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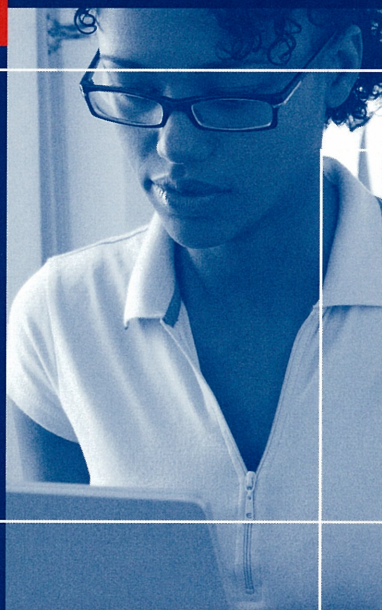
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INTERNATIONAL EXPRESS



WORKING



TRAVELLING



SOCIALIZING

Workbook **Pre-Intermediate**

with Student's CD

Mike Macfarlane

OXFORD



INTERNATIONAL EXPRESS

Workbook
Pre-Intermediate

Mike Macfarlane

OXFORD
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Introduction

The twelve units in the Workbook give you extra practice of the language in the Student's Book. Each Workbook unit has four sections:

Language focus	has written exercises to practise the grammar in the Student's Book. There are drills for extra practice on the Student's CD.
Pronunciation	has listening and speaking exercises to give further pronunciation practice connected with the Student's Book.
Wordpower	practises the vocabulary in the Student's Book, and presents ways to learn and remember words.
Focus on functions	practises language for socializing with colleagues. All the conversations are on the CD. There are exercises to practise useful phrases from the conversations.

Study tips

- Use the CD with or without the Workbook, for example, in the car or on a personal stereo. Play the exercises and conversations as often as you like. Stop the CD and repeat useful words and phrases.
- Write your answers in the Workbook or write in a separate notebook. Use Workbook material for extra revision, for example, after Student's Book review units.
- Check your answers in the Answer key at the back of the Workbook. Refer to the Pocket Book for grammar explanations and useful social language.
- Use a good dictionary, for example, the *Oxford Wordpower Dictionary* and the *Oxford Dictionary of Business English* to help expand your vocabulary.
- Study every day if possible. You can work for a few minutes to complete an exercise then stop and do the next exercise later. The rule is, 'A little, but often.'

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	Language focus	Pronunciation	Wordpower	Focus on functions
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Answer key p.90

UNIT 1

Language focus

1 Present Simple positive

Complete the Vinexpo exhibitor profile. Use the Present Simple form of the verbs in brackets.

VINEXPO	EXHIBITOR PROFILE CARLA AND JASON LEONE-BELL	
	<p>Carla and Jason <i>run</i> _____¹ (run) a very successful winemaking business. Carla _____² (come) from an old Italian family of winemakers in Cosenza and she _____³ (know) a lot about marketing wine. Jason _____⁴ (be) from the Barossa Valley, a famous wine region in south-east Australia. He _____⁵ (have) many years of winemaking experience with some of the Valley's great New World wines. Today, Carla and Jason _____⁶ (manage) their own big estate in the Puglia region of southern Italy. There, they _____⁷ (produce) their fine San Marco wine from the traditional primitivo grape. Thanks to Carla's hard work, wine experts all over the world _____⁸ (know) the San Marco name. Jason says, 'I _____⁹ (help) with new ideas on wine production, and Carla _____¹⁰ (persuade) the customers to buy our product.'</p>	

2 Present Simple positive and negative

Complete the sentences about Carla and Jason using the Vinexpo exhibitor profile in 1 and the business cards. Use the Present Simple form of the verbs in brackets.

<p style="text-align: center;">SAN MARCO SpA</p> <p style="text-align: center;">Jason Bell Director, Wine Production Via Della Violenza San Marco in Lámis Puglia 73041</p> <p>Tel: (+0039) 0883 937756 Email: jbella@smarco.it</p>	<p style="text-align: center;">SAN MARCO SpA</p> <p style="text-align: center;">Carla Leone-Bell Marketing Director Via Della Violenza San Marco in Lámis Puglia 73041</p> <p>Tel: (+0039) 0883 937757 Email: cleonebell@smarco.it</p>
--	---

- 1 Jason *comes* (come) from a wine-growing area of Australia.
- 2 His wife, Carla, *doesn't come* (come) from Australia.
- 3 Carla _____ (be) from an old Italian family of winemakers.
- 4 Jason _____ (live) in Australia now.
- 5 Jason and Carla _____ (live) near San Marco in Puglia, southern Italy.
- 6 They _____ (work) on Carla's family estate.
- 7 They _____ (produce) very good wine on their own estate.
- 8 Jason _____ (run) the production side of the business.
- 9 He _____ (help) with new ideas on marketing.
- 10 Carla _____ (manage) the marketing for the business.

3 Present Simple Yes / No questions

Complete the conversation between Helen and Rosa, two visitors at Vinexpo. Use the Present Simple form of the verbs in brackets.

- HELEN Oh, no! I can't find my programme. *Do you have*¹ (you / have) a programme Rosa?
- ROSA Yes, I do. _____² (you / want) to borrow it?
- HELEN No, but could you check the time of the talk on biotechnology and wine-growing? _____³ (it / start) at 11.00 or at 11.30?
- ROSA Let's see ... It begins at 11.00.
- HELEN And _____⁴ (it / finish) at 1.00? I have a meeting at lunchtime.
- ROSA Yes, it does. It looks very interesting.
- HELEN I agree. _____⁵ (you / be) interested in going, too?
- ROSA Yes, I am. But _____⁶ (I / need) a ticket?
- HELEN No, you don't. We can go together.
- ROSA Fine, but _____⁷ (we / have) time to go to the cafeteria first? I really need a coffee before I think about wine!

4 Present Simple Wh- questions

Complete the publicity material about Vinexpo. Use the question words in the box.

How many ~~What~~ What When Where Who Why

FACTS

VINEXPO

What¹ **is Vinexpo?**
Vinexpo is an international exhibition for the wine and spirits business.

 ² **does it take place?**
The main exhibition is in Bordeaux, but there are also shows in the Far East and America.

 ³ **does the main exhibition take place?**
In June, every two years.

 ⁴ **is Vinexpo for?**
Producers, distributors, and retailers from all over the world.

 ⁵ **exhibitors come to Bordeaux?**
About 2,500, and they come from more than 40 countries.

 ⁶ **do they come back year after year?**
Because Vinexpo is the top international wine fair and a great place to do business.

 ⁷ **date is the next Vinexpo?**
From 22 to 26 June. Put it in your diary now!

5 Present Simple questions

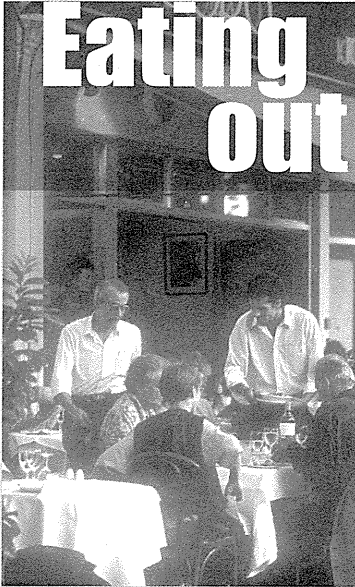
Complete the conversation between Carla and Peter Stephanopoulos. Use the words in brackets to write the questions.

- PETER Hello. *Are you Signora Leone-Bell* _____ 1?
(Leone-Bell / Signora / you / are)
- CARLA That's right. Carla Leone-Bell.
- PETER Nice to meet you. I'm Peter Stephanopoulos, from Australia.
- CARLA Nice to meet you, too. _____ 2?
(from / are / Sydney / you)
- PETER Yes, I am. _____ 3?
(from / which / of / you / are / part / Italy)
- CARLA I'm from the south. _____ 4?
(do / do / you / what)
- PETER I'm a wine importer. Here's my card.
- CARLA So, _____ 5?
(do / import / you / wine / Italian)
- PETER No, not at the moment.
- CARLA That's terrible! Here's a San Marco 2003.
_____ 6?
(you / do / want / to / it / taste)
- PETER Yes, please. Mmm, it's excellent.
_____ 7?
(you / do / what / use / grape)
- CARLA Primitivo. It's the traditional grape in our part of Italy.
- PETER But there's something Australian about this wine.
- CARLA Yes, have a look at this business card.
_____ 8?
(name / the / you / know / do)
- PETER Jason Bell? The Australian winemaker?
_____ 9?
(he / your / is / husband)
- CARLA Yes, and this is his wine!



6 Frequency adverbs

How often do you eat out? Tick (✓) your answers on the questionnaire.



1 How often do you eat out at a restaurant?

- | | | | |
|-------------------------|--------------------------|--------------------------|--------------------------|
| a) nearly every day | <input type="checkbox"/> | d) once or twice a month | <input type="checkbox"/> |
| b) once or twice a week | <input type="checkbox"/> | e) a few times a year | <input type="checkbox"/> |
| c) 3 or 4 times a week | <input type="checkbox"/> | f) never | <input type="checkbox"/> |

2 What sort of food do you like?

- | | | | |
|------------|--------------------------|--------------------------|--------------------------|
| a) Indian | <input type="checkbox"/> | d) Chinese | <input type="checkbox"/> |
| b) French | <input type="checkbox"/> | e) Other..... | |
| c) Italian | <input type="checkbox"/> | (PLEASE WRITE WHAT SORT) | |

3 When do you eat out at a restaurant?

- | | NEVER | SOMETIMES | OFTEN | ALWAYS |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| a) when you meet friends | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) on business | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c) on special occasions,
for example, birthdays | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d) when you're tired and
don't want to cook | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Read about Peter Stephanopoulos. Then complete the paragraph below about you in a similar way.

Peter Stephanopoulos eats out at a restaurant once or twice a week. He likes Greek, Italian, and Chinese food. He often eats at a restaurant on business. He sometimes eats at a restaurant on special occasions, for example, birthdays.

I eat out at a restaurant ...

7 Practice drills: Present Simple

1.1, 1.2 Follow the instructions on the Student's CD/Cassette. If necessary, refer to the Listening scripts on p.78.



Pocket Book p. 12

Pronunciation Intonation of questions

Read the questions aloud. Do they rise ↗ or fall ↘?
Mark the intonation.

- | | |
|-------------------------------------|---------|
| 1 Who is Vinexpo for? | _____ ↘ |
| 2 Does it finish at 1.00? | _____ ↗ |
| 3 Are you interested in going? | _____ |
| 4 What do you do? | _____ |
| 5 How many exhibitors come? | _____ |
| 6 Do you use English at work? | _____ |
| 7 Are you from Sydney? | _____ |
| 8 What date is the next Vinexpo? | _____ |
| 9 Which part of Italy are you from? | _____ |
| 10 Do you import Italian wine? | _____ |

1.3 Listen and repeat the questions.

1 Personal information

Write the headings for the hotel guest registration card. Use the words and phrases in the box.

Country of residence	Home address	Passport no.	Signature
Date of birth	Mobile	Place of birth	Surname
Email address	Nationality	Post code	Telephone
Forename(s)			

<i>Surname</i>	1	Watts	 PRINCES HOTEL GUEST REGISTRATION CARD
	2	Paul John	
	3	4 Forest Road, London	
	4	SW3 5NT	
	5	0208 73921	
	6	07974201223	
	7	paulwatts@gkmail.com	
	8	15/04/75	
	9	Manchester	
		(FOR OVERSEAS VISITORS ONLY)	
		10	British
		11	C610392D
		12	UK
		13	P J Watts

2 Personal possessions

Look at the picture. Complete the list of things in the briefcase.



- | | | |
|---------------------|---------|-------|
| 1 <i>comb</i> _____ | 6 _____ | _____ |
| 2 _____ | 7 _____ | _____ |
| 3 _____ | 8 _____ | _____ |
| 4 _____ | 9 _____ | _____ |
| 5 _____ | _____ | _____ |

What other personal possessions do you usually carry? Add them to the list.

Introductions, greetings, and goodbyes

Complete the four conversations. Use the phrases in the box.

How's life?	May I introduce myself?
Good to see you again.	let me introduce you
Pleased to meet you.	I look forward to seeing you in Madrid.
it was very nice meeting you.	How do you do?



Conversation 1

CHARLES David, _____¹ to Kristal Schwartz. Kristal, this is David Porter. David, this is Kristal Schwartz.

KRISTAL Hello. _____²

DAVID Pleased to meet you, too.

Conversation 2

MR WEST Excuse me, but are you Mrs Rice?

MRS RICE Yes, that's right.

MR WEST _____³ I'm Michael West.

MRS RICE How do you do?

MR WEST _____⁴

Conversation 3

ALAN Hello, Lucy. How are you?

LUCY Fine, thanks, Alan. _____⁵

ALAN Nice to see you, too. How's the family?

LUCY They're all very well. _____⁶

ALAN Oh, not too bad, thanks, but very busy.

Conversation 4

BARBARA Patrick, I must go now – my flight is at 5.00.

PATRICK Well, _____⁷

BARBARA I really enjoyed meeting you, too.

PATRICK _____⁸

BARBARA I do, too. See you next month.

1.4 Listen to the conversations and check your answers.

1.5 Listen and repeat the phrases on the Student's CD/Cassette.



Pocket Book p. 18

UNIT 2

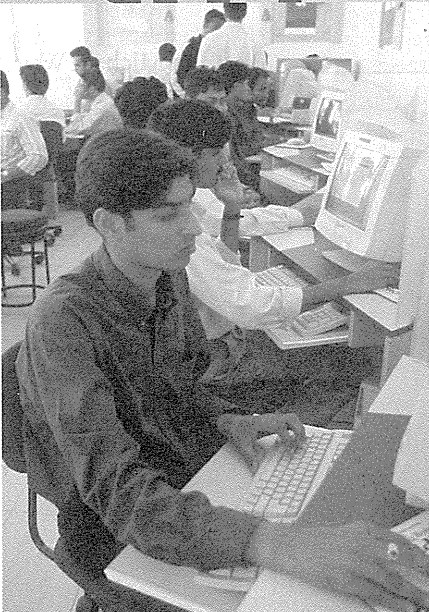
Language focus

1 Present Simple

Complete the magazine article. Use the Present Simple form of the verbs in brackets.

INDIA'S HIGH-TECH CITY

going global



On busy Mahatma Gandhi Road, hundreds of small shops sell ¹ (sell) everything from gold to hot food. Business ² (take) place from morning until night. It ³ (seem) like a normal Indian city street – but all the roofs ⁴ (have) satellite dishes. Mahatma Gandhi Road, in the clean, green city of Bangalore, is the centre of India's new software industry.

Indian software engineers are very good, and they also ⁵ (speak) good English. Large organizations like IBM and Siemens ⁶ (want) their skills.

The German company Siemens, based in Munich, ⁷ (employ) hundreds of engineers in Bangalore as troubleshooters*, and the system ⁸ (work) like this. When the Munich engineers ⁹ (find) a problem, they ¹⁰ (send) the data at the end of their day. The Indian section ¹¹ (deal) with the problem and then ¹² (return) the data – before next morning in Germany!

**troubleshooter*: a person who deals with problems in a company/organization

2 Present Continuous: spelling

Write the Present Continuous form of the verbs in the box in the correct column.

become	get	reduce	stop	try
cut	grow	start	take	use
forget	handle	stay	travel	work

answer- ing	arriv(e)- ing	begin-n- ing
<u>growing</u>	<u>becoming</u>	<u>cutting</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3 Present Continuous positive

Complete the sentences. Use the Present Continuous form of the verbs in brackets.

- 1 The world *is becoming* (become) a very small place.
- 2 Business people _____ (travel) to lots of different countries.
- 3 The Internet _____ (reduce) the cost of communication.
- 4 International phone calls _____ (get) cheaper.
- 5 Business _____ (begin) to work in new ways.
- 6 E-commerce _____ (grow) very quickly.
- 7 Some US companies _____ (handle) their paperwork overnight in Ireland.
- 8 Some UK companies _____ (answer) customer inquiries through call centres in India.
- 9 Many organizations _____ (try) to reduce their costs.
- 10 Employees _____ (work) from their computers at home.



4 Present Continuous positive and negative

DfComp is a computer company on Mahatma Ghandi Road. Write sentences about the company's current activities. Use the words in brackets and the Present Continuous form.

- 1 The company is expanding its activities in India.
(the company / expand / its activities in India)
- 2 _____
(the company / not employ / new staff in the Bangalore office)
- 3 _____
(they / open / new offices in Chennai and Mumbai)
- 4 _____
(the company / not plan / to expand overseas at the present time)
- 5 _____
(sales of the company's home computers / increasing)
- 6 _____
(they / not make / changes to their software programs)
- 7 _____
(the Managing Director / have / a lot of meetings with IBM)

5 Present Continuous questions

Sue MacDonald is telephoning her business partner, Ian Taylor. Complete the conversation. Use the Present Continuous form of the verbs in the box.

do enjoy tell work
do phone visit

- SUE Ian? It's Sue here. Good afternoon from Spain.
IAN Hello, Sue! *Are you enjoying* ¹ your trip?
SUE Yes, I am. Miguel is introducing me to a lot of new contacts.
IAN Ah, Miguel, your new agent! _____ ² a good job?
SUE Yes, an excellent job.
IAN So, where _____ ³ from?
SUE I'm in Seville.
IAN Seville? Who _____ ⁴ in Seville?
SUE Miguel knows an important olive oil supplier here.
IAN So, what _____ ⁵ right now?
SUE I'm with the Sales Director of the olive oil company.
IAN _____ ⁶ him about the demand for good olive oil in the UK?
SUE Yes, I am, and I need the latest sales figures for our discussion. _____ ⁷ on them at the moment?
IAN Yes, I'm printing them now – and they're good!
SUE That's great! Could you fax them to me?
IAN Sure.



6 Present Simple and Present Continuous


Complete the text. Use the Present Simple or Present Continuous form of the verbs in brackets.



Ian Taylor and Sue MacDonald

live _____¹ (live) in London, and they _____² (run) a small company that _____³ (import) fine food. After a slow start two years ago, their company _____⁴ (grow) fast now. Sales _____⁵ (rise) and they _____⁶ (try) to increase their range of products. Sue usually _____⁷ (deal) with this part of the business. Her agent in Spain, Miguel Sanchez, _____⁸ (look) for new suppliers for her at the moment. This week, Sue _____⁹ (visit) some of them with Miguel. Today, they _____¹⁰ (have) a meeting with an olive oil supplier in Seville.

7 Practice drills: Present Continuous


 **2.1, 2.2** Follow the instructions on the Student's CD/Cassette. If necessary, refer to the Listening scripts on p.79.

 Pocket Book p. 11

Pronunciation Strong and weak forms of *do* and *does*

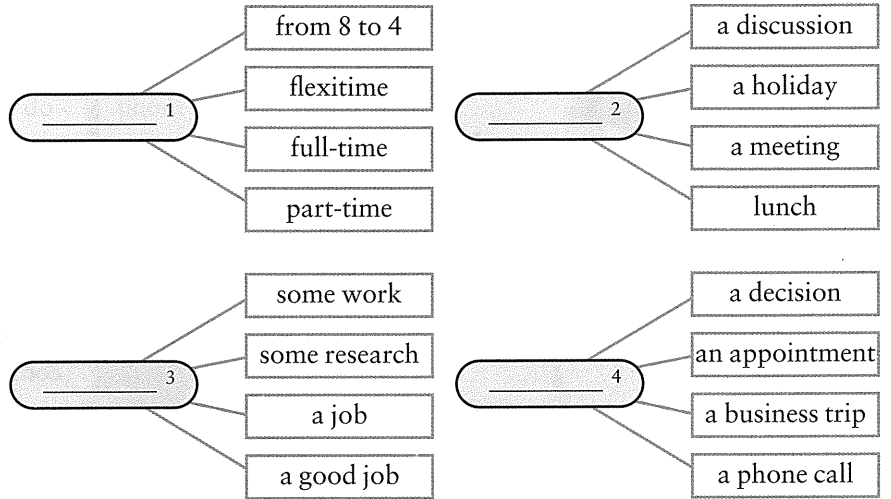
Read the sentences aloud. Is the pronunciation of *do* strong or weak? Tick (✓) the correct column.

	a (strong)	b (weak)
1 Do you know the place?	_____	_____ ✓
2 Yes, I do.	_____ ✓	_____
3 Where does he work?	_____	_____
4 Does he work in Paris?	_____	_____
5 Yes, he does.	_____	_____
6 When do they leave?	_____	_____
7 Do they often fly?	_____	_____
8 Yes, they do.	_____	_____

 **2.3** Listen and repeat the sentences.

Verb groups

1 Write *do*, *have*, *make*, and *work* in the correct group below.

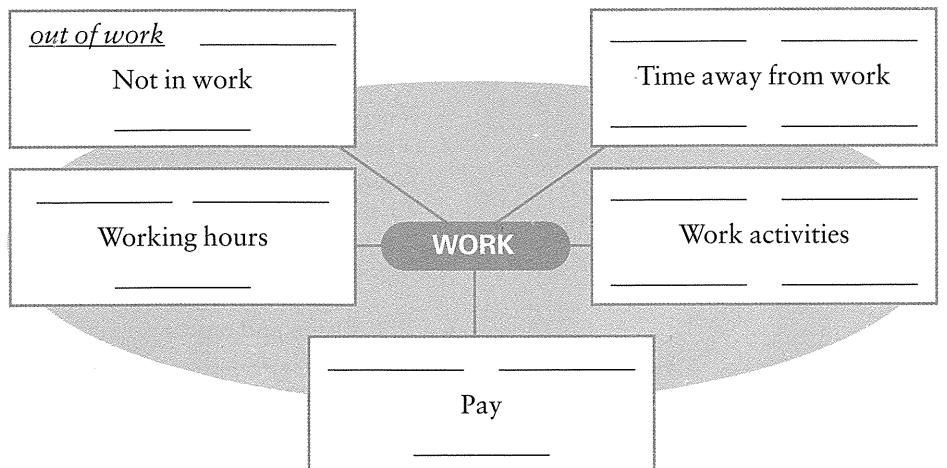


2 Complete the sentences. Use the phrases from the verb groups in 1.

- 1 A: Could I *make an appointment* _____ to discuss the sales figures?
 B: Of course. Is Friday at two OK?
- 2 As usual, your work is very good. You always _____.
- 3 A: What are your hours?
 B: I _____ – two days a week.
- 4 We _____ here. You can start at 8.30, 9.00 or 9.30.
- 5 It's 12.30. Let's go to the pizzeria and _____.
- 6 Could I use your mobile? I need to _____.
- 7 A: I want to find information about the market in France.
 B: Why don't you _____ on the Internet?
- 8 I usually _____ in September when the weather is good.

3 Complete the word map. Use the words and phrases in the box.

- | | | | |
|-----------------|------------------------|------------|------------|
| emails | meetings | reports | unemployed |
| flexitime | out of work | retired | wages |
| full-time | part-time | salary | |
| holidays | paternity leave | sick leave | |
| maternity leave | phone calls | sick pay | |



Making contact

Complete the telephone conversation. Use the phrases in the box.

Could you ask her to call me I'm sorry, she's away today. Can you spell that, please? Who's calling, please? Hold the line, please.	Can I speak to can I have your number? Could you give her a message? Could you tell me your name again
---	---

RECEPTIONIST Good afternoon. Global Travel. How can I help you?
 CALLER Hello. _____¹ Emma Norton,
 please?
 RECEPTIONIST _____²
 CALLER It's George Kolasinski.
 RECEPTIONIST Thank you. _____³ I'll put
 you through to her office.
 CALLER Thank you.
 COLLEAGUE Emma Norton's phone. David Lawson here. Can I help you?
 CALLER Oh, this is George Kolasinski. Could I speak to Emma,
 please?
 COLLEAGUE _____⁴
 CALLER Oh, no! I need to speak to her – it's quite important.
 COLLEAGUE Perhaps I can help you.
 CALLER Thank you. _____⁵
 COLLEAGUE Yes, of course.
 CALLER _____⁶ tomorrow morning?
 COLLEAGUE Yes, certainly. _____⁷, please?
 CALLER It's Kolasinski. George Kolasinski.
 COLLEAGUE _____⁸
 CALLER It's K-O-L-A-S-I-N-S-K-I.
 COLLEAGUE And _____⁹
 CALLER It's 0-1-6-5-7, 3-double two-5-8-9-0.
 COLLEAGUE Right. So that's Mr George Kolasinski on 0-1-6-5-7, 3-double
 two-5-8-9-0.
 CALLER That's it. Thanks very much. Goodbye.
 COLLEAGUE Goodbye.

🎧 2.4 Listen to the conversation and check your answers.

🎧 2.5 Listen and repeat the phrases on the Student's CD/Cassette.

 Pocket Book p. 22

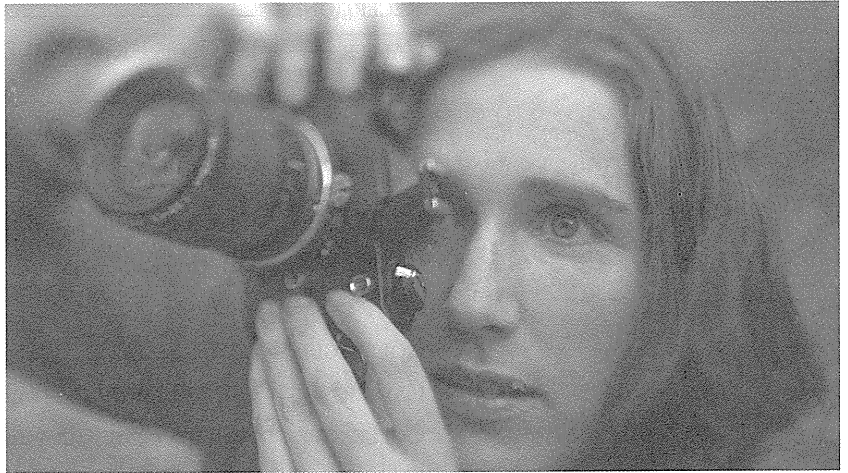
TELEPHONE MESSAGE PAD	
To: Emma Norton	From: David Lawson
Date: 15 October	Time: 3.45
While you were out	
Mr George Kolasinski	
of:	
Phone No. 01657 3225890	
<input checked="" type="checkbox"/> Telephoned	<input checked="" type="checkbox"/> Please call
<input type="checkbox"/> Was in to see you	<input type="checkbox"/> Will call back
<input type="checkbox"/> Wants to see you	<input checked="" type="checkbox"/> URGENT
<input type="checkbox"/> Returned your call	
Message: Call tomorrow morning	

UNIT 3

Language focus

1 Past Simple regular verbs

Complete the interview with an international photographer. Use the Past Simple form of the verbs in brackets.



INTERVIEWER Anne-Marie Colville is a photographer, and she travels all over the world. Anne-Marie, tell us about your work.

ANNE-MARIE Well, you're right, I travel a lot. Last month, for example, I worked ¹ (work) in three different parts of Africa.

INTERVIEWER Which places _____ you _____ ² (visit)?

ANNE-MARIE I _____ ³ (start) in Cape Town. My agency _____ ⁴ (need) some pictures of a big, international meeting.

INTERVIEWER How long _____ you _____ ⁵ (stay) there?

ANNE-MARIE Five days.

INTERVIEWER _____ you _____ ⁶ (return) to Paris?

ANNE-MARIE Well, I _____ ⁷ (arrive) at the airport, but then the agency _____ ⁸ (call) me. They _____ ⁹ (want) pictures of a national park in Kenya.

INTERVIEWER _____ you _____ ¹⁰ (agree) to go?

ANNE-MARIE Sure. I just _____ ¹¹ (change) my flight. It was a nice job. The pictures were good too.

INTERVIEWER So what then?

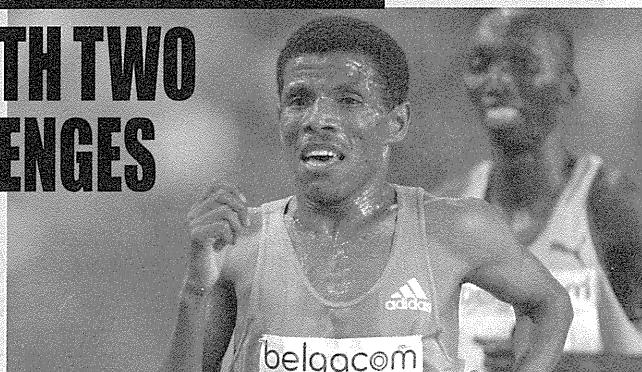
ANNE-MARIE Then the agency _____ ¹² (suggest) another African job. That was a trip to Addis Ababa for some pictures of the great Ethiopian runner, Haile Gebrselassie.

2 Past Simple regular and irregular verbs

Complete the magazine article. Use the Past Simple form of the verbs in brackets.

HAILE GEBRSELASSIE:

A MAN WITH TWO CHALLENGES



Haile *grew* _____¹ (grow) up on a small farm in the mountains of Ethiopia. The long run to school every day _____² (help) to make him the world's best distance runner. At sixteen years old, he _____³ (run) his first important marathon. At seventeen, he _____⁴ (go) to live with his older brother in the capital, Addis Ababa. There, he _____⁵ (begin) training full-time.

A few months later, in 1991, Ethiopia _____⁶ (choose) Haile to run for his country. The next year, he _____⁷ (become) the world junior champion at 5,000 and 10,000 metres. The year after that, he _____⁸ (win) again – as a senior. That _____⁹ (make) him a national hero and an international superstar.

During the 1990s, he _____¹⁰ (break) many records – mostly his own! In 2003, at the age of twenty-

nine, he still _____¹¹ (have) the power to break the two-mile world record.

Early in the 1990s, Haile _____¹² (accept) a very different challenge. Ethiopia is a poor country, with a lot of unemployment. Haile _____¹³ (decide) to use money from his running to help his country. He _____¹⁴ (open) a café and a construction company with his brothers. These businesses _____¹⁵ (create) jobs for 300 people. He was very happy and very proud.

3 Past time expressions

Give true answers to these questions. Use the time expressions in the box.

Last night / week / weekend / month
The day / night / week before last

On Monday / Tuesday ...
Yesterday

1 When did you last do some exercise?

Yesterday. I played a game of tennis. / The night before last. I went running for an hour. / Last weekend. I did some training at the gym.

2 When did you last have a holiday?

3 When did you last see a good film at the cinema?

4 When did you last go to a concert?

5 When did you last listen to the radio?

6 When did you last read a good book?

4 Past Simple questions

A television presenter interviewed two businesspeople. Use the words in brackets to write the questions.

LUCY Welcome to *Business Challenge*. I'm Lucy Long, and tonight I'm asking some entrepreneurs how they began. Sita Gupta, tell us about your Internet cafés. *Did you start SG Intercafés alone?* _____ 1?
(alone / SG Intercafés / you / start / did)

SITA No, I had some technical help with the computers from my brother, Ranjit.

LUCY _____ 2?
(big / there / any / were / problems)

SITA Well, money was a big problem.

LUCY _____ 3?
(the / did / bank / much / help)

SITA No, it didn't help much in the first year. It was a really difficult time.

LUCY _____ 4?
(fast / grow / that / after / business / the / did)

SITA Yes, it did. I opened two more Internet cafés in London in the second year, and we now have cafés in several cities in Europe.



LUCY And now Bill Sullivan, head of Forest Housing.
_____ 5?
(company / did / start / your / you / when)

BILL About five years ago.

LUCY _____ 6?
(you / it / why / Housing / call / Forest / did)

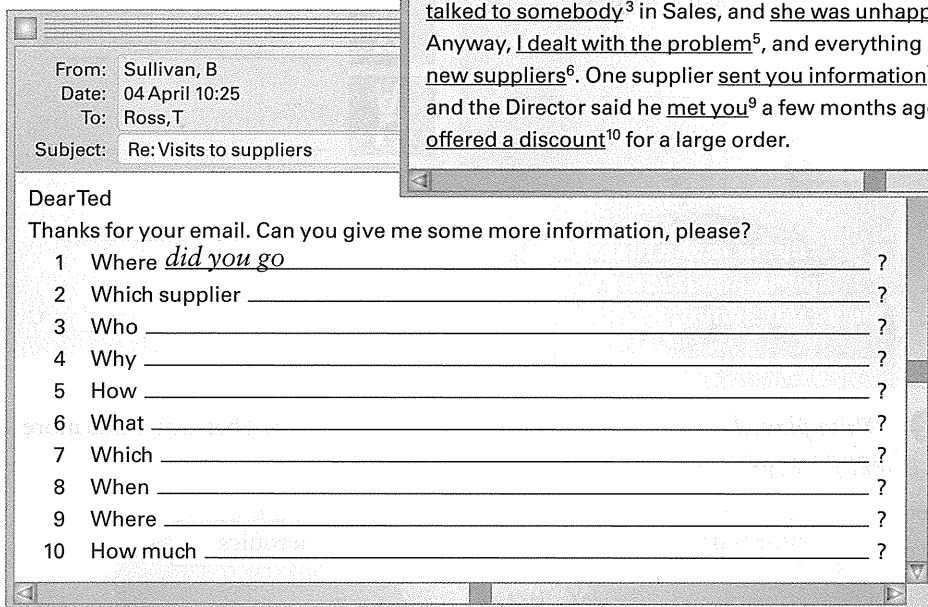
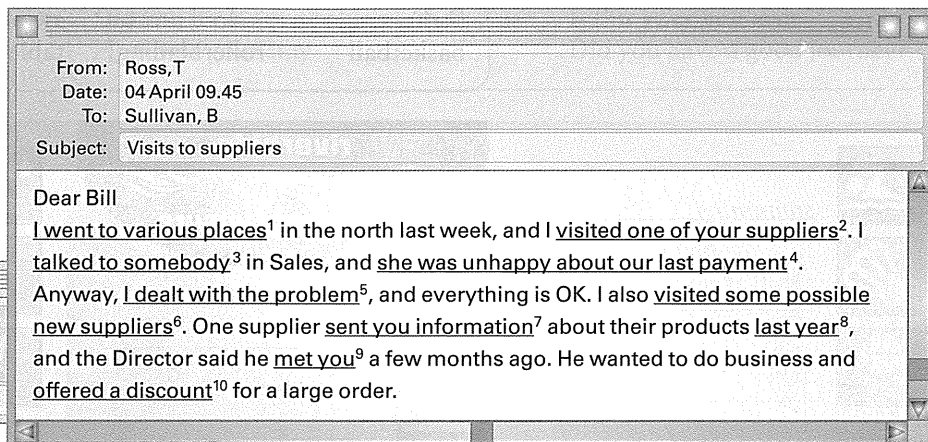
BILL I chose the name because our houses are made of wood from the forests of Sweden. They're a Swedish design.

LUCY Sita's big problem in her first year was money.
_____ 7?
(problems / have / what / you / did)

BILL One big problem was people. It was very hard to find the right people with the right skills.

5 Past Simple questions

One of Bill Sullivan's problems was his first agent in Sweden, Ted Ross. Read Ted's email to Bill. Then complete Bill's reply. Use the question words to write the questions.



6 Practice drills: Past Simple

3.1, 3.2 Follow the instructions on the Student's CD/Cassette. If necessary, refer to the Listening scripts on p.80.

Pocket Book pp. 10, 6

Pronunciation -ed endings in the Past Simple

Read the verbs aloud and tick (✓) the correct column.

	/d/	/t/	/ɪd/
1 asked	_____	✓	_____
2 complained	✓	_____	_____
3 decided	_____	_____	✓
4 faxed	_____	_____	_____
5 lasted	_____	_____	_____
6 picked	_____	_____	_____
7 played	_____	_____	_____
8 reported	_____	_____	_____
9 returned	_____	_____	_____
10 stopped	_____	_____	_____
11 travelled	_____	_____	_____
12 visited	_____	_____	_____

3.3 Listen and repeat the verbs.






Sports and leisure



1 Look at the leaflet. Write the words and phrases in the box next to the correct picture.






- | | | | |
|------------|------------------|--------------|-----------------|
| aerobics | fitness training | squash | tennis |
| badminton | judo | swimming | weight training |
| basketball | rollerblading | table tennis | yoga |

riverside

sports and leisure

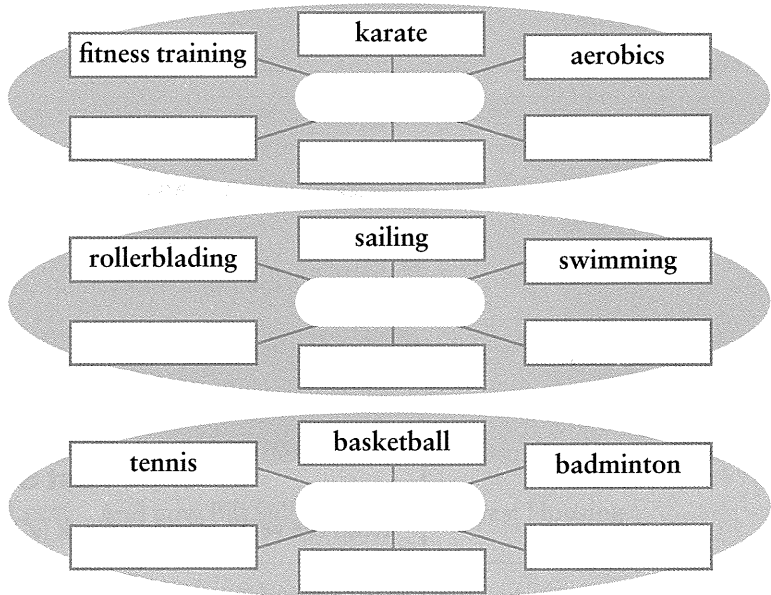
 swimming 1
 _____ 2
 _____ 3
 _____ 4
 _____ 5

 _____ 6
 _____ 7

 _____ 8
 _____ 9
 _____ 10
 _____ 11
 _____ 12

Come to the Riverside Sports and Leisure Centre. We've got something for everyone!






2 Write *play, do, and go* in the centre of each word map. Then add three more sports or activities.



3 Complete the leaflet extract. Rearrange the words in brackets.

riverside village

After all your hard work, relax with your friends and have something to eat or drink. There's something for everyone.

	The Black Cat <i>Café</i> _____ 1 (féac)	<p>And that's not all. We're now offering two new features.</p>  A weekly _____ 4 (nicema bluc) showing the best films  Monthly _____ 5 (scotrenc) for music lovers
	The Riverside _____ 2 (etanusratr)	
	The Riviera _____ 3 (inew arb)	

Welcoming a visitor

Takashi Miura, a fashion buyer from Tokyo, is visiting Paola Silvestrini at her company in Milan. Complete the conversation. Use the phrases in the box.

What was the weather like	how did you get here?
Did you have any problems finding us?	Is this your first visit
How was your stay	Did you have a good journey?



PAOLA Good to see you again, Takashi, and welcome to Italy.

TAKASHI Thank you, Paola. It's nice to be here.

PAOLA _____¹ to this part of Italy?

TAKASHI Yes, it is. I only know Rome.

PAOLA So ... _____²

TAKASHI Well, I flew to Rome on Saturday and stayed two nights there. Then I took the train from Rome to Milan this morning.

PAOLA _____³

TAKASHI Yes, thanks. The train was very comfortable.

PAOLA _____⁴

TAKASHI No, none at all. Your directions were fine.

PAOLA _____⁵ in Rome?

TAKASHI Very pleasant, thanks. I did some sightseeing and some shopping, of course.

PAOLA Good. And I'm pleased you're seeing Milan in the sun. Spring has come early this year. _____⁶ in Tokyo when you left?

TAKASHI Well, actually, it was very wet there. So I came to Milan at the right time!

3.4 Listen to the conversation and check your answers.

3.5 Listen and repeat the questions on the Student's CD/Cassette.



Pocket Book p. 23

UNIT 4

Language focus

1 Future: Present Continuous

BioPharma International has intercultural communication problems. Personnel Director Petra Schuman wants Global Training's help and is arranging a meeting with Mark Grady. Read their diaries and complete the conversation. Use the Present Continuous form of the verbs in the box.

(not) do give make write
~~fly~~ interview meet

PETRA SCHUMAN

Wed a.m. - President at HQ
Thurs 2.30-5.30 interviews: job applicants
Fri p.m. - reports

MARK GRADY

WED 1.00 - to Paris
THURS a.m. - presentation (AG Bank, London)
FRI p.m. - training video
SAT

- PETRA Listen, Mark, are you free on Wednesday?
- MARK Well, I *'m flying* _____¹ to Paris at 1.00 for an afternoon meeting. How about Wednesday morning?
- PETRA No, I can't manage the morning. I _____² the President at our headquarters. Are you back from Paris on Thursday morning?
- MARK Yes, but I _____³ a presentation here in London then. What about the afternoon?
- PETRA No, that's no good for me. I _____⁴ job applicants all afternoon. How about Friday? I _____⁵ reports in the afternoon ...
- MARK I'm busy then, too. I _____⁶ a training video in the afternoon. But I _____⁷ anything in the morning.
- PETRA Great. I'm free then, too.

2 Future: Present Continuous questions

BioPharma's President, Jay Walker, is asking about a seminar that Petra is organizing. Complete his questions. Use the Present Continuous form of the verbs in brackets.

- 1 Where *are we holding* _____ (we / hold) the seminar?
- 2 _____ (you / invite) only division managers?
- 3 When _____ (it / take) place?
- 4 How many _____ (people / go) to the seminar?
- 5 _____ (you / lead) the seminar alone?
- 6 When _____ (I / talk) to everyone - at the start or at the end?

③ Future: Present Continuous answers

Use the information from Petra's fax below to write her answers to the President's questions on p. 24. Use the Present Continuous form.

04/02/23 MAN 13:51 FAX 031 3160362 BIOPHARMA INT AB 001

BioPharma International **Fax**

To: All Division Managers Date: 12 May
(US and European Operations)
All training staff

From: P Schuman
Personnel Director (European Division)

Subject: Seminar on 'Intercultural Communication – the way forward for BioPharma' 2–4 June, at the Cape Coral Hotel, Nassau, Bahamas Islands

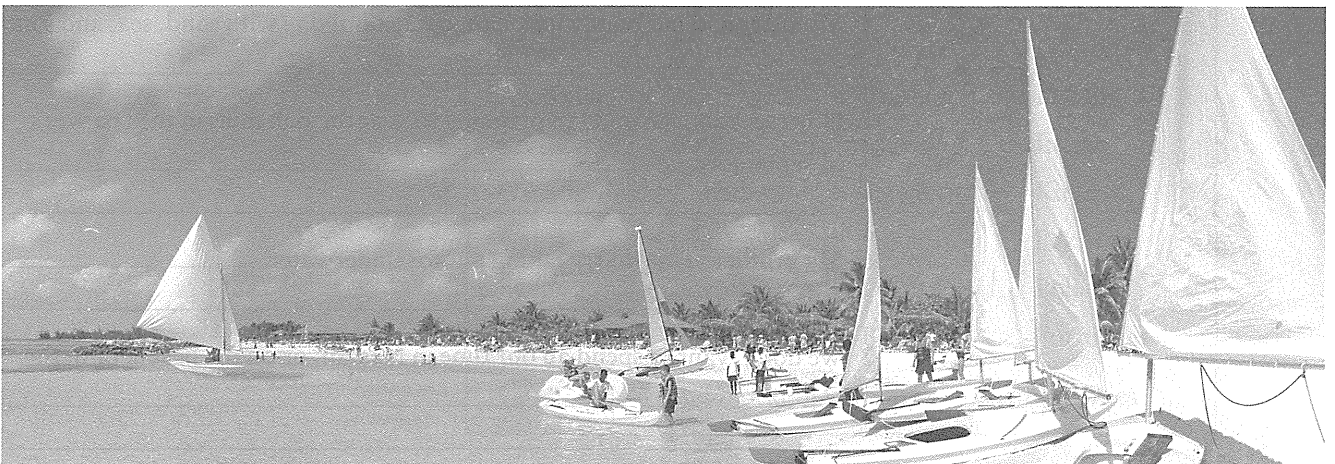
Staff attending: All division managers and all training staff (Total 97)

Seminar leaders: P Schuman, Mark Grady (of Global Training)

Please arrange to arrive in Nassau by late afternoon, 1 June. Welcome drinks in the hotel bar from 7.30, followed by dinner.

Schedule:
Friday 2 June
7.30–8.00 Breakfast
9.00–9.45 Keynote talk by Company President Jay Walker: 'Communicate – or Die!'

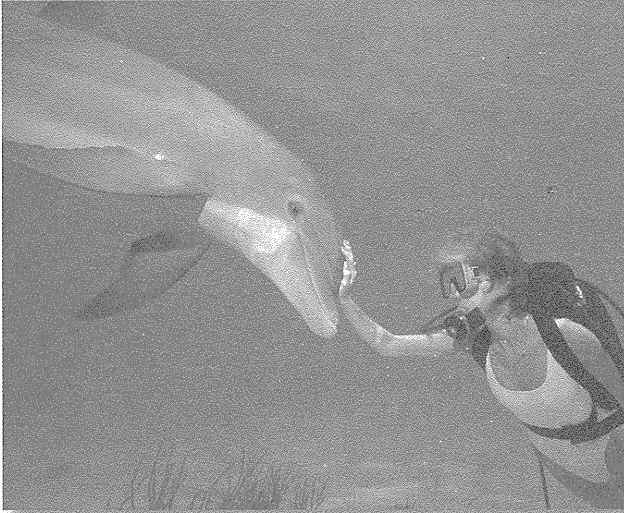
- 1 We're holding the seminar at the Cape Coral Hotel in Nassau.
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____



4 Future: going to

Read the tourist information about the Bahamas Islands. Complete the statements. Write what the visitors are going to do.

Come and visit the
*Bahamas
Islands*



- Try some of Nassau's wonderful restaurants.
- Relax on the beautiful Paradise Island beaches.
- Swim with the dolphins near Grand Bahama Island.
- Explore the fantastic rainforest in Lucayan National Park.
- Dive with a local guide to see the beautiful underwater world.
- For great duty-free stores, visit Bay Street and do your shopping there.
- For fun on the water, see the spectacular Atlantis Superboat Challenge (end of September).

- 1 I want to buy some presents. *I'm going to visit Bay Street and do my shopping there.* _____
- 2 We don't want to eat at the hotel all the time. *We* _____
- 3 My daughter loves dolphins. _____
- 4 My sister and her family just want a quiet holiday with sand, sea, and sun. _____
- 5 I love speedboats, and I'm planning to visit the Bahamas in the last week of September. _____
- 6 My brother wants to try taking photos underwater. _____
- 7 We don't want to spend all our time in Nassau, or on the beach, or in the sea. _____

5 Future: *going to* questions


Rosa Sanchez wants to open a restaurant in Nassau. A journalist is asking about her plans. Complete the journalist's questions. Use *going to* with the words in brackets.

- 1 When *are you going to open* _____ (you / open) your new restaurant?
- 2 _____ (it / be) in the middle of town?
- 3 What kind of menu _____ (you / offer)?
- 4 How _____ (you / compete) with all the other fish restaurants?
- 5 How many _____ (people / work) in the restaurant?
- 6 When _____ (the builders / start) work?
- 7 How long _____ (the building work / take)?
- 8 How much _____ (the whole project / cost)?

Now match the journalist's questions to Rosa's answers.

- | | |
|---|-------|
| a Between eight and nine months, I think. | 7 |
| b About 120,000 US dollars. | _____ |
| c No, it's going to be by the old harbour. | _____ |
| d As soon as the planners agree to the building plans. | _____ |
| e Oh, we're going to specialize in seafood. | _____ |
| f I hope we're going to be ready for business by the end of this year. | _____ |
| g I expect to start with about ten staff. | _____ |
| h That's easy! We're going to provide a really wonderful eating experience! | _____ |

6 Practice drills: *going to*


 **4.1, 4.2** Follow the instructions on the Student's CD/Cassette. If necessary, refer to the Listening scripts on p.81.

 Pocket Book p. 4

Pronunciation **Word stress: countries and nationalities**

Mark the stressed syllables.

America	American	Germany	German
Japan	Japanese	Hungary	Hungarian
Australia	Australian	India	Indian
Belgium	Belgian	Italy	Italian
Canada	Canadian	Kuwait	Kuwaiti
China	Chinese	Pakistan	Pakistani
Egypt	Egyptian	Poland	Polish
Europe	European	Portugal	Portuguese

 **4.3** Listen and repeat the countries and nationalities.

Hotels

1 Complete the conversations. Use the pairs of words and phrases in the box.

bath / shower ~~double room / twin room~~ suitcase / luggage
bill / receipt half-board / full-board

- 1 A So, Ms Tate, you'd like a room for two. Would you like a double room ?
B No. I'm coming with my sister, so we'd like a twin room , please.
- 2 A Would you like _____ ?
B No, thanks. We plan to go out for lunch, so we'd just like _____ , please.
- 3 A Would you like some help with your _____ , sir?
B No thanks. I've only got one _____ .
- 4 A The bathroom's very small. It's only got a _____ !
B I'm sorry, madam. I'll see if I have a room with a full bathroom, including a _____ .
- 5 A Would you like anything else? More coffee, perhaps?
B No, thanks. Could I just have the _____ ?
Oh, and I'll need a _____ , please.

2 Complete the information about the Cape Coral Hotel. Use the words and phrases in the box.

business centre fitness centre safe
cocktail bar ~~multi-line phone~~ satellite TV
computer / fax point minibar swimming-pool
conference facilities restaurants 24-hour room service

The Cape Coral Hotel welcomes you
to the 'Best of the Bahamas'

Personal in-room facilities

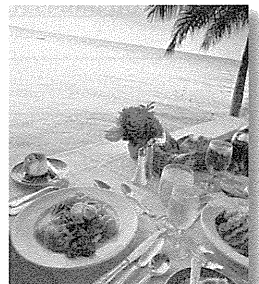
- multi-line phone 1 Call direct locally or internationally.
_____ 2 Send and receive all your emails and other written communications.
_____ 3 Choose from 220 channels in five languages.
_____ 4 Keep passports, money, and other valuables in here.
_____ 5 Choose from a selection of soft and alcoholic drinks.
_____ 6 Order a snack or a full meal at any time of day or night. Just dial 111.

Facilities for all our guests

Business: Use our superbly equipped _____⁷, complete with office and secretarial facilities. Cape Coral is also a wonderful place for business meetings of any size. We offer first-class _____⁸, with rooms that hold from 30 to 300 people.

Sports and leisure: Work out on the wide range of machines in our _____⁹. Or use our spectacular outdoor _____¹⁰. Swim, or just relax and sunbathe.

Eating and social: Meet friends and colleagues for a social drink in the Coral Beach _____¹¹. Then choose from our four excellent _____¹² for lunch or dinner. The cuisine at Cape Coral is famous!



Staying at a hotel

Complete the three conversations. Use the phrases in the box.

Could I have an early-morning call?	Can I pay by credit card?
Good. I'll pay by Mastercard then.	I'd like to book a single room.
For one night.	Could I have my bill, please?
For Wednesday the 16th of June.	I have a reservation.

Conversation 1


RECEPTIONIST Cape Coral Hotel. Good morning. How may I help you?
 CALLER Oh, hello. _____ 1
 RECEPTIONIST Yes, certainly, madam. When is that for?
 CALLER _____ 2
 RECEPTIONIST And for how many nights?
 CALLER _____ 3
 RECEPTIONIST OK. And could I have your name, please?
 CALLER Yes, it's Paola Giacalone.
 RECEPTIONIST Fine. I'll reserve a room for you immediately.


Conversation 2


GUEST Hello. My name's Paola Giacalone. _____ 4
 RECEPTIONIST Oh, yes. Good evening, madam. Welcome to the Cape Coral Hotel. Could you fill in this form, please?
 GUEST Sure.
 RECEPTIONIST Can you sign here, please? ... Thank you. Here's your keycard.
 GUEST Thanks. _____ 5
 RECEPTIONIST Yes, of course. At what time?
 GUEST At 6.45, please.

Conversation 3

GUEST Good morning. _____ 6
 RECEPTIONIST Certainly, madam. Did you have anything from the minibar last night?
 GUEST No, nothing.
 RECEPTIONIST Fine. Here's your bill.
 GUEST Thank you.
 RECEPTIONIST How would you like to pay?
 GUEST _____ 7
 RECEPTIONIST Yes, that's fine.
 GUEST _____ 8

 **4.4** Listen to the conversations and check your answers.

 **4.5** Listen and repeat the phrases on the Student's CD/Cassette.

 Pocket Book p. 22

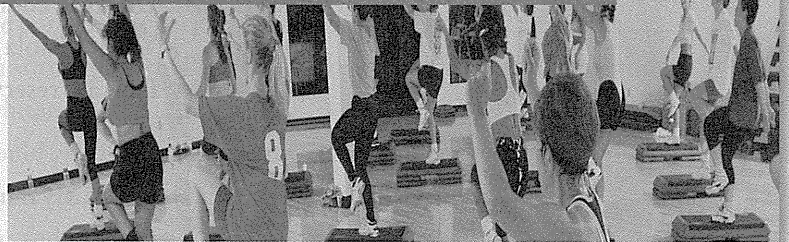
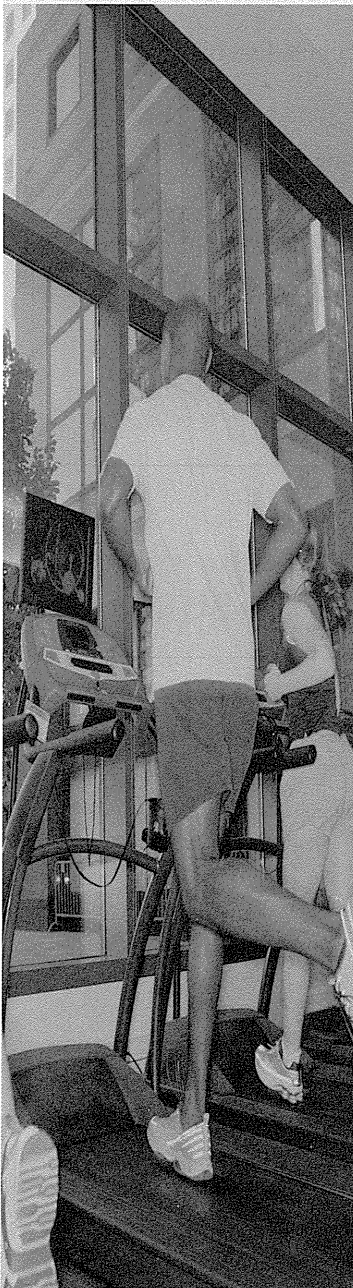
UNIT 5

Language focus

1 Mass and count nouns

Read the leaflet. Underline the correct alternative.

Lifestyle FITNESS STUDIO



Everybody wants good health / a good health¹. At **LIFESTYLE** we help you to get fit and stay fit. We offer regular training / a regular training² with a personalized fitness programme.

Our new fitness studio has all the fitness machine / machines³ and other equipment / equipments⁴ you need. Personal trainers, Jill and Nick, are there to give advice / advices⁵.



In today's busy world, people don't have a lot of time / times⁶ for exercise. Research / Researches⁷ suggests that 'little and often' is good for you. So try to visit us three times a week. You'll soon start to see positive result / results⁸.

And it isn't all hard work / a hard work⁹. After your workout, stop at our Lifestyle Restaurant and enjoy a healthy meal. A relaxation / Relaxation¹⁰ is good for you too!

For more information / informations¹¹
call us on 01367 712399.

2 Mass and count nouns: general and specific meaning

Complete the pairs of sentences. Use the singular or plural form of the nouns in the box.

business food life sport
exercise fruit noise ~~time~~

- 1 a Tony goes to Lifestyle fitness studio four *times* _____ a week.
b It takes *time* _____ to get fit.
- 2 a Doctors all say the same thing: look after your heart and do regular _____.
b I'm going to teach you some _____ to improve your general fitness.
- 3 a Try to eat only small amounts of fatty _____ like cheese and butter.
b I love the _____ at the new Italian restaurant.
- 4 a It's important to eat lots of _____ and vegetables.
b There are several _____ that will give you lots of Vitamin C – oranges, for example.
- 5 a How can you enjoy _____? You just work all the time!
b My colleagues all lead very interesting _____.
- 6 a My office is large and crowded so _____ is a problem.
b My computer isn't working – it's making strange _____!
- 7 a My two favourite _____ are football and tennis.
b My company has excellent facilities for _____ and leisure.
- 8 a This is a good year for a lot of small _____ like Lifestyle.
b I think _____ is going to be even better next year.

3 *much, many, and a lot of*

Complete the sentences. Use *much*, *many*, or *a lot of*.

- 1 I eat *a lot of* _____ fresh fruit every day.
- 2 My children don't eat _____ sweets or cakes.
- 3 Do you have _____ time for relaxation?
- 4 _____ fat in your diet is bad for your health.
- 5 There aren't _____ fitness machines at the new gym, are there?
- 6 I don't drink _____ alcohol – just a glass of wine at the weekend.
- 7 My personal trainer gave me _____ advice on keeping fit.
- 8 How _____ hours do you spend working at a computer each day?

4 *much and many, a little, and a few*



Complete the conversation. Use *How much / many* and *Only a little / a few*.

- TRAINER *How much* _____¹ time do you spend at the gym each week?
 LISA _____². I'm very busy at work at the moment.
 TRAINER _____³ hours a week do you train?
 LISA _____⁴ – perhaps two hours a week.
 TRAINER That's not enough! _____⁵ other exercise do you do?
 LISA _____⁶ – but I try to go walking at the weekend.
 TRAINER _____⁷ kilometres do you usually walk?
 LISA _____⁸, I'm afraid. I always feel tired and stressed after a week at the office.
 TRAINER Well, after a few weeks with me, you're going to reduce your stress and get your energy back!

5 *Mass and count nouns: a, some, and any*

Complete the five conversations at the Lifestyle Restaurant. Use *a, some, or any*.

- BOB Let's go in and have *some* _____¹ lunch.
 JULES I don't have _____² money with me.
 BOB That's OK. I've got _____³ cash.

 MARIA Do you have _____⁴ table for four?
 WAITER Yes, of course, right here. ... Would you like _____⁵ drinks?
 MARIA Could we just have _____⁶ mineral water? Two bottles, please.

 STEFI Do you have _____⁷ vegetarian dishes?
 WAITER Yes, certainly. You'll find _____⁸ vegetarian menu on the next page.

 WAITER Would you like to order now?
 JACK Please. I'll have _____⁹ onion soup and _____¹⁰ chicken sandwich.

 WAITER Would you like ice and lemon with your mineral water?
 JOSIE _____¹¹ ice, please, but I don't want _____¹² lemon, thanks.

6 Practice drills: *any, a little, a few, much, many*

5.1, 5.2 Follow the instructions on the Student's CD/Cassette. If necessary, refer to the Listening scripts on p.82.



Pocket Book p. 7

Pronunciation Word stress

5.3 Listen to the examples and notice the different stress patterns.

• • fitness • • machine • • • calories

Put the words in the box in the correct column.

advice culture leisure result training
amount energy oranges studio

• • _____

• • _____

• • • _____

5.3 Listen and repeat the words.

Wordpower

Food

1 Circle the word that doesn't belong in each group.

- | | | | |
|-------------|------------|---------|---------------|
| 1 duck | beef | pork | <u>salmon</u> |
| 2 pear | red pepper | grape | apple |
| 3 grill | fry | cut | roast |
| 4 chicken | tuna | prawn | sole |
| 5 courgette | peach | cabbage | potato |
| 6 wine | beer | cider | mineral water |
| 7 frozen | cold | cutlet | warm |
| 8 onion | cucumber | tomato | cheese |

2 Complete the sentences. Use the words in the box.

boil fry grill roast

Cooking methods

- 1 _____ the chicken breasts under a medium heat for twenty minutes, turning once.
- 2 _____ the fish in butter in a large pan for eight minutes.
- 3 _____ the potatoes in salted water for about fifteen minutes.
- 4 _____ the lamb in the oven for two hours.

3 Match the pictures to the dishes on the menu.

menu

starters

- 1 Warm chicken salad (slices of chicken with roast peppers, courgettes, and onions) d
- 2 Vegetable soup with fresh bread rolls _____

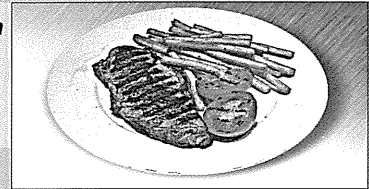
main courses

- 3 Grilled salmon and lemon sauce with fried potatoes and green beans _____
- 4 Roast lamb with boiled potatoes and fried aubergines _____
- 5 Sirloin steak with French fries and grilled tomatoes _____

desserts

- 6 Fresh fruit salad (pears, bananas, strawberries, grapes) _____
- 7 Apple pie with cream _____
- 8 Selection of cheeses _____

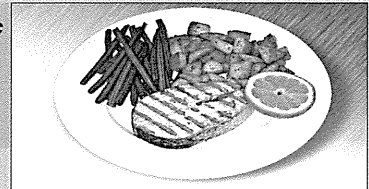
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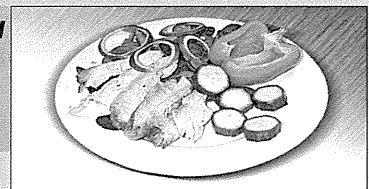
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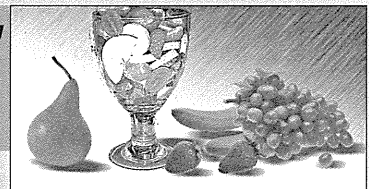
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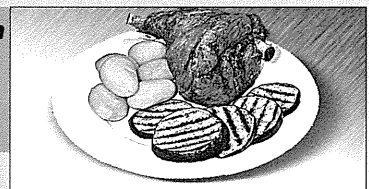
f



g



h



At a restaurant

Complete the two conversations. Use the phrases in the box.

how about the main course?	What do you recommend?
Thank you for a wonderful meal.	Yes, I'd like to try that.
Would you like some more?	Thanks. Just a little.
Thank you, but I couldn't eat any more.	

Conversation 1

HOST Right. Let's order.

GUEST Oh, I'm afraid I don't know anything about Japanese food.
_____ 1

HOST Well, for a starter, what about *yakitori*?

GUEST *Yakitori*? What's that?

HOST It's small kebabs, with pieces of chicken and a vegetable called *naganegi*.
_____ 2

GUEST _____ 3

HOST Now, _____ 3
The *shabushabu* is usually very good here.

GUEST What's *shabushabu*?

HOST It's thin pieces of beef and various vegetables which we cook at the table.

GUEST Fine. I'll have that.

Conversation 2

GUEST Mm. This drink is delicious, but it's quite strong. What is it?

HOST *Umeshu*. It's a type of spirits made from barley and plums.
_____ 4

GUEST _____ 5


HOST Now, what about a dessert?


GUEST _____ 6

HOST Are you sure? Would you like coffee, then?

GUEST Yes, that would be very nice.
_____ 7

HOST You're welcome.

 5.4 Listen to the conversations and check your answers.

 5.5 Listen and repeat the phrases on the Student's CD/Cassette.

 Pocket Book p. 17

UNIT 6

Language focus

1 Comparative adjectives: one syllable

Complete the article. Use the comparative form of the adjectives in brackets.



Are you really getting a cheap ticket when you fly with a no-frills airline?

Fares on the no-frills airlines are usually *lower* ¹ (low) than on the traditional airlines, but there are other costs to think about.

Traditional airlines fly from the big airports that are _____ ² (near) to the city centres. No-frills airlines normally use airports that are _____ ³ (far) away.

Transport to and from the big airports is _____ ⁴ (good), and the rail and bus services are generally

_____ ⁵ (cheap). There is also a _____ ⁶ (big) choice of low-cost car parks at main airports.

No-frills airlines don't normally serve meals on the flight. You pay for sandwiches and drinks, and also for in-flight entertainment.

So the total cost of flying with a no-frills airline can be _____ ⁷ (high) than flying with a traditional airline. And total travelling time can be a lot _____ ⁸ (long).

2 Superlative adjectives: one syllable

Look at the survey. Complete the sentences. Use the superlative form of the adjectives in brackets.

Which is the best no-frills airlines?			
	JumpJet	BestFlight	SkyLine
How good is the website?	✓✓✓✓	✓✓✓	✓✓✓
How cheap are the fares?	✓✓✓✓	✓✓	✓✓✓
How big is the discount for online bookings?	5%	5%	10%
How quick is the check-in time?			
How long are the delays?			
How new are the planes?	✓✓✓✓	✓✓✓	✓✓
How much leg room is there?	60 cm	55 cm	50 cm

JumpJet has the best _____ ¹ (good) website.
 _____ ² (cheap) fares.
 _____ ³ (big) discount for online bookings.
 _____ ⁴ (quick) check-in time.
 _____ ⁵ (long) delays.
 _____ ⁶ (new) planes.
 _____ ⁷ (small) amount of leg room.

3 Comparative adjectives: as ... as





Look at the survey in 2 again. Use the words in brackets to write sentences with *as ... as*.

- BestFlight's website is as good as SkyLine's.*
 (BestFlight's website / good / SkyLine's)
- BestFlight's fares are not as cheap as JumpJet's.*
 (BestFlight's fares / cheap / JumpJet's)
- _____
 (JumpJet's discount for online bookings / big / BestFlight's)
- _____
 (SkyLine's check-in time / quick / BestFlight's)
- _____
 (JumpJet's delays / long / SkyLine's)
- _____
 (SkyLine's planes / new / JumpJet's)
- _____
 (BestFlight's amount of leg room / small / SkyLine's)

4 Comparative adjectives: two or more syllables

Look at the survey of the business-class services of four transatlantic airlines. Complete the sentences below. Use the comparative form of the adjectives in brackets and *than*.



	 Transworld	 North-East	 KDM	 Atlantica
Fares (NY-London return)	\$1,749	\$1,599	\$1,899	\$1,439
Check-in systems	4 mins	8 mins	5 mins	7 mins
Schedules	Quite reliable	Very reliable	Reliable	Not reliable
Seats	60 cm	55 cm	65 cm	50 cm
Staff	Not helpful	Quite helpful	Helpful	Very helpful

- 1 North-East's fares are *less expensive than* (expensive) Transworld's.
- 2 KDM's check-in systems are _____ (efficient) Atlantica's.
- 3 KDM's schedules are _____ (reliable) North-East's.
- 4 North-East's seats are _____ (comfortable) Transworld's.
- 5 KDM's staff are _____ (helpful) North-East's.

5 Superlative adjectives: two or more syllables

Write sentences comparing the airline services. Use the superlative form of the adjectives in brackets.

- 1 *KDM's fares are the most expensive.* _____
Atlantica's fares are the least expensive. _____
 (expensive)
- 2 _____

 (efficient)
- 3 _____

 (reliable)
- 4 _____

 (comfortable)
- 5 _____

 (helpful)

6 Superlative adjectives

Complete the magazine article. Use the superlative form of the adjectives in brackets.

CONCORDE REMEMBERED

By Will Blake




In 2003, we said goodbye to *the fastest* _____¹ (fast), _____² (famous) and _____³ (beautiful) passenger airliner in the world: Concorde. For both Air France and British Airways, it was goodbye to _____⁴ (exciting) plane they had and _____⁵ (good) advertisement for their airlines.

Scientists developed _____⁶ (early) plans for Concorde in the 1950s. It was _____⁷ (important) international air project of its time. It was also one of _____⁸ (difficult). Commercial flights only started in 1979.

Unfortunately, Concorde could only carry 128 passengers, so the costs per passenger were _____⁹ (high) in the world. The air fares were _____¹⁰ (expensive) in the world. Only _____¹¹ (rich) customers could pay. The situation could not continue.

Concorde's last commercial flight was on October 24, 2003. For many of us, it was one of _____¹² (sad) days in flying history.

7 Practice drills: Comparative and superlative adjectives

 **6.1, 6.2** Follow the instructions on the Student's CD/Cassette. If necessary, refer to the Listening scripts on p.83.



Pocket Book p. 2


Pronunciation The /ə/ sound

Read the phrases aloud and mark the main stress.

as e asy as	taller than e	less exp e nsive than
the n ewest	the most reliable e	
as late as	better than	more famous than
the q ickest	the most famous	

Read the phrases again and underline the /ə/ sound.

as <u>e</u> asy <u>a</u> s	taller <u>th</u> an	less exp <u>e</u> nsive <u>th</u> an
the <u>n</u> ew <u>e</u> st	the most reliable <u>e</u>	
as late as	better than	more famous than
the <u>q</u> ickest	the most famous	

 **6.3** Listen and repeat the phrases.

Air travel

① Complete the sentences. Use the phrases in the box.

duty-free shop ~~hand luggage~~ seat-belts
 flight attendant overhead locker

- 1 I'm afraid you can only take one piece of *hand-luggage* with you, Madam.
- 2 Have we got time to stop at the _____ and buy some cognac?
- 3 Could you put my bag in the _____ for me, please? I can't reach!
- 4 Would all passengers please make sure their _____ are fastened.
- 5 I'm thirsty. I'm going to ask the _____ for a drink of water.

② Complete the word pairs. Use the words in the box.

card luggage passport seat
 desk ~~officer~~ screen security

- | | |
|---|--|
| <p>1 customs } <i>officer</i> _____
 security }</p> | <p>5 aisle } _____
 window }</p> |
| <p>2 arrivals } _____
 departures }</p> | <p>6 _____ } label
 trolley }</p> |
| <p>3 boarding } _____
 landing }</p> | <p>7 _____ } check
 announcement }</p> |
| <p>4 check-in } _____
 information }</p> | <p>8 _____ } control
 number }</p> |

③ Complete the sentences with word pairs from ②.

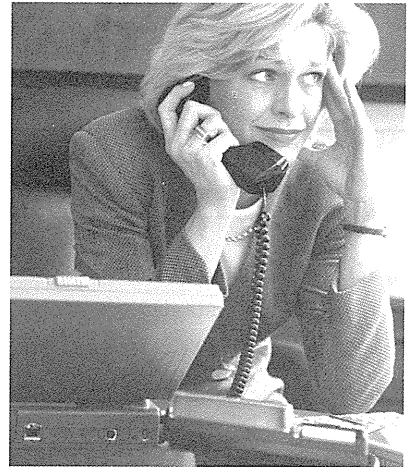
- 1 Quick! We're late. Put all the suitcases on this _____, then let's go!
- 2 First, we need to go to the _____ with our luggage.
- 3 I'd like a _____. I want to see the view when we go over the mountains.
- 4 Look, our flight is showing on the _____ up there. Gate 25.
- 5 Flight IL8614 is boarding now. Please have your passport and _____ ready.
- 6 This is a _____. Please make sure that you keep your luggage with you at all times.
- 7 We regret that there may be delays on some flights because of the need for extra _____ at this time.

Making arrangements

Complete the telephone conversation. Use the phrases in the box.

<p>Could we arrange another time? Is Friday morning possible for you? See you on Friday afternoon at 2.00. When would be convenient for you?</p>	<p>How about two o'clock? When are you free? No, I'm afraid I'm busy then. 10 a.m. suits me fine.</p>
---	--

STEVE Is that Maria Pertini?
 MARIA Yes. Speaking.
 STEVE Hello, this is Steve
 Holmes. I'm flying to
 Milan later this week,
 so could we arrange a
 meeting to discuss the
 Elco project?
 MARIA Yes, of course. Let me
 see. I can see you on
 Thursday or Friday.



		1
STEVE		2
MARIA	Yes, that's OK. Shall we say 10 o'clock?	
STEVE	Yes, _____	3
MARIA	Ah! Wait a moment. _____	4
	I've got a meeting with a client. _____	5
		6
STEVE	Yes, of course. _____	6
MARIA	How about Friday afternoon?	
STEVE	What time would suit you?	
MARIA		7
STEVE	Yes, that's fine.	
MARIA	Good. _____	8

6.4 Listen to the conversation and check your answers.

6.5 Listen and repeat the phrases on the Student's CD/Cassette.

Pocket Book p. 18

UNIT 7

Language focus

1 Past Simple

Complete the magazine article. Use the Past Simple form of the verbs in brackets.

Oxfam / the start

This large organization *started* _____¹ (start) its work in the difficult years of World War II. Back in 1942, a number of people in Oxford *met* _____² (meet) and _____³ (form) a group – the Oxford Committee for Famine Relief – to help people in

other countries. They _____⁴ (begin) with Greece. They _____⁵ (collect) food and clothes, and _____⁶ (send) them to help many poor people in Greece. World War II _____⁷ (come) to an end, but the group

_____⁸ (see) that there was no end to wars and disasters – and the need for their work. So the organization _____⁹ (go) world-wide and its name _____¹⁰ (become) Oxfam. Today, Oxfam runs programmes in over 70 developing countries.

2 Present Perfect Simple

Complete the magazine article. Use the Present Perfect form of the verbs in brackets.

Oxfam | the success story continues

Big successes for Oxfam *have included* _____¹ (include) help after hurricanes and other natural disasters. There _____² (be) another important aim, too. From the start, Oxfam _____³ (work) to help poor people build a better future. It _____⁴ (organize) long-term programmes in developing countries for many years, and these _____⁵ (help) millions of people to escape poverty and disease. For example, Oxfam _____⁶



(provide) equipment for communities to get clean water. It _____⁷ (train) thousands of health workers, and these people _____⁸ (improve) the health of whole regions. In addition, Oxfam _____⁹ (make)

many new businesses possible through financial help and training. Recently, with some skills training, a group of women in Bangladesh _____¹⁰ (build) a successful company making hand-made products. ■

3 Irregular verbs

Complete the table with the correct form of the verbs.

Infinitive	Past Simple	Past Participle
<i>break</i> _____	broke	<i>broken</i> _____
buy _____	_____	_____
_____	cost	_____
drink _____	_____	_____
_____	_____	eaten
_____	fell	_____
forget _____	_____	_____
_____	found	_____
give _____	_____	_____
_____	_____	had
hear _____	_____	_____
_____	hit	_____
know _____	_____	_____
_____	_____	lost
put _____	_____	_____
_____	rose	_____
_____	_____	sold
shut _____	_____	_____
_____	understood	_____
_____	_____	worn

Make a similar table for the ten irregular verbs in 1 and 2.

4 Past Simple and Present Perfect Simple

Underline the correct form of the verbs.



- In recent years, the rich *became* / *have become* richer.
- At the same time, the poor *grew* / *have grown* poorer.
- In 1945, the richer countries of the world *started* / *have started* the World Bank to help the poorer parts of the world.
- Since 1945, most developing countries *borrowed* / *have borrowed* from the World Bank to pay for development programmes.
- People in the Third World *received* / *have received* aid such as food from western countries for many years.
- Until the 1980s, the development and aid programmes *were often* / *have often been* the wrong ones for developing countries; for example, free food aid *often hurt* / *has often hurt* local farmers financially.
- There is another problem even now – western businesses *continued* / *have continued* to buy from the country with the lowest price.
- In the last twenty years, organizations like Tradecraft *finally began* / *have finally begun* to make a real difference to the way western and developing countries trade.

5 Past Simple and Present Perfect Simple

Complete the article. Use the Past Simple or the Present Perfect Simple form of the verbs in brackets.

Concern | *in partnership with Oxfam*

In 1975, the organization Concern *established* _____¹ (establish) a centre in Demra, Bangladesh. Concern _____² (want) to provide food and health care for poor people. Since then, with the help of Oxfam, it _____³ (encourage) people to work together to improve their living conditions.

For several years, Oxfam and Concern _____⁴ (work) with a group of women in Demra. In the 1990s, Concern _____⁵ (set) up a skills training centre and the women _____⁶ (learn) to make hand-made products like baskets and incense. At first, the women _____⁷ (sell) their products locally. Then Oxfam _____⁸ (do) some market research for them. Since then, the business _____⁹ (develop) its incense products for the international market. In recent years, it _____¹⁰ (sell) its incense to The Body Shop and other European buyers. The business _____¹¹ (change) the lives of 150 women and their families. ■




6 Present Perfect Simple questions

Anton Lim was interviewed about the problems faced by his small business in Jakarta. Write the interviewer's questions. Use the words in brackets and the Present Perfect Simple form.

- INTERVIEWER How long has your workshop been in business? 1
(how long / your workshop / be / in business)
- LIM We've been here for about three years – since 2001.
- INTERVIEWER _____ 2
(the economic crisis / affect / your business)
- LIM Yes, it has. People don't have much money to spend.
- INTERVIEWER _____ 3
(you / have / financial problems)
- LIM Yes, we have. It's been very hard to continue in business.
- INTERVIEWER _____ 4
(where / sell / your products up to now)
- LIM We've sold in local markets and through shops in Jakarta.
- INTERVIEWER _____ 5
(you / think about / selling outside Indonesia)
- LIM No, we haven't. Is it possible?
- INTERVIEWER Yes. Your products are good and I'm sure the Fairtrade organization would like to help you.




7 Practice drills: Present Perfect Simple, Past Simple

 **7.1, 7.2** Follow the instructions on the Student's CD/Cassette. If necessary, refer to the Listening scripts on p.84.



Pocket Book pp. 10, 13

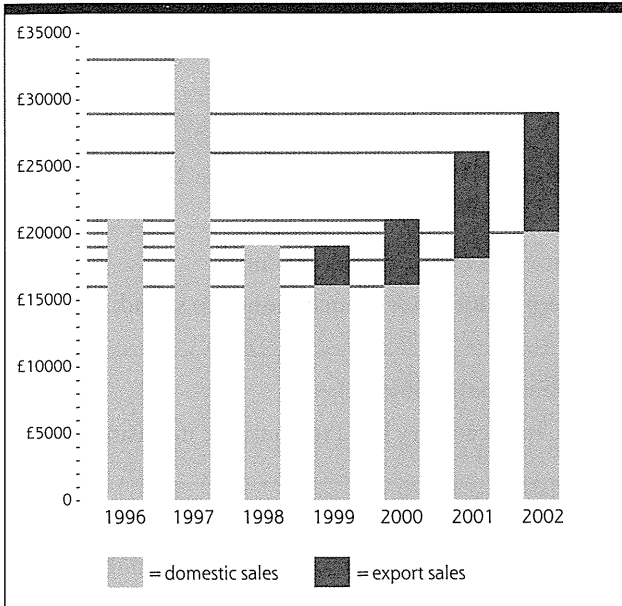
Pronunciation Past Simple and Present Perfect Simple

 **7.3** Listen to the sentences. Which tense do you hear? Write *PS* for the Past Simple, and *PPS* for the Present Perfect Simple.

- | | |
|--------------|---------|
| 1 <u>PPS</u> | 5 _____ |
| 2 <u>PS</u> | 6 _____ |
| 3 _____ | 7 _____ |
| 4 _____ | 8 _____ |

The language of graphs

1 Look at the chart. Complete the sentences. Use *at*, *by*, *in*, *of*, *from*, and *to*.



- In 1997, domestic sales rose dramatically *from* \$21,000 *to* \$33,000.
- In 1998, there was a big fall _____ domestic sales – they went down _____ just \$19,000.
- There was another fall _____ \$3,000 _____ domestic sales in 1999.
- Export sales started in 1999, so total sales for that year remained stable _____ \$19,000.
- In 2000, export sales increased _____ 66%.
- In 2001, there was a small increase _____ domestic sales _____ \$18,000.
- Export sales also rose _____ \$5,000 in 2001.
- In 2002, there was a rise _____ \$3,000 _____ total sales: sales went up _____ \$26,000 _____ \$29,000.

2 Complete the tables.

Verb	Noun	Adjective	Adverb
decrease	<i>a decrease</i>	dramatic	_____
fall	_____	sharp	_____
improve	_____	slight	_____
increase	_____	steady	_____
rise	_____		

3 Change the sentences to give the same meaning. Use the words in 2.

- There has been a sharp fall in UK sales.
UK sales *have fallen sharply* _____.
- Sales to the US have risen dramatically.
There *has been a dramatic rise* _____ in sales to the US.
- The cost of energy has decreased steadily.
There _____ in the cost of energy.
- There has been a sharp fall in other production costs.
Other production costs _____.
- There has been a steady improvement in production quality.
Production quality _____.
- There has been a slight decrease in staff numbers.
Staff numbers _____.
- Working conditions have improved dramatically.
There _____ in working conditions.
- Average pay has increased slightly.
There _____ in average pay.

Opinions and suggestions

Complete the two conversations between Anne and her colleagues, Carl and Yvette. Use the phrases in the box.

I'm not sure about that.	why don't you get a job abroad
In my opinion,	Yes, that's a good idea.
What do you think about that?	Why not travel round
Any ideas on	I think

Conversation 1

ANNE I'm happy in my job, but I'd like a new challenge.
 _____ ¹ what I can do?

CARL _____ ² the world for a year?

ANNE I don't just want to travel. I'd like to really get to know another country and learn about their culture.

CARL Well, _____ ³
 for a year or two? You could help people in the Third World and learn about their culture, too.

ANNE _____ ⁴ I'll talk to my boss about it.



Conversation 2

YVETTE What did your boss say?

ANNE He's given me unpaid leave for a year.

YVETTE That's good of him! What do you plan to do?

ANNE I'm going to work for Oxfam and help build new schools in Guatemala. _____ ⁵

YVETTE _____ ⁶ it's a bad career move.
 You can return to your job, but _____ ⁷
 you're going to lose opportunities for promotion.

ANNE _____ ⁸
 The company hopes to expand into Latin America. My boss says it could be very useful experience.

7.4 Listen to the conversations and check your answers.

7.5 Listen and repeat the phrases on the Student's CD/Cassette.


Pocket Book p. 20

UNIT 8

Language focus

1 *may, might, should, have to, be important to*

Lucy Taylor works in Germany, but she is back in the UK on holiday. She is talking to Sam Bridges, who is thinking of getting a job in Germany. Read the conversation and underline the correct verb forms.

- 
- SAM I suppose you *may / have to*¹ be very formal at work?
- LUCY Yes and no. It's *important to / important not to*² be formal at meetings, and you *may / may not*³ find that your boss is quite formal. But my office colleagues are very informal. We *may / don't have to*⁴ wear business suits, for example. We just wear jeans.
- SAM Tell me more about formal meetings. I hear that it's *important to / important not to*⁵ make jokes, and everybody *has to / shouldn't*⁶ be very serious.
- LUCY A few jokes at the beginning are fine. But when the real work starts, people *may not / shouldn't*⁷ continue to laugh and joke. I know that British visitors sometimes do, but in general, Germans don't like it much. In fact, some Germans *might / might not*⁸ even get angry!
- SAM What about outside work? What *may / should*⁹ I do to meet people?
- LUCY I often go out with people from work. But in the north of Germany that *doesn't have to / may not*¹⁰ happen because people don't usually mix work and social life. You could join one or two clubs when you move to the area.



2 may, might, should, have to, be important to

Read the extract from a guide to working in Japan. Then complete the sentences below. Use the pairs of verbs in the box.

be important to / be important not to have to / not have to
may / may not might / might not should / shouldn't

Working in Japan

Finding work You don't need a visa for a visit to find work in Japan. You can go there as a tourist. When you get a job, you need a work visa before you can start work. You can't get this in Japan. But it isn't necessary to return home to apply for a work visa. You just need to take a short flight to Korea, Japan's nearest neighbour. You can get a work visa there.

Doing business When you go on a business trip to Japan, it's a good idea to take some English-Japanese business cards. These are important, and it's certainly not a good idea to leave them at your hotel when you go to a meeting!

It's very possible that your Japanese colleagues won't agree to a business deal on your first trip. They will want to get to know you first. It's very possible that they will invite you out to eat or drink with them in the evening. Don't try to make your Japanese colleagues complete a business deal before they're ready. They need time to talk to everyone in the company.

It's possible that a Japanese colleague will invite you to his home, but this doesn't often happen. It's possible that he won't invite you to meet his family even after twenty or thirty years! Don't worry about this. It's normal for the Japanese to keep their family and working lives separate.



- 1 You *don't have to* _____ get a visa for a visit to find work in Japan, but you *have to* _____ get a work visa before you can start your new job.
- 2 You _____ get a work visa in your own country. You just _____ fly to Korea to get one.
- 3 You _____ get some business cards for a business trip, and you _____ forget them when you go to a meeting.
- 4 Your Japanese colleagues _____ agree to a business deal on your first trip, but they _____ invite you out so they can get to know you.
- 5 It _____ try to complete a business deal before your Japanese colleagues are ready. It _____ give them time to talk to everyone in the company.
- 6 A Japanese colleague _____ invite you to his home, but this is not very likely. It _____ happen even after many years of doing business together.

3 **should, have to, may**

Write sentences about doing business in the USA. Use a modal verb that adds the meaning in brackets.

- 1 You have to wear a business suit at meetings.
wear / a business suit / at meetings (It's obligatory)
- 2 _____
make / small talk / at the beginning of meetings (It's a good idea)
- 3 _____
exchange / business cards / with each other (It's not necessary)
- 4 _____
do business / on the golf course (It's possible)
- 5 _____
learn / the job titles of everyone in the company (It's necessary)
- 6 _____
give / expensive gifts / to your host (It's not a good idea)

4 **Mistakes with modal verbs**

Some of the sentences below have a grammatical mistake. Find the mistakes. Write correct sentences where necessary.

- 1 Should I arrive before 10.00?
(correct)
- 2 You should to read this book.
You should read this book.
- 3 He doesn't have to write the report.

- 4 Do they might fly home tomorrow?

- 5 Rosa may not buy the car.

- 6 They have to not go. It's a holiday.


- 7 Andreas may to leave the company.

- 8 Should he going to Milan?

- 9 She have to call me back tomorrow.

- 10 Felipe shoulds arrange a meeting.


5 **Practice drill: should and have to**

 **8.1** Follow the instructions on the Student's CD/Cassette. If necessary, refer to the Listening script on p.85.




Pocket Book p. 8

Pronunciation Sentence stress and emphasis

 **8.2** Listen to the conversations. Underline the two stressed words in Lisa's replies.

- 1 BILL I think we should go by train.
LISA Well, I think we should go by plane.
- 2 BILL Tony may get here by 9.00.
LISA He has to get here before 9.00.
- 3 BILL Susie says we should try that new café.
LISA But Tania says we shouldn't.
- 4 BILL It's important to be honest with them.
LISA It's important not to tell them all the facts.
- 5 BILL You have to wear suits for formal meetings.
LISA But you don't have to wear suits in the office.

 **8.2** Listen again and repeat Lisa's replies.

Wordpower

Word building

- 1 Read the employer's references for members of his staff. Underline the correct adjectives and nouns.

Dear Mr Klein

Ms Cristina Lorca: letter of reference

I am happy to provide a reference for Ms Lorca, who has applied for the post of Administration Officer with your company.

During her three years with us, Ms Lorca has shown her *adaptable* / *adaptability*¹ as she has managed a wide range of tasks very well. Recently, we gave her a very *important* / *importance*² role in our move to a new data control system. The change was completely *successful* / *success*³, and there were no technical problems. The *successful* / *success*⁴ of that project was due to Ms Lorca's hard work.

Dear Ms Silvestrini

Mr Flavio Gianetti: letter of reference

I am pleased to support Mr Gianetti's application for the position of Regional Marketing Manager with your company.

During his five years with us, Mr Gianetti has shown real *ambitious* / *ambition*⁵ and has moved up from management trainee to become our youngest area manager.

During these difficult economic times, he has used his *creative* / *creativity*⁶ to find new answers to old problems. He is highly *organized* / *organization*⁷ and always plans his time and work carefully. Earlier this year he was responsible for the *organized* / *organization*⁸ of a very successful advertising campaign for our company.

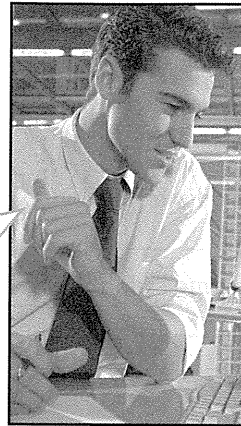
2 Read what the people say about themselves. Then match four of the adjectives in the box to each person.

ambitious efficient insensitive unambitious
 creative honest reliable unpunctual
 disorganized impatient sociable unsociable

My good points

My bad points

I want to be successful at work and get a top job in the company. I usually do tasks quickly and well, and get them right first time.



Armand

I get angry when other people are slow. Friends tell me that I often say the wrong thing and hurt other people's feelings.

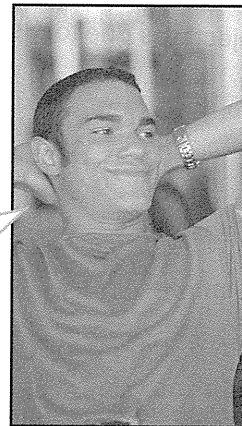
I love my job as an interior designer – I have to think of great new ideas for people's homes. I spend a lot of time with other people when I'm working, and I really enjoy that.



Maria

I'm never on time for meetings. And my studio is very untidy, so I often can't find things. That's why I'm late for so many meetings!

I build kitchens. I tell customers what I can do for them and when, and I do exactly that. And I always charge a fair price.



Jason

My brother wants me to make my one-man business into a company, but I don't want anything big like that. I like living and working alone – people are too much trouble!

Armand: *ambitious*, _____

Maria: _____

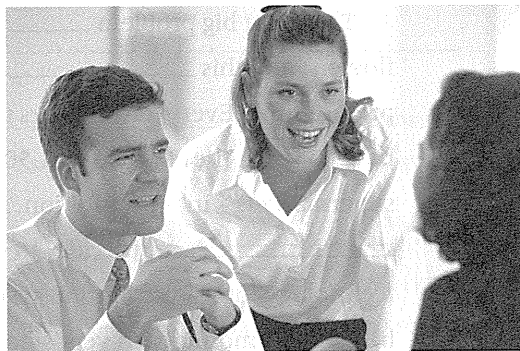
Jason: _____

Invitations

Two German colleagues are talking to Lucy soon after her start at Koenig Auto GmbH in south Germany. Complete the conversation. Use the phrases in the box.

How about	Thanks a lot, but
Would you join me	I'd love to, but I'm afraid I can't.
why don't you come with us?	Thank you. I'd enjoy that very much.
Would you like to join us?	

- DIETER How was your first week, Lucy?
- LUCY You do things differently here, but everyone has been very helpful.
- DIETER Good. We're all going out for a meal after work. _____ 1
- LUCY _____ 2 You see, I promised my new neighbours I'd go to their barbecue at 6.00.
- HELGA Oh, that's a pity. ... I'm going into town tomorrow morning. _____ 3 there for lunch? I could show you the old castle in the afternoon.
- LUCY _____ 4
- HELGA I'm meeting an old college friend in Munich tomorrow. Sorry!
- HELGA No problem. What about Sunday? Some of us are going on a trip to the Bodensee – that's Lake Constance in English. _____ 5 joining us?
- LUCY That sounds nice.
- DIETER Yes, it's beautiful at this time of year, so _____ 6
- LUCY Are you sure?
- HELGA Yes, of course. You're very welcome. _____ 7
- LUCY _____
- DIETER Good. We'll pick you up at 8.30 on Sunday morning.



8.3 Listen to the conversation and check your answers.

8.4 Listen and repeat the phrases on the Student's CD/Cassette.



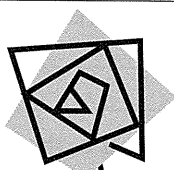
Pocket Book p. 18

UNIT 9

Language focus

1 Present Perfect Simple and Past Simple

Complete the magazine article. Use the Past Simple or the Present Perfect Simple form of the verbs in brackets.



A Firm in Full Flower

The Story of **Fresh Bouquets**



Fresh Bouquets is a small company, but in the last few years it *has become* _____¹ (become) a big success story. Entrepreneurs Graham Hodson and Shaun Caulfield _____² (found) the company in 1991. Since then, they _____³ (develop) a very good market for last-minute gifts of flowers. In the last four years, they _____⁴ (increase) sales by over 100% per year, from £740,000 to £6.4 million.

At first, Fresh Bouquets _____⁵ (grow) its own supplies of flowers at its base in south-east England. Soon, the company _____⁶ (need) to import flowers from other countries, such as Turkey and Kenya.

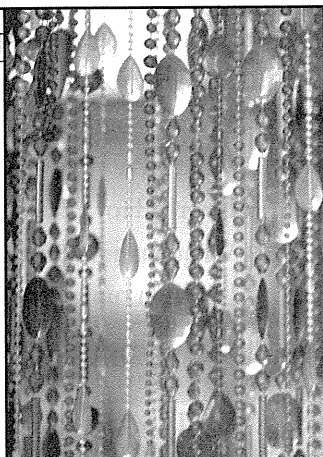
Their first big problem _____⁷ (be) the short life of cut flowers, and this _____⁸ (remain) the biggest challenge up to the present time. Every day, flowers travel perhaps thousands of kilometres and have to reach the company's 4,500 customers – mainly petrol stations and supermarkets – in top condition. So, several years ago, the company _____⁹ (decide) to spend £500,000 a year on information technology for its distribution system. It _____¹⁰ (continue) to invest this amount each year since then.

However, all the hard work and investment _____¹¹ (produce) great results. At the beginning of this year, Fresh Bouquets _____¹² (appear) at number 27 in the list of Britain's 100 fastest-growing companies.

② Present Perfect Simple and Present Perfect Continuous

Read the magazine article. Underline the correct verb forms.

The island of Murano is the glass-making capital of Venice. Skilled craftsmen *have made / have been making*¹ glass there since the thirteenth century. The Gabino family *has had / has been having*² a family-run business on Murano for about 300 years. The business *has developed / has been developing*³ many different glass products in its long history. For the past 50 years, it *has produced / has been producing*⁴ glass beads, the famous 'perles di Venezia' (Venetian



pearls). Making the beads is a very skilled job. Aldo Gabino *has learned / has been learning*⁵ the art of bead-making for five years. He *has designed / has been designing*⁶ a number of fine pieces of jewellery during this time. He *has shown / has been showing*⁷ these at several important exhibitions in Venice. For the past few weeks, Aldo *has worked / has been working*⁸ on a collection of jewellery based on traditional designs. He hopes these will be ready for the famous Venice Carnival in February.

③ Present Perfect Simple and Present Perfect Continuous

Read the situations. Use the words in brackets to write one sentence using the Present Perfect Simple and one sentence using the Present Perfect Continuous.

- Alain is at his computer. He has to produce five sales reports this afternoon.
 - He has been writing reports since 1 p.m.* (write reports since 1 p.m.)
 - _____ (write two reports so far)
- Stefan often gives presentations for his company. He is at a sales conference today.
 - _____ (speak for 45 minutes)
 - _____ (give three presentations this week)
- Maria uses English in her work and sometimes makes business trips to the UK.
 - _____ (learn English for five years)
 - _____ (visit the UK twice this year)
- Louise is visiting customers today. She has to see ten customers.
 - _____ (drive round town all morning)
 - _____ (see four customers so far)
- Pablo is a marketing manager for a wine-making company.
 - _____ (work in the wine industry since he left college)
 - _____ (work for three different companies since he left college)

4 Time expressions: general

Complete the interview with Masako Coxeter, a Japanese interpreter living in the UK. Use *for*, *since*, *in*, or *at*.



INTERVIEWER Have you been living in the UK *for* _____ ¹ a long time?

MASAKO I moved from Tokyo with my husband _____ ² 1992, so, yes, I've been here _____ ³ a number of years.

INTERVIEWER What have you been doing _____ ⁴ you moved to the UK?

MASAKO I worked for a translation agency in London until 1999.

INTERVIEWER What have you been doing _____ ⁵ then?

MASAKO I've been running my own translation business. I've also been interpreting for Japanese scientists _____ ⁶ the last two years.

INTERVIEWER Do you ever go back to Japan?

MASAKO Yes, I do. I like to be with my parents in Japan _____ ⁷ New Year. I sometimes go again _____ ⁸ the spring, too. The weather is very nice _____ ⁹ that time of year.

5 Time expressions: *for* and *since*

Look at the calendar. Today's date is 30 August. Change the sentences to give the same meaning. Use the words in brackets.

January	February	March	April	May	June	July	August	September	October	November	December
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9
10	10	10	10	10	10	10	10	10	10	10	10
11	11	11	11	11	11	11	11	11	11	11	11
12	12	12	12	12	12	12	12	12	12	12	12
13	13	13	13	13	13	13	13	13	13	13	13
14	14	14	14	14	14	14	14	14	14	14	14
15	15	15	15	15	15	15	15	15	15	15	15
16	16	16	16	16	16	16	16	16	16	16	16
17	17	17	17	17	17	17	17	17	17	17	17
18	18	18	18	18	18	18	18	18	18	18	18
19	19	19	19	19	19	19	19	19	19	19	19
20	20	20	20	20	20	20	20	20	20	20	20
21	21	21	21	21	21	21	21	21	21	21	21
22	22	22	22	22	22	22	22	22	22	22	22
23	23	23	23	23	23	23	23	23	23	23	23
24	24	24	24	24	24	24	24	24	24	24	24
25	25	25	25	25	25	25	25	25	25	25	25
26	26	26	26	26	26	26	26	26	26	26	26
27	27	27	27	27	27	27	27	27	27	27	27
28	28	28	28	28	28	28	28	28	28	28	28
29	29	29	29	29	29	29	29	29	29	29	29
30	30	30	30	30	30	30	30	30	30	30	30
31		31		31		31	31		31		31

- Sales have been rising since the end of April. (*for*)
Sales have been rising for four months.
- Susan has been travelling for ten days. (*since*)

- Silvie and Tomas have been business partners since August 1999. (*for*)

- Blanca-Maria has been working in Poland for six months. (*since*)


- James has been away since 25 August. (*for*)

6 Time expressions: *for* and *since*

Complete the sentences to make true statements about yourself.

- 1 I have been living in _____
for _____.
- 2 I have been learning _____
since _____.
- 3 I have been interested in _____
for _____.
- 4 I have been going to _____
since _____.
- 5 I have been trying to _____
for _____.
- 6 I have been trying not to _____
since _____.

7 Practice drills: Present Perfect Continuous

 **9.1, 9.2** Follow the instructions on the Student's CD/Cassette. If necessary, refer to the Listening scripts on pp.85, 86.



Pocket Book pp. 13, 14, 16


Wordpower

Word families

- 1 Complete the table of word families.

Verb	Noun	
	(activity, thing)	(person)
_____	competition	_____
consume	_____	_____
_____	_____	developer
_____	_____	distributor
_____	_____	economist
_____	industry	_____
invest	_____	_____
operate	_____	_____
_____	_____	organizer
translate	_____	_____

Pronunciation Word stress


 **9.3** Listen to the examples. Notice the different stress patterns.

• • • • • • • • • •
 importer company competitor

Put the words in the box in the correct column.

development	industry	organize
distributor	investment	production
industrial	operate	translator

• • •	• • •	• • • •
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

 **9.3** Listen and repeat the words.

Collocations

2 Complete the collocations. Use the words in the box.

countries	goods	management
free-market	industrial	mass

- | | |
|------------------------------|---------------------|
| 1 <i>free-market</i> economy | 4 _____ development |
| 2 developing _____ | 5 consumer _____ |
| 3 _____ skills | 6 _____ production |

3 Complete the sentences. Use the collocations in **2**.

- Last year saw a 10 per cent rise in the sale of _____ – the biggest rise was in electrical items for the home.
- New business graduates entering the company have to take a course on _____, so that they can learn how to run a big organization successfully.
- The price of goods and services is not controlled by the government in a _____, so prices rise and fall depending on supply and demand.
- Water shortages and diseases are still very big problems in _____ trying to improve their economic situation and the health of their people.
- There has been a lot of _____ in recent years – several factories have been opened on a new site to the north of the city.
- Many companies continue to use a system of _____ so that they can make large numbers of goods and sell them at a cheaper price to the public.

Offers and requests

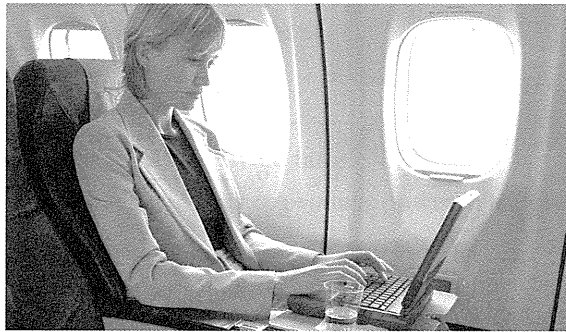
Helen is getting ready for her trip to Chicago. Complete the two conversations. Use the phrases in the box.

Shall I drive you
would you like me to call
if you like, I could
could you
Would you mind

Would you be able to meet me
I'm sorry, but that's not possible.
Yes, of course.
Thank you. I'd appreciate that.
That's very kind of you, but

Conversation 1

- HELEN I have to check in for my flight to Chicago in an hour, so _____ 1
print out this report and distribute it? I don't have time.
- TONY Yes, certainly. _____ 2 to the airport?
- HELEN _____ 3
it's more important for you to be here.
- TONY Well, _____ 4 a taxi?
- HELEN _____ 5
Could we say ten minutes from now?



Conversation 2

- HELEN Hi, Sandra. I'm arriving in Chicago at 16.45 local time. _____ 6
at the airport? Then we could talk on the way to the hotel.
- SANDRA _____ 7
I have an important meeting.
- HELEN OK, no problem. _____ 8
sending a car to meet me?
- SANDRA _____ 9 I'll arrange that right now.
And _____ 10
meet you later at the hotel.
- HELEN Great. Let's meet at 8.00 and have dinner together.
- SANDRA That's fine. See you soon, and have a good trip.

9.4 Listen to the conversations and check your answers.

9.5 Listen and repeat the phrases on the Student's CD/Cassette.

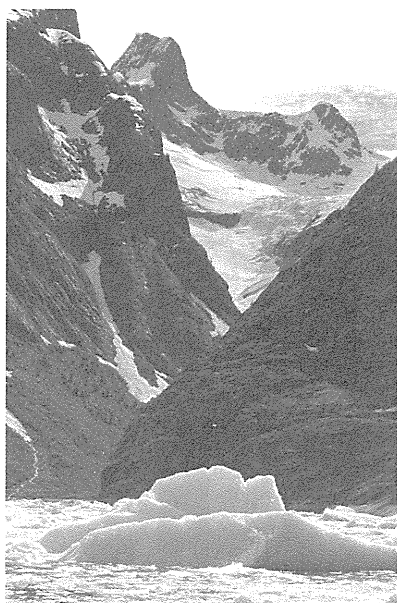


Pocket Book p. 20

UNIT 10

Language focus

① Future: *will*



Match a phrase from each column to make sentences about the possible problems of global warming in the future.

- | | | |
|---------------------------|--------------------|-----------------------------|
| 1 <i>Global warming</i> | will melt | their homes. |
| 2 Summers | will lose | <i>the world's climate.</i> |
| 3 Higher temperatures | will disappear | the Arctic ice. |
| 4 Sea levels | <i>will change</i> | hotter and drier. |
| 5 People in coastal areas | will become | by up to seven metres. |
| 6 Cities in coastal areas | will rise | under water. |

- 1 *Global warming will change the world's climate.*
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

② Certainty and uncertainty

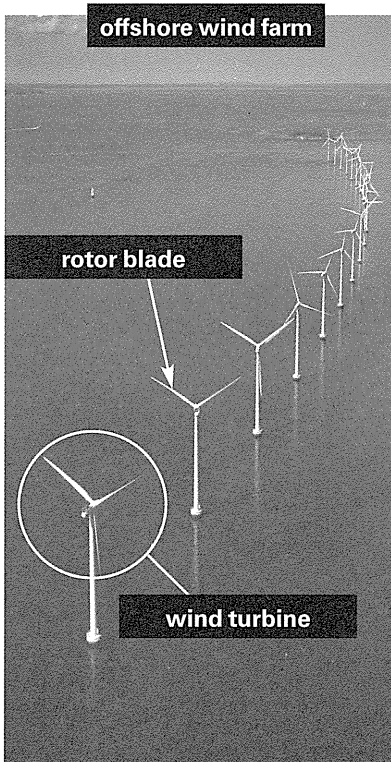
Use the words in brackets to write questions to ask someone about their future.

- 1 *Do you think you will live abroad* _____?
(live abroad)
- 2 _____?
(work from home)
- 3 _____?
(do your shopping online)
- 4 _____?
(have more leisure time than today)
- 5 _____?
(learn a new language)
- 6 _____?
(send all your letters by email)
- 7 _____?
(do more for the environment than now)

Now match the questions to the answers below.

- a Yes, I'm sure I will. I plan to start working part-time next year. _____
- b No, I'm sure I won't. I like to look at things before I choose what to buy. _____
- c Maybe. I'm not sure. It's more personal if you write using pen and paper. _____
- d Yes, I think so. I should recycle glass and plastic, and try to use my car less. _____
- e No, I don't think so. I don't want to move away from my family and friends. 1
- f Maybe. I'm not very sure. I speak English, Spanish, and Russian now. _____
- g Definitely not! I like to work with other people and I'm too disorganized to run my own office. _____

3 Future: *will* questions



A reporter is asking an engineer about the world's largest new offshore* wind farm near the coast of Ireland, at Arklow. Use the words in brackets to write the questions.

REPORTER *Where will the wind farm be* _____ 1 ?
(be / the wind farm / where / will)

ENGINEER It will be ten kilometres out at sea, sixty kilometres south of Dublin.

REPORTER _____ 2 ?
(will / to operate / the wind farm / when / start)

ENGINEER The first stage will start to produce power in four years.

REPORTER _____ 3 ?
(will / they construct / how many / wind turbines)

ENGINEER There are plans to construct 200.

REPORTER _____ 4 ?
(be / the wind turbines / will / how big)

ENGINEER Huge! Each rotor blade will be 104 metres long.

REPORTER _____ 5 ?
(be / the wind farm / to build / will / very expensive)

ENGINEER Yes, it certainly will. It will cost about €630 million.

REPORTER _____ 6 ?
(electricity / it produce / how much / will)

ENGINEER Up to 520 Megawatts – 10 per cent of Ireland's power.

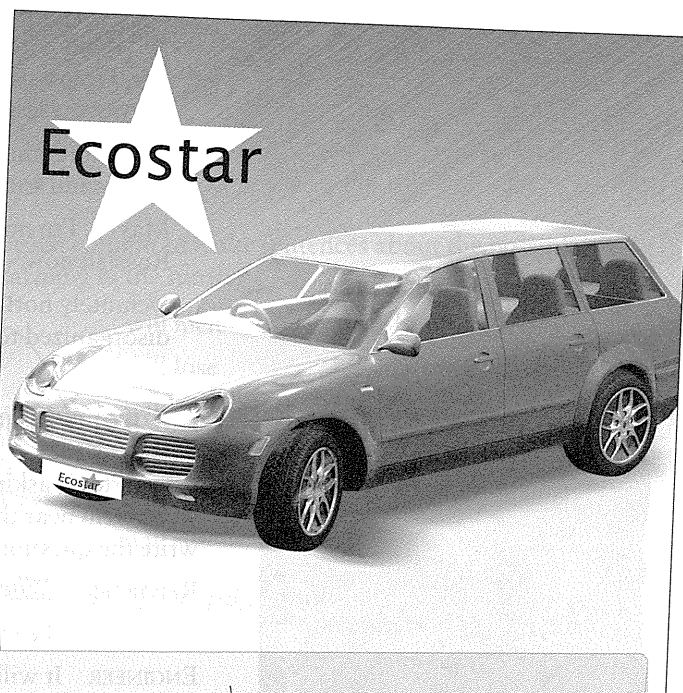
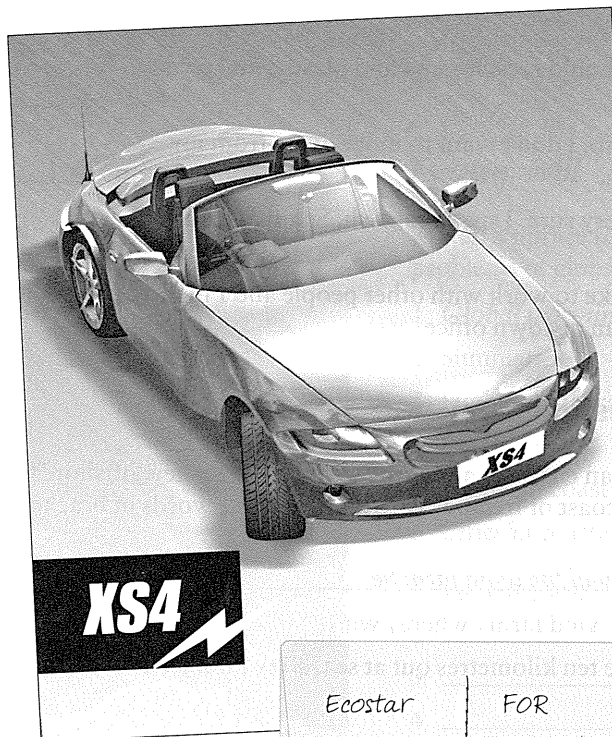
REPORTER _____ 7 ?
(there be / more offshore wind farms / will)

ENGINEER Yes. Denmark has already built some small ones, and a lot of countries plan to build large wind farms.

**offshore*: in the sea, at a distance from the coast

4 1st Conditional

Mark and Kay want to buy a new car, but they have very different ideas. Read the points for and against each car. Then complete the conversation. Use *'ll* or *won't*.



Ecostar	FOR a good, practical family car better for the environment	AGAINST expensive to buy not much fun to drive
XS4	FOR fast exciting	AGAINST not cheap to run not much storage space


- KAY I think we should buy an Ecostar.
- MARK Really? If we get an Ecostar, it *won't* ¹ be much fun to drive. If we get an XS4, it _____ ² be much more exciting.
- KAY I agree – if we buy an XS4, it _____ ³ be faster and more fun ...
- MARK Great!
- KAY ... but if we get an XS4, it _____ ⁴ have much storage space – there are going to be three of us soon! If we choose an Ecostar, it _____ ⁵ be a good, practical family car.
- MARK Boring! And if we choose one of those Eco things, it _____ ⁶ be expensive to buy.
- KAY But if we have an XS4, it _____ ⁷ be cheap to run – they use a lot of fuel. It _____ ⁸ be better for the environment if we buy an Ecostar.

5 1st Conditional

Write 1st Conditional sentences about Mark and Kay. Use the words in brackets.

- 1 *If Mark agrees with Kay, they'll buy an Ecostar.*
(Mark agree with Kay / they buy an Ecostar)
- 2 *They won't get an XS4 if Kay wins the argument.*
(they not get an XS4 / Kay win the argument)
- 3 _____
(they choose an Ecostar / it expensive to buy)
- 4 _____
(they spend a lot on fuel / they decide to get an XS4)
- 5 _____
(they choose an XS4 / there not be much room for their baby)
- 6 _____
(they have a lot of storage space / they get an Ecostar)
- 7 _____
(they buy an Ecostar / they help the environment)

6 Practice drills: 1st Conditional

 **10.1** Follow the instructions on the Student's CD/Cassette. If necessary, refer to the Listening script on p.86.





Pocket Book p. 2

Pronunciation *will* and *'ll*

Complete the conversation with *'ll* or *will*.

- REPORTER It's a fantastic project. Do you think it *'ll* ¹ succeed?
- ENGINEER Oh, yes, we're sure it *will* ².
- REPORTER _____ ³ the wind farm be very big?
- ENGINEER Yes, it _____ ⁴ be about 36 kilometres long.
- REPORTER _____ ⁵ people be able to see it from the coast?
- ENGINEER Yes, they _____ ⁶, but not easily. The turbines _____ ⁷ be a long way from the coast.
- REPORTER I suppose there _____ ⁸ be damage to wildlife.
- ENGINEER No, we don't think there _____ ⁹. We're making sure there _____ ¹⁰ be very little.

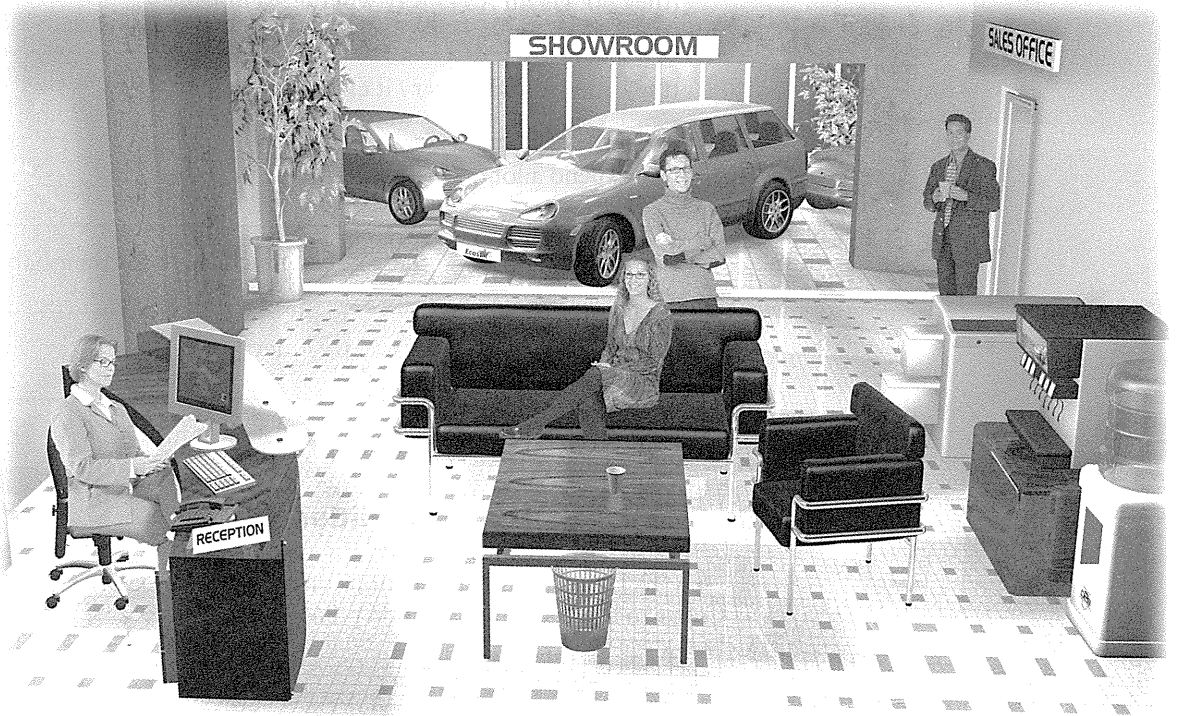
 **10.2** Listen and check your answers.

 **10.3** Listen and repeat phrases with *will* and *'ll* from the conversation.

Prepositions of place

Say where things are in the picture. Use the prepositions in the box and the words in brackets.

above between in front of on the left of next to
 behind in on on the right of under



- 1 *The reception desk is on the left of the reception area.*
 (reception desk / reception area)
- 2 _____
 (sales office / reception area)
- 3 _____
 (Kay / sofa)
- 4 _____
 (Mark / sofa)
- 5 _____
 (coffee table / Kay)
- 6 _____
 (rubbish bin / coffee table)
- 7 _____
 (coffee machine / photocopier and water cooler)
- 8 _____
 (phone / computer keyboard)
- 9 _____
 (showroom sign / showroom entrance)
- 10 _____
 (Mark's and Kay's new car / showroom)

Asking for information

Julia Carr has just finished a Business Management course in the UK and is on the phone to careers adviser Kate Dee. Complete the conversation with the phrases in the box.

Can you tell me	Could you repeat that, please?
Could you tell me how	I'm afraid I don't have much information
Do you know what	about that.
Right, I've got that.	I'd like some information about
I'll look that up.	

- KATE So, you want to spend the summer at an environmental work camp. Is that right?
- JULIA Yes. _____ 1
camps in Spain or Portugal.
- KATE What about Sungrow Desert Technology? They're based in Cambridge, but they have a big environmental project in the south of Spain.
- JULIA That sounds interesting. _____ 2
to contact them?
- KATE _____ 3
Right, you can contact them by post or by email.
- JULIA _____ 4 their email address?
- KATE It's sungrow@clara.net.
- JULIA _____ 5
- KATE Of course. It's sungrow@clara.net.
- JULIA _____ 6 kind of work they do?
- KATE _____ 7
It just says that they work on farming techniques for very dry regions. I suggest you find out from their website. It's sundestec.org.uk.
- JULIA _____ 8 Thanks for your help.
- KATE You're very welcome.



10.4 Listen to the conversation and check your answers.

10.5 Listen and repeat the phrases on the Student's CD/Cassette.



Pocket Book p. 17

2 2nd Conditional

Some city councillors are discussing possible answers to the problem of traffic congestion. Write 2nd Conditional statements. Use the words in brackets.

1 *If our public transport system was efficient, more people would use it.*

(our public transport system be efficient / more people use it)

2 *The system would be more efficient if we integrated the buses and trains.*

(the system be more efficient / we integrate the buses and trains)

3 _____

(we introduce a light-rail system / it reduce car traffic)

4 _____

(commuters use a single ticket for all journeys / they can change easily from one route to another)

5 _____

(public transport be more popular / we reduce the cost)

6 _____

(we introduce a congestion charge / fewer motorists drive into the city)

7 _____

(people leave their cars outside the city / we provide free car parks and buses)

8 _____

(more people use bikes / this reduce traffic congestion)

9 _____

(more people cycle to work / we create safe cycle lanes)

10 _____

(we encourage car-sharing schemes / there be a lot less traffic)

3 Advice with 2nd Conditionals

A colleague wants to visit just one city in your country. Give him/her some advice. Use *If I were you, I would / wouldn't ...*

1 what city to visit

2 where to stay

3 which interesting place to go

4 which place not to go

5 where to go for the best traditional food

6 what to be careful not to do

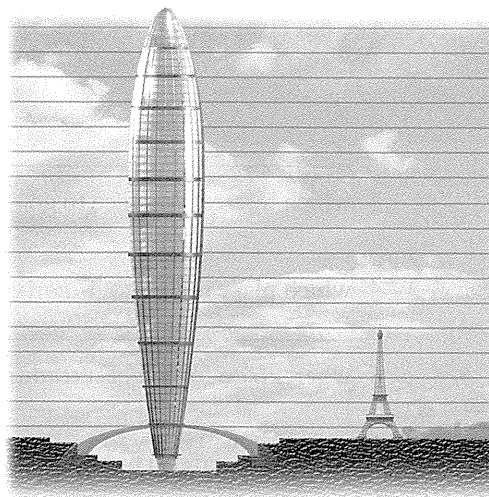
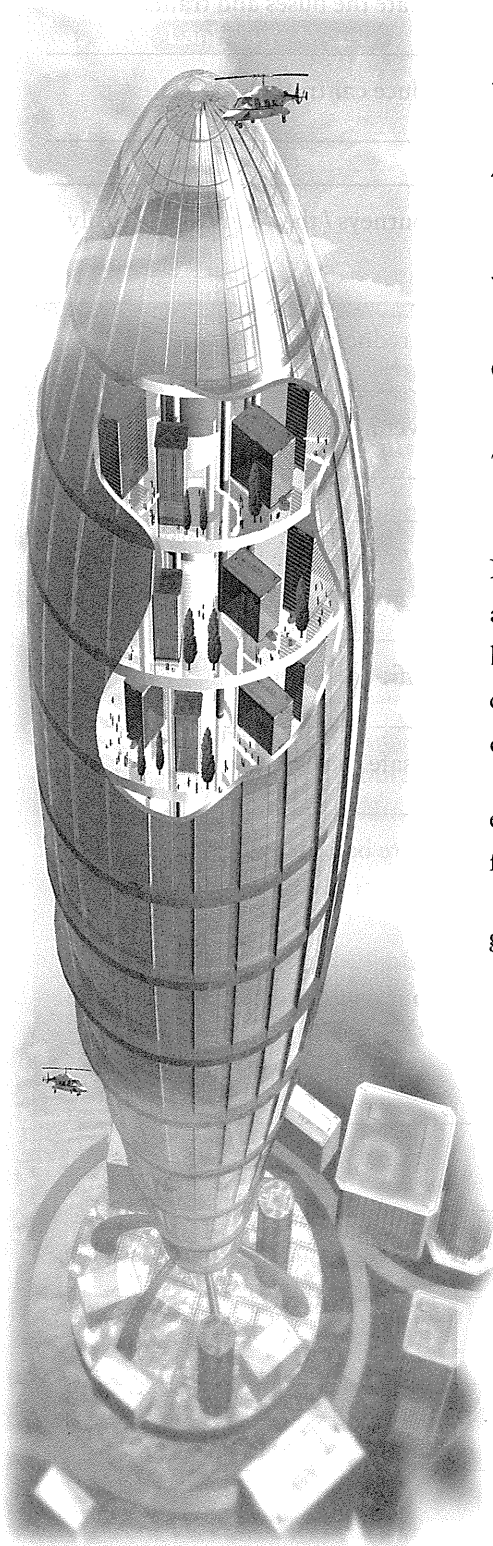
4 2nd Conditional questions

Shanghai hopes to build a 'city in the sky'. This would help reduce traffic congestion and save a lot of space. Complete the questions. Use the Past Simple or 2nd Conditional form of the verbs in brackets.

- 1 If we *built* _____ (build) the 'city in the sky',
would it be _____ (it / be) the tallest building in the world?
- 2 How many people *would live* _____ (live) there if we
decided _____ (decide) to have the maximum number of floors?
- 3 If the building _____ (have) a lot of living space,
_____ (there / be) room for other things?
- 4 If somebody _____ (live) at the top, how long
_____ (it / take) to get up there?
- 5 What _____ (people / do) if a fire _____
(start)?
- 6 _____ (the building / be) safe if an earthquake
_____ (hit) the city?
- 7 If we _____ (agree) to go ahead, how long
_____ (the building work / take)?

Now match the questions to the answers below.

- | | |
|--|----------|
| a They would escape to the next floor up or down. | _____ |
| b About fifteen years for the whole project. | _____ |
| c The lifts would go straight to the top in less than two minutes. | _____ |
| d Yes. It would be 1,140 metres high – three times bigger than the Eiffel Tower! | <u>1</u> |
| e About 100,000. | _____ |
| f Yes, because the building would go 200 metres down into the ground. | _____ |
| g Yes – there would be hotels, offices, shopping centres, and even parks. | _____ |



5 Conditional sentences: likely and unlikely situations

What would you do in the likely and unlikely situations below? Write 1st Conditional or 2nd Conditional sentences.

- 1 You get the salary rise that you want. (possible and likely)

If I get the salary rise I want, I'll _____

- 2 Your company offers you the top job in its New York office. (possible but not likely)

- 3 Some friends at work invite you for a meal on Friday. (possible and likely).


- 4 You win two round-the-world air tickets. (possible but not likely)

- 5 You have some free time next month. (possible and likely)

- 6 You meet an old school friend on holiday. (possible but not likely)

- 7 Someone in your English class suggests an end-of-year party. (possible and likely)


6 Practice drill: 2nd Conditional

 **11.1** Follow the instructions on the Student's CD/Cassette. If necessary, refer to the Listening script on p.87.




Pocket Book p. 3


Pronunciation Contractions in 1st and 2nd Conditional sentences

 **11.2** Listen to the examples. Notice the contractions.

- a We won't win the contract if the reports aren't ready.
b If we got there early, we'd get the best tickets.

 **11.3** Listen to the sentences. Write the missing verbs. Some are contractions.

- We _____ the job if we _____ all weekend.
- If you _____ tired, you _____ mistakes.
- He _____ to work if he _____ more time.
- If the tickets _____ today, they _____ tomorrow.
- He _____ us if the brochures _____ ready.
- If I _____ their faces, I _____ them.
- I _____ you if I _____ anything.
- She _____ for help if she _____ a problem.

 **11.3** Listen again and repeat the sentences.

City description: Collocations

1 Complete the collocations with the words in the box.

attractions	centre	language	shopping
capital	companies	manufacturing	

- | | |
|---------------------------|------------------------|
| 1 financial <u>centre</u> | 5 cultural _____ |
| 2 _____ industries | 6 _____ city |
| 3 _____ arcades | 7 multi-national _____ |
| 4 official _____ | |

2 Complete the article. Use the collocations from 1.



Stockholm is the _____¹ of Sweden. It is one of the world's most beautiful cities, with 14 small islands and 54 bridges. In the Old Town there are attractive hotels and restaurants, and you can find lots of elegant shops in the _____². There are also many _____³ in Stockholm including 150 museums and art galleries, and 70 theatres. Over 100 languages are spoken in the city but Swedish is, of course, the _____⁴.

Stockholm is the _____⁵ of Sweden – many business deals take place in the city. The _____⁶ important to Stockholm's economy are engineering, information technology, and computing. Several _____⁷ like Ikea and Electrolux have their headquarters there.

City description: Opposite adjectives

3 Write the opposites of these adjectives.

- | | | | |
|-----------------|--------------------|--------------|-------|
| 1 efficient | <u>inefficient</u> | 5 wide | _____ |
| 2 dull | _____ | 6 impressive | _____ |
| 3 uninteresting | _____ | 7 beautiful | _____ |
| 4 modern | _____ | 8 important | _____ |

4 Complete the sentences. Use adjectives from 3.

- 1 A traditional Christmas market takes place in the Old Town every December.
- 2 The bus system in the city is very _____ – buses often arrive late.
- 3 Visitors don't like to look at the _____ buildings in the industrial part of the town.
- 4 The city is _____ in the evening – many bars, restaurants, and clubs are open until midnight or later.
- 5 Stockholm is an _____ place to visit – there are a lot of unusual things to do and see.
- 6 Cars are too big to drive up the old, _____ streets in the city centre.

Social responses

Write responses to the guests' questions and comments at a party. Use the phrases in the box.

Congratulations!	Really!
Thanks. I'll have an orange juice.	Don't mention it.
Thank you. That would be very nice.	Yes, here you are.
Please do.	I'm sorry to hear that.
Don't worry.	It's Sally. Sally Cross.



- A May I join you? _____ 1
- B _____ 1
- C I'm sorry. I didn't catch your name. _____ 2
- D _____ 2
- E Can I get you a drink? _____ 3
- F _____ 3
- G Could you pass the water, please? _____ 4
- H _____ 4
- C Thank you for all your help this week. _____ 5
- E _____ 5
- B Can I get you some more champagne? _____ 6
- A _____ 6
- G My mother is in hospital at the moment. _____ 7
- D _____ 7
- B I'm sorry. I've spilt some wine. _____ 8
- C _____ 8
- F He's a film director, you know. _____ 9
- A _____ 9
- C I've just passed my driving test! _____ 10
- E _____ 10

🎧 11.4 Listen to the complete conversations and check your answers.

🎧 11.5 Listen and repeat the responses on the Student's CD/Cassette.

📖 Pocket Book p. 21

UNIT 12

Language focus

1 Present Simple passive

Complete the text. Use the Present Simple passive form of the verbs in brackets.

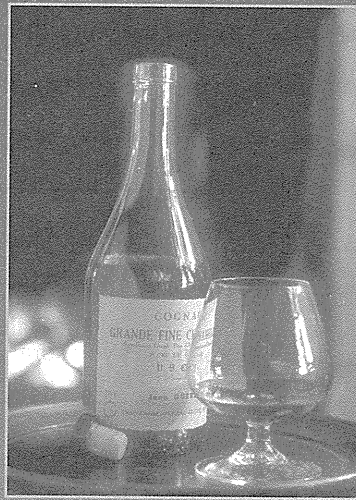
Cognac

Cork *is used* _____¹ (use) by the wine and spirits industries for 93% of wine stoppers. Stoppers _____² (need) for other drinks, like sherry and brandy.

The finest brandies – cognac and armagnac – _____³ (make) in France. Cognac is the most famous and it _____⁴ (sell) all over the world.

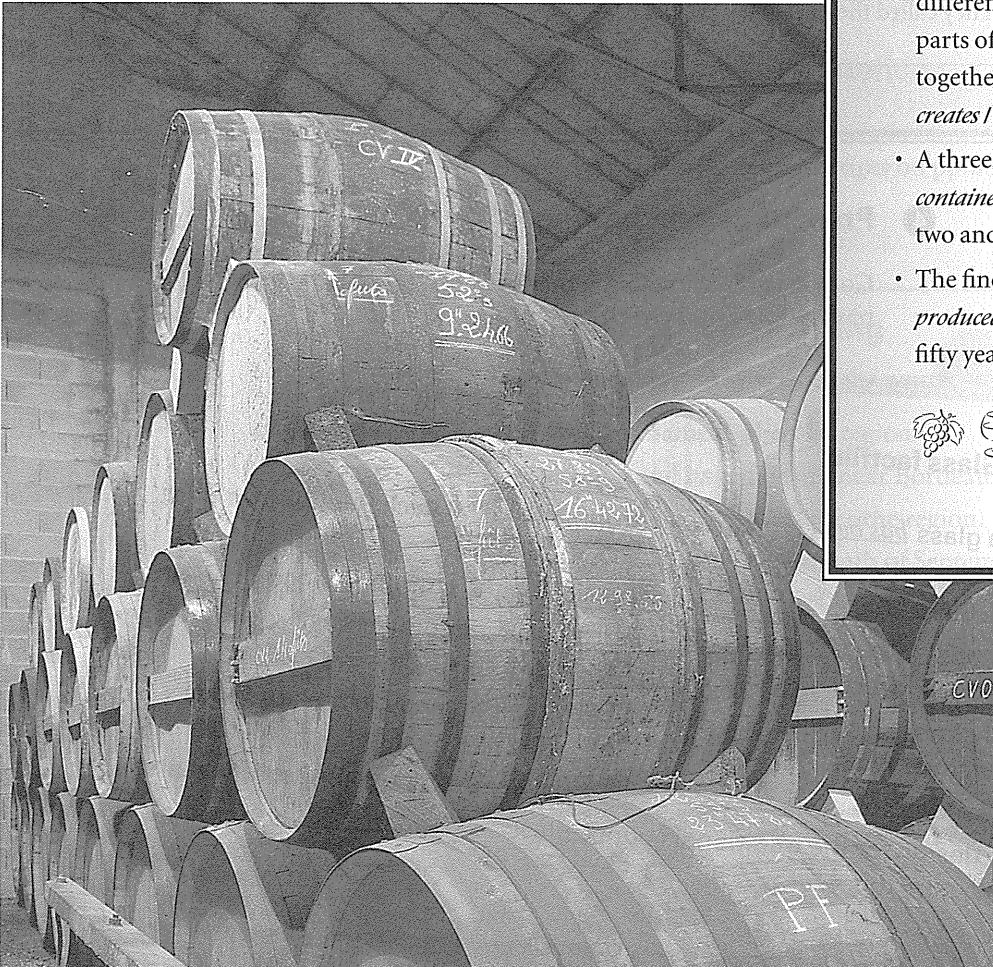
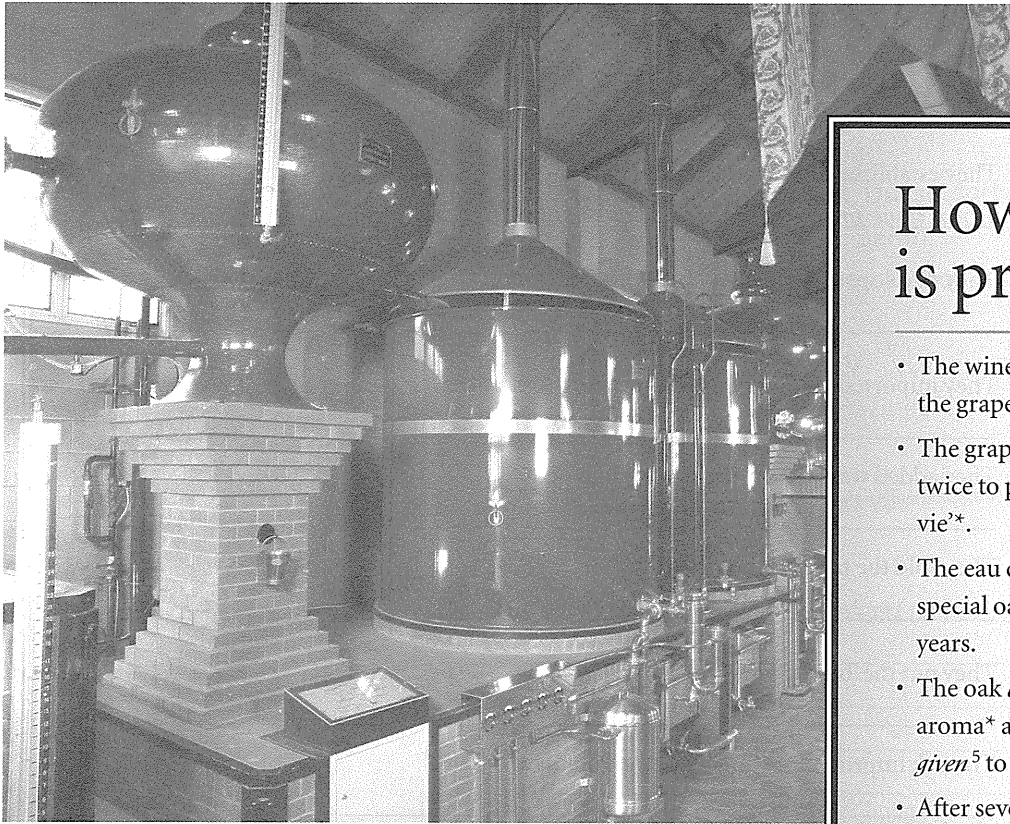
Cognac, like armagnac, _____⁵ (name) after the area where it _____⁶ (produce). The region of Cognac is north of Bordeaux. There, the grapes _____⁷ (grow) in large vineyards. Twenty thousand wine growers _____⁸ (employ) in the industry.

Over 150 million bottles of cognac _____⁹ (export) from France each year. The brandy _____¹⁰ (enjoy) most of all by Europeans and Americans.



② Present Simple active or passive

Underline the correct verb form.



How cognac is produced

- The wine growers pick / are picked¹ the grapes in the autumn.
- The grape juice heats / is heated² twice to produce a clear, 'eau de vie'^{*}.
- The eau de vie puts / is put³ into special oak barrels for a number of years.
- The oak chooses / is chosen⁴ for the aroma^{*} and colour that it gives / is given⁵ to the eau de vie.
- After several years, eaux de vie of different ages and from different parts of Cognac bring / are brought⁶ together and the final cognac creates / is created⁷.
- A three-star cognac contains / is contained⁸ eaux de vie as young as two and a half years.
- The finest cognac produces / is produced⁹ from eaux de vie as old as fifty years.



^{*} *eau de vie*: colourless brandy made from grape juice
aroma: a strong but pleasant smell

3 Past Simple passive

Change the active sentences to Past Simple passive sentences.

The Early History of Cognac

12th century: They established local wine production in Cognac.

Local wine production was established in Cognac. _____ 1

14th century: They developed a wine trade between France and Holland.

_____ 2

16th century: They imported wine products in the form of brandy.

_____ 3

They added water to the brandy in Holland.

_____ 4

They sold the new drink as 'brandywine'.

_____ 5

17th century: They put the 'brandywine' in oak barrels.

_____ 6

The oak improved the quality of the 'brandywine'.

_____ ⁷ by the oak.

They called the new drink 'cognac'.

_____ 8

4 Present Perfect passive

Complete the sentences in the Kristala Glass factfile. Use the Present Perfect passive form of the verbs in brackets.

K

Kristala Glass factfile

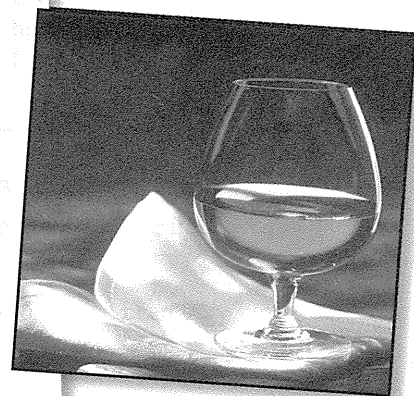
- Kristala glass *has been produced* ¹ (produce) in the Czech Republic for over 150 years.
- Cognac bottles _____ ² (make) by the company since 1920.
- The bottles _____ ³ (import) by wine producers in France for over seventy years.
- Crystal glass _____ ⁴ (use) by the company to make cognac glasses since 1946.
- The glasses _____ ⁵ (sell) all over Europe for almost fifty years.
- A new design for the traditional cognac glass _____ ⁶ (create) at the factory this year.

5 Future passive

EurAd is organizing a new advertising campaign for Kristala Glass in Germany. Look at the notes and write sentences about when things will happen. Use the Future passive form.


Kristala Glass Launch Schedule

June	Prepare the script for the KristalaTV advert
20 July	Make the TV advert at the EurAd studios, Dusseldorf
15 September	Hold a press conference at Hotel Adlon, Berlin
26 September	Invite journalists to the Kristala exhibition at the Frankfurt Trade Fair
October	Launch the KristalaTV campaign on RTV
November	Put follow-up adverts in consumer magazines



- 1 *The script for the Kristala TV advert will be prepared in June.* _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

6 Practice drills: Passive sentences

 **12.1, 12.2, 12.3** Follow the instructions on the Student's CD/Cassette. If necessary, refer to the Listening scripts on pp.88–89.




Pocket Book p. 9

Pronunciation Linking

Read the sentences aloud. Join the words you think are linked.

- 1 Cognac is named after its region.
- 2 The town and its region are near Bordeaux.
- 3 The grapes are grown all over the region.
- 4 The fruit is picked in the month of September.
- 5 The juice is turned into a clear eau de vie.
- 6 This is put into special oak barrels.
- 7 The oak adds colour and aroma.

 **12.4** Listen and repeat the sentences.

Word building

1 Complete the table.

Noun	Adjective	Noun	Adjective
anger	<i>angry</i>	_____	hungry
centre	_____	industry	_____
comfort	_____	knowledge	_____
_____	commercial	_____	noisy
_____	economical	_____	political
fashion	_____	_____	profitable
_____	healthy	value	_____

2 Complete the sentences. Use the correct nouns and adjectives from 1.

- Sales have increased this year so we have made a *profit* _____ of €900,000.
- The older employees are _____ about traditional glass-making methods.
- There are a lot of factories and warehouses in the _____ area of the city.
- The _____ of our house has increased by £10,000 since January.
- I haven't been ill for ten years – I'm a very _____ person.
- I hope to work for the government, so I am going to study _____ at university.
- The main banks and businesses are located in the _____ of the city.

3 Complete the pairs of sentences. Use the words in the box.

careful / careless hopeful / hopeless ~~powerful / powerless~~
harmful / harmless painful / painless useful / useless

- a The new director is very *powerful* _____ and makes all the decisions in the company.

b People in poor countries often feel *powerless* _____ to change their lives.
- a Please be _____ when you drive to work – the roads are very icy.

b I made a lot of _____ mistakes in the sales report so I had to do it again.
- a My tooth is _____, so I'm going to visit the dentist this afternoon.

b The treatment is _____ – you won't feel any discomfort.
- a These machines are old and don't work any more – they're _____ to us.

b The information you gave me was very _____ for my presentation.
- a The interview was difficult, so he isn't _____ he'll get the job.

b The future of the company is _____ – sales are poor and we can't pay our suppliers.
- a Don't throw the chemicals in the rubbish – they're _____ to the environment.

b Don't worry! The dog is _____ and won't hurt you.

Thanking for hospitality. Saying goodbye

EurAd's Alexa Brandt has driven Milos Zeman, Kristala's Director, to the airport after the Berlin press conference. Complete the conversation. Use the phrases in the box.

<p>I really must be going. See you on the 26th. Thank you very much for your hospitality. I'm looking forward to our next meeting</p>	<p>It was really enjoyable. have a good trip back. I'm glad you enjoyed it.</p>
---	---

- | | | |
|-------|---|---|
| MILOS | Thanks for driving me to the airport. | |
| ALEXA | Not at all. It was the least I could do after all your hard work this week. | |
| MILOS | Well, it hasn't all been hard work, and you've been very kind. | 1 |
| ALEXA | You're very welcome. _____ | 2 |
| MILOS | I certainly did. _____ | 3 |
| | Ah, look. They're calling my flight to Prague now. | 4 |
| ALEXA | Yes, of course. Well, _____ | 5 |
| | at the Frankfurt Trade Fair in September. | |
| MILOS | Me, too. _____ | 6 |
| ALEXA | Yes. So, goodbye for now, and _____ | 7 |
| MILOS | Thanks. Goodbye. | |



12.5 Listen to the conversation and check your answers.

12.6 Listen and repeat the sentences on the Student's CD/Cassette.

Pocket Book p. 21

Listening scripts

Unit 1

🔊 1.1 p.9

Practice drill 1 Present Simple questions

Make questions from the sentences.

Example 1

She lives in Madrid.

Does she live in Madrid?

Example 2

They make good wine.

Do they make good wine?

Now, you do the same.

She lives in Madrid.

Does she live in Madrid?

They make good wine.

Do they make good wine?

He works in Paris.

Does he work in Paris?

They like the new restaurant.

Do they like the new restaurant?

It takes place every year.

Does it take place every year?

They sell all over Europe.

Do they sell all over Europe?

🔊 1.2 p.9

Practice drill 2 Present Simple questions

Make questions from the sentences.

Example 1

They're busy.

Are they busy?

Example 2

He's a director.

Is he a director?

Now, you do the same.

They're busy.

Are they busy?

He's a director.

Is he a director?

You're busy.

Are you busy?

It's a magazine.

Is it a magazine?

She's an interpreter.

Is she an interpreter?

They're translators.

Are they translators?

🔊 1.3 p.9

Pronunciation Intonation of questions

Repeat the questions.

- 1 Who is Vinexpo for?
- 2 Does it finish at 1.00?
- 3 Are you interested in going?
- 4 What do you do?
- 5 How many exhibitors come?
- 6 Do you use English at work?
- 7 Are you from Sydney?
- 8 What date is the next Vinexpo?
- 9 Which part of Italy are you from?
- 10 Do you import Italian wine?

🔊 1.4 p.11

Focus on functions Introductions, greetings, and goodbyes

Listen to the four conversations.

Conversation 1

C=Charles, K=Kristal, D=David

C David, let me introduce you to Kristal Schwartz.
Kristal, this is David Porter. David, this is Kristal Schwartz.

K Hello. Pleased to meet you.

D Pleased to meet you, too.

Conversation 2

W=Mr West, R=Mrs Rice

W Excuse me, but are you Mrs Rice?

R Yes, that's right.

W May I introduce myself? I'm Michael West.

R How do you do?

W How do you do?

Conversation 3

A=Alan, L=Lucy

A Hello, Lucy. How are you?

L Fine, thanks, Alan. Good to see you again.

A Nice to see you, too. How's the family?

L They're all very well. How's life?

A Oh, not too bad, thanks, but very busy.

Conversation 4

B=Barbara, P=Patrick

B Patrick, I must go now – my flight is at 5.00.

P Well, it was very nice meeting you.

B I really enjoyed meeting you, too.

P I look forward to seeing you in Madrid.

B I do, too. See you next month.

🔊 1.5 p.11

Focus on functions **Introductions, greetings, and goodbyes**

Repeat the phrases.

Let me introduce you to Mr Smith.

How's life?

How do you do?

Pleased to meet you.

Good to see you again.

May I introduce myself?

Please call me John.

I'd like to introduce you to an old colleague.

It was very nice meeting you.

I look forward to seeing you in Berlin.

Unit 2

🔊 2.1 p.15

Practice drill 1 **Present Continuous questions**

Make questions from the sentences.

Example 1

He's talking to a supplier.

Is he talking to a supplier?

Example 2

They're travelling to Paris.

Are they travelling to Paris?

Now, you do the same.

He's talking to a supplier.

Is he talking to a supplier?

They're travelling to Paris.

Are they travelling to Paris?

She's reading the report.

Is she reading the report?

He's working at home.

Is he working at home?

She's writing a letter.

Is she writing a letter?

They're having a meeting.

Are they having a meeting?

🔊 2.2 p.15

Practice drill 2 **Present Continuous negative answers**

Give negative answers to the questions.

Example 1

Is she writing the report?

No, she isn't.

Example 2

Are you working at home?

No, I'm not.

Now, you do the same.

Is she writing the report?

No, she isn't.

Are you working at home?

No, I'm not.

Are they having a meeting?

No, they aren't.

Is he seeing a customer?

No, he isn't.

Are you reading the report?

No, I'm not.

Is she talking to the manager?

No, she isn't.

🔊 2.3 p.15

Pronunciation **Strong and weak forms of do and does**

Repeat the sentences.

1 Do you know the place?

2 Yes, I do.

3 Where does he work?

4 Does he work in Paris?

5 Yes, he does.

6 When do they leave?

7 Do they often fly?

8 Yes, they do.

🔊 2.4 p.17

Focus on functions **Making contact**

Listen to the conversation.

R=Receptionist, G=George, D=David

R Good afternoon. Global Travel. How can I help you?

G Hello. Can I speak to Emma Norton, please?

R Who's calling, please?

G It's George Kolasinski.

R Thank you. Hold the line, please. I'll put you through to her office.

G Thank you.

D Emma Norton's phone. David Lawson here. Can I help you?

G Oh, this is George Kolasinski. Could I speak to Emma, please?

D I'm sorry, she's away today.

G Oh, no! I need to speak to her – it's quite important.

D Perhaps I can help you.

G Thank you. Could you give her a message?

D Yes, of course.

G Could you ask her to call me tomorrow morning?

D Yes, certainly. Could you tell me your name again, please?

G It's Kolasinski. George Kolasinski.

D Can you spell that, please?

G It's K-O-L-A-S-I-N-S-K-I.

D And can I have your number?

G It's 0-1-6-5-7, 3-double two-5-8-9-0.

D Right. So that's Mr George Kolasinski on 0-1-6-5-7, 3-double two-5-8-9-0.

G That's it. Thanks very much. Goodbye.

D Goodbye.

🔊 2.5 p.17

Focus on functions **Making contact**

Repeat the phrases.

- Can I speak to Emma, please?
- Who's calling, please?
- Hold the line, please.
- I'm sorry, she's away today.
- Could you give her a message?
- Can you ask her to call me?
- Can I take a message?
- Could you tell me your name again, please?
- Could you spell that, please?
- Can I have your number?

Unit 3

🔊 3.1 p.21

Practice drill 1 **Past Simple negative sentences**

Make negative sentences.

Example 1

- We ate at a restaurant.
(at home)
- We didn't eat at home.*

Example 2

- We visited an art gallery.
(the city museum)
- We didn't visit the city museum.*

Now, you do the same.

- We ate at a restaurant.
(at home)
- We didn't eat at home.*
- We visited an art gallery.
(the city museum)
- We didn't visit the city museum.*
- We went to a club.
(to the cinema)
- We didn't go to the cinema.*
- We flew from New York.
(from Washington)
- We didn't fly from Washington.*
- We stayed in a hotel.
(with friends)
- We didn't stay with friends.*

🔊 3.2 p.21

Practice drill 2 **Past Simple questions**

Make questions from the sentences.

Example 1

- They arrived on time.
- Did they arrive on time?*

Example 2

- The train left at midday.
- Did the train leave at midday?*

Now, you do the same.

- They arrived on time.
- Did they arrive on time?*
- The train left at midday.
- Did the train leave at midday?*
- She called him last night.
- Did she call him last night?*
- The visitors came to the office.
- Did the visitors come to the office?*
- He told them the news.
- Did he tell them the news?*

🔊 3.3 p.21

Pronunciation **-ed endings in the Past Simple**

Repeat the verbs.

- asked, complained, decided, faxed, lasted, picked, played, reported, returned, stopped, travelled, visited

🔊 3.4 p.23

Focus on functions **Welcoming a visitor**

Listen to the conversation.

P=Paola, T=Takashi

- P Good to see you again, Takashi, and welcome to Italy.
- T Thank you, Paola. It's nice to be here.
- P Is this your first visit to this part of Italy?
- T Yes, it is. I only know Rome.
- P So ... how did you get here?
- T Well, I flew to Rome on Saturday and stayed two nights there. Then I took the train from Rome to Milan this morning.
- P Did you have a good journey?
- T Yes, thanks. The train was very comfortable.
- P Did you have any problems finding us?
- T No, none at all. Your directions were fine.
- P How was your stay in Rome?
- T Very pleasant, thanks. I did some sightseeing and some shopping, of course.
- P Good. And I'm pleased you're seeing Milan in the sun. Spring has come early this year. What was the weather like in Tokyo when you left?
- T Well, actually, it was very wet there. So I came to Milan at the right time!

🔊 3.5 p.23

Focus on functions **Welcoming a visitor**

Repeat the questions.

- Did you have a good journey?
- Did you have any problems finding us?
- What was the weather like in Tokyo?
- What was your journey like?
- How was your flight?
- How was your stay?
- How did you get here?
- Is this your first visit here?

Unit 4

4.1 p.27

Practice drill 1 Questions with *going to*

Make questions from the sentences.

Example 1

She's going to fly to Paris.

Is she going to fly to Paris?

Example 2

They're going to have a meeting.

Are they going to have a meeting?

Now, you do the same.

She's going to fly to Paris.

Is she going to fly to Paris?

They're going to have a meeting.

Are they going to have a meeting?

It's going to be hot tomorrow.

Is it going to be hot tomorrow?

They're going to meet for dinner.

Are they going to meet for dinner?

He's going to find a new job.

Is he going to find a new job?

4.2 p.27

Practice drill 2 Short answers with *going to*

Answer the questions.

Example 1

Am I going to get the job?

(yes)

Yes, you are.

Example 2

Is she going to write a report?

(no)

No, she isn't.

Now, you do the same.

Am I going to get the job?

(yes)

Yes, you are.

Is she going to write a report?

(no)

No, she isn't.

Are they going to work this evening?

(no)

No, they aren't.

Is he going to catch the train?

(yes)

Yes, he is.

Am I going to find the answer?

(no)

No, you aren't.

Are we going to send the letter?

(yes)

Yes, we are.

Is it going to rain tomorrow?

(no)

No, it isn't.

4.3 p.27

Pronunciation

Word stress

Repeat the countries and nationalities.

America	American
Japan	Japanese
Australia	Australian
Belgium	Belgian
Canada	Canadian
China	Chinese
Egypt	Egyptian
Europe	European
Germany	German
Hungary	Hungarian
India	Indian
Italy	Italian
Kuwait	Kuwaiti
Pakistan	Pakistani
Poland	Polish
Portugal	Portuguese

4.4 p.29

Focus on functions

Staying at a hotel

Listen to the three conversations.

Conversation 1

R=Receptionist, C=Caller

R Cape Coral Hotel. Good morning. How may I help you?

C Oh, hello. I'd like to book a single room.

R Yes, certainly, Madam. When is that for?

C For Wednesday the 16th of June.

R And for how many nights?

C For one night.

R OK. And could I have your name, please?

C Yes, it's Paola Giacalone.

R Fine. I'll reserve a room for you immediately.

Conversation 2

R=Receptionist, G=Guest

G Hello. My name's Paola Giacalone. I have a reservation.

R Oh, yes. Good evening, Madam. Welcome to the Cape Coral Hotel. Could you fill in this form, please?

G Sure.

R Can you sign here, please? ... Thank you. Here's your keycard.

G Thanks. Could I have an early-morning call?

R Yes, of course. At what time?

G At 6.45, please.

Conversation 3

R=Receptionist, G=Guest

G Good morning. Could I have my bill, please?

R Certainly, Madam. Did you have anything from the minibar last night?

G No, nothing.

R Fine. Here's your bill.

G Thank you.

R How would you like to pay?

- G Can I pay by credit card?
 R Yes, that's fine.
 G Good. I'll pay by Mastercard then.

🔊 4.5 p.29

Focus on functions **Staying at a hotel**

Repeat the phrases.

I'd like to book a single room.
 For Wednesday the 16th of June.
 For two nights.
 I have a reservation.
 Could I have an early-morning call?
 Could I have my bill, please?
 Can I pay by credit card?
 Good. I'll pay by Mastercard then.

Unit 5

🔊 5.1 p.33

Practice drill 1 **Questions with any**

Make questions from the sentences.

Example 1

He had some free time.
Did he have any free time?

Example 2

They chose some books.
Did they choose any books?

Now, you do the same.

He had some free time.
Did he have any free time?
 They chose some books.
Did they choose any books?
 She got some money.
Did she get any money?
 They bought some presents.
Did they buy any presents?
 He wrote some reports.
Did he write any reports?

🔊 5.2 p.33

Practice drill 2 **Sentences with much and many**

Answer the questions.

Example 1

Did they have any tomatoes?
They had some, but not many.

Example 2

Did they have any bread?
They had some, but not much.

Now, you do the same.

Did they have any tomatoes?
They had some, but not many.
 Did they have any bread?
They had some, but not much.

Did they have any wine?
They had some, but not much.
 Did they have any melons?
They had some, but not many.
 Did they have any potatoes?
They had some, but not many.
 Did they have any coffee?
They had some, but not much.

🔊 5.3 p.33

Pronunciation **Word stress**

Listen to the examples.

fitness, machine, calories

Repeat the words.

fitness, culture, leisure, training
 machine, advice, amount, result
 calories, energy, oranges, studio

🔊 5.4 p.35

Focus on functions **At a restaurant**

Listen to the two conversations.

Conversation 1

H=Host, G=Guest

H Right. Let's order.
 G Oh, I'm afraid I don't know anything about Japanese food. What do you recommend?
 H Well, for a starter, what about *yakitori*?
 G *Yakitori*? What's that?
 H It's small kebabs, with pieces of chicken and a vegetable called *naganegi*.
 G Yes, I'd like to try that.
 H Now, how about the main course? The *shabushabu* is usually very good here.
 G What's *shabushabu*?
 H It's thin pieces of beef and various vegetables which we cook at the table.
 G Fine. I'll have that.

Conversation 2

H=Host, G=Guest

G Mm. This drink is delicious, but it's quite strong. What is it?
 H *Umeshu*. It's a type of spirits made from barley and plums. Would you like some more?
 G Thanks. Just a little.
 H Now, what about a dessert?
 G Thank you, but I couldn't eat any more.
 H Are you sure? Would you like coffee, then?
 G Yes, that would be very nice. Thank you for a wonderful meal.
 H You're welcome.

🔊 5.5 p.35

Focus on functions **At a restaurant**

Repeat the phrases.

What do you recommend?

The meat is usually excellent here.

Yes, I'd like that.

Would you like some more wine?

Thanks. Just a little.

What about the main course?

How about a dessert?

Thank you, but I really couldn't eat any more.

Thank you for a wonderful meal.

Unit 6

🔊 6.1 p.39

Practice drill 1 **Comparative sentences**

Give negative answers to the questions.

Example 1

Is Africa as big as Asia?

No, Asia's bigger.

Example 2

Is Washington as interesting as New York?

No, New York's more interesting.

Now, you do the same.

Is Africa as big as Asia?

No, Asia's bigger.

Is Washington as interesting as New York?

No, New York's more interesting.

Is Paris as hot as Cairo?

No, Cairo's hotter.

Is Luxembourg as expensive as Monaco?

No, Monaco's more expensive.

Are the Alps as high as the Andes?

No, the Andes are higher.

Is Belgium as crowded as Hong Kong?

No, Hong Kong's more crowded.

🔊 6.2 p.39

Practice drill 2 **Superlative sentences**

Make superlative sentences.

Example 1

The river is very long.

Yes, it's the longest river in the world.

Example 2

The airline is very reliable.

Yes, it's the most reliable airline in the world.

Now, you do the same.

The river is very long.

Yes, it's the longest river in the world.

The airline is very reliable.

Yes, it's the most reliable airline in the world.

The train is very fast.

Yes, it's the fastest train in the world.

The city is very exciting.

Yes, it's the most exciting city in the world.

The aeroplane is very big.

Yes, it's the biggest aeroplane in the world.

The country is very expensive.

Yes, it's the most expensive country in the world.

🔊 6.3 p.39

Pronunciation **The /ə/ sound**

Repeat the phrases.

as easy as

taller than

less expensive than

the newest

the most reliable

as late as

better than

more famous than

the quickest

the most famous

🔊 6.4 p.41

Focus on functions **Making arrangements**

Listen to the conversation.

S=Steve, M=Maria

S Is that Maria Pertini?

M Yes. Speaking.

S Hello, this is Steve Holmes. I'm flying to Milan later this week, so could we arrange a meeting to discuss the Elco project?

M Yes, of course. Let me see. I can see you on Thursday or Friday. When are you free?

S Is Friday morning possible for you?

M Yes, that's OK. Shall we say 10 o'clock?

S Yes, 10 a.m. suits me fine.

M Ah! Wait a moment. No, I'm afraid I'm busy then. I've got a meeting with a client. Could we arrange another time?

S Yes, of course. When would be convenient for you?

M How about Friday afternoon?

S What time would suit you?

M How about two o'clock?

S Yes, that's fine.

M Good. See you on Friday afternoon at 2.00.

Focus on functions Making arrangements

Repeat the phrases.

- Could we arrange a meeting?
- When would be convenient for you?
- What time would suit you?
- Is Friday morning possible for you?
- How about two o'clock?
- Shall we say next Tuesday?
- Yes, 10 a.m. suits me fine.
- No, I'm afraid I'm busy then.
- Could we arrange another time?
- See you on Friday afternoon at two.

Unit 7

Practice drill 1 Present Perfect Simple questions

Make questions from the sentences.

Example 1

They've been to Milan.
Have they been to Milan?

Example 2

She's sent the report.
Has she sent the report?

Now, you do the same.

- They've been to Milan.
Have they been to Milan?
- She's sent the report.
Has she sent the report?
- You've received a bonus.
Have you received a bonus?
- He's forgotten the meeting.
Has he forgotten the meeting?
- Prices have increased.
Have prices increased?

Practice drill 2 Present Perfect Simple and Past Simple answers

Give positive answers to the questions.

Example 1

Have they started a new business?
 (last year)
Yes, they have. They started it last year.

Example 2

Has he read the report?
 (yesterday)
Yes, he has. He read it yesterday.

Now, you do the same.

Have they started a new business?
 (last year)
Yes, they have. They started it last year.

Has he read the report?

(yesterday)

Yes, he has. He read it yesterday.

Has she written the memo?

(on Monday)

Yes, she has. She wrote it on Monday.

Have they received the invoice?

(this morning)

Yes, they have. They received it this morning.

Has he finished the project?

(last week)

Yes, he has. He finished it last week.

Pronunciation Past Simple and Present Perfect Simple

Listen to the sentences. Which tense do you hear?

- 1 I've applied for Ben's job.
- 2 I asked for more time.
- 3 We had a visitor.
- 4 We've heard the news.
- 5 They've worked in Africa.
- 6 They went to Nigeria.
- 7 I've finished the project.
- 8 I faxed the report.

Focus on functions Opinions and suggestions

Listen to the two conversations.

Conversation 1

A=Anne, C=Carl

A I'm happy in my job, but I'd like a new challenge.
 Any ideas on what I can do?

C Why not travel round the world for a year?

A I don't just want to travel. I'd like to really get to know another country and learn about their culture.

C Well, why don't you get a job abroad for a year or two? You could help people in the Third World and learn about their culture, too.

A Yes, that's a good idea. I'll talk to my boss about it.

Conversation 2

Y=Yvette, A=Anne

Y What did your boss say?

A He's given me unpaid leave for a year.

Y That's good of him! What do you plan to do?

A I'm going to work for Oxfam and help build new schools in Guatemala. What do you think about that?

Y In my opinion, it's a bad career move. You can return to your job, but I think you're going to lose opportunities for promotion.

A I'm not sure about that. The company hopes to expand into Latin America. My boss says it could be very useful experience.

🎧 7.5 p.47

Focus on functions **Opinions and suggestions**

Repeat the phrases.

Any ideas on what I can do?
What do you think about that?
Why don't you get a job abroad?
Why not travel around the world?
I'm not sure about that.
Yes, that's a good idea.
In my opinion, it's a bad career move.
I think that's a really great idea.
I certainly agree with that.
I'm sorry, but I disagree.

Unit 8

🎧 8.1 p.50

Practice drill 1 **Questions with *should* and *have to***

Make questions from the sentences.

Example 1

You should get a car.
Should I get a car?

Example 2

I have to work on Sunday.
Do you have to work on Sunday?

Now, you do the same.

You should get a car.
Should I get a car?

I have to work on Sunday.
Do you have to work on Sunday?

They should leave now.
Should they leave now?

He has to answer the question.
Does he have to answer the question?

You should call the police.
Should I call the police?

She has to go home early.
Does she have to go home early?

🎧 8.2 p.51

Pronunciation **Sentence stress and emphasis**

Listen to the conversations.

B=Bill, L=Lisa

B I think we should go by train.
L *Well, I think we should go by plane.*
B Tony may get here by 9.00.
L *He has to get here before 9.00.*
B Susie says we should try that new café.
L *But Tania says we shouldn't.*
B It's important to be honest with them.
L *It's important not to tell them all the facts.*
B You have to wear suits for formal meetings.
L *But you don't have to wear suits in the office.*

Repeat Lisa's replies.

Well, I think we should go by plane.

He has to get here before 9.00.
But Tania says we shouldn't.
It's important not to tell them all the facts.
But you don't have to wear suits in the office.

🎧 8.3 p.53

Focus on functions **Invitations**

Listen to the conversation.

D=Dieter, L=Lucy, H=Helga

D How was your first week, Lucy?
L You do things differently here, but everyone has been very helpful.
D Good. We're all going out for a meal after work. Would you like to join us?
L I'd love to, but I'm afraid I can't. You see, I promised my new neighbours I'd go to their barbecue at 6.00.
H Oh, that's a pity. ... I'm going into town tomorrow morning. Would you join me there for lunch? I could show you the old castle in the afternoon.
L Thanks a lot, but I'm meeting an old college friend in Munich tomorrow. Sorry!
H No problem. What about Sunday? Some of us are going on a trip to the Bodensee – that's Lake Constance in English. How about joining us?
L That sounds nice.
D Yes, it's beautiful at this time of year, so why don't you come with us?
L Are you sure?
H Yes, of course. You're very welcome.
L Thank you. I'd enjoy that very much.
D Good. We'll pick you up at 8.30 on Sunday morning.

🎧 8.4 p.53

Focus on functions **Invitations**

Repeat the phrases.

Why don't you come with us?
Thank you. I'd enjoy that very much.
Would you like to join us?
I'd be delighted to accept.
Would you join me for lunch?
Thanks a lot, but I'm meeting a friend.
I'd love to, but I'm afraid I can't.
How about joining us tomorrow?

Unit 9

🎧 9.1 p.57

Practice drill 1 **Present Perfect Continuous questions**

Ask questions about the sentences.

Example 1

He's travelling.
How long has he been travelling?

Example 2

Sales are increasing.
How long have sales been increasing?

Now, you do the same.

He's travelling.

How long has he been travelling?

Sales are increasing.

How long have sales been increasing?

They're talking.

How long have they been talking?

It's raining.

How long has it been raining?

They're having a meeting.

How long have they been having a meeting?

She's writing her report.

How long has she been writing her report?

🔊 9.2 p.57

Practice drill 2 Present Perfect Continuous answers

Give positive answers to the questions.

Example 1

Is he working in Marseilles?

(since last month)

Yes, he's been working in Marseilles since last month.

Example 2

Are they learning Japanese?

(for a long time)

Yes, they've been learning Japanese for a long time.

Now, you do the same.

Is he working in Marseilles?

(since last month)

Yes, he's been working in Marseilles since last month.

Are they learning Japanese?

(for a long time)

Yes, they've been learning Japanese for a long time.

Is it raining?

(since midday)

Yes, it's been raining since midday.

Are they playing golf?

(for two hours)

Yes, they've been playing golf for two hours.

Is he visiting customers?

(since Monday)

Yes, he's been visiting customers since Monday.

🔊 9.3 p.58

Pronunciation Word stress

Listen to the examples.

importer, company, competitor

Repeat the words.

importer, production, investment, translator

company, organize, industry, operate

competitor, development, distributor, industrial

🔊 9.4 p.59

Focus on functions Offers and requests

Listen to the two conversations.

Conversation 1

H=Helen, T=Tony

H I have to check in for my flight to Chicago in an hour, so could you print out this report and distribute it? I don't have time.

T Yes, certainly. Shall I drive you to the airport?

H That's very kind of you, but it's more important for you to be here.

T Well, would you like me to call a taxi?

H Thank you. I'd appreciate that. Could we say ten minutes from now?

Conversation 2

H=Helen, S = Sandra

H Hi, Sandra, I'm arriving in Chicago at 16.45 local time. Would you be able to meet me at the airport? Then we could talk on the way to the hotel.

S I'm sorry, but that's not possible. I have an important meeting.

H OK, no problem. Would you mind sending a car to meet me?

S Yes, of course. I'll arrange that right now. And if you like, I could meet you later at the hotel.

H Great. Let's meet at 8.00 and have dinner together.

S That's fine. See you soon, and have a good trip.

🔊 9.5 p.59

Focus on functions Offers and requests

Repeat the phrases.

Shall I drive you to the airport?

Would you like me to call a taxi?

If you like, I could meet you at the hotel.

Could you print out this report?

Would you be able to meet me?

I'm sorry, but that's not possible.

Yes, of course.

Thank you. I'd appreciate that.

That's very kind of you, but I can manage.

Would you mind sending a car?

Unit 10

🔊 10.1 p.63

Practice drill 1st Conditional

Make sentences.

Example 1

(start now / finish early)

If we start now, we'll finish early.

Example 2

(don't start soon / finish late)

If we don't start soon, we'll finish late.

Now, you do the same.

(start now / finish early)

If we start now, we'll finish early.

(don't start soon / finish late)
If we don't start soon, we'll finish late.
 (travel at night / save a lot of money)
If we travel at night, we'll save a lot of money.
 (don't travel at night / the tickets cost more)
If we don't travel at night, the tickets will cost more.
 (get better jobs / earn more money)
If we get better jobs, we'll earn more money.
 (don't get better jobs / always have money problems)
If we don't get better jobs, we'll always have money problems.

🔊 10.2 p.63

Pronunciation *will and 'll*

Listen to the conversation.

R=Reporter, E=Engineer

R It's a fantastic project. Do you think it'll succeed?
 E Oh, yes, we're sure it will.
 R Will the wind farm be very big?
 E Yes, it'll be about 36 kilometres long.
 R Will people be able to see it from the coast?
 E Yes, they will, but not easily. The turbines'll be a long way from the coast.
 R I suppose there'll be damage to wildlife.
 E No, we don't think there will. We're making sure there'll be very little.

🔊 10.3 p.63

Pronunciation *will and 'll*

Repeat phrases from the conversation.

Do you think it'll succeed?
 We're sure it will.
 Will the wind farm be very big?
 It'll be 36 kilometres long.
 Will people be able to see it?
 Yes, they will.
 The turbines'll be a long way ...
 ... there'll be damage.
 We don't think there will.
 There'll be very little.

🔊 10.4 p.65

Focus on functions **Asking for information**

Listen to the conversation.

K=Kate Dee, J=Julia Carr

K So, you want to spend the summer at an environmental work camp. Is that right?
 J Yes. I'd like some information about camps in Spain or Portugal.
 K What about Sungrow Desert Technology? They're based in Cambridge, but they have a big environmental project in the south of Spain.
 J That sounds interesting. Could you tell me how to contact them?
 K I'll look that up. Right, you can contact them by post or by email.
 J Can you tell me their email address?
 K It's sungrow@clara.net.

J Could you repeat that, please?
 K Of course. It's sungrow@clara.net.
 J Do you know what kind of work they do?
 K I'm afraid I don't have much information about that. It just says that they work on farming techniques for very dry regions. I suggest you find out from their website. It's sundestec.org.uk.
 J Right, I've got that. Thanks for your help.
 K You're very welcome.

🔊 10.5 p.65

Focus on functions **Asking for information**

Repeat the phrases.

I'd like some information about camps in Spain.
 Do you know what they do?
 Could you tell me how to contact them?
 I'm sorry, but I don't have any information.
 I'll look that up.
 Let me check for you.
 Could you repeat that, please?
 Can you tell me their email address?
 Right, I've got that.
 Could you say that again?

Unit 11

🔊 11.1 p.69

Practice drill **2nd Conditional**

Answer the questions.

Example 1

If you had a year off, what would you do?
 (travel round the world)
If I had a year off, I'd travel round the world.

Example 2

If you travelled round the world, where would you go first?
 (go to Australia)
If I travelled round the world, I'd go to Australia.

Now, you do the same.

If you had a year off, what would you do?
 (travel round the world)
If I had a year off, I'd travel round the world.
 If you travelled round the world, where would you go first?
 (go to Australia first)
If I travelled round the world, I'd go to Australia first.
 If you went to Australia, what city would you visit first?
 (visit Sydney first)
If I went to Australia, I'd visit Sydney first.
 If you visited Sydney, how would you spend your time?
 (spend my time at Bondi Beach)
If I visited Sydney, I'd spend my time at Bondi Beach.
 If you spent your time at Bondi Beach, what would you do there?
 (go surfing every day)
If I spent my time at Bondi Beach, I'd go surfing every day!

🔊 11.2 p.69

Pronunciation **Contractions in 1st and 2nd Conditional sentences**

Listen to the examples.

We won't win the contract if the reports aren't ready.
If we got there early, we'd get the best tickets.

🔊 11.3 p.69

Pronunciation **Contractions in 1st and 2nd Conditional sentences**

Listen to the sentences. Then repeat.

- 1 We'd finish the job if we worked all weekend.
- 2 If you're tired, you'll make mistakes.
- 3 He wouldn't drive to work if he had more time.
- 4 If the tickets don't come today, they'll arrive tomorrow.
- 5 He'll email us if the brochures aren't ready.
- 6 If I saw their faces, I'd remember them.
- 7 I won't call you if I don't hear anything.
- 8 She wouldn't ask for help if she didn't have a problem.

🔊 11.4 p.71

Focus on functions **Social responses**

Listen to the conversations.

- 1 A May I join you?
B Please do.
- 2 C I'm sorry. I didn't catch your name.
D It's Sally. Sally Cross.
- 3 E Can I get you a drink?
F Thanks. I'll have an orange juice.
- 4 G Could you pass the water, please?
H Yes, here you are.
- 5 C Thank you for all your help this week.
E Don't mention it.
- 6 B Can I get you some more champagne?
A Thank you. That would be very nice.
- 7 G My mother is in hospital at the moment.
D I'm sorry to hear that.
- 8 B I'm sorry. I've spilt some wine.
C Don't worry.
- 9 F He's a film director, you know.
A Really!
- 10 C I've just passed my driving test!
E Congratulations!

🔊 11.5 p.71

Focus on functions **Social responses**

Repeat the responses.

Please do.

Thanks. I'll have a whisky.

Don't mention it.

Thank you. That would be very nice.

I'm very sorry to hear that.

Really!

Yes, here you are.

Don't worry.

It's James. James Turner.

Congratulations!

Unit 12

🔊 12.1 p.75

Practice drill 1 **Present Simple passive**

Make passive sentences.

Example 1

They make armagnac in France.

Armagnac is made in France.

Example 2

They manufacture cars in Japan.

Cars are manufactured in Japan.

Now, you do the same.

They make armagnac in France.

Armagnac is made in France.

They manufacture cars in Japan.

Cars are manufactured in Japan.

They produce sherry in Spain.

Sherry is produced in Spain.

They write software in India.

Software is written in India.

They grow olives in Italy.

Olives are grown in Italy.

They build ships in Korea.

Ships are built in Korea.

🔊 12.2 p.75

Practice drill 2 **Past Simple passive**

Make passive sentences.

Example 1

She didn't finish the report.

The report wasn't finished.

Example 2

They didn't order the books.

The books weren't ordered.

Now, you do the same.

She didn't finish the report.

The report wasn't finished.

They didn't order the books.

The books weren't ordered.

We didn't read the memo.

The memo wasn't read.

He didn't sell the apartments.

The apartments weren't sold.

You didn't answer the letter.

The letter wasn't answered.

I didn't check the figures.

The figures weren't checked.

Practice drill 3 Present Perfect passive

Make passive sentences.

Example 1

Has she booked the rooms?
Have the rooms been booked?

Example 2

Have they agreed the price?
Has the price been agreed?

Now, you do the same.

- Has she booked the rooms?
Have the rooms been booked?
- Have they agreed the price?
Has the price been agreed?
- Has he found the invoices?
Have the invoices been found?
- Have you sent the email?
Has the email been sent?
- Has she sold the computers?
Have the computers been sold?
- Has he signed the contract?
Has the contract been signed?

Pronunciation Linking

Repeat the sentences.

- 1 Cognac is named after its region.
- 2 The town and its region are near Bordeaux.
- 3 The grapes are grown all over the region.
- 4 The fruit is picked in the month of September.
- 5 The juice is turned into a clear eau de vie.
- 6 This is put into special oak barrels.
- 7 The oak adds colour and aroma.

Focus on functions Thanking for hospitality. Saying goodbye

Listen to the conversation.

M=Milos, A=Alexa

- M Thanks for driving me to the airport.
- A Not at all. It was the least I could do after all your hard work this week.
- M Well, it hasn't all been hard work, and you've been very kind. Thank you very much for your hospitality.
- A You're very welcome. I'm glad you enjoyed it.
- M I certainly did. It was really enjoyable. Ah, look. They're calling my flight to Prague now. I really must be going.
- A Yes, of course. Well, I'm looking forward to our next meeting at the Frankfurt Trade Fair in September.
- M Me, too. See you on the 26th.
- A Yes. So, goodbye for now, and have a good trip back.
- M Thanks. Goodbye.

Focus on functions Thanking for hospitality. Saying goodbye

Repeat the sentences.

- Thank you very much for your hospitality.
- I'm glad you enjoyed it.
- It was really enjoyable.
- I'm looking forward to our next meeting.
- I really must be going.
- I've had a wonderful time.
- I'm glad you found it interesting.
- I must be off.
- See you on the 26th.
- Have a good trip back.

Answer key

Unit 1

Language focus

- 1 1 *run* 6 manage
2 comes 7 produce
3 knows 8 know
4 is 9 help
5 has 10 persuades
- 2 1 *comes* 6 don't work
2 *doesn't come* 7 produce
3 is 8 runs
4 doesn't live 9 helps
5 live 10 manages
- 3 1 *Do you have* 5 Are you
2 Do you want 6 do I need
3 Does it start 7 do we have
4 does it finish
- 4 1 *What* 2 Where 3 When 4 Who
5 How many 6 Why 7 What
- 5 1 *Are you Signora Leone-Bell?*
2 Are you from Sydney?
3 Which part of Italy are you from?
4 What do you do?
5 ... do you import Italian wine?
6 Do you want to taste it?
7 What grape do you use?
8 Do you know the name?
9 Is he your husband?

7 1.1, 1.2 (Refer to Listening scripts, p.78.)

Pronunciation

- 1 ↘ 2 ↗ 3 ↗ 4 ↘ 5 ↘
6 ↗ 7 ↗ 8 ↘ 9 ↘ 10 ↗

Wordpower

- 1 1 *Surname* 8 Date of birth
2 Forename(s) 9 Place of birth
3 Home address 10 Nationality
4 Post code 11 Passport no.
5 Telephone 12 Country of residence
6 Mobile 13 Signature
7 Email address

- 2 1 *comb* 4 pen 7 watch
2 keys 5 diary 8 driving licence
3 credit cards 6 wallet 9 mobile phone

Focus on functions

- 1 let me introduce you
2 Pleased to meet you.
3 May I introduce myself?
4 How do you do?
5 Good to see you again.
6 How's life?
7 it was very nice meeting you.
8 I look forward to seeing you in Madrid.

Unit 2

Language focus

- 1 1 *sell* 7 employs
2 takes 8 works
3 seems 9 find
4 have 10 send
5 speak 11 deals
6 want 12 returns
- 2 **answer-ing** **arriv(e)-ing** **begin-n-ing**
growing *becoming* *cutting*
starting handling forgetting
staying reducing getting
trying taking stopping
working using travelling
- 3 1 *is becoming* 6 is growing
2 are travelling 7 are handling
3 is reducing 8 are answering
4 are getting 9 are trying
5 is beginning 10 are working
- 4 1 *The company is expanding its activities in India.*
2 The company isn't employing new staff in the Bangalore office.
3 They're opening new offices in Chennai and Mumbai.
4 The company isn't planning to expand overseas at the present time.
5 Sales of the company's home computers are increasing.
6 They're not making changes to their software programs.
7 The Managing Director is having a lot of meetings with IBM.
- 5 1 *Are you enjoying* 5 are you doing
2 Is he doing 6 Are you telling him
3 are you phoning 7 Are you working
4 are you visiting
- 6 1 *live* 6 are trying
2 run 7 deals
3 imports 8 is looking
4 is growing 9 is visiting
5 are rising 10 are having
- 7 2.1, 2.2 (Refer to Listening scripts, p.79.)

Pronunciation

- 1 b 2 a 3 b 4 b 5 a 6 b 7 b 8 a

Wordpower


- 1 1 work 2 have 3 do 4 make
- 2 1 *make an appointment* 5 have lunch
2 do a good job 6 make a phone call
3 work part-time 7 do some research
4 work flexitime 8 have a holiday
- 3 Not in work: *out of work*, retired, unemployed
Working hours: flexitime, full-time, part-time
Time away from work: holidays, maternity leave, paternity leave, sick leave
Work activities: emails, meetings, reports, phone calls
Pay: sick pay, wages, salary

Focus on functions

- 1 Can I speak to
- 2 Who's calling, please?
- 3 Hold the line, please.
- 4 I'm sorry, she's away today.
- 5 Could you give her a message?
- 6 Could you ask her to call me
- 7 Could you tell me your name again
- 8 Can you spell that, please?
- 9 can I have your number?

Unit 3

Language focus

- 1 *worked* 7 arrived
2 did ... visit 8 called
3 started 9 wanted
4 needed 10 Did ... agree
5 did ... stay 11 changed
6 Did ... return 12 suggested
- 2 1 *grew* 6 chose 11 had
2 helped 7 became 12 accepted
3 ran 8 won 13 decided
4 went 9 made 14 open
5 began 10 broke 15 created
- 4 1 *Did you start SG Intercafés alone?*
2 Were there any big problems?
3 Did the bank help much?
4 Did the business grow fast after that?
5 When did you start your company?
6 Why did you call it Forest Housing?
7 What problems did you have?
- 5 1 *Where did you go?*
2 Which supplier did you visit?
3 Who did you talk to?
4 Why was she unhappy about our last payment?
5 How did you deal with the problem?
6 What possible new suppliers did you visit?
7 Which supplier sent me information?
8 When did the supplier send me information (last year)?
9 Where did he meet me?
10 How much discount did he offer?
- 6  **3.1, 3.2** (Refer to Listening scripts, p.80.)

Pronunciation

	/d/	/t/	/ɪd/
1 asked		✓	
2 complained	✓		
3 decided			✓
4 faxed		✓	
5 lasted			✓
6 picked		✓	
7 played	✓		
8 reported		✓	✓
9 returned	✓		
10 stopped		✓	
11 travelled	✓		
12 visited			✓

Wordpower


- 1 *swimming* 5 tennis 9 judo
2 badminton 6 table tennis 10 aerobics
3 basketball 7 fitness training 11 yoga
4 squash 8 weight training 12 rollerblading
- 2 do (weight training, judo, aerobics, yoga)
go (climbing, diving, riding, jogging)
play (squash, golf, table tennis, football)
- 3 1 *café* 2 restaurant 3 wine bar
4 cinema club 5 concerts

Focus on functions

- 1 Is this your first visit
- 2 how did you get here?
- 3 Did you have a good journey?
- 4 Did you have any problems finding us?
- 5 How was your stay
- 6 What was the weather like

Unit 4

Language focus

- 1 *'m flying* 5 'm writing
2 'm meeting 6 'm making
3 'm giving 7 'm not doing
4 'm interviewing
- 2 1 *are we holding* 4 people are going
2 Are you inviting 5 Are you leading
3 is it taking 6 am I talking
- 3 1 *We're holding the seminar at the Cape Coral Hotel in Nassau.*
2 No, I'm also inviting all training staff.
3 It's taking place from 2-4 June.
4 Ninety-seven people are going to the seminar.
5 No, I'm leading it with Mark Grady (of Global Training).
6 You're talking to everyone at the start.
- 4 1 *I'm going to visit Bay Street and do my shopping there.*
2 We're going to try some of Nassau's wonderful restaurants.
3 She's going to swim with the dolphins near Grand Bahama Island.
4 They're going to relax on the beautiful Paradise Island beaches.
5 I'm going to see the spectacular Atlantis Superboat Challenge.
6 He's going to dive with a local guide to see the beautiful underwater world.
7 We're going to explore the fantastic rainforest in Lucayan National Park.
- 5 1 *are you going to open*
2 Is it going to be
3 are you going to offer
4 are you going to compete
5 people are going to work
6 are the builders going to start
7 is the building work going to take
8 is the whole project going to cost
a7 b8 c2 d6 e3 f1 g5 h4
- 6  **4.1, 4.2** (Refer to Listening scripts, p.81.)

Pronunciation

America	American
Japan	Japanese
Australia	Australian
Belgium	Belgian
Canada	Canadian
China	Chinese
Egypt	Egyptian
Europe	European
Germany	German
Hungary	Hungarian
India	Indian
Italy	Italian
Kuwait	Kuwaiti
Pakistan	Pakistani
Poland	Polish
Portugal	Portuguese

Wordpower

- 1 double room, twin room
2 full-board, half-board
3 luggage, suitcase
4 shower, bath
5 bill, receipt
- 1 multi-line phone
2 computer / fax point
3 satellite TV
4 safe
5 minibar
6 24-hour room service
- 7 business centre
8 conference facilities
9 fitness centre
10 swimming-pool
11 cocktail bar
12 restaurants

Focus on functions

- 1 I'd like to book a single room.
- 2 For Wednesday 16 June.
- 3 For one night.
- 4 I have a reservation.
- 5 Could I have an early-morning call?
- 6 Could I have my bill, please?
- 7 Can I pay by credit card?
- 8 Good. I'll pay by Mastercard then.

Unit 5

Language focus

- 1 good health
2 regular training
3 machines
4 equipment
5 advice
6 time
 - 7 Research
8 results
9 hard work
10 Relaxation
11 information
- 1 a times b time
2 a exercise b exercises
3 a foods b food
4 a fruit b fruits
5 a life b lives
6 a noise b noises
7 a sports b sport
8 a businesses b business

- 1 a lot of 2 many 3 much 4 A lot of
5 many 6 much 7 a lot of 8 many
- 1 How much
2 Only a little
3 How many
4 Only a few
- 5 How much
6 Only a little
7 How many
8 Only a few

- 1 some 2 any 3 some 4 a 5 some
6 some 7 any 8 a 9 some 10 a
11 Some 12 any

- 6 5.1, 5.2 (Refer to Listening scripts, p.82.)

Pronunciation

••	••	•••
culture	advice	energy
leisure	amount	oranges
training	result	studio

Wordpower

- 1 salmon 2 red pepper 3 cut 4 chicken
5 peach 6 mineral water 7 cutlet 8 cheese
- 1 Grill 2 Fry 3 Boil 4 Roast
- 1 d 2 f 3 c 4 h 5 a 6 g 7 b 8 e

Focus on functions

- 1 What do you recommend?
- 2 Yes, I'd like to try that.
- 3 how about the main course?
- 4 Would you like some more?
- 5 Thanks. Just a little.
- 6 Thank you, but I couldn't eat any more.
- 7 Thank you for a wonderful meal.

Unit 6

Language focus

- 1 lower 2 nearer 3 further 4 better
5 cheaper 6 bigger 7 higher 8 longer
- 1 JumpJet has the best website.
2 JumpJet has the cheapest fares.
3 SkyLine has the biggest discount for online bookings.
4 JumpJet has the quickest check-in time.
5 BestFlight has the longest delays.
6 JumpJet has the newest planes.
7 SkyLine has the smallest amount of leg room.
- 1 BestFlight's website is as good as SkyLine's.
2 BestFlight's fares aren't as cheap as JumpJet's.
3 JumpJet's discount for online bookings is as big as BestFlight's.
4 SkyLine's check-in time isn't as quick as BestFlight's.
5 JumpJet's delays are as long as SkyLine's.
6 SkyLine's planes aren't as new as JumpJet's.
7 BestFlight's amount of leg room isn't as small as SkyLine's.
- 1 less expensive than 4 less comfortable than
2 more efficient than 5 more helpful than
3 less reliable than
- 1 KDM's fares are the most expensive.
Atlantica's fares are the least expensive.
2 Transworld's check-in systems are the most efficient.
North-East's check-in systems are the least efficient.
3 North-East's schedules are the most reliable.
Atlantica's schedules are the least reliable.

- 4 KDM's seats are the most comfortable.
Atlantica's seats are the least comfortable.
- 5 Atlantica's staff are the most helpful.
Transworld's staff are the least helpful.
- 6 1 *the fastest* 7 the most important
2 the most famous 8 the most difficult
3 the most beautiful 9 the highest
4 the most exciting 10 the most expensive
5 the best 11 the richest
6 the earliest 12 the saddest

7 **6.1, 6.2** (Refer to Listening scripts, p.83.)

Pronunciation

as easy as taller than less expensive than

the newest the most reliable

as late as better than more famous than

the quickest the most famous

as easy as taller than less expensive than

the newest the most reliable

as late as better than more famous than

the quickest the most famous

Wordpower

- 1 1 *hand-luggage* 4 seat-belts
2 duty-free shop 5 flight attendant
3 overhead locker
- 2 1 *officer* 5 seat
2 screen 6 luggage
3 card 7 security
4 desk 8 passport
- 3 1 luggage trolley 5 boarding card
2 check-in desk 6 security announcement
3 window seat 7 security checks
4 departures screen

Focus on functions

- 1 When are you free?
2 Is Friday morning possible for you?
3 10 a.m. suits me fine.
4 No, I'm afraid I'm busy then.
5 Could we arrange another time?
6 When would be convenient for you?
7 How about two o'clock?
8 See you on Friday afternoon at 2.00.

Unit 7

Language focus

- 1 1 *started* 5 collected 9 went
2 *met* 6 sent 10 became
3 formed 7 came
4 began 8 saw
- 2 1 *have included* 6 has provided
2 has been 7 has trained
3 has worked 8 have improved
4 has organized 9 has made
5 have helped 10 have built

3 Infinitive	Past Simple	Past Participle
<i>break</i>	broke	<i>broken</i>
<i>buy</i>	bought	bought
cost	cost	cost
<i>drink</i>	drank	drunk
eat	ate	<i>eaten</i>
fall	<i>fell</i>	fallen
<i>forget</i>	forgot	forgotten
find	<i>found</i>	found
<i>give</i>	gave	given
have	had	<i>had</i>
<i>hear</i>	heard	heard
hit	<i>hit</i>	hit
<i>know</i>	knew	known
lose	lost	<i>lost</i>
<i>put</i>	put	put
rise	<i>rose</i>	risen
sell	sold	<i>sold</i>
<i>shut</i>	shut	shut
understand	<i>understood</i>	understood
wear	wore	<i>worn</i>

Irregular verbs

meet	met	met
begin	began	begun
send	sent	sent
come	came	come
see	saw	seen
go	went	gone
become	became	become
be	was	been
make	made	made
build	built	built

4 1 *have become* 5 have received
2 have grown 6 were often, often hurt
3 started 7 have continued
4 have borrowed 8 have finally begun

5 1 *established* 7 sold
2 wanted 8 did
3 has encouraged 9 has developed
4 have worked 10 has sold
5 set 11 has changed
6 learned

6 1 *How long has your workshop been in business?*
2 Has the economic crisis affected your business?
3 Have you had financial problems?
4 Where have you sold your products up to now?
5 Have you thought about selling outside Indonesia?

7 **7.1, 7.2** (Refer to Listening scripts, p.84.)

Pronunciation

- 1 PPS 2 PS 3 PS 4 PPS 5 PPS 6 PS
7 PPS 8 PS

Wordpower

- 1 1 *from, to* 2 in, to 3 of, in 4 at 5 by
6 in, to 7 by 8 of, in, from, to
- 2 **Noun** **Adverb**
a decrease dramatically
a fall sharply
an improvement slightly
an increase steadily
a rise

Pronunciation

•••

investment
production
translator

•••

industry
operate
organize

••••

development
distributor
industrial

- 2 1 *free-market* 2 countries 3 management
4 industrial 5 goods 6 mass


- 3 1 consumer goods 4 developing countries
2 management skills 5 industrial development
3 free-market economy 6 mass production

Focus on functions

- could you
- Shall I drive you
- That's very kind of you, but
- would you like me to call
- Thank you. I'd appreciate that.
- Would you be able to meet me
- I'm sorry, but that's not possible.
- Would you mind
- Yes, of course.
- if you like, I could

Unit 10

Language focus

- 1 1 *Global warming will change the world's climate.*
2 Summers will become hotter and drier.
3 Higher temperatures will melt the Arctic ice.
4 Sea levels will rise by up to seven metres.
5 People in coastal areas will lose their homes.
6 Cities in coastal areas will disappear under water.
- 2 1 *Do you think you will live abroad?*
2 Do you think you will work from home?
3 Do you think you will do your shopping online?
4 Do you think you will have more leisure time than today?
5 Do you think you will learn a new language?
6 Do you think you will send all your letters by email?
7 Do you think you will do more for the environment than now?
a 4 b 3 c 6 d 7 e 1 f 5 g 2
- 3 1 *Where will the wind farm be?*
2 When will the wind farm start to operate?
3 How many wind turbines will they construct?
4 How big will the wind turbines be?
5 Will the wind farm be very expensive to build?
6 How much electricity will it produce?
7 Will there be more offshore wind farms?
- 4 1 *won't* 2 'll 3 'll 4 won't
5 'll 6 'll 7 won't 8 'll
- 5 1 *If Mark agrees with Kay, they'll buy an Ecostar.*
2 *They won't get an XS4 if Kay wins the argument.*
3 If they choose an Ecostar, it'll be expensive to buy.
4 They'll spend a lot on fuel if they decide to get an XS4.
5 If they choose an XS4, there won't be much room for their baby.
6 They'll have a lot of storage space if they get an Ecostar.
7 If they buy an Ecostar, they'll help the environment.
- 6  **10.1** (Refer to Listening script, p.86.)

Pronunciation

1 'll 2 *will* 3 Will 4 'll 5 Will 6 will 7 'll 8 'll
9 will 10 'll

Wordpower

- The reception desk is on the left of the reception area.*
- The sales office is on the right of the reception area.
- Kay is on the sofa.
- Mark is behind the sofa.
- The coffee table is in front of Kay.
- The rubbish bin is under the coffee table.
- The coffee machine is between the photocopier and the water cooler.
- The phone is next to the computer keyboard.
- The showroom sign is above the showroom entrance.
- Mark's and Kay's new car is in the showroom.

Focus on functions

- I'd like some information about
- Could you tell me how
- I'll look that up.
- Can you tell me
- Could you repeat that, please?
- Do you know what
- I'm afraid I don't have much information about that.
- Right, I've got that.

Unit 11

Language focus

- 1 1 *communicated* 7 relied
2 *would lose* 8 wouldn't be able
3 provided 9 wasn't / weren't
4 wouldn't have 10 would use
5 travelled 11 arrived
6 would get 12 wouldn't complain
- 2 1 *If our public transport system was efficient, more people would use it.*
2 *The system would be more efficient if we integrated the buses and trains.*
3 If we introduced a light-rail system, it would reduce car traffic.
4 If commuters used a single ticket for all journeys, they could change easily from one route to another.
5 Public transport would be more popular if we reduced the cost.
6 If we introduced a congestion charge, fewer motorists would drive into the city.
7 People would leave their cars outside the city if we provided free car parks and buses.
8 If more people used bikes, this would reduce traffic congestion.
9 More people would cycle to work if we created safe cycle lanes.
10 If we encouraged car-sharing schemes, there would be a lot less traffic.
- 4 1 *built, would it be*
2 *would live, decided*
3 had, would there be
4 lived, would it take
5 would people do, started
6 Would the building be, hit
7 agreed, would the building work take
a 5 b 7 c 4 d 1 e 2 f 6 g 3

- 5 1 *If I get the salary rise that I want, I'll ...*
- 2 If my company offered me the top job in its New York office, ...
- 3 If some friends at work invite me for a meal on Friday, ...
- 4 If I won two round-the-world air tickets, ...
- 5 If I have some free time next month, ...
- 6 If I met an old school friend on holiday, ...
- 7 If someone in my English class suggests an end-of-year party, ...

6 11.1 (Refer to Listening script, p.87.)

Pronunciation

- | | |
|--------------------------|-----------------------------|
| 1 'd finish, worked | 5 'll email, aren't |
| 2 're, 'll | 6 saw, 'd remember |
| 3 wouldn't drive, had | 7 won't call, don't hear |
| 4 don't come, 'll arrive | 8 wouldn't ask, didn't have |

Wordpower

- | | |
|------------------------|----------------------------|
| 1 1 <i>centre</i> | 5 attractions |
| 2 manufacturing | 6 capital |
| 3 shopping | 7 companies |
| 4 language | |
| 2 1 capital city | 5 financial centre |
| 2 shopping arcades | 6 manufacturing industries |
| 3 cultural attractions | 7 multi-national companies |
| 4 official language | |
| 3 1 <i>inefficient</i> | 5 narrow |
| 2 lively | 6 unimpressive |
| 3 interesting | 7 ugly |
| 4 traditional | 8 unimportant |
| 4 1 <i>traditional</i> | 4 lively |
| 2 inefficient | 5 interesting |
| 3 ugly | 6 narrow |

Focus on functions

- 1 Please do.
- 2 It's Sally. Sally Cross.
- 3 Thanks. I'll have an orange juice.
- 4 Yes, here you are.
- 5 Don't mention it.
- 6 Thank you. That would be very nice.
- 7 I'm sorry to hear that.
- 8 Don't worry.
- 9 Really!
- 10 Congratulations!

Unit 12

Language focus

- | | | |
|--------------------|----------------|---------------|
| 1 1 <i>is used</i> | 6 is produced | |
| 2 are needed | 7 are grown | |
| 3 are made | 8 are employed | |
| 4 is sold | 9 are exported | |
| 5 is named | 10 is enjoyed | |
| 2 1 <i>pick</i> | 4 is chosen | 7 is created |
| 2 is heated | 5 gives | 8 contains |
| 3 is put | 6 are brought | 9 is produced |

- 3 1 *Local wine production was established in Cognac.*
- 2 A wine trade was developed between France and Holland.
- 3 Wine products were imported in the form of brandy.
- 4 Water was added to the brandy in Holland.
- 5 The new drink was sold as 'brandywine'.
- 6 The 'brandywine' was put in oak barrels.

- 7 The quality of the 'brandywine' was improved ...
- 8 The new drink was called *Cognac*.

- | | |
|---|--------------------|
| 4 1 <i>has been produced</i> | 4 has been used |
| 2 have been made | 5 have been sold |
| 3 have been imported | 6 has been created |
| 5 1 <i>The script for the Kristala TV advert will be prepared in June.</i> | |
| 2 The TV advert will be made at the EurAd studios, Dusseldorf on 20 July. | |
| 3 A press conference will be held at the Hotel Adlon, Berlin on 15 September. | |
| 4 Journalists will be invited to the Kristala exhibition at the Frankfurt Trade Fair on 26 September. | |
| 5 The TV campaign will be launched on RTV in October. | |
| 6 Follow-up adverts will be put in consumer magazines in November. | |

6 12.1, 12.2, 12.3 (Refer to Listening scripts, pp.88–89.)

Pronunciation

- 1 *Cognac is named after its region.*
- 2 The town and its region are near Bordeaux.
- 3 The grapes are grown all over the region.
- 4 The fruit is picked in the month of September.
- 5 The juice is turned into a clear eau de vie.
- 6 This is put into special oak barrels.
- 7 The oak adds colour and aroma.

Wordpower

- | | |
|------------------|----------------------|
| 1 Noun | Adjective |
| <i>anger</i> | <i>angry</i> |
| <i>centre</i> | <i>central</i> |
| <i>comfort</i> | <i>comfortable</i> |
| <i>commerce</i> | <i>commercial</i> |
| <i>economy</i> | <i>economical</i> |
| <i>fashion</i> | <i>fashionable</i> |
| <i>health</i> | <i>healthy</i> |
| <i>hunger</i> | <i>hungry</i> |
| <i>industry</i> | <i>industrial</i> |
| <i>knowledge</i> | <i>knowledgeable</i> |
| <i>noise</i> | <i>noisy</i> |
| <i>politics</i> | <i>political</i> |
| <i>profit</i> | <i>profitable</i> |
| <i>value</i> | <i>valuable</i> |

- | | |
|-----------------------|--------------------|
| 2 1 <i>profit</i> | 5 healthy |
| 2 knowledgeable | 6 politics |
| 3 industrial | 7 centre |
| 4 value | |
| 3 1 a <i>powerful</i> | b <i>powerless</i> |
| 2 a <i>careful</i> | b <i>careless</i> |
| 3 a <i>painful</i> | b <i>painless</i> |
| 4 a <i>useless</i> | b <i>useful</i> |
| 5 a <i>hopeful</i> | b <i>hopeless</i> |
| 6 a <i>harmful</i> | b <i>harmless</i> |

Focus on functions

- 1 Thank you very much for your hospitality.
- 2 I'm glad you enjoyed it.
- 3 It was really enjoyable.
- 4 I really must be going.
- 5 I'm looking forward to our next meeting
- 6 See you on the 26th.
- 7 have a good trip back.



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