Thomas Nelson and Sons Ltd
Nelson House Mayfield Road
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22A Westlands Road
Quarry Bay Hong Kong

© B.J. Thomas 1986


This edition published by Thomas Nelson and Sons Ltd 1990
ISBN 0-17-556144-3
NPN 9 8 7 6 5

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Printed in Hong Kong.

Cartoons by Matthew Doyle
## Contents

**Introduction**

**Topics**
- Air Travel....5, Bank Accounts....6, Books and Reading....7, Cars....8, Cinema and Films....9, Doctors and Hospitals....10, Education....11, Elections and Government....12, Flats and Houses....13, Food and Restaurants....14, Gambling, Smoking and Drinking....15, Industry and Agriculture....16, International Relations....17, Law and Order....18, Music....19, Natural Disasters....20, Public Transport....21, Romance and Marriage....22, Shopping....23, Sport....24, Television and Newspapers....25, Theatre....26, Travel....27, War....28, Welfare State....29, Work....30

**Mini Topics**

**Related Word Groups**

**Word Building**
- Prefixes....55, Suffixes....58, Nouns made from verbs....60, Nouns made from adjectives....68, Adjectives made from nouns....72, Adjectives made from verbs....74, Verbs made from nouns....75, Verbs made from adjectives....76

**Specialized Vocabulary**
- Formal Words....77, Slang and Colloquial Words....79, American Words....80, Newspaper Headlines....81, Abbreviations....82

**Pairs of Words Often Confused....84**

**Key....89**
INTRODUCTION

Intermediate Vocabulary is for students who already have a reasonable command of the basic structures of English and who now wish to expand their vocabulary. It can be used both in the classroom and at home. It gives invaluable assistance to students preparing for the Cambridge First Certificate in English examination.

Intermediate Vocabulary presents new words from a wide variety of topic and language areas. Varied and enjoyable exercises, such as gap filling and word building, guide students in using the new words. Learners studying on their own should avoid simply going through the book 'filling in the blanks'. Exercises should be done at intervals as a supplement to other materials, and students should give themselves time to practise and use what they have learnt before going on to learn more. It is not enough simply to complete the exercises and understand the new words encountered. Learners must actually use the words in conversation, composition or letters before they can feel that these words are truly a part of their active vocabulary. Although it is chiefly aimed at the intermediate student, advanced students will find this book useful to test and practise their vocabulary, as well as to fill in any gaps in their knowledge.

Intermediate Vocabulary is divided into six sections, each comprising a wide variety of exercises in which target words are contextualized. The first two sections contain words and phrases in topic areas, such as sport or education, and include items useful for students writing about or discussing a particular topic. The third and fourth sections, Related Word Groups and Word Building, introduce new words and practise skills such as deducing meaning, word building and word transformation. The fifth section, Specialized Vocabulary, is intended for more advanced students, as an introduction to areas of language outside those they will have encountered so far in their studies. These include formal words, slang, words used in newspaper headlines, abbreviations and American words. The final section, Pairs of Words Often Confused, is intended as a reference section to be turned to as and when problems arise with a particular pair of words. The items of vocabulary in this chapter can give difficulty because (a) they have similar spelling and similar or even identical pronunciation, e.g. principal/principle, (b) they have similar but not identical meaning, e.g. grateful/thankful, (c) one of the words in the pair has a different meaning in other languages, e.g. actually/now.

Intermediate Vocabulary can be used in a variety of ways. Exercises can be done as pair or group activities in class, leading to a discussion, writing activity or other creative task. Alternatively, exercises can be done as homework, with the aid of the key and a dictionary, in preparation for a class discussion or work on a specific area of language. The book can also be used for revision and consolidation work.
TOPICS

Air Travel

At the airport

1. Put each of the following words or phrases in its correct place in the passage below.

departure lounge immigration officer check-in desk departure gate security guard duty free board departures board hand luggage check excess baggage check in taxi passengers announcement runway trolley security check conveyor belt on board take off

When travelling by air you have to get to the airport early in order to (a) ____ about an hour before your flight. If you have a lot of luggage, you can put it on a (b) ____ and push it to the (c) ____ where someone will (d) ____ your ticket and weigh your luggage. If you have (e) ____ it can be expensive. Your heavy luggage is put on a (f) ____ and carried away. A light bag is classed as (g) ____ and you can take it with you on to the plane. An (h) ____ looks at your passport and a (i) ____ checks your hand luggage before you go into the (j) ____ to wait till your flight is called. If you want to, you can buy some cheap (k) ____ goods here. Then you see on the (l) ____ or you hear an (m) ____ that you must (n) ____ your plane. You go through the (o) ____ then there is sometimes a (p) ____ before you actually enter the plane. When all the (q) ____ are (r) ____ and when the captain and his crew are ready in the cockpit, the plane begins to (s) ____ to the end of the (t) ____. Finally, permission is received from the control tower and the plane moves faster and faster in order to (u) ____.

In the air

2. Instructions as above.

headphones seat belts aisle land turbulence cabin crew airliner

Flying is fun. I like being in a big (a) ____ with the (b) ____ (stewards and stewardesses) looking after me. They walk up and down the (c) ____ bringing meals and drinks; and if the flight is going through some (d) ____ they warn everybody that it might be a bit bumpy and ask us to fasten our (e) ____. On a long flight I like listening to music through the (f) ____ available to all passengers, and sometimes I have a sleep. I enjoy it all so much that I never want the plane to (g) ____.

3. Put one of the following words in each space in the sentences below.

through at to off in on for by

(a) We decided to go ____ the plane.
(b) When do we take ____?
(c) First you must go ____ customs and immigration.
(d) You'd better ask ____ the information desk.
(e) His friend went ____ the airport with him to see him ____.
(f) You must check ____ at 10.30.
(g) Put your luggage ____ the trolley.
(h) He looked ____ my passport.
Open an account

1 Put each word or phrase in the group below in its correct place in the following passage.

overdraft formalities fill in account open branch bank charges

It's very simple to (a) _____ a bank (b) _____ in Britain. There are very few (c) ____. Just go to your local (d) ____, (e) ____ a few forms, and that's it. You will probably only have to pay (f) _____ if there is no money in your account or if you borrow money from the bank, in other words if you have an (g) _____.

Current and deposit accounts

2 Instructions as above.

notice current cheque withdraw deposit interest

For regular everyday use most people prefer a (a) _____ account. This normally earns no (b) _____ but you are given a (c) _____ book, which makes shopping and paying bills very easy. A (d) _____ account earns interest but it's not so easy to (e) _____ your money. You sometimes have to give a week's (f) _____.

Using your account

3 Instructions as above.

balance deposit withdrawal standing order statement

At regular intervals, perhaps monthly, you will receive a (a) _____ from the bank, giving details of each (b) _____ (money you put in) and (c) _____ (money you take out). If you're not sure how much money you have in your account, you can just go to your bank and ask what your (d) _____ is. If you have to make a regular payment, like rent, you can ask the bank to pay this amount for you automatically. This arrangement is called a (e) _____.

Spending

4 Instructions as above.

cash, counterfeit, income, expenditure, keep a record, crossed, overdraft

Some people spend more money than they receive. In other words, their (a) _____ is greater than their (b) ____. If you take more money out of the bank than you have in your account, you are (c) ____. To (d) _____ of your spending, it's a good idea when you write a cheque to fill in the (e) ____, which stays in the book. Most cheques are (f) _____ cheques, which means that no one else can (g) _____ them. They must be paid into someone's account.

5 Put one of the following words or phrases in each space in the sentences below.

out of from for at into (e) You'll get a statement _____ regular intervals.

(a) He borrowed £10 _____ his father.
(b) She filled _____ the cheque.
(c) I asked _____ my balance.
(d) I prefer a current account _____ a deposit account.
(f) He took £100 _____ his bank.
(g) He withdrew £100 _____ his bank.
Books and Reading

Kinds of book

1 Match each kind of book on the right below with what you would normally find in it on the left.

(a) maps guidebook
(b) exercises and diagrams etc. for school study dictionary
(c) meanings of words manual
(d) information about a subject atlas
(e) an exciting story of crime or adventure thriller
(f) instructions, for example on how to maintain, repair and use a car textbook
(g) tourist information and advice about a place or country Who’s Who
(h) a list of important, famous people and details of their lives encyclopaedia

Reading

2 Put each of the following words in its correct place in the passage below.

fine bookworm browse bibliography footnotes reviews
illustrations borrow glossary published

I love books. I love to read. I’m a real (a) ______, and I love to (b) ______ in bookshops, just looking briefly at one book after another. I look at the (c) ______, the photos or drawings. If there are foreign or technical words in the book, I look at the (d) ______ at the back for their meanings (unless they’re explained in (e) ______ at the bottom of the pages) and I look at the (f) ______, also at the back, which is a list of other books on the same subject. And I use the library a lot. I (g) ______ two or three books a week, and I have to pay a (h) ______ if I return them late. Friends often recommend books to me, and I also read book (i) ______ in the newspapers. I don’t always agree with them, but anyway they let me know what new books are being (j) ______.

3 Explain the difference between . . .

(a) contents page and index (e) biography and autobiography
(b) bookshop and library (f) fiction, non-fiction and
(c) author and publisher reference books
(d) lend and borrow

4 Put one of the following words in each space in the sentences below.

by from in up at on

(a) I borrowed this book ______ the library.
(b) The index is ______ the back of the book.
(c) There are footnotes ______ the bottom of the page.
(d) I read it ______ a book.
(e) You’ll have to look ______ the meaning ______ a dictionary.
(f) ‘Hamlet’ is ______ Shakespeare.
(g) The librarian said the book was ______ the top shelf.
Cars

Parts of a car

1. Next to each letter in the pictures below, write the name of the car-part it illustrates from the following list.

   number plate  bonnet  seat belt  headlights  boot  steering wheel  headrest  windscreen  wheel  accelerator (pedal)  windscreen wipers  clutch (pedal)  dashboard  exhaust pipe  tyre  brake (pedal)  bumper  aerial  gear lever  rear-view mirror  engine

   

Cars and driving

2. Put each of the following words or phrases in its correct place in the sentences below.

   overtake  mpg (miles per gallon)  rear  reverse  petrol tank  vehicle fuel consumption  body performance  instruments

   

(a) The amount of petrol a car uses is called the _____ and it is measured in ______. The petrol goes in the ______.

(b) The way a car behaves (speed, brakes, acceleration etc.) is called the car’s ______.

(c) We can talk about the back of a _____ (car, bus, lorry etc.) but more often we use the word ______.

(d) The speedometer, fuel gauge, and so on are called ______.

(e) To ______ means to pass another vehicle going in the same direction.

(f) If you have to go backwards, you ______.

(g) The outside surface of the car, made of metal or fibreglass, is called the _____.

(h) Make sure you ______ before turning left or right.
Cinema and Films

A visit to the cinema

1. Put each of the following words in its correct place in the passage below.

cinema foyer aisle trailer cartoon critic usherette poster row screen horror performance review

Fiona and I went to the (a) ______ the other day to see 'Devil' at the Odeon. The (b) ______ by the Daily Express (c) ______ was good, and we decided to go to the 8 o'clock (d) ______. When I arrived, Fiona was waiting for me in the (e) ______, looking at a (f) ______ for 'Devil' on the wall. The (g) ______ took our tickets and showed us to our seats. I don't like to be too close to the (h) ______ and I usually sit in the back (i) ______ if possible, and I prefer a seat on the (j) ______ so I can stretch my legs. Before the main film there was a Mickey Mouse (k) ______, then a (l) ______ for the following week's film. 'Devil' was a (m) ______ film and I was quite terrified, but Fiona thought it was funny.

A film review

2. Instructions as above.

documentary location role director cast box office studio critical performance plot

Marlon Brando is a superb actor and in 'On the Waterfront' he gave his finest (a) ______. It is his best-known (b) ______. The (c) ______ also included Eva Marie Saint and Karl Malden and the film's (d) ______, Elia Kazan, never made a better film. Parts of the film were shot in the (e) ______ in Hollywood, but a lot was made on (f) ______ in the streets of New York, which makes it at times like a (g) ______. The critics loved the film but it was not only a (h) ______ success. It was a great (i) ______ success as well, and made an enormous profit. The (j) ______ is about a young man's attempt to be a boxing champion.

3. Put one of the following words in each space in the sentences below.

to in on at for

(a) It wasn't made ______ location.
(b) It was made ______ the studio.
(c) Is there a good film ______ tonight?
(d) What's ______ ______ the Odeon?
(e) He likes to sit ______ the aisle.
(f) It happened ______ the beginning of the film.
(g) There was a trailer ______ the next week's film.
(h) Let's go ______ the cinema.
(i) This film is based ______ a book.
(j) I like to sit ______ the back.
(k) She prefers to sit ______ the front.
(l) We were shown ______ our seats ______ the third row.
(m) Sometimes the cast list comes ______ the end of the film.
## Doctors and Hospitals

### Medical staff and patients

1. Match each person on the right with a definition on the left.

<table>
<thead>
<tr>
<th>Person</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) an ordinary doctor</td>
<td>patient</td>
</tr>
<tr>
<td>(b) someone who looks after sick people in hospital</td>
<td>surgeon</td>
</tr>
<tr>
<td>(c) person who helps people with mental problems</td>
<td>out-patient</td>
</tr>
<tr>
<td>(d) sick person receiving treatment</td>
<td>in-patient</td>
</tr>
<tr>
<td>(e) sick person who has to stay in hospital</td>
<td>medical student</td>
</tr>
<tr>
<td>(f) sick person who has to visit hospital regularly for treatment</td>
<td>casualty</td>
</tr>
<tr>
<td>(g) someone who operates on sick people</td>
<td>psychiatrist</td>
</tr>
<tr>
<td>(h) person badly injured in an accident, fire, war</td>
<td>nurse</td>
</tr>
<tr>
<td>(i) person who helps at the birth of a baby</td>
<td>general practitioner</td>
</tr>
<tr>
<td>(j) person who studies to be a doctor</td>
<td>specialist</td>
</tr>
<tr>
<td>(k) person who specializes in one area of medical treatment</td>
<td>midwife</td>
</tr>
</tbody>
</table>

### Doctors' surgeries and hospitals

2. Put each of the following words in its correct place in the passage below.

thermometer  ward  prescription  operation  stethoscope  pulse  receptionist  appointment  chemist  symptoms  examine  treatment  waiting room  temperature

When I go to the doctor, I tell him the (a) ______ my name and take a seat in the (b) ______. My doctor is very busy so I have to make an (c) ______ before I go to see him. He asks me what's wrong with me, I tell him the (d) ______ of my illness, for example high temperature, difficulty in breathing, or pains, and then he will usually (e) ______ me. He'll listen to my heart with his (f) ______, he'll hold my wrist to feel my (g) ______, he'll take my (h) ______ with his (i) ______. The problem is usually something simple and he might give me a (j) ______ for some medicine, which I take to the (k) ______. Of course, if I needed more serious (l) ______, I'd have to go to hospital. There I'd be put in a bed in a (m) ______ with 10 or 20 other people. If there were something seriously wrong with me, I might need an (n) ______.

3. Put one of the following words in each space in the sentences below.

from  on  with  in  to  for  of

(a) He was operated ______ yesterday.
(b) She was taken ______ hospital.
(c) He suffered ______ bad headaches.
(d) I have a pain ______ my back.
(e) What's wrong ______ you?
(f) He died ______ cancer.
(g) She got worse so they sent ______ a doctor.
Education

1 Put each of the following words or phrases in its correct space in the passage below.

state terms seminar degree co-educational private primary
tutorial graduate nursery school grant secondary lecture
break up compulsory fees academic

When children are two or three years old, they sometimes go to a
(a) ______, where they learn simple games and songs. Their first real
school is called a (b) ______ school. In Britain children start this school
at the age of five. The (c) ______ year in Britain begins in September
and is divided into three (d) ______. Schools (e) ______ for the summer
holiday in July. (f) ______ education begins at the age of about eleven,
and most schools at this level are (g) ______, which means boys and
girls study together in the same classes. In Britain education is
(h) ______ from five to 16 years of age, but many children choose to
remain at school for another two or three years after 16 to take higher
exams. Most children go to (i) ______ schools, which are maintained
by the government or local education authorities, but some children go
to (j) ______ schools, which can be very expensive. University courses
normally last three years and then students (k) ______, which means
they receive their (l) ______. At university, teaching is by (m) ______
(an individual lesson between a teacher and one or two students),
(n) ______ (a class of students discussing a subject with a teacher),
(o) ______ (when a teacher gives a prepared talk to a number of
students) and of course private study. Most people who receive a
university place are given a (p) ______ by the government to help pay
their (q) ______ and living expenses.

2 Explain the difference between . . .

(a) to sit an exam and to set an exam
(b) to take an exam and to pass an exam
(c) compulsory and voluntary
(d) to educate and to bring up
(e) a pupil and a student

3 Put one of the following words in each space in the sentences
below.

up to of at by from in into

(a) Which school do you go (g) School breaks ______ next
______? Friday.
(b) He left school ______ the age
______ 18.
(c) The summer term ends
______ July.
(d) She’s not at home, she’s
______ school.
(e) She goes ______ Sussex
University.
(f) His lecture was divided
______ four parts.

(h) He is now ______ university.
(i) She is ______ the same class
as her brother.
(j) Students usually receive a
grant ______ the state.
(k) They’re given a grant ______
the state.
Elections and Government

Elections

1 Put each of the following words or phrases in its correct place in the passage below.

election campaign support polling day ballot box vote predict opinion poll polling station candidate

People sometimes try to (a) ______ the result of an election weeks before it takes place. Several hundred people are asked which party they prefer, and their answers are used to guess the result of the coming election. This is called an (b) ______. Meanwhile each party conducts its (c) ______ with meetings, speeches, television commercials, and party members going from door to door encouraging people to (d) ______ their party. In Britain everyone over 18 is eligible to (e) ______. The place where people go to vote in an election is called a (f) ______ and the day of the election is often known as (g) ______. The voters put their votes in a (h) ______ and later they are counted. The (i) ______ with the most votes is then declared the winner.

Government

2 Instructions as above.

cabinet alliance right-wing prime minister split coalition majority left-wing opposition one-party states

In most countries, except (a) ______, there are several different political parties. The one with the (b) ______ of seats normally forms the government, and the parties which are against the government are called the (c) ______. Sometimes no single party wins enough seats, and several parties must combine together in a (d) ______ to form a government. The principal ministers in the government form a group called the (e) ______. The leader of this group, and of the government, is the (f) ______. Of course, there are many different kinds of parties and governments. A socialist or communist party is often described as (g) ______. A conservative party on the other hand, is usually said to be (h) ______. Political situations are always changing. Sometimes in a party or between two parties there is a big argument or deep difference of opinion. This is called a (i) ______. When, on the other hand, two parties work together, this is sometimes called an (j) ______.

3 Explain the difference between . . .

(a) pro- and anti-
(b) an election and a referendum

4 Put one of the following words in each space in the sentences below.

with for against to in between

(a) I voted ______ the Liberal candidate.
(b) Put your voting papers ______ the ballot box.
(c) He's very right-wing, so he's ______ the socialists.
(d) She belongs ______ the Communist Party.
(e) The Liberals formed an alliance ______ the Social Democrats.
(f) There's a split ______ the two parties.
(g) There's a split ______ the party.
Flats and Houses

Renting a flat

1. Put each of the following words or phrases in its correct position in the passage below.

deposit fee flat advertisements self-contained landlord rent block references accommodation agency

The first thing I had to do in London was find somewhere to live, if possible a small, one-bedroomed (a) ______. I didn’t want to share a kitchen or toilet; I wanted to be independent in my own (b) ______ place. I decided I could pay a (c) ______ of £50 a week. I couldn’t find what I wanted in the newspaper (d) ______ so I went to an (e) ______. They offered me a nice place. It was in a modern (f) ______ on the third floor. I had to pay the agency a (g) ______, and the (h) ______ wanted a big (i) ______ and (j) ______ from my employer and bank manager.

Buying a house

2. Instructions as above.

condition detached estate agent terraced spacious builder semi-detached architect surveyor cramped removals

Tony and Sheila’s first home was a (a) ______ house, one of a line of houses all connected. But several years later when they had a small child, they found it rather (b) ______ for three people. They wanted something more (c) ______ and so decided to move. They went to an (d) ______ and looked at details of the houses he had to offer. They looked at a (e) ______ house (one of a pair attached to each other), liked it, and asked a (f) ______ to inspect it for them. He said that it was in good (g) ______, and they therefore decided to buy it. Luckily they sold their house quickly and soon a (h) ______ firm was taking all their furniture and other possessions to their new home. But already, after a couple of years, they are hoping to move again. Tony’s business is doing well and they want to get an (i) ______ to design a modern, (j) ______ house for them, and a (k) ______ to build it.

3. Explain the difference between . . .

(a) a landlord and a tenant
(b) a house and a bungalow
(c) ground floor and first floor

4. Put one of the following words in each space in the sentences below.

for at in on of into with

(a) She wanted a place ______ her own.
(b) He’ll move ______ tomorrow.
(c) He’ll move ______ his new flat tomorrow.
(d) I share the kitchen ______ three other people.
(e) The landlord asked the tenant ______ more rent.
(f) My flat is ______ the top floor.
(g) My flat is ______ a modern block.
(h) The house is ______ good condition.
(i) I looked ______ advertisements ______ the newspaper.
(j) She pays a rent ______ £90 a week.
Food and Restaurants

Eating out

1. Put each of the following words or phrases in its correct place in the passage below.

bill  fast food  cookery books  eat out  recipe  dish  menu  take-away  ingredients  waiter  snack  tip

I’m a terrible cook. I’ve tried hard but it’s no use. I’ve got lots of (a) _____, I choose a (b) _____ I want to cook, I read the (c) ___, I prepare all the necessary (d) _____ and follow the instructions. But the result is terrible, and I just have a sandwich or some other quick (e) ___. So I often (f) ___. I don’t like grand restaurants. It’s not the expense, it’s just that I don’t feel at ease in them. First the (g) _____ gives me a (h) _____ which I can’t understand because it’s complicated and has lots of foreign words. At the end of the meal when I pay the (i) _____, I never know how much to leave as a (j) ___. I prefer (k) _____ places, like hamburger shops where you pay at once and sit down and eat straightaway. And I like (l) _____ places, where you buy a meal in a special container and take it home.

Entertaining at home

2. Instructions as above.

cutlery  vegetarian  diet  crockery  side dish  starter  napkin  entertaining  sink  main course  washing up  dessert

Maureen often gives dinner parties at home. She loves (a) ___. She lays the table: puts the (b) _____ in the right places, sets out the plates and puts a clean white (c) ____ at each place. For the meal itself, she usually gives her guests some kind of (d) _____ first, for example soup or melon. Next comes the (e) ___, which is usually meat (unless some of her guests are (f) _____ or if they’re on a special (g) _____) with a (h) _____ of salad. For (i) _____ it’s usually fruit or ice-cream, and then coffee. When everyone has gone home, she must think about doing the (j) ___, as in the kitchen the (k) _____ is full of dirty (l) ___.

3. Explain the difference between...

(a) a buffet and a banquet  (c) a chef and a caterer
(b) overcooked, undercooked  (d) a café and a canteen
and raw

4. Put one of the following words in each space in the sentences below.

to  at  down  of  for  out  in  up

(a) I asked _____ the menu.  (g) I looked _____ the menu.
(b) I like to eat ______.  (h) I’m very fond _____ Chinese food
(c) He took _____ my order.  (i) Could you help me set _____ the plates?
(d) I prefer a simple café _____ a big restaurant.
(e) I like to go _____ self-service places.
(f) Let’s invite the Smiths _____ dinner.
(l) Put the used cutlery _____ the sink.
(k) I’ll wash them _____ later.
Gambling, Smoking and Drinking

Gambling

1 Put each of the following words or phrases in its correct place in the passage below.

casino fortune wreck punters games of chance broke betting odds bookmakers compulsive gamblers

Some people are (a) ______ which means that they simply cannot stop (b) ______ on horses or playing (c) ______. It can be like a disease. If you’re lucky, you can win a (d) ______ but if you’re unlucky it can (e) ______ your life. And most people are unlucky. The (f) ______ are always against the gambler. At the race course it is the (g) ______ who win and the (h) ______ who lose. From a game of roulette in the (i) ______, the house makes a profit, the gambler often goes (j) ______.

Smoking

2 Instructions as above.

craving packet chain-smoke stained put out harmful addiction antisocial fatal ash trays

To many people, smoking is not just a pleasure, it is an (a) ______. They need it, depend on it, can't stop it. If they haven't smoked for some hours, they feel a (b) ______ for a cigarette. They often (c) ______, which means they light another cigarette immediately they have (d) ______ the one before. Smoking is often considered (e) ______, since many people don't like the smell of cigarettes or the sight of the smoker's (f) ______ fingers or (g) ______ full of cigarette-ends. Above all, smoking is (h) ______ to health and in many countries a warning is printed on every (i) ______ of cigarettes. Scientists have proved that there is a link between smoking and a disease which can be (j) ______, cancer.

Drinking

3 Instructions as above.

sociable sip soft drinks sober alcoholics spirits tipsy teetotallers drunk hangover

Drinking habits vary. Some people don't drink alcohol at all, just (a) ______ like fruit juice. They are called (b) ______. Others like to (c) ______ a glass of wine slowly, just to be (d) ______. Others like to drink glass after glass of beer, or possibly (e) ______ such as whisky, brandy or vodka. Soon they become (f) ______ and if they continue, they'll get (g) ______ and wake up the next morning with a bad (h) ______. Some people are dependent on alcohol. They can't do without it. They are (i) ______. One thing is certain. If you drive, you shouldn't drink. Stay (j) ______.

4 Put one of the following words in each space in the sentences below.

down up out to on

(a) Lots of punters have bet ______ that horse.
(b) He wants to give ______ smoking or at least cut ______.
(c) No smoking. Please put your cigarettes ______.
(d) Smoking is harmful ______ your health. It can be fatal.
(e) He was beginning to depend ______ alcohol.
Industry and Agriculture

Industry

1 Put each of the following words in its correct place in the passage below.

produce shipyards products export natural resources slump economy boom plants import markets

The health of a big, developed country’s (a) ______ depends largely on its industry. Factories have to keep busy. They must (b) ______ and sell their (c) ______ in large quantities. (d) ______ must make and sell ships, car (e) ______ must make and sell cars. A period of industrial success, when everything goes well and large profits are made, is called a (f) ______. On the other hand a period when there is not much industrial activity is called a (g) ______. To maintain a high level of production is not simple. For example Japan, a very successful industrialized country, has very few (h) ______ such as oil or coal, and has to (i) ______ them from other countries in order to keep its industries going, and thus to supply needs at home and also to (j) ______ its goods to its overseas (k) ______.

Agriculture

2 Instructions as above.

livestock crops agricultural dams fertilizers harvest irrigate self-sufficient fertile farmers

A country which wishes to be (a) ______ in food will encourage its (b) ______ to produce as much as possible so that it will not be dependent on food imports. If there is not much rain, (c) ______ must be built on rivers to provide water to (d) ______ the land. If the land is not naturally rich, chemical (e) ______ must be used to make it (f) ______. Then (g) ______ (of wheat, rice etc.) will grow, the (h) ______ will be good, and in addition the (i) ______ (cattle, sheep etc.) will have grass to eat. If this does not happen, the (j) ______ sector of the country’s economy will suffer and the country will have to import food from abroad.

3 Explain the difference between . . .

(a) an oilfield and an oil refinery
(b) a mine and a quarry
(c) the producer and the consumer
(d) to plough and to sow

4 Put one of the following words in each space in the sentences below.

in to on from of

(a) Profits depend largely _____ production and sales.
(b) There is a boom _____ shipbuilding.
(c) The main export _____ Iran is oil.
(d) This land suffers _____ lack of water.
(e) Thailand is self-sufficient _____ rice.
(f) Sweden exports wood _____ the UK.
International Relations

A summit meeting

1. Put each of the following words or phrases in its correct place in the passage below.

   superpowers leader spokesman breakthrough news conference
   item settle summit meeting hold preliminary agenda

   The American President and the Soviet (a) ______ have announced
   their intention to (b) ______ a (c) ______ in Vienna next month. The two
   countries have already had (d) ______ talks and decided on an
   (e) ______ for the meeting. The main (f) ______ will be a discussion
   about the nuclear arms situation. At a (g) ______ held in Washington
   yesterday a government (h) ______ told journalists that the unfortunate
   (i) ______ of last year's talks between the two countries had been
   caused by disagreements over arms. He said the Vienna meeting
   would be a chance for the two (j) ______ to (k) ______ their differences.

Diplomatic relations

2. Instructions as above.

   in protest at split ambassadors embassies resume break off
   diplomatic relations links

   Neighbouring countries A and B had always had very good, close
   relations, but in 1984, owing to a disagreement over the exact location
   of the border between them, a (a) ______ began to develop. Finally, in
   1986, (b) ______ military activity by country B near the border, country
   A announced its intention to (c) ______ (d) ______ with country B. Both
   countries withdrew their (e) ______ and the (f) ______ in the two
   countries were closed down. It is hoped that a solution will be found
   and that it will be possible to (g) ______ normal trade, cultural and
   diplomatic (h) ______ as soon as possible.

3. Put one of the following words in each space in the sentences below.

   in for over of on at about by

   (a) The French leader hasn't yet decided ______ a date ______ the
   meeting.
   (b) At a summit meeting each country is represented ______ its head
   of government.
   (c) The announcement was made ______ a news conference ______
   Moscow.
   (d) The ambassadors had a discussion ______ the peace treaty.
   (e) The breakdown ______ the talks surprised everyone.
   (f) The American ambassador walked out of the meeting ______
   protest ______ the Russian speech.
   (g) A spokeswoman said there was some disagreement ______ the
   agenda ______ the meeting.
Law and Order

An arrest

1. Put each of the following words in its correct place in the passage below.

theft pleaded fingerprints found cell evidence arrest oath investigate sentence charge detained fine court magistrate handcuff witnesses

A policeman was sent to (a) ______ the disappearance of some property from a hotel. When he arrived, he found that the hotel staff had caught a boy in one of the rooms with a camera and some cash. When the policeman tried to (b) ______ the boy, he became violent and the policeman had to (c) ______ him. At the police station the boy could not give a satisfactory explanation for his actions and the police decided to (d) ______ him with the (e) ______ of the camera and cash. They took his (f) ______, locked him in a (g) ______, and (h) ______ him overnight. The next morning he appeared in (i) ______ before the (j) ______. He took an (k) ______ and (l) ______ not guilty. Two (m) ______, the owner of the property and a member of the hotel staff, gave (n) ______. After both sides of the case had been heard the boy was (o) ______ guilty. He had to pay a (p) ______ of £50 and he was given a (q) ______ of three months in prison suspended for two years.

Law and punishment

2. Instructions as above.

detective plain clothes jury warders coroner verdict solicitor trial inquest death penalty

(a) If you want legal advice in Britain, you go to a ______.
(b) At the end of the ______, the judge ordered the twelve men and women of the ______ to retire and consider their ______, guilty or not guilty.
(c) Men or women who look after prisoners in prison are called prison officers or ______.
(d) If a person dies in unusual circumstances, an ______ is held at a special court, and the 'judge' is called a ______.
(e) A policeman who investigates serious crime is called a ______. He wears ______, not uniform.
(f) In some countries murderers are executed but other countries have abolished the ______.

3. Put one of the following words in each space in the sentences below.

before in to of with

(a) He's being kept ______ custody.
(b) He was sentenced ______ five years.
(c) She got a sentence ______ six months.
(d) He was accused ______ murder.
(e) She's been charged ______ theft.
(f) He appeared ______ court handcuffs.
(g) They were brought ______ the judge.
(h) The jury reached a verdict ______ guilty.
Music

Classical music

1. Put each of the following words and phrases in its correct place in the passage below.

musicians bow bows string conductor instruments score
keys baton audience concert hall

While the (a) ______ was filling up and the (b) ______ were taking their seats, the (c) ______ were tuning their (d) ______. The famous
(e) ______ entered. He gave the audience a low (f) ______, picked up
his (g) ______, looked briefly at the (h) ______ which lay open in front
of him, and raised his hands. The pianist placed her fingers ready over
the (i) ______ of her piano. The (j) ______ section of the orchestra
(violinists, cellists etc.) brought their (k) ______ up, ready to play. The
concert was about to begin.

Popular music

2. Instructions as above.

group vocalist live stage number one fans concert lyrics
top ten recording studio

After the Beatles, the Rolling Stones have probably been the most
successful (a) ______ in Britain. Most of their records have gone into
the (b) ______ and they've had many at (c) ______. But their records
have usually been made in a (d) ______ and I always wanted to hear
them (e) ______ at a (f) ______. I wanted to see them perform on
(g) ______ in front of thousands of excited (h) ______. And I did, at
Earls Court in 1983. It was great. And Mick Jagger, the (i) ______,
sang all the old favourites. I couldn't hear the (j) ______ very well
because of the noise, but somehow it didn't matter.

3. Explain the difference between . . .

(a) an orchestra and a band
(b) percussion instruments and wind instruments
(c) a concert and a rehearsal
(d) a composer and a musician

4. Put one of the following words in each space in the sentences
below.

by in at on

(a) What record is ______ number one?
(b) Their new record is ______ the top ten.
(c) This music was written ______ Chopin.
(d) I haven't seen this group ______ stage.
(e) Who's the guitarist ______ that group?
Natural Disasters

Famine and flood

1. Put each of the following words or phrases in its correct place in the passage below.

drought famine starve starvation cut off helicopters drop flood drown

If a country has no rain for a long time, this dry period is called a (a) ______. In countries dependent on their agriculture, this can lead to a period of (b) ______, when there is not enough food and people actually (c) ______ (die of hunger). They die of (d) ______. When it rains very heavily and the land is under water, this is called a (e) ______. In this situation people and animals can (f) ______. Sometimes (g) ______ have to (h) ______ food supplies to people in areas which are (i) ______.

Earthquake and epidemic

2. Instructions as above.

medical teams toil earthquake trapped epidemic rescue teams rubble casualties collapse outbreak

In some parts of the world, the ground shakes from time to time. This is called an (a) ______ and if it's a bad one, the number of (b) ______ (dead and injured people) is sometimes large. Buildings often (c) ______ and (d) ______ have to search for people who are (e) ______ under the (f) ______. Sometimes water supplies are affected and there is an (g) ______ of disease, called an (h) ______. (i) ______ are sent by the government to help the sick. The death (j) ______ can reach hundreds or even thousands.

Fire

3. Instructions as above.

on fire fire engine under control fireman put out fire brigade overcome arson

During the night it was reported that a house was (a) ______. Someone phoned the (b) ______ and a (c) ______ was sent to the house. One (d) ______ was (e) ______ by smoke and taken to hospital, but in half an hour the fire was (f) ______ and after another half hour it was finally (g) ______. At first the police thought it was an accident, but later they found matches and a petrol can and began to suspect (h) ______.

4. Put one of the following words in each space in the sentences below.

for in of to from off under by

(a) Many people died ______ starvation.
(b) There are earthquakes in Japan ______ time ______ time.
(c) Food supplies are dropped ______ people whose homes are cut ______.
(d) Rescue teams searched ______ injured people.
(e) There was a drought ______ ten months ______ Central Africa.
(f) Many people were trapped ______ the rubble of the building which had collapsed.
(g) Medical teams were sent ______ the government.
Public Transport

1  Put each of the following words in its correct place in the passage below.

fare  sliding doors  platform  conductor  crew  cab  double-decker  bus  stop  driver  rush  hour  tube  destination  inspector  subway  lift  hall  single-decker  taxi-rank  metro  coach  meter  escalator  conductress  check  tip  rack

A taxi, sometimes called a (a) ______, is the most comfortable way to travel. You simply (b) ______ the taxi in the street or go to a (c) ______, where there are several taxis waiting, for example at a station. At the end of your journey, you can see how much the (d) ______ is by looking at the (e) ______. You add a (f) ______ to this, and that's it. Very simple. But expensive!

What about taking a bus? If it has two floors, it's called a (g) ______ and you can get a good view from the top. If it has only one floor, it's called a (h) ______. Most buses have a two-person (i) ______: the (j) ______, who drives, of course, and the (k) ______, (or (l) ______ if it's a woman) who takes your money. Keep your ticket because an (m) ______ might want to (n) ______ it. You catch a bus by waiting at a (o) ______. You can see where a bus is going because the (p) ______ is written on the front. But try to avoid the (q) ______.

Quicker than the bus is the underground (called the (r) ______ in London, the (s) ______ in New York and the (t) ______ in Paris and many other cities). You buy your ticket at the ticket-office. Go down to the (u) ______ on the (v) ______ or in the (w) ______. The train comes. The (x) ______ open. You get on. You look at the map of the underground system. Very simple.

For longer distances take a train or a long distance bus, usually called a (y) ______, which is slower but cheaper. The train is very fast. Put your luggage on the (z) ______ and sit and wait till you arrive.

2  Explain the difference between ...

(a) a carriage and a compartment
(b) a season ticket and a return ticket
(c) a bus driver and a bus conductor
(d) a train driver and a guard

3  Put one of the following words in each space in the sentences below.

for  off  at  in  on  from

(a) We went down ______ the lift.  (g) The tube stops ______ every station.
(b) We met ______ the station.  (h) The conductor asked ______ our fares.
(c) I waited 20 minutes ______ a bus.  (i) We finally got ______ the bus ______ our destination.
(d) In Britain people queue ______ buses.  (j) I'll meet you ______ the ticket office.
(e) We must wait ______ the bus stop.  (k) Get your ticket ______ the machine.
(f) She waited ______ the platform.
Romance and Marriage

Romance

1. Put each of the following words or phrases in its correct place in the passage below.

date approve mature attracted romantic keen break off
go out relationship drift apart

Ann was a very (a) _____ girl who often dreamed of love and marriage. She was especially (b) _____ to a young man called Michael, who worked in the same office as she did, and he was very (c) _____ on her too. They became friendly and one day Michael asked her to go out with him. Their first (d) _____ was a visit to the cinema, and they both enjoyed the evening so much that they decided to (e) _____ together regularly. Michael was a bit untidy and rather young, and Ann's parents didn't (f) _____ of him at first, but Ann was a sensible, (g) _____ girl and they had confidence in her. For a year or so everything went well, but then somehow they slowly began to (h) _____, until finally they decided to (i) _____ their (j) _____.

Marriage

2. Put each of the following words in its correct place in the passage below.

bride engaged bridegroom consent wedding civil reception honeymoon propose toast

One evening, although he was nervous, Joe decided to (a) _____ to his girlfriend, Linda. She accepted his proposal, they became (b) _____ and he gave her a ring. After a year they had saved enough money to get married (they were both over 18 so they did not need their parents' (c) _____). Some people have a religious ceremony with a priest, but Joe and Linda decided on a (d) _____ ceremony in a registry office. On the day of the (e) _____ Linda, the (f) _____, was very calm, but Joe, the (g) _____, was nervous. Afterwards, at the (h) _____, speeches were made and the guests drank a (i) _____ to the happy couple, who finally left for a (j) _____ in Spain.

3. Explain the difference between...

(a) to be fond of and to be in love with
(b) separated and divorced
(c) a fiancé and a fiancée
(d) mother and mother-in-law

4. Put one of the following words in each space in the sentences below.

in with out to of

(a) Bob and Lena are going (f) He fell _____ love _____ her at once.
(b) Bob is going (g) He's getting married _____ Lena.
(c) He was too nervous to ask (h) She's engaged _____ a her (i) His parents don't approve _____ her.
(d) She's very fond _____ him. (i) Have confidence _____ me!
(e) We drank a toast _____ their future happiness.
Shopping

Kinds of shop
1 Match the items on the left with the shops where you buy them on the right.
   (a) very old furniture                   florist's
   (b) flowers                              butcher's
   (c) writing paper, pens                  grocer's
   (d) newspapers, magazines                greengrocer's
   (e) cigarettes, matches                  antique shop
   (f) tea, biscuits, butter                baker's
   (g) fruit, vegetables                    tobacconist's
   (h) dogs and cats                        newsagent's
   (i) bread and cakes                      stationer's
   (j) meat                                 pet shop

Going shopping
2 Put each of the following words or phrases in its correct place in the passage below.
tag label cash desk off-the-peg refund sales try on fit till assistant mail order bargain receipt cashier exchange

If you want to buy a ready-made (or we sometimes say (a) ______) jacket, first find the jackets in the shop and look at the (b) ______ inside to see the size, material and make. For the price, look at the price- (c) ______. To see if it will (d) ______ you, you can (e) ______ the jacket in front of a mirror. If necessary an (f) ______ will help you. You pay the (g) ______, who you will find at the (h) ______. He or she will take your money, put it in the (i) ______ and give you your change. Make sure you also get a (j) ______, which you should keep and bring back to the shop with the jacket if something is wrong with it and you want to (k) ______ it or ask for a (l) ______ of your money. In clothes shops you pay the fixed price, of course. You don't (m) ______. Or you can wait until the (n) ______, when many goods are reduced in price. If you don't like shops, you can stay at home; look at catalogues and newspaper advertisements and do your shopping by (o) ______.

3 Explain the difference between . . .
   (a) to overcharge and to undercharge
   (b) a shopkeeper and a shoplifter
   (c) shopping and window-shopping
   (d) a wholesaler and a retailer

4 Put one of the following words in each space in the sentences below.
in on for with at by inside back
   (a) These jackets are reduced ______ price.
   (b) The assistant advised me to try the coat ______.
   (c) I want to look ______ the animals ______ the pet shop.
   (d) He bought many things ______ mall order.
   (e) There is normally a label ______ a jacket.
   (f) I took it ______ to the shop to complain.
   (g) 'Is something wrong ______ it?' he said.
   (h) I asked ______ a refund.
Sport

Sports facilities and athletics

1 Put each of the following words or phrases in its correct place in the passage below.

officials pools courts stadium rink field events athletes
rings pitches scoreboard spectators track events

There's a big new sports centre near my home. There are football (a)______, tennis and basketball (b)______, swimming (c)______, a sports hall with two boxing (d)______ and even a skating (e)______.

There is also a separate athletics (f)______, where 20,000 (g)______ can watch the (h)______ on the track and the (i)______, such as jumping and throwing, in the grass centre. The (j)______ get ready in modern changing rooms and the (k)______ time and measure the events with modern equipment. A huge electronic (l)______ shows the results.

Football

2 Instructions as above.

draw track suits captains match referee amateurs team
toss a coin players crowd gymnasium train

I play football for my local (a)______ against other sides in the area. Of course the (b)______ aren't paid, we're just (c)_______. But anyway we (d)______ very hard in the evenings and we're lucky because we can use the (e)______ of a local school. On the day of the (f)______, we arrive early, change, and put on (g)______ to keep warm. Then the (h)______, dressed in black, calls the two (i)______ to the centre to (j)______ to decide who will play in which direction. Not many people come to watch the game. We usually have a (k)______ of only one or two hundred. But we enjoy it, whether we win, lose or (l)______.

3 Explain the difference between...

(a) amateurs and professionals  (c) to win and to beat
(b) a winner and a runner-up   (d) a hurdle race and a relay race

4 Put one of the following words in each space in the sentences below.

on for of at in between

(a) Which team does he play _____?
(b) She put _____ her tracksuit.
(c) There's an exciting race taking place _____ the track.
(d) I'm not very good _____ running.
(e) She's the best player _____ the team.
(f) There was a crowd _____ 50,000 _____ the stadium.
(g) The result _____ the football match was a 2:2 draw.
(h) The match was _____ England and Scotland.
(i) A runner-up comes second _____ a race or competition.
Television and Newspapers

Television

1. Put each of the following words or phrases in its correct place in the passage below.

viewers subjective mass media quiz shows indoctrinate channels objective soap operas commercials switch

(a) ______ is a phrase often used to describe ways of giving information and entertainment to very large numbers of people. It includes newspapers, advertising and radio and, of course, television. In most countries people can (b) ______ to any of three or four different (c) ______. Do television programmes influence our minds? Do they (d) ______ us? Is the news completely (e) ______ (neutral) or is it (f) ______ (considered from one particular point of view)? Don't the (g) ______ for alcohol, food and other goods condition our minds? Even the (h) ______ going on week after week telling the story of one family or group of people sometimes make us want to copy the lifestyle we see on the screen. Also (i) ______ which give people big prizes for answering simple questions can make us greedy. Some programmes are watched by tens of millions of (j) ______.

Newspapers

2. Instructions as above.

cartoons editorials circulation censorship sensational views advertising gossip columns news agencies reviews headlines entertainment correspondents

A newspaper makes its money from the price people pay for it and also from the (a) ______ it carries. A popular newspaper with a (b) ______ of over five million daily makes a lot of money. Less serious newspapers are probably read just for (c) ______. They have big (d) ______ above the news stories, funny (e) ______ to look at and (f) ______ photos of violence. The (g) ______ are full of stories of the private lives of famous people. No one takes the political (h) ______ of such papers very seriously. On the other hand, in a free country where there is no (i) ______, serious newspapers are read principally for their news, sent to them by their (j) ______ round the world and by the big (k) ______. People also read these newspapers for their (l) ______ of new books, films and plays and for their (m) ______, which represent the opinion of the newspaper itself about the important events and issues of the moment.

3. Explain the difference between . . .

(a) viewers and listeners
(b) mass circulation and small circulation
(c) editor, reporter and critic

4. Put one of the following words in each of the sentences below.

in on over for to

(a) This programme is boring. Switch ______ another channel.
(b) It's a commercial ______ beer.
(c) That actor's ______ a soap opera every Friday.
(d) What's ______ television tonight?
(e) If you don't like this quiz show, you can switch ______.
Theatre

Parts of a theatre  1 Match each part of a theatre on the right with a definition on the left.

(a) where actors put on their costumes and make-up          stalls
(b) area on which the performance takes place              aisle
(c) a line of seats                                    circle
(d) a way down from back to front between the seats     dressing room
(e) the area of downstairs seats                       stage
(f) the area of upstairs seats                         box office
(g) the theatre entrance hall where people meet before going in row
(h) the place where you go or phone to buy tickets     backstage
(i) the whole area out of sight of the audience         box
(j) a little private balcony with 3–5 seats only        foyer

Producing a play  2 Put each of the following words or phrases in its correct place in the passage below.

reviews performances audience rehearsals first night director run theatre-goers parts hit cast flop critics playwright matinées applause auditions

The person who directs the preparation of a play is the (a) ______. Sometimes the (b) ______, who wrote the play, works with him. One of the first things to be done is to choose the (c) ______, the actors and actresses. For this purpose, (d) ______ are held at which actors perform short pieces and the most suitable are chosen for the (e) ______ in the play. Before the play is performed in front of an (f) ______ of hundreds of (g) ______, of course there are a lot of (h) ______. At last, the (i) ______! When the curtain goes down at the end, will there be enthusiastic (j) ______ or silence? Will the newspaper (k) ______ be good or bad? What will the (l) ______ think? Everyone hopes for a (m) ______ that will (n) ______ for months or even years, but the play might be a (o) ______ and only last a few days. It's hard work in the theatre. There are evening (p) ______ six nights a week and afternoon shows, called (q) ______, once or twice as well.

3 Put one of the following words in each of the spaces below.

in behind during at on

(a) We sat ______ the stalls.
(b) The usherette showed us ______ our seats.
(c) There were two actors ______ the stage.
(d) You'd better ask ______ the box office.
(e) My favourite actress was ______ the play.
(f) During the performance, work is going on ______ the scenes.
(g) People usually have a drink or a cigarette ______ the interval.
(h) Our seats were ______ the third row.
(i) He prefers to sit ______ the front; she likes to be ______ the back.
(j) I like to sit ______ the middle.
Travel

Holidays

1 Put each of the following words or phrases in its correct place in the passage below.

peak off the beaten track hitch-hiking leisure off-peak resort package holiday youth hostels travel agents cut-price tickets

People have more money and more (a) ______ nowadays and even young people can afford to go abroad. Many (b) ______ offer cheap (c) ______ for flights to all parts of the world, so youngsters can avoid the crowded, well-known places and get to less famous areas which are (d) ______. Instead of using public transport and hotels, they can travel by (e) ______ and stay at (f) ______. But most people prefer some kind of (g) ______ at a popular holiday (h) ______, which means that everything is arranged for you and the price you pay includes transport, food and accommodation. Try to avoid taking your holiday during the busy (i) ______ tourist season. It’s more crowded and expensive. If possible, go in the quieter (j) ______ period.

Journeys

2 Put each of the following words in its correct place in the passage below. Some words must be used more than once.

trip travel journey cruise tour voyage flight

(a) For general advice about ______, go to a travel agent.
(b) One day I would like to do the ______ by train and ship across Russia to Japan.
(c) We’re going on a ______ of Europe, visiting 11 countries in five weeks.
(d) We went on a three-week ______ round the Mediterranean. The ship called at Venice, Athens, Istanbul and Alexandria.
(e) He once went by ship to Australia. The ______ took 3½ weeks.
(f) I’m going on a business ______ to Paris next weekend.
(g) Air France ______ 507 from Paris to New York will be taking off in ten minutes.

(h) The ______ from Heathrow Airport to the centre of London takes about 45 minutes by underground.
(i) On our first day in New York we went on a three-hour ______ of the city by bus, which showed us the main sights.
(j) During our stay in London we went on a day ______ to Oxford, and another to Windsor.

3 Explain the difference between . . .

(a) a hotel and a bed and breakfast place
(b) seasick, airsick and carsick
(c) tour operator and travel agent
(d) at sea and at the seaside

4 Put one of the following words in each space in the sentences below.

in at by on

(a) We went ______ car. (d) She arrived ______ London at midnight.
(b) We went ______ John’s car. (e) She arrived ______ the hotel.
(c) We went ______ a journey.
War

The outbreak of war

1 Put each of the following words or phrases in its correct place in the passage below.

deteriorate mobilize hostile acts declare war clashes aggression outbreak forces ultimatum retaliate

For years there were border (a) ______ between troops of country X and those of country Z. Then (b) ______ from X attacked a village in Z. Z accused X of (c) ______ and began to (d) ______ in readiness for possible war. X warned Z: ‘If you carry out (e) ______ against us, we will (f) ______.’ But there was more fighting on the border. The situation had begun to (g) ______. X delivered an (h) ______ to Z. ‘If you do not promise to respect our borders, we will (i) ______.’ Finally came the (j) ______ of war.

Peace making

2 Instructions as above.

get involved withdraw intermediary peace treaty neutral targets peace-keeping force intervene ceasefire civilian

After months of fighting, during which (a) ______ as well as military (b) ______ were bombed, country X asked country Y, which had remained (c) ______ during the hostilities, to act as an (d) ______, but Y decided not to (e) ______. X then asked the United Nations to (f) ______. The United Nations managed to arrange a (g) ______ and stationed a multi-national (h) ______ between the two opposing armies. After weeks of talks, the two countries finally signed a (i) ______ and the UN troops were able to (j) ______.

3 Explain the difference between . . .

(a) to advance and to retreat        (c) conventional war and nuclear war
(b) war and civil war               (d) an ally and an enemy

4 Put one of the following words in each space in the sentences below.

as on in for out between

(a) X declared war ______ Z.
(b) Troops are moving ______ readiness ______ an attack.
(c) Y didn’t want to get involved ______ the fighting.
(d) The Second World War broke ______ in 1939.
(e) Canada acted ______ an intermediary ______ the argument.
(f) War planes carried ______ an attack.
(g) The peace-keeping force remained ______ the two enemy armies during peace talks, then withdrew.
Welfare State

1 Put each of the following words or phrases in its correct place in the passage below.

elderly medical treatment physically disabled pension schooling mentally handicapped eligible out of work social services benefits social workers welfare state retire subsidized low incomes

A country which helps its old, sick, disabled and unemployed is called a (a) ______. (b) ______ people receive a state (c) ______ when they (d) ______ at the age of 60 or 65. People with (e) ______ who cannot afford to buy or rent decent accommodation are given houses or flats with (f) ______ rents, which means that the government or local council supports the rent to keep it low. Sick people get free (g) ______ from their doctor or at the hospital. Mothers of small children get special state financial (h) ______, and of course older children receive free (i) ______. (j) ______ people, who cannot move normally, and (k) ______ people, whose minds are not fully developed, also receive special assistance and, if necessary, special equipment to help them live normal lives. People who are (l) ______ are normally (m) ______ to receive unemployment benefit, which is paid by the state. The (n) ______ (government departments responsible for people’s well-being) will help people who, financially, physically or psychologically, have difficulty in coping with life and (o) ______ will visit such people in their homes.

2 Explain the difference between . . .

(a) advice and advise
(b) blind and deaf
(c) free and subsidized
(d) a hearing aid and braille
(e) haves and have-nots

3 Put one of the following words in each space in the sentences below.

for of at with out in

(a) Disabled people sometimes find it difficult to cope _____ public transport.
(b) He’s been _____ _____ work for over a year.
(c) _____ a welfare state, the government is responsible _____ people’s well-being.
(d) Social workers visited her _____ her home.
(e) He retired _____ the age _____ 65.
(f) After his accident, he received a disability pension _____ the rest of his life.
Work

Applying for a job

1 Put each of the following words or phrases in its correct place in the passage below.

references short-list experience vacancy qualifications fill in application forms interview applicants apply

In times of high unemployment there are usually very many (a) ____ when a (b) ____ is advertised. Sometimes large numbers of people (c) ____ and send off (d) ____ for a single job. It is not unusual, in fact, for hundreds of people to (e) ____ to a firm for one post. This number is reduced to a (f) ____ of perhaps six or eight, from whom a final choice is made when they all attend an (g) ____. Very possibly the people interviewing will be interested in the (h) ____ the candidates gained at school or university and what (i) ____ they have had in previous jobs. They will probably ask for (j) ____ written by the candidates' teachers and employers.

Choosing the right job

2 Instructions as above.

commute salary prospects promotion retire pension ambitious perks increments commission

Job satisfaction is important but I have a wife and baby so I have to think about money too. If a job interests me, I need to know what (a) ____ it offers and also whether there are regular annual increases, called (b) ____. I want to know if I will receive a (c) ____ when I (d) ____ at the age of 60 or 65. If the job is selling a product, I ask if I'll receive a percentage of the value of what I sell, called (e) ____. It is also important to know if there are extra advantages, like free meals or transport, or the free use of a car. These are called (f) ____ or fringe benefits. Are the future (g) ____ good? For example, is there a good chance of (h) ____ to a better job, with more money and responsibility? Is the job near my home? If it isn't, I'll have to (i) ____ every day and this can be expensive. I am very keen to be successful. I am very (j) ____. I don't want to stay in the same job all my life.

3 Put one of the following words in each space in the sentences below.

at in for to as off of

(a) I'm interested ____ this job.
(b) What did you study ____ university?
(c) He has applied ____ British Airways ____ a job ____ an office manager.
(d) This job advertisement looks interesting. I'll send ____ an application form.
(e) Have you filled ____ the form yet?
(f) You must send ____ the form by 20 May.
(g) He's been ____ that job for two years.
(h) She retired ____ the age of 60.
(i) A commission means you get a percentage ____ what you sell.
(j) The use ____ a company car is a nice perk to have.
(k) The sixty applicants were reduced ____ a short-list of four.
MINI TOPICS

Argument

Put each of the following words in its correct place in the passage below.

disagreement friction nag resentment aggressive row
troubleshooter jealous

I've always had a feeling of (a) ______ towards my older brother, John, because he always received more attention from our parents. There has always been (b) ______ between us. And now that I'm more successful than he is in my job, he is (c) ______ of me. We've never actually had a (d) ______, just the occasional (e) ______, but we've never got on well. And his wife likes to make things worse. She's a real (f) ______, a nasty, argumentative, quarrelsome, (g) ______ woman. I've heard her (h) ______ John continually to get a better job, a bigger house, a nicer car.

Sadness

Instructions as above.
sob heartbroken withdrawn grief recover loss tears
miss sleepless comfort

When Susan's cat was killed by a car she burst into (a) ______ and began to (b) ______ so loudly that the neighbours next door heard her. She was (c) ______ by the (d) ______. Her mother tried to (e) ______ her but Susan's (f) ______ was so great that it was three days (and three (g) ______ nights) before she began to (h) ______ enough to eat normally. Even then she talked to no one and was silent and (i) ______ for weeks. I think she'll always (j) ______ her pet.

Nervousness

Instructions as above.

blush sweat tongue-tied nerves embarrassment stammer
tremble tranquillizer faint shy

I have to tell you that my (a) ______ aren't very good. Last week I went for a job interview and my hands began to (b) ______, my palms started to (c) ______ and my face was red because I always (d) ______ with (e) ______ on these occasions. I've always been very (f) ______ with other people. When I was asked questions I was completely (g) ______ and I could only (h) ______. I felt (i) ______ and wished I had a (j) ______ to calm me down. I didn’t get the job. A pity. I would like to have been a television newsreader.
Success

Put each of the following words in its correct place in the passage below.

achieve confidence ladder ambitious exploit achievement determined power ruthless ability

I’ve never been (a) ______ in the normal sense. I’ve never wanted to be a manager or director. I’ve never wanted to reach the top of the (b) ______ or to have (c) ______. But I’ve always had a wish to (d) ______ something, to write a book, climb a mountain, win a prize. This is not because I want fame or money but just that simple feeling of (e) ______ you get when you’ve done something difficult. I’m not very sure of myself and it would be good for my (f) ______ to succeed in something. Some people will lie, (g) ______ other people, be dishonest, do anything, in order to succeed. They will be absolutely (h) ______. But I think the people who deserve to succeed are those who are (i) ______ and have (j) ______.

Fame

Put each of the following words or phrases in its correct place in the passage below.

interviews bodyguards break-up privacy in the public eye autographs celebrity pressures entourage fans

Being famous, being a (a) ______ can mean wealth, recognition and being surrounded by an (b) ______ of helpers, secretaries and agents. It can mean giving (c) ______ to admiring (d) ______ and (e) ______ to the press. But being (f) ______ also has its disadvantages. Famous entertainers suffer from a lack of (g) ______. They need (h) ______ to protect them. The constant (i) ______ on them can lead to the (j) ______ of their marriages. This is the price of fame.

Pride

Instructions as above.

boast proud vain thick-skinned conceited pride snob contemptuous

Mrs Watson next door thinks she is better than other people. She thinks she is superior, ‘high class’. In other words, she’s a (a) ______. She is very (b) ______ of herself and very (c) ______ of other, ‘ordinary’ people. I’ve heard her (d) ______ about her house, her big car, her husband’s high salary. She’s a very (e) ______ person too, always admiring herself in a mirror. Mr Watson also has a very high opinion of himself. His neighbours think that he is a very (f) ______ person, but the Watsons are both so (g) ______ that other people’s criticism of them has no effect on them at all. I think that one day they’ll find that they have no friends left, and then they’ll be sorry. (h) ______ comes before a fall.
Birth

Put each of the following words or phrases in its correct place in the passage below.

pregnant born maternity ward midwife prams deliver call parents expecting crawl

When a woman is (a) ______ a baby, we say that she is (b) ______. Babies are (c) ______ either at home or in the (d) ______ of a hospital. It is the job of a doctor or a (e) ______ to (f) ______ new babies. The proud (g) ______ must soon decide what to (h) ______ the child. For the first six months of their lives most babies are taken out in (i) ______ and sleep in (j) ______. At eight months or so they learn to (k) ______ along the floor, and they can usually walk soon after their first birthday.

Childhood and Adolescence

Put each of the following words in its correct place in the passage below.

hobbies development extroverts adult relationships daydreams adults introverts idolize teens

Children live in their own world, from which (a) ______ are largely excluded. The (b) ______ world is strange and exciting to them. They have (c) ______ of success, adventure, romance and fame. They (d) ______ their big brothers and sisters, pop singers or film stars. (e) ______ such as stamp-collecting, music or dancing are important to them. Children, especially when they are in their (f) ______, go through a physical and emotional (g) ______ which can be frightening. Their characters also begin to develop. Some adolescents are (h) ______ and keep themselves to themselves, while others are (i) ______ and like to share their thoughts and form (j) ______ with other people. It's a wonderful, terrible time.

Death

Instructions as above.

mourners crematorium dead funeral widow cemetery will leave inherits hearse priest

The body of a person who has died is taken in a special car called a (a) ______ to the (b) ______ service, which is conducted by a (c) ______. The relatives and friends of the (d) ______ person, who are called the (e) ______, are there. Then the wooden coffin is buried in a grave in the (f) ______ or cremated in a (g) ______. When people get older they usually make a (h) ______ and (i) ______ their money and other things to their family and friends. When a man dies, it is usually his (j) ______ who (k) ______ his property.
Advertising

Put each of the following words or phrases in its correct place in the passage below.

hoardings classified advertisements publicize commercials posters advertising agencies persuade eye-catching

Advertisements are everywhere, from columns of small (a) _____ for houses, jobs, cars etc. in newspapers to big (b) _____ on walls and enormous advertisements on (c) _____ by the side of the road. The job of the (d) _____ is to (e) _____ the products of the firms who employ them. They design (f) _____ advertisements and make television (g) _____ to (h) _____ us to buy, buy, buy.

Art

Put each of the following words in its correct place in the passage below.

galleries works dealers professional sculptor creative sculpture painter amateur reproductions

One of the most (a) _____ things anyone can do is to make a work of art, whether it’s a (b) _____ making a (c) _____ or a (d) _____ painting pictures. (e) _____ artists do it for their own satisfaction and pleasure, but (f) _____ artists have to make a living from their art and they are dependent on (g) _____ to sell their (h) _____ in city (i) ____. I myself have three Picassos, a Botticelli and a Van Gogh. They’re (j) _____, not originals, but they’re all I can afford.

Photography

Instructions as above.

prints album enlargements snaps slides camera projector develop

A lot of people buy a (a) _____ just to take holiday (b) ____. They have (c) _____ made and put them in an (d) _____ or sometimes they prefer (e) _____, which they can show on the wall or screen with a (f) ____. Other people are more serious. They (g) _____ and print their films themselves in their own darkroom at home. If they want big pictures they make (h) _____.
Military Service

Put each of the following words or phrases in its correct place in the passage below.

army compulsory forces volunteers navy promotion officer air force

In some countries military service is (a) ______. All young men and sometimes young women must spend a year or two in the (b) ______. (In Britain they don’t have to. All members of the armed services are (c) ______.) To be a soldier you join the (d) ______, to be a sailor you join the (e) ______ and to be an airman you join the (f) ______. If you are good at your job and can take responsibility, you might get (g) ______ and become an (h) ______.

Police

Instructions as above.

walkie-talkie join plain clothes detective police force rank policeman uniform

Alan is now old enough and tall enough to (a) ______ the (b) ______. At first, of course, he’ll be an ordinary (c) ______ of the lowest (d) ______. He’ll wear a (e) ______ and go out in the streets keeping in touch with the police station with his (f) ______. Then he’d like to be a (g) ______ in (h) ______ investigating serious crime.

Security Work

Instructions as above.

guards tap armoured vehicles bullet-proof kidnappers couriers bug security firm private detectives

I run a (a) ______ which offers a complete range of security services. We have (b) ______ with special (c) ______ windows to transport money and other valuable items. We can supply trained (d) ______ to protect exhibits at art shows and jewellery displays. We can advise you if you think someone is trying to (e) ______ your phone or (f) ______ your private conversations at home or in the office with hidden microphones. We have ex-policemen whom you can hire as (g) ______ and special (h) ______ to deliver your valuable parcels anywhere in the world. We can protect you or your children against possible (i) ______.
The Countryside

Put each of the following words or phrases in its correct place in the passage below.

farms unpolluted relaxed rural wildlife pace national parks cultivated remote villages

Away from the urban problems of the city lies the (a) _____ peace and quiet of the countryside. The air is more likely to be clear and (b) _____, the (c) _____ of life is slower, and the people living in small (d) _____ more (e) _____ and friendly. Some land is (f) _____ and you’ll see crops growing, as well as animals grazing, on the (g) ____. Some areas of particular natural beauty are designated as (h) _____ by the government, and here (i) _____ can live and move about safely. It is in places (j) _____ from the noisy cities that you can experience the true beauty of nature.

The Seaside

Put each of the following words in its correct place in the passage below.

lifeguards depth waves shallow horizon beach drown dive currents cliffs

Many people’s idea of relaxation is to sit on a sandy (a) _____ gazing at the broad (b) _____ or watching the (c) _____ roll in one after the other. But the sea can be dangerous and every year hundreds of bathers (d) _____ either when they are carried out to sea by strong (e) _____ or simply because they can’t swim and find themselves out of their (f) _____ with their feet no longer touching the bottom. And hundreds more have to be rescued by (g) ____. If you want to (h) _____ into the sea, from rocks or some other high point, make sure it’s deep enough. If it’s (i) ______, you could seriously injure yourself. And finally, if you decide to walk along the high (j) _____ overlooking the beach and the sea, don’t go too near the edge.

Mountains

Instructions as above.

mountaineers ropes oxygen ascent peak equipment range height descent climb

The Himalayas are the best-known mountain (a) _____ in the world and Mt Everest, with a (b) _____ of 8,880 metres is the highest mountain. Since Edmund Hillary made the first (c) _____ in 1953, (d) _____ from many countries have managed to (e) _____ to the (f) ____. Normally they need to take (g) _____ cylinders to help them breathe and other special (h) _____, including (i) _____ to connect themselves to each other. It’s a dangerous sport and many people have lost their lives, not just on the way up but during the (j) _____ as well.
Electrical Appliances

Put each of the following words in its correct place in the passage below.

electrician  adjust  switch  lead  controls  dealer  plug  knob  socket  unplug

When you buy a television, radio or cassette recorder make sure it has a long enough (a) ______. (b) ______ it in at the most convenient (c) ______ in your room, and then (d) ______ on. You normally (e) ______ the volume by turning a (f) ______, and there are other (g) ______ as well. It is probably best to (h) ______ the appliance when it is not in use. If you have any trouble with it, ask an (i) ______ to look at it or take it back to the (j) ______ you bought it from.

The Telephone

Put each of the following words or phrases in its correct place in the passage below.

receiver  line  look up  engaged  dial  directory  get through  operator

How easy it is to use the telephone! Nowadays we usually don’t need the (a) ______ to connect us to friends in other countries. We can (b) ______ the number in the telephone (c) ______, pick up the (d) ______ and (e) ______ the number. If the number is not (f) ______, we (g) ______ straightaway and if it’s a good (h) ______, we can have a clear, easy conversation with people on the other side of the world.

Computers

Instructions as above.

software  computers  screen  word processor  hardware  calculator  keyboard  printer

So you only have a pocket (a) ______ to do additions, multiplications and so on, and you want to know about real (b) ______? Right. Well, the machines themselves are called the (c) ______ and the programs that you feed into them are called the (d) ______. If you want to see the results of what you are doing, you’ll need a (e) ______ or you’ll have to plug in to a television set. You’ll operate your machine like a typewriter by pressing keys on the (f) ______. If you want a record on paper of what you’re doing, you’ll need a (g) ______, and if you want a machine which will enable you to see, arrange, re-arrange and then print a page of material, then the machine you want is a (h) ______. You want colour? Well, you can . . .
Factory Work

Put each of the following words or phrases in its correct place in the passage below.

labour relations tea break apprentice factory canteen foreman
white collar management shop floor manual

I like to work with my hands; in other words, I like (a) ______ work. I have never wanted to be a (b) ______ worker, as I would be bored with office work. So I have been taken on as an (c) ______ in a (d) ______ for two years to learn to be a machine-operator. I work with a group of men under a (e) ______, who tells us what to do, when we can go to the (f) ______ for lunch or take a (g) ______ and so on. (h) ______ are quite good and the (i) ______ spend a lot of time on the (j) ______ mixing with the workers. I’ve got no complaints.

Office Work

Instructions as above.

typewriter callers stationery dictate shorthand correspondence
filing cabinets file

I do general work in a small office. I deal with all (a) ______ coming into and sent from the office and (b) ______ these letters alphabetically in big metal (c) ______ near my desk. I answer the telephone and give (d) ______ the information they want. If the manager wants to (e) ______ a letter, I take it down in (f) ______ on my pad and type it on my electric (g) ______. Of course it’s important that we always have enough paper and envelopes and so on, and it’s one of my jobs to buy this (h) ______ when we need it. I don’t know what they’d do without me!

A Strike

Instructions as above.

dispute unemployment go on strike dismiss deadlock
shop steward on the dole redundant picket line

1,600 workers at the Ace Cycle Factory decided to (a) ______ last week following a (b) ______ with the management, who last month decided to (c) ______ two men for unsatisfactory work. The men complained to their (d) ______, who told the union. The management and the union have had talks but these soon ended in (e) ______. The area in which the factory is situated is already an area of high (f) ______, with one adult in five (g) ______ (out of work and receiving state aid). The striking workers have formed a (h) ______ outside the factory gates to prevent other workers from going in to work. The management say that 20% of the workers will have to be made (i) ______ next year anyway because of the decreased demand for cycles.
RELATED WORD GROUPS

Sounds

1. Put each of the following words in its correct place in the sentences below.

rumble  whistle  crash  squeal  roar  creak  rustle  bang  
clatter  splash

(a) We heard a ____ of tyres. It was a police-car turning a corner at top speed.
(b) The plates and glasses fell to the floor with a ____.
(c) We live near the airport and there's a terrible ____ every time a plane goes overhead.
(d) The day was very quiet and we could hear the ____ of leaves in the wind.
(e) He fell into the water with a great ____.
(f) I heard a _____. It sounded like a gun-shot.
(g) It was an enormous, heavy, old, wooden door and it used to _____ loudly when anyone opened it.
(h) It was the best football match I've ever seen. Both teams played hard until the final ______.
(i) The metal tray fell down the stone stairs with a _____.
(j) I could hear the ____ of thunder in the distance.

2. Instructions as above.

hum  peal  crack  tick  squeak  pop  pips  jingle

(a) There was no sound except the quiet ____ of the air-conditioning.
(b) At every hour on the radio there are six _____ so that people can check the precise time.
(c) The champagne cork finally came out with a loud _____.
(d) Be careful. The ice is very thin and I think I heard it _____.
(e) To celebrate the happy event, all the church bells in the town began to _____.
(f) I must oil my bike. There's a ____ somewhere in the back wheel.
(g) The engine of a Rolls Royce is so quiet that even when the car is going fast you can hear the clock _____.
(h) The animals had small bells round their necks, which used to ____ when they moved.

Animal Sounds

Match each animal with the sound it makes.

(a) monkey  roar   (f) sheep  bleat
(b) lion    cluck   (g) elephant  bray
(c) dog  miaow, purr  (h) pig  hiss
(d) cat  chatter  (i) donkey  trumpet
(e) horse  crow   (j) frog  grunt, squeal
(f) hen  bark, growl  (k) snake  squeak
(g) cock  moo    (l) duck  howl
(h) bee  neigh   (m) wolf  quack
(i) cow  buzz   (n) mouse  croak

39
Human Sounds

Put each of the following verbs in its correct place in the sentences below.

sniff cough puff yawn hiccup stammer snore sigh pant whisper sneeze groan

(a) He was so nervous he could only _____, ‘I . . . I . . . I . . . I’m pleased to meet you.’
(b) Don’t _____ all the time. Use a handkerchief and blow your nose.
(c) If we are out of breath after running we _____ and _____.
(d) It is said that people _____ if they sleep with their mouths open and on their backs.
(e) He drank a lot of beer quickly and began to _____.
(f) If you have a cold and you _____, English people often say, ‘Bless you’.
(g) Don’t speak so loud! Just ______. The children are asleep.
(h) I always used to _____ in history lessons. They were so boring.
(i) He can’t stop talking. We always _____ with relief when he goes away.
(j) Smoking always makes me _____.
(k) My children _____ when I tell them they must go to bed.

Ways of Looking

Put each of the following verbs in its correct place in the sentences below.

frown stare peep wink glance blink peer glare gaze glimpse

(a) That man does look rather strange but you shouldn’t _____ at him.
(b) He made a hole in the fence so that he could _____ through without being seen.
(c) If you go out into bright sunlight after being in the dark, you sometimes _____.
(d) Small boys often stand outside the bicycle shop and _____ at the wonderful machines in the window.
(e) We _____ if we are rather annoyed or if we are concentrating.
(f) Did you _____ someone pass the window a moment ago? I thought I just saw someone.
(g) I thought he was serious until I saw him _____ at me to show he was joking.
(h) Grandfather has very bad eyes. He has to _____ at the newspaper to read it.
(i) I saw the motorist get out of his car and _____ furiously at the other driver who had run into the back of him.
(j) I saw him _____ quickly at his watch.
Walking

Put each of the following verbs in its correct place in the sentences below.

stray crawl trip dash trudge slip creep limp stagger
wander stroll march

(a) He was completely drunk. I watched him _____ across the road and fall down.
(b) It’s very pleasant for a tourist to _____ round a new city with no particular purpose or destination.
(c) It was a lovely day so we decided to _____ in the park for an hour.
(d) His injured foot made him ______ badly.
(e) Be careful or you’ll ______ on this icy bit of pavement.
(f) Everyone was asleep when I returned so I had to _____ to my room without making a noise.
(g) If you join the army, you’ll have to learn to ______.
(h) Please don’t _____ away from the main group or you’ll get lost.
(i) Before babies can walk, they can only _____ on their hands and knees.
(j) I’m afraid someone will ______ over that piece of wood and fall.
(k) It began to rain and we had to _____ into a shop to keep dry.
(l) The exhausted men had to ______ for five miles through the snow.

Body Movements

1  Match each item on the left with the most suitable phrase on the right.

(a) He flexed        his head in disagreement.
(b) He shook         his fists angrily.
(c) He clenched      his neck to see better.
(d) He craned        his muscles proudly.
(e) He snapped       his forehead with a handkerchief.
(f) He shrugged      his foot in time to the music.
(g) He wiped         his shoulders.
(h) He folded        his breath under water.
(i) He scratched     his knee because it was painful.
(j) He held          his arms and relaxed.
(k) He tapped        his head thoughtfully.
(l) He rubbed        his fingers to get attention.

2  Instructions as above.

(a) He trembled      in the hot sun.
(b) He shivered      with embarrassment.
(c) He sweated       with fear.
(d) He blushed       when he heard the sad news.
(e) He sobbed        with cold.
(f) He started       after going without food for three days.
(g) He dozed         in surprise at the sudden noise.
(h) He fainted       in his armchair after a hard day’s work.
3 Instructions as above.
(a) She nodded when she saw her friend getting off the bus.
(b) He bowed when his commanding officer entered the room.
(c) She curtseyed in agreement.
(d) She waved when she was introduced to the Queen.
(e) He smiled when he was introduced to the Queen.
(f) He saluted to show the shop assistant what he wanted.
(g) She fidgeted because he was happy.
(h) He pointed after sitting in the same position for so long.

4 Put each of the following verbs in its correct place in the sentences below.
punch groove grab stretch pat slap squeeze nudge
beckon stroke
(a) After driving his taxi all day, Teddy likes to get out and ______ his arms and legs.
(b) Some parents ______ their naughty children.
(c) If he says that to me again, I’ll ______ him on the nose.
(d) When I was small, my father used to ______ me on the head when he was pleased with me.
(e) She loved cats, and always used to stop and ______ any cat she saw.
(f) Several people saw two men smash the shop window, ______ some diamonds, get into their car and drive away.
(g) He was slim so he was just able to ______ between the two tables.
(h) It was absolutely dark and I had to ______ in front of me to find the door.
(i) My brother went to sleep during the church service and I had to ______ him with my elbow to wake him.
(j) When it’s your turn for a luggage check, the customs officer will ______ you to come forward.

Containers

Match each container on the left with its contents on the right.

(a) basket clothes and personal things for a long stay
(b) trunk coins
(c) tank bank notes, tickets
(d) safe shopping
(e) vase petrol, water
(f) purse suits, jackets, dresses
(g) wallet cash, secret documents, jewellery
(h) kettle boiling water
(i) wardrobe flowers
(j) briefcase
(k) envelope
(l) jug
(m) suitcase
(n) barrel
(o) satchel
(p) bin
(q) box
(r) (thermos) flask

school books
clothes and belongings for a week’s holiday
letter
water, milk
waste paper
beer
hot tea, cold drinks
business papers
chocolates, matches

Furniture and Fittings

Match each item from the following list with the correct letter from the pictures below.

table bed carpet bookcase cushion chair pillow rug
shelf curtains armchair mattress sofa cupboard stool
desk wardrobe lamp chest of drawers sheet drawer
washbasin lampshade blanket
Connectors

1  Match each of the following connectors with the correct picture below.

nail  nut  pin  screw  bolt  safety pin  needle  drawing pin
chain  paper clip  rope  string  rubber band  thread

(a)  (b)  (c)  (d)  (e)

(f)  (g)  (h)  (i)

(j)  (k)  (l)  (m)  (n)

2  Complete each of the following sentences with the correct connector from the list above, making it plural if necessary.

(a) We sew cloth with a ______ and ______.
(b) We tie up a parcel with ______.
(c) Mountaineers use ______ to keep together and avoid falling.
(d) To keep a baby’s nappy in place we use ______.
(e) We use a hammer to knock a ______ into wood.
(f) To pin a notice to a notice board we use a ______.
(g) To keep pieces of cloth together in dressmaking we use ______.
(h) We keep pieces of paper together firmly with a ______.
(i) Different parts of a bicycle and other machines are kept together with ______ and ______.
(j) We use a screwdriver to put in or take out ______.
(k) Large ships in port are kept in place with heavy iron ______.
(l) The postman keeps all the letters for one street together with a ______, made of elastic.
Tools

1. Match each of the following tools with the correct picture below.

   spanner  hammer  screwdriver  axe  saw  spade  penknife  chisel  fork  drill  scissors  mallet  jack  rake

(a)  (b)  (c)  (d)  (e)  (f)  (g)  (h)  (i)  (j)  (k)  (l)  (m)  (n)

2. Complete each of the following sentences with the correct tool from the list above.

(a) We cut paper or cloth with a pair of ______.
(b) We put in and take out screws with a ______.
(c) We dig holes in the ground with a ______.
(d) We make holes in wood, metal or stone with a ______.
(e) We raise a car to change a wheel with a ______.
(f) We knock nails into wood with a ______.
(g) We cut down trees with an ______.
(h) We carve wood or stone with a ______.
(i) We hit a chisel with a ______.
(j) We collect dry leaves and make earth level with a ______.
(k) To cut string and other things, we carry in our pocket a folding ______.
(l) We turn the earth over in the garden with a spade or ______.
(m) We saw wood with a ______.
(n) We tighten or loosen nuts and bolts with a ______.

45
Vehicles

Match each of the following vehicles with the correct picture below.

car  lorry  motorbike  ambulance  caravan  van  bus  tanker  bulldozer  coach  trailer  scooter

(a)  (b)  (c)  (d)  (e)  (f)  (g)  (h)  (i)  (j)  (k)  (l)

Bicycle

Match each of the following bicycle parts with the correct letter in the picture below.

saddle  frame  brakes  mudguard  chain  gears  spokes  bell  handlebars  pedal  tyre  front light  back light  pump

(a)  (b)  (c)  (d)  (e)  (f)  (g)  (h)  (i)  (j)  (k)  (l)  (m)  (n)
Collective Nouns

Put each of the following collective nouns in its correct place in the sentences below, making it plural if necessary. Some nouns must be used more than once.

flock  herd  bundle  mob  stack  suite  audience  swarm
shoal  bunch  set  crowd  fleet  congregation  crew
flight  clump  gang  pack

(a) The ______ of the British Royal Navy was very strong in the nineteenth century.
(b) Disease reduced the farmer’s ______ from 90 to 65 cows.
(c) She was attacked by a ______ of wasps.
(d) A ______ of shouting people overturned cars, set fire to shops and attacked a police station.
(e) The Prime Minister occupied a ______ of rooms at the hotel.
(f) Some spectators in the ______ disagreed with the referee’s decision.
(g) He bought a large ______ of bananas.
(h) The priest was very sad to see his ______ getting smaller week by week.
(i) Fishing boats use modern equipment to locate the ______ of fish.
(j) She lost her balance and fell down a ______ of steps.
(k) He was the leader of a well-known ______ of criminals.
(l) We sat down in the shade of a ______ of trees.
(m) In spring ______ of birds arrive back in Britain after spending the winter in Africa.
(n) Our picnic was completely ruined by a ______ of ants.
(o) He gave her a ______ of flowers.
(p) British Airways has a ______ of 26 Boeing 747s.
(q) She gave a ______ of old clothes to a charity organization.
(r) The ______ applauded the new play enthusiastically.
(s) Has anyone seen a ______ of keys? I left them somewhere.
(t) Golf is an expensive game. You’ll need a ______ of clubs.
(u) The books were arranged in a ______ one on top of the other.
(v) They’ve bought a leather three-piece ______ — a sofa and two armchairs.
(w) Let’s play a game. Who’s got a ______ of cards?
(x) That cruise ship carries 150 passengers and a ______ of 85.
(y) The ______ of sheep was controlled by a shepherd and two dogs.
(z) For their wedding I gave them a ______ of cutlery (6 knives, 6 spoons, 6 forks etc.).

Young Animals

For each animal below give the name of its young from the following list.

piglet  kitten  cub  chick  lamb  calf  foal  duckling
puppy  kid

(a) wolf  (d) fox  (g) cat  (j) sheep
(b) horse  (e) dog  (h) lion  (k) goat
(c) pig  (f) cow  (i) duck  (l) hen
Law Breakers

1 Match each person on the left with the correct definition on the right.

(a) an arsonist: attacks and robs people, often in the street
(b) a shoplifter: sets fire to property illegally
(c) a mugger: is anyone who breaks the law
(d) an offender: breaks into houses or other buildings to steal
(e) a vandal: steals from shops while acting as an ordinary customer
(f) a burglar: kills someone
(g) a murderer: deliberately causes damage to property
(h) a kidnapper: steals things from people’s pockets in crowded places
(i) a pickpocket: gets secret information from another country
(j) an accomplice: buys and sells drugs illegally
(k) a drug dealer: takes away people by force and demands money for their return
(l) a spy: helps a criminal in a criminal act
(m) a terrorist: uses violence for political reasons

2 Instructions as above.

(a) an assassin: causes damage or disturbance in public places
(b) a hooligan: hides on a ship or plane to get a free journey
(c) a stowaway: takes control of a plane by force and makes the pilot change course
(d) a thief: murders for political reasons or a reward
(e) a hijacker: is someone who steals
(f) a forger: makes counterfeit (false) money or signatures
(g) a robber: is a member of a criminal group
(h) a smuggler: steals money etc. by force from people or places
(i) a traitor: marries illegally, being married already
(j) a gangster: is a soldier who runs away from the army
(k) a deserter: brings goods into a country illegally without paying tax
(l) a bigamist: betrays his or her country to another state
Occupations

1 Match each person on the left with the correct definition on the right.

(a) a traffic warden
(b) a dustman
(c) a window dresser
(d) an estate agent
(e) a secretary
(f) an undertaker
(g) a bricklayer
(h) a civil servant
(i) a vet
(j) a newsagent
(k) a midwife

(a) arranges shop-window displays
(b) makes brick buildings and walls
(c) works in a government ministry
(d) controls parking and parking meters
(e) collects rubbish from people's houses
(f) treats sick animals
(g) helps people buy and sell houses
(h) sells newspapers and magazines from a shop
(i) delivers babies
(j) makes arrangements for funerals
(k) deals with office correspondence and records

2 Instructions as above.

(a) a chef
(b) an architect
(c) a librarian
(d) a fishmonger
(e) a miner
(f) a curator
(g) an interior decorator
(h) a typist
(i) a chauffeur
(j) a surgeon

(a) drives someone's car for them
(b) types letters in an office
(c) designs buildings
(d) operates on sick people
(e) cooks in a restaurant or hotel
(f) designs the insides of houses, hotels etc.
(g) runs a museum
(h) works in a library
(i) gets coal from under the ground
(j) sells fish from a shop

3 Instructions as above.

(a) an optician
(b) a clown
(c) a jockey
(d) an auctioneer
(e) an editor
(f) a docker
(g) a chiropodist
(h) a butcher
(i) a reporter
(j) a diplomat
(k) a florist

(a) rides racehorses
(b) loads and unloads ships in a port
(c) sells valuable objects at an auction
(d) makes people laugh at a circus
(e) tests people's eyes and sells glasses
(f) writes for a newspaper
(g) sells flowers from a shop
(h) represents his or her country at an embassy
(i) sells meat
(j) prepares books, newspapers etc. for publication
(k) treats people's feet
Male and Female

Complete each pair below by adding the male or female equivalent.

(a) king ______ (k) actor ______
(b) ______ bus conductress (l) ______ nun
(c) husband ______ (m) waiter ______
(d) bridegroom ______ (n) ______ princess
(e) ______ heroine (o) nephew ______
(f) boy scout ______ (p) ______ actress
(g) ______ barmaid (q) host ______
(h) ______ policewoman (r) landlord ______
(i) air steward ______ (s) ______ widow
(j) ______ headmistress (t) ______ aunt

People

The words below on the left are used in colloquial conversation to describe people of different characteristics or interests. Match each item on the left with the most suitable phrase on the right.

(a) a chatterbox is inquisitive and pokes his or her nose into other people’s business
(b) a highbrow can’t stop talking
(c) a nosey parker loves reading books
(d) a bookworm is confused and forgetful
(e) a film fan is intellectual and likes serious literature, art, music
(f) a slowcoach loves to work
(g) a lazybones is very keen on the cinema
(h) a scatterbrain is not very active or energetic
(i) a workaholic is slow
(j) a fresh air fiend causes difficulties between people
(k) a high filer seems to enjoy preventing others from enjoying themselves
(l) a troublemaker likes to open the windows or be outside
(m) a killjoy is clever and ambitious and will get promotion and success
Clothes

1 Match each of the following items of clothing with the correct letter in the pictures below.

- jacket
- socks
- boots
- suit
- apron
- cap
- overcoat
- shorts
- shirt
- tee-shirt
- pullover
- trousers
- shoes
- waistcoat
- sandals
- tie
- dress
- skirt
- slippers
- scarf
- blouse
- pyjamas
- hat

2 Match each of the following parts of clothing with the correct letter in the pictures below.

- label
- heel
- collar
- lapel
- sole
- seam
- pocket
- toe
- sleeve
- belt
- laces
- crease
- lining
- cuff
- button
- zip
- buckle

Wear/Dress

3 Put the correct form of wear or dress in the spaces below.

(a) Students normally ______ very informally.
(b) She often ______ in black.
(c) They usually ______ jeans and sweaters.
(d) They were ______ in jeans and sweaters.
(e) What were they ______?
(f) How were they ______?
(g) He can wash, shave and ______ in ten minutes.
(h) She was ______ an evening ______.
(i) The men were in evening ______.
(j) It’s informal. There’s no need to ______ up.
4 Put one of the following prepositions in each space in the sentences below.

on in off up

(a) Your jacket's undone. Button it _____.
(b) It was very warm. We took _____ our coats.
(c) Put _____ your pullover. It's cold.
(d) That's the man, _____ the dark suit.
(e) Hang your coat _____.
(f) Hang your coat _____ the hook.
(g) He took _____ his shoes and put _____ some slippers.
(h) Anna's the girl _____ the red dress.
(i) She's only three. She can't do her coat _____ by herself.
(j) He rolled _____ his sleeves and started work.

Parts of the Body

1 Match each of the following parts of the head with the correct letter in the picture below.

- hair
- mouth
- eyebrow
- eye
- chin
- eyelid
- lips
- jaw

(a) throat
(b) forehead
(c) nose
(d) neck
(e) eyelashes
(f) nostril
(g) cheek
(h) ear

2 Match each of the following parts of the body with the correct letter in the picture below.

- shoulder
- elbow
- chest
- hip
- thigh
- shin
- leg
- sole
- palm
- thumb
- finger
- arm

- forearm
- wrist
- hand
- waist
- nail
- calf
- foot
- toe
- knee
- ankle
- heel
- stomach
Punctuation Marks and Printing

Match each of the following items with the correct letter near the text below.

apostrophe  inverted commas  heading  dash  comma  capital letter
subheading  bracket  full stop  small letter  underline  stroke
colon  question mark  footnote  paragraph  semicolon  italics
exclamation mark  abbreviation  asterisk  hyphen

(a)  (b)  (c)  (d)  (e)

(v)  Regulation 4/8 - 2A

You are entitled to import the following

(u)  items: video-films, film, cameras; books,
(t)  furniture, stationery; office equipment,
(s)  typewriters, calculators (not computers).
(r)  
(q)  (i)  Importation of Animals

For the importation of animals* send for leaflets

(p)  "Can I Import a Pet?" and "Don't Import Disease!"
(o)  
(n)  * Agricultural animals and pets e.g. dogs, cats.
(m)  

British Measurements

Put each of the following words in its correct place in the sentences below.

ounce  gallon  inch  foot  yard  stone  pound  acre
mile  pint

(a)  1 _____ = 2.54 centimetres  (f)  1 _____ = 28.35 grams
(b)  1 _____ = 0.3048 metre  (g)  1 _____ = 0.454 kilogram
(c)  1 _____ = 0.9144 metre  (h)  1 _____ = 6.35 kilograms
(d)  1 _____ = 1,609.35 metres  (i)  1 _____ = 0.568 litre
(e)  1 _____ = 0.405 hectare  (j)  1 _____ = 4.55 litres
Quantities

In the columns (a)-(h) and (i)-(p) below are units in which we buy things and in the opposite columns are the things we buy in those quantities. Match each lettered item with the most suitable item on its right.

(a) a bar of matches  (l) an acre of flowers
(b) a pair of soap    (j) a bottle of toothpaste
(c) a box of potatoes (k) a gallon of land
(d) a pound of cloth  (l) a bunch of wine
(e) a roll of shoes   (m) a tin of sardines
(f) an ounce of milk  (n) a tube of petrol
(g) a yard of tobacco (o) a packet of jam
(h) a pint of film    (p) a jar of cigarettes

Shapes

Put each of the following words in its correct place in the sentences below.

circle lower vertical size square upper horizontal shape rectangle angle diagonal centre triangle right angle parallel corner

These two diagrams are of the same (a) ______ but of a different (b) ______.

This is a (c) ______ with the (d) ______ lines twice as long as the (e) ______ ones.

This is a (f) ______ with a (g) ______ line going from the (h) ______ to the top left-hand (i) ______.

This is a (j) ______. Each bottom (k) ______ is 45°. The top one is a (l) ______ (90°).

These two lines are (m) ______ to each other. The (n) ______ line is longer than the (o) ______ one. There is a (p) ______ between them.
WORD BUILDING

Prefixes

In the following exercises syllables or words are to be added to the front of other words to change or add to their meaning. Where necessary, hyphens have been placed in the sentences.

1  co-(= with, together)  re-(= again)  ex-(= former, before)  inter-(= between)
Put one of the above prefixes in each of the spaces in the sentences below.

(a) The _____-pilot took over the plane's controls while the captain had a coffee and sandwich.
(b) The US and the USSR can attack each other with _____-continental missiles.
(c) Germany and France are _____-operating on the design of a new space-rocket.
(d) She's divorced but she's still on good terms with her _____-husband.
(e) Does _____-national sport really improve relations between countries?
(f) The teacher told his student to _____write his bad composition.
(g) The local trains are slow but the _____-city services are excellent.
(h) Most houses need to be _____-painted every five to seven years.
(i) Men who once served in the armed services are called _____-servicemen.
(j) Both boys and girls go to that school. It's _____-educational.

2  bi-(= two)  pre-(= before)  semi-(= half)  counter-(= in the opposite direction)

Instructions as above.

(a) We managed to drive the enemy back, but they _____-attacked.
(b) The back wheel of a _____-cycle bears more weight than the front wheel.
(c) Dinosaurs lived millions of years ago in _____-historic times.
(d) The pupils' desks were arranged in a _____-circle round the teacher.
(e) His father is Greek and his mother is Italian so he's _____-lingual.
(f) It was a _____-lateral agreement, signed by India and Pakistan.
(g) Bibby is three. She goes to a _____-school playgroup every morning.
(h) The _____-espionage department has caught three foreign spies.
(i) Houses in Britain are often built in pairs. They're called _____-detached.
(j) He was only _____-conscious when the ambulance arrived and he died in hospital.
3 post-(= after) mono-(= one) anti-(= against) non-(= not) Instructions as above.
(a) He got his university degree last year. Now he's doing ______ graduate studies.
(b) Some flights go from London to the Middle East ______-stop.
(c) The words 'fat', 'heir' and 'come' are all ______-syllables.
(d) That's ______ sense! You don't know what you're talking about!
(e) The principal ______-war problem was to rebuild the destroyed cities and industries.
(f) Maybe future trains will run on just a single rail. This system is called a ______-rail.
(g) To prevent petrol from freezing, put ______-freeze in the tank.
(h) I'm not ______-marriage. I think it's a very good custom.
(i) I'm afraid the club is not open to ______-members.

4 multi-(= many) trans-(= across) super-(= above, more than) de-(= acting against)
Instructions as above.
(a) The countryside is becoming ______-forested so quickly that soon there'll be no trees left at all.
(b) He works in London and in New York so he's a regular ______-atlantic air passenger.
(c) The train became ______-railed at 60 miles per hour but no one was seriously hurt.
(d) He was so powerful that he sometimes seemed almost ______-human.
(e) It is now possible to ______-plant a heart from a dead person to a living one.
(f) Britain has people from all over the world. It's a ______-racial society.
(g) The villages are becoming ______-populated as more and more people move to the cities.
(h) He believes in ghosts and magic and other ______-natural things.
(i) Concorde is a ______-sonic plane. It flies faster than sound.
(j) He's incredibly rich. He's certainly a ______-millionaire.

5 pro-(= for, in favour of) sub-(= under) uni-(= one) tri-(= three)
Instructions as above.
(a) That road is very dangerous. Use the ______-way to get across.
(b) That newspaper is very left-wing. In fact it's ______-communist.
(c) The ______-marine approached the warship unseen.
(d) They have discovered some ______-terranean caves 200 feet down.
(e) Soldiers, policemen and firemen wear ______-form. Teachers don't.
(f) Small children ride ______-cycles, not bicycles.
(g) He likes British people and culture. He's very ______-British.
(h) A shape with three angles is called a ______-angle.
(i) The ______-war party wanted more arms and a bigger army.
(j) Both men and women have their hair cut there. It's a ______-sex salon.
6 over-(= too much) under-(= not enough)
Put one of the above prefixes in each of the spaces in the sentences below.

(a) He needs a good holiday. He's suffering from ______ work.
(b) She didn't hear the alarm clock and ______ slept.
(c) It needs to be cooked a little more. It's ______ done.
(d) You've ______ charged me. The price is £8 not £10.
(e) They say they're ______ paid and want more money.
(f) There aren't enough people in the country. It's ______ populated.
(g) There were too many people in the room. It was ______ crowded.
(h) Rich nations should give more aid to ______ developed countries.
(i) He's fat and lazy. It's because he ______ eats.
(j) We ______ estimated the cost of the holiday and ran out of money.

7 un- dis-
Put one of the above prefixes in each space in the phrases below to make the word which follows it opposite in meaning.

(a) a(n) ______ comfortable chair (m) to ______ obey an order
(b) a(n) ______ believable story (n) to ______ believe a story
(c) a(n) ______ punctual train (o) to ______ agree with someone
(d) a(n) ______ respectful pupil (p) to ______ load a ship
(e) a(n) ______ popular man (q) to ______ approve of
(f) a(n) ______ honest shopkeeper (r) to ______ like cheese
(g) a(n) ______ lucky accident (s) to ______ button a jacket
(h) a(n) ______ familiar city (t) to ______ appear round the corner
(i) a(n) ______ satisfied customer (u) to ______ cover buried treasure
(j) a(n) ______ grateful child (v) to ______ trust a politician

(k) a(n) ______ united party
(l) to ______ lock a door

8 ir- il- im- in-
Put one of the above prefixes in each space in the phrases below to make the word which follows it opposite in meaning.

(a) an ______ resistible temptation
(b) an ______ possible plan
(c) an ______ legal business deal
(d) an ______ accurate calculation
(e) an ______ mature young man
(f) an ______ moral action
(g) an ______ convenient arrangement
(h) an ______ logical answer
(i) an ______ responsible boy
(j) an ______ patient motorist
(k) an ______ secure feeling

(l) an ______ relevant question
(m) an ______ polite letter
(n) an ______ literate person
(o) ______ frequent buses
(p) ______ legible handwriting
(q) an ______ curable illness
(r) an ______ regular train
(s) an ______ dependent country
(t) ______ formal clothes
(u) an ______ replaceable work of art
(v) an ______ expensive present
Suffixes

1  **-ish**
   (i) *-ish* sometimes means 'with the qualities of' e.g. *boyish*.
   Put each of the following words in its correct place in the sentences below.

   childish  girlish  amateurish  piggish  monkish

   (a) He lives in one small room and he hasn’t many needs. He leads an almost _____ life.
   (b) He is usually a very fine actor, but last night he was terrible, really _____.
   (c) He’s nearly eighteen but he still has very _____ attitudes and interests.
   (d) He behaved very badly at lunch. He really has _____ manners.
   (e) She still wears rather young, _____ fashions.

   (ii) *-ish* often means ‘rather’, ‘about’, ‘more or less’ e.g. *yellowish* (more or less yellow), *eightish* (about eight), *slowish* (rather slow). This use of *-ish* is colloquial, so is not often used in written English.

   Put each of the following words in its correct place in the passage below, in which a man who has witnessed a crime describes to a police officer what he saw.

   smallish  sevenish  twentyish  fairish  greenish  darkish  tallish

   Well, it happened very quickly, officer. I was just leaving my office. It was fairly late, perhaps (a) _____ and I couldn’t see very well because it was already getting (b) ____. A man came out of the bank. He had (c) _____ hair. His age, well, he was (d) _____ or may be twenty-five. I couldn’t guess his height, but he was (e) ____. He had a suitcase and he got into a car, not a very big one, (f) _____ in fact. The colour? I think it was (g) ____. Sorry I can’t be more exact.

2  **-ful -less**
   - **-ful** means 'having', 'with' e.g. *careful, colourful*.
   - **-less** means 'without' 'lacking' e.g. *careless, windowless*.

   Put each of the following words in its correct place in the sentences below.

   thoughtful  harmful  successful  friendless  thoughtless  harmless  beautiful  waterless

   (a) The Sahara Desert is a vast _____ area which runs from east to west across Africa.
   (b) Smoking is _____ to your health.
   (c) This present is just what I want and need. How _____ of you.
   (d) I hope you are _____ in your exams.
   (e) Don’t be afraid of the dog. He’s _____.
   (f) It was very _____ of you to play the radio so loud so late at night.
   (g) She’s very ____. Three artists have painted her.
   (h) I was alone and _____ in a strange city.
3 -er -ee
-er usually has an active meaning e.g. examiner (a person who sets an examination)
-ee usually has a passive meaning e.g. examinee (a person who takes an examination)

Put each of the following words in its correct place in the sentences below.

interviewer trainer employer
interviewee trainee employee

(a) I was given a pay rise of £1,000 by my _____.
(b) A football team normally has a _____ to keep the players fit.
(c) A television _____ should always give the _____ a proper chance to express his or her opinions.
(d) That company has 200 people working in its factory. My brother works there and I, too, am an _______.
(e) At the moment he’s a management ______. If he’s successful, he’ll be given his first responsible position in January.

4 -proof
-proof means ‘safe against’, ‘able to resist’ e.g. a fireproof door.

Put each of the following words in its correct place in the sentences below.

waterproof soundproof bulletproof heatproof shockproof childproof foolproof

(a) The windows of the President’s car were made of _____ glass in case of an assassination attempt.
(b) Our tent wasn’t completely _____ and the rain came through.
(c) The soldiers were given _____ watches.
(d) These dishes are _______. You can put them in the oven.
(e) The bank’s security system is completely _______. It can’t possibly go wrong.
(f) The car locks should be _______, otherwise my young sons will open them during a journey and fall out.
(g) The recording studio was completely _______.

5 -ful
-ful is often used to indicate quantity e.g. a pocketful (the contents of a pocket) of coins.

Put each of the following words in its correct place in the sentences below.

houseful cupful tankful handful mouthful teaspoonful

(a) Put a large _____ of rice in boiling water, then add a little salt, just a ______.
(b) At Christmas we had a _____ of visitors.
(c) The foreign tourist put a _____ of money in front of the taxi driver and said, ‘Is this enough?’
(d) After just one ______ I knew she was a wonderful cook.
(e) A ______ of petrol should take this car over 200 miles.
6 -er -or -ar

From the verbs below make nouns describing people by adding -er, -or or -ar to the end and making any other necessary spelling changes.

e.g. liberate **liberator**    drum **drummer**

(a) teach    (f) collect    (k) inspect    (p) donate
(b) direct    (g) sail    (l) act    (q) visit
(c) beg    (h) murder    (m) buy    (r) produce
(d) interpret    (i) operate    (n) edit    (s) travel
(e) translate    (j) demonstrate    (o) work    (t) compete

7 Instructions as above.

(a) sing    (f) rob    (k) ski    (p) swim
(b) govern    (g) survive    (l) instruct    (q) contribute
(c) announce    (h) supply    (m) elect    (r) create
(d) admire    (i) control    (n) write    (s) manage
(e) decorate    (j) investigate    (o) photograph    (t) lie

8 -ist -ian

From the nouns below make other nouns describing people by adding -ist or -ian to the end and making any other necessary spelling changes.

e.g. Brazil **Brazilian**    violin **violinist**

(a) motor    (g) Buddha    (m) science    (s) comedy
(b) electricity    (h) economy    (n) music    (t) beauty
(c) Paris    (i) art    (o) psychiatry    (u) journal
(d) Christ    (j) bicycle    (p) terror    (v) parachute
(e) piano    (k) tobacco    (q) magic    (w) language
(f) history    (l) politics    (r) flower    (x) archaeology

**Nouns made from verbs**

1 -sis -ure

Make nouns ending in -sis or -ure from the following verbs, making any necessary changes in spelling. Then put each noun in its correct place in the sentences below.

emphasize hypnotize sign analyse paralyse seize diagnose fail close enclose

(a) The doctor's _____ was that I had bronchitis.
(b) Don't put an _____ inside an aerogramme. It is not permitted.
(c) The _____ of the blood will help the police find the murderer.
(d) The doctor used _____ to make her calm and relaxed.
(e) He was very ambitious, and his _____ to become prime minister was a shock to him.
(f) The _____ at the bottom of the letter was impossible to read.
(g) Some teachers put a lot of _____ on learning by heart.
(h) There has been a military government since the army's _____ of power six years ago.

60
(i) This disease can lead to the _____ of certain muscles.
(j) The _____ of the factory and loss of jobs came as a result of fewer orders from abroad.

2 -y
Make nouns from the following verbs by adding -y to the end and making any other necessary changes in spelling. Then put each noun in its correct place in the sentences below.

prosper enquire inquire apologize forge expire deliver recover conspire assemble

(a) In England there is no postal _____ on Sundays.
(b) He still suffers from an _____ he received in a game of football ten years ago.
(c) He could copy other people’s signatures perfectly. He was finally sent to prison for ______.
(d) The _____ of a ship from the bottom of the sea is a very difficult, expensive operation.
(e) The _____ of America was made in 1492 by Christopher Colombus.
(f) I wish you happiness, good health and _____ for this coming year.
(g) This is the parliamentary building, where the National _____ meets.
(h) She accepted his _____ for his rude behaviour at dinner.
(i) The President believed there was a _____ to overthrow him.
(j) On _____, your passport may be renewed for a further five years.
(k) Thank you for your _____ about our products. We enclose our current catalogue.

3 -ence
Make nouns ending in -ence from the following verbs, making any necessary changes in spelling. Then put each noun in its correct place in the sentences below.

prefer obey defend offend insist coincide refer depend correspond reside differ interfere exist pretend

(a) He couldn’t go to university but continued his education through _____ courses.
(b) This monument is in memory of the men and women who died in _____ of this country.
(c) Police dogs are trained to a high standard of ______.
(d) Tea or coffee? Do you have any _____?
(e) She wasn’t really angry at all. It was just _____.
(f) Dictionaries, encyclopaedias and atlases are called _____ books.
(g) The doctors tried to cure him of his _____ on drugs.
(h) The United Nations came into _____ in 1945.
(i) Despite his _____ that he was innocent, he was arrested.
(j) I can’t tell the _____ between butter and margarine.
(k) I hope she didn’t take _____ I was only joking.
(l) I met John on holiday quite by chance. What a _____.
(m) She complained of _____ by her mother-in-law in her private affairs.
(n) ‘Place of _____’ means the place where you live.
4 -ance
Make nouns from the following verbs by adding -ance to the end and making any other necessary changes in spelling. Then put each noun in its correct place in the sentences below.

annoy resist avoid insure resemble enter attend perform accept disturb assist endure

(a) It was the actor’s finest ______.
(b) The teacher kept a record of every student’s ______.
(c) This signature bears no ______ to mine! It’s a forgery!
(d) When I received the offer of a job, I immediately wrote a letter of ______.

(e) The police were called to a ______ at a private party last night.
(f) My house ______ covers me for fire, flood, theft and damage.
(g) When she was very old she couldn’t look after herself without ______.

(h) When people kept talking during the film, he showed his ______ by turning round and looking at them.

(i) The ______ to the park is through that gate there.
(j) After fierce ______ for two days, the soldiers surrendered to the enemy.

(k) By continuing his journey alone, on foot, in freezing weather without food for two days he showed remarkable powers of ______.

(l) The Automobile Association recommends ______ of the city centre during the present road repairs.

5 -al
Make nouns from the following verbs by adding -al to the end and making any other necessary changes in spelling. Then put each noun in its correct place in the sentences below.

deny propose approve bury refuse try renew remove arrive survive dismiss rehearse

(a) His unpunctuality and bad work soon led to his ______ from the firm.
(b) After the funeral service in the church, we went out to the cemetery for the ______.

(c) Thousands of people were at the airport for the President’s ______.

(d) ______ of your season ticket for another six months will cost you £68.

(e) To get married before you are eighteen, you will need your parents’ ______ and consent.

(f) The first performance of the play is tomorrow. The actors are having a final ______ tonight.

(g) At the end of the five-day ______, he was found guilty and sent to prison.

(h) The factory manager wants to use different machines but the workers don’t like this ______.

(i) The police were amazed at the ______ of the five children after a night out in freezing temperatures.

(j) He made a complete ______ of the accusation against him but no one believed him.
(k) I don't understand his _____ to help us. He's usually very helpful.
(l) The new republican government demanded the _____ of the king's statue from the main square.

6 -age
Make nouns from the following verbs by adding -age to the end and making any other necessary changes in spelling. Then put each noun in its correct place in the sentences below.

use shrink pass store post stop break wreck marry leak

(a) A family house always needs _____ space for old furniture and luggage.
(b) With the _____ of time, her heartache grew less painful.
(c) The _____ between Alan and Josephine will take place in St Andrew's Church on April 21st.
(d) The firm is proud of its non-strike record. There hasn't been a _____ of work for twelve years.
(e) Airmail _____ to Australia for a large parcel is very expensive.
(f) The _____ of the smashed car was left by the road as a warning to motorists.
(g) The Prime Minister is very angry about the _____ of information to the press from closed secret meetings.
(h) The American _____ of this word is different from the British.
(i) In a shop selling glass and china a certain amount of _____ is unavoidable.
(j) This shirt was guaranteed against _____, but look, it's too small for me now and I've only washed it once.

7 Put in each space below a noun formed from the verb in brackets after the sentence.

(a) John's an expert, so I asked him for some ______. (advise)
(b) You need more _____ before you can play the violin in public. (practise)
(c) The policeman wanted to see the motorist's driving ______. (license)
(d) He made a _____ that she would marry and have three children. (prophesy)
(e) We can only get there by plane. There's no ______. (choose)
(f) 'Now children, I hope you'll all be on your best _____ when we go to the museum.' (behave)
(g) I have to make a _____ about poor service and the rudeness of your staff. (complain)
(h) I think you've made an _____ in the bill. Could you check it? (err)
(i) Naturally he's very unhappy at the _____ of so much money. (lose)
(j) I like a museum with a _____ of objects — pictures, sculpture, furniture and other things. (mix)
(k) The company has shown rapid _____ in the last two years. (grow)
8 Instructions as above.

(a) Newspapers in that country can say what they like. There’s no _______ (censor)
(b) It took him a long time to recover from the ______ of his mother. (die)
(c) The ______ of poverty, disease and ignorance must be our principal aim. (conquer)
(d) It is my ______ that there is life on Mars and Venus. (believe)
(e) The police think that she committed the murder but they have no _______. (prove)
(f) It was a great ______ to hear that your illness isn’t serious. (relieve)
(g) Most of the passengers were killed in the aircrash. The ______ were badly injured. (remain)
(h) Two miles from here, it’s still possible to see the ______ of a 2,000-year-old Roman town. (remain)
(i) Some people tie a knot in their handkerchiefs as a ______ of something important they must do. (remind)
(j) The priest asked us to say a ______ for world peace. (pray)
(k) He put the two televisions together so that we could make a _______. (compare)

9 Instructions as above.

(a) The police car crashed into a traffic-light while it was in ______ of a stolen car. (pursue)
(b) He feels a deep ______ for the people who killed his brother. (hate)
(c) Of course the ______ of a mountain takes longer than the _______. (ascend . . . descend)
(d) Not far from here you can see the ______ of an old church. Only the walls are left. (ruin)
(e) If you want to know what’s in a book, look at the ______ page at the front. (contain)
(f) He has a very wide ______ of African affairs. (know)
(g) You’ll have to make a ______ soon. (decide)
(h) She’s very nice but she has a ______ to talk too much. (tend)
(i) I’m not sure, but I have a ______ that he was the boy who stole my bike. (suspect)
(j) The actors received enthusiastic ______ at the end of the show. (applaud)
(k) The staff at this hotel are excellent. They give very good _______. (serve)
(l) The ______ of the new baby was about four kilograms. (weigh)
(m) We believe the existence of large armies and terrible weapons is a ______ to world peace. (threaten)
(n) His first ______ missed but he killed the bird with his second. (shoot)
(o) £50,000 was taken in the bank ______ yesterday. (rob)
(p) I’ve written three letters to the firm about their bad product, but they’ve made no ______. (respond)
10  -sion
Make nouns, all ending in -sion, from the following verbs. Put each noun in its correct place in the sentences below.

divide  conclude  expand  exclude  explode  include  persuade  revise  admit

(a) I hope friendly ______ will make him change his mind. I don’t want to use force.
(b) If they get divorced, they’ll have to decide on the ______ of their money and property.
(c) He dreamt of the ______ of his firm from a small factory to a large international business.
(d) ______ to the club is limited to members only.
(e) There was a very loud ______ when the bomb went off.
(f) In the final weeks before the exam, the students did a lot of ______.
(g) He was delighted by his ______ in the national football team.
(h) The ______ of her name from the list of people chosen to meet the President was a great disappointment.
(i) . . . and finally, in ______, I thank you all for coming.

11  Instructions as above.

possess  confuse  permit  discuss  invade  collide  confess  extend  impress

(a) The ______ of the island was resisted as soon as the soldiers landed on the beaches.
(b) His car was slightly damaged in the ______.
(c) Pupils must not enter the teachers’ room without ______.
(d) His dirty appearance made a bad ______ on the judge.
(e) He was arrested for ______ of illegal drugs.
(f) The police questioned him for three days until he finally made a ______.
(g) Three boys in the school had the same name, which caused some ______.

(h) During the office meeting there was a ______ about the need for a new photocopier.
(i) He asked for an ______ of his visa for another six months.

12  -ment
Make nouns from the following verbs by adding -ment to the end. Put each noun in its correct place in the sentences below.

entertain  improve  postpone  arrange  enlarge  encourage  advertise

(a) The ______ for Monday is that we’ll meet at 7 and take the train at 7.45.
(b) I like this photo. I think I’ll have an ______ made.
(c) This is the city’s ______ district, full of cinemas and theatres.
(d) We regret to announce the ______ of this evening’s concert. The conductor is ill. The concert will take place next week.
(e) The teachers were pleased at the ______ in his work.
(f) His parents gave him a lot of ______ in his studies.
(g) There was a newspaper ______ for a job as a typist.
13 Instructions as above.

imprison manage disappoint develop punish agree announce
treat govern employ

(a) The ______ has announced new, higher taxes.
(b) ‘Capital ______’ means the death penalty.
(c) The company ______ had talks with the workers’ representatives
    but they couldn’t reach ______.
(d) A lot of country people without jobs came to the city to look for
    ______.
(e) He received ______ at the hospital for his injuries.
(f) It was a big ______ to hear that you can’t come to our wedding.
(g) She was sentenced to three years’ ______.
(h) Television programmes were interrupted by a special ______ about
    the plane crash.
(i) I hope that we will soon see the ______ of better relations between
    our two countries.

14 -tion

Make nouns ending in -tion from the following verbs, making any
necessary spelling changes. Then put each noun in its correct place in
the sentences below.

revolt repeat compete reduce acquire pronounce produce
qualify solve introduce

(a) There’s a lot of ______ among car manufacturers to sell most cars.
(b) There are some differences in ______ between British and
    American English.
(c) Is a degree a necessary ______ for this job?
(d) ______ of the new sports car has been affected by a fire at the
    factory.
(e) They are trying to find a ______ to the problem.
(f) A book sometimes sells better if it has an ______ written by a
    famous person.
(g) The art gallery is very proud of its recent ______ of an important
    painting.
(h) There was a ______. The people rose up and overthrew the
    government.
(i) That must not happen again. There must be no ______ of the
    incident.
(j) That shop is offering a big ______ in the price of its clothes.

15 Instructions as above.

satisfy oppose explain publish abolish receive describe
destroy deceive detain

(a) The earthquake caused the complete ______ of the village.
(b) The party, or parties, against the government is called the ______.
(c) He’s finished writing his new book. ______ will be next year.
(d) The new film has had a very poor ______ by the critics.
(e) She did not get the money honestly and legally. She got it by
    ______.
(f) Many people would like to see the ______ of all nuclear weapons.
(g) He had to give his boss an ______ for his absence.
(h) Seven illegal immigrants are being held in ______ at the port.
(i) His work is well-paid but doesn’t give him much ______.

(j) If you send us a ______ of the missing property, we’ll try to find it.

16  -ion
Make nouns from the following verbs by adding -ion to the end. Put each noun in its correct place in the sentences below.

prevent  interrupt  elect  protect  suggest  predict  select  react
invent  addict

(a) If I can work all day without any ______, I can finish the job by this evening.

(b) I can’t make any ______ about the ______ result. I don’t know how the voting will go.

(c) What was his ______ to the news? Was he pleased or angry?

(d) RSPCA stands for the Royal Society for the ______ of Cruelty to Animals.

(e) His ______ of a new type of car engine brought him a lot of money.

(f) His ______ to drugs nearly killed him.

(g) RSPB stands for the Royal Society for the ______ of Birds.

(h) What shall we do tomorrow? Swimming? Film? Museum? Has anyone got a better ______?

(i) He was delighted by his ______ for the school football team.

17  -ation
In each space below put a noun ending in -ation made from the verb in brackets below the phrase.

(a) a police ______  (investigate)

(b) a wild ______  (exaggerate)

(c) a heart ______  (operate)

(d) ______ leather  (imitate)

(e) good ______  (pronounce)

(f) the manager’s ______  (resign)

(g) ______ agencies  (accommodate)

(h) ______ links  (communicate)

(i) a vivid ______  (imagine)
18 Instructions as above.

(a) a ______ to charity (donate)
(b) a moment’s ______ (hesitate)
(c) a car with good ______ (accelerate)
(d) a hotel ______ (reserve)
(e) a burning ______ (sense)
(f) a ______ of song and dance (combine)
(g) a police ______ (interrogate)
(h) a party ______ (invite)
(i) ______ of her health (deteriorate)
(j) a school ______ (examine)
(k) a timetable ______ (alter)
(l) tourist ______ (inform)
(m) an evening’s ______ (relax)
(n) ______ of old paintings (restore)
(o) I resisted the ______ (tempt)
(p) the ______ of a story (continue)
(q) a journey of ______ (explore)
(r) the ______ of a book (translate)
(s) the ______ of a speech (interpret)
(t) careful ______ (punctuate)

Nouns made from adjectives

1 Put in each space below a noun made from the adjective in brackets after the sentence.

(a) South Africa has great mineral ______. (wealthy)
(b) ______ is one of the world’s great problems. (poor)
(c) Tell the ______. (true)
(d) I must drink something. I’m dying of ______. (thirsty)
(e) I must eat something. I’m dying of ______. (hungry)
(f) He was very bright. He passed the exam with ______. (easy)
(g) In his ______ he travelled a lot. Now he is too old. (young)
(h) I don’t know how to express my ______ for your help. (grateful)
(i) It’s very late. There’s not much ______ of his coming now. (likely)
(j) To be a soldier you need to be strong and in good ______. (healthy)
(k) There was no doubt about his ______. He was sent to prison for five years. (guilty)
(l) He escaped to ______ by climbing over the prison wall. (free)

2 Instructions as above.

(a) The ______ of the president was announced on the radio. (dead)
(b) In past wars soldiers were sometimes shot for ______. (cowardly)
(c) He died to save the lives of others. It was an act of ______. (heroic)
(d) He was a very thoughtful, philosophical person. A man of great _____.(wise)
(e) She felt great _____ at being treated so badly. (angry)
(f) He left his town to find _____ in the big city. (famous)
(g) The tourists were impressed by the _____ of the jewellry in the museum. (splendid)
(h) It was a long, slow film. I nearly died of______. (boring)
(i) He was filled with _____ at the terrible things he saw in the war. (horrible)
(j) The ice quickly melted in the _____ of the sun. (hot)
(k) His_____ was hurt when a younger man was given the job above him. (proud)
(l) I think it shows _____ of character to admit you are wrong. (strong)

3 Instructions as above.

(a) To be successful you need ability and you need_____. (lucky)
(b) He was delighted by the _____ of the welcome he received. (warm)
(c) The idea of going through the forest alone at night filled her with _____.(terrible)
(d) The_____ of the bridge is about two kilometres. (long)
(e) The_____ of the road is not great enough to take large trucks. (wide)
(f) What’s the _____ of that mountain? (high)
(g) The_____ of the water here is over three metres. (deep)

4 -ence -ance
Make nouns ending in -ence or -ance from the following adjectives and put them in their correct places in the sentences below.

confident independent patient innocent reluctant violent present silent elegant important convenient absent intelligent arrogant

(a) The police were there to prevent any possible _____.
(b) There was complete _____ except for the sound of the birds.
(c) He was very unsure of himself. He didn’t have much _____.
(d) She dressed with great _____ in clothes of the latest French fashions.
(e) Although he maintained his _____ to the end, he was sent to prison.
(f) It doesn’t matter. It’s of no _____.
(g) What a silly thing to do. I thought he had more _____.
(h) He thinks he’s the only person who’s right! What _____!
(i) Zimbabwe gained its _____ in 1975.
(j) He didn’t like school, and went every day with great _____.
(k) Please have a little _____. We must wait another hour.
(l) Please send the goods at your earliest _____.
(m) The boss didn’t believe that her ____ was due to illness.
(n) People normally stand in the _____ of the Queen.
5  -cy
Make nouns ending in -cy from the following adjectives and put them in their correct places in the sentences below.

obstinate  private  urgent  efficient  accurate  vacant  frequent  fluent

(a) Swiss watches are famous for their ______.
(b) A ______ for an office manager was advertised in the newspaper.
(c) This is a matter of great ______. It must be discussed as soon as possible.
(d) Donkeys are known for their ______. They won't do what they're told.
(e) After five years in London, of course he speaks English with great ______.
(f) He always did his job well. Everyone appreciated his ______.
(g) The ______ of this bus service is about one every ten minutes.
(h) I don't like to be visited or phoned too much at home. I like my ______.

6  -ity -ness
Make nouns from the following adjectives by adding -ity or -ness to the end, and put them in their correct places in the sentences below.

punctual  bald  dark  deaf  foolish  popular  similar  kind  valid  sad  equal  quiet

(a) He's worried about his increasing ______. He might get a wig.
(b) What ______ to leave a baby out in the hot sun.
(c) The teacher insisted on ______.
(d) Men and women should have ______ of pay and opportunity.
(e) I have some ______ in my left ear.
(f) The international ______ of the Beatles was amazing.
(g) I like the ______ of this street. It's very peaceful.
(h) There is some ______ between German and Dutch.
(i) She could see nothing in the ______.
(j) You can get season tickets with a ______ of 3, 6 or 12 months.
(k) Her death brought ______ to all her family.
(l) Thank you for your ______ to my mother when she was ill.

7  Instructions as above.

stupid  formal  weak  neutral  neat  real  blunt  fond  ill  superior  Christian  serious

(a) Don't laugh! I don't think you understand the ______ of the situation.
(b) The principal religion of this area is ______.
(c) The teacher gave a special mark for ______.
(d) He proved his ______ by winning easily.
(e) Switzerland has a record of ______ in past wars.
(f) He spoke with such ______ that many people were offended.
(g) ______ kept him away from work for a week.
(h) I was surprised by the ______ of the occasion. All the men wore dark suits and ties.
(i) Engineers have found a ______ in the bridge. They'll have to strengthen it.
(j) The French _____ for wine is well known. They like it a lot.
(k) He is always daydreaming; he never faces _____.
(l) What a crazy thing to do. How could anyone behave with such _____?

8 -ty
Make nouns ending in -ty from the following adjectives, making any necessary spelling changes, then put them in their correct places in the sentences below.

curious vain simple anxious brief generous necessary
clear gay various

(a) He spoke with great _____.
(b) There’s no _____ to take the exam if you don’t want to.
(c) We were disappointed by the _____ of our stay in Paris. Two days was not enough.
(d) The children looked at the foreign stranger with _____.
(e) There is increasing _____ about the missing children.
(f) He is famous for his _____.
(g) In spite of his fame, wealth and success, he lives a life of great _____.
(h) He’s always looking at himself in the mirror. What _____!
(i) In a big city like London there’s always a _____ of things to do in the evening.
(j) The music, dancing and decoration gave the party an atmosphere of great _____.

9 -y
Make nouns ending in -y from the following adjectives, making any necessary spelling changes, then put them in their correct places in the sentences below.

tragic courteous jealous envious cruel hypocritical certain
beautiful difficult furious royal safe loyal

(a) ‘_____’ is another word for ‘politeness’.
(b) NSPCC stands for the National Society for the Prevention of _____ to Children.
(c) The English Lake District is a place of great natural _____.
(d) ‘_____’ and ‘_____’ mean more or less the same.
(e) During the bombing, children were taken to a place of _____.
(f) The newspapers described the deaths in the air crash as a _____.
(g) At first he had great _____ in understanding the language.
(h) That entrance is reserved for _____ and other important people.
(i) People reacted with _____ to the President’s speech and thousands of people attacked his palace.
(j) He says everyone is equal but he treats his employees badly. What _____!
(k) I think they’ll arrive tomorrow but no one is sure. There’s not much _____ about it.
(l) His wife supported him through all his troubles. She showed great _____.
10 -iness
Make nouns ending in -iness from the following adjectives, making any necessary spelling changes, then put them in their correct places in the sentences below.
happy tidy ugly holy lazy lonely naughty lovely
(a) Living alone in the city, he suffered from _____ at first.
(b) A factory can be attractive. It doesn’t have to be a place of _____.
(c) The birth of their baby daughter brought them a lot of _____.
(d) He lost his job because of his ______.
(e) Please respect the _____ of this religious place by not talking loudly or smoking.
(f) Their mother punished them for their _____ in breaking the window and telling lies.
(g) The teacher complimented her pupils on their ______. They had all polished their shoes and combed their hair.
(h) The ______ of the view almost took my breath away.

11 -ion -ment
Make nouns ending in -ion or -ment from the following adjectives, making any necessary spelling changes, then put them in their correct places in the sentences below.
cautious attractive perfect tense content excited
(a) After the revolution people were nervous about going into the streets. There was an atmosphere of _____.
(b) She dances so beautifully she almost reaches ______.
(c) In his old age he lives a life of peace, comfort and ______.
(d) This animal is dangerous. It should be handled with the greatest ______.
(e) The children’s ______ increased as Christmas Day drew near.
(f) Tower Bridge in London is a major tourist ______.

Adjectives made from nouns

1 -y -ly
The addition of -y or -ly to a noun often makes an adjective, e.g. a windy night, fatherly advice, a daily newspaper.
Put each of the following words in its correct place in the sentences below.
salty grassy scholarly rainy friendly ghostly weekly yearly
(a) It’s a very academic, ______ book.
(b) It’s been dry for two weeks but I think next weekend will be ______.
(c) We found a nice ______ place by the river for our picnic.
(d) Julia will help you. She’s a very pleasant, ______ girl.
(e) The water of the lake was rather ______, like sea-water.
(f) A ______ figure in white suddenly appeared before us.
(g) He makes ______ visits to his firm’s head office in Paris, usually in April.
(h) ‘Time’ is an American ______ news magazine.
2  -ous
In each space below put an adjective ending in -ous made from the
noun in brackets below the phrase.

(a) a ______ plant
   (poison)
(b) a ______ organisation
   (religion)
(c) an ______ journey
   (adventure)
(d) a ______ movement
   (nerves)
(e) a ______ country
   (mountain)
(f) a ______ story
   (humour)
(g) a ______ escape
   (miracle)
(h) a ______ machine
   (danger)
(i) a ______ sunset
   (glory)
(j) an ______ politician
   (ambition)
(k) a ______ soldier
   (courage)
(l) a ______ earthquake
   (disaster)
(m) a ______ film star
   (fame)
(n) an ______ student
   (industry)
(o) an ______ disease
   (infection)
(p) a ______ disappearance
   (mystery)
(q) a ______ army
   (victory)
(r) a ______ person
   (suspicion)

3  -ic
Make adjectives ending in -ic from the following nouns, making any
necessary spelling changes, then put them in their correct places in
the sentences below.

poetry art drama sympathy climate photography democracy energy science alcohol

(a) Whisky of course is an ______ drink.
(b) She paints and draws. She’s very ______.
(c) Sweden and Brazil have different weather. They’re in different ______ zones.
(d) They have free elections. It’s a ______ country.
(e) I feel very fit and ______ today.
(f) She bought a camera and other ______ equipment.
(g) She likes physics, chemistry and other ______ subjects.
(h) He was very patient and ______ when I told him my problem.
(i) She has a very imaginative, ______ style of writing.
(j) The big doors suddenly opened and he entered. It was very ______.
4 -ical
Make adjectives ending in -ical from the following nouns, making any necessary spelling changes, then put them in their correct places in the sentences below.

psychology grammar crisis music politics medicine alphabet clerk theatre practice

(a) He speaks English fluently but with some _____ mistakes.
(b) The index at the back of a book is in _____ order.
(c) I never go to concerts. I'm not at all _____.
(d) He's very _____ . He can make and repair almost anything.
(e) She could make a lot of money in films, but she is more interested in a _____ career.
(f) He's interested in _____ affairs. He might enter parliament.
(g) Physically he was unhurt, but he suffered _____ damage.
(h) He treated her injury although he had no _____ qualifications.
(i) The doctors say her condition is now _____.
(j) She wants a _____ job. She has always liked office work.

5 In each space below put an adjective made from the noun in brackets after the phrase.

(a) a _____ dress (fashion) (k) a _____ athlete (muscle)
(b) a _____ army (triumph) (l) a _____ painting (value)
(c) an _____ letter (affection) (m) a _____ worker (skill)
(d) a _____ table (circle) (n) a _____ state (socialism)
(e) _____ interests (literature) (o) a _____ attempt (success)
(f) a _____ house (suburb) (p) a _____ friend (trust)
(g) a _____ shape (triangle) (q) a _____ place (peace)
(h) a _____ child (trouble) (r) a _____ day (memory)
(i) a _____ chair (comfort) (s) a _____ person (knowledge)
(j) a _____ business (profit) (t) a _____ country (distance)

Adjectives made from verbs

1 -able
Make adjectives ending in -able from the following verbs, making any necessary spelling changes, then put them in their correct places in the sentences below.

change advise accept suit adjust read enjoy cure regret agree break depend

(a) It's _____ to book early, but not essential.
(b) English weather is very _____ . It's often different from day to day.
(c) It was a _____ mistake. I am very sorry.
(d) Is 6.30 a _____ time, or is it too early?
(e) He's a very _____ boy. You can rely on him.
(f) Pack them carefully. They're _____.
(g) You'll like it. It's a very _____ book.
(h) You can raise the microphone or lower it. It's _____.
(i) Thank you for a very _____ evening. We had a lovely time.
(j) We regret that late applications are not _____.
(k) We'll meet at 8 if you are all _____.
(l) Fortunately the cancer was _____ and he is now well again.
2 -ive
Make adjectives ending in -ive from the following verbs, making any necessary spelling changes, then put them in their correct places in the sentences below.

destroy attract produce inform deceive decide appreciate
protect create talk

(a) He was very ______ of all I had done for him.
(b) The factory has been more ______ since we bought new automatic machines.
(c) His appearance is ______. He’s older than he looks.
(d) Nuclear weapons are terribly ______.
(e) His lecture was very ______. We learnt a lot.
(f) She’s very ______. She paints, makes sculpture and designs textiles.
(g) She’s a very ______ girl. Men always like her.
(h) She was very ______. She told me all about herself and her family.
(i) Firemen wear ______ clothing, otherwise they would get burnt.
(j) He’s not afraid to take action. He’s very ______.

3 In each space below put an adjective made from the verb in brackets below the phrase.

(a) a ______ body (die)
(b) a ______ book (bore)
(c) an ______ car (economize)
(d) a ______ neighbour (quarrel)
(e) an ______ chapter (introduce)
(f) an ______ film (entertain)
(g) an ______ policeman (observe)
(h) an ______ dog (obey)
(i) a ______ district (reside)
(j) a ______ fish (slip)
(k) an ______ film (educate)
(l) a ______ child (spoil)
(m) a ______ cake (stick)
(n) an ______ leaflet (explain)

Verbs made from nouns

In each space below put a verb made from the noun in brackets after the sentence.

(a) The teachers ______ the pupils to study. (courage)
(b) I want to ______ my house by building an extra room. (extent)
(c) Fireworks ______ dogs and cats. (fright)
(d) The doctor gave her some tablets to ______ the pain. (relief)
(e) If the ambulance doesn’t come soon, he’ll ______ to death. (blood)
(f) The police can’t ______ that he committed the crime. (proof)
(g) More floods could ______ hundreds of homes. (danger)
(h) The police are trying to _____ the body. (identity)
(i) They plan to _____ the bridge by building more stone supports. (strength)
(j) She said women must _____ themselves from male domination. (liberty)
(k) The smoke was so dense that we could hardly _____. (breath)
(l) My brother and I decided to _____ the money we found. (half)
(m) Why can’t they _____ the break so that we have time for a
coffee? (length)

Verbs made from adjectives

-en
Make verbs ending in -en from the following adjectives, making any
necessary spelling changes, then put them in their correct places in
the sentences below.

tight less sweet loose deep straight weak flat worse
sharp bright light ripe broad dark deaf wide

(a) Tomorrow will begin dark and cloudy but it will _____ later.
(b) You can _____ the risk of theft by locking your bicycle.
(c) These apples _____ in June.
(d) You should _____ this dish by adding sugar.
(e) The hospital phoned to warn that her husband’s condition was
beginning to _____.
(f) This road is very narrow but they’re planning to _____ it.
(g) He managed to _____ the ropes round his wrists and escape.
(h) They decided to _____ the ship by throwing some machinery into
the sea.
(i) I don’t know how that loud disco music doesn’t _____ people.
(j) They are going to _____ that rough area to make a football pitch.
(k) When the evening began to _____, we turned on the lights.
(l) They are going to _____ the harbour so that it can take bigger
ships.
(m) Have you a knife? I want to _____ my pencil.
(n) Foreign travel will _____ your experience.
(o) She gave the noisy baby a toy to _____ it.
(p) Can you _____ that picture on the wall? It’s crooked.
(q) That screw’s loose. _____ it with a screwdriver.
(r) The boxer began the fight strongly but began to _____ in the fifth
round.
SPECIALIZED VOCABULARY

Formal Words

The three passages below are written in formal English. They contain words and structures which are often found in notices, regulations and formal letters but which are not common in ordinary everyday conversation.

1. Put each of the following formal words in its correct place in the notice below.

enquire produce facilitate stating seek obligatory
attend admitted leave

ALL COLLEGE STUDENTS

If you wish to obtain a certificate of registration you will be required to (a) _____ your admission slip. A note from your teacher (b) _____ that you (c) _____ your class regularly is not (d) _____ but will greatly (e) _____ matters. If you (f) _____ advice, please (g) _____ at the office. Overseas students should be aware that students are (h) _____ to the college only on condition that they have obtained (i) _____ to study from the Home Office.

2. Put each of the following words or phrases in its correct place in the passage below.

provide prior notify in possession of additional further desire in excess of held retain locations terminating

Conditions of Car Rental

Drivers must have (a) _____ a valid driving licence for a minimum of three years. Overseas visitors should be (b) _____ a British or International licence.

Cars rented from our London office may only be returned to our other offices (Manchester, Bristol, Oxford) by (c) _____ arrangement and on payment of an (d) _____ charge.

If a driver fails to return a car to us by one week after the agreed (e) _____ date, we will be obliged to inform the police.

Special rates are available for periods (f) _____ three months.

Drivers who (g) _____ to (h) _____ the car for a longer duration should (i) _____ the company as soon as possible.

We also have offices at a number of (j) _____ in Scotland. Our London office will be pleased to (k) _____ (l) _____ details.
3 Instructions as above.

funds commencement ensure in duration commences departs requested prior to undertake assist attire appropriate

TOUR OF SOUTHERN SPAIN

The tour is fourteen days (a) ____ and (b) ____ on Saturday 11 June, when our luxury coach (c) ____ from our London office. The price, which should be paid at least ten days (d) ____ the (e) ____ of the tour, is inclusive of all transport, meals and accommodation, but travellers should (f) ____ that they take with them adequate (g) ____ for extra expenses.

In the event of the cancellation of the tour we (h) ____ to refund the complete amount paid. The tour group will be accompanied by a courier, who will (i) ____ members of the group at all times.

Travellers are (j) ____ to wear (k) ____ (l) ____ for visits to churches and other holy places.

4 Make the following phrases more formal by replacing each word or phrase in italics with a word or phrase from one of the groups in the above three exercises. In some cases it is necessary to make a small change in, or addition to, the words or phrases.

e.g. the train leaves at 07.15 the train departs at 07.15

we agree to do the work we undertake to do the work

(a) ask at the station (m) you must have a valid passport
(b) to make things easier (n) the tour will end in Paris
(c) before our arrival (o) they go to a primary school
(d) a previous engagement (p) he was allowed to enter
(e) she will help us (q) the regulations say that . . .
(f) more than £100 (r) if you want information
(g) more information (s) he has permission to be absent
(h) tell the company (t) show your driving licence
(i) the beginning of the course (u) make sure you have
(j) sufficient money for expenses (v) you are asked to be punctual
(k) keep your ticket
(l) they'll give more information
Slang

1 Slang is vocabulary which is used in very informal spoken language but not considered good in formal 'correct' English. For example a slang word for 'thank you' is 'ta' and a slang word for 'mad' is 'nuts'.

The slang words in the sentences below are printed in italics. Replace each slang word with a word or phrase from the following list.

made friend television policeman discarded nuisance pound(s) cigarettes alcohol prison without money

(a) He smokes 30 fags a day. Too many!
(b) He drinks a lot. He must spend twenty quid a week on booze.
(c) He thought his meal was overcooked. When the waiter brought his bill he kicked up a fuss and would not pay.
(d) I lost £500 at a casino last night. I'm absolutely skint.
(e) My mate stole a car. Now he's in the nick.
(f) She got bored with her boyfriend and ditched him.
(g) There's a good film on the box tonight, but I've got to go out. What a drag!
(h) I wouldn't like to be a copper directing traffic in the street in this bad weather.

Colloquial words

2 Colloquial words are words which are quite acceptable in spoken English but not in written English (except in informal letters to friends etc.). For example we might say, 'He's a nice chap,' but we would probably write, 'He is a pleasant man.' (The line between slang and colloquial words is not at all clear and many words considered colloquial by some people would be considered slang by others.)

The colloquial words in the sentences below are printed in italics. Replace each colloquial word with a word or phrase from the following list.

drunk very good child short sleep bicycle dismiss joking without money toilet possessions newspaper upper class

(a) Her boss said he would sack her if she was late again.
(b) There's a super film on at the pictures this week.
(c) He made a lot of money and now he lives in a very posh district.
(d) When I was a kid I went everywhere by bike.
(e) My grandfather usually has a snooze after lunch.
(f) Did you really find £50, or are you kidding?
(g) She lives in just one room and has to share a kitchen, bathroom and loo with the other people in the house.
(h) I'm broke. Can you lend me some money?
(i) I'm afraid I drank too much and got a bit merry.
(j) You can't believe everything you read in the paper.
(k) She's very untidy. She leaves her stuff lying all over the place.
American Words

1 The American words in the sentences below are printed in italics. Replace each American word or phrase with a British word or phrase from the following list.

fail rise chemist caretaker playing truant flat railway timetable
tap nappies holidays ordinary uniformed policeman bill
pavement trousers saloon car postman post

(a) His mother thought he was at school but in fact he was playing hookey. He’ll probably flunk his exams.
(b) The kitchen faucet in my apartment isn’t working. I’ll tell the janitor. He’ll get it fixed.
(c) Blue-collar workers are asking for a pay-hike and longer paid vacations.
(d) The dog attacked the mailman and tore his pants.
(e) Do you have a railroad schedule? I want an early train for Chicago tomorrow.
(f) A patrolman reported a light-blue sedan parked right across the sidewalk on 3rd Street.
(g) She has a little baby so she has to make regular visits to the drugstore to buy diapers.
(h) When the waiter handed me the check after the meal, I found that I had no money!
(i) How much does it cost to mail a letter to Australia?

2 Instructions as above.

petrol jam specialize (university studies) garden windscreen lift
underground cinema university queue maths (mathematics)
shops sweets rubbish note petrol station autumn
secondary school round floor

(a) We had to stand in line at the movie-theater last night.
(b) Our back yard looks lovely in the fall. The leaves on the trees turn brown and red.
(c) He wants to major in math at college when he leaves high school.
(d) When you stop for gas at a gas station, they sometimes clean your windshield.
(e) We had to buy a lot at the stores, then we took the subway home.
(f) The elevator’s broken down again, but it doesn’t matter. We live on the first floor.
(g) She likes candy, and bread and butter with jelly on it. They’re bad for her teeth.
(h) The only money I have is a twenty dollar bill.
(i) In this district they only collect the garbage once a week.
Newspaper Headlines

Vocabulary

1 Certain words are found in newspaper headlines sometimes with a different meaning from that of their normal use. For each of the following ‘headline words’ on the left, find an item on the right with the same meaning (it will help you if you look at the headlines in exercise 2 below).

(a) AXE  fire
(b) BID  close down, dismiss (usually for economic reasons)
(c) BLAST  conflict, disagree(ment), fight, fighting
(d) BLAZE  diplomat
(e) CLASH  exciting or dramatic event
(f) CURB  attempt
(g) DRAMA  explosion
(h) ENVOY  affect badly
(i) HIT  vote, election, public opinion survey
(j) POLL  reduce, reduction, limit
(k) PROBE  investigate, investigation
(l) QUIT  question, interrogate, interview
(m) QUIZ  reduce drastically
(n) RIDDLE  leave, depart, resign
(o) SEEK  attract, interest, win the support of
(p) SLASH  look for, want, ask for
(q) STORM  mystery
(r) TOLL  marry
(s) WED  angry argument
(t) WOO  total number of dead

2 In headlines, as well as special vocabulary being used, some words (a, the, some, be, been etc.) are often omitted, abbreviations are common, and verb tenses are sometimes used differently. Explain the following headlines in simple English:

e.g. **UK TO SEND MORE AID TO GHANA**
The United Kingdom is going to send more help to Ghana.

(a) ARMY AXES 3 BASES, 2,000 MEN
(b) BID TO REACH NORTH POLE FAILS
(c) HOTEL BLAST KILLS 8
(d) ANIMALS DIE IN ZOO BLAZE
(e) US, USSR CLASH OVER ARMS CURBS
(f) 3 SAVED IN FLATS BLAZE DRAMA
(g) ENVOY ACCUSED OF SPYING
(h) TOURISTS HIT BY PILOTS’ STRIKE
(i) PM ANNOUNCES MARCH POLL
(j) POLICE PROBE MISSING WOMAN RIDDLE
(k) TOP SCIENTIST QUINTS UK FOR US
(l) 3 QUIZZED OVER BOY’S KIDNAP
(m) FILM STAR SEEKS DIVORCE
(n) AIR FARES SLASHED TO WOO HOLIDAY MAKERS
(o) STORM AT UN OVER ‘SPIES’ ACCUSATION
(p) EARTHQUAKE TOLL REACHES 27
(q) ACTOR TO WED FOR FIFTH TIME
Abbreviations

Abbreviations are a common part of language. We use many of them in spoken English, pronouncing them either as initials (BBC, EEC, FBI) or sometimes as complete words in themselves (NATO, OPEC). Some abbreviations are used only in the written form (Bros, St, Esq) and other abbreviations represent the original Latin or occasionally French or Italian words and are spoken quite differently from their written form (lb, oz).

1. Put each of the following abbreviations in its correct place in the sentences below. The full version of each abbreviation is given at the end of the exercise.

AA BBC C of E ITV MI5 OHMS BA BR M4 NSPCC RSPCA in oz c/o ft lb Rd Esq

(a) Non-commercial radio and television in Britain is controlled by the ________.
(b) The ________ investigates cases of cruelty to children.
(c) The ________ protects and cares for animals.
(d) The ________ is the biggest organization for motorists in Britain.
(e) If asked which church they belonged to, most English people would say ________.
(f) ________ is the main British state security organization, responsible for acting against foreign espionage.
(g) ________ operates the railway system in Britain.
(h) Letters from government offices usually have the initials ________ on the envelopes.
(i) The first degree in an arts subject from a British university is the ________.
(j) The ________ runs from London to the south-west of England.
(k) Most people enjoy watching the commercials (advertisements) between ________ programmes.
(l) The weight of the parcel was 3 ________ 10 ________.
(m) The length of the room is 22 ________ 6 ________.
(n) John M Carter ________,

21 Feltham ________,
London SW6.

Automobile Association
Bachelor of Arts
British Broadcasting Corporation
British Rail
care of
Church of England
Esquire (formal title for a man used in addresses)
foot/feet (1 ft = 0.3048 m)
inch(es) (1 in = 2.54 cm)
Independent Television
Motorway No 4

Military Intelligence Department
No 5
National Society for the Prevention of Cruelty to Children
On Her Majesty’s Service
ounce(s) (1 oz = 28.35 g)
pound(s) (1 lb = 0.454 kg)
Road
2 Instructions as above.
CIA FBI KGB OPEC UK USA EEC NATO UN USSR
(a) The _______ was set up in 1945 to keep world peace and help international co-operation.
(b) The _______ is often called the Common Market.
(c) Most countries which export oil belong to _______.
(d) The _______ is responsible for state security in the Soviet Union.
(e) The American _______ works, normally secretly, to collect information about other countries.
(f) _______ is a military alliance of the USA, Canada, and most West European countries, Greece and Turkey.
(g) The _______ investigates crime in America.
(h) There are fifty states in the _______.
(i) Moscow is the capital of the _______.
(j) The _______ consists of Great Britain (England, Scotland, Wales, the Channel Islands and the Isle of Man) and Northern Ireland.

Central Intelligence Agency Organization of Petroleum
European Economic Community Exporting Countries
Federal Bureau of Investigation United Kingdom
Komitet Gosudarstvennoi United Nations
Bezopasnosti United States of America
North Atlantic Treaty Organization Union of Soviet Socialist

3 Instructions as above.
AD PTO °F PS St v BC Bros °C RSVP NB No
(a) I didn’t know anything was written on the other side of the page. Why didn’t you write _______ at the bottom?
(b) INTERNATIONAL FOOTBALL. ENGLAND _______ SPAIN.
(c) The address of the firm was written as, ‘Johnson _______ 82 East Dock _______ London E5.’
(d) The Roman general, Julius Caesar, came to Britain over 2,000 years ago in 55 _______.
(e) Candidates in this exam must answer question _______ 1 and any two others. _______ Answers must be written in pen, not pencil.
(f) The summer temperature in Britain rises to about 80 _______. that’s about 27 _______.
(g) That house is more than 100 years old. It has ‘_______ 1877’ on the wall.
(h) The wedding invitation had _______ written on it, so I replied at once.
(i) After finishing the letter to his parents, he thought for a moment and then added ‘_______ Please send more money.’

Anno Domini (in the year of our Lord) Number
Before Christ Please Turn Over
Brothers Postscript
degrees Celsius or centigrade Répondez s’il vous plaît (please reply)
degrees Fahrenheit Street
Nota Bene (note carefully) versus (against)
PAIRS OF WORDS OFTEN CONFUSED

Choose the correct word for each space below.

1 lose/loose
(a) Look after that money or you’ll _____ it.
(b) That screw is a bit ______. You’d better tighten it.
(c) The opposite of ‘to find’ is ‘to ______’. 
(d) I tied the dog to a tree but it got ______ and ran away.

2 their/there
(a) The students brought ______ books.
(b) They are having ______ breakfast.
(c) ______ are my friends!
(d) It’s a nice place. I often go ______.

3 advice/advise
(a) I ______ you to see a doctor.
(b) She didn’t listen to her father’s ______.
(c) I’m very grateful to you for your ______.
(d) I really don’t know what to ______.

4 practice/practise
(a) They need more ______.
(b) They’re pianists. They ______ six hours a day.
(c) You won’t increase your typing speed if you don’t get more ______.
(d) She took a job in a travel agency to ______ her languages.

5 weather/whether
(a) I don’t know ______ to see that film or not.
(b) Their holiday was spoilt by bad ______.
(c) What’s the ______ like? Is it sunny?
(d) She can’t decide ______ she ought to marry him.

6 beside/besides
(a) The post office is ______ the cinema.
(b) They always sit ______ each other in class.
(c) There are several big parks in London ______ Hyde Park.
(d) What languages does he speak ______ English?

7 stationery/stationary
(a) The bus stood ______ in the traffic jam for 20 minutes.
(b) The teacher got some paper from the school ______ cupboard.
(c) The weather system over Western Europe has been ______ for two days.
(d) The office staff were told to use paper more carefully, since the ______ bill the month before had been very high.

8 accept/agree
(a) He thinks she’s beautiful but I don’t ______ with him.
(b) This machine does not ______ damaged coins.
(c) They will only ______ to do the job if you pay them first.
(d) He cannot ______ the fact that his wife is dead.
9  comprehensive/understanding
   (a) A priest is normally a patient, _____ person.
   (b) It’s a very _____ book. It covers all aspects of the subject.
   (c) London taxi drivers have a very _____ knowledge of the city.
   (d) Whatever stupid things he did, his mother was always _____ and
       she forgave him.

10 sensible/sensitive
   (a) It’s _____ to save part of your salary every month.
   (b) Don’t laugh at him. He’s very _____ about his appearance.
   (c) It’s cold. I think it would be _____ to take a warm coat with you.
   (d) My skin is very _____ to the sun. Film is _____ to light.

11 actually/now
   (a) Ten years ago he had nothing; _____ he is a millionaire.
   (b) I’ve lost contact with him. I don’t know where he is _____.
   (c) Is that necklace _____ made of gold?
   (d) Tell me the truth. What _____ happened?

12 control/check
   (a) The police were unable to _____ the football fans, who ran on to
       the pitch fighting and shouting.
   (b) An inspector came along the train to _____ all the tickets.
   (c) He’s really a wild boy. His parents can’t _____ him.
   (d) I advise you to _____ all your exam answers before you hand your
       paper in.

13 teacher/professor
   (a) The _____ told his class to do their homework carefully.
   (b) When I was at school I had a very good history _____.
   (c) He taught at the university for many years but he never became a
       _____.
   (d) _____ Bolton is head of the Chemistry Faculty at the University of
       York.

14 affect/effect
   (a) The punishment had no _____ on him. As soon as he left prison
       he began to steal again.
   (b) The new taxes will _____ the rich, they’ll have to pay more.
   (c) The higher bus fares won’t _____ me. I have a car.
   (d) The medicine had an immediate _____ I felt better at once.

15 past/passed
   (a) I’ve _____ the exam!
   (b) She _____ the post office on her way home, but forgot to go in.
   (c) The thief hid in a doorway and the policeman ran _____ him.
   (d) It was _____ midnight when I finally got to bed.

16 economic/economical
   (a) It isn’t very _____ to leave the lights on when you’re not in the
       room.
   (b) Because of the recent strikes, the _____ situation of the country is
       very bad.
   (c) She’s an economist. She’s an expert in _____ matters.
   (d) It’s a very _____ little car. It uses very little petrol.
17 principal/principle(s)
(a) Telling lies is against his _____.
(b) He believed in the _____ that all men are equal.
(c) Mr Williams is the _____ of this college.
(d) Oxford Street is one of the _____ shopping streets of London.

18 grateful/thankful
(a) I'm very _____ to you for your help.
(b) He was very ashamed of what he had done and was _____ that his family didn't know about it.
(c) We were all _____ that the weather was good for the picnic.
(d) She was very _____ to her parents for their advice and support.

19 lend/borrow
(a) Can you _____ me some money till Monday?
(b) Britain had to _____ some money from the World Bank.
(c) We _____ books from the library.
(d) I'll _____ you my car if you promise to drive carefully.

20 quite/quiet
(a) It's noisy here. Let's find a _____ place.
(b) I'm _____ satisfied, thank you.
(c) Sometimes she longed for the peace and _____ of the country.
(d) He hadn't _____ finished when I came in.

21 canal(s)/channel
(a) The shortest sea-route from Europe to India is through the Suez _____.
(b) Before railways the _____ between cities were important routes of transport.
(c) The seaway between Britain and France is often called the English _____.
(d) He was bored by the television programme so he changed to a different _____.

22 priceless/valueless
(a) The painting turned out to be _____, so I threw it away.
(b) The Crown Jewels of the Royal Family cannot be insured. They are _____.
(c) The contents of the British Museum are, of course, ______. They are of incalculable value.
(d) Although these stamps are _____, I like them for their colour and design.

23 invaluable/worthless
(a) A cassette-recorder is _____ in a pronunciation class.
(b) Thank you so much for your advice. It was _____.
(c) The information was completely false, quite _____.
(d) These bank notes are no longer in use. I'm afraid they're _____.

24 continuously/continually
(a) She is _____ coming late!
(b) It rained _____ for three hours this morning.
(c) The firemen worked _____ through the night to put out the flames.
(d) I'm afraid you _____ make the same mistakes in your work.
25 hard/hardly
(a) She's a _____ worker.
(b) She works very ______.
(c) I was so tired I could ______ speak.
(d) He had ______ got home when the phone rang.

26 avoid/prevent
(a) I try to ______ travelling in the rush hour. It’s so tiring.
(b) The police managed to _____ the crowd from moving forward.
(c) We must do something to _____ such a thing happening again.
(d) He swerved to the left to ______ the car coming towards him.

27 maybe/may be
(a) We don’t know where he is. He ______ in America.
(b) We don’t know where he is. _____ he's in America.
(c) He’s not in the office today. ______ he’s ill.
(d) It ______ that he’s still in France. I don’t know.

28 rise risen/raise raised raised

<table>
<thead>
<tr>
<th>e.g.</th>
<th>Taxes will rise.</th>
<th>He raised his hat.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The sun rises in the east.</td>
<td>Prices will be raised by many</td>
</tr>
<tr>
<td></td>
<td>When the President</td>
<td>shopkeepers.</td>
</tr>
<tr>
<td></td>
<td>entered, everyone rose.</td>
<td>Raise your hand if you have a</td>
</tr>
<tr>
<td></td>
<td>Their hopes are rising.</td>
<td>question.</td>
</tr>
</tbody>
</table>

Choose the correct verb in each sentence below.

(a) They (rose/raised) their glasses and drank to the happy couple.
(b) Of course prices always (rise/raise) in a time of inflation.
(c) The smoke (rose/raised) high into the air.
(d) College fees will be (risen/raised) from next September.
(e) The two parts of Tower Bridge (rise/raise) to allow ships to go through.
(f) The two parts of the bridge are (risen/raised) by very powerful machinery.
(g) She couldn’t hear him so he (rose/raised) his voice.
(h) The water level has (risen/raised) six inches in the last three days.
(i) The number of deaths in traffic accidents (rises/raises) every year.
(j) He (rose/raised) his head and looked at her.

29 steal stole stolen/rob robbed robbed robbed

<table>
<thead>
<tr>
<th>e.g.</th>
<th>Someone stole £10 from her.</th>
<th>A gang robbed the bank of £10,000.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£10 was stolen from her.</td>
<td>The bank was robbed of £10,000.</td>
</tr>
</tbody>
</table>

Choose the correct verb in each sentence below.

(a) He (stole/robbed) a bottle of whisky from the shop.
(b) He was stopped and (stolen/robbed) by two armed men.
(c) Two banks were (stolen/robbed) last week.
(d) If you leave your money there, it'll be (stolen/robbed).
(e) Someone's (stolen/robbed) my wallet!
(f) They were planning to (steal/rob) a shop.
(g) She (stole/robbed) some clothes from her employers.
(h) We've been (stolen/robbed). Look, all our silver's gone!
(i) In the old days they used to hang people who (stole/robbed) sheep.
30 lie lay lain/lay laid laid

 e.g. Switzerland lies in central Europe.
 He lay down on the grass.
 His clothes were lying on the floor.
 It had lain hidden for centuries.

 Lay the books on the table.
 He laid his hand on my shoulder.
 The hen has laid an egg.
 The bricks were laid badly.

 Choose the correct verb in each sentence below.

 (a) Windsor (lies/lays) on the Thames west of London.
 (b) She gave the baby a kiss and (lay/land) it on the bed.
 (c) Hurry up! (Lie/Lay) the table!
 (d) The dogs entered the room and (lay/land) down near the fire.
 (e) He had (lain/laid) on the pavement for twenty minutes before help came.
 (f) He ordered the dog to (lie/lay) the newspaper at his feet.
 (g) He ordered the dog to (lie/lay) down.
 (h) This table has been carelessly (lain/laid).
 (i) All his belongings were (lying/laying) in a mess on the floor.
 (j) The porter had to (lie/lay) the luggage down and take a breath.
 (k) The Queen (lay/land) the foundation stone of this building in 1965.
 (l) The soldiers ordered the terrorists to (lie/lay) down their arms, and then to (lie/lay) down on the ground with their hands behind their backs.

 31 remember/remind

 e.g. I remember meeting you in Paris last year.
 Please remember to turn off the lights when you go.
 Sorry, I can’t remember your name.
 I hope he remembers he must phone me.

 Please remind me to post this letter.
 You remind me of my brother.
 I must remind you that the exam is next week.
 Did you remind her about our meeting tomorrow?

 Choose the correct verb in each sentence below.

 (a) What’s Sandra’s phone number? I can’t (remember/remind).
 (b) Some parts of the city (remember/remind) me of my home town.
 (c) I must (remember/remind) to get some stamps from the post office today.
 (d) I (remember/remind) coming here when I was a child.
 (e) She (remembered/reminded) the class to be at the station early for the trip to the seaside.
 (f) He’s very forgetful. His children always have to (remember/remind) him about his wife’s birthday.
 (g) Please (remember/remind) that the ABC Company is our most important customer.
 (h) I have to (remember/remind) you that our business with the ABC Company is very important to us.
 (i) Do you (remember/remind) if I locked the door when we left the house?
 (j) There’s John! Oh, that (remembers/reminds) me! He owes me some money.
Topics

Air Travel (p. 5)
1 (a) check in (b) trolley (c) check-in desk
(d) check (e) excess baggage (f) conveyor belt
(g) hand luggage (h) immigration officer
(i) security guard (j) departure lounge
(k) duty free (l) departures board
(m) announcement (n) board (o) departure gate
(p) security check (q) passengers (r) on board
(s) taxi (t) runway (u) take off 2 (a) airliner
(b) cabin crew (c) aisle (d) turbulence
(e) seat belts (f) headphones (g) land 3 (a) by
(h) off (c) through (d) at (e) to . . . off (f) in
(g) on (h) at

Bank Accounts (p. 6)
1 (a) open (b) account (c) formalities
(d) branch (e) fill in (f) bank charges
(g) overdraft 2 (a) current (b) interest
(c) cheque (d) deposit (e) withdraw (f) notice
3 (a) statement (b) deposit (c) withdrawal
(d) balance (e) standing order 4 (a) expenditure
(b) income (c) overdraft (d) keep a record
(e) counterfoil (f) crossed (g) cash 5 (a) from
(b) in (c) for (d) to (e) at (f) out of (g) from

Books and Reading (p. 7)
1 (a) atlas (b) textbook (c) dictionary
(d) encyclopaedia (e) thriller (f) manual
(g) guidebook (h) Who's Who 2 (a) bookworm
(b) browse (c) illustrations (d) glossary
(e) footnotes (f) bibliography (g) borrow (h) fine
(i) reviews (j) published 3 (a) Contents page;
(normally at the front, tells you what the book contains,
in order of chapters or pages. Index: alphabetical
order and usually at the back, a list of names, places
e tc. mentioned in the book with page references.
(b) A bookshop sells books; a library lends them.
(c) An author writes books; a publisher prints and
sells them. (d) You lend something to someone, and
borrow from someone. (e) A biography: someone's
life story. An autobiography: a biography written by its
subject. (f) Fiction: imaginary writing. Non-fiction:
factual writing. Reference books: Information books.
4 (a) from (b) at (c) of (d) in (e) up . . . in
(f) by (g) on

Cars (p. 8)
1 (a) boot (b) aerial (c) windscreen (d) bonnet
(e) bumper (f) number plate (g) headlights
(h) tyre (i) engine (j) windscreen wipers
(k) wheel (l) exhaust pipe (m) gear lever
(n) rear-view mirror (o) dashboard
(p) steering wheel (q) seat belt
(r) accelerator (pedal) (s) headrest
(t) brake (pedal) (u) clutch (pedal)
2 (a) fuel consumption . . . mpg . . . petrol tank
(b) performance (c) vehicle . . . rear
(d) instruments (e) overtake (f) reverse (g) body
(h) indicate

Cinema and Films (p. 9)
1 (a) cinema (b) review (c) critic
(d) performance (e) foyer (f) poster
(g) usherette (h) screen (i) row (j) aisle
(k) cartoon (l) trailer (m) horror
2 (a) performance (b) role (c) cast (d) director
(e) studio (f) location (g) documentary
(h) critical (i) box office (j) plot 3 (a) on (b) in
(c) on (d) on at (e) on (f) at (g) for (h) to
(i) on (j) at (k) at (l) to . . . in (m) at

Doctors and Hospitals (p. 10)
1 (a) general practitioner (b) nurse
(c) psychiatrist (d) patient (e) in-patient
(f) out-patient (g) surgeon (h) casualty
(i) midwife (j) medical student (k) specialist
2 (a) receptionist (b) waiting room
(c) appointment (d) symptoms (e) examine
(f) stethoscope (g) pulse (h) temperature
(i) thermometer (j) prescription (k) chemist
(l) treatment (m) ward (n) operation
3 (a) on (b) to (c) from (d) in (e) with
(f) of (g) for

Education (p. 11)
1 (a) nursery school (b) primary (c) academic
(d) terms (e) break up (f) secondary
(g) co-educational (h) compulsory (i) state
(j) private (k) graduate (l) degree (m) tutorial
(n) seminar (o) lecture (p) grant (q) fees
2 (a) Students sit an exam. Examiners set an exam.
(b) Take an exam: attempt the questions. Pass an
exam: be successful. (c) Compulsory: required by
law or regulation. Voluntary: performed by free choice.
(d) Schools and universities educate people. Parents
bring them up. (e) A pupil: a child at school. A
student: normally an older person and at college or
university. 3 (a) to (b) at . . . of (c) in (d) at
(e) to (f) into (g) up (h) at (i) in (j) from
(k) by

Elections and Government (p. 12)
1 (a) predict (b) opinion poll
(c) election campaign (d) support (e) vote
(f) polling station (g) polling day (h) ballot box
(i) candidate (j) a one-party states (k) majority
(c) opposition (d) coalition (e) cabinet
(f) prime minister (g) left-wing (h) right-wing
(i) split (j) alliance 3 (a) pro- (f) for, in support of.
Anti- (g) against. (h) An election: when people vote for
a person or persons to represent them. A referendum:
when a nation votes on one particular issue.
4 (a) for (b) in (c) against (d) to (e) with
(f) between (g) in

Flats and Houses (p. 13)
1 (a) flat (b) self-contained (c) rent
(d) advertisements (e) accommodation agency
(f) block (g) fee (h) landlord (i) deposit
(j) reference 2 (a) terraced (b) cramped
(c) spacious (d) estate agent (e) semi-detached
(f) surveyor (g) condition (h) removals
(i) architect (j) detached (k) builder 3 (a) A
landlord owns property and receives rent for it. A
tenant pays rent for the use of a room, flat, or other
property. (b) A house usually has two or more storeys. A bungalow has only one. (c) The ground floor is at ground level. The first floor is above the ground floor. 4 (a) on (or of) (b) in (c) into (d) with (e) for (f) on (g) in (h) in (i) at...in (l) of

Food and Restaurants (p. 14)
1 (a) cookery books (b) dish (c) recipe (d) ingredients (e) snack (f) eat out (g) waiter (h) menu (i) bill (j) tip (k) fast food (l) take-away (m) entertaining (n) cutlery (o) napkin (p) starter (q) main course (r) vegetarian (s) diet (t) side dish (u) dessert (v) washing up (w) sink (x) crockery
3 (e) A buffet; a meal when people help themselves to food laid out on a table, and often eat standing up. A banquet: a grand meal for a lot of people on a special occasion. (b) Overcooked; cooked too much. Undercooked; not cooked enough. Raw: uncooked: (c) A chef cooks in a restaurant or hotel. A caterer offers a service providing food and drink for social occasions. (d) A café: a restaurant offering simple meals and snacks. A canteen: a restaurant in a factory, office, school etc. 4 (a) for (b) out (c) down (d) to (e) to (f) to (g) at (h) of (i) out (j) in (k) up

Gambling, Smoking and Drinking (p. 15)
1 (a) compulsive gamblers (b) betting (c) games of chance (d) fortune (e) wreck (f) odds (g) bookmakers (h) punters (i) casino (j) broke 2 (a) addiction (b) craving (c) chain-smoke (d) put out (e) antisocial (f) stained (g) ash trays (h) harmful (i) packet (j) fatal 3 (a) soft drinks (b) teatottlers (c) slip (d) sociable (e) spirits (f) tipsy (g) drunk (h) hangover (i) alcoholics (j) sober 4 (a) on (b) up...down (c) out (d) to (e) on

Industry and Agriculture (p. 16)
1 (a) economy (b) produce (c) products (d) shipyards (e) plants (f) boom (g) slump (h) natural resources (i) import (j) export (k) markets 2 (a) self-sufficient (b) farmers (c) dams (d) irrigate (e) fertilizers (f) fertile (g) crops (h) harvest (i) livestock (j) agricultural
3 (a) Oil is extracted from the ground on an oilfield. It is purified and made ready for use at a refinery. (b) Coal or gold etc. are taken from under the ground at a mine. Stone is taken from the surface at a quarry. (c) The producer manufactures goods. The consumer buys them to use. (d) To plough: to break and turn over earth. To sow: to put seeds into ploughed earth. 4 (a) on (b) in (c) of (d) from (e) in (f) to

International Relations (p. 17)
1 (a) leader (b) hold (c) summit meeting (d) preliminary (e) agenda (f) item (g) news conference (h) spokesman (i) breakdown (j) superpowers (k) settle 2 (a) split (b) in protest at (c) break off (d) diplomatic relations (e) ambassadors (f) embassies (g) resume (h) links
3 (a) on...for (b) by (c) at...in (d) about (e) of (f) in...at (g) over...for

Law and Order (p. 18)
1 (a) investigate (b) arrest (c) handcuff (d) charge (e) theft (f) fingerprints (g) cell (h) detained (i) court (j) magistrate (k) oath (l) pleaded (m) witnesses (n) evidence (o) found (p) fine (q) sentence 2 (a) solicitor (b) trial...jury...verdict (c) warders (d) inquest...coroner (e) detective...plain clothes (f) death penalty 3 (a) In (b) to (c) of (d) of (e) with (f) in...in (g) before (h) of

Music (p. 19)
1 (a) concert hall (b) audience (c) musicians (d) instruments (e) conductor (f) bow (g) baton (h) score (i) keys (j) string (k) bows 2 (a) group (b) top ten (c) number one (d) recording studio (e) live (f) concert (g) stage (h) fans (i) vocalist (j) lyrics 3 (a) An orchestra: a large group of musicians, who often play classical music. A band: normally a smaller group, who play popular music. (b) Percussion Instruments: played by being hit (drums). Wind Instruments: played by being blown (trumpet). (c) A concert: a musical performance before an audience. A rehearsal: a practice for a performance. (d) A composer writes music. A musician plays it. 4 (a) at (b) in (c) by (d) on (e) in

Natural Disasters (p. 20)
1 (a) drought (b) famine (c) starve (d) starvation (e) flood (f) crown (g) helicopters (h) drop (i) cut off 2 (a) earthquake (b) casualties (c) collapse (d) rescue teams (e) trapped (f) rubble (g) outbreak (h) epidemic (i) medical teams (j) toll -3 (a) on (b) fire (c) fire brigade (d) fire engine (e) fireman (f) overcome (g) put out (h) arson 4 (a) of (b) from...to (c) to...off (d) for (e) for...in (f) under (g) by

Public Transport (p. 21)
1 (a) cab (b) hall (c) taxi-rank (d) fare (e) meter (f) lip (g) double-decker (h) single-decker (i) crew (j) driver (k) conductor (l) conductress (m) inspector (n) check (o) bus stop (p) destination (q) rush hour (r) tube (s) subway (t) metro (u) platform (v) escalator (w) lift (x) sliding doors (y) coach (z) rack
2 (a) A carriage: a separate car or wagon. A compartment: one section of a carriage.
(b) A season ticket enables you to travel as often as you like on a particular route during a given time. A return ticket is only good for one journey each way between two places.
(c) A bus driver drives a bus. A bus conductor collects money for fares. (d) A train driver drives a train. A guard has general responsibility for the safety of the train. 3 (a) in (b) at (c) for (d) for (e) at (f) on (g) at (h) for (i) off...at (j) at (k) from

Romance and Marriage (p. 22)
1 (a) romantic (b) attracted (c) keen (d) date (e) go out (f) approve (g) mature (h) drift apart (i) break off (j) relationship 2 (a) propose (b) engaged (c) consent (d) civil (e) wedding (f) bride (g) bridegroom (h) reception (i) toast (j) honeymoon 3 (a) To be fond of someone: to have a warm feeling towards that person. To be in love with someone: to have a very deep feeling, often only towards that person. (b) A married couple who are separated live apart. If they are divorced, their marriage is legally at an end. (c) An engaged girl's fiancé is her husband-to-be. An engaged man's
fiancée is his wife-to-be. (d) Your mother is the woman who gave birth to you. Your mother-in-law is your husband’s or wife’s mother. 4 (a) out (b) out with (c) out of (d) to (f) in . . . with (g) to (h) to (i) of (j) in

Shopping (p. 23)
1 (a) antique shop (b) florist’s (c) stationer’s (d) newsagent’s (e) tobacconist’s (f) grocer’s (g) greengrocer’s (h) pet shop (i) baker’s (j) butcher’s 2 (a) off-the-peg (b) label (c) tag (d) fit (e) try on (f) assistant (g) cashier (h) cash desk (i) till (j) receipt (k) exchange (l) refund (m) bargain (n) sale (o) mail order 3 (a) To overcharge: to ask a customer for more than the true price. To undercharge: to ask for less. (b) A shopkeeper owns and runs a shop. A shoplifter steals from shops after entering as a customer. (c) If you go shopping you buy things. If you go window-shopping you just look in the shop-windows. (d) A wholesaler sells goods to retailers. Retailers are shops, which sell to the public. 4 (a) in (b) on (c) at . . . in (d) by (e) inside (f) back (g) with (h) for

Sport (p. 24)
1 (a) pitches (b) courts (c) pools (d) rings (e) ring (f) stadium (g) spectators (h) track events (i) field events (j) athletes (k) officials (l) scoreboard 2 (a) team (b) players (c) amateurs (d) train (e) gymnasium (f) match (g) track suits (h) referee (i) captains (j) toss a coin (k) crowd (l) draw 3 (a) Amateurs are not paid; professionals are paid. (b) A winner wins. A runner-up comes second. (c) You win a game or race. You beat your opponent. (d) A hurdle race has jumps. A relay race has two or more people in the same team, each completing a part of the race. 4 (a) for (b) on (c) on (d) at (e) in (f) of . . . at (or in) (g) of (h) between (i) in

Television and Newspapers (p. 25)
1 (a) mass media (b) switch (c) channels (d) indecency (e) objective (f) subjective (g) commercials (h) soap operas (i) quiz shows (j) viewers 2 (a) advertising (b) circulation (c) entertainment (d) headlines (e) cartoons (f) sensational (g) gossip columns (h) views (i) censorship (j) correspondents (k) news agencies (l) reviews (m) editors (n) 3 (a) Viewers watch television. Listeners listen to the radio. (b) A mass circulation newspaper sells a large number of copies. A small circulation paper sells a small number. (c) An editor runs a newspaper. A reporter writes news stories. A critic reviews new plays, books or films. 4 (a) to (b) for (c) in (d) on (e) over

Theatre (p. 26)
1 (a) dressing room (b) stage (c) row (d) aisle (e) stalls (f) circle (g) foyer (h) box office (i) backstage (j) box 2 (a) director (b) playwright (c) cast (d) auditions (e) parts (f) audience (g) theatre-goers (h) rehearsals (i) first night (j) applause (k) reviews (l) critics (m) hit (n) run (o) flop (p) performances (q) matinées 3 (a) in (b) to (c) on (d) at (e) in (f) behind (g) during (h) in (l) at . . . of (j) in

Travel (p. 27)
1 (a) leisure (b) travel agents (c) cut-price tickets (d) off the beaten track (e) hitch-hiking (f) youth hostels (g) package holiday (h) resort (i) peak (j) off-peak 2 (a) travel (b) journey (c) tour (d) cruise (e) voyage (f) trip (g) flight (h) journey (i) tour (j) trip 3 (a) A bed and breakfast place is a cheap, simple hotel where the overnight charge includes breakfast. (b) People are seasick in ships, airsick when flying and carsick in cars if the movement upsets their stomach. (c) A tour operator organizes holidays. A travel agent sells them to the public. (d) At sea: on a ship far from land. At the seaside: by the sea, often at a holiday coastal resort. 4 (a) by (b) in (c) on (d) in (e) at

War (p. 28)
1 (a) clashes (b) forces (c) aggression (d) mobilize (e) hostile acts (f) retaliate (g) deteriorate (h) ultimatum (i) declare war (j) outbreak 2 (a) civilian (b) targets (c) neutral (d) intermediaries (e) get involved (f) intervene (g) ceasefire (h) peace-keeping force (i) peace treaty (j) withdraw 3 (a) An army advances when it goes forward against the enemy and retreats when it goes back under enemy pressure. (b) War: usually between two or more countries. Civil war: between two sides in the same country. (c) Conventional war: fought with troops and ‘ordinary’ weapons (guns, ships, planes). Nuclear war: fought with nuclear weapons. (d) An ally: a group or country which fights on your side. An enemy: the side opposing you. 4 (a) in (b) in . . . for (c) in (d) out (e) as . . . in (f) out (g) between

Welfare State (p. 29)
1 (a) welfare state (b) elderly (c) pension (d) retire (e) low incomes (f) subsidized (g) medical treatment (i) benefits (l) school (f) physically disabled (k) mentally handicapped (l) out of work (m) eligible (n) social services (o) social workers 2 (a) Advice: a noun. Advice: a verb. (b) Blind: unable to see. Deaf: partially or totally unable to hear. (c) Fares: without charge. Subsidized: (rent, meals, food) of lower price than is normal because the government or company pays a part. (d) A hearing aid helps the deaf to hear. Braille helps the blind to read. (e) Haves: people who have money, jobs, homes. Have-nots: people who lack these. 3 (a) with (b) out of (c) in . . . for (d) at (or in) (e) at . . . of (f) for

Work (p. 30)
1 (a) applicants (b) vacancy (c) fill in (d) application forms (e) apply (f) short-list (g) interview (h) qualifications (i) experience (l) references 2 (a) salary (b) increments (c) pension (d) retire (e) commission (f) perks (g) prospects (h) promotion (i) commute (j) ambitious 3 (a) in (b) at (c) to . . . as (d) for (e) in (f) in (g) in (h) at (i) of (j) of (k) to
Mini Topics

Argument (p. 31)
(a) resentment (b) friction (c) jealous (d) row
(e) disagreement (f) troublemaker (g) aggressive
(h) nag

Sadness (p. 31)
(a) tears (b) sob (c) heartbroken (d) loss
(e) comfort (f) grief (g) sleepless (h) recover
(i) withdrawn (j) miss

Nervousness (p. 31)
(a) nerves (b) tremble (c) sweat (d) blush
(e) embarrassment (f) shy (g) tongue-tied
(h) stammer (i) faint (j) tranquilizer

Success (p. 32)
(a) ambitious (b) ladder (c) power (d) achieve
(e) achievement (f) confidence (g) exploit
(h) ruthless (i) determined (j) ability

Fame (p. 32)
(a) celebrity (b) entourage (c) autographs
(d) fans (e) interviews (f) in the public eye
(g) privacy (h) bodyguards (i) pressures
(j) break-up

Pride (p. 32)
(a) snob (b) proud (c) contemptuous (d) boast
(e) vain (f) conceited (g) thick-skinned (h) pride

Birth (p. 33)
(a) expecting (b) pregnant (c) born
(d) maternity ward (e) midwife (f) deliver
(g) parents (h) call (i) prams (j) cots (k) crawl

Childhood and Adolescence (p. 33)
(a) adults (b) adult (c) daydreams
(d) idolize (e) hobbies (f) teens (g) development
(h) introverts (i) extraverts (j) relationships

Death (p. 33)
(a) hear (b) funeral (c) priest (d) dead
(e) mourners (f) cemetery (g) crematorium
(h) will (i) leave (j) widow (k) inherits

Advertising (p. 34)
(a) classified advertisements (b) posters
(c) hoardings (d) advertising agencies
(e) publicize (f) eye-catching (g) commercials
(h) persuades

Art (p. 34)
(a) creative (b) sculptor (c) sculpture (d) painter
(e) amateur (f) professional (g) dealers
(h) works (i) galleries (j) reproductions

Photography (p. 34)
(a) camera (b) snaps (c) prints (d) album
(e) slides (f) projector (g) develop
(h) enlargements

Military Service (p. 35)
(a) compulsory (b) forces (c) volunteers
(d) army (e) navy (f) air force (g) promotion
(h) officer

Police (p. 35)
(a) join (b) police force (c) policeman (d) rank
(e) uniform (f) walkie-talkie (g) detective
(h) plain clothes

Security Work (p. 35)
(a) security firm (b) armoured vehicles
(c) bullet-proof (d) guards (e) lap (f) bug
(g) private detectives (h) couriers (i) kidnappers

The Countryside (p. 36)
(a) rural (b) unpolluted (c) pace (d) villages
(e) relaxed (f) cultivated (g) farms
(h) national parks (i) wildlife (j) remote

The Seaside (p. 36)
(a) beach (b) horizon (c) waves (d) drowned
(e) currents (f) depth (g) lifeguards (h) dive
(i) shallow (j) cliffs

Mountains (p. 36)
(a) range (b) height (c) ascent (d) mountaineers
(e) climb (f) peak (g) oxygen (h) equipment
(i) ropes (j) descent

Electrical Appliances (p. 37)
(a) lead (b) plug (c) socket (d) switch
(e) adjust (f) knob (g) controls (h) unplugged
(i) electrician (j) dealer

The Telephone (p. 37)
(a) operator (b) look up (c) directory
(d) receiver (e) dial (f) engaged (g) get through
(h) line

Computers (p. 37)
(a) calculator (b) computers (c) hardware
(d) software (e) screen (f) keyboard (g) printer
(h) word processor

Factory Work (p. 38)
(a) manual (b) white collar (c) apprentice
(d) factory (e) foreman (f) canteen (g) tea break
(h) labour relations (i) management (j) shop floor

Office Work (p. 38)
(a) correspondence (b) file (c) filing cabinets
(d) callers (e) dictate (f) shorthand
(g) typewriter (h) stationery

A Strike (p. 38)
(a) go on strike (b) dispute (c) dismiss
(d) shop stewards (e) deadlock (f) unemployment
(g) on the dole (h) picket line (i) redundant

Related Word Groups

Sounds (p. 39)
1 (a) squeal (b) crash (c) roar (d) rustle
(e) splash (f) bang (g) creak (h) whistle
(i) clatter (j) rumble 2 (a) hum (b) pips
(c) pop (d) crack (e) peal (f) squeak (g) tick
(h) jingle

Animal Sounds (p. 39)
(a) chatter (b) roar (c) bark, growl
(d) miaow, purr (e) neigh (f) cluck (g) crow
(h) buzz (i) moo (j) bleat (k) trumpet
(l) grunt, squeal (m) bray (n) croak (o) hiss
(p) quack (q) howl (r) squeak

Human Sounds (p. 40)
(a) stammer (b) sniff (c) puff... (d) snore
(e) hiccup (f) sneeze (g) whisper (h) yawn
(i) sigh (j) cough (k) groan

Ways of Looking (p. 40)
(a) stare (b) peep (c) blink (d) gaze (e) frown
(f) glimpse (g) wink (h) peer (i) glare
(j) glance

Walking (p. 41)
(a) stagger (b) wander (c) stroll (d) limp
(e) slip (f) creep (g) march (h) stray (i) crawl
(j) trip (k) dash (l) trudge

Body Movements (p. 41)
1 (a) his muscles... (b) his head in
(disagreement (c) his fists... (d) his
neck... (e) his fingers... (f) his shoulders
(g) his forehead... (h) his arms... (i) his head
thoughtfully (j) his breath... (k) his foot...
(l) his knee... 2 (a) with fear
(b) with cold (c) in the hot sun (d) with embarrassment (e) when he heard the sad news (f) in surprise at the sudden noise (g) in his armchair after a hard day's work (h) after going without food for three days 3 (a) in agreement
(b) when he was introduced to the Queen (c) when she was introduced to the Queen (d) when she saw her friend getting off the bus (e) because he was happy (f) when his commanding officer entered the room (g) after sitting in the same position for so long (h) to show the shop assistant what he wanted 4 (a) stretch (b) slap (c) punch (d) pat (e) stroke (f) grab (g) squeeze (h) grope (l) nudge (i) beckon

Containers (p. 42)
(a) shopping (b) clothes and personal things for a long stay (c) petrol, water (d) cash, secret stays (e) jewellery (f) flowers (g) coins (h) bank notes, tickets (i) bolling water (j) suits, jackets, dresses (k) business papers (l) letter (m) milk (n) clothes and belongings for, say, a week's holiday (o) books, waste paper (p) chocolates, matches (q) hot tea, cold drinks

Furniture and Fittings (p. 43)
(a) curtains (b) cupboards (c) bookcase (d) shelf (e) cushion (f) sofa (g) desk (h) chair (i) carpet (j) armchair (k) table (l) lampshade (m) lamp (n) draperies (o) pillow (p) sheet (q) wardrobe (r) blanket (s) mattress (t) rug (u) stool (v) washbasin (w) bed (x) chest of drawers

Connectors (p. 44)
1 (a) nut (b) screw (c) nail (d) pin (e) safety pin (h) drawing pin (l) chain (j) rope (k) paper clip (l) string (m) thread (n) rubber band 2 (a) needle . . . thread (b) string (c) rope (d) safety pins (e) nail (f) drawing pin (g) pins (h) paper clip (i) nuts . . . bolts (j) screws (k) chains (l) rubber band

Tools (p. 45)
1 (a) hammer (b) spanner (c) screwdriver (d) axe (e) penknife (f) chisel (g) scissors (h) mail (j) rake (k) drill (l) saw (m) spade (n) fork 2 (a) scissors (b) screwdriver (c) spade (d) drill (e) jack (f) hammer (g) axe (h) chisel (i) mallet (j) rake (k) penknife (l) fork (m) saw (n) spanner

Vehicles (p. 46)
(a) motorbike (b) van (c) bulldozer (d) scooter (e) lorry (f) caravan (g) tanker (h) trailer (i) car (j) ambulance (k) bus (l) coach

Bicycle (p. 46)
(a) saddle (b) frame (c) back light (d) mudguard (e) gears (f) chain (g) pedal (h) pump (i) spokes (j) tyre (k) front light (l) handlebars (m) brakes (n) bell

Collective Nouns (p. 47)
(a) fleet (b) herd (c) swarm (d) mob (e) suite (f) crowd (g) bunch (h) congregation (i) shoals (j) flight (k) gang (l) clump (m) flocks (n) swarm (o) bunch (p) fleet (q) bundle (r) audience (s) bunch (t) set (u) stack (v) suite (w) pack (x) crew (y) flock (z) set

Young Animals (p. 47)
(a) cub (b) foal (c) piglet (d) cub (e) puppy (f) calf (g) kitten (h) cub (i) duckling (j) lamb (k) kid (l) chick

Law Breakers (p. 48)
(a) sets fire to property . . . (b) steals from shops . . . (c) attacks and robs people . . . (d) is anyone who breaks the law (e) deliberately causes damage to property (f) breaks into houses . . . (g) kills someone (h) takes away people by force . . . (i) steals things from people's pockets . . . (j) helps a criminal . . . (k) buys and sells drugs . . . (l) gets secret information from another country (m) uses violence for political reasons . . . (a) murders . . . (b) causes damage or a disturbance . . . (c) hides on a ship . . . (d) is someone who steals (e) takes control of a plane . . . (f) makes counterfeit money . . . (g) steals money etc. by force . . . (h) brings goods into a country illegally . . . (i) betrays his or her country . . . (j) is a member of a criminal group . . . (k) is a soldier who runs away from the army . . . (l) marries illegally . . .

Occupations (p. 49)
1 (a) controls parking . . . (b) collects rubbish . . . (c) arranges shop-window displays (d) helps people buy and sell houses (e) deals in office correspondence . . . (f) makes arrangements for funerals (g) makes brick buildings and walls (h) works in a government ministry (i) treats sick animals (j) sells newspapers . . . (k) delivers babies 2 (a) cooks in a restaurant . . . (b) designs buildings (c) works in a library (d) sells fish . . . (e) gets coal . . . (f) runs a museum (g) designs the insides of houses . . . (h) types letters . . . (i) drives someone's car . . . (j) operates on sick people 3 (a) test people's eyes . . . (b) makes people laugh at a circus (c) rides racehorses (d) sells valuable objects at an auction (e) prepares books . . . for publication (f) loads and unloads ships . . . (g) treats people's feet (h) sells meat (i) writes for a newspaper (j) represents country . . . (k) sells flowers . . .

Male and Female (p. 50)
(a) queen (b) bus conductor (c) wife (d) bride (e) hero (f) girl guide (g) barman (h) policeman (i) air stewardess (j) hostess (k) actress (l) monk (m) waitress (n) prince (o) niece (p) hostess (q) landlady (r) widower (s) uncle

People (p. 50)
(a) can't stop talking (b) is intellectual . . . (c) is inquisitive . . . (d) loves reading books (e) is very keen on the cinema (f) is slow (g) is not very active or energetic (h) is confused and forgetful (i) loves to work (j) likes to open the windows . . . (k) is clever and ambitious . . . (l) causes difficulties between people (m) seems to enjoy preventing others from enjoying themselves

Clothes (p. 51)
1 (a) shirt (b) tie (c) jacket (d) waistcoat (e) overcoat (f) trousers (g) shoes (h) boots (i) suit (j) pullover (k) blouse (l) scarf (m) hat (n) cap (o) tee-shirt (p) shorts (q) sandals (r) socks (s) pyjamas (t) dress (u) slippers (v) skirt (w) apron 2 (a) lining (b) label (c) sleeve (d) pocket (e) toe (f) laces (g) heel (h) sole (i) collar (j) label (k) seam
Parts of the Body (p. 52)
1. forehead (a) hair (c) eye (d) ear
2. cheek (e) nostril (g) mouth (h) throat
3. chin (j) neck (k) jaw (l) nose
4. eye-lashes (a) eyelid (p) eyebrow
5. shoulder (b) arm (c) hand (d) leg
6. foot (f) sole (g) toe (h) heel (i) ankle
7. shin (k) calf (l) knee (m) thigh (n) nail
8. finger (p) palm (q) thumb (r) hip (s) wrist
9. waist (u) forearm (v) elbow (w) stomach
10. chest

Punctuation Marks and Printing (p. 53)
1. capital letter (b) small letter (c) stroke
2. dash (e) underlining (f) paragraph
3. full stop (h) italics (i) bracket (j) apostrophe
4. question mark (l) abbreviation (m) footnote
5. asterisk (c) exclamation mark
6. inverted commas (q) subheading (r) comma
7. semicolon (t) hyphen (u) colon (v) heading

British Measurements (p. 53)
1. inch (b) foot (c) yard (d) mile (e) acre
2. ounce (g) pound (h) stone (i) pint (j) gallon

Quantities (p. 54)
1. of soap (b) of shoes (c) of matches
2. of potatoes (e) of flour (f) of tobacco
3. of cloth (g) of milk (i) of land (j) of wine
4. of petrol (l) of flowers (m) of sardines
5. of toothpaste (o) of cigarettes (p) of jam

Shapes (p. 54)
1. shape (b) size (c) rectangle (d) horizontal
2. vertical (f) square (g) diagonal (h) centre
3. corner (j) triangle (k) angle (l) right angle
4. parallel (n) upper (o) lower (p) circle

Word Building
Prefixes (pp. 55-57)
1. a (c) co (b) inter (c) co (d) ex (e) inter
2. re (g) inter (h) re (i) ex (j) co
3. a (c) counter (b) bi (c) pre (d) demi (e) bi
4. re (g) pre (h) counter (i) semi (j) semi
5. a (c) post (b) non (c) mono (d) non (e) post
6. mono (g) anti (h) anti (i) non (4) a (d) de
7. trans (e) de (c) super (e) trans (f) multi
8. de (h) super (i) super (l) multi (5) a (sub
9. super (c) sub (d) sub (e) uni (f) tri (g) pro
10. tri (i) pro (j) uni (6) a (over) b (over
11. under (c) over (d) under (f) under (g) over
12. under (l) over (j) under (7) a (un) b (un
13. c (n) dis (e) un (f) dis (g) un (h) un
14. l (i) dis (j) un (k) dis (l) un (m) dis (n) dis
15. o (i) dis (p) un (q) dis (r) dis (s) un (t) dis
16. u (v) dis (8) (a) ir (b) im (c) il (d) in
17. im (e) li (f) im (g) in (h) il (i) ir (j) im (k) in
18. (l) in (m) im (n) il (o) in (p) il (q) in (r) ir
19. a in (t) in (u) ir (v) in

Suffixes (pp. 58-60)
1. (a) monkish (b) amateurish (c) childish
2. pigish (e) girthish (i) (a) sevenish
3. darkish (c) fairish (d) twentish (e) tallish
4. smallish (g) greenish 2 (a) waterless
5. harmful (c) thoughtful (d) successful
6. harmless (f) thoughtless (g) beautiful
7. friendless 3 (a) employer (b) trainer
8. interviewer . . . interviewee (a) employee
9. trainee 4 (a) bulletproof (b) waterproof
10. shockproof (d) heatproof (e) foolproof
11. childproof (g) soundproof
12. cupful . . . teaspoonful (a) houseful
13. handful (d) mouthful (e) tankful
14. (a) teacher (b) director (c) beggar
15. interpreter (e) translator (f) collector
16. sailor (h) murderer (l) operator
17. demonstrator (k) inspector (l) actor
18. buyer (m) editor (n) worker (p) donor
19. visitor (q) producer (s) traveller
20. competitor (t) singer (b) governor
21. announcer (z) admirer (e) decorator
22. robber (g) survivor (h) supplier (i) controller
23. investigator (k) skier (l) instructor (m) elector
24. writer (n) photographer (p) swimmer
25. contributor (r) creator (s) manager (t) liar
26. a (motorist (b) electrician (c) Parisian
27. Christian (e) pianist (f) historian
28. Buddhist (h) economist (i) artist (j) cyclist
29. (k) tennis (l) politician (m) scientist
30. musician (n) psychiatrist (p) terrorist
31. magician (q) florist (s) comedian
32. beautician (u) journalist (v) parachutist
33. linguist (w) archaeologist (x)
(e) possession (f) confession (g) confusion
(h) discussion (i) extension 12 (a) arrangement
(b) enlargement (c) entertainment
(d) postponement (e) improvement
(f) encouragement (g) advertisement
13 (a) government (b) punishment
(c) management . . . agreement (d) employment
(e) treatment (f) disappointment (g) imprisonment
(h) announcement (i) development
14 (a) competition (b) pronunciation
(c) qualification (d) production (e) solution
(f) introduction (g) acquisition (h) revolution
(i) repetition (j) reduction 15 (a) destruction
(b) opposition (c) publication (d) reception
(e) deception (f) abolition (g) explanation
(h) detention (i) satisfaction (j) description
16 (a) interruption (b) prediction . . . election
(c) reaction (d) Prevention (e) invention
(f) addiction (g) Protection (h) suggestion
(i) selection 17 (a) investigation
(b) examination (c) operation (d) imitation
(e) pronunciation (f) resignation
(g) accommodation (h) communication
(i) imagination (j) accusation (k) cancellation
(l) admiration (m) abbreviation (n) preparation
(o) demonstration (p) education (q) emigration
(r) immigration 18 (a) donation (b) hesitation
(c) acceleration (d) reservation (e) sensation
(f) combination (g) interrogation (h) invitation
(i) deterioration (j) examination (k) alteration
(l) Information (m) relaxation (n) restoration
(o) temptation (p) continuation (q) exploration
(r) translation (s) interpretation (t) punctuation

Nouns made from adjectives (pp. 68–72)
1 (a) wealth (b) poverty (c) truth (d) thirst
(e) hunger (f) ease (g) youth (h) gratitude
(i) likelihood (j) health (k) guilt (l) freedom
2 (a) death (b) cowardice (c) heroism
(d) wisdom (e) anger (f) fame (g) splendour
(h) boredom (i) horror (j) heat (k) pride
(l) strength 3 (a) luck (b) warmth (c) terror
(d) length (e) width (f) height (g) depth
4 (a) violence (b) silence (c) confidence
(d) elegance (e) innocence (f) importance
(g) intelligence (h) arrogance (i) independence
(j) reluctance (k) patience (l) convenience
(m) absence (n) presence 5 (a) accuracy
(b) vacancy (c) urgency (d) obstinacy
(e) fluency (f) efficiency (g) frequency
(h) privacy 6 (a) baldness (b) foolishness
(c) punctuality (d) equality (e) deafness
(f) popularity (g) quenity (h) similarity
(i) darkness (j) validity (k) sadness (l) kindness
7 (a) seriousness (b) Christianly (c) nearness
(d) superiority (e) neutrality (f) bluntness
(g) illness (h) formality (i) weakness
(j) fondness (k) reality (l) stupidity 8 (a) clarity
(b) necessity (c) brevity (d) curiosity (e) anxiety
(f) generosity (g) simplicity (h) vanity (i) variety
(j) gaiety 9 (a) courtesy (b) Cruelty (c) beauty
d) jealousy . . . envy (e) safety (f) tragedy
(g) difficulty (h) royalty (i) fury (j) hypocrisy
(k) certainty (l) loyalty 10 (a) loneliness
(b) ugliness (c) happiness (d) laziness
(e) holiness (f) naughtiness (g) tidiness
(h) loveliness 11 (a) tension (b) perfection
(c) contentment (d) caution (e) excitement
(f) attraction

Adjectives made from nouns (pp. 72–74)
1 (a) scholarly (b) rainy (c) grassy
(d) friendly (e) salty (f) ghostly (g) yearly
(h) weekly 2 (a) poisonous (b) religious
(c) adventurous (d) nervous (e) mountainous
(f) humorous (g) miraculous (h) dangerous
(i) glorious (j) ambitious (k) courageous
(l) disastrous (m) famous (n) industrious
(o) infectious (p) mysterious (q) victorious
(r) suspicious 3 (a) alcoholic (b) artistic
(c) climactic (d) democratic (e) energetic
(f) photographic (g) scientific (h) sympathetic
(i) poetical (j) dramatic 4 (a) grammatical
(b) alphabetical (c) musical (d) practical
(e) theatrical (f) political (g) psychological
(h) medical (i) critical (j) clerical
5 (a) fashionable (b) triumphant (c) affectionate
(d) circular (e) literary (f) suburban
(g) triangular (h) troublesome (i) comfortable
(j) profitable (k) muscular (l) valuable
(m) skilful (or skilled) (n) socialist (o) successful
(p) trustworthy (or trusted) (q) peaceful
(r) memorable (s) knowledgeable (t) distant

Adjectives made from verbs (pp. 74–75)
1 (a) advisable (b) changeable (c) regrettable
(d) suitable (e) dependable (f) breakable
(g) readable (h) adjustable (i) enjoyable
(j) acceptable (k) agreeable (l) curable
2 (a) appreciative (b) productive (c) deceptive
(d) destructive (e) informative (f) creative
(g) attractive (h) talkative (i) protective
(j) decisive 3 (a) dead (b) boring
(c) economical (d) quarrelsome (e) introductory
(f) entertaining (g) observant (h) obedient
(i) residential (j) slippery (k) educational
(l) spoilt (m) sticky (n) explanatory

Verbs made from nouns (pp. 75–76)
(a) encourage (b) extend (c) frighten (d) relieve
(e) bleed (f) prove (g) endanger (h) identify
(i) strengthen (j) liberate (k) breathe (l) halve
(m) lengthen

Verbs made from adjectives (p. 76)
(a) brighten (b) lessen (c) ripen (d) sweeten
(e) worsen (f) widen (g) loosen (h) lighten
(i) deafen (j) flatten (k) darken (l) deepen
(m) sharpen (n) broaden (o) quieten
(p) straighten (q) lighten (r) weaken
Specialized Vocabulary

Formal Words (pp. 77-78)
1 (a) produce (b) stating (c) attend
(d) obligatory (e) facilitate (f) seek (g) enquire
(h) admitted (i) leave 2 (a) held
(b) in possession of (c) prior (d) additional
(e) terminating (f) in excess of (g) desire
(h) retain (i) notify (j) locations (k) provide
(l) further 3 (a) in duration (b) commences
(c) departs (d) prior to (e) commencement
(f) ensure (g) funds (h) undertake (i) assist
(j) requested (k) appropriate (l) attire
4 (a) enquire (b) facilitate (c) prior to
(d) provision (e) assist (f) in excess of (g) additional
(h) notify (i) commencement (j) funds (k) retain
(l) provide (m) hold (n) terminate (o) attend
(p) admitted (q) state (r) desire (s) leave
(t) produce (u) ensure (v) requested

Slang and Colloquial Words (p. 79)
1 (a) cigarettes (b) pounds ... alcohol (c) made
(d) without money (e) friend ... prison
(f) discarded (g) television ... nuisance
(h) policeman 2 (a) dismiss (b) very good
(c) upper class (d) child ... bicycle
(e) short sleep (f) joking (g) toilet
(h) without money (i) drunk (j) newspaper
(k) possessions

American Words (p. 80)
1 (a) playing truant ... fail
(b) tap ... flat ... caretaker (c) rise ... holidays
(d) postman ... trowsers (e) railway timetable
(f) ordinary uniformed policeman ... saloon car ... pavement (g) chemist ... nappies (h) bill
(i) post 2 (a) queue ... cinema
(b) garden ... autumn (c) specialize ... maths,
(mathematics) ... university ... secondary school
(d) petrol ... petrol station ... windscreen
(e) shops ... underground (f) lift ... ground floor
(g) sweets ... jam (h) note (i) rubbish

Newspaper Headlines (p. 81)
1 (a) close down ... (b) attempt (c) explosion
(d) fire (e) conflict ... (f) reduce ... (g) exciting or dramatic event (h) diplomat ...
(i) affect badly (j) vote ... (k) investigate ... (l) leave (m) question ... (n) mystery
(o) look for ... (p) reduce drastically ...
(q) angry argument (r) total number of dead
(s) marry (t) attract ... 2 (a) The army has closed down three bases and dismissed 2,000 men to
save money. (b) An attempt to reach the north pole has failed. (c) Eight people have been killed in an
explosion at a hotel. (d) Some animals have died in a fire at a zoo. (e) The United States and the Soviet
Union are in disagreement about arms reductions. (f) Three people have been saved in a dramatic fire at
a block of flats. (g) A diplomat has been accused of spying. (h) Tourists have been badly affected by a
pilots' strike. (i) The Prime Minister has announced that there will be elections in March. (j) The police
are investigating the mystery of a missing woman. (k) A leading scientist has left the United Kingdom to
move to the United States. (l) Three people have been questioned (by the police) about the kidnapping
of a boy. (m) A film star wants a divorce. (n) Air fares have been drastically reduced to attract more
holidaymakers to fly ... (o) There has been an

argument at the United Nations about an accusation that
certain people are spies. (p) The total number
of people who died in the earthquake is now 27.
(q) An actor is going to marry for the fifth time.

Abbreviations (pp. 82-83)
1 (a) BBC (b) NSPCC (c) RSPCA (d) AA
(e) C of E (f) MI5 (g) BR (h) OHMS (i) BA
(j) M4 (k) TV (l) lb ... oz (m) ft ... in
(n) Esq ... cla ... Rd 2 (a) UN (b) EEC
(c) OPEC (d) KGB (e) CIA (f) NATO (g) FBI
(h) USA (i) USSR (j) UK 3 (a) PTO (b) v
(c) Bros ... St (d) BC (e) No ... NB
(f) °F ... °C (g) AD (h) RSVP (i) PS

Pairs of Words Often Confused (pp. 85-88)
1 (a) lose (b) loose (c) lose (d) loose
2 (a) their (b) their (c) there (d) there
3 (a) advise (b) advice (c) advice (d) advise
4 (a) practice (b) practise (c) practice
(d) practise 5 (a) whether (b) weather
(c) weather (d) whether 6 (a) beside
(b) beside (c) besides (d) besides
7 (a) stationary (b) stationary (c) stationary
(d) stationery 8 (a) agree (b) accept (c) agree
d) accept 9 (a) understanding
(b) comprehensive (c) comprehensive
(d) understanding 10 (a) sensible (b) sensitive
(c) sensible (d) sensitive ... sensitive
11 (a) now (b) now (c) actually (d) actually
12 (a) control (b) check (c) control (d) check
13 (a) teacher (b) teacher (c) professor
(d) Professor 14 (a) effect (b) affect (c) affect
d) effect 15 (a) passed (b) passed (c) past
d) past 16 (a) economical (b) economic
(c) economic (d) economical 17 (a) principles
(b) principle (c) principal (d) principal
18 (a) grateful (b) thankful (c) thankful
(d) grateful 19 (a) lend (b) borrow (c) borrow
d) lend 20 (a) quiet (b) quite (c) quiet
(d) quite 21 (a) Canal (b) canals (c) Channel
(d) channel 22 (a) valueless (b) priceless
(c) priceless (d) valueless 23 (a) invaluable
(b) invaluable (c) worthless (d) worthless
24 (a) continually (b) continuously
(c) continuously (d) continually 25 (a) hard
(b) hard (c) hardly (d) hardly 26 (a) avoid
(b) prevent (c) prevent (d) avoid
27 (a) may be (b) maybe (c) maybe
(d) may be 28 (a) raised (b) rise (c) rose
d) raised 29 (a) stole (b) robbed (c) stolen (d) stolen
(h) stolen (i) raised (j) raised
20 (a) lies (b) laid (c) lay (d) lay (e) lain
(f) lay (g) lie (h) laid (i) lying (j) lay (k) laid
(l) lay ... lie 31 (a) remember (b) remind
(c) remember (d) remember (e) reminded
(f) remind (g) remember (h) remind
(i) remember (j) reminds