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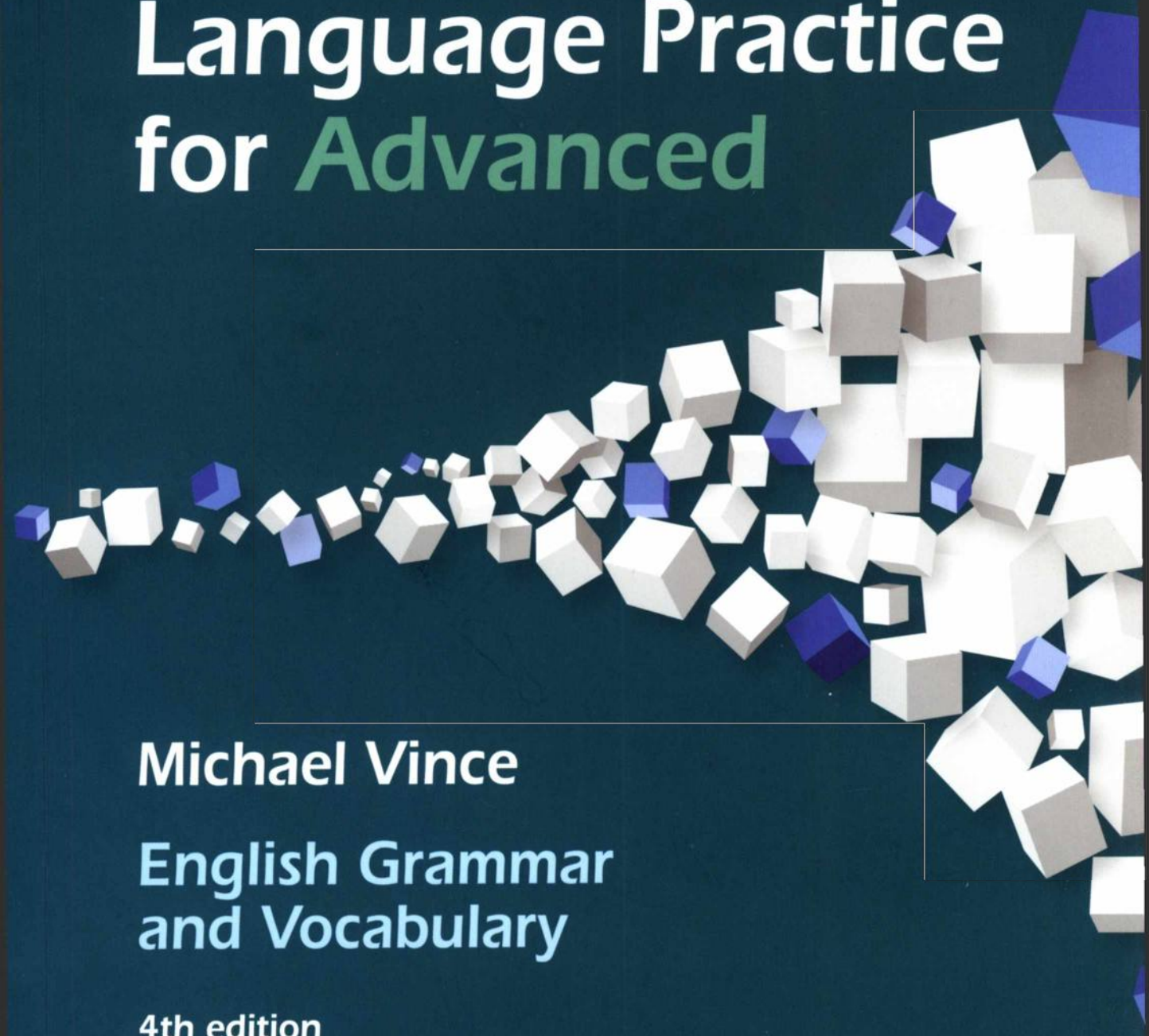

Michael Vince

English Grammar and Vocabulary

4th edition
with Key

MACMILLAN

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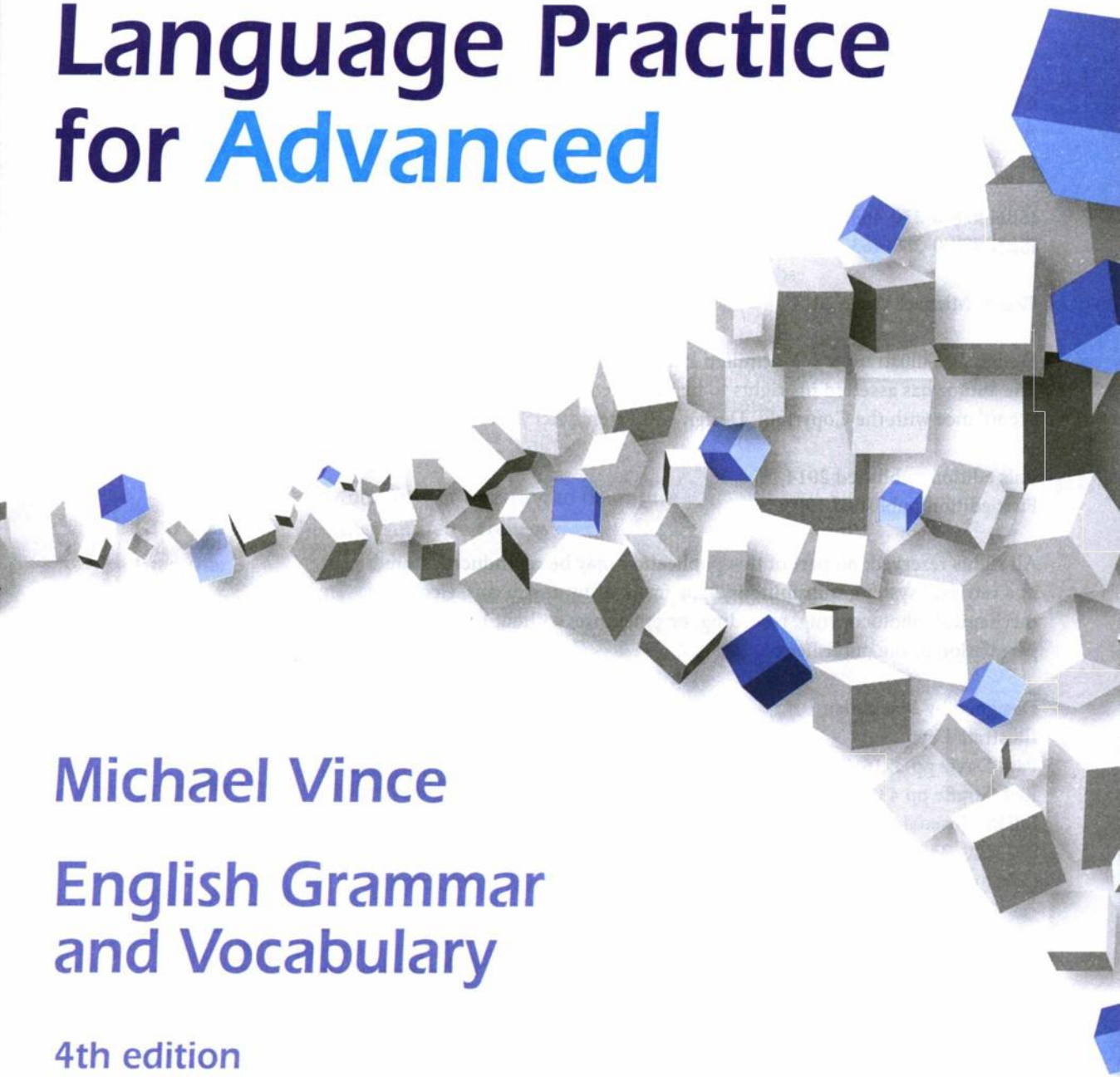

Michael Vince

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Contents

Introduction viii

Grammar 1	**Present time** Basic contrasts: present simple and present continuous State verbs and event (action or dynamic) verbs State verbs normally without a continuous form Difference of meaning in stative and active verbs Other uses of present continuous Other uses of present simple	1
Grammar 2	**Future time** Basic contrasts: *will*, *going to*, present continuous Future continuous Future perfect Other ways of referring to the future Other future references	7
Grammar 3	**Past time** Basic contrasts: past simple and past continuous Past perfect simple and continuous *Used to* and *would* Unfulfilled past events Polite forms Contrast with present perfect verb forms	14
Grammar 4	**Present perfect** Present perfect simple Present perfect continuous Time expressions with the present perfect	21
Consolidation 1	**Units 1–4**	28
Grammar 5	**Passive 1** Basic uses of the passive Mentioning or not mentioning the agent	33
Grammar 6	**Passive 2** *Have* and *get* something *done*, *need doing* Passive *get* Reporting verbs Verbs with prepositions Common contexts for the passive	40
Grammar 7	**Conditionals** Basic usage: truths, real situations, hypothetical situations (present and past) Variations: *if only*, *unless* and other alternatives to *if*, past events with results in the present, *should*, *were to*, *happen to*, *if it were not for*, *if it hadn't been for*, *will / would*	46

Other ways of making a conditional sentence: *supposing*, *otherwise*, *but for*, *if so*, *if not*, colloquial omission of *if*, *if* and adjectives, *if* meaning *although*

Grammar 8 **Unreal time and subjunctives** 54
It's time
Wishes
I'd rather / I'd prefer (followed by a clause)
As if, as though
Suppose and *imagine*
Formal subjunctives
Formulaic subjunctive

Consolidation 2 **Units 5–8** 60

Grammar 9 **Modals: present and future** 65
Don't have to and *must not*: absence of obligation, obligation not to do something
Should and *ought to*: expectation, recommendation, criticism of an action, uncertainty with verbs of thinking, with *be* and adjectives describing chance, after *in case* to emphasize unlikelihood
Could: possibility or uncertainty, with comparative adjectives to express possibility or impossibility, suggestions, unwillingness
Can: criticism, capability
Must and *can't*: certainty, present time reference only
May and *might*: *although* clauses, *may / might as well*, possibility or uncertainty, with *try*
Shall: certainty, what the speaker wants to happen, in formal rules
Will: assumption, intention, to refuse or insist
Would: to express a conditional sense
Need and *need to*: *need to* not a modal, *need* partly a modal
Dare: with and without *to*
Related non-modal expressions: *had better*, *be bound to*

Grammar 10 **Modals: past** 72
Had to and *didn't have to*: past obligation or absence of obligation
Should have and *ought to have*: expectation, criticism of an action, *should have* and verbs of thinking, with *be* and adjectives describing chance, polite expressions
Could have and *couldn't have*: past possibility or uncertainty, with comparative adjectives, unwillingness
Could: past permission or ability, compared with *could have*
May have and *might have*: past possibility, uncertainty, to express annoyance
Must have and *can't have:* certainty, with *surely*
Would not: unwillingness
Would have: events in the past which did not happen, assumptions

Needn't have and *didn't need to*: unnecessary actions done and not done
Adverbs and modals: *easily, just, really, well*

Grammar 11 **Inversion** **78**
Inversion
Inversion after negative adverbials
Inversion after *so / such* with *that*
Inverted conditional sentences without *if*

Grammar 12 **Emphasis** **85**
Changing word order to change focus
Adding words for emphasis
Other means

Consolidation 3 **Units 9–12** **92**

Grammar 13 **Reported speech** **97**
Problems: reported speech with modals, with conditionals, *don't think*
Reporting verbs
Functions: verbs that describe a function, verbs that describe actions
Changes of viewpoint

Grammar 14 **Articles** **104**
Definite article (*the*)
Indefinite article (*a / an*)
Zero article
Translation problems

Grammar 15 **Relative clauses and non-finite clauses** **111**
Defining and non-defining clauses
Which, who and *that*
Who and *whom*
Whose
When and *where*
Omitting the relative pronoun
Sentences ending in a preposition or phrasal verb
Omitting *which / who + be*
Which to comment on the main clause
Clauses beginning with *what* and *whatever*
Non-finite clauses containing an *-ing* form

Grammar 16 **Verbs + infinitive or *-ing*** **118**
Verbs followed by either *-ing* or infinitive with *to*
Verbs with an object, followed by either *-ing* or infinitive with *to*
Verbs normally followed by infinitive with *to*
Verbs normally followed by *-ing*
Verbs followed by infinitive without *to*
Verbs followed by an object and *to*

CONTENTS

Consolidation 4	Units 13–16	126
Grammar 17	Verbs + prepositions Verbs followed by: *about, against, at, for, from, in, of, on, to, with*	131
Grammar 18	Prepositions Prepositions following adjectives: *about, at, by, for, from, in, of, on, to, with* Prepositions following nouns: *for, on, over, to, with* Expressions beginning: *after, at, beyond, by, for, in, on, out of, under, with, within, without*	138
Grammar 19	Phrasal verbs 1 *Add up* to *get up to*	144
Grammar 20	Phrasal verbs 2 *Give away* to *put up with*	150
Grammar 21	Phrasal verbs 3 *Rip off* to *work out*	156
Consolidation 5	Units 17–21	162
Grammar 22	Linking words and phrases Text organizers: adding a point, developing a point, explaining a point, contrast, explaining reasons, making generalizations, starting, giving new information, concession / qualification, giving a personal opinion	167
Grammar 23	Punctuation and spelling Words commonly misspelled: common errors, words with similar spelling but different meanings, words with the same pronunciation but different spelling and meaning Punctuation: commas, apostrophes, colons and semi-colons	172
Consolidation 6	Units 22–23	178
Grammar 24	Further practice	182
Vocabulary 1	Leisure activities	188
Vocabulary 2	Travel and movement	192
Vocabulary 3	News events	196
Vocabulary 4	Places	200
Vocabulary 5	Media and advertising	204
Vocabulary 6	The natural world	208
Vocabulary 7	Work	211
Vocabulary 8	Business and money	215
Vocabulary 9	People and relationships	219
Vocabulary 10	Social problems	223
Vocabulary 11	Entertainment	227

Vocabulary	**12**	**Government and society**	**231**
Vocabulary	**13**	**Health and the body**	**235**
Vocabulary	**14**	**World issues**	**239**
Vocabulary	**15**	**Thinking and feeling**	**243**
Vocabulary	**16**	**Technology**	**247**
Vocabulary	**17**	**Quality and quantity**	**250**
Vocabulary	**18**	**Education**	**254**
Vocabulary	**19**	**Word formation**	**258**
Vocabulary	**20**	**Multiple meaning**	**262**

Words and phrases

1	Expressions with *come*, expressions with *in*, idioms based on *hand*, wood and metal, prefix *un-*, verbs of movement	**265**
2	Expressions with *get*, colour idioms, common phrases, expressions with *see*, suffix *-ful*, expressions with *out*	**268**
3	Expressions with *on*, expressions with *one*, expressions with *break*, sounds, words connected with memory	**271**
4	Formality, expressions with *no*, expressions with *head*, words connected with people, expressions with *make*, compound words	**274**
5	Size, suffixes, headline language, body movements, expressions with *at*	**277**
6	Expressions with *set*, places, words with more than one meaning, speaking, expressions with *within*, adjective suffix *-ing*	**280**
7	Expressions with *by*, idioms with parts of the body, adjective-noun collocations, expressions with *have*, verbs of seeing, expressions with *do*, time expressions	**283**
8	Collocations of nouns linked with *of*, size and amount, expressions with *bring*, feelings, prefix *well*, expressions with *from*	**286**
9	Adverbs, expressions with *think*, expressions with *give*, modifiers, words with more than one meaning, *but*	**289**
10	Expressions with *put*, expressions with *run*, prefix *under-*, names, expressions with *call*, verbs with *up*	**292**

Index	**295**
Vocabulary wordlist	**297**
Grammar answers	**313**
Vocabulary answers	**331**
Words and phrases answers	**340**

Introduction

This book is designed to revise and consolidate grammar points at the level of Cambridge ESOL Proficiency and CAE or Common European Framework levels C1 and C2.

This revised edition updates the material in accordance with changes to Cambridge Proficiency and CAE, but also provides a range of practice formats for this level.

The grammar section includes additional revision and more advanced points. Units on phrasal verbs, prepositions and linking devices are also included. There are also sections on spelling and punctuation.

The grammatical information provided can be used for reference when needed or worked through systematically.

The vocabulary section includes topic-based vocabulary, collocations and idiomatic phrases, as well as word formation and multiple meaning. It also revises work on prepositions and phrasal verbs.

The book can be used as a self-study reference grammar and practice book or as supplementary material in classes preparing for the CAE and Proficiency exams. If used for classwork, activities can be done individually or co-operatively in pairs or small groups.

There are regular consolidation units which include forms of testing commonly used in both exams and the material covers a range of difficulty appropriate to both exams.

1

GRAMMAR

Present time

Basic contrasts: present simple and present continuous

- The present simple generally refers to:
  Facts that are always true
  *Water **boils** at 100 degrees Celsius.*
  Habits
  *British people **drink** a lot of tea.*
  States
  *I **don't like** gangster films.*

- The present continuous (progressive) generally refers to actions which are in progress at the moment. These can be temporary:
  *I'm **staying** in a hotel until I find a flat.*
  They can be actually in progress.
  *The dog **is sleeping** on our bed!*
  Or they can be generally in progress but not actually happening at the moment.
  *I'm **learning** to drive.*

- State verbs and event (action or dynamic) verbs
  State verbs describe a continuing state, so they do not usually have a continuous form. Typical examples are:
  believe, belong, consist, contain, doubt, fit, have, know, like, love, matter, mean, need, own, prefer, seem, suppose, suspect, understand, want, wish

- Some verbs have a stative meaning and a different active meaning. Typical examples are:
  be, depend, feel, have, measure, see, taste, think, weigh
  Compare these uses:

State	Event
*Jack **is** noisy.*	*Jill**'s being** noisy.*
*Deirdre **has** a Porsche.*	*We**'re having** an interesting conversation!*
*I **think** I like you!*	*David**'s thinking** about getting a new job.*
*This fish **tastes** awful!*	*I**'m** just **tasting** the soup.*
*I **feel** that you are wrong.*	*I**'m feeling** terrible.*
*This bag **weighs** a ton!*	*We**'re weighing** the baby.*
*It **depends** what you mean.*	*Bill, I**'m depending** on you to win this contract for us.*

  The differences here apply to all tense forms, not just to present tense forms.

Other uses of the present continuous

- Temporary situations
  *Are you **enjoying** your stay here?*

- Repeated actions
  *My car has broken down, so I **am walking** to work these days.*

- Complaints about annoying habits
  *You **are** always **making** sarcastic remarks about my cooking!*
  Other possible adverbs are: *constantly, continually, forever.*

- With verbs describing change and development
  *The weather **is getting** worse!*
  *More and more people **are giving** up smoking.*

Other uses of the present simple

- Making declarations
  Verbs describing opinions and feelings tend to be state verbs.
  *I **hope** you'll come to my party.*
  *I **bet** you don't know the answer!*
  *I hereby **declare** this hospital open!*

- Headlines
  These are written in a 'telegram' style, and references to the past are usually simplified to the present simple.
  *Ship **sinks** in midnight collision.*

- Instructions and itineraries
  Instructions and recipes can be written in the present simple instead of in imperative forms. This style is more personal.
  *First you **roll out** the pastry.*
  Itineraries are descriptions of travel arrangements.
  *On day three we **visit** Stratford-upon-Avon.*

- Summaries of events
  Plots of stories, films etc, and summaries of historical events use present (and present perfect) verb forms.
  *May 1945: The war in Europe **comes** to an end.*
  *… At the end of the play both families **realize** that their hatred caused the deaths of the lovers …*

- 'Historic present' in narrative and funny stories
  In informal speech, it is possible to use what we call the 'historic present' to describe past events, especially to make the narration seem more immediate and dramatic.
  *… So then the second man **asks** the first one why he **has** a banana in his ear and the first one **says** …*

1 Underline the correct word or phrase to complete each sentence.

1 I haven't decided yet whether to buy a new car or a second-hand one. But *I think about it* / *I'm thinking* about it.
2 All right, you try to fix the television! But *I hope* / *I'm hoping* you know what you're doing.
3 Every year *I visit* / *I'm visiting* Britain to improve my English.
4 It's time we turned on the central heating. *It gets* / *It's getting* colder every day.
5 Of course, you're Mary, aren't you! *I recognize* / *I am recognizing* you now.
6 The film of *War and Peace* is very long. *It lasts* / *It is lasting* over four hours.
7 I can see from what you say that your mornings are very busy! But what *do you do* / *are you doing* in the afternoons?
8 I'm going to buy a new swimming costume. My old one *doesn't fit* / *isn't fitting* any more.
9 That must be the end of the first part of the performance. What *happens* / *is happening* now?
10 What's the matter? Why *do you look* / *are you looking* at me like that?

2 Underline the correct word or phrase to complete each sentence.

1 I work in this office *all this year* / *all the time*.
2 *The Hobbit* is *currently* / *for long* top of the best-sellers list.
3 I am not making much money *these days* / *so far this year*.
4 The food tastes even worse *now* / *presently*. You've put too much salt in.
5 *Normally* / *Previously* we get in touch with customers by post.
6 Pete was ill but he is getting over his illness *soon* / *now*.
7 I'm feeling rather run down *lately* / *at present*, doctor.
8 I always stay on duty *since* / *until* six o'clock.
9 I'm *often* / *forever* tidying up the mess in your room!
10 Fortunately the baby *now* / *recently* sleeps all night.

3 Complete each sentence with the present simple or present continuous form of the verbs in brackets.

1 I (hear) ...hear..... that you have been promoted. Congratulations!
2 British people (drink) ..... more and more wine, apparently.
3 I hope Sarah will be here soon. I (depend) ..... on her.
4 Please be quiet, David. You (forever / interrupt) ..... .
5 Hey, you! What (you / think) ..... you're doing?
6 Could you come here, please? I (want) ..... to talk to you now.
7 Jane is away on holiday so Linda (handle) ..... her work.
8 To be honest, I (doubt) ..... whether Jim will be here next week.
9 You've only just started the job, haven't you? How (you / get on) .....?
10 Pay no attention to Graham. He (just / be) ..... sarcastic.

4 Complete the text with the present simple or present continuous form of the verbs in brackets.

I work in a large office with about thirty other people, most of whom I (1) .....know..... (know) quite well. We (2) ..... (spend) most of the day together, so we have all become friends. In fact, most of my colleagues are so interesting, that I (3) ..... (think) of writing a book about them! (4) ..... (take) Helen Watson, for example. Helen (5) ..... (run) the Accounts department. At the moment she (6) ..... (go out) with Keith Ballantine, one of the sales representatives, and they (7) ..... (seem) very happy together. But everyone – except Helen apparently – (8) ..... (know) that Keith (9) ..... (fancy) Susan Porter. But I (10) ..... (happen) to know that Susan (11) ..... (dislike) Keith. 'I can't stand people who never (12) ..... (stop) apologizing all the time!' she told me. 'And besides, I know he (13) ..... (deceive) poor Helen. He (14) ..... (see) Betty Wills from the Overseas department.' And plenty of other interesting things (15) ..... (currently / go on). For instance, every week we (16) ..... (experience) more and more problems with theft – personal belongings and even money have been stolen. When you (17) ..... (realize) that someone in your office is a thief, it (18) ..... (upset) you at first. But I (19) ..... (also / try) to catch whoever it is before the police are called in. I'm not going to tell you who I (20) ..... (suspect). Well, not yet anyway!

5 Complete the second sentence so that it has a similar meaning to the first sentence, using one of the words in bold. Do not change the word in bold. You must use between two and five words, including the word in bold.

1 Charles and his father are exactly alike in appearance.
looks / looking
Charles looks just like ..... his father.

2 Take all your possessions and walk slowly to the exit.
belongs / belonging
Take everything ..... and walk slowly to the exit.

3 I'm finding it really enjoyable to work here.
enjoy / enjoying
I ..... here.

4 I take work home regularly because of my new responsibility at work.
means / meaning
My new responsibility at work ..... work home regularly.

5 In my cycling group there's George, Tom, Harry and me.
consists / consisting
My ..... George, Tom, Harry and me.

6 In your opinion, who's going to win the Cup?
think / thinking
Who do ..... win the Cup?

7 I'm seeing how wide the door is.
measure / measuring
I ..... the door.

8 Neil always forgets his wife's birthday.
remembers / remembering
Neil ..... his wife's birthday.

9 Its ability to catch fish is the key to the polar bear's survival.
depends / depending
The polar bear's ..... to catch fish.

10 What's on your mind at the moment?
think / thinking
What ..... at the moment?

6 Are the present simple and present continuous used correctly in these sentences? Tick the sentence if it is correct, and change any incorrect sentences.

1 I'm depending on you, so don't make any mistakes!
✓

2 Is this total including the new students?
Does this total include the new students?

3 Excuse me, but do you wait for somebody?

4 These potatoes are tasting a bit funny.

5 How are you feeling today?

6 I look forward to hearing from you.

7 I have a feeling that something goes wrong.

8 What's that you're eating?

9 Are you hearing anything from Wendy these days?

10 I think you're being rather mean about this.

7 Complete each sentence with a word from the box.

asking	listening	shooting	talking
coming	making	taking	~~trying~~

1 I'm trying to concentrate.
2 Are you ..... off now, or can we talk?
3 Go on, I'm ..... .
4 I think we're ..... at cross purposes.
5 You're ..... for trouble.
6 It's ..... along nicely.
7 You don't seem to be ..... much interest.
8 You're ..... a fuss about nothing.

Match one expression from 1–8 to each of the following meanings.

a Are you in a hurry to leave?
b We're talking about different things without realizing it.
c If you say or do this you will get into difficulties.

2

GRAMMAR

Future time

Basic contrasts: *will, going to,* present continuous

- *Will* is normally known as the predictive future, and describes known facts, or what we suppose is true.
  *I'**ll be** late home this evening.*
  *The company **will make** a profit next year.*
  This can also take the form of an assumption.
  *That'**ll** be Jim at the door.* (This means that I suppose it is Jim.)

- *Will* is also used to express an immediate decision.
  *I'**ll take** this one.*

- *Going to* describes intentions or plans. At the moment of speaking the plans have already been made.
  *I'**m going to wait** here until Carol gets back.*
  Going to is also used to describe an event whose cause is present or evident.
  *Look at that tree! It'**s going to fall**.*
  Compare the following with the *will* examples above:
  *I'**m going to be late** this evening. I've got lots of paperwork to finish off.*
  *The figures are good. I can see the company **is going to make** a profit this year.*
  Decisions expressed with *going to* refer to a more distant point in the future.

- The present continuous describes fixed arrangements, especially social and travel arrangements. A time reference is usually included. Note the strong similarity to the *going to* future.
  *I **am having** a party next week / I **am going to have** a party next week.*
  (The message is the same.)

Future continuous

- This describes an event which will be happening at a future point.
  *Come round in the morning. I'**ll be painting** in the kitchen.*

- It can also describe events which are going to happen anyway, rather than events which we choose to make happen.
  *I won't bother to fix a time to see you, because I'**ll be calling** into the office anyway several times next week.*

- In some contexts the future continuous also sounds more polite than *will.*
  ***Will** you **be going** to the shops later? If you go, could you get me some milk?*

- It can also be used to refer to fixed arrangements and plans.
  *The band **will be performing** live in Paris this summer.*

Future perfect

- This has both simple and continuous forms, and refers to time which we imagine looking back at from a future point.
  *In two years' time I'**ll have finished** the book.*
  *By the end of the month, I'**ll have been working** for this firm for a year.*

- It can also be used to express an assumption on the part of the speaker.
  *You **won't have heard** the news, of course.* (I assume you have not heard the news.)

Other ways of referring to the future

- *Is / are to be*
  This is used to describe formal arrangements.
  *All students **are to assemble** in the hall at 9.00.*
  See also Grammar 9 and 10 for uses expressing obligation.

- *Be about to, be on the point of, be due to, just / just about to*
  Be about to and *be on the point of* both refer to the next moment.
  *I think the play **is about to start** now.*
  Be due to refers to scheduled times.
  *Ann's flight **is due to arrive** at 6.20.* (or ***is due** at 6.20*)
  Just can be used to describe something on the point of happening.
  *Hurry up! The train **is just leaving / just about to leave**.*

- Present simple and present perfect
  The present simple is used to refer to future time in future time clauses.
  *When we **get** there, we'll have dinner.*
  The present perfect can also be used instead of the present simple when the completion of the event is emphasized.
  *When we'**ve had** a rest, we'll go out.*

- The present simple is also used to describe fixed events which are not simply the wishes of the speaker.
  *Tom **retires** in three years.*
  Similarly, calendar references use the present simple.
  *Christmas **is** on a Tuesday next year.*

Other future references

- *Hope*
  This can be followed by either present or future verb forms.
  *I hope it **doesn't** rain.* *I hope it **won't** rain.*

- Other verbs followed by *will*
  Most verbs of thinking can be followed by *will* if there is future reference. These include: *think, believe, expect, doubt.*
  *I **expect** the train will be late.* *I **doubt** whether United will win.*

- *Shall*
  Shall for first person singular and plural is now used only in questions in everyday informal speech. See Grammar 9 and 10 for other uses of *shall* and *will*.

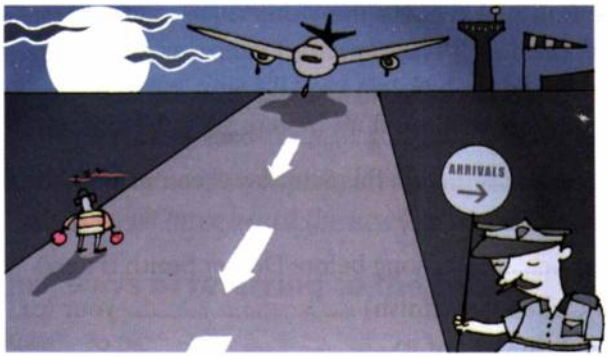
1 Complete each sentence with the best form of the verb in brackets.

1 In twenty-four hours' time I (relax) ...will be relaxing.... on my yacht.
2 'There's someone at the door.' 'That (be) ..... the postman.'
3 By the time you get back Harry (leave) ..... .
4 It's only a short trip. I (be) ..... back in an hour.
5 What (you / do) ..... this Saturday evening? Would you like to go out?
6 By the end of the week we (decide) ..... what to do.
7 It (not / be) ..... long before Doctor Smith is here.
8 We'll go to the park when you (finish) ..... your tea.
9 It's very hot in here. I think I (faint) ..... .
10 What (you / give) ..... Ann for her birthday? Have you decided yet?

2 Underline the best verb forms to complete the text.

In July Gordon (1) *will be / will have been* at his company for 30 years and (2) *he's finally retiring / he'll finally retire* on his 65th birthday. We've decided to have a long holiday and (3) *we're going to take / we'll take* the opportunity to visit some old friends in Hungary, and then travel around in that region. (4) *We leave / We'll be leaving* towards the end of August, and our aim is to visit as many countries as we can. (5) *We're flying / We'll fly* to Budapest on the 25th and then (6) *we stop over / we'll be stopping over* with our friends – they've got a house on Lake Balaton. (7) *We'll have spent / We'll probably spend* a couple of weeks in Hungary and travel around. After that (8) *we're thinking / we'll think* of going to Romania, but we haven't planned anything definite. (9) *We'll know / We'll have known* a bit more this weekend when (10) *we'll research / we'll be researching* the whole thing on the internet. We'd like to go on from there to Bulgaria or Ukraine, but I doubt whether (11) *we'll have / we're having* time. Money could be a problem too – I hope the whole trip (12) *won't be / won't have been* too expensive. From now on (13) *we are really having to / we'll really have to* save as much as we can. We're really looking forward to it – I can hardly wait! Just think, in just over two months' time (14) *we'll be travelling / we'll have travelled* around Europe like a couple of old hippies! When we come back, (15) *you aren't recognizing us / you won't recognize* us!

3 Choose the best ending (A, B or C) for each sentence.



1 Paula's flight is bound to be late, although ....B....
A it arrives at 6.00. **B** it's due at 6.00. **C** it's arriving at six.

2 According to the latest forecast, the tunnel .....
A will be finished next year. **B** will have been finished next year.
C is finishing next year.

3 It's no use phoning Bob at the office, he .....
A will be leaving. **B** is leaving. **C** will have left.

4 Everyone says that this year City .....
A are going to win the Cup. **B** are winning the Cup. **C** win the Cup.

5 I don't feel like visiting my relatives this year so .....
A I won't go. **B** I'm not going. **C** I don't go.

6 You can borrow this calculator, I .....
A am not going to need it. **B** won't have been needing it.
C am not needing it.

7 I'm sorry dinner isn't ready yet, but it .....
A is going to be ready in a minute. **B** will have been ready in a minute.
C will be ready in a minute.

8 Can you send me the results as soon as you .....
A hear anything? **B** are hearing anything? **C** will have heard anything?

9 You can try asking Martin for help but .....
A it won't do you any good. **B** it's not doing you any good.
C it won't be doing you any good.

10 Don't worry about the mistake you made, nobody .....
A is noticing. **B** will notice. **C** will be noticing.

4 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between two and five words, including the word given.

1 I don't suppose you have heard the news.
WON'T
You ....won't have heard.... the news.

2 The prime minister expects an easy victory for his party in the election.
BELIEVES
The prime minister ..... the election easily.

3 I've been in this company for almost three years.
WILL
By the end of the month ..... in this company for three years.

4 This book will take me two years to write.
HAVE
In two years ..... this book.

5 Scientists are on the point of making a vital breakthrough.
ABOUT
Scientists are ..... a vital breakthrough.

6 Maria is pregnant again.
HAVE
Maria is ..... baby.

7 I'll be home late.
UNTIL
I ..... late.

8 No one knows what the result of the match is going to be.
WHO
No one knows ..... the match.

9 Don't worry; David won't be late.
HERE
Don't worry; David ..... time.

10 Mary and Alan's wedding is next weekend.
GETTING
Mary and Alan ..... next weekend.

5 Look at the three options (A, B and C) for each question. Decide which two are correct.

1 We've run out of fuel. .....B, C.....
A What will we do now? **B** What do we do now?
C What are we going to do now?

2 You can't leave early, ...
A we're having a meeting. **B** we're going to have a meeting.
C we will have a meeting.

3 Oh dear, I've broken the vase. .....
A What will your mother say? **B** What is your mother going to say?
C What is your mother saying?

4 According to the weather forecast, ...
A it'll rain tomorrow. **B** it's raining tomorrow.
C it's going to rain tomorrow.

5 I'd like to call round and see you. .....
A What will you have done by the morning? **B** What will you be doing in the morning? **C** What are you doing in the morning?

6 I've got nothing to do tomorrow so .....
A I'll get up late. **B** I am to get up late. **C** I'm going to get up late.

7 It's my eighteenth birthday next month so .....
A I'm on the point of having a party. **B** I'm having a party.
C I'll be having a party.

8 Why don't you come with us? .....
A It'll be a great trip. **B** It's going to be a great trip. **C** It's a great trip.

9 When you get to the airport, ...
A someone is going to be waiting for you. **B** someone is due to wait for you.
C someone will be waiting for you.

10 Shut up, will you! .....
A I'm getting really angry. **B** I'm going to get really angry in a minute.
C I'm getting really angry in a minute.

6 Underline the best word or phrase to complete each sentence.

1 I'll be back *after a few minutes / in a few minutes.*
2 I'm sure that everything will be all right *at the end / in the end.*
3 Please call me *the moment / exactly* you hear any news.
4 I should be back *by the time / at the time* the film begins.
5 I'm sure Fiona will be here *before long / after a while.*
6 I can't leave on Tuesday. I won't be ready *until then / by then.*
7 *By twenty four hours / This time tomorrow* I'll be in Bangkok.
8 Diana will be retiring *soon / already.*
9 There will be no official announcements *forthwith / from now on.*
10 Bye for now. I'll see you *in two weeks' time / two weeks later.*

7 Complete each sentence with one word from the box.

be (x2)	come	give	go (x2)	have	let	see (x2)

1 I'll ...see..... what I can do.
2 I'll ..... a look and get back to you.
3 I'll ..... it some thought.
4 I'll ..... you know by tomorrow.
5 I'll just ..... and get it.
6 I'll ..... halves with you.
7 I'll ..... to it.
8 I'll ..... back in a minute.
9 I'll ..... about five minutes.
10 I'll ..... and show you.

Match one expression from 1–10 to each of the following meanings.

a I'll try and do this for you.
b I'll share it with you.
c I'll fix it / arrange it.

SEE ALSO
Consolidation 1: Units 1–4
Grammar 7: Conditionals
Grammar 9 and 10: Modals

3

GRAMMAR

Past time

Basic contrasts: past simple and past continuous

- The past simple generally refers to:
  Completed actions
  *I **got** up, **switched off** the radio, and **sat** down again.*
  Habits
  *Every day I **went** to the park.*
  States
  *In those days, I **didn't like** reading.*

- The past continuous (progressive) generally refers to:
  Actions in progress (often interrupted by events)
  *I **was drinking** my coffee at the time.*
  *While I **was opening** the letter, the phone rang.*
  Background description in narrative
  *I entered the office and looked around. Most people **were working** at their desks, but Jane **was staring** out of the window and **pretending** to write something at the same time.*
  Changing states
  *The car **was getting** worse all the time. One of the headlights **was** gradually **falling** off, and the engine **was making** more and more funny noises.*
  Repeated actions – criticism
  With a frequency adverb, this use is similar to the use of the present continuous to express annoyance.
  *When Jane was at school, she **was** always **losing** things.*

- The past continuous is not used to describe general habitual actions without the sense of criticism mentioned above. The past simple is used for this meaning.
  *When I **lived** in London, I **walked** through the park every day.*

Past perfect simple and continuous

- We use the past perfect when we are already talking about the past, and we want to refer back to an earlier past time ('past in the past').
  *By the time I got to the station, the train **had left**.*
  Compare this with:
  *The train **left** five minutes before I got to the station.*
  When we talk about a sequence of past events in the order that they happened, we more commonly use the past simple, especially with quick, short actions.

- The past perfect continuous (progressive)
  The same contrasts between the past simple and the past continuous (see previous section) can be made in past perfect verb forms for events further back in the past.
  *I **had been living** in a tiny flat up to then.*

*While I **had been talking** on the phone, Jimmy had escaped.*
*The whole place was deserted, but it was obvious that someone **had been living** there.*
*They'**d been cooking** in the kitchen for a start, and they hadn't bothered to clear up the mess.*

- The past perfect is also common in reported speech. See Grammar 13.
- The past perfect is not used simply to describe an event in the distant past.

Used to and *would*

- *Used to*
  This often contrasts with the present. The contrast may be stated or understood. There is no present tense form 'use to'.
  *I **used to go** swimming a lot.* (but I don't now)
  The negative form is either: *I didn't use to* or *I used not to* (rare for some speakers).
  The form *I didn't used to* may also be found. This is usually considered incorrect, unless we consider *used to* as an unchanging semi-modal form.

- *Would*
  This describes a habitual activity which was typical of a person or a time period.
  *Every week he'**d buy** his mother a bunch of flowers.* (habitual activity)
  It is used for repeated actions, but not for states.
  *I **used to like** cowboy films.* (*would* cannot be used here)
  Where we use *would* to describe a habitual activity, *used to* is also possible.
  *Every week he **used to buy** his mother a bunch of flowers.*
  Would is more common in written language and often occurs in reminiscences.

Unfulfilled past events

- These describe events intended to take place, but which did not happen.
  *I **was going to phone** you, but I forgot.*
  *I **was thinking of going** to Italy this year, but I haven't decided.*
  *I **was about to do** it, but I started doing something else.*
  *Jack **was to have taken part**, but he fell ill.*

- The contrasting past event is often understood, but not stated.
  *How are you? I **was going to phone** you …* (but I didn't).

Polite forms

Past forms are often used to talk about the future when we want to be more tentative or polite. This is common with *wonder*.
*I **was wondering** if you wanted to come to the cinema.*

Contrasts with present perfect verb forms

See Grammar 4 for contrasts between past simple and present perfect verb forms.
Past verb forms are also used to express unreal time. See Grammar 7 and 8.

1 Underline the best word or phrase to complete each sentence.

1 When you passed the town hall clock, *did you notice / were you noticing* what time it was?
2 Last night my neighbours *were shouting / would shout* for hours and I couldn't get to sleep.
3 When you lived in London, *did you use to travel / were you travelling* by bus?
4 Everyone was having a good time, although not many people *danced / were dancing.*
5 Jill was really hungry because she *didn't eat / hadn't eaten* all day.
6 We decided to go to the cinema, but before that we *went / had gone* for a pizza.
7 It took a while for me to notice, but then I did. Everyone *stared / was staring* at me. What had I done wrong?
8 Nobody bothered to tell me that the school *decided / had decided* to have a special holiday on Friday.
9 I *was trying / tried* to get in touch with you all day yesterday. Where were you?
10 A: Excuse me, but this seat is mine.
B: I'm sorry, I *didn't realize / wouldn't realize* that you were sitting here.

2 Underline the correct word or phrase to complete each sentence.

1 *Once / Afterwards* I'd read the instructions, I found it easy to assemble the bookcase.
2 It was more than a month *before / until* I realized what had happened.
3 I managed to talk to Carol just *as / while* she was leaving.
4 It wasn't *until / up to* 1998 that Paul could afford to take holidays abroad.
5 George always let me know *by the time / whenever* he was going to be late.
6 I was having a bath *at the time / that time*, so I didn't hear the doorbell.
7 We bought our tickets and five minutes *after / later* the train arrived.
8 According to Grandpa, people used to dress formally *those days / in his day.*
9 Everyone was talking, but stopped *at that time / the moment* Mr Smith arrived.
10 The letter still hadn't arrived *by / until* the end of the week.

3 Decide if the verb form underlined is correct or not. Write the correct verb form, or put a tick (✓) if it is already correct.

Text 1

The train (1) ground to a halt at a small station miles from London, and it (2) became apparent that it (3) had broken down. Everyone (4) was getting their cases down from the luggage racks, and we (5) were waiting on the platform in the freezing wind for hours until the next train (6) was turning up.

1 ✓ 3 ..... 5 .....
2 ..... 4 ..... 6 .....

Text 2

The mysterious disappearance of Professor Dawson (1) was on Inspector Gorse's mind. Six months before the professor's disappearance, he (2) was receiving a letter from Jean Dawson, the professor's wife. In the letter, Jean (3) accused her husband of plotting to murder her. Gorse (4) considered his next step when the phone rang. It was Sergeant Adams from the Thames Valley police force. A fisherman (5) discovered a body in the river, and it (6) fitted the description of the professor.

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

4 Complete the text with a past tense form of the verbs in brackets.

This time last year I (1) ..was cycling.... (cycle) in the rain along a country road in Wales with a friend of mine. We (2) ..... (decide) to go on a cycling and camping holiday there. Neither of us (3) ..... (be) to Wales before, but we (4) ..... (know) it was full of interesting places to visit and we (5) ..... (manage) to book a few camping sites in advance. Now we (6) ..... (wonder) if we (7) ..... (make) the right decision. We (8) ..... (plan) our route carefully, but we (9) ..... (forget) one important thing: the weather. It (10) ..... (rain) solidly since our arrival and that night we (11) ..... (end up) sleeping in a tent in a wet muddy field. Then the next morning, as we (12) ..... (ride) down a steep hill, my bike (13) ..... (skid) on the wet road and I (14) ..... (fall off). I (15) ..... (realize) immediately that I (16) ..... (break) my arm, and after a visit to the local hospital I (17) ..... (catch) the next train home. Unfortunately my parents (18) ..... (not / expect) me home for a fortnight, and (19) ..... (go) away on holiday. So I (20) ..... (spend) a miserable couple of weeks alone, reading *Be a Better Cyclist.*

5 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

1 I intended to call you yesterday, but I forgot.
GOING
I was going to ..... call you yesterday, but I forgot.

2 Sylvia asked if I wanted more pudding, but I said I couldn't eat any more.
HAD
When Sylvia offered ..... enough.

3 Owing to illness, Sally was unable to sing the solo, as arranged.
HAVE
Sally was ..... but she fell ill.

4 Carol wasn't always as rude as that.
BE
Carol ..... rude.

5 We've changed our minds about going to Rome, as originally intended.
INTENDING
We ..... we've changed our minds.

6 When I lived in London, cycling to work was part of my daily routine.
USED
When I lived in London, I ..... day.

7 I might possibly go to the theatre tonight.
WONDERING
I ..... going to the theatre tonight.

8 I had to go past your house so I decided to drop in.
PASSING
I ..... so I decided to drop in.

9 About 100 people were waiting for the late bus.
ARRIVED
By ..... about 100 people waiting.

10 What were you doing at the moment of the explosion?
OCCURRED
When ..... what were you doing?

6 In each sentence decide whether one, or both, of the verb forms in *italics* are correct. Write B if both are correct, or underline the correct form.

1 In those days, I always *used to get up / got up* early in the morning. ...B...
2 When I got to the cinema Jack *had been waiting / was waiting* for me. .....
3 We *would always have / were always having* breakfast in bed on Sundays. .....
4 Gemma *was always falling / always fell* ill before important examinations. .....
5 My sister *used to own / would own* a motorcycle and sidecar. .....
6 Pay no attention to Max's remarks. He *wasn't meaning / didn't mean* it. .....
7 I felt awful after lunch. I *ate / had eaten* too much. .....
8 Emma *left / had left* before I had time to talk to her. .....
9 The explanation was simple. In 1781 HMS Sovereign, on her way back from India, *had sighted / sighted* an empty boat drifting off the African coast. .....
10 Jenny has changed a lot. She *didn't always use to look / wasn't always looking* like that. .....

7 Complete the text by writing one word in each gap.

I once (1) ...spent..... a year in France, studying French at the University of Grenoble. Every Friday I (2) ..... eat at the Alps café. I never (3) ..... to spend much money, as I could not afford it, but it (4) ..... my local café and I enjoyed sitting there. Anyway, the story I'm going to tell you is something that really (5) ..... one day when I (6) ..... eating there. Suddenly a beautiful girl (7) ..... to my table and said, 'I was (8) ..... if you'd like to take a walk with me in the park.' I (9) ..... never seen her before, so I was rather shocked. I (10) ..... about to follow her when I noticed a tough-looking man watching our every movement. Realizing that I (11) ..... noticed him, the girl whispered to me, in English, 'Don't worry about him! Park – five minutes!', and then disappeared. Well, my bill (12) ..... ages to arrive, and by the time I (13) ..... to the park, there was no sign of the girl. I asked an old lady who was sitting there if she had (14) ..... a young girl waiting around. I described the girl to her. The old lady said that the girl (15) ..... had to rush off to the railway station. She had also left me a note. It said, 'I will explain everything. Meet me on platform 6.'

8 Complete the sentences with the best form of the verbs in brackets.

1 I realized that someone (steal) ...was stealing... my wallet when I (feel) ...felt... ..... their hand in my jacket pocket.

2 When I (phone) ..... Helen last night she ..... (wash) her hair.

3 Peter (offer) ..... me another drink but I decided I (had) ..... enough.

4 Nobody (watch) ..... , so the little boy (take) ..... the packet of sweets from the shelf and (put) ..... it in his pocket.

5 I (not / realize) ..... that I (leave) ..... my umbrella on the bus until it (start) ..... to rain.

6 At school I (dislike) ..... the maths teacher because he (always / pick) ..... on me.

7 Wherever Marion (find) ..... a job, there was someone who (know) ..... that she (go) ..... to prison.

8 Several years later I (find out) ..... that during all the time I (write) ..... to my pen friend, my mother (open) ..... and reading the replies!

9 I (not / understand) ..... what (go on) ..... . Several people (shout) ..... at me, and one passer-by (wave) ..... a newspaper in front of my face.

10 I (know) ..... I (do) ..... well in my exams even before I (receive) ..... the official results.

9 Complete the text with the best past form of the verbs in brackets.

When Helen reached the village it was in confusion. Soldiers (1) ..... (rush) around carrying equipment but there (2) ..... (not seem) to be much purpose to what they (3) ..... (do). Helen (4) ..... (never be) in a war zone before, but it was obvious that the men (5) ..... (expect) an attack of some sort. She (6) ..... (try) to phone her newspaper but her mobile phone (7) ..... (run out) of power. She (8) ..... (walk) across the street to talk to one of the soldiers when the first flying saucer (9) ..... (fly) low above the roofs with a roar. A large building a few hundred metres away (10) ..... (disappear) in an explosion of flame. One minute houses (11) ..... (burst) into flame all around her, and the next minute, just as suddenly, everything (12) ..... (go) quiet, apart from the crackle of the flames. Some of the soldiers (13) ..... (still fire) their weapons, but the flying machines (14) ..... (vanish) completely. The war against the invaders from outer space (15) ..... (begin).

SEE ALSO

Grammar 4: Present perfect
Consolidation 1: Units 1–4
Grammar 7: Conditionals
Grammar 8: Unreal time
Grammar 9 and 10: Modals
Grammar 13: Reported speech

4

GRAMMAR

Present perfect

Present perfect simple

- The present perfect simple is used for the following situations.
  Recent events, without a definite time given. The recentness may be indicated by *just*.
  *We've **missed** the turning.* *I've **just seen** a ghost!*
  Indefinite events, which happened at an unknown time in the past. No definite time is given.
  *Jim **has had** three car accidents.* (up to the present)
  Indefinite events which may have an obvious result in the present.
  *I've **twisted** my ankle.* (That's why I'm limping.)
  With state verbs, to describe a state which lasts up to the present.
  *I've **lived** here for the past ten years.*
  A habitual action in a period of time up to the present.
  *I've **played tennis** every morning for the last month.*

- Contrast with the past simple
  The past simple is used with time expressions which refer to definite times. The time may be stated or understood. Compare:
  *I've **bought** a new car.* (indefinite time)
  *I **bought** a new car last week.* (definite time)
  *I **bought** the car after all.* (implied definite: the car we talked about)
  The choice between the past simple and the present perfect for recent events may depend on the attitude of the speaker. This in turn may depend on whether the speaker feels distant in time or place from the event. Compare:
  *I've **left** my wallet in the car. I'm going back to get it.*
  *I **left** my wallet in the car. I'm going back to get it.*
  In the first example the speaker may have just walked away from the car, and feels that the event is connected with the present.
  In the second example the speaker may feel more separated in time from the event, or be further away.

Present perfect continuous

- The present perfect continuous (progressive) can be used for a range of situations, depending on the time expression used and the context.
  A state which lasts up to the present moment
  *I've been **waiting** for you for three hours!*
  An incomplete activity
  *I've been **cleaning** the house but I still haven't finished.*
  To emphasize duration
  *I've been **writing** letters all morning.*

A recently finished activity

*I've **been running.** That's why I look hot.*

A repeated activity

*I've **been taking** French lessons this year.*

- Contrast with the present perfect simple

There may be little contrast when some state verbs are used.

*How long **have** you **lived** here?*

*How long **have** you **been living** here?*

Some verbs (especially *sit*, *lie*, *wait* and *stay*) are more often used in the continuous form.

There may be a contrast between completion and incompletion, especially if the number of items completed is mentioned.

Completed: emphasis on achievement

*I've **ironed** five shirts.*

Incomplete, or recently completed: emphasis on duration

*I've **been ironing** my shirts.*

Time expressions with the present perfect

- The use of present perfect verb forms is often associated with certain time expressions.

Past simple: referring to a specific finished time.

yesterday, last week, on Sunday

Present perfect: with 'indefinite' time expressions meaning 'up to now'.

since 1968, already

- Other time expressions are not associated with a specific verb form, since they can refer both to finished time or time up to the present, depending on the speaker's perspective.

*I **haven't seen** Helen recently.*

*I **saw** Jim recently.*

Other examples:

*Sue **lived** in France for two years.* (finished)

Jim **has been** ***working*** *here for three months.* (unfinished)

*What **did** you **do** today?* (unfinished)

*What **have** you **done** so far today?* (unfinished)

*Peter never **knew** his father.* (finished)

*I've never **eaten** Japanese food.* (unfinished)

1 Underline the correct verb form to complete each sentence.

1 I can't believe it, Inspector. You mean that Smith *stole / has stolen / has been stealing* money from the till all this time?
2 You three boys look very guilty! What *did you do / have you done / have you been doing* since I *left / have left* the room?
3 Why on earth *didn't you tell / haven't you told* me about that loose floorboard? I *tripped / have tripped* over it just now and hurt myself.
4 It's a long time since I *saw / have seen / have been seeing* your brother Paul. What *did he do / has he done / has he been doing* lately?
5 I can't believe that you *ate / have eaten / have been eating* three pizzas already! I *only brought / have only brought* them in fifteen minutes ago!
6 Don't forget that you *didn't see / haven't seen* Mrs Dawson. She *has waited / has been waiting* outside since 10.30.
7 What *did you think / have you thought* of Brighton? *Did you stay / Have you stayed* there long?
8 I feel really tired. I *weeded / have weeded / have been weeding* the garden for the last three hours and I *didn't rest / haven't rested* for a single moment.
9 I'm having problems with Adam. He *has called / has been calling* me up in the middle of the night and *told / telling* me his troubles.
10 How long *did you have / have you had / have you been having* driving lessons? And *did you take / have you taken / have you been taking* your test yet?

2 Decide how many different endings (a–j) you can match to each sentence 1–10. The sentences you make must be grammatically correct and meaningful.

1	I haven't been feeling very well … e, h	**a**	time and time again.
2	I went to the dentist's …	**b**	all my life.
3	I've lived here …	**c**	so far.
4	Don't worry. I haven't been waiting …	**d**	for the time being.
5	I've written two pages …	**e**	for the past hour or two.
6	I waited outside your house …	**f**	yet.
7	I've warned you about this …	**g**	till half past eight.
8	I haven't made a decision …	**h**	for a while.
9	The repair worked …	**i**	the other day.
10	I've decided to believe you …	**j**	long.

3 Complete the sentences with the best perfect or past tense form of the verbs in brackets.

1 So far we (not / notice) ...haven't noticed..... anything unusual, but we (not / pay) ..... very close attention.
2 I'm sorry I (not / come) ..... to class lately.
3 I (work) ..... late in the evenings for the past fortnight.
4 I wonder if Jill (reach) ..... home yet? She (leave) ..... too late to catch the bus.
5 Here is the news. The Home Office (announce) ..... that the two prisoners who (escape) ..... from Dartmoor prison earlier this morning (give themselves up) ..... to local police.
6 (you / make up) ..... your minds? What (you / decide) ..... to do?
7 Harry (leave) ..... home rather suddenly and we (not / hear) ..... from him since.
8 Recent research (show) ..... that Columbus (not / discover) ..... America, but that Vikings (land) ..... there five hundred years before him.
9 I think that people (become) ..... tired of the poor quality of television programmes, though they (improve) ..... lately.
10 (something / happen) ..... to the phone lines? I (try) ..... to get through to Glasgow for the past hour.
11 Bill (get) ..... that new job, but he (complain) ..... about it ever since.

4 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

1 This has been my home for thirty years.
LIVED
I ...have lived here / in this house..... for thirty years.

2 Eating Korean food is new to me.
NEVER
I ..... before.

3 Tony hasn't been to Paris before.
FIRST
It's ..... to Paris.

4 We haven't been swimming for ages.
SINCE
It's ..... swimming.

5 Jess started learning French five years ago.
HAS
Jess ..... five years.

6 I am on the tenth page of this letter I am writing.
TEN
So far I ..... of this letter.

7 It's over twenty years since they got married.
FOR
They have ..... than twenty years.

8 The last time I saw Toby was in 2007.
SEEN
I haven't ..... 2007.

9 There is a definite improvement in your work.
HAS
Lately ..... improved.

10 This is my second visit to Hungary.
VISITED
This is the ..... Hungary.

5 Underline the correct verb form to complete each sentence.

1 The price of petrol *has risen / has been rising* by 15% over the past year.
2 No wonder you are overweight! You *have eaten / have been eating* chocolates all day long!
3 *I've read / I've been reading* a really good book this morning.
4 Doesn't this room look better? *I've put / I've been putting* some posters up on the walls.
5 Don't disappoint me! *I've counted / I've been counting* on you.
6 Don't forget your pill. *Have you taken it? / Have you been taking it?*
7 Who *has worn / has been wearing* my scarf?
8 I think there's something wrong with your motorbike. *It's made / It's been making* some very funny noises.
9 Jack *has asked / has been asking* for a pay rise three times this year.
10 *I've been phoning / I've phoned* Ann all evening, but there's no reply.

6 Complete the text with the past simple, present perfect simple or present perfect continuous form of the verbs in brackets.

Three weeks ago I (1) moved (move) to London, full of enthusiasm, to start a new job, but ever since I (2) ..... (arrive) in the capital, I (3) ..... (wonder) whether this was the right decision. Before coming here, I (4) ..... (hear) a lot of great things about life in London, but since arriving I can't really say that the city (5) ..... (make) a favourable impression on me. It's so crowded and the people are so unfriendly, and I (6) ..... (spend) hours every day on the underground going to and from work. You see, I (7) ..... (grow up) in a small town in Wales and I (8) ..... (not be) away from home before. Of course, I (9) ..... (always / want) to see the world, so when my company (10) ..... (offer) me a post in the London office, I (11) ..... (jump) at the chance. The problem is that now I (12) ..... (actually / start) living here, I can see that there are lots of reasons for being back in Wales! In fact, according to a piece I (13) ..... (come across) in the paper the other day, a lot of large companies (14) ..... (choose) to move away from the centre of London recently. I feel so miserable that I (15) ..... (secretly / hope) my company might decide to move too, and that I'll be able to go back to Wales.

7 **Underline the correct word or phrase to complete each sentence.**

1 It's a long time *since / when* I last saw you.
2 I've seen Bill quite often *lately / from time to time.*
3 Have you spoken to the director *beforehand / already*?
4 I've lived in the same house *for years / for ever.*
5 I've read the paper *now / still.*
6 Jan has bought a computer *two years ago / since then.*
7 Nothing much has been happening *by now / so far.*
8 I've finished reading her new book *at last / this evening.*
9 Sue bought a CD player last week and she's been listening to music *ever since / for a while.*
10 Sorry, but I haven't got that work finished *already / yet.*

8 **Match the expressions (1–10) with the explanations of when they might be said (a–j).**

1	Have you heard the one about ... ? ...d...	a	Saying you don't follow what someone is saying.
2	I haven't seen you for ages!	b	Having doubts about a big decision.
3	I've had enough of this!	c	Having a brilliant idea.
4	Sorry, you've lost me!	d	Introducing a joke.
5	I've had a brainwave!	e	Declining more food.
6	It's been one of those days!	f	Spreading gossip.
7	I've had enough, thanks.	g	Seeing an old face from the past.
8	I haven't had a chance yet.	h	Having a frustrating time, when everything is going wrong.
9	I've been having second thoughts.	i	Wanting to stop doing something because it's annoying you.
10	Oh, haven't you heard?	j	Apologizing for not doing something you said you'd do.

SEE ALSO
Grammar 3: Past time
Consolidation 1: Units 1–4

Units 1–4

1 Complete the text with the best form of the verbs in brackets.

Reporter Philip Taggart visits a farm where the sheep are super fit!

Farmers, as you may (1) ..know..... (know), (2) ..... (have) a hard time of it in Britain lately, and (3) ..... (turn) to new ways of earning income from their land. This (4) ..... (involve) not only planting new kinds of crops, but also some strange ways of making money, the most unusual of which has got to be sheep racing. Yes, you (5) ..... (hear) me correctly! A farmer in the west of England now (6) ..... (hold) sheep races on a regular basis, and during the past year over 100 000 people (7) ..... (turn up) to watch the proceedings. 'I (8) ..... (pass) the farm on my way to the sea for a holiday,' one punter told me, 'and I (9) ..... (think) I'd have a look. I (10) ..... (not / believe) it was serious, to tell you the truth.' According to a regular visitor, betting on sheep is more interesting than betting on horses. 'At proper horse races everyone (11) ..... (already / study) the form of the horses in advance, and there are clear favourites. But nobody (12) ..... (hear) anything about these sheep! Most people (13) ..... (find) it difficult to tell one from another in any case.' I (14) ..... (stay) to watch the races, and I must admit that I (15) ..... (find) it quite exciting. In a typical race, half a dozen sheep (16) ..... (race) downhill over a course of about half a mile. Food (17) ..... (wait) for them at the other end of the track, I ought to add! The sheep (18) ..... (run) surprisingly fast, although presumably they (19) ..... (not / eat) for a while just to give them some motivation. At any rate, the crowd around me (20) ..... (obviously / enjoy) their day out at the races, judging by their happy faces and the sense of excitement.

2 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

1 This matter is none of your business.
CONCERN
This matter *is of no concern to / does not concern* ..... you.

2 This bridge will take us three years to complete.
COMPLETED
In three years' time ..... this bridge.

3 When is the train due to arrive?
SUPPOSED
What ..... get here?

4 Today is Liz and John's thirtieth wedding anniversary.
AGO
On this ..... married.

5 To get to work on time, I have to get up at 6.00.
MEANS
Getting to work on time ..... at 6.00.

6 Whose watch is this?
BELONG
Who ..... to?

7 Cathy hasn't been on holiday with her sister before.
FIRST
This ..... on holiday with her sister.

8 My dental appointment is for next Wednesday.
SEE
I have an ..... Wednesday.

9 This will be the team's first match in the Champions League.
TIME
This will be the first ..... in the Champions League.

10 The number of people who attended the fair exceeded our expectations.
HAD
More people ..... expected.

11 I didn't receive the results of my test for a month.
BEFORE
It was ..... the results of my test.

12 Quite a few books are missing from the class library.
RETURNED
Several members of the class ..... library books.

3 In most lines of this text there is one extra word. Write the extra word, or put a tick if the line is correct.

Our reporter, Sarah Hardie, goes to Otley Hall to experience a spooky weekend.

There have been signs of paranormal activity at Otley Hall at various times	1 ✓
over the last 200 years time. If tales of headless huntsmen and wailing nuns	2 .....
don't spook you out, do get this for a ghostly tale: a young Victorian man in	3 .....
a silver gown emerges himself from the garden, walks through the front door,	4 .....
whether or not will it happens to be open, and walks upstairs with a lantern,	5 .....
before vanishing in the library. If local folklore it is to be believed, he does	6 .....
this without fail at midnight on 6 September every year, this is being the date	7 .....
of the untimely death of one George Carpenter, the gardener of the hall,	8 .....
who met his doom in the library, had burned by his own lantern. Otley Hall	9 .....
stands three miles north of the town of Rugby, England, and that is reputedly	10 .....
the most haunted house in England, a claim which few who have never	11 .....
visited it would dispute. Even the approach to the hall is not much a journey	12 .....
to be undertaken by the faint-hearted; at one point an executioner	13 .....
emerges from the trees, was brandishing an axe, although it must be said	14 .....
that this practice ceases after September, when the hall is closed to visitors.	15 .....
My own visit revealed nothing more mysterious than such gimmicks, laid	16 .....
on for an ever-gullible flow of tourists, cameras been at their sides, eager	17 .....
to snap away at the first sign of anything even remotely unexplainable.	18 .....
But it was all having great fun, and the ghostly maze on the final day was	19 .....
terrific, even if I never did get to see George Carpenter.	20 .....

4 Complete each sentence with one word.

1 It's *ages* ..... since I last had a good Chinese meal.
2 Funnily enough, I saw Bob quite ..... at the sports club.
3 I've loved you ever ..... the first day I set eyes on you!
4 How long ..... was it that you lived in Inverness?
5 I've ..... to see anyone who can dance as well as Anna.
6 Could you phone me the ..... you arrive at the hotel, so I don't worry?
7 I promise to get everything ready ..... eight o'clock at the latest.
8 I told Sue I ..... already finished my essay.
9 I'm sorry you've been waiting so long, but it will be some time ..... Ben gets back.
10 Just sit here, would you? The doctor will be with you ..... .

5 Complete each sentence with the best form of the verb in brackets.

1 This is my new boat. What (you / think) ...do you think... of it?
2 A: Who are you?
B: What do you mean? I (live) ..... here.
3 I can't find the keys. What (you / do) ..... with them?
4 Sorry I haven't fixed the plug. I (mean) ..... to get round to it, but I just haven't found the time.
5 What (you / do) ..... on Saturdays?
6 I don't know what time we'll eat. It (depend) ..... when Helen gets here.
7 I supported you at the time because I (feel) ..... that you were right.
8 Peter couldn't understand what had been decided because too many people (talk) ..... at once.
9 Alice, I'm so glad you've got here at last. I (expect) ..... you all day.

6 Complete the text with the best form of the verbs in brackets.

Ask hundreds of people what they (1) ...are planning... (plan) to do on a certain day in August next year, or the year after, and there (2) ..... (be) only one reply. Provided of course that the people you (3) ..... (ask) (4) .... (belong) to the Elvis Presley Fan Club. Although the King of Rock and Roll (5) ..... (die) over four decades ago, his fans (6) ..... (meet) every year since then outside his home in Memphis, Tennessee, to show respect for the singer they (7) ..... (love) so much. Fans like Jean Thomas, from Catford in South East London. Jean (8) ..... (visit) Gracelands, the house where Elvis (9) ..... (suffer) his fatal heart attack, twice in the past five years. 'The first time, I (10) ..... (borrow) the money from my mum, as I (11) ..... (not / work) then. But two years ago I (12) ..... (get) married and since then I (13) ..... (work) in my husband Chris's garage. Chris and I (14) ..... (go) together last year, and we (15) ..... (think) of spending two or three months in the USA next year. I (16) ..... (always / want) to visit some of the places where Elvis (17) ..... (perform), like Las Vegas for example.' Jean says that Elvis (18) ..... (be) her obsession ever since she (19) ..... (be) ten years old, and she (20) ..... (own) every single one of his records, good and bad.

7 Complete the sentences with the best form of the verbs in brackets.

1 Sam hadn't received (not / receive) the parcel the last time I ..... (speak) to him.

2 I ..... (consider) buying a house but now I ..... (change) my mind.

3 When you ..... (feel) hungry, room service ..... (bring) you whatever you want.

4 I ..... (find) it difficult to convince the ticket inspector that I ..... (lose) my ticket, but he believed me in the end.

5 Ever since I ..... (be) a young child, I ..... (die) to meet you.

6 As soon as I ..... (have) a look at the designs, I ..... (send) them to you. You'll get them by Friday.

7 Whatever ..... (happen), I ..... (meet) you here in a week's time.

8 By the time you ..... (finish) getting ready, we ..... (miss) the train!

9 Sally! I ..... (not / expect) to see you here! What ..... (you / do) in New York?

8 Decide whether each underlined phrase is correct or not. Correct any errors, or put a tick ✓ if the phrase is correct.

1 Will you be seeing Rob Jones tomorrow? I wonder if you could give him a message from Sally Gordon? ✓

2 My holiday in the Greek Islands was fantastic. We would rent a small boat and go fishing every day. ....

3 Julie, hi! I've been hoping I'd see you. I've got some good news! .....

4 We had a terrible time looking after your dog. It was constantly chasing the cats next door. .....

5 The steam engine is usually thought of as a relatively modern invention, but the Greeks had built a kind of steam engine in ancient times. .....

6 I felt rather worried. It was growing darker and colder, and there was still no sign of the rescue helicopter. .....

7 We had a lovely time in Madrid. Every day we were exploring the city, and in the evening we were going to exciting bars. ....

8 Don't worry! All we have to do is wait here until someone will find us. .....

9 This meat is really tasting awful! Are you quite sure it was fresh? .....

5

GRAMMAR

Passive 1

Basic uses of the passive

- Agent and instrument

  The person who performs an action in a passive sentence is called the 'agent', introduced by *by*. The agent may or may not be mentioned in the sentence.

  My purse was found ***by one of the cleaners.***

  A new road has been built.

  An object which causes something to happen is called an 'instrument', introduced by *with*.

  He was hit on the head ***with a hammer.***

- Verbs with two objects

  Verbs which have two objects can be made passive in two ways.

  I *was handed* ***a note.*** ***A note*** *was handed* ***to me.***

  A note *was handed* ***to me*** *by one of the office assistants.*

  Other common verbs of this type are *bring, give, lend, pass, pay, promise, sell, send, show, tell.*

- Verbs with object and complement

  Some verbs are used with a noun or adjective (the complement) which describes the object.

  We elected Jim ***class representative.***

  Everyone considered him ***honest.***

  They made Susan James ***General Manager.***

  When these sentences are made passive, the complement goes directly after the verb.

  Jim was elected ***class representative.***

  He was considered ***honest.***

  Susan James was made ***General Manager.***

- Verbs which cannot be passive

  Most verbs with an object (transitive verbs) can be made passive.

  For example, *drive* is transitive because one can drive something (a car).

  However, a few transitive verbs may not be used in the passive:

  become, fit (be the right size), *get, have, lack, let, like, resemble, suit.*

  Verbs with no object (intransitive) cannot be passive.

  For example *sleep* is intransitive; you cannot 'sleep something'. Therefore it is not possible to say 'The baby was slept'.

  Instead the sentence must be active: *The baby slept.*

Mentioning or not mentioning the agent

- Change of focus

  The passive can change the emphasis of a sentence.

  *Jack **won** the prize.* (focus on Jack)

  *The prize **was won** by Jack.* (focus on the prize)

  However, the emphasis might change in speech, according to the wishes of the speaker.

  *The prize was won by **Jack.***

  If the speaker stresses the word *Jack*, then the focus is on him.

- Unknown agent

  The agent is not mentioned if unknown.

  *Two windows **have been broken**.*

  In this case, there is no point in adding an agent: 'by somebody'.

- Generalized agent

  If the subject is 'people in general' or 'you', the agent is not mentioned.

  *Bicycles **are** widely **used** in the city instead of public transport.*

- Obvious agent

  If the agent is obvious or has already been referred to, it is not mentioned.

  *Linda **has been arrested!*** (we assume by the police)

  *The company agreed to our request and a new car park **was opened**.*

- Unimportant agent

  If the agent is not important to the meaning of the sentence, it is not mentioned.

  *I **was advised** to obtain a visa in advance.*

- Impersonality

  Using the passive is a way of avoiding the naming of a specific person who is responsible for an action.

  *It **has been decided** to reduce all salaries by 10%.*

  In descriptions of processes, the passive is used to emphasize the actions performed rather than the people who perform them.

  *Then the boxes **are packed** into crates.*

- Formality

  Statements made by organizations are often made passive, while the same information given person to person might be active.

  *Tickets **are sold** one hour before the bus leaves.* (impersonal, formal)

  *They **sell** tickets one hour before the bus leaves.* (personal, informal)

1 Correct any verb forms which are incorrect or inappropriate. Put a tick ✓ if the sentence is correct.

1 A lot of homes in the area have been being broken into by burglars.
have been broken into

2 As I drove south, I could see that the old road was rebuilding.
.....

3 I suppose the letter will have been delivered by now. .....

4 There is nothing more annoying than been interrupted when you are speaking.
.....

5 Jim was been given the sack from his new job. .....

6 Somehow, without my noticing, my wallet had been disappeared.
.....

7 The new shopping centre was opened by the local MP. .....

8 A lot of meetings have been held, but nothing has being decided yet.
.....

2 Complete the second sentence so that it has a similar meaning to the first sentence.

1 The crowd was slowly filling the huge stadium.
The huge stadium was slowly being filled ..... by the crowd.

2 The invention of the computer simplified the work of accountants.
Since the computer ..... the work of accountants
..... simplified.

3 Someone has suggested that the shop should close.
It ..... that the shop should close.

4 'I'd take out some travel insurance if I were you, Mr Smith.'
Mr Smith ..... take out some travel insurance.

5 The waitress will bring your drinks in a moment.
Your drinks ..... in a moment.

6 Someone used a knife to open the window.
This window ..... a knife.

7 You will hear from us when we have finished dealing with your complaint.
After your complaint ..... you will hear from us.

8 An announcement of their engagement appeared in the local paper.
Their engagement ..... in the local paper.

9 Nobody ever heard anything of Leo again.
Nothing ..... Leo again.

10 They paid Lucy £1000 as a special bonus.
£1000 ..... Lucy as a special bonus.

3 Rewrite each sentence in the passive. Do not use the underlined words.

1 Someone left the phone off the hook all night.
The phone was left off the hook all night.

2 The government has announced that petrol prices will rise tomorrow.
.....

3 A burglar broke into our house last week.
.....

4 People asked me the way three times.
.....

5 The fruit-pickers pick the apples early in the morning.
.....

6 It's time the authorities did something about this problem.
.....

7 Lots of people had parked their cars on the pavement.
.....

8 The government agreed with the report and so they changed the law.
.....

9 You have to fill in an application form.
.....

10 They don't know what happened to the ship.
.....

11 Nobody has seen the group's leader since his arrest last month.
.....

4 Complete each sentence with a passive form of the verb in brackets.

1 The boxes (not / pack) ...have not been packed..... yet.
2 Your food (still / prepare) ..... .
3 The new ship (launch) ..... next week.
4 Luckily by the time we got there the painting (not / sell) ..... .
5 We had to go on holiday because our house (decorate) ..... .
6 I'm afraid that next week's meeting (cancel) ..... .
7 If we don't hurry, all the tickets (sell) ..... by the time we get there.
8 All main courses (serve) ..... with vegetables or salad. At least that is what is written on the menu.
9 The second goal (score) ..... by Hughes in the 41st minute.
10 The cathedral (build) ..... in the fourteenth century.
11 There's a lot of noise outside because the road (repair) ..... .
12 I was promised that the parcel (deliver) ..... by 10.00, but it still hasn't arrived.

5 Rewrite each sentence in a more formal style, using a passive form of the word in CAPITALS.

1 Sorry, but we've lost your letter. MISLAY
unfortunately your letter has been mislaid.

2 The police are grilling Harry down at the station. QUESTION
.....

3 They've found the remains of an old Roman villa nearby. DISCOVER
.....

4 You'll get a rise in salary after six months. RAISE
.....

5 They stopped playing the match after half an hour. ABANDON
.....

6 They stopped traffic from using the city centre. BAN
.....

7 They took Chris to court for dangerous driving. PROSECUTE
.....

8 You usually eat this kind of fish with a white sauce. SERVE
.....

9 I don't know your name. INTRODUCE
.....

6 Complete the sentences with a passive form of the verbs in brackets.

1 Nothing (see) has been seen of Beth since her car (find) ..... abandoned near Newbury last week.

2 As our new furniture (deliver) ..... on Monday morning, I'll have to stay at home to check that it (not / damage) ..... during transit.

3 The new Alhambra hatchback, which in this country (sell) ..... under the name 'Challenger', (fit) ..... with electric windows as standard.

4 For the past few days I (work) ..... in Jack's office, as my own office (redecorate) ..... .

5 It (announce) ..... that the proposed new office block (now / not / build) ..... because of the current economic situation.

6 A major new deposit of oil (discover) ..... in the Arctic. It (think) ..... to be nearly twice the size of the largest existing field.

7 Pictures of the surface of the planet Mars (receive) ..... yesterday from the space probe 'Rover 3' which (launch) ..... last year.

8 A large sum ..... (raise) for the fund by a recent charity concert, but the target of £250 000 (still / not / reach) ..... .

9 No decision (make) ..... about any future appointment until all suitable candidates (interview) ..... .

7 **In some sentences the agent does not need to be mentioned. Underline any mentions of the agent which are unnecessary. Put a tick ✓ if the sentence is correct.**

1 My jewellery has been stolen by a thief!
2 It has been decided by the authorities that Wednesday will be a school holiday.
3 Harry was pushed over by someone standing next to him in the queue.
4 The goods are transported by rail to our warehouse in the Midlands.
5 I was told by someone that you have a vacancy for a computer operator.
6 Sue has been picked by the selectors for the national event.
7 The letter was sent by post on the 21st of last month.
8 The larger portrait was painted by a little-known Flemish artist.
9 It has been agreed by everyone that no smoking should be allowed.
10 As I arrived at the conference a note was handed to me by one of the delegates.

8 **Complete the text with an active or passive form of the verbs in brackets.**

Dear Mrs Patel,

We are delighted to inform you that you (1) ...have been selected..... (select) for a free holiday. According to our information, you (2) ..... (answer) a telephone survey last month, as a result of which your name (3) ..... (enter) in the holiday draw. Now our computer (4) ..... (choose) your name, so you and your family (5) ..... (invite) to spend a week in a European destination of your choice. This offer (6) ..... (make) on the condition that you attend a special promotions day with other lucky families in your region who (7) ..... (offer) a similar deal. You (8) ..... (ask) to attend on any Saturday next month at the Royal Hotel, Manchester. If you (9) ..... (interest) in attending and taking up this offer, please (10) ..... (detach) the slip below and return it to us as soon as possible.

9 **Complete the texts by writing a passive form of a verb in the box in each gap.**

~~announce~~	call	discover	offer	take
assume	destroy	display	print	write

Text A

It (1) ...has been announced... that fossil remains of one of the largest ever sea creatures (2) ..... on an island in the North Sea. The 150 million-year-old fossil, a type of pliosaur, (3) ..... 'Big Boy' by scientists, as it is over 15 metres long. The remains (4) ..... to the Natural History Museum in Oslo, where, after conservation work, they (5) ..... in a special section of the museum.

Text B

A bookseller has found a previously unknown poem by the English poet Shelley nearly 200 years after it (6) ..... . The anti-war poem (7) ..... in a pamphlet first published in 1811 in Oxford when the poet was 20. It (8) ..... until the recent discovery that all copies of the poem (9) ....., and experts are predicting great interest when the poem (10) ..... for sale in a book auction at the end of next month.

10 Rewrite the text using a passive verb form in each line.

FROM: The Managing Director TO: All staff

1 We have decided to adopt a flexitime system for a trial period of three months.
It has been decided to adopt a flexitime system for a trial period of three months.

2 The details are here below, and we'll send out a formal document in due course.
.....

3 We'll consult all members of staff through their line manager,
.....

4 and we'll seek feedback.
.....

5 We'll collect and analyse comments
.....

6 before we make a decision
.....

7 as to whether we'll adopt the system permanently or not.
.....

8 It's also possible that we may extend the trial period for a further month.
.....

9 We will require all employees to arrive between the hours of 8.00 and 10.00, and to leave after they have fulfilled their contractual obligations of eight hours.
.....

10 We hope that this arrangement meets with your approval.
.....

SEE ALSO
Grammar 6: Passive 2
Consolidation 2: Units 5–8

6

GRAMMAR

Passive 2

Have and *get* something *done, need doing*

- *Have / get* something *done*

  This typically describes a service performed for us by someone else.

  I'm going to ***have / get*** *my car* ***serviced****. I* ***have / get*** *it* ***done*** *every winter.*

  It can also describe something unfortunate that happens to someone.

  We ***had / got*** *our car* ***broken into*** *last month.*

  Get is more likely to be used than *have*:

  i) when there is a feeling that something must be done

  I really must ***get*** *my hair* ***cut****.*

  ii) when there is a feeling of eventually managing to do something

  I eventually ***got*** *the car* ***fixed*** *at the Fast Service garage.*

  iii) in orders and imperatives.

  Get *your hair* ***cut****!*

  Note that *get* should not be used in the present perfect passive, where it would be confused with *have got*.

  I've just ***had*** *my hair* ***cut****.* (possible)

  I've just ***got*** *my hair* ***cut****.* (not possible)

- The need to have a service done can be expressed with *need doing*.

  Your hair ***needs cutting.***

Passive *get*

Get can be used instead of *be* to form the passive in spoken language.

Martin ***got arrested*** *at a football match.*

Reporting verbs

- Present reference

  With verbs such as *believe*, *know*, *say*, *think*, which report people's opinions, a passive construction is often used to avoid a weak subject, and to give a generalized opinion. With present reference, the passive is followed by the present infinitive.

  The criminal ***is thought to be*** *in hiding in the London area.*

  Vitamin C ***is known to be*** *good for treating colds.*

- Past reference

  With past reference, the passive is followed by the past infinitive.

  Smith ***is believed to have left*** *England last week.*

- Past reporting verb

  When the reporting verb refers to a past situation, a past infinitive is used. However, when it refers to a present situation, an infinitive is used.

  Sue paid too much.

People thought Sue had paid too much.
Sue ***was thought to have paid*** *too much.*
The thief is still in the house!
The police thought that the thief was still in the house.
The thief ***was thought to*** *still* ***be*** *in the house.*

Note the negative form.

They thought he didn't live there any more.
He was thought ***not to live*** *there any more.*

- Past reference with two objects

  In this case there are two ways of reporting with a passive construction.

  Everyone knows the portrait was painted by an Italian.
  The portrait ***is known to have been painted*** *by an Italian.*
  An Italian ***is known to have painted*** *the portrait.*

- Continuous infinitive

  Past and present continuous infinitives are also used.

  Kate is thought ***to be living*** *in Scotland.*
  The driver is thought ***to have been doing*** *a U-turn.*

Verbs with prepositions

- Ending a sentence with a preposition

  It is possible to end a sentence with a preposition in a sentence where a prepositional verb is made passive.

  Somebody broke into our house.
  Our house was broken ***into****.*

- *By* and *with*

  With is used after participles such as *filled, packed, crowded, crammed.*

  The train ***was packed with*** *commuters.*

  The difference between *by* and *with* may depend on whether a person is involved.

  Dave was hit ***by*** *a branch.* (an accident)
  Dave was hit ***with*** *a branch.* (a person hit him with one)

- *Make* is followed by *to* when used in the passive.

  My boss made me work hard.
  I ***was made to*** *work hard by my boss.*

Common contexts for the passive

The passive is common in technical and scientific writing, and generally in spoken and written contexts where there is less use of personal reference, since the audience may be unknown, or the speaker wants to remain impersonal.

1 Read each pair of sentences and decide whether they have the same meaning. Put a tick if the meaning is the same, or rewrite the second sentence so that it means the same as the first.

1 I've just been to the hairdresser's. What do you think?
I've just cut my hair at the hairdresser's. What do you think?
I've just had my hair cut.

2 Someone is painting our house at the moment.
We are painting our house at the moment.
.....

3 The dentist is going to take out two of my teeth tomorrow.
I'm having two teeth taken out tomorrow.
.....

4 The teacher made us all tidy up.
We were made to tidy up by the teacher.
.....

5 The car is thought to have been stolen by joy-riders.
Joy-riders are thought to have stolen the car.
.....

6 Just a minute. I'll ask someone to wrap this for you.
Just a minute. I'll have to wrap this up for you.
.....

7 The car hasn't been serviced for a long time.
We haven't had the car serviced for a long time.
.....

8 They're coming to put in a new heating system next week.
We're putting in a new heating system next week.
.....

9 Would you consider having plastic surgery to alter your nose?
Would you consider having your nose altered by plastic surgery?
.....

2 Underline the correct word to complete each sentence.

1 The busy shopping street was thronged *by* / *with* people.
2 The emergency exit was concealed *by* / *from* a red curtain.
3 The price of excursions is included *in* / *with* the cost of the holiday.
4 All through January, the fields were covered *with* / *from* snow.
5 The room was crammed *by* / *with* furniture of all descriptions.
6 Two of the climbers were injured *by* / *with* falling rocks.
7 The island is inhabited *by* / *from* people of mainly Chinese origin.
8 The bank was quickly surrounded *from* / *by* armed police.
9 The window had been smashed *from* / *with* a hammer taken from the shed.
10 The stadium was packed *from* / *with* cheering fans.

3 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

1 We think the treasure dates from the thirteenth century.
THINK
It *is thought to date* from the thirteenth century.

2 Your hair needs cutting.
GET
You ..... cut.

3 Jill's parents are making her study hard.
MADE
Jill ..... her parents.

4 Apparently the ship did not sustain any damage.
APPEARS
The ship ..... .

5 It is thought that the two injured men were repairing overhead cables.
HAVE
The two injured men ..... overhead cables.

6 There is a rumour that the escaped prisoner is living in Spain.
BE
The escaped prisoner ..... living in Spain.

7 We have agreed to meet again in a fortnight.
WILL
It has ..... meet again in a fortnight.

8 We decided to try again later.
WOULD
It was ..... try again later.

9 There is confirmation of Mr Jackson's intended resignation.
THAT
It is ..... to resign.

10 Most of the committee thought it was not a viable solution.
NOT
It was thought ..... by most of the committee.

4 Rewrite each sentence so that it ends with the word underlined.

1 Another company has taken over our company.
Our company has been taken over.

2 We are dealing with your complaint.
.....

3 We have not accounted for all the missing passengers.
.....

4 Someone had tampered with the lock of the front door.
.....

5 We don't know how they disposed of the body.
.....

6 I must insist that you keep to the rules.
.....

7 We are looking into this allegation.
.....

8 We will frown upon any attempts to cheat in the exam.
.....

9 The youngest student complained that people were picking on him.
.....

10 You haven't paid for the second pizza.
.....

11 I think they have made up the whole story.
.....

5 Complete each sentence with a preposition.

1 The tree had been decorated ...with..... coloured balls.
2 The answers have been included ..... the book.
3 After the rugby match, Jim's shorts were covered ..... mud.
4 The victim was struck from behind ..... a heavy object.
5 The house was built ..... money that David borrowed from the bank.
6 The cat narrowly escaped being run over ..... a car.
7 When the accident happened, Sue was struck ..... flying glass.
8 The turkey was stuffed ..... chestnuts, and was very tasty.
9 No one knew that Peter had been involved ..... the investigation.
10 When I left the casino, my pockets were crammed ..... money.
11 All the presents were wrapped ..... yellow paper.
12 It turned out that the bridge had been damaged ..... a lorry.

6 Complete the text with the phrases from the box.

was seen	were made to	was brought	was obliged to
are believed to have been	~~is known to have experienced~~		is not known
are thought to be	was packed	is thought to have been	

A plane carrying 15 members of the government to a conference in Brussels (1) ..is known to have experienced..... a small-scale fire earlier this morning. The plane (2) ..... about 20 minutes into its journey when the fire occurred in the luggage area. It (3) ..... how the plane caught fire, but initial eye-witness accounts confirm that a trail of smoke (4) ..... coming from the under-carriage. The fire (5) ..... rapidly under control, but the pilot (6) ..... make an emergency landing. Five people (7) ..... treated for shock. The plane (8) ..... with business people flying to Belgium. All 209 passengers (9) ..... stay behind for questioning after landing at a military airport in northern France. Police (10) ..... treating the incident as suspicious.

7 Rewrite the text using the passive where possible. Do not use the underlined words.

Nobody knows exactly when someone invented gunpowder. People know for a fact that the Chinese made rockets and fireworks long before people used gunpowder in Europe, which was around the beginning of the thirteenth century. We generally believe that gunpowder brought to an end the 'Age of Chivalry', since anyone with a firearm could bring down a mounted knight. In fact, people did not develop efficient firearms until the sixteenth century. They used gunpowder mainly in siege cannon when people first introduced it. Later they used it in engineering work and in mining, but they found that it was extremely dangerous. Modern explosives have now replaced gunpowder, but we still use it for making fireworks, just as the Chinese did.

It is not known exactly.....

.....

.....

.....

.....

.....

.....

7

GRAMMAR

Conditionals

Basic usage

- What is always true: present + present
  *If I **work** late, I **get** tired.*
  *If the water **is boiling**, it **means** the food is nearly ready.*
  *I **get** the bus if I **miss** the train.*

- What was always true: past + past
  *We **went** home early if it **was** foggy.*
  *If it **was snowing**, we **stayed** at home.*
  *She **went** to bed early if she **felt** really tired.*

- Real situations: present + future
  Here we think that the outcome is really possible.
  *If you **keep** driving like that, you**'re going to have** an accident.*
  *There **won't be** enough food if too many people **turn** up.*

- Hypothetical situations: past + *would*
  These are unreal or imaginary situations.
  *If I **knew** the answer, I**'d tell** you.*
  *If I **was having** a party, I **wouldn't invite** Marcia.*
  *He **wouldn't be** afraid of dogs if he **had** one as a pet.*
  *If she **were / was** better qualified, she **would be** ideal for the job.*
  The verb *be* usually takes the form *were* for all persons in these sentences, though *was* is used in everyday speech. Note that in the first person it is possible to use *should* instead of *would*, but this is very formal and old-fashioned.
  *If I **left** home, I think I **should** be lonely.*

- Hypothetical past situations: past perfect + *would have*
  These refer to past events.
  *If I **had known** you were coming, I **would have met** you at the station.*
  I ***wouldn't have tried*** to lift it if I'***d known*** it was so heavy!

- With modals
  Possible situations in the present
  *If you get wet, you **should** change your clothes immediately.*
  *If you come early, we **can** discuss the problem together.*
  *If we leave now, we **might** get there by 6.00.*
  Hypothetical situations
  *If I had the money, I **could** help you.*
  *If you were taller, you**'d be able to** reach the top shelf.*

Hypothetical past situations

*She **could have been** injured if she hadn't been wearing a seat-belt.*
*If you hadn't reminded me, I **might have** forgotten.*

Variations

- *If only*

  This adds emphasis to hypothetical situations. With past events it adds a sense of regret. The second part of the sentence is often left out.

  ***If only** my phone was working, I could call a taxi.*
  ***If only** I hadn't drunk too much, this wouldn't have happened!*
  ***If only** I had enough time!*
  ***If only** you listened to me!*

- *Unless* and other alternatives to *if*

  Unless means 'only if not'.

  ***Unless** you call me this afternoon, I won't get the tickets.*
  (This means: I'll only get the tickets if you call me.)
  *I'll go ahead and get the tickets **unless** you call me this afternoon.*
  (This means: If you call me this afternoon, I won't get the tickets.)

  If one situation depends on another, *if* can be replaced by *as / so long as, provided (that)* or *only if*. See Grammar 11 for *only if*.

  *I'll do what you say **provided** (that) the police are not informed.*
  *You'll be fine, **as long as** you don't slip!*

  Even if describes how something will happen whatever the condition.

  ***Even if** it rains, we'll still go for a picnic.*
  *We wouldn't have won the game **even if** Smith's goal had been allowed.*

- Past events with results in the present: past perfect + *would*

  *If Jim **hadn't missed** the plane, he would be here by now.*
  *She **would** still **be** alive if she **had seen** a doctor in time.*

- *Should*

  After *if*, this makes the possibility of an event seem unlikely.

  ***If** you **should see** Ann, could you ask her to call me?*
  (This implies that I do not expect you to see Ann.)
  *Let me know **if** you **should change** your mind.*
  (This implies that I do not expect you to change your mind.)

- *Were to*

  This also makes an event seem more hypothetical.

  *If I **were to ask** you to marry me, what would you say?*
  *How would you feel if you **were to get** the job after all?*

- *Happen to*

  This emphasizes chance possibilities. It is often used with *should*.

  *If you **happen to see** Helen, could you ask her to call me?*
  *If you **should happen to be passing**, drop in for a cup of tea.*

- *If it were not for / If it hadn't been for*
  This describes how one event depends on another.
  *If it **weren't for** Jim, this company would be in a mess.*
  *If it **hadn't been for** their goalkeeper, United would have lost.*

- *Will* and *would*: politeness and emphasis
  These can be used as polite forms.
  *If you **will / would wait** here, I'll see if Mrs Green is free.*
  Will can also be used for emphasis, meaning 'insist on doing'.
  *If you **will stay out late**, no wonder you are tired!*

Other ways of making a conditional sentence

- *Supposing, otherwise*
  Supposing or *suppose* can replace *if*, mainly in everyday speech.
  ***Supposing** you won the lottery, what would you do?*
  ***Suppose** he comes back, what will you say?*
  Otherwise means 'if not'. It can go at the beginning or end of the sentence.
  If it doesn't rain soon, I'll have to water the garden.
  I hope it rains soon, otherwise I'll have to water the garden.
  If you hadn't given us directions, we wouldn't have found the house.
  *Thanks for your directions to the house. We wouldn't have found it **otherwise**.*

- *But for*
  This can replace *if not*. It is used in formal language, and must be followed by a noun form.
  If you hadn't helped us, we would have been in trouble.
  ***But for your help**, we would have been in trouble.*

- *If so, if not*
  These can refer to a verb in a previous sentence.
  *There is a possibility that Jack will be late. **If so**, I will take his place.*
  *Have you completed your project? **If not**, when do intend to hand it in?*

- Colloquial omission of *if*
  An imperative can be used instead of an *if* clause in everyday speech.
  ***Sit down**, and I'll make us a cup of tea.* (= *If you sit down ...*)
  ***Come** back later and I'll tell you.* (= *If you come back later ...*)

- *If* and adjectives
  In expressions such as *if it is necessary / possible*, it is possible to omit the verb *be*.
  ***If interested**, apply within.*
  ***If necessary**, take a taxi.*
  ***If possible**, leave before 6.00.*

- Formally *if* can mean 'although', usually followed by an adjective.
  *The room was well-furnished, **if** a little **badly decorated**.*
  *Her work is of a good standard, **if** sometimes rather untidy.*

1 Complete the sentences with the best form of the verbs in brackets.

1 Now we're lost! If you (write down) ...had written down... Emma's directions, this (not / happen) ..... .

2 Why don't we emigrate? If we (live) ..... in Australia, at least the weather (be) ..... better!

3 I'm afraid that Smith is a hardened criminal. If we (not / punish) .... him this time, he (only / commit) ..... more crimes.

4 Thanks to Dr Jones, I'm still alive! If it (not / be) ..... for her, I (be) ..... dead for certain.

5 I'm sorry I can't lend you any money. You know that if I (have) ..... it, I (lend) ..... it to you.

6 Don't be afraid. If you (touch) ..... the dog, it (not / bite) ..... .

7 In those days, if you (have) ..... a job, you (be) ..... lucky.

8 It's always the same! If I (decide) ..... to leave the office early, my boss (call) ..... me after I've left!

9 What a terrible thing to happen! Just think, if we (not / miss) .... the plane, we (kill) ..... in the crash.

10 Did you enjoy your meal? If you (finish) ..... eating, I (clear away) ..... the plates.

2 Correct any verb forms which are incorrect or inappropriate. Put a tick ✓ if the sentence is correct.

1 If you haven't received a letter yet, you haven't got the job. .....✓.....

2 If it isn't for Alex, we are missing the bus. .....

3 If it's raining, we go to the pub on the corner instead. .....

4 If you didn't lend us the money, we would have gone to the bank. .....

5 If you should happen to change your mind, drop me a line. .....

6 If it wasn't for the rain, we would have been home by now. .....

7 If you will drive so fast, no wonder the police keep stopping you. .....

8 If I knew you were coming, I would have met you at the airport. .....

9 But for you helped us, we would have taken much longer. .....

10 If Jack joins the team, I'm leaving. .....

3 Choose the best ending (A, B or C) to complete each sentence.

1	If you'd told me you were coming	A I can get some food in. B I'd have found us something to eat. ✓ C I made a lovely dish.
2	If you're too ill to come	A I'll come over and see you. B I wouldn't have done all this for you. C I asked someone else.
3	If I'd known you weren't coming	A I wouldn't be very upset. B I would like to know why. C I wouldn't have gone to so much trouble.
4	If you're not coming	A perhaps you'd have the courtesy to tell me. B we'd never have met. C you'd be so lucky.
5	If only you'd come	A I'll be the happiest girl alive. B I'd have had a lovely time. C I would look forward to it.
6	If you do decide to come	A the party's always a success. B I won't be coming either. C let me know.
7	If you really don't want to come	A I'll understand. B I can't be sure. C tell me tomorrow.

4 Complete each sentence with a phrase containing a form of the verb in brackets.

1 If I were (say) to say ..... loved you, what would you do?
2 If it (rain) ..... , I would have gone out for a walk.
3 If only you'd told me it was a surprise party, I (say) ..... anything to Uncle Frank!
4 Thanks for your help with the garden; I (do) ..... it without you.
5 If only Mick had come to the disco, then we (have) ..... a great time!
6 (pay) ..... the phone bill today, the phone will be cut off.
7 If I (had) ..... your tools, I wouldn't have been able to fix the car.
8 Those wires look a bit dangerous; (touch) ..... if I were you.
9 If (be) ..... the goalkeeper's heroics, we would have lost the match.

5 Rewrite each sentence in three different ways, using the words in CAPITALS.

1 We won't go away if the weather is bad.

We'll go away unless the weather's bad. UNLESS

..... ONLY

..... STAY

2 If you hurry up, you won't be late.

..... DON'T

..... OR

..... WANT

3 If they offered you the job, would you accept?

..... WERE TO

..... SHOULD

..... HAPPENED

4 Without your help, I would have given up years ago.

..... HADN'T BEEN

..... BUT

..... HADN'T HELPED

5 I'll lend you the money on condition that you pay it back next week.

..... PROVIDED

..... LONG

..... ONLY

6 Complete the text, using one word in each gap.

Mr Jeffries, I have decided against a prison sentence in your case. You may walk free from this court on (1) ...condition..... that you report to Chesham police station every Friday for the next six months. Should you fail to (2) ..... so, you will be given one warning; and if you persist (3) ..... failing to meet this obligation, you will return to this court for a harsher sentence. (4) ..... you can present a good reason why you were unable to report to the station, you will (5) ..... yourself in serious trouble. If you are (6) ..... to attend because of illness, please note that a medical certificate must be produced, signed by your doctor, proving your state of health. You should realize that, (7) ..... for your previous good conduct, I would (8) ..... had no hesitation in imposing a prison sentence. And I shall not forget that if your friend had (9) ..... intervened in the fight, you might (10) ..... seriously injured the defendant.

7 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

1 I didn't have the money so I didn't buy a new suit.
WOULD
If I had had the money, I would have bought ..... a new suit.

2 If you are in London by any chance, come and see me.
HAPPEN
If you ..... , come and see me.

3 If you insist on doing everything yourself, of course you'll feel tired!
WILL
If you ..... , of course you'll feel tired!

4 Please take a seat, and I'll inquire for you.
WILL
If you ..... , I'll inquire for you.

5 If you do the shopping, I'll cook lunch.
AND
You ..... I'll cook lunch.

6 If Cath hadn't been interested, the project would have been abandoned.
INTEREST
But ..... the project would have been abandoned.

7 The fire was brought under control thanks to the night-watchman.
FOR
If it hadn't ..... got out of control.

8 Jason is in prison because a detective recognized him.
IF
Jason wouldn't ..... recognized him.

9 I am not tall enough to reach the shelf.
TALLER
If I ..... reach the shelf.

10 But for Julie acting so wonderfully, the play would be a flop.
WONDERFUL
If it ..... the play would be a flop.

11 It won't make any difference if City score first; United will still win.
EVEN
United ..... City score first.

12 Getting up early makes me feel hungry.
GET
If ..... makes me feel hungry.

8 Complete each sentence using the words in brackets. Change the verb forms if necessary.

1 That was a lucky escape! If I (fall) ..had fallen..... , I'd have broken my leg.
2 If you (finish / with my pen) ..... , I'd like it back please.
3 Unless Pete (try / harder) ..... , he won't win the competition.
4 If you took more time over your work, you (not make) ..... so many mistakes.
5 But for Sally's bravery, Jim (drown) ..... .
6 If you'd told me you were coming, I (buy) ..... more food.
7 If (it / not be) ..... for Jane, the deal wouldn't have gone through.
8 If (I / be) ..... late, you'd better start without me.
9 If Ann had known Tom wasn't coming, she (not / go) ..... to so much trouble.
10 (finish / the painting) ..... by Friday, and we'll pay you extra.

9 Complete the text, using one word in each gap.

Dear Sir or Madam,

We would like to remind you that your account is two months overdue. We are prepared to allow you another ten days to settle your account. However, (1) ..if..... you fail to pay your outstanding bills within ten days, you leave us with no alternative but to take legal action. That is, (2) ..... we receive full payment by 20th March, we will refer this matter to our legal department. (3) ..... you be experiencing financial difficulties, please contact our Finance Department. (4) ..... that you settle your account within the specified time period, we will (5) ..... happy to continue to do business with you. However, we (6) ....., if necessary, take the regrettable step of closing your account. We are sorry that this situation has arisen, but if you had paid your bills over the last two months, we (7) ..... not be in this position now. On the other hand, you (8) ..... have settled your account in the last two days. If (9) ....., please accept our apologies for this letter.

Yours faithfully

Brian Eccles
Customer Services
Wood View Office Supplies

SEE ALSO
Grammar 8: Unreal time
Consolidation 2: Units 5–8
Grammar 11: Inversion

8

GRAMMAR

Unreal time and subjunctives

It's time

- *It's time, it's high time*
  These are followed by the past simple or continuous, though the time referred to is unreal. See Grammar 7.
  *It's time we **left**.*
  *It's high time something **was done** about this!*

Wishes

- Present / future time
  Notice the past verb forms after *wish*.
  These are wishes where you want to change a present / future state.
  *I wish I **had** a motorbike.* (I don't have one now.)
  *I wish I **was going** on holiday with you next week.* (I am not going.)

- *Would*
  Would is used when the speaker wants somebody or something else to change.
  *I wish he **would** change his mind and marry Jane.*
  *I wish it **would** stop raining.*
  The use with *would* is often used to describe an annoying habit.
  *I wish you **wouldn't make such a mess**.*

- Past time
  As with present wishes, the verb form after *wish* is one stage further back in the past.
  These are wishes referring to a past event, which cannot be changed.
  *I wish I **hadn't eaten so much**.*
  This use of *wish* is similar to the use of *if only* to express regrets. See Grammar 7.

- *Hope*
  Wishes about simple future events are expressed with *hope* + present simple.
  Sometimes a future form can be used.
  *I **hope** it doesn't rain **tomorrow**.*
  *I **hope** Jim **comes / will come** to the party tonight.*

I'd rather / I'd prefer (followed by a clause)

- *I'd rather* is followed by past verb forms in the same way as wishes about the present.
  It expresses preference about actions.
  *I'd rather you **didn't smoke** in here.*
  Both *I'd rather* and *I'd sooner* are used with infinitive without *to* when comparing nouns or phrases.
  *I'd rather **be** a sailor than a soldier.* (present)
  *I'd rather **have lived** in Ancient Greece than Ancient Rome.* (past)

- *I'd prefer* is used with *it* + past verb form to express preference about actions.
  I'd prefer it if you ***didn't*** *smoke.*

  I'd prefer is also used with *you / him / her,* etc + infinitive with *to* to show what we would like a person to do. We can add *rather than* + infinitive without *to* as a comparison.
  I'd prefer ***you to sit*** *in your seat (****rather than sit*** *on the floor).*
  I'd prefer you ***not to sit on the floor.***

  I'd prefer + noun can be used to show which thing we would like to have.
  I'd prefer ***tea to coffee.***

As if, as though

- Real and unreal

  The verb form here depends on whether the situation is true or unreal.
  You look ***as if*** *you're* ***having*** *second thoughts.* (You are having second thoughts.)
  He acts ***as if*** *he* ***were*** *in charge.* (Unreal. He isn't in charge.)
  I feel ***as if*** *an express train* ***had hit*** *me.* (Unreal. It didn't hit me.)

  Note however, that the more colloquial *like* does not require this verb form change.

  This use is not considered acceptable, however, in formal or written English. Compare:
  You look ***like*** *you've just* ***seen*** *a ghost.* (informal / colloquial)
  You look ***as if*** *you'd just* ***seen*** *a ghost.*

Suppose and *imagine*

- Understood outcomes

  The outcome part of these sentences is often understood but not stated.
  Suppose someone ***told*** *you that I was a spy!*
  Imagine we'd ***never*** *met!* (We have met.)

  If the event referred to is a real possibility, a present verb form is possible.
  Suppose it ***starts*** *raining, what'll we do?*

Formal subjunctives

- Insisting, demanding, etc

  After verbs such as *demand, insist, suggest, require,* which imply obligation, the subjunctive may be used in formal style. The subjunctive is the same verb form as the infinitive; there is no third person *-s* or past form.
  They demanded that he ***leave*** *at once.*
  The school Principal suggested that he ***be*** *awarded a scholarship.*

- Less formal usage

  Less formally, *should* can be used, and colloquially no verb form change is made.
  They demanded that he ***should leave.***
  They demanded that he left. (informal)

Formulaic subjunctives

These are fixed expressions all using the subjunctive. Typical expressions are:
Heaven help us! *Be that as it may …* *Come what may …*

1 Underline the correct word to complete each sentence.

1 I *hope* / *wish* I'll see you again soon.
2 I *hope* / *wish* the weather improves soon.
3 I *hope* / *wish* I knew the answer.
4 I *hope* / *wish* you didn't have to go.
5 I *hope* / *wish* you'd stop shouting so much.
6 I *hope* / *wish* nothing goes wrong.
7 I *hope* / *wish* it would stop raining.
8 I *hope* / *wish* you can come to my party.
9 I *hope* / *wish* you don't mind.
10 I *hope* / *wish* we could meet next week.

2 Complete each sentence with a word or phrase.

1 I wish you .....would stop..... making so much noise late at night!
2 I'd rather the children ..... on the television without permission.
3 Suppose ..... half the money I owe you. Would that satisfy you?
4 I hope ..... get into trouble on my account. What do you think they'll say?
5 This is an awful hotel. I wish we ..... to the Grand instead.
6 We ..... you contact head office in advance.
7 I think it's high time we ..... locking all the windows at night.
8 Would you rather I ..... lunch, if you feel tired?
9 I wish my car ..... as fast as yours.
10 I'd prefer you ..... smoke in here, if you don't mind.

3 Complete each sentence with the best form of the verb in brackets.

1 I'd rather you (not / watch) ..didn't watch..... television while I'm reading.
2 It's high time you (start) ..... working seriously.
3 I wish I (spend) ..... more time swimming last summer.
4 Vicky is bossy. She acts as if she (own) ..... the place.
5 I wish you (not / keep) ..... coming late to class.
6 Suppose a complete stranger (leave) ..... you a lot of money in their will!
7 I wish I (go) ..... to your party after all.
8 I'd rather you (sit) ..... next to Susan, please.
9 The government demanded that the ambassador (be) ..... recalled.
10 You are lucky going to Italy. I wish I (go) ..... with you.

4 Complete each sentence with one word.

1 It's ..high..... time you learnt to look after yourself!
2 I wish you ..... try listening to me, just for once!
3 I ..... rather not go by train, if possible.
4 ..... that as it may, it doesn't alter the seriousness of the situation.
5 I wish Carol ..... be here to see you all.
6 We both wish you ..... staying longer.
7 You ..... as if you had played in the match instead of watching it!
8 ..... they offered you the job of managing director!
9 I really wish we ..... married.
10 I ..... you didn't mind my phoning so late.

5 Correct the error(s) in each sentence.

1 I wish I bought that old house. ..I wish I had bought that old house.....
2 I'd rather you don't eat all the bread. .....
3 It's time I go. .....
4 I wish I own a motorbike. .....
5 I wish we are not leaving in the morning. .....
6 Sue would rather reading than watching television. .....
7 Come what comes, I'll be on your side. .....
8 I hope it would stop raining. .....
9 I'd prefer if you didn't wait. .....
10 I wish I didn't listen to you before. .....

6 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

1 Do you ever regret not going to university?
WISH
Do you ever wish you had gone ..... to university?

2 I should really be going home now.
TIME
It's ..... home now.

3 I'd rather not go by plane.
PREFER
I'd ..... go by plane.

4 Jack doesn't know all the answers, though he pretends to.
ACTS
Jack ..... all the answers.

5 I'd love to be able to go with you to the opera.
WISH
I ..... go with you to the opera.

6 I wish I hadn't sold that old painting.
PITY
It's ..... that old painting.

7 I'd rather you didn't stay long at the party.
BETTER
It ..... stay long at the party.

8 The management said it was important for us to wear dark suits to the meeting.
INSISTED
The management ..... dark suits to the meeting.

9 I've had enough of your constant complaining!
WISH
I ..... complaining all the time!

10 I'd love to be sitting on a beach in Turkey right now!
WISH
I ..... on a beach in Turkey right now!

7 Complete the second sentence so that the meaning is similar to the first sentence.

1 I wish you were a bit tidier.
I wish you would put your things away.

2 I wish you were more interested in your school work.
I wish you would .....

3 I wish I spoke more languages.
I wish I could .....

4 I wish I had enough money to buy a car.
I wish I could .....

5 I wish they had more chess books in the library.
I wish the library would .....

6 I wish there was some soap in the bathroom.
I wish the cleaners would .....

7 I just wish my partner was a bit more romantic!
I just wish my partner would .....

8 Complete the text, using one word in each gap. Contractions (e.g. *don't*) count as one word.

Dear Tom,

Well, this time next week you'll be somewhere in Europe. You're so lucky. I'd love to (1) ..be.. able to go off around the world. I often wish I (2) ..... travelled more when I was younger. I really hope you (3) ..... yourself, but you will be careful, won't you? You're only 18 after all. Do be careful with your money too. And I'd rather you (4) ..... spend too many nights in your tent alone. It's so dangerous. I suggest you only (5) ..... in your tent on a proper campsite. I wish you (6) ..... going quite so soon. It's a pity you (7) ..... stay until after Dad's 50th birthday. But never mind. I wish Dad had (8) ..... here to see you off, but he had some really important business that day. Suppose we (9) ..... you at some nice seaside place in June? Just a thought. Anyway, remember, if you get into any trouble, we're only a phone call away, and come what (10) ....., we'll always be there for you.

Love, Mum

SEE ALSO
Grammar 7: Conditionals
Consolidation 2: Units 5–8
Grammar 11: Inversion

CONSOLIDATION 2

Units 5–8

1 Complete the text with the best form of the verbs in brackets.

Employees protesting at the planned closure of the Magnet electronics factory have begun a protest outside the factory in Brook Road. It (1) .was revealed. (reveal) last week that production at the factory, where over 3000 local people (2) ..... (employ), (3) ..... (transfer) to the existing Magnet plant in Luton next month. Only a few new jobs (4) ..... (expect) to be created. 'Why (5) ..... (we / not / inform) about this earlier? We (6) ..... (only / tell) about this two days ago,' said Marjory Calder, representing the workforce. 'It's about time companies such as this (7) ..... (start) thinking about how local communities (8) ..... (affect) by their policies. Most of us here own our houses. How are we going to keep paying the mortgage and find a job? I wish I (9) ..... (know).' Reg Reynolds, Director of Magnet, was asked what was being done to help those who have (10) ..... (make) redundant. 'Every effort (11) ..... (make) over the past month to offer early retirement to those who qualify,' he told our reporter. When (12) ..... (question) about why the workers (13) ..... (not / tell) about the closure earlier, he revealed the company (14) ..... (promise) a government loan to keep the factory open, but that at the last minute the government (15) ..... (decide) not to provide the loan after all. 'So don't blame the company, we've done our best.'

2 Complete each sentence with one word.

1 You are the person who .....gets..... things done around here!
2 The victim is thought to have been ..... a bath at the time.
3 As I cycled along the lane I was hit ..... an overhanging branch.
4 If the baby looked unhappy we ..... her a toy to play with.
5 If ..... you had asked me earlier, I could have helped you.
6 ..... if I had got there in time, it wouldn't have made any difference.
7 I wouldn't be surprised if Patrick ..... win.
8 ..... for the bad weather, our holiday would have been perfect.
9 I ..... rather you didn't stay any longer.
10 I wouldn't be surprised if Jack ..... to call round this evening.

3 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

1 It is thought that the escaped prisoner is back in custody.
BEEN
The escaped prisoner is thought to have been ..... recaptured.

2 The wind was bending the young tree to the ground.
BENT
The young tree ..... to the ground in the wind.

3 The police are interrogating Jim in connection with the break-in.
ABOUT
Jim is ..... the break-in by the police.

4 I can't lift this table on my own.
WON'T
Unless I get ..... to lift this table.

5 I won't stay in this job, not even for double the salary.
DOUBLED
Even ..... , I won't stay in this job.

6 It's a pity you aren't going to Ann's party.
WISH
I ..... to Ann's party.

7 If you found the missing money, what would you do?
WERE
What would you do if ..... gone missing?

8 They suspended Jackson for the next two matches.
BANNED
Jackson ..... in the next two matches.

9 Please come this way, and I'll see if Mr Francis is in.
WILL
If ..... I'll see if Mr Francis is in.

10 New drugs are being discovered which are helping the fight against this disease.
DISCOVERY
The fight against this disease ..... new drugs.

4 Rewrite each sentence in the passive. Do not use the underlined words.

1 Mushroom-gatherers usually work in the early morning.
Mushrooms are usually gathered in the early morning.

2 It's time the government brought the economy under control.
.....

3 A thief stole several coats from the cloakroom.
.....

4 The management has decided to reduce the workforce by 10%.
.....

5 The decorators only took a day to do our house.
.....

6 They have no idea what caused the accident.
.....

7 You have to make an application for a visa in advance.
.....

8 Ticket collectors work on the train on this line.
.....

9 Lots of people had left their luggage on the platform.
.....

10 A person directed Sally to the wrong address.
.....

5 Complete each sentence with one word.

1 ..Be..... that as it may, it is still no excuse.
2 Graham ..... his car towed away by the police.
3 I am going to call the police ..... you leave at once.
4 I think it's high time you ..... taking yourself seriously.
5 If you ..... to think of moving, we could offer you a job.
6 I ..... you can come to my birthday party.
7 Just imagine! ..... they told you that you had won first prize!
8 I wish Harry ..... see the children now!
9 If only you ..... just stop talking for a moment and try listening!
10 It was not ..... necessary to call the fire brigade.

6 Complete each sentence with the best form of the verb in brackets.

1 I don't like this restaurant, I wish we had (go) had gone ..... to the *Taj Mahal.*
2 It's time something (do) ..... about this problem.
3 The late prime minister is said (be) ..... difficult to work with.
4 That was lucky! If I (catch) ..... this bus, I (meet) ..... you.
5 Your order (deal) ..... with at the moment.
6 But for Suzy, I (not / pass) ..... the exam.
7 All dishes (serve) ..... with French fries and a green salad.
8 The house is thought to (sell) ..... recently for a million pounds.
9 If only I (study) ..... more when I was at school.
10 If I were (tell) ..... you where the treasure is, what would you do?

7 Complete the sentences with the best form of the verbs in brackets.

1 The second film we saw (direct) was directed ..... by Tim Burton.
2 If I (know) ..... that you ..... (arrive) on that train, I (come) ..... to meet you.
3 I wish you (not / eat) ..... all the food! I'm hungry!
4 Be careful! If you (tease) ..... the cat, it (scratch) ..... you!
5 Thanks very much! If you (not / help) ..... me, we (not / finish) ..... the work so quickly.
6 Hurry up, or all the best seats (take) ..... .
7 What a shame that it (decide) ..... to cancel the school play!
8 Carol now wishes she (marry) ..... in a church.
9 If it (not / be) ..... for you, I (still / be) ..... in prison today!
10 Unfortunately, tomorrow's match (call off) ..... .

8 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

1 I'll get someone to press your trousers, sir.
PRESSED
I'll have / get your trousers pressed ..... immediately, sir.

2 Everyone knows that taking exercise is good for your health.
KNOWN
Taking exercise ..... good for your health.

3 Someone has suggested the resignation of the minister.
THAT
It ..... the minister should resign.

4 They've asked me if I would chair the meeting.
TO
I ..... chair the meeting.

5 We have managed to account for all the missing papers.
SUCCESSFULLY
All the missing papers ..... for.

6 Since Sue left for Glasgow, nobody has seen anything of her.
OF
Nothing has ..... she left for Glasgow.

7 I'd rather you didn't sit at the back of the room, please.
IT
I'd prefer ..... at the front of the room.

8 A traffic warden showed me how to get to the museum.
WAY
I was ..... to the museum by a traffic warden.

9 John's school is making him sit his exams again.
MADE
John ..... sit his exams again.

10 I should really be starting my homework.
TIME
It's ..... starting my homework.

9

GRAMMAR

Modals: present and future

Don't have to and *must not*

- *Don't have to* refers to an absence of obligation.
  *You **don't have to** work tomorrow.*

- *Must not* refers to an obligation not to do something.
  *You **must not** leave the room before the end of the test.*

Should and *ought to*

Should and *ought to* have the same meaning where used in the examples below.

- Expectation
  *This film **should** be really good. / This film **ought to** be really good.*

- Recommendation
  *I think you **should / ought to** talk it over with your parents.*
  In writing, *should* (but not *ought to*) can be used to express a strong obligation politely.
  *Guests **should** vacate their rooms by midday.*

- Criticism of an action
  *You **shouldn't / oughtn't to** eat so much late at night.*

- Uncertainty
  ***Should** I leave these papers on your desk?*

- *Should* and verbs of thinking
  Should is often used with verbs of thinking, to make an opinion less direct.
  *I **should think** that model would sell quite well.*

- *Should* with *be* and adjectives describing chance
  This group of adjectives includes *odd, strange, funny* (= odd) and the expression *What a coincidence.*
  *It's strange that you **should be staying** in the same hotel!*

- *Should* after *in case* to emphasize unlikelihood
  *In case I **should be out**, this is my mobile number.*
  See Grammar 7 for similar uses in conditional sentences.

Could

- *Could* is used to express possibility or uncertainty.
  *This **could** be the house.*

- *Could* is used with comparative adjectives to express possibility or impossibility.
  *The situation **couldn't** be worse.*
  *It **could** be better.*

- *Could* is used to make suggestions.
  *We **could** go to that new restaurant opposite the cinema.*

- *Could* is used to express unwillingness.
  *I **couldn't** possibly leave Tim here on his own.*

Can

- *Can* with *be* is used to make criticisms.
  *You **can** be really annoying, you know!*

- *Can* is also used with *be* to refer to capability.
  *Winter here **can** be really cold.*

Must and *can't*

These refer to present time only. (See *be bound to.*) In expressing certainty, they are opposites.

*This **must** be our stop.* (I'm sure it is.)
*This **can't** be our stop.* (I'm sure it isn't.)

May and *might*

- *May* can be used to express *although* clauses.
  *She **may** be the boss, but that is no excuse for shouting like that.*
  See also Grammar 12 for emphasis.

- *May / might as well*
  This describes the only thing left to do, something which the speaker is not enthusiastic about.
  *Nobody else is going to turn up now for the lesson, so you **may as well** go home.*

- *May* and *might* both express possibility or uncertainty. *May* is often used in formal language.
  *The peace conference **may** find a solution to the problem.*

- There is an idiomatic expression with *try*, using *may* for present reference, and *might* for past or present reference.
  *Try as I **might**, I could not pass my driving test.*
  (Although I tried hard, I could not pass my driving test.)

Shall

- *Shall* can be used in the first persons to emphasize something which the speaker feels is certain to happen or wants to happen.
  *I **shall** definitely give up smoking this year.*
  *We **shall** win!* (*Shall* is stressed in this sentence.)

- In the second and third persons, *shall* is now only used in very formal contexts, such as rules and regulations.
  *No player **shall** knowingly pick up or move the ball of another player.*

Will

- *Will* can be used to express an assumption.
  *A: The phone's ringing. B: That'**ll** be for me.*

- *Will / won't* can be used emphatically to tell someone of the speaker's intention, or to forbid an action, in response to a *will* expression.
  *A: I'**ll** take the money anyway, so there!*
  *B: You **won't**!*
  *A: I **will**!*
  Similarly *I won't* can mean *I refuse*, and *I will* can mean *I insist.*
  *A: I **won't** do it! B: Yes, you **will**!*

Would

Would is often used in situations where a conditional sense is understood but not stated.

*Nobody **would** agree with that idea.* (if we asked them)
*Life **wouldn't** be worth living without you.* (if you weren't there)
*I think Jim **would** be the best candidate.* (if he was under consideration for the job)
*Sue **wouldn't** do that, surely!* (if she was in that situation)

Need and *need to*

- *Need to* is a modal auxiliary, and behaves like a normal verb.
  *Do you **need to** use the photocopier?*

- *Need* is a modal auxiliary, but mainly in question and negative forms.
  ***Need** you make so much noise?*
  See Grammar 6 for *need doing.*

Dare

- *Dare* can be used in two ways. It can be an intransitive verb followed by infinitive with *to.*
  *I didn't **dare to** say anything.*

- It can also be a modal auxiliary, mainly in questions and negatives.
  *She **dare** not refuse.* *How **dare** you!*

Related non-modal expressions

- *Had better*
  This is a recommendation and refers only to the present or future.
  *You'**d better** not phone her again.*
  It can be reported in the past without change of form.
  *He told me we'**d better** come back another day.*

- *Be bound to*
  This makes a future prediction of certainty.
  *It's **bound to** rain tomorrow.*

1 Underline the correct word or phrase in each sentence.

1 I don't think you *could* / *should* tell anyone yet.
2 I *couldn't* / *shouldn't* possibly leave without paying.
3 That *mustn't* / *can't* be the hotel Jane told us about.
4 There are times when the traffic here *can* / *could* be really heavy.
5 We are enjoying our holiday, though the weather *could* / *must* be better.
6 You *couldn't* / *shouldn't* really be sitting here.
7 You *could* / *may* be older than me, but that doesn't mean you're cleverer.
8 You *might* / *should* like to look over these papers if you have time.
9 I'm afraid that nobody *should* / *would* help me in that kind of situation.
10 No member of the association *must* / *shall* remove official documents from these premises without written permission.

2 Complete the dialogue, using one word in each gap. Contractions (e.g. *can't*) count as one word.

Bill: This (1) .....must..... be the house, I suppose: number 16 Elland Way.
Jane: I pictured it as being much bigger, from the estate agent's description.
Bill: Well, we'd (2) ..... go inside.
Jane: We (3) ..... as well. Wait a minute. I (4) ..... to just find my glasses. I (5) ..... see a thing without them.
Bill: I don't think much of it from the outside, to be honest.
Jane: Yes, it (6) ..... certainly do with a coat of paint or two.
Bill: Rather you than me! I (7) ..... like to have to paint it all! And the gutters (8) ..... replacing.
Jane: I (9) ..... think they haven't been replaced since the house was built.
Bill: They (10) ..... really be replaced every four years ideally.
Jane: And I don't like that big ivy plant growing up the side. Ivy (11) ..... get in the brickwork and cause all sorts of damage.
Bill: I wonder if there's a lock on that big downstairs window? It looks very easy to break in to.
Jane: There's (12) ..... to be one, surely.
Bill: Well, (13) ..... we go inside?
Jane: Do we (14) ..... to? I think I've seen enough already. I (15) ..... possibly live here.

3 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

1 I couldn't be happier at the moment.
COULD
I'm as happy as could be ..... at the moment.

2 Although I tried hard, I couldn't lift the suitcase.
MIGHT
Try ..... , I couldn't lift the suitcase.

3 I'm sure that Peter won't be late.
BOUND
Peter ..... on time.

4 Fancy you and I having the same surname!
SHOULD
It's odd ..... the same surname!

5 I think you should take up jogging.
WERE
If I ..... take up jogging.

6 It's possible that this kind of snake is poisonous.
COULD
This snake ..... the poisonous kinds.

7 You can't borrow my car!
WON'T
I ..... borrow my car!

8 I'm sure this isn't how you get to Norwich!
CAN'T
This ..... way to Norwich!

9 It makes no difference to me if we call it off.
MAY
We ..... call it off.

10 Although it's summer, the temperature is more like winter.
MAY
It ..... the temperature is more like winter.

4 Choose the sentence (A or B) that is closest in meaning to the sentence given.

1 It's possible that we'll know the answers tomorrow. ...A...
   A We may know the answers tomorrow.
   B We should know the answers tomorrow.
2 I don't think you should ring him now. It's rather late. .....
   A You might not ring him now. It's rather late.
   B You'd better not ring him now. It's rather late.
3 You needn't come if you don't want to. .....
   A You won't come if you don't want to.
   B You don't have to come if you don't want to.
4 I think it's wrong for you to work so hard. .....
   A You don't have to work so hard.
   B You shouldn't work so hard.
5 Perhaps these are the keys. .....
   A These might be the keys.
   B These must be the keys.
6 It would be wrong for us to lock the cat in the house for a week. .....
   A We'd better not lock the cat in the house for a week.
   B We can't lock the cat in the house for a week.
7 It's possible that the decision will be announced next week. .....
   A The decision might be announced next week.
   B The decision will be announced next week.
8 Although I try hard, I can never solve *The Times* crossword. .....
   A Try as I may, I can never solve *The Times* crossword.
   B Try as I can, I may never solve *The Times* crossword.
9 I know. Why don't we go out to eat instead? .....
   A I know. We must go out to eat instead.
   B I know. We could go out to eat instead.
10 Using Punter's Paints couldn't be easier. .....
   A You may as well use Punter's Paints.
   B You should find Punter's Paints easy to use.
11 Peter often really annoys people. .....
   A Peter can be really annoying.
   B Try as he might, Peter annoys people.
12 Jane wouldn't talk about people like that, surely! .....
   A Jane didn't want to talk about people like that.
   B Jane isn't the kind of person to talk about people like that.

5 Complete each sentence with a phrase from the box.

couldn't be	wouldn't be	I might	~~don't have to~~	couldn't possibly
must be	must like	need to	may be	might as well

1 The heating comes on automatically. You ....don't have to..... turn it on.
2 Of course I'll help! I ..... let you do it on your own.
3 It's a lovely hotel. And the staff ..... more helpful.
4 George ..... it there if he has stayed there for so long.
5 You ..... right, but I'm still not convinced.
6 We ..... go in this museum. There's nothing else to do.
7 I love these trees. Without them the garden ..... the same.
8 There's the phone call I was expecting. It ..... George.
9 Thanks. And now you just ..... sign on the dotted line.
10 Try as ..... , I simply couldn't open the lid.

6 Complete the text, using one word in each gap. Contractions (e.g. *mustn't*) count as one word.

I (1) ....might..... as well admit it – I'm one of those people who run in marathons dressed as a duck. It's not normally something you (2) ..... want to admit to your friends, but I (3) ..... imagine life without running in my Donald Duck costume. You're probably thinking I (4) ..... be an idiot who just wants to show off, and well, you (5) ..... be right, I suppose! And you (6) ..... think that running so far was hard enough, without the silly costume! I (7) ..... to admit that I do enjoy the laughter as I run past, but that's only part of it. I (8) ..... look silly, but it's all in a good cause, as I run to raise money for children's charities – people promise to give me money for running in the race. I (9) ..... cheerfully run for hours in the rain because I'm doing something useful. Call me mad (10) ..... you like, but I'd far (11) ..... run through the streets dressed as a duck (12) ..... sit at home and watch the race on television. Some of the other runners (13) ..... be a bit mad too – I (14) ..... be the only duck to be narrowly beaten in a race by three gorillas in bikinis. I (15) ..... miss charity marathons for all the world!

SEE ALSO
Grammar 6: Passive 2
Grammar 7: Conditionals
Grammar 10: Modals: past
Grammar 12: Emphasis

10

GRAMMAR

Modals: past

Had to and *didn't have to*

Had to is the past form of *must* and refers to a past obligation.

*Sorry I'm late, I **had to post** some letters.*

The negative form is *didn't have to* and refers to an absence of obligation.

Should have and *ought to have*

- Expectation

  Should have and *ought to have* can refer to something which was supposed to happen.

  *The parcel I sent you **should have / ought to have arrived** by now.*

- Criticism of an action

  *You **shouldn't have / oughtn't to have eaten** so much last night.*

- *Should have* and verbs of thinking

  I should have thought that … is a way of describing what was supposed or expected to happen.

  I should have thought that you would know the answer / that you knew the answer.

  It implies that in fact you didn't know the answer, and I am surprised or disappointed.

- With *be* and adjectives describing chance

  It was strange that you should have been staying in the same hotel last year.

- As a polite expression of thanks on receiving a gift or a favour

  *I've done the washing up for you. – Oh, you really **shouldn't have**!*

Could have and *couldn't have*

- *Could have* refers to past possibility or uncertainty.

  *David **could have won** the race if he had tried.* (possibility / ability)

  *It **could have been** Sue, I suppose.* (uncertainty)

- *Couldn't have* can be used with comparative adjectives.

  *We **couldn't have been happier** in those days.*

- *Could have* can also express unwillingness.

  *She **could have gone** to the party with her friends.* (but she didn't)

Could

- *Could* refers to past permission or past ability.

  *When I was sixteen I **could stay** out till 11.00.* (I was allowed to)

  *Jenny **could swim** when she was three.* (she actually did)

  Compare: *Jenny **could have swum** when she was three.* (but she didn't)

May have and *might have*

- *Might have* refers to past possibility which did not happen.
  *You **might have** drowned!*

- *Might have* and *may have* express uncertainty.
  *I suppose I **may have been** rather critical.*

- Both can be used in the negative to express uncertainty.
  *They **might not have received** our letter yet.*

- *Might have* is used to express annoyance at someone's failure to do something.
  *You **might have told** me my trousers were split!*

- *I might have known + would* is an idiom by which the speaker expresses ironically that an action was typical of someone else.
  *I **might have known** that he **would** be late.*

Must have and *can't have*

- These express the speaker's certainty about a past action.
  *Someone **must have taken** it.* (I am sure they did)
  *You **can't have lost** it.* (I am sure you didn't)

- Both can also be used with *surely* in exclamations.
  ***Surely** you **can't have** eaten all of it!*
  ***Surely** you **must have** noticed it!*

Would not

- This expresses an unwillingness in the past.
  *Everyone was angry because Sam **wouldn't turn off** the television.*

Would have

- *Would have* can refer to events in the past which did not actually happen.
  *I **would have accepted** the job, but I didn't want to move house.*

- Assumptions about the past are also possible with *would have.*
  A: Someone called after you left but didn't leave a message.
  *B: That **would have been** Cathy, probably.*

Needn't have and *didn't need to*

Needn't have done refers to an unnecessary action which was actually done.
*You **needn't have paid** all at once.* (you did pay)
Didn't need to refers to an unnecessary action which was not done.
*I **didn't need to go** to the dentist again, luckily.*

Adverbs and modals

Adverbs such as *easily, just, really, well,* are often used to emphasize modal expressions, in both present and past time.
*You could **easily** have been killed.*
*I might **just** take you up on that.*
*You couldn't **really** have managed without me.*

1 Underline the correct word or phrase to complete each sentence.

1 That *can't have been / shouldn't have been* Nick that you saw.
2 You *must have given / might have given* me a hand!
3 I caught a later train because I *had to see / must have seen* a client.
4 I suppose Bill *should have lost / might have lost* his way.
5 I didn't refuse the cake, as it *should have been / would have been* rude.
6 I don't know who rang, but it *could have been / must have been* Jim.
7 It was odd that you *should have bought / would have bought* the same car.
8 I asked them to leave but they *might not / wouldn't* go.
9 It's a pity you didn't ask because I *can't help / could have helped* you.
10 It's your own fault, you *can't have / shouldn't have* gone to bed so late.

2 Complete the text, using a verb phrase from the box in each gap.

can't have	must have	shouldn't have	may not have	may have
shouldn't have	can't have	ought to have	needn't have	~~shouldn't have~~

1 You and your big mouth! It was supposed to be a secret. You .....shouldn't have..... told her!
2 The plane is late. It ..... landed by now.
3 You ..... met my brother. I haven't got one!
4 There is only one explanation. You ..... left your keys on the bus.
5 You ..... heard me right. I definitely said 204525.
6 The meat is a bit burnt. You ..... cooked it for so long.
7 I'm sorry. I accept I ..... been a little bit rude.
8 You really ..... taken so much trouble over me.
9 Was it really necessary? You ..... told the police, you know.
10 Keep your fingers crossed! The traffic warden ..... noticed the car's parked next to a No Parking sign!

3 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

1 It wouldn't have been right to leave you to do all the work on your own.
COULDN'T
I couldn't have left you to do ..... all the work on your own.

2 Perhaps they didn't notice the tyre was flat.
MIGHT
They ..... the tyre was flat.

3 All that trouble I went to wasn't necessary in the end.
NEEDN'T
I ..... all that trouble.

4 Apparently someone has borrowed my laptop.
HAVE
Someone ..... my laptop.

5 I'm disappointed that you didn't back me up!
MIGHT
You ..... me up!

6 Our worrying so much was a waste of time.
NEEDN'T
We ..... so much.

7 It's just not possible for the cat to have opened the fridge.
POSSIBLY
The cat ..... the fridge.

8 It would have been possible for Helen to take us in her car.
COULD
Helen ..... us a lift.

9 It's possible that the last person to leave didn't lock the door.
MIGHT
The last person ..... the door unlocked.

10 School uniform wasn't compulsory at my school.
WEAR
We ..... school uniform at my school.

4 Complete each sentence, using one word in each gap. Contractions (e.g. *can't*) count as one word.

1 I .....could..... have become a millionaire, but I decided not to.
2 You ..... have been here when Helen told the boss not to be so lazy! It was great!
3 Peter wasn't here then, so he ..... have broken your vase.
4 I ..... have bought that car, but I decided to look at a few others.
5 If you felt lonely, you ..... have given me a ring.
6 Don't take a risk like that again! We ..... have lost because of you.
7 It's been more than a week! You ..... have had some news by now!
8 We were glad to help. We ..... have just stood by and done nothing.
9 You really ..... have gone to so much trouble!
10 I ..... have thought that it was rather difficult.

5 Correct any errors in these sentences. Put a tick ✓ if sentence is already correct.

1 Surely you ~~mustn't~~ have forgotten already! ...can't....
2 Even Paul couldn't have foreseen what was coming next. .....
3 Frances might not have understood what you said. .....
4 It was funny that she should have remembered me. .....
5 Harry may have won the match with a bit more effort. .....
6 You must have told me you had already eaten. .....
7 Look, there's £30 in my wallet. I shouldn't have gone to the bank after all. .....
8 You mustn't have been so unkind! .....
9 I couldn't have managed without you. .....
10 I have no idea who it was, but I suppose it would have been Ann. .....

6 Complete each sentence with a modal verb. Use a negative form if necessary.

1 Pay no attention to what Jim said. He ....can't have..... been serious.
2 Fancy borrowing all my clothes like that! You ..... asked me first!
3 The exam wasn't a problem at all. In fact, it ..... been easier!
4 We should call Jack again, to be sure. He ..... heard the phone the first time.
5 Phew, that was a lucky escape! We ..... killed!
6 Hello, I'm home early. I ..... stay late at work after all.
7 Thanks a lot! You ..... told me that the meeting had been cancelled!
8 Ann didn't get home until 4.30 this morning. That party ..... been good!
9 This bus is taking ages. We ..... taken the metro, after all.
10 There were plenty of spare seats on the train. We ..... booked in advance after all.

7 **Underline the best adverb to complete each sentence.**

1 Someone *obviously / currently / fortunately* must have picked it up by mistake.
2 He could *really / cheerfully / easily* have stolen the painting without anyone knowing.
3 I may *surely / well / clearly* have made a mistake.
4 You *really / clearly / needlessly* shouldn't have spent so much on my present.
5 Bill *rarely / simply / certainly* wouldn't listen to anything we said.
6 I couldn't *just / yet / already* have left without saying a word.
7 *Certainly / Rarely / Surely* you can't seriously believe that I am guilty!
8 I opened the window; I *greatly / surely / simply* had to get some fresh air.
9 I *still / unfortunately / surely* couldn't have come to your party.
10 How dangerous! You could *still / strongly / well* have been injured!

8 **Complete the text, using a verb phrase from the box in each gap.**

might have found	would have meant	must be	can't have been
~~might have heard~~	should have resigned	might have known	
must have thought	needn't have worried	would have had	

To: Katie From: Tina

Hi Katie,

Just a quick update on my latest news. As you (1) .might have heard.. from Paula, I won't be going to Australia after all. Basically, it (2) ..... taking two months off, and I'm not sure whether I (3) ..... a job when I came back. I really like my job at the hospital here, so I decided to play it safe. Maybe I (4) ..... from the job and hoped for the best. After all, perhaps I (5) ..... a really great job out there, or met the man of my dreams! Do you think I did the right thing? I kept changing my mind right up to the last minute. Bill and Sue in Sydney (6) ..... I was really annoying. I thought they'd never speak to me again, but I (7) ..... . I got a call from them last week, and they were very sympathetic.

Paula told me you've decided to go back to university to study law – that (8) ..... an easy decision! You (9) ..... the world's coolest-looking lawyer! So no more working in the insurance company? I (10) ..... you'd find it a bit dull! Good for you.

Keep in touch,

Love, Tina

SEE ALSO
Grammar 8: Unreal time
Grammar 9: Modals: present and future
Consolidation 3: Units 9–12

11

GRAMMAR

Inversion

Inversion

The term *inversion* covers two different grammatical operations:

- Using a question form of the main verb
  Not only ***did he fail*** *to report the accident, but he also later denied that he had been driving the car.*
  Never ***have I enjoyed*** *myself more!*

- Changing the normal positions of verb and subject
  Along the street ***came a strange procession****.*
  See Grammar 12 for an explanation of this example.

Inversion after negative adverbials

- This only occurs when the adverbial occurs at the beginning of a clause.
  All the examples below are used in formal language, such as in political speeches, usually for rhetorical effect. They are not usual in everyday spoken language.
  Never ***have I heard*** *a weaker excuse!* (formal, for rhetorical effect)
  I have never heard a weaker excuse! (less formal, everyday language)

- Time expressions: *never, rarely, seldom*
  These are most commonly used with the present perfect or past perfect, or with modals such as *can* and *could*. Sentences of this type often contain comparatives.
  Rarely can *a minister* ***have been faced*** *with such a problem.*
  Seldom has *the team* ***given*** *a* ***worse*** *performance.*
  Rarely had *I* ***had*** *so much responsibility.*

- Time expressions: *hardly, barely, scarcely, no sooner*
  These refer to an event which quickly follows another in the past. They are usually used with the past perfect, although *no sooner* can be followed by the past simple. Note the words used in the contrasting clause.
  Hardly had the train left *the station,* ***when*** *there was an explosion.*
  Scarcely had I entered *the room* ***when*** *the phone rang.*
  No sooner had I reached *the door* ***than*** *I realized it was locked.*
  No sooner was the team *back on the pitch* ***than*** *it started raining.*

- After *only*
  Only combines with other time expressions and is usually used with the past simple.
  Only *after posting the letter* ***did I remember*** *that I had forgotten to put on a stamp.*
  Other examples are *only if / when, only then, only later.*
  Note that when *only* refers to 'the state of being the only one', there is no inversion following it.
  Only Mary realized that the door was not locked.

- Phrases containing *no / not*
  These include *under no circumstances, on no account, at no time, in no way, on no condition, not until, not only ... (but also).*
  On no condition are they *to open fire without a warning.*
  Not until *I got home* ***did I notice*** *that I had the wrong umbrella.*

- *Little*
  Little also has a negative or restrictive meaning.
  Little does the government appreciate *what the results will be.*

Inversion after *so / such* with *that*

- Inversion can be used with *so* and adjectives when the main verb is *be*. It is used for emphasis and is more common than the example with *such*.
  So devastating were *the floods that some areas may never recover.*

- *Such* used with *be* means 'so much / so great'.
  Such was *the force of the storm that trees were uprooted.*

- Inversion only occurs if *so / such* is the first word in the clause.

Inverted conditional sentences without *if*

- Conditional sentences with *were*, *had* and *should* can be inverted, and *if* is then dropped. This makes the sentences more formal and makes the event less likely.
  If they were to escape, there would be an outcry.
  Were they to escape*, there would be an outcry.*
  If you should hear anything, let me know.
  Should you hear *anything, let me know.*
  If I had known, I would have protested strongly.
  Had I known*, I would have protested strongly.*

- Inversion after *as*
  This is more common in formal or written language.
  We were short of money, ***as were most people*** *in our neighbourhood.*
  I thought, ***as did my colleagues****, that the recession would soon be over.*

- Inversion after *so*, *neither* and *nor*
  These are used in 'echoing' statements, agreeing or disagreeing.
  A: I am going home. B: ***So am I.***
  A: I don't like meat. B: ***Neither do I.***
  See Grammar 12 for ways of giving emphasis without inverting after *so*.

1 **Read each sentence and decide if the use of inversion is appropriate to the context. Put a tick ✓ if the inversion is appropriate, or correct the sentence.**

1 Guest to host: 'So nice was that pudding, that I would like to have some more.'
That pudding was so nice that ....

2 Witness to court: 'No sooner had I turned out the light, than I heard a noise outside.' .....

3 News reader: 'Such was the force of the earthquake, that whole villages have been devastated.' .....

4 Parent to child: 'Should you fancy a pizza, let's order one now.'
.....

5 Friend to friend: 'Never before have I seen this film.'
.....

6 Politician to audience: 'Seldom has the country faced a greater threat.'
.....

7 Celebrity to interviewer: 'Were I to have the time, I'd go climbing more often.'
.....

8 Victim to police officer: 'Scarcely had we been introduced when he punched me for no reason.' .....

9 Printed notice: 'Under no circumstances is this control panel to be left unattended.'
.....

10 Colleague to colleague: 'Should you change your mind, just let me know.'
.....

2 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

1 It was only when the office phoned me that I found out about the meeting.
FIND
Not until .....the office phoned me did I find out..... about the meeting.

2 The facts were not all made public at the time.
LATER
Only ..... all made public.

3 The response to our appeal was so great that we had to take on more staff.
RESPONSE
Such ..... to our appeal that we had to take on more staff.

4 Harry broke his leg, and also injured his shoulder.
BUT
Not only ..... also injured his shoulder.

5 The police didn't suspect at all that the judge was the murderer.
DID
Little ..... of being the murderer.

6 The bus driver cannot be blamed for the accident in any way.
HELD
In ..... responsible for the accident.

7 If the government increased taxes, they would lose the election.
RAISE
Were ..... taxes, they would lose the election.

8 As soon as I got home, I realized I'd left my bag in the shop.
HAD
No sooner ..... I realized I'd left my bag in the shop.

9 It was only when I asked a passer-by that I realized where I was.
DID
Not until ..... where I was.

10 The minister was interrupted just after starting his speech.
WHEN
Hardly ..... he was interrupted.

3 Complete each sentence with a phrase from the box.

Rarely have	No sooner had	Under no circumstances are	Were you	Rarely have
~~Hardly had~~	Not only did	Under no circumstances will	as did	Little did

1 .....Hardly had..... we arrived at the hotel, when there was a power cut.
2 ..... members of staff to accept gratuities from clients.
3 ..... Detective Dawson realize what she was to discover!
4 ..... to pay the full amount now, there would be a ten per cent discount.
5 I supposed, ... most people, that I would retire at 65.
6 ..... the doctors seen a more difficult case.
7 ..... Jean win first prize, but she was also offered a promotion.
8 ..... late arrivals be admitted to the theatre before the interval.
9 ..... one missing child been found, than another three disappeared.
10 ..... so many employees taken sick leave at the same time.

4 Complete each sentence using the verbs in brackets. Change the verb forms and add any other words if necessary.

1 Should (need) .....you need..... anything, could you let me know?
2 Were the plane (take off) ..... , everyone in it would have been killed.
3 Had (study) ..... harder, I would probably have passed all my exams.
4 Should (be) ..... in the neighbourhood, drop in.
5 Had (go) ..... to the doctor immediately, your daughter would not be so ill.
6 Never before (spend) ..... so much money on her daughter's birthday.
7 Should (feel) ..... hungry, just call room service and order a meal.
8 Were (offer) ..... her the job, we couldn't be sure that she would accept.
9 Had (take) ..... the necessary measures, this political crisis could have been avoided.
10 Scarcely (get) ..... home when the police called us with news of Geoffrey.

5 **Underline the correct word or phrase to complete each sentence.**

1 Jim promised that *he would never* / *never would he* tell anyone else.
2 Not until it was too late *I remembered* / *did I remember* to call Susan.
3 Hardly had we settled down in our seats, *than* / *when* the lights went out.
4 Only after checking three times *I was* / *was I* certain of the answer.
5 At no time *I was aware* / *was I aware* of anything out of the ordinary.
6 Only Catherine and Sally *passed* / *did they pass* the final examination.
7 Only when *Pete has arrived* / *has Pete arrived* can we begin the programme.
8 No sooner had it stopped raining *than* / *when* the sun came out.

6 **Complete the text with the words and phrases from the box.**

along	had	no sooner	scarcely	such
as	little	not only	seldom	under no circumstances

Well, ladies and gentlemen, we've done it again – another election victory. The last four years of office have been a wonderful time for the party, a tale of adversity overcome. (1) No sooner ..... had we come to office than the Stock Market crashed. But we survived that scare, and we came out of it stronger for the experience. The opposition claimed we were faltering. (2) ..... have I heard such hypocrisy from a party which continued to squabble internally for the next four years. Then (3) ..... came a fellow called David Rew, with his new breakaway Democratic party – but he didn't have much success in the opinion polls! (4) ..... did he claim he'd become prime minister within three years, he also reckoned that this party was now unpopular with younger voters. (5) ..... did he realize that it would be the young voters who gave us an overwhelming vote of confidence in yesterday's election. (6) ..... had the first votes rolled in when it was obvious that we would be re-elected with a huge majority. (7) ..... was the extent of our victory that the New Democrats obtained a meagre five seats. (8) ..... they known they would perform so poorly, I don't think they would have been quite so scathing in their criticism of our economic policy. But rest assured, ladies and gentlemen, (9) ..... will we rest on our laurels. There is no room for complacency in this government. And I am confident, (10) ..... I'm sure are most of you, that the next four years will be a resounding success. Thank you.

7 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

1 Please never ever interrupt me when I'm in a meeting.
AM
On no account *am I (ever) to be interrupted* when I'm in a meeting.

2 Nobody from this school has ever written a better composition.
ANYONE
Never ..... written a better composition.

3 Such was the demand for tickets that people queued day and night.
GREAT
The demand for tickets ..... that people queued day and night.

4 The money is not to be paid under any circumstances.
NO
Under ..... to be paid.

5 Three days passed before we arrived at the first oasis.
HAD
Not until ..... at the first oasis.

6 Little did Julia know what she was letting herself in for.
NO
Julia ..... what she was letting herself in for.

7 It was only when I stopped that I realized something was wrong.
DID
Only ..... that something was wrong.

8 The accused never expressed regret for what he had done.
TIME
At ..... regret for what he had done.

9 Exhaustion prevented any of the runners from finishing the race.
WERE
So ..... of them finished the race.

10 It's not common for there to be so much rain in March.
SEE
Seldom ..... so much rain in March.

SEE ALSO
Grammar 12: Emphasis
Consolidation 3: Units 9–12

12

GRAMMAR

Emphasis

Changing word order to change focus

- Passive

  Passive constructions vary the way information is given in a sentence, putting more emphasis on what comes first. See Grammar 5 and 6.

  All roads to the north ***have been blocked*** *by snow.*

- Fronting and inversion

  Inversion here refers to changing the normal word order in the sentence so that a prepositional phrase is emphasized before the verb. This also involves putting the verb before the subject.

  Suddenly, ***down came*** *the rain!*

  Up in the air went *the balloon.*

  Fronting involves changing the order of clauses in a sentence and putting first for emphasis a clause that would usually not be first.

  I don't know where the money is coming from.

  Where the money is coming from*, I don't know.*

  Time phrases can vary in position, and are often put first because the time reference is important.

  At six o'clock *Monica decided to phone the police.*

  There is a type of *may* clause introduced by *although* which can be inverted. It is a highly formal expression.

  Although it may seem / be difficult, it is not impossible.

  Difficult as it may seem*, it is not impossible.*

  Difficult though it may be*, it is not impossible.*

- Cleft and pseudo cleft sentences

  These are sentences introduced by *it is / it was* or by a clause beginning *what.* Different parts of the sentence can be emphasized in this way. In speech, stress and intonation also identify the emphasis.

  With *it is / was*

  Sue borrowed my bike last night.

  It was Sue *who borrowed my bike.*

  It was last night *that Sue borrowed my bike.*

  It was my bike *that Sue borrowed.*

  Sentences with *because* are also possible.

  It was because *I felt ill that I left.*

  Modal auxiliaries are also possible.

  You can't have read the same book.

  It can't have been the same book *that you read.*

With *what* clauses

These are common with verbs such as *need, want, like, hate.*

I hate rainy weather.

***What I hate** is rainy weather.*

You need a holiday.

***What you need** is a holiday.*

It is also possible to emphasize events, using auxiliary *do / did.*

Peter left the windows unlocked.

***What Peter did was** (to) leave the windows unlocked.*

They are destroying the environment.

***What they are doing is** destroying the environment.*

- Clauses beginning *all* emphasize 'the only thing'.

  I only need another €15.

  ***All I need** is another €15.*

Adding words for emphasis

- *Own*

  This intensifies possessive adjectives.

  *It was **my own** idea.*

- *Very* and *indeed*

  Very can be used emphatically to mean 'exactly/precisely'.

  *At the **very** same moment, the telephone rang.*

  Very ... indeed is another way of intensifying adjectives.

  *It was **very cold indeed**.*

- Emphasizing negatives

  Ways of emphasizing *not* include: *at all, in the least, really.*

  *It was **not at all** cold.*

  *It was **not** cold **at all**.*

  In the least / slightest usually adds *bit* if used before an adjective.

  *I wasn't interested **in the slightest**.*

  *I wasn't **the least bit** interested.*

  No and *none* can be emphasized by *at all* and *whatsoever.*

  *There were **none** left **at all**.*

  *There were **no** tickets left **whatsoever**.*

- *The*

  The can emphasize uniqueness. It is heavily stressed in speech.

  *Surely you are not **the** David Beckham, are you?*

- Question words ending in *-ever*

  These add an air of disbelief to the question.

  ***Whatever** are you doing?*

  ***Whoever** told you that?*

- Auxiliary *do*

  This can emphasize the verb, and is stressed in speech.

  *I **do** like this film! It's really great!*

  It is also used in polite forms.

  *I **do** hope you'll come again! **Do** sit down!*

- Adverbs and adjectives

  A large number of adverbs and adjectives are used to add emphasis.

  Common examples are:

  *I **actually** went inside one of the Pyramids.*
  *It is **by no means** certain that the match will take place.*
  *Some people were **even** wearing two pullovers, it was so cold.*
  *Her performance was **sheer** magic!*
  *This book is **utter** nonsense!*

  The following examples are only possible with adjectives which express an absolute opinion (non-gradeable adjectives).

  *It was **absolutely** fantastic!*
  *The third exam question was **quite (completely)** impossible.*
  *This guide book is **utterly** useless.*
  *You were **simply** wonderful!*
  *Don't cook the meat any more. It's **just** right!*

- Echoing phrases with *so*

  These express agreement.

  A: This is the book you are looking for.
  *B: **So it is**!*

Other means

- Time phrases

  Common examples are *day after day*; *time and time again*; *over and over again*; *day in, day out.*

  *David reads the same books **over and over again!***

- Repetition of main verb

  *I **tried and tried**, but it was no use.*

- In the repetition of a phrase with a possessive, it is possible to omit the first mention of the noun and use a possessive pronoun.

  ***Their marriage** was a successful marriage.*
  ***Theirs** was a successful marriage.*

1 Complete each sentence with a phrase from the box.

the least bit	waited and waited	as it may seem	by no means	not at all
what we did	time and time again	can't have been	none at all	~~do think~~

1 I know you're busy, but I *do think* ..... you could have helped me with the decorating.
2 It's ..... certain that the president will be re-elected.
3 You may have lots of restaurants where you live, but there are ..... in this part of town.
4 I told you ..... about the leaking pipes, but you wouldn't listen.
5 You don't seem ..... interested in my problems!
6 Strange ..... , the bus is actually faster than the train.
7 In the end, ... was to call a plumber.
8 We ..... all day, but Chris never turned up.
9 Nicola was ..... bothered by our turning up so late.
10 It ..... Jim that you saw; he is in Germany at the moment.

2 Complete the text with the words from the box. Use one word in each gap.

again	all	as	~~at~~	is	utter	what	whatever	whatsoever	why

What really makes me furious is the sort of language used in official letters. For example, I can't make any sense of this letter from the council (1) *at* ..... all. It's (2) ..... nonsense, if you ask me. (3) ..... the council can't write in plain English is beyond me. (4) ..... I really can't stand is this kind of long-winded, complicated English. In my opinion, what they're doing (5) ..... systematically destroying the language with all this new jargon – 'input', 'time window', 'feasibility study' – (6) ..... are they talking about? (7) ..... we get is the same meaningless drivel over and over (8) ..... . Listen to this: 'Difficult (9) ..... it may be for all parties concerned, this is the most viable solution on offer.' I have no idea, none (10) ..... , what that means. Can nobody write in plain English nowadays? Or is there something wrong with me?

3 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

1 The car doesn't need anything else except new tyres.
NEEDS
All the car needs is ..... new tyres.

2 Liz didn't worry at all about her exams.
BIT
Liz wasn't the ..... about her exams.

3 The person who told me about the hotel was Keith.
WHO
It ..... told me about the hotel.

4 I had spent every last penny of my money.
ABSOLUTELY
I had ..... whatsoever.

5 Although the ticket may seem expensive, it is good value for money.
THOUGH
Expensive ..... , the ticket is good value for money.

6 I really hate lukewarm food.
STAND
What I ..... lukewarm food.

7 In the end Martha went to the police.
WAS
In the end what Martha ..... to the police.

8 I think you must have seen a ghost.
THAT
It ..... you saw.

9 Her car was the last car you'd expect to be stolen.
VERY
Hers ..... you'd expect to be stolen.

10 The accident happened because someone was very careless.
CAUSED
Sheer ..... happen.

4 Underline the correct word or phrase to complete each sentence.

1 Don't worry, I'm *none at all / not at all* tired.
2 I thought that speech was *utter / utterly* rubbish.
3 It was *because / why* the car broke down that we missed our plane.
4 A: You are sitting on my hat!
B: *So am I / So I am!*
5 The sea was so rough that *actually / even* the experienced sailors were seasick.
6 *Whatever / Why ever* are you looking at me like that for?
7 I would like to make it *quite / simply* clear that we are just good friends.
8 This is my *very private / very own* computer.
9 On this course, we *absolutely expect / do expect* you to work hard.
10 There were warnings, but *nothing whatsoever / nothing simply* was done.

5 Read the dialogue and decide which option (A, B or C) best fits each gap.

Jane: Well, did you see *Western Warrior* at the cinema?

Ben: Yes, and I thought it was very good (1) ..... . A lot of people had warned me that the plot got a bit far-fetched, but I didn't notice anything like that (2) ..... . What about you?

Jane: No, I'm afraid I wasn't interested (3) ..... . I find these action films (4) ..... unbelievable and over the top. Give me *Love on the Danube* any day. I could watch that film (5) ..... .

Ben: Well, I (6) ..... hope you'll come with me to see *The Fall of Julian*.

Jane: It hasn't exactly done very well, has it?

Ben: (7) ..... makes you think that? I heard it's been very popular. Some newspaper critics have (8) ..... suggested it'll win several Oscars.

Jane: Well, I think it's (9) ..... not possible to predict these things. You never know what the judges will go for. Last year I was certain that *The Leaping Lady* would sweep the board, but in the end it got no awards (10) ..... .

1	A certainly	B indeed	C surely
2	A at all	B by no means	C absolutely
3	A whatever	B slightly	C in the least
4	A very	B sheer	C utterly
5	A over and over again	B whatsoever	C at the very moment
6	A would	B do	C utterly
7	A Whatever	B Whatsoever	C Whoever
8	A quite	B utterly	C even
9	A completely	B simply	C utterly
10	A whatsoever	B at least	C indeed

6 Choose the best continuation (a–j) for each sentence (1–10).

1 All of the trains were delayed by fog. ....d....
2 It wasn't so much my qualifications that impressed them. .....
3 I found that I was spending more time staying late at the office. .....
4 I don't find that the buses are especially late, actually. .....
5 Actually, my fridge is in quite good condition, considering its age. .....
6 I don't find watching television particularly relaxing. .....
7 I've decided to buy a new stereo after all. .....
8 This book didn't teach me everything I know about cooking. .....
9 The flight itself didn't really bother me at all. .....
10 Actually, I wasn't in the office yesterday. .....

a Where I am going to get the money from is another matter.
b What I really need is a new washing machine.
c It must have been my assistant who you dealt with.
d It was after 10.00 when I finally got home.
e What really gets on my nerves is people who push into the queue.
f It was when I got off the plane that I felt ill.
g What I did in the end was to ask for a pay rise.
h It was Sarah who taught me how to make bread.
i It was because I spoke well at the interview that I got the job.
j What I like most is a long walk in the country.

7 Complete each sentence with one word.

1 You can't complain. It's your .....own..... fault, isn't it?
2 A: That looks like Janet.
B: ..... it is! My goodness, hasn't she changed.
3 I'm sorry to keep you waiting. I ..... hope you haven't been here long.
4 It is by no ..... certain that the prime minister will attend the meeting.
5 ..... I really enjoy in winter is a bowl of hot soup.
6 I searched and ..... for my keys but I couldn't find them.
7 ..... you are all going to sleep I can't quite work out!
8 What the government then ..... was to raise income tax.
9 There isn't much to eat. ..... we've got is some leftovers.
10 Cathy wasn't the ..... bit put out when I couldn't make it to her wedding.

SEE ALSO
Grammar 5 and 6: Passive 1 and 2
Consolidation 3: Units 9–12

Units 9–12

1 Complete the text, using a modal verb in each gap.

Some people always have good advice to give you, but only after the event. You (1) .....must..... have come across the type, who somehow always know what you (2) ..... have done when it has become too late. By now I (3) ..... spot them a mile off. It (4) ..... be because I have had so much practice. Last week, for example, I (5) ..... to take my car to the garage because the lights weren't working. It was an expensive job, but I decided that I (6) ..... as well pay, and get it over quickly. 'You (7) ..... have told me,' said a friend when I was telling him how much I (8) ..... to pay. 'I (9) ..... easily have fixed it for you. Then you (10) ..... not have wasted so much money.' You (11) ..... imagine how I felt! Actually, he (12) ..... probably have made a mess of the job, and I (13) ..... well have ended up paying more. But it does seem strange that everyone else (14) ..... know exactly what I (15) ..... to do.

2 Complete each sentence with one word.

1 Do you think I had .....better..... catch the earlier train?
2 ..... have we eaten a more enjoyable meal!
3 Strange as it ..... seem, I have never drunk coffee!
4 You ..... have told me the meeting was cancelled!
5 Not ..... I woke up did I realize that Sue had left.
6 ..... I really need is a new motorbike.
7 You ..... be Jane's mother. Pleased to meet you.
8 At the ..... end of the film, she meets the murderer.
9 ..... did we know what was in store for us later!
10 You know Steve, he's ..... to be late, so don't bother waiting for him.

3 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

1 You are not to leave the hospital under any circumstances.
ARE
Under no circumstances are you to ..... leave the hospital.

2 Two weeks passed before the letter arrived.
DID
Not until ..... the letter arrive.

3 She was so popular that everyone voted for her.
HER
Such ..... that everyone voted for her.

4 Luckily, it wasn't necessary for Jim to take the exam again.
NEED
Luckily Jim ..... the exam.

5 In the end, I had no choice but to get a lift with a colleague.
COULD
In the end all ..... get a lift with a colleague.

6 The guests didn't finally leave until after midnight.
BEFORE
It ..... the guests finally left.

7 Paul smashed a window and damaged the television too.
BUT
Not only ..... damaged the television.

8 By law, all rear-seat passengers are obliged to wear seat belts.
HAVE
By law, seat belts ..... all rear-seat passengers.

9 Harry tells the same joke all the time!
OVER
Harry tells the same joke ..... again!

10 It may seem strange but I like stale cake!
AS
Strange ..... , I like stale cake!

11 It was very kind of you to bring me chocolates.
SHOULDN'T
You ..... me chocolates.

12 There's nothing better to do, so go home.
MAY
You ..... go home.

4 Complete the second sentence so that it has a similar meaning to the first sentence. Do not use the underlined words in the new sentence.

1 It would have been a good idea to take your umbrella.
You should have taken your umbrella.

2 It's certain to rain tomorrow.
It's ..... to rain tomorrow.

3 I know you're tired, but that's no reason to be so irritable.
You ..... tired, but that's no reason to be so irritable.

4 The hotel was as comfortable as possible.
The hotel could ..... more comfortable.

5 It's possible that Ann is out.
Ann ..... out.

6 You are quite wrong to eat so much chocolate.
You ..... eat so much chocolate.

7 I'm sure this isn't the road to Canterbury.
We ..... on the road to Canterbury.

8 It's typical of Martin to get promoted!
I ..... Martin would get promoted!

9 Connie's mother refused to let the children watch TV.
Connie's mother ..... let the children watch TV.

10 I don't think anyone would agree with you.
I ..... whether anyone would agree with you.

5 Choose the sentence (A or B) that is closest in meaning to the sentence given.

1 He might have let me know! ....A....
A I wish he had let me know.
B I'm not sure whether he let me know.

2 It's quite the best film I've ever seen. .....
A I have seen some that were better.
B I haven't seen any that were better.

3 You must be joking! .....
A I'm sure you are joking.
B You are supposed to make people laugh.

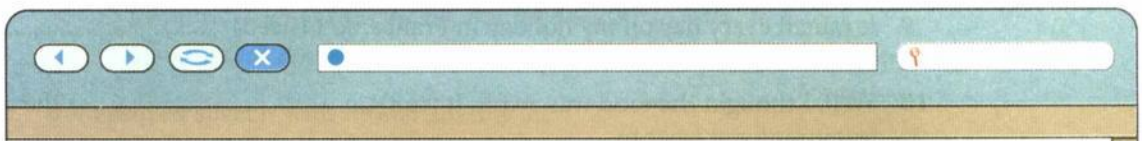
4 I should like to invite her out. .....
A People think it an obligation for me to do this.
B I think it would be a good idea.

5 You mustn't work so hard. .....
A It's not necessary to work so hard.
B It isn't a good idea to work so hard.

6 Correct any errors in these sentences. Put a tick ✓ if the sentence is correct.

1 Into the room three policemen came. ...came three policemen...
2 Never have I had such a good holiday. .....
3 Hardly I sat down, when there was a knock at the door. .....
4 Exactly where the boat leaves from, I'm not quite sure. .....
5 You must not leave the door locked under no circumstances. .....
6 Should you need me, I'll be in my office all day. .....
7 Strange as it may seem, but I enjoy hard work. .....
8 All I need is time. .....
9 Had the government acted more swiftly, the crisis might have been avoided. .....
10 Until you've completed this form, there's not much we can do. .....

7 Complete the text by writing one word in each gap.



To: Carol From: Margaret

Dear Carol

I have a little problem, to say the least, and I (1) ...would... be grateful for your advice. Things have gone pretty badly this week here in Marketing. On Thursday I missed a really important meeting. I supposed, as we all (2) ....., that the meeting (3) ..... been cancelled, as my boss, DW, had flu. (4) ..... did I know that DW's boss, Mike Tranter, was (5) ..... there in the meeting room waiting for us all, and nobody turned up! Apparently, Mike had sent me an email that (6) ..... morning asking me to tell everyone the meeting was still on, but I was too busy to check all my e-mails! Mike was absolutely livid, and accused me of having no common sense (7) ..... . I tried to apologize and suggested we (8) ..... rearrange the meeting, but he wasn't the (9) ..... bit interested. From his point of view, not (10) ..... did I fail to attend a meeting, but also I failed to communicate a vital message from him which he'd entrusted me with. No (11) ..... had I emerged from Mike's office, after a dressing-down that must have lasted for a good fifteen minutes, (12) ..... who (13) ..... phone me but DW, wanting to know exactly what had happened at the meeting. He (14) ..... have arranged for Mike to chair the meeting in his place. Well, I feel as if I (15) ..... as well go and hand in my resignation now. Any advice will be more than gratefully received from a desperate friend!

Margaret

8 Complete each sentence using the verbs in brackets. Change the verb forms and add any other words if necessary.

1 But I only lent you the book this morning! You (finish) can't have finished ..... it already!
2 I don't know who phoned, but I suppose it (might) ..... Sophia.
3 Strange (seem) ..... , Harry has never been to London.
4 Never (see) ..... a more boring film!
5 I told you we would miss the train! We (leave) ..... earlier!
6 I was just thinking about you. It's strange that (should) ..... phoned me!
7 Try (might) ..... , I just can't understand how this computer works!
8 Seldom (snow / fall) ..... here in winter, even when it is very cold.
9 It rained every day on my holiday in France, so I (need) ..... the suntan lotion after all!
10 Well, I thought the food was awful. It (can) ..... the same restaurant you went to.

9 Complete each sentence with one word.

1 Jean must ..... have ..... had a good time in Denmark.
2 I'm sure ..... was last week that I paid the bill.
3 I think Phil ..... better stay in bed today.
4 The meals in the hotel were ..... awful.
5 Really the whole house ..... painting.
6 Strange ..... it may seem, Mary likes it here.
7 This restaurant is ..... place to be seen in this town.
8 This is my ..... own recipe, actually.
9 Hardly had I entered the office, ... the phone started ringing.
10 After we had been on the beach for an hour, ... came the rain!

13

GRAMMAR

Reported speech

Problems

This unit assumes that the basic rules for forming reported speech are already known.

- The most important rule is to use verb forms that are natural in the situation.

  'I'm happy to help you,' she said.

  *She told me she **is** happy to help us.*

  In the above example, the verb has not been put one stage back in the past. This emphasizes the fact that the person is still happy now.

  In the following example, it is unnecessary to put the reported speech one stage back in the past if the time sequence is clear. This is common in everyday speech.

  'I wanted to go to the cinema, but John wasn't so keen,' said Sue.

  *Sue said that she **wanted** to go to the cinema, but John **wasn't** so keen.*

- Reported speech with modal auxiliaries

  If the reporting verb is in a past verb form, modals change where there is a 'past' equivalent.

  will – would *can – could* *may – might*

  Could, *would* and *might* do not change.

  'I might be late.'

  *She said (that) she **might** be late.*

  Should usually remains unchanged.

  'You should rest.' *They said (that) I **should** rest.*

  However, when *should* is used as a first person form of *would*, it changes to *would* in reported speech.

  'I should love to come.' *She said (that) she **would** love to come.*

  Must can either be reported as *had to* or remain as *must*.

  *'You **must be** there at 6.00.'* *They said I **must be** there at 6.00.*

  *They said I **had to be** there at 6.00.*

- Reported speech with conditional sentences

  After a past tense reporting verb, the verb form changes when it refers to a real situation.

  'If we leave now, we'll catch the train.'

  *I **told** him that if we **left** then, we'**d catch** the train.*

  'If you don't hurry, you'll be late.' *I told her that if she **didn't hurry** she'**d be** late.*

  In reported hypothetical situations, verb form changes are not made if the sentence refers to a possible future.

  'If you came back tomorrow, I'd be able to help you.'

  *She said that if **I came back** the next day, she'**d be able to** help me.*

  If the event is clearly hypothetical and impossible, time changes are made.

  'If I had a spanner, I could fix it.'

  *He said that if he **had had** a spanner he **could have** fixed it.*

In hypothetical past conditional sentences, verb form changes are not made.

'If she hadn't helped me, I wouldn't have succeeded.'

He said that if she ***hadn't helped*** *him, he* ***wouldn't have*** *succeeded.*

- *Don't think*

Statements reported with verbs of thinking such as *think, expect, suppose* usually transfer the negative from the statement to the reporting verb.

I don't think it'll rain. (This means I think it won't rain.)

I don't suppose she'll come. (This means I suppose she won't come.)

Reporting verbs

There are numerous reporting verbs which are used to report the words of others or our own words and thoughts. Only a selection of the most useful categories is given here. Other examples are included in the activities. It is advisable to use a dictionary to check on how different reporting verbs are used. See Grammar 16 for infinitives or *-ing* forms following verbs, and Grammar 17 for prepositions.

- Verbs followed by *that* + clause (with * can be followed by a person)

add	*confirm*	*feel*	*predict*	*say*
admit	*consider*	*hope*	**promise*	*state*
agree	*decide*	*imply*	**reassure*	*suggest*
announce	*deny*	*insist*	*reckon*	*suppose*
argue	*doubt*	*mean*	*remark*	**tell*
believe	*estimate*	*mention*	*repeat*	*think*
claim	**expect*	*object*	*reply*	**threaten*
complain	*explain*	**persuade*	*report*	**warn*

- Verbs followed by person + *to*

advise	*forbid*	*invite*	*persuade*	*tell*
ask	*instruct*	*order*	*remind*	*warn*

- Verbs followed by subjunctive or *should*

Most of these verbs can also be used in the other ways given.

As these verbs contain the sense that someone 'should do' something, *should* can follow them.

They ***suggested that she should*** *apply again.*

More formally, the subjunctive can be used instead of *should*. This is formed from the base of the verb (without third person *s*).

They ***suggested that she apply*** *again.*

We ***propose that you leave / should leave*** *your position at the end of the year.*

She ***recommended that they stay / should stay*** *in the Grand Hotel.*

Some other verbs of this type are:

advise (also: someone to do / against something)

agree (also: to do something, *that* + clause)

demand (also: to do something)

insist (also: on someone doing something)

prefer (also: someone to do something)

propose (also: doing something)

recommend (also: doing something)
request (also: someone to do something)
suggest (also: *that* + clause)
urge (also: someone to do something)

- Verbs which can be followed by *that* + clause containing *would*
  decide, expect, hope, promise, threaten

All these verbs report statements containing *will*. These verbs can also be followed by an infinitive with *to*.

I'll leave at 8.00.
She decided ***to leave*** *at 8.00.*
She decided ***(that) she would leave*** *at 8.00.*
'I'll come back later.'
He ***promised he would come back*** later.

Functions

- Many verbs describe a function, rather than reporting speech. Some examples are:

admit	*complain*	*request*	*suggest*
advise	*invite*	*remind*	*warn*
agree	*persuade*	*threaten*	

'Look, if I were you I'd leave early,' she said.
She ***advised*** *me to leave early.*
'If you don't leave, we'll call the police,' they said.
They ***threatened*** *to call the police.*
'Why don't you come to lunch?' we said.
We ***invited*** *her to lunch.*

- Some verbs describe actions. Some examples are:
  accept, congratulate, decide, greet, interrupt, introduce

'Hi, Dave, how are you?' he said. *He* ***greeted*** *me.*
'Thank you very much for your invitation. I'd love to come,' she said.
She ***accepted*** *our invitation.*

Changes of viewpoint

Changes of time, place and person reference are assumed known at this level. In reported speech, there is no longer a clear reference which can be understood by two people in the same place.

I left the parcel on ***this chair****.*

In reported speech one would have to specify which chair:

He said he had left the parcel on ***the chair by the window****.*

Or the reference may be replaced by a more general one:

I love this town.
She said that she loved ***the town****.*

1 Underline the correct word or phrase in each sentence.

1 The government spokesperson *denied / refused* that there was a crisis.
2 Jane *said me / told me* there was nothing the matter.
3 Peter *persuaded me / insisted me* to stay to dinner.
4 The director of studies *advised me / suggested me* to spend more time in the library.
5 Sheila *explained me / warned me* not to leave the heater on all night.
6 The chairperson *mentioned us / reminded us* that time was extremely short.
7 Bill *answered them / replied them* with a detailed description of his plans.
8 Michael and Sarah *announced / reported* that they were going to get married.
9 Paul *accepted / expected* that he had made a mistake, and apologized.
10 The manager *confirmed / reassured* that our room had been reserved.

2 Rewrite each sentence in reported speech, using the best form of the verbs given. Some may be negative.

1 'I think I'll take the brown pair,' said the customer.
The customer decided to take the brown pair. (decide)
..... (decide) + (will)
..... (say) + (will)

2 'Me? No, I didn't take Sue's calculator.' said Bob.
..... (deny)
..... (deny that)

3 'Don't forget to buy some milk, Andy,' said Clare.
..... (remind)
..... (say) + (should)
..... (remind) + (need)

4 'I'm sorry I couldn't come on Saturday,' said David.
..... (say) + (could)
..... (say) + (be able to)
..... (apologize for)

5 'Why don't you go back to Singapore, Max?' I said.
..... (ask) + (go)
..... (suggest) + (should)
..... (suggest)

6 'Be sure not to leave too late, Tim,' said Jack.
..... (say) + (should)
..... (warn)
..... (warn against)

3 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

1 'Helen, would you like to come to lunch on Sunday?' asked Mary.
IF
Mary asked Helen if she would like ..... to come to lunch on Sunday.

2 'You are not allowed to smoke in your room, Dick,' said his mother.
FORBADE
Dick's mother ..... in his room.

3 Sue thought it would be a good idea for me to see a doctor.
ADVISED
Sue ..... see a doctor.

4 The minister proposed regular meetings for the committee.
SUGGESTED
The minister ..... should meet regularly.

5 Jack demanded urgent action from the police.
DO
Jack demanded ..... something urgently.

6 My bank manager invited me to visit him at home.
COULD
My bank manager ..... visit him at home.

7 'No, I really don't want to stay the night, Sophia,' Ann said.
STAYING
Ann insisted ..... the night at Sophia's house.

8 'I'll call off the football match if you don't behave,' the teacher said.
THREATENED
The teacher ..... the children's behaviour improved.

9 'OK Mum, I'll do my homework, I promise,' said Laura.
THAT
Laura ..... do her homework.

10 'Congratulations on getting engaged, Sue,' said Harry.
CONGRATULATED
Harry ..... engagement.

4 Underline the best word to complete each sentence.

1 I thought Jim would say something about his new job. But he didn't *mention / state / declare* it.
2 Sorry, I wasn't being insulting. I simply *offered / reassured / remarked* that you seem to have put on rather a lot of weight recently.
3 The police *requested / estimated / advised* that the crowd was under 50 000, although the organizers of the march put it at nearer 100 000.
4 The children *complained / threatened / persuaded* that their parents were always checking up on them.
5 It has been *objected / hoped / predicted* that by the year 2050 some capital cities will be almost uninhabitable because of the effects of air pollution.
6 During the months before Smith's transfer from City, it had been *rumoured / doubted / threatened* that he and the manager had come to blows in the dressing-room, though this was denied by the club.
7 Brown *forbade / recommended / claimed* that the arresting officers had treated him roughly, and that one of them had punched him in the eye.
8 An army spokesman stressed that all troops patrolling the streets had been *denied / ordered / announced* to issue clear warnings before firing any shots.
9 Although he didn't say so directly, the prime minister *told / ordered / suggested* that an agreement between the two sides was within reach.
10 The witness *suggested / insisted / gave* her name and address to the court before the cross-examination began.

5 Complete the text, using one word in each gap.

The case of the break-in at a Cambridge college entered its third day today. The accused's defence was based on the fact that he (1) ...could..... not have entered the building at 6.30. He claimed (2) ..... have been playing football at the time, and stated that several witnesses could confirm this. At this point, the prosecution (3) ..... him of changing his story, as he had previously stated that he had been at home at the (4) ..... of the break-in. The defendant agreed that his memory (5) ..... not in the best of shape, as he had been (6) ..... from bouts of depression. The judge stepped in, reminding the defendant that he (7) ..... taken an oath to tell the truth, and warning (8) ..... of the severe consequences of lying in court. The defendant then said that he had simply forgotten (9) ..... the football match, and insisted (10) ..... he was not changing his story.

6 Complete the second sentence as a report of the first sentence.

1 'I wouldn't stay out in the cold for too long,' Jill told Tom.
Jill advised Tom not to stay out in the cold for too long.

2 'Don't forget to ring your sister, Ben,' Carol told Ben.
Carol reminded .....

3 'Don't go back into the house,' the firefighter told Jack.
The firefighter warned .....

4 'If I were you, I'd stay near the airport,' the travel agent told us.
The travel agent recommended .....

5 'Don't worry, you'll make a complete recovery,' the doctor told me.
The doctor reassured .....

6 'It's not true that I am getting married to Ann Jones,' Prince Gary told us.
Prince Gary denied .....

7 'Why don't you come round to my house for a meal,' Alan told me.
Alan invited .....

8 'Yes, it's true, I am expecting a baby,' Mary Hawkins told the press.
Mary Hawkins confirmed .....

7 Complete the text, using the best form of a verb from the box in each gap.

advise	anticipate	assure	estimate	report
announce	~~apologize~~	confirm	mention	request

Dear Mrs Henderson

Thank you for your letter of 21st August.

We would like to (1) ....apologize..... for the failure of our computer ordering system last week and (2) ..... you that the system is now fully functional again. We (3) ..... that the goods ordered will be delayed by two or three working days and we (4) ..... the new arrival time for your order will be the week beginning September 6th. We are grateful to you for (5) ..... the defect in the ZP200 model and we are happy to (6) ..... that the defect has now been remedied. In your letter you (7) ..... the possibility of taking goods from us on 'sale or return' at an exhibition you are organizing. We can certainly (8) ..... our interest in this arrangement, but we would like to (9) ..... further information before we commit ourselves to a decision. Please be (10) ..... that as of 1st September our warehouse is now open seven days a week from 8.00am to 8.00pm.

Yours sincerely
David Smith
David Smith

SEE ALSO
Grammar 16: Verbs + infinitive or *-ing*
Grammar 17: Verbs + prepositions
Grammar 18: Prepositions

14

GRAMMAR

Articles

Definite article

This unit assumes that the basic rules for the uses of articles are already known.

- Classes

  This is one way to refer to classes, and is perhaps more formal than using a plural:

  ***The tiger** is threatened with extinction.*

- National groups

  Groups as a whole:

  ***The French** eat in restaurants more than **the English**.*

  Single examples are not formed in the same way:

  a Frenchman / woman, an Englishman / woman

- Other groups

  If these are clearly plural:

  ***the** Social Democrats, **the** Rolling Stones*

- Unique objects

  ***the** moon, **the** sun*

  Note that there are other suns and moons in the universe.

  *This planet has **a** small moon.*

- Titles

  These tend to be 'unique'.

  ***the** director of studies*

  If the title is post-modified (has a description coming after the noun), *the* is more likely, but not essential. Compare:

  She became president in 2008.

  *She became (**the**) president of the country in 2008.*

- Other titles

  The may be part of the title, and so is capitalized.

  Newspapers: ***The** Independent, **The** Sunday Times*

- Musical instruments

  *Jane plays **the** flute.* (in general)

  ***The** guitar is my favourite instrument.* (in general)

  It is, of course, still possible to use an indefinite article when we refer to an object.

  *There was **a** small brown flute in the window of the shop.*

- Emphatic use

  The article is heavily stressed and emphasizes the following noun.

  *This hotel is **the** place to stay.*

  See also Grammar 12.

- Geographical names

  The following use *the*:

  Rivers: ***the*** *Thames*
  Mountain ranges: ***the*** *Alps*
  Oceans: ***the*** *Mediterranean*
  Unique features: ***the*** *Channel,* ***the*** *Arctic*
  Compass points / areas: ***the*** *East,* ***the*** *Middle East*
  Countries: collective or plural: ***The*** *United Kingdom,* ***The*** *Netherlands*

  This does not apply to:

  Mountain peaks: *Everest* (but ***The*** *Matterhorn*)
  Lakes: *Lake Geneva*
  Continents: *Asia*
  Countries: *France*

  The definite article is sometimes used before *Lebanon* and *Gambia*:

  The *Lebanon* ***The*** *Gambia*

- Place names

  Post-modification, especially with … *of* … plays a role in place names.

  Compare:

  Leeds University / ***The*** *University of Leeds*
  London Bridge / ***The*** *Tower of London*
  Canvey Island / ***The*** *Isle of Man*

  If the first part of a place-name is another name, then we do not use an article.

  Brown's Restaurant
  The *Garden House Hotel*

- *Most* (*of*) and *the most*

  When *most* refers to the largest part of something, it has no article in front.

  Most delegates / most of the delegates*, more than 75% in fact, were in favour of the proposal.*

  When *most* refers to the largest number or amount compared to all the other people or things, it can be used with an article.

  Paula Thompson received ***(the) most votes****.*
  During the road tests, this car used ***(the) most petrol****.*

- Importance of context

  The definite article is used to refer to already mentioned items, and so its use depends on context.

  The Smiths had a son and a daughter. ***The*** *son was in the Army and* ***the*** *daughter was training to be a doctor.*
  The first week of our holiday was awful. On ***the*** *Saturday, there was a terrible storm.*

  Here, *the Saturday* refers to a day in a period of time already mentioned.

  On the Saturday ***of that week*** …

Indefinite article

- Jobs
  Compare: *Tony is **a** builder. Tony was **the** builder of that house.*

- In measuring
  *Three times **a** week. Fifty kilometres **an** hour.*
  *£3.50 **a** kilo* *£15 000 **a** year*
  Formally, *per* can replace *a / an.*
  *She was convicted of driving at more than 120 kilometres **per** hour.*

- Unknown people
  Use of *a / an* emphasizes that a person is unknown.
  ***A** Mr Jones called while you were out.*

Zero article

- Names
  Compare:
  Matthew Smith is one of my favourite artists. (a person)
  ***A** Matthew Smith hangs in their bedroom.* (a painting by Matthew Smith)

- Some unique organizations do not use *the.*
  Parliament, but *The (House of) Commons*

- Streets
  Most streets do not use an article.
  Green Road *Godwin Street*
  Common exceptions are:
  The High Street *The Strand*
  and street names without preceding adjectives. Compare:
  Holly Drive *The Drive*

Translation problems

Study these sentences. Would you use an article in your language?
I really like rugby.
I'd like a pound and a half of cheese.
I was holding it in my hand.
It's a film about homeless people.
Alex has flu.
I've got a headache.

1 Complete the text with *a / an* or *the*, or write – if no article is needed.

It has been announced that for (1) .....the..... third consecutive month there has been (2) ..... rise in (3) ..... number of (4) ..... people unemployed, rather than (5) ..... fall that had been predicted. (6) ..... rise was blamed on (7) ..... continuing uncertainty over (8) ..... government economic policy, and couldn't come at (9) ..... worse time for (10) ..... prime minister, who is facing (11) ..... growing criticism over (12) ..... way (13) ..... present crisis is being handled. (14) ..... MPs are increasingly voicing (15) ..... fears that despite (16) ..... recent reduction of (17) ..... business taxes and cuts in (18) ..... interest rates, (19) ..... government still expects (20) ..... recovery of the economy to take three or even four years. To make (21) ..... matters worse, (22) ..... number of small businesses going into (23) ..... liquidation is still at (24) ..... record level, and (25) ..... housing market is showing no signs of recovery. Some backbenchers expect (26) ..... general election before (27) ..... end of (28) ..... winter unless there is (29) ..... rapid change of (30) ..... fortune.

2 Underline the best options to complete each sentence. A dash (–) means that no article is needed.

1 Helen doesn't like *the* / – cream cakes sold in *a* / *the* local bakery.
2 *The* / – handball is fast becoming *a* / *the* popular sport worldwide.
3 We could see that *the* / – Alps were covered in *the* / – snow.
4 It's *a* / – long time since I met *a* / – lovely person like you!
5 Carol has *a* / – degree in *the* / – engineering from *the* / – University of London.
6 At *the* / – present moment, *the* / – man seems to have *the* / *an* uncertain future.
7 *The* / – problem for *the* / – today's students is how to survive financially.
8 *The* / – French enjoy spending holidays in *the* / – countryside.
9 Please do not turn on *a* / *the* water-heater in *a* / *the* bathroom.
10 Sue bought *a* / *the* Picasso I was telling you about *the* / – last week

3 Correct the errors in these sentences.

1 It's not a first-class accommodation unless it has a private bathroom.
It's not first-class accommodation unless it has a private bathroom.

2 On this record twins play piano duet.
.....

3 The halfway through meal we realized what waiter had said.
.....

4 If the Mrs Hillier phones, say I'm away on trip.
.....

5 There is a wonderful scenery in eastern part of Turkey.
.....

6 Cocker spaniel is one of most popular pet dogs.
.....

7 There is going to be fog and a cold weather all the next week.
.....

8 I spent very interesting holiday at the Lake Coniston in England.
.....

9 We are against war in general, so of course we are against war like this between superpower and developing country.
.....

10 The burglaries are definitely on increase.
.....

4 Complete each sentence with *a / an* or *the*, or write – if no article is needed.

1 I'm going to stand for Parliament at .....the..... next election.
2 When I left ..... station, I had to stand in ..... queue for ..... taxi for ..... long time.
3 We took ..... trip around London and saw ..... Tower Bridge.
4 ..... happiness of the majority depends on ..... hard work for everyone.
5 ..... most main roads in this part of ..... country follow ..... line of ..... roads built by ..... Romans.
6 Have you got ..... the new album by ..... *Anxious Frogs*?
7 If I had ..... time, I would like to take up ..... archery.
8 We spent ..... pleasant evening having ..... meal at ..... Pizza Pan restaurant.
9 ..... Nile flows right through ..... city.
10 ..... summer I spent in ..... USA was one of ..... best in my life.

5 Complete each sentence with *a / an* or *the*, or write – if no article is needed.

1 She was .....the..... first woman to cross ..... Atlantic in ..... canoe.
2 Go down ..... High Street and turn right into ..... Mill Road.
3 Please let me carry ..... shopping. It's ..... least I can do.
4 I don't like ..... milk in ..... coffee.
5 At ..... end of ..... busy day, ... sleep is ..... best tonic.
6 ..... James Joyce I knew wasn't ..... novelist and wasn't ..... Irish either.
7 We'll go for ..... walk if ..... sun comes out.
8 This is ..... last time I do you ..... favour for a while.
9 I'm staying in ..... Hilton so you can leave me ..... message.
10 Jim became ..... furniture salesman after losing ..... first job he had.

6 There are ten incorrect uses of *the* in the following text. Underline them.

Word processing and the calculator are without a shadow of doubt here to stay, and in the many respects our lives are the much richer for them. But the teachers and other academics are claiming that we are now starting to feel the first significant wave of their effects on a generation of the users. It seems nobody under the age of 20 can spell or add up any more. Even several professors at leading universities have commented on the detrimental effect the digital revolution has had on the most intelligent young minds in the country. At the root of one part of the problem, evidently, lies the automatic spellcheck now widely available on the word processing software. Professor John Silver of the Sydney University, Australia, said: 'Why should we bother to learn how to spell correctly, or for that matter to learn even the most basic of the mathematical sums, when at the press of a button we have our problem answered for us? The implications are enormous. Will the adults of the future look to the computer to make the decisions for them, to tell them who to marry or what kind of the house to buy? Are we heading for a future individual incapable of the independent human thought?'

7 **Complete each sentence with *a / an* or *the*, or write – if no article is needed.**

1 Please watch ..the.. cabin attendant as she demonstrates ..... use of ..... oxygen mask.
2 Paul spent ..... half of his life in ..... Far East.
3 You have to use at ..... least ..... pint and ..... half of milk.
4 Dick has ..... sore throat and is taking ..... medicine.
5 We arranged ..... accommodation on ..... outskirts of ..... city.
6 There is ..... very difficult crossword in ..... *Times*.
7 Could you give me ..... information I asked for in ..... letter I sent you?
8 I bought ..... jewellery for my sister but it wasn't ..... kind she likes.
9 I always wanted to be ..... astronaut but ..... ambition wore off.
10 And ..... last of all, don't forget to put ..... cat out for ..... night.

8 **Underline the best options to complete the sentence. A dash (–) means that no article is needed.**

1 Brenda is *the* / – ideal for *a* / *the* job. She has *a* / – wealth of *the* / – experience.
2 *The* / – safety at *the* / – work is *a* / – major concern for us.
3 *The* / – poorest people in *the* / – country live in this city.
4 Have you seen *a* / *the* new *Hamlet* at *the* / – National Theatre?
5 There is *a* / – beautiful countryside within *an* / – easy reach of *a* / *the* hotel.
6 I have *a* / – terrible cold and am staying in *the* / – bed today.
7 I earn £6 *an* / *the* hour as *a* / – supermarket cashier on *the* / – Saturdays.
8 *The* / – charge for *an* / – excess luggage is £10 *a* / *the* kilo.
9 *The* / – most of *the* / – life is *a* / – matter of getting on with *the* / – others.
10 Britain is officially called *The* / – United Kingdom of *The* / – Great Britain and *The* / – Northern Ireland.

15

GRAMMAR

Relative clauses and non-finite clauses

Defining and non-defining clauses

- Defining
  A defining clause specifies which person or thing we mean. It cannot be separated from the person or thing it describes.
  By 4.30, there was only one painting ***which hadn't been sold****.*
  Beth is the only person here ***who owns a dog.***

- Non-defining
  A non-defining clause contains extra information. In writing it is separated by commas, and in speech, if used at all, it is usually indicated by intonation.
  By 4.30, ***which was almost closing time,*** *nearly all the paintings had been sold.*
  Beth, ***who already owns a dog****, said she couldn't look after another one.*
  Some of the points given below depend on the type of clause.

Which, who and *that*

- These are alternatives in a defining clause, although *which* is felt to be more formal.
  By 4.30, there was only one painting ***that*** *hadn't been sold.*

- *That* is not normally used to introduce a non-defining clause.
  The train, ***which was already an hour late,*** *broke down again.*

- *That* cannot follow a preposition.
  It was a service ***for which*** *I will be eternally grateful.*

- *That* is often used instead of ***who*** in everyday speech in defining clauses.
  Do you know the girl ***that*** *lives next door?*
  Beth is the only person here ***that owns a dog***

Who and *whom*

- *Whom* is the object form of *who* and is used formally in object clauses.
  He was a person ***whom*** *everyone regarded as trustworthy.*
  However, this is now felt to be excessively formal by most speakers and *who* or *that* are commonly used instead.
  He was a person ***who*** *everyone regarded as trustworthy.*

- *Whom* has to be used if it follows a preposition.
  He was someone ***for whom*** *I felt great respect.*
  To whom *am I speaking?*

However, in everyday use, it is usual to avoid this kind of construction.

*He was someone **who** I felt great respect **for**.*

Who** am I speaking **to?

(See *Sentences ending in a preposition* below.)

Whose

This means 'of whom'. It is used in both defining and non-defining clauses.

*Several guests, **whose** cars were parked outside, were waiting at the door.*

*Several guests **whose** rooms had been broken into complained to the manager.*

When and *where*

- Non-defining

When and *where* follow a specific time or place in a non-defining clause.

*Come back at 3.30, **when** I won't be so busy.*

*I stopped in Maidstone, **where** my sister owns a shop.*

- Defining

When follows words such as *time, day, moment.*

*There is hardly a **moment when** I don't think of you, Sophia.*

Where follows words such as *place, house, street.*

*This is the **street where** I live.*

Omitting the relative pronoun

This is common in defining object clauses especially in everyday conversation.

I've found the keys (which / that) I've been looking for.

That's the man (who / that) I was telling you about.

He was a person (who / that) everyone regarded as trustworthy.

Sentences ending in a preposition or phrasal verb

Another common feature of conversational English, as outlined in *who* and *whom* above, is to end a defining clause with a preposition.

*That's the house I used to live **in**.*

*I couldn't remember which station to get off **at**.*

*He's not someone who I really get on **with**.*

Omitting *which / who + be*

In a defining clause it may be possible to reduce a verb phrase after *who / which* to an adjectival phrase, especially to define phrases such as *the only one, the last / first one.*

Jim was the only one of his platoon who had not been taken prisoner.

*Jim was the only one of his platoon **not taken prisoner**.*

By 4.30, there was only one painting which had not been sold.

*By 4.30, there was only one painting **not sold**.*

Which

A non-defining clause can comment on the whole situation described in the main clause.

There was nobody left on the train, ***which*** *made me suspicious.*
We got there at 9.00, ***which*** *meant we missed the start of the film.*

Phrases with *which, such as, at which time / point, in which case, by which time, in which event* can be used in the same way.

I watched the play until the end of the first act, ***at which point*** *I felt I had seen enough.*
A warning sign 'Overheat' may come on, ***in which case*** *turn off the appliance at once.*
We stayed there until after twelve, ***by which time*** *it was raining hard.*

Clauses beginning with *what* and *whatever*

- *What* (meaning 'the thing' or 'things which') can be used to start a clause.

  I can't believe ***what you told me*** *yesterday.*
  What I'd like *is a nice cold drink.*
  What you should do *is write a letter to the manager.*

  See Grammar 12 for emphasis.

- *Whatever, whoever, whichever* can be used in a similar way.

  You can rely on Helen to do ***whatever she can.***
  Please take ***whichever one you prefer.***
  Whoever arrives first *can turn on the heating.*

Non-finite clauses containing an *-ing* form

These are clauses without a main verb. The examples given here are non-defining. Note that the two clauses have the same subject.

- Actions happening at the same time

  Waving their scarves and shouting, *the fans ran onto the pitch.*

- One action happening before another

  Opening the letter, *she found that it contained a cheque for £1000.*
  Picking up the car keys, *she ran from the room.*

  This type of clause often explains the reason for something happening.

  Realizing there was no one at home, *I left the parcel in the shed.*
  Finding the door open, *I went in.*

  Both these types of sentence might begin with *on* or *upon*:

  Upon *opening the letter …* ***On*** *picking up …* ***Upon*** *realizing …* ***On*** *finding …*

- An event which is the result of another event

  I didn't get wet, ***having remembered to take my umbrella.***

- Where a passive construction might be expected, this is often shortened to a past participle.

  Having been abandoned by his colleagues, the minister was forced to resign.
  Abandoned by his colleagues, *the minister was forced to resign.*

1 In ten places in the text, *which* or *that* is used incorrectly. Underline each one.

Having just spent three weeks of my life running round England for charity, I am in no fit state that to do anything except sit and write about my experiences, which suits me fine. In total I ran more than 400 kilometres, including some extremely hilly routes, and the thought of putting on my running shoes again which is not one that I can face for a good few months yet. The journey, which I undertook with the assistance of a friend who followed the same route by car, which was done in aid of a charity – Oxfam, a cause which I support whenever that I can. Having organized my sponsorship, which I planned my route, designed to give me about 30 kilometres' running a day. My intention which was to try and rest one day every week, but after three days in which I pushed myself a bit too hard, considering the conditions, that I changed my plan and rested after every two days. Most of the time which I was able to keep to about 30 kilometres a day, which is manageable for someone of my age and fitness. I did have a few bad days, though, one of which I spent travelling in the car because one of my feet which was really painful. Still, when you run long distances, that it's the kind of thing you come to expect. I am pleased to say that in the end I managed to raise over £3000 for Oxfam.

2 Complete each sentence with one word.

1 Midway through the second half City scored their fourth goal, at .....which..... point United gave up completely.
2 There is one person to ..... I owe more than I can say.
3 It was the kind of accident for ..... nobody was really to blame.
4 ..... leaves last should turn off the lights.
5 Heather was late yesterday, ... was unusual for her.
6 At 6.00, ... was an hour before the plane was due, thick fog descended.
7 I don't know ..... told you that, but they were wrong.
8 The first time I saw you was ..... you answered the door.
9 Mrs Brown was the first owner ..... dog won three prizes in the same show.
10 I've just spoken to Sally, ... sends you her love.

3 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

1 I waited for him until 6.30 and then gave up.
WHICH
I waited for him until 6.30, at which point I ..... gave up.

2 We suggested a lot of things, which were all rejected.
WAS
Everything ..... rejected.

3 If anyone can understand this application form, they are cleverer than I am.
IS
Anyone ..... cleverer than I am.

4 I won't tell you this again, you naughty boy.
TIME
This ..... tell you, you naughty boy.

5 The whole summer was sunny and warm, for a change.
MADE
The whole summer was sunny and warm, ... nice change.

6 I don't really approve of his proposal.
WHAT
I don't really approve of ..... proposing.

7 The police never caught the culprit.
COMMITTED
The police never caught ..... the crime.

8 I have read all of her books but one.
THAT
There is only ..... I have not read.

9 I can't remember the last heavy rain.
WHEN
I can't remember ..... heavily.

10 Do you get on with your next-door neighbour?
WHO
Do you get on with ..... lives next door?

4 Rewrite the sentences given as one sentence, beginning as shown. Make any other necessary changes. Omit any unnecessary relative pronouns.

1 We eventually caught a train. It was one that stops at every station.
The train we eventually caught was one that stops ..... at every station.

2 Carol slammed the door behind her. Her father had given her a car as a present. She drove off in it.
Slamming .....
.....

3 At the end of the street was a building. The street was crowded with shoppers. Tom had not noticed the building before.
At the end of the street .....
.....

4 Some people have just moved in next door. They have the same surname as some other people. Those other people have just moved out.
The people who have just moved in next door .....
.....

5 I noticed that the door was open. I decided to go in. This turned out to be a mistake.
Noticing .....
.....

6 Everyone expects the Popular Party candidate, Flora Benstead, to win the election. She has announced that she will cut income tax by 10% if elected.
Flora Benstead, ...
.....

7 I listened to George patiently until he started insulting me. At that point, I told him a few home truths. He didn't like it.
I listened to George patiently until he started insulting me, ...
.....

8 Christine asked me a question. I had no reply to it.
Christine asked me .....
.....

9 He rushed out of the room. He was shouting at the top of his voice. This was typical.
Shouting .....
.....

10 Some people wanted travel scholarships. The end of the week was the deadline. By then everyone had applied.
.....
.....

5 Correct the error in each sentence and cross out any unnecessary relative pronouns.

1 To take my life in my hands, I walked to the very end of the high diving board.
Taking my life in ...

2 I wasn't sure what to address the letter to, so I put 'The Manager'.

3 Most of the guests turned up two hours early, that took us by surprise.

4 Whoever that he spoke to last was probably the person who murdered him.

5 The book I bought for his birthday is one where I enjoyed very much myself.

6 There's a chance that I may be late, in that case I'll phone you.

7 Everyone admires her. She's the kind of person whose everyone looks up to.

8 No one knows who she is. She is the only member of the gang who the identity remained a secret.

6 Correct any errors in punctuation in these sentences.

1 Many people think that Saturn is the biggest planet which is wrong.
... is the biggest planet, which ...

2 That's the man, I used to live next door to.

3 I couldn't remember, which house I had to deliver the card to.

4 She wore a red coat to the party which was similar to one I have at home.

5 Lynn is the only person in my circle of friends, who is married.

6 Whoever catches the ball, must come into the middle of the circle.

16

GRAMMAR

Verbs + infinitive or *-ing*

This unit focuses on problem areas.

Verbs followed by either *-ing* or infinitive with *to*

- *Can't bear, hate, like, love, prefer*

  Like to usually refers to habitual preferences.

  *We **like to** go out to lunch on Sunday.*

  Not like to means 'think it is wrong to'.

  *I **don't like to** disturb colleagues at home.*

- *Attempt, begin, continue, intend, plan, propose, start*

  There is no difference in meaning whether we use *-ing* or infinitive with *to*.

  *Suddenly it **began raining**. Suddenly it **began to** rain.*

  Intend, plan and *propose* can be followed by *that* + clause. This may include *should*.

  See Grammar 13 for reporting verbs.

- *Forget, remember*

  With *to* both verbs refer to an obligation.

  *I **had to** phone the office but I **forgot to** do it.*

  *Please **remember to turn off** the lights when you leave.*

  With *-ing* both verbs refer to past events. *Forget* +*-ing* is uncommon.

  *I don't **remember learning** to walk.*

  *Have you **forgotten writing** the application?*

  Both can be followed by *that* + clause.

  *I didn't **remember that** I had to phone the office.*

  *Have you **forgotten that** you wrote the application?*

- *Try*

  With *to* this refers to something attempted, which might fail or succeed.

  *I **tried to warn** him, but it was too late.*

  *We **tried to contact** her three times, but there was no reply.*

  With *-ing* this refers to making an experiment, or to a new experience.

  ***Try taking** an aspirin. You'll feel better.*

  *Have you **tried windsurfing**? It's great!*

- *Go on*

  With *-ing* this refers to the continuing of an action.

  *She went **on working** even though it was late.*

  *You can't **go on working** such long hours without risking your health.*

  With *to* this refers to what happened next.

  *The prime minister **went on to praise** the chancellor.*

  *Jim **went on to become** managing director of the company.*

- *Mean*

  With the meaning *intend*, this is followed by *to*.

  *Sorry, I **meant to tell** you about the party.*

  *Did you **mean to write** this sentence, or was it a mistake?*

  With *-ing* it refers to what is involved.

  *If we catch the early train, it will **mean getting up** at 6.00.*

  *Being tolerant **means accepting** people as they are.*

  That + clause is possible when meaning is being explained.

  *Catching the early train **means that** we will have to get up at 6.00.*

  *Being tolerant **means that** you accept people as they are.*

- *Regret*

  With *to* this refers to the speaker's regrets about what is going to be said. It often occurs in formal statements like the following:

  *We **regret to inform** you that your application has been unsuccessful.*

  With *-ing* it refers to a regret about the past.

  *I **regret saying** that to him.*

  *It seemed the right thing at the time, but now **I regret resigning.***

  That + clause is also possible.

  *I **regret that** I said that to him.*

  *It seemed the right thing at the time, but now **I regret that I resigned.***

- *Stop*

  With *to* this refers to an intention.

  *Jane **stopped to check** the oil level in the engine.*

  With *-ing* it refers to the ending of an activity.

  *The baby has **stopped waking** up during the night now.*

- *Hear, see, watch*

  When followed by infinitive without *to*, the action is complete.

  *We **watched** all the cars **cross** the finishing line.*

  *I **saw the car crash** into the tree.*

  With *-ing*, the action is still in progress.

  *I **heard** someone **coming** up the stairs.*

  *I **saw her working** in the garden.*

Verbs with an object, followed by either *-ing* or infinitive with *to*

- *Allow, forbid, permit*

  With an object and *to*:

  *The school **forbids** students **to smoke** in the classrooms.*

  With an object *-ing* form:

  *The school does not **allow / forbid / permit smoking**.*

- *Consider*

  With an object and *to* this refers to an opinion.

  ***People considered her to be** the finest pianist of her generation.*

  Passive use is also possible.

  *What **is considered to be** a good score in the test?*

With *-ing* this means 'think about'.
*At one point I **considered emigrating** to Canada.*
With *that* + clause it refers to an opinion.
We consider that she has behaved badly.

- *Imagine*
With an object and *to*:
*I **imagined** the castle to be haunted.*
With *-ing*, an object is also possible.
*I couldn't **imagine (her) living** in a place like that.*
With *that* + clause it means 'suppose'.
*I **imagine that you'd like** a cup of tea after your long journey!*

- *Require*
With an object and *to*:
*They **required him to** fill out a form.*
Passive use is also possible.
*He **was required to show** them his passport.*
With *-ing*:
*These letters **require typing**.*
See Grammar 6 for *needs doing*.

Verbs normally followed by infinitive with *to*

- Verbs marked * can also be followed by *that* + clause.

**agree*	**demand*	*hurry*	**pledge*	**swear*
**appear*	*deserve*	**learn*	**pretend*	**threaten*
**arrange*	**expect*	*long*	**promise*	**vow*
attempt	*fail*	*manage*	*refuse*	*want*
ask	*grow*	*neglect*	**resolve*	**wish*
choose	*hasten*	*offer*	*seek*	
dare	**happen*	*pay*	**seem*	
**decide*	**hope*	**plan*	*struggle*	

- *Appear, (so) happen* and *seem* are only used impersonally with *that* + clause.
*It **appears that** I've made a mistake.*
*It **so happens that** he is my brother!*
*It **seems that** Mary is going to win.*

- *Want* can be used colloquially with *-ing*, and has a similar meaning to *need*.
*The car **wants cleaning**.*

Verbs normally followed by *-ing*

- Verbs marked * can also be followed by *that* + clause.

**appreciate*	*face*	**suggest*
avoid	**fancy*	*it's no good/use*
contemplate	*finish*	*feel like*
delay	*involve*	*give up*
**deny*	**mention*	*keep on*
detest	*mind*	*leave off*

dislike	*miss*	*look forward to*
endure	*postpone*	*put off*
enjoy	*practise*	*can't stand*
escape	**resent*	*spend / waste time*
excuse	*risk*	

- *Admit*
  This can be used with or without the preposition *to* followed by *-ing.*
  *They **admitted (to) being** members of the gang.*
  That + clause is also possible.
  He **admitted that** *he was wrong.*

- *Appreciate* can be followed by possessive + *-ing.* In everyday speech we often use an object instead of a possessive.
  *I **appreciate your trying** to help.*
  *I **appreciate you trying** to help.*

- See Grammar 13 for *suggest.*

- *Involve* has an impersonal subject.
  *Being an athlete **involves regular training.***
  *The company has a plan, which **involves recruiting** 500 new employees.*

Verbs followed by infinitive without *to*

- *Help* can be used with or without *to.*
  *I **helped** George **(to) carry** the bags.*
  *Reading this book article **helped me (to) understand** the problems involved.*

- *Make* and expressions with *make*
  *They **made me leave.*** *We shall have to **make do.***
  In the passive, *to* is used.
  *I was made **to leave.***

- *Let* and expressions with *let*
  *They didn't **let me leave.*** ***Let me go!***

Verbs followed by an object and *to*

- Verbs marked * can also be followed by *that* + clause, usually with change of meaning.

**advise*	*assist*	*beg*	*bribe*	
command	*dare*	*employ*	*enable*	
encourage	*instruct*	*invite*	*lead*	
**order*	**persuade*	*select*	*send*	
**teach*	**tell*	*train*	*urge*	**warn*

  *I **begged her to** reconsider her decision.*
  *They **advised me to check** all the details online.* (gave advice)
  *They **advised her that** her visa was ready to be collected.* (informed)
  See Grammar 13 for *advise, persuade, tell, warn.*

- *Dare* can be used without ***to*** when there is no object. Compare:
  *They **dared** him to jump.*
  *I didn't **dare** (to) say anything.*
  See Grammar 9 for *dare* as a modal verb.

1 Underline the best word or phrase to complete each sentence.

1 What do you mean *to do / doing* about the leaky pipes?
2 I never imagined the mountains *to be / being* so high!
3 Don't forget *to wake me / waking me* before you leave.
4 I regret *to tell you / telling you* that we cannot accept your offer.
5 Did you manage *to find / finding* the book you were looking for?
6 I tried *to take / taking* that medicine you gave me but I couldn't swallow it.
7 We have postponed *to tell / telling* anyone the news until after Christmas.
8 Have you considered *to buy / buying* a laptop?
9 Sorry I'm late, I had to stop *to pick up / picking up* the children from school.
10 Margaret was slow at school, but she went on *to be / being* prime minister.

2 Complete each sentence with a form of a verb from the box.

appear	consider	die	face	intend
arrange	dare	~~do~~	grow	look forward to

1 It's too late to buy any food. We'll have to make ...do... with what we've got.
2 I hardly ..... ask how much it cost!
3 Have you ever ..... taking a year off work?
4 I didn't like the town at first, but I ..... to love it eventually.
5 What do you ..... doing after this course has finished?
6 We are all ..... our holiday in Australia this year. It's going to be such an adventure!
7 Jim and I ..... to meet at 6.00 but he didn't turn up.
8 It ..... that we won't need to pay so much after all.
9 I can't wait for Saturday! I'm really ..... to see you!
10 I can't ..... getting up at 6.30 tomorrow morning! I'll catch a later train.

3 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

1 It's very kind of you to give me a lift.
APPRECIATE
I appreciate you giving ..... me a lift.

2 If I take the job, I'll have to move to Paris.
MEAN
Taking ..... moving to Paris.

3 Parking is not permitted here.
PARK
You are ..... here.

4 'Shall I carry that bag for you, Emily?' said John.
OFFERED
John ..... bag for her.

5 Winning the lottery meant we could buy a new car.
ENABLED
Winning the lottery ..... buy a new car.

6 There is a risk that he will miss the plane if he waits.
RISKS
He ..... if he waits.

7 I believed you were the murderer because of this clue.
LED
This clue ..... that you were the murderer.

8 Does using the hotel swimming pool cost extra?
PAY
Do you have to ..... the hotel swimming pool?

9 I think that this is the right street.
APPEARS
This ..... the right street.

10 Jan succeeded in finishing all her work on time.
MANAGED
Jean ..... all her work on time.

4 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

1 They said they would like me to stay with them in Florida.
INVITED
They ...invited me to..... stay with them in Florida.

2 Calling Jim is pointless, because his phone is out of order.
USE
It's no ..... because his phone is out of order.

3 It is compulsory for all students to carry an identity badge.
REQUIRED
All students ..... carry an identity badge.

4 You waste time if you copy your work out again, so don't do it.
COPYING
Don't ..... your work out again.

5 I bet you wouldn't ask David to come with you to the party!
IF
I dare ..... to the party with you!

6 'Please don't leave me on my own,' Martin begged us.
HIM
Martin begged us ..... own.

7 Joe doesn't like it when people treat him like a child.
RESENTS
Joe ..... like a child.

8 It was resolved that the matter would be brought up at the next meeting.
BRING
They resolved ..... up at the next meeting.

9 The police were told that the use of unnecessary force was forbidden.
NOT
The police were instructed ..... unnecessary force.

10 If you work for this company, you have to travel a lot.
INVOLVES
Working for this company ..... of travel.

5 Complete each sentence using the verbs in brackets. Change the verb forms and add any other words if necessary.

1 Sorry, I meant (tell) .....to tell you..... I would be out, but I forgot.
2 That's all for now. I (hope) ..... hear from you soon!
3 If I take the new job, it (mean) ..... working a lot harder!
4 Are you still tired? Or do (feel) ..... going out for a meal?
5 Jane is (say) ..... the most outstanding player in the team.
6 I wish you (keep) ..... complaining all the time!
7 How (suggest) ..... that I would take a bribe! I've never been so insulted!

6 Complete the text with the gerund or infinitive of the verbs in brackets.

Yukie Hanue is considered by many (1) .....to be..... (be) the finest violinist of her generation – and she's still in her early twenties. When we visited her, in the music department of the University of New York, she was too busy practising (2) ..... (talk), but she invited us (3) ..... (have) a coffee with her in her mid-morning break. Astonishingly, she manages (4) ..... (combine) her PhD at the university with international concerts and recitals, numerous public appearances and interviews. She evidently thrives on the workload, buzzing around the place with an industrious enthusiasm that leaves us all breathless. Her fame as a performer means (5) ..... (make) regular appearances at high-profile events. Last month, for example, she agreed (6) ..... (appear) in a series of recitals organized by UNESCO. This involved (7) ..... (travel) to far-flung places like Seoul, Oslo and Montevideo on successive days, a schedule which would have caused any normal person to wilt. 'I can't stand (8) ..... (do) nothing,' she says. 'I happen (9) ..... (have) a particular talent, and it would be wasteful not (10) ..... (exploit) it to the full.' I encouraged her (11) ..... (tell) me about her upbringing, but she was rather reluctant to sing her own praises. I did, however, succeed in persuading her (12) ..... (confess) to a secret desire. 'If I hadn't been a musician, I would have loved to train (13) ..... (become) a martial arts expert,' she says. Certainly, she would have had the discipline, but I couldn't imagine someone so physically frail actually (14) ..... (stand) there hitting someone. But it was an interesting revelation, and one that I was (15) ..... (learn) more about during my day with her.

Units 13–16

1 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

1 You haven't seen my pen anywhere, have you?
HAPPEN
You don't ..happen to have seen..... my pen anywhere, have you?

2 Everything I told you was true.
ALL
I told you a lot ..... which were true.

3 According to reports, the president is in poor health.
REPORTED
The president ..... in poor health.

4 Julia's inheritance meant that she could give up work.
ENABLED
Julia's inheritance ..... give up work.

5 Stupidly, I left my umbrella at home.
WHICH
I left my umbrella at home, ... thing to do.

6 We received a warning to stay at home.
SHOULD
We were ..... stay at home.

7 You could easily become ill unless you give up smoking.
RISK
If you don't stop ..... ill.

8 The decorators didn't leave too much mess when they did the job.
WITHOUT
The decorators managed ..... too much mess.

9 It's pointless to worry about someone else's problems.
NO
There ..... about someone else's problems.

10 According to Valerie, she is a relation of mine.
BE
Valerie claims ..... to me.

2 Complete each sentence with *a / an* or *the*, or write – if no article is needed.

1 That's ...the... last time that I go to see ..... horror film.
2 In ..... circumstances I would say he hasn't ..... chance.
3 I'd like to buy ..... piano ..... one day but I haven't got ..... money.
4 Could you give me ..... hand to take ..... rubbish downstairs?
5 ..... girl I told you about is ..... one on ..... left.
6 ..... address is: ..... Park Hotel, 42 ..... Castle Road, ... Dover.
7 Mary spent ..... year and ..... half teaching ..... children in ..... Africa.
8 ..... medicine ..... doctor gave me makes me feel tired all ..... day.
9 Dawson put ..... ball in ..... net early in ..... second half but ..... goal was disallowed.
10 ..... teacher with ..... best exam results in ..... school was Mrs Anderson.

3 Complete each sentence using the verbs in brackets. Change the verb forms and add any other words if necessary.

1 I didn't know where (send) ...to send..... the parcel to, so I left it on the desk.
2 If you feel so tired in the morning, why (try) ..... going to bed earlier!
3 The returning officer announced to the crowd that the Democratic candidate (win) ..... .
4 If I took a job like that, it (mean) ..... earning less money.
5 Do you still feel ill? Or (fancy) ..... coming shopping with me tomorrow?
6 I saw Harry arrive, but I don't remember (see) ..... him leave.
7 All my family were sitting in the front row, which (make) ..... nervous.
8 There is a rumour that the army is about to take power, though this (deny) ..... by government sources.
9 Sandra trained (be) ..... an architect but ended up as a rock star.
10 It's hard (believe) ..... that Jim would be so brave.

4 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

1 Does parking here cost anything?
PAY
Do I need to pay for parking here?

2 After six months, Joe's search for a job was successful.
MANAGED
After six months, Joe ..... a job.

3 Jean was given permission by her boss to take a day off.
AGREED
Jean's boss ..... take a day off.

4 Although Sue looked for the book for a long time, she couldn't find it.
SPENT
Sue ..... , without success.

5 All visitors to the town fall in love with it.
THOSE
All ..... fall in love with it.

6 The manager warned Tom that they might dismiss him.
THREATENED
The manager ..... dismissal.

7 I didn't expect to see you here!
LAST
This is ..... to see you!

8 We haven't seen one another for a long time.
OTHER
We stopped ..... ago.

9 I don't know who did the washing up, but they didn't do it very well!
DO
Whoever ..... good job of it!

10 Janet came first, which surprised nobody.
WHEN
Nobody ..... Janet came first.

5 Complete the text with *the* where it is appropriate, or write – if no article is needed.

(1) ....The.... 6.45 train, which went from Winchester to Southampton, was already full of (2) ..... commuters when Rale boarded it with fifteen minutes to go before its departure. He registered (3) ..... vague annoyance at this, as it meant he had to actually communicate with a fellow passenger in order to find (4) ..... one remaining window seat in his normal carriage, (5) ..... carriage 3. Rale always made a point of travelling in the middle carriage for (6) ..... safety's sake – about such things as (7) ..... safety he was meticulous – and would only venture into (8) ..... first four carriages, or for that matter (9) ..... last four, in (10) ..... extreme emergencies. Rale was nothing if not a creature of (11) ..... habit; it bothered him intensely if he was unable to get a window seat or if (12) ..... drinks trolley didn't come round, or worse still, it came but (13) ..... hot water boiler wasn't working and so (14) ..... coffee was not available. A brioche and a cup of coffee – black, one sugar – was Rale's early-morning indulgence. He found it sufficed for a breakfast, unless he was unusually hungry. Exactly ten minutes into (15) ..... journey, Rale opened his briefcase and took out his copy of that morning's *Guardian* newspaper, neatly folded, and began (16) ..... crossword. This was (17) ..... time of day Rale liked best. He could immerse himself in (18) ..... delightful challenge of teasing out words from his mind, and put off (19) ..... thoughts of work in the administrative department of (20) ..... Southampton Hospital. Today, however, Rale's neatly planned existence was to be well and truly turned on its head.

6 Complete each sentence with one word.

1 There is nobody for .....whom..... we feel greater respect.
2 That's the couple ..... house my sister bought.
3 ..... buys the wardrobe will have to arrange to pick it up themselves.
4 Why don't you ..... phoning Directory Enquiries? They might know.
5 Do you ..... going out for a pizza later on?
6 That's an experience I ..... rather forget.
7 The police officer ..... us open the boot of the car.
8 It is recommended that all luggage ..... bear a personal label.
9 The children always look ..... to Christmas as they love all the parties and presents.
10 Charles is not the kind of person ..... would help you.

7 Correct the error in each sentence.

1 My friends gave me a surprise party, it was good of them.
party which was good of them

2 The inspector denied to say whether Peter was a suspect or not.

3 I afraid to say that your application has been unsuccessful.

4 Several people, which voices could be clearly heard, were waiting outside.

5 I don't know that you'd like another cat, would you?

6 The manager insisted that all the customers could be searched.

7 What you should do now means take a long holiday.

8 Whatsoever happens, I shall stand by you.

9 Sarah congratulated me with passing my driving test.

10 I left at 5.30 at that time they were still arguing.

11 The robbers forced the manager hand over the money.

12 I'm really looking forward to see you next Friday.

8 Complete the text using one word in each gap.

It now seems clear that one of the most pressing problems (1) ...which... faces any large city during (2) ..... first half of the twenty-first century is that of water supply. While most cities were founded in places (3) ..... water was plentifully available, no one could have foreseen the way (4) ..... which some of these cities have expanded. Large numbers of people demand more and more water, which (5) ..... that cities have to compete with other non-human water users, for water is not only a commodity needed for washing-machines and industrial processes. Many lakes (6) ..... once served as breeding grounds for wild birds now face an uncertain future. As cities make greater demands upon the available water resources, we (7) ..... losing more and more of our aquatic wildlife. And quite apart from this environmental problem, there is the economic issue to consider. Who owns the water, and how much should (8) ..... consumer pay for it? The next time you decide (9) ..... turn on the tap, you might (10) ..... some of these problems, before you have wasted too much water.

17

GRAMMAR

Verbs + prepositions

This unit focuses on a selection of verbs, including their adjectival forms. Many verbs have other uses followed by *-ing* or infinitive (see Grammar 15, 16). Passive uses with *by* are not included. See also Grammar 19, 20, 21.

Verbs followed by *about*

argue about something
be concerned about something (*be worried about*)
boast about something
decide about something
protest about something
phase something *out*

Verbs followed by *against*

insure something *against* something
protest against something

Verbs followed by *at*

glance at something
guess at something
hint at something
marvel at something

Verbs followed by *for*

account for something
allow for something (to take into consideration)
apologize for something / someone (on their behalf: *Let me apologize for Jack.*)
blame someone *for* something
care for something / someone
cater for something / someone
charge someone *for* something (make them pay for it)
count for something (especially: *I count for nothing in this company.*)
earmark something *for* a particular use
pay for someone / something

Verbs followed by *from*

bar someone *from* a place
benefit from something
derive something *from* something
deter someone *from* something
differ from something
distinguish one thing *from* another thing (also: *distinguish between* two things)

distract someone *from* something
exempt someone *from* something
expel someone *from* a place
refrain from something
resign from something
result from something
stem from something
suffer from something
translate something *from* one language *into* another language

Verbs followed by *in*

absorbed in something (especially *absorbed in her work / a book*)
confide in someone
be engrossed in something
implicate someone *in* something (especially *be implicated in*)
involve someone *in* something
result in something
specialize in something
succeed in something

Verbs followed by *of*

accuse someone *of* something
convict someone *of* something
remind someone *of* something
suspect someone *of* something
take notice of something / someone

Verbs followed by *on*

base something *on* something (especially passive: *The film is based on a play.*)
blame something *on* someone
centre something *on* something (usually passive: *be centred on*)
concentrate on something
decide on something
depend on someone / something
elaborate on something
impose on someone
insist on something / someone doing something
pride oneself on something

Verbs followed by *to*

answer to something (especially: *answer to a description*)
appeal to someone (beg)
It appeals to me. (I like the idea.)
apply something *to* something (*This rule doesn't apply to you.*)
apply oneself (to work hard and consistently at something)
attend to something
attribute something *to* someone

commit oneself *to* something (especially passive: *be committed to*)
confess to something
devote oneself *to* something (especially passive: *be devoted to*)
prefer one thing *to* another thing
react to something
refer to something (*This number refers to the next page.*)
refer someone *to* someone (*The doctor referred me to a specialist.*)
resign oneself to something (especially passive: *be resigned to*)
resort to something
see to something (make sure it is done)
subject someone *to* something (stressed: *subject*)
succeed to the throne
be used to doing something

Verbs followed by *with*

acquaint someone *with* something (also: *be acquainted with* something / someone)
associate someone *with* something
charge someone *with* something
clutter with something (especially passive: *The room was cluttered with boxes.*)
coincide with something
collide with something
comply with something
concern with something (usually passive: *be concerned with*)
confront someone *with* something
confuse someone / something *with* someone / something
cram with something (especially passive: *be crammed with*)
deal with someone/something
discuss something *with* someone
face with something (especially passive: *be faced with*)
ingratiate oneself *with* someone
meet with something (especially: *meet with an accident*)
pack with something (especially passive: *be packed with*)
plead with someone
provide someone *with* something
tamper with something
trust someone with something

1 Complete each sentence with a preposition.

1 I really prefer just about anything ...to... watching television.
2 This year's conference coincided ..... two other major conventions.
3 Is it possible to insure my bike ..... theft?
4 The problem stems ..... the government's lack of action.
5 When I asked Jean, she hinted ..... the chance of a promotion for me.
6 Being rich doesn't count ..... much on a desert island.
7 I pleaded ..... John to change his mind, but he wouldn't listen.
8 I can't stand the way she is always boasting ..... her wealthy parents.
9 My father always confuses Aretha Franklin ..... Whitney Houston.
10 Could you please refrain ..... smoking in the lecture hall.

2 Complete the text, using one verb in each gap.

I had a difficult time last year with my health. For several months I was (1) suffering... from severe headaches and almost constant nausea. I made several visits to my GP, who finally (2) ..... my headaches to migraine and prescribed medication. When this failed to work he decided my nausea was the root cause and (3) ..... my headaches on the nausea. I was (4) ..... to five painful tests, none of which revealed anything significant. I (5) ..... my diet with the doctor at length while he made notes, and we tried eliminating certain foods from my meals. Then he (6) ..... that I might (7) ..... from a low-fibre diet. But still the symptoms persisted, and I was starting to (8) ..... myself to feeling ill for the rest of my life. I was understandably concerned about the possibility of it being something serious, even a brain tumour, but the doctor explained that this would not (9) ..... for my symptoms. After six months I was (10) ..... to a consultant at the hospital, who (11) ..... in stomach disorders. She suggested that I should (12) ..... from eating late at night, and (13) ..... at a possible psychological cause. I think that she (14) ..... me of not telling her the complete truth about my symptoms. She prescribed mild tranquilizers, and this treatment, I'm glad to say, (15) ..... with complete success!

3 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

1 Peter always trusts me with his secrets.
IN
Peter always confides in ..... me.

2 A true story forms the basis of Mary's new novel.
ON
Mary's new novel ..... a true story.

3 I thought it was marvellous that Jane could jump so high.
AT
I ..... to jump so high.

4 A lot of people were packed on to the bus.
WITH
The bus ..... people.

5 You were in my dreams last night.
ABOUT
I ..... last night.

6 Danny was asked to leave the school for bad behaviour.
FROM
Danny was ..... for bad behaviour.

7 This house makes me think of my own home!
OF
This house ..... my own home.

8 Tina rewrote the French book in Spanish.
FROM
Tina ..... into Spanish.

9 Christmas and roast turkey go together in my mind.
WITH
Christmas ..... roast turkey in my mind.

10 I think a rest would do you good.
FROM
I think you ..... a rest.

4 Complete each sentence with a verb in the correct form.

1 The idea of marriage doesn't .....appeal..... to me.
2 We ..... in finding Ann's house at the second attempt.
3 However poor I was, I would not ..... to stealing.
4 Have you ..... for the wind speed in your calculations?
5 He confessed when he was ..... with the evidence.
6 You need to ..... yourself more to your work.
7 Alan ..... himself on his punctuality.
8 I was ..... from doing my work by the music.
9 I ..... for breaking your electric drill.
10 Tina ..... for everyone's lunch yesterday, as she'd just won some money on the lottery.

5 Complete the text, using a preposition in each gap.

It never ceases to amaze me how little notice some people now take (1) ...of..... rules in public places. When I was a child, it would never have occurred to me not to comply (2) ..... the rules. If someone smoked in defiance of a 'No Smoking' sign on a train, they would rapidly be reminded (3) ..... their transgression by several irate passengers, who would refer the errant smoker (4) ..... the sign in no uncertain terms. What's more, the person accused would normally apologize (5) ..... his indiscretion, and would certainly refrain (6) ..... repeating his anti-social behaviour. These days reminding someone (7) ..... their public duty not to drop litter or swear on the streets is likely to succeed only (8) ..... unleashing a torrent of verbal abuse (9) ..... the wrongdoer. Many people seem blithely unaware that, for example, the 'silence in the library' rule applies (10) ..... them, as much as to anyone else. Asking them is not enough, pleading (11) ..... them might still not deter them (12) ..... their noisy chat, and resorting (13) ..... physical violence, an undesirable option, seems the only one likely to get a result. But, in all seriousness, what really annoys me is that one is made to feel churlish or old-fashioned just for insisting (14) ..... basic respect of everyday manners. Truly, it seems polite behaviour and good manners count (15) ..... nothing in today's society.

6 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

1 When he has to face a crisis, Tony panics.
FACED
Tony panics *when faced with* ..... a crisis.

2 Collecting stamps gives me a lot of pleasure.
DERIVE
I ..... collecting stamps.

3 The arrested man did not look the same as the wanted man.
ANSWER
The arrested man did not ..... the wanted man.

4 The facts of the case were familiar to the lawyer.
ACQUAINTED
The lawyer ..... the facts of the case.

5 The deaths of over fifty people were caused by the storm.
RESULTED
The storm ..... killed.

6 We have given winter equipment to all the soldiers.
PROVIDED
All the soldiers ..... winter equipment.

7 It's just our luck that the wedding is at the same time as our holiday in Crete.
COINCIDES
It's just our luck that ..... in Crete.

8 You haven't really explained exactly how the money disappeared.
ACCOUNT
Your explanation ..... of the money.

9 An ancient philosopher is supposed to have said these words.
ATTRIBUTED
These words ..... an ancient philosopher.

10 I'm sure Brian won't mind looking after the baby.
CARE
I'm sure Brian won't object ..... the baby.

SEE ALSO
Grammar 15: Relative clauses
Grammar 16: Verbs + infinitive or *-ing*
Grammar 19–21: Phrasal verbs
Consolidation 5: Units 17–21

18

GRAMMAR

Prepositions

It is assumed that a wide range of prepositions and their general use to describe time, place and position are already known.
This unit focuses on a selection of expressions. See the Vocabulary section for more work in this area. Note that there may be other possible meanings for verbs and phrases given here, with different prepositions.

Prepositions following adjectives

- ***About:*** *annoyed about, anxious about, certain about, excited about, pleased about, right about, serious about, sorry about, upset about, wrong about*
- ***At:*** *angry at* (a person), *annoyed at* (a person), *bad at, good at, surprised at*
- ***By:*** *baffled by, bored by, detained by, distressed by, plagued by, shocked by, surprised by*
- ***For:*** *early for, eligible for, famous for, grateful for, late for, liable for* (legally responsible), *ready for, responsible for, sorry for*
- ***From:*** *absent from, derived from, different from, safe from, missing from*
- ***In:*** *deficient in, experienced in, implicated in, interested in*
- ***Of:*** *afraid of, ashamed of, aware of, capable of, conscious of, fond of, full of, be good of* (someone to do something), *indicative of, irrespective of, jealous of*
- ***On:*** *keen on*
- ***To:*** *addicted to, apt to, attentive to, confined to, grateful to, kind to, immune to, impervious to, indifferent to, liable to* (likely to suffer from), *married to, prone to*
- ***With:*** *angry with* (a person), *annoyed with* (a person), *bored with, commensurate with, connected with, good at dealing with, happy with, incompatible with, obsessed with, pleased with, preoccupied with*

Prepositions following nouns

- ***For:*** *admiration for, craving for, credit for, cure for, desire for, disregard for, provision for, recipe for, respect for, responsibility for, room for, sympathy for*
- ***On:*** *an authority on* (expert), *ban on, comment on, effect on, influence on, restriction on, tax on*
- ***Over:*** *be in authority over, have control over, be in dispute over* something

- ***To:*** *access to, an alternative to, an attitude to, an exception to, a solution to, a threat to, a witness to*
- ***With:*** *in dispute with* someone, *encounter with, link with, quarrel with, have a / be in a relationship with*

Expressions beginning with prepositions

- ***After:*** *after all*
- ***At:*** *at any rate, at fault, at first sight, at the first / second attempt, at the end, at large*
- ***Beyond:*** *beyond belief, beyond a joke, beyond the shadow of a doubt*
- ***By:*** *by coincidence, by mistake, by the time, by rights, by surprise*
- ***For:*** *for fear of* (because something might happen), *for life, not for long, for the foreseeable future, for the time being, for ever*
- ***In:*** *in advance, in the balance, in all likelihood, in all probability, in answer to, in any case, in charge of, in the charge of, in collaboration with, in comparison with, in comfort, in contrast to, in decline, in demand, in dispute, in distress, in the early stages, in earnest, in the end, be in favour of* something, *be in favour with* someone, *in fear of* (being afraid of), *in (good) condition, in harmony, in high spirits, in jeopardy, in one way or another, in practice, in recognition of, in response to, in short, in theory, in time, in trouble, in turn*
- ***On:*** *on average, on approval, on a regular basis, on behalf of, on the contrary, on good terms, on loan, on the market* (for sale), *on (its) merits, on offer, on purpose, on the verge of*
- ***Out of:*** *out of breath, out of control, out of danger, out of doors, out of focus, out of luck, out of the ordinary, out of pocket, out of practice, out of all proportion, out of reach, out of stock, out of work*
- ***Under:*** *under age, under the circumstances, under control, under cover of, be under the impression that, under the influence of, under (a law), under an obligation, under pressure, under repair, under stress, under suspicion*
- ***With:*** *with the exception of, with intent to, with regard to, with a view to*
- ***Within:*** *within a day (week, month etc), within reach, within reason*
- ***Without:*** *without a chance, without delay, without exception, without a word*

1 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

1 We get on very well with our next-door neighbours.
TERMS
We are on (very) good terms with ..... our next-door neighbours.

2 Everybody wants Alison as an after-dinner speaker.
DEMAND
Alison ..... as an after-dinner speaker.

3 After winning the match, the whole team was in a happy mood.
SPIRITS
The whole team was ..... because of their victory.

4 I realized I had said something wrong.
CONSCIOUS
I ..... having said something wrong.

5 You're not lucky today, I'm afraid.
OUT
You're ..... today, I'm afraid.

6 You can't get to the village because of the snow.
ACCESS
There's ..... the village because of the snow.

7 The meeting will probably be cancelled.
PROBABILITY
The meeting will, ... , be cancelled.

8 The students are living temporarily in a caravan.
BEING
For ..... the students are living in a caravan.

9 I intend to discover the truth somehow or other.
OR
In one ..... I intend to discover the truth.

10 The soldiers entered the castle while it was dark.
COVER
Under ..... , the soldiers entered the castle.

2 Complete each sentence with a preposition.

1 Helen had great admiration .....for..... her history teacher.
2 I'm afraid I'm not very good ..... animals.
3 The favourite dropped out of the race ..... the early stages.
4 I was ..... the impression that you liked Indian food.
5 The minister stated that no real alternative ..... the plan existed.
6 This town is famous ..... its hand-woven carpets.
7 In contrast ..... its title, *A Great Read* is actually a rather dull book.
8 Many young people become addicted ..... drugs through ignorance.
9 Apparently a number of army officers were implicated ..... the plot.
10 Jill doesn't have a very good relationship ..... her mother.
11 Amy suddenly left the room ..... a word.
12 I'm not ..... favour of children staying up so late.
13 Unfortunately, most of the photos Theo took were ..... of focus.
14 I don't think it was an accident. I think you did it ..... purpose.
15 The bridge is ..... repair, so we'll have to go a different way.

3 Complete the text, using one word in each gap.

Well, welcome to the swimming class everybody. I'm sure you're all dying to show me exactly what you're (1) .....capable..... of. I hope to see your faces at the pool a lot from now on. If you're (2) ..... about learning to swim, you really need to be practising on a (3) ..... basis, say two or three times a week, in addition to these teaching sessions. Now a bit about the course. In the early (4) ..... , we'll be working on the basics – breathing, body position and so on. Today we're going to work on putting the head underwater, with a (5) ..... to getting you all swimming correctly, with the head partly submerged. If you don't succeed at the first (6) ..... , don't worry. And please don't be (7) ..... of the water – just try and relax. Eventually we'll progress to the big pool, but for the (8) ..... being, we're going to be in the small pool, where you can stand up and practise your techniques. Now, the warm-up exercises we're going to start with today may well be (9) ..... from anything you're used to, as we'll be doing some jumping and hopping in the water. Yes, I know there are lots of you here today, but it's a big pool and there's (10) ..... for all of you. So, in you go!

4 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. Use between two and four words.

1 Speaking for my colleagues, I would like to thank you.
OF
On behalf of my colleagues, I would like to thank you.

2 I thought you had accepted his offer.
UNDER
I was ..... that you had accepted his offer.

3 Everyone was exhausted apart from Sally.
OF
With ....., everyone was exhausted.

4 I like to spend most of my time in the open air.
DOORS
I like to ..... most of the time.

5 I don't think you mean what you say about disliking me.
SERIOUS
I don't think you're ..... disliking me.

6 Nothing unusual ever happens here.
ORDINARY
Nothing out ..... ever happens here.

7 I wish I knew what to do about this problem.
SOLUTION
I wish I knew what ..... this problem.

8 You can walk to the station easily from the hotel.
WITHIN
The station is ..... of the hotel.

9 Karen received a medal for her services to the country.
RECOGNITION
Karen received a medal ..... her services to the country.

10 You have to pay your son's debts, as he is under age.
LIABLE
You ..... your son's debts, as he is under age.

5 Complete the text, using a preposition in each gap.

David Peters, the Scottish long-jumper, has been awarded a knighthood in recognition (1) .....of..... his services to charity and the world of athletics. Sir David, as he will be known, will be knighted by the Queen in a ceremony next week. David Peters, who retired from athletics last year, had a talent which was, quite simply, (2) ..... of the ordinary. All his performances were, (3) ..... exception, characterized by great effort and determination. He seemed to thrive on difficult situations, and it was when (4) ..... pressure that he produced his greatest performances. In later years, he became increasingly prone (5) ..... injury, and last year, his talents evidently (6) ..... decline, he failed to regain his Olympic long-jump title and promptly retired. At his best, however, his jumping was sometimes (7) ..... belief, and in his greatest year, 2010, he broke the world record no fewer than four times. In the early 2000s he was single-handedly responsible (8) ..... bringing British athletics out of a severe slump with his inspirational performances and personal charisma. Peters was capable (9) ..... great generosity, and once, famously, dropped out of a competition in order to let his great rival, Aravan Sijipal, win on his farewell appearance. When being interviewed, Peters was also an exception to the rule, and he was famous (10) ..... unselfishly praising his rivals. A deeply religious man, he was (11) ..... dispute with the athletics authorities on more than one occasion for his refusal to compete on Sundays. His anti-drugs campaign had a great effect (12) ..... young athletes all over Britain, and throughout his career, he remained very conscious (13) ..... what he saw as his public duty in this respect. Many charitable organizations have reason to be grateful (14) ..... him (15) ..... the time he devoted to raising money for their causes.

6 Underline the correct word in each sentence.

1 Diane showed a complete disregard *for* / *with* her own safety.
2 I was totally baffled *by* / *of* Tim's behaviour.
3 For Romeo and Juliet it was love *at* / *with* first sight.
4 They wouldn't let me in the pub because I was *below* / *under* age.
5 Our house has been *in* / *on* the market for months.
6 You are perfectly capable *for* / *of* making your own bed, I would have thought!
7 We walked on tiptoe *for* / *from* fear of being discovered.
8 This is one of the exceptions *of* / *to* the rule.
9 I am surprised *at* / *by* you, forgetting your briefcase like that.
10 We met at the hotel completely *by* / *from* coincidence.

19

GRAMMAR

Phrasal verbs 1

This unit (and Grammar 20 and 21) assume that a wide range of phrasal verbs, and their grammatical types, are already known. These units focus on multiple meanings, and less well-known meanings of common phrasal verbs. Note that there may be other meanings for the verbs listed here.

Add up (make sense)
*His evidence just **doesn't add up**.*
Ask after (inquire about)
*Jim **was asking after** you.*
Back down (yield in an argument)
*Sheila was right, so Paul had to **back down**.*
Bargain for (take into account)
*We **hadn't bargained for** there being so much traffic, and we missed the plane.*
Bear (something) out (confirm the truth)
*Helen's alibi **was borne out** by her sister.*
Break down (lose control of the emotions)
*David **broke down** and wept when he heard the news.*
Break off (stop talking)
*He **broke off** to answer the phone.*
Break up (come to an end)
*The party **finally broke up** at 3.00 am.*
Bring (something) about (cause to happen)
*The crisis **was brought about** by Brenda's resignation.*
Bring (something) off (succeed in doing something)
*The team tried for years to win the competition and they finally **brought it off**.*
Bring (something) on (cause the onset of an illness)
*Sitting in the damp **brought on** his rheumatism.*
(cause trouble to happen to oneself)
*You have **brought this on / upon** yourself.*
Bring (someone) round (influence someone to your point of view)
*After much discussion, I **brought** the committee **round** to my point of view.*
Bring (something) up (mention)
*I feel I ought to **bring up** another small matter.*
Carry (something) off (complete successfully – perhaps despite a problem)
*Jane had a difficult role to play, but she **carried it off**.*
Carry out (complete a plan)
*The attack **was** successfully **carried out**.*
Catch on (become popular – colloquial)
*This new hair style is beginning to **catch on**.*

Come about (happen)
*Let me explain how the situation **came about**.*
Come down to (be in the end a matter of)
*It all **comes down to** whether you are prepared to accept less money.*
Come in for (receive – especially criticism, blame)
*The government has **come in for** a lot of criticism over the decision.*
Come off (take place successfully)
*I'm afraid that deal didn't **come off** after all.*
Come out (appear)
*All the flowers **have come out**.*
*When the news **came out,** everyone was shocked.*
*Kate's new book **comes out** next month.*
Come up (occur – usually a problem – colloquial)
*Look, something **has come up**, and I can't meet you.*
Come up against (meet a difficulty)
*We've **come up against** a bit of a problem.*
Come up to (equal – especially expectations, standard)
*The play didn't **come up to** expectations.*
Come up with (think of – especially an answer, a plan, a solution)
*We still haven't **come up with** a solution to the problem.*
Count on (rely on)
*Don't worry, you can **count on** me.*
Crop up (happen unexpectedly – colloquial)
*I can't come to your party, something **has cropped up**.*
Do away with (abolish – colloquial)
*Dog licences **have been done away with**.*
(murder – colloquial)
*What if they **do away with** the old man?*
Do (something) up (decorate – colloquial)
*We are **having** our living room **done up**.*
Draw up (come to a stop)
*A white sports car **drew up** outside the door.*
Draw up (organize – especially a document)
*The contract **is being drawn up** at the moment.*
Drop in (pay a visit – colloquial)
***Drop in** any time you're passing.*
Drop off (fall asleep – colloquial)
*The baby **has** just **dropped off**.*
End up (finish in a certain way, or place)
*We **ended** up staying there for lunch.*
*The car **ended up** in a ditch.*
Face up to (have courage to deal with – especially responsibilities)
*You have to **face up to** your responsibilities.*
Fall about (show amusement – especially laughing – colloquial)
*Everyone **fell about** when Jane told her joke.*

Fall back on (use as a last resort)
*If the worst comes to the worst, we've got our savings to **fall back on**.*
Fall for (be deceived by – colloquial)
*It was an unlikely story but he **fell for** it.*
(fall in love with – colloquial)
*I **fell for** you the moment I saw you.*
Fall out with (quarrel with)
*Peter has **fallen out with** his boss.*
Fall through (fail to come to completion)
*The plan **fell through** at the last minute.*
Feel up to (feel capable of doing)
*Old Mr Smith didn't **feel up to** walking all that way.*
Follow up (act upon a suggestion)
*Thanks for the information about that book. I'll **follow** it **up**.*
(take more action)
*We'll **follow up** this lesson next week.*
Get (something) across (be understood – especially get an idea across)
*I had the feeling I wasn't **getting** my meaning **across**.*
Get at (imply – about personal matters – colloquial)
*What **are** you **getting at** exactly?*
Get (someone) down (make to feel depressed – colloquial)
*This cold weather really **gets me down**.*
Get down to (begin to seriously deal with)
*It's time we **got down to** some real work.*
Get off (with something) (avoid punishment)
*Susan was punished but Alice **got off**.*
*They were lucky to **get off with** such light sentences.*
Get on for (approach a certain age / time / number)
*He must be **getting on for** seventy.*
Get on (make progress – especially in life)
*Sue is **getting on** very well in her new job.*
Get over (be surprised)
*I **couldn't get over** how well she looked.*
Get (something) over with (come to the end of something, usually unpleasant)
*I'll be glad to **get** this awful business **over with**.*
Get round to (find time to do – also around)
*Sorry, but I **haven't got round to** fixing the tap yet.*
Get up to (do something – usually bad when about children – colloquial)
*The children **are getting up to** something in the garden.*
*What **have you been getting up to** lately?*

1 Underline the best word or phrase to complete each sentence.

1 Jim completely fell for my *joke / story*.
2 The *conversation / meeting* didn't break up until late.
3 It seems that we've come up against rather a tricky *idea / problem*.
4 It must be getting on for *six o'clock / extremely well*.
5 The witness's evidence bore out *what Peter had said / as Peter said*.
6 I really should get down to *my homework / the weather*.
7 Unfortunately my *plan / suggestion* didn't quite come off.
8 Mary's new novel doesn't come up to her usual *expectation / standard*.
9 Last night I dropped off *at 11.30 / from 11.30 until 7.00*.
10 When David started speaking everyone fell about *in laughter / laughing*.

2 Complete each sentence with one word.

1 When I give an order I expect it to be .....carried..... out.
2 Getting up so early really gets me ..... .
3 It was a good idea, but I'm afraid it didn't quite ..... off.
4 I'm afraid that your story doesn't really ..... up.
5 I was so surprised when Harry got the job, I couldn't ..... over it.
6 Julia's new book ..... out next week.
7 Someone was ..... after you in the club yesterday.
8 I tried to get an early night, but just as I was ..... off, the phone rang.
9 Neil was too embarrassed to ..... up the question of who would pay.
10 The police didn't ..... up Bill's complaint about his neighbours.

3 Read the text and decide which option (A, B, C or D) best fits each gap.

The Terrys were sitting calmly having afternoon tea in their lounge when the van (1) ....A.... up outside. The words 'Reliable Removals – you can (2) ..... us' were printed on the side of the van in large blue capitals. Soon afterwards, an enormous man covered in tattoos appeared on the doorstep. Tim opened the door. 'Sorry we're late, guv,' said the tattoo man. 'We hadn't (3) ..... all the traffic on the motorway, otherwise we'd have been here sooner. Isn't that right, Lester?' His companion, an unshaven man roughly half his size, joined in: 'We didn't budge for a good half hour, and we (4) ..... up coming off the motorway and going through the villages. We took a wrong turning and (5) ..... up in a farmyard Anyway, we're here now, so let's (6) ..... some serious work.' Tim said, 'Erm, I think there's been some sort of misunderstanding, gentlemen.'

1	A drew	B followed	C cropped	D called
2	A ask after	B bear out	C count on	D draw up
3	A got up to	B faced up to	C bargained for	D added up
4	A brought	B ended	C broke	D came
5	A added	B broke	C came	D ended
6	A do away with	B come up against	C fall out with	D get down to

4 Read the text and decide which option (A, B, C or D) best fits each gap.

When I woke up, it was (1) ....C.... nine o'clock and I realized that I must have (2) ..... , and missed my train. I couldn't (3) ..... how stupid I had been. Now I was the only person at the station, there were no taxis outside, and it was snowing. I certainly didn't (4) ..... carrying my heavy bags back to the hotel, and as the waiting room was well heated, and I couldn't (5) ..... a better plan, I decided to stay there for the night and save money. Unfortunately, there was one thing I hadn't (6) ..... . That was the arrival of a large group of drunken soldiers.

1	A coming up with	B bringing off	C getting on for	D coming about
2	A dropped off	B fallen through	C followed up	D got across
3	A add up	B catch on	C get over	D fall for
4	A get round to	B feel up to	C bargain for	D come in for
5	A count on	B draw up	C get down to	D come up with
6	A come down to	B bargained for	C got over with	D brought about

5 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

1 They didn't punish Karen, only gave her a warning.
GOT
Karen got off with ..... a warning.

2 What sort of progress are you making in your new job?
GETTING
How are ..... in your new job?

3 There were no taxis, so in the end I had to walk home.
UP
Because there were no taxis, I ..... home.

4 I didn't expect to be doing so much work.
BARGAINED
I'm doing more work ..... .

5 Gemma doesn't get on with her next-door neighbour any more.
FALLEN
Gemma has ..... her next-door neighbour.

6 I burst into tears when I heard the bad news.
DOWN
I ..... when I heard the bad news.

7 The best solution was thought of by Sally.
CAME
Sally ..... the best solution.

8 Soon it will be time for lunch.
GETTING
It's ..... lunch time.

9 What happened confirmed the truth of Jack's prediction.
BORNE
Jack's prediction ..... by subsequent events.

10 Carol has trouble communicating her ideas to others.
HER
Carol has trouble ..... across.

SEE ALSO
Grammar 20 and 21: Phrasal verbs
Consolidation 5: Units 17–21

20

GRAMMAR

Phrasal verbs 2

This unit (and Grammar 19 and 21) assume that a wide range of phrasal verbs, and their grammatical types, are already known. These units focus on multiple meanings, and less well-known meanings of common phrasal verbs. Note that there may be other meanings for the verbs listed here.

Give (someone) away (betray)
*His false identity papers **gave** him **away**.*
Give off (send off a smell or gas)
*The cheese had begun to **give off** a strange smell.*
Give out (be exhausted)
*When our money **gave out** we had to borrow some.*
Give over (abandon, devote)
*The rest of the time **was given over** to playing cards.*
(stop – colloquial)
*Why don't you **give over**! You're getting on my nerves.*
Give up (surrender)
*The escaped prisoner **gave** herself **up**.*
(believed to be dead or lost)
*After ten days the ship was **given up** for lost.*
Go back on (break a promise)
*The management has **gone back on** its promise.*
Go in for (make a habit of)
*I don't **go in for** that kind of thing.*
(enter competition)
*Are you thinking of **going in for** the race?*
Go off (become bad – food)
*This milk **has gone off**.*
Go on (happen – usually negative)
*Something funny **is going on**.*
Go round (be enough)
*There weren't enough life-jackets to **go round**.*
Go through with (complete a promise or plan – usually unwillingly)
*When it came to actually stealing the money, Nora couldn't **go through with** it.*
Grow on (become more liked – colloquial)
*This new record **is growing on** me.*
Hang onto (keep – colloquial)
*I think we should **hang onto** the car until next year.*
Have it in for (be deliberately unkind to someone – also as *have got*)
My teacher has (got) it in for me.
Have it out with (express feelings so as to settle a problem)
*I put up with the problem for a while but in the end I **had it out with** her.*

Have someone on (deceive – colloquial)
I don't believe you. You ***'re having me on****.*
Hit it off (get on well with – colloquial)
Mark and Sarah really ***hit it off*** *at the party.*
Hit upon / on (discover by chance – often an idea)
They ***hit upon*** *the solution quite by chance.*
Hold out (offer – especially with hope)
We ***don't hold out*** *much hope that the price will fall.*
Hold up (delay)
Sorry I'm late, I ***was held up*** *in the traffic.*
(use as an example – i.e. a model of good behaviour)
Jack ***was*** *always* ***held up*** *as an example to me.*
Hold with (agree with – an idea)
I don't ***hold with*** *the idea of using force.*
Keep up (continue)
Well done! ***Keep up*** *the good work!*
Lay down (state a rule – especially lay down the law)
The company ***has laid down*** *strict procedures for this kind of situation.*
Let (someone) down (disappoint, break a promise)
Sorry to ***let*** *you* ***down****, but I can't give you a lift today.*
Let in on (allow to be part of a secret)
We ***haven't let*** *Tina* ***in on*** *the plans yet.*
Let (someone) off (excuse from punishment)
As Dave was young, the judge ***let*** *him* ***off*** *with a fine.*
Let on (inform about a secret – colloquial)
We're planning a surprise for Helen, but ***don't let on****.*
Live (it) down (suffer a loss of reputation)
If City lose, they'll never ***live it down****.*
Live up to (reach an expected standard)
The play quite ***lived up to*** *my expectations.*
Look into (investigate)
The police have promised to ***look into*** *the problem.*
Look on (consider)
We ***look on*** *this town as our real home.*
Look someone up (visit when in the area)
If you're passing through Athens, ***look me up****.*
Make for (result in)
The power steering ***makes for*** *easier parking.*
Make off with (run away with)
The thief ***made off with*** *a valuable necklace.*
Make out (pretend)
Tim ***made out*** *that he hadn't seen the No Smoking sign.*
(manage to see or understand)
I couldn't quite ***make out*** *what the notice said.*
Make (someone) out (understand someone's behaviour)
Janet is really odd. I can't ***make*** *her* ***out****.*

Make (something) up (invent)
*I think you **made up** the whole story!*
Make up for (compensate for)
*Our success **makes up for** all the hard times.*
Miss (something) out (fail to include)
*You have **missed out** a word here.*
(lose a chance – colloquial)
*Five people got promoted, but I **missed out** again.*
Own up (confess – colloquial)
*None of the children **would own up** to breaking the window.*
Pack in (stop an activity – colloquial)
*John **has packed in** his job.*
Pay (someone) back (take revenge – colloquial)
*She **paid** him **back** for all his insults.*
Pick up (improve – colloquial)
*The weather seems **to be picking up**.*
Pin (someone) down (force to give a clear statement)
*I asked Jim to name a suitable day, but I couldn't **pin** him **down**.*
Play up (behave or work badly)
*The car **is playing up** again. It won't start.*
Point (something) out (draw attention to a fact)
*I **pointed out** that I would be on holiday anyway.*
Pull (something) off (manage to succeed)
*It was a tricky plan, but we **pulled** it **off**.*
Push on (continue with some effort – colloquial)
*Let's **push on** and try to reach the coast by tonight.*
Put across (communicate ideas)
*Harry is clever but he can't **put** his ideas **across**.*
Put down to (explain the cause of)
*Diane's poor performance **was put down to** nerves.*
Put in for (apply for a job)
*Sue **has put in for** a teaching job.*
Put oneself out (take trouble – to help someone)
*Please don't **put** yourself **out** making a meal. A sandwich will do.*
Put (someone) off (discourage, upset)
*The crowd **put** the gymnast **off**, and he fell.*
Put (someone) up (offer accommodation)
*We can **put** you **up** for a few days.*
Put up with (tolerate, bear)
*I can't **put up with** all this noise!*

1 Underline the best word or phrase to complete each sentence.

1 Richard and I have never really hit *it / ourselves* off.
2 The manager promised to look into *my request / the matter.*
3 I am afraid I don't hold with *this kind of thing / people like you.*
4 Hang on to the tickets; *they might fall / we'll need them later.*
5 The team couldn't keep up *the pressure / the score* in the second half.
6 This will go off unless you *put it in the fridge / close the window.*
7 I think the *second paragraph / a great opportunity* has been missed out.
8 Most of the meeting was given over *in the end / to Tom's report.*
9 Stephen eventually *confessed / owned up* to sixteen murders.
10 Something odd is going on *behind my back / tomorrow afternoon.*

2 Complete each sentence with one word.

1 We can't watch that programme if the television is ....playing.... up again.
2 This novel is beginning to ..... on me.
3 It is quite clearly ..... down that only amateurs can take part.
4 Sales were slow to start with, but now they're ..... up.
5 I don't want to ..... you off, but this type of plane has crashed quite often.
6 Two members of the gang eventually ..... themselves up.
7 We ..... out that we had forgotten Jane's birthday, though it wasn't true.
8 There should be enough plates to ..... round.
9 What does that notice say? I can't ..... it out.
10 Hilary told me to ..... her up the next time I was in London.

3 Read the text and decide which option (A, B, C or D) best fits each gap.

The small resort of Palama (1) ....B.... out rather in the 1990s, as the tourists flocked to the more obvious attractions of the nearby resorts of Calapo and del Mare. But now, thanks to a major new hotel development plan, business is (2) ..... , and Palama is more than (3) ..... its past poor showing and unfashionable image. The kindest thing one can say about Palama is that it (4) ..... you if you've been staying there for long enough. It is being (5) ..... up in many quarters as a shining example of the latest retro-style of modern hotel architecture, but as far as this observer is concerned, it only occasionally (6) ..... its billing.

1	A held	B missed	C made	D gave
2	A picking up	B making out	C paying back	D giving over
3	A putting in for	B hanging on to	C hitting it off	D making up for
4	A grows on	B hold with	C puts up with	D pushes on
5	A played	B put	C held	D made
6	A lives up to	B holds out	C makes for	D puts across

4 Read the text and decide which option (A, B, C or D) best fits each gap.

Jeremy Clark test drives the Vitesse Superb

You'd be hard-pushed to find a more comfortable drive – the superb suspension system makes (1) ....C..... an easy ride over bumpy roads, although the performance is somewhat let (2) ..... by the handling round corners. Maybe I was just pushing it too hard! The instruction manual (3) ..... that the Superb can hit a top speed of 240 kph: 200 would be nearer the mark – still not a figure to be sniffed at. The dashboard controls are a dream, although some of the electronics were a bit temperamental on my trial run – at one point, alarmingly, the windscreen wipers decided to (4) ..... . Also, I did not (5) ..... with the new Transtronic gearbox, which is a bit bizarre to say the least. But then I am the world's most demanding critic! Still, in the end you'll probably be (6) ..... by the price, a cool £125 000.

1	A out	B off with	C for	D up
2	A off	B down	C in	D on
3	A puts up	B pulls off	C makes out	D holds up
4	A give away	B miss out	C put off	D play up
5	A hit it off	B pull it off	C have it out	D live it down
6	A missed out	B owned up	C put off	D hit upon

5 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

1 I'm not really interested in sports.
GO
I don't really go in for ..... sports very much.

2 Steve was rude but Anne got her revenge on him.
BEING
Anne paid Steve ..... to her.

3 You can stay with us for a week.
UP
We can ..... for a week.

4 The police only warned Sally because it was her first offence.
OFF
Sally was ..... warning because it was her first offence.

5 Sue drew attention to the flaw in the plan.
OUT
Sue ..... plan was flawed.

6 The plain clothes officer's boots showed he was a policeman.
GIVEN
The plain clothes policeman's real identity ..... his boots.

7 Hard work was what caused Jill's success.
PUT
Jill's success can ..... hard work.

8 The box smelled faintly of fish.
GAVE
The box ..... of fish.

9 I think my boss is prejudiced against me.
IT
I think my boss ..... me.

10 The holiday wasn't as good as we had expected.
UP
The holiday didn't ..... expectations.

SEE ALSO
Grammar 19 and 21: Phrasal verbs
Consolidation 5: Units 17–21

21

GRAMMAR

Phrasal verbs 3

This unit (and Grammar 19 and 20) assume that a wide range of phrasal verbs, and their grammatical types, are already known. These units focus on multiple meanings, and less well-known meanings of common phrasal verbs. Note that there may be other meanings for the verbs listed here.

Rip someone off (charge too much – colloquial; often used with passive)
You paid €50? They really **ripped** *you* **off!**
In big cities tourists usually ***get ripped off.***
Run (someone) down (criticize)
She's always ***running down*** *her husband.*
Don't ***run yourself down*** *so much!*
Run down (lose power, allow to decline)
I think the batteries ***are running down.***
Run into (meet)
Guess who I ***ran into*** *at the supermarket!*
Run to (reach an amount / have enough money)
I don't think we can ***run to*** *a holiday abroad this year.*
The special report ***ran to*** *over 400 pages.*
Run over (check – also *run through*)
Let's ***run over*** *the plan once more.*
Run up (a bill – let a bill get longer without paying)
I ***ran up*** *a huge telephone bill at the hotel.*
Run up against (encounter – usually a problem)
We've ***run up against*** *a slight problem.*
See someone off (go to station, airport, etc to say goodbye to someone)
I went to the station to ***see them off.***
See through (realize the truth about)
I ***saw through*** *his intentions at once.*
I can ***see right through*** *you!*
Send (something / someone) up (make fun of by imitating)
Jean ***is*** *always* ***sending up*** *the French teacher.*
Set about (start working)
We ***must set about*** *re-organizing the office.*
A team of technicians ***set about repairing*** *the damage.*
Set in (establish itself – especially weather)
I think this rain ***has set in*** *for the day.*
When the banking crisis ***set in****, most governments were caught unawares.*
Set out (give in detail in writing)
This document ***sets out*** *all the Union demands.*
(arrange)
I've set out *the refreshments in the hall.*

Set out (start an action)
*Sue **set out** to write a biography but it became a novel.*
Set up (establish)
*An inquiry into the accident **has been set up**.*
*The government **has set up** an advisory group.*
Set on / upon (attack)
*We **were set upon** by a gang of hooligans.*
Sink in (be understood gradually – colloquial, intransitive)
*Slowly the realization that I had won began to **sink in**.*
Slip up (make a mistake – colloquial)
*Someone **slipped up** and my application was lost.*
Sort (something) out (find a solution – colloquial)
*Don't worry, Mary will **sort out** your problems.*
*She'll help you **sort yourself out.***
Stand by (keep to an agreement)
*The company agreed to **stand by** its original commitment.*
*Whatever happens, **I'll stand by you**.*
Stand for (represent – initials)
*e.g. **stands for** exempli gratia; it's Latin.*
(tolerate)
*I **will not stand for** this kind of behaviour in my house!*
Stand in for (take the place of)
*If the director is ill, you will have to **stand in**.*
*Carol has kindly agreed to **stand in for** Graham at the monthly meeting.*
Stand up to (resist, bear stress)
*The engine **won't stand up to** the strain.*
*The plastic grass in the stadium **stands up well to** heavy use.*
Step down (resign – colloquial)
*The chairman **has stepped down** after criticism from shareholders.*
Step up (increase)
*Production at the Leeds plant **has been stepped up**.*
*The government **has stepped up** its efforts to build more housing.*
Stick up for (defend – especially yourself, your rights – colloquial)
*She will **stick up for him** and make any excuse possible.*
*You must learn to **stick up for** yourself.*
Take in (deceive)
*His disguise **took everybody in**.*
***Don't be taken in** by her apparent shyness.*
Take (it) out on (make someone else suffer because of one's own sufferings)
*I know you are unhappy, but don't **take it out on** me!*
Take off (imitate – colloquial)
*Dave **takes off** the prime minister really well.*
Take on (acquire a new characteristic)
*My grandmother **has taken on** a new lease of life since her operation.*
(do something extra)
*She **has taken on** too much with a full-time job as well.*
Take out (insurance – sign an insurance agreement)

*Ann **has taken out** life insurance.*
*The company **took out** a full-page advertisement in a national paper.*

Take over (gain control of)
*The army tried to **take over** the country.*
*The company **was taken over** by a multinational.*

Take to someone (develop a liking for)
*You'll soon **take to** your new boss, I'm sure.*
*I **took to** Helen immediately. She's really great!*

Take up (time – occupy time)
*The meeting **took up** a whole morning.*
*Most of his time **is taken up** with gardening.*

Talk out of or into (dissuade from, persuade into)
*Paul **talked** me **into** going skiing, against my better judgment.*
*Ann was thinking of leaving her job, but I **talked her out of it**.*

Tell someone off (scold – colloquial)
*Our teacher **told** us **off** for being late.*

Tie in with (be in agreement with)
*I'm afraid your party doesn't quite **tie in with** our arrangements.*

Track (someone) down (trace the whereabouts of)
*The police **tracked down** the killer and arrested him.*
*We managed to **track Peter down** in the café opposite.*

Try out (test something)
*Let's **try out** the new washing machine.*
*Why don't you **try out** your French on the waiter?*

Turn (something / someone) down (reject an offer)
*Another company offered me a job but I **turned** them **down**.*
*He asked her to marry him but she **turned him down**.*

Turn out (happen to be in the end)
*He **turned out** to be an old friend of Helen's.*
(come to a meeting or form a crowd)
*Thousands of fans **turned out** to welcome the team.*

Turn up (be discovered by chance)
*Don't worry about that missing book, it's bound to **turn up** sooner or later.*
(arrive – often unexpectedly)
*Not many people **turned up** for the lesson.*

Wear off (lose effect – especially a drug)
*These painkillers **wear off** after about two hours.*

Work out (calculate – also work out at for specific amounts)
*The hotel bill **worked out** at over £500.*

1 Underline the best word or phrase to complete each sentence.

1 Tom asked Jane out, but she *turned down him / turned him down.*
2 *In the end / Initially* I set out to prove that such a voyage was possible.
3 If he treated me like that I wouldn't stand for *him / it.*
4 The government should set up *a committee / a minister* to sort the matter out.
5 Both teams stepped up *the pace / the rate* in the second half.
6 The dog didn't take to *its new owner / liking me.*
7 *The good news / The prize* hasn't really sunk in yet.
8 I *told her off / told off her* for leaving the office unlocked.
9 After a week on the ice the expedition ran into *difficulties / potholes.*
10 They really rip *the bill / you off* in this restaurant!

2 Read the text and decide which option (A, B, C or D) best fits each gap.

Telesales Tantrum

Telesales have become the bane of my life. Recently I have been so inundated with them that I now refuse to answer the phone between 6 and 9 in the evenings. Friends and relatives understand, and don't bother calling at these times. Last week I was almost (1) ....D..... taking out a contract with a different phone company, before I realized what I was doing and slammed the phone down. If it's not advisers promising to (2) ..... out your finances for you, or persuading you to (3) ..... life insurance, it will usually be home improvement companies. My advice is, don't be taken (4) ..... by the friendly chat at the beginning of the conversation. You can (5) ..... all their charming chit chat with ease – all they really want is your custom and your money. So (6) ..... them, and, preferably politely, just say 'no'.

1	A set in	B stuck up for	C worn off	D talked into
2	A try	B set	C sort	D take
3	A run into	B take out	C set about	D stand by
4	A in	B over	C up	D off
5	A turn out	B take to	C tell off	D see through
6	A stick up for	B run up against	C tie in with	D stand up to

3 Read the text and decide which option (A, B, C or D) best fits each gap.

Meetings which (1) ....D.... too much of managers' time are being blamed for inefficiency and lost revenue, according to a report from the Institute of Managerial Affairs. The report concludes that a lot of business meetings are a waste of time: the decisions made in them could be arrived at by other means, or the manager's presence delegated, with a capable deputy standing (2) ..... the manager. But it seems this message has not (3) ..... in yet, for the number of hours devoted to meetings continues to increase annually. In-house meetings are bad enough, but some companies insist on lavish affairs in hotels or restaurants, (4) ..... huge bills in the process. If this were not bad enough, one leading finance company has (5) ..... a committee to investigate the new scourge of unnecessary meetings. The number of weekly meetings for the committee has just been (6) ..... up from two to three!

1	A run over	B set in	C turn out	D take up
2	A by	B in for	C up to	D for
3	A sunk	B set	C taken	D stood
4	A taking on	B sending up	C working out	D running up
5	A run into	B sorted out	C taken out	D set up
6	A sent	B stepped	C run	D taken

4 Complete each sentence with one word.

1 The government has allowed the coal industry to run .....down..... .
2 Robert was set ..... by two masked men and robbed.
3 Why didn't you stick ..... for me instead of saying nothing?
4 Let's run ..... the details of the arrangements just once more.
5 Most of my time is taken ..... with answering the phone.
6 I've run ..... against a number of difficulties in this area.
7 The buffet was set ..... on a number of low tables.
8 The next day, teams of local people set ..... clearing up the damage.
9 No one expected the government to stand ..... the agreement.
10 Hundreds of people turned ..... in the rain to watch the marathon.

5 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. Use between two and five words.

1 I need someone to take my place at the ceremony.
IN
I need someone to *stand in for me* ..... at the ceremony.

2 In the end it was quite a sunny day after all.
OUT
It ..... be quite a sunny day after all.

3 Members of the audience started making fun of the speaker.
UP
Members of the audience started ..... the speaker.

4 Janet persuaded me not to sell my house.
OUT
Janet ..... my house.

5 Brian does a good imitation of the French teacher.
OFF
Brian ..... the French teacher really well.

6 The effect of these pills only lasts for three hours.
OFF
The effect of these pills ..... three hours.

7 Harry swore he would not go back on his promise.
BY
Harry swore that he ..... his promise.

8 Laura has just insured her life.
OUT
Laura has just ..... life insurance policy.

9 The detective found the thief and recovered the stolen jewellery.
DOWN
The detective ..... and recovered the stolen jewellery.

10 I need a calculator to arrive at the total.
WORK
I can't ..... a calculator.

SEE ALSO
Grammar 19 and 21: Phrasal verbs
Consolidation 5: Units 17–21

CONSOLIDATION 5

Units 17–21

1 Complete the text by writing a preposition in each gap.

Unlikely as it may seem, there has now been expert confirmation that wild pumas and lynxes are (1) .....at..... large in parts of Britain. Previous sightings of such large cats had been put down (2) ..... exaggeration. (3) ..... all, the argument went, some people are prone (4) ..... seeing flying saucers and Loch Ness monsters, particularly when (5) ..... the influence of one drink too many. Some newspapers were suspected (6) ..... having made (7) ..... stories such as that of the Beast of Exmoor, an animal which is responsible (8) ..... the deaths of hundreds of sheep over the past ten years. But experts have now come (9) ..... with proof that such stories were (10) ..... earnest after all. The animals are (11) ..... all likelihood pets missing (12) ..... small zoos, or abandoned by their owners. Because the keeping of such animals is severely restricted (13) ..... the terms of the Dangerous Wild Animals Act of 1976, owners of unlicensed animals might not report an escape (14) ..... fear of prosecution. After examining hair samples, experts now say that the Beast of Exmoor in the South of England is (15) ..... doubt a puma or lynx, both of which are normally native to the Middle East and Asia.

2 Complete each sentence with a preposition.

1 My cousin George is obsessed .....with..... keeping fit.
2 Many frozen foods are deficient ..... vitamins.
3 They say that there is an exception ..... every rule.
4 It was very good ..... Sue to drive us to the airport.
5 Breaking his leg put Peter's football career ..... jeopardy.
6 The same rule applies, irrespective ..... how much you have paid.
7 With total disregard ..... her own safety, Ann jumped in to rescue the dog.
8 I'm afraid you are not eligible ..... a pension until you are 66.

3 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. Use between three and six words.

1 You think I am someone else.
CONFUSING
You are confusing me with ..... someone else.

2 Gary is proud of the fact that he is never late.
ON
Gary prides ..... being early.

3 On this ship passengers cannot get onto the bridge.
ACCESS
Passengers have ..... the bridge of this ship.

4 What is the difference between nuclear fission and nuclear fusion?
DIFFER
How exactly ..... nuclear fusion?

5 An electrical failure was said to be the cause of the fire.
BLAMED
They ..... an electrical failure.

6 It's all a matter of money, in the end.
COMES
It all ..... in the end.

7 His smooth manner didn't deceive us.
TAKEN
We were ..... his smooth manner.

8 The total came to just under £4000.
WORKED
The total ..... just under £4000.

9 I haven't realized yet what winning this race means.
SUNK
It hasn't ..... won this race.

10 In the end we had to walk to the railway station.
UP
We ..... to the railway station.

4 Complete each sentence with one word.

1 It looks as if the front door lock has been ...tampered... with.
2 The people were protesting ..... the closure of two local factories.
3 We are very ..... to you for pointing out the mistake.
4 The hotel ..... me €20 for phone calls I had not made.
5 I'd just like to consult my father before I ..... myself to a decision.
6 The new television channel tries to ..... for all tastes.
7 I couldn't ..... from laughing at the president's remark.
8 I think that you would both ..... from a few days' holiday.

5 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. Use between two and four words.

1 A bus crashed into a lorry on the motorway.
WITH
A bus collided with ..... a lorry on the motorway.

2 Don't make me suffer because of your problems!
ON
Don't take ..... just because you've got problems!

3 Sally persuaded me not to sell my car.
OF
Sally talked ..... my car.

4 A true story is the basis of the novel.
ON
The novel ..... a true story.

5 They said the accident was Linda's fault.
BLAMED
They ..... Linda.

6 Joe gets on very well with his mother-in-law.
TERMS
Joe ..... with his mother-in-law.

7 There is nothing strange about this.
OUT
There is nothing ..... about this.

8 Ellen has been unemployed for six months.
OUT
Ellen has been ..... for six months.

6 Complete each sentence with one word.

1 It's safe to hide here. We won't give you .....away..... .
2 My mum told me ..... for coming home late from school.
3 Sorry I'm late. Something cropped ..... at the office.
4 You can rely on her. She won't let you ..... .
5 Nick was taken to court but he got ..... .
6 It was surprising how quickly that fashion caught ..... .
7 Don't worry. I'll sort it ..... .
8 I don't really hit it ..... with my new boss.
9 Don't eat that sausage. I think it's gone ..... .
10 She'll come round when the anaesthetic wears ..... .

7 Read each sentence and decide which option (A, B, C or D) best fits each gap.

1 Oscar isn't fat at all. .....D..... , he's quite skinny.
A In any case B By rights C In practice D On the contrary

2 We sent out lots of party invitations, but very few people ..... .
A turned up B came about C hit it off D looked us up

3 The old licensing system will have been ..... by the end of the decade.
A broken down B set out C phased out D made off with

4 Fiona decided not to ..... the exam in December.
A take on B go in for C get round to D make for

5 We hadn't ..... such heavy traffic, and we were delayed for hours.
A gone in for B set about C worked out D bargained for

6 Whatever Molly ..... to do , she achieves.
A gets on B sees to C sets out D looks for

7 This conservation project looks promising, but it's still ..... .
A in the early stages B in advance C under stress D at first sight

8 Has Richard's new book ..... yet?
A made up B come out C set about D drawn up

9 The smell of paint from outside ..... my breakfast, I'm afraid.
A held up B gave off C came up against D put me off

10 Charles was ..... from military service on health grounds.
A exempted B barred C earmarked D resigned

8 Complete each sentence with one sword.

1 If this plan ...comes..... off, I promise you'll get the credit for it.
2 I just couldn't ..... over how well the team played.
3 The policeman ..... me off with a warning, as it was Christmas.
4 Please don't ..... yourself out. A sandwich will do.
5 I hope there are enough glasses to ..... round.
6 It's time you ..... about organizing your revision programme.
7 Mark has ..... for the same trick that I did.
8 I can't quite ..... out what the sign says.
9 Half the meeting was ..... over to reading the minutes.
10 We have ..... up a huge bill at the shop on the corner.

9 Complete each extract using the words from the box. Change the verb form and add any other words needed. The words in brackets are clues to help you.

abolish	coincide	disappoint	impression	place	resign
attention	compensate	establish	obligation	~~reject~~	specialize

Text 1

The three publishers who (1) ..rejected..... (turned down) this fantastic first novel must be kicking themselves. John Carter's *Capital City* is a wonderful read and all the more amazing when one considers the author is just 23. What Carter may lack in experience he more than (2) ..... (makes up) for in sheer enthusiasm. Read it and I promise you won't feel (3) ..... (let down).

Text 2

I (4) ..... (set up) my own business, Sarah Castle Photography Ltd, two years ago, after (5) ..... (stepping down) from my post as a TV camera person. I now (6) ..... (do mostly) family portraits.

Text 3

Dear Mr and Mrs Sinclair,
I do apologize, but I am unable to come to your daughter's wedding on 21 May. Unfortunately, it (7) ..... (happens at the same time as) a holiday I've already booked. When I booked it, I (8) ..... (thought) that the wedding was to (9) ..... (happen) in July.

Text 4

To: Colin Smith From: HM Revenue and Customs, Cambridge

Dear Mr Smith,
This is to remind all employers that Tax Rule 13d has been (10) ..... (done away with), so now you (11) ..... (don't have to) declare any earnings for your company relating to 'ancient debts'. This term shall be deemed to refer to money owed to you from seven years ago or more. We would also (12) ..... (point out to you) to the fact that column 3 on page 6 of your tax declaration can now be left blank.

22

GRAMMAR

Linking words and phrases

Text organizers

This term covers a wide range of words and phrases which make text easier to understand. A selection is given here.

- Adding a point

  As well as *the obvious dangers, there was the weather to be considered.*
  In addition to *the obvious dangers, there was the weather to be considered.*
  Not only *were there the obvious dangers,* ***but*** *there was* ***also*** *the weather to be considered.*

- Developing a point

  Besides / Furthermore / In addition / Indeed / Moreover / What's more / On top of that / To make matters worse, *smoking has been directly linked to lung cancer.*
  I quite often see Paula. ***In fact / As a matter of fact,*** *she came round to see me yesterday.*

- Explaining a point

  The exercise rate decreases in proportion to age. ***To put it another way,*** *the older you are, the less exercise you tend to take.*

- Contrast

  The identity of the attacker is known to the police. ***However / Nevertheless / All the same,*** *no name has been released.*
  The identity of the attacker is known to the police. No name has, ***however,*** *been released.*
  (Al)though / While / Even though / Despite the fact that *the identity of the attacker is known to the police, no name has been released.*
  The identity of the attacker is known to the police. A name has ***nevertheless / none the less*** *still not been released.*
  No, I didn't say the president got it wrong. ***On the contrary,*** *I think he's handled the affair superbly.*
  On the one hand, *the new road would ease traffic congestion, but on* ***the other hand,*** *it would destroy Pratt Wood, a local beauty spot.*
  I prefer city life ***as opposed to*** *country life.*
  I prefer city life, ***whereas*** *John prefers country life.*
  Donahue's reputation as a novelist is well established. ***In contrast,*** *his new book is a non-fiction work.*

- Explaining reasons

  The government does not intend to cause any further provocation. ***As a result / Accordingly / Thus / Hence / Consequently / For that reason****, all troops have been withdrawn.*

  The employers have promised to investigate these complaints, and we ***in turn*** *have agreed to end the strike.*

  Owing to *the strike, some trains have been cancelled.*

- Making generalizations

  Broadly speaking / Generally speaking / On the whole / By and large / To a large / some / a certain extent, *this has been an encouraging year for the company.*

- Starting

  That's absolute rubbish! ***For a start / First of all / In the first place / For one thing / To start with,*** *it was Rod who said that, not me. And secondly ...*

- Giving new information

  She then turned to Henry, who ***incidentally / by the way*** *is now about two metres tall, and said ...*

  By the way / Incidentally, *do you remember an old friend of ours called Ransom?*

- Concession / qualification

  OK, so you two have had a few problems. ***Even so / All the same,*** *I don't see why you need to split up.*

  Lancaster is a man of great personal integrity. ***Having said that / Even so / All the same,*** *I don't think he'd make a good chairman.*

  The economic outlook is improving. ***Anyway / At any rate / At least,*** *it is beginning to show signs of doing so.*

- Giving a personal opinion

  What did you think of Death in Action?

  To be (perfectly) honest / To tell the truth, *I can't stand films like that.*

1 Underline the best word or phrase to complete the sentences.

1 A: Did you ring the hospital for me?
B: I forgot, *as a result / to be honest / to make matters worse*. I'll do it now.
2 A lot of adults are very wary of learning in a school situation. *For that reason / On the other hand / To tell the truth* they don't sign up for our courses.
3 *By and large / Despite the fact that / Owing to* I'm very pleased with their work on our home. *At any rate / Accordingly / Having said that*, I think they could have made a better job of the painting.
4 I missed two weeks' training because of flu last month. *To put it another way / As a result / To tell the truth*, I'm not expecting to run very well in today's race.
5 They've had a very difficult time. *On top of that / At any rate / To start with*, their home was burgled.
6 What a terrible experience! *Anyway / In contrast / By the way*, you're safe now – that's the main thing!
7 She's a sociable girl with lots of friends. *Even so / Furthermore / To some extent*, she can get lonely, like anyone else.
8 He comes across as being a bit difficult, *in contrast / broadly speaking / whereas* he's actually a very nice guy.
9 *Nevertheless / On the whole / Hence* I agree with what you're saying, but I'm not sure about your last point.
10 I seem to be giving the impression that I didn't enjoy my time in Norway. *After all / Having said that / On the contrary*, I had a wonderful time.

2 Underline the best word or phrase to complete each sentence.

1 They've got a terrible record over tax and education. *Nevertheless / On the other hand*, I still think the Democrats will win the election.
2 Balding's *People in the Sky* is a very disappointing painting. *At any rate / In contrast*, Rae's *Beach Scene* really brings this exhibition to life.
3 I would like to complain about the way I was treated in your shop. *For one thing / Besides*, the assistant was rude …
4 Our dining room is a place which we keep strictly for eating, *as opposed to / whereas* the sitting room, which is for sitting, talking and watching TV.
5 We saw the Eiffel Tower, and went round the Louvre, *what's more / as well as* visiting Versailles.
6 The country's economy depends *to a large extent / for one thing* on the tourist industry.
7 I'm here on business *in addition to / as opposed to* pleasure.
8 The weather is likely to be dry and warm. In the far north-west of Scotland, *however / whereas*, it will be wet and windy.
9 The meeting went ahead, *nevertheless / despite the fact that* six members of the committee were unable to attend.
10 The government seems to be changing its policy on this issue. *At last / Furthermore*, there are signs that it is having second thoughts about the new legislation.

3 Read the interview and decide which answer (A, B or C) best fits each gap.

Interviewer: The recent scandal involving your finance minister has done little to restore public confidence in the government.

Minister: (1) ....C.... , I think the 'scandal', as you call it, has shown us to be a very moral party. The minister concerned resigned from his post and showed great contrition for what he'd done.

Interviewer: (2) ..... , a scandal is a scandal. (3) ..... , a senior minister accepts a large donation on behalf of his party from the entrepreneur Robert Tivwell. Then, five weeks later, Tivwell's company, which (4) ..... just happens to be nearly bankrupt, wins a contract with the government worth millions of pounds.

Minister: Well, as I say, the minister has resigned, (5) ..... I should point out that there is technically nothing illegal about what he did.

Interviewer: Yes, there is, minister. It's called bribery.

Minister: Well, you can call it that if you want. I prefer to call it 'sharp practice' (6) ..... . But it happens, it's always happened, and I'm sure it'll continue to happen. (7) ..... , we will not condone this kind of financial dealing and will continue to stamp down on it.

Interviewer: This is pure double talk!

Minister: No, that's not true. (8) ..... we take such matters extremely seriously. But we are realistic enough to know that we can't eliminate them altogether. You see, there is nothing to stop people or companies making donations to parties – (9) ..... if we didn't have such money, we wouldn't be able to survive. It's just that the timing of such payments can be unfortunate. So each case has to be investigated on its merits. But (10) ..... , this practice is causing less controversy than it has done under previous governments.

1	**A** Incidentally	**B** First of all	**C** On the contrary
2	**A** Even so	**B** As a matter of fact	**C** Hence
3	**A** By and large	**B** Consequently	**C** First of all
4	**A** in contrast	**B** incidentally	**C** at any rate
5	**A** despite	**B** although	**C** whereas
6	**A** anyway	**B** furthermore	**C** to be honest
7	**A** Having said that	**B** Moreover	**C** To make matters worse
8	**A** As a result	**B** As a matter of fact	**C** To some extent
9	**A** although	**B** thus	**C** indeed
10	**A** in contrast	**B** in addition	**C** broadly speaking

4 Read the text and decide which answer (A, B or C) best fits each gap.

Starting your own business could be the way to achieving financial independence. (1).....B..... it could just as well land you in debt for the rest of your life. (2) ..... , that is the view of Charles and Brenda Leggat, a Scottish couple, who last week saw their fish farm business put into the hands of the receiver. 'We started the business at a time when everyone was being encouraged by the banks to borrow money. (3) ..... , we fell into the same trap, and asked for a big loan. (4) ..... , at the time we were sure that we could make it into a going concern,' said Charles Leggat, a farmer from the Highlands. 'The bank analysed the proposals we put forward and they agreed that it would be a highly profitable business.' Sure enough, within five years the Leggats were exporting trout and salmon products to hotels all over Europe, and (5) ..... , they took on over fifty staff. (6) ..... , with the advent of the recession, they began to lose ground as orders dried up. '(7) ..... ,' said Brenda Leggat, 'the business has now been valued by the bank at a fraction of its true worth. If they had left us to work our way out of our difficulties, (8) ..... virtually bankrupting us, I am sure that we could have gone back into profit. As it is, we have been left without a livelihood, and the bank has not recovered what it lent us.'

The Leggats both felt that their bank had not treated them fairly. '(9) ..... , they were falling over themselves to lend us the money initially, (10) ..... now they are doing very little to keep the business going, and fifty local people in work.' A spokesman for the bank concerned refused to comment.

1	A Moreover	B On the other hand	C As well as
2	A At least	B However	C To make matters worse
3	A Incidentally	B At any rate	C As a result
4	A To put it another way	B Nevertheless	C In contrast
5	A what's more	B on the other hand	C to tell the truth
6	A Hence	B Consequently	C However
7	A In contrast	B Whereas	C To make matters worse
8	A as opposed to	B as well as	C in addition to
9	A However	B To tell the truth	C As a result
10	A as well as	B whereas	C on the other hand

23

GRAMMAR

Punctuation and spelling

Words commonly misspelled

- Common errors

  Learners can benefit from making lists of the words they most frequently misspell. The words listed here are spelt correctly.

  accommodation, address, advertisement, beginning, committee, conscience, curiosity, disappear, disappointed, embarrassed, faithfully, favourite, forbidden, government, guarantee, immediately, independent, jealous, journey, manufacture, marriage, medicine, necessary, pollution, prefer, preferred, pronunciation, quiet, quite, receive, recommend, responsibility, separate, sincerely, successful, truly, unconscious, unfortunately, unnecessary, writing

- Words with similar spelling but different meanings.

altogether	completely
all together	in one place (describes a group of things or people)
effect (verb)	bring about, make; noun: result
affect (verb)	have an effect on
lose (verb)	fail to have or find
loose (adjective)	not tight
specially	for a special purpose
especially	particularly
stationery	paper, envelopes, etc (collective noun)
stationary	not moving (used formally of vehicles)
principle	general truth or standard
principal	head of college or school

- Words with the same pronunciation but different spelling and meaning. This is a selection, as there are many of these.

  allowed – aloud
  bear – bare
  fair – fare
  hair – hare
  pear – pair
  piece – peace
  practice (n) – practise (v)
  stair – stare
  their – there
  weather – whether

Punctuation

- Commas

  Commas are used to separate items in lists (it is optional whether a comma is used before the final item in a list when *and* or *or* is also used), before question tags, to separate clauses, and after and around certain linking words. See Grammar 22.

  I've been to Dallas, New Orleans, Kansas(,) and Tampa Bay.
  Sue is a lovely girl, isn't she?
  If you see Kevin, tell him his photocopies are ready.
  Broadly speaking, I agree with what you are saying.
  I do not, however, agree with your last point.

  Note that commas are not used between a subject and its verb, or in defining relative clauses.

  The lady standing over there at the bus stop is my next-door neighbour.
  Will the pupil who threw that paper dart please stand up now.

- Apostrophes

  Apostrophes are used to indicate letters omitted, possession and plurals of letters and figures.

  Letters omitted: *It**'s** warm today.*
  Possession: *Jack**'s** car, the people**'s** decision, the players**'** entrance*
  But note that the possessive *its* does not have an apostrophe:
  *The dog sat in the corner licking **its** paws.*
  Plurals of single letters or figures: *There are two **I's** in 'specially'. Are these 7**'s** or 3**'s**?*
  Note that many people regard this use as incorrect and prefer to use inverted commas: *Are these '7's or '3's?*

- Colons and semi-colons

  Colons introduce examples, lists, and statements which give further detail about a general statement.

  There were two possible courses of action: borrowing from the bank, or asking for more time to find the money elsewhere.

  Semi-colons divide parts of long sentences or long phrases in a list; it is usually possible to divide one sentence into shorter ones, so that semi-colons are unnecessary.

  There were two possible courses of action open to him; after some thought, he decided to ...
  There were two possible courses of action open to him. After some thought, he decided to ...

1 Add any necessary commas, (semi) colons and apostrophes to these texts.

Text 1

Ive been to the following Italian cities Rome Florence Genoa and Pisa. I thought Rome was incredible the food was great the views were fantastic and I will never forget the vivacious people. The Italians legendary hospitality was nowhere more evident than in the capital city. But my all-time favourite is probably Genoa with its fabulous hill-top houses and its dusty mountains reverberating to the sound of grasshoppers. I spent many a happy hour looking down on the seething city below and the sea beyond. Best of all the citys location at the heart of the Italian Riviera meant that fabulous resorts like Portofino and Camogli were only a train ride away.

Text 2

Water is becoming a more and more precious commodity so save as much as you can. Flushing the toilet accounts for a third of all household water use so dont flush wastefully. If you are only getting rid of a tissue for example resist the habit of reaching for the handle or chain. Take a shower rather than a bath it uses about a third of the water. And dont keep the water running all the time when you wash or clean your teeth. If you have a garden try to find ways of saving water outside such as using a water butt to collect rain water rather than using a hosepipe to water your flowers. A simple pipe connecting external gutters to a water butt can save an awful lot of water.

2 Complete the sentences in each pair, using two words with the same sound but different spelling.

1 I cannot .....bear..... to see any animal suffering.
The giant pulled the roof off the house with his .....bare..... hands.

2 As soon as the policeman was out of ..... , one of the men broke a window.
This spot you are standing on was once the ..... of a great battle.

3 The dress showed off Maria's beautiful slender ..... .
Quite frankly, this whole scheme has been a ..... of time and money.

4 In the novel, Cruz is a clever servant who always ..... through his master's plots.
Armed police were sent to the house to ..... the gang's weapons.

5 Mix the apples and almonds into a fine ..... and pour it into a jug.
The Inspector ..... up and down the room, considering his next move.

3 For each paragraph of the text, circle any errors in spelling. Write the correct word in the numbered gap below the text.

A

It is an accepted part of everyday nostalgia to assume that, in the past, food was somehow better than it is today. The fruit and vegtables were more naturaly grown and this was not seen as an extra bonus which added ten per sent on to the price. Most food was fresh, not frozen, and you had the chance to examen it to see weather you wanted it. When you went shoping you could ask for exactly what peace of meat you wanted and see the butcher cutting it instead of finding it ready-wrapped in plastic. And your local tradesman soon got to know what you wanted, and provided it for you, otherwise he would have gone out of businness. Of course, unless we invent time-travel we shall never know if this is really how things were!

1 ..... 2 ..... 3 ..... 4 .....
5 ..... 6 ..... 7 ..... 8 .....

B

Survivers from those distant days tend to dislike today's convenience foods, and to preffer the Good Old Days when a joint of beef filled the oven, produced thick red juce instead of water when cooked, and cost the same as a bus tickit. What is always forgoten is that then, as now, the quality of your food depended very much upon who you were, how well-off you happened to be, and where you lived. Buying food in those days demanded considerable skill, and you had to be able to tell the fresh from the not so fresh. Their was no sell-buy date to act as a guide. If you were hard up, then frozen meat and caned foods would have been on the menu, just as they are today

9 ..... 10 ..... 11 ..... 12 .....
13 ..... 14 ..... 15 ..... 16 .....

4 Correct any errors in the following sentences. Put a tick ✓ if the sentence is correct.

1 The sunlight shining on my desk is really effecting my concentration. affecting.
2 It's not necessary to do anything at this stage. .....
3 The doctor reccommended gargling with diluted aspirin. .....
4 I'm doing the stationery order now, if anyone's short of anything. .....
5 Mum and Dad went to see a marriage councillor. .....
6 The boxer was knocked unconscious. .....
7 My watch has a six-year gaurantee. .....
8 As far as I'm concerned, the marketing is a seperate issue. .....
9 As if by magic, the strange man dissappeared. .....
10 Too much sun can cause premature ageing of the skin. .....

5 Circle ten incorrect commas and semi-colons (;) in this text.

The common cold, as it is technically known, still resists, the efforts of science to control and cure it, and has given rise to a rich popular mythology. As the name suggests, the assumption is that you catch a cold, because you go out in the cold or get wet; as we now know that a cold is a virus, and that we actually catch it from being in contact with others, this is not strictly true. Shaking hands with people, kissing them or just being in the same room, can pass on the virus. It is now generally believed that; cold viruses, and there is more than one type, are always present in the throat, but only become active, when the body's resistance to infection is lowered. The activated cold virus then attacks the membranes in the nose and throat, whose tissues become weakened and thus susceptible to infection, by types of bacteria which are generally also present in the body.

Sudden chilling or getting soaked to the skin promote conditions, in nose and throat membranes that permit the cold virus to invade the body, although some individuals seem to be resistant to this. Just being, out in the cold is not enough, and studies conducted in wartime among troops living in the open found that the incidence of colds, was no greater than normal. As far as prevention and cure are concerned; nearly everyone has their own favourite remedy. Doctors have been unable to produce an effective vaccine, against colds, although strong claims have been put forward for vitamin C.

6 Circle eight incorrect commas in this text.

A river in the west of England, made famous by the best-seller *Tarka the Otter*, has once again become safe for otters after ten years, of what had been thought a losing battle against pollution from chemicals. The River Torridge in North Devon was the setting for Henry Williamson's book, the success of which, has led to the area calling itself *Tarka Country*, and becoming a popular tourist spot. Since 1927, when the book was written, the human population of the area has, however, increased three-fold, and increased use of pesticides and fertilizers led, to the river being declared 'dead' in the early nineteen eighties. Otters are shy creatures and the river provides them, with numerous places to hide along the river valleys. But the fear was that they had been eliminated because of the clearing away of undergrowth and trees, and the effects of chemicals, on their breeding capabilities, not to mention otter hunting, though this has now ceased. However, a number of projects designed to cleanse the river area, seem to have borne fruit, despite a pessimistic announcement earlier this year. The Tarka Project, which includes local councils and environmental groups, now says that the otter population is healthy, and thriving in North Devon. Signs of otter habitation have been found in a number of places, and more and more sightings of otters have been recorded. But the otter is by no means widespread, in other parts of the country.

SEE ALSO
Grammar 22: Linking words and phrases
Consolidation 6: Units 22–23

CONSOLIDATION 6

Units 22–23

1 Complete the text by writing one word in each gap.

Last summer my husband and I had two Italian students to stay at our house in London. It was a kind of exchange, with our two children off to Rome this summer, giving me, incidentally, an interlude of peace in (1) .....which..... to write this newspaper column, among other things. But back to the two Italians, two charming girls (2) ..... English was a revelation to everyone in our family. I am not going to say that it was perfect or anything (3) ..... that, simply that (4) ..... used expressions that have either long ago died out in these islands, (5) ..... are greeted when used with blank incomprehension. (6) ..... example, when a day or two after their arrival Lucia made some coffee and handed it to my neighbour (who had come round to see (7) ..... her husband kept popping over to brush up his Italian), she unmistakably said, 'Here you are.' The shock was (8) ..... great that we both nearly fell off our chairs. (9) ..... the benefit of foreign readers, or for anyone who has just returned from a monastery or a few years on Mars, I should explain that this now quaint English expression has long (10) ..... been replaced by the transatlantic 'There you go', an utterance which threw me into considerable confusion (11) ..... first used by hairdressers, waitresses and barmen. The two girls also surprised us by asking intelligible questions (12) ..... of making vague statements which were supposed to be taken as questions. And they had retained that ancient habit of addressing strangers by (13) ..... surnames, preceded by a 'Mr' or 'Mrs', as in 'Good morning, Mrs Scott', rather than greeting me at the door on arrival with a 'Hello, Gloria, and have a nice day'. All in (14) ..... , they were a delight, although I am sorry to report that by the time they left, they had absorbed (15) ..... passes as the English language hereabouts, and had plunged downhill towards unintelligibility. Oh well, there you go, I suppose.

2 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

1 I had only just arrived home when the phone rang.
SOONER
No sooner had I arrived home than ..... the phone rang.

2 Don't under any circumstances press this red button.
DO
Whatever ..... press this red button.

3 You can stay with us for a few days.
YOU
We can ..... for a few days.

4 Apparently her ex-husband was a terrible gambler.
KNOWN
Her ex-husband is ..... a terrible gambler.

5 Tony knew what the answer was after reading the book.
READ
By the time Tony ..... knew what the answer was.

6 Our MP demanded a police investigation.
SHOULD
Our MP ..... a police investigation.

7 I think a change would do you good.
FROM
I think ..... a change.

8 My passport needs renewing.
TO
I ..... my passport renewed.

9 Nobody there had heard of Miss Rutherford.
WHO
Nobody there ..... was.

10 There is something on your mind, isn't there?
ABOUT
You're ..... , aren't you?

3 Underline the 20 extra words in this dialogue which are not needed.

Tina: Well Martin, pleased to meet with you, and congratulations on getting the job. I'm going to show you round the department, so that you know a bit more before you will start work next week. I gather you're coming with me to the Paris conference.

Martin: Yes, in two weeks' time. Is the job going to be involve a lot of travel to abroad?

Tina: A fair bit – Korea mainly. You'd better to get yourself a Korean phrasebook!

Martin: I've ever been to Korea once before, so I know a few words.

Tina: Good. We have contacts with most of Asian countries in fact. Well, here's the office you'll be working in. As you can see, in this room has a photocopier, your computer … by the way, are you familiar with PowerPoint?

Martin: Well, to be perfectly honest, no. I've never really had needed it up to now.

Tina: You really need to spend a few hours in studying this book, then, if you don't mind. I'm sure it will explain you how the system works.

Martin: May I ask who that man was who was leaving the office when we came in?

Tina: Oh that's Mike. I'm surprised he wasn't at your interview. He's probably the nicest one of the managers.

Martin: He looks like very cheerful.

Tina: As I say it, he's a very nice guy. He's my immediate boss. The only thing is, he does tend to make me to do more jobs than I can cope with. Still, he's letting me to go home early today, so I'm not complaining!

Martin: And on to the subject of leaving, I didn't really understand what they were saying about this 'finish your task' system.

Tina: Oh, well it's just one of the systems you can choose. Basically, it means that the sooner you do finish, the sooner you can go to home. But if you finish your task, say, three hours over normal time, you can come in three hours of late the next day.

4 Complete each sentence with one word.

1 That sister of yours! She ..... can ..... be really annoying, you know!
2 The crack in the beams resulted ..... the collapse of the ceiling.
3 The block of flats was built ..... money lent by the local authority.
4 The children are so ..... forward to the party, they can hardly wait!
5 Have you insured the car ..... fire?
6 I wish grandfather ..... be here to see all the children.
7 I wouldn't be surprised if Mary ..... come first after all.
8 ..... this really be the right address? The house is for sale.
9 The spokesperson refused to elaborate ..... the plans any further.
10 If you ..... see Judith, would you give her my love?

5 Read the text and decide which answer (A, B, C or D) best fits each gap.

A study into family health conducted in California (1) ....C.... some interesting conclusions, though these (2) ..... be so acceptable to everybody. The main conclusion is that (3) ..... a family to remain healthy, the relationship between husband and wife plays a major role. The perhaps surprising aspect of this research, (4) ....., is that statistically the healthy family is optimistic, church-going, and led by a traditional male. And perhaps not so surprisingly, (5) ..... promotes the health of the husband does not necessarily promote the health of the wife, and vice versa. (6) ....., when it comes to expressing emotions, (7) ..... is generally assumed that giving an outlet to feelings is healthy, but (8) ..... to the study, there may be benefits for one party but not for the (9) ..... . If the wife talks more than the husband (10) ..... in these situations and gives him feelings of guilt, then he is likely to become depressed, (11) ..... if the wife lets the husband dominate the argument, then she in turn will be (12) ..... whose mental state will suffer. The study also found (13) ..... when men dominate in domestic arguments, they often (14) ..... trying to avoid the real issue, or become silent and withdrawn. This has the effect of making the wife feel anxious and depressed. (15) ..... a person's mental state is closely linked to their physical well being, it is clear that the dynamics of family relationships help to determine health in general.

1	**A** gets round to	**B** ties in with	**C** comes up with	**D** runs up against
2	**A** might not	**B** should not	**C** must not	**D** cannot
3	**A** if	**B** whenever	**C** whereas	**D** for
4	**A** however	**B** which	**C** on the other hand	**D** yet
5	**A** this	**B** what	**C** it	**D** whoever
6	**A** Finally	**B** For example	**C** Even though	**D** For that reason
7	**A** which	**B** this	**C** what	**D** it
8	**A** according	**B** in addition	**C** as opposed	**D** owing
9	**A** rest	**B** reason	**C** other	**D** second
10	**A** can	**B** takes	**C** gets	**D** does
11	**A** despite	**B** whereas	**C** as well as	**D** in fact
12	**A** that	**B** it	**C** the one	**D** person
13	**A** out	**B** that	**C** it	**D** and
14	**A** end up	**B** back down	**C** keep up	**D** come about
15	**A** Not only	**B** In spite of	**C** For a start	**D** As

24

GRAMMAR

Further practice

1 Read the text and decide which answer (A, B, C or D) best fits each gap.

The term 'drugs' covers many kinds of chemical substance (1) ...D..... are absorbed by the body, the majority (2) ..... medicines designed to cure illnesses. They are manufactured (3) ..... a variety of sources which include animal products, plants and minerals. (4) ..... recent years it has become possible to synthesize in the laboratory many drugs (5) ..... obtained from plants and animal products. A small number of drugs can become addictive if taken excessively, (6) ..... is, either too frequently, or in doses larger than recommended (7) ..... medical use. Drugs intended as painkillers, and drugs with a hypnotic effect used as sleeping pills, can (8) ..... become addictive if abused. It is important to emphasize the (9) ..... that it is the abuse of drugs which has become a widespread social problem in many societies, and that the drug itself may have many beneficial effects (10) ..... used medically. This is why many drugs are obtainable (11) ..... through prescription from a doctor. Some people (12) ..... argue that addiction to drugs involves both psychological and social factors, (13) ..... those people who become addicts may do so in order to find some relief from personal or social inadequacies. This argument implies that it is (14) ..... the addict's fault if he or she becomes addicted, and this is to ignore the powerful physical effects of many drugs. (15) ..... temporary effects of well-being soon wear off, leading to severe physical discomfort.

1	**A** and	**B** they	**C** or	**D** which
2	**A** from	**B** being	**C** of	**D** of which
3	**A** with	**B** under	**C** for	**D** from
4	**A** In	**B** The	**C** Since	**D** Quite
5	**A** before	**B** previously	**C** early	**D** in advance
6	**A** and	**B** it	**C** that	**D** whether
7	**A** to	**B** for	**C** with	**D** from
8	**A** either	**B** not	**C** both	**D** so
9	**A** way	**B** fact	**C** conclusion	**D** rest
10	**A** as	**B** on condition	**C** provided	**D** when
11	**A** only	**B** merely	**C** completely	**D** alone
12	**A** tend	**B** prefer	**C** must	**D** would
13	**A** if	**B** despite	**C** since	**D** so
14	**A** blaming	**B** proved	**C** somehow	**D** assuming
15	**A** When	**B** Any	**C** While	**D** Although

2 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

1 I am not to be disturbed under any circumstances.
NO
Under no circumstances am I ..... to be disturbed.

2 I didn't expect to see Tim there, of all people!
LAST
Tim was ..... to see there!

3 This is none of your business!
DOESN'T
This ..... , I'm afraid.

4 I really should be going now.
TIME
It's ..... go now.

5 Foolishly, I paid all the money before collecting the goods.
WHICH
I paid all the money before collecting the goods, ... to do.

6 Robert had no idea of his next move.
DO
Robert had no idea ..... next.

7 It was only when I checked that I noticed the tyre was flat.
NOTICE
Only when I checked ..... the flat tyre.

8 This problem cannot be solved instantly.
NO
There ..... this problem.

9 My friends persuaded me to go to the party in fancy dress.
TALKED
My friends ..... to the party in fancy dress.

10 The garden party won't take place if the weather stays bad.
PICKS
Unless ..... , the garden party won't take place.

3 Choose the best answer.

What can the average family do to create a home environment which is eco-friendly? Well, (1) .....C....., bear in mind that (2) ..... half the average home's energy bill is spent on heating rooms, but (3) ..... a typical house loses nearly half its heat through the walls and roof. So (4) ..... number one priority is to ensure that your house is adequately insulated. Get advice (5) ..... double glazing and loft insulation. Have your heating system inspected, and you might be surprised at how much energy it is (6) ..... wasting. (7) ..... you may not be able to afford a replacement, you should (8) ..... consider lowering the temperature of the system.
The next important point to consider is (9) ..... of household waste. Even if you are lucky enough to have a recycling rubbish collection, you can (10) ..... reuse things rather than putting them in the bin. The amount of packaging is an obvious (11) ..... . Try to reuse containers (12) ..... glass jars and plastic cartons instead of wrapping food in foil or cling-film. Take bottles to bottle banks, and only shop in supermarkets which use recyclable packaging. (13) ..... people are refusing to buy goods packed in plastic. The garden too is an area where waste can be recycled. Start a compost heap using food scraps and garden weeds (14) ..... putting them in the dustbin. And it is surprising (15) ..... can be done with some other things we throw away. For example, try papering your bedroom walls with pictures from magazines.

1	**A** the first point	**B** one could hardly	**C** first of all	**D** what is to
2	**A** the	**B** over	**C** one and a	**D** in
3	**A** similarly	**B** at the same time	**C** nevertheless	**D** besides
4	**A** the	**B** all of	**C** with this	**D** point
5	**A** from	**B** for	**C** with	**D** about
6	**A** only	**B** merely	**C** purely	**D** simply
7	**A** While	**B** Besides	**C** However	**D** Unless
8	**A** further	**B** at least	**C** thus	**D** more and more
9	**A** that	**B** instead	**C** in spite	**D** still
10	**A** utterly	**B** all in all	**C** still	**D** moreover
11	**A** one	**B** example	**C** task	**D** advantage
12	**A** with	**B** as	**C** such as	**D** or
13	**A** More and more	**B** All	**C** Increasing	**D** The
14	**A** before	**B** despite	**C** instead of	**D** for
15	**A** it	**B** what	**C** this	**D** in any case

4 Complete the text, using one word in each gap.

Letter 1

Can I add some comments to your debate about the quality of television programmes? Your readers (1) ...may... find that some of my views reflect exactly their (2) ..... experience in this matter. First of all, I heartily agree with your reader Mrs Goldwood who wrote that she has become tired (3) ..... the same old diet of medical dramas, soaps and so-called 'reality' shows. Six months (4) ..... I concluded that enough was enough and decided, (5) ..... an experiment, to watch nothing at all (6) ..... the news, and that only for half an hour a day. I can assure Mrs Goldwood that she will not miss her regular evening of television. I have discovered that there are far (7) ..... interesting serials on the radio, and a wider choice of films available on the internet. I think that she will also find herself reading more, and at (8) ..... with books you can choose what kind of story you want to follow, (9) ..... of having to wait for something interesting to show up. I am sure that other readers can confirm that life (10) ..... The Box is richer and more rewarding.

Letter 2

Was I alone in detecting the note of superiority in the letter from Mr Hackett about (11) ..... up television? What a lot of fuss about nothing! Mr Hackett seems to think that if you have a television you have to look at it. Surely it is more a (12) ..... of choosing programmes carefully, and turning the TV off when there is nothing (13) ..... watching. Both he and Mrs Goldwood seem to think that once you turn the TV on, you just have to (14) ..... watching everything and anything. Let's hope that Mr Hackett doesn't (15) ..... up staring at his computer screen for hours every evening instead.

5 Complete the text by writing one word in each gap.

Recently there have been doubts about the proper functioning of the English legal system, after several well-publicized cases in (1) .....which..... police evidence was eventually shown to be suspect, but only after the wrongful conviction of the accused. In several of (2) ..... cases, the crimes involved acts of terrorism, and the police were (3) ..... considerable pressure to discover (4) ..... had been responsible. Although this in (5) ..... way excuses the actions of police officers (6) ..... may have falsified evidence, or suppressed evidence which worked against their case, (7) ..... underlines the ways (8) ..... which publicity in the press and on television exercises an enormous influence, (9) ..... the supposed guarantees under the law designed to prevent a jury (10) ..... becoming unduly influenced. The specific details of a criminal case are not discussed in the press before a case reaches the courts, and the names of those involved (11) ..... often withheld. (12) ..... , as many recent murder trials make clear, the press all too often reaches its (13) ..... verdict to suit its taste for sensationalism, and members of the police might be accused of enlisting the aid of the press by 'leaking' details of a prosecution. Unfortunately, far too few press reports of court cases examine the evidence (14) ..... the defence in the same spirit as (15) ..... for the prosecution.

6 Complete each sentence using the verb in brackets. Change the verb form and add any other words if necessary.

1 Don't be silly! It (can) .....can't have been..... Sally. She's in Scotland.
2 But for your help, I (win) ..... the prize.
3 By the end of this year, we (marry)..... for half a century!
4 Never before (see) ..... such heavy snow in April.
5 Be that (may) ....., your behaviour is unacceptable.
6 If you'd said you were ill, I (go) ..... the chemist's for you.
7 Try (might) ..... , I just couldn't get the car started.
8 How kind of you! But you really (should) ..... brought me a present.
9 Not until I looked at my watch (realize) ..... how much time had passed.
10 Philip agreed to rob the bank, but then found he couldn't (go) ..... it.

7 Complete the text by writing one word in each gap.

The relationship between the British royal family and the popular press is curious, to (1) .....say..... the least. In many respects the press has yet to realize that the royals are indeed the goose that lays the golden egg. Royal scandals and royal divorces, illustrated with tasteless photographs and supported by the worst kind of journalistic excess, have proved to be just the thing (2) ..... raising newspaper circulation. The same papers that oozed sentimentality over royal weddings (3) ..... drooled over idealized princesses later went out of their way to hound various royals into separation or divorce. Every photograph became a contribution to (4) ..... new rumour or other; even private telephone conversations were printed on the front page. (5) ..... the press has yet to realize is that (6) ..... intrusions into the privacy of members of the royal family have also helped to create an atmosphere in (7) ..... the very existence of the monarchy has been called into question. The prestige of the royal family has undoubtedly suffered. And how could this not (8) ..... so, when their lives have been turned (9) ..... some absurd soap opera? Just (10) ..... the press feeds the illusion that the characters on television, such as those in *Eastenders* and *Neighbours*, are somehow 'real people', so it has reduced the royal family to the status of (11) ..... series of cardboard characters. And if you are secretly thinking, 'Well, that's what they are, anyway,' perhaps you are yet (12) ..... victim of the illusion. There are real issues still (13) ..... be debated about the role, and indeed the survival, of the royal family, issues to which the popular press has hardly contributed. If the monarchy (14) ..... lose its constitutional role, the press will be largely to blame. And ironically it will then (15) ..... lost one of its main circulation boosters, and killed off its golden goose for good.

1

VOCABULARY

Leisure activities

1 Read the text and decide which option (A, B, C or D) best fits each gap.

It is now generally recognized that stress is a major (1) ....C.... of heart disease, and contributes to many other illnesses. Stress is increased by (2) ..... such as worry, overwork and lack of exercise or relaxation. For it is just as important from a psychological point of (3) ..... to relax as it is to (4) ..... physical exercise. Relaxing does not necessarily mean just lazing about and doing nothing. The benefits of a weekend away or the diversion of sporting activities are considerable. If you are suffering from high stress (5) ..... , or wish to (6) ..... after a trying day, it is generally advisable to have a change of (7) ..... . Although there are some individuals who (8) ..... on stress, for most of us it can lead to exhaustion, mood swings and even severe depression.

1	A reason	B motive	C cause	D purpose
2	A factors	B aspects	C elements	D items
3	A fact	B departure	C view	D return
4	A make	B have	C undergo	D take
5	A rates	B layers	C ratios	D levels
6	A hold up	B wind down	C draw back	D peter out
7	A scene	B location	C sight	D place
8	A bloom	B prosper	C thrive	D flourish

2 Choose two items from the box which are used in each activity.

armbands	~~bars~~	flippers	hammer	~~horse~~	mask	rod	spanner
bait	compass	goggles	helmet	lens	pump	rucksack	tripod

1	gymnastics	.....horse.....	.....bars.....
2	scuba diving	.....	.....
3	fishing	.....	.....
4	walking	.....	.....
5	photography	.....	.....
6	do-it-yourself	.....	.....
7	swimming	.....	.....
8	cycling	.....	.....

3 Both options make sense. Underline the one which forms a common collocation.

Last week well over a thousand people (1) *took place in / took part in* our local round-the-city 10-kilometre fun run. This kind of race doesn't normally (2) *appeal to me / amuse me* as, frankly, I'm not really (3) *cut out for / right for* long-distance running. But I've got two friends who are dead keen runners and who keep going on about the (4) *beneficial / positive* effects of running. So I decided to run, partly for that reason and partly to (5) *earn / raise* money for charity. Friends and colleagues agreed to (6) *sponsor / support me*, and pay for each kilometre I completed. Well, I hadn't done much training for the big event, and after two kilometres I was (7) *gasping / panting* for breath, so I settled down to a slow jog and resigned myself to plodding along with the (8) *strugglers / stragglers* at the back of the race. At least I finished, and was very pleased with myself, as I didn't need to stop. I timed myself with a stop-watch, and reckon I (9) *crossed / arrived at* the finishing line in 43 minutes – not bad for a novice. The heat proved too much for a few people who'd gone off too fast for their capabilities and ended up (10) *suffering from / showing* exhaustion. Apparently, the course was very fast, and both of my friends ran a (11) *personal best / personal record.* The winner (12) *surpassed / broke* the course record. I was actually very impressed with the whole event; the organization was first-class, with medical volunteers (13) *on duty / on standby* throughout, and drinks (14) *stops / stations* every few kilometres of the route. So now the charity of my choice is £150 the richer, and as for me, I'm well and truly bitten by the running bug. I go running with my friends regularly now, and I'm actually starting to (15) *catch up with / get near to* them!

4 Complete each sentence with a word formed from the word in CAPITALS.

1	The new leisure centre doesn't quite come up to my ..expectations.. .	EXPECT
2	There was a bare ..... of people at the youth club.	HAND
3	Helen's solo crossing of the Pacific was a ..... feat.	REMARK
4	We ..... go to the pub before lunch on Sunday.	VARY
5	All the runners, with the ..... of Mark, were exhausted.	EXCEPT
6	Our club has just purchased new sports	EQUIP
7	Our city has some open spaces but they are not very	ACCESS
8	Is it possible to ..... between a hobby and an interest?	DISTINCT
9	Nowadays ..... numbers of people are taking up jogging.	INCREASE
10	Leisure habits won't change much in the ..... future.	SEE

5 Read the text and decide which option (A, B, C or D) best completes each collocation or fixed phrase.

Very few popular (1) ....C.... sports today remain amateur in any sense of the word. In the past, even in cases where payment to players or athletes was forbidden, many (2) ..... tolerated what became known as 'shamateurism', and even the sports governing (3) ..... turned a blind eye to such (4) ..... as the paying of 'expenses'. More recently, sport has become, in effect, a (5) ..... of the entertainment industry, and the elite (6) ..... in sports such as swimming, tennis, football and track (7) ..... can expect to become very rich. This worries some people, who complain that the old Olympic ideal has been lost, but the fact is, sport has become more and more (8) ..... in the wider sense, not only requiring total dedication from (9) ..... champions, but also expensive facilities, training and nutritional advice. As it is simply no longer possible to combine a career in sport with one elsewhere, shouldn't (10) ..... sportsmen and women be able to earn as much as they can from sport?

1	A audience	B watching	C spectator	D viewing
2	A contests	B matches	C games	D sports
3	A associations	B confederations	C authorities	D bodies
4	A practices	B occurrences	C acts	D operations
5	A branch	B division	C wing	D limb
6	A doers	B players	C makers	D performers
7	A running	B athletics	C activities	D racing
8	A scientific	B part-time	C trained	D professional
9	A hopeful	B aspiring	C striving	D wishful
10	A faithful	B loyal	C dedicated	D whole hearted

6 Complete each sentence with a word from the box.

board	draw	lap	referee	runner-up
dive	fan	~~oar~~	round	whistle

1 While I was rowing across the lake I lost one .....oar..... .
2 Neither team deserved to lose and the match ended in a ..... .
3 Ruth was well out in front by the end of the fifth ..... .
4 After the rugby match David was attacked by an angry ..... .
5 Brian impressed everyone with his ..... into the pool.
6 Our gym teacher used to make us stop by blowing a ..... .
7 During the chess game Carol knocked all the pieces off the ..... .
8 Our team was knocked out of the competition in the second ..... .
9 During the match one of the spectators offered the ..... his glasses.
10 Denise won the race and her sister was ..... .

7 Complete each set of sentences with one word which fits in all three sentences.

1 Later in the programme we have highlights of two big matches played earlier today: Ajax met Juventus while Barcelona ..... took ..... on Porto.
The weightlifter who allegedly ..... took ..... performance-enhancing drugs has been named today.
On my doctor's advice, I ..... took ..... up yoga in order to relax.

2 The transfer of Mario Rossi has been approved by the club's ..... of directors.
The new pool has a slide, water chute and diving ..... .
In any game of chess, the queen is the most powerful piece on the whole ..... .

3 Right now Evans is very ..... in confidence; she needs to start winning a few races again.
There was a disappointingly ..... turnout for the youth club's open day.
When you're cycling up a steep hill you will need to be in a ..... gear.

4 ..... the earth down around the roots after you've planted the flower.
Jim's dad took him out into the middle of the pool and showed him how to ..... water.
I've got my photos drying out on the kitchen floor, so whatever you do, don't ..... on them!

5 Unbelievable – what an amazing ..... of events! Smith has come from behind to take the gold medal!
As I'd never played this card game before, the others let me have another ..... .
… and Walton showed a ..... of speed that left his opponents for dead.

2

VOCABULARY

Travel and movement

1 Read the text and decide which option (A, B, C or D) best completes each collocation or fixed phrase.

Most big cities were built long before the heyday of the private car. As a result they rarely have enough space for moving traffic or parked vehicles, and long queues of (1) ....C.... vehicles are a common sight. Indeed some cities end up being almost permanently (2) ..... during the day. Those that have a relatively free (3) ..... of traffic at non-peak periods of the day do not escape either. The (4) ..... hour of early morning or early evening can easily see traffic brought to a (5) ..... . The effects of exhaust (6) ..... on air pollution in cities has been well documented. Buses might be seen as the solution, but they move slowly because of the sheer (7) ..... of other traffic, thus encouraging more commuters to abandon (8) ..... transport.

1	A standing	B settled	C stationary	D static
2	A stuffed	B saturated	C crammed	D congested
3	A flow	B current	C tide	D flood
4	A push	B rush	C hasty	D hurry
5	A standstill	B hold-up	C jam	D freeze
6	A smells	B odours	C fumes	D stinks
7	A size	B volume	C breadth	D depth
8	A civic	B mass	C public	D popular

2 Match each person from the box with one of the sentences.

commuter	driver	passenger	pedestrian	steward
cyclist	hitchhiker	passer-by	~~rambler~~	traffic warden

1 I love wandering through the countryside along deserted footpaths. ...rambler.....
2 I'll bring you your drink in just a minute, madam. .....
3 I've been waiting all morning at this roundabout for someone to stop. .....
4 I was just walking down the street opposite the bank when I saw it happen. .....
5 I've spent the last half an hour looking for a spot. It's hopeless. .....
6 I rang my bell and braked, but one of the pedals hit a post and I fell off. .....
7 The sign clearly says two hours only and you've been here all day. .....
8 It's impossible getting across the road here. We need an underpass. .....
9 Do you think you could go a little more slowly? I'm a bit nervous. .....
10 This train is late every morning. It has been for years. .....

3 Complete the text with a word formed from the word in CAPITALS in each gap.

The Manager
Transworld Air
Portugal Street
London

Dear Sir or Madam,

I travelled last week on a Transworld Airbus from London Gatwick to Copenhagen. This was the (1) ...outward..... OUT
journey of a holiday in Denmark, a (2) ..... PACK
tour arranged through a company called 'Sunset'. My
(3) ..... was due to leave at 8.20 on Tuesday FLY
25th November, but did not in fact leave until 20.30, a delay of more than twelve hours. The reason given was that vital
(4) ..... work had to be carried out. Although all MAINTAIN
passengers were given a free meal, no other offer of
(5) ..... was given. Such a long delay is totally ASSIST
(6) ..... , and I feel justified in the circumstances ACCEPT
in requesting some form of financial (7) ..... . COMPENSATE
I have written to the tour (8) ..... , who denied OPERATE
responsibility and advised me to write to you.

I look forward to hearing from you.

Yours faithfully,

Charles Rogers

4 Both options make sense. <u>Underline</u> the one which forms a common collocation.

1 We managed to complete our journey *<u>ahead of</u>* / *in front of* schedule.
2 On our way to York, we *divided* / *broke* our journey in Peterborough.
3 As I wasn't coming back by train, I asked for a *single* / *simple* ticket.
4 The two coaches *collided* / *bumped*, but luckily no one was *injured* / *wounded*.
5 There has been widespread public *enmity* / *opposition* to the plan for a new road.
6 My car *skidded* / *slipped* off the road and hit a tree.
7 The train was packed, and there was standing *place* / *room* only.
8 Look at that enormous *goods* / *industrial* train – it must have 20 or 30 wagons!
9 The police accused Donald of breaking the speed *limit* / *restriction*.
10 The chairman made a *brisk* / *flying* visit to the company's new office in Brussels.

5 Read the text and decide which option (A, B, C or D) best fits each gap.

Anyone who has gone on a skiing holiday at a ski (1) ....D.... of any size will be familiar with the age-old problem – the eternal wait for ski lifts and cable cars. Well, there is an alternative. If you feel like something just a little different why not try heli-skiing in Canada? Somewhere in the snowy wastes of the Rocky Mountains the helicopter will deposit you and your group onto a slope of virgin snow that you have all to yourselves. It is all a (2) ..... cry from the busiest slopes of, say, Switzerland, France and Italy. You are fifty miles from the nearest town and there is nothing remotely (3) ..... a ski lift, so you have to (4) ..... on legs, skis and the chopper. You might see the (5) ..... mountain goat or grizzly bear, but there won't be (6) ..... of other skiers. There are one or two disadvantages. Your friendly helicopter pilot might just put you down in a five-metre snow (7) ..... . And freezing weather might ground your helicopter and leave you (8) ..... in the wilderness.

1	A spot	B haunt	C refuge	D resort
2	A different	B strange	C far	D long
3	A resembling	B appearing	C seeming	D looking
4	A count	B trust	C rely	D reckon
5	A occasional	B sometime	C incidental	D irregular
6	A bunches	B hordes	C throngs	D swarms
7	A dune	B pile	C mound	D drift
8	A deserted	B stranded	C wrecked	D aground

6 Replace the words underlined in each sentence with a form of one of the verbs from the box.

accelerate	ascend	collide	~~dismount~~	fasten
alight	board	disembark	endanger	reverse

1 Ann got off her horse and picked up her riding hat. dismounted
2 As the plane went faster down the runway, David began to sweat nervously. .....
3 Without realizing it, Jim drove backwards into a lamp post. .....
4 All the visitors to the ship must get off immediately as we are about to sail. .....
5 Passengers who wish to get off at Hove should travel in the front coach .....
6 Please do up your safety belt before we begin the journey. .....
7 The captain refused to put at risk the safety of the crew. .....
8 The balloon rose up gracefully into the summer sky. .....
9 In thick fog, the two ships ran into each other outside the harbour. .....
10 The sooner the passengers get on the aircraft, the sooner it can take off. .....

7 Complete each set of sentences with one word which fits in all three sentences.

1 It only takes one small accident to ..... up the traffic for several hours.
The new Atlantic airbus will ..... about 700 passengers.
Like it or not, it is the train and not the car which will ..... the key to the future of domestic travel.

2 Why don't you just get the goods delivered to your house, and ..... yourself a two-hour car journey into the city centre?
By driving at 70 km / h instead of 100, you can ..... a lot of petrol.
I'm trying to ..... up for a trip to Canada, so I can't afford to buy much at the moment.

3 The Department of Transport have ..... a deadline of 1 June for completion of the new motorway.
Because of the strike by air traffic controllers, delays are ..... to continue well into next week.
The trains in Switzerland are so punctual you can ..... your watch by them.

4 The train was delayed because of ice on the ..... .
After the accident there was a solid ..... of cars stretching back for several miles.
In a new initiative announced today, police are to take a harder ..... on speeding motorists.

5 Sorry, I've rather lost ..... of my argument.
Right, now, I want you to run twice around the ..... for a warm-up.
After a while the ..... we had been following was lost in thick undergrowth.

3

VOCABULARY

News events

1 Read the text and decide which option (A, B, C or D) best fits each gap.

The government has announced that it will definitely not (1) ...C..... the go-ahead to plans for further expansion at London's Heathrow airport. This has pleased local (2) ..... who had raised fears of increased noise and exhaust pollution. The (3) ..... plans had also included a new sixth terminal building, and (4) ..... the disappearance of a whole village, (5) ..... the demolition up to 700 other homes. There is now agreement that although the increasing (6) ..... of traffic at London's three major airports is a concern, there should be no expansion in the foreseeable (7) ..... . Improved rail links between London's airports and the city centre are now (8) ..... as a more feasible (9) ..... . As for the Mayor of London's proposal for a fourth airport in the Thames estuary, local people have already raised strong (10) ..... . A Stop the Airport group in Kent, (11) ..... up of environmentalists and local residents, accused the government of (12) ..... back on promises made before the election. 'We were told then that the government had no (13) ..... of building an airport in the estuary, and we believe that the government has a duty to (14) ..... such pledges.' Prominent figures in the government are also believed to be against the idea, with one minister (15) ..... as saying the idea was 'completely daft'.

1	**A** show	**B** make	**C** give	**D** approve
2	**A** inhabitants	**B** dwellers	**C** occupants	**D** residents
3	**A** controversial	**B** debatable	**C** notorious	**D** doubtful
4	**A** involved	**B** concerned	**C** contained	**D** needed
5	**A** further to	**B** as well as	**C** moreover	**D** what's more
6	**A** sum	**B** size	**C** volume	**D** length
7	**A** years	**B** period	**C** time	**D** future
8	**A** regarded	**B** believed	**C** felt	**D** held
9	**A** potential	**B** outlook	**C** option	**D** likelihood
10	**A** oppositions	**B** protests	**C** demonstrations	**D** objections
11	**A** made	**B** set	**C** brought	**D** taken
12	**A** getting	**B** falling	**C** going	**D** turning
13	**A** desire	**B** intention	**C** wish	**D** objective
14	**A** bear out	**B** count on	**C** pull off	**D** stand by
15	**A** quoted	**B** known	**C** thought	**D** written

2 Both options make sense. Underline the one which forms a common collocation.

1 The two men, *disguised / transformed* as security guards, overpowered staff at the bank and escaped with £150000.
2 The pilot was the *one / sole* survivor of the crash.
3 The fire *extensively / widely* damaged the 500-year-old building.
4 Mr Johnson was taken to Maidstone General Hospital where his condition was described as '*critical / perilous*'.
5 The government spokesperson declined to *speak about / comment on* the matter.
6 A woman and a man were later *detained / arrested* for questioning.
7 The *findings / results* of the committee are due for publication this week.
8 The government agreed that the problem must be *removed / tackled* at once.
9 We must be very careful with *sensitive / difficult* issues such as this, to avoid giving offence.
10 A police spokesperson admitted that detectives were *baffled / upset* by Mr Day's disappearance, but were hoping to come up with an explanation.

3 Complete each sentence with a word from the box.

conditions	evidence	knowledge	place	responsibility
confidence	incident	opinion	~~prospect~~	verge

1 With Smith out injured, there is little ..... prospect ..... of City reaching the next round.
2 After heavy rain, ... during the race were hazardous.
3 It is common ..... that Douglas intends to retire at the end of the season.
4 Two French and two English forwards were involved in an ugly ..... just before half-time.
5 Miss Schmidt easily secured her ..... in the next round with a confident display of power tennis.
6 The final day begins with the Australian team on the ..... of victory.
7 Whether Rooney was offside is a matter of ..... , in my view.
8 I have every ..... that Jack Wood is the man to lead our team to victory.
9 There is no concrete ..... that anyone in the team has taken drugs.
10 The club has disclaimed ..... for the damage, blaming it on supporters from London.

4 Choose the best ending (a–h) for each sentence (1–10).

1 The union is drawing up … .....f....
2 The managing director said that recent events had put … .....
3 No one holds out … .....
4 He went on to say that the company prided … .....
5 'Both sides have agreed to meet on a regular … .....
6 The union has since challenged … .....
7 Others believe that both sides would jump at the … .....
8 It is unlikely that the union will moderate … .....
9 The management stated that the problem had been exaggerated out of … .....
10 The minister said that he put himself at the … .....

a … basis from now on,' he added.
b … all proportion, and that an agreement was close.
c … a strain upon everyone employed by the company.
d … its demand for a shorter working week.
e … the figures given to the press by the financial director.
f … new proposals to put to the employers.
g … disposal of both sides in the dispute.
h … itself on its good relations with all its employees.
i … chance to resume negotiations without delay.
j … much hope for the success of the discussions.

5 Replace the words underlined in each sentence with one of the phrases from the box.

argue that there should be	~~have no intention~~	raised fears
brought about	it is common knowledge	say for certain
explained the cause as	little prospect of success	

1 I am not thinking of resigning at the moment. .have no intention..
2 Everybody is aware that Smith has a criminal record. .....
3 We all know what caused the closure of the factory. .....
4 The report has made people afraid that others may be at risk from the disease. .....
5 We shall try hard, although there is not much chance of winning. .....
6 A hospital spokesperson refused to confirm that the injured man had been shot. .....
7 Some conservationists advocate an immediate ban on hunting. .....
8 Commenting on the weekend travel chaos, the rail company attributed this to a combination of snow and high winds. .....

6 Replace the word or words underlined in each headline with one of the 'headline' words from the box.

bid	boost	clash	cleared	held	looms	set	toll	~~vows~~

1 Miners' union promises to fight over local pay deals. .....vows.....
2 Change to school funding aims to increase teacher numbers. .....
3 Newspapers and union going to clash over pay claim. .....
4 Man found innocent in bank robbery case. .....
5 British attempt to aid refugees turned down. .....
6 Woman arrested by police after pub shooting. .....
7 Hotel fire number of victims rises to six. .....
8 Rail strike approaches. .....
9 Ministers in disagreement over pay rises. .....

7 Complete the text with a word formed from the word in CAPITALS in each gap.

Press (1) .....speculation..... continues over whether the prime minister is on the point of calling a general election. An	SPECULATE
(2) ..... is expected shortly from government headquarters. Political (3) ..... believe that the timing of an election is crucial to the (4) ..... of the government. Michael Lee of the *Independent* commented:	ANNOUNCE ANALYSE SURVIVE
'We've had repeated (5) ..... from the prime minister that no election would be called this year, but present circumstances may just cause him to change his mind.' Six months ago this would have been (6)	ASSURE THINK
An election would have been (7) ..... suicide, and would certainly have led to the (8) ..... of the government. The government was coming in for severe	POLITICS DOWN
(9) ..... for its foreign policy. It was also widely attacked for its (10) ..... involvement in the arms export scandal, and for its (11) ..... to address the problem of (12) ..... . But according to recent opinion polls, the electorate is impressed at the way the PM has restored party (13) ..... and overcome the internal (14) ..... which were threatening to rip the party apart. Michael Lee commented:	CRITICIZE DISASTER FAIL EMPLOY UNITE DIVIDE
'There would be some (15) ..... in calling an election pretty soon. In fact, I wouldn't be at all surprised if it happened within the next day or two.'	JUSTIFY

4

VOCABULARY

Places

1 Read the text and decide which option (A, B, C or D) best fits each gap.

When I first arrived here to take up my new job, I stayed in a hotel, but I soon started looking for a permanent (1) ....C.... , a place to (2) ..... my own. The first flat I came (3) ..... was cold and uninviting, and had large (4) ..... of damp on the walls. The flat (5) ..... onto a factory, so the view was not exactly inspiring. Then I had a look at a small flat in a modern apartment (6) ..... . It had a parking (7) ..... and was fully (8) ..... , but the rent was far too high for me. I didn't want to end up in a tiny place, so I answered an ad for house-sharing. The house was in a quiet (9) ..... , and as soon as I saw it I fell in love with it. There was a high overgrown (10) ..... around the front garden, and (11) ..... to park cars in the drive. The room to (12) ..... looked out over the back garden, and had a big bay window. (13) ..... it meant sharing the kitchen and living room, I did have my own bathroom, really just a shower and washbasin (14) ..... into what must have once been a cupboard. There was, however, quite a lot of (15) ..... space.

1	A household	B accommodation	C residence	D habitation
2	A refer	B be	C call	D say
3	A over	B across	C up	D by
4	A patches	B pieces	C stretches	D stains
5	A showed up	B saw through	C gave over	D looked out
6	A tower	B skyscraper	C block	D column
7	A bit	B spot	C location	D space
8	A furnished	B provided	C supplied	D prevented
9	A surroundings	B neighbourhood	C vicinity	D premises
10	A fence	B bush	C hedge	D lawn
11	A space	B capacity	C area	D place
12	A let	B rent	C hire	D lease
13	A But for	B Despite	C Nevertheless	D Although
14	A cramped	B crowded	C cluttered	D crammed
15	A storage	B stocking	C saving	D accumulation

2 Complete each set of sentences with one word which fits in all three sentences.

1 It took us three hours of hard climbing to reach the ...summit.... .
Being promoted to manager is undoubtedly the ...summit.... of my career to date.
A special ...summit.... of the leading economic countries has been called.

2 When the agreement is finally signed by all parties, you will receive the ..... to the house.
The self-study edition of the book comes with a ..... so you can check all your answers.
His ability to persuade people is the ..... to his success.

3 The second flat I saw was in a terrible ..... .
His physical condition is improving, but I'm not sure about his ..... of mind.
The funeral of former president Jones was attended by heads of ..... from all over the world.

4 The road out of the city affords a spectacular ..... of the lake.
I would like to look at the house again, with a ..... to moving in shortly.
You won't find a better house than that one; that's my ..... anyway.

5 OK, let's ..... on and try to reach the top by lunchtime.
These trousers are specially designed so that you don't need to iron and ..... them.
If you ..... this button here, you'll activate the alarm system.

6 From here you can see the river as it begins to ..... its way towards Woodchester.
Once a month, someone has to climb the tower and ..... the clock.
The car plant has decided to ..... down production of 4 x 4 vehicles.

3 Both options make sense. <u>Underline</u> the one which forms a common collocation.

1 The room was *lightly / <u>sparsely</u>* furnished, with just a table and a chair.
2 I sat down with the landlady and signed the *tenancy / lodging* agreement.
3 At the dump, huge metal skips were crammed full with people's *household / domestic* rubbish.
4 A group of homeless people entered the unoccupied house and claimed squatters' *possession / rights.*
5 You can't come in here, as it's private *land / property.*
6 They are going to put up a ten-*floor / storey* building opposite my house.
7 Groups with guides should go to the side *access / entrance.*
8 There's been a *sharp / heavy* rise in the price of property in the south-east.
9 The rooms are dark and smelly, and the heating is *barely / hardly* adequate.
10 From the cliff top, it was a *vertical / sheer* drop to the rocks below.

4 Complete each sentence with a word from the box.

bay	horizon	pass	slope	strait
cliff	landscape	plain	~~spring~~	tide

1 This water comes from a .....spring..... near the bottom of the mountain.
2 The hills could be seen faintly outlined against the ..... .
3 The ship won't be able to sail until the ..... comes in.
4 There was a rocky ..... rising 30 metres above the beach.
5 The two islands are divided by a narrow ..... .
6 There is only one ..... through the mountains.
7 Many small boats could be seen moored in the wide curving ..... .
8 The children amused themselves by rolling down the grassy ..... .
9 The whole ..... had turned white after the overnight fall of snow.
10 At the foot of the mountains was a wide, well-cultivated ..... .

5 Choose the best ending (a–j) for each sentence (1–10).

1 I paused at the top of the stairs on the … .....e.....
2 The walls of the bathroom were covered in … .....
3 I chained my bike to the … .....
4 There was a clock on the … .....
5 I left my umbrella in the … .....
6 After the storm we had to replace several … .....
7 I decided to oil the front door … .....
8 There was no heat coming from the … .....
9 You should try to remember to wipe your feet on the … .....
10 We stored our old books upstairs in the … .....

a … railings at the front of the house.
b … hinges, which were rather rusty.
c … loft, in case we needed them again.
d … mantelpiece over the fireplace.
e … landing and wondered which was my room.
f … doormat outside the back door.
g … slates which had fallen off the roof.
h … radiator under the window.
i … tiles with a pattern of fruit and flowers.
j … porch and opened the front door.

6 Complete each sentence with a word from the box.

architecture	estuary	~~scenery~~	site	summit
desert	range	shore	square	valley

1 One advantage of travelling by train is that you can forget about traffic jams and crowded roads, and sit back and admire the ...scenery...
2 The area around George Square was first developed in the eighteenth century, and includes fine examples of the ..... of that period.
3 We began climbing the narrow mountain path just before dawn, and by the time we reached the ....., the whole of the plain below lay revealed in the sunshine.
4 Away from the sea, the landscape becomes increasingly bare until the rocky slopes give way to the rolling dunes of the ..... .
5 My eye followed the course of the river, winding down through its green ..... towards the distant town of Woodchester.
6 The towering waves rolled in towards the ....., finally crashing upon the rocks in clouds of spray.
7 At the end of the village, take the track on the right just past the petrol station (impassable for cars). The ..... of the temple lies 3km to the east of the village.
8 The island is divided by a ..... of mountains running approximately north to south, the highest of which is Mount Ash, at 3230 metres.
9 Further along the coast, many diving and wading birds nest in the ..... of the River Bourne, mainly in the marshes to the west of the railway bridge.
10 The narrow medieval street, now a pedestrian zone, leads away from the cathedral and brings you eventually to a ..... in front of the Town Hall.

7 Replace the words <u>underlined</u> in each sentence with an expression from the box.

focus exclusively on	undecided	reach the highest point	
~~large number~~	situation has changed	a long way	was much taller than
managed to get	shocked	gathering of national leaders	

1 We have had a <u>flood</u> of applications. ...large number...
2 John <u>towered above</u> his opponent. .....
3 Mary is still <u>sitting on the fence</u>. .....
4 Both presidents are due to attend a <u>summit meeting</u>. .....
5 Jones is <u>streets</u> ahead of all his rivals in this respect. .....
6 I was completely <u>floored</u> by the question. .....
7 We expect output to <u>peak</u> at around 150000 cars a year. .....
8 Jack has decided to <u>channel all his energy into</u> politics. .....
9 Harry has <u>landed</u> a new job in sales and marketing. .....
10 Some experts believe that the economic <u>tide has now turned</u>. .....

5

VOCABULARY

Media and advertising

1 Complete the collocations in each sentence with a word from the box.

~~booklet~~	brochure	campaign	edition	media
broadcast	bulletin	coverage	forecast	novel

1 Read the instruction ..booklet.. before using your new digital camera.
2 'David Copperfield' is an autobiographical ..... .
3 What did it say on the weather ..... ?
4 This is a party political ..... on behalf of the Democratic Party.
5 What time is the next news ..... ?
6 This channel doesn't have very good sports ..... .
7 A first ..... of this book is worth a fortune.
8 The mass ..... in most countries is dominated by advertising.
9 When does our new advertising ..... begin?
10 I spent all of yesterday evening looking at this holiday ..... .

2 Read the text and decide which option (A, B, C or D) best completes each collocation or fixed phrase.

The history of media such as radio, television and now the internet shows an obvious pattern. Anything new that comes along always provokes a (1) ..D..... of disapproval before it gradually becomes a part of social life for everyone. Computers, for example, used to be very large machines running out of (2) ..... in science-fiction stories, until they became small enough and cheap enough to become common, first at work and then at home. Later, with the development of the internet, people became (3) ..... involved in the online world until we reached the point we are at today, when shopping, banking and paying bills, entertainment of many kinds, and (4) ..... interaction are all just as likely to take (5) ..... online. However, the more dependent we become on the internet, the more we need to understand how exactly people are using it, and whether there is anything which should genuinely (6) ..... us concern.

1	**A** choir	**B** orchestra	**C** group	**D** chorus
2	**A** order	**B** control	**C** fuel	**D** time
3	**A** increasingly	**B** over	**C** further	**D** largely
4	**A** friendly	**B** electronic	**C** social	**D** technical
5	**A** part	**B** steps	**C** power	**D** place
6	**A** cause	**B** make	**C** raise	**D** voice

3 Read the text and decide which option (A, B, C or D) best completes each collocation or fixed phrase.

So what exactly are people worried about when they raise (1) ..C... to the digital age? Some critics believe that computers isolate people by encouraging them to spend hours (2) ..... to the screen, chatting to strangers or playing online games. Is it too easy to get (3) ..... away shopping for things we don't really need? Or do computers (4) ..... people together, making it easier for people to talk to one another and keep in (5) ....., whether they are lonely older people, or teenagers anxious to make friends? Some critics worry that computers can become addictive, and that we have all got into the (6) ..... of just looking online for no reason. One thing, though, is certain. The digital revolution has permanently changed the way we do business, the way we learn, and the way we entertain ourselves.

1	**A** questions	**B** doubts	**C** objections	**D** criticism
2	**A** fixed	**B** concentrated	**C** glued	**D** attached
3	**A** far	**B** taken	**C** put	**D** carried
4	**A** bring	**B** encourage	**C** mix	**D** set
5	**A** mind	**B** touch	**C** friendship	**D** connection
6	**A** way	**B** rule	**C** habit	**D** manner

4 Complete each sentence with a word from the box.

~~fiction~~	illegible	literature	outline	shorthand
gist	illiterate	manuscript	prose	unprintable

1 The first chapter is based on fact, but the rest of the book is complete .....fiction..... .
2 David was unable to read the postcard because the writing was ..... .
3 I understood the ..... of the article, but I didn't read it in detail.
4 Polly's comments were so insulting they were ..... .
5 Bill decided to study French ..... at university.
6 I managed to make notes of the speech in ..... .
7 Old Mrs Brown never went to school and is ..... .
8 Some people feel that Davis's ..... is better than his poetry.
9 Liz left the ..... of her novel on a train by mistake.
10 Just tell me the ..... of the story, don't go into too much detail.

5 Read the text and decide which option (A, B, C or D) best completes each collocation or fixed phrase.

One of the groups of consumers targeted by advertisers is, oddly enough, a group with very little money of its own, but which has a huge (1) ....C.... the way others spend their money. And in some ways, children and advertisers could have been made for (2) ..... . After all, it is easy to fool younger children into believing (3) ..... anything and if an advertisement shows them how Biffo Breakfast Cereal will help them run faster than their friends, then (4) ..... they are concerned, that is the truth. They also have strong feelings of admiration for action heroes or cartoon characters or sports stars, and will want to be (5) ..... their favourite star, and drink the same cola or eat the same sweets. And when children want something badly enough, they won't stop nagging their parents until they (6) ..... it. Advertisements will even (7) ..... them with the arguments they can use when they are told that a water-firing robot or a giant chocolate bar is not good (8) ....., or too expensive, or not available in the supermarket. This is why most EU countries place (9) ..... upon television advertising aimed at children. Some countries have (10) ..... ban on ads promoting toys during children's programmes. Others restrict the advertising of unhealthy food, or ads involving anything dangerous. This seems to be a sensible way of preventing advertisers from taking (11) .....of children, but in some ways it also helps to make a more damning (12) ..... . If it is generally agreed that children need (13) ..... from some kinds of advertising, then this (14) ..... to definite proof that advertising strongly influences children's behaviour. In that case, why should any advertising aimed at children be allowed? After all, isn't it just another form of brain-washing? Adults may (or may not) resist the (15) ..... claims of advertisers, but children clearly have not yet learnt to do this. This is why an EU-wide ban on advertising targeting children, or depicting children, is being called for in some quarters.

1	A cause of	B reason why	C influence upon	D outcome which
2	A each other	B the worst	C ever	D the time being
3	A more and more	B all in all	C as good as	D just about
4	A unless	B whatsoever	C as far as	D supposing
5	A just like	B exactly the same	C as is	D in imitation
6	A stop	B achieve	C gain	D get
7	A offer	B explain	C fill	D supply
8	A at it	B for them	C with them	D to it
9	A handicaps	B rules	C restrictions	D conditions
10	A a total	B an utter	C a sheer	D a thorough
11	A advantage	B pity	C an interest	D responsibility
12	A change	B profit	C point	D contribution
13	A care	B preservation	C safeguards	D protection
14	A comes	B amounts	C indicates	D refers
15	A sceptical	B suspicious	C doubtful	D questioning

6 Both options make sense. Underline the one which forms a common collocation.

1 I do like Channel 4's *reporting / coverage* of the big sporting events.
2 We do not have the book in stock. It is *out of circulation / out of print*.
3 This report comes from our political *correspondent / journalist*, Edward Ross.
4 The *Sunday News* has the highest *circulation / output* of any newspaper in Britain.
5 They are bringing out Sue's book in a new *edition / publication* soon.
6 Are books subject to *banning / censorship* in your country?
7 Through market research, the advertising company identified their *intended / target* customer.
8 They are very concerned with the image that the advert *projects / gives*.
9 At least 50 members of the *population / public* wrote in to complain about the ad.
10 He sits there for hour after hour, staring *calmly / blankly* at the screen.

7 Complete the text with a word formed from the word in CAPITALS in each gap.

A man takes a single (1) ....spoonful..... of a substance and puts it in his mouth. Instantly he is transported to another world, a place of surreal visions and swirling colours. He	SPOON
rushes (2) ..... into this parallel universe.	HEAD
What is this (3) ..... compound with the power to induce such a mind-blowing trip? Is it some kind of drug that makes the user hallucinate? No, it's just a humble cereal ad on TV. The Fruity Wheat ad is the latest in a long	TERRIFY
line of (4) ..... ads whose imagery appears to draw on the effects of mind-altering substances. Colin Rees of the Stop TV Advertising group, said: 'I find this and other	CONTROVERSY
such ads totally (5) ..... . Take this stuff and you will experience something out of this world – the	ACCEPT
(6) ..... of the ad seems clear to me. The companies who make them will say that any relation to	IMPLY
drugs is just one (7) ..... of the advert, and not one that they (8) ..... . When I complained about this ad, I was told that it didn't contain any	INTERPRET INTENTION
(9) ..... messages. I thought that was a bit rich – I think the message in it is blatantly obvious! And I don't think we should be giving TV viewers any	CONSCIOUS
(10) ..... in that respect.'	ENCOURAGE

6

VOCABULARY

The natural world

1 Read the text and decide which option (A, B, C or D) best completes each collocation or fixed phrase.

Whenever we read about the natural world nowadays, it is generally to be given dire predictions about its (1) ...C..... destruction. Some scientists go so (2) ..... as to assert that from now on, the world can no longer be called 'natural', insofar as future processes of weather, climate and all the interactions of plant and animal life will no longer carry on in their time-honoured way, unaffected by humans. There will never be such a thing as 'natural weather' again, say such writers, only weather affected by global warming. It is hard to know whether to believe such (3) ..... of doom, possibly because what they are saying seems too terrible to be true. There are other scientists who argue that climate, for example, has changed many times over the (4) ..... , and that what we are experiencing now may simply be part of an endless (5) ..... of change, rather than a disaster on a global (6) ..... , but this seems like an attempt to wish the problem away.

1	A coming	B close	C imminent	D nigh
2	A much	B deep	C long	D far
3	A prophets	B champions	C warriors	D giants
4	A generations	B millennia	C centuries	D eras
5	A revolution	B circle	C round	D cycle
6	A measure	B scale	C proportion	D extent

2 Both options make sense. <u>Underline</u> the one which forms a common collocation.

1 Could you close the window? There's a bit of a *current* / *<u>draught</u>*.
2 I'm soaked, I got caught in a *downpour* / *torrent*.
3 Through my binoculars I watched a tiger stalking its *food* / *prey*.
4 Many species of wildlife could become *extinct* / *defunct* if left unprotected.
5 I feel hungry. Could you *peel* / *skin* an apple for me?
6 Don't be afraid of the monkey, it's quite *tame* / *trained*.
7 Our country has many natural *resources* / *sources*.
8 Marcia is very much into environmental *facts* / *issues* at the moment.
9 Local people are concerned about pollution from *sea-located* / *off-shore* oil wells.
10 That's an unusual dog. What *breed* / *race* is it?

3 Choose three words from the box which are associated with each creature.

bark	flock	ivory	lead	roar	squeak	trap	wool
blind	hive	kennel	net	~~saddle~~	~~stable~~	trunk	vampire
buzz	hole	kitten	nocturnal	scratch	sting	tusks	
cub	~~hoof~~	lamb	purr	spray	stripe	whine	

1	horse	hoof	stable	saddle
2	bee	.....	.....	.....
3	tiger	.....	.....	.....
4	mosquito	.....	.....	.....
5	dog	.....	.....	.....
6	sheep	.....	.....	.....
7	elephant	.....	.....	.....
8	mouse	.....	.....	.....
9	bat	.....	.....	.....
10	cat	.....	.....	.....

4 Complete each sentence with a word formed from the word in CAPITALS.

1	Kapo the gorilla was born and bred in ....captivity.... .	CAPTIVE
2	In the wild Kapo's chances of ..... would be slim.	SURVIVE
3	The river cleaning project is run by conservation	VOLUNTARY
4	The white rhino is now an ..... species.	DANGER
5	..... claim that the virus among seals was caused by pollution.	ENVIRONMENT
6	She may look fierce but the lioness has ..... instincts like any other female animal.	MOTHER
7	The fish in the river provide an ..... supply of fish for the young bears.	ABOUND
8	The whale shark reaches ..... at the age of 30.	MATURE
9	Nowadays only a ..... of wild crocodiles remain there.	HAND
10	Nowhere epitomizes the wonderful ..... of nature better than the jungle.	DIVERSE

5 Complete each sentence with one word which fits in all three sentences.

1 Glaciers provide vital evidence of climate .....change..... .
What you need is not pills but a simple .....change..... of scene.
If you need money, there's some spare .....change..... in my coat pocket.

2 Grassland and savannah ..... a substantial part of Southern Africa.
It's a long journey – let's take some books to ..... the children.
The protesting students intend to ..... the Holman Building.

3 The vet said the ..... on the dog's face was not cancerous.
She had a ..... in her throat and a tear in her eye when she said goodbye.
Get up and do some work, you lazy ..... !

4 Many of the wildebeest didn't make it and ..... half-way across the river.
My voice was ..... out by the sound of builders drilling.
I ..... my meal in sauce to hide the bitter taste.

5 The falconer trained the hawk to fly in a perfectly ..... line.
So let's get this ..... ; you say you saw the man break in through the window.
Why can't you just give me a ..... answer for once in your life?

6 Underline the best option in each sentence.

1 Last year this tree was struck by *lightning / thunder / a storm.*
2 I like spring best, when the apple trees are in *blooming / blossom / flowers.*
3 Something must be done to protect *wild / wilderness / wildlife.*
4 When I want to relax, I go for a walk in *the countryside / the nature / the outside.*
5 In this part of the country, *earth / land / soil* is quite expensive.
6 Suddenly we saw a ship appear on the *atmosphere / horizon / sky.* We were saved!
7 Most animals will attack you to protect their *babies / litters / young.*
8 Julia recently discovered a new *category / make / species* of fruit-fly.
9 We got soaked to the skin in the torrential *drizzle / downpour / snow.*
10 While I was eating cherries I accidentally swallowed a *nut / pip / stone.*

7

VOCABULARY

Work

1 Complete the text by writing one word from each column to form a collocation in each gap.

Column A	**Column B**
working, sick, promotion,	description, letter, conditions,
pension, covering, trial,	scheme, path, pay, prospects,
career, job, claims, travel	expenses, form, period

Dear David,

You'll never guess what's happened – I've only got a job! I saw an advert in the press for an administrative assistant at London Insurance, and sent in my CV and a (1) ..covering letter.. , more out of curiosity than anything else. Well, to my surprise, I got an interview, and I managed to convince them that insurance is the (2) ..... I intend to pursue. Apparently, they were impressed with my ambition, especially when I said I was looking for a job with good (3) ..... , and a week later I was offered the job.

They seem to look after you well – for example, I was told to send in a (4) ..... so that they could reimburse my (5) ..... to the interview. It's little things like that which make all the difference. I was also impressed by the (6) ..... at the office when I went for the interview. So I'm actually starting work on Monday! I've received my (7) ..... now, and it all seems very favourable. After a (8) ..... of one month, I'll be on a permanent contract with (9) ..... and paid holiday. There's even a company (10) ..... which I can join.

David, why don't you apply? They take on 20 new graduates each year. It would be right up your street.

Best wishes,

Fiona

2 Read the text and decide which option (A, B, C or D) best completes each collocation or fixed phrase.

1 We're very busy this week. Can you work .....C.....?
A extra time B supplementary time C overtime D double time

2 Jane succeeded in her job through sheer hard ..... .
A work B labour C industry D effort

3 Catherine works for a ..... advertising agency.
A main B forefront C principal D leading

4 Tom's employment ..... would be better if he had a clean driving licence.
A prospects B opportunities C odds D likelihood

5 Bill has a real ..... for caring for the elderly.
A career B post C inspiration D vocation

6 Ruth is looking for a new ..... at the moment.
A vacancy B position C work D employment

7 I have a / an ..... in computer-aided design and three years' experience.
A lesson B course C qualification D examination

8 In some companies there is little ..... to work hard.
A inspiration B advantage C gain D motivation

9 It's not very interesting work, but at least it's a ..... job.
A constant B continuous C nonstop D steady

10 After the takeover, the managing director was forced to hand in his ..... .
A resignation B notification C retirement D dismissal

3 Complete the text with a word formed from the word in CAPITALS in each gap.

This year, (1) .....productivity..... in the factory has suffered because of a lack of expert technical knowledge. As a result	PRODUCT
we have made very substantial (2) ..... in sending employees on training courses. The fact remains that it is becoming increasingly difficult to get skilled labourers with	INVEST
the right (3) ..... , experience, and above all,	QUALIFY
(4) ..... . The company has also suffered this year	EXPERT
from the industrial (5) ..... in November, which saw 340 union members walk out in a pay dispute. Union	ACT
(6) ..... eventually sat down with management and negotiated a four per cent pay rise, but five working days were lost.	REPRESENT
We also now recognize the need to (7)	ECONOMY
in some areas, and our management (8) ..... , Prior and Young, have identified the need for at least three departments	CONSULT
to be (9) ..... . It is thought that this will mean the loss of between six and ten jobs, though the exact figures will	STREAM
be (10) ..... in the next report.	CLEAR

4 Complete each sentence with a word from the box.

agent	competitor	~~executive~~	industrialist	manufacturer
client	dealer	foreman	labourer	trainee

1 Nowadays you often find that the top ...executive... in a company is a woman.
2 If you have any problems with your work, talk to the ..... .
3 Happy Chips is the number one ..... of potato crisps in the country.
4 I'm starting next week as a ..... chef in a large hotel.
5 Our company is the ..... for several large insurance companies.
6 David was not content until he had become a rich ..... .
7 Our firm is quite a long way ahead of our nearest ..... .
8 With mechanization it is difficult to find work as an unskilled ..... .
9 I have been working as a used car ..... for the past six months.
10 A company should make every ..... feel important.

5 Match each sentence (1–10) with an explanation (a–j).

1 Jane was headhunted by a multinational company. ...e...
2 Pam is at the end of her tether. .....
3 Vicky's assistant was given the sack. .....
4 Alice really has her nose to the grindstone. .....
5 Sue was given a golden handshake. .....
6 Helen took on a new secretary. .....
7 Ann is on the go all day. .....
8 Carrie was overlooked. .....
9 Judith has made good. .....
10 Beth's boss keeps her on her toes. .....

a She is always busy.
b She doesn't have the chance to become complacent.
c She's working hard.
d She didn't get promoted.
e She was offered a better job.
f She has become successful.
g She was dismissed.
h She received a cash bonus on leaving her job.
i She has run out of patience.
j She gave someone a job.

6 Complete the second sentence so that it is a more formal version of the first sentence. Write one word in each gap.

1 You can join the company pension scheme.
You are .....eligible..... for the company's pension scheme.

2 You get 25 days' paid holiday.
You are ..... to 25 days' paid holiday.

3 The salary is fixed.
The salary is not ..... .

4 You must wear smart clothes.
All employees must be smartly ..... .

5 The hours are 9 to 5.
The ..... day will commence at 9.00 and finish at 5.00.

6 You don't get paid for any extra work in the evening or at weekends.
No ..... payments are made in respect of this position.

7 If you're off sick for more than three days, get something written by a doctor.
Any ..... of more than three days must be explained by a doctor's ..... .

8 Tell us one month in advance if you want to end your employment with us.
This contract may be ..... at any time by you, but one month's ..... must be given in writing of your intention to do so.

7 Complete the text, using one word in each gap.

Have you ever asked yourself why it is that we (1) .....work.....? If it is, as some people say, just a question of money, would you be prepared to do any job as long as you (2) ..... a lot, even if it involved working for long hours in appalling (3) .....? Or are you perhaps more interested in the (4) ..... you get when you feel that you are good at your job? It's true that there is a great sense of (5) ..... behind, for example, the creation of a well-made product, or the clinching of an important deal, though this might not be the (6) ..... if you were serving in a shop or delivering letters. Still, as long as the customers are satisfied, then you can (7) ..... yourself on a job well done, and feel that you have (8) ..... to the success of the company that (9) ..... you. On the other hand, would you feel that your work was more worthwhile if you received more praise from your employers? Would you feel happier if they paid you a (10) ..... or sent you to a sales conference in Tahiti? Or is praise unnecessary, as long as the job (11) ..... you with the company of other people, and the feeling that you belong to the group? Most of us are probably too (12) ..... working to wonder too much about this. One day perhaps we'll find that ideal job which gives life meaning, but until then we'll just get up every morning and keep on working.

8

VOCABULARY

Business and money

1 Read the text and decide which option (A, B, C or D) best fits each gap.

Ours is a vanishing world, one in which the familiar is constantly disappearing and technological change is often difficult to cope with. So it should come (1) ....B.... no surprise to most of us to hear that yet another part of everyday life is about to go for ever. Apparently, within the next decade, money as we (2) ..... it will probably (3) ..... to exist in technologically advanced countries. (4) ..... Professor Gerry Montague of the Institute for (5) ..... Reform, familiar coins and banknotes will soon be replaced entirely by credit cards of various kinds. And the shop of the future will be (6) ..... directly to the network of banking computers. The assistant will simply key in your bank account code number and the amount you have spent, and thank you politely. You won't have to dig (7) ..... in your pockets for change. You may not even have a number for your account as such, as the computer may by then be able to read your handprint. So no more instances of credit card (8) ..... . But I am afraid that I shall miss money. I have felt (9) ..... attached to it ever since I received my first pocket (10) ..... when I was five, and kept it in a money-box. Even if my credit card of the future will be able to tell me exactly how much spending (11) ..... I have left, even if it lights up and plays a happy (or sad) tune at the same time, nothing will be able to replace the (12) ..... pleasure I gained from rattling the coins in my money-box.

1	A with	B as	C to	D in
2	A have	B see	C know	D believe
3	A cease	B stop	C fail	D conclude
4	A With reference to	B Further to	C According to	D Owing to
5	A Economical	B Economics	C Economic	D Economy
6	A united	B fixed	C combined	D linked
7	A far	B long	C tall	D deep
8	A deceit	B trickery	C pretence	D fraud
9	A heavily	B strongly	C widely	D largely
10	A cash	B coins	C money	D gold
11	A capacity	B potential	C capability	D power
12	A sheer	B complete	C entire	D downright

2 Match each sentence (1–9) with a sentence from (a–i) which has a similar meaning.

1	We have to haggle. ...e...	a	We have a high expenditure.
2	We have a nice little nest-egg.	b	We are very thrifty.
3	We spend a lot.	c	We let people borrow from us.
4	We are in debt.	d	We earn according to what we sell.
5	We don't waste money.	e	We argue about the price.
6	We are paid on commission.	f	We have a high income.
7	We want a rise.	g	We need higher wages.
8	We lend money.	h	We owe money.
9	We earn a lot.	i	We have some savings.

3 Complete the text by writing one word from each column to form a collocation in each gap.

Column A	Column B
stock, tax, raise, monthly,	capital, venture, account,
savings, down, household,	market, instalments, account,
current, earns, business	return, interest, bills, payment

Adviser: … and what about your bank details?

Mr Lumley: Well, I have a regular (1) ...current account... from which we pay all our (2) ..... such as gas and water, and also a (3) ..... which (4) ..... at a rate of 3½ %.

Adviser: I notice you have a regular monthly payment of £200 going out to JCS. What's that?

Mr Lumley: Oh yes, that'll be the sofa. We made an initial (5) ..... of £400; then we're paying the rest in (6) ..... of £200.

Adviser: Right, and do you have any other savings or investments?

Mr Lumley: I have some shares invested in the (7) ....., but their value has gone down to just a few hundred pounds.

Adviser: And last time we spoke, you were talking about maybe starting a new (8) ..... with a colleague.

Mr Lumley: No, that's fallen through. We couldn't (9) ..... the necessary ..... to satisfy the bank manager. Probably just as well. It will make filling in my (10) ..... a lot easier.

Adviser: Yes, that's certainly true. It all gets very complicated if you're self-employed.

4 **Underline the two best options in each sentence.**

1 Harry has a good salary. He *gains* / *gets* / *makes* over £20 000 a year.
2 Mary was awarded a *grant* / *scholarship* / *subsidy* to study child psychology.
3 How much did you *give* / *pay* / *take* for your new car?
4 Their house *fetched* / *produced* / *sold for* a lot more than they expected.
5 I'm going to the bank to *take out* / *remove* / *withdraw* the money for the rent.
6 The manager disappeared with the *receipts* / *takings* / *wages* from the concert.
7 By the time Kate retired she was a *fortunate* / *prosperous* / *wealthy* businesswoman.
8 We had a good holiday but it was rather *costly* / *expensive* / *valuable*.
9 Unfortunately the old painting I found turned out to be *priceless* / *valueless* / *worthless*.
10 We would appreciate it if you would *close* / *settle* / *pay* your bill as soon as possible.

5 **Complete the text, using a word from the box which collocates with the words in bold.**

bankrupt	charge	fortune	market	retirement
booming	credit	investment	redundant	~~value~~

Have your shares just **fallen in** (1) .....value..... and you don't know what to do? Or have you **come into a** (2) ..... and don't know how to invest it? Well, whether you've been **made** (3) ..... or **qualified for early** (4) ..... , whether your **business is** (5) ..... or you've just been **declared** (6) ..... , we are the bank for you, the caring bank. We've got the account for you and can advise you accordingly. Take out a Premier Account with us and you will be **making a wise** (7) ..... . We offer some of the most competitive loans and mortgages **on the** (8) ..... . Provided you maintain your account **in** (9) ..... , and at a minimum level of £1500, we will offer you financial advice completely **free of** (10) ..... , whenever you request it. Can't be bad, can it?

6 Complete each sentence with a word from the box.

claim	credit	enterprise	financial	price
company	currency	figures	fund	~~shares~~

1 Sally became quite wealthy by investing in stocks and ...shares... .
2 Our company receives a lot of payments in foreign ..... .
3 This government believes firmly in the value of free ..... .
4 I'd like to buy this property, but I find the asking ..... too high.
5 Tom is near retirement and is putting a lot of money into his pension ..... .
6 After our house was damaged by fire, we put in an insurance ..... .
7 Everyone was impressed by the sales ..... for the new product.
8 Margaret found it hard to raise a loan as she had a poor ..... rating.
9 Susan's business is being taken over by a multinational ..... .
10 Before making an investment, consult an independent ..... adviser.

7 Replace the words underlined with a more formal word from the box.

appreciate	deducting	dispatching	endeavour	maintain
~~concerning~~	delayed	enclosed	inconvenience	trust

Dear Mrs Carter

Thank you for your letter of 24th June about (1) ...concerning... your order 3882. Please accept our apologies for any trouble (2) ..... caused to you by the late delivery of this order. While we try (3) ..... to ensure that deliveries take place within the time slot stated on the invoice, orders are sometimes made late (4) ..... by matters beyond our control. In this particular case, the courier service failed to follow our instructions, and your delivery was returned to us in error.

We also apologize for not sending (5) ..... your order correctly. The missing items have been sent by express delivery.

Our policy at ComputaDirect is to keep up (6) ..... a high standard of service. As a goodwill gesture, we are taking off (7) ..... the cost of the missing items from your invoice. Please find a cheque for this amount in the envelope in this letter (8) ..... .

We would like (9) ..... an acknowledgement of the new delivery, and of this goodwill payment, using the freepost envelope.

We hope (10) ..... that this matter has now been resolved to your satisfaction.

Yours sincerely

John Barr

John Barr

Customer Services Manager

9

VOCABULARY

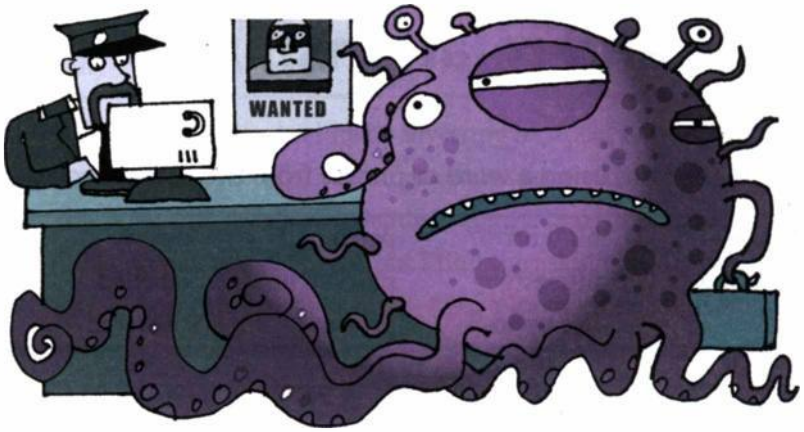
People and relationships

1 Complete the text, using a word or phrase from the box in each gap.

commitment	hit it off	patch	pushy	~~spoilt~~
domineering	interests	plucked up	rebelled	struck out
follow	live up to	pressure	sheltered	trial

I guess I was what one might call a (1) ..spoilt..... child, for I was an only child and I got whatever I wanted. I had a rather weak-minded mother and by contrast a very (2) ..... father who had exceedingly high expectations of me, expectations that I could not (3) ..... . You see, my father was quite an eminent lawyer and wanted nothing more than for me to (4) ..... in his footsteps. He encouraged me to win at everything and to be ultra-competitive. He just couldn't see that he was being far too (5) ..... and putting too much (6) ..... on me. He simply thought that he was acting in my best (7) ..... . Not surprisingly, perhaps, I (8) ..... against my upbringing by becoming thoroughly apathetic at school. As soon as I turned 18, I (9) ..... on my own and went off on a trip to India. It was there that I met Ingrid, a fellow traveller. It became clear that we came from very similar backgrounds. She too was running away from something: in her case a very (10) ..... upbringing, caused by having two very over-protective parents. We (11) ..... immediately, and I (12) ..... courage and asked her to be my girlfriend. But I was young and I needed space, and I guess I was too immature to handle the give and take of a relationship. Or perhaps I was just afraid of (13) ..... . Anyway, we went through a very bad (14) ..... and had a (15) ..... separation for a couple of months.

2 Underline the best option in each sentence.



1 As I am officially *an alien / an outsider / a stranger*, I have to register with the police.
2 Let me introduce you to my *betrothed / engaged / fiancée*. We're getting married next month.
3 Jim is just *an acquaintance / a colleague / a figure* I met on holiday.
4 Why not bring your child along to the Mothers and *Juveniles / Juniors / Toddlers* group? It's for one- and two-year-olds.
5 Local people are campaigning for better facilities for the *senior / ancient / elderly*.
6 Our *ancestors / descendants / predecessors* are all buried in the local churchyard.
7 Peter is 50 and unmarried and his friends call him 'an eligible *bachelor / independent / single*'.
8 The bridegroom was handed the ring by the *assistant groom / best man / godfather*.
9 When I was a *bloke / chap / lad* I used to walk ten miles to school.
10 We call her 'Auntie Flo', though she is not really any *family / relation / relative* to us.

3 Complete each sentence with an adjective from the box.

aggressive	attentive	devoted	insensitive	prejudiced
apathetic	~~conscientious~~	extrovert	mature	solitary

1 Sharon works very hard and is extremely ...conscientious... .
2 Leo does everything alone. He is a rather ..... person.
3 What a lovely couple! They seem totally ..... to one another.
4 Jim has extreme views, and is ..... against all immigrants.
5 Very few students wanted to join in the activities. They seemed rather ..... .
6 Simon is always getting into fights, he's so ..... .
7 Jane may look rather young, but she has a very ..... attitude.
8 Kate is a good teacher, and very ..... to the needs of the students.
9 Bill is shy but his brother Mike is more ..... .
10 Molly doesn't realize how she hurts people. She is really ..... .

4 Match each expression (1–10) with an explanation (a–j).

1 nearest and dearest ...g.....
2 newlyweds .....
3 the nuclear family .....
4 adults .....
5 a community .....
6 a generation .....
7 contemporaries .....
8 the extended family .....
9 a household .....
10 outcasts .....

a people who are alive at the same time or, for example, attend the same school
b people who have only recently been (or are still) on their honeymoon
c all the people of approximately the same age
d the people in a family who live together under the same roof
e the entire range of relatives in one family
f all the people living together in the same area
g a person (or people) from your immediate family
h people who are no longer teenagers
i people abandoned by their families or by society in general
j parents and their children

5 Complete each sentence with a verb from the box.

abandoned	criticized	~~neglected~~	quarrelled	scolded
adopted	humiliated	offended	retired	separated

1 Keith's parents .....neglected..... him when he was a baby.
2 The small child was being ..... by its mother for getting dirty.
3 Tom deeply ..... Jill by ignoring her at the party.
4 David is not my real father. I was ..... by him when I was small.
5 Ian and Fiona are ..... and they may get divorced.
6 I ..... with my boyfriend but we made it up in the end.
7 Jack ..... on his 65th birthday and received his pension.
8 My parents ..... me for having a ring in my nose.
9 Julie's parents ..... her when she was a few months old and she grew up in a children's home.
10 My boss utterly ..... me in front of important clients, so I resigned.

6 Replace the words underlined in each sentence with a phrase from the box.

~~turned him down~~	went out together	got to know	kept in touch	moved in with
got on well with	fell out	ran away from	stood him up	grew up

1 When Brian asked her to marry him, Lucy said no. ...turned him down...
2 I communicated regularly with most of my old friends. .....
3 Ann spent her childhood years in London. .....
4 Max and Kate dated for three months before they got engaged. .....
5 Kate quarrelled with her boyfriend and they stopped seeing each other. .....
6 Helen had a good relationship with her in-laws. .....
7 Harry left home without his parents' permission. .....
8 Sophia promised to meet Michael after work but disappointed him. .....
9 After a few weeks I went to live in the house of some friends. .....
10 I grew friendly with Pam when we worked together. .....

7 Complete each set of sentences with one word which fits in all three sentences.

1 Barry was a very complicated individual who easily .....took..... offence.
I .....took..... to the job immediately and felt like I'd been doing it all my life.
After 36 days of fighting, the invading forces finally .....took..... the city.
2 After quarrelling with Ryan, Martina was ..... to tears.
It was a ..... call, but I think Leupers just won it from Collins in second place.
In such sweltering heat, it was unbearably ..... and humid on the Underground.
3 Jane's father ..... with rage when she told him she was pregnant.
Events in oil-producing countries ..... the confidence of investors.
The lion ..... its magnificent mane and gave an almighty roar.
4 John and Mary met at university, and they've been going ..... for almost five years.
'..... on – is that really what you want you to do?'
There has been a ..... decline in the number of male applicants.
5 'I just can't imagine my dad ..... me down the aisle in church to get married,' said Maggie.
Lewis Hamilton is currently ..... the drivers' championship.
She emerged from the stable ..... a beautiful black horse.

10

VOCABULARY

Social problems

1 Read the text and decide which option (A, B, C or D) best fits each gap.

Ask most people for their top ten fears, and you'll be sure to find being burgled fairly high on the (1) ...D..... . An informal survey I (2) ..... among friends at a party last week revealed that eight of them had had their homes broken into more than twice, and two had been burgled five times. To put the record (3) ..... , none of my friends owns valuable paintings or a sideboard full of family silverware. Three of them are students, (4) ..... . The most typical burglary, it seems, (5) ..... the theft of easily transportable items – the television, the laptop, the mobile phone, even food from the freezer. This may have something to do with the fact that the (6) ..... burglar probably wouldn't know what to do with a Picasso, (7) ..... selling a phone or a TV is a much easier (8) ..... . They are perhaps not so much professional criminals, as hard-up young people who need a few pounds and some excitement. Not that this makes having your house (9) ..... upside down and your favourite things stolen any easier to (10) ..... . In most (11) ..... , the police have no luck (12) ..... any of the stolen goods. Unless there is definite evidence, they are probably unable to do anything at all. And alarms or special locks don't (13) ..... to help either. The only advice my friends could (14) ..... was 'Never live on the ground floor' and 'Keep two or three very fierce dogs', which reminded me of a case I read about, where the burglars' (15) ..... included the family's pet poodle.

1	A rank	B rating	C grade	D list
2	A called up	B held with	C set about	D carried out
3	A straight	B right	C correct	D steady
4	A as well	B however	C in fact	D at any rate
5	A means	B involves	C affects	D covers
6	A common	B medium	C average	D middle
7	A whereas	B as yet	C much as	D as soon as
8	A concern	B event	C situation	D matter
9	A put	B turned	C stood	D pulled
10	A submit	B receive	C accept	D admit
11	A examples	B cases	C items	D occasions
12	A taking	B making	C tracking	D recovering
13	A sound	B look	C show	D seem
14	A come up with	B make do with	C go through with	D *get off with*
15	A takings	B profit	C loot	D receipts

2 Complete each sentence with a verb from the box.

blocked	evacuated	held	sealed	sustained
~~collapsed~~	failed	met	spread	used

1 The whole building ...collapsed... but fortunately there were no casualties.
2 Throughout the flooded area, villages are being ..... by helicopter.
3 The terrorists threatened to kill their hostages if their demands were not ..... .
4 Several buildings ..... damage from the earthquake.
5 Trees were uprooted and many roads were ..... .
6 The two trains collided after one ..... to stop at signals.
7 Rescue teams ..... out little hope of finding other survivors.
8 The blaze rapidly ..... to neighbouring buildings.
9 Police ..... tear gas in an attempt to disperse the mob.
10 Police ..... off the town centre for two hours while they searched for the bomb.

3 Complete the text with a word formed from the word in CAPITALS in each gap.

One of the most (1) ...worrying... crime statistics in Europe is the rise in juvenile crime. Often the root cause is	WORRY
(2) ..... to drugs, an expensive habit which often	ADDICT
leads young (3) ..... into a life of petty crime.	OFFENCE
Some parents, unable to cope with their children's addiction, have thrown them out of the home, forcing them to live the	
lives of (4) ..... . 'Kate' (not her real name) is one such	BEG
person. (5) ..... since she was 18, Kate has had	HOME
various brushes with the law, most recently for (6) ..... ,	THIEF
in order to raise cash to fuel a heroin habit. As a result of that transgression, Kate spent two months in prison, rubbing	
shoulders with (7) ..... criminals and murderers.	HARD
After drugs counselling, she is now trying to put her life back	
together. 'I know the law has to be (8) ..... ,' she says,	FORCE
'but addicts need help more than punishment.' She does agree,	
though, that most drugs should remain (9)	LEGAL
'I suppose that might stop kids trying drugs, though it wasn't a	
(10) ..... in my case. You have to realize that you can	DETER
get your life sorted out without drugs. And that can take time.'	

4 Complete the text, using one word in each gap.

After drinking a bottle of vodka, Alan and Richard Potter, aged 15 and 16, (1) ..... into a car and went joyriding. The car they took belonged to a Mrs McDiarmad. Having driven the car at high speeds along narrow roads, they were stopped by the police, and (2) ..... . Mercifully, no one was hurt, although Mrs McDiarmad's car suffered some minor (3) ..... . In an (4) ..... which is proving to be remarkably successful, the two teenagers were obliged to meet the (5) ..... of their crime in person. Mrs McDiarmad told them that twenty years earlier she had lost a nephew who had been (6) ..... over by a drunken driver. The Potters ended up in tears, and the younger, Alan, has since visited Mrs McDiarmad on two occasions to (7) ..... for his actions. The scheme Alan and Richard took part in is (8) ..... as 'Face up to it'. It brings together young offenders with those they have wronged. Not all of the latter can (9) ..... themselves to co-operate, but most are willing. The scheme has been introduced for a trial (10) ..... of a year in several major cities, and has the approval of the social services. Early results suggest that young people who (11) ..... part are considerably less likely to (12) ..... any further offences. It is to be hoped that this is indeed the case with Alan and Richard Potter.

5 Underline the best option to complete each sentence.

1 The police arrested Jack and took him into *custody / detention / prison*.
2 In most countries, the *capital / death / execution* penalty has been abolished.
3 A man is said to be helping the police with their *arrests / detection / inquiries*.
4 The judge in the court was wearing a *hairpiece / headdress / wig*.
5 Two football fans were later charged with *aggression / assault / attack*.
6 In some legal systems, the accused is presumed *honest / faultless / innocent* until proved guilty.
7 I was given a light sentence because it was my first *case / charge / offence*.
8 A patrol car stopped me because I was *racing / running / speeding* in a built-up area.
9 The court case was dismissed for lack of *evidence / a jury / defence*.
10 'Members of the jury, what is your *answer / summary / verdict*?'

6 Complete each sentence with a preposition.

1 The new law on dropping litter comes ..into.. force next month.
2 Tanya was released from prison and now she is ..... probation.
3 Local students have been banned ..... taking part in the demonstration.
4 Local people have called for an investigation ..... the causes of the fire.
5 Football fans went ..... the rampage in the centre of Norwich last night.
6 She claimed that the selling of habit-forming drugs was getting ..... of control.
7 The car left the road and crashed ..... a tree.
8 Several guests at the hotel were robbed ..... jewellery and money.
9 Jason, 19, has been sleeping ..... a park bench for the past six months.
10 The police have charged Jenny ..... driving without due care and attention.

7 Replace the words underlined in each sentence with a word from the box.

abolished	deported	neglected	rioted	swerved
cheated	~~dispersed~~	pardoned	squatted	swindled

1 At the end of the demonstration, the crowd went off in different directions peacefully. ..dispersed..
2 The government has done nothing about this problem for years. .....
3 The employees were cheated out of their pensions by the managing director. .....
4 Hundreds of football fans acted violently in the city streets. .....
5 Ted was officially released from prison when the police discovered new evidence. .....
6 Alex was an illegal alien and when he was caught he was made to leave the country. .....
7 Jim and Sue lived illegally without paying rent in a house in South London for two years. .....
8 Jane was asked to leave the examination after she acted dishonestly and was caught. .....
9 Capital punishment was brought to an end some time ago in most countries. .....
10 The police car turned suddenly to avoid a pedestrian, and crashed. .....

11

VOCABULARY

Entertainment

1 Read the text and decide which option (A, B, C or D) best fits each gap.

Until the early part of this century there was certainly a (1) ...B..... between popular music, the songs and dance tunes of the masses, and what we have (2) ..... to call classical music. Up to that point, however, there were at least some points of contact between the two, and perhaps general recognition of what made a good voice, or a good song. With the development of (3) ..... entertainment, popular music (4) ..... away and has gradually developed a stronger life of its own to the point where it has become (5) ..... with the classics. In some (6) ..... , it is now dominated by the promotion of youth culture.

1	A contradiction	B distinction	C separation	D discrimination
2	A come	B become	C ended	D moved
3	A crowd	B majority	C quantity	D mass
4	A cut	B split	C cracked	D branched
5	A incongruous	B inconsistent	C incidental	D incompatible
6	A respects	B manners	C effects	D regards

2 Read the text and decide which option (A, B, C or D) best fits each gap.

There is a new (1) ...C..... of classical musicians, usually quite young, who have achieved the (2) ..... of rock stars, and have been marketed in the same way. This seems to suggest that many young people enjoy classical music but do not wish to be (3) ..... with the lifestyle of those who are traditionally supposed to enjoy it. Or it may (4) ..... be that recording companies have discovered that there is an insatiable desire for 'sounds', and that classical music is beginning to sound exciting to a generation (5) ..... on rock but now (6) ..... into affluent middle-age.

1	A line	B species	C breed	D pedigree
2	A grade	B degree	C rank	D status
3	A accompanied	B combined	C associated	D related
4	A simply	B clearly	C easily	D plainly
5	A fostered	B raised	C nurtured	D grown
6	A establishing	B settling	C lowering	D relaxing

3 Both options make sense. Underline the one which makes a common collocation.

1 Everyone clapped enthusiastically when the actors came on *screen / stage*.
2 Most critics agree that Celia gave the best *acting / performance*.
3 We bought some ice-cream during the *interlude / interval* of the play.
4 Jean has decided to join an amateur *dramatic / theatrical* society.
5 There was so much suspense that I was kept on the edge of my *place / seat*.
6 The leading lady unfortunately lost her voice during the *dress / stage* rehearsal.
7 Most modern plays don't need a lot of complicated *scenery / landscape*.
8 I thought it was a good film but it got terrible *previews / reviews*.
9 Quite honestly, I haven't much time for *horror / terror* films.

4 Match each person from the box with a description (1–9).

acrobat	cast	conductor	stuntman	vocalist
ballerina	~~clown~~	juggler	understudy	

1 someone who makes people laugh at the circus ...clown.....
2 someone who sings .....
3 someone who is a member of this is an actor .....
4 someone who entertains others by throwing and catching things .....
5 someone who entertains others by performing gymnastics .....
6 someone who takes an actor's place in an emergency .....
7 someone who tells an orchestra what to do .....
8 someone who performs dangerous actions in place of an actor .....
9 someone who dances gracefully in a leading role .....

5 Complete each sentence with a word from the box.

brass	~~concert~~	opera	percussion	woodwind
chorus	lyrics	organist	string	

1 I went to a rock ....concert..... held in a large football stadium.
2 The ..... section of the orchestra needs a new violinist.
3 Keith wanted to learn a ..... instrument, so took up the clarinet.
4 Their music is really great, but I can't understand the ..... .
5 As we entered the church, the ..... began playing a solemn tune.
6 I used to play the trumpet in the local ..... band.
7 You need a good voice and acting ability to perform in a / an ..... .
8 I'll sing the first verse, and everyone will join in for the ..... .
9 Nowadays it is possible to simulate most ..... instruments electronically, so drums are not always needed.

6 Complete the text with a word formed from the word in CAPITALS in each gap.

It's 8.30 at the headquarters of the Boogy Woogers dance group, a (1) .....rehearsal..... studio in Geneva. Dancers of all shapes	REHEARSE
and sizes begin to tumble (2) ..... through the doors.	ENERGY
Some begin limbering up, others splinter off into groups to try out new moves. One woman, lost in her own (3) ..... ,	THINK
sits with her headphones on, preparing for the punishing routines to follow. A long-haired man with a goatee beard puts a CD in the hi-fi, and rap music blares out of the (4)	SPEAK
Soon the room is alive with whirling, spinning bodies and (5) ..... fills the air.	LAUGH
The Boogy Woogers are the brainchild of Tomas Seeler, who handpicked many of his troupe from local street dancers. Seeler's own (6) ..... was in gymnastics, but others come	BACK
from the worlds of martial arts, body building and ballet. Many different (7) ..... are represented in the group,	NATIONAL
including Chilean, Fijian and Senegalese dancers. The group has been performing all over Europe, most notably in Paris, where they became (8) ..... celebrities. Famous	NIGHT
for their (9) ..... and novel interpretations, the	CREATE
Boogy Woogers have made several (10) ..... on TV, and look set to remain the 'in' thing for many years to come.	APPEAR

7 Complete each sentence with a preposition.

1 The clowns walked into the ring .....on..... stilts, looking about three metres tall!
2 The stadium was packed ..... people for the athletics meeting.
3 Janet holds the world record ..... long distance swimming.
4 During the match, a message came ..... the loudspeakers.
5 There is a craze ..... skateboarding at the moment.
6 Harry last appeared ..... the role of King Lear at the National Theatre.
7 Have you got any tickets left ..... the front stalls, please?
8 Alex accompanied Helen's singing ..... the piano.
9 The play was so bad that the actors were booed ..... the stage.
10 David challenged Cathy ..... a game of chess.

8 Match each activity from the box with one of the sentences.

board game	chess	darts	~~jigsaw puzzle~~	table tennis
cards	computer game	draughts	pool	television

1 If you look at the picture on the box it's easier to decide where the pieces go. jigsaw puzzle
2 Whenever you deal you seem to get at least three aces. .....
3 The white ball hit the red ball and went into the corner pocket. .....
4 I took all of his pieces in one move! I swept the board! .....
5 Pass the remote control – I want to get the weather report. .....
6 Throw the dice twice and then move the counter. .....
7 The bulls-eye is worth fifty, but it's a bit hard to hit. .....
8 If the ball hits the net when you serve, it doesn't count. .....
9 You can easily put her in check if you make the next move with your queen. .....
10 I've been playing this for a month and I've got to Level Three. .....

9 Complete each set of sentences with one word which fits in all three sentences.

1 Briggs won the 100 metres in a new world.....record..... time.
It's difficult for anyone with a criminal .....record..... to get a job.
The police are keeping a .....record..... of all cars which enter the area.
2 The group have benefited from considerable media ..... .
Maria didn't find John attractive, but was rather flattered by his ..... .
It's been brought to my ..... that there have been a number of thefts from the office.
3 Like all great opera singers, Pavarotti had an imposing ..... .
She showed great ..... of mind and led the children calmly downstairs to safety.
There was a huge police ..... at the football match.
4 My favourite ..... in the play is where Uncle Toby breaks a priceless vase.
No thanks, discos are not really my ..... .
Reporting from the ..... of the accident is Channel 4's Jeremy Charles.
5 Ford's latest ..... is a collaboration with several other great pianists.
After his ..... from prison, Golding promised to go straight.
Several workers were taken to hospital after the accidental ..... of carbon dioxide in a local chemical factory.

12

VOCABULARY

Government and society

1 Read the text and decide which option (A, B, C or D) best fits each gap.

Viewed from the outside (1) ....B.... , the Houses of Parliament look impressive. The architecture gives the place a traditional look, and the buildings are sandwiched between a busy square and the river, making them a (2) ..... between the country house of an eccentric duke and a Victorian railway station. You have only to learn that the members (3) ..... to each other as 'The Honourable Member' to (4) ..... the picture of a dignified gentlemen's club, with of course a few ladies to (5) ..... the numbers. Sadly, over the past few years, first radio and now television have shown the (6) ..... public, who are (7) ..... the electorate, what in fact (8) ..... when bills are discussed and questions are asked. The first obvious fact is that the chamber is very rarely full, and there may be only a handful of members present, some of whom are quite clearly asleep, telling jokes to their neighbour, or shouting like badly-behaved schoolchildren. There is not enough room for them all in the chamber in any (9) ..... , which is a second worrying point. Of course, television does not follow the work of committees, which are the small discussion groups that do most of the real work of the House. But the (10) ..... impression that voters receive of the workings of government is not a good one. To put it (11) ..... , parliament looks disorganized, is clearly behind the (12) ..... and seems to be (13) ..... with bores and comedians. This is presumably why members (14) ..... for so long the efforts of television companies to (15) ..... parliamentary matters on television.

1	A likewise	B at least	C nevertheless	D as well
2	A mixture	B combination	C cross	D match
3	A call	B refer	C speak	D submit
4	A finalize	B end	C conclude	D complete
5	A take away	B bring about	C make up	D set in
6	A average	B ordinary	C normal	D general
7	A after all	B anyway	C even	D furthermore
8	A comes up	B turns up	C goes on	D lets on
9	A point	B way	C matter	D case
10	A total	B broad	C overall	D comprehensive
11	A bluntly	B shortly	C directly	D basically
12	A ages	B times	C moments	D years
13	A full	B filled	C composed	D comprised
14	A prevented	B checked	C defied	D resisted
15	A circulate	B beam	C spread	D broadcast

2 Complete the collocations in the text, using a word from the box in each gap.

asylum	candidate	line	manifesto	retirement
campaign	election	majority	poll	~~vote~~

Well, it's 9.30 at night, and by now almost everybody has cast their (1) .....vote..... . Very soon all our questions will be answered. Were the government right to hold the (2) ..... so soon after the so-called 'dash for cash' scandal, in which certain applicants were apparently granted political (3) ..... in exchange for financial favours? Will the opposition benefit from the decision of ex-prime minister David Howe to come out of (4) ..... and stand as a (5) ..... ? Will Mr Howe's famous refusal to toe the party (6) ..... in matters of policy affect party unity? Will the vicious smear (7) ..... which the government have mounted against Mr Howe backfire on them? Well, all will be revealed pretty soon. Interestingly, an opinion (8) ..... conducted yesterday by Express Newspapers put the government just two per cent ahead, while another, in the *Daily Mirror*, indicated they would be re-elected with an increased (9) ..... . According to the latter poll, people felt that the opposition's election (10) ..... was poor and contained nothing new.

3 Complete each sentence with a word from the box.

conventional	~~diplomatic~~	oppressed	progressive	rebellious
courteous	notorious	privileged	radical	respectable

1 If you are .diplomatic. , you are tactful when dealing with people.
2 If you are ..... , you have a good reputation in your community.
3 If you are ..... , you are polite.
4 If you are ..... , you have extreme or very strong views.
5 If you are ..... , you are being ruled unjustly or cruelly.
6 If you are ..... , you behave just like everyone else, perhaps too much so.
7 If you are ..... , you are against authority and hard to control.
8 If you are ..... , you have more advantages than other people.
9 If you are ..... , you have gained a bad reputation.
10 If you are ..... , you are in favour of new ideas.

4 Complete each sentence with a word from the box.

authorities	cabinet	~~mayor~~	poll	reign
bill	council	motion	power	survey

1 Mr Bradly has been elected .....mayor..... of Greenswold for the third time.
2 The government has introduced a ..... outlining its plans for the coal industry.
3 Hello, I'm conducting a ..... about leisure habits.
4 According to the latest opinion ..... , the National Party are well ahead of their nearest rivals, the Co-operative Party.
5 Although there is an elected assembly, it is generally recognized that General Domenico wields the real ..... .
6 There is a locally elected ..... which has responsibility for roads, street lighting, and other facilities.
7 The king enjoyed a long ..... , and was eventually succeeded by his son, George.
8 The ..... were slow to take control of the situation after the earthquake.
9 The leader of the opposition proposed a ..... of no confidence in the government.
10 The prime minister called a top-level meeting with the finance minister, the foreign minister, and other members of the ..... .

5 Replace the word(s) <u>underlined</u> with a word from the box.

abolished	binding	illegal	permitted	restricted
barred	compulsory	~~licensed~~	required	voluntary

1 The proprietor is <u>officially allowed</u> to sell alcohol. .....licensed.....
2 The sale of drugs is <u>prohibited by law</u> in most countries. .....
3 Education from the age of five is <u>obligatory</u> in Britain. .....
4 Students have been <u>banned</u> from using local pubs since the incident. .....
5 The law prohibiting the sale of fruit in the street has been <u>done away with</u>. .....
6 For both parties, the terms of this contract are <u>to be obeyed</u>. .....
7 With the application, a passport-sized photograph is <u>necessary</u>. .....
8 Smoking is not <u>allowed</u> in the classroom. .....
9 You don't have to stay after school to help; it's <u>your own decision</u>. .....
10 Parking in this street is <u>not allowed</u> on weekdays at certain times. .....

6 Match the words from the box with the explanations.

ambassador	delegate	patriot	ringleader	terrorist
chairperson	minister	~~president~~	sovereign	traitor

1 This person may be the elected head of state. ....president.....
2 This person is responsible for a government department. .....
3 This person leads others to make trouble. .....
4 This person represents their country abroad. .....
5 This person loves their country. .....
6 This person represents others at a meeting or conference. .....
7 This person betrays their country. .....
8 This person may be the head of state by birth. .....
9 This person uses violence rather than the political system for political ends. .....
10 This person is the head of a formal meeting. .....

7 Complete each set of sentences with one word which fits in all three sentences.

1 Channel 4 will, as ever, be ..following.. the election as it happens.
The prime minister was accused of ..following... a disastrous economic policy.
Coverage of the sport is postponed ..following... the sudden death of President Gonzales.

2 It remains to be seen whether Signor Riva ..... a controlling interest in his business empire if he becomes prime minister.
As legal executor in this matter, Mr Tomlinson ..... the right to claim compensation costs.
And it's gold! Muller ..... the title which he won in Sydney.

3 Yesterday's poll shows a significant ..... of public opinion away from the Democrats.
Workmen came to remove the faulty ..... from the park.
I've only been here for two days, so I haven't quite got back into the ..... of things yet.

4 The ..... to ban fox hunting was carried by a large majority.
And now we'll see the goal again in slow ..... .
The constant swaying ..... of the ship made Jan feel seasick.

5 You can rely on the prime minister to take ..... of the situation.
There was a long queue of people waiting to go through passport ..... .
The police were accused of heavy-handed crowd ..... tactics.

13

VOCABULARY

Health and the body

1 Read the text and decide which option (A, B, C or D) best fits each gap.

Keeping fit and staying healthy have, not (1) ..D.. , become a growth (2) ..... . Quite apart from the amount of money spent each year on doctors' prescriptions and private medical (3) ..... , huge sums are now spent on health foods and remedies of various kinds, from vitamin pills to mineral water, not to mention health clubs and keep-fit books and videos. We are more concerned than ever, it seems, about the water we drink and the air we breathe. But accidents can still befall even the fittest and most health-conscious of us. One of my friends, who is a keep-fit (4) ..... , a non-smoker and teetotaller, and who is very (5) ..... about what he eats, is at present languishing in bed with a wrist in plaster and a badly (6) ..... ankle.

1	A strangely	B unusually	C evidently	D surprisingly
2	A business	B industry	C trade	D commerce
3	A attention	B curing	C treatment	D therapy
4	A fanatic	B activist	C extremist	D militant
5	A singular	B particular	C special	D peculiar
6	A torn	B scraped	C grazed	D sprained

2 Underline the best option in each sentence.

1 After I drank a cup of black coffee I felt wide *awake / awoken / woken*.
2 These tablets may make you feel *dazed / dozy / drowsy*, so don't drive.
3 I've been working for twelve hours and I feel *exhausting / tiresome / worn out*.
4 The doctor said I was *all in / run down / stale* and gave me some vitamins.
5 Bill's father is *impaired / immobile / invalid*, and needs a wheelchair to get around.
6 After walking for miles over the mountains, my feet were *limp / sore / sprained*.
7 Ann needs a holiday. She has been under a lot of *depression / pain / stress* lately.
8 The authorities are worried about the increase in drug *abuse / disuse / misuse*.
9 I told the doctor that climbing the stairs left me *catching / gasping / panting* for breath.
10 Mary spent a week in bed with *an attack / a case / an outbreak* of rheumatism.

3 **Complete the texts with a word formed from the word in CAPITALS in each gap.**

Text 1

Bottled water is expensive, unreliable and has no health benefits – at least, that's the view of Water Board chief Bill Tyson. To (1) ..highlight.. what good value for money ordinary tap water still represents, Tyson is running a campaign promoting good old-fashioned tap water and, by implication, criticizing bottled water. He claims that there is little to (2) ..... bottled water from tap water, since there are often discrepancies between the actual mineral (3) ..... of bottled water and what's on the label. Furthermore, he claims some bottled water (4) ..... are blended from several sources and might even contain tap water. Finally, he added that the health claims made for bottled water are 'fairly (5) ..... , and have no experimental basis.'	HIGH DIFFER CONTAIN PRODUCE SCIENCE

Text 2

My interest in alternative medicine began when I learned (6) ..... techniques to help overcome stress. I was a student in those days, and I was impressed by the way these techniques worked. My doctor had given me a (7) ..... for tranquilizers, but I found these completely (8) ..... . Now I'm a fully qualified alternative (9) ..... , and I work on the fundamental principle that most (10) ..... stem from a disturbance of energy in the body.	RELAX PRESCRIBE EFFECT PRACTICE ILL

4 Complete each sentence with a word from the box.

chin	elbow	~~heel~~	knee	neck	shoulder	throat	thigh	thumb	wrist

1 My left boot is too tight and now I've got a blister on my .....heel..... .
2 I can't talk today because I've got a really sore ..... .
3 Daisy twisted her ..... skiing and now she can't walk.
4 My arm is in plaster and so I can't bend my ..... .
5 Isabel can't use her right hand because she's sprained her ..... .
6 I pulled a muscle in my ..... when I was running, and now I can't walk.
7 Little Jimmy's mother tried to stop him sucking his ..... .
8 Tony injured his ..... by always carrying a heavy bag on a strap.
9 Peter cut himself badly on the ..... while shaving.
10 Pat put both arms round my ..... and gave me a kiss.

5 Six people are talking about their medical experiences. Complete the texts, using a word in each gap. The first letter of each missing word is given.

1 **David**
When I was playing football, I broke my ankle and was carried off the pitch on a stretcher..... . I was taken to c..... , where the doctor put a p..... cast on my leg. For the next two months I needed c..... to get around with.

2 **Maria**
I'm a hospital p..... . You'll see me pushing trolleys or wheelchairs, or carrying supplies from one department to another. Typically, I collect people who've just come out of s..... , where they've had an o..... , and take them to their w..... , where they stay and recover.

3 **Sue**
I was s..... on the hand by a wasp, which may sound no big deal, but I'm a..... to such things. The doctor gave me some cream and put my arm in a s..... . She said I should keep the hand exposed to the air rather than put a p..... on it.

4 **Kath**
I've never been fat, but recently I noticed I was getting a bit f..... round the waist, and I happened to read an article that said I was 10 kilos o..... for my height, age and build. I wish I was 16 again. I had a lovely f..... at that age. Now I really have to be selective about what I eat, although I don't believe in d..... .

5 **Bob**
I've been having toothache and imagined I'd need to have a f..... at the dentist's. But when I went to get it checked out, she said the tooth would have to be e..... . Well, after it was all over and the effect of the i..... had worn off, I was in a..... for two days and had to have painkillers.

6 Match each sentence (1–10) with an explanation (a–j).

1	I nodded. ...i.....	a	I moved my eyebrows together to show disapproval.
2	I chuckled.	b	I laughed uncontrollably, in a silly way.
3	I grinned.	c	I looked with wide-open eyes at the same place for several moments.
4	I shook my head.	d	I laughed quietly under my breath.
5	I scowled.	e	I opened my mouth uncontrollably to show boredom or tiredness.
6	I giggled.	f	I gave a large smile.
7	I yawned.	g	I moved my head from side to side meaning 'no'.
8	I frowned.	h	I made a threatening expression with my lips.
9	I choked.	i	I moved my head up and down meaning 'yes'.
10	I stared.	j	I had trouble breathing because my throat was blocked.

7 Replace the words underlined in each sentence with a word from the box.

crawling	hobbling	marching	staggering	tiptoeing
dashing	limping	~~rambling~~	strolling	wandering

1 I really enjoy walking for pleasure in the countryside. ...rambling....
2 After about six months babies start moving about on their hands and knees. .....
3 My sister was walking on the front part of her foot so as to make no noise along the corridor. .....
4 The injured player began walking with one leg more easily than the other off the pitch. .....
5 The drunken man was moving unsteadily from one side of the street to the other. .....
6 Nowadays soldiers have motorized transport and do little moving on foot. .....
7 There is nothing more pleasant than walking in a leisurely manner along the sea front. .....
8 I've been moving very rapidly backwards and forwards all day, and I'm exhausted. .....
9 When I visit a new town I like walking with no particular purpose around looking at the sights. .....
10 I wasn't used to so much walking, and ended up moving with difficulty home, with blisters on both feet. .....

14

VOCABULARY

World issues

1 Read the text and decide which option (A, B, C or D) best fits each gap.

Over the past fifty years or so, the methods used for collecting money from the public to (1) .....B..... the developing world have changed out of all recognition, along with the gravity of the problems (2) ..... , and the increasing awareness among the population that something must be done. At the beginning of this period, it would have been common to put money in a collecting box, perhaps on the street or at church. The 1960s saw the (3) ..... of shops which sold second-hand goods, donated by the public, and which also began to sell articles manufactured in the developing world in charitable projects set up to guarantee a fair income to local people. The next development was probably the charity 'event', in which participants were (4) ..... to run, cycle, swim or what have you, and collected money from friends and relatives (5) ..... how far or long they managed to keep going. The first hint of what was to become the most successful means of (6) ..... money was the charity record, where the artists donated their time and talent, and the (7) ..... from the sales went to a good (8) ..... . This was perhaps a (9) ..... of the fact that young people felt increasingly concerned about the obvious differences between life in Europe and the United States, and that in most of Africa, for example. A feeling of frustration was building up. Why was so little being done? The huge success of Band Aid, and (10) ..... televized concerts, showed the power of the media, and of music in particular, to inspire and shock. It differed significantly in style from other events. People phoned up in their thousands on the day and pledged money by (11) ..... their credit card numbers. (12) ..... , if you have enough money to buy an MP3 player, you can afford something for the world's starving children.

1	A finance	B aid	C pay	D loan
2	A faced	B covered	C opposed	D approached
3	A occurrence	B entrance	C happening	D advent
4	A supported	B funded	C sponsored	D promoted
5	A in as much as	B according to	C with reference to	D as regards
6	A increasing	B lifting	C boosting	D raising
7	A produce	B proceeds	C receipts	D returns
8	A agency	B enterprise	C cause	D movement
9	A consideration	B reflection	C view	D display
10	A subsequent	B consequent	C attendant	D relevant
11	A mentioning	B quoting	C affirming	D recalling
12	A Anyway	B After all	C Although	D At any rate

2 Match the words from the box with the explanations.

charity	irrigation	~~negotiation~~	self-sufficiency
immunization	organic	recycling	subsidy

1 This is the settling of a dispute through discussion. negotiation
2 This is the ability of a country or person to support themselves without outside help. .....
3 This is a means of protecting people against some diseases. .....
4 This describes food that is grown without the use of chemical fertilizers. .....
5 This is the collection of waste materials so that they can be used again. .....
6 This is money given by a government to lower the prices of important goods such as basic foods. .....
7 This is a system of distributing water to places which need it for agriculture. .....
8 This is an organization which collects money from the public and uses it to help people in need. .....

3 Complete the texts with a word formed from the word in CAPITALS in each gap.

1 The country's energy ...consumption... is some 30% higher than a decade ago. At the same time we have seen an increase in the use of ..... energy sources such as wind power and solar power. CONSUME / RENEW

2 An entire month's average ..... hit Bilbao yesterday, while across the border in France, it's the opposite problem. The recent lack of rain is likely to lead to water ..... in some areas. RAIN / SHORT

3 The oil spill was described as 'an ..... disaster'. It is thought likely to affect ..... within a 20-mile radius. ECOLOGY / WILD

4 Numerous species face ..... if nothing is done about the problem of ..... . EXTINCT / FOREST

5 Most of these ..... species will only be saved as a result of ..... by government agencies. DANGER / INTERVENE

6 Many ..... products, such as cleaning liquids and bleach, contain ..... chemicals. HOUSE / HARM

7 Many people prefer to eat food which has not been sprayed with ..... , although using such chemicals can increase food ..... . PEST / PRODUCE

8 Large cities can be affected by ..... smog, formed from car exhaust fumes and made worse by ..... conditions. POISON / CLIMATE

4 Complete each sentence by adding a word from the box to the prefix given.

burdened	estimated	lying	~~populated~~	rated
crowded	joyed	nourished	privileged	simplified

1 Many countries with high birth rates are seriously over....populated.... .
2 I'm afraid I think President Lawson's contribution to reducing global famine has been over..... .
3 When the United Nations relief supplies arrived, the people were over..... .
4 The government has seriously under..... the gravity of the situation in drought-stricken areas.
5 Those who say that developing countries simply need more money have over..... the problem.
6 Most of the children in the camp were seriously under..... .
7 Most third world economies are already over..... with foreign debt.
8 Those of us who live in prosperous countries should try and help the under..... peoples of the developing world.
9 The refugee camps are now seriously over..... and more blankets and food are needed.
10 Sending aid to countries may help in the short term, but the under..... causes of the problem must also be tackled.

5 Replace the word(s) underlined in each sentence with a word from the box.

densely	illiterate	inadequate	sparsely	urban
essential	impoverished	~~rural~~	traditional	wealthy

1 In many countries, there is a drift of population from country areas to the cities. .....rural.....
2 Education is desperately needed in many countries where a high percentage of the population is unable to read and write. .....
3 Remote villages usually lack basic services such as piped water and electricity. .....
4 Rich people often find it hard to understand how the poor become poor. .....
5 The mountain region of the country is thinly populated. .....
6 Many poor nations can no longer afford to run schools and hospitals. .....
7 Poor immigrants often end up living in shanty towns in city areas. .....
8 In heavily populated areas, unemployment may be a cause of poverty. .....
9 The diet of most children in this area is poor. .....
10 When villagers move to the city, they often lose touch with their established way of life. .....

6 Complete the texts with a word formed from the word in CAPITALS in each gap.

Text 1

With (1) humanitarian aid now pouring into the country,	HUMAN
charitable agencies are still struggling to cope in a country	
where day to day life is a struggle for (2) ..... . In	EXIST
some areas agency workers have encountered (3)	RESIST
to their efforts from government forces. Meanwhile, in an	
attempt to (4) ..... the economy, the government	STABLE
has (5) ..... the currency for the third time this year.	VALUE

Text 2

The United Nations has not ruled out the possibility of military	
(6) ..... , although it is still hopeful of achieving a	INTERVENE
settlement by (7) ..... means. The Secretary General	DIPLOMACY
roundly condemned the president's policy of ethnic	
(8) ..... , and also criticized him for spending a	CLEAN
(9) ..... amount of his country's money on weapons.	PROPORTION
This follows last week's 'reminder' to the president that	
(10) ..... is now universally illegal, a fact he	SLAVE
continues to ignore.	

7 Both options make sense. Underline the one which forms a common collocation.

1 Many small houses and huts were *flooded away / washed away* when the river burst its banks.
2 Poor farming methods are responsible for soil *devaluation / erosion* in many areas of sub-Saharan Africa.
3 During the earthquake, many people were *buried / covered* alive.
4 The forest fire left a wide area of the mountainside blackened and *ablaze / smouldering.*
5 Villagers are hoping for rain this month after nearly a year of *dry weather / drought.*
6 Before the hurricane struck, many people were *evacuated / shifted* to higher ground.
7 Thousands of children in the famine-stricken area are suffering from *malnutrition / undernourishment.*
8 Heavy snow has fallen in the mountains and many villages have been *blocked out / cut off* for the past two days.
9 The Aids *epidemic / plague* is having serious effects in some countries.
10 Many small islands in the Indian Ocean are threatened by rising sea *waters / levels.*

15

VOCABULARY

Thinking and feeling

1 **Read the text and decide which option (A, B, C or D) best fits each gap.**

Interpreting the feelings of other people is not always easy, as we all know, and we (1) ....B.... as much on what they seem to be telling us, as on the (2) ..... words they say. Facial (3) ..... and tone of voice are obvious ways of showing our (4) ..... to something, and it may well be that we unconsciously (5) ..... views that we are trying to hide. The art of being tactful lies in (6) ..... these signals, realizing what the other person is trying to say, and acting so that they are not embarrassed in any way. For example, we may understand that they are (7) ..... reluctant to answer our question, and so we stop pressing them. Body movements in general may also (8) ..... feelings, and interviewers often (9) ..... particular attention to the way a candidate for a job walks into the room and sits down. However, it is not difficult to present the right kind of appearance, while what many employers want to know relates to the candidate's character (10) ..... and psychological stability. This raises the (11) ..... question of whether job candidates should be asked to complete psychological tests, and the further problem of whether such tests actually produce (12) ..... results. For many people, being asked to take part in such a test would be an objectionable (13) ..... into their private lives. Quite (14) ..... from this problem, can such tests predict whether a person is likely to be a (15) ..... employee or a valued colleague?

1	A estimate	B rely	C reckon	D trust
2	A other	B real	C identical	D actual
3	A looks	B expression	C image	D manner
4	A view	B feeling	C notion	D reaction
5	A express	B declare	C exhibit	D utter
6	A taking down	B putting across	C picking up	D going over
7	A at least	B above all	C anyhow	D in fact
8	A display	B indicate	C imply	D infer
9	A have	B show	C make	D pay
10	A quirks	B mannerisms	C traits	D points
11	A awkward	B risky	C unpleasant	D touchy
12	A faithful	B regular	C reliable	D predictable
13	A invasion	B intrusion	C infringement	D interference
14	A different	B apart	C away	D except
15	A pedantic	B particular	C laborious	D conscientious

2 Underline the best option in each sentence.

1 As there is little hope of being rescued, I have *abandoned / decided / resigned* myself to the worst.
2 Tom didn't believe us, and it took a long time to *convince / establish / confirm* him.
3 I *define / regard / suppose* this project as the most important in my career.
4 In my *point of view / viewpoint / view*, this plan will not work.
5 Are you *aware / conscious / knowledgeable* that £10000 has gone missing?
6 I haven't the faintest *sense / notion / opinion* of what you are talking about.
7 Mr Smith has appointed his best friend as the new director! It's a clear case of *favouritism / prejudice / subjectivity*.
8 Your new boyfriend *recollects / remembers / reminds* me of a cousin of mine.
9 Sue just can't stop thinking about football! She is *biased / concerned / obsessed* with her local team!
10 I just can't understand the *attitude / manner / mentality* of people who are cruel to animals.

3 Match each sentence opener (1–10) with an expression with 'feel' (a–j).

1 So, looking back, would you say you enjoyed your stay in Britain? .....e.....
2 Phew! I can't keep up with you any more. .....
3 Did the anaesthetic hurt? .....
4 If it's any consolation, ...
5 Well, just make yourself at home while you're waiting. .....
6 It's going to rain. .....
7 She's a very sensitive girl. .....
8 Now just relax and remember what I told you. .....
9 You should be really pleased with your daughter, Mrs Owen. .....
10 I'm really sorry I had to take this decision. .....

a Feel free to have some tea or coffee.
b Dawn clearly has a feel for languages.
c I can feel it in my bones.
d You'll soon get the feel of it.
e I have mixed feelings about it.
f I hope you have no hard feelings about it.
g I don't want to hurt her feelings.
h No, I didn't feel a thing!
i I'm starting to feel my age.
j I know just how you feel.

4 Complete each sentence with a word from the box.

appreciate	follow	mislead	~~put~~	utter
express	imply	plead	spot	wonder

1 I don't know how to .....put..... this, but I'm afraid the money has gone!
2 Could you say that again? I didn't quite ..... you.
3 I would ..... it if you could help me with this job.
4 I was so flabbergasted that I couldn't ..... a single word.
5 I simply said we had lost the order. I didn't ..... that it was your fault.
6 I was so overwhelmed that I just couldn't ..... my feelings.
7 Whenever I ask you about damage to the car, you always ..... ignorance.
8 I ..... that you can get up at 6.00 after what you did last night.
9 Most of the clues in a detective story are there to ..... the reader.
10 Did you ..... the deliberate mistake on page two?

5 Match each expression to do with thinking (1–10) with the best ending (a–j).

1 It's just a thought, but maybe … .....f.....
2 I'll give it some thought … .....
3 Am I right in thinking … .....
4 He thinks very highly of you … .....
5 On second thoughts, ...
6 That's all I can think of … .....
7 That's a thought! .....
8 I thought as much! .....
9 I've thought long and hard about it … .....
10 Sorry, I wasn't thinking straight. .....

a … so don't break his heart!
b … and I've decided not to accept.
c … and get back to you tomorrow.
d I've written my old address at the top!
e David has taken the car again without my permission!
f … you could go by train.
g … you used to live in Manchester?
h … at the moment.
i … perhaps I'd better do it after all.
j Yes, maybe I should do that.

6 Replace the words underlined in each sentence with a word from the box.

cherished	dreaded	mourned	~~regretted~~	resented
deplored	loathed	offended	reproached	stressed

1 Peter was very sorry about leaving his old job. ...regretted...
2 The prime minister said he strongly disapproved of the behaviour of the demonstrators. .....
3 Lily felt bitter about the fact that everyone had been promoted except her. .....
4 Richard felt extremely worried about visiting the dentist. .....
5 Sally held very dear the memory of her childhood in the country. .....
6 Neil grieved for the death of his mother and father for many weeks. .....
7 I am sorry if I hurt the feelings of your sister. .....
8 Cathy really felt a strong dislike for her new boss. .....
9 Our teacher laid emphasis on the importance of regular study. .....
10 Jim strongly criticized me for not doing my fair share of the work. .....

7 Complete each set of sentences with one word which fits in all three sentences.

1 Let's go down to the river. It's a really nice .....spot..... for a picnic.
I'm afraid I'm going to be late. I'm having a .....spot..... of bother with my car.
The evening in Blackpool was the only bright .....spot..... in an otherwise disappointing holiday.
2 I'm so tired I'm finding it difficult to keep my ..... on my work.
If you can cast your ..... back to lesson two, you'll remember we were talking about body posture.
My daughter is very ill, so I've got a lot on my ..... right now.
3 Perhaps I could talk to you later in private – it's a personal ..... .
It's only a ..... of time before the city falls to the rebels.
Dealing with problems like that is all just a ..... of being firm.
4 It's very upsetting news, as she was a very ..... friend.
It's rather ..... for me – haven't you got anything cheaper?
As the boat lurched from side to side, we held on for ..... life.
5 Police suspect that the shopkeeper had a ..... in the robbery.
Come on, concentrate on the job in ..... and don't get distracted.
Do you think you could give me a ..... with the decorating?
6 After her boss shouted at her, Maria felt too ..... to stay in the job.
I had to stay at home because my stomach was ..... .
Jim ..... the coffee pot, and the coffee made a mess of the white carpet.

16

VOCABULARY

Technology

1 Read the text and decide which option (A, B, C or D) best fits each gap.

One of the problems with mobile phones, some people say, is that people want them to be switched on all the time as a matter of (1) ..... , and this can be annoying to others. We all probably feel this when a phone goes off in the cinema or theatre, so audiences are usually reminded several times to (2) ..... that their phones are off or will ring silently. In schools there is the risk that pupils will spend more time sending text messages to their friends than paying attention to the lesson, and reports have suggested that teachers are fighting a (3) ..... battle, so much so that in some schools phones have been completely (4) ..... . However, it is really a matter of using new technology in a positive fashion. Phones or tablets with internet (5) ..... can be used in the classroom to look up information or download what the teacher has displayed on the electronic board at the front of the class. Pupils can organize their work with the (6) ..... of electronic media in the same way that business people organize theirs.

1	**A** ease	**B** fact	**C** urgency	**D** convenience
2	**A** assure	**B** insure	**C** ensure	**D** reassure
3	**A** false	**B** pointless	**C** sheer	**D** losing
4	**A** banned	**B** turned off	**C** removed	**D** permitted
5	**A** entry	**B** access	**C** permission	**D** entrance
6	**A** service	**B** favour	**C** aid	**D** relief

2 Complete each sentence with a word from the box.

appliance	component	equipment	gadget	overhaul
automation	~~contraption~~	experiment	machinery	system

1 What a peculiar ...contraption... ! What on earth is that for?
2 A washing-machine is probably the most useful household ..... .
3 We will have to order a new ..... to replace the damaged one.
4 The noise of ..... filled the factory and nearly deafened me.
5 My new computer has a completely different operating ..... .
6 Scientists in this laboratory are conducting an interesting ..... .
7 When ..... is introduced, the number of workers will be reduced.
8 Do you like this new ..... I bought for peeling potatoes?
9 Every six months the nuclear reactor needs a complete ..... .
10 My brother has a shop selling photographic ..... .

3 **Complete the text with a word formed from the word in CAPITALS in each gap.**

When faced with some new and bewildering (1) technological change, most people react in one of two ways. They either recoil from anything new, claiming that it is quite (2) ..... and in any case unnecessary, or they learn to adapt to the new invention, and eventually wonder how they could possibly have existed without it. Take computers as an example. At first they seemed to be a threat to our (3) ....., and many people found them (4) ..... . It seemed that the future would be run by such machines, that computers would take (5) ..... once taken by people. They also seemed (6) ..... and impossible to understand. Nowadays, most people are happy using a computer to play games or do their shopping, but even people who use computers in their (7) ..... work have very little idea of how they actually work. Presumably much the same happened when the telephone and the television became widespread. At first change alarms people, but they soon adapt to it and stop worrying. However, some of the (8) ..... that are made to new technology may well have a point to them, since change is not always an (9) ..... . As we discover during power cuts, there is something to be said for the oil lamp and the coal fire, and (10) ..... such as reading or playing board games, which don't need electricity to work.	TECHNOLOG COMPREHEN FREE TERROR DECIDE MYSTERY DAY OBJECT IMPROVE ACTIVE

4 **Match each problem (1–10) with a solution (a–j).**

1	The door squeaks. ....d....	a	It needs servicing.
2	The car battery is dead.	b	It needs tightening.
3	The pencil is blunt.	c	It needs reconnecting.
4	The screw is coming loose.	d	The hinges need oiling.
5	My watch has stopped.	e	It needs tuning.
6	The car seat is in the wrong position.	f	It needs recharging.
7	The light bulb is flickering.	g	It needs sharpening.
8	The dishwasher is making odd noises.	h	It needs winding up.
9	This wire has come loose.	i	It needs adjusting.
10	The piano sounds terrible!	j	It probably needs replacing.

5 Complete the texts with a word formed from the word in CAPITALS in each gap.

Text 1

(1) .....Installation..... of your new energy-efficient domestic gas boiler is free of charge, and will be performed within five days of payment. Regular (2) ..... by a qualified engineer is advised. The system comes with an (3) ..... cover, which can be kept fully extended or half down. The cover must be completely removed for repairs to be carried out. As with all (4) ..... equipment, please exercise great care if you are attempting to repair the (5) ..... yourself.

INSTALL
MAINTAIN
ADJUST
ELECTRIC
APPLY

Text 2

Attach the motor to the (6) ..... outlet pipe. Screw the motor down into place. If the motor does not engage, remove it and (7) ..... the outlet pipe. All engineers installing or repairing this machinery must observe all necessary (8) ..... precautions. This includes the wearing of goggles, masks and other (9) ..... equipment. For instructions on how to remove the outlet valve, please refer to the (10) ..... described on page 28 of this manual.

CYLINDER
TIGHT
SAFE
PROTECT
PROCEED

6 Underline the best option to complete each sentence.

1 The hair-drier is fitted with a three point *cable / plug / socket.*
2 Don't touch that wire! It's *live / lively / living.*
3 This small vacuum cleaner *runs / powers / works* on batteries.
4 The set wouldn't work because there was a faulty *connection / joint / link.*
5 I can't use my drill here. The *lead / plug / wire* isn't long enough.
6 Turn off the mains first in case you get *an impact / a jolt / a shock.*
7 Oh dear, the lights have gone off! The *cable / fuse / safety* must have gone.
8 Can you lend me that DVD? I want to *copy / transcribe / write* it.
9 The appliance is powered by a small electric *engine / machine / motor.*
10 Jim has just started work as an *electrical / electricity / electrician* engineer.
11 The electrician twisted the wires together using a pair of *hammers / chisels / pliers.*
12 I buy coffee beans and put them in a *grinder / mixer / blender.*
13 The good thing about this knife is that the *blade / point / edge* can be replaced.
14 I can't undo this nut. I need a larger *bolt / screwdriver / spanner.*
15 You can save electricity by using low energy light *globes / bulbs / glasses.*

17

VOCABULARY

Quality and quantity

1 **Read the text and decide which option (A, B, C or D) best completes each collocation or fixed phase.**

The quality of life these days is something most of us take for (1) ..C.. . It takes some radically different experience to (2) ..... this fact home to people. In my (3) ..... , it was spending three weeks aboard a yacht with twelve other people, competing in a major sailing race. Although I was officially a guest, it was made clear from the start that there was to be no room for passengers, and that I'd have to (4) ..... my weight. For the first few nights, none us was able to sleep for more than a couple of hours at a (5) ..... before being rudely awoken by an aggressive command. Then we'd do physically exhausting work in total darkness. Every few minutes we'd be completely soaked to the (6) ..... by a large wave we couldn't see coming. I shared sleeping (7) ..... with six other women, with barely enough room to stretch my legs. Soon I found myself (8) ..... for my comfortable sheets back home, a hot chocolate and a warm bath.

1	A given	B accepted	C granted	D read
2	A bring	B push	C sweep	D carry
3	A example	B instance	C case	D experience
4	A offer	B move	C use	D pull
5	A piece	B time	C period	D moment
6	A flesh	B skin	C bones	D toes
7	A quarters	B premises	C dormitories	D digs
8	A desiring	B yearning	C dreaming	D craving

2 **Both options make sense. Underline the one which forms a common collocation.**

1 We advertised the house widely but only a *handful / minority* of people have shown any interest.
2 The surgeon told Sam that the operation had been only a *minor / partial* success.
3 The amount of parking space available here is no longer *adequate / passable*.
4 Sue has already written the *bulk / mass* of her third novel.
5 You have to use a magnifying glass to see some of the *miniature / minute* details.
6 I am glad to report that the company has made a *large-scale / sizeable* profit.
7 There has been quite a *dearth / want* of good biographies this year.
8 I suppose I have had a *fair / good* amount of experience in making speeches.
9 We can't afford such a lavish party with the *limited / narrow* means available.
10 There is really a *wide / vast* difference between the two plans.

3 Complete each sentence with a verb from the box.

contracted	diminished	enlarged	faded	spread
declined	dwindled	~~extended~~	reduced	supplemented

1 The old railway line has been *extended* as far as the new airport.
2 In an effort to increase sales, prices will be ..... for a short period.
3 Hope has now ..... for the two climbers missing since last Friday.
4 Helen ..... her small salary by making shrewd share dealings.
5 The school playground has been ..... by the addition of the old garden.
6 Unfortunately the fire has now ..... to neighbouring buildings.
7 The team's enthusiasm was not at all ..... by their early setbacks.
8 As a seaside resort, Mudford has ..... a lot since its heyday in the 1920s.
9 The company has ..... in size, and now employs only 300 people.
10 The number of students attending the class ..... until only two remained.

4 Match each sentence (1–10) with a comment from the same speaker (a–j).

1 United are much better than City. .....
2 You threw the ball before I was ready. .....
3 These wines taste just the same to me. .....
4 Why don't I pick you up at the house? .....
5 Why bother waiting here when we've missed the last bus? .....
6 Congratulations on your promotion. .....
7 The hotel we are staying in is a bit disappointing. .....
8 There's no food in this cupboard. .....
9 Pauline has got a new Benson 500. .....
10 Our product is without doubt the best on the market. .....

a Personally, I don't think much of it.
b It would be more convenient.
c It doesn't count.
d There's no comparison.
e None whatsoever.
f I can't tell the difference.
g It has no equal.
h It doesn't come up to expectations.
i It's pointless.
j You deserve it.

5 Complete the text with a word formed from the word in CAPITALS in each gap.

Ask any adult over forty to make a (1) .....comparison..... between the past and the present and most will tell you that things have been getting steadily worse for as long as they can remember. Take the weather for example. Everyone remembers that in their (2) ..... the summers were considerably hotter, and that winter always included (3) ..... falls of snow just when the school holidays had started. Of course, the food in those days was far superior too, as nothing was imported and everything was fresh. (4) ..... was negligible, the money in your pocket really was worth something, and you could afford a (5) ..... house, even if your means were limited. And above all, people were somehow nicer in those days, and spent their free time on innocent (6) ..... such as making model boats and tending their stamp (7) ..... , rather than gazing at the television screen for hours on end. As we know, this image of the past simply cannot be realistic, and there are plenty of statistics dealing with health and (8) ..... which prove that it is not. So, why is it that we all have a (9) ..... to idealize the past and to be so (10) ..... of the present?	COMPARE YOUNG ABOUND EMPLOY SIZE PURSUE COLLECT PROSPER TEND CRITICIZE

6 Replace the words underlined in each sentence with a phrase from the box.

are not alike	completely different	similar	is not as good as we had hoped
calculated in relation to	~~nothing exactly the same as~~		

1 There is no equivalent to this word in any other language.
.....nothing exactly the same as.....

2 I am afraid that your sales performance has fallen short of expectations.
.....

3 These two cars are alike.
.....

4 The problem can be divided into two distinct parts.
.....

5 Although they are based on the same novel, the two films differ.
.....

6 The salary given will be commensurate with experience.
.....

7 Complete each sentence with an adjective from the box.

abundant	excessive	~~lavish~~	middling	potential
ample	inferior	major	negligible	superior

1 The guests were impressed by the ...lavish... scale of the banquet.
2 Water is ..... in this part of the country, owing to the heavy rainfall.
3 Make a list of ..... clients, and then send them our brochure.
4 Response to our sales campaign was only ..... , which was a little bit disappointing.
5 The government was accused of making ..... demands on the taxpayers.
6 There is no need to rush. We have ..... time before the meeting.
7 Since winning the lottery, Helen and Joe have moved to a ..... neighbourhood.
8 There's no need to take the car to a garage. The damage is ..... .
9 The signing of the peace treaty was an event of ..... importance.
10 Just because you don't have your own desk in the office, you needn't feel ..... .

8 Replace the word(s) underlined in each sentence with a word from the box.

altogether	considerably	especially	~~practically~~	specifically
barely	effectively	moderately	respectively	thoroughly

1 United are virtually certain of a place in the final after this result. ..practically..
2 I'm particularly proud of Jan's contribution to the play. .....
3 Peter says he is utterly fed up with the government. .....
4 Be careful! I can hardly walk! .....
5 After finishing the decorating I felt completely exhausted. .....
6 Classes 3 and 4 scored 10 points and 15 points each in that order. .....
7 I am fairly satisfied with the results so far. .....
8 Since the revolution, the army has to all intents and purposes run the country. .....
9 We have been greatly heartened by the news from the surgeon in charge. .....
10 I told you clearly and definitely not to write your answers in pencil, Smith! .....

18

VOCABULARY

Education

1 Complete the text with a word formed from the word in CAPITALS in each gap.

In Britain, although education is compulsory for children between the ages of five and sixteen and the (1) .provision. of education is the responsibility of local authorities, there is no legal (2) ..... for this to take place in a school.	PROVIDE REQUIRE
Many parents reject (3) ..... education and can quite legally choose to teach their children at home. Provided that the local authority agrees to this, parents without teaching (4) ..... can teach their own children, and do not have to follow the National Curriculum. Their (5) ..... for doing this seems to be varied: fear of bullying at school and a sense of the school's (6) ..... for their children's particular needs are the reasons most often cited by parents.	TRADITION QUALIFY MOTIVE SUITABLE
There are two main criticisms often levelled at home education. First, do children learn to (7) ..... with others if they remain at home? Secondly, there is some (8) ..... as to whether the parents can provide the right kind of education for their children.	SOCIAL CERTAIN
Home teaching supporters, however, are (9) ..... organizing themselves into groups, sharing teaching ideas and resources, thus (10) ..... that children get together to learn or play. There are no (11) ..... figures as to how many children are being educated in this way. Estimates vary from 7500 to 34500, though other (12) ..... experts put the figure at between 40000 and 50000.	INCREASE SURE RELY EDUCATION

2 Both options make sense. Underline the one which forms a common collocation.

1 In my country we have to do nine *basic / core* subjects and then we can choose several others.
2 At this school we put a strong emphasis on *academic / scholarly* achievement.
3 In my country *bodily / corporal* punishment was abolished 40 years ago.
4 In my class we had a *helper / support* teacher who assisted pupils with learning difficulties.
5 On Friday afternoons we had lessons with the *trainee / apprentice* teacher.
6 In my country we have some end-of-year tests but most of our marks come from *progressive / continuous* assessment.
7 At 16 we have the choice of doing more *vocation / employment*-oriented courses, such as business studies and accounting.
8 When I was 15, I had a two-week work *position / placement* with a local factory.
9 There were a number of *teenage / child* mothers in my class.
10 I was expelled from school for *playing / going* truant too many times.

3 Read the text and decide which option (A, B, C or D) best completes each collocation or fixed phase.

A report on the notorious Fiveways School, visited recently by government (1) ..B..., was published yesterday. The report (2) ..... inadequate strategic planning, poor (3) ..... of teaching, and semi-derelict building conditions as being largely to blame for the problems at Fiveways, the school branded 'the worst in Europe'. Our reporters entered the school by (4) ..... arrangement, and witnessed at (5) ..... hand the chaos that has heaped infamy on the school. On the day of their visit, our reporters learned that one disruptive pupil had been given a three-week (6) ..... for punching a teacher in the face. They saw pupils virtually (7) ..... riot, throwing stones at passers-by and verbally (8) ..... a teacher.

1	A authorities	B inspectors	C controllers	D examiners
2	A highlights	B illuminates	C features	D activates
3	A measures	B patterns	C standards	D specifications
4	A former	B earlier	C preceding	D prior
5	A original	B first	C immediate	D direct
6	A expulsion	B caution	C suspension	D ban
7	A running	B going	C making	D taking
8	A harming	B abusing	C damaging	D oppressing

4 Five people are speaking about their learning experiences. Complete the texts using one word in each gap. The first letter of each word is given.

1 Emma

I've just finished university, although I'll have to go back for my g.raduation..... ceremony in October. So now I'm the proud possessor of a d..... in modern languages. At last I can get down to earning some money and paying back my l..... from the government. My friend is luckier than me in this respect – she's off to the States. She has a s..... to study at Yale University.

2 Jack

I was known as a rather naughty, mischievous pupil, and I often used to get s..... out of the lesson or put in d..... after school. Little did the school know, however, that Dad was actually paying me to have extra maths lessons at home with a private t..... . And it paid off, for in my maths exam, I surprised everyone by getting the top m..... in the class.

3 Sarah

I left school without any q..... , and with no real job p..... . But then I started doing e..... classes at the local f..... education college. And now I'm a mechanic, and delighted with my job!

4 Tom

My problem was exams. I was never any good at them. Classwork fine – exams no go. For my A levels I r..... solidly for three months, but despite all this preparation, I got disappointing g..... : D for physics, E for chemistry, and E for biology. The school suggested that I r..... the exams, but to be honest, I didn't fancy all that studying all over again. But I did win a p..... at sports day, for the senior boys long jump.

5 Hannah

When I was 28, I decided I wanted to go back into education, as I was getting more and more interested in English literature. One option was to become a m..... student at a university, but I couldn't afford this full-time commitment. So in the end I signed up for a c..... course, or 'distance learning', as it's called. I sent my essays and a..... to a tutor by post and also communicated with her by email. I had to study English literature from 1300 to the present day, but I chose to s..... in the twentieth-century novel.

5 Complete the extracts from two school reports by writing a word from the box in each gap.

applies	contributes	~~effort~~	insolent	participated
concentrate	distracted	half-hearted	mature	respect

Report 1

Tracey has made a big (1) .....effort..... this term, showing herself to be very (2) ..... for her age. She (3) ..... herself well and (4) ..... fully to class discussions. She shows a lot of (5) ..... towards her teachers.

Report 2

On one occasion Derek was sent home for being (6) ..... to a teacher. In terms of effort, his work can sometimes be rather (7) ..... . He is easily (8) ..... and finds it hard to (9) ..... in class. Also, he has not (10) ..... in group work as well as he should.

6 Complete each set of sentences with one word which fits in all three sentences.

1 When we had finished acting, the teacher gave us all a .....mark..... out of ten.
Ella has only been in the office for three months, but already she has really made her .....mark..... .
The teacher told Jeremy off for making a .....mark..... on Emma's notebook.

2 We're pleased with Ann's work – she ..... herself very well to the task in hand.
The comment I have just made to Smith ..... equally to all of you.
I really hope my sister ..... for that new job; she'd be so good at it.

3 I've virtually ..... any ambition I ever had of becoming a teacher.
I ..... out of college after one term and went travelling around the world instead.
On police advice, Mr Bortello has ..... the charges he brought against his neighbours.

4 Mr Ross, our old history teacher, ... his classes with a rod of iron!
The judge ..... that Newton had acted in self-defence, and instructed the jury to find him 'not guilty'.
Police have not ..... out the possibility of murder in this case.

5 The entire workforce at Holman Avionics downed tools today, in ..... of two sacked colleagues.
If you need help, put your hand up and I or Mrs Kent, the ..... teacher, will come to you.
I'll come along to your speech, if you like, and give you some moral ..... .

19

VOCABULARY

Word formation

Word formation has been practised throughout the vocabulary section. This unit gives further practice in greater detail.

1 Complete each sentence with a word beginning *over-* or *under-*, formed from the word in brackets.

1 The underlying (lie) causes of the problem are widely known.
2 What a terrible film. It's really ..... (rate) in my view.
3 The first time I tried out my new bike I ..... (balance) and fell off.
4 Don't forget to give the door an ..... (coat) as well as a coat of gloss paint.
5 The bath ..... (flow) and the water dripped through into the living room.
6 It is not as easy as all that. I think you are ..... (simplify) the problem.
7 I apologize for the delay in sending your order but we are ..... (staff) at present.
8 You can cross the road by going down these steps and through the ..... (pass).
9 The garden has been neglected and was ..... (grow) with weeds.
10 You should have turned the meat off before. It's ..... (do) now.

2 Complete the word in each sentence with either *-able* or *-ible*. Make any necessary spelling changes.

1 Nicola's new book is really remarkable.
2 I don't find your new colleague very like.....
3 The pie looked very good, but it wasn't very easily digest.....
4 That was a really contempt..... way of getting the boss on your side!
5 I think that anything is prefer..... to having to tell so many lies.
6 The advantage of these chairs is that they are collapse.....
7 I do hope that you find your room comfort.....
8 Why don't you go to the police? It's the sense..... thing to do.
9 John takes good care of the children and is very response.....
10 I find your aunt a very disagree..... person I'm afraid.

3 Complete the word in each sentence by adding a suitable prefix.

1 I didn't pay the bill and now the electricity has been ....dis.....connected.
2 There is a law against dropping litter, but it is rarely .....forced.
3 The government has decided not to .....introduce military service.
4 I thought the effects in the film were rather .....done.
5 The rumours about the minister's death were completely .....founded.
6 Anyone with a .....ability may qualify for a special pension.
7 I am .....debted to you for all the help you have given me.
8 When a currency is .....valued, it is worth less internationally.
9 I found the instructions you gave us very .....leading.
10 John rents the house and I .....let a room from him.

4 Replace the words underlined in each sentence with one word ending in *-ly* and beginning with the letter given.

1 The country imports over two million tons of rice every year. annually.....
2 Harry's work has improved a great deal. c.....
3 By chance, I'm driving there myself tomorrow. C.....
4 I'll be with you straight away. d.....
5 The two sisters were dressed in exactly the same way. i.....
6 I'm afraid that Carol's writing is quite illegible. a.....
7 Tim only understands in a hazy manner what is going on. v.....
8 I think that this plan is downright ridiculous! t.....
9 Diana just wants to know the truth. m.....
10 The passengers only just escaped with their lives. b.....

5 Complete the word in each sentence with either *in-* or *un-*.

1 Why are you so .....in.sensitive to other people's problems?
2 The garden is divided into two .....equal parts.
3 I think you were .....justified in punishing both boys.
4 I am afraid that the world is full of .....justice.
5 This ticket is .....valid. You haven't stamped it in the machine.
6 Thank you for your help. It was .....valuable.
7 Quite honestly I find that argument .....tenable.
8 The government's .....action can only be explained as sheer neglect.
9 The amount of food aid the country has received is quite .....sufficient.
10 Her remarks were so rude they were frankly .....printable.

6 Complete the word in each sentence by adding a word from the box.

dust	flake	hand	pour	~~shift~~
fire	goer	mare	quake	sick

1 We used cushions and blankets as a make..shift..... bed.
2 I woke up screaming after having a terrible night..... .
3 The house was severely damaged by an earth..... .
4 We got soaked to the skin in a sudden down..... .
5 Don't forget to tell everyone about the meeting before..... .
6 The average theatre..... will find this play incomprehensible.
7 After six months abroad, Angela was beginning to feel home..... .
8 The floor of the workshop was covered in saw..... and shavings of wood.
9 The children made a poster based on the shape of a snow..... .
10 The United Nations tried to arrange a cease..... but without success.

7 Complete the compound word in each sentence.

1 One of the draw.backs..... of this car is its high petrol consumption.
2 From the hotel there is a breath..... view across the canyon.
3 Peter's gambling ability gave him a nice little wind..... of £300.
4 We always lock the computer in this cupboard, just as a safe..... .
5 If I were you, I'd spend a bit more and buy the hard..... version of the book.
6 Michael's playboy life..... was the envy of all his friends.
7 That building has been ear..... for redevelopment by the council.
8 We cannot take off because the run..... is rather icy.
9 From my stand..... , this would not be a very profitable venture.
10 There is wide..... dissatisfaction with the government's policies.

8 Complete the word in each sentence with a suitable suffix.

1 I object strongly to the commercial*ization* of sport.
2 Skateboarding is no longer very fashion..... in this country.
3 Don't touch that glass vase! It's absolutely price..... !
4 We decided to go to watch some tradition..... dances in the next village.
5 Helen's uncle turned out to be a really remark..... person.
6 We have not yet received confirm..... of your telephone booking.
7 Driving on these mountain roads in winter is a bit hazard..... .
8 I just couldn't put up with his relent..... nagging.
9 The doctor will be available for a consult..... on Thursday morning.
10 None of this work has been done properly. Don't you think you have been rather neglect..... ?

9 Complete the text with a word formed from the word in CAPITALS in each gap.

ROMFORDCOLLEGE**ALUMNI**CLUB

Hello all Romfordians!
Welcome to another edition of the club newsletter.

A list of (1) ..*forthcoming*..... events for the autumn is being prepared. It will be displayed on the club's	COME
(2) ..... . Sadly our intended celebrity guest, the	NOTICE
actor George Wells, has had to (3) ..... from the summer fair. However, we are pleased to announce that we	DRAW
have lined up a (4) ..... in the shape of Bethan Rogers, the folk-singer.	PLACE
Meanwhile, we are looking for (5) ..... to help	VOLUNTARY
run both the cloakroom and the (6) ..... stall.	FRESH
If you are interested please let me know as soon as possible.	
The cost of (7) ..... to the fair for non-members has been agreed at £5.00, but it is free, of course, for members.	ADMIT
As you know, Professor Byatt, who has been associated with the club for 15 years, is retiring at the end of term. In	
(8) ..... of his support and enthusiasm, we are	RECOGNIZE
planning to hold a little (9) ..... for him.	PRESENT
Mrs Byatt has suggested we buy him a gold watch. Please send	
any (10) ..... you would like to make to me by Friday 30th.	CONTRIBUTE

20

VOCABULARY

Multiple meaning

Multiple meaning has been practised throughout the vocabulary section. This unit gives further practice in greater detail.

1 Replace the words underlined in each sentence with a verb from the box.

damaged	extracted	produced	stopped	~~told off~~
dragged	opened	~~started moving~~	succeeded	withdrew

1 The lorry pulled away very slowly because of its heavy load. started moving
2 I think I must have pulled a muscle. .....
3 The man pulled out a gun and aimed it at the bank clerk. .....
4 It was still dark when I pulled back the curtains. .....
5 Surprisingly, when the dentist pulled out my tooth, I didn't feel a thing. .....
6 I think it's amazing that Jack pulled it off – I never thought he'd do it. .....
7 The United Nations pulled out their troops from the capital. .....
8 Mike was pulled up by his boss for making a joke about the Chairman. .....
9 They pulled the heavy sandbag along as it was too heavy to carry. .....
10 A police car pulled up outside the Burtons' house. .....

2 Decide whether *run* is correct or not in each sentence. Put a tick if it is correct, or write the correct word.

1 I'll run your message to John and see what he thinks. pass / give
2 Would you like me to run you to the bus station? .....
3 I can't stand all the chlorine in the pool – it makes my eyes run. .....
4 Your home address isn't run correctly in our records. .....
5 They sometimes run an extra train if they know it's going to be busy. .....
6 It is thought that the total cost will run 50% higher than the estimate. .....
7 Well I'm extremely busy, but, at a run, I might be able to do it for you. .....
8 The run of the matter is, we've decided to get married in August. .....
9 My contract still has six months to run. .....
10 Karen hasn't decided yet if she wants to run for the presidency again this year. .....

3 Write one word that completes all the collocations or fixed phrases.

1 an instrument .....panel.....
a .....panel.....of experts
a control .....panel.....
a wooden .....panel.....

2 a ..... ballot
a ..... agent
keep it a .....
meet in .....
the ..... of success

3 take ..... of the situation
it's out of .....
the ..... exchange
the ..... market

4 a ..... sheet
a ..... zone
only ..... will tell
long ..... no see
for the ..... being

5 a ..... minder
..... abuse
..... care facilities
a ..... prodigy
behaving like a .....

4 Decide whether *odd* is correct or not in each sentence. Put a tick if it is correct, or write the correct word.

1 There are some very odd (.....✓.....) characters living in this street.
2 Come on Jack, one odd (.....) glass of beer before you leave!
3 It's odd (.....) to think that this time yesterday we were on the other side of the world.
4 I think this software is odd (.....) with my computer.
5 I'm getting odd (.....) feet about this – it's all a bit dangerous.
6 Look I can't wear odd (.....) socks – everyone will laugh at me.
7 The match was mediocre – apart from the odd (.....) flash of genius from Lupeto.
8 Put your odd finger (.....) over the hole as you blow.
9 Look, I'd like to lend you the money, but you're putting me in an odd (.....) position.
10 The quiz master tells you three things, and you have to say which is the odd one out. (.....).

5 Underline the two words which collocate best with the other words in the sentence.

1 Please ..... this receipt, as it means we can identify your photographs more quickly. (*maintain / retain / keep*)
2 OK, if you can just ..... still while I take the photograph. (*stay / stop / stand*)
3 The final ..... will be shown here on Channel 3 at 8.30 on Tuesday. (*part / programme / series*)
4 The doctor said I had a ..... skin condition. (*mild / weak / slight*)
5 Her work gives a sense of ..... to her life. (*aim / purpose / direction*)
6 He even had the ..... to ask me to do his photocopies for him. (*cheek / brain / nerve*)
7 Thanks to that wretched mosquito, my ankle ..... to twice its normal size. (*swelled / grew / rose*)
8 I couldn't stand any more, so I left early, but John stayed to the ..... end. (*far / very / bitter*)
9 Today's not a good day for a meeting. I'm rather ..... for time. (*tight / pushed / pressed*)
10 Come on Elly, concentrate on the game; it's your ..... . (*turn / go / take*)

6 Replace the underlined words in each sentence with one word which fits in all three sentences.

1 It would require a lot of strength to lift that boulder.
I find his views on foreigners very hard to accept. .....take.....
I hope the burglars didn't steal anything valuable.
2 Sue has not really been challenged at school this term.
The pullover expanded when I washed it. .....
I reached out my arm as far as it would go.
3 I intend to leave as early as possible.
I nominate Sally Field for the post of Chairperson. .....
I suggest setting up another meeting for next Thursday.
4 I hope you've got enough room to work at that desk.
There's a large storage area under the stairs. .....
There's a place here for you Emma, if you want to sit down.
5 Erica thought for a while and then dropped the ring over the bridge.
From that point on, their relationship was never quite the same. .....
At the last minute, they decided to pull out of the competition.

1

Words and phrases

These units also revise items from earlier units.

1 *Come*

Complete each sentence with a word from the box.

~~expectations~~	fortune	pressure	strike	useful
force	light	realize	undone	world

1 I'm afraid that Jim's new play didn't come up to expectations .
2 The building workers have voted to come out on ..... .
3 The government is coming under ..... to change the law.
4 When her uncle died, Susan came into a ..... .
5 The truth of the matter came to ..... during the investigation.
6 Oh bother! My shoelaces have come ..... .
7 Bring the torch with you. It might come in ..... .
8 Ted used to be quite wealthy, but he's come down in the ..... .
9 Recently I've come to ..... that you were right all the time.
10 The new traffic regulations come into ..... tomorrow.

2 *In*

Complete each sentence with a word from the box.

advance	comparison	doubt	practice	sympathy
charge	~~detention~~	earnest	response	way

1 All the pupils who misbehaved have been kept in detention .
2 I'm not joking. I'm speaking in ..... .
3 Your rent is, of course, payable in ..... .
4 The bus drivers are on strike, and the railway workers have come out in ..... .
5 This city makes London seem quite small in ..... .
6 It's a depressing book, but I enjoyed it in a ..... .
7 Everyone else is away, so I am in ..... of the office.
8 Theoretically term ends at 4.00 on Friday, but in ..... everyone leaves at lunchtime.
9 If in ..... , do not hesitate to contact our representative.
10 We decided to show the film again in ..... to public demand.

3 *Hand*

Match each expression (1–10) with an explanation (a–j).

1 She did it single-handedly. ....g....
2 You have to hand it to her. .....
3 She can turn her hand to just about anything. .....
4 Her behaviour was rather high-handed. .....
5 She played right into their hands. .....
6 She's an old hand at this kind of thing. .....
7 At the end they gave her a big hand. .....
8 I think her behaviour is getting out of hand. .....
9 She has managed to keep her hand in. .....
10 She was given a free hand. .....

a She unsuspectingly gave them an advantage.
b She took advantage of her position to use her power wrongly.
c She was allowed to do whatever she wanted.
d She is becoming uncontrollable.
e She was applauded loudly.
f She has practised so as not to lose her skill.
g She did it on her own.
h She can learn any skill very easily.
i She has to be congratulated.
j She has a lot of past experience.

4 Wood and metal

Complete each sentence with a word from the box.

beam	plank	post	stick	~~twig~~
girder	pole	rod	trunk	wand

1 A small bird was carrying a .....twig..... in its beak back to its nest.
2 The wall was supported by a thick metal ..... .
3 Wasps had made a hole in the ..... of the old fruit tree.
4 A workman pushed the wheelbarrow along a ..... .
5 The magician waved the ..... and the rabbit vanished.
6 We have to replace an old oak ..... which supports the ceiling.
7 I use a long piece of bamboo as a fishing ..... .
8 Our neighbour crashed his car into our gate ..... .
9 After I left hospital I could only walk with a ..... .
10 We hoisted the flag to the top of the ..... .

5 Prefix *un-*

Complete the second sentence so that it has a similar meaning to the first sentence. Use a form of the word underlined beginning *un-*.

1 I don't envy his position.
His position is unenviable.

2 Philip flew to New York without the company of his parents.
Philip flew to New York .....

3 Margaret has no inhibitions at all.
Margaret is completely .....

4 There is no foundation to the rumour that I have been dismissed.
The rumour that I have been dismissed .....

5 I just can't bear this heat!
For me, this heat .....

6 There's no doubt that Schwartz is the best skier around at the moment.
Schwartz is .....

7 The sound of Jenny's voice cannot be mistaken.
The sound of Jenny's voice .....

8 There is no justification for your behaviour.
Your behaviour is quite .....

9 There is no precedent for such action.
Such action .....

10 Ian teaches but has no teaching qualifications.
Ian is an .....

6 Verbs of movement

Underline the best option in each sentence.

1 The drunken soldier was *marching / staggering / scrambling* crazily from one side of the street to the other.
2 George suddenly *dashed / slunk / rambled* into the room waving a telegram.
3 Sue found it very difficult to *pass / overtake / cross* the busy street.
4 Passengers who wish to *alight / leave / descend* at the next station should travel in the front four coaches.
5 The runner with the injured foot *flashed / limped / trundled* across the finishing line.
6 Kate spent the morning *rambling / strolling / crawling* along the sea-front.
7 Harry *strode / tiptoed / trudged* along the landing, trying not to make any noise.
8 The road was icy, and I *skidded / skated / slipped* as I was walking along.
9 I managed to *creep / slink / strut* up to the burglar before he noticed me.
10 After the meal we *lounged / loitered / lingered* over our coffees for an hour or so.

2

Words and phrases

1 *Get*

Replace the words underlined with an expression from the box.

get you down	get your own back	~~get the sack~~	get it straight
get hold of	get the idea across	get up speed	get rid of
get away with murder	there's no getting away from it		

1 If you're not careful, you're going to be dismissed. ...get the sack...
2 Doesn't this gloomy winter weather depress you? .....
3 You're going to grow old one day. You can't ignore it. .....
4 Willie treated you really badly. How are you going to take revenge? .....
5 These trains start very slowly but they soon accelerate. .....
6 Ann talks well but she doesn't always communicate what she wants to say. .....
7 The pipes have burst. We must try to find a plumber. .....
8 Let's understand each other. I don't want to go out with you! .....
9 Philip is the teacher's favourite. She lets him do whatever he wants. .....
10 I feel awful. I can't seem to shake off this cold. .....

2 Colour idioms

Complete each sentence with a colour or a word formed from a colour.

1 When Bill saw my new car he was .....green..... with envy.
2 Tina never comes here now. We only see her once in a ..... moon.
3 When the visitors from Japan arrived, the company gave them the ..... carpet treatment.
4 I'm fed up with this job. I feel completely ..... off.
5 Julie's letter was unexpected. It arrived completely out of the ..... .
6 The .....-collar workers received a rise, but the workers on the shop floor were told they had to wait.
7 We decided to celebrate by going out and painting the town ..... .
8 Tony can't be trusted yet with too much responsibility, he's still ..... .
9 You can talk until you're ..... in the face, but he still won't listen.
10 They fell deeper and deeper into the ..... and then went bankrupt.

3 Common phrases

Match each sentence (1–10) with a comment from the same speaker (a–j).

1 Gosh, it's incredibly hot today. .....f.....
2 I'm really terribly sorry about damaging your car. .....
3 I feel that proof of Smith's guilt has now been established. .....
4 Well, that's the last item we had to discuss. .....
5 Why didn't you phone me at all? .....
6 It's a good plan, I suppose. .....
7 You may be the office manager … .....
8 The search has gone on now for three days. .....
9 Don't worry about the missing money. .....
10 Haven't you heard about Gordon and Eileen then? .....

a But that doesn't give you the right to speak to me like that.
b Chances are it's just an administrative error.
c Beyond a shadow of doubt, in my opinion.
d For all you know, I might be dead!
e I thought it was common knowledge.
f I could really do with a cold drink.
g As far as it goes, that is.
h So I think that covers everything.
i Hope appears to be fading, I'm afraid.
j All I can say is that it certainly won't happen again.

4 *See*

Complete each sentence with a word or phrase from the box.

a lot	eye to eye	my way	the funny side	the light
better days	it through	red	the last	things

1 I started this project, and I intend to see ..it through.. .
2 If you ask me, this restaurant has seen ..... . The décor is very old.
3 Well, so much for Jack. I think we've seen ..... of him for a while.
4 I don't think we really see ..... over this matter, do we?
5 Come on, laugh! Can't you see ..... ?
6 When Heather told me I had been dismissed, I saw ..... .
7 I don't think I can see ..... to lending you the money after all.
8 Mark and Ellen have been seeing ..... of each other lately.
9 At last! Rob has seen ..... and come round to my way of thinking.
10 Ghosts! Don't be silly! You're seeing ..... !

5 Suffix *-ful*

Complete the second sentence so that it has a similar meaning to the first sentence. Use a word formed from the word underlined ending in *-ful*.

1 Martin did his duty as a son.
Martin was a dutiful son.

2 You didn't show much tact, did you?
You .....?

3 I think the whole idea is a flight of fancy.
I think the whole idea .....

4 We have a relationship which means something.
We have .....

5 I have my doubts about this plan.
I am .....

6 I can only pity his performance, I'm afraid.
His performance .....

7 Smoking definitely harms the health.
Smoking .....

8 It would be of some use to know what they intend to do.
It would be .....

9 Jim doesn't show any respect to his teachers.
Jim .....

10 I'm afraid your directions weren't much help.
I'm afraid .....

6 *Out*

Complete each sentence with a phrase from the box.

~~and about~~	of breath	of my control	of range	of the way
of all proportion	of character	of order	of sight	on strike

1 I don't spend all my time in the office, I get out and about quite a lot.
2 She doesn't usually behave like that. It's completely out ..... .
3 I wish you'd get out ..... ! I can't get past.
4 After running up the stairs I was quite out ..... .
5 The gunners couldn't fire at the castle because it was out ..... .
6 This was a small problem which has been exaggerated out ..... .
7 Don't bother trying the lift, it's out ..... again.
8 The railway workers are out ..... again.
9 I can't do anything, I'm afraid, it's out ..... .
10 The riders went over the top of the hill and were soon out ..... .

3

Words and phrases

1 *On*

Complete each sentence with a word or phrase from the box.

his retirement	average	the premises	the market	a permanent basis
~~its own merits~~	purpose	good terms	the verge of	loan

1 Each of the five peace plans will be judged on *its own merits* .
2 The company gave George a gold watch on ..... .
3 We have decided to employ Sue on ..... from now on.
4 This is easily the best type of outboard motor on ..... .
5 This Rembrandt is on ..... to the National Gallery at present.
6 There should be at least five fire extinguishers on ..... .
7 Mary has remained on ..... with her ex-husband.
8 Paul's doctor says he is on ..... a nervous breakdown.
9 We serve ten thousand customers on ..... every week.
10 I don't think that was an accident. I think you did that on ..... .

2 *One*

Complete each sentence with a word or phrase from the box.

one at a time	~~for one~~	one another	one-time	one-way
one by one	all in one	one-off	one-sided	one in three

1 You may disagree, but I *for one* think the play is a ghastly failure.
2 The match was a ..... affair, with United dominating throughout.
3 Irene Woods, the ..... singing star, has written her third musical.
4 According to a survey, ... students are unable to pay tuition fees.
5 We are willing to make you a ..... payment of £1000 as compensation.
6 Not all together please! Can you come out to the front ..... .
7 Jim is trainer, manager and driver ..... .
8 ..... the weary soldiers fell exhausted along the side of the road.
9 We can't turn left here. It's a ..... street.
10 I wish you kids would stop pushing ..... and start behaving yourselves.

3 *Break*

Match each sentence (1–10) with an explanation (a–j).

1 They have broken down several miles from home. .....i.....
2 They worked on without a break. .....
3 They took the corner at breakneck speed. .....
4 They got on well as soon as they had broken the ice. .....
5 Their marriage is about to break up. .....
6 They have made a breakthrough at last. .....
7 They broke off at that point. .....
8 There has been a break-in at their house. .....
9 They broke the news to Julia gently. .....
10 They broke her heart in the end. .....

a They have made an important discovery.
b They have been burgled.
c They got over their initial shyness.
d They were interrupted.
e They went on without stopping
f They made her very unhappy.
g They are on the verge of separating.
h They revealed what had happened.
i They have had trouble with their car.
j They were going extremely fast.

4 Sounds

Underline the best option to complete each sentence.

1 A bee was *humming / buzzing / crashing* angrily against the window pane, unable to get out.
2 The crowd *banged / rustled / booed* in disagreement as the politician left the platform.
3 The bus stopped at the traffic lights with a *screech / howl / grind* of brakes.
4 I had to put some oil on the hinges to stop the door *whining / squeaking / whimpering.*
5 The sack of potatoes fell from the lorry with a heavy *crunch / splash / thud.*
6 The helicopter passed overhead with a *grinding / chirping / whirring* sound, like a giant insect.
7 The mirror fell from the wall with a *whoosh / crash / screech.*
8 Air was escaping from the punctured tyre with a *hissing / bubbling / puffing* sound.
9 The tiny bells on the Christmas tree were *clanging / ringing / tinkling* in the draught.
10 The saucepans fell onto the floor with a great *clatter / crunch / ping.*

5 Memory

Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

1 This house makes me think of the place where I grew up.
REMINDS
This house reminds me of ..... the place where I grew up.

2 I used to remember things a lot better.
MEMORY
My ..... it was.

3 Please say hello to your mother for me.
REMEMBER
Please ..... to your mother.

4 Edward couldn't remember anything about the crash.
MEMORY
Edward ..... the crash.

5 I'm sorry, but I've forgotten your name.
SLIPPED
I'm sorry but ..... my mind.

6 Remind me to put the rubbish out.
FORGET
Don't ..... put the rubbish out.

7 That makes me think of something that happened to me.
BRINGS
That ..... something that happened to me.

8 I can never remember anything.
FORGETFUL
I am ..... my old age.

9 I will never forget seeing Nureyev dance.
UNFORGETTABLE
Seeing ..... experience.

10 Caroline is very good at memorizing phone numbers.
BY
Caroline is very good at ..... .

4

Words and phrases

1 Formality

Replace each word or phrase underlined with a more formal word from the box.

abandoned	commensurate	~~dismissed~~	investigated	rudimentary
beneficial	discrepancy	inopportune	lucrative	scrutinized

1 George was given the sack yesterday. dismissed
2 I am afraid I have only a / an basic knowledge of physics. .....
3 The whole matter is being looked into by the police. .....
4 I'm looking for a job on a level with my abilities. .....
5 The actual voting is carefully watched over by special officers. .....
6 Janet was left somewhere by her parents when she was a baby. .....
7 I must apologize if I have arrived at a / an bad moment. .....
8 There is a / an difference between the sum of money sent, and the sum received. .....
9 Carol's new catering business turned out to be very profitable. .....
10 I am sure that a month's holiday would be good for you. .....

2 *No*

Complete each phrase in bold with one of the words from the box.

~~choice~~	knowing	matter	point	use
concern	likelihood	means	trace	wonder

1 It's unfortunate, but I'm afraid you **give me no** choice .
2 By the time the police arrived, there was **no** ..... **of** the burglars.
3 It's **no** ..... asking me the way, I'm only a visitor here.
4 If you will smoke so much it's **no** ..... you have a bad cough.
5 You go home, there's **no** ..... **in** both of us waiting.
6 Mind your own business, it is **no** ..... **of yours**.
7 As far as we know, the old man has **no** ..... **of** support.
8 There is really **no** ..... what Eric will do next.
9 I couldn't solve the puzzle, **no** ..... **how** hard I tried.
10 At the moment there is **no** ..... **of** the prime minister resigning.

3 *Head*

Match each sentence (1–10) with an explanation (a–j).

1 I never even thought of it. ....b.....
2 I avoid attracting attention. .....
3 I made sure that something had to be decided. .....
4 I'm not a practically minded person. .....
5 I'm involved so far that it's out of my control. .....
6 I don't understand it at all. .....
7 I've gone mad. .....
8 I think too highly of myself. .....
9 I never lose control of my emotions. .....
10 I find it really easy. .....

a I always keep my head.
b It never entered my head.
c I brought matters to a head.
d My head is in the clouds.
e I can't make head or tail of it.
f I'm in way over my head.
g I could do it standing on my head.
h It's completely gone to my head.
i I'm off my head.
j I keep my head down.

4 People

Underline the best option to complete each sentence.

1 I thought that Irene's action was rather out of *personality / character / role.*
2 Paul was easy to manage when he was crawling, but now he's a *youngster / brat / toddler* it's a little more difficult.
3 Tim has been visiting some distant *relatives / family / parents* in the country.
4 She's not a teenager any more. She looks quite *outgrown / overgrown / grown up* now.
5 I can't understand Keith, he's a strange *figure / human / individual.*
6 Good heavens, it's you, Tom. You're the last *person / personality / character* I expected to see here.
7 Helen later became a *figure / being / character* of some importance in the academic world.
8 With the end of childhood and the onset of *teenage / youth / adolescence,* young people experience profound changes.
9 Do you think that *masses / humans / beings* will ever be able to live on other planets?
10 Emma has a very easy-going *reputation / characteristic / personality,* which is why she is so popular.

5 *Make*

Complete each sentence with a word from the box.

difference	impression	offer	provision	time
effort	inquiries	point	~~sense~~	way

1 Don't be silly. What you are saying just doesn't make ..... sense ..... .
2 If you made more ..... , you would succeed.
3 Although the police made ..... about the missing car, it was never found.
4 I don't know how much I want. Why don't you make me a / an ..... ?
5 What ..... are you trying to make, exactly?
6 You may not care one way or the other, but it makes a ..... to me.
7 Jack made ample ..... for his family in his will.
8 Well, it's time we started making our ..... home, I think.
9 I'm afraid the play didn't make much of a / an ..... on me.
10 You may think you're too busy to read, but you should make ..... for it.

6 Compound words

Rewrite each sentence so that it contains a compound word formed from the two words in bold. Some changes can be made to the words. The word may or may not be hyphenated.

1 A girl with **fair hair** answered the door.
A fair-haired girl answered the door.
2 When we **set out** on this project, you knew the risks.
.....
3 Jack loses his **temper** after just a **short** time.
.....
4 I am not sure which **point** of **view** you are taking on this problem.
.....
5 You have to **serve** your**self** in this restaurant.
.....
6 We have certainly had **some trouble** from our neighbours.
.....
7 The people upstairs have a child who is five **years old**.
.....
8 I stood on the **step** outside the **door** at the back of the house.
.....
9 The sight of the waterfall **took** my **breath** away.
.....
10 Tony has contracted a disease which **threatens** his **life**.
.....

5 Words and phrases

1 Size – adjectives

Complete each sentence with an adjective from the box. More than one adjective may fit.

bare	good	minor	slight	well over
considerable	mere	~~sheer~~	substantial	widespread

1 The soldiers held out for a while, but in the end were overwhelmed by ..... numbers.
2 There were ..... ten thousand people shouting outside the parliament building.
3 Jack was given a ..... part in the play. He only had one line.
4 There were a ..... thousand people at last week's hockey match.
5 A ..... number of people have reported seeing a UFO over Exmoor.
6 Wendy had a ..... cold, but thought it wouldn't get any worse.
7 The company suffered ..... losses after the stock market crash and found it difficult to recover.
8 I'm not hurt, it's a ..... scratch, nothing serious.
9 We expected a good turn-out for the meeting, but a ..... handful of people turned up.
10 There is a ..... belief that the economic situation will improve.

2 Suffixes

Complete the word in each sentence with a suffix.

1 The customs official was accused of bribe..... and corruption.
2 This painting has a certain charming child..... quality.
3 Long leather boots were extremely fashion..... at one time.
4 A shelf fell on Jim's head and knocked him sense..... .
5 Helen served her apprentice..... as a reporter on a local paper.
6 The prime minister handed in his resign..... yesterday.
7 The film didn't live up to my expect..... at all.
8 Every employ..... will be given an electronic badge for entrance and exit purposes.
9 Paul doesn't just like to be clean, he is obsessed with clean..... .
10 We have no plans to move house for the foresee..... future.

3 Headlines

The headlines (a–j) contain special 'headline words'. Each of these has a more common equivalent in 1–27. Match the 'headline words' with their common equivalents.

a ARMS SWOOP: TWO HELD
b NUMBER TEN TO BACK CITY PROBE
c PEACE TALKS HEAD FOR SPLIT
d NUCLEAR SCARE RIDDLE
e GO-AHEAD FOR SCHOOLS RETHINK
f ROYAL TO RE-WED PUZZLE
g PM HITS OUT IN JOBLESS ROW
h DEATH TOLL RISES IN DISCO BLAZE
i PRESIDENT OUSTED IN COUP DRAMA
j SMOKING BAN STAYS: OFFICIAL

1 disagreement ..row..
2 discussions .....
3 raid .....
4 confusing news .....
5 approval .....
6 revolution .....
7 prohibition .....
8 the unemployed .....
9 investigation .....
10 the government .....
11 financial institutions .....
12 criticizes .....
13 arrested .....
14 number killed .....
15 removed by force .....
16 mystery .....
17 marry again .....
18 fire .....
19 the prime minister .....
20 remains .....
21 alarm .....
22 reorganization .....
23 dispute .....
24 weapons .....
25 with legal authority .....
26 member of the royal family .....
27 support .....

4 Body movements

Underline the best option to complete each sentence.

1 I *grabbed* / *clutched* / *cuddled* the bag of money tightly so no one could steal it.
2 Several people came forward to congratulate me and *held* / *grasped* / *shook* me by the hand.
3 Amy was only wearing a thin coat and began *trembling* / *vibrating* / *shivering* in the cold wind.
4 With a violent movement, the boy *eased* / *snatched* / *dashed* the purse from Jane's hand.
5 Could you *extend* / *catch* / *hand* me that file on your desk, please?
6 The barman began to *fold* / *bundle* / *clench* his fists in a threatening manner so I left.
7 If you really *lengthen* / *stretch* / *expand* can you reach that book on the top shelf?
8 Please don't *lean* / *curl* / *tumble* against the wall. It dirties the new paint.
9 Harry *crept* / *crouched* / *reclined* down behind the desk, trying to hide.
10 I can't control this movement. My arm keeps *ticking* / *twitching* / *revolving* like this. What do you recommend, doctor?

5 *At*

Rewrite each sentence so that the underlined words are replaced by an expression containing *at*.

1 Suddenly there was a knock at the door.
All at once there was a knock at the door.
2 I could see just from looking quickly that Sam was ill.
I could see .....
3 The captain is on the ship at the moment, in the middle of the Atlantic.
The captain is .....
4 Harry is a very skilful tennis player.
Harry is .....
5 I thought this book was rather dull originally, but I've changed my mind.
I thought .....
6 A new carpet will cost not less than £500.
A new carpet .....
7 Alex shot in the direction of the duck, but missed it.
Alex shot .....
8 Carla ran up the stairs taking three stairs in one step.
Carla ran .....
9 Tim won the 100 metres gold medal when he tried for the second time.
Tim won .....
10 Anyway, whatever happens the government will have to resign.
.....

6

Words and phrases

1 *Set*

Match each sentence (1–10) with an explanation (a–j).

1	I don't set much store by it. ....g.....	**a**	I'm ready for the meal.
2	I've set my mind on it.	**b**	I am strongly opposed to it.
3	I've had a set-back.	**c**	I have operated the timer.
4	I'm dead set against her marriage.	**d**	I've decided for certain.
5	I've set up the meeting for next week.	**e**	I have had a reversal of fortune.
6	I've set the table in the living-room.	**f**	I've made the arrangements.
7	I've got the whole set.	**g**	I don't consider it very important.
8	I set you two exercises for today.	**h**	I don't like the bitter taste.
9	It sets my teeth on edge.	**i**	I have a complete collection.
10	I've set it to turn on at seven.	**j**	I gave you some homework.

2 Places

Complete each sentence with a word from the box. More than one adjective may fit.

haunt	plot	position	site	venue
location	point	post	spot	~~whereabouts~~

1 The missing girl's exact ...whereabouts..... are still uncertain.

2 The sculpture cannot be appreciated unless you stand in the right ..... .

3 Don't go to that part of town. It is a well-known ..... of muggers.

4 The film was made on ..... in West Africa.

5 There is an empty ..... opposite the church where a school could be built.

6 The precise ..... of the ancient temple is a matter of scholarly dispute.

7 We had our picnic at a local beauty ..... .

8 The ..... where these two lines meet gives us our position on the map.

9 The ..... for our next concert has been changed to Wembley Stadium.

10 Helen was the first past the winning ..... .

3 Words with more than one meaning

Replace the words underlined with a word from the box.

bare	dead	~~fast~~	light	rare	slim
clean	even	late	live	run	sound

1 We tied the boat securely to the tree, and went for a walk. ...fast.....
2 I only take the absolute essentials with me when I go camping. .....
3 The sales campaign is exactly on target so far. .....
4 Did you know that Bob and Tina manage the local pub? .....
5 The robbers got completely away from the police in a sports car. .....
6 I'd like my steak underdone, please. .....
7 Mr Jones erected a memorial to his recently dead wife. .....
8 Don't touch that wire. It's carrying an electric current. .....
9 He dropped my drink and I dropped his, so now we are equal. .....
10 I think that the idea of investing the money is very reliable advice. .....
11 There were no delays. The traffic was really minimal, for a change. .....
12 Unfortunately, our chance of success are very small. .....

4 Speaking

Underline the best option to complete each sentence.

1 The accused sat silently throughout the proceedings and did not *emit / pronounce / utter* a word.
2 I forgot to *announce / mention / narrate* earlier that I'll be home late this evening.
3 We were just having a friendly *gossip / chat / whisper* about football.
4 I'm sorry to *cut / butt / rush* in but did you happen to mention the name 'Fiona'?
5 The police officer *addressed / argued / lectured* the children for ten minutes about the dangers of throwing stones, but then let them off with a warning.
6 John was *muttering / whispering / swallowing* something under his breath, but I didn't catch what he said.
7 It is difficult for me to *speak / tell / say* exactly what I mean in a foreign language.
8 The two people involved in the accident were both *pronounced / defined / stated* dead on arrival at Kingham Hospital.
9 My boss didn't say it in so many words, but she *clarified / declared / implied* that I would get a promotion before the end of the year.
10 After we saw the film, we stayed up half the night *disputing / arguing / criticizing*.
11 When all the votes had been counted, Julia was *declared / announced / stated* the winner.
12 I don't think you should have *accused / named / called* her a nuisance. That was a bit rude!

5 *Within*

Complete each sentence with a word from the box.

enquire	means	~~power~~	reach	reason	sight	the hour	the law

1 The police promised to do everything within their ....power.... to help us.
2 The notice on the door said '..... within.'
3 Provided you live within your ..... , you won't get into debt.
4 As long as we stay within ..... , we won't have any legal problems.
5 There are several shops within easy ..... of the house.
6 The ship sank when it was within ..... of land.
7 You can have anything you want for your birthday, within ..... .
8 Hurry up! The president will be here within ..... .

6 Suffix *-ing*

Rewrite each sentence so that it contains a word formed from the word in CAPITALS ending in *-ing*.

1 There was a very strong smell coming from the lab.
There was an overpowering smell coming from the lab. ..... POWER
2 Oh dear, we don't seem to have understood each other.
..... UNDERSTAND
3 I was really frightened by that horror film.
..... TERROR
4 The root cause of the problem is an economic one.
..... LIE
5 Building the hydro-electric dam is of supreme importance.
..... RIDE
6 The plane appears to be breaking up in mid-air.
..... INTEGRATE
7 The operation will not leave you with an ugly scar.
..... FIGURE
8 The government is intent on basing the country's economy on industry.
..... INDUSTRY
9 They will be cutting off the electricity in the morning.
..... CONNECT
10 I think you are making this problem seem simpler than it is.
..... SIMPLE

7

Words and phrases

1 *By*

Complete each sentence with a word or phrase from the box.

all means	chance	myself	profession	the way
and large	~~far~~	no means	rights	the time

1 This digital camera is brilliant; it's by .....far..... the best available at this price.
2 By ..... , I should give you a parking ticket, but I'll let you off this time.
3 Williams was a doctor by ..... , but is more famous as a poet.
4 It is by ..... certain that the bill will become law.
5 We met the other day at the supermarket by ..... .
6 There was not total agreement, but by ..... the members agreed that the new rules were necessary.
7 I don't really like going to the cinema all by ..... .
8 By ..... , are you coming to the union meeting next week?
9 By ..... wait here if you have got nowhere else to wait.
10 By ..... I got back to the bus-stop, the bus had already passed.

2 Other uses for names of parts of the body

Complete each sentence with a word from the box.

arm	chest	hand	heart	neck
cheek	foot	head	~~leg~~	spine

1 My football team won the first .....leg..... of the two-match tie.
2 You can't fool me, I'm an old ..... at this game!
3 The hotel lies in the ..... of the English countryside.
4 Absolutely right! You've hit the nail right on the ..... .
5 The trouble with paperback books is that the ..... often breaks.
6 I sat on the ..... of the chair because there was nowhere else to sit.
7 The village lay at the ..... of the mountain beside the lake.
8 You've got a lot of ..... to speak to me like that!
9 We didn't have a corkscrew so we broke the ..... of the bottle.
10 We packed all our clothes into a strong ..... and sent it by rail.

3 Adjective-noun collocations

Complete each sentence with an adjective from the box.

blunt	common	high	significant	sound
calculated	heavy	scattered	~~sole~~	standing

1 Jenny was the ..sole.. survivor of the air crash in the Brazilian jungle.
2 The island has only a ..... population of less than a thousand.
3 Emily's old car is a ..... joke among the people at her office.
4 It is ..... knowledge that the director has applied for another job.
5 The management bears a ..... responsibility for this strike.
6 The college expects a ..... standard of behaviour from its students.
7 Janet has a ..... grasp of theoretical nuclear physics.
8 The victim was hit on the head with a ..... instrument.
9 Buying the shares was a ..... risk, but luckily it came off.
10 There has been a ..... increase in the number of unemployed.

4 *Have*

Complete the second sentence so that it has a similar meaning to the first sentence. Use an expression with a form of the verb *have*.

1 There are still a few days until the end of our holiday.
We still ..have a few days left..... of our holiday.
2 Old Mrs Jones can't climb stairs very easily.
Old Mrs Jones ..... climbing stairs.
3 I don't want to hear you complaining any more!
I've ..... your complaining!
4 I do not intend to call the police.
I ..... calling the police.
5 I don't wish to be a nuisance.
I ..... to be a nuisance.
6 I really don't know where we are.
I ..... where we are.
7 Give me the spanner and I'll try to do it.
Here, let me ..... , I'm very good with a spanner.
8 I don't recollect posting the letter.
I ..... posting the letter.
9 I went to the hairdresser's this afternoon.
I ..... this afternoon.
10 There's a rumour going around that a new director is going to be appointed.
Rumour ..... a new director is going to be appointed.

5 Verbs of seeing

Underline the best option to complete each sentence.

1 She *noticed / watched / eyed* her daughter's boyfriend up and down, then asked him in.
2 Jack *stared / glimpsed / glanced* at the map for a while, unable to believe his eyes.
3 Would you like to *regard / observe / view* the house that is for sale this afternoon?
4 Police *faced / gazed / spotted* the wanted man in the crowd outside a football ground.
5 I *checked / glanced / faced* at my watch. It was already well after three.
6 The burglar turned to *view / regard / face* me and said, 'Don't you recognize me?'
7 I only *beheld / witnessed / noticed* we were running low on petrol after we had passed the last filling station.
8 Tony was *noticing / glimpsing / scanning* the page, looking for his name in print.
9 I only *peered / glimpsed / squinted* the queen from a distance before her car drove away.
10 Sally was sitting by the sea, *glancing / gazing / facing* at the shape of the distant island.

6 *Do*

Match each sentence (1–10) with an explanation (a–j).

1 He'll do you a favour. ....c.....
2 It does him credit. .....
3 He's having a do. .....
4 He just won't do. .....
5 He was doing over a hundred. .....
6 He does go on. .....
7 He'll make do. .....
8 He likes do-it-yourself. .....
9 He won't do you any harm. .....
10 He could do with one. .....

a He is unsatisfactory for the job.
b The dog is quite safe.
c He'll help you.
d He can manage, don't worry.
e He talks all the time.
f He needs one of those.
g It's his party on Saturday.
h His hobby is fixing his own house.
i It shows how good he is.
j He was driving extremely fast.

7 Time expressions

Complete each sentence with a word or phrase from the box.

for the time being	before too long	this minute	while	shortly
~~any minute now~~	by then	now and again	as of today	not long

1 Hurry up! They'll be arriving ...any minute now..... , and we're not ready yet.
2 Sophia and I do meet ..... , but I wouldn't say it was very often.
3 ..... , no mobile phones will be allowed in the building.
4 We're meant to start at 8.00, but we won't be ready ..... .
5 The government will ..... be announcing its new tax proposals.
6 I can put you up ..... , but you'll have to move out next month.
7 Come and clear up this mess ..... , or there'll be trouble!
8 Fancy seeing you again so soon! It's ..... since we met at Jamie's party.
9 You mark my words, ... Carol will be the boss of this company!
10 I'll be a little ..... yet, so would you mind waiting?

8

Words and phrases

1 Collocations: nouns linked by *of*

Complete each sentence with a word from the box.

difference	~~lapse~~	offer	right	term
fact	matter	price	slip	waste

1 As people get older they often suffer from this kind of ..lapse.. of memory.
2 No, I don't think he's weird. As a matter of ..... , I'm rather attracted to him.
3 The two leaders had a ..... of opinion over the right course of action.
4 She said that her use of the word 'Baldy' was a ..... of endearment.
5 The ..... of failure in this case will be the loss of 2000 jobs.
6 The authorities have had to turn down our ..... of help.
7 As far as I am concerned, the meeting was a ..... of time.
8 I feel that we should treat this as a ..... of importance.
9 Our neighbours claim that this footpath is a public ..... of way.
10 I'm sorry I said that, it was just a ..... of the tongue.

2 Size and amount

Underline the option that best completes the collocation.

1 The results of the two experiments varied only by a *negligible / petty* amount.
2 You can travel from one end of the park to the other on a *minute / miniature* railway.
3 It's a smallish town, but it has a *sizeable / middling* park near the centre.
4 The cost of building a tunnel under the Atlantic would be *vast / astronomical*.
5 Exeter is a *medium- / standard*-sized city in the west of the country.
6 Travel to other planets involves covering *vast / monstrous* distances.
7 It's a small flat with rooms of *medium / neutral* size.
8 We have made a *considerable / plentiful* amount of progress towards negotiating a cease-fire.
9 One has to admire the *minute / tiny* attention to detail in Manet's paintings.
10 You could make *reasonable / substantial* savings by transferring your bank account to us, Mr Jones.

3 *Bring*

Match each sentence (1–10) with an explanation (a–j).

1 She couldn't bring herself to do it. ....f.....
2 This brought her quite a lot. .....
3 She brought all her powers to bear on it. .....
4 It brought her to her knees. .....
5 It brought it home to her. .....
6 Eventually she was brought to book. .....
7 It brought it all back to her. .....
8 She brought the house down. .....
9 She brought him into the world. .....
10 She brought it about. .....

a It nearly defeated her.
b She was punished.
c She did everything she could to find a solution.
d She gave birth to him.
e She remembered.
f She couldn't bear the idea.
g She made it happen.
h She was applauded enthusiastically.
i It fetched a good price.
j It made her realize.

4 Feelings

Underline the best option to complete each sentence.

1 I didn't go to the party as I felt a bit under the *water / clouds / weather*.
2 When he called me those names I just *went / took / saw* red and hit him.
3 Peter agreed reluctantly to sign the form but looked extremely ill-at-*ease / heart / soul*.
4 When I saw the door begin to open I was scared out of my *bones / wits / blood*.
5 I feel very nervous; I've got *birds / butterflies / bees* in my stomach.
6 You look rather out of *order / tune / sorts*. Why don't you see a doctor?
7 When Ellen told me I was going to become manager I was pleased as *powder / pigs / punch*.
8 Hearing about people who mistreat animals makes me go hot under the *sleeves / collar / shirt*.
9 When Sally told me she was my lost sister I was completely taken *aback / awash / aware*.
10 Sam is a happy-*over-heels / go-lucky / may-care* kind of person, and worries about nothing.

5 *Well-*

Complete each sentence with a word from the box.

advised	done	groomed	meaning	to-do
chosen	founded	~~informed~~	nigh	worn

1 Vicky reads a lot and is extremely well *informed* about the world.
2 Her attempts to help were well ..... but rather ineffective.
3 You would be well ..... to take out travel insurance before you leave.
4 'Let's go for it' is becoming a rather well- ..... expression.
5 Ann doesn't spend much on clothes but is always well ..... .
6 Peter brought the meeting to an end with a few well- ..... words.
7 The rumour about Sarah's engagement turned out to be well ..... .
8 We found the climb up the cliff to the castle well- ..... impossible.
9 I prefer my steak well ..... , please. I can't stand the sight of blood.
10 Ryan lives in a large house in a well- ..... neighbourhood.

6 *From*

Complete each sentence with a word from the box.

another	exhaustion	~~heart~~	memory	scratch
appearance	head	home	now	today

1 What I am saying to you now comes truly from the *heart* .
2 George can repeat whole pages of books from ..... .
3 The houses are so much alike that we couldn't tell one from ..... .
4 We decided to abandon all the work we had done and start again from ..... .
5 Two members of the expedition died from ..... .
6 She was dressed completely in white from ..... to foot.
7 From ..... on, we're going to study really hard and make sure we pass the exams.
8 From ..... , the price of petrol is rising by ten per cent.
9 I think he will feel much more relaxed once he is away from ..... .
10 From Lucy's ..... you wouldn't guess that she was over fifty.

9

Words and phrases

1 Adverbs

Decide how many of the words from the box could be used in each sentence.

broadly	effectively	invariably	~~literally~~	relatively
considerably	extensively	largely	practically	widely

1 The music from the four loudspeakers was ....literally.... deafening.
2 The factory is now ..... given over to the manufacture of spare parts.
3 It has been ..... rumoured that Mr Murwell is about to be arrested.
4 The weather ..... changes for the worse whenever we go on holiday.
5 ..... speaking, I would agree with Jane Bowling, though not entirely.
6 The decorating is ..... finished, and we should have everything ready soon.
7 The theatre was ..... damaged in the explosion and will have to close.
8 We thought that this year's exam paper was ..... easy.
9 Her career ..... ended after her injury, although she did play again.
10 The government will be ..... encouraged by these latest figures.

2 Expressions with *think*

Complete each sentence with a word formed from *think* or *thought*.

1 Russell was one of the greatest ....thinkers.. of the last century.
2 How kind of you. That was very ..... .
3 We cannot possibly surrender. The idea is ..... .
4 I don't like that idea. It doesn't bear ..... about.
5 You might have phoned to say you'd be late. It was a bit ..... .
6 This plan won't work. We'll have to ..... the whole idea.
7 Thanks for sending a card. It was a very kind ..... .
8 I'm having second ..... about marrying Gavin.
9 Jack is very generous, and very ..... brought us some champagne.
10 I wasn't paying attention and ..... I threw the receipt away.

3 *Give*

Complete the second sentence so that it has a similar meaning to the first sentence. Use an expression with a form of the verb *give*.

1 Why don't you phone me tomorrow?
Why not give me a call/ring tomorrow ?

2 Can you assure me that the money will be paid?
Can you ?

3 What makes you think you can just come in here like that?
What ?

4 She made me think that she would vote for me.
She that she would vote for me.

5 All right, officer, I'll come quietly.
All right officer, ?

6 How much did that car cost you?
How much ?

7 The old wooden floor collapsed under their weight.
The old wooden floor .

8 If you want to leave this job, you have to tell us two weeks in advance.
If you want .

9 I'd rather have old-fashioned dance music any day.
Give .

10 Julia had a baby last week.
Julia .

4 Modifiers

Underline the best word or phrase to complete each sentence.

1 It is *by no means* / *without doubt* certain whether the plan will go ahead.
2 To all intents and *reasons* / *purposes* the matter has been settled.
3 The minister has, in a *form* / *manner* of speaking, resigned.
4 There has *hardly* / *apparently* been no sighting of the ship for a week or more.
5 As a matter of *coincidence* / *fact* I bought my fridge at the same shop.
6 Some people *truthfully* / *actually* still believe that the Earth is flat.
7 The plan is a very good one, as far as it *goes* / *seems*.
8 The police are *in some ways* / *more or less* certain who the culprit is.
9 In some *aspects* / *respects* it was one of the cleverest crimes of the century.
10 The work is beyond the shadow of a *suspicion* / *doubt* one of the best she has written.

5 Words with more than one meaning

Complete each sentence with the best word from the box.

bay	burst	drop	minutes	post
blow	~~deal~~	hand	plain	set

1 We have been seeing a good .....deal..... of each other lately.
2 I don't want too much milk in my tea, just a ..... will do.
3 I managed to keep the cold at ..... by drinking lemon juice.
4 We decided to buy them a ..... of saucepans as a wedding present.
5 The victim was killed by a ..... to the back of the head.
6 More than a hundred people applied for this ..... .
7 My watch needs to be repaired. The hour ..... has fallen off.
8 After you cross the mountains you come to a wide ..... .
9 Fifty metres from the end Louise put on a ..... of speed and took first place.
10 Sam was secretary and so he took down the ..... of the meeting.

6 But

Did they get lost or not? Match each sentence (1–10) with one of the explanations (a–j).

1 We couldn't help but lose our way. ....f.....
2 But for you we would have lost our way. .....
3 Everyone but us lost their way. .....
4 We tried, but we lost our way. .....
5 You have but to ask, and you won't lose your way. .....
6 But for losing our way, we would have found you. .....
7 We had nothing but trouble and lost our way. .....
8 We've done everything but lose our way. .....
9 We all but lost our way. .....
10 Nothing but losing our way would have stopped us. .....

a We had a lot of problems.
b We managed not to.
c That is the only thing which would have prevented us coming.
d It happened despite our efforts.
e We have had other problems.
f It was bound to happen.
g We took the wrong road.
h It nearly happened.
i It didn't happen because you helped us.
j If you get some advice everything will be all right.

10

Words and phrases

1 *Put*

Complete each sentence with a word from the box.

bed	ease	flight	market	test
~~blame~~	expense	foot	stop	vote

1 The real culprits managed to put the ..... blame ..... on us.
2 When I asked her if she was Phil's mother, I realized I had put my ..... in it.
3 In Saturday's violent storm, the new sea defences were put to the ..... .
4 When the policeman saw the boys fighting, he soon put a ..... to it.
5 After the second attack, the troops were easily put to ..... .
6 We've found a new house and so we have put this one on the ..... .
7 Having to repair the car put us to considerable ..... .
8 When the proposal was put to the ..... , it was passed easily.
9 The sick man was examined by the nurse and then put to ..... .
10 Jess soon put the candidate at ..... by chatting about the weather.

2 *Run*

Complete each sentence with a word from the box.

bank	family	house	money	~~police~~
eye	feeling	luck	play	riot

1 Peter has been on the run from the ..... police ..... for three months.
2 In the second half the team ran ..... and invaded the pitch.
3 During the recent financial crisis there was a run on the ..... .
4 Do you think you could just run your ..... over this for me?
5 Having a good singing voice runs in the ..... .
6 I would have won easily but I had a run of bad ..... .
7 They gave us the complete run of the ..... while they were away.
8 You can't really complain, you've had a good run for your ..... .
9 After recent pay cuts and redundancies, ... among the work force is running high.
10 The ..... had an extremely long run in the West End.

3 Prefix *under-*

Rewrite each sentence. Replace the underlined words with an expression including *under-*.

1 We thought our opponents were worse than they actually were.
We underestimated our opponents.

2 Fiona is having treatment for a back condition.
.....

3 There are not enough people working in this hotel.
.....

4 Harry's father arranges funerals.
.....

5 The shop didn't ask me for enough money.
.....

6 I managed to hide in the grass and bushes.
.....

7 Edward got his promotion in a rather dishonest fashion.
.....

8 The children had clearly not been fed properly.
.....

9 The wheels of the plane fell off as it was about to land.
.....

10 We have not yet discovered what really caused the accident.
.....

4 Names

Underline the best option to complete each sentence.

1 What does your middle *letter / initial / name* stand for?
2 I'd rather not be called *Miss* or *Mrs*, so please call me *Mr / Messrs / Ms*.
3 Her first book was published under a *homonym / synonym / pseudonym*.
4 Many people think that *prefixes / addresses / titles* such as *Lord* or *Sir* are out of date.
5 People are often surprised that the British do not carry *identity / identifying / identification* cards.
6 Her married name is Dawson, but Graham is her *virgin / spinster / maiden* name.
7 At school we gave all our teachers *namesakes / nicknames / pen-names*. We called the maths teacher 'Fido'.
8 William Bonney, *versus / ergo / alias* Billy The Kid, was a famous Wild West gunman.
9 It's a small black dog that *belongs / obeys / answers* to the name of Emily.
10 I *entitle / register / name* this ship *Titanic*. May God bless all who sail in her.

5 *Call*

Complete each sentence with a word from the box.

attention	blame	close	halt	~~names~~
bar	centre	duty	mind	question

1 The children were calling each other ....names.... in the playground.
2 The police called a ..... to the investigation after they found the letter.
3 She got a job at a call ..... , dealing with complaints on the telephone.
4 Jason studied the law for ten years before being called to the ..... .
5 After the loss of our supplies, the whole expedition was called into ..... .
6 That was a ..... call! We nearly hit that lamp-post!
7 Well, I must be going. ..... calls, I'm afraid.
8 This new scandal calls to ..... last year's collapse of Green's Bank.
9 Don't feel guilty. You have no call to ..... yourself.
10 I would like to call your ..... to something you may have overlooked.

6 Verbs with *up*

Complete each sentence with a word from the box.

cheer	dream	hang	sell	~~take~~
dig	end	link	slip	tot

1 I didn't expect anyone to ....take..... up such an unsatisfactory offer.
2 Whoever it was on the phone decided to ..... up when I answered.
3 A journalist managed to ..... up some interesting facts about John.
4 If you're not careful, you'll ..... up paying twice as much.
5 When they find out who did ..... up, there will be trouble!
6 The Russian expedition is hoping to ..... up with the Americans.
7 Of course it's not true! He managed to ..... up the whole thing.
8 If you ..... up the figures again, I think you'll find I'm right.
9 Why don't you ..... up! Things could be worse!
10 The company was not doing well so we decided to ..... up.

INDEX

Adjectives 87
Adjective–noun collocations 284
Adverbs 73, 87, 289
Article – definite 104
Article – indefinite 106
Article – zero use 105, 106
As – inversion 79
As if 55
As long as 47
As though 55
At 279

Barely – inversion 78
Be about to 8
Be bound to 67
Be due to 8
Be on the point of 8
Body movements 279
Break 144, 272
Bring 33, 144, 287
Business and money 215
But 291
By 33, 41, 138, 139, 283

Call 294
Can – capability 66
Can – criticism 66
Can't – certainty 66
Can't have – certainty 73
Causative *have* 40
Changes of viewpoint – time, place, person 99
Cleft sentences 85
Collocations: noun *of* noun 286
Collocations: adjective–noun 284
Colour idioms 268
Come 145, 265
Come what may 55
Common phrases 269
Compound words 276
Conditional sentences 46–48, 55, 67, 97
Conditional sentences without *if* 47, 79
Conditional sentences – colloquial omission of *if* 48
Could – past ability 72
Could – past permission 72
Could – possibility, uncertainty 65
Could – suggestions 66
Could – unwillingness 66
Could have – past possibility and uncertainty 72
Could have – with comparative adjectives 72

Dare 67
Defining and non-defining clauses 111–113
Didn't have to 72
Didn't need to – compared with *needn't have* 73
Do 87, 285
Don't have to 65
Don't think 98

Easily 73
Education 254
Emphasis – changing word order 85
Emphasis 85–87
Entertainment 227
Even if 47
Event verbs 1
Expressions with parts of the body 283

Feelings 287
Fixed arrangements 7, 8
Formality 41, 274
From 131, 138, 288
Fronting 85
Future continuous 7
Future perfect 8
Future time clauses 8

Gerund – see *-ing* 118–120
Get something done 40
Get 40, 146, 268
Give 150, 290
Going to 7
Government and society 231

Had beginning conditional sentences 79
Had better 67
Had to 72
Hand 266
Happen to in conditional sentences 47
Hardly – inversion 78
Have something done 40
Have 150, 151, 284
Head 275
Headlines 278
Health and the body 235
Historic present 2
Hope 8, 54

I'd prefer 54, 55
I'd rather 54
I'd sooner 54
If and adjectives 48
If it hadn't been for 48
If it were not for 48

If meaning 'although' 48
If not 48
If only 47
If so 48
If sentences 46
Imagine 55, 120
In 265
Indeed 86
Instructions 2
Intentions and plans 7
Inversion – after negative adverbials 78
Inversion – conditional sentences 79
Inversion 78, 85
Is to be 8
It is strange that you should be 65
It was strange that you should have 72
It's high time 54
It's time 54
Itineraries 2

Just 8, 21, 73

Leisure activities 188
Little – inversion 79

Make – 41, 121, 151, 152, 276
May possibility and uncertainty 66
May as well 66
May clauses 55, 66, 85
May have – possibility and uncertainty 73
May have and *might have* – annoyance 73
Media and advertising 204
Memory 273
Might – possibility and uncertainty 66
Might as well 66
Might have – possibility and uncertainty 73
Modifiers 290
Must – certainty 66
Must have – certainty 73
Must not 65

Names 293
Natural word 208
Need – modal and non-modal 67, 86
Need doing 40
Needn't have – compared with *didn't need to* 73
Neither – inversion 79
Never – inversion 78

News events 196
No 274
No/not 79
No/not – emphasizing negatives 86
No sooner 78
Non-finite clauses 113
Nor – inversion 79
Nouns linked by *of* 286

Omitting the relative pronoun 112
On 271
Once 278
One 271
Only – inversion 78
Only if 78
Otherwise 47
Ought to 65
Ought to have 72
Out 270
Own 86

Passive *get* 40
Passive – common contexts 41
Passive voice 33
Past continuous 14
Past perfect continuous 14, 15
Past perfect simple 14, 47, 78
Past simple 14, 22, 46
People and relationships 219
People 275
Phrasal verbs 144, 150, 156
Places 200, 280
Plurals 173
Possessive pronoun – starting a sentence 87
Predictive future 7
Prefix *un-* 267
Prefix *under-* 293
Prefix *well-* 288
Prefixes 258–259
Prepositions ending a sentence 41, 112
Prepositional phrases 85
Prepositions following adjectives 138
Prepositions following nouns 138
Present continuous 1, 2
Present continuous, future use 7
Present perfect continuous 21, 22
Present perfect simple 8, 21, 22
Present perfect – future reference 8
Present simple 1, 2
Present simple – future reference 8
Provided 47
Pseudo cleft sentences 85
Punctuation 172
Put 292

Quality and quantity 250
Question words ending *-ever* 87

Rarely – inversion 78
Really 73
Relative clauses 111
Repetition of main verb 87
Reported speech 97
Reported speech – changes of viewpoint 99
Reported speech – past tenses 97
Reported speech – with conditionals 97
Reported speech – with modals 97
Reporting verbs – passive 40
Reporting verbs 98
Reporting verbs as actions 99
Reporting verbs as functions 99
Run 292

Scarcely – inversion 78
See 269
Seldom – inversion 78
Set 280
Shall – certainty 66
Shall 8
Should – beginning conditional sentences 79
Should – conditional sentences 46, 47, 55
Should – instead of subjunctive 55, 98
Should 65, 72, 97
Should have – and verbs of thinking 72
Should have – criticism of an action 72
Should have – politeness 72
Should have – expectation 72
Size 277, 286
So – inversion 79
So 87
So happens 120
So long as 47
So ... that – inversion 79
Social problems 223
Sounds 272
Speaking 281
Spelling – common mis-spelling 172
State verbs 1, 2, 21
Subjunctive 55, 98
Subjunctive with *insist, demand* 55
Subjunctive – formulaic 55
Such ... that – inversion 79
Suffix *-ful* 270
Suffix *-ing* 282
Suffixes 258–261, 277
Suggest, require 55
Suppose 55
Supposing 47
Surely 73

Technology 247
Text organizers 167
That 99, 111
Thinking and feeling 243
Think or *thought* 289
Time expressions – with present perfect 22, 78
Time phrases 85, 87
Transitive and intransitive 33
Travel and movement 192
Try as I might 66

Under- 293
Unless 47
Up – multi-word verbs 294
Used to 15

Verbs followed by *-ing* 118–120
Verbs followed by infinitive 118–120
Verbs followed by prepositions 131
Verbs of movement 267
Verbs of seeing 285
Verbs of thinking 8
Verbs with prepositions – ending sentences 41, 112
Very 86

Was about to 15
Was and *were* – unreal tenses 46
Was going to 15
Was thinking of 15
Was to have done 15
Well 73, 288
Were – beginning conditional sentences 79
Were to – in conditional sentences 47
What 86, 112
Whatever 113
When 112
Where 112
Which 111, 112
Who 111, 112
Whom 111
Whose 111
Will 7
Will – assumption 7, 66
Will – intention 67
Will – meaning refuse and insist 67
Will – politeness and emphasis 47
Will – immediate decision 7
Will – predictive future 7
Wish 54
Wish and *hope* 54
Wish with *would* 54
With 41
Within 282
Wonder with past tenses 15
Wood and metal 266
Word formation 258
Words with more than one meaning 262, 281, 291
Work 211
World issues 239
Would – annoying habit 54
Would – past habits 15
Would have – assumptions 73
Would have – non-occurring past events 46, 73
Would not – unwillingness 73

VOCABULARY WORDLIST

Unit 1

allegedly	/əˈledʒɪdli/
amateur	/ˈæmətə/
appeal to	/əˈpɪəl tʊ/
armbands	/ˈɑːmbændz/
aspects	/ˈæspekts/
aspiring	/əˈspaɪərɪŋ/
association	/əˌsəʊsiˈeɪʃ(ə)n/
beneficial	/ˌbenɪˈfɪʃ(ə)l/
capability	/ˌkeɪpəˈbɪlətɪ/
compass	/ˈkʌmpəs/
confederation	/kənˌfedəˈreɪʃ(ə)n/
confidence	/ˈkɒnfɪd(ə)ns/
contribute	/kənˈtrɪbjuːt/
dedication	/ˌdedɪˈkeɪʃ(ə)n/
diversion	/daɪˈvɜːʃ(ə)n/
do-it-yourself	/ˌduːɪt jəˈself/
exhaustion	/ɪgˈzɔːstʃ(ə)n/
facilities	/fəˈsɪlɪtɪz/
flipper	/ˈflɪpə/
flourish	/ˈflʌrɪʃ/
forbidden	/fəˈbɪd(ə)n/
goggle	/ˈgɒg(ə)l/
heat (race)	/hiːt/
helmet	/ˈhelmɪt/
highlights	/ˈhaɪlaɪts/
ideal (n)	/aɪˈdɪəl/
jog	/dʒɒg/
lap	/læp/
laze about	/ˌleɪz əˈbaʊt/
leisure	/ˈleʒə/
lens	/lenz/
mask	/mɑːsk/
mood swings	/ˈmuːd swɪŋz/
novice	/ˈnɒvɪs/
nutritional	/njuːˈtrɪʃən(ə)l/
occurrences	/əˈkʌrənsəz/
opponents	/əˈpəʊnənts/
performance-enhancing drugs	/pəˈfɔːməns ɪnˌhɑːnsɪŋ ˈdrʌgz/
peter out	/ˌpiːtər ˈaʊt/
positive	/ˈpɒzətɪv/
psychological	/ˌsaɪkəˈlɒdʒɪk(ə)l/
pump	/pʌmp/
ratio	/ˈreɪʃɪəʊ/
rucksack	/ˈrʌkˌsæk/
scuba diving	/ˈskuːbə ˌdaɪvɪŋ/
sponsor	/ˈspɒnsə/
stress	/stres/
striving	/ˈstraɪvɪŋ/
surpassed	/səˈpɑːst/
thrive	/θraɪv/
tripod	/ˈtraɪpɒd/
trying	/ˈtraɪŋ/
turn a blind eye	/ˌtɜːn ə ˌblaɪnd ˈaɪ/
undergo	/ˌʌndəˈgəʊ/
water chute	/ˈwɔːtə ˌʃuːt/

Unit 2

abandon	/əˈbændən/
accelerate	/əkˈseləreɪt/
aground	/əˈgraʊnd/
air pollution	/ˈeə pəˌluːʃ(ə)n/
alight	/əˈlaɪt/
alternative	/ɔːlˈtɜːnətɪv/
argument	/ˈɑːgjʊmənt/
ascend	/əˈsend/
circumstance	/ˈsɜːkəmstəns/
civic	/ˈsɪvɪk/
collide	/kəˈlaɪd/
common	/ˈkɒmən/
compensate	/ˈkɒmpənseɪt/
completion	/kəmˈpliːʃ(ə)n/
conductor (transport)	/kənˈdʌktə/
congested	/kənˈdʒestɪd/
cram	/kræm/
current (tide)	/ˈkʌrənt/
deadline	/ˈdedˌlaɪn/
deserted	/dɪˈzɜːtɪd/
dismount	/dɪsˈmaʊnt/
document (vb)	/ˈdɒkjʊˌment/
domestic	/dəˈmestɪk/

dune	/dju:n/
endanger	/ɪnˈdeɪndʒə/
enormous	/ɪˈnɔ:məs/
eternal	/ɪˈtɜ:n(ə)l/
financial	/faɪˈnænʃ(ə)l/
gracefully	/ˈgreɪsfli/
grizzly bear	/ˌgrɪzli ˈbeə/
haunt (n)	/hɔ:nt/
heyday	/ˈheɪdeɪ/
initiative	/ɪˈnɪʃətɪv/
justified	/ˈdʒʌstɪfaɪd/
mound	/maʊnd/
(non-) peak periods	/ˌpi:k ˈpɪərɪədz/
occasional	/əˈkeɪʒ(ə)nəl/
passer-by	/ˌpɑ:səˈbaɪ/
permanently	/ˈpɜ:mənəntli/
rambler	/ˈræmblə/
rarely	/ˈreəli/
refuge	/ˈrefju:dʒ/
relatively	/ˈrelətɪvli/
remotely	/rɪˈməʊtli/
resemble	/rɪˈzemb(ə)l/
restriction	/rɪˈstrɪkʃ(ə)n/
saturate	/ˈsætʃəreɪt/
schedule	/ˈʃedju:l/
skid	/skɪd/
static	/ˈstætɪk/
stationary	/ˈsteɪʃ(ə)n(ə)ri/
steward	/ˈstju:əd/
stranded	/ˈstrændɪd/
swarms	/swɔ:mz/
throngs	/θrɒŋz/
undergrowth	/ˈʌndəˌgrəʊθ/
underpass	/ˈʌndəˌpɑ:s/
vehicles	/ˈvi:ɪkl/
virgin snow	/ˌvɜ:dʒɪn ˈsnəʊ/
vital	/ˈvaɪt(ə)l/
wastes (n)	/weɪsts/
widespread	/ˈwaɪdˌspred/
wilderness	/ˈwɪldənəs/

Unit 3

according to	/əˈkɔ:dɪŋ ˌtʊ/
advocate	/ˈædvəkeɪt/
assurance	/əˈʃɔ:rəns/
assure	/əˈʃɔ:/
authority	/ɔ:ˈθɒrəti/
baffled	/ˈbæfld/
basis	/ˈbeɪsɪs/
bear out	/ˌbeər ˈaʊt/
boost	/bu:st/
chaos	/ˈkeɪɒs/
closure	/ˈkləʊʒə/
combination	/ˌkɒmbɪˈneɪʃ(ə)n/
common knowledge	/ˌkɒmən ˈnɒlɪdʒ/
concerned	/kənˈsɜ:nd/
concrete (adj)	/ˈkɒŋkri:t/
confidence	/ˈkɒnfɪd(ə)ns/
controversial	/ˌkɒntrəˈvɜ:ʃ(ə)l/
debatable	/dɪˈbeɪtəb(ə)l/
decline	/dɪˈklaɪn/
detain	/dɪˈteɪn/
disclaim	/dɪsˈkleɪm/
disguise	/dɪsˈgaɪz/
disposal	/dɪˈspəʊz(ə)l/
doubtful	/ˈdaʊtf(ə)l/
dwellers	/ˈdweləz/
electorate	/ɪˈlekt(ə)rət/
event	/ɪˈvent/
exaggerated	/ɪgˈzædʒəˌreɪtɪd/
expansion	/ɪkˈspænʃ(ə)n/
extensively	/ɪkˈstensɪvli/
foreseeable	/fɔ:ˈsi:əb(ə)l/
further to	/ˈfɜ:ðə tʊ/
go-ahead	/ˈgəʊ əhed/
hazardous	/ˈhæzədəs/
headquarters	/hedˈkwɔ:təz/
incident	/ˈɪnsɪd(ə)nt/
justify	/ˈdʒʌstɪfaɪ/
likelihood	/ˈlaɪklihʊd/
loom	/lu:m/
mislead	/mɪsˈli:d/
moreover	/mɔ:rˈəʊvə/
negotiation	/nɪˌgəʊʃiˈeɪʃ(ə)n/
notorious	/nəʊˈtɔ:riəs/
occupant	/ˈɒkjʊpənt/
overpowered	/ˌəʊvəˈpaʊəd/
pay deal	/ˈpeɪ di:l/
perilous	/ˈperələs/
potential	/pəˈtenʃ(ə)l/
press (n)	/pres/
prided	/ˈpraɪdɪd/

prominent	/ˈprɒmɪnənt/
proportion	/prəˈpɔːʃ(ə)n/
prospect (n)	/ˈprɒspekt/
pull off	/ˌpʊl ˈɒf/
quote	/kwəʊt/
refugee	/ˌrefjʊˈdʒiː/
reject (vb)	/rɪˈdʒekt/
resident	/ˈrezɪd(ə)nt/
restore	/rɪˈstɔː/
resume	/rɪˈzjuːm/
rip apart	/ˌrɪp əˈpɑːt/
runway	/ˈrʌnweɪ/
scandal	/ˈskænd(ə)l/
secure (vb)	/sɪˈkjʊə/
severe	/sɪˈvɪə/
speculation	/ˌspekjʊˈleɪʃ(ə)n/
spokesperson	/ˈspəʊksˌpɜːs(ə)n/
stand by	/ˌstænd ˈbaɪ/
strain	/streɪn/
suicide	/ˈsuːɪsaɪd/
survivor	/səˈvaɪvə/
terminal	/ˈtɜːmɪn(ə)l/
toll	/təʊl/
transform	/trænsˈfɔːm/
verge	/vɜːdʒ/
victim	/ˈvɪktɪm/
vow	/vaʊ/

Unit 4

accumulation	/əˌkjuːmjʊˈleɪʃ(ə)n/
activate	/ˈæktɪveɪt/
adequate	/ˈædɪkwət/
advantage	/ədˈvɑːntɪdʒ/
afford (a view)	/əˈfɔːd/
approximately	/əˈprɒksɪmətli/
bay window	/ˌbeɪ ˈwɪndəʊ/
bush	/bʊʃ/
capacity	/kəˈpæsəti/
cathedral	/kəˈθiːdrəl/
cluttered	/ˈklʌtəd/
cramped	/kræmpt/
cultivate	/ˈkʌltɪveɪt/
damp	/dæmp/
domestic	/dəˈmestɪk/
dune	/djuːn/
economic	/ˌiːkəˈnɒmɪk/
edition	/ɪˈdɪʃ(ə)n/
estuary	/ˈestjuəri/
eventually	/ɪˈventʃuəli/
exclusively	/ɪkˈskluːsɪvli/
experts	/ˈekspɜːts/
focus	/ˈfəʊkəs/
furnished	/ˈfɜːnɪʃt/
habitation	/ˌhæbɪˈteɪʃ(ə)n/
hinges	/ˈhɪndʒɪz/
horizon	/həˈraɪz(ə)n/
impassable	/ɪmˈpɑːsəb(ə)l/
inspiring	/ɪnˈspaɪərɪŋ/
lease	/liːs/
lodging	/ˈlɒdʒɪŋ/
mantelpiece	/ˈmænt(ə)lˌpiːs/
medieval	/ˌmediˈiːv(ə)l/
patch	/pætʃ/
paused	/pɔːzd/
pedestrian zone	/pəˈdestrɪən ˌzəʊn/
permanent	/ˈpɜːmənənt/
persuade	/pəˈsweɪd/
physical	/ˈfɪzɪk(ə)l/
porch	/pɔːtʃ/
possession	/pəˈzeʃ(ə)n/
premises	/ˈpremɪsɪz/
residence	/ˈrezɪd(ə)ns/
rusty	/ˈrʌsti/
scenery	/ˈsiːnəri/
self-study	/ˌself ˈstʌdi/
sheer	/ʃɪə/
site	/saɪt/
skip (n)	/skɪp/
sparsely	/ˈspɑːsli/
spectacular	/spekˈtækjʊlə/
squatter	/ˈskwɒtə/
strait	/streɪt/
streets ahead	/ˌstriːts əˈhed/
tenancy	/ˈtenənsi/
tower above	/ˌtaʊər əˈbʌv/
undoubtedly	/ʌnˈdaʊtɪdli/
uninviting	/ˌʌnɪnˈvaɪtɪŋ/
vertical	/ˈvɜːtɪk(ə)l/
vicinity	/vəˈsɪnəti/

Unit 5

action hero	/ˈækʃn ˌhɪərəʊ/
autobiographical	/ˌɔːtəʊbaɪəˈgræfɪk(ə)l/
blatant	/ˈbleɪt(ə)nt/
bombard	/bɒmˈbɑːd/
booklet	/ˈbʊklət/
brain-washing	/ˈbreɪnˌwɒʃɪŋ/
brochure	/ˈbrəʊʃə/
bulletin	/ˈbʊlətɪn/
campaign	/kæmˈpeɪn/
cartoon character	/kɑːtuˈːn ˌkærɪktə/
censorship	/ˈsensəʃɪp/
circulation	/ˌsɜːkjʊˈleɪʃ(ə)n/
compensate	/ˈkɒmpənseɪt/
conclude	/kənˈkluːd/
conscious	/ˈkɒnʃəs/
consumer	/kənˈsjuːmə/
correspondent	/ˌkɒrɪˈspɒndənt/
couch potato	/ˌkaʊtʃ pəˈteɪtəʊ/
coverage	/ˈkʌv(ə)rɪdʒ/
damning (adj)	/ˈdæmɪŋ/
data	/ˈdeɪtə/
depict	/dɪˈpɪkt/
digital camera	/ˈdɪdʒɪtl ˈkæm(ə)rə/
dominated	/ˈdɒmɪneɪtɪd/
edition	/ɪˈdɪʃ(ə)n/
excessively	/ɪkˈsesɪvli/
exposure	/ɪkˈspəʊʒə/
fiction	/ˈfɪkʃ(ə)n/
gist	/dʒɪst/
glamorous	/ˈglæmərəs/
grounds (reasons)	/graʊndz/
hallucinate	/həˈluːsɪneɪt/
handicap (vb)	/ˈhændiˌkæp/
humble	/ˈhʌmb(ə)l/
hype (vb)	/haɪp/
illegible	/ɪˈledʒəb(ə)l/
illiterate	/ɪˈlɪtərət/
imitation	/ˌɪmɪˈteɪʃ(ə)n/
inane	/ɪˈneɪn/
insulting	/ɪnˈsʌltɪŋ/
journalist	/ˈdʒɜːnəlɪst/
literature	/ˈlɪtrətʃə/
manuscript	/ˈmænjʊˌskrɪpt/
media	/ˈmiːdiə/
nag	/næg/
negate	/nɪˈgeɪt/
obvious	/ˈɒbviəs/
overweight	ˌəʊvəˈweɪt/
passive	/ˈpæsɪv/
political unrest	/pəˌlɪtɪkl ʌnˈrest/
promote	/prəˈməʊt/
prose	/prəʊz/
restrict	/rɪˈstrɪkt/
sceptical	/ˈskeptɪk(ə)l/
sensationalize	/senˈseɪʃ(ə)nəlaɪz/
sensible	/ˈsensəb(ə)l/
sheer	/ʃɪə/
situation comedy	/ˌsɪtʃuˌeɪʃ(ə)n ˈkɒmədi/
subliminal	/sʌbˈlɪmɪn(ə)l/
substance	/ˈsʌbstəns/
surreal	/səˈrɪəl/
suspicious	/səˈspɪʃəs/
swirling (adj)	/ˈswɜːlɪŋ/
target (vb)	/ˈtɑːgɪt/
unprintable	/ʌnˈprɪntəb(ə)l/
variety	/vəˈraɪəti/
vast	/vɑːst/
visual	/ˈvɪʒʊəl/
whatsoever	/ˌwɒtsəʊˈevə/

Unit 6

abound	/əˈbaʊnd/
assert	/əˈsɜːt/
atmosphere	/ˈætməsˌfɪə/
binoculars	/bɪˈnɒkjʊləz/
born and bred	/ˌbɔːn ən(d) ˈbred/
cancerous	/ˈkænsərəs/
captivity	/kæpˈtɪvəti/
climate	/ˈklaɪmət/
cub	/kʌb/
current (n)	/ˈkʌrənt/
defunct	/dɪˈfʌŋkt/
destruction	/dɪˈstrʌkʃ(ə)n/
dire	/ˈdaɪə/
diverse	/daɪˈvɜːs/
doom	/duːm/
draught	/drɑːft/
epitomize	/ɪˈpɪtəmaɪz/
era	/ˈɪərə/
extent	/ɪkˈstent/
falconer	/ˈfɔːlkənə/

glacier	/ˈglæsiə/
global warming	/ˌgləʊb(ə)l ˈwɔːmɪŋ/
hawk	/hɔːk/
imminent	/ˈɪmɪnənt/
influential	/ˌɪnfluˈenʃ(ə)l/
insofar as	/ˌɪnsəʊˈfɑːr æz/
interaction	/ˌɪntərˈækʃ(ə)n/
issue	/ˈɪʃuː/
ivory	/ˈaɪvəri/
mature	/məˈtʃʊə/
millennium	/mɪˈleniəm/
nigh	/naɪ/
nocturnal	/nɒkˈtɜːn(ə)l/
offshore	/ˌɒfˈʃɔː/
prediction	/prɪˈdɪkʃ(ə)n/
prey	/preɪ/
prophet	/ˈprɒfɪt/
proportion	/prəˈpɔːʃ(ə)n/
race (type)	/reɪs/
resource	/rɪˈzɔːs/
revolution	/ˌrevəˈluːʃ(ə)n/
savannah	/səˈvænə/
species	/ˈspiːʃiːz/
squeak	/skwiːk/
stalk	/stɔːk/
substantial	/səbˈstænʃ(ə)l/
survive	/səˈvaɪv/
time-honoured	/ˈtaɪm ˌɒnəd/
torrent	/ˈtɒrənt/
tusk	/tʌsk/
virus	/ˈvaɪrəs/
vital	/ˈvaɪt(ə)l/
voluntary	/ˈvɒlənt(ə)ri/
warrior	/ˈwɒriə/
wildebeest	/ˈvɪldəˌbiːst/
wilderness	/ˈwɪldənəs/

Unit 7

administrative assistant	/ədˌmɪnɪstrətɪv əˈsɪstənt/
appalling	/əˈpɔːlɪŋ/
bonus	/ˈbəʊnəs/
client	/ˈklaɪənt/
commence	/kəˈmens/
complacent	/kəmˈpleɪs(ə)nt/
conference	/ˈkɒnf(ə)rəns/
constant	/ˈkɒnstənt/
consult	/kənˈsʌlt/
content (adj)	/kənˈtent/
contract (n)	/ˈkɒntrækt/
convince	/kənˈvɪns/
creation	/kriˈeɪʃ(ə)n/
curiosity	/ˌkjʊəriˈɒsəti/
driving licence	/ˈdraɪvɪŋ ˌlaɪsəns/
eligible	/ˈelɪdʒəb(ə)l/
end of one's tether	/ˌend əv wʌnz ˈtəðə/
eventually	/ɪˈventʃuəli/
executive	/ɪgˈzekjʊtɪv/
forefront	/ˈfɔːˌfrʌnt/
headhunt	/ˈhedˌhʌnt/
in respect of	/ˌɪn rɪsˈpekt əv/
inspiration	/ˌɪnspəˈreɪʃ(ə)n/
intention	/ɪnˈtenʃ(ə)n/
lack	/læk/
mechanization	/ˌmekənaɪˈzeɪʃ(ə)n/
motivation	/ˌməʊtɪˈveɪʃ(ə)n/
multinational	/ˌmʌltiˈnæʃ(ə)nəl/
negotiate	/nɪˈgəʊʃieɪt/
nose to the grindstone	/ˌnəʊz tə ðə ˈgraɪndˌstəʊn/
notification	/ˌnəʊtɪfɪˈkeɪʃ(ə)n/
nowadays	/ˈnaʊəˌdeɪz/
on one's toes	/ˌɒn wʌnz ˈtəʊz/
opportunity	/ˌɒpəˈtjuːnəti/
pay dispute	/ˈpeɪ dɪsˌpjuːt/
permanent	/ˈpɜːmənənt/
praise	/preɪz/
productivity	/ˌprɒdʌkˈtɪvəti/
reimburse	/ˌriːɪmˈbɜːs/
right up your street	/ˌraɪt ʌp jɔː ˈstriːt/
scheme	/skiːm/
sheer	/ʃɪə/
substantial	/səbˈstænʃ(ə)l/
supplementary	/ˌsʌplɪˈment(ə)ri/
unnecessary	/ʌnˈnesəs(ə)ri/
vocation	/vəʊˈkeɪʃ(ə)n/
worthwhile	/ˌwɜːθˈwaɪl/

Unit 8

accordingly	/əˈkɔːdɪŋli/
acknowledgement	/əˈknɒlɪdʒmənt/
apparently	/əˈpærəntli/
appreciate	/əˈpriːʃiˌeɪt/
bankrupt	/ˈbæŋkrʌpt/

booming	/ˈbuːmɪŋ/
capability	/ˌkeɪpəˈbɪləti/
capacity	/kəˈpæsəti/
capital (money)	/ˈkæpɪt(ə)l/
cease	/siːs/
code	/kəʊd/
commission	/kəˈmɪʃ(ə)n/
complicated	/ˈkɒmplɪˌkeɪtɪd/
conclude	/kənˈkluːd/
courier	/ˈkʊriə/
currency	/ˈkʌrənsi/
current account	/ˈkʌrənt əˌkaʊnt/
decade	/ˈdekeɪd/
deceit	/dɪˈsiːt/
declare	/dɪˈkleə/
deduct	/dɪˈdʌkt/
dispatch	/dɪˈspætʃ/
downright	/ˈdaʊnˌraɪt/
endeavour	/ɪnˈdevə/
ensure	/ɪnˈʃɔː/
enterprise	/ˈentəˌpraɪz/
entire	/ɪnˈtaɪə/
expenditure	/ɪkˈspendɪtʃə/
express delivery	/ɪkˌspres dɪˈlɪv(ə)ri/
fall through	/ˌfɔːl ˈθruː/
fetch	/fetʃ/
fraud	/frɔːd/
fund	/fʌnd/
further to	/ˈfɜːðə tʊ/
gesture	/ˈdʒestʃə/
grant (n)	/grɑːnt/
haggle	/ˈhæg(ə)l/
inconvenience	/ˌɪnkənˈviːniəns/
independent	/ˌɪndɪˈpendənt/
instalment	/ˌɪnˈstɔːlmənt/
instance	/ˈɪnstəns/
interest (money)	/ˈɪntrəst/
key in	/ˌkiː ˈɪn/
maintain	/meɪnˈteɪn/
matter	/ˈmætə/
minimum	/ˈmɪnɪməm/
multinational	/ˌmʌltiˈnæʃ(ə)nəl/
nest egg	/ˈnest ˌeg/
potential	/pəˈtenʃ(ə)l/
priceless	/ˈpraɪsləs/
provided (that)	/prəˈvaɪdɪd/
psychology	/saɪˈkɒlədʒi/
qualify	/ˈkwɒlɪfaɪ/
rattle	/ˈræt(ə)l/
redundant	/rɪˈdʌndənt/
request	/rɪˈkwest/
resolve	/rɪˈzɒlv/
scholarship	/ˈskɒləʃɪp/
self-employed	/ˌself ɪmˈplɔɪd/
settle (pay)	/ˈset(ə)l/
shares (money)	/ʃeəz/
sheer	/ʃɪə/
subsidy	/ˈsʌbsədi/
takings	/ˈteɪkɪŋz/
technological	/ˌteknəˈlɒdʒɪk(ə)l/
thrifty	/ˈθrɪfti/
time slot	/ˈtaɪm ˌslɒt/
trickery	/ˈtrɪkəri/
vanish	/ˈvænɪʃ/
venture	/ˈventʃə/
wealthy	/ˈwelθi/
whether	/ˈweðə/
wise	/waɪz/
within	/wɪðˈɪn/

Unit 9

abandon	/əˈbændən/
acquaintance	/əˈkweɪntəns/
adopt	/əˈdɒpt/
aisle	/aɪl/
alien	/ˈeɪliən/
almighty	/ɔːlˈmaɪti/
ancestor	/ˈænsestə/
ancient	/ˈeɪnʃ(ə)nt/
apathetic	/ˌæpəˈθetɪk/
approximately	/əˈprɒksɪmətli/
attentive	/əˈtentɪv/
attitude	/ˈætɪˌtjuːd/
betrothed	/bɪˈtrəʊðd/
bloke	/bləʊk/
boss	/bɒs/
bridegroom	/ˈbraɪdˌgruːm/
campaign (vb)	/kæmˈpeɪn/
chap	/tʃæp/
churchyard	/ˈtʃɜːtʃˌjɑːd/
client	/ˈklaɪənt/
communicate	/kəˈmjuːnɪkeɪt/

community	/kəˈmjuːnəti/
complicated	/ˈkɒmplɪˌkeɪtɪd/
contemporary	/kənˈtemp(ə)r(ə)ri/
contrast (n)	/ˈkɒntrɑːst/
criticize	/ˈkrɪtɪsaɪz/
date (vb)	/deɪt/
decline	/dɪˈklaɪn/
deeply	/ˈdiːpli/
descendant	/dɪˈsendənt/
devoted	/dɪˈvəʊtɪd/
divorce (vb)	/dɪˈvɔːs/
domineering	/ˌdɒmɪˈnɪərɪŋ/
elderly	/ˈeldəli/
eligible	/ˈelɪdʒəb(ə)l/
emerge	/ɪˈmɜːdʒ/
eminent	/ˈemɪnənt/
exceedingly	/ɪkˈsiːdɪŋli/
extended family	/ɪkˌstendɪd ˈfæmɪli/
extreme	/ɪkˈstriːm/
extrovert	/ˈekstrəˌvɜːt/
facilities	/fəˈsɪlətɪz/
forces	/ˈfɔːsɪz/
godfather	/ˈgɒdˌfɑːðə/
groom	/gruːm/
hit it off	/ˌhɪt ɪt ˈɒf/
honeymoon	/ˈhʌniˌmuːn/
humid	/ˈhjuːmɪd/
humiliate	/hjuːˈmɪlieɪt/
immature	/ˌɪməˈtʃʊə/
immediate	/ɪˈmiːdiət/
immigrant	/ˈɪmɪgrənt/
in someone's footsteps	/ɪn ˌsʌmwʌnz ˈfʊtsteps/
independent	/ˌɪndɪˈpendənt/
individual	/ˌɪndɪˈvɪdʒuəl/
insensitive	/ɪnˈsensətɪv/
invading	/ɪnˈveɪdɪŋ/
juvenile	/ˈdʒuːvənaɪl/
keep in touch	/ˌkiːp ɪn ˈtʌtʃ/
live up to	/ˌlɪv ˈʌp tʊ/
magnificent	/mægˈnɪfɪs(ə)nt/
neglect	/nɪˈglekt/
newlyweds	/ˈnjuːliˌwedz/
nuclear family	/ˌnjuːklɪə ˈfæmɪlɪ/
officially	/əˈfɪʃ(ə)li/
outcast	/ˈaʊtˌkɑːst/
pluck up	/ˌplʌk ˈʌp/
predecessor	/ˈpriːdɪˌsesə/
pregnant	/ˈpregnənt/
prejudice (vb)	/ˈpredʒʊdɪs/
pushy	/ˈpʊʃi/
rage	/reɪdʒ/
rebel (vb)	/rɪbel/
scold	/skəʊld/
solitary	/ˈsɒlət(ə)ri/
spoilt	/spɔɪlt/
stable	/ˈsteɪb(ə)l/
stand someone up	/ˌstænd ˌsʌmwʌn ˈʌp/
sweltering	/ˈswelt(ə)rɪŋ/
upbringing	/ˈʌpˌbrɪŋɪŋ/
utterly	/ˈʌtəli/

Unit 10

abandon	/əˈbændən/
addiction	/əˈdɪkʃ(ə)n/
alien	/ˈeɪliən/
blaze	/bleɪz/
break into	/ˌbreɪk ˈɪntʊ/
brush with the law	/ˌbrʌʃ wɪð ðə ˈlɔː/
built-up area	/ˌbɪlt ʌp ˈeərɪə/
collapse	/kəˈlæps/
cope with	/ˈkəʊp wɪð/
counsel	/ˈkaʊns(ə)l/
custody	/ˈkʌstədi/
deport	/dɪˈpɔːt/
detection	/dɪˈtekʃ(ə)n/
detention	/dɪˈtenʃ(ə)n/
disperse	/dɪˈspɜːs/
evacuate	/ɪˈvækjueɪt/
execution	/ˌeksɪˈkjuːʃ(ə)n/
expensive	/ɪkˈspensɪv/
fierce	/fɪəs/
hairpiece	/ˈheəˌpiːs/
headdress	/ˈhedˌdres/
helicopter	/ˈhelɪˌkɒptə/
hostage	/ˈhɒstɪdʒ/
informal	/ɪnˈfɔːm(ə)l/
investigation	/ɪnˌvestɪˈgeɪʃ(ə)n/
joyride	/ˈdʒɔɪˌraɪd/
juvenile	/ˈdʒuːvənaɪl/
loot	/luːt/
murderer	/ˈmɜːdərə/
neglect	/nɪˈglekt/

patrol car	/pəˈtrəʊl ˌkɑː/
penalty	/ˈpen(ə)lti/
petty	/ˈpeti/
presume	/prɪˈzjuːm/
probation	/prəˈbeɪʃ(ə)n/
(on the) rampage	/ræmˈpeɪdʒ/
reveal	/rɪˈviːl/
riot (vb)	/ˈraɪət/
root cause	/ˌruːt ˈkɔːz/
rub shoulders with	/ˌrʌb ˈʃəʊldəz ˌwɪð/
sideboard	/ˈsaɪdˌbɔːd/
silverware	/ˈsɪlvəˌweə/
squat	/skwɒt/
statistics	/stəˈtɪstɪks/
submit	/səbˈmɪt/
summary	/ˈsʌməri/
survey (n)	/ˈsɜːveɪ/
survivor	/səˈvaɪvə/
sustain	/səˈsteɪn/
swerve	/swɜːv/
swindle	/ˈswɪnd(ə)l/
teargas	/ˈtɪəˌgæs/
thumb a lift	/ˌθʌm ə ˈlɪft/
transgression	/trænzˈgreʃ(ə)n/
uproot	/ʌpˈruːt/
vacuum cleaner	/ˈvækjʊəm ˌkliːnə/
whereas	/weərˈæz/
wig	/wɪg/

Unit 11

(in) check (chess)	/tʃek/
accompany	/əˈkʌmp(ə)ni/
acrobat	/ˈækrəˌbæt/
affluent	/ˈæfluːənt/
associate	/əˈsəʊsiˌeɪt/
athletics	/æθˈletɪks/
benefit (from)	/ˈbenɪfɪt/
blare	/bleə/
body building	/ˈbɒdɪˌbɪldɪŋ/
brainchild	/ˈbreɪnˌtʃaɪld/
branch (vb)	/brɑːntʃ/
bull's-eye	/ˈbʊlzˌaɪ/
carbon dioxide	/ˌkɑːbən daɪˈɒksaɪd/
celebrity	/səˈlebrəti/
century	/ˈsentʃəri/
chemical	/ˈkemɪk(ə)l/
chess	/tʃes/
clarinet	/ˌklærəˈnet/
collaboration	/kəˌlæbəˈreɪʃ(ə)n/
complicated	/ˈkɒmplɪˌkeɪtɪd/
contradiction	/ˌkɒntrəˈdɪkʃ(ə)n/
craze	/kreɪz/
dice	/daɪs/
discrimination	/dɪˌskrɪmɪˈneɪʃ(ə)n/
distinction	/dɪˈstɪŋkʃ(ə)n/
dominate	/ˈdɒmɪneɪt/
electronically	/ˌelekˈtrɒnɪkli/
enthusiastically	/ɪnˌθjuːziˈæstɪkli/
establish	/ɪˈstæblɪʃ/
flatter	/ˈflætə/
foster	/ˈfɒstə/
goatee beard	/ˌgəʊtiː ˈbɪəd/
gymnastics	/dʒɪmˈnæstɪks/
handpick	/ˌhændˈpɪk/
headphones	/ˈhedˌfəʊnz/
headquarters	/hedˈkwɔːtəz/
incidental	/ˌɪnsɪˈdent(ə)l/
incompatible	/ˌɪnkəmˈpætəb(ə)l/
incongruous	/ɪnˈkɒŋgruəs/
inconsistent	/ˌɪnkənˈsɪstənt/
insatiable	/ɪnˈseɪʃəb(ə)l/
instrument	/ˈɪnstrʊmənt/
interlude	/ˈɪntəˌluːd/
interpretation	/ɪnˌtɜːprɪˈteɪʃ(ə)n/
jigsaw (puzzle)	/ˈdʒɪgsɔː/
juggler	/ˈdʒʌglə/
landscape	/ˈlæn(d)ˌskeɪp/
limber (up)	/ˈlɪmbə/
loudspeaker	/ˌlaʊdˈspiːkə/
lyrics	/ˈlɪrɪks/
manners	/ˈmænəz/
market (vb)	/ˈmɑːkɪt/
martial arts	/ˌmɑːʃ(ə)l ˈɑːts/
(the) masses	/ˈmæsɪz/
notably	/ˈnəʊtəbli/
novel (adj)	/ˈnɒv(ə)l/
nurture	/ˈnɜːtʃə/
pedigree	/ˈpedɪgriː/
percussion	/pəˈkʌʃ(ə)n/
pool (game)	/puːl/
popular	/ˈpɒpjʊlə/
preview	/ˈpriːvjuː/

priceless	/ˈpraɪsləs/
quantity	/ˈkwɒntəti/
rap music	/ˈræp ˌmjuːzɪk/
recognition	/ˌrekəgˈnɪʃ(ə)n/
remote control	/rɪˌməʊt kənˈtrəʊl/
represent	/ˌreprɪˈzent/
routine	/ruːˈtiːn/
scenery	/ˈsiːnəri/
simulate	/ˈsɪmjʊleɪt/
skateboarding	/ˈskeɪtbɔːdɪŋ/
solemn	/ˈsɒləm/
species	/ˈspiːʃiːz/
splinter (off)	/ˈsplɪntə/
stadium	/ˈsteɪdiəm/
stilts	/stɪlts/
stuntman	/ˈstʌntˌmæn/
suspense	/səˈspens/
theft	/θeft/
troupe	/truːp/
tumble	/ˈtʌmb(ə)l/
understudy	/ˈʌndəˌstʌdi/
vase	/vɑːz/
verse	/vɜːs/
vocalist	/ˈvəʊkəlɪst/
whirl	/wɜːl/
woodwind	/ˈwʊdˌwɪnd/

Unit 12

ambassador	/æmˈbæsədə/
assembly	/əˈsembli/
asylum	/əˈsaɪləm/
backfire	/ˌbækˈfaɪə/
barred (from)	/bɑːd/
basically	/ˈbeɪsɪkli/
beam	/biːm/
betray	/bɪˈtreɪ/
binding	/ˈbaɪndɪŋ/
bluntly	/ˈblʌntli/
bore (n)	/bɔː/
cabinet	/ˈkæbɪnət/
campaign	/kæmˈpeɪn/
candidate	/ˈkændɪdeɪt/
cast (a vote)	/kɑːst/
chairperson	/ˈtʃeəˌpɜːs(ə)n/
chamber	/ˈtʃeɪmbə/
circulate	/ˈsɜːkjʊleɪt/
combination	/ˌkɒmbɪˈneɪʃ(ə)n/
committee	/kəˈmɪti/
community	/kəˈmjuːnəti/
compensation	/ˌkɒmpənˈseɪʃ(ə)n/
compose	/kəmˈpəʊz/
comprehensive	/ˌkɒmprɪˈhensɪv/
comprise	/kəmˈpraɪz/
conclude	/kənˈkluːd/
constant	/ˈkɒnstənt/
conventional	/kənˈvenʃ(ə)nəl/
council	/ˈkaʊns(ə)l/
courteous	/ˈkɜːtiəs/
coverage	/ˈkʌv(ə)rɪdʒ/
cruel	/ˈkruːəl/
defy	/dɪˈfaɪ/
delegate	/ˈdeləgət/
dignified	/ˈdɪgnɪfaɪd/
diplomatic	/ˌdɪpləˈmætɪk/
disastrous	/dɪˈzɑːstrəs/
disorganized	/dɪsˈɔːgənaɪzd/
eccentric	/ɪkˈsentrɪk/
election	/ɪˈlekʃ(ə)n/
electorate	/ɪˈlekt(ə)rət/
executor	/ɪgˈzekjʊtə/
extreme	/ɪkˈstriːm/
furthermore	/ˈfɜːðəˌmɔː/
head of state	/ˌhed əv ˈsteɪt/
heavy-handed	/ˌhevi ˈhændɪd/
honourable	/ˈɒn(ə)rəb(ə)l/
in exchange (for)	/ˌɪn ɪksˈtʃeɪndʒ/
indicate	/ˈɪndɪkeɪt/
latter	/ˈlætə/
licensed	/ˈlaɪs(ə)nst/
majority	/məˈdʒɒrəti/
manifesto	/ˌmænɪˈfestəʊ/
mayor	/meə/
minister	/ˈmɪnɪstə/
motion	/ˈməʊʃ(ə)n/
mount	/maʊnt/
nevertheless	/ˌnevəðəˈles/
notorious	/nəʊˈtɔːriəs/
obligatory	/əˈblɪgət(ə)ri/
opinion	/əˈpɪnjən/
oppressed	/əˈprest/
parliament	/ˈpɑːləmənt/
patriot	/ˈpætriət/

permit (vb)	/pəˈmɪt/
policy	/ˈpɒləsi/
poll	/pəʊl/
postpone	/pəʊsˈpəʊn/
president	/ˈprezɪdənt/
presumably	/prɪˈzjuːməbli/
pretty (very)	/ˈprɪti/
privilege	/ˈprɪvəlɪdʒ/
proprietor	/prəˈpraɪətə/
radical	/ˈrædɪk(ə)l/
rebellious	/rɪˈbeljəs/
reign	/reɪn/
reputation	/ˌrepjʊˈteɪʃ(ə)n/
require	/rɪˈkwaɪə/
resist	/rɪˈzɪst/
respectable	/rɪˈspektəb(ə)l/
restrict	/rɪˈstrɪkt/
reveal	/rɪˈviːl/
ringleader	/ˈrɪŋˌliːdə/
sandwiched (between)	/ˈsændwɪdʒd/
scandal	/ˈskænd(ə)l/
significant	/sɪgˈnɪfɪkənt/
smear	/smɪə/
sovereign	/ˈsɒvrɪn/
submit	/səbˈmɪt/
succeed (in power)	/səkˈsiːd/
tactful	/ˈtæk(t)f(ə)l/
terrorist	/ˈterərɪst/
toe the line	/ˌtəʊ ðə ˈlaɪn/
traditional	/trəˈdɪʃ(ə)nəl/
traitor	/ˈtreɪtə/
unity	/ˈjuːnəti/
vicious	/ˈvɪʃəs/
voluntary	/ˈvɒlənt(ə)ri/
vote	/vəʊt/
wield	/wiːld/

Unit 13

abuse (n)	/əˈbjuːs/
activist	/ˈæktɪvɪst/
alternative medicine	/ɔːlˌtɜːnətɪv ˈmedsɪn/
befall	/bɪˈfɔːl/
benefits	/ˈbenɪfɪts/
blister	/ˈblɪstə/
boredom	/ˈbɔːdəm/
campaign	/kæmˈpeɪn/
choke	/tʃəʊk/
chuckle	/ˈtʃʌk(ə)l/
concerned	/kənˈsɜːnd/
corridor	/ˈkɒrɪdɔː/
crawl	/krɔːl/
cure	/kjʊə/
dazed	/deɪzd/
depression	/dɪˈpreʃ(ə)n/
disapproval	/ˌdɪsəˈpruːv(ə)l/
discrepancy	/dɪsˈkrepənsi/
disturbance	/dɪˈstɜːbəns/
disuse	/dɪsˈjuːs/
dizzy	/ˈdɪzi/
dozy	/ˈdəʊzi/
drowsy	/ˈdraʊzi/
drunken	/ˈdrʌŋkən/
evidently	/ˈevɪd(ə)ntli/
expose	/ɪkˈspəʊz/
extract (vb)	/ɪkˈstrækt/
extremist	/ɪkˈstriːmɪst/
fanatic	/fəˈnætɪk/
frown	/fraʊn/
fundamental	/ˌfʌndəˈment(ə)l/
furthermore	/ˈfɜːðəˌmɔː/
giggle	/ˈgɪg(ə)l/
graze	/greɪz/
health-conscious	/ˈhelθ ˌkɒnʃəs/
highlight	/ˈhaɪˌlaɪt/
hobble	/ˈhɒb(ə)l/
immobile	/ɪˈməʊbaɪl/
impaired	/ɪmˈpeəd/
implication	/ˌɪmplɪˈkeɪʃ(ə)n/
invalid (adj)	/ɪnˈvælɪd/
languish	/ˈlæŋgwɪʃ/
leisurely	/ˈleʒəli/
limp	/lɪmp/
mention	/ˈmenʃ(ə)n/
militant	/ˈmɪlɪtənt/
mineral water	/ˈmɪn(ə)rəl ˌwɔːtə/
misuse (n)	/mɪsˈjuːs/
morning sickness	/ˈmɔːnɪŋ ˌsɪknəs/
motorized	/ˈməʊtəraɪzd/
outbreak	/ˈaʊtˌbreɪk/
painkiller	/ˈpeɪnˌkɪlə/
peculiar	/pɪˈkjuːliə/
principle	/ˈprɪnsəp(ə)l/

ramble	/ˈræmb(ə)l/
remedy	/ˈremədi/
represent	/ˌreprɪˈzent/
rheumatism	/ˈruːməˌtɪz(ə)m/
scowl	/skaʊl/
selective	/sɪˈlektɪv/
shave	/ʃeɪv/
singular	/ˈsɪŋgjʊlə/
smelling salts	/ˈsmelɪŋ ˌsɔːlts/
sprain	/spreɪn/
stagger	/ˈstægə/
stale	/steɪl/
stroll	/strəʊl/
sum	/sʌm/
technique	/tekˈniːk/
teetotaller	/ˌtiːˈtəʊt(ə)lə/
therapy	/ˈθerəpi/
tiptoe	/ˈtɪpˌtəʊ/
tiresome	/ˈtaɪəs(ə)m/
tranquillizer	/ˈtræŋkwɪlaɪzə/
treatment	/ˈtriːtmənt/
typically	/ˈtɪpɪkli/
unsteadily	/ʌnˈstedɪlɪ/
vitamin pill	/ˈvɪtəmɪn ˌpɪl/
wander	/ˈwɒndə/

Unit 14

ablaze	/əˈbleɪz/
affirm	/əˈfɜːm/
agency	/ˈeɪdʒ(ə)nsi/
agriculture	/ˈægrɪˌkʌltʃə/
average	/ˈæv(ə)rɪdʒ/
awareness	/əˈweənəs/
bleach	/bliːtʃ/
burden	/ˈbɜːd(ə)n/
cause	/kɔːz/
chemical	/ˈkemɪk(ə)l/
consequent	/ˈkɒnsɪkwənt/
consumption	/kənˈsʌmpʃ(ə)n/
contribution	/ˌkɒntrɪˈbjuːʃ(ə)n/
decade	/ˈdekeɪd/
densely	/ˈdensli/
devaluation	/ˌdiːvæljuˈeɪʃ(ə)n/
developing world	/dɪˌveləpɪŋ ˈwɜːld/
diet	/ˈdaɪət/
diplomacy	/dɪˈpləʊməsi/
disease	/dɪˈziːz/
dispute	/dɪˈspjuːt/
donate	/dəʊˈneɪt/
drift	/drɪft/
ecology	/ɪˈkɒlədʒi/
encounter	/ɪnˈkaʊntə/
enterprise	/ˈentəˌpraɪz/
epidemic	/ˌepɪˈdemɪk/
erosion	/ɪˈrəʊʒ(ə)n/
essential	/ɪˈsenʃ(ə)l/
estimate (vb)	/ˈestɪmeɪt/
ethnic	/ˈeθnɪk/
evacuate	/ɪˈvækjueɪt/
fertilizer	/ˈfɜːtəlaɪzə/
frustration	/frʌˈstreɪʃ(ə)n/
global	/ˈgləʊb(ə)l/
gravity	/ˈgrævəti/
guarantee	/ˌgærənˈtiː/
humanitarian	/hjuːˌmænɪˈteərɪən/
illiterate	/ɪˈlɪtərət/
immigrant	/ˈɪmɪgrənt/
immunization	/ˌɪmjʊnaɪˈzeɪʃ(ə)n/
impoverished	/ɪmˈpɒvərɪʃt/
inadequate	/ɪnˈædɪkwət/
intervene	/ˌɪntəˈviːn/
irrigation	/ˌɪrɪˈgeɪʃ(ə)n/
lack	/læk/
malnutrition	/ˌmælnjʊˈtrɪʃ(ə)n/
media	/ˈmiːdiə/
method	/ˈmeθəd/
military	/ˈmɪlɪt(ə)ri/
nourish	/ˈnʌrɪʃ/
numerous	/ˈnjuːmərəs/
organic	/ɔːˈgænɪk/
participant	/pɑːˈtɪsɪpənt/
percentage	/pəˈsentɪdʒ/
plague	/pleɪg/
pledge	/pledʒ/
population	/ˌpɒpjʊˈleɪʃ(ə)n/
privilege	/ˈprɪvəlɪdʒ/
proportion	/prəˈpɔːʃ(ə)n/
quote	/kwəʊt/
radius	/ˈreɪdiəs/
raw material	/ˌrɔː məˈtɪəriəl/
recall (vb)	/rɪˈkɔːl/
recycling	/riːˈsaɪklɪŋ/

refugee	/ˌrefjʊˈdʒiː/
relevant	/ˈreləv(ə)nt/
remote	/rɪˈməʊt/
roundly	/ˈraʊndli/
self-sufficiency	/ˌself səˈfɪʃənsɪ/
settlement	/ˈset(ə)lmənt/
shift	/ʃɪft/
significantly	/sɪgˈnɪfɪkəntli/
simplify	/ˈsɪmplɪfaɪ/
slave	/sleɪv/
smoulder	/ˈsməʊldə/
solar power	/ˌsəʊlə ˈpaʊwə/
sparsely	/ˈspɑːsli/
species	/ˈspiːʃiːz/
sponsor	/ˈspɒnsə/
stricken	/ˈstrɪkən/
struggle	/ˈstrʌg(ə)l/
subsequent	/ˈsʌbsɪkwənt/
subsidy	/ˈsʌbsədi/
talent	/ˈtælənt/
third world	/ˌθɜːd ˈwɜːld/
undernourishment	/ˌʌndəˈnʌrɪʃmənt/
universally	/ˌjuːnɪˈvɜːs(ə)li/

Unit 15

abandon	/əˈbændən/
anaesthetic	/ˌænəsˈθetɪk/
appreciate	/əˈpriːʃiˌeɪt/
attitude	/ˈætɪˌtjuːd/
awkward	/ˈɔːkwəd/
biased	/ˈbaɪəst/
bitter	/ˈbɪtə/
candidate	/ˈkændɪdeɪt/
cherish	/ˈtʃerɪʃ/
clue	/kluː/
concerned	/kənˈsɜːnd/
confirm	/kənˈfɜːm/
conscientious	/ˌkɒnʃiˈenʃəs/
consolation	/ˌkɒnsəˈleɪʃ(ə)n/
convince	/kənˈvɪns/
decorate	/ˈdekəreɪt/
define	/dɪˈfaɪn/
deplore	/dɪˈplɔː/
detective	/dɪˈtektɪv/
display	/dɪˈspleɪ/
distract	/dɪˈstrækt/
dread	/dred/
emphasis	/ˈemfəsɪs/
establish	/ɪˈstæblɪʃ/
estimate (v)	/ˈestɪmeɪt/
exhibit	/ɪgˈzɪbɪt/
favouritism	/ˈfeɪv(ə)rətɪzəm/
flabbergasted	/ˈflæbəˌgɑːstɪd/
grieve	/griːv/
hard feelings	/ˌhɑːd ˈfiːlɪŋz/
identical	/aɪˈdentɪk(ə)l/
ignorance	/ˈɪgnərəns/
image	/ˈɪmɪdʒ/
imply	/ɪmˈplaɪ/
indicate	/ˈɪndɪkeɪt/
infer	/ɪnˈfɜː/
infringement	/ɪnˈfrɪndʒmənt/
interpret	/ɪnˈtɜːprɪt/
intrusion	/ɪnˈtruːʒ(ə)n/
knowledgeable	/ˈnɒlɪdʒəb(ə)l/
laborious	/ləˈbɔːriəs/
loathe	/ləʊð/
lurch	/lɜːtʃ/
manner	/ˈmænə/
mannerism	/ˈmænəˌrɪz(ə)m/
mentality	/menˈtæləti/
mourn	/mɔːn/
notion	/ˈnəʊʃ(ə)n/
obsessed	/əbˈsest/
overwhelmed	/ˌəʊvəˈwelmd/
particular	/pəˈtɪkjʊlə/
pedantic	/pɪˈdæntɪk/
picnic	/ˈpɪknɪk/
plead	/pliːd/
posture	/ˈpɒstʃə/
predict	/prɪˈdɪkt/
prejudice	/ˈpredʒʊdɪs/
psychological	/ˌsaɪkəˈlɒdʒɪk(ə)l/
quirk	/kwɜːk/
reaction	/riˈækʃ(ə)n/
rebel (n)	/ˈreˈb(ə)l/
recollect	/ˌrekəˈlekt/
regard	/rɪˈgɑːd/
regret	/rɪˈgret/
reluctant	/rɪˈlʌktənt/
remind	/rɪˈmaɪnd/
reproach	/rɪˈprəʊtʃ/

resent	/rɪˈzent/
risky	/ˈrɪski/
robbery	/ˈrɒbəri/
sensitive	/ˈsensətɪv/
signal	/ˈsɪgn(ə)l/
spot (vb)	/spɒt/
stability	/stəˈbɪlәti/
stressed	/strest/
subjectivity	/ˌsʌbdʒekˈtɪvәti/
tactful	/ˈtæk(t)f(ə)l/
touchy	/ˈtʌtʃi/
trait	/treɪt/
unconsciously	/ʌnˈkɒnʃəsli/
utter (vb)	/ˈʌtə/
wonder	/ˈwʌndə/

Unit 16

adapt	/əˈdæpt/
adjust	/əˈdʒʌst/
appliance	/əˈplaɪəns/
automation	/ˌɔ:təˈmeɪʃ(ə)n/
bewildering	/bɪˈwɪld(ə)rɪŋ/
blade	/bleɪd/
blender	/ˈblendə/
bolt (n)	/bəʊlt/
chisel	/ˈtʃɪz(ə)l/
component	/kəmˈpəʊnənt/
contraption	/kənˈtræpʃ(ə)n/
convenience	/kənˈvi:niəns/
cylinder	/ˈsɪlɪndə/
fend	/fend/
flabbergasted	/ˈflæbəˌgɑ:stɪd/
flicker	/ˈflɪkə/
fuse	/fju:z/
goggles	/ˈgɒg(ə)lz/
grinder	/ˈgraɪndə/
hinge	/hɪndʒ/
impact (n)	/ˈɪmpækt/
install	/ɪnˈstɔ:l/
jolt	/dʒəʊlt/
manual	/ˈmænjʊəl/
mask	/mɑ:sk/
mysterious	/mɪˈstɪəriəs/
nuclear reactor	/ˌnju:klɪə riˈæktə/
overhaul (n)	/ˈəʊvəˌhɔ:l/
peculiar	/pɪˈkju:liə/
pliers	/ˈplaɪəz/
precaution	/prɪˈkɔ:ʃ(ə)n/
precise	/prɪˈsaɪs/
react	/riˈækt/
recoil	/rɪˈkɔɪl/
severe	/sɪˈvɪə/
sheer	/ʃɪə/
squeak	/skwi:k/
sustain	/səˈsteɪn/
transcribe	/trænˈskraɪb/
utility	/ju:ˈtɪlәti/
utter (adj)	/ˈʌtə/
widespread	/ˈwaɪdˌspred/
wonder	/ˈwʌndə/

Unit 17

abound	/əˈbaʊnd/
abundant	/əˈbʌndənt/
adequate	/ˈædɪkwət/
ample	/ˈæmp(ə)l/
augment	/ɔ:gˈment/
banquet	/ˈbæŋkwɪt/
brochure	/ˈbrəʊʃə/
bulk	/bʌlk/
calculate	/ˈkælkjʊleɪt/
campaign	/kæmˈpeɪn/
commensurate	/kəˈmenʃərət/
comparison	/kəmˈpærɪs(ə)n/
contract (vb)	/kənˈtrækt/
contribution	/ˌkɒntrɪˈbju:ʃ(ə)n/
convenient	/kənˈvi:niənt/
crave	/kreɪv/
dearth	/dɜ:θ/
decline	/dɪˈklaɪn/
decorate	/ˈdekəreɪt/
desire	/dɪˈzaɪə/
diminish	/dɪˈmɪnɪʃ/
dormitory	/ˈdɔ:mɪtri/
dwindle	/ˈdwɪnd(ə)l/
enlarge	/ɪnˈlɑ:dʒ/
enthusiasm	/ɪnˈθju:ziˌæzəm/
equivalent	/ɪˈkwɪvələnt/
especially	/ɪˈspeʃ(ə)li/
excessive	/ɪkˈsesɪv/
extend	/ɪkˈstend/
fade	/feɪd/

flesh	/fleʃ/
guest	/gest/
heartened	/ˈhɑːtnd/
inferior	/ɪnˈfɪəriə/
lavish	/ˈlævɪʃ/
magnifying glass	/ˈmægnɪfaɪŋ ˌglɑːs/
mass	/mæs/
means (n)	/miːnz/
miniature	/ˈmɪnətʃə/
minute (small) (adj)	/maɪˈnjuːt/
negligible	/ˈneglɪdʒəb(ə)l/
novel	/ˈnɒv(ə)l/
partial	/ˈpɑːʃ(ə)l/
passable	/ˈpɑːsəb(ə)l/
peace treaty	/ˈpiːs ˌtriːti/
personally	/ˈpɜːs(ə)nəli/
physically	/ˈfɪzɪkli/
potential	/pəˈtenʃ(ə)l/
premises	/ˈpremɪsɪz/
quarters	/ˈkwɔːtəz/
radically	/ˈrædɪkli/
respectively	/rɪˈspektɪvli/
revolution	/ˌrevəˈluːʃ(ə)n/
setback	/ˈsetˌbæk/
shrewd	/ʃruːd/
soaked	/səʊkt/
specifically	/spəˈsɪfɪkli/
speech	/spiːtʃ/
statistics	/stəˈtɪstɪks/
superior	/suːˈpɪəriə/
vast	/vɑːst/
virtually	/ˈvɜːtʃʊəli/
whatsoever	/ˌwɒtsəʊˈevə/
yacht	/jɒt/
yearn	/jɜːn/

Unit 18

abuse (vb)	/əˈbjuːz/
academic	/ˌækəˈdemɪk/
apprentice	/əˈprentɪs/
authorities	/ɔːˈθɒrɪtɪz/
basic	/ˈbeɪsɪk/
branded	/ˈbrændɪd/
bureau	/ˈbjʊərəʊ/
caution	/ˈkɔːʃ(ə)n/
chaos	/ˈkeɪɒs/
communicate	/kəˈmjuːnɪkeɪt/
comprehensive school	/ˌkɒmprɪˈhensɪv ˌskuːl/
concentrate	/ˈkɒns(ə)nˌtreɪt/
continuous assessment	/kənˌtɪnjʊəs əˈsesmənt/
contribute	/kənˈtrɪbjuːt/
core	/kɔː/
derelict	/ˈderəlɪkt/
discipline	/ˈdɪsəplɪn/
disruptive	/dɪsˈrʌptɪv/
effort	/ˈefət/
emphasis	/ˈemfəsɪs/
expulsion	/ɪkˈspʌlʃ(ə)n/
feature (vb)	/ˈfiːtʃə/
frequent	/ˈfriːkwənt/
half-hearted	/ˌhɑːf ˈhɑːtɪd/
highlight	/ˈhaɪˌlaɪt/
illuminate	/ɪˈluːmɪneɪt/
impose	/ɪmˈpəʊz/
inadequate	/ɪnˈædɪkwət/
incidentally	/ˌɪnsɪˈdent(ə)li/
infamy	/ˈɪnfəmi/
insolent	/ˈɪnsələnt/
literature	/ˈlɪtrətʃə/
matter	/ˈmætə/
mature	/məˈtʃʊə/
measure (n)	/ˈmeʒə/
mischievous	/ˈmɪstʃɪvəs/
moral	/ˈmɒrəl/
notorious	/nəʊˈtɔːriəs/
oppress	/əˈpres/
oriented	/ˈɔːrientɪd/
participate	/pɑːˈtɪsɪpeɪt/
placement	/ˈpleɪsmənt/
precede	/prɪˈsiːd/
problematic	/ˌprɒbləˈmætɪk/
progressive	/prəʊˈgresɪv/
scholarly	/ˈskɒləli/
specification	/ˌspesɪfɪˈkeɪʃ(ə)n/
strategic	/strəˈtiːdʒɪk/
suspension	/səˈspenʃ(ə)n/
tell someone off	/ˌtel sʌmwʌn ˈɒf/
trainee	/ˌtreɪˈniː/
truant	/ˈtruːənt/
verbally	/ˈvɜːbəli/

virtually	/ˈvɜːtʃʊəli/
vocation	/vəʊˈkeɪʃ(ə)n/
witness (vb)	/ˈwɪtnəs/

Unit 19

advantage	/ədˈvɑːntɪdʒ/
alumni	/əˈlʌmnaɪ/
associate (vb)	/əˈsəʊsiˌeɪt/
available	/əˈveɪləb(ə)l/
canyon	/ˈkænjən/
cease	/siːs/
celebrity	/səˈlebrəti/
cloakroom	/ˈkləʊkˌruːm/
commercialization	/kəˌmɜːʃəlaɪˈzeɪʃ(ə)n/
consult	/kənˈsʌlt/
consumption	/kənˈsʌmpʃ(ə)n/
contempt	/kənˈtempt/
contribute	/kənˈtrɪbjuːt/
digest	/daɪˈdʒest/
enthusiasm	/ɪnˈθjuːziˌæzəm/
envy	/ˈenvi/
flake	/fleɪk/
forthcoming	/fɔːθˈkʌmɪŋ/
gloss paint	/ˌglɒs ˈpeɪnt/
guest	/gest/
hazard	/ˈhæzəd/
hazy	/ˈheɪzi/
illegible	/ɪˈledʒəb(ə)l/
incomprehensible	/ɪnˌkɒmprɪˈhensəb(ə)l/
insensitive	/ɪnˈsensətɪv/
makeshift	/ˈmeɪkˌʃɪft/
manner	/ˈmænə/
military	/ˈmɪlɪt(ə)ri/
nag	/næg/
neglect	/nɪˈglekt/
playboy	/ˈpleɪˌbɔɪ/
policies	/ˈpɒlɪsɪz/
profitable	/ˈprɒfɪtəb(ə)l/
redevelopment	/ˌriːdɪˈveləpmənt/
remarkable	/rɪˈmɑːkəb(ə)l/
response	/rɪˈspɒns/
rumour	/ˈruːmə/
sheer	/ʃɪə/
simplify	/ˈsɪmplɪfaɪ/
sufficient	/səˈfɪʃ(ə)nt/
suggest	/səˈdʒest/
venture	/ˈventʃə/
version	/ˈvɜːʃ(ə)n/
voluntary	/ˈvɒlənt(ə)ri/
weed	/wiːd/

Unit 20

ballot	/ˈbælət/
boulder	/ˈbəʊldə/
capital (city)	/ˈkæpɪt(ə)l/
chlorine	/ˈklɔːriːn/
contract (n)	/ˈkɒntrækt/
estimate (n)	/ˈestɪmət/
exchange	/ɪksˈtʃeɪndʒ/
expand	/ɪkˈspænd/
extract (vb)	/ɪkˈstrækt/
extremely	/ɪkˈstriːmli/
facilities	/fəˈsɪlətɪz/
foreigner	/ˈfɒrɪnə/
genius	/ˈdʒiːniəs/
identify	/aɪˈdentɪfaɪ/
lorry	/ˈlɒri/
maintain	/meɪnˈteɪn/
mediocre	/ˌmiːdiˈəʊkə/
nominate	/ˈnɒmɪneɪt/
prodigy	/ˈprɒdədʒi/
pullover	/ˈpʊləʊvə/
retain	/rɪˈteɪn/
sandbag	/ˈsæn(d)ˌbæg/
software	/ˈsɒf(t)ˌweə/
tell someone off	/ˌtel sʌmwʌn ˈɒf/
withdraw	/wɪðˈdrɔː/
wretched	/ˈretʃɪd/

GRAMMAR ANSWERS

Every effort has been made to make the answer key as all-inclusive as possible. Where students provide their own answers, verbs are given in the full form or contracted following their use in the question.

Grammar 1

1 1 *I'm thinking*
2 I hope
3 I visit
4 It's getting
5 I recognize
6 It lasts
7 do you do
8 doesn't fit
9 happens
10 are you looking

2 1 *all the time*
2 currently
3 these days
4 now
5 Normally
6 now
7 at present
8 until
9 forever
10 now

3 1 *hear*
2 are drinking
3 am depending
4 are forever interrupting
5 do you think
6 want
7 is handling
8 doubt
9 are you getting on
10 is just being

4 1 *know*
2 spend
3 am thinking
4 Take
5 runs
6 is going out
7 seem
8 knows
9 fancies
10 happen
11 dislikes
12 stop
13 is deceiving
14 is seeing
15 are currently going on
16 are experiencing
17 realize
18 upsets
19 am also trying
20 suspect

5 1 *looks just / exactly like*
2 that belongs to you
3 am really enjoying working
4 means I take
5 cycling group consists of
6 you think is going to
7 am measuring (the width of)
8 never remembers
9 survival depends on its ability
10 are you thinking about

6 1 ✓
2 *Does this total include the new students?*
3 are you waiting
4 taste
5 ✓
6 ✓
7 is going / is
8 ✓
9 Do you hear
10 ✓

7 1 *trying*
2 shooting
3 listening
4 talking
5 asking
6 coming
7 taking
8 making
a 2 b 4 c 5

Grammar 2

1 1 *will be relaxing*
2 will be
3 will have left
4 will be
5 are you doing / are you going to do
6 will have decided
7 won't be
8 finish / have finished
9 am going to faint
10 are you giving / are you going to give

2 1 *will have been*
2 he's finally retiring
3 we're going to take
4 We'll be leaving
5 We're flying
6 we'll be stopping over
7 We'll probably spend
8 we're thinking
9 We'll know
10 we'll be researching
11 we'll have
12 won't be
13 we'll really have to
14 we'll be travelling
15 you won't recognize

3 1 *B* 6 A
2 A 7 C
3 C 8 A
4 A 9 A
5 B 10 B

4 1 *won't have heard*
2 believes his party will win
3 I will have been
4 I will have written/finished
5 about to make
6 going to have/having another
7 won't be home until
8 who is going to win
9 will be here on
10 are getting married

5 1 *B, C* 6 A, C
2 A, B 7 B, C
3 A, B 8 A, B
4 A, C 9 A, C
5 B, C 10 A, B

6 1 *in a few minutes*
2 in the end
3 the moment
4 by the time
5 before long
6 by then
7 This time tomorrow
8 soon
9 from now on
10 in two weeks' time

7 1 *see*
2 have
3 give
4 let
5 go
6 go
7 see
8 be
9 be
10 come
a 1 b 6 c 7

Grammar 3

1 1 *did you notice*
2 were shouting
3 did you use to travel
4 were dancing
5 hadn't eaten
6 went
7 was staring
8 had decided
9 was trying
10 didn't realize

2 1 *Once*
2 before
3 as
4 until
5 whenever
6 at the time
7 later
8 in his day
9 the moment
10 by

3 Text 1:
1 ✓
2 ✓
3 ✓
4 got
5 waited
6 turned up

Text 2:
1 ✓
2 had received / received
3 ✓
4 was considering
5 had discovered
6 ✓

4 1 *was cycling*
2 had decided
3 had been
4 knew
5 had managed
6 were wondering
7 had made
8 had planned
9 had forgotten
10 had rained / had been raining
11 ended up
12 were riding / rode
13 skidded
14 fell off
15 realized
16 had broken
17 caught
18 were not expecting / did not expect
19 had gone
20 spent

5 1 *was going to*
2 me more pudding, I said I had had
3 to have sung the solo
4 did not use to be so / that
5 were intending to go to Rome but
6 used to cycle to work every
7 was wondering about
8 was passing your house
9 the time the bus (finally) arrived there were
10 the explosion occurred

6 1 *B*
2 was waiting
3 would always have
4 B
5 used to own
6 didn't mean
7 B, but *ate* is colloquial in this context
8 B
9 B
10 didn't always use to look

7 1 *spent*
2 would
3 used
4 was
5 happened
6 was
7 came
8 wondering
9 had
10 was
11 had
12 took
13 got
14 seen / noticed
15 had

8 1 *was stealing, felt*
2 phoned, was washing
3 offered, had had
4 was watching, took, put
5 did not realize, had left, started
6 disliked, was always picking / always picked
7 found, knew, had gone / been
8 found out, had been writing / had written, had been opening
9 did not understand, was going on, were shouting / shouted, was waving / waved
10 knew, had done, received

9 1 were rushing
2 didn't seem
3 were doing
4 had never been
5 were expecting
6 tried
7 had run out
8 was walking
9 flew
10 disappeared
11 were bursting
12 went
13 were still firing
14 had vanished
15 had begun

Grammar 4

1 1 *has been stealing*
2 have you been doing, left
3 didn't you tell, tripped
4 saw, has he been doing
5 have eaten, only brought
6 haven't seen, has been waiting
7 did you think, Did you stay
8 have been weeding, haven't rested
9 has been calling, telling
10 have you been having, have you taken

2 1 *e, h*
2 i
3 b, h
4 j
5 c
6 g, h, i
7 a
8 c, d, f, h
9 h
10 d

3 1 *haven't noticed,* haven't been paying
2 have not come / have not been coming
3 have been working
4 has reached, left
5 has announced, escaped, have given themselves up
6 Have you made up, have you decided
7 left, have not heard
8 has shown, did not discover, landed
9 have become, have improved / have been improving
10 Has something happened, have been trying
11 got, has been complaining

4 1 *have lived here / in this house*
2 have never eaten Korean food
3 the first time Tony has been
4 ages since we went / we have been
5 has been learning French for
6 have written ten pages
7 been married for more
8 seen Toby since
9 your work has definitely
10 second time I have visited

5 1 *has risen*
2 have been eating
3 I've been reading
4 I've put
5 I've been counting
6 Have you taken it?
7 has been wearing
8 It's been making
9 has asked
10 I've been phoning

6 1 *moved*
2 arrived
3 have been wondering
4 heard / had heard
5 has made
6 have spent / have been spending
7 grew up
8 have not been
9 always wanted / have always wanted
10 offered
11 jumped
12 have actually started
13 came across
14 have chosen
15 have secretly been hoping

7 1 *since*
2 lately
3 already
4 for years
5 now
6 since then
7 so far
8 at last
9 ever since
10 yet

8 1 *d* 6 h
2 g 7 e
3 i 8 j
4 a 9 b
5 c 10 f

Consolidation 1

1 1 *know*
2 have been having / have had
3 have been turning / have turned / are turning
4 involves
5 heard
6 holds
7 have turned up
8 was passing
9 thought
10 didn't believe
11 has already studied
12 has heard
13 find
14 stayed
15 found
16 race
17 is waiting
18 run
19 have not eaten
20 were obviously enjoying / obviously enjoyed

2 1 *is of no concern to / does not concern*
2 we will have completed
3 time is the train supposed to
4 day 30 years ago, Liz and John got / were
5 means getting up
6 does this watch belong
7 is the first time Cathy has been
8 appointment to see the dentist on / next
9 time the team has played (a match)
10 attended the fair than we had
11 a month before I received
12 have not returned their

3 1 ✓
2 time
3 do
4 himself
5 will
6 it
7 is
8 ✓
9 had
10 that
11 never
12 much
13 ✓
14 was
15 ✓
16 ✓
17 been
18 ✓
19 having
20 ✓

4 1 *ages*
2 recently
3 since
4 ago

5 yet
6 moment / minute
7 by / for
8 had
9 before
10 soon / directly / presently / shortly

5 1 *do you think*
2 live
3 have you done / did you do
4 meant / was meaning / have been meaning
5 do you do
6 depends
7 felt
8 were talking
9 have been expecting

6 1 *are planning*
2 will be
3 ask
4 belong
5 died
6 have met / have been meeting
7 love / loved
8 has visited
9 suffered
10 borrowed
11 was not working
12 got
13 have worked / have been working
14 went
15 are thinking
16 have always wanted
17 performed
18 has been
19 was
20 owns

7 1 *hadn't received,* spoke
2 was considering / had been considering, have changed
3 feel/are feeling, will bring
4 found, had lost
5 was, have been dying
6 have had, will send
7 happens, will meet
8 have finished / finish, will have missed
9 was not expecting / did not expect, are you doing

8 1 ✓
2 rented, went
3 ✓
4 ✓
5 built
6 ✓
7 explored, went
8 finds
9 tastes really

Grammar 5

1 1 *have been broken into*
2 was being rebuilt
3 ✓
4 being interrupted
5 was given / has been given
6 had / disappeared
7 ✓
8 has been decided

2 1 *was slowly being filled*
2 was invented, has been
3 has been suggested
4 was advised to
5 will be brought (to you)
6 was opened with
7 has been dealt with
8 was announced
9 was ever heard of
10 was paid to

3 1 *The phone was left off the hook all night.*
2 It has been announced that petrol prices will rise tomorrow.
3 Our house was broken into last week.
4 I was asked the way three times.
5 The apples are picked early in the morning.
6 It's time something was done about this problem.
7 Lots of cars had been parked on the pavement.
8 The government agreed with the report and so the law was changed.
9 An application form has to be filled in.
10 It is not known what happened to the ship.
11 The group's leader has not been seen since his arrest last month.

4 1 *have not been packed*
2 is still being prepared
3 will be launched / is being launched
4 had not been sold
5 was being decorated
6 has been cancelled / is cancelled
7 will have been sold / will be sold
8 are served
9 was scored
10 was built
11 is being repaired
12 would be delivered

5 1 *Unfortunately your letter has been mislaid.*
2 Harry is being questioned at the police station.
3 The remains of an old Roman villa have been discovered nearby.
4 After six months your salary will be raised.
5 The match was abandoned after half an hour.
6 Traffic was banned from (using) the city centre.
7 Chris was prosecuted for dangerous driving.
8 This kind of fish is usually served with a white sauce.
9 We haven't been introduced.

6 1 *has been seen,* was found
2 is being / is going to be delivered, has not been / was not damaged
3 is (being) sold, is fitted
4 have been working, is being redecorated
5 has been announced, will not now be built
6 has been discovered, is thought
7 were received, was launched
8 was raised, has still not been reached
9 will be made, have been interviewed

7 1 *by a thief*
2 by the authorities
3 by someone standing next to him

4 ✓
5 by someone
6 by the selectors
7 by post
8 ✓
9 by everyone
10 ✓

8 1 *have been selected*
2 answered
3 was entered
4 has chosen
5 are invited
6 is made
7 have been offered
8 are asked
9 are interested
10 detach

9 1 *has been announced*
2 have been discovered
3 has been called
4 have been taken
5 will be displayed
6 was written
7 was printed
8 was assumed / had been assumed
9 had been destroyed
10 is offered

10 1 *It has been decided to adopt a flexi-time system for a trial period of three months.*
2 The details are here below, and a formal document will be sent out in due course.
3 All members of staff will be consulted through their line manager,
4 and feedback will be sought.
5 Comments will be collected and analysed
6 before a decision is made
7 as to whether the system will be adopted permanently or not.
8 It is also possible that the trial period may be extended for a further month.
9 All employees will be required to arrive between the hours of 8.00 and 10.00, and to leave after their contractual obligations of eight hours have been fulfilled.
10 It is hoped that this arrangement meets with your approval.

Grammar 6

1 1 *I've just had my hair cut.*
2 We are having our house painted.
3 ✓
4 ✓
5 ✓
6 I'll have this wrapped for you. / I'll have someone wrap this for you.
7 ✓
8 We're having a new heating system put in next week.
9 ✓

2 1 *with*
2 by
3 in
4 with
5 with
6 by
7 by
8 by
9 with
10 with

3 1 *is thought to date*
2 need to get your hair
3 is being made to study hard by
4 appears not to have been damaged
5 are thought to have been repairing
6 is rumoured to be
7 been agreed that we will
8 decided that we would
9 confirmed that Mr Jackson intends
10 not to be a viable solution

4 1 *Our company has been taken over.*
2 Your complaint is being dealt with.
3 Not all the missing passengers have been accounted for. / The missing passengers have not all been accounted for.
4 The lock of the front door had been tampered with.
5 We don't know how the body was disposed of.
6 I must insist that the rules are kept to.
7 This allegation is being looked into.
8 Any attempts to cheat in the exam will be frowned upon.
9 The youngest student complained that he was being picked on.
10 The second pizza hasn't been paid for.
11 I think the whole story has been made up.

5 1 *with*
2 in
3 in / with
4 with
5 with
6 by
7 by
8 with
9 in
10 with
11 in
12 by

6 1 *is known to have experienced*
2 is thought to have been
3 is not known
4 was seen
5 was brought
6 was obliged to
7 are believed to have been
8 was packed
9 were made to
10 are thought to be

7 It is not known exactly when gunpowder was invented. It is known for a fact that rockets and fireworks were made by the Chinese long before gunpowder was used in Europe, which was around the beginning of the thirteenth century. It is generally believed that the 'Age of Chivalry' was brought to an end by gunpowder, since a mounted knight could be brought down by anyone with a firearm. In fact, efficient firearms were not developed until the sixteenth century. When it was first introduced, gunpowder was used mainly in siege cannon. Later it was used in engineering work

and mining, but it was found to be extremely dangerous. Gunpowder has now been replaced by modern explosives, but it is still used for making fireworks, just as it was by the Chinese.

Grammar 7

1 1 *had written down,* would not have happened
2 lived, would be
3 do not punish, will only commit
4 had not been / were not / was not, would be
5 had, would lend
6 touch, won't bite
7 had, were
8 decide, calls
9 had not missed, would have been killed
10 have finished, will clear away

2 1 ✓
2 If it wasn't for Alex, we would have missed the bus.
3 ✓
4 If you hadn't lent us the money …
5 ✓
6 ✓
7 ✓
8 If I had known you were coming …
9 But for your help / If you hadn't helped us …
10 ✓

3 1 *B* 5 B
2 A 6 C
3 C 7 A
4 A

4 1 *to say I*
2 hadn't rained / hadn't been raining
3 wouldn't have said
4 couldn't have done
5 would have had
6 Unless you pay / If you don't pay
7 hadn't had
8 I wouldn't touch them
9 it was not / were not for / it hadn't been for

5 1 *We'll go away unless the weather is bad.*
We'll only go away if the weather improves.
We'll stay at home if the weather is bad.
2 If you don't hurry up, you'll be late.
Hurry up, or you'll be late.
If you don't want to be late, hurry up.
3 If they were to offer you the job, would you accept?
If they should offer you the job, would you accept?
If they happened to offer you the job, would you accept?
4 If it hadn't been for your help, I would have given up years ago.
But for your help, I would have given up years ago.
If you hadn't helped (me), I would have given up years ago.
5 I'll lend you the money, provided (that) you pay it back next week.
I'll lend you the money, as long as you pay it back next week.
I'll only lend you the money if you pay it back next week.

6 1 *condition*
2 do
3 in
4 Unless
5 find / land
6 unable
7 but
8 have
9 not
10 have

7 1 *had had the money, I would have bought*
2 happen to be in London
3 will do everything yourself
4 will (just) take a seat
5 do the shopping and
6 for Cath's interest
7 been for the night-watchman, the fire would have
8 be in prison if a detective hadn't
9 was / were (a bit) taller I could / would be able to
10 was / were not for Julia's wonderful acting
11 will (still) win, even if
12 I get up early it

8 1 *had fallen*
2 have finished with my pen
3 tries harder
4 wouldn't make
5 would have drowned
6 would have bought
7 it had not been
8 I am
9 wouldn't have gone
10 Finish the painting

9 1 *if*
2 unless
3 Should
4 Providing / Provided
5 be
6 will
7 would
8 may / might
9 so

Grammar 8

1 1 *hope*
2 hope
3 wish
4 wish
5 wish
6 hope
7 wish
8 hope
9 hope
10 wish

2 1 *would stop*
2 didn't turn / switch
3 I paid / gave you (back)
4 you don't / won't
5 had gone / could go
6 suggest (that)
7 started / stopped
8 made / got / prepared / cooked
9 was / went
10 not to

3 1 *didn't watch*
2 started
3 had spent
4 owned / owns
5 wouldn't keep
6 left
7 had gone
8 sat
9 (should) be
10 was / were going / could go

4 1 *high*
2 would
3 would
4 Be
5 could
6 were
7 look
8 Suppose / Supposing
9 were
10 hope

5 1 *I wish I **had** bought that old house.*
2 I'd rather you **didn't** eat all the bread.
3 It's time I **went**.
4 I wish I **owned** a motorbike.
5 I wish we **were** not leaving in the morning.
6 Sue would rather **read** than **watch** television.
7 Come what **may**, I'll be on your side.
8 I hope it **stops / will stop** raining. / I **wish** it would stop raining.
9 I'd prefer **you not to** wait. / I'd **rather** you didn't wait. / I'd **prefer it if** you didn't wait.
10 I wish I **hadn't** listened to you before.

6 1 *wish you had gone*
2 time I was going / went
3 prefer not to
4 acts as if / though he knows / knew
5 wish I could
6 a pity I sold
7 would be better if you didn't
8 insisted on us / our wearing / that we wear
9 wish you would stop / wouldn't keep
10 wish I was / were sitting

7 1 *put your things away*
2 take / show more interest in your school work
3 speak more languages
4 afford to buy a car
5 get / buy (some) more chess books
6 put some soap in the bathroom
7 be a bit more romantic

8 1 *be*
2 had
3 enjoy
4 didn't
5 sleep
6 weren't
7 can't
8 been
9 met
10 may

Consolidation 2

1 1 *was revealed*
2 are employed
3 will be / is being transferred
4 are expected
5 were we not informed
6 were only told
7 started
8 are affected
9 knew
10 been made
11 has been made
12 questioned
13 were not told / had not been told
14 was promised / had been promised
15 (had) decided

2 1 *gets*
2 having / taking
3 by
4 gave
5 only
6 Even
7 did / does
8 But
9 would
10 happened / were / decided

3 1 *thought to have been*
2 was being bent
3 being interrogated about
4 help I won't be able
5 if the salary is doubled
6 wish you were going
7 you were to find the money that / which has
8 was banned from playing
9 you will come this way
10 is being helped by the discovery of

4 1 *Mushrooms are usually gathered in the early morning.*
2 It is time the economy was brought under control.
3 Several coats were stolen from the cloakroom.
4 It has been decided to reduce the workforce by 10%.
5 Our house was decorated in only a day.
6 It is not known what caused the accident. / The cause of the accident is not known.
7 An application for a visa has to be made in advance.
8 Tickets are collected on the train on this line.
9 Lots of luggage had been left on the platform.
10 Sally was directed to the wrong address.

5 1 *Be*
2 had
3 unless
4 started / began
5 were
6 hope
7 Suppose
8 could
9 would
10 thought / considered

6 1 *had gone*
2 was done
3 to have been
4 had not caught, would not have met
5 is being dealt
6 would not have passed
7 are served
8 have been sold
9 had studied
10 to tell

7 1 *was directed*
2 had known, would arrive / were arriving, would have come
3 had not eaten
4 tease, will scratch
5 had not helped, would not have finished
6 will have been taken / will be taken
7 has been decided / was decided
8 had been / got married
9 was / were / had not been, would still be
10 has been called off

8 1 *have/get your trousers pressed*
2 is known to be
3 has been suggested that
4 have been asked to
5 have been successfully accounted
6 been seen of Sue since
7 it if you sat
8 shown the way
9 is being made to
10 (high) time I was

Grammar 9

1 1 *should*
2 couldn't
3 can't
4 can
5 could
6 shouldn't
7 may
8 might
9 would
10 shall

2 1 *must*
2 better
3 might / may
4 need / have
5 can't
6 could
7 wouldn't
8 need
9 would / should
10 should
11 can
12 bound / got
13 shall / can
14 have / need
15 couldn't

3 1 *happy as could be*
2 as I might
3 is bound to be
4 (that) you and I should have
5 were you, I would
6 could be one of
7 won't let you
8 can't (possibly) be the
9 may as well
10 may be summer, but

4

1	A	7	A
2	B	8	A
3	B	9	B
4	B	10	B
5	A	11	A
6	B	12	B

5 1 *don't have to*
2 couldn't possibly
3 couldn't be
4 must like
5 may be
6 might as well
7 wouldn't be
8 must be
9 need to
10 I might

6 1 *might / may*
2 would
3 can't / cannot
4 must
5 could / might / may
6 may / might
7 have
8 may / might
9 can
10 if
11 rather
12 than
13 can / may / might
14 must
15 wouldn't

Grammar 10

1 1 *can't have been*
2 might have given
3 had to see
4 might have lost
5 would have been
6 could have been
7 should have bought
8 wouldn't
9 could have helped
10 shouldn't have

2 1 *shouldn't have*
2 ought to have
3 can't have
4 must have
5 can't have
6 shouldn't have
7 may have
8 shouldn't have
9 needn't have
10 may not have

3 1 *couldn't have left you to do*
2 might not have noticed (that)
3 needn't have gone to
4 seems to have borrowed
5 might have backed
6 needn't have worried
7 can't possibly have opened
8 could have given
9 to leave might have left
10 didn't have to wear

4 1 *could*
2 should
3 couldn't / can't
4 could / should
5 should / could
6 might / could
7 should / must
8 couldn't
9 shouldn't
10 would / should

5 1 *can't*
2 ✓
3 ✓
4 ✓
5 could / might have won
6 should / could have told
7 needn't have gone
8 shouldn't have been
9 ✓
10 could / might have been

6 1 *can't have*
2 could / should have
3 couldn't have
4 might / may not have
5 could / might have been
6 didn't have to
7 might / could have

8 must have been
9 should have
10 needn't have

7 1 *obviously*
2 easily
3 well
4 really
5 simply
6 just
7 Surely
8 simply
9 still
10 well

8 1 *might have heard*
2 would have meant
3 would have had
4 should have resigned
5 might have found
6 must have thought
7 needn't have worried
8 can't have been
9 must be
10 might have known

Grammar 11

1 1 *That pudding was so nice that ...*
2 ✓
3 ✓
4 If you fancy a pizza ...
5 I've never seen this film / I haven't seen this film before.
6 ✓
7 If I had the time ...
8 We had scarcely been introduced when ...
9 ✓
10 ✓

2 1 *the office phoned me did I find out*
2 later were the facts
3 was the response
4 did Harry break his leg but he
5 did the police suspect the judge
6 no way can the bus driver be held
7 the government to raise
8 had I got home than
9 I asked a passer-by, did I realize
10 had the minister started his speech when

3 1 *Hardly had*
2 Under no circumstances are
3 Little did
4 Were you
5 as did
6 Rarely have
7 Not only did
8 Under no circumstances will
9 No sooner had
10 Rarely have

4 1 *you need*
2 to have taken off
3 I studied
4 you be
5 you gone
6 has / had she spent
7 you feel
8 we to offer
9 you / we / they / the government taken
10 had we got

5 1 *he would never*
2 did I remember
3 when
4 was I
5 was I aware
6 passed
7 Pete has arrived
8 than

6 1 *No sooner*
2 Seldom
3 along
4 Not only
5 Little
6 Scarcely
7 Such
8 Had
9 under no circumstances
10 as

7 1 *am I (ever) to be interrupted*
2 has anyone from this school
3 was so great
4 no circumstances is the money
5 three days had passed did we arrive
6 had no idea
7 when I stopped did I realize
8 no time did the accused express
9 exhausted were the runners that none
10 do we see / does one see

Grammar 12

1 1 *do think*
2 by no means
3 none at all
4 time and time again
5 the least bit
6 as it may seem
7 what we did
8 waited and waited
9 not at all
10 can't have been

2 1 *at*
2 utter
3 Why
4 What
5 is
6 whatever
7 All
8 again
9 as
10 whatsoever

3 1 *the car needs is*
2 least bit worried
3 was Keith who
4 absolutely no money left
5 though it may seem
6 can't / cannot stand is
7 did was go
8 must have been a ghost that
9 was the very last car
10 carelessness caused the accident to

4 1 *not at all*
2 utter
3 because
4 So I am!
5 even
6 Whatever
7 quite
8 very own
9 do expect
10 nothing whatsoever

5 1 *B* 6 B
2 A 7 A
3 C 8 C
4 C 9 B
5 A 10 A

6 1 *d* 6 j
2 i 7 a
3 g 8 h
4 e 9 f
5 b 10 c

7 1 *own*
2 So
3 do
4 means
5 What
6 searched
7 Where
8 did
9 All
10 least

Consolidation 3

1 1 *must*
2 should
3 can
4 must / might / may
5 had
6 might
7 should
8 had
9 could
10 need / would
11 can
12 would
13 might / could / may
14 should
15 ought / need

2 1 *better*
2 Rarely / Never / Seldom
3 may
4 might / could / should
5 until
6 What
7 must
8 very
9 Little
10 bound

3 1 *no circumstances are you to*
2 two weeks had passed did
3 was her popularity
4 did not need to re-take / re-sit
5 I could do was
6 was midnight before
7 did Paul smash a window but he also
8 have to be worn by
9 over and over
10 as it may seem
11 shouldn't have brought
12 may as well

4 1 *should have*
2 bound
3 may be
4 not have been
5 might / may be
6 shouldn't
7 can't be
8 might have known
9 wouldn't
10 doubt

5 1 *A*
2 B
3 A
4 B
5 B

6 1 *came three policemen*
2 ✓
3 Hardly had I sat down
4 ✓
5 under any circumstances
6 ✓
7 Strange as it may seem, I enjoy
8 ✓
9 ✓
10 ✓

7 1 *would*
2 did
3 had
4 Little
5 himself
6 very
7 whatsoever
8 should
9 least
10 only
11 sooner
12 when
13 should
14 must
15 might / may

8 1 *can't have finished*
2 might have been
3 as it may seem
4 have I seen
5 should have left
6 you should have
7 as I might
8 does snow fall
9 needn't have taken / didn't need
10 can't have been

9 1 *have*
2 it
3 had
4 really / quite
5 needs / needed
6 as
7 the
8 very
9 when
10 down

Grammar 13

1 1 *denied*
2 told me
3 persuaded me
4 advised me
5 warned me
6 reminded us
7 answered them
8 announced
9 accepted
10 confirmed

2 1 *The customer decided to take the brown pair.*
The customer decided (that) he / she would take the brown pair.
The customer said (that) he / she would take the brown pair.
2 Bob denied taking Sue's calculator.
Bob denied that he had taken Sue's calculator.
3 Clare reminded Andy to buy some milk.
Clare said (that) Andy should not forget to buy some milk.
Clare reminded Andy that they needed / he needed to buy some milk.
4 David said he was sorry (that) he couldn't come on Saturday.
David said he was sorry (that) he had not been able to come on Saturday.
David apologized for not being able to come on Saturday.
5 I asked Max why he didn't go back to Singapore.
I suggested that Max should go back to Singapore.
I suggested going back to Singapore. / I suggested that Max go back to Singapore.

6 Jack said Tim should not leave too late.
Jack warned Tim not to leave too late.
Jack warned Tim against leaving too late.

3 1 *asked Helen if she would like*
2 forbade him from smoking / to smoke
3 advised me to
4 suggested that the committee
5 that the police do
6 said I could
7 on not staying
8 threatened to call off the football match unless
9 promised (her mother) that she would
10 congratulated Sue on her

4 1 *mention*
2 remarked
3 estimated
4 complained
5 predicted
6 rumoured
7 claimed
8 ordered
9 suggested
10 gave

5 1 *could*
2 to
3 accused
4 time
5 was
6 suffering
7 had
8 him
9 about
10 that

6 1 *Tom not to stay out in the cold for too long*
2 Ben to ring his sister.
3 Jack not to go back into the house.
4 staying / that we (should) stay near the airport.
5 me that I would make a complete recovery.
6 that he was getting married to Ann Jones.
7 me round to his house for a meal.
8 that she was expecting a baby.

7 1 *apologize*
2 assure
3 anticipate / estimate
4 estimate / anticipate
5 reporting
6 announce
7 mention / mentioned
8 confirm
9 request
10 advised

Grammar 14

1 1 *the*
2 a
3 the
4 –
5 the
6 The
7 the /–
8 –
9 a
10 the
11 –
12 the
13 the
14 –
15 –
16 the
17 –
18 –
19 the
20 the
21 –
22 the
23 –
24 a /–
25 the
26 a
27 the
28 the
29 a
30 –

2 1 *the*, the
2 –, a
3 the, –
4 a, a
5 a, –, the
6 the, –, an
7 The, –
8 The, the
9 the, the
10 the, –

3 1 *It's not first-class accommodation unless it has a private bathroom.*
2 On this record the twins play a piano duet.
3 Halfway through the meal we realized what the waiter had said.
4 If a / – Mrs Hillier phones, say I'm away on a trip.
5 There is wonderful scenery in the eastern part of Turkey.
6 The cocker spaniel is one of the most popular pet dogs.
7 There is going to be fog and cold weather all next week.
8 I spent a very interesting holiday at Lake Coniston in England.
9 We are against war in general, so of course we are against a war like this between a superpower and a developing country.
10 Burglaries are definitely on the increase.

4 1 *the*
2 the, a / the, a, a
3 a, –
4 The, –
5 –, the, the, the / –, the
6 the, The
7 the / –, –
8 a, a, the
9 The, the
10 The, the, the

5 1 *the*, the, a
2 the, –
3 the, the
4 –, –
5 the, a, –, the
6 The, a, –
7 a, the
8 the, a
9 the, a
10 a, the

6 Word processing and the calculator are without a shadow of doubt here to stay, and in *the* many respects our lives are the much richer for them. But the teachers and other academics are claiming that we are now starting to feel the first

significant wave of their effects on a generation of the users. It seems nobody under the age of 20 can spell or add up any more. Even several professors at leading universities have commented on the detrimental effect the digital revolution has had on the most intelligent young minds in the country. At the root of one part of the problem, evidently, lies the automatic spellcheck now widely available on the word processing software. Professor John Silver of the Sydney University, Australia, said: 'Why should we bother to learn how to spell correctly, or for that matter to learn even the most basic of the mathematical sums, when at the press of a button we have our problem answered for us? The implications are enormous. Will the adults of the future look to the computer to make the decisions for them, to tell them who to marry or what kind of the house to buy? Are we heading for a future individual incapable of the independent human thought?'

7 1 *the*, the, the
2 –, the
3 –, a, a
4 a, –
5 –, the, the
6 a, The
7 the, the
8 –, the
9 an, the
10 –, the, the

8 1 –, the, a, –
2 –, –, a
3 The, the
4 the, the
5 –, –, the
6 a, –
7 an, a, –
8 The, –, a
9 –, –, a, –
10 The, –, –

Grammar 15

1 Having just spent three weeks of my life running round England for charity, I am in no fit state that to do anything except sit and write about my experiences, which suits me fine. In total I ran more than 400 kilometres, a figure which includes some extremely hilly routes, and the thought of putting on my running shoes again which is not one that I can face for a good few months yet. The journey, which I undertook with the assistance of friend who followed the same route by car, which was done in aid of a charity – Oxfam, a cause which I support whenever that I can. Having organized my sponsorship, which I planned my route, chosen to give me about 30 kilometres' running a day. My intention which was to try and rest one day every week, but after three days in which I pushed myself a bit too hard, considering the conditions, that I changed my plan and rested after every two days. Most of the time which I was able to keep to about 30 kilometres a day, which is manageable for someone of my age and fitness. I did have a few bad days, though, one of which I spent travelling in the car because one of my feet which was really painful. Still, when you run long distances, that it's the kind of thing you come to expect. I am pleased to say that in the end I managed to raise over £3000 for Oxfam.

2 1 *which*
2 whom
3 which
4 Whoever
5 which
6 which
7 who
8 when
9 whose
10 who

3 1 *at which point I*
2 we suggested was
3 who can understand this application form is
4 is the last time I'll
5 which made a
6 what he is
7 the person who (had) committed
8 one of her books that / one book of hers that
9 when it last rained
10 the person who

4 1 *The train we eventually caught was one that stops at every station.*
2 Slamming the door, Carol drove off in the car her father had given her as a present.
3 At the end of the street, which was crowded with shoppers, (there) was a building Tom had not noticed before.
4 The people who have just moved in next door have the same surname as the people who have just moved out.
5 Noticing the door was open, I decided to go in, which turned out to be a mistake.
6 Flora Benstead, the Popular Party candidate, who is expected to win the election, has announced that she will cut income tax by 10% if elected.
7 I listened to George patiently until he started insulting me, at which point I told him a few home truths he didn't like.
8 Christine asked me a question to which I had no reply.
9 Shouting at the top of his voice, which was typical, he rushed out the room.
10 By the end of the week, which was the deadline, everyone who wanted travel scholarships had applied. / Everyone who wanted travel scholarships had applied by the end of the week, which was the deadline.

5 1 *Taking my life in*
2 who to address
3 which took us
4 Whoever he spoke
5 is one which
6 chance I may be late, in which case I'll
7 person everyone looks
8 gang whose identity has

6 1 *planet, which*
2 man I (no comma)
3 remember which (no comma)
4 party, which (comma)
5 friends who (no comma)
6 ball must (no comma)

Grammar 16

1 1 *to do*
2 to be
3 to wake me
4 to tell you
5 to find
6 to take / taking
7 telling
8 buying
9 to pick up
10 to be

2 1 *do*
2 dare
3 considered
4 grew
5 intend
6 looking forward to
7 arranged
8 appears
9 dying
10 face

3 1 *appreciate you giving*
2 the job will mean
3 not permitted / allowed to park
4 offered to carry Emily's
5 enabled us to
6 risks missing the plane
7 led me to believe
8 pay (extra) to use
9 appears to be
10 managed to finish

4 1 *invited me to*
2 use calling Jim
3 are required to
4 waste time copying
5 you to ask David to come
6 not to leave him on his
7 resents being treated
8 to bring the matter
9 not to use
10 involves a lot

5 1 *to tell you*
2 hope to
3 will mean
4 you feel like
5 said to be
6 wouldn't keep
7 can / could / dare you suggest

6 1 *to be*
2 to talk
3 to have
4 to combine
5 making
6 to appear
7 travelling
8 doing
9 to have
10 to exploit
11 to tell
12 to confess
13 to become
14 standing
15 to learn

Consolidation 4

1 1 *happen to have seen*
2 of things, all of
3 is reported to be
4 enabled her to
5 which was a stupid
6 warned (that) we should
7 smoking you risk becoming
8 to do the job without leaving
9 is no point (in) worrying
10 to be related

2 1 *the*, a
2 the, a
3 a, –, the
4 a, the
5 The, the, the
6 The, The, –, –
7 a, a, –, –
8 The, the, –
9 the, the, the, the
10 The, the, the

3 1 *to send*
2 not try / don't you try
3 had won
4 would mean
5 do you fancy
6 seeing
7 made me
8 is (being) / has been denied
9 to be
10 to believe

4 1 *to pay for parking/to park*
2 managed to find
3 agreed (that) she could / agreed to let her
4 spent a long time looking for the book
5 those who visit the town
6 threatened Tom with
7 the last place I expected
8 seeing one another a long time
9 did the washing up didn't do a
10 was surprised when

5 1 *The*
2 –
3 –
4 the
5 –
6 –
7 –
8 the
9 the
10 –
11 –
12 the
13 the
14 –
15 the
16 the
17 the
18 the
19 –
20 –

6 1 *whom*
2 whose
3 Whoever
4 try
5 fancy
6 would
7 made / had
8 should /–
9 forward
10 who

7 1 *party, which was good of them*
2 refused to say
3 I regret to say
4 whose voices could be clearly heard
5 I don't suppose you'd like
6 the customers (should) be searched
7 is take a long holiday
8 Whatever happens
9 congratulated me on passing
10 , at which time
11 made the manager hand over / forced the manager to hand over
12 looking forward to seeing you

8 1 *that / which*
2 the
3 where
4 in
5 means
6 that / which
7 risk / are
8 the
9 to
10 consider

Grammar 17

1 1 *to*
2 with
3 against
4 from
5 at
6 for
7 with
8 about
9 with
10 from

2 1 *suffering*
2 attributed
3 blamed
4 subjected
5 discussed
6 suggested / decided
7 benefit
8 resign
9 account
10 referred
11 specialized
12 refrain
13 hinted
14 suspected
15 met

3 1 *always confides in*
2 is based on
3 marvelled at Jane's ability
4 was packed with
5 dreamt about you
6 expelled from the school
7 reminds me of
8 translated the book from French
9 is associated with
10 would benefit from

4 1 *appeal*
2 succeeded
3 resort
4 accounted / allowed
5 confronted / faced
6 apply
7 prides / prided
8 distracted
9 apologize
10 paid

5 1 *of*
2 with
3 of
4 to
5 for
6 from
7 of
8 in
9 from
10 to
11 with
12 from
13 to
14 on
15 for

6 1 *when faced with*
2 derive a lot of pleasure from
3 answer to the description of
4 was acquainted with
5 resulted in over fifty people being
6 have been provided with
7 the wedding coincides with our holiday
8 does not really account for the disappearance
9 are / have been attributed to
10 to taking care of

Grammar 18

1 1 *on (very) good terms with*
2 is (much) in demand
3 in good / high spirits
4 was conscious of
5 out of luck
6 no access to
7 in all probability
8 the time being
9 way or another
10 cover of darkness

2 1 *for*
2 with
3 in
4 under
5 to
6 for
7 to
8 to
9 in
10 with
11 without
12 in
13 out
14 on
15 under

3 1 *capable*
2 serious
3 regular
4 stages
5 view
6 attempt
7 afraid
8 time
9 different
10 room

4 1 *behalf of my colleagues*
2 under the impression
3 the exception of Sally
4 be out of doors / be outdoors
5 serious about
6 of the ordinary
7 the solution was / is to
8 within (easy) walking distance
9 in recognition of
10 are liable for

5 1 *of*
2 out
3 without
4 under
5 to

6 in
7 beyond
8 for
9 of
10 for
11 in
12 on
13 of
14 to
15 for

6 1 *for*
2 by
3 at
4 under
5 on
6 of
7 for
8 to
9 at
10 by

Grammar 19

1 1 *story*
2 meeting
3 problem
4 six o'clock
5 what Peter had said
6 my homework
7 plan
8 standard
9 at 11.30
10 laughing

2 1 *carried*
2 down
3 come
4 add
5 get
6 comes
7 asking
8 dropping
9 bring
10 follow

3 1 *A*
2 C
3 C
4 B
5 D
6 D

4 1 *C*
2 A
3 C
4 B
5 D
6 B

5 1 *got off with*
2 you getting on
3 ended up walking
4 than I bargained for
5 fallen out with
6 broke down
7 came up with
8 getting on for
9 was borne out
10 getting / putting her ideas

Grammar 20

1 1 *it*
2 the matter
3 this kind of thing
4 we'll need them later
5 the pressure
6 put it in the fridge
7 the second paragraph
8 to Tom's report
9 confessed
10 behind my back

2 1 *playing*
2 grow
3 laid
4 picking
5 put
6 gave
7 made
8 go
9 make
10 look

3 1 *B*
2 A
3 D
4 A
5 C
6 A

4 1 *C*
2 B
3 C
4 D
5 A
6 C

5 1 *go in for*
2 back for being rude
3 put you up
4 let off with a
5 pointed out (that) the
6 was given away by
7 be put down to
8 gave off a faint smell
9 has (got) it in for
10 live up to our

Grammar 21

1 1 *turned him down*
2 Initially
3 it
4 a committee
5 the pace
6 its new owner
7 The good news
8 told her off
9 difficulties
10 you off

2 1 *D*
2 C
3 B
4 A
5 D
6 D

3 1 *D*
2 B
3 A
4 D
5 D
6 B

4 1 *down*
2 on / upon
3 up
4 over / through
5 up
6 up
7 out
8 about
9 by
10 out

5 1 *stand in for me*
2 turned out to
3 sending up
4 talked me out of selling
5 takes off
6 wears off after / in
7 would stand by
8 taken out a
9 tracked down the thief
10 work out the total without

Consolidation 5

1 1 *at*
2 to
3 After
4 to
5 under
6 of
7 up
8 for

9 up
10 in
11 in
12 from
13 under
14 for
15 without

2 1 *with*
2 in
3 to / for
4 of
5 in
6 of
7 for
8 for

3 1 *confusing me with*
2 himself on always
3 no access to
4 does nuclear fission differ from
5 blamed the fire on
6 comes down to money
7 not taken in by
8 worked out at
9 sunk in yet that I (have)
10 ended up having to walk

4 1 *tampered*
2 about / against
3 grateful
4 charged
5 commit
6 cater
7 refrain
8 benefit

5 1 *collided with*
2 it out on me
3 me out of selling
4 is based on
5 blamed the accident on
6 is on (very) good terms
7 out of the ordinary
8 out of work

6 1 *away*
2 off
3 up
4 down
5 off
6 on
7 out
8 off
9 off
10 off

7 1 *D* 6 C
2 A 7 A
3 C 8 B
4 B 9 D
5 D 10 A

8 1 *comes*
2 get
3 let
4 put
5 go
6 set
7 fallen
8 make
9 given
10 run

9 1 *rejected*
2 compensates
3 disappointed
4 established
5 resigning
6 specialize in
7 coincides with
8 was under the impression
9 take place
10 abolished
11 are under no obligation to
12 draw your attention

Grammar 22

1 1 *to be honest*
2 For that reason
3 By and large, Having said that
4 As a result
5 To start with
6 Anyway
7 Even so
8 whereas
9 On the whole
10 On the contrary

2 1 *Nevertheless*
2 In contrast
3 For one thing
4 as opposed to
5 as well as
6 to a large extent
7 as opposed to
8 however
9 despite the fact that
10 Furthermore

3 1 C 6 C
2 A 7 A
3 C 8 B
4 B 9 C
5 B 10 C

4 1 *B* 6 C
2 A 7 C
3 C 8 A
4 B 9 B
5 A 10 B

Grammar 23

1 **Text 1**

I've been to the following Italian cities: Rome, Florence, Genoa(,) and Pisa. I thought Rome was incredible: the food was great, the views were fantastic(,) and I will never forget the vivacious people. The Italians' legendary hospitality was nowhere more evident than in the capital city. But my all-time favourite is probably Genoa, with its fabulous hill-top houses and its dusty mountains reverberating to the sound of grasshoppers. I spent many a happy hour looking down on the seething city below and the sea beyond. Best of all, the city's location at the heart of the Italian Riviera meant that fabulous resorts like Portofino and Camogli were only a train ride away.

Text 2

Water is becoming a more and more precious commodity, so save as much as you can. Flushing the toilet accounts for a third of all household water use, so don't flush wastefully. If you are only getting rid of a tissue, for example, resist the habit of reaching for the handle or chain. Take a shower rather than a bath: it uses about a third of the water. And don't keep the water running all the time when you wash or clean your teeth. If you

have a garden, try to find ways of saving water outside, such as using a water butt to collect rain water, rather than using a hosepipe to water your flowers. A simple pipe connecting external gutters to a water butt can save an awful lot of water.

2 1 *bear, bare*
2 sight, site
3 waist, waste
4 sees, seize
5 paste, paced

3 A
1 vegetables
2 naturally
3 cent
4 examine
5 whether
6 shopping
7 piece
8 business
B
9 survivors
10 prefer
11 juice
12 ticket
13 forgotten
14 there
15 sell-by
16 canned

4 1 *affecting*
2 ✓
3 recommended
4 ✓
5 counsellor
6 ✓
7 guarantee
8 separate
9 disappeared
10 ✓

5 1 line 1 resists the
2 line 3 cold because
3 lines 6–7 that cold
4 line 8 active when
5 line 10 infection by
6 line 12 conditions in
7 line 14 being out
8 line 16 colds was
9 line 16 concerned, nearly
10 line 18 vaccine against

6 1 line 2 years of
2 line 4 which has
3 line 7 led to
4 line 9 them with
5 line 11 chemicals on
6 line 13 area seem
7 line 15 / 16 healthy and thriving
8 line 18 widespread in

Consolidation 6

1 1 *which*
2 whose
3 like
4 they
5 or
6 For
7 why
8 so
9 For
10 since
11 when
12 instead
13 their
14 all
15 what

2 1 *sooner had I arrived home than*
2 you do, don't
3 put you up
4 known to have been
5 had read the book, he
6 said there should be
7 you would benefit from
8 need to get / have
9 knew who Miss Rutherford
10 worried / worrying about something

3 Tina: Well Martin, pleased to meet *with* you, and congratulations on getting the job. I'm going to show you round the department, so that you know a bit more before you will start work next week. I gather you're coming with me to the Paris conference.
Martin: Yes, in two weeks' time. Is the job going to be involve a lot of travel to abroad?
Tina: A fair bit – Korea mainly. You'd better to get yourself a Korean phrasebook!
Martin: I've ever been to Korea once before, so I know a few words.
Tina: Good. We have contacts with most of Asian countries in fact. Well, here's the office you'll be working in. As you can see, in this room has a photocopier, your computer … by the way, are you familiar with PowerPoint?
Martin: Well, to be perfectly honest, no. I've never really had needed it up to now.
Tina: You really need to spend a few hours in studying this book, then, if you don't mind. I'm sure it 'll explain you how the system works.
Martin: May I ask who that man was who was leaving the office when we came in?
Tina: Oh that's Mike. I'm surprised he wasn't at your interview. He's probably the nicest one of the managers.
Martin: He looks like very cheerful.
Tina: As I say it, he's a very nice guy. He's my immediate boss. The only thing is, he does tend to make me to do more jobs than I can cope with. Still, he's letting me to go home early today, so I'm not complaining!
Martin: And on to the subject of leaving, I didn't really understand what they were saying about this 'finish your task' system.
Tina: Oh, well it's just one of the systems you can choose. Basically, it means that the sooner you do finish, the sooner you can go to home. But if you finish your task, say, three hours over normal time, you can come in three hours of late the next day.

4 1 *can*
2 in
3 with
4 looking
5 against
6 could

7 did
8 Can
9 on
10 should

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

Grammar 24

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

2 1 *no circumstances am I*
2 the (very) last person I expected
3 doesn't concern you
4 time for me to
5 which was a foolish thing
6 what to do
7 did I notice
8 is no instant solution to
9 talked me into going
10 the weather picks up

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

4 1 may / might
2 own
3 of
4 ago
5 as
6 except
7 more
8 least
9 instead
10 after
11 giving
12 question / matter
13 worth
14 keep
15 end

5 1 which
2 these
3 under
4 who
5 no
6 who
7 it
8 in
9 despite
10 from
11 are
12 However
13 own
14 for
15 that

6 1 can't have been
2 wouldn't have won
3 will have been married
4 have I seen
5 as it may
6 would have gone to
7 as I might
8 shouldn't have
9 did I realize
10 go through with

7 1 *say*
2 for
3 and
4 some
5 What
6 these / such
7 which
8 be
9 into
10 as
11 a
12 another
13 to
14 does / should
15 have

VOCABULARY ANSWERS

Vocabulary 1

1
1 C
2 A
3 C
4 D
5 D
6 B
7 A
8 C

2
1 *horse, bars*
2 flippers, mask
3 rod, bait
4 rucksack, compass
5 tripod, lens
6 hammer, spanner
7 goggles, armbands
8 helmet, pump

3
1 *took part in*
2 appeal to me
3 cut out for
4 beneficial
5 raise
6 sponsor
7 gasping
8 stragglers
9 crossed
10 suffering from
11 personal best
12 broke
13 on standby
14 stations
15 catch up with

4
1 *expectations*
2 handful
3 remarkable
4 invariably
5 exception
6 equipment
7 accessible
8 distinguish
9 increasing
10 foreseeable

5
1 C
2 D
3 D
4 A
5 A
6 D
7 B
8 D
9 B
10 C

6
1 *oar*
2 draw
3 lap
4 fan
5 dive
6 whistle
7 board
8 round
9 referee
10 runner-up

7
1 *took*
2 board
3 low
4 tread
5 turn

Vocabulary 2

1
1 C
2 D
3 A
4 B
5 A
6 C
7 B
8 C

2
1 *rambler*
2 steward
3 hitchhiker
4 passer-by
5 driver
6 cyclist
7 traffic warden
8 pedestrian
9 passenger
10 commuter

3
1 *outward*
2 package
3 flight
4 maintenance
5 assistance
6 unacceptable
7 compensation
8 operator(s)

4
1 *ahead of*
2 broke
3 single
4 collided, injured
5 opposition
6 skidded
7 room
8 goods
9 limit
10 flying

5
1 *D*
2 C
3 A
4 C
5 A
6 B
7 D
8 B

6
1 *dismounted*
2 accelerated
3 reversed
4 disembark
5 alight
6 fasten
7 endanger
8 ascended
9 collided
10 board

7
1 *hold*
2 save
3 set
4 line
5 track

Vocabulary 3

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

2 1 *disguised*
2 sole
3 extensively
4 critical
5 comment on
6 detained
7 findings
8 tackled
9 sensitive
10 baffled

3 1 *prospect*
2 conditions
3 knowledge
4 incident
5 place
6 verge
7 opinion
8 confidence
9 evidence
10 responsibility

4

1 *f*	6 e
2 c	7 i
3 j	8 d
4 h	9 b
5 a	10 g

5 1 *have no intention*
2 It is common knowledge
3 brought about
4 raised fears
5 little prospect of success
6 say for certain
7 argue that there should be
8 explained the cause as

6 1 *vows*
2 boost
3 set
4 cleared
5 bid
6 held
7 toll
8 looms
9 clash

7 1 *speculation*
2 announcement
3 analysts
4 survival
5 assurances
6 unthinkable
7 political
8 downfall
9 criticism
10 disastrous
11 failure
12 unemployment
13 unity
14 divisions
15 justification

Vocabulary 4

1

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

2 1 *summit*
2 key
3 state
4 view
5 press
6 wind

3 1 *sparsely*
2 tenancy
3 household
4 rights
5 property
6 storey
7 entrance
8 sharp
9 barely
10 sheer

4 1 *spring*
2 horizon
3 tide
4 cliff
5 strait
6 pass
7 bay
8 slope
9 landscape
10 plain

5

1 *e*	6 g
2 i	7 b
3 a	8 h
4 d	9 f
5 j	10 c

6 1 *scenery*
2 architecture
3 summit
4 desert
5 valley
6 shore
7 site
8 range
9 estuary
10 square

7 1 *large number*
2 was much taller than
3 undecided
4 gathering of national leaders
5 a long way
6 shocked
7 reach the highest point
8 focus exclusively on
9 managed to get
10 situation has changed

Vocabulary 5

1 1 *booklet*
2 novel
3 forecast
4 broadcast
5 bulletin
6 coverage
7 edition
8 media
9 campaign
10 brochure

2 1 *D*
2 B
3 A
4 C
5 D
6 A

3 1 *C*
2 C
3 D
4 A
5 B
6 C

4 1 *fiction*
2 illegible
3 gist
4 unprintable
5 literature
6 shorthand
7 illiterate
8 prose
9 manuscript
10 outline

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

6 1 *coverage*
2 out of print
3 correspondent
4 circulation
5 edition
6 censorship
7 target
8 projects
9 public
10 blankly

7 1 *spoonful*
2 headlong
3 terrifying
4 controversial
5 unacceptable
6 implication
7 interpretation
8 intended
9 subconscious
10 encouragement

Vocabulary 6

1 1 C
2 D
3 A
4 C
5 D
6 B

2 1 *draught*
2 downpour
3 prey
4 extinct
5 peel
6 tame
7 resources
8 issues
9 off-shore
10 breed

3 1 *hoof, saddle, stable*
2 hive, buzz, sting
3 cub, stripe, roar
4 whine, net, spray
5 bark, kennel, lead
6 flock, lamb, wool
7 ivory, trunk, tusks
8 squeak, hole, trap
9 blind, nocturnal, vampire
10 purr, kitten, scratch

4 1 *captivity*
2 survival / surviving
3 volunteers
4 endangered
5 Environmentalists
6 mothering
7 abundant
8 maturity
9 handful
10 diversity

5 1 *change*
2 occupy
3 lump
4 drowned
5 straight

6 1 *lightning*
2 blossom
3 wildlife
4 the countryside
5 land
6 horizon
7 young
8 species
9 downpour
10 stone

Vocabulary 7

1 1 *covering letter*
2 career path
3 promotion prospects
4 claims form
5 travel expenses
6 working conditions
7 job description
8 trial period
9 sick pay
10 pension scheme

2 1 C
2 A
3 D
4 A
5 D
6 B
7 C
8 D
9 D
10 A

3 1 *productivity*
2 investments
3 qualifications
4 expertise
5 action
6 representatives
7 economize
8 consultants
9 streamlined
10 clarified

4 1 *executive*
2 foreman
3 manufacturer
4 trainee
5 agent
6 industrialist
7 competitor
8 labourer
9 dealer
10 client

5 1 *e*
2 i
3 g
4 c
5 h
6 j
7 a
8 d
9 f
10 b

6 1 *eligible*
2 entitled
3 negotiable
4 dressed
5 working
6 overtime
7 absence(s), certificate / letter / note
8 terminated, notice

7 1 *work*
2 earned
3 conditions
4 satisfaction
5 achievement
6 case
7 congratulate
8 contributed
9 employs
10 bonus
11 provides
12 busy

Vocabulary 8

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

2 1 *e*
2 i
3 a
4 h
5 b
6 d
7 g
8 c
9 f

3 1 *current account*
2 household bills
3 savings account
4 earns interest
5 down payment
6 monthly instalments
7 stock market
8 business venture
9 raise capital
10 tax return

4 1 *gets, makes*
2 grant, scholarship
3 give, pay
4 fetched, sold for
5 take out, withdraw
6 receipts, takings
7 prosperous, wealthy
8 costly, expensive
9 valueless, worthless
10 settle, pay

5 1 *value*
2 fortune
3 redundant
4 retirement
5 booming
6 bankrupt
7 investment
8 market
9 credit
10 charge

6 1 *shares*
2 currency
3 enterprise
4 price
5 fund
6 claim
7 figures
8 credit
9 company
10 financial

7 1 *concerning*
2 inconvenience
3 endeavour
4 delayed
5 dispatching
6 maintain
7 deducting
8 enclosed
9 appreciate
10 trust

Vocabulary 9

1 1 *spoilt*
2 domineering
3 live up to
4 follow
5 pushy
6 pressure
7 interests
8 rebelled
9 struck out
10 sheltered
11 hit it off
12 plucked up
13 commitment
14 patch
15 trial

2 1 *alien*
2 fiancée
3 an acquaintance
4 Toddlers
5 elderly
6 ancestors
7 bachelor
8 best man
9 lad
10 relation

3 1 *conscientious*
2 solitary
3 devoted
4 prejudiced
5 apathetic
6 aggressive
7 mature
8 attentive
9 extrovert
10 insensitive

4

1	*g*	6	c
2	b	7	a
3	j	8	e
4	h	9	d
5	f	10	i

5 1 *neglected*
2 scolded
3 offended
4 adopted
5 separated
6 quarrelled
7 retired
8 criticized
9 abandoned
8 humiliated

6 1 *turned him down*
2 kept in touch
3 grew up
4 went out together
5 fell out
6 got on well with
7 ran away from
8 stood him up
9 moved in with
10 got to know

7 1 *took*
2 close
3 shook
4 steady
5 leading

Vocabulary 10

1

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

2 1 *collapsed*
2 evacuated
3 met
4 sustained
5 blocked
6 failed
7 held
8 spread
9 used
10 sealed

3 1 *worrying*
2 addiction
3 offenders
4 beggars
5 Homeless
6 theft
7 hardened
8 enforced
9 illegal
10 deterrent

4 1 *broke*
2 arrested
3 damage
4 experiment
5 victim
6 run
7 apologize
8 known
9 bring

10 period
11 take
12 commit

5 1 *custody*
2 death
3 inquiries
4 wig
5 assault
6 innocent
7 offence
8 speeding
9 evidence
10 verdict

6 1 *into*
2 on
3 from
4 into
5 on
6 out
7 into
8 of
9 on
10 with

7 1 *dispersed*
2 neglected
3 swindled
4 rioted
5 pardoned
6 deported
7 squatted
8 cheated
9 abolished
10 swerved

Vocabulary 11

1 1 *B*
2 A
3 D
4 B
5 D
6 A

2 1 *C*
2 D
3 C
4 A
5 B
6 B

3 1 *stage*
2 performance
3 interval
4 dramatic
5 seat
6 dress
7 scenery
8 reviews
9 horror

4 1 *clown*
2 vocalist
3 cast
4 juggler
5 acrobat
6 understudy
7 conductor
8 stuntman
9 ballerina

5 1 *concert*
2 string
3 woodwind
4 lyrics
5 organist
6 brass
7 opera
8 chorus
9 percussion

6 1 *rehearsal*
2 energetically
3 thoughts
4 speakers
5 laughter
6 background
7 nationalities
8 overnight
9 creative
10 appearances

7 1 *on*
2 with
3 for
4 over / through
5 for
6 in
7 for
8 on
9 off / from
10 to

8 1 *jigsaw puzzle*
2 cards
3 pool
4 draughts
5 television
6 board game
7 darts
8 table tennis
9 chess
10 computer game

9 1 *record*
2 attention
3 presence
4 scene
5 release

Vocabulary 12

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

2 1 *vote*
2 election
3 asylum
4 retirement
5 candidate
6 line
7 campaign
8 poll
9 majority
10 manifesto

3 1 *diplomatic*
2 respectable
3 courteous
4 radical
5 oppressed
6 conventional
7 rebellious
8 privileged
9 notorious
10 progressive

4 1 *mayor*
2 bill
3 survey
4 poll
5 power
6 council
7 reign
8 authorities
9 motion
10 cabinet

5 1 *licensed*
2 illegal
3 compulsory
4 barred
5 abolished
6 binding
7 required
8 permitted

9 voluntary
10 restricted

6 1 *president*
2 minister
3 ringleader
4 ambassador
5 patriot
6 delegate
7 traitor
8 sovereign
9 terrorist
10 chairperson

7 1 *following*
2 retains
3 swing
4 motion
5 control

Vocabulary 13

1 1 *D*
2 B
3 C
4 A
5 B
6 D

2 1 *awake*
2 drowsy
3 worn out
4 run down
5 immobile
6 sore
7 stress
8 abuse
9 gasping
10 an attack

3 1 *highlight*
2 differentiate
3 content
4 products
5 unscientific
6 relaxation
7 prescription
8 ineffective
9 practitioner
10 illnesses

4 1 *heel*
2 throat
3 knee
4 elbow
5 wrist
6 thigh
7 thumb
8 shoulder
9 chin
10 neck

5 1 *stretcher,* casualty, plaster, crutches
2 porter, surgery, operation, ward(s)
3 stung, allergic, sling, plaster
4 flabby, overweight, figure, dieting / diets
5 filling, extracted, injection, agony

6 1 *i* 6 b
2 d 7 e
3 f 8 a
4 g 9 j
5 h 10 c

7 1 *rambling*
2 crawling
3 tiptoeing
4 limping
5 staggering
6 marching
7 strolling
8 dashing
9 wandering
10 hobbling

Vocabulary 14

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

2 1 *negotiation*
2 self-sufficiency
3 immunization
4 organic
5 recycling
6 subsidy
7 irrigation
8 charity

3 1 *consumption,* renewable
2 rainfall, shortages
3 ecological, wildlife
4 extinction, deforestation
5 endangered, intervention
6 household, harmful
7 pesticide(s), production
8 poisonous, climatic

4 1 *overpopulated*
2 overrated
3 overjoyed
4 underestimated
5 oversimplified
6 undernourished
7 overburdened
8 underprivileged
9 overcrowded
10 underlying

5 1 *rural*
2 illiterate
3 essential
4 Wealthy
5 sparsely
6 impoverished
7 urban
8 densely
9 inadequate
10 traditional

6 1 *humanitarian*
2 existence
3 resistance
4 stabilize
5 devalued
6 intervention
7 diplomatic
8 cleansing
9 disproportionate
10 slavery

7 1 *washed away*
2 erosion
3 buried
4 smouldering
5 drought
6 evacuated
7 malnutrition
8 cut off
9 epidemic
10 levels

Vocabulary 15

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

2 1 *resigned*
2 convince
3 regard

4 view
5 aware
6 notion
7 favouritism
8 reminds
9 obsessed
10 mentality

3 1 *e* 6 c
2 i 7 g
3 h 8 d
4 j 9 b
5 a 10 f

4 1 *put*
2 follow
3 appreciate
4 utter
5 imply
6 express
7 plead
8 wonder
9 mislead
10 spot

5 1 *f* 6 h
2 c 7 j
3 g 8 e
4 a 9 b
5 i 10 d

6 1 *regretted*
2 deplored
3 resented
4 dreaded
5 cherished
6 mourned
7 offended
8 loathed
9 stressed
10 reproached

7 1 *spot*
2 mind
3 matter
4 dear
5 hand
6 upset

Vocabulary 16

1 1 *D*
2 C
3 D
4 A
5 B
6 C

2 1 *contraption*
2 appliance
3 component
4 machinery
5 system
6 experiment
7 automation
8 gadget
9 overhaul
10 equipment

3 1 *technological*
2 incomprehensible
3 freedom
4 terrifying
5 decisions
6 mysterious
7 daily
8 objections
9 improvement
10 activities

4 1 *d* 6 i
2 f 7 j
3 g 8 a
4 b 9 c
5 h 10 e

5 1 *Installation*
2 maintenance
3 adjustable
4 electrical
5 appliance
6 cylindrical
7 tighten
8 safety
9 protective
10 procedure

6 1 *plug*
2 live
3 runs
4 connection
5 lead
6 a shock
7 fuse
8 copy
9 motor
10 electrical
11 pliers
12 grinder
13 blade
14 spanner
15 bulbs

Vocabulary 17

1 1 C
2 A
3 C
4 D
5 B
6 B
7 A
8 B

2 1 *handful*
2 partial
3 adequate
4 bulk
5 minute
6 sizeable
7 dearth
8 fair
9 limited
10 vast

3 1 *extended*
2 reduced
3 faded
4 supplemented
5 enlarged
6 spread
7 diminished
8 declined
9 contracted
10 dwindled

4 1 *d* 6 j
2 c 7 h
3 f 8 e
4 b 9 a
5 i 10 g

5 1 *comparison*
2 youth
3 abundant
4 Unemployment
5 sizeable
6 pursuits
7 collection
8 prosperity
9 tendency
10 critical

6 1 *nothing exactly the same as*
2 is not as good as we had hoped
3 similar
4 completely different
5 are not alike
6 calculated in relation to

7 1 *lavish*
2 abundant
3 potential
4 middling
5 excessive
6 ample
7 superior
8 negligible
9 major
10 inferior

8 1 *practically*
2 especially
3 altogether / thoroughly
4 barely
5 thoroughly / altogether
6 respectively
7 moderately
8 effectively
9 considerably
10 specifically

Vocabulary 18

1 1 *provision*
2 requirement
3 traditional
4 qualifications
5 motivation
6 unsuitability
7 socialize
8 uncertainty
9 increasingly
10 ensuring
11 reliable
12 educational

2 1 *core*
2 academic
3 corporal
4 support
5 trainee
6 continuous
7 employment
8 placement
9 teenage
10 playing

3 1 *B*
2 A
3 C
4 D
5 B
6 C
7 A
8 B

4 1 *graduation*, degree, loan, scholarship
2 sent, detention, tutor (teacher), mark(s)
3 qualifications, prospects, evening, further
4 revised, grades, retake / resit, prize
5 mature, correspondence, assignments, specialize

5 1 *effort*
2 mature
2 applies
4 contributes
5 respect
6 insolent
7 half-hearted
8 distracted
9 concentrate
10 participated

6 1 *mark*
2 applies
3 dropped
4 ruled
5 support

Vocabulary 19

1 1 *underlying*
2 overrated
3 overbalanced
4 undercoat
5 overflowed
6 oversimplifying
7 understaffed
8 underpass
9 overgrown
10 overdone

2 1 *remarkable*
2 likeable
3 digestible
4 contemptible
5 preferable
6 collapsible
7 comfortable
8 sensible
9 responsible
10 disagreeable

3 1 *disconnected*
2 enforced
3 reintroduce
4 overdone
5 unfounded
6 disability
7 indebted
8 devalued
9 misleading
10 sublet

4 1 *annually*
2 considerably
3 Coincidentally
4 directly
5 identically
6 absolutely
7 vaguely
8 totally
9 merely
10 barely

5 1 *insensitive*
2 unequal
3 unjustified
4 injustice
5 invalid
6 invaluable
7 untenable
8 inaction
9 insufficient
10 unprintable

6 1 *makeshift*
2 nightmare
3 earthquake
4 downpour
5 beforehand
6 theatregoer
7 homesick
8 sawdust
9 snowflake
10 ceasefire

7 1 *drawbacks*
2 breathtaking
3 windfall
4 safeguard
5 hardback
6 lifestyle
7 earmarked
8 runway
9 standpoint
10 widespread

8 1 *commercialization*
2 fashionable
3 priceless
4 traditional
5 remarkable
6 confirmation
7 hazardous
8 relentless

9 consultation
10 neglectful

9 1 *forthcoming*
2 noticeboard
3 withdraw
4 replacement
5 volunteers
6 refreshment
7 admittance
8 recognition
9 presentation
10 contribution(s)

Vocabulary 20

1 1 *started moving*
2 damaged
3 produced
4 opened
5 extracted
6 succeeded
7 withdrew
8 told off
9 dragged
10 stopped

2 1 *pass / give*
2 ✓
3 ✓
4 recorded / written
5 ✓
6 be
7 pinch / push
8 fact
9 ✓
10 ✓

3 1 *panel*
2 secret
3 stock
4 time
5 child

4 1 ✓
2 more
3 ✓
4 incompatible
5 cold
6 ✓
7 ✓
8 index
9 awkward / difficult
10 ✓

5 1 *retain, keep*
2 stay, stand
3 part, programme
4 mild, slight
5 purpose, direction
6 cheek, nerve
7 swelled, grew
8 very, bitter
9 pushed, pressed
10 turn, go

6 1 *take*
2 stretched
3 propose
4 space
5 moment

WORDS AND PHRASES ANSWERS

Words and phrases 1

1 1 *expectations*
2 strike
3 pressure
4 fortune
5 light
6 undone
7 useful
8 world
9 realize
10 force

2 1 *detention*
2 earnest
3 advance
4 sympathy
5 comparison
6 way
7 charge
8 practice
9 doubt
10 response

5

1 *g*	6 j
2 i	7 e
3 h	8 d
4 b	9 f
5 a	10 c

4 1 *twig*
2 girder
3 trunk
4 plank
5 wand
6 beam
7 rod
8 post
9 stick
10 pole

5 1 *is unenviable*
2 unaccompanied
3 uninhibited
4 is unfounded
5 is unbearable
6 undoubtedly the best skier around at the moment
7 is unmistakable
8 unjustifiable
9 is unprecedented
10 unqualified teacher

6 1 *staggering*
2 dashed
3 cross
4 alight
5 limped
6 strolling
7 tiptoed
8 slipped
9 creep
10 lingered

Words and phrases 2

1 1 *get the sack*
2 get you down
3 there's no getting away from it
4 get your own back
5 get up speed
6 get the idea across
7 get hold of
8 get it straight
9 get away with murder
10 get rid of

2 1 *green*
2 blue
3 red
4 browned
5 blue
6 white
7 red
8 green
9 blue
10 red

3

1 *f*	6 g
2 j	7 a
3 c	8 i
4 h	9 b
5 d	10 e

4 1 *it through*
2 better days
3 the last
4 eye to eye
5 the funny side
6 red
7 my way
8 a lot
9 the light
10 things

5 1 *was a dutiful son*
2 weren't very tactful, were you
3 is fanciful
4 a meaningful relationship
5 doubtful about this plan
6 was pitiful, I'm afraid
7 is definitely harmful to the health
8 useful to know what they intend to do
9 is disrespectful towards his teachers
10 your directions weren't very helpful

6 1 *and about*
2 of character
3 of the way
4 of breath
5 of range
6 of all proportion
7 of order
8 on strike
9 of my control
10 of sight

Words and phrases 3

1 1 *its own merits*
2 his retirement
3 a permanent basis
4 the market
5 loan
6 the premises
7 good terms
8 the verge of
9 average
10 purpose

2 1 *for one*
2 one-sided
3 one-time
4 one in three
5 one-off
6 one at a time

7 all in one
8 One by one
9 one-way
10 one another

3 1 *i* 6 a
2 e 7 d
3 j 8 b
4 c 9 h
5 g 10 f

4 1 *buzzing*
2 booed
3 screech
4 squeaking
5 thud
6 whirring
7 crash
8 hissing
9 tinkling
10 clatter

5 1 *reminds me of*
2 memory is a lot worse than
3 remember me
4 had no memory of
5 your name has slipped
6 forget to tell me to / let me forget to
7 brings to mind
8 very forgetful in
9 Nureyev dance was an unforgettable
10 learning / remembering phone numbers by heart

Words and phrases 4

1 1 *dismissed*
2 rudimentary
3 investigated
4 commensurate
5 scrutinized
6 abandoned
7 inopportune
8 discrepancy
9 lucrative
10 beneficial

2 1 *choice*
2 trace
3 use
4 wonder
5 point
6 concern
7 means
8 knowing
9 matter
10 likelihood

3 1 *b* 6 e
2 j 7 i
3 c 8 h
4 d 9 a
5 f 10 g

4 1 *character*
2 toddler
3 relatives
4 grown up
5 individual
6 person
7 figure
8 adolescence
9 humans
10 personality

5 1 *sense*
2 effort
3 inquiries
4 offer
5 point
6 difference
7 provision
8 way
9 impression
10 time

6 1 *A fair-haired girl answered the door.*
2 You knew the risks from the outset.
3 Jack is very short-tempered.
4 I'm not sure what your viewpoint is on this problem.
5 This restaurant is self-service.°/This is a self-service restaurant.
6 Our neighbours are certainly troublesome.
7 The people upstairs have a five-year-old child.
8 I stood on the back doorstep.
9 The sight of the waterfall was breathtaking.
10 Tony has contracted a life-threatening disease.

Words and phrases 5

1 1 *sheer*
2 well over
3 minor
4 good
5 considerable / good/ substantial
6 slight
7 substantial / considerable
8 mere / slight
9 bare / mere
10 widespread

2 1 *bribery*
2 childlike
3 fashionable
4 senseless
5 apprenticeship
6 resignation
7 expectations
8 employee
9 cleanliness
10 foreseeable

3 1 *row*
2 talks
3 swoop
4 puzzle
5 go-ahead
6 coup
7 ban
8 jobless
9 probe
10 Number Ten
11 city
12 hits out
13 held
14 death toll
15 ousted
16 riddle
17 re-wed
18 blaze
19 PM
20 stays
21 scare
22 rethink
23 split
24 arms
25 official
26 royal
27 back

4 1 *clutched*
2 shook
3 shivering
4 snatched
5 hand
6 clench
7 stretch
8 lean
9 crouched
10 twitching

5 1 *All at once there was a knock at the door.*
2 at a glance that Sam was ill.
3 at sea at the moment. (in the middle of the Atlantic).
4 very good at tennis.
5 this book was rather dull at first, but I've changed my mind.
6 will cost at least £500.
7 at the duck, but missed it.
8 up the stairs three at a time.
9 the 100 metres gold medal at the second attempt.
10 At any rate, whatever happens the government will have to resign.

Words and phrases 6

1 1 *g* 6 a
2 d 7 i
3 e 8 j
4 b 9 h
5 f 10 c

2 1 *whereabouts*
2 position / spot
3 haunt
4 location
5 plot / site / spot
6 site / whereabouts / location / position
7 spot
8 point
9 venue
10 post

3 1 *fast*
2 bare
3 dead
4 run
5 clean
6 rare
7 late
8 live
9 even
10 sound
11 light
12 slim

4 1 *utter*
2 mention
3 chat
4 butt
5 lectured
6 muttering
7 say
8 pronounced
9 implied
10 arguing
11 declared
12 called

5 1 *power*
2 Enquire
3 means
4 the law
5 reach
6 sight
7 reason
8 the hour

6 1 *There was an overpowering smell coming from the lab.*
2 Oh dear, there seems to have been a misunderstanding.
3 I found that horror film terrifying.
4 The underlying cause of the problem is economic.
5 Building the hydro-electric dam is of overriding importance.
6 The plane appears to be disintegrating in mid-air.
7 The operation will leave no / not leave any disfiguring marks.
8 The government is intent on industrializing the country.
9 They will be disconnecting the electricity in the morning.
10 I think you are oversimplifying this problem.

Words and phrases 7

1 1 *far*
2 rights
3 profession
4 no means
5 chance
6 and large
7 myself
8 the way
9 all means
10 the time

2 1 *leg*
2 hand
3 heart
4 head
5 spine
6 arm
7 foot
8 cheek
9 neck
10 chest

3 1 *sole*
2 scattered
3 standing
4 common
5 heavy
6 high
7 sound
8 blunt
9 calculated
10 significant

4 1 *have a few days left*
2 has difficulty
3 had enough of
4 have no intention of
5 have no wish / desire
6 have no idea
7 have a go
8 have no recollection / memory of
9 had my hair cut
10 has it (that)

5 1 *eyed*
2 stared
3 view
4 spotted
5 glanced
6 face
7 noticed
8 scanning
9 glimpsed
10 gazing

6 1 *c* 6 e
2 i 7 d
3 g 8 h
4 a 9 b
5 j 10 f

7 1 *any minute now*
2 now and again
3 As of today
4 by then
5 shortly
6 for the time being
7 this minute
8 not long
9 before too long
10 while

Words and phrases 8

1 1 *lapse*
2 fact
3 difference
4 term
5 price
6 offer
7 waste
8 matter
9 right
10 slip

2 1 *negligible*
2 miniature
3 sizeable
4 astronomical
5 medium-
6 vast
7 medium
8 considerable
9 minute
10 substantial

3 1 *f* 6 b
2 i 7 e
3 c 8 h
4 a 9 d
5 j 10 g

4 1 *weather*
2 saw
3 ease
4 wits
5 butterflies
6 sorts
7 punch
8 collar
9 aback
10 go-lucky

5 1 *informed*
2 meaning
3 advised
4 worn
5 groomed
6 chosen
7 founded
8 nigh
9 done
10 to-do

6 1 *heart*
2 memory
3 another
4 scratch
5 exhaustion
6 head
7 now
8 today
9 home
10 appearance

Words and phrases 9

1 1 *literally*
2 largely / effectively / practically
3 widely
4 invariably
5 Broadly
6 practically / largely
7 extensively
8 relatively
9 effectively
10 considerably

2 1 *thinkers*
2 thoughtful
3 unthinkable
4 thinking
5 thoughtless
6 rethink
7 thought
8 thoughts
9 thoughtfully
10 thoughtlessly

3 1 *give me a call / ring tomorrow*
2 give me an assurance / your word that the money will be paid
3 gives you the right to just come / the idea that you can just come in here like that
4 gave me the impression
5 I won't give you any trouble
6 did you give for that car
7 gave way under their weight
8 to leave / give up this job, you have to give (us) two weeks' notice
9 me old-fashioned dance music any day
10 gave birth last week

4 1 *by no means*
2 purposes
3 manner
4 apparently
5 fact
6 actually
7 goes
8 more or less
9 respects
10 doubt

5 1 *deal*
2 drop
3 bay
4 set
5 blow
6 post
7 hand
8 plain
9 burst
10 minutes

6 1 *f* 6 g
2 i 7 a
3 b 8 e
4 d 9 h
5 j 10 c

Words and phrases 10

1 1 *blame*
2 foot
3 test
4 stop
5 flight
6 market
7 expense
8 vote
9 bed
10 ease

2 1 *police*
2 riot
3 bank
4 eye
5 family
6 luck
7 house
8 money
9 feeling
10 play

3 1 *We underestimated our opponents.*
2 Fiona is undergoing treatment for a back condition.
3 This hotel is understaffed.
4 Harry's father is an undertaker.
5 The shop undercharged me.
6 I managed to hide in the undergrowth.
7 Edward got his promotion in rather an underhand fashion.
8 The children were clearly undernourished / had clearly been underfed.

9 The plane's undercarriage fell off as it was about to land.
10 We have not yet discovered the underlying cause of the accident.

4 1 *initial*
2 Ms
3 pseudonym
4 titles
5 identity
6 maiden
7 nicknames
8 alias
9 answers
10 name

5 1 *names*
2 halt
3 centre
4 bar
5 question
6 close
7 Duty
8 mind
9 blame
10 attention

6 1 *take*
2 hang
3 dig
4 end
5 slip
6 link
7 dream
8 tot
9 cheer
10 sell

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