourite sweater wore out, I bought another one just like it.
10 Just as we set out, there was a clap of thunder.

Unit 36
A 1 T
2 F donate or give as a gift, prize etc
3 T
4 T
5 F leave
6 T
7 T
8 T
9 T
10 F die
11 F act or play irresponsibly
12 T

B Across: 1 gamble 4 pass
6 hang 8 'Take 10 die
11 throw 14 pull 15 come
16 send 17 look 18 break

D 1 On her aunt's death Karin came into a fortune.
2 Burglars have broken into the isolated house.
3 Daisy burst into tears as she waved goodbye.
4 It's no good. You can't fool me into believing you!
5 Don't you think we should check in before we have dinner?
6 Is your sister moving in soon?

Unit 37
A 1L 2H 3A 4J 5B 6C 71 8E 9F 10G 11D 12K
B 1 ran/bumped
2 sank
3 tuned
4 sent
5 talk
6 taken
7 drop/pop/call
8 settle
9 turned
10 dig/break
11 barge/burst
12 show
13 phase
14 paid

C 1 plug it in (the hairdryer)
2 —
3 —
4 Hand it in (the report)
5 —
6 —
7 take it all in (the information/situation)
8 —
9 break it in (the horse)
10 —
11 —
12 fill it in (the form)
7 Think about it. Don't rush into anything.

Unit 38
A 1 T  
2 T  
3 T  
4 F get rid of, abolish  
5 T  
6 F find time to  
7 F consider another person inferior  
8 F become too big for  
9 T  
10 T  
11 F complete a course of action  
12 T  

B 1 looks up to  
2 go ahead with/go on with/carry on with  
3 go along with  
4 cut down on  
5 caught up with/kept up with  
6 got out of doing  
7 settled up with the hotel  
8 walked out on  
9 got rid of/done away with  
10 keeping up with  

C 1 put up  
2 write off/send off/write away/send away  
3 got on/along  
4 feel up  
5 get round  
6 came up  
7 come down  
8 get down  
9 live up  
10 getting up  
11 run out  
12 faced up  

D 1 Sarah was disappointed at missing out on such a good opportunity.  
2 The boss always lets Fred get away with murder!  

3 The President has come in for a great deal of criticism lately.  
4 Many people would like to do away with the monarchy.  
5 The baby's ill: she came out in spots yesterday.  
6 You should hang on to those stamps. They're valuable.  
7 Rachel decided she couldn't go through with the wedding.

Unit 39
A 1 comedown  
2 lookout  
3 handout  
4 breakdown  
5 breakup/breakdown  
6 castaway  
7 breakthrough  
8 go-ahead  
9 dropouts  
10 grown-up  
11 outlook, upbringing  
12 let-up  
13 outburst  
14 getaway  
15 lay-offs, cutbacks  
16 stopover  
17 turnout  
18 onlookers  

B Across: 3 standby 5 takeover  
7 sell-out 10 in 11 on  
12 stowaway 13 hold  
14 layout 19 outbreak  
20 setback 21 together  
23 hangover  

Down: 1 stand 2 let-down  
4 break 6 knockout 8 lay-by  
up 15 onset 16 check  
17 goings 18 get 22 in  

C 1 There was an impressive turnout for the by-election.  
2 Police investigated the goings-on at the student hostel.  
3 The culprits made their getaway in a stolen car.  
4 Please fasten your seatbelts ready for take-off.  
5 The hospital closures are the result of government cutbacks.  
6 Their ticket to Sydney allows them a stopover in Hong Kong.  
7 The accused's antisocial behaviour was blamed on his upbringing.  

D 1 The plain-clothes policeman hung around outside the star's home.  
2 Josephine came across a rare coin among her loose change.  
3 The fire blazed away, completely out of control.  
4 Eventually he owned up to having started the rumour.  
5 News of their affair will get around pretty fast.  
6 She'll never talk him into giving up golf.

Unit 40
A 1c 2a 3b 4c 5d 6c 7a 8b 9d  
10c 11a 12d 13b 14c 15a 16a  

B rule out: exclude, consider ineligible  
go on: continue  

close down: cause to stop working  
get over: recover from look for: try to find  
take on: employ  
put up with: tolerate  
take off: depart (a plane)  
join in: take part in  
lay off: dismiss  
give up: stop  
go back: return  

255
Unit 45
A 1 authors
2 Translation
3 dialect
4 translators
5 allusions
6 nuances
7 original
8 colloquial
9 Evoking
10 literal

B 1F 2I 3J 4H 5A 6G 7C 8E 9D 10B

C 1 spoonerism
2 slang
3 alliteration
4 onomatopoeia
5 palindrome
6 jargon
7 malapropism
8 tongue-twister/alliteration
9 pidgin
10 limerick

D 1 lecture
2 sermon
3 quarrel
4 speech
5 accent
6 debate
7 pronunciation
8 anecdote
9 sentence
10 riddle

Unit 46
A 1 policy
2 bypass
3 consultants
4 collapses
5 emergency
6 cardiac
7 heavy smokers
8 surgery
9 interim
10 patient

11 medical
12 treatment
13 addicts
14 transplants
15 National Health Service

B 1 under the weather
2 disease
3 surgeon
4 side effects
5 ward
6 donor
7 surgery
8 clinic
9 first
10 diets
11 theatre
12 prescription
13 casualty
14 transfusion
15 sling

C 1 T
2 T
3 F cannot resist infection well
4 F specialises in children's illnesses
5 T
6 F means being excessively fat/overweight
7 F a means of inserting a drug with a needle
8 T
9 F treating patients with small amounts of drugs that would cause symptoms in a healthy person
10 T

Unit 47
A 1E 2H 3J 4L 5I 6A 7K 8C 9G 10F 11D 12B

B 1 narrow escape
2 run the risk
3 safe and sound
4 been swept overboard
5 sheer folly

6 peace of mind
7 bear a charmed life
8 take sensible precautions
9 risk life and limb
10 a false sense of security
11 raise the alarm
12 odds are heavily stacked against

C 1D 2A 3E 4B 5I 6L 7K 8C 9F 10G 11H 12J

D 1 hardships
2 foolhardy
3 funding
4 sponsors
5 provisions
6 survivors
7 hazardous
8 jeopardising
9 intrepid
10 determination
11 endurance
12 casualties

Unit 48
A 1 rugged
2 construction
3 irrigation
4 drought
5 source
6 developing
7 environmental
8 scale
9 damage
10 tribal
11 obliterated
12 environmentalists

B 1 world
2 land
3 countryside
4 pick
5 sky
6 coast
7 eradicate
8 lake
9 resources
10 fumes
Unit 49

A 1H 2F 3I 4J 5G 6E 7C 8J 9K 10A 11L 12B

B 1 rival
2 accused
3 hoodwinked
4 espionage
5 loyalty
6 devious
7 blame
8 integrity
9 traitor
10 reproached
11 disgrace
12 bribed
13 corrupt
14 conscience

C 1 integrity
2 traitor
3 loyalty
4 devious

D 1F 2D 3I 4H 5G 6E 7C 8J

Unit 50

A 1 wealth
2 poverty
3 increase
4 income
5 satisfaction
6 level
7 economists
8 material
9 expenditure
10 factors

B 1I 2E 3A 4B 5G 6C 7F 8J 9D 10H

C 1 T
2 F buys from the producer and sells to the retailer, who sells to the public
3 F before tax
4 F young professional people who wish to improve their standard of living and social status (from 'young urban professional')

D 1 direct debit
2 mortgage
3 will
4 in arrears
5 creditors
6 competition
7 profit
8 bounced
9 expense
10 cash
11 receipt
12 discount
13 fare
14 priceless
15 within their means
16 proceeds

Unit 51

B 1G 2C 3E 4A 51 6B 7D 8F 9H 10J

C 1 electorate, general election
2 candidate, constituency
3 MP
4 Opposition
**Unit 53**

A 1E 2F 3A 4L 5I 6J 7C 8G 9H 10D 11B 12K

B 1 feud
   2 antagonise
   3 motive
   4 wreak
   5 warfare
   6 reconciliation
   7 reprisal
   8 vindictively
   9 victims
   10 rancour
   11 retaliated
   12 aggressive

C A 8 down
   B 12 across
   C feud
   D victims
   E vindictiveness
   F 5 across
   G motive
   H 10 down
   I 1 across
   J 2 down
   K 13 down
   L reconcile
   M wreak
   N antagonise
   O warfare
   P rancour

**Unit 54**

A 1M 2D 3C 4F 5B 6L 7K 8I 9H 10N 11E 12G 13J 14A

B 1 revenues
   2 system
   3 PCs
   4 integrated
   5 compatible
   6 rivals
   7 monopoly
   8 consumers
   9 market
   10 growth
   11 investing

12 digital
13 encoded
14 lucrative
15 initiative

C 1 robot, remote control
   2 electromagnetic field
   3 anti-nuclear
   4 solar
   5 closed-circuit
   6 security tags
   7 streamline
   8 white goods
   9 microchip
   10 optimum efficiency
   11 central locking
   12 programme

**Unit 55**

A 1F 2I 3G 4B 5D 6E 7H 8J 9A 10C

B 1 overtime
   2 candidates
   3 benefit
   4 redundant
   5 living
   6 loan
   7 sabbatical
   8 syllabus

C 1c 2a 3b 4a 5d 6a 7b 8c 9d 10a

D 1 on the dole
   2 enter the labour market
   3 on-the-job training
   4 achieve his potential
   5 wage dispute
   6 picket line
Key

11 entertaining
12 debt

Unit 57
A 1D 2J 3F 4I 5B 6K 7G 8L 9C 10E 11H 12A
B 1 F usually of an unwelcome event
2 T
3 T
4 T
5 F the study of the movements of the stars, interpreted in terms of their influence on human behaviour
6 T
7 T
8 F someone who can predict the future or see what is happening out of sight
9 T
10 T
11 T
12 T
13 T
14 F someone who believes there is no God
15 T
16 T
17 T
18 T

C 1 mirage
2 medium
3 mythical
4 monster
5 Magic
6 miracle
7 mesmerised

D 1b 2a 3c 4d 5a

Unit 58
A 1D 2E 3I 4A 5B 6F 7H 8C 9J 10G
B 1 reminisce
2 a total blank

Unit 59
A 1H 2F 3A 4J 5B 6C 7I 8E 9G 10L 11D 12K
B 1 F is an electronic device fitted to an aircraft for collecting and storing information about the flight
2 T
3 T
4 T
5 F is a bed or a bunk on a ship or train
6 T
7 F records a vehicle’s speed on a journey, and how far it has travelled

Unit 60
A 1 copyright
2 proofs
3 phrasebook
4 plot
5 browse
6 dust-jacket
7 edition
8 imagination
9 key

260
10 paragraphs
11 rhyme
12 literally
13 page
14 thrillers
15 library

B 1 hardback
2 translated
3 engrossed
4 best-seller
5 chapter
6 author
7 prose
8 biography
9 copy
10 illustrated

C IF 2K 3A 4B 5J 6H 7C 8E 9D 101 11L 12G

Unit 61
A 1E 2A 3J 4B 5C 6D 7I 8F 9G 10H

B 1 charged
2 offence
3 stand
4 plead
5 court
6 jury
7 evidence
8 witnesses
9 lawyers
10 sum up
11 reach a verdict
12 defendant
13 pass sentence
14 acquitted
15 committed
16 criminologists
17 offenders
18 deterrent

C 1 saved
2 pose
3 held

D 1C 2I 3G 4B 5E 6A

Unit 62
A 1b 2c 3c 4c 5b 6c 7d 8a 9c 10a 11d 12b 13a 14b 15b 16c 17b 18c 19a 20b 21c 22a 23b 24c 25c 26d 27d 28a 29b 30c 31a 32a 33b

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

C 1 saved
2 pose
3 held

D 1C 2I 3G 4B 5E 6A

Unit 63
A 1 Refuse
2 pride
3 crane
4 Hailing
5 branch
6 spring
7 dressing
8 skate
9 trunk
10 spotted
11 spirits
12 scales

B Possible answers:
1 Why don't you have one then?
2 Only another few minutes, sir.
3 Flowers, perhaps, or chocolates?
4 Delicious, thank you.
5 When it's a French window.
6 They don't want people to get tangled up in them.

E 1 unprovoked
2 wonderful
3 playwright
4 thoughtfully
5 enclosing
6 unfortunately
7 unable
8 updated
9 politician
10 long-term
11 sworn
12 apparently
13 whereupon
14 wittily
15 ahead

F 1F (by Friday could mean a
time deadline, or it could
refer to the person, Man
Friday, who did the
chores for Crusoe in
Daniel Defoe's novel)
2E (ham is cooked pork, and
-lent can be used as a
diminutive)
3A (a pun on the word vessel)
4G (a pun on the word
skeleton)
5D (a pun on the word wave)
6B (sounds are transposed)
7C (a deliberate confusion of
meters and meteors)

Unit 64
A 1 make a mountain out of a
molehill
2 pulling my leg
3 out of the question
4 a bone to pick
5 down in the mouth
6 takes the biscuit
7 give them the slip
8 tongue in cheek
9 got her own back
10 on the tip of my tongue
11 watch your step
12 takes her/it for granted

B 1H 2A 3L 4F 5B 6D 7C 8K
9E 10G 11J 12I

C 1 bee in his bonnet
2 sort out the sheep from the
goats
3 flogging a dead horse
4 get the lion's share
5 let the cat out of the bag
6 putting the cart before the
horse
7 dark horse
8 lame duck
9 red herring

10 barking up the wrong tree
11 whale of a time
12 dog-eared

D 1D 2F 3J 4C 5A 6B 7I 8E
9H 10G

E 1 chain 9 house
2 Dutch 10 bell
3 pitch 11 day
4 close 12 loggerheads
5 bone 13 wall
6 song 14 cake
7 tail 15 thoughts
8 shop

Unit 65
A 1J Too many helpers cause
confusion.
2A People have different
tastes and interests.
3G The first one to apply
often gets the job/prize/
bargain etc.
4F Don't rely on something
happening until it is
certain.
5B Eat fruit to stay healthy.
6I Think carefully before you
decide to marry.
7C Whoever is paying the bill
has the right to choose.
8E It's better to be sure of
having a little than only
the possibility of having
more.
9D Enjoy yourself while you
can.
10H If you put off doing a
necessary job or repair, it
may take longer in the
end.

B 1B 2D 3E 4C 5A

C 1 mouth 6 Rome
2 stone 7 summer
3 dogs 8 spots
4 dangerous 9 dog
5 No 10 milk

D 1I Office juniors/employees/
pupils don't concentrate
on their work if the boss/
teacher is away.
2A Look at your own faults
before criticising others.
3B Don't anticipate success,
because many things can
go wrong and prevent you
from succeeding.
4C Even a setback or disaster
has some good in it for
somebody.
5H You have to take some
risks to make progress.
6D If you do something too
fast, you may do it badly
and have to do it again,
which will take more time.
7F There's a little truth in
every rumour.
8J A tiny extra burden/
annoyance can be the final
factor causing breakdown/
dispute etc.
9E People of the same type
usually associate with
each other.
10G A job is done faster if
there are a lot of helpers.

E 1 unflappable
2 well-behaved
3 without shame
4 very pale
5 tough
6 defunct
7 extremely short-sighted
8 healthy
9 hard of hearing
10 crazy
11 obvious
12 ancient

F 1 as sound as a bell
2 as red as a beetroot
3 like a bull in a china shop
4 like a fish out of water
5 as thick as two short planks
6 as thin as a rake
7 as sober as a judge
8 as stubborn as a mule
Unit 66
A 1 top 8 woo
2 wed 9 cut
3 rock 10 net
4 clash 11 clear
5 axe 12 dog
6 name 13 go
7 up 14 flee

B 1 Three people have been rescued from a dangerous cliff.
2 The number of people killed in a motorway crash has gone up.
3 The Prime Minister has promised to create more jobs.
4 The police have stated that long hair is not allowed.
5 There is still no explanation why an explosion happened in a fish shop.
6 Railway workers' attempt (to improve working conditions?) is expected to fail.
7 A large amount of drugs has been discovered at Heathrow Airport.
8 The Government's position has been weakened by a recent corruption case.
9 Help is being sent to victims of an earthquake.
10 A dangerous situation is likely to arise in a coal mine.

C 1 weapons
2 negotiations
3 employment
4 ambassador
5 disappointment
6 election
7 angry outburst
8 hurried visit

Unit 67
A 1 vice versa 8 illegible
2 coup d'état 9 advise
3 bona fide 10 suit
4 curriculum vitae 11 corpse
5 faux pas 12 stale
6 persona non grata 13 corpse
7 post-mortem 14 sole
8 blasé 15 lair
9 non sequitur 16 sole
10 contretemps 17 lair
11 née 18 sole
12 spiel 19 sole
13 ad lib 17 sole
14 alibi 17 sole

B 1 classical 7 officious
2 practical 8 credulous
3 stationary 9 troop
4 respectively 10 dessert
5 ✓ 11 infer
6 Loath 12 ✓

C 1 pare 17 core
2 ore 18 coarse
3 gill 19 isle
4 gamble 20 fair
5 medal 21 suite
6 wave 22 pier
7 course 23 horse
8 corps 24 canvass
9 tears 25 gambol
10 canvas 26 oar
11 meddle 27 fare
12 peer 28 tiers
13 pair 29 wave
14 guilt 30 bier
15 beer 31 hoarse
16 aisle 32 sweet

Unit 68
A 1 common 6 coach
2 initial 7 suit
3 surgery 8 trip
4 pound 9 plot
5 very 10 degree

B 1 coach 6 trip
2 common 7 plot
3 surgery 8 initial
4 pound 9 suit
5 very 10 degree

C 1 firm 4 club
2 arms 5 spell
3 letter 6 trunk

Unit 69
A 1 judicious 8 illegible
2 continually 9 advise
3 gaol 10 suit
4 childish 11 corpse
5 humane 12 diary
6 effect 13 moral
7 economic 14 principal

B 1 coach 6 trip
2 common 7 plot
3 surgery 8 initial
4 pound 9 suit
5 very 10 degree

C 1 firm 4 club
2 arms 5 spell
3 letter 6 trunk

Unit 70
A 1 hurries 8 illegible
2 ✓ 12 book
3 wholly 13 quite
4 installing 14 sole
theme to fit in with the cycle race. The proposal will be considered at a special meeting on Thursday 12th May. Local people are divided on the issue. While some welcome the influx of visitors and the increase in trade that the concert will bring to Portsmouth, others are predicting an invasion of New Age travellers. Hampshire's Chief Constable Edward Lang-Jones is, however, confident that he has adequate manpower to deal with any disturbance that may occur.

E 1 aunt's a
   2 isn't a
   3 Brown's b, teachers' b
   4 1920's c
   5 He's a, i's c, t's c
   6 James's b
   7 children's b
   8 Celia's b, can't a
   9 Bennets' b, Joneses' b
   10 Tom's b, won't a, father's b

F 1b 2b 3a 4c 5c 6a 7b 8c

Unit 71
A 1 the lion's share
   2 Many hands make light work.
   3 Nothing venture, nothing gain.
   4 the sheep from the goats
   5 ✓
   6 Waste not, want not.
   7 A stitch in time saves nine.
   8 ✓
   9 The early bird catches the worm.
   10 Make hay while the sun shines.

B 1 alfresco
   2 rapport
   3 ad infinitum
   4 cuisine
   5 eligible
   6 aplomb
   7 paparazzi
   8 waive
   9 siesta

C 1 suit
   2 trip
   3 plot
   4 initial
   5 surgery
   6 common
   7 pound

D 1 as white as a sheet
   2 ✓
   3 as mad as a hatter
   4 like a fish out of water
   5 as like as two peas in a pod
   6 as cool as a cucumber
   7 ✓
   8 as strong as an ox
   9 as bold as brass
   10 as old as the hills

E 1 its
   2 ✓

264
14 ✓  19 points
15 for  20 and
16 definitely  21 ✓
17 their  22 weeks
18 development

Unit 72
A 1 quits  6 day
  2 tune  7 a halt
  3 mind  8 names
  4 celebration  9 bluff
  5 question

B 1 first  6 make
  2 shed  7 face
  3 travelling  8 years
  4 let  9 In
  5 come  10 set

C 1 in the heat of the moment
  2 a heated discussion
  3 blowing hot and cold
  4 piping hot
  5 take the heat off you
  6 hotting up
  7 hot under the collar
  8 get into hot water
  9 a hot potato
 10 just so much hot air
 11 hot off the press

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

Unit 73
A 1 cutting edge
  2 user-friendly
  3 keyhole surgery
  4 healthcare
  5 number cruncher
  6 dotcom
  7 biodiversity
  8 raves
  9 text messages
 10 asylum seeker
11 counsellor
12 sell-by dates
13 grassroots
14 proactive
15 name of the game

B 1 PIN (personal identification number) This is the true acronym.
  2 TLC (tender loving care)
  3 RSI (repetitive strain injury)
  4 OTT (over the top)
  5 aka (also known as)
  6 asap (as soon as possible)
  7 PC (politically correct)
  8 BSE (bovine spongiform encephalopathy)

C 1 camcorder
  2 biopic
  3 docusoap
  4 psychobabble
  5 sitcom
  6 heliport
  7 guesstimate
  8 telebanking

D 1 a bad hair day
  2 big time
  3 cherry-picked
  4 been there, done that
  5 gobsmacked
  6 drop-dead gorgeous
  7 to die for
  8 the full monty
  9 a couch potato
 10 vegging out

E 1J 2H 3C 4E 5B 6G 7A

Unit 74
A 1 mosquitoes
  2 pianos
  3 avocados
  4 volcanoes
  5 mottoes
  6 casinos
  7 shampooos
  8 ghettos
  9 rodeos
10 tomatoes
11 echoes
12 potatoes
13 heroes
14 studios

B 1 leaves  12 postmen
  2 geese  13 beliefs
  3 deer  14 halves
  4 feet  15 wolves
  5 wives  16 sheep
  6 children  17 lives
  7 houses  18 lice
  8 mice  19 knives
  9 roofs  20 selves
 10 teeth
 11 hooves/hoofs

C 1 S/P  11 S
  2 S  12 P
  3 P  13 P
  4 S  14 S
  5 S  15 S
  6 S/P  16 S
  7 s  17 S/P
  8 p  18 S
  9 S  19 S
 10 S  20 S

D 1 bunch  7 swarm
  2 flight  8 herd
  3 pack  9 pack
  4 gang  10 flock
  5 flock  11 bunch
  6 shoal  12 swarm

E 1 nuclei
  2 formulae/formulas
  3 boyfriends
  4 press-ups
  5 take-offs
  6 aquaria/aquariums
  7 brothers-in-law
  8 bonuses
  9 stimuli
 10 criteria
 11 circuses
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<thead>
<tr>
<th>Key</th>
<th>12</th>
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<td>cacti/cactuses</td>
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<td>diagnoses</td>
<td>viruses</td>
<td>appendices</td>
<td>larvae</td>
<td>bacteria</td>
<td>automata</td>
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<td>fiancée</td>
<td>masseuse</td>
<td>nun</td>
<td>niece</td>
<td>actress</td>
<td>sculptress</td>
<td>empress</td>
<td>heroine</td>
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<td></td>
<td>doctor</td>
<td>manageress</td>
<td>headress</td>
<td>hostess</td>
<td>barmaid</td>
<td>bride</td>
<td>aunt</td>
<td>landlady</td>
<td>cousin</td>
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<tr>
<td></td>
<td>doctor</td>
<td>hostess</td>
<td>manageress</td>
<td>hostess</td>
<td>barmaid</td>
<td>bride</td>
<td>aunt</td>
<td>landlady</td>
<td>cousin</td>
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<td>unable</td>
<td>incapable</td>
<td>unenthusiastic</td>
<td>illegible</td>
<td>irrational</td>
<td>imperfect</td>
<td>non-resident</td>
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<tr>
<td>B</td>
<td>undo</td>
<td>disapprove</td>
<td>anticlockwise</td>
<td>misunderstand</td>
<td>dis/mis/unused</td>
<td>debriefing</td>
<td>miscast</td>
<td>unwrapp</td>
<td>disambark</td>
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<td></td>
<td>decentralise</td>
<td>anticlimax</td>
<td>disprove</td>
<td>declassify</td>
<td>disincentive</td>
<td>unconfirmed</td>
<td>misfire</td>
<td>depersonalise</td>
<td>anticyclone</td>
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<td>C</td>
<td>co-worker</td>
<td>over/counterbalance</td>
<td>co-pilot</td>
<td>counterclaim</td>
<td>co-author</td>
<td>overpriced</td>
<td>counterattack</td>
<td>overestimate</td>
<td>overreact</td>
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<td></td>
<td>co-director</td>
<td>co-operate</td>
<td>overanxious</td>
<td>counterespionage</td>
<td>overboard</td>
<td>oversimplify</td>
<td></td>
<td></td>
<td></td>
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<td>D</td>
<td>outpouring</td>
<td>ex-wife</td>
<td>outlast</td>
<td>outvote</td>
<td>redirect</td>
<td>undercooked</td>
<td>reorganise</td>
<td>ex-boyfriend</td>
<td>re-elect</td>
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<td></td>
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<td>outsize</td>
<td>redistribute</td>
<td>underexposure</td>
<td>outstay</td>
<td>reclaim</td>
<td>reunite</td>
<td>reassure</td>
<td>underclothes</td>
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<td></td>
<td>underachiever</td>
<td>reintegrate</td>
<td></td>
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<tr>
<td>E</td>
<td>hyperactive</td>
<td>amoral</td>
<td>malnutrition</td>
<td>neo-Nazi</td>
<td>malformation</td>
<td>apolitical</td>
<td>hypersensitive</td>
<td>monosyllable</td>
<td>neoclassical</td>
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<td>malfunction</td>
<td>asymmetrical</td>
<td>maladjusted</td>
<td>hypermarket</td>
<td>monotone</td>
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<tr>
<td>F</td>
<td>foggy</td>
<td>helpful/helpless</td>
<td>destructive</td>
<td>friendly/friendless</td>
<td>hateful</td>
<td>childish/childless/childproof</td>
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<td>G</td>
<td>1D 2C 3I 4J 5G 6A 7E 8H 9F 10B</td>
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**Unit 75**

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<td>non-existent</td>
<td>illegitimate</td>
<td>irresistible</td>
<td>inaccessible</td>
<td>unprepared</td>
<td>unaware</td>
<td>inexpensive</td>
<td>unconscious</td>
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<tr>
<td></td>
<td>unattainable</td>
<td>non-existent</td>
<td>illegitimate</td>
<td>irresistible</td>
<td>inaccessible</td>
<td>unprepared</td>
<td>unaware</td>
<td>inexpensive</td>
<td>unconscious</td>
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**266**
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<tr>
<th>Key</th>
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<tbody>
<tr>
<td>8 fireproof</td>
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<tr>
<td>9 humorous/humourless</td>
</tr>
<tr>
<td>10 magical</td>
</tr>
<tr>
<td>11 homely/homeless</td>
</tr>
<tr>
<td>12 washable</td>
</tr>
<tr>
<td>13 nostalgic</td>
</tr>
<tr>
<td>14 quarrelsome</td>
</tr>
<tr>
<td>15 graceful/gracious/graceless</td>
</tr>
<tr>
<td>16 hopeful/hopeless</td>
</tr>
<tr>
<td>17 imaginative</td>
</tr>
<tr>
<td>18 reliable</td>
</tr>
<tr>
<td>19 dramatic</td>
</tr>
<tr>
<td>20 realistic</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 international</td>
</tr>
<tr>
<td>2 reviewed</td>
</tr>
<tr>
<td>3 disgrace</td>
</tr>
<tr>
<td>4 innocence</td>
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<tr>
<td>5 likelihood</td>
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<tr>
<td>6 irregularity/-ies</td>
</tr>
<tr>
<td>7 illegal</td>
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<tr>
<td>8 horrified</td>
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<tr>
<td>9 unbelievable</td>
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<tr>
<td>10 unacceptable</td>
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<td>11 realise/-ize</td>
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<tr>
<td>12 succeeding</td>
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</tbody>
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<table>
<thead>
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<th>Unit 76</th>
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<tbody>
<tr>
<td>A 1B 2B 3B 4A 5A 6A 7B 8A 9B 10A 11B 12A 13B 14B 15B 16A 17B 18A</td>
</tr>
<tr>
<td>B 1 birthday 5 waistcoats 2 aerial 6 opinion 3 insulated 7 bench 4 crisps 8 bargain</td>
</tr>
<tr>
<td>C 1 warehouse: large shed for storing goods 2 recipe: method of cooking a dish 3 block: large chunk of wood, stone etc, or building containing flats or offices notepad: paper for taking notes, attached to a piece of thick card</td>
</tr>
<tr>
<td>D 1 fish and chips 2 women and children 3 pen and ink 4 bed and breakfast 5 bread and butter 6 dead and buried 7 rules and regulations 8 shoes and socks 9 in and out 10 pros and cons 11 rights and wrongs 12 law and order</td>
</tr>
<tr>
<td>E 1 figures 6 about 2 mortar 7 wide 3 bone 8 dry 4 fro 9 proper 5 sound 10 span</td>
</tr>
<tr>
<td>F 1 song and dance 2 wear and tear 3 pins and needles 4 chalk and cheese 5 odds and ends 6 cut and dried 7 flesh and blood 8 sick and tired 9 tooth and nail 10 head and shoulders 11 cock-and-bull 12 hard and fast</td>
</tr>
</tbody>
</table>

frozen: below 0°C, hard and solid like ice
salute: give a military greeting
wave to: raise the hand in casual greeting to a friend
pensioners: elderly people who do not work and who receive a state pension boarders: pupils who live at their school
deranged: mentally unbalanced disturbed: confused, bothered
prove: show that something is true
test: try out something
Key

13 chop and change
14 ins and outs
15 neck and neck

Unit 77
A 1 ramble
  2 wade
  3 toddle
  4 marched
  5 limp
  6 shuffled
  7 stroll
  8 staggered
  9 tiptoe
10 plodded

B 1E 2I 3A 4H 5J 6B 7D 8F 9C 10G

C 1 whisper
  2 moaning
  3 express
  4 snaps
  5 utter
  6 gossip
  7 lectured
  8 discussing
  9 called
10 stammer

D 1 glimpse
  2 peering
  3 glanced
  4 recognised
  5 examined/scrutinised
  6 peep
  7 gazed/stared
  8 watching
  9 noticed/observed
10 spot

E 1H 2F 3D 4A 5G 6B 7E 8C

F 1 laughed off
  2 Don’t make me laugh
  3 a laugh a minute
  4 had the last laugh
  5 laughing all the way to the bank

Unit 78
A 1 tow
  2 tugged
  3 drag
  4 jerk
  5 wrench
  6 lugging
  7 haul
  8 drew

B 1F 2N 3A 4P 5G 6B 7E 8M 9L 101 11D 12K 130 14H 15C 16J

C 1 a concept, the nettle, at straws
  2 a flower, up courage, your eyebrows
  3 your fists, your teeth
  4 an audience, your passport nervously, someone’s imagination
  5 forty winks, a bag away from an old lady
  6 power, someone’s imagination
  7 at straws, your passport nervously
  8 his long-lost brother to his heart, your passport nervously
  9 the enemy soldiers, someone’s imagination
  10 a flower, someone’s brains, your teeth

D 1 dazzled
  2 glistened
  3 glittering
  4 glimmer
  5 glare
  6 flash
  7 shimmered
  8 flickered
  9 sparkled
10 beam

E 1I 2H 3D 4F 5J 6A 7B 8E 9G 10C

F 1 glow
  2 embers/ashes
  3 spark
  4 blaze/burn, flames/sparks
  5 scorch/burn
  6 scald/burn
  7 steam
  8 swelter/boil
  9 ashes
10 smoke

G 1 drew
  4 streaming
  2 glow
  5 flared
  3 grip

Unit 79
A 1 actual
  2 bargain
  3 bench
  4 review
  5 notorious
  6 imagination
  7 boss
  8 boarder
  9 scales
10 recipes

B 1 buried (completely over, past)
  2 dance (a fuss)
  3 mortar (property, buildings)
  4 cons (advantages and disadvantages)
  5 blood (family)
  6 bull (improbable)
  7 wide (over a wide area)
  8 neck (absolutely even in a race)
  9 tear (damage through use)
10 ends (miscellaneous items)
11 dry (stranded, abandoned)
12 cheese (two very different things or people)
13 dried (already decided)
14 needles (prickly feeling in cramped limbs)
15 nail (fiercely, violently)

C 1C 2D 3A 4B 5D 6A 7C 8B 9B 10D

268
Dear Sir or Madam,

I saw your advertisement for the PC 386SX in last week's edition of PC Direct. Please send me further details of this model, as well as other PCs you are currently offering, with prices. Please confirm that you can deliver.

Thank you for your attention. I look forward to receiving your prompt reply.

Yours faithfully,

Jerome Walsh
E Model answers:
1 (Dear Mr Macintosh,)
I have just realised I shall still be away on holiday next week, when my appointment with you is due. Please cancel this appointment. I’ll make a new one as soon as I get back.

Best wishes,
Peter Greenaway

2 (Dear Trish,)
Do hope all is well with you and your family. Was a bit surprised at not hearing from you at Christmas. Can you ring me sometime? You could come to lunch, if it isn’t too far to drive.

Love, Bettina

3 (Dear Keith and Felicity,)
Thanks so much for your kind invitation to stay. Unfortunately I’ll be at a conference that weekend, so I won’t be able to come. What a pity! Thanks anyway.

Have a great time!
All the best,
Roderick Marston

Unit 83
A D, G, A, C, F, B, E, I, H, J
B A 3, 8, 11
C 6, 12, 14
D 2, 7, 10
E 1, 5

D 1 bypass
2 Watch/Look (out) for
3 follow the signs to/for
4 pedestrian crossing
5 crossroads/junction
6 Take the left-hand turn
7 lane
8 Go on over
9 bear right
10 drive/go straight on

11 track
12 You can park

Unit 84
A 1D 2A 3E 4B 5F 6I 7J 8C
9H 10G
B E, A, G/F, C, H, D, B

Unit 85
A 1 laziness
2 intelligence
3 chubbiness
4 beauty
5 assertiveness
6 strength
7 exhaustion
8 embarrassment
9 anger
10 wrath
11 resentment
12 sorrow

D 1 as a result
2 as long as
3 as though
4 Because of
5 as soon as
6 As
7 all the same
8 Contrary to
9 Even though
10 No matter
11 Moreover
12 otherwise

Unit 86
A 1C 2F 3G 4A 5I 6B 7J 8D
9H 10E
B 1 AWAYDAYS
Will all staff please note the following:
Penny Sept 5 & 6 Holiday
Andrew Sept 19 Leave of absence
Toni Sept 25 Holiday
Julia Sept 28 Conference
Thanks – GBS 30.3.02

2 PLAYA DE FORNELLS, MENORCA
Beautifully appointed holiday apartment
Sleeps 2/4
Short walk to beach, shops and restaurants
Tel: 422066 for details

3 QUIET PLEASE
External exams in progress
Architecture students to Room 42
Classes as normal tomorrow

4 HAS ANYONE SEEN my tan leather wallet?
It had £50, driving licence and credit card in it.
Last seen in the snack bar.
Contact Dave in Room 10, Block G.

5 CLEANERS
Please defrost fridge.
It’s getting iced up.
And please don’t throw away newspapers.
We need them for reference.
Thanks – Anne

C Model answers:
1 FOR SALE
First-year civil engineering set books.
Price negotiable.
Ring Sean on 551732 evenings.

2 LOST
Gold chain with locket, picture inside. Sentimental value. Probably Western Road area, near cinema.
Reward. Please contact Janie on 771888 any time.

3 LIFT WANTED
to Manchester next weekend. Share petrol.
Leaving Friday evening, back Sunday evening if possible. Ring Allen 893406.
HELP!
Has anyone seen my large black ring-binder with stencilled patterns on cover? Inside are my Economics notes for the year! I'm desperate. If found, ring Eve on 257381.

FOURTH GIRL WANTED
to share large student house in Pembroke Crescent from September. £80 a week plus bills. Preferably non-smoker. Own room. Ring Liz or Maggie on 993417.

SPANISH CONVERSATION LESSONS
offered by native postgraduate. Free most afternoons. Language exchange also a possibility. Ring Dolores on 564039 (not weekends).

Model answers:
1 Country cottage in Scotland
Exceptionally beautiful country cottage to rent near picturesque village of Auchencaim in Galloway. Sleeps 6 (1 dbl, 2 twin). Comfortable living room with large fireplace. Big walled garden, sea views. All mod cons incl. c.h. £400 p.w. Mrs S. Halday, Bay View, Auchencairn, Galloway.

2 Drinks machine
No soup. Tea and coffee, 10p and 50p coins only. Machine to be repaired soon.

3 Franking machine
Not to be used by unauthorised personnel. Private letters may be franked, but immediate payment required, with receipt issued by receptionist.

Travel company offering free holiday for publicity or competition.
2 Music company or retail chain offering cheap/free CDs to encourage larger orders/purchases.
3 Company offering competition prize.
4 Telecommunications company promoting use of phone.
5 Company giving formal summary of its business performance to the public/its shareholders.

In spite of the fact that many experts believe that energy consumption in developed countries should be reduced, governments are having difficulty in achieving this. Many experts believe that energy consumption in developed countries should be reduced, Nevertheless, governments are having difficulty in achieving this.

Possible answers:
1 Celebrities seek publicity, so they are to blame for their loss of privacy. The public has the right to know about their lives, as the public is paying (through match tickets, film tickets, etc) for their lifestyle.
2 Privacy is everybody's right. Celebrities just happen to be famous for doing their job, so that shouldn't affect their private lives.
3 Celebrities should be realistic and accept that fame brings disadvantages as well as advantages. Every individual is entitled to a certain degree of privacy, but famous people should expect the public to be interested in their lives.

Although many experts believe that energy consumption in developed countries should be reduced, governments are having difficulty in achieving this.

Possible answer:
Paragraph 1 Introduction – short statement of the central issue
Paragraph 2: Main section – points for and against
Paragraph 3: Conclusion – summary and personal view

D E

Unit 87
A 1C 2F 3E 4A 5B 6D
B Possible answers:
1 They are extremely expensive.
2 The service is rather impersonal.
3 His excellent qualifications.
4 He hadn't always seen eye to eye with them.
5 Supplies are still readily available to addicts on the street.
6 The authorities are planning to go ahead with this.

Unit 88
A 1C 2F 3I 4B 5G 6L 7K 8J 9D 10H 11E 12A
B 1H 2E 3A 4B 5G 6D 7C 8F
Key

Positive: 1H 2E 4B 5G
Negative: 3A 6D 7C 8F

C Positive: unusual, informative, brilliant, successful, fantastic, stunning, original, witty, fine, outstanding, thrilling, amazing, superb, great
Negative: boring, awful, amateurish, conventional, unimaginative, hopeless, predictable, dreadful, horrible, pathetic, dull

D 1 review
2 directors
3 script
4 interval
5 special effects

E 1B 2H 3J 4E 5I 6G 7C

F 1 c, a, d, b
2 b, a, d, c
3 c, a, b, d

G Possible answers:
1 'You'll waste away if you don't eat properly, June,' my grandmother told me crossly. 'Have some of this roast chicken.'
2 'Put a commando team on immediate standby at the airport, Colonel,' rapped out the PM briskly. 'I may order them to attack at any moment.'
3 'All right, Gordon, we'll interview the singers together, but you can ask them the questions. Jazz is more my sort of thing, really.'
4 'I bought it in that little boutique in the arcade,' said Jane proudly. 'Do you know, it was £10 cheaper than the one we saw the other day, and it's much nicer!'
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Clare West has a wealth of experience in the UK and overseas, as a classroom teacher, examiner and author.

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