

English For Palestine

PUPIL'S BOOK 12

Contents

Unit	Language and vocabulary study	Integrated skills/Writing	page
1 A new start	Present simple / perfect Present continuous 'Stative' verbs be / get used to, confident, creative, excuse, factor, field, foundation course, like-minded, on show, optional, participate (in), potential, routine, set, stuck, zone	Reading for gist; Reading for specific information Discussing interests; Discussing comfort zones Hearing about university life Completing a university application form	4
2 Under pressure	Infinitives and -ing forms Compound noun phrases with on aware (of), convinced, disappointed, fees, inevitable, nowadays, persevere, patient / impatient, personal, point, priority, revise / revision, reward	Predicting content; Identifying the main point; Reading for specific information; Reading and assessing a personal statement Discussing problems and concerns Hearing advice about writing personal statements Planning and drafting a personal statement	14
3 A funny thing happened	Past tenses Using prefixes co- and mis- Using time phrases and pronouns for cohesion bald, catch up (with someone), coincidence, colleague, come across, error, (un)intended, keep in touch, knowledge, mention, misunderstanding, pat, put (someone) up, reluctant, run into, straight, stranger, the latter, turn out	Reading about coincidence Discussing funny stories; Discussing routine events Predicting content based on pictures; Hearing about an interview and coincidence Writing a story from a recount Writing a story about a coincidence or misunderstanding	24
Progress test 1			34
4 The shrinking world	Modal verbs of probability and possibility Future statements using will Other forms of the future addicted (to), border, capable, citizen, fear, hub, justified, motivated, network, panic, potential, questionnaire, remote, restrictions, shrink, trend, vary	Comparing texts about communication; Predicting and analysing opinions; Reading about questionnaire results Discussing communication in the future; Discussing the future Hearing about a questionnaire; Using information to complete a questionnaire Planning, writing and conducting a questionnaire	38
5 Making friends	Using -ing forms and participles as adjectives 'Reduced' relative clauses with active or passive meanings Phrasal verbs on and out acquaintance, boast, claim, extreme, genuine, guarantee, happen to (be / do), impress, in common, in confidence, inflexible, initial, lasting, nature, regard (as), roughly, via	Comparing text types; Identifying tips about friendship; Reading and correcting an informal letter Discussing friendship types; Discussing advantages and disadvantages of communication methods Hearing about advantages and disadvantages of communication methods Planning and writing an essay about communication methods	48
6 Revision (Units 1–5)			58

Unit	Language and vocabulary study	Integrated skills/Writing	page
7 The world of work	Direct and indirect questions Questions tags Negative questions Identifying subject and object charity, co-ordinated, controversial, employment, fantasy, job security, make a living, neglect, outweigh, prospects, reveal,	Identifying text types and themes; Analysing a formal letter; Choosing a conclusion Discussing dream jobs; Discussing school as preparation for the future Hearing about work experience Planning and writing a general enquiry letter	68
	stage fright, throughout, worth		
8 In business	Reporting advice and orders Noun phrases made from phrasal verbs Causative structures Phrases with in or on + noun attempt, breakthrough, currently, distribute, graphic, humanitarian, lack, marketing, market share, market value, returns, run, sector, up market	Reading about business; Understanding the steps to start a business; Analysing a business letter Discussing a new business; Discussing how to be successful in business Hearing about a business transaction Writing a short formal email	78
9 Only a game?	Past wishes and regrets should(n't) + have + past participle Prefixes over- and under- amateur, astonishing, combination, criteria, drop, get on (with), infuriated, judge, objective, promising, reserve, rule out, terror, tragedy, trial	Read about salaries in sport; Read about the Olympic Games Discussing salaries in sport; Discussing sports in the Olympic Games; Discussing regrets and decisions Hear about a football match; Compare an audio with a newspaper report Write a personal email; Plan and write a report of a sporting event	88
Progress test 2			98
10 Who am I?	Countable and uncountable nouns Definite and indefinite articles appeal, at all costs, bring up / upbringing, commerce, conform, consumption, identity, image, implications, loyal / loyalty, manufacturing, peers, perceptions, psychology, selfish / selfishness, strategy	Comparing text types; Reading about brands; Choosing a text summary Discussing identity; Discussing quotations about identity; Discussing brands; Discussing revision Hearing about studying and revision Planning and writing a summary	102
11 Different places, different ways	Verbs and prepositions Modal verbs with infinitives for present meanings Past forms of modal verbs Linking words and phrases accent, accustomed, cling (onto), committed, conviction, essential, expatriate, fellow countrymen, fluent, object (to), puzzle, stubborn, unconsciously	Reading about Palestinian culture; Comparing cultures Discussing cultures and living in other countries; Discussing memories and the past; Discussing the first day of school Hearing about someone's first day of school Writing about a memory; Writing about a story of a memorable event	112
12 Revision (Units 7–11)			122
Wordlist			133
Grammar reference			135
Writing samples			139



1 Look at the picture. Then discuss the question in pairs or small groups.

The picture was taken at a college 'Societies Fair'. What do you think is happening?

2 Read the email quickly. Then answer the questions.

- 1 Where do you think Mahmoud is and what is he doing there?
- 2 What words in the email helped you to decide? Make a list.
- 3 Who do you think Mahmoud is writing to?



Hi everyone,

Well, the first week has nearly passed, with no real problems to tell you about so far. It hasn't been easy though. So many things are different from what I'm used to. There's the language, for one thing. As you know, I've been studying English for many years, but this is like being a beginner

- s all over again. It seems as if everyone is speaking a different language from the one I studied at school! Still, I'm beginning to get used to hearing English all around me.
 - Lectures don't start till next week, so this week has been a time of settling in: finding my way around, meeting people on the same course, joining clubs and societies and so on. There's actually a Palestine Society (which I've joined of course). They have guest speakers and discussion
- ¹⁰ groups, organise cultural events and even food evenings, so at least I'll have some connection with home. I've joined two other clubs as well.

I hope you're all well. I'll write again soon.

Love,

Mahmoud

3 Read the email again. Then answer the questions.

- 1 Has Mahmoud had any problems in his new situation?
- 2 What surprised him about the language at first?
- 3 Why is this better now?
- 4 What has he been doing so far?
- 5 Why has he joined the Palestine Society?

4 Read the notice. Then complete the tasks below.

FRESHERS'* WEEK ACTIVITIES

Clubs and societies are more than just an optional extra – they're a vital part of college life. They're a great way to meet like-minded people and expand your interests or participate more fully in a field you already know. So come along to the Clubs and Societies Fair in the Milton Building this Wednesday. Up to a hundred societies will be on show, from sports and outdoor activities to volunteer organisations and cultural or political groups. You're sure to find something to suit you. See you there!

* freshers = new students at a university or college

1	Fin	d words or phrases in the notice that have these meanings. (They are in the same order as in the text.)
	1	not compulsory
	2	with similar attitudes
	3	take part (in)
	4	area of interest
	5	able to be seen
2	Us	e the words and phrases in Part 1 to complete the sentences below.
	1	There are lots of good paintings at the museum this week.
	2	I don't know much about biology. It's not really my
	3	This part of the form is You don't have to fill it in.
	4	Luckily, I live in a shared house with people.

5 Work in pairs or small groups. Discuss which of these societies you might be interested in joining, and why.

5 Unfortunately, his English isn't good enough to _

- the Chess Club
- the Film Society
- the Poetry Society
- the Mountain-climbing Club
- the Green Party (environmental organisation)

I'd like to join the Poetry Society because I've always loved poetry.

I'm more interested in the environment, so I might join the Green Party.



1 Look at the picture and quotation. Then discuss the questions below in pairs or small groups.

'Life begins at the end of your comfort zone.'

- **1** What do you think the phrase 'comfort zone' might mean?
- 2 Why do you think people are often advised to move outside their comfort zones?



2 Read the first paragraph of the text and see how close your ideas were to the writer's definition of 'comfort zone'.

Stepping outside the comfort zone

Your comfort zone is, as the name suggests, the area where you feel comfortable. We all have one, whether we know it or not: it's the set of routines and known abilities that make us feel safe because we're confident that we can manage and are unlikely to be challenged by anything unexpected or worrying. Obviously, staying inside your comfort zone has many benefits, especially at times when

- you're feeling under stress.
 - On the other hand, we're often told in 'self-help' books that it's a good idea to do things that are outside our comfort zones. In fact, many studies have shown that an important factor in helping people feel positive about themselves is the feeling that they are developing and making progress in their lives. You
- won't reach your full potential if you only do what you know you are able to do. We all want to improve ourselves, for example by learning something new, becoming more creative or getting fit.
 - Unfortunately, people often get stuck in their comfort zones and don't feel able to try different things. There are various possible reasons for this. They may be afraid of failing or unsure how to begin. Many people think 'This is the way I am and I'll never change', using this as an excuse for not trying something new. Whatever the reason may be, it's sometimes necessary to force yourself to do something you'd
- rather not do. Once you've made the effort, though, the door to new experiences will be open and you'll probably wonder why you thought it was a problem.

3 Read the rest of the text. Then complete the tasks be	3	3 Read	d the rest	of the text.	Then com	plete the	tasks	below
---	---	--------	------------	--------------	----------	-----------	-------	-------

is outside my comfort zone.

	1		place the underlined parts of the ne sentences are in the same orde		nces with words or phrases from the text. ne words in the text.)
		1	I only need one more card to ma	ake a <u>c</u>	complete group.
		2	We often get bored with the san	ne <u>eve</u> l	ryday things we do regularly.
		3	I know a lot about the subject, s	o l'm c	quite <u>sure</u> that I'll succeed.
		4	I'm not sure why she feels tired,	but I t	hink stress may be a <u>part of the reason</u> .
		5	She isn't a great singer yet, but	she ha	s great possibilities for the future.
		6	He's very good at making artisti	c thing	<u>is</u> . Apart from writing poetry and songs,
			he paints wonderful pictures.	_	
		7			car was completely <u>unable to move</u> .
		8	_		t an <u>untrue reason</u> for not working hard.
	•		-		
	2	IVI	atch the pronouns (nighlighted in	ne tex	t) with the nouns or noun phrases that they refer to.
		Р	ronoun	R	efers to
		1	one (line 1)	а	doing something new
		2	they (line 8)	b	the idea that you can't change yourself
		3	this (line 12)	c	getting stuck
		4	this (line 13)	d	a comfort zone
		5	<i>it</i> (line 16)	е	people
	3	Co	omplete the sentences with phrase	es fron	n the text (3 words maximum)
	J	1	·		of avoiding events.
		2			nfort zones, particularly if they are
		_	r eople often prefer to stay in the	SII COII	nort zones, particularly if they are
		3		—·	en recommend leaving your comfort zone.
		4	Knowing that you are developing		
		5			g different because they don't know
		J	Sometimes people don't do son	ien in iç	g different because they don't know
		6	You may have to	.	to do something new, but you won't be sorry.
4	Dis	scu	ss this question in pairs.		
				omfor	t zone, and what kind are definitely outside it?
			I'm quite comfortable talking t	0	I'm the same, especially
		_	friends, but talking to stranger	s	speaking in public – that's a long

way outside my comfort zone.

1 Look at the two groups of examples. Then complete the grammar rules.

Examples

People often **get** stuck in their comfort zones.

Clubs and societies **are** a vital part of college life.

It **seems** as if everyone is speaking a different language.

Complete the grammar rules

- 1 We use the present ______ tense to talk about regular or repeated actions, especially with 'frequency adverbs' like
- 2 We also use this tense for general truths that don't change, and for some state verbs that are not actions, for example _____ or *like*



Examples

We all want to feel we **are making** progress in our lives.

Mahmoud's English is getting better quickly.

Freshers **are gathering** in the hall right now.

Please be quiet. I'm thinking.

Many people **think** they can't change their lives.

Complete the grammar rules

- 3 We use the present ______ tense to describe actions that are in progress at or around the time of speaking, or to talk about continuous change that isn't finished yet.
- Some state verbs, for example ______, can be used in both tenses (______ and _____) but with a different meaning, according to whether or not the verb is an action.

\mathbb{X} Reminder

Many verbs (sometimes called 'stative' verbs) can't usually be used in a continuous tense because they describe states, not actions. These include:

like, love, hate, prefer, etc.rememberrecognisewantsupposeunderstand

seem agree think (= have an opinion)

know mean have (= own)

believe realise look (= seem, appear)

Notice that the last three (in red) can be used in continuous tenses when they have a different meaning from the one shown in brackets.

We have three bedrooms in our new house.

Sorry, you can't speak to him now. He's having a shower.

He's looking in the mirror and he looks very smart.

I **think** this bike is cool. I'm really **thinking** about buying one.

2 Complete the sentences with the verbs in the box.

	realise	hope	recognise	seem	believe	suppose
1	1	thi	s is the right a	nswer, but	I'm not reall	y sure.
2	We		that this proble	em will be	solved very	soon.
3	Those peo	pple	to b	e arguing,	but I can't h	ear very clearly
4	Not many	people		how good	he is at pain	ting.
5	Have we n	net before	? I	your	face.	
6	He says he	e's ill, but I	'm not sure if I		him.	

3 Circle the correct option to complete the sentences.

- 1 I'm sorry, but I'm not agreeing / don't agree with what you're saying.
- 2 What happens / is happening outside?
- 3 I'm not enjoying / don't enjoy parties normally, but I enjoy / am enjoying this one.
- 4 She might be able to see you, but she **talks / is talking** to a customer and it sometimes **takes / is taking** a long time.
- 5 He works / is working in the afternoons, but today he takes / is taking his son to the doctor.
- 6 That man looks / is looking rather strange.
- 7 Everyone **looks / is looking** out of the window.
- 8 What do you think / are you thinking the reason for her success is?
- 9 You're very quiet. What do you think / are you thinking about?
- 10 He has / is having a shower because he has / is having an important appointment.

Period 4 / Language and vocabulary study

1 Look at the two examples. Then answer the questions below.

Examples

I've also joined two other clubs.
I'm also a member of two other clubs.

- **1** Are the meanings of the two sentences different or more or less the same?
- 2 Does the first sentence (in the present perfect tense) tell us more about the past or the present?

2 Complete the present meanings of what these people are saying.

1	No thanks. I've already eaten.	Thank you for the offer, but I'm not
2	They've arrived at last. We can start.	They're now, so we don't need to any more.
3	We've already met.	We each other.
4	Have you heard of that man?	Do who he is?
5	I haven't studied this before.	I about this subject.

3 Look at the examples. Then answer the questions below.

I've been studying English for five years. (present perfect continuous)

I'<u>ve joined</u> the Palestine Society. (present perfect simple)

I've participated in three events so far.

Examples

	5	She's under stress because she <u>'s been studying</u> so much.							
	Wł	Which tense talks about:							
	1	recent past experience important at the time of speaking?							
	2	general past experience ('indefinite time': the experience itself is what matters)?							
	3	actions that began in the past and have continued up to present?							
	4	unfinished actions that have been in progress throughout the period?							
4		omplete the sentences with the correct tense of the verbs in brackets: present perfect mple or continuous.							
	1	You should go to bed. You've on the computer for over two hours. (play)							
	2	How many times has he to his family this month? (write)							
	3	He's with friends for too long. He needs to find a house of his own. (stay)							
	4	I can't find my pen. Where have you it? (put)							
	5	I think someone has my phone. The battery is nearly dead. (use)							
	6	What has he all this time? We've for more than							
		an hour. (do / wait)							
	7	I have him for nearly ten years. (know)							
	8	They have away for three nights. (be)							
	9	You were away a long time. What have you? (do)							
	10	I've talked to him on the phone, but we have never (meet)							
5	Wı	rite the full questions. Then ask and answer them with a partner.							
		How many English books have you read? I've read a few at school, but I've only read one at home.							
	1	What kind of music / you / prefer?							
	2	How often / you / go to the cinema?							
	3	you / enjoy / playing computer games?							
	4	you / enjoy / this lesson?							
	5	you / ever / speak in public?							
	6	How many text or SMS messages / you / send today?							
	7	How long you / study English?							
	8	What / you / do / on Sundays?							

1 Look at the advert. Then answer the questions below.

Foundation courses with ICSR

Not quite ready for university?

Some students feel that starting a university course is something they don't want to do immediately after they've left school. Perhaps they think they'd have a better chance of being accepted after further study, or that they'd get more out of university study once they've extended what they know. Or maybe they want to study abroad, but aren't confident about their language ability.

If this sounds like you, one of our Foundation Courses could well be the answer. To find out more, visit our website www.icsr.org.



- 1 What is a foundation course?
- 2 What kind of students are foundation courses good for?
- 2 Listen to a student talking about her future. Then answer the questions.
 - 1 What is the student's main interest?
 - 2 What is she planning to do after June this year?
 - 3 What does she want to do next year? _____
- 3 Listen again and complete the notes.

27 (4)	
Name of course: (1)	*\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
Length of course: (2)	
Wants this to be her future (3)	
Interested in environment since she wa	as (4)
Main school subjects: (5)	geography, (6)
Member of (7)	since starting secondar
school (president for last (8)	
Future plan:	
Future plan:	
1 Final exams in (9)	
2 Finish college course	
3 Apply for (10)	course
at university	
4 Work in field of climate change (espe	ecially effect on (11)

4 Complete the application form. Use your notes from Activities 2 and 3, and what you learnt in Periods 3 and 4.



INTERNATIONAL COLLEGE FOR SCIENTIFIC RESEARCH

APPLICATION FORM

Name: Maria Pendleton Age: 18 Title of course you are applying for: Environment Studies

I am applying for this course because I ((1)	interested in t	he
subject of the environment for many year			
in the future.			
(2)	books about	environmental science sin	cel
was			
(3) old, so	I know quite a lot abo	out the basic ideas, but I r	need
to extend what I already know.			
At the moment, I am studying (4)	, (5)	and English as my	main
subjects at school, and I believe these s	ubjects will all be use	ful in the (6)	1_
(7) chosen. (8)	started second	lary school, I have been a	
member			
of the school (9)	, and have bee	n President of the societ	yfor
(10)			
After finishing my final exams in (11)	, I plan to	spend a year doing this	
course, and I will then apply to university	y to study (12)	N	1y
general aim is to study (13)	and	d especially its impact on	(14)
life. I believe this is one o	f the most important	problems that we face in	the
21st century.			

- Look again at the application in Period 5. Then discuss the questions below in pairs.
 - If you applied to do a similar foundation course, what subject would you choose, and why?
 - 2 How do your previous experience and your present studies show your interest in this field?
 - 3 Are there any phrases or full sentences in the application from Period 5 that you could use in your own application? Underline them.
- 2 Now write your own application using the information you discussed in Activity 1. When you have finished, show it to your partner.

	INTERNATIONAL COLLEGE OF ARTS, SCIENCE AND TECHNOLOGY
	APPLICATION FORM
	urse you are applying for:
	plain in about 200 words your reasons for choosing this course, your experience in the ow you expect your interest in the subject to develop.
7	

In this Unit you have learnt about:

- doing new and different things
- present simple and continuous tenses (revision)
- present meanings of the present perfect tense
- present perfect simple and continuous tenses
- writing college application forms

Under pressure

Read the introduction to a magazine article. What time management tips do you think the article might contain?

Do you sometimes feel that you're wasting a lot of your time and not getting enough done? Don't worry - you're not alone. Most of us fail to manage our time effectively. There are lots of books about time management on the market, but you don't need to waste time (and money) reading them. Here are some tried and tested tips for getting things done.

- 2 Read the main article quickly. Then choose the best title A-E for each tip.
 - A Look after yourself
- **B** First things first

C Just do it!

D One step at a time

E Keep going

TIP 1:

It's so easy to make excuses and find ways to avoid the thing you know you should be doing. Experts advise us to break this habit by becoming aware of our own excuses. The 'right time' to do something never arrives: the best time to do something is usually now. Once you've got started, you'll probably find that it wasn't as hard as you thought.

TIP 5:

You can't always make your brain work 'on demand'. Don't spend too long on one task, and learn to recognise when you're slowing down. Divide large tasks into smaller parts that are easier to manage, and reward yourself for completing them by doing something fun.

TIP 4:

Even if you're under stress, there's no point making yourself ill - that will just make the pressure worse. Make sure you remember to eat regularly and healthily, and, even though it may be hard, try to get enough sleep.

TIME MANAGEMENT

TIP 2:

It's important to make yourself a 'to do' list or exam revision timetable, but remember that listing things isn't the same as doing them (see Tip 1!). Once you've worked out what needs to be done, decide which tasks have the highest priority and which can be left till later.

TIP 3:

It's inevitable that things don't always go as well as you expect them to. If you find that you've 'hit a wall', there are two things you can do. First, persevere: with a bit more effort, you may find that you break through the wall. But if that doesn't work, try having a (short) break. Do something completely different, and come back to the task.

3		eplace the underlined parts of the sentences below with words or phrases from the text. he part of the text where you can find the words / phrases is given in brackets.)
	1	(Introduction) With all the new products <u>available to buy</u> nowadays, it's very hard to decide which to buy.
	2	(Tip 1) She's <u>starting to notice</u> the impact of things that she says and does on other people.
	3	(Tip 2) Studying before an exam can be very stressful, but it's necessary. When asked to say what they want in the future, most people say health and happiness are the most important.
	4 5	(Tip 3) If you're finding a job difficult, it's important that you <u>don't give up</u> . (Tip 4) There's no <u>purpose</u> in trying to open the door. It's locked.

4 Look at what five students say about exam revision. Then decide which tip from the text is the best for each student.

6 (Tip 5) Young babies expect to be given food whenever they want it. Some parents give their children

1	There's so much to do that it gets confusing and I don't know where to start.	Tip
2	I sometimes reach a point where I get bored and information just stops.	Tip
3	I get worried and my head starts hurting.	Tip
4	I always seem to find other things to do and time just runs out.	Tip
5	I sometimes think it's all too hard and want to give up.	Tip

something good if they do well in exams.

- **5** Discuss the questions below in pairs or small groups.
 - 1 Do you ever have problems managing your time? Why? / Why not?
 - 2 Which (if any) of the tips in the article would you find useful?

1 Discuss the question below in pairs or small groups.

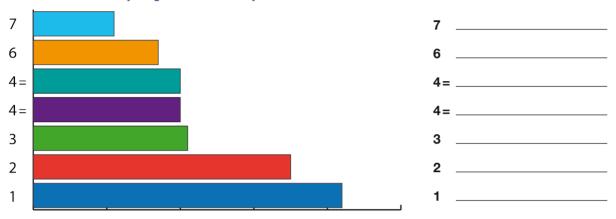
When young people in Australia were asked what they worried most about, the seven answers below were the most important. Which do you think were higher, and which lower?

Fitting in with peers* Getting into debt** Finding a job Passing exams

Relationships The environment Health

2 Read the news story below quickly to find out the results. Then enter them on the chart.

What young Australians worry most about



3 Read the story more carefully. Then complete the tasks on page 17.

THE DAILY NEWS

The results of a new poll show that financial problems have taken over from the environment as the main concerns for young people. The survey asked over 12,000 people aged between

- The clear 'winner' was 'finding a job', while the environment was only the seventh greatest worry. This compares with similar polls in the last fifteen years, when environmental worries came first.
- One of the poll's organisers commented that the results demonstrated a clear change in attitude. 'It's not just that getting a job is the main worry,' he said. 'Also included in the top six worries were getting into debt (6th) and passing exams (4th=).
- 15 I'm convinced that there's a connection. Because of changes in the job market, there is more and more pressure on young people nowadays to pass exams and go on to university in the hope of finding a good job. Rising university fees make
- it inevitable that many students graduate from university with huge debts.'

Wednesday 27 Feb 20-

Other concerns mentioned by large numbers of young people also tended to be personal rather than social, including worries about relationships (2nd), health (3rd) and 'fitting in with peers' (4th=).

Annette Coleman, director of the Green Earth organisation, said yesterday that she was 'disappointed, but not surprised' at the fall in the number of young people concerned about the environment. 'It's not that environmental concerns are less urgent than before – quite the opposite in fact. It's just that after decades of publicity on topics like climate change, so little has actually changed. A lot of people get the feeling that there's nothing we can do about it, and young people in particular tend to be impatient. Of course, the other thing is that in times of economic difficulty, people are more likely to focus on worries that are more immediate and have an impact on their

daily lives.'

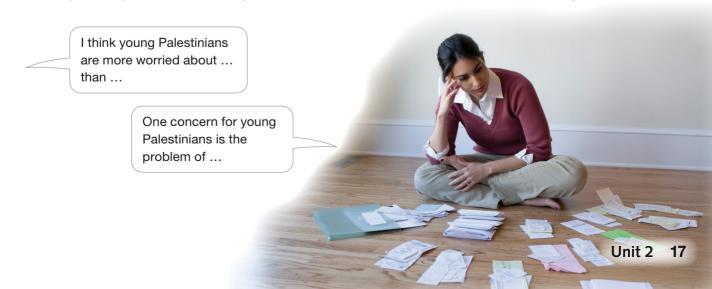
1 Match the words from the text with their meanings. (The words are in the same order as in the text.)

WORDS FROM THE TEXT	MEANINGS
1 convinced2 nowadays	a around the present timeb connected with yourself
3 fees	c not wanting to wait
4 inevitable	d sad because of an unexpected result
5 personal	e money you pay for a service
6 disappointed	f impossible to avoid
7 impatient	g sure or certain that something is true

- 2 Use the words in Part 1 to complete the sentences below.
 - 1 Don't be so ______, I'll be finished soon.
 - 2 We all make mistakes sometimes, so it's ______ that you will too.
 - 3 There are some problems with this idea. I'm not really ______ it will work.
 - 4 He was ______ because he thought he would get better results than he did.
 - 5 She didn't go to a private school because her parents couldn't afford the _____
 - **6** The form asks for a lot of ______ details like age and nationality.
 - 7 Students have more money worries ______ than they had in the past.
- 3 Choose the best summary of what Annette Coleman says.
 - A I'm disappointed that so many people are more worried about themselves than the future of the planet. Young people today are too impatient. Problems like climate change take a long time to solve, so it's not surprising that nothing seems to happen.
 - **B** Many people feel that there is no point worrying about the environment because we can't change anything. It's understandable that young people in a difficult financial situation are more worried about their personal problems.
 - **C** Environmental problems like climate change are even more important nowadays. We need more publicity to persuade young people to do as much as they can to help solve these problems.

4 Discuss the questions in pairs or small groups.

- 1 How do you think the results might be different if young Palestinians answered a poll like this?
- 2 Do you and your friends have any concerns that are not included in the results in Activity 2?



1 L	ook at the e	examples. Then complete the grammar rules.		
		to manage our time effectively.		
		us to break this habit.		
	They told us no	ot to spend too long on one task.		
	Complete	e the grammar rules		
	1 We use t	the infinitive form (with to) after certain verbs like, want, ask and tell.		
	2 When an	n object is needed, it goes the verb and itive.		
	3 When the the infinit	e sentence is negative, we put the word <i>not</i>		
2 (omplete the	e sentences with the verbs in the box + (not) to.	decide	agree
1	She won't li	ike it if you do what she asked.	promise	refuse
2	I'm sure they	y'll stay when they see how enjoyable the place is.	offer	manage
3	I didn't	catch the early bus, so I was late.		
4	If you lend y	your phone to me, I lose it.		
5	When there	e's a problem, they always help.		
6	Let's shake	hands and forget the argument.		
3 L	ook at the e	examples. Then complete the grammar rules.		
	Examples			
	Not many stude	ents enjoy <u>revising</u> for exams.		

Complete the grammar rules

We use the -ing form after certain verbs like _____ and like.

5		book at the examples. Then use the nouns in the box to make other $on + noun phrases in e sentences below.$
	7	Examples There are lots of books about time management <u>on the market</u> . You can't always make your brain work <u>on demand</u> .
		order the way purpose business request arrival duty time
	1	On at the hotel, please go to the reception desk.
	2	Police officers only have to wear uniforms when they're on
	3	The book you need is on and will probably be here next week.
	4	This isn't a holiday. We're here on
	5	He hates people being late, so make sure you're on
	6	He stopped to buy a newspaper on home.
	7	I don't believe it was an accident. I think he did it on
	8	We will be pleased to send you more details on
		Period 4 / Language and vocabulary stud
1	Lo	ook at the three groups of examples. Then answer the questions below.
		Examples
		A It was getting late and I started / began to feel / feeling worried. If you continue to interrupt / interrupting, I'll ask you to leave.
	E	I quite like playing the piano for fun, but I hate practising for long hours. I love sitting in the garden and listening to the birds.
		Hello. I'd like <u>to speak</u> to the manager, please. I'd love <u>to come</u> with you to the concert, but I'm really busy. I'd hate <u>to live</u> at the top of a really tall building.
	1	Can we use the infinitive or the -ing form after start / begin and continue, without a big difference in meaning?
	2	a Which group of examples have a similar meaning to (not) enjoy?

b Which verb form do we use after like / love / hate?

a Which group of examples have a similar meaning to (not) want?
b Which verb form do we use after would like / love / hate?

2		omplete the sentences with <i>like / love / hate + -ing</i> or infinitive form of the verbs brackets.
	1	I'm happy here in the countryside. I would (live) in a city.
	2	She (listen) to music. It's her favourite way of passing the time.
	3	Would you (go) out to the theatre this evening?
	4	Most young people (get up) early when they're tired.
	5	He would (be) a famous film star. It's his dream.
	6	If I had the chance, I would (study) in another country.
3		ome verbs change their meaning when they are followed by the infinitive or <i>-ing</i> forms. ook at the examples. Then answer the question below.
	V	Examples He was getting tired, so he stopped working. We were lost, so we stopped to ask the way. Remember to eat regularly and healthily. remember feeling stressed when I was doing school exams.
	WI	nich verb and verb form do we use to talk about the following?
	1	stopping one action in order to do another
	2	simply stopping the action you are doing
	3	actions that happened in the past
	4	actions we have to do or should do
4	Co	omplete the sentences with the infinitive or <i>-ing</i> form of the verbs in brackets.
	1	The first thing I remember is the sound of my mother singing. (hear)
	2	You shouldn't stop just because it's a bit difficult. (try)
	3	I must remember this letter while I'm in town. (post)
	4	If you're getting confused, remember about what you want to say. (think)
	5	I remember surprised when I first heard the news. (feel)
	6	While walking along the street, I saw him stop in a shop window. (look)
5	W	ork in pairs. Write sentences in answer to the questions below.
	1	A friend is getting stressed about exam revision. What would you advise him/her to do?
	2	What hobby do you like doing, and which new hobby would you like to do in the future?
	3	What do you have to remember to do in the next few days?
	4	Is there anything in your life that you would like to stop doing?
	5	What should you remember to do before going on a long journey?
	6	What should you stop doing if you want to be fit?

1 Discuss the question in pairs or small groups.

Many universities and colleges ask for a 'personal statement' together with every application for a course. What do you think these should (and shouldn't) include?

I guess they'll probably want you to write about things that you've done in your life. I don't think they'll want to hear your personal opinions on things.

2 Look at the advice in the table. Then put the words and phrases in the box in the correct place in the 'DO' column.

plan your statement in particular check outside education stand out word limit future aims

DO	DON'T
say why you are applying (and why for this course (1))	make (1) statements (e.g. 'I have always been interested in Economics.')
explain what makes you suitable (e.g. the skills you have)	make (2) claims (e.g. 'I am a very determined person.')
give examples of things you've done (2) (but only if they show something about you)	mention (3) points or make (4) for things you haven't done
say what your (3) are (if you're not sure, just say what you hope to gain from the course)	use famous (5) (they want to know what <u>you</u> think, not someone else)
make yourself (4) from other applicants	try to be (6) (it usually doesn't work)
(5) your spelling and grammar (and get someone else to look at it too)	use (7), bold type, etc. for emphasis
(6) and do plenty of research	(8) from online examples (universities have ways of checking this)
make sure you keep under the (7)	leave it till the (9)



- 4 Read the first paragraphs of a student's personal statement. Then discuss the questions below in pairs or small groups.
 - 1 What is wrong with the statement? How many examples can you find?
 - 2 Is there anything right about it?

I don't think she should mention this.

This part is not too bad because ...

PERSONAL STATEMENT

I am applying for a course in theatre studies because I'm sure this is where my future is. For me, the theatre is like a window that looks into life. This is why I've been interested in it since I was a young girl. As Shakespeare wrote: 'All the world's a stage'. I must say, though, that my first experience of being on stage was a disaster. I was in a school play when I was about seven years old and I forgot my lines and started crying! But I've been in lots of plays since then, and I'm sure I've got a lot better. It couldn't be much worse, could it?

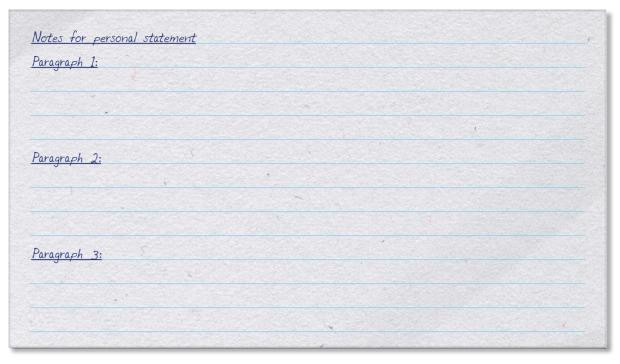
As you can see from my application form, I got good grades in my Year 11 exams, especially in English and geography. I recently returned from a geography trip to Greece, and I learnt a lot from it. It was quite hard, but I am the kind of person who doesn't give up.

Period 6 / Writing

- 1 Read the suggested plan for a personal statement. Then add the paragraph headings A–C in the correct places.
 - **A** What have you done?
- **B** Why are you applying?
- **C** Why are you suitable for the course?

PERSONAL STATEMENT PLAN Paragraph 1: Give your reasons for choosing the course. Say why the subject interests you. Explain how your interest developed. Mention your ambitions for the future. Paragraph 2: Mention subjects you are studying (connected with the course). Describe any extra reading you've done around the subject. Give examples of activities (in and outside school) that show your interest. (These could include visits, talks, work experience, volunteering.) Paragraph 3: Give evidence that you are the right person. Mention skills that you have that will help you during the course. (These can include non-academic skills like teamwork or time management.) Say how your studies and extra activities developed these skills.

2 Think about what you would include in each paragraph and write some notes. Then compare your notes with a partner.



3 Look at the suggestions for opening and closing sentences. Then discuss the questions below in pairs or small groups.

Possible opening sentences

This is my personal statement in connection with the course.

There are several reasons why I am applying for a course in ...

If you are wondering why I am applying for this course, I will explain.

Possible closing sentences

I am looking forward to the experience of university / college life and the challenges of studying at this level.

I hope the information I have given above is enough for you to accept me on the course. Studying on this course would be very exciting, so I will be disappointed if I am not accepted.

- Which opening and closing sentence do you think is best?
- What is wrong with the others?
- 4 Write a first draft of your personal statement, using the opening and closing sentences in Activity 3, your notes and any other information from this Period and Period 5.

In this Unit you have learnt about:

- managing your time and dealing with stress
- time management and exam revision
- ▶ infinitive and -ing forms (revision)
- verbs that change meaning when followed by infinitive or -ing forms
- ▶ noun phrases made with on + noun
- writing personal statements



⊖ ⊖ ⊖ funny stories

A funny thing happened

Look at the pictures on the web page below. Then discuss in pairs what you think might be happening.



If you're looking for funny stories, this is the site for you, full of true, real-life stories posted by readers. You can search under these headings

- Coincidences (stories about strange, unexpected events and connections)
- Misunderstandings (stories about people getting the wrong idea)
- Unintended meanings (stories about saying things that aren't quite what you mean)

To give you a guick taste, here are three of our recent favourites.

- One day, I noticed that some bananas, which I had bought about a week before, were going brown. 'Let's make some banana cakes,' I said to
- ¹⁰ my six-year-old daughter, Fatima. It took quite a long time, but it kept Fatima busy and we had fun making them. When they were done, we tried one and it was actually delicious, so I suggested taking one to Mr Aziz, the old man who lives next door. When Mr Aziz opened the door, before I could say a word, Fatima told him: 'We had some old bananas
- that were going bad, so instead of throwing them away we made them into a cake for you. I hope you like it.'



- A couple of years ago, I was talking to an old school friend that I'd kept in touch with when she mentioned another person called Jan, who had been in the same class as us. Neither of us had heard from her, or even
- 20 thought about her, for over ten years. I didn't give the conversation another thought until three days later, when I was working in London for two days. As I was travelling to the office, I saw a woman on the train. Our eyes met and we seemed to recognise each other. 'Excuse me,' she said, 'but are you Susan?' It was, of course, Jan. As it turned
- out, she was only visiting London for a few days and was about to return to Italy, where she had lived for over five years.



- About three or four times a year, a company that I do some work for organises a day of meetings for those of us that work from home. They put us up in a hotel and it's a good chance for colleagues who don't meet that often to catch up with each other. The last time this
- 30 happened, I arrived at the hotel quite late and went straight to bed. The next morning, I walked into the breakfast room and saw my old colleague Dan, a short man with a bald head, standing with his back to me. 'Good morning, Dan,' I said, patting him on the head in a friendly way. Unfortunately, the man who turned to face me wasn't Dan at all,
- 35 but a complete stranger. To make things worse, he was a rather formal man who didn't see the funny side of the situation. 'I'm sorry to say that you may have made an error,' he said.



You can post your own story by clicking the button below.

POST YOUR OWN STORY BY CLICKING HERE

READ MORE STORIES

2	Read	the three stories on the web page. The	en decide which heading each one should go under.				
		pincidence					
		isunderstanding					
		nintended meaning					
	3 ui	interided meaning					
3	Matc	h the words and phrases from the st	ories with their meanings.				
	WOR	RDS AND PHRASES FROM STORIES	MEANINGS				
		ept in touch	a without hair				
		nentioned	b immediately				
		atting	c said something about				
	-	rror	d stayed in contact				
	5 st	traight	e someone you don't know				
		olleague	f hitting gently				
	7 b	ald	g mistake				
	8 st	tranger	h someone you work with				
4	Use t	the words and phrases in Activity 3 to	complete the sentences below.				
	1 W	hile he was away, he with h	nis family by email.				
	2 In:	stead of stopping for a coffee, I went	home.				
	3 I remember she the name of a book yesterday, but I can't remember the title.						
	5 l'v	ve no idea who he was. He was just a					
	6 W	hile I was my friend's cat, i	t bit me.				
	7 Is	see him every day, but he isn't a friend of mi	ne. He's just a				
	8 It's	s hard to speak another language without n	naking a single				
			-				
5		ite the sentences using the phrasal ve	erbs in the box.				
	Chan	ge the form of the verb if needed.					
			scovered that we'd been at school together.				
	Ιc	didn't realise who she was at first, but it	that we'd been at school together.				
	2 He	e was visiting the town for a few days, so I le	et him stay in my flat.				
	He	e was visiting the town for a few days, so I $_{\scriptscriptstyle -}$	him in my flat.				
		e hadn't seen each other for years, so havir nd events.	ng a meal together was a good chance to talk about news				
		We hadn't seen each other for years, so having a meal together was a good chance to with each other.					

6 Discuss the questions in pairs or small groups.

Which story do you think is the funniest? Which do you think is the strangest?

1 Discuss the questions in pairs or small groups.

- 1 Has anything like the following ever happened to you or someone you know? Tell your partner(s) about it.
 - meeting someone you know in an unexpected place
 - thinking about someone and getting a message from the same person soon afterwards
 - talking to a stranger and finding that you share a birthday, a past experience or a friend
- 2 Which of these opinions is closest to your own?

I think strange coincidences must mean something. It's hard to explain why they happen so often. I know coincidences often happen and they seem strange, but they're just part of normal life.

2 Read the text. Then complete the tasks on page 27.

We often hear people say, 'It's a small world, isn't it?' It's usually when they've just experienced one of those strange coincidences that seem to happen in nearly everyone's lives. You know the kind of thing: you're on holiday in another country and you run into a person you know from home, even though neither of you knew that the other was going there too.

- People often think experiences like this are evidence of something mysterious happening, some kind of hidden plan outside our knowledge. The scientific explanation is less exciting, and perhaps that's why some people are reluctant to accept it. Coincidences are events that unexpectedly happen at the same time for no clear reason, or finding an unexpected connection between seemingly random things or people. A very common example of the latter is talking to a complete stranger and finding that you have the same birthday. What are
- the chances of that happening?

Actually, the chances are better than you might think, and there's a mathematical way to prove it. It has been calculated that the number of people you need to have a 50% chance of two of them sharing a birthday is 23. And

when there are 48 people in a room, the probability goes up to 95%. To put it another way, if there are only 50 people reading these words (and I hope there are more!), one of them will almost certainly have the same birthday as me.

The other part of the scientific explanation for coincidences is simply that

- there are so many events in people's lives. Just think of the number of people that you have had any kind of connection with during your life. There are probably over 10,000, and the older you get, the more there will be. If you are the kind of person who talks to strangers, you will definitely come across coincidences. Basically, when you think about how complex our lives are,
- ²⁵ especially nowadays with the Internet, the only surprising thing is that coincidences don't happen more often.



Period 2 / Reading and comprehension

1		place the underlined parts of the sentences with words or phrases from the text. (The sentences are the same order as the words and phrases in the text.)
	1	I was surprised to meet him by chance so far away from his home town.
	2	She has a lot of things that she knows about this subject because she's studied it for years.
	3	Most people are not willing to answer questions about their age.
	4	Of the two pieces of advice I've just given, the last one I mentioned is more important.
	5	He didn't expect to <u>find</u> his friend's name <u>by chance</u> in the newspaper.

- 2 Choose the best answer to the questions. Circle A, B or C.
 - 1 According to the writer what do people mean when they say 'It's a small world.'?
 - **A** We can communicate easily with people who are far away.
 - **B** Strange events happen more often than you might expect.
 - **C** People's lives are more connected than they used to be.
 - **2** Why does the writer think some people don't want to believe scientific explanations for strange coincidences?
 - **A** They prefer a more exciting explanation.
 - **B** They don't trust what scientists say.
 - C They misunderstand scientific ideas.
 - 3 If there are 30 people in a room, what is the probability that two of them have the same birthday?
 - A 55% or more
 - B 80% or more
 - C 50% or less
 - 4 What is the writer's conclusion about coincidences?
 - A They probably have some meaning.
 - **B** They don't happen as often as we think.
 - C They are not really surprising at all.
 - **5** What does the phrase *the latter* (line 9) refer to?
 - A finding unexpected connections
 - B events that happen unexpectedly
 - C seemingly random things
- **3** Do an experiment to test the writer's idea about shared birthdays.
 - How many people are there in your class?
 - Were any two (or more) people born on the same day?

1 Look at the examples. Then answer the questions below.

LVOBOB	00
FXAIIII	

- **A** I **arrived** at the hotel quite late and **went** straight to bed.
- **B** I was talking to an old school friend when she mentioned another person called Jan.
- **C He fell** while he **was climbing** the wall.
- 1 Which example shows two completed actions in the past? _____
- 2 Which examples show one action that happened while another action was in progress? _____
- **3** Which tense do we use for a) completed actions? b) uncompleted actions?
- 2 Complete the sentences with the correct tense of the verbs in brackets: past simple or past continuous.

1	I him to come back later because I	(ask /	work	()
---	------------------------------------	--------	------	----

- the right answer, but the teacher _____ him. (give / not hear)
- Her mother ______ her why she ______ (ask / cry)
- It ______ while I _____ to work. (rain / walk)
- _____ a taxi to the station and _____ just in time. (take / arrive)
- around the room, he ______ someone come in. 6 While he (look / hear)
- 3 Work in pairs. Tell your partner about what you did after school yesterday. Include details, for example:
 - where vou went

- what time you got home
- who was there when you arrived and what they were doing
- what the weather was like anyone who wasn't there, and why not
 - what you did in the evening
- Look at the examples. Then complete the rules.

Examples

Coincidences are strange, unexpected connections.

The two men are **co-founders** of the university.

Misunderstandings happen when people get the wrong idea.

Error has the same meaning as **mistake**.

Complete the rules

- 1 We use the prefix _____ to add the meaning of wrong(ly) or bad(ly).
- 2 We use the prefix ______ to add the meaning of with, together or at the same time.

5	Complete the sente	nces using the w	ords in the box with	n either <i>co</i> - or <i>mi</i> s- as	prefixes.
•	Complete the sente	nices using the w	orus iii tiie box witi	i citilei co- oi iiiis- as	PIGII

	worker	use	behave heard	operation writer	pilot	lead	
1	She only get	ts angry	when studer	nts	in c	lass.	
2	Please keep	phone	conversations	s quiet to avo	id disturbi	ng your	S.
3	Students son have a differ			words th	at look th	e same as a	word in their own language but
4	Both their na	ames are	e on the front	of the book b	oecause th	ney are the $_{\scriptscriptstyle -}$	s.
5	I thought he	said he	was from Au	stralia, but I t	hink I		because he's actually Austrian.
6	often gets better results than everyone working alone to solve a problem.						
7	He flew the	plane al	one, without	a	·		
8	Information in	n advert	s isn't usually	untrue, but it	can	p	eople and give them the wrong idea.

Period 4 / Language and vocabulary study

1 Compare the examples. Then answer the question below.

Examples

- **A** Some guests <u>left</u> when Samir <u>arrived</u>.
- **B** Some guests **were leaving** when Samir **arrived**.
- **C** Some guests **had left** when Samir **arrived**.

Which sentence suggests that ...

- 1 Samir was perhaps late, so there were some people he didn't meet? _____
- 2 at the door Samir met some people leaving the party? _____
- 3 some people were perhaps waiting for Samir to arrive before leaving or perhaps left because they didn't want to talk to him? _____

2 Match the sentence beginnings 1–8 with their endings a–h.

1	I felt much better	а	while the sun was shining.
2	She found it hard to think clearly	b	when I'd finished reading it.
3	As soon as I saw the photo	c	until she'd explained it twice.
4	I took the book back to the library	d	that something strange was happening.
5	When I told them about my mistake	е	when the loud music was playing.
6	They didn't really understand	f	after I'd taken the medicine.
7	They decided to go for a walk	g	I recognised who it was.
8	When I arrived I knew immediately	h	they all laughed.

3		ewrite the sentences as single sentences, changing the tense of one verb and the order the events if necessary. Use the word or phrase in brackets to join the two events.
	1	I left the key inside the house. I got home in the evening and realised the problem. (when) When I got home in the evening, I realised I had left the key inside the house.
	2	The bell rang. Everyone stopped working and left the building. (as soon as)
	3	He rang me. It was in the middle of watching my favourite TV programme. (while)
	4	His colleagues came to collect him. He was in the middle of eating his breakfast. (when)
	5	I spent a long time studying this subject. I passed the exam easily. (because)
4		ook at the way the three past tenses work together in the examples. Then answer the uestion below.
	1	Examples A One day I <u>noticed</u> that the bananas I <u>had bought</u> about a week before <u>were going</u> brown. B I <u>was talking</u> to an old school friend that I <u>'d kept</u> in touch with when she <u>mentioned</u> another person.
		 Which verb in each sentence does the main job of telling the story, and which two verbs give background information? What is the tense of the main verb?
		Which parts of the timelines below relate to which verbs? Label them.
		A (a) (b) X
		(c) (b) X
		(c)NOW
5		omplete the sentences with the correct tense of the verbs in brackets: past simple, past ontinuous or past perfect.
	1	While we, shesomeone who had been in our class
		when we were at school. (talk / mention)
	2	He got wet during his walk because it and he to
		take an umbrella. (rain / forget)
	3	The day before, I to phone him, so I gave him a quick call while I
		my breakfast. (promised / have)
	4	When I went in, everyone, probably because someone a joke. (laugh / just tell)
	5	I thought the dog someone outside, but
	•	there was nobody there. (bark / hear)

- 1 Look at the pictures. Then discuss the questions in pairs or small groups.
 - **1** What is happening in each picture?
 - 2 Who are the two people?
 - **3** What is the connection between the pictures?



2 Listen to Samira explaining what happened in the situation in Activity 1. What was the coincidence?

3	Listen again and number the sentences to show the correct order of events in the story.						
		She went into the interview room.					
		The interview carried on as normal.					
		Samira picked it up and gave it back to him.					
		She felt embarrassed.					
		A man parked his car and opened the window.					
	1	Samira walked to the interview.					
		He didn't say anything about what had happened before.					
		He was smiling.					
		She said something to the man.					
		He asked her the normal questions.					
		The man shook her hand and thanked her.					
		Perhaps she got the job, but she doesn't know yet.					
		She went for a coffee.					
		He dropped an empty sweet packet out of the car window.					
		She recognised the man immediately.					

4 Write Samira's story. (To make the story clear, be careful to use the correct tenses and join the events with simple time words like when, while and as soon as.)

As soon as she went i	in, she		
At the end,			
tt tric cria,			

Period 6 / Writing

- 1 Look at the picture. Then discuss the questions.
 - What do you think has just happened?
 - 2 Why do you think the two men are surprised?



u	nderlined words and think about how they join the sentences together.)
	One day at breakfast, Martin got a watch out of his-pocket . Martin

2 Number the sentences in the correct order to make the story. (Look carefully at the

PROGRESS TEST 1 (UNITS 1–3)

Reading

1 Read the text about routines. Choose the best title for each paragraph. (There is one more title than you need.)

A	The negative side of routine	paragraph	
В	Odd habits	paragraph	
С	Regular lives	paragraph	
D	Manage your time	paragraph	
E	Routine and memory	paragraph	
F	Who is the book for?	paragraph	

From its title, you might expect this to be another one of those 'self-help' books about time management, but people who read this book hoping for advice on how to change their lives might be disappointed. For anyone interested in how people think and act, though, it will be an interesting and sometimes surprising read.

The first part, which looks at the working methods of successful creative people like writers and artists, does
have some general tips. The one thing that most of them share, for example, is having a regular working
routine and keeping to it. Some perhaps take this a bit too far. The composer Beethoven used to start each day
with a cup of strong coffee made with exactly sixty coffee beans, which he counted out personally. And there
are stranger examples than that.

Most of us, of course, don't go that far but, as the author discusses later, we depend on routines. Research has shown that most people need some regular structure in their lives. Society in general also needs routines, because without them transport wouldn't be on time, schools and offices wouldn't work, and so on.

But there's also evidence that routine can be bad for us, and that's what the second part of the book looks at. Sometimes we need to break with our routines, because doing something new and different increases happiness. Obviously people can get bored if they do the same thing all the time, but there's more to it than

that. Routine also increases the feeling of time moving too quickly. When nothing new is happening, we simply don't notice the weeks and months passing.

This, it seems, also partly explains why older people tend to forget things. They may think it's a natural part of getting old, but it's more likely that when the things we do have become fixed, we often don't realise we're doing them. So rather than forgetting what has happened, we actually didn't notice in the first place.

2 Decide whether the statements are TRUE or FALSE.

1	Some people might find the book's title misleading.	TRUE	FALSE
2	The book has a lot of useful advice.	TRUE	FALSE
3	Time seems to pass faster when we're doing the same thing every day.	TRUE	FALSE
4	Getting older is the main reason for forgetting things.	TRUE	FALSE

3 What do these words, highlighted in the text, refer to?										
	1	them (line 5)								
	2	it (line 6)								
	3	which (line 7)								
	4	them (line 11)								
	5	They (line 17)								
4	An	nswer the qu	estions.							
	1	What advice i	s given in the	first part c	of the book?					
	2	What benefit	does breakin	g your rout	ine bring? _					
								20	0/17 marks	
V) (2	abulary/L	anguage	study				Progress test '	l Period	•
1	Ma	atch the wor	ds in the bo	x with th	eir meanin	gs below.				
		stuck er	rror partic	cipate	impatient	convinced	colleague	persevere		
	1	keep trying				_				
	2	take part (in)								
	3	someone you	work with			_				
	4	sure				_				
	5	unable to mov	ve			_				
	6	mistake	1							
	7	unable to wai	Ţ							
2	Co	omplete the s	sentences v	with the w	vords in the	box.				
		point	inevitable	straight	excuse	reluctant	factor	optional		
	1	You don't hav	e to do this c	ourse It's						
	2					phone if the o	ld one still v	vorks		
	3					I was very tire		vorno.		
	4					tainly one				
	5					talling offic				
	6					for being late.				
	7					s				
		THOIC S HOUTH	ig we can do	to stop it i	appering, it	J				

3		atch words 1–5 rases to comp			ke fixed ph	rases. Then us	se the		
	1	high	a course						
	2		b zone						
	3	unintended	c priority						
	4		d minded						
	5	foundation	e meanings						
	1	If you're stuck ir	n a routine, you	need to leave yo	our				
	2	He did a		befo	re starting u	niversity.			
	3	Joining a club is	s a good way to	meet		peop	ole.		
	4	Making lots of n	money isn't a ve	ery		for him.			
	5	It can be funny	when people sa	ay things with					
4	Co	mplete the se	ntences with	the prepositi	ons in the b	oox.			
		on	into in	with abou	ıt on				
	1	I was surprised	when I ran	an old frie	end of mine v	resterday			
	 I was surprised when I ran an old friend of mine yesterday. That was no accident. I'm sure he did it purpose. 								
	3	While he was av							
	4					ow which one to	buy		
						ow which one to	buy.		
	5	I caught up							
	6	There are variou	us tnings that yo	oung people wol	ry				
5	Ci	rcle the correc	ct tense to co	mplete the se	ntences.				
	1	l read / am rea	iding a really int	teresting book a	the momen	t.			
	2	A lot of people think the new building looks / is looking ugly.							
	3								
	4 5	You should stop			_	four hours			
	6				_	en reading 150	pages.		
	7	His eyes are tire	ed because he's	played / been	playing com	puter games for	three hours.		
6		omplete the se -ing form.	entences with	the correct fo	orm of the	verbs in brack	ets: to + infinitive		
	1	Thank you for a	greeing	me wit	h this work.	(help)			
	2	I enjoy	TV, but	tonight I'd like _		something di	fferent. (watch / do)		
	3	They wouldn't s	stop	, but they p	romised	mo	re quietly. (talk / speak)		

'Did you remember _____ the tickets?' (bring)

'Yes, I remember _____ them in my pocket before we left. (put)

7	Complete the sentences with the correct tense of the verbs in bra past continuous or past perfect.	ickets: past simple,						
	I needed to be at work early this morning because there was some work that I (1)						
	(not finish) the day before. Unfortunately, just as I (2)	(leave) the house, the phone						
	(3)(ring). It was my mother. After talking to her, I (4)	(run)						
	to the bus stop, but the bus (5) (already go).							
		25/23 marks						
W	/riting	Progress test 1 Period 3						
1	Write a paragraph (100–150 words) about your favourite school su following information.	bject. Include the						
	What subjects you are learning at school this year							
	Which ones you like best and are most interested in							
	Why you like the subject							
	How long you have been studying the subject							
	Which area of the subject you find most interesting							
	What you would like to do with the subject in the future							
		5 marks						



The shrinking world

Discuss the questions in pairs or small groups.

- The title of this Unit suggests that the world is getting smaller (shrinking). In what ways might this be true?
- What is the picture saying about this idea?

2 Read the two texts quickly. Then answer the questions.

- Which text gives evidence to show how young people communicate?
- 2 Which text is about personal feelings?
- **3** Which text includes a list of concerns?
- 4 Which text suggests that we shouldn't worry about young people's use of technology?

MODERN LIVING | COMMUNICATION

Communication today



TEXT A

- As a parent, I'm becoming increasingly worried about the effect communications technology is having on young people. My fourteen-year-old son seems to spend hours every day texting or chatting online, or updating his social media page. He says he's going to do his homework, but an hour or two later still hasn't started it. and I can't help feeling that he's wasting so much time on this instead of doing useful things, or even just being with his friends and communicating with real people.
- Is all this texting affecting young people's ability to use language properly? Is there a danger that they could become addicted to technology? What potential dangers are out there in the online world? I don't know enough about these new technologies to be able to answer questions like these.

TEXT B

- Like it or not, today's young people are the connected generation. A recent study in the US found that nearly a quarter of teenagers use social media sites at least ten times a day and 75% own mobile phones. Texting is now the main form of communication for young people. The figures obviously vary between countries, but the one thing we can predict is that they will continue to rise.
- Inevitably, this has led to panic among parents, teachers and other adults. But are these fears justified? Not according to Dr Amy Lehane, who has studied exactly how young people are using technology. 'If you look back,' she says, 'you find the same panic reaction from older people to the growth of the telephone or television. Often it comes from a fear of something they don't understand, but our research indicates that young people are quite capable of telling the difference between the online world and the real world, or between the types of language used for texts and job applications. They're also very aware of the possible negative effects of technology: they know, for example, that it's not a good idea to post a message like 'I'm having a party next Saturday' on a public site.'

Period 1 / Reading and comprehension

3	Co	omplete the definitions with words from the texts.						
	1	If you are to something, you can't stop yourself from doing it. (Text A, paragraph 2)						
	2	A problem isn't a problem yet, but might become one in the future. (Text A, paragraph 2)						
	3	If things, they are different in different situations. (Text B, paragraph 1)						
	4	If an action or idea is, it is the correct thing to do or believe. (Text B, paragraph 2)						
5 A feeling of happens when we stop thinking properly because we are f (Text B, paragraph 2)								
	6	is what you feel when you are afraid. (Text B, paragraph 2)						
	7	If you are of doing something, you have the necessary ability to do it. (Text B, paragraph 2						
4		ead the texts again. Then decide which of the two writers is most likely to have the binions below.						
	1	I feel as if changes are happening too fast for me. The writer of Text						
	2	We should learn to trust young people more. The writer of Text						
	3	There are reasons to be positive about the future. The writer of Text						
	4	Things were different when I was young. The writer of Text						
5	Di	scuss the question in pairs.						
	Wł	ny is it not a good idea to post a message like 'I'm having a party next Saturday' on a public site? nat might happen?						
6	Do	o a poll of your class by answering the questions below.						
	•	Which is the most popular method of communicating with friends?						
	•	Which is the most popular social media site?						
	•	How many hours a day does the average student spend on these sites or on exchanging messages with friends?						
	Но	ow similar are the results from your class to the results of the US study in Text B?						

1 Read the article quickly. Then answer the question below.

Is the writer's idea of the effect of communications technology on society ...

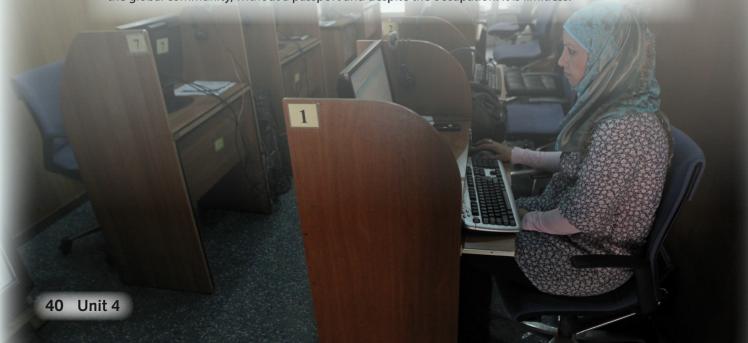
- **A** mostly negative?
- B mostly positive?
- C about half and half?

It isn't hard to explain why parents, teachers and older people in general get so concerned about the negative effects of young people's use of communications technology. They may be motivated by a wish to protect their children from harm or to control them, but throughout history older generations have always tried to put limits on the behaviour of the young.

- The only difference now is that the Internet is such a powerful force, and older people generally don't really understand this new world of social media and instant communication, so they're unable to control it. And the situation is changing so fast that the gap in their knowledge is widening all the time.
 - In a similar way, governments, even in democratic countries, like to put limits on people's behaviour. After all, it's a large part of what governments are about. They may have more technological knowledge
- than the average parent, but the spread of social media sites and communications apps like Twitter and WhatsApp is making it harder and harder for them to control what their citizens are saying and doing.
 - Clearly, this isn't always a positive trend, but what we can say for sure is that new information and communications technologies are a force for social change and economic development, especially in poorer countries without a reliable traditional phone network. The World Bank has calculated that
- in countries like this, a 10% increase in high-speed Internet connections leads to a 1.3% increase in economic growth. It is, they say, 'the single most powerful way to extend economic opportunities and services to millions of people, especially in remote areas'.

A recent headline on the BBC website asked: 'Could Ramallah become an Arab World technology hub?' The article went on to show how young Palestinians are starting small technology companies

that could help the Palestinian economy to break free from the restrictions placed on it by the Israeli occupation. As one interviewee explains: 'This is what is good about technology: it breaks the borders. A person with a laptop can work in the worst situations; he can work from his home and interact with the global community, without a passport and despite the occupation. It is limitless.'



2 Match the words from the text with their meanings.

WORDS FROM THE TEXT	MEANINGS			
1 motivated	a limits			
2 citizens	b system of connections			
3 trend	<i>c</i> dividing lines			
4 network	d difficult to get to			
5 hub	e caused or encouraged			
6 restrictions	f people who live in a country			
7 remote	g central point			
8 borders	h movement, fashion or change			

3 Use the words in Activity 2 to complete the sentences below.

1	There are on how many books you can borrow from the library.
2	Most companies are by the need to make a profit.
3	A government's first duty is to protect its
4	During our train journey we crossed four international
5	There is a towards smaller and smaller telephones.
6	I think there's a problem with the phone because I can't make any calls
7	The capital city is a for road and rail travel to the rest of the country.
8	He lives in a house, far away from the nearest town.

4 Read the article again. Then decide whether the statements below are TRUE or FALSE according to the text. If there isn't enough information to decide, choose DOESN'T SAY.

1	The reasons why	v adults try to	o control v	ouna people	are always the	same
	THE TEASONS WIT	y addito try ti	o contion y	ourig people	are aiways trie	Same

TRUE FALSE DOESN'T SAY

2 In future, it is likely to be more difficult for older people to control young people's use of technology. TRUE FALSE DOESN'T SAY

3 Governments use technology to check their citizens' actions.

TRUE FALSE DOESN'T SAY

4 New communications technology plays an important part in economic development.

TRUE FALSE DOESN'T SAY

5 Palestine will probably become an important place for technological change.

TRUE FALSE DOESN'T SAY

5 Discuss the question in pairs or small groups.

What good or bad effects will new communications technology have on society in the future?

People won't spend as much time meeting and talking to each other.

People living in remote areas will be able to communicate and get information easily.

find

improve

not happen

get

catch

1	Look at the exam	ples. Then	complete th	he grammar i	rules.
	LOOK at the exam	pics. Hileii	Complete th	ic graiiiiiai i	uics.

Examples

Young Palestinians are starting small technology companies that **could / might / may** help the Palestinian economy.

We can't make any plans yet because he might / may not come.

The one thing we can predict is that the figures **will** continue to rise in future.

We **won't** be in time now. It's too late.

- We use the modal verbs _ __ and ___ something is possible.
- 2 When we make negative statements about possibility, we can't use _
- We use _____ as a modal verb when we are certain about a future event.
- (Reminder) The negative form of will is ___
- **2** Complete the sentences with a modal verb of possibility and the infinitive form of a verb in the box.
 - If we run, we _____ still ____ the train. At least we can try.
 - Don't worry. I'm sure the economic situation _____ soon.
 - There's no point worrying about it. It ______.
 - Just try it. You _____ that it's easier than you thought. Who knows?
 - 5 You obviously _____ the job if you don't apply for it.
- 3 Look at the examples showing ways of making statements about the future more or less certain. Then answer the questions below.

Examples

He has all the right qualifications, so he could / might / may well get the job.

I'm not sure yet, but I'll **probably** catch the 9.30 train.

The company **probably won't** accept her application since she doesn't have all the required qualifications.

- What word do we add to make *could*, *might* or *may* more certain?
- What word do we add to make will less certain?
- Add the words or phrases in the box to the line in the correct order.

might / may not probably won't will probably may / might / could well may / might / could 0% 50% 100% may/might/could will

won't

5	Change the sentences so they make sense by choosing the correct part of the sentence.								
	1	I can't be sure, but this idea will/will probably solve the problem.							
		I can't be sure, but this idea will probably solve the problem							
	2	We might/might well get there on time, but I don't think so.							
	3	She's better than most of the others, so she <u>may well</u> / <u>may not</u> win the prize.							
	4	I probably won't/ 'II go shopping this afternoon. There are several things we need.							
	5	He's quite unpopular, so he <u>could/ probably won't</u> win the election.							
		Period 4 / Language and vocabulary study							
1	Lo	ok at the examples of how we use will. Then match them with their meanings 1-4.							
	E	The next flight to arrive will be the 732 from London. There's nothing on TV, so I think I'll go to bed.							
	1 2 3 4	giving new information to the public about a future event (announcing) confidently predicting or expecting that something is certain making an offer talking about something you've just decided							
2		omplete the sentences with <i>will</i> (or ' <i>ll</i>) and the verbs in the box. Then write 1, 2, 3 or 4 ter each sentence to show which meaning from Activity 1 indicates.							
		find visit walk take help begin							
	1	Please take your seats. This evening's concert in five minutes.							
	2	It's no problem. If we miss the bus, we							
	3	The government has announced that the President Russia next month.							
	4	Those bags look heavy. I							
	5	I'm sure scientists a solution to the problem of climate change. \Box							
	C	It's too lots to post it so I							

3 Look at the examples of two more ways to talk about the future: the present continuous tense and *going to (do)*. Then answer the questions.

	E	Examples			
I <u>'m having</u> a party next Saturday.					
	F	He says he <mark>'s going to do</mark> his homework.			
	7	That wall doesn't look safe. It' <u>s going to fall</u> over one day.			
	1	Which form do we use when we have some evidence to make us certain?			
	2	Which form do we use to talk about things that are arranged?			
	3	Which form do we use to talk about things that we intend or have decided to do (but are not			
		necessarily completely arranged)?			
4	Co	omplete the sentences using <i>going to</i> or the present continuous tense with the verbs			
		brackets.			
	1	You'd better take an umbrella. The weather forecast says it (rain)			
	2	Sorry I can't see you this afternoon. I tennis with Ziad. (play)			
	3	If he gets to university, he Literature. (study)			
	4	She to Cairo next week. The plane ticket is already booked. (travel)			
	5	He's taken his shoes off. I think he into the water. (jump)			
	6	She always says she early, but she's always late. (arrive)			
5	Di	scuss in pairs these questions about the future.			
	1	What are you going to do this evening / tomorrow / at the weekend?			
		(Think about things you've decided to do, but not arranged.)			
	2	What are you doing at the weekend / next week / next month?			
		(Think about things you've arranged, either on paper or by talking to another person.)			
	3	What do you think tomorrow's weather will be like?			
		(How sure are you? Do you have any evidence about what it is going to be like?)			
	4	What future developments will there be in the field of communications technology?			
		(How sure are you that these things will happen?)			
		I'm going to watch my favourite programme on I'm meeting some friends			
		TV tonight. at the weekend and we're			
going to the cinema.					

Someone told me it's going to be sunny tomorrow.

- 1 Look at the advice about making a questionnaire (a list of questions for doing a poll or study). Then add the headings below in the correct places.
 - A Plan the questionnaire
 - B Think about the questions
 - C Test your questionnaire
 - **D** Think ahead



2 Listen to two people discussing a questionnaire.



3	Listen again and complete the finished questionnaire with words or phrases from
	the conversation.

Which (1) do you fall into? 14-20 21-35 36-49 50-65 66+
(2)
(3) do you shop at a supermarket? Never Once or twice a month Every week More than once a week
Which of these would make you choose a certain shop? [Please (4) any that (5)] Low prices Good quality Near my home Easy parking (6) :
Please (7)

4 Read the analysis of the results of the questionnaire. Then complete it with the words in the box.

likely	combination	reasons	tend	majority	conclusion	habits	connection	
We asked fifty people how often they used supermarkets and why they chose particular shops. We also asked about their age group and occupation to see if there was any (1) between these and their shopping (2)								
It seemed from the results that younger people used supermarkets less often than older people, and that they were less (3) to choose a shop because of easy parking. The obvious (4) from this is that older people use their cars more often for shopping because they (5) to buy more items per visit.								
A person's occupation had some effect on how often they used supermarkets: people who worked long hours tended to shop at supermarkets once per week (or less often). However, it did not appear to affect their (6) for choosing shops.								
shops bed	ps not surprising the cause of low prices ose both price and	. However, ne	early half	were more ir	nterested in goo	d quality, w	hile several	

1 Work in small groups. Plan your own questionnaire.

Choose one of these topics:

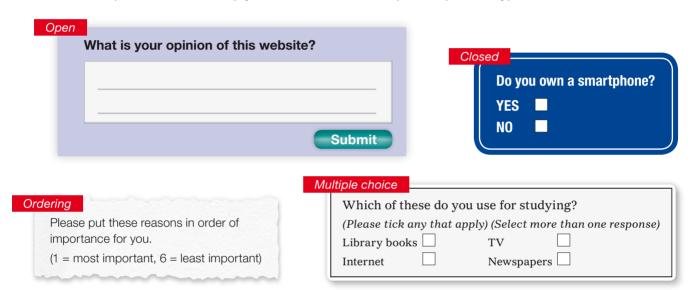
- Use of communications technology and social media
- School subjects and study habits

Discuss these points:

- What information you want to find out
- What type of questions will give you the information you need

2 Write the questions for your questionnaire.

Make sure that the questions are clear and simple. Each student in the group should have their own copy of the same questionnaire. To help you, here are some examples of question types.



- **3** When you have finished writing your questionnaires, exchange them with other groups and answer the ones you receive.
- 4 Collect your questionnaires from everyone who has completed one and analyse the results.
 - 1 What are the main trends?
 - 2 What conclusions can you come to?
- 5 Write three or four sentences as a summary of your results.

In this Unit you have learnt about:
communications technology
modal verbs of probability (could/might/may and will)
expressing different levels of certainty
different uses of will as a modal verb or future form
using going to and the present continuous tense for future events
writing questionnaires



Making friends

Read the quotation. Then discuss the questions below in pairs or small groups.

'There are no strangers ... only friends you haven't yet met.'

William Butler Yeats (Irish poet)

- 1 What do you think the quotation suggests about friendship?
- 2 Do you agree with this idea? Why? / Why not?

2	Read the	two	toyte	quickly	Then	answer	the	augetion	10
_	neau me	LWO	lexis	uuickiv.	men	answer	uie	uuesuoi	15

1	Which text is probably a news story?	4	Which text refers to research done in the
2	Which text gives a personal point of view?		past?
3	Which text complains about a common idea?	5	Which text gives examples from real life

TEXT A

A new study into how the Internet is changing the nature of friendship has found that social networking sites like Facebook and Myspace don't

5 help people make more close friends. Although people (especially young people) using these sites claim to have thousands of 'friends', this research suggests that face-to-face contact

10 is usually needed to form genuine relationships.

Many previous studies of friendship have established that the maximum number of people in a standard friendship group is 150, with about five of these regarded as close friends. This new study has found that, in terms of how many people we keep in regular contact with, these figures remain roughly the same for online friends. What's more, the five closest friends of regular Internet users are likely to be people they have actually met.

'To form close friendships, we need
to be able to trust the other person,'
explains Dr Samuel Holiday, one of
the report's co-authors, 'and with
people that you only know through
the Internet, you can't even be sure
they're who they say they are.'

TEXT B

As someone who has made a lot of friends via the Internet, I'm tired of hearing that they're not 'real friends'. The argument seems to be that you can never really know someone unless you've actually met them. The fact is, though, that meeting someone is no guarantee that they're who they say they are. I've met lots of people whose real character and intentions turned out to be different from those first presented.

In fact, I regard some people I've met online as my closest friends. We actually have many interests in common, which is why we got together in the first place. The things I'm interested in are perhaps a bit unusual, and there's little chance of meeting others with the same interests without the Internet.

Compare this with people I met at school and haven't seen or contacted for nearly twenty years, or people I know at work. I'm supposed to think of these as 'real' friends, and the ones I chat to nearly every day as just 'Internet friends'. I'm told that these Internet friends are somehow less real, which doesn't make sense. In my experience, friendships made online are just as real as the ones we happened to make face to face.



	(TI	he sentences are in the same order as the words or phrases in the texts.)
	Te	xt A
	1	It's hard to describe what friendship is really like.
	2	Some people say that they are your friends, but aren't really friends at all.
	3	He's just pretending to be friendly. His feelings aren't real.
	4	150 is considered to be the largest number of friends most people can have.
	5	All my friends are approximately the same age.
	Te	xt B
	6	It was a long journey because we had to get to London by going through Paris.
	7	There is no way to be sure that what he says is true.
	8	My brother and I have a lot of ideas and opinions that we share.
	9	We didn't plan or arrange to arrive at the same time.
4		ead the texts more carefully. Then decide whether the statements below are TRUE FALSE. Write the sentence or phrase from the text that helped you decide.
	1	New research shows that online friendships are less real than ones with people you've actually met.
		TRUE FALSE
	2	The size of online friendship groups seems to be very different from 'real-life' ones.
		TRUE FALSE
	3	Samuel Holliday wrote the report by himself.
		TRUE FALSE
	4	The writer of Text B would disagree with Samuel Holliday.
		TRUE FALSE
	5	The writer of Text B has similar interests to most people.
		TRUE FALSE
	6	The writer of Text B keeps in touch with his/her old school friends.
		TRUE FALSE
5	Di	scuss the questions in pairs or small groups.
	1	What differences (if any) are there between the friends you have online and those you meet in real life?
	2	Do you think it's possible to be close friends with someone you've never met face to face? Why? / Why not?
		I have hundreds of online friends, but none of them are close friends. I've got an online friend that I chat to nearly every day, even though we've never met.

3 Replace the underlined parts of these sentences with words or phrases from the texts.

		Read the text of	uickly.	Then match	the titles	below v	vith the t	ips in	the te	xt.
--	--	------------------	---------	------------	------------	---------	------------	--------	--------	-----

- A Be clear, but not too demanding
- **B** Don't try too hard
- **C** Keep secrets to yourself
- **D** Don't let one mistake get in the way
- **E** Be interested

stu bu	sed to be thought that friendship was something that 'just happened' between people. However, many dies by social scientists have shown that becoming friends with another person is a complex process, to one that can be learnt. Making (and keeping) friends isn't easy – it takes effort. Here are the top five tips turning someone you know into a lasting friend.
1	Everyone has acquaintances – people we know, but who aren't (yet) friends. To take your relationship further than just discussing the weather, you need to show an interest in their lives. Ask them questions (but don't get too personal at first). Even more importantly, listen to their answers and remember the information for the next time you meet.
2	Maybe you made a joke that annoyed your new friend, or forgot to call when you promised to. It's almost inevitable that something will go wrong at some point, but it's how you react to the situation that may be more important than the initial error. An honest apology and making the effort not to let it happen again are usually all that's needed.
3	When making arrangements, there are two opposite ways of behaving that can harm a friendship. The first is forcing the other person to make all the decisions by saying things like 'I don't mind, you choose' or 'Whatever you want'. The other is being too particular and inflexible about what you want to happen, or where, or when. Try to find a middle way between the two extremes.
4	It's understandable that you want to impress a new friend and make them aware of your good points, but don't go too far. Research shows that most of us tend to like people who don't boast about their achievements or take themselves too seriously.
5	If someone tells you something 'in confidence', it means just that – they are confident that you won't tell anyone else. In other words, they trust you. If you then pass on this information to another person, that trust is broken. Even if your friend doesn't find out what you've done, this kind of behaviour can easily destroy a friendship over time.

2 Read the text again. Then complete the tasks below.

1 Match the words and phrases from the text with their meanings.

W	ORDS AND PHRASES FROM TEXT		MEANINGS			
1	lasting		a opposite ends			
2	acquaintance		b first			
3	initial		continuing for a long time			
4	inflexible		d secretly			
5	extremes		show how good you are			
6	impress	1	someone you know (but not very well)			
7	boast	9	not wanting to change			
8	in confidence	1	h be too proud			

ð	in confidence n be too proud
Us	e the words and phrases in Part 1 to complete the sentences below.
1	Please remember that what I've told you is, so don't tell anyone.
2	My idea was that he wasn't very nice, but now I know him better.
3	It's not polite to about how clever or rich you are.
4	He seems to change between two: Sometimes he can't stop talking, but sometimes he doesn't say anything at all.
5	Tell the interviewers about your exam results. That will them.
6	I'm not If anyone has a better plan, I'll listen to it.
7	She's not a close friend of mine, just an
8	Reading stories to children helps to create alove of literature.
_	
Cc	mplete the advice for each person below, using ideas and information from the text.
1	I said something silly and I think he might be angry with me.
	Don't worry. Just give your friend and make sure
2	We see each other every day, but I'm not sure how to take it further.
	Show that you're by (and of course
	to the answers!)
3	Should I tell people about my big expensive house?
	It's OK to tell people, but because nobody likes th
	It's OK to tell people, but because nobody likes the
1	It's OK to tell people, but because nobody likes the Should I say what I want to do or let others decide?
4	

disappoint

increase

move

care

convince

live

1 Look at the examples. Then circle the correct options to complete the grammar rules.

Examples

Be clear, but don't be a **demanding** person.

Here are the top five tips for turning someone you know into a *lasting* friend.

Complete the grammar rules

- 1 Many **nouns / adjectives** are made from the **-ing / infinitive** forms of verbs.
- 2 When -ing forms are used as adjectives, the meaning is active / passive.

2	Comple	te the	sentences	with	the -ing	form	of tl	he ver	bs i	n th	e k	OX.
---	--------	--------	-----------	------	----------	------	-------	--------	------	------	-----	-----

1 The largest ______ thing on Earth is a tree that grows in North America.

2 His excuse for being late wasn't a very _____ one. Nobody really believed it.

3 It was a ______ book because I expected it to be much better.

4 She's a very _____ person who always thinks of other people.

5 _____ numbers of people are using smartphones rather than computers.

6 It's a very _____ story. It made me quite sad.

3 Look at the examples. Then circle the correct options to complete the grammar rules.

Examples

Here are some **tried** and **tested** pieces of advice.

It was quite expensive to repair the **broken** window.

Complete the grammar rules

- 1 These nouns / adjectives are made from the past participle / infinitive forms of verbs.
- 2 When past participles are used as adjectives, the meaning is active / passive.

4 Complete the sentences with the past participle form of the verbs in the box.

1 Some _____ food nowadays is almost as good as fresh food.

2 I was surprised because the answers we got were different from the _____ responses.

3 I usually try to buy local food rather than _____ products.

4 I hope she's successful in her _____ career.

5 Thinking that friendships just happen is a ______ idea. They take effort.

6 I was there at the _____ time, but my friend was late.

5 Discuss the question in pairs or small groups.

Which of these biscuit bars is most likely to be natural?



6 C	ircle the	correct ve	erb forms	to con	plete	the	sentences.
-----	-----------	------------	-----------	--------	-------	-----	------------

- 1 We only offer a replacement or a refund for **returning / returned** items.
- 2 I think you'll find this is quite a **demanding / demanded** job.
- 3 She went to the information desk to ask about her losing / lost luggage.
- 4 You need to send a writing / written application with your CV.
- 5 Scientists are worried about rising / risen sea temperatures.

7 Look at the examples. Then answer the question below.

Examples

Never **pass on** secrets to another person.

Even if your friend doesn't **find out**, it can destroy your friendship.

Which particle, on or out, adds these meanings to the verbs?

- 1 showing something that was hidden or unclear ______
- 2 continuing to another stage _____

8 Complete the sentences with the verbs in the box.

	work	hand	carry	stand	come		
1	I didn't wa	ınt the sec	ret to		out, but now	v everyone knows.	
2	Take one o	copy for ye	ourself and	b	the oth	ers on to the next person.	
3	lt's such a	complex	problem t	hat only ex	pert mathema	ticians can	_ it out.
4	I'm sorry f	or interrup	ting. Plea	se	on.		
5	I think the	title shoul	d be in red	d to make	it	out from the rest of the	text.

Period 4 / Language and vocabulary study

1 Look at the examples. Then answer the questions below.

Examples

Students **who talk** during the exam will have to leave the room.

Students **talking** during the exam will have to leave the room.

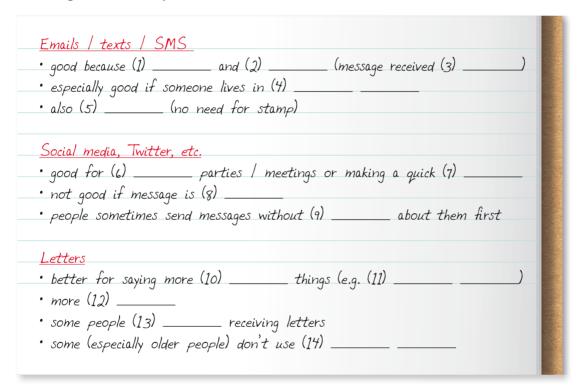
Be careful about emails **that claim** to offer easy ways to make money.

Be careful about emails **claiming** to offer easy ways to make money.

- 1 What kind of clause is included in the first sentence of each pair?2 When these clauses are reduced in the second sentences, which part do we take out?
- 3 In these reduced relative clauses, which form of the verb do we use?
- 4 Is the meaning of these sentences active or passive? ______

Re	write the sentences using reduced relative clauses.
1	Passengers who want to continue their journey should wait at the bus stop opposite.
2	The city centre was full of cars which blocked the streets.
3	Students who hope to study science subjects need a qualification in maths.
4	People who answered the question correctly were very unusual.
5	Anyone who finds my lost bag will get a reward.
Lo	ok at the examples. Then answer the questions below.
E	examples
A	Sometimes people's real intentions are different from those <u>that were first presented</u> .
	Sometimes people's real intentions are different from those first presented .
В	The number of people who have been regarded as close friends is about five.
	The number of people regarded as close friends is about five.
	Friendships which are made online are just as real as face-to-face ones.
	Friendships <u>made</u> online are just as real as face-to-face ones.
1	What kind of clause is included in the first sentence of each pair?
2	When these clauses are reduced in the second sentences, which part do we take out?
3	In these reduced relative clauses, which form of the verb do we use?
4	Is the meaning of these sentences active or passive?
Re	write the sentences using reduced relative clauses.
1	All cars which have been parked outside this building will be taken away.
2	The two people who were hurt in the accident were taken to hospital.
3	Letters that are posted at the weekend may not arrive till the next Tuesday.
4	We had dinner at a restaurant that had been recommended by friends.
5	Applications which are received after the closing date will not be considered.
6	Books that have been borrowed from the library must be returned before the end of term.

- 1 Discuss the questions in pairs or small groups.
 - **1** What are the advantages and disadvantages of these ways of communicating with friends?
 - text / SMS
 - message on social website
 - email
 - letter
 - 2 In what situations might a letter be the best way to send an informal or friendly message?
- 2 Listen to two people discussing the questions in Activity 1.
 Are there any points from your discussion that are not mentioned?
- 3 📦 Listen again and complete the notes with words from the conversation.



4 Work in pairs. Complete the tasks below.

- 1 Add any extra points that you can think of to the notes in Activity 3, under the correct headings.
- 2 Prepare to write a short essay on this question.

How are technological ways of written communication different from letters, and which purposes or situations are better for different methods?

You can use three main paragraphs, as in the notes in Activity 3, but how could you begin and end your essay?

1 Work in pairs. If necessary, finish planning the essay that you started in Period 5. Then write it in the space below. You can use this plan.

Introduction: letters becoming less popular / replaced by technological communication methods (examples) Paragraph 1: advantages of modern communication methods Paragraph 2: advantages / disadvantages of social media, Twitter, etc. for communication Paragraph 3: purposes / situations where letters are more suitable Conclusion: different types of writing suit different purposes and situations, so people will probably continue to write letters, even if less than before

←	
*	
	,
	To vice the second of the seco
	n .
· ·	

2 When you have finished, compare your essay with another pair.

3 Read the informal letter. Find the mistakes and correct them on the line underneath. (There are eight spelling mistakes, five punctuation mistakes and one mistake with both spelling and punctuation.)

Dear Kay, I'm just writting to say thanks for all the helpfull information you gave me about my visit. I got back yesterday after quite a tireing journey, there were a few problems at the airport, but I wont bore you with the details. I had a great time while I was there. Following your advise, I ate at the restaurant you recomended (twice in fact). You were right about the food, which was fantastic. You were also right about going to the centre on foot. Its a much better way to see things and get a feeling for the place. I went to the Art Institute that you mentioned, and I loved it. One place you didn't mention was the Roundhouse Thaetre - I saw a really funny play there, but I've forgoten the name of it. So, it was a wonderful four day's. Thanks again, and next time I come it will be a longer stay (and at a time when your there). Best wishes, Faisal *In this Unit you have learnt about:* friendship

- using -ing forms as adjectives
- using past participles as adjectives
- 'reduced' relative clauses using -ing forms and past participles
- phrasal verbs with on and out
- writing short essays



Revision (Units 1–5)

Reading and vocabulary

- 1 Discuss the questions in pairs or small groups.
 - 1 How have developments in information technology changed the ways people work?
 - 2 Why do you think some people decide to move away from the city and live in the country?
 - **3** What difficulties might they face?
- 2 Read the article. Then complete the tasks on page 59.

MODERN LIVING | WORK



One of the most noticeable effects of the huge changes in information technology has been on the way people work. Having to live near your workplace is no longer a restriction because you can do so much on the computer at home. In fact, some people are discovering that they can do everything from home and don't need a workplace at all.

My wife and I had talked about 'getting out of our comfort zone' for some time before we finally stopped making excuses for not doing it. We decided to give up our well-paid jobs in the city and move to a remote village in the country. Now roughly a year has gone by, so

maybe it's time to stop and ask ourselves some questions. What have we gained from it, and how much have we lost? The main answer to the first question, I think, is 'a simpler and healthier life'. And the answer to the second question is 'not very much'. We are poorer than before, of course, and we work a lot harder. Our social network has shrunk too as we don't go out as much (mainly because there aren't very many places to go). On the other hand, we have more control over our time: we can now choose when

What we've found, though, is that we don't need all the latest fashions, computer games and other things we used to buy without even thinking about it. We don't have to wear new clothes to impress others, and we definitely don't have time to play computer games.

we do things.

I wouldn't recommend it to everyone.
The initial period was quite hard and we
weren't convinced we were capable of
living this way. There was no guarantee
that our decision was the right one. To
be honest, we're still not 100% sure, but
we certainly don't regret trying.

1 Match the words from the text with their meanings.

wo	PRDS FROM THE TEXT		MEANINGS
1	restriction		a first, early
2	excuses		b got smaller
3	remote		reason to be sure
4	roughly		d limit
5	network		e a long way from the centre
6	shrunk	1	f having the ability
7	impress	9	g not exact
8	initial	I I	h (false) reasons
9	capable	1	<i>i</i> system of connections
10	guarantee		<i>i</i> make people think you are good

2	Use the	words in	Part 1	to c	omplete	the	sentences	helow
_	USE LITE	WOIGS III	Iaili	LO C	ompiete	uic	3611611663	DCIOW.

1	I'm tired of hearing	; just tell me the truth

- 2 There's no _____ on the number of times you can enter the competition.
- 3 My _____ idea didn't really work, so I had to think of another one.
- 4 I washed the shirt in hot water and now it's _____.
- **5** They live in a _____ house, miles from anywhere.
- 6 I didn't count them, but there were ______ 50 people in the room.
- 7 He always tries to ______ people with how much he knows.
- 8 I just don't seem to be ______ of remembering people's names.
- **9** We don't have tickets for the play, so there's no ______ that we will get in.
- 10 She has a large _____ of friends that she chats to online.
- 3 List the positive and negative points about the writer's new life.

NEGATIVE

3 Discuss the questions in pairs or small groups.

- 1 Would you prefer to live in a city or the country? Why?
- 2 Would you like to work from home all the time? Why? / Why not?

I think I'd find the country boring with no cafés, cinemas and so on.

If I worked at home, I'd miss talking to people.

Reading and vocabulary

1 Look at the pictures. Then discuss the question below in pairs or small groups.







Morse code transmitter

telephone cables

a satellite

- What is the connection between the pictures?
- 2 Read the text about developments in communications technology. Then complete the tasks on page 61.
 - In the middle of the 19th century, a man called Samuel Morse worked out how to send messages by radio using short and long electrical sounds instead of letters of the alphabet. By doing this, he completely changed the way people used to communicate, and so changed the world forever. It was the first time in history that a message had been sent without someone actually having to carry it.
 - 2 In 1999, about 150 years later, people stopped using this way of communicating. It had been replaced years before by international telephone lines. Until the 1950s, there were no telephone lines under the Atlantic or Pacific Oceans. The first one was able to carry fewer than 100 voices, which at the time was regarded as a large number. The ones we use today carry more than a million.
 - 3 Nowadays, of course, we have mobile phones and broadband Internet, which make it possible to send a message from one place to another anywhere in the world in less than a second. The messages are sent via satellites those things up in space travelling round the Earth which we can't even see. It really is amazing when you stop to think about it, but what's more amazing is that we almost never do stop and think about it.
 - 4 In the world of ICT (information and communications technology), everything changes very quickly, and the speed at which things change always increases. The facts about 'technology take-up' (the time it takes ordinary people to start using a new invention regularly) are surprising. After the radio was invented, it took 40 years for the number of listeners to reach 50 million in the United States. The same number of people were using the personal computer only 15 years after it was introduced. And 50 million Americans were regularly using the Internet just five years after it was introduced.
 - If things carry on like this, who knows what the next step will be? Opinions among scientists vary, and it has to be said that some of their ideas are hard to believe. But think about this: only about 25 years ago, mobile phones were the kind of thing that only appeared in stories and films, and not many people believed they would become a normal part of everyday life so soon.

1	Ch	oose the best title for each parag	aph.
	Α	Crossing continents	paragraph
	В	From imagination to reality	paragraph
	С	We take things for granted	paragraph
	D	The first big step forward	paragraph
	Ε	Faster and faster	paragraph
2	Ans	swer the questions.	
	1	In Morse's message, what did el	ectrical sounds replace?
	2	Before this, what did people have	e to do to send a message somewhere?
	3	How long was Morse's way of co	mmunicating used for?
	4	When were telephone lines first I	aid under the oceans?
	5	How long does it now take for a m	essage to go round the world?

- 3 Choose the best answer. Circle A, B or C.
 - 1 What does the writer think is the most surprising thing about satellite communication?
 - A Changes happen so quickly.
 - **B** We hardly ever think about it.
 - **C** So many people use it.
 - 2 What point is the writer making about 'technology take-up'?
 - A It gets quicker with each new development.
 - **B** The number of regular users is always increasing.
 - **C** Some inventions are more popular than others.
 - 3 What does the writer say about future developments?
 - **A** They may happen faster than we think.
 - **B** No one has any idea what might happen next.
 - **C** Suggestions aren't as unbelievable as they seem.

3 Discuss the questions in pairs or small groups.

- 1 Do you think any of the ideas below might become a reality in the future? Why? / Why not?
 - time travel
 - people living on other planets
 - machines that think and act like humans
- 2 What technological development would you most like to see in future?

We think time travel is impossible now, but that doesn't mean it won't be possible in future. It would be great to have little personal flying machines that you can wear on your back.

Language

1 Circle the correct tenses.

- 1 He doesn't like / isn't liking football. He prefers / is preferring reading books.
- 2 Are you seeing / Have you seen the news on TV today?
- 3 She can't speak to you now because she **does / is doing** her homework.
- 4 There's a message from my sister. She is having / has had an accident.
- 5 I have seen / have been seeing three films this month.
- 6 How long have you written / have you been writing that letter?

2 Circle the correct verb forms.

- 1 He promised to let / letting me have the report by next week.
- 2 She enjoys to read / reading poetry in her free time.
- 3 He seems to know / knowing me, but I don't remember to meet / meeting him before.

3 Complete the sentences with the correct tense of the verbs in brackets; past simple.

- 4 Where would you like me to put / putting these books?
- 5 Children want to know everything: they never stop to ask / asking questions.
- 6 If he's busy, I don't mind to wait / waiting.

5 What subjects have you studied last year?

	pa	st continuous o	or past perfec	t simple.	, and the property of the prop
	1	While I	i	in Amman, I	an old friend of mine. (stay / meet)
	2	Where	you	after you	here yesterday? (go / leave)
	3	The teacherit yet. (ask / not f		her to show him the hor	nework, but she
	4	When I for me. (get / wai		to the meeting, half an hour	late, everyone
	5	He knew someth (just happen / no		, but he _	what it was.
	6	When Iat home. (walk /		to work, I suddenly realised	that I my keys
4	Co	rrect the mista	kes in the sen	ntences.	
	1	There's somethin	ng about this pho	oto that is looking strange.	
	2	I'm sorry, he's no	ot here. He has lu	unch with some customers.	
	3	I've been drinkin	g five cups of co	offee so far this morning.	
	4	I must remember	r thanking Hassa	an next time I see him.	

5	Co	omplete the sen	itences w	rith <i>might / ma</i>	y / could or	will and	the verbs in th	e box.
		not happen	enjoy	not succeed	not take	solve	turn out	
	1	Try turning it off,	then on ag	ain. That		the p	oroblem.	
	2	I can say for sure	that if you	don't work, you			·	
	3	I know you don't	like love st	ories, but I'm sur	e you		this one	
	4	Some people thir	nk people	will live on other p	olanets one d	ay, but I th	ink it probably	
			tr	nis century.				
	5	I wasn't sure at fi I've ever made.	irst, but sta	urting my own bus	siness		to be th	e best decision
	6	Who knows? This	s work		as long	as you thi	nk.	
6	Ci	rcle the correct	verb for	ms.				
	1	Their son is living	g / going t	o live in Jordan r	next year.			
	2	They can try, but		•	•		d.	
	3 4	If the plan doesn't think I'm travell		=	_	_		
	5	I've just missed t	0 0	,	•	,	it for the next on	е.
	6	I'm having / I'll h			•	· ·		
							Perio	d 4 / Language
La	an/	ANCILIA						

Language

1	Rewrite the sen	tences using a	future 1	form: <i>will d</i>	o present	t continuous or	aoina t	O.
	TICWITE THE SCH	terroes using a	Idtaic	IOIIII. WIII G	o, present	t continuous or	gonig t	v.

1	Where have you arranged to go on holiday this summer?	
	Where	_?
2	I promise to phone you as soon as I arrive.	
	I promise I	
3	The weather forecast is for rain tomorrow afternoon.	
	The weather forecast says it's	
4	I can help you clean the house if you like.	
	I	
5	Attention please. The arrival time for the next flight is 10.35.	
	The next flight	
6	She intends to be a teacher when she leaves university.	
	She	

	ut a cross in the box and correct the sentence.
1	What will you do this weekend? \square
2	I'll try to finish the work, but I could not be able to. \Box
3	You can trust me. I'm not telling anyone the secret.
4	I think this might well be the best thing to do.
5	There's no guarantee, but he will be able to mend the car.
6	I'll see you there, but I could be a bit late.
7	I haven't done much revision, so I may pass the test.
8	I'm rather tired, so I won't probably go out tonight.
	omplete the sentences with the past participle or -ing form of the verbs in the box. live speak win intend last break complete cry write
1	The room was full of the sound of babies.
2	He was taken to hospital because they thought he had a arm.
3	It's always a good feeling to be playing for the team.
4	language is usually more formal than language.
5	I was surprised that my letter didn't get the response.
6	All things need water to survive.
7	Please send your application forms to the address below.
8	I have a relationship with some of my old school friends.
	eplace the relative clauses with reduced relative clauses, using either the past partic
Or	r -ing form.
or 1	r -ing form. Students who intend to apply for this course should have some work experience.
or 1 2	Students who intend to apply for this course should have some work experience. It's busy today. Look at all those cars that are parked by the side of the road.
1 2 3	Students who intend to apply for this course should have some work experience. It's busy today. Look at all those cars that are parked by the side of the road. Books that have been borrowed from the library must be returned before the end of terr
or 1 2 3 4	Students who intend to apply for this course should have some work experience. It's busy today. Look at all those cars that are parked by the side of the road. Books that have been borrowed from the library must be returned before the end of terr He was surprised to get a letter which offered him the job.
1 2 3	Students who intend to apply for this course should have some work experience. It's busy today. Look at all those cars that are parked by the side of the road. Books that have been borrowed from the library must be returned before the end of terr

Writing

1	1 Put the sentences of the story in the right order.	
	to buy it. I got home. I really want The assistant told me that there weren't any left. I'd read all her other books. I said I'd try to find it somewhere else. She told me she'd managed to buy the last one in paper, wit I really want The new book had just con She offered Inside was t	comething on the table wrapped th my name on it. ed to read this one too. ok of one of my favourite writers ne out. to order one for me. he book I wanted. was in the kitchen.
2	3 11 11 11 11 11 11 11 11 11 11 11 11 11	en but so and fortunately, Of course,
	I was really excited because	
3	Work in groups of three. Look at these first sentences of storie Think about what might happen in the story. We'd never met, so I had no idea what he looked like.	s. Choose one each.
	As soon as I walked in, I knew something was different.	
	I heard a strange sound outside the window.	
4	Write two or three more sentences of the story. Then pass your student. Keep repeating this until you think the stories are finis	

When you have heard all three stories, discuss these questions.

- 1 Did your story turn out as you expected? How was it different?
- 2 Which of the three stories do you think is best?

your story to the other two.

Writing

1 Read the letter from Mahmoud to his friend Larry, who is studying in another country. Complete the sentences with the correct tense of the verbs in brackets.

I'm sorry I (1)	(not write) for so long. I
(2)	_ (know) it's no excuse, but I
(3)	(be) quite busy recently. Final exams are in June,
so I've got a lot of rev	ision to do. I really need to get good results.
I (4)	(already apply) for the course I want to do,
but it's quite hard to ge	t in, and if the results aren't good enough, they
(5)	(not let) me in.
Thora isn't much to tell	you, apart from something surprising about Ali,
which you probably (6)	(not hear) yet. He
(7)	(get) married next week! His future wife is
Siham Do you remember	r her? We both (8) (meet)
bor at that restaurant le	ast time you (9) (be) here.
THE WE SHALL TEST THE	7
Ammon how are things and	ing over there? I know you (10)
(find) everything a hit so	trange at first, but I expect you
(11)	(get) used to things now. Please write back soon
and tell me all about it.	I promise I (12) (write)
more often in future.	
More oreer en paesa en	
With best wishes,	
Mahmoud	

- 2 Compare your answers with a partner.
- 3 Look again at the letter. Then decide what each paragraph is doing.

paragraph 1

a Asking about the receiver's present situation

paragraph 2

b Describing the sender's present and recent life

paragraph 3

- c Passing on some news
- 4 Discuss with a partner what information you could include in a similar letter. (You can include your own information or invent some details.)

Think about these points:

- Who are you writing to?
- Where is he/she and what is he/she doing there?
- What is happening in your own life?
- What piece of news can you pass on?
- **5** Write your letter together. Then exchange letters with another pair.

_
-
-
-
_
-
_ /
,



The world of work

Discuss the questions below in pairs or small groups.

These are the top ten	'dream jobs',	according to	a UK survey.
-----------------------	---------------	--------------	--------------

sports trainer or coach L	」 actor □	journalist 🗀	working to	r a non-proti	t organisation
musician or singer	photographer	writer	artist	pilot 🗌	racing driver

What does the phrase 'dream job' mean? **2** What order do you think the jobs came in?

2 Read the magazine article. Then complete the tasks on page 69.

A survey of 3,000 workers in the UK has revealed the top ten dream jobs. Being 'dream' jobs, a certain amount of fantasy is involved, but what is the reality behind the dream? We asked some 5 professionals what doing these jobs was really like.

Airline pilot, James Hutchings: 'They didn't really make this the first choice, did they? I'm not sure my job is what people were thinking of. They probably wanted to be jet fighter pilots. The work isn't as exciting as people think. You don't see the world, just the insides of airports. There isn't much job security either. There are lots of ways you could lose your job. It suits me at the moment because I'm young and 15 single, but I wouldn't want to be still doing it in ten years' time.'



TV and theatre actor. Jane Nicholson: 'There's nothing I'd 20 rather do. The feeling you get is like nothing else, and it outweighs the many negatives, like the pressure, the 25 stage fright and the long periods without work. Unless you're

a big star, you never know where the next job is going to come from."

MODERN LIVING | DREAM JOBS

Pianist and singer, Amina Kureishi: 'Almost anyone can become a musician, but the trick is to make a living from it. I mean, there are singers, there are good singers and there are successful

singers, but they're three different things. For most of us it's a life of late nights, long hours practising and travelling from place to 40 place, being paid just enough to put food on the table. The majority of professional musicians need other incomes,



45 usually from teaching.'

Charity worker, Ben Harper: 'I can understand why this work comes so high in the list. It's the job satisfaction, isn't it? A lot of people probably feel they'd rather do something to help others than 50 work for a company making money for someone else. But the thing is that for most charity workers, it's just an office job. Even non-profit organisations have to be run like businesses these days. The



1 revealed (line 1)
A repeated

B shown

2 fantasy (line 3) A unreality

B excellence

3 job security (line 12) **A** having a job that isn't dangerous

B being sure that you won't lose your job

4 outweighs (line 22) A is heavier than

B is more important than

5 stage fright (line 25) A feeling nervous before appearing in public

B gradually becoming more afraid

6 make a living (line 32) A feel more alive than before

B earn enough money to survive

7 charity (line 51) A non-profit organisation

B taking great care

2 Decide whether the statements are TRUE or FALSE. Write the phrase or sentence from the text that helped you decide.

1 James is surprised that so many people want to be pilots.

TRUE FALSE

2 Jane feels that her job is special.

TRUE FALSE

3 If you are a good enough singer, you will probably succeed in the end.

TRUE FALSE

4 Many musicians are also full-time teachers.

TRUE FALSE

5 Some people who work for charities are not paid.

TRUE FALSE

3 Discuss the questions in pairs or small groups.

- 1 Which of the ten jobs would you prefer to have? Why?
- 2 If your own dream job is not included in the list, what is it?
- 3 How do you think the list of dream jobs would be different if you asked people in Palestine the same question?

1 Discuss the questions in pairs or small groups.

- 1 How important is it for schools to prepare students for working life?
- 2 How early in their school years should students begin thinking about their future career?
- 3 At what age do students begin choosing subjects in Palestine?
- **4** When choosing your subjects for future study, which is more important: subjects you are interested in or those that could be useful in getting a job in the future?

2 Read the two texts quickly. Then complete these sentences.

- 1 Text _____ is probably a news story.
- 2 Text _____ is probably a newspaper or magazine article.
- 3 Both texts are about the connection between _____ and ____

TEXT A

EDUCATION TODAY

CASE STUDY: MILTON SECONDARY SCHOOL

- Most schools claim to prepare students for the world of work, but Milton Secondary School takes the claim very seriously. Before they even join the school, future pupils get an informal interview at their primary school to discuss their hopes and preferences for the future.
- The emphasis on employment continues during the first two years at Milton, and then in the third year all pupils spend a day doing work experience at a local company. Two years later, this becomes a whole week spent with a company, usually arranged by the students themselves.
- Throughout their secondary education, students have professional careers advice, which costs the school over £30,000 a year. Head teacher Harriet Downs believes it's worth it, though: 'Teachers aren't trained as careers advisers,' she says, 'so we bring in professional help. It's part of a co-ordinated programme that aims to make students aware of the employment options available, and how to make the most of them. It's too late to start talking about work in their final year.'

TEXT B

THE DAILY NEWS

Wednesday 27 Feb 20-

The Education Minister talks job prospects

In a speech yesterday, the Education Minister advised students to avoid arts subjects and choose science or maths if they want to improve their job prospects. In the past, he said, arts subjects like languages and history were chosen by students who didn't have a clear idea of what they wanted to do in the future. He explained that this was because of a feeling that they involved skills that were useful for many different jobs, but he questioned whether this was

still true: 'Nowadays, we know differently, don't we? The best subjects for keeping your options open are ones like science, technology and engineering.'

It quickly became clear that the Minister's words were controversial, with teachers and university heads reacting strongly to his advice. 'Of course science and technology are important,' said one, 'but it would be completely wrong to neglect the arts. They provide important skills and an understanding of the world and people in general. Also, the economy depends as much on creativity as on technical knowledge.'

3 Find words in the text that have these meanir

- 1 having or getting a job (Text A, paragraph 2)
- 2 from beginning to end of (Text A, paragraph 3)
- 3 giving good value (Text A, paragraph 3)
- 4 different parts working together (Text A, paragraph 3)
- 5 possibilities for the future (Text B, paragraph 1)
- 6 causing a lot of argument (Text B, paragraph 2)
- 7 ignore, not pay attention to (Text B, paragraph 2)

4 Use the words in Activity 3 to complete the sentences below.

- 1 It's good to have an interesting hobby, but don't ______ your studies.
- 2 Learning is something that should continue ______ your life.
- 3 He has lots of different ideas about what to do, but no _____ plan.
- **4** A lot of students and teachers disagreed with the school's ______ decision to have a longer working day.
- 5 It's not ______ spending money on a new computer if the old one still works.
- 6 The Minister said the _____ for future economic recovery were good.
- 7 Graduates are more likely than non-graduates to find _____ in the future.
- 5 Look at the phrases made with the word job and use them to replace the underlined parts of the sentences.



- 1 Your <u>possibility of getting a job in future</u> will be better if you choose technical subjects.
- 2 The problem is that I have no guarantee that my work will continue.
- 3 He refused to do it because it wasn't part of his list of duties involved in his job.
- 4 It's important to know how to write a good letter or form to try and get a job.
- **5** For her, <u>feeling happy about what she does</u> is more important than a high salary.
- 6 Because of economic problems, there aren't as many chances to get work.

6 Read the texts again. Then answer the questions.

- 1 What are future students encouraged to do before they begin studying at Milton School?
- 2 Why aren't teachers at Milton School expected to advise students about work?
- 3 Why did students in the past without a clear idea of their future career tend to choose arts subjects?
- 4 Why does the university head believe that arts and technical subjects are equally important?

1 Look at the examples of direct questions and reported or indirect questions. Then circle the correct words to complete the grammar rules.

Examples

Direct questions

'What is your job really like?' 'What subjects are you studying?' 'Have you enjoyed working for a charity?' 'Is this still true?'

Complete the grammar rules

- In these direct questions, the subject comes before / after the verb.
- The guestions on the left ask for **information / a yes or no answer**.
- The questions on the right ask for **information / a yes or no answer**.

Examples

Reported / Indirect questions

We asked a professional what his job was really like. I asked him what subjects he was studying.

They asked him **if / whether** he **had enjoyed** working for a charity. He questioned **if / whether** this **was** still true.

Complete the grammar rules

- When reporting questions, the subject comes before / after the verb, as in normal sentences.
- 2 Changes like moving tenses into the past and changing pronouns are the same as / different from normal reported speech.
- When reporting Wh- questions / Yes/No questions, we use either if or whether
- We use / don't use question marks with reported questions.

	2	Re	por	t the	que	stions
--	---	----	-----	-------	-----	--------

Re	port the questions.
1	'Where is the nearest police station?'
	He asked
2	'Was that the best way to do the job?'
	I asked her
3	'How did you manage to do the work so quickly?'
	They asked him
4	'Who do you want to speak to?'
	She asked me
5	'Can you speak any foreign languages?'
	He asked her
6	'Do Palestinian students usually choose technical subjects?'
	l asked

Lo	ook at the examples. Then complete the grammar rules by adding <i>subject</i> or	object.
, , ,	Jamal phoned Ahmed. Who phoned Ahmed?' 'Jamal.' Who did Jamal phone?' 'Ahmed.' The storm destroyed houses. What destroyed the houses?' 'The storm.' What did the storm destroy?' 'Houses.'	
	 Complete the grammar rules When who or what refers to the of the question, we use the normal sentence order (subject + verb). When who or what refers to the of the question, we use the question order (do/did + subject + infinitive verb). 	
Th	ead the situation. Then write a question for each answer. be teacher asked Faisal a question, but the question confused him. That evening, he asked no told him the answer.	his father,
1 2 3 4 5 6	Who ? What ? Who ask? Who Faisal's father? Who ?	The teacher. Faisal. The question. His father. Faisal. His father.
	Period 4 / Language and voca	abulary study
1	Examples A Is it a long way to walk? Isn't it a long way to walk? (I'm not sure I can manage that.) Did you ask for his phone number? Didn't you ask for his phone number? (If not, how can we call him back?)	
1 2 3	Which question suggests that the speaker has doubts? Which question suggests that the speaker is annoyed? What type of question (positive or negative) do we use to express feelings like anger and suggests.	ırprise?

3

2 Match the negative questions with their suggested meanings.

NEGATIVE QUESTIONS	SUGGESTED MEANINGS
1 Don't you know the answer?	a You've been doing it for two hours.
2 Didn't you enjoy the film?	b I think I recognise your face.
3 Haven't you finished yet?	c I thought you were good at maths.
4 Won't that cause problems?	d It's starting to annoy me.
5 Weren't you at the same school as me?	e I really liked it.
6 Can't you play it a bit quieter?	f It may not be as simple as you think.

3 Look at the examples of question tags. Then complete the rules.

Examples	
<u>It's</u> the job satisfaction, <u>isn't it</u> ?	<u>I shouldn't</u> really do this, <u>should I</u> ?
You've made a mistake, haven't you?	Nowadays, <u>we know</u> differently, <u>don't</u>
	<u>we</u> ?

Complete the grammar rules	Comp	lete the	grammar	rules
----------------------------	------	----------	---------	-------

- 1 When the main sentence is positive, the tag is usually ___ when the main sentence is negative, the tag is usually ____
- 2 When the main verb is be, an auxiliary verb (e.g. _ _____ verb (e.g. should), we repeat this in the tag.
- 3 With all other verbs, we use the auxiliary verb ___

Add question tags to the sentences.

- 1 You aren't sure about it, _____?
- **3** You won't forget the number, _____?
- **5** She lived in your town, _____?
- 7 The letter hasn't arrived yet, _____?
- 2 It can't be as easy as it looks, ____?
 - 4 He's never usually late, _____?
 - 6 She doesn't know the answer, ____?
 - 8 You two went to the same university, _____?
- **9** We're studying the same subjects, _____? **10** They didn't answer the question, _____?

5 Look at the example. Then complete the sentences with a word and preposition from the hoves

u	the boxes.										
	Nouns / verbs / adjectives					Pre	positions	5			
	protect	expert choose	aware suitable	satisfied		in	for	from	with	between	of
1	The careers adviser can make students <u>aware of</u> job opportunities.										
2	This job isn't really older people.										
3	They have to wear special clothes to them injury.										
4	You may have to j			ob s	atisfact	ion and	a high sa	lary.			

5 He isn't _____ his present job so he wants to apply for another.

1 Discuss the questions in pairs or small groups.

- 1 Students at the school you read about in Period 2 usually arrange their own work experience. Why do you think the school doesn't do it for them?
- 2 What do you think the students gain from the experience?
- 3 Is this something that you would find useful? Why? / Why not?
- 2 Listen and complete the notes with words from the conversation.

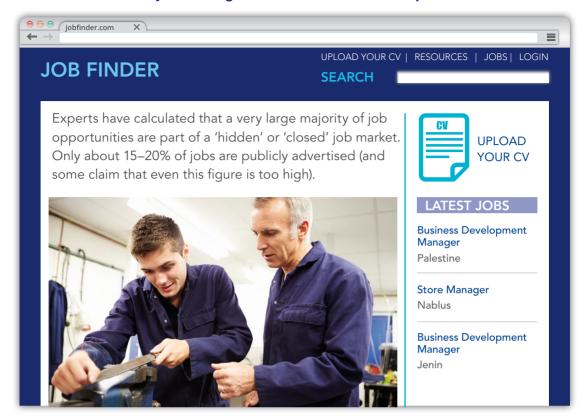
_1	Arranging work experience week
-	Find (1) companies (on Internet, or school can provide a
	(2)).
	Write letter explaining who you are, etc.
•	Give clear information about the (3) you need to go there.
•	Tell them your (4) school subjects (or next year's).
	Don't be too particular about kind of work (this gives more (5)
	Include (6) details.
	Show letter to teacher to (7), then save and (8)
	the number of copies needed.

3 Look at the student's letter and show the purposes of the sentences by putting the correct letter in each box.

- A Introduce yourself
- C Explain why you are writing
- **E** Offer to provide more details if necessary
- **B** Say that you might accept any kind of work
- **D** Give the dates you are interested in
- F Say what you are studying

Dear Sir / Mada	
I am writing to o	ask if it would be possible for me to do work experience with your company. $[$
I am a 16-year-c work experience o	old student at Milton Secondary School and I am trying to arrange a week out a local company for the week beginning Monday April 20th. \Box \Box
My main subjects be perfect if I	next year will be geography, biology and information technology, so it would could spend a week doing something connected with one of these subjects. \Box be grateful for any experience you are able to offer. \Box
	further information, please contact me at the above address or by email. \Box
I look forward t	o hearing from you.
Yours faithfully,	

1 Read the extract from a job-finding website and answer the question.



Which two of the sentences below are a logical conclusion from the text?

- A You might have some success by sending general enquiry letters to companies. It certainly won't do any harm.
- **B** The best way to solve this problem is to look more carefully in different places: not just newspapers, but also magazines and the Internet.
- **C** What you need to do is expand your circle of contacts. Send emails to people you know and use social media websites, especially those specially designed for professional users.

2 Read the sentences. Then divide them into two groups: a personal email and a formal enquiry letter.

I'm leaving school at the end of June and I need to find some work.

Could you ask around and see if there's anything suitable?

I have good language and IT skills, which I hope would make me suitable for various jobs.

Basically, though, I don't mind what I do.

I am writing to enquire about possible vacancies with your company.

Thanks a lot.

I've attached my CV in case that would be useful.

If you need any further information, please contact me.

I am currently looking for employment as I am due to leave school at the end of June.

This is just a quick message to ask if you could do me a favour.

I enclose my CV and would be grateful if you could keep it on file in case of any future opportunities.

Thank you very much for your help.

I was just wondering if there were any vacancies at your place.

I'm good at languages and IT, so anything using those skills would be great.

3 Now write the sentences for each group in the right order.



4 Write a general enquiry letter to a local company with your own information, using the letters in this Period and Period 5 as models.

In this Unit you have learnt about:
 jobs and work
 phrases made with job + noun
 reported questions
 subject / object questions
 negative questions
 question tags (form and meaning / pronunciation)
 writing general enquiry letters



1 Discuss the questions in pairs or small groups.

- 1 What problems might you face when starting a new business?
- 2 Are there any particular problems a new business might have in Palestine?
- 3 In Palestine, why might an Internet-based company be easier to start than, for example, a company that makes things?
- 2 Read the article. Then complete the tasks on page 79.

BUSINESS START-UPS

GRAPHIC DESIGN

Information and Communications Technology businesses could be the best hope for the economic future of Palestine, according to experts inside and outside the country. A recent report said that the ICT sector makes up over 5% of the Palestinian economy.

- Why ICT? For Mustafa Jawad, the 23-year-old head of an online graphic design company, the answer is simple: 'For an ICT start-up, all you need is a computer and a connection. You can distribute your final product by exporting it to the Internet cloud.' There are still problems, though. The main one is a lack of 3G networks in Palestine, because access to the necessary
- wavebands is not available yet.

Mustafa was always good at art and languages, and when he finished school everyone advised him to study English at university. Instead, he taught himself how to programme and started making his own software programmes. His first attempt was a game, which was so popular with his fellow students that

- 15 he decided starting his own company might be a real possibility.
 - His big breakthrough came when he attended a 'start-up weekend' in Ramallah. He managed to get a small amount of financial support, which gave him the time to develop more ideas. Perhaps more importantly, he met other business people, both Palestinian and from other countries. He learnt
- ²⁰ a lot about the practical side of running a business and about how to get his products noticed.

Mustafa is currently working on a programme that makes the teaching of chemistry in schools more fun. He has already had interest from within Palestine and from other countries in the Arab world. Like a lot of other

young Palestinian business people, he wants to do something positive to help his country, but he stresses that his company isn't a humanitarian operation. 'It's a business,' he says, 'and the aim is to get good returns on the investment.'

One way he believes he can help is to pass on what he's learnt to others even younger than he is. 'I learnt a lot from that start-up weekend. When I go to

the next one, I hope I'll learn more, but I'll also be able to advise others.'



1	Fin	d words highlighted in the text that have these	mea	nings.					
	1	send to other places	6	event that made a big difference					
	2	try	7	profits					
	3	relating to pictures	8	not having (enough)					
	4	part of a country's economy	9	concerned with helping people					
	5	at the moment	10	managing					
2	Us	se the words in Part 1 to complete the sentences below.							
	1	After months of trying to find a solution, they finally made a							
	2	A good transport system is needed to		products around the country.					
	3	He made a lot of mistakes because of his		of experience.					
	4	Several organisations have se	ent n	nedical supplies to the area.					
	5	The country's financial has d	one l	better than other areas of the economy.					
	6	explanations are easier to un	ders	tand than written words.					
	7	ICT start-ups are growing faster than any other kind of company.							
	8	The on this kind of investment are quite low at the moment.							
	9	Don't forget that your own co	mpa	ny is hard work.					
	10	It was a good, but it didn't qu	uite s	succeed.					
3	An	swer the questions.							
	1	Who says that ICT companies are important for the future of Palestine?							
	2	What is the biggest problem for ICT companies in Palestine?							
	3	How did Mustafa learn to make computer software?							
What did Mustafa find most useful about the start-up weekend in Ramal				-up weekend in Ramallah?					
	What are Mustafa's two aims in business?								
	6	What does Mustafa hope to do at the next sta		nd					
	J	·		od					
			_ ai	· · · · · · · · · · · · · · · · · · ·					
\A /	میاد	In naive ar small around Dut the stone i	- at	auting a business into the courset audeu					

3 Work In pairs or small groups. Put the steps in starting a business into the correct order.

SEVEN STEPS TO	STARTING YOUR OWN	BUSINESS
Market the product	1	
Take advice	2	
Look to the future	3	
Get financial support	4	
Do your research	5	
Have an idea	6	
Develop your product	7	

1 Add the explanations below to the table under the right heading.

- You can't stand still in business. You have to keep thinking ahead to what comes next.
- There's no point in having a great product if nobody knows about it.
- Think of something people would find really helpful and would pay money for.
- There's lots of help out there, from friends and family or on the Internet, so use it.
- Would people really welcome what you're offering? Are there possible competitors providing something similar? If so, how is your idea different?
- You'll probably need some money to get started, but make sure you don't end up owing too much or losing control of your company.
- Make the idea a reality. If it's a physical product, you'll need to find a way to have it made for you.

SEVEN STEPS TO STARTING YOUR OWN BUSINESS
1 Have an idea
2 Take advice
3 Do your research
4 Develop your product
5 Get financial support
6 Market the product
7 Look to the future

2 Read the article. Then complete the tasks on page 81.

MODERN LIVING | YOUNG BUSINESS PEOPLE

We asked three young business people about their experience of starting up in business. Here is what they said.

Three years ago, when he was just fourteen, Pete Finn developed an app that was so popular that he sold it to a major IT company, giving him the money to spend on developing new ideas. His advice:

'I never had any training. I just jumped straight into things. After all, you don't want to spend a long time getting everything perfect and then find the market has disappeared. But my lack of experience meant that I made some expensive mistakes at first. In the end, someone warned me against putting all my profits into developing new ideas instead of keeping some back to pay tax. But before that I'd had some unpleasant moments.'

Period 2 / Reading and comprehension

Seventeen-year-old Anita Simons started out making jewellery for friends and now sells it to top fashion shops and direct to the public via her online company. She says:

'One of the most important things I've had to learn to do is decide the most effective way of spending money. You need to work out the financial figures and have them checked by someone who understands money. Luckily my parents are both in business themselves, so they advised me to spend more on marketing, less on product development, or whatever. Wherever it comes from, getting good advice is very important.'

► Hashem Ali is the nineteen-year-old owner of a company that makes online music videos. His top tips:

'Ithink initially the key thing is to understand the market. Work out who your potential customers are, who your competitors are, what they offer and how you could do it better. It's easy these days to get professional help with this kind of market research. After that, just be determined and don't give up if things get difficult (which they almost certainly will at some point). Starting and running a business is hard work. If you think it's only going to be a nine-to-five job, you should go and do something else.'

- **1** Answer the questions. Which person ...
 - 1 had help from family members?
 - 2 warns that success doesn't come easily?
 - 3 learnt from his/her mistakes?

- 4 advises people not to wait too long?
- 5 talks about spending priorities?
- 2 What advice do all three people give? (It is one of the seven steps in the table.)
- 3 Look at the different uses of the word market and complete the definitions.

your competitors.



2	is a way of letting people know about your product.
3	People buy and sell national currencies on the
4	Your tells you how much of the market you have compared with

1 You need to do ______ to find out if people will buy your product.

5 The ______ of a product is how much you can sell it for.

6 A product described as _______ is a more expensive luxury item.

3 Discuss the questions in pairs or small groups.

- 1 What qualifications and personal qualities do you think are needed to be a successful business person?
- 2 Do you think you have the right character and attitudes to succeed in business?

Anyone can do it if they have a good idea, get good advice and have enough determination.

I've got ideas, but I don't know enough about financial matters.

1 Look at the examples. Then complete the grammar rules.

Examples						
'We think you should spend more on marketing.'	They told / advised me to spend more on marketing.					
'You shouldn't spend all your money.'	A lot of people told / advised / warned him not to spend all his money.					
'Don't forget that business start-ups are really hard work.'	A friend told / advised / warned me that business start-ups were really hard work.					
'Don't put all your profits into developing new ideas.'	Someone advised / warned me against putting all my profits into developing new ideas.					

	C	omplete the grantinar rules
	1	We use the verbs to report orders / instructions, and to report negative advice.
	2	Tell, advise and warn are all followed by an object and the form of the verb.
	3	When we use the word <i>not</i> , we put it the object and the infinitive.
	4	After all three verbs, we can use that + a clause with a verb in a tense.
	5	After advise and warn, we can use against + the form of the verb.
Re	po	rt the pieces of advice in two different ways.
1	'Yo	u'd better not invest money in that company.'
	A f	inancial expert told
	A f	nancial expert warned
2	'It v	would be better to spend more money on developing your new products.'
	Му	father advised
	Му	father told
3	'Re	emember that the value of investments can go down as well as up.'
	Th	e article warned that
	Th	e article told readers
4	'Yo	u should do a lot of market research before setting up a company.'
	Eve	eryone advised
	Eve	eryone told me that
5	'Do	on't spend money on things that you can't really afford.'
	Му	friend warned
	Му	friend advised
6	'It's	s not a good idea to give up control just to get financial support.
		advisor warned
		advisor told him that

2

3 Look at the examples. Then answer the question.

Examples

The prisoners **broke through** the fence and escaped.

His big **breakthrough** came when he attended a 'start-up weekend'.

What is the connection in meaning between the phrasal verb break through and the noun a breakthrough?

4 Match the phrasal verbs with their meanings. Then join them into one-word nouns and use them to complete the sentences below.

PHRASAL VERBS		MEANINGS		
1	take over		а	leave the ground
2	cut back		b	stop working properly
3	break down		c	be ready if needed
4	take off		d	reduce spending
5	hand over		е	get control
6	stand by		f	give responsibility to someone else

1 We wer	e spending	too much	า so we'	ve hac	l to inti	roduce some	<u>cutback</u> s.
----------	------------	----------	----------	--------	-----------	-------------	-------------------

2	The	period between	the old manag	er and the new	one was a difficult time.
---	-----	----------------	---------------	----------------	---------------------------

- 3 There was a misunderstanding because of a ______ in communications.
- 4 Please fasten your seat belt during _____ and landing.
- 5 If this printer doesn't work, there's another one on _____
- 6 We need to stop this ______ of our business by a larger company.

Period 4 / Language and vocabulary study

1 Look at the examples. Then complete the grammar rules.

Examples

If it's a physical product, you'll need to find a way to **have it made** for you.

<u>Have the figures checked</u> by someone who understands money.

He learnt a lot about how to **get his products noticed**.

Complete the grammar rules

- 1 We make the 'causative' structure to have / get something done with the verbs ______ or _____, followed by an object and a past ______.
- 2 We use the structure to talk about actions we don't do ourselves, but ask / tell / pay someone else to do _____ us.

2	Make sentences using have / get + the object in brackets + the past participle of a verb in
	the box.

sign service redecorate cut repair check
Example: You'd better (the car). The engine is starting to make some strange noises.

You'd better have the car serviced. The engine is starting to make some strange noises.
He needs to (his watch) because it's stopped working.
They had to (the kitchen) because of water damage.
You should (your hair) before you go for the interview.
I must (these letters) by the manager before he leaves.

3 Look at the examples. Then match the phrases 1-4 with their meanings.

I'm going to (this application) before I send it in case there are any mistakes.

Examples

She has been <u>in business</u> since she left school. He's away all next week <u>on business</u>.

Luckily, the bus was late leaving, so we were $\underline{\text{in time}}$ to catch it.

You have to be **on time**. We can't wait for you.

PREPOSITION + NOUN PHRASE	MEANING
1 in business	<i>a</i> for business reasons
2 on business	b with enough time, not missing something
3 in time	c at the right time
4 on time	d working in the business field

4 Replace the underlined parts of the sentences with a phrase made from *in* or *on* + a word in the box.

	sale	advance	writing	danger	receipt	debt
1	You can	pay for the go	oods <u>when</u> y	ou get ther	<u>n</u> . You don't	need to pay
2	Borrowing	g can be a pro	blem. You do	n't want to f	ind yourself <u>o</u>	wing people
3	The com	pany is <u>in the</u>	risky situat	on of havin	g to close.	
4	The new	product will b	oe <u>available</u>	to buy from	next month	
5	You have	to apply for t	this job <u>with</u>	a letter, no	t by phone o	r email

1	Look at the	letters on	page 132	Then	answer the	questions	helow.
	LOUK at tile	letters on	page 102		allowel tile	questions	Delow.

1	Who is Carlo Andretti?
2	Who is Ralph Allen?
3	What does Mr Andretti's company want to buy?
4	What is the main information they want?
5	What also do they need to know?

2 Read the reply to Mr Andretti below. Then listen to the conversation between the Production Manager and Mr Allen, the General Manager, and complete the letter. Use information from the conversation and from the third letter on page 132.

	Your ref: (1)
Re: possible order for (2)
ear Mr Andretti	
hank you for your letter. Mr A	llen has asked (3)
eply to your questions.	
am pleased to tell you that We	e will be able to supply the switches within your
equired delivery period of (4)	. We are able to
offer a (5)	on the normal unit price of
6)	for orders of (7)
or more. Could you please let u	us know how many you would need?
can also confirm that our pro-	ducts have a (8)
quarantee (full (9)	of any parts that may develop
problem). Finally, payment c	an be made by (10)
or, if you prefer, by (11)	<u> </u>
Гhank you again for your inter	est, and I look forward to hearing from you.
Yours sincerely,	
7. Sutherland	
Ms Fay Sutherland	
Production Manager	
Bestelec Ltd	

- 3 Listen again to check your answers.
- 4 Write a short email from Mr Andretti in reply to Fay Sutherland's letter.
 - Thank her for the reply.
 - Place an order for 120 switches.
 - Say that you are looking forward to receiving the order.
 - Say that you will pay on receipt.

	1	Who wrote the initial letter?								
	2	What was the letter enquiring about?								
	3	Who wrote the first reply?								
	4	What did Kino Machine Tools order from Bestelec Ltd?								
	5	Who wrote the second reply?								
2	Re	ead the email. Then discuss the questions in pairs.								
		SEND 7								
		From: Ralph Allen Sent: 11 November 12:20 To: Fay Sutherland								
		Subject: Kino order payment								
		Hello Fay								
		Any idea what's happening about Kino Machine Tools? We sent the order on time with a request for payment within 2 weeks. That was over a month ago. Can you send them another letter and ask what the problem is?								
		Thanks,								
		Ralph								
	1	What is the problem?								
	2	What possible reasons might there be for the problem?								
	no en	ok at the sentences from Fay's letter to Kino Machine Tools. Four of the sentences are t suitable because they are either too direct, too personal, too informal or don't give ough information. Find these sentences and discuss what is wrong with them.								
	This message is about your order.									
		writing with reference to your recent order for 120 154/056 switches.								
	The	These were sent on 7th October, together with a request for payment within 2 weeks.								
	We	e notice, however, that we have still not received payment.								
	Wh	ny haven't you sent us what you owe?								
	You	u haven't sent the money yet though.								
	То	remind you, the full amount was \$1,350, including the 10% reduction.								
	Ple	ease let me know what's going on at your end.								
	If th	nere is a problem, could you contact me as soon as possible please?								

1 Look back at Period 5. Remind yourself what has happened by answering the questions.

4 Write the correct sentences from Activity 3, in the right order, into Ms Sutherland's letter.

	Your ref. ES/001
Re: payment not received	
Dear Mr Andretti	
Yours sincerely, 7. Sutherland	
Ms Fay Sutherland	
Production Manager Bestelec Ltd	

5 Write the sentences of Carlo Andretti's email in the correct order.

We asked them to transfer the money over two weeks ago
It seems there was a misunderstanding with the bank.
I'm very sorry that you haven't received payment yet.
We thought they had done this, but they say they were waiting for the request to be confirmed.
I've made some enquiries and have found the explanation.
Thanks for your message
I've now done this and the full amount should be in your account within 3-4 days.

In this Unit you have learnt about:

- business and commerce
- words and phrases made from the word market
- reporting orders / instructions, advice and warnings
- noun phrases made from phrasal verbs
- causatives (have / get something done)
- ▶ fixed phrases with *in* or *on* + noun
- writing business letters and emails



Only a game?

Look at the pictures. Then answer the questions.

- 1 Do you know who these people are?
- 2 What teams do they play for?
- 3 How much do you think they earn?
- **4** What kind of life do you think they have?

2 Discuss the question in pairs or small groups.

Do you think the salaries of top sports players are too high nowadays? Think about:

- how much they earn
- what they have to do in their job
- how they behave

- how long their careers last
- how their salaries compare with other workers, like doctors or teachers

3 Read the article. Then complete the tasks on page 89.

Are today's young sports stars overpaid? It's an opinion you'll often hear repeated, especially in the world of football. The figures are astonishing. When the Welsh player Gareth Bale joined Real Madrid in 2013, his reported salary was around £250,000 a week or, if you prefer, £13 million a year. So every week he earns as much as the average Real supporter makes in ten years. This may be an extreme example, but there are a lot more footballers around the world earning almost as much.

It's a situation that makes some people very angry, but those who are infuriated by it often forget what players have to do to get to the top, and the risks involved. A new book by Wayne Barton tells the story of some of those who fell on the way up. These are young men who achieved the dream of playing for the famous club Manchester United, but only had short careers, often because of injuries. Take young Tony Gill, for example, who was on his way to becoming a regular first team player when he hurt his leg and was never able to recover, or the young forward Deiniol Graham, who broke his arm and never played professionally again.

The list of these tragedies goes on, but the story that stands out is that of Giuliano Maiorana. At the age of 19, he was playing for an amateur team in Cambridgeshire, England when he was noticed by one of Manchester United's many scouts, who was searching the lower levels of football for promising



Manchester United manager Alex Ferguson (left) and captain Bryan Robson (right) welcome new signing Giuliano Maiorana at the Cliff training ground in Manchester, 8th December 1988.

young players. At first Giuliano thought the offer of a trial for the world-famous Manchester club was a joke.
 It wasn't – only months later, he played his first match at United's home ground, Old Trafford. He still remembers the mixture of excitement and terror he felt.

Unfortunately, he didn't get on well with the manager, and was soon playing in the reserve team. It was in a reserve match two years later that his knee was badly damaged. Soon, at the age of 24, his career was finished. For seven years after that, he couldn't even watch football. He now works for his family's business back in Cambridge, moving furniture, and

says that he now wishes he hadn't been so good at football when he was young.

1	Fir	nd words or phrases in the text that have these meanings.
	1	very surprising (paragraph 1)
	2	made very angry (paragraph 2)
	3	sad stories (paragraph 3)
	4	not professional (paragraph 3)
	5	having future possibilities (paragraph 3)
	6	test (paragraph 3)
	7	great fear (paragraph 3)
	8	have a good relationship (paragraph 4)
	9	second choice (paragraph 4)
2	Us	ee the words and phrases in Part 1 to complete the sentences below.
	1	This plan isn't perfect yet, but it's a very start.
	2	The idea of speaking in front of hundreds of people fills me with
	3	That player is really I can't believe how good he is.
	4	We quite well, but we're not really close friends.
	5	They agreed to employ him for a period to see if he was suitable.
	6	What happened was quite sad, but it wasn't really a
	7	He may only be an player now, but he has a bright future.
	8	It's a good idea to have a plan in case the first one doesn't work.
	9	I was by the rude comments in his article.
3	An	swer the questions.
	1	What nationality is Gareth Bale?
	2	What is a common reason why young players stop playing?
	3	What did Giuliano Maiorana think when he was first asked to play for Manchester United?
	4	How did he feel the first time he played for Manchester United?
	5	How does he feel now when he looks back on his football career?
	5	A He is sorry that he was ever successful.
		B He is happier now, working for his family.
		C He feels proud of what he achieved.
	6	Does the writer feel angry about football stars' salaries?
		A He is a little bit angry that they are paid so much.
		B He realises that being a professional footballer is not an easy life.
		C He thinks other professions should be paid as much.

1 Discuss the question in pairs or small groups.

Which of these sports are included in the Olympic Games?







synchronised swimming

speed walking

baseball







golf

rugby

squash

2 Read the text quickly to find the answers to the question in Activity 1.

There are limits to how many sports can be included in the Olympic Games. In the 2012 Summer Games, there were 26, and the International Olympic Committee (IOC) have added two more for 2016 (golf and rugby sevens). There are various criteria that the IOC bases its decisions on, but the most important is probably international popularity. Sports tend to get included if they have a tradition and are played

and watched by enough people in enough countries.

This leads to some interesting questions. Why, for example, was baseball included from 1984, but then dropped for 2012? Although some think it is only popular in the USA, it actually has a large following in South America and Asia too. The main reason for leaving it out, according to some, is a combination of geography and politics: there is little interest in the sport in Europe, and European members are in a majority on the IOC.

Of the other sports not (yet) included, one that stands out is squash. It has a long tradition and is played all over the world. It's also more obviously a real sport than some other Olympic 'sports'. In fact, it's more mysterious why certain sports *are* included. Take speed walking, for example, a long-standing Olympic regular. The rules say that the athletes have to have both feet in contact with the ground at all

times, and must keep their legs straight. The result, to me at least, looks very silly.

More importantly, it breaks one of my two personal rules for judging serious sports because it puts artificial limits on what can be done. This is why I can't take any sport seriously if it involves doing something in water that is more naturally done out of water. My other rule is that the scoring has to be objective and measurable, not a matter of opinion. And of course both of these criteria would rule out

everyone's favourite example of an Olympic non-sport: synchronised swimming.

3	Replace the underlined parts of the sentences with words from the text. (The sentences are in the same order as the words in the text.)													
1 What are the reasons or qualifications for being accepted on the course?														
 When he read the team list, he saw that he had been left out. It's an unusual mixture of flavours, but it tastes good. I can't choose between them. There's no way of deciding which is acceptable. 														
								5 We need to look at the facts and reach a decision that is not based on personal opinions.						
								6 He's not a clear choice, but I wouldn't say it's impossible to include the young player.						
4		ead the text again and o		est title for each paragraph. .)										
	Α	Two examples of strange	decisions	paragraph										
	В	What makes an Olympic s	port?	paragraph										
	С	How the IOC works		paragraph										
	D	My own criteria		paragraph										
	E	A change of mind		paragraph										
5	De	ecide if the statements	are TRUE or	FALSE according to the text.										
	1	Golf was not included in t	ne 2012 Olymp	ic Games.										
		TRUE FALSE												
	2	Baseball is popular in son	ne European co	ountries.										
		TRUE FALSE												
	3 The writer suggests speed walking should not be included in the Olympics. TRUE FALSE													
	4	The writer gives clear reas	ons why some	activities are not serious sports.										
		TRUE FALSE												
6	WI	hat do the pronouns hi	ghlighted in t	he text refer to?										
	1	they (line 4)												
	2	<i>it</i> (line 7)												
	3	<i>It</i> (line 11)												
	4	<i>it</i> (line 16)												
7	Dis	scuss the questions in	pairs or sma	II groups.										
	1	Do you agree with the writ	er's reasons in	the last paragraph for taking a sport seriously?										
	_	Why? / Why not?												
	2	•		ts that are not really serious?										

1 Look at the examples. Then complete the grammar rules.

Examples

The manager told me not to try and reach impossible balls, but I didn't listen and got injured. I wish I'd listened to his advice.

We lost the match because we were overconfident.

I wish we **hadn't been** so confident.

The player was very expensive, but he's only scored one goal in twenty matches. They regret **paying** so much for him.

He didn't work very hard at school and failed his exams.

He regrets **not working** harder.



Complete the grammar rules

- 1 To talk about things we did wrong in the past, we can use the verb wish + the _______ tense.
- **2** We can use the verb *regret* + the ______ form to express the same idea.
- To make negative sentences with *wish* and *regret*, we add the word not ______ the second verb.

2 Match what the people say 1-6 with the responses a-f.

- 1 I thought it was the right thing to do at the time.
- 2 I wish you hadn't told him what I said.
- 3 It's colder than I expected.
- **4** I think he'll regret not going to university.

Lla didn't listan to bio fathar'a advisa

- 5 I wish I hadn't spent so much time on this work.
- **6** The post office is closed. We've walked all this way for nothing.
- a I know. I wish we'd brought our coats.
- **b** Don't worry. I'm sure it'll be worth it in the end.
- **c** Not if he makes a lot of money as a football star.
- **d** Oh dear. I wish we'd checked before we came.
- e Why? I didn't know it was a secret.
- f Maybe, but you regret doing it now, don't you?

3 Look at the situations below. Then write a sentence for each, using wish or regret.

Examples: He had a chance to pass the ball, but didn't do it.

He wishes he'd passed / He regrets not passing the ball when he had the chance.

•	rie didit t listeri to fils latrier's advice.
	He wishes
2	I ate a lot of food before going to bed.
	I regret so much
3	I was very lazy when I was younger.
	I wish
4	They didn't buy a new defender last season.
	They regret
5	She bought a lot of expensive clothes.

She wishes ___

4	Look at the examples. Then answer the questions.
	Examples I think football players are overpaid. A nurse's work is hard and useful, but their salaries are low. I think they're underpaid.
	 What meaning does the prefix over add to the word paid in the first sentence? A above B too much C very well What meaning does under add as a prefix in the second sentence?
5	A badly B below C not enough Complete the sentences using the words in the box to make other words beginning with over.
	charge work confident rated cook
6	 Don't buy tickets from strangers outside the stadium. They often
	opposite meanings. Example: He's angry because he thinks he's <u>underpaid</u> for the work he does.
	Period 4 / Language and vocabulary study
1	Look at the example. Then complete the grammar rule.
	Example The referee made two mistakes: he <u>should have sent</u> the City captain off in the first half, but he <u>shouldn't have sent</u> the United defender off in the second half.

Complete the grammar rule

____ of the main verb.

To criticise someone's (or your own) past actions or decisions, we use should (not) + the infinitive form of the verb _____ + the _____

Unit 9 93

	complete the sentences using <i>should</i> n brackets.	/ shouldn't have + the past participle of the verbs						
1	I knew he'd forget about the meeting. I $_{-}$	him. (remind)						
2	2 I so long. Now I've missed the last bus. (stay)							
3	Youı	me for the money instead of borrowing it from the bank. (ask)						
4	I know she was angry, but she still	at me. (shout)						
5	Look at all this traffic. I knew we	this way. (come)						
6	It's getting dark. We	half an hour ago. (leave)						
	ead about Mark's football career. Th r shouldn't have done. Read aloud s	en write sentences about what he should ome of your sentences.						
	basketball, but he chose to play football bee says, 'I was greedy, and I didn't listen to othe time playing sport instead of studying. He le and didn't go to university. He played for a s to join a bigger club in the city. It wasn't a su try hard enough to get on with the manage a training match, he jumped to reach a high	made a lot of mistakes. He was good at sport, especially cause he thought he could make more money. 'Basically,' he er people's advice.' When he was at school, he spent a lot of eft school early to try and become a professional footballer, small team in his home town and was happy there, but left accessful move, though. 'I was overconfident and didn't r and the other players, so I was never popular.' Then, in ball. 'It was too high really,' he explains, 'a long way over lder.' He never recovered, and hasn't played professional						
E	xample: He should have chosen basketba	lphall. $lpha$ Pronunciation reminder						
- - -		When we say should have and shouldn't have, the word should has a strong stress. All the words in the phrase are joined together, and have is pronounced like the e in 'broken', not like the a in 'man'.						
	I regret buying this	made the wrong decision? I wish I'd paid more						
	mobile phone because it doesn't work very well.	I should've done more research before I bought it.						

1 Match the words and phrases about football with their meanings.

W	ORDS / PHRASES		MEANINGS		
1	referee	C	final score		
2	result	Ł	attempt to get the ball from another player		
3	defend	•	player whose main job is scoring goals		
4	attack	c	send a player off the pitch		
5	striker	6	goal that makes the scores level		
6	challenge	f	attempt to score a goal		
7	show the red card	g	person who controls the game		
8	equaliser	ŀ	try to stop the other team from scoring		



2	Listen to	the conversation.	Then answer	the questions.
	LISTOIL TO	lile collect sation.	I IICII aliowei	tile questions.

- 1 Who was the match between? _____
- 2 What was the final score?

3 Read a newspaper report of the same match. Then listen to the conversation again. Find one opinion that is different from the woman's.

THE DAILY NEWS

Wednesday 27 Feb 20-

- Well, there were several talking points in this exciting match, but unfortunately they involve decisions made by the referee. He had several decisions to make that probably had an effect on the result, and I'm sorry to say I don't believe he got all of them right.
- ² City took the lead after only five minutes, and they looked comfortable defending it. Towards the end of the first half, though, their captain Morgan was lucky to stay on the pitch after a challenge on the United striker Mumford. It could easily have caused a serious injury, but luckily Mumford was able to continue after treatment. The referee awarded a free kick, but in my opinion, he should have sent Morgan off.
- In the second half, it was in fact a United player who was sent off. The challenge by the French defender Chinon didn't look as bad as Morgan's earlier one, but the referee showed him the red card. The game seemed to be City's to win. But playing the rest of the match with only ten men seemed to make United play harder, and finally Mumford himself managed to get a late equaliser. So maybe that was some kind of justice.
- In fact, they would surely have won if their very expensive star player Romero hadn't missed a goal in the last minute. He's now scored only twice since joining the club nearly six months ago. Are United starting to regret paying so much for him?

4 Match the paragraphs of the report with the headings A–E. (There is one heading that you don't need,)

Α	A question for further discussion	paragraph
	A general opinion of the match	paragraph
С	Which team played best?	paragraph
D	The main event of the first part	paragraph
Ε	A fair result in the end?	paragraph

1 Complete the email from a friend, using the structure and joining words in the box.

or	because	anyway	but	first	which	even	every		
9 9 9									SEND 7
Hi									
I've go	t some great	news to tell y	ou, (1) _		_ some go	ood and s	ome bad a	actually.	
(2)	the go	ood part: las	t week I	was cho	sen as ca _l	otain of th	e school t	eam! It's really exc	iting,
				_	_			time something go all part of being the	_
									omes the bad part:
I hurt n	ny leg. It was	my own faul	t (7)		was overc	onfident,	trying too	hard to score an a	
	, the p								
Enough	h about me. F	How are thing	gs with y	ou'? Plea	ase let me	know nov	v you're do	oing.	
Fawzi	TIOW,								
I GVVZI									

2 Write a reply to Fawzi's email. Say what you think about his news, and tell him some good and bad news of your own.

$ \bullet $	SEND 7
Hi Fawzi, I was pleased to hear	
But	
Actually, I've got some good and bad news too. First,	
The problem is that	
Anyway,	
Bye	

- **3** Work in pairs. Tell your partner about a sporting event you have seen (live or on TV). If you don't watch sport, choose a different kind of event, like a concert.
 - Explain the situation.
 - > Say what happened during the match / event.
 - Give your opinion of what happened.
- 4 Write a report of an event for a school magazine (it doesn't have to be a football match or even a real event). Use these questions to help you plan your report.
 - Paragraph 1 What was the match / event like in general? Were there any particular 'talking points'?
 - Paragraph 2 What happened during the match / event? What was your opinion of the things that happened?
 - Paragraph 3 What was the result / how did the event end? What was your general opinion?
 - Paragraph 4 What conclusion(s) can you draw from the event / match?

OUR SCHOOL - SPORTS REVIEW	Wednesday 27 Feb 20-
This was	
Tills was	
At first,	
At the end,	
In general, I thought	
In this Unit you have learnt about:	

- ▶ should(n't) + have + past participle
- prefixes (under- and over-)
- writing personal emails
- writing match / event (to give match / event) reports

PROGRESS TEST 2 (UNITS 7–9)

Reading

1		ead the text about leadership. Five sentences are i ley should go in by writing the correct letters (A–E)		sing from the te	ext. Show	which ga
	A B C	Of course there are personal qualities that are needed. One thing, though, is true in all fields, at any level. There's a difference between leading and managing.	D E	This is not the sa But the two field		
		Until recently, business experts looking for examples of leader politicians of the past; the comparison between business and you're competing in markets, what better place is there to look sport, which is all about competition?	por	t was often missed.	(1) Aft	er all, if
	5	In both business and in sport, the simple answer to the question. How to achieve it is rather less simple. (2) You have to be isn't one type of person who fits every situation and these persons.	con	fident, determined	and so on. B	ut there
	10	(3) Leadership is about establishing a direction for the gr keeping them going in that direction. Leadership without mar goals without worrying about how you reach them. In contras that everything tends to stay as it is. You need to change betw	age t, ma	ment results in rush inagement without	ning towards t leadership ı	new means
		(4) What great leaders do is express their personal qualit teamwork, understanding and communication, and the more you will be. It's also true that, despite what people say about 'k	you	develop these skills	, the more su	uccessful
	15	Good leaders have to express what the team or organisation was always be unhappy if a new manager turns everything around to. But if it's clear to everyone that the success of the team is the side, and when success comes they will disappear.	and	changes systems t	hat everyone	e is used
2	De	ecide whether the statements are TRUE or FALSE.				
	1	Experts have tended to find examples of leadership in fiel		ther than sport.	TRUE	FALSE
	2	All great leaders are likely to be the same kind of people.			TRUE	FALSE
	3	In some situations, leadership is more important than mar	nage	ement.	TRUE	FALSE
	4	In some fields, leaders can succeed without team-working	g sk	ills.	TRUE	FALSE
	5	New managers sometimes want to introduce big changes	i.		TRUE	FALSE
3	W	hat do these words, highlighted in the text, refer to	?			
	1	it (line 6) 4	They	/ (line 12)		
	2	them (line 9) 5	they	(line 18)		
	3	<i>them</i> (line 10)				
						20/15 marks

Vocabulary/Language study

1		atch the words in the box with their meanings. Then use	outweigh	amateur
	the	e words to complete the sentences.	currently	distribute
	at t	he moment send to different places	infur	iated
		y angry be more important than		
	not	professional		
	1	The pictures were all taken by photographers, but they were	e very good.	
	2	There are some problems with the idea, but I think the advantages	them.	
	3	We need to print the notices and then them to as many peo	pple as possible.	
	4	She's by the way her sister uses her things without asking h	ner first.	
	5	He is working for an oil company, but is trying to get a diffe	rent job.	
2	Co	mplete the sentences with a word or phrase in the box.	marketing r	market research
	1	He filled his house with expensive, furniture.	upm	arket
	2	The company has a large department, with over 20 people working in it.		
	3	It's important to do lots of to see who might buy the new product.		
3	Co	mplete the sentences with a phrase made from in or on	business	advance
	+ 8	word in the box.	writing tim	e (x2) debt
	1	We bought tickets in case there weren't any left on the	e day.	
	2	I'm sorry, but the manager is away until next Thursda	ay.	
	3	I hope we get there to see the beginning of the film.		
	4	He borrowed a lot of money and now he's		
	5	I can't agree to this on the phone; I need to see it		
	6	She's always, never late even by a minute.		
4	Ma	atch words 1–6 with a–f in the box to make	d husals	
	no	un phrases. Then use the phrases to replace the	1 break2 take	a downb over
	wc	ords in brackets.	3 break	<i>c</i> by
	1	There was a problem with the plane just after	4 cut	d off
		(leaving the ground).	5 stand	e back
	2	Sorry we're late, but we had a	6 take	f through
		(problem with the car's engine).		
	3	There's been a (reduction) in government sp	ending this year.	
	4	Some jobs were lost after the(getting contr	ol) by the other c	ompany.
	5	After months of work, the police had a(sudo	den solution to th	e problem).
	6	We need to have another plan as a (second possibility)	in cas	se of problems.

25 marks

5		ewrite the sentences including the word in brackets.
	1	'You'd better not go there alone,' he told me. (warned)
	2	'I think you should get a new computer,' he told her. (advised)
	3	'It's not a good idea to wait too long before deciding,' he told me (warned / against)
	4	'Don't accept the first offer you get,' my father said. (advised)
6	Ac	Id question tags to the sentences.
	1	That wasn't a very good idea,?
	2	She's a very confident woman,?
	3	We haven't seen him for a long time,?
	4	You spoke to her yesterday,?
	5	The students ask a lot of questions,?
7		nange the direct questions into reported / indirect questions.
	1	'What do you want?'
	0	He asked me
	2	'Where are you going?' The teacher asked him
	3	'Have the children finished watching TV?
	J	l asked
	4	'Which one do you prefer?'
		The assistant asked her
	5	'Did someone tell you the answer?'
		She asked him
	D	
8		ewrite the sentences in two ways, beginning with the words given.
	1	I didn't follow my parents' advice. I should
		I wish
	2	He accepted the offer of a low-paid job.
	_	He regrets
		He wishes
	3	She didn't buy it when she had the chance.
		She regrets
		She should

100

Writing

- 1 Read the letter and write a reply.
 In your reply:
 - apologise for the problem
 - give an explanation
 - say what you have done to solve the problem

Dear Sir / Madam,

I am writing in connection with your recent order. The order was delivered ten weeks ago, with a request for payment within a month. Could you please contact me as soon as possible to make the situation clear?

Yours faithfully

J. Bridges

James Bridges
Accounts Department

Dear Mr Bridges,	

5 marks



Who am I?

1 Discuss the questions in pairs or small groups.

- 1 What do you think are the main things that make up who you are: your family? your hobbies? your nationality? anything else?
- 2 Do you ever feel pressure to be like other people?

2 Read the three texts quickly. Then answer the questions.

- Which text probably comes from a 'problem page' in a young people's magazine?
- 2 Which text probably comes from an academic book? _____
- 3 Which text probably comes from a book review? _____



3 Read the texts again. Then complete the tasks on page 103.

TEXT A

What Professor Gordon is mainly concerned with is the way social and economic changes affect personal identity. The main chapters argue that the

- ways people used to define themselves by their profession or nationality for example – are disappearing. 'People,' he writes, 'now find they need to build new identities.'
- Later in the book, he describes the different ways people do this. Often, identity is based on consumption ('I am what I buy'). The growth of social media, however, has led to the greatest
- thange. Nowadays, you are whoever you tell people you are online.

TEVT D

All my classmates seem to like the same clothes, music and so on, and do the same kind of things, like playing computer games and chatting on their phones. I pretend to be interested, but if I'm honest, that's not who I am. I know I should have the confidence to be myself, but the fact is that I don't. I'm afraid I'll end up having no friends at all. What should I do?

(Amina, 15)

Don't worry, you're not alone. This is such a common worry among young people because the pressure to conform is very strong, both from your peers and from the media generally. I think you've answered your own question though: it's all about feeling confident. How do you know that a lot of your other classmates aren't also pretending? In a few years' time, I'm sure you'll find that your friends find other ways to define themselves.

TEXT C

The question of how much of our character is due to biology and how much is shaped by experience (often called the 'nature or nurture' argument), has been going on for centuries. It's a vital question that has implications for many different fields, from psychology to politics. If someone was born selfish, for example, how can we criticise them for their selfishness? If, on the other hand, our character depends on how we

'I am a Palestinian.

⁵ are brought up, childcare and education become much more important.

Although the evidence is complex and there are extreme views on both sides, there is a consensus among experts that the definition of an individual is a combination of genetics and upbringing. To put it simply: just because you're born a certain way doesn't mean you can't change.

ΚE	epiace the ur	naeriined p	arts of the sentence	es with	words or phrases t	rom the texts.		
1	An importa	int part of	growing up is devel	oping a	ın <u>idea of who you</u> :	are. (Text A)		
2	The <u>buying</u>	and using	ı of goods is import	ant for	national economies	S. (Text A)		
3	Since he was a child, he has never wanted to be the same as others. (Text B)							
4	Wanting to be liked by other people in a similar situation is natural. (Text B)							
5	What are the	ne <u>lessons</u>	or conclusions of the	nis disc	covery for the future	e? (Text C)		
6	I'm very interested in the study of how the mind works. (Text C)							
7	I don't like him much because he's so <u>unaware of other people's feelings</u> . (Text C)							
3	He was <u>rai</u>	sed to adu	lthood by his grand	parents	S. (Text C)			
9	At the end	of the mee	eting, we reached a	genera	l agreement. (Text C)		
Co	omplete the t	ables with	words from the texts	s. Then	use six of them to	complete the sentences below		
V	/ERB		NOUN		ADJECTIVE	NOUN		
	ombine	_	noon		selfish	110011		
	onsume				3011311	confidence		
_	Officialitie		definition			honesty		
_	ralio		delilition			•		
d	rgue		offort		notional	person		
			effect		national			
1	Most peop	le aren't ei	ther good or bad, b	ut a		_ of the two.		
2	Don't be p	olite; just g	ive me your		opinion.			
3	Be careful	about putt	ing too much		informat	ion online for everyone to see		
ļ	Texting wo	n't	you	ng pec	pple's ability to use	language properly.		
5	The two di	ctionaries .		the	word in different w	ays.		
6	People's in	creased _		_ of su	ıgar is causing heal	th problems.		
) 6	ecide whethe	er the state	ments are TRUE or	FALSE	according to the to	exts. Write the phrase or		
			at helped you decid		according to the t	skier vinie ine priidee er		
1	The main t	opic of Pro	fessor Gordon's bo	ok is th	ne effect of losing y	our job.		
	TRUE	FALSE						
2	Social med	dia now ha	s an important effec	t on pe	eople's identities.			
	TRUE	FALSE						
3	Amina's pr	oblem is u	nusual.					
	TRUE	FALSE						
1	The 'nature	or nurture	e argument' has limi	ted im	portance.			
	TRUE	FALSE						
5	People car	n't really ch	ange the character	they a	re born with.			
	TRUE	FALSE						

2

3

1 Read the quotations. Then discuss the questions in pairs or small groups.



'What's in a name? That which we call a rose By any other name would smell as sweet.'

(Shakespeare, Romeo and Juliet)



'This is not a pipe.'

by Rene Magritte (1928-29)

- 1 What do you think the quotation is saying about names?
- 2 What do you think the artist means by saying 'This is not a pipe'?

2 Read the article about brands. Then complete the tasks on page 105.

Like people, products have identities, and they're called brands. When Shakespeare claimed that a rose would smell the same no matter what it was called, he got it half right. In one way, names aren't important, but in the world of commerce and advertising, a product's name is part of its identity or its brand, and that can mean the difference between huge success and disastrous failure.

- How often do you hear people say things like 'I always buy X', where X is a type of phone, car or washing powder? This kind of brand loyalty is what every marketing department dreams of creating, because it's like gold. Just to demonstrate what a strong force it is, let me tell you about the results of a survey among American consumers. They were asked what products they always bought and would never exchange for another brand. It turned out that large numbers of people were loyal to brands that no longer existed.
- 50 Several people claimed they 'always bought' something that hadn't been available for over thirty years.
 - So, if you're in manufacturing or marketing, your aim is to build up a brand with a good public image. Remember, by the way, that what your product actually is can be less important than what consumers believe it is; in other words, it's people's perceptions that really matter. But once you've achieved your goal, the job isn't done. What you now need to do is protect your brand, at all costs.
- There are various ways a brand can be harmed, or even destroyed. One is to introduce new products under the same overall name that are cheaper. The result is often to cheapen the original brand in the public's eyes, so that it loses its luxury appeal. Another way of cheapening a brand is by overusing special offers like '10% off this week' or 'Buy one, get one free'. Marketing strategies like this may bring good results in the short term, but short-term thinking, more often than not, leads to the death of a brand.

B how people see someone or something

B buying and sellingB not leaving or changing

B human relations

B unusual ideas

B departments

B no matter what happens

B what something looks like

- 1 Choose the correct meaning for these words from the text. Circle A or B.
 - 1 commerce A agreement between people
 - 2 loyalty A being the most important
 - **3** manufacturing **A** making products
 - 4 image A idea that isn't real
 - **5** perceptions **A** how people see things
 - 6 at all costs A if the price is right
 - 7 appeal A what makes you like something
 - 8 strategies A plans
- 2 Use the words in Part 1 to complete the sentences below.
 - 1 One important quality of a good friend is _____
 - 2 Part of the _____ of this computer is that it looks so good.
 - **3** There are good career opportunities in the field of _____.
 - 4 We tried several different ______, but none of them worked.
 - 5 She's very determined. She wants to succeed _____
 - 6 Different people have different ______ of this product.
 - 7 Famous people are often very careful about their public _____
 - 8 A lot of jobs have been lost in the _____ industries.
- 3 Read the summaries of the text. Then decide which one is the best.
 - A It is a mistake to aim mainly for short-term profits, because this can do great damage to the good name of brands. What usually happens is that consumers' perceptions of the brand change. For example, they may decide that a product is no longer a luxury item and stop buying it. In the end, this may destroy the brand.
 - **B** Building brands is important in business because consumers stay loyal to them, even sometimes after they've disappeared. A successful brand depends on how people see the product, and various things can have a negative effect on this. Special offers and producing cheaper goods with the same name are examples of strategies that, in the long term, can seriously harm a brand.
 - C William Shakespeare wrote some important things, and one that applies to modern commerce is the idea that names are less important than identities. Marketing departments often misunderstand this and don't spend enough on making the product as good as possible. The result is that they often have to sell the product for less money, or sometimes even replace it with a new brand.
- 4 Look again at the two summaries you didn't choose. Then say what is wrong with them.
 - It contains false information.
- It doesn't cover the whole text.
- It has information that isn't in the text.

3 Look at the pictures. Then discuss the questions in pairs or small groups.

- **1** What do these famous brands mean to you? Are you loyal to any of them?
- 2 What other products or brands do you normally buy instead of other similar ones? Can you explain why?







1 Look at the examples in the table. Then answer the questions.

CONCRETE NOUNS	ABSTRACT NOUNS
consumer	consumption
professor	profession
product	production

1	What type of nouns are	e people or things the	nat can be seen,	touched, etc.?	

2 Complete the table in Activity 1 with the words in the box.

success	people	confidence	politics	government	media	
politician	identity	commerce	library	newspaper	books	

3 Look at the examples. Then circle the correct words to complete the grammar rules.

Examples	
Countable nouns	Uncountable nouns
Every person is an individual .	Losing brand <u>loyalty</u> means losing <u>money</u> .
Like people , products have identities .	He gave me some valuable advice .
She doesn't have <u>many friends</u> .	There isn't much information in the book.
Countable and uncountable	
Oil is often used in cooking, and some oils	are better than others.
I'm just going out to buy <u>a paper</u> .	
The present was wrapped in beautiful pap e	<u>er</u> .

Complete the grammar rules

- 1 Countable / Uncountable nouns have both singular and plural forms.
- 2 The indefinite article a/an is **only used / not used** before countable nouns.
- 3 After uncountable nouns we use a singular / plural verb.
- 4 We use **much / many** before countable nouns.
- 5 We use *much* before **countable** / **uncountable** nouns.
- 6 Some nouns (e.g. *paper* and *oil*) can have **only a countable / both a countable** and an uncountable meaning.

² What type of nouns are ideas that can't be seen or touched? _____

D1 I'm not interested in **the music** that my friends like.

'I am **a farmer / teenager / Palestinian**.'

She enjoys listening to **music**.

4	Complete the sentences with a word from the pairs in the box. (Make the word plural if necessary.) luggage / case work / job							
	1	We haven't got	mud	ch, so we don't need to hire a large car.	furniture / chair			
	2	Can you recom	ımer	nd a good to stay in?	accommodation / hotel			
	3	I don't think all	this	will fit in the room.				
	4	Finding cheap		can be difficult for new students.				
	5	How many		can we take onto the plane?				
	6	It will need a lo	t of .	to get this finished on time.				
	7	I had to stand of	on a	to reach the top shelf.				
	8	He applied for	a lot	of, but didn't get any of them.				
5				omplete the pairs of sentences: once with a councountable meaning.	ntable / plural meaning			
	1	time	а	I've already told him this three				
			b	always passes more slowly when you're	e waiting for something.			
	2	tea/coffee	а	The two most popular hot drinks in the world afe an ess				
			b	Can we have two and three 6 an ora	•			
	3	chicken	а	She doesn't like beef, but she sometimes eats a shirt	: a piece / item of			
			b	He keeps in his back garden.				
	4	chocolate	а	is this country's main export crop.				
			b	These are the best I've ever tasted.				
	5	experience	а	He doesn't have enough for the job.				
			b	Her life is full of interesting				
				Period 4 / Langua	ge and vocabulary study			
				renou 4 / Langua	ge and vocabulary study			
1			_	es. Then complete the grammar rules on page 1 at show each rule.	08 with the numbers of			
		Evamples						

A1 We need to buy **a table**.

I met **a man** last week ...

A2 B1

B2

C1

You can put your books on the table.

... later, <u>the man</u> told me about his life.

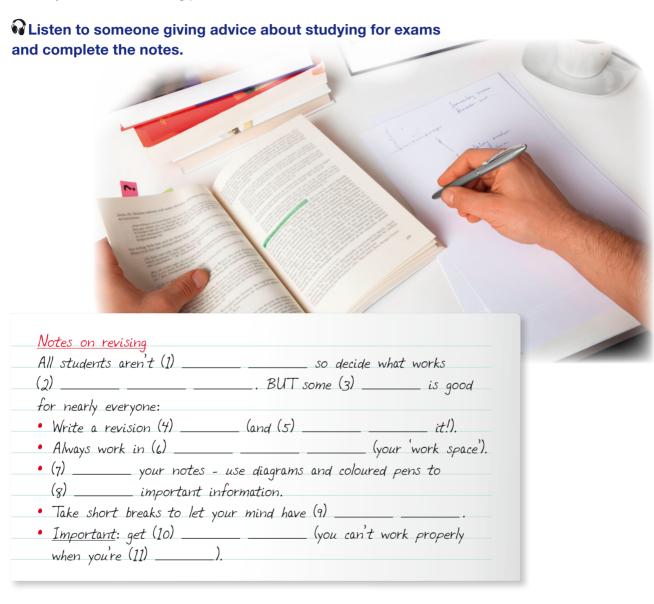
<u>The students</u> in my class are all very friendly.

This café is popular with **students**.

	Complete the grammar ru	ules Articles:	main points
	1 We use the definite article the v	when the reader or lister	ner knows which one(s) we mean, e.g
	2 Sometimes this is because we have	ave said which one we m	ean or because there is only one possibility, e.g
	3 In stories, we use the if we have	e already mentioned the	person or thing before, e.g
	4 If the reader / listener doesn't k countable nouns, e.g	now which one we mea	n, we use the indefinite article alan for all singular,
	5 We <u>don't</u> use any article with ple.g	lurals or uncountable no	ouns when we are talking about things in general,
	6 Finally, we always use the indef nationality, etc.), e.g	finite article a/an when w	ve want to tell someone our identity (profession,
2	Complete the text with a / an,	the or – (= no artic	le).
	My father has been (1) farmer	all his life. When I was	s (2) young boy, I wanted to be like him,
	but later I realised that (3) farm	ners don't usually earr	n very much (4) money. I loved (5)
		_	fficult to be (7) excellent musician.
		. ,	0) course was interesting, and after I
	graduated, I went back to (11)	area where I was brou	ught up and got (12) job working for
	(13) government. Now I'm able	to help (14) farr	mers who live here, and in my spare time I
	collect and record (15) songs to	that (16) local pe	eople have sung for hundreds of years.
3	Look at the examples. Then accategories need the or no artic		s to the boxes to show whether the
	Examples		Mountains Deserts
	Mount Everest is the highest mount	tain in the world.	Lakes Rivers
	We stayed at the Continental Hote l		Continents and most countries
	<u>Christmas</u> is always at the end of <u>Do</u>		Towns and cities
	The Sahara Desert covers most of N		Months
	Spain has one coast on the Mediter		Seas and oceans
	on the Atlantic .	<u>ranean</u> and one	Newspapers Countries with of (e.g. Republic of)
	When I lived in the USA , I used to rea	nd the New York	Areas and regions
	<u>Times</u> .		Religious or other festivals
	The <u>Blue Nile</u> begins at <u>Lake Tana</u> i	n Ethiopia .	
4	Complete the quiz with		newspaper is famous for financial news?
	the where necessary.		e in the world is Titicaca. Which continent is it in?
	Then work in pairs or	3 What is long	gest river in world?
	small groups to answer	4 Which Arabic cou	ntry is sometimes abbreviated in English to KSA?
	the questions. (Use the	5 Name five	great oceans of the world.
	English names and be	6 What is the capita	ll city of India?
	careful with the articles.)	7 Which month did	Ramadan fall in last year?
		ghest mountain in Africa?	

1 Discuss the questions in small groups.

- 1 At what time of day do you think you work best?
- 2 When revising, do you listen to music, or does it distract your attention?
- 3 Do you usually revise in the same place or in different places?
- 4 Do you revise in one long period or several shorter ones?



3 Compare your answers with a partner. Then listen again to check.

4 Discuss the questions in pairs.

- 1 From your own experience, is there any of the advice that you strongly agree or disagree with?
- 2 Is there any of the advice that you've never done, but think you might try?

I definitely agree with the point about taking breaks. That works for me.

I usually just write out notes, so maybe I'll try using diagrams.

- 5 Look at the script below of the advice you listened to in Activity 2 and compare it with the notes you completed. Underline in the script the main points of the notes.
- 6 Look at the advice about writing summaries and the red parts of the script. Are the red parts examples, repeated information or extra comments? Write A, B or C in the boxes after each red part.

Writing summaries: what to leave out

- A examples
- B information repeated in different words
- C extra comments and opinions

Script:	
listening to music, but others fin	f course. Some students, for example, say they revise better while d it distracts their attention. \square So the first thing to do is to think about questions like: Do I work better early in the morning or in the evening? hat kind of thing. \square
advice that seem to work for mo you need to give to each subject	e method that fits all students. There are, however, certain pieces of st people. Firstly, make a timetable so that you can see how much time to know it may seem obvious, but it definitely works. And of course you have to keep to it; otherwise there's no point in having it.
	place all the time. It could be your own room or the library or time you'll probably find that it's easier to start working because you're
words, the 'how'. As I said, difference seems to give good results is sur	or questions, there's the question of the best method to use – in other ent ways work better for different people, but one thing that always mmarising your notes using diagrams and highlighting the main ideas. Things – a red pen for examples, blue for reasons, and so on.
,	t one time, especially on the same subject. Take short breaks from time to somewhere else and do something different.
Oh, there's one more thing I forg sleep. Nobody works at their bes	ot to mention, but it's very important. Make sure you get enough st when they're tired.

Read the advice about interviews. Then complete the tasks below.

- 1 Put a line through all the examples, repeated information or extra comments.
- 2 Underline the main points of the text that is left.
- 3 Complete the notes below.



Interviews are an important part of many people's lives. They may be for a job that you really want or a course you're really interested in, but it's hard not to feel that the interview might change your future life. I've done quite a lot of them myself, from both sides of the table, and I've picked ⁵ up quite a lot of experience.

There is a lot of good advice available. The Internet, for example, is full of articles with tips on how to succeed. Of course, there aren't many tips that fit all situations, but the one basic rule I'd like to pass on is that you need to do some research into the company or course that you're

applying for. In other words, preparation is the most important thing you can do.

Even simple advice about what to wear may not be the same for every company or course. There are some situations where arriving in smart business clothes would give people the wrong idea. The only thing that

we can say for sure is that it's important to be clean and tidy.

Another common tip is to practise answering some of the questions that interviewers often ask. Again, there are lists of these on the Internet. 'Why are you interested in this job / course?' or 'What can you bring to the job / course?' are common ones. I've asked and answered questions like these many times.

Finally, there is the usual advice on how to avoid being nervous. One suggestion you hear a lot is to 'be yourself'. This, however, is much easier to say than to do, in my opinion, because interviews aren't natural situations. The main thing I would say is that if you've done your research

²⁵ well, you will feel more confident and less nervous. So this too comes back to what I said at the beginning: when it comes to interviews, preparation is the key to success.

Advice available, but most doesn't (3)
Clothes: most important thing (4)
Questions: practise (5)
Feeling nervous: good (6) helps you to be (7)
SO, rule number 1: (8)

Use the notes to write a summary of the advice about interviews.

In this Unit you have learnt about:

- personal identities
- abstract and concrete nouns
- countable and uncountable nouns
- nouns that may be countable or uncountable
- articles (revision)
- writing summaries



Different places, different ways

1 Read the definition. Then discuss the question below in pairs or small groups.

What do you think are the main things that go together to make the culture of Palestinians?

2 Read the text. Then complete the tasks on page 113.

culture (noun): the beliefs, habits, and ways of life shared by a particular group of people

MODERN LIVING

Clinging to culture

▶ Almost everything in New York was different. We were used to living in an area where everyone knew everyone else's business, but here no one seemed to take any notice even of their neighbours. Instead of having a common culture, the people around us dressed in different styles, ate different kinds of food, even spoke different languages. It was a complete puzzle to me how they could be so various yet still call themselves Americans.

I was born in 1942, so I must have been about six or seven when the 1948 catastrophe (Nakba) happened. As a result, thousands of Palestinian families, including mine, were forced to leave Palestine. We spent a short time in Jordan before we children were taken to America by our aunt and uncle. Being so young, I saw our new life mostly as an adventure, even though I missed my friends and our old home. My parents had important work to do, but they had promised to join us as soon as possible. My older brother went through a period of anger, saying he hated everything about America. My uncle had his job at the newspaper and was quite fluent in

English, so he managed fairly well. My aunt, though, never got used to life in America.

I now realise that this was mostly a choice she made herself. She refused to learn any English, so she found herself stuck in the house most of the time, only going out to buy 'food like we had at home', for which she would walk miles rather than use the stores in the neighbourhood.

- She also refused to make any changes to the tiny apartment we rented, apart from spending hours keeping it clean. This meant that it was very hot in the summer and freezing in winter. I'm sure we could have afforded a fridge, but
- 40 she wouldn't have one, preferring to keep things cool in the traditional way.

At the time, I remember feeling annoyed with her stubborn attitude, but now, looking back, I know I should have realised what it was:

- a sign of her deep feeling of loss. In one way, I now understand, she was clinging to the way of life that had been taken from her. Mainly, though, her refusal to become accustomed to living in America was an expression of her
- onviction that our situation was only temporary. 'Don't get used to all this,' she often told us, 'because it won't last. We'll be going home soon.'



1		place the underlined parts of the sentences with words or phrases from the text. ne sentences are in the same order as the words and phrases in the text.)
	1	The reason for her decision is still a hard thing to explain.
	2	She is able to express herself easily in several languages.
	3	I don't know why you're being so <u>unwilling to change your mind</u> .
	4	He spent two hours holding on tightly to the rock before he was saved.
	5	When you live in another country, there are many things you have to get used to.
	6	He has a strong belief that what he is doing is the right thing.
2	An	swer the questions.
	1	What was the main difference the writer noticed between Palestine and New York?
	2	What did she find especially surprising?
	3	Why did the family move to another country?
	4	How did these people react to the new situation? The writer
		Her brother
		Her uncle
	5	Why did her aunt refuse to learn English?
	6	What did the writer think about her aunt's attitude at the time?
	7	How have the writer's feelings now changed?
Di 1		ss the questions in pairs or small groups. nat are the positive and negative points of living in another country?
2		you think children find it easier or more difficult to get used to new situations than adults? Why?

3

I think I'd find it quite exciting to live in another country, but of course there are things that I'd miss.

Most children seem to get used to changes quite quickly.

1 Look at the pictures and discuss the questions below in pairs or small groups.

- 1 What cultures do the pictures make you think of?
- 2 What things (e.g. clothes, food) would you choose to show the following?
 - American culture
- African culture
- Palestinian or Arabic culture



2 Read the text. Then choose the best title. Circle A, B or C.

- A The advantages and disadvantages of living abroad
- B There's no place like home
- C Culture, language and identity

I enjoyed reading the article 'Clinging to culture' and I'd like to add a few points of my own. It's often been observed that expatriates are more likely to show the outward signs of their culture than their fellow countrymen who stay at home. Think of Scotsmen in New Zealand who wear kilts, or English people in Spain who insist on drinking tea with milk and eating fish and chips, or 'Irish-Americans' who often seem

5 more Irish than the Irish.

As a Welshman living in South America, I can understand why this happens. It's not that these people spend their time looking forward to 'going home': they're usually committed to living in the place they've chosen. They don't, for example, object to paying local taxes. They just have a need to hold on to what they see as an important part of their identities.

- The same kind of need, I believe, happens with language. When I lived in the south of England, one of my neighbours was an old lady who had moved there from a northern town when she was quite young. Despite living in the south for over fifty years, her accent remained strongly northern. The reason, I think, is clear: being 'a northerner' was, unconsciously, an essential part of who she was.
 - Language teachers will tell you that learners often find pronunciation the hardest part of a foreign
- language, and I'm sure there's a connection. If, say, Italian learners of English start speaking with a 'correct' accent, they feel they are becoming more English, and therefore less Italian. Unless you actually want to change your identity, it's hard to let go. Just as an example, listen to French people who speak almost perfect English. However good they are, it's usually impossible to mistake them for anything other than French. The accent, it seems, is always the last thing to disappear.

3 Match the words and phrases from the text with their meanings.

W	ORDS AND PHRASES	М	EANINGS
1	expatriates	а	way of speaking
2	fellow countrymen	b	people who live permanently in another country
3	committed	c	think or say something is wrong
4	object	d	very necessary
5	unconsciously	e	those who come from the same country
6	essential	f	without thinking about it
7	accent	g	completely sure

4 Use the words and phrases in Activity 3 to complete the sentences below.

1	Others might that it's too expensive, but I think it's worth the money.
2	He never stops trying because he's fully to the career he's chosen.
3	Most at least try to learn the language of their new home.
4	If you want to study science, it's to have a good knowledge of maths.
5	When I'm on holiday, I don't want to spend all the time with my
6	I guessed from your that you are from Australia.
7	I've done this journey so many times that I can find the way

5 Choose the best way for the sentences to continue. Circle A, B or C.

- 1 The text is probably
 - A a letter to an academic journal.
- **B** an article in a magazine.
- C a letter to a colleague.

- 2 The writer says that the behaviour of many expatriates is
 - **A** hard to explain.
- **B** rather surprising.
- C quite well known.

- **3** The writer's neighbour
 - **A** made a decision to speak in a certain way.
- **C** had difficulty in pronouncing some words.
- **B** had lived in the north for a long time.
- 4 The writer believes that
 - A no one can ever speak a second language perfectly.
 - **B** it is natural for language learners to keep their foreign accent.
 - **C** English is especially hard to pronounce for French people.

6 Work in pairs. Discuss which opinion below you agree with most.

If you're learning a language, you should try to pronounce it as correctly as possible.

Even if it was possible, I wouldn't want to speak English like a native speaker.

$rac{\mathcal{H}}{\mathcal{H}}$ Pronunciation reminder

Some words, like **object**, change their stress depending on whether they are used as verbs or nouns. For example:

They don't object to paying taxes. (v)

This word is the **ob**ject of the sentence. (n)

Other words like this include record, increase / decrease, import / export and permit.

1	Look at th	ne examples.	Then	answer the	e questions	below.
---	------------	--------------	-------------	------------	-------------	--------

	ı	Examples
	1	B English people are accustomed to <u>drinking</u> tea with milk.
		She refused <u>to learn</u> any English. They don't object to <u>paying</u> local taxes.
		Their parents promised to join them as soon They're not looking forward to going home. as possible.
	1	Which verb form is are used in the examples in column A?
	2	What kind of word is to in the examples in column B?
	3	What verb form is used after to in the column B examples?
2	Co	omplete the sentences with the correct form of the verbs in brackets: infinitive or <i>-ing</i> form
	1	The manager decided to spending. (increase)
	2	Don't worry, I'm quite accustomed to (wait)
	3	We've all agreed to a party next week. (have)
	4	I object to sorry for something I didn't do. (say)
	5	We are committed to this idea a reality. (make)
	6	People here don't seem to about their neighbours. (know)
3	Lo	ook at the examples. Then answer the questions below.
		Examples A They <u>used to</u> live in a small village. B We were/got <u>used to</u> living in an area where everyone knew everyone else's business.
	In	which sentence is
	1	used to a verb to talk about the past?
	2	used an adjective followed by the preposition to, with the same meaning as accustomed to?
4	Co	omplete the sentences with <i>used</i> + <i>to</i> + the correct form of the verbs in brackets.
	1	I think I've finally gotthis kind of food. (eat)
	2	I like a stranger when I first lived here. (feel)
	3	Because he works at night, he's during the day. (sleep)
	4	She watching films, but now she prefers reading books. (enjoy)
5	Co	omplete the sentences with the prepositions in the box.
		about for of from with on
	1	The customer insisted speaking to the manager.
	2	They accused me not telling the truth.
	3	All his parents want to do is prevent him getting hurt.

4	She had to be satisfied getting the sec	cond prize.					
5	Who is responsible causing all this me	ss?					
6	She's very serious wanting to be a doc	etor.					
	, , , , , , , , , , , , , , , , , , ,						
	ook at the examples. Then complete the gra	ammar rule by adding the same word					
ın	both spaces.						
ı	Examples Complete the grammar rule						
4	Apart from being a bit cold, I quite like this place.	Certain linking words or phrases that contain a (1) (e.g. <i>from</i>) or act like (2)s					
	Despite living in the south for over fifty years, her accent remained strongly northern.	are followed by the <i>-ing</i> form of the verb.					
	ter accent remained strongly northern.						
<u> </u>	omplete the sentences with the <i>-ing</i> form o	of the verbe in the bey					
	have to go have look after s	ave work					
1	He is hard to understand because he speaks ver	y quietly, as well as a strong accent.					
2	Despite money for six months, I	still can't afford to buy it.					
3	He's thinking of getting a job instead of	to university.					
4	My mother is becoming ill as a result of	such long hours.					
5	What else don't you like about the job apart from	work at weekends?					
6	In addition to the family, she has	s a part-time job.					
		Period 4 / Language and vocabulary study					
1.	ook at the examples. Then answer the ques	etions below					
	ook at the examples. Then answer the ques	stions below.					
ı	Examples						
1	A and C are both wrong so the answer must be B.	I was born in 1942, so I must <u>have been</u> about six					
	P. Vou chould realize how lucky you are	or seven at the time. I should have realised what it was.					
	 You should <u>realise</u> how lucky you are. The volcano is still active, so it could <u>explode</u> at 	I'm sure we could <u>have afforded</u> a fridge then.					
	any time.	Thisare we could <u>make arroraca</u> a mage then.					
1	What time do all the underlined verbs on the left	refer to?					
	A the past? B the present?						
2	What time do all the underlined verbs on the righ A the past? B the present?	t refer to?					
2	Which is the correct construction for 'past moda	le'?					
3	A modal verb + infinitive of have + past participle						
		·					

6

7

1

- 4 Which pairs of sentences have the following meanings?
 - This is my advice.
 It was important to do, but I didn't do it.
 - 2 It is a possibility.It was possible, but it didn't happen.
 - 3 It's the only logical conclusion left.This is a logical conclusion about the past.

2 Match the beginnings of the sentences with the correct endings.

A (Present modals)

- 1 He's eating it all, so
- 2 You should always ask questions
- **3** When you go walking in the mountains,
- 4 We could win a lot of money

B (Past modals)

- 1 You shouldn't have blamed him because
- 2 He could have helped if
- 3 It's not in my bag, so
- 4 We don't know what caused the fire, but

- a you should always take water.
- **b** by entering this competition.
- c it must be very tasty.
- **d** when you don't understand.
- a he'd been here earlier.
- **b** it could have been an electrical fault.
- c it wasn't his fault.
- d I must have taken it out.

3 Circle the correct form (present or past).

- 1 It is getting late and you look very busy. You must be / must have been exhausted.
- 2 We're not sure yet, but this could be / could have been the solution to our problem.
- 3 That car nearly hit you. You should look / should have looked before crossing.
- 4 She could win / could have won the race, but she hurt her leg.
- 5 He must be / must have been out because he isn't answering the phone.
- 6 The meeting is about to start. Everybody should turn off / should have turned off their mobile phones.

4 Complete the sentences with the past form of the modals in the box + the verbs in brackets.

	must (×2)	could	should (×2)	
1	He realises no	w that he $_{\scriptscriptstyle -}$		the offer of a job. (accept)
2	I can't find my	keys. I		them at home. (leave)
3	There was no	need to wo	ork late. We	the job this morning. (finish)
4	Everyone is ge	tting worri	ed. Hassan	an hour earlier. (arrive)
5	He is smiling.	So he		his exams. (pass)

5 Discuss the questions in pairs or small groups.

- 1 Is there anything you didn't do or didn't know in the past that you now realise was wrong or silly? I should have known/realised that ...
- 2 How old were you when you spoke your first word? What was it? I'm not sure but I must have been ... It might have been ...
- 3 Is there anything in your past that you had the chance to do but didn't? When I was ..., I could have ... but I ... instead.

- 1 Discuss the questions in pairs or small groups.
 - **1** What is the earliest thing you remember in your life?
 - 2 How can you be sure that you really remember it? Could it be that someone told you later and you only *think* you remember?

I remember falling off a chair and hurting my head. I must have been about three.

This is such a strange little detail that I'm sure I'm the only one who remembers it.

2 Listen to the story of someone's first day at school and answer the questions.

- 1 How did Laurie Lee get to the school on his first morning?
- 2 What didn't he understand during the day?
- 3 How does he feel when he gets home?
- 4 He refuses to go again. Why does the speaker find this so believable?
- 5 What did the teacher mean by 'sit over there for the present'?
- 6 What did the young Laurie Lee think the teacher meant?

3 Listen again and check your answers.

4 Work in pairs or small groups. Tell your partner(s) what you remember about your own first day at school.

- ▶ How did you feel?
- What happened during the day?
- Do you remember anything unusual, surprising or funny?
- Was it a happy or an unhappy experience?

I was really looking forward to going to school and I thought it was exciting.

> One of the teachers shouted my name and I was frightened. I thought I'd done something wrong, but I had no idea what it could have been!



Vork in pa	irs. Read yoυ	ır paragrap	hs aloud	and try to	guess wl	nich detai	ls are inve	nted.

that's why

We tend to remember experiences that were (1) ______ very good or very bad. Perhaps (2) _____ I don't remember my first holiday, but I definitely do remember my first *camping* holiday in a tent.

either

(3) _____, we'd always stayed in rented houses, but for some reason my parents decided that camping

The weather forecast was good, (4) _____ we were looking forward to playing outside in the woods. Unfortunately, though, it started raining as soon as we got to the camping place, and it hardly stopped for

(5) ______ the day, we had to find dry places to pass the time, and usually had to pay to go in.
(6) _____, my parents spent more money than they should have done, which annoyed them. What annoyed *me* was having to share a tent with my brother, who turned out to be a very noisy sleeper. If it wasn't him keeping me awake, it was the insects that found their way in. I know camping is supposed to be

__ being a good lesson for the future: I've never gone on another camping holiday

__ the end of the week, we were all glad to go home. It was certainly a memorable holiday,

as a result

1 Complete the story with the linking words and phrases in the box.

as well as

about getting close to nature, (7) _____ I didn't want to be that close.

previously

since

(10) ___

during

would be fun.

so

but

the whole week we were there.

____ that first time.

2 Write a similar story of a memorable holiday (or other experience) that you had. (It could be memorable for good or bad reasons.)

Use the story in Activity 1 as a model and keep the same paragraph structure.

Paragraph 1: introduction and background

Paragraph 2: the beginning of the holiday / experience

Paragraph 3: the rest of the holiday / experience

Paragraph 4: conclusion (What do you think about it now?)

In this Unit you have learnt about:

- other cultures
- verb / adjective + to + -ing structures
- verb / adjective + other preposition + -ing structures
- modal verbs with infinitives for present meanings
- ▶ 'past modal' verb forms (modal verb + have + past participle)
- linking words and phrases
- writing about personal memories



Revision (Units 7–11)

Reading and vocabulary

1 Discuss the question in pairs or small groups.

What problems do you think these people might have?

an English person who moves to the USA

an Algerian who moves to France

Think about:

language

weather

finding a job

culture / other people

2 Read the text to see if your ideas from Activity 1 apply to these people.

What does each person say about the points above?

Mary: born in England, now lives in Florida, USA

My husband and I decided to move to Florida in the southeast USA just under three years ago, when he lost his job. As a computer engineer, he thought it wouldn't be a problem finding employment, but it hasn't been as easy as we expected.

The main appeal of Florida was the weather, plus the house prices. We sold our medium-sized house in England and bought a much bigger one here for roughly the same price. My fellow countrymen back in the UK would think it was really upmarket, but here it's quite normal. As for the weather, it's warm and sunny a lot of the time, but when the

storms come in off the sea, it can be quite frightening.

One thing I didn't expect was that we'd have to get used to the

language. I never even thought about it. But it's astonishing how many basic words are different. As well as that, we obviously sound British, so I don't think we'll ever be accepted as 'real

Americans'. But people are very friendly, and they all say how much they love our accent.

► Sadiq: born in Algeria, now lives in Paris, France

My family moved here when I was a teenager, over twenty years ago. Like a lot of North Africans, they regarded Paris as a place of opportunity. They opened a restaurant in an area where there were a lot of other Algerians and Moroccans, and it did quite well. I worked as a builder for two years, and then took over the rest gurant when my parents got older.



I used to find the climate here a bit difficult – rather cold and wet compared with North Africa. But I've got accustomed to it. The only difficulty now is other people's perceptions of me: there are a few who still think of us as foreigners who shouldn't be here. I was brought up speaking French as well as Arabic, and in fact my whole education was French, so I never had a problem communicating. Personally, I don't have identity problems. If you ask whether I think of myself as Algerian or French, my simple answer is: both.



3		he meanings are in the same order as the words and phrases in the texts.)
	1	paid work
	2	what makes you like something
	3	people born in the same country
	4	luxury (adjective)
	5	very surprising
	6	way of talking
	7	get used to
	8	how people see someone or something
	9	raised
	10	who you are
1	Ш	so the words and phroses in Activity 2 to complete the centences
4		se the words and phrases in Activity 3 to complete the sentences.
	1	In some countries you have to carry a card to show your
	2	His sounds strange; I can't decide where he comes from.
	3	Most people like this game, but I hate it; I can't understand its
	4	Previous experience will definitely improve your chance of finding
	5	Advertising tries to change people's of a product.
	6	This is much warmer weather than we're in this country.
	7	I was here, so I think of it as my country.
	8	He's American, but his attitudes are different from most of his
	9	It's a very part of town and only rich people can afford to live there.
	10	Her knowledge of science is although she is only eight years old.
5		ecide if the sentences are TRUE or FALSE. If there is not enough information to decide, loose DOESN'T SAY.
	1	Mary has lived in Florida for a longer time than Sadiq has lived in France. TRUE FALSE DOESN'T SAY
	2	There were two main reasons why Mary and her husband moved. TRUE FALSE DOESN'T SAY
	3	Their house in America was more expensive than the one they sold. TRUE FALSE DOESN'T SAY
	4	Mary would like to sound more American in order to be accepted. TRUE FALSE DOESN'T SAY
	5	Sadiq's parents had a difficult time in Paris at first. TRUE FALSE DOESN'T SAY
	6	Sadiq is fluent in at least two languages. TRUE FALSE DOESN'T SAY

Reading and vocabulary

1 Discuss the questions in pairs or small groups.

- 1 Why do you think it might be important for a business person to know about cultural differences?
- 2 Imagine you are at a business meeting and the discussion is taking a long time. What do you think is the best thing to do?
 - A keep talking till all the details have been discussed
 - B reach a decision quickly and finish the meeting on time
 - C arrange another meeting at a later date

2 Read the text. Then complete the tasks on page 125.

As business and commerce become more and more international, companies are making more effort to train their staff in the field of cultural differences, and the Internet is full of websites offering this training. Some of the information they offer is quite basic, such as whether or not it is normal to shake hands on meeting someone from a certain country, or whether a possible customer might object to a

man who isn't wearing a suit and tie. But there is, of course, more to it than that.

At a deeper level, there are many 'hidden' cultural habits: things that people do unconsciously. An example is the idea of personal space. How far away you stand when talking to other people varies from culture to culture: stand too close and they might think you're being rude; too far away and you might be regarded as unfriendly. If we look even deeper, though, we enter the field of psychology, and

10 the best example is different attitudes to time.

People from different cultures see time in different ways. For most American business people, for example, time moves fast in a straight line and time is money (think of the verbs that we use for both: spend, lose, waste). Northern Europeans have a similar view, but for people from Southern Europe and the Middle East, time is much less fixed, and it is organised differently. So at an international meeting,

for example, a German might have the conviction that time is being wasted because a decision hasn't been made yet. Meanwhile, an Italian probably thinks the German is rudely trying to close the meeting before things have been discussed properly.



Most Asian people, on the other hand, see time as moving in a circle. 'Why worry,' they might think, 'about reaching a conclusion at all costs? Isn't it better to wait for events to come round again and

then make a better decision?' As you can see, all this has important implications for all business contacts between cultures, and should be an essential part of the training given to anyone working in international commerce.

1		place the underlined parts of the sentences with words or phrases from the text. ne sentences are in the same order as the words and phrases in the text.)
	1	I don't like people talking on their phones during meetings.
	2	When she's feeling nervous, she always touches her hair without thinking about it.
	3	I'm really interested in studying how the mind works.
	4	He has a strong belief that he is doing the right thing.
	5	It's only a game, but he still thinks he has to win no matter what happens.
	6	What are the lessons of these events for the future of the company?
	7	An understanding of maths is very necessary for science students.
2		swer the questions.
-	1	What kind of advice about cultural differences can you find on the Internet?
	2	Why does the writer call the idea of personal space a 'hidden' habit?
	3	What do Northern and Southern Europeans think of in different ways?
3	Wh	nat do these words and phrases, highlighted in the text, refer to?
	1	<i>they</i> (line 3)
	2	<i>they</i> (line 8)
	3	<i>both</i> (line 12)
	4	<i>it</i> (line 14)
	5	<i>they</i> (line 18)
4		e text talks about understanding cultural differences at three different levels.
	1	(simple)
	2	(deeper)
	3	(the deepest)
	. 1.	
		back at the situation you discussed in Activity 1 (the meeting). ss the questions below in pairs or small groups.
1	Wh	nich culture and view of time goes with which option (A, B, C)?
	An	nerican / North European option
	So	uth European / Middle Eastern option
	As	ian option
2	Do	es the option you chose go with your own culture, according to the toyt?

3

Language

Rewrite the sentences, replacing the underlined part with a causative structure (have + object + past participle).				
	We'd better <u>ask someone to check the letter</u> before you send it.			
2 I have an idea for a product, but I'm not sure how to arrange for someone to make it.				
	3	Don't forget to take your jacket to the cleaners before the wedding.		
	4 He took his car to the garage and paid them to repair it.			
2	Co	orrect the mistakes in the sentences.		
	1	1 I asked him that he wanted to go to see the film.		
	2	2 'You don't really like that painting, don't you?'		
	3	Why do you want to go out tonight? Is it because you're too busy?		
	4	They asked what kind of work was he interested in.		
	5 'They're arriving early tomorrow, don't they?'			
3	Co	omplete the sentences with the correct tense and form of the verbs in brackets.		
	1	She wishes she(choose) a different subject at university.		
	2	I don't regret(say) what I did because I was right.		
	3	You shouldn't(tell) them that. It was a secret.		
	4	I wish I (buy) a phone in the shop because it's much cheaper online.		

4 Complete the table with abstract nouns that come from the concrete nouns.

5 I'm sorry. I should ______(contact) you before, but I forgot.

CONCRETE NOUNS	ABSTRACT NOUNS
advisor	1
consumer	2
believer	3
politician	4
professor	5
judge	6
product	7
leader	8

5 Complete the sentences with the nouns in the box: once as a plural and once as an uncountable noun.

		chocolate oil experience	paper	time	
1	а	This film is so good that I've seen it t			
	b	We don't have enough	to finish	this today.	
2	а	I carry all my in this	case.		
	b	Some houses in Japan used to be m	nade of	•	
3	а	The price of has a b	oig effect on	the world econ	
	b	The cook uses different	for diffe	erent purposes.	
4	а	Eating too much isn	n't good for y	our health.	
	b	He bought his wife a box of			
5	а	I had some very interesting	whil	e I was away.	
	b	Include your education and	in th	ne application le	
2 3 4 5 6 7	Ha — I h	man I'd never seen before was ave you got pen I can borrow travel is a good way to meet _ naven't seen Ahmad since do need to pay back money I boost of students understood	w? int ay before ye orrowed.	eresting people sterday.	
8		e's applied for course in			
Work in pairs. Write answers to the quiz questions.					
	3	UICK QU	JIZ		
1		What country contains England, Scot Northern Ireland?	land, Wales	and	

2 Which is the largest ocean in the world?

Lebanon, Morocco and Spain all have coasts on which sea?

Which group of mountains is mostly in Switzerland?

3 What is the capital city of Egypt?

6

Language

1 The teacher gave me a lot of good advices. 2 Most of the time I was there, I lived in a capital city. 3 I think this is one of best days in my life. 4 How much money have you got in your pocket? 5 I never drink the strong coffee before going to bed. 6 It's always a good idea to be polite to people. 7 Complete the sentences with the prepositions in the box. 7 for on with from (x2) of 1 The customer insisted getting her money back. 2 I was afraid falling over on the ice. 3 They tied him up to prevent him escaping. 4 She agreed that she was responsible making the mistake. 5 I like everything about the job apart getting up so early. 6 He's the kind of person who's never satisfied coming second. 7 Complete the sentences with a verb from column A and the correct form of a verb from column B (either infinitive or to + the -ing form). 1 Unsurprisingly, the staff extra hours without extra pay. 2 I can't my main meal in the middle of the day. 3 She us as soon as she arrived. 4 I your reply to this letter. 5 For some reason he doesn't what you're saying.			ook at the sentences. If they are correct, put a tick in the box. If there is a mistake, put a ross in the box and correct it.							
I think this is one of best days in my life. How much money have you got in your pocket? I never drink the strong coffee before going to bed. It's always a good idea to be polite to people. Complete the sentences with the prepositions in the box. for on with from (x2) of The customer insisted getting her money back. I was afraid falling over on the ice. They tied him up to prevent him escaping. She agreed that she was responsible making the mistake. I like everything about the job apart getting up so early. He's the kind of person who's never satisfied coming second. Complete the sentences with a verb from column A and the correct form of a verb from column B (either infinitive or to + the -ing form). Unsurprisingly, the staff extra hours without extra pay. I can't my main meal in the middle of the day. She us as soon as she arrived. June Total A B B Get used eat seem work object understand look forward phone promise receive	1	ı	The teacher gave me a lot of good advices. \square							
4 How much money have you got in your pocket? 5 I never drink the strong coffee before going to bed. 6 It's always a good idea to be polite to people. 2 Complete the sentences with the prepositions in the box. for on with from (x2) of 1 The customer insisted getting her money back. 2 I was afraid falling over on the ice. 3 They tied him up to prevent him escaping. 4 She agreed that she was responsible making the mistake. 5 I like everything about the job apart getting up so early. 6 He's the kind of person who's never satisfied coming second. 3 Complete the sentences with a verb from column A and the correct form of a verb from column B (either infinitive or to + the -ing form). 1 Unsurprisingly, the staff extra hours without extra pay. 2 I can't my main meal in the middle of the day. 3 She us as soon as she arrived. 4 I your reply to this letter.	2	2	Most of the time I was there, I lived in a capital city.							
5 I never drink the strong coffee before going to bed. 6 It's always a good idea to be polite to people. 2 Complete the sentences with the prepositions in the box. for on with from (x2) of 1 The customer insisted getting her money back. 2 I was afraid falling over on the ice. 3 They tied him up to prevent him escaping. 4 She agreed that she was responsible making the mistake. 5 I like everything about the job apart getting up so early. 6 He's the kind of person who's never satisfied coming second. 3 Complete the sentences with a verb from column A and the correct form of a verb from column B (either infinitive or to + the -ing form). 1 Unsurprisingly, the staff extra hours without extra pay. 2 I can't my main meal in the middle of the day. 3 She us as soon as she arrived. 4 I your reply to this letter.	3 I think this is one of best days in my life.									
Complete the sentences with the prepositions in the box. for on with from (x2) of 1 The customer insisted getting her money back. 2 I was afraid falling over on the ice. 3 They tied him up to prevent him escaping. 4 She agreed that she was responsible making the mistake. 5 I like everything about the job apart getting up so early. 6 He's the kind of person who's never satisfied coming second. 3 Complete the sentences with a verb from column A and the correct form of a verb from column B (either infinitive or to + the -ing form). 1 Unsurprisingly, the staff extra hours without extra pay. 2 I can't my main meal in the middle of the day. 3 She us as soon as she arrived. 4 I your reply to this letter.	4	ļ	How much money have you got in your pocket?							
2 Complete the sentences with the prepositions in the box. for on with from (x2) of 1 The customer insisted getting her money back. 2 I was afraid falling over on the ice. 3 They tied him up to prevent him escaping. 4 She agreed that she was responsible making the mistake. 5 I like everything about the job apart getting up so early. 6 He's the kind of person who's never satisfied coming second. 3 Complete the sentences with a verb from column A and the correct form of a verb from column B (either infinitive or to + the -ing form). 1 Unsurprisingly, the staff extra hours without extra pay. 2 I can't my main meal in the middle of the day. 3 She us as soon as she arrived. 4 I your reply to this letter.	Ę	5	I never drink the strong coffee before going to bed. \Box							
for on with from (x2) of 1 The customer insisted getting her money back. 2 I was afraid falling over on the ice. 3 They tied him up to prevent him escaping. 4 She agreed that she was responsible making the mistake. 5 I like everything about the job apart getting up so early. 6 He's the kind of person who's never satisfied coming second. 3 Complete the sentences with a verb from column A and the correct form of a verb from column B (either infinitive or to + the -ing form). 1 Unsurprisingly, the staff extra hours without extra pay. 2 I can't my main meal in the middle of the day. 3 She us as soon as she arrived. 4 I your reply to this letter.	6	6	It's always a good idea to be polite to people. \Box							
1 The customer insisted getting her money back. 2 I was afraid falling over on the ice. 3 They tied him up to prevent him escaping. 4 She agreed that she was responsible making the mistake. 5 I like everything about the job apart getting up so early. 6 He's the kind of person who's never satisfied coming second. 3 Complete the sentences with a verb from column A and the correct form of a verb from column B (either infinitive or to + the -ing form). 1 Unsurprisingly, the staff extra hours without extra pay. 2 I can't my main meal in the middle of the day. 3 She us as soon as she arrived. 4 I your reply to this letter.	2 (Co	emplete the sentences with the prepositions in the box.							
2 I was afraid falling over on the ice. 3 They tied him up to prevent him escaping. 4 She agreed that she was responsible making the mistake. 5 I like everything about the job apart getting up so early. 6 He's the kind of person who's never satisfied coming second. 3 Complete the sentences with a verb from column A and the correct form of a verb from column B (either infinitive or to + the -ing form). 1 Unsurprisingly, the staff extra hours without extra pay. 2 I can't my main meal in the middle of the day. 3 She us as soon as she arrived. 4 I your reply to this letter.			for on with from (×2) of							
2 I was afraid falling over on the ice. 3 They tied him up to prevent him escaping. 4 She agreed that she was responsible making the mistake. 5 I like everything about the job apart getting up so early. 6 He's the kind of person who's never satisfied coming second. 3 Complete the sentences with a verb from column A and the correct form of a verb from column B (either infinitive or to + the -ing form). 1 Unsurprisingly, the staff extra hours without extra pay. 2 I can't my main meal in the middle of the day. 3 She us as soon as she arrived. 4 I your reply to this letter.	1	ı	The customer insisted getting her money back.							
4 She agreed that she was responsible making the mistake. 5 I like everything about the job apart getting up so early. 6 He's the kind of person who's never satisfied coming second. 3 Complete the sentences with a verb from column A and the correct form of a verb from column B (either infinitive or to + the -ing form). 1 Unsurprisingly, the staff extra hours without extra pay. 2 I can't my main meal in the middle of the day. 3 She us as soon as she arrived. 4 I your reply to this letter.	2	2	I was afraid falling over on the ice.							
5 I like everything about the job apart getting up so early. 6 He's the kind of person who's never satisfied coming second. 3 Complete the sentences with a verb from column A and the correct form of a verb from column B (either infinitive or to + the -ing form). 1 Unsurprisingly, the staff extra hours without extra pay. 2 I can't my main meal in the middle of the day. 3 She us as soon as she arrived. 4 I your reply to this letter.	3	3	They tied him up to prevent him escaping.							
5 I like everything about the job apart getting up so early. 6 He's the kind of person who's never satisfied coming second. 3 Complete the sentences with a verb from column A and the correct form of a verb from column B (either infinitive or to + the -ing form). 1 Unsurprisingly, the staff extra hours without extra pay. 2 I can't my main meal in the middle of the day. 3 She us as soon as she arrived. 4 I your reply to this letter.	2	1								
Gomplete the sentences with a verb from column A and the correct form of a verb from column B (either infinitive or to + the -ing form). 1 Unsurprisingly, the staff extra hours without extra pay. 2 I can't my main meal in the middle of the day. 3 She us as soon as she arrived. 4 I your reply to this letter.	5	5	I like everything about the job apart getting up so early.							
the correct form of a verb from column B (either infinitive or to + the -ing form). 1 Unsurprisingly, the staff extra hours without extra pay. 2 I can't my main meal in the middle of the day. 3 She us as soon as she arrived. 4 I your reply to this letter.	6	6	He's the kind of person who's never satisfied coming secon	nd.						
the correct form of a verb from column B (either infinitive or to + the -ing form). 1 Unsurprisingly, the staff extra hours without extra pay. 2 I can't my main meal in the middle of the day. 3 She us as soon as she arrived. 4 I your reply to this letter.	3 (Co	emplete the sentences with a verb from column A and	Δ	B R					
1 Unsurprisingly, the staff extra hours without extra pay. 2 I can't my main meal in the middle of the day. 3 She us as soon as she arrived. 4 I your reply to this letter.			•							
 Unsurprisingly, the staff extra hours without extra pay. I can't my main meal in the middle of the day. She us as soon as she arrived. J your reply to this letter. 	(or	to + the -ing form).							
2 I can't my main meal in the middle of the day. 3 She us as soon as she arrived. 4 I your reply to this letter.	1		1 03							
the day. The da										
3 She us as soon as she arrived. 4 I your reply to this letter.	2	2	•		•					
4 I your reply to this letter.	3	3	•							
		•		vina						

4 Circle the correct modal verbs.

6

- 1 I think we're lost. We **should / must** have brought a map with us.
- 2 That **should / must** be the right house. It's the only one with a red door.
- 3 I suppose I could / must have avoided making this mistake if I were more careful.
- 4 If we'd all worked together, we **could / should** have got it done in time.
- 5 It must / should have rained during the night because the streets are wet.
- 6 With just a little more money we **should / could** afford to buy a better one.

5 Complete the sentences with the verbs in the box. Use the correct modal form (present or past).

	lock	meet	not wake up	borrow	miss	choose	
1	He isn'i	t usually la	ate. I think he mus	st		the bus	
2		•	t number. I could				
3	You'd b	etter set 1	the alarm because	e you might			in time.
4	It's quit	e a nice ja	acket, but I think y	ou should _			_ a different colour.
5	He mus	st		the door be	ecause it v	won't open.	
6	I'm sor	ry. I should	dn't		your boo	k without aski	ng.
Fir	nd one	mistake	in each senten	ce and co	rrect it.		
1	l'm lool	king forwa	ard to meet your p	arents.			
2	The cal	I must hav	ve been from Ali,	but I'm not s	sure.		
3	We hav	e a meetii	ng on first Monda	y of every m	nonth.		
4	He didr	n't get the	job despite to ha	ve many yea	ars of exp	erience in the	field.
5	I wasn'	t used to	walk such long di	stances.			
6	I'm so f	ull. I've ne	ever eaten so mar	y foods in r	ny life.		

Writing

- 1 Discuss the questions in pairs.
 - 1 Would you like to live for several years in another country? Make a list of reasons for and against.

FOR	AGAINST

- 2 If you could choose a country to live in, which would it be? Why?
- 2 Write an essay in answer to this question.

	What are the advantages and disadvantages of living abroad?
	There are several reasons why
	On the other hand,
6	If I
6	
6	
6	
6	
6	

Writing

1	Work in pairs. Read the letter about a holiday experience. Then put the sentences in the two paragraphs in the right order. Use the underlined parts to help you decide.
	 While I was there, I was lucky to be invited to a local festival. □ Everyone in the area depends on it to grow their crops. □ I've just got back from my trip to India. □ I'm not sure what it was for, but it was something to do with the river. □ So if it runs dry, people don't have enough to eat.
	 ☐ They were all singing and dancing or playing instruments. ☐ But it was the best day of the whole trip. ☐ A local person tried to translate them, but I couldn't understand her accent. ☐ The streets were full of people dressed in colourful clothes. ☐ So by the end I was really tired. ☐ Of course, I didn't know what the words meant. ☐ It made me want to join in the dancing. ☐ But still, the music was exciting.
2	Write your own memories of either a festival in Palestine or an experience you had while you were away from home.

Letters for Unit 8 Period 5

Dear Sir / Madam

I would be grateful if you could send us a list of your products, including prices, as we are interested in making a purchase.

I look forward to hearing from you.

Yours faithfully,

C. Andretti

Mr Carlo Andretti Purchasing Manager Kino Machine Tools This is the normal opening when you are writing to someone for the first time and don't know their name. If you know the person is male, use *Dear Sir* and if you know the person is female, use *Dear Madam*.

This is the ending that goes with *Dear Sir / Madam*.

This is the normal opening when you know the name of the person you are writing to. If writing to a woman, use *Mrs* ----- for married women, *Miss* ----- if you aren't sure.

Dear Mr Andretti

Thank you for your enquiry. I have pleasure in enclosing a full list of our products, as requested.

If you need any other information, please contact me.

Yours sincerely,

R Allen

Ralph Allen General Manager Bestelec Ltd This is the ending that goes with the *Dear Mr/Mrs/Miss/Ms* ----- opening.

Our ref: ES/001

Re: electronic switches enquiry

Dear Mr Allen

Thank you for the product list you sent recently. We are interested in purchasing quite a large number of your electronic switches (item reference number 154/056).

Before placing an order, we would need to know if there is a guarantee on these parts, and how long it is. We would also require delivery within four weeks of placing the order. Could you confirm that this is possible?

We would be grateful if you could send details of methods of payment and whether the prices can be reduced for a large order.

Yours sincerely,

C. Andretti

Mr Carlo Andretti Purchasing Manager Kino Machine Tools It is common for companies to add a reference number (Ref) to their letters below the address and date, to help keep a record of communications.

It is common in business letters to show at the top what the letter is about. Re is the abbreviation that introduces this.

Wordlist

Note: the words from each unit are in alphabetical order, not the order that they appear in the unit.

Unit 1

be / get used to (verb)

confident (adjective)

creative (adjective)

excuse (noun)

factor (noun)

field (noun = area of interest)

foundation course (noun phrase)

like-minded (adjective)

on show (adjective phrase)

optional (adjective)

participate (in) (verb)

potential (noun)

routine (noun)

set (noun)

stuck (adjective)

zone (noun)

Unit 2

aware (of) (adjective)

convinced (adjective)

disappointed (adjective)

fees (noun)

inevitable (adjective)

nowadays (adverb)

persevere (verb)

patient / impatient (adjectives)

personal (adjective)

point (noun = purpose)

priority (noun)

revise (verb) / revision (noun)

reward (verb / noun)

Unit 3

bald (adjective)

catch up (with someone) (phrasal verb)

coincidence (noun)

colleague (noun)

come across (phrasal verb)

error (noun)

(un)intended (adjective)

keep in touch (verb phrase)

knowledge (noun)

mention (verb)

misunderstanding (noun)

pat (verb)

put (someone) up (phrasal verb)

reluctant (adjective)

run into (phrasal verb)

straight (adverb = immediately)

stranger (noun)

the latter (pronoun phrase)

turn out (phrasal verb)

Unit 4

addicted (to) (adjective)

border (noun)

capable (adjective)

citizen (noun)

fear (noun)

hub (noun)

justified (adjective)

motivated (adjective)

network (noun)

panic (noun)

potential (adjective)

questionnaire (noun)

remote (adjective)

restrictions (noun)

shrink (verb)

trend (noun)

vary (verb)

Unit 5

acquaintance (noun)

boast (verb)

claim (verb)

extreme (noun)

genuine (adjective)

quarantee (noun)

happen to (be / do) (verb)

impress (verb)

in common (adjective phrase)

in confidence (adverb phrase)

inflexible (adjective) (≠ flexible)

initial (adjective)

lasting (adjective)

nature (noun = what something or someone is like)

regard (as) (verb) roughly (adverb) via (preposition)

Unit 7

charity (noun / adjective)
co-ordinated (adjective)
controversial (adjective)
employment (noun)
fantasy (noun)
job security (noun phrase)
make a living (verb phrase)
neglect (verb)
outweigh (verb)
prospects (noun)
reveal (verb)
stage fright (noun phrase)

throughout (preposition)

worth (adjective)

attempt (noun)

Unit 8

breakthrough (noun)
currently (adverb)
distribute (verb)
graphic (adjective)
humanitarian (adjective)
lack (noun)
marketing (noun)
market share (noun phrase)
market value (noun phrase)
returns (noun = profit)
run (verb = manage)
sector (noun)

upmarket (adjective)

Unit 9

amateur (adjective / noun)
astonishing (adjective)
combination (noun)
criteria (noun – plural)
drop (verb = leave out)
get on (with) (phrasal verb)
infuriated (adjective)
judge (verb)

objective (adjective)
promising (adjective)
reserve (noun / adjective)
rule out (phrasal verb)
terror (noun)
tragedy (noun)
trial (noun / adjective)

Unit 10

appeal (noun) at all costs (adverb phrase) bring up (phrasal verb) / upbringing (noun) commerce (noun) conform (verb) consensus (noun) consumption (noun) identity (noun) image (noun) implications (noun) loyal (adjective) / loyalty (noun) manufacturing (noun / adjective) peers (noun) perceptions (noun) psychology (noun) selfish (adjective) / selfishness (noun) strategy (noun)

Unit 11

accent (noun)

accustomed (adjective)
cling (onto) (verb)
committed (adjective)
conviction (noun)
essential (adjective)
expatriate (noun)
fellow countrymen (noun phrase)
fluent (adjective)
object (to) (verb)
puzzle (noun)
stubborn (adjective)
unconsciously (adverb)

Grammar reference

Unit 1

Present tenses

- 1 We use the present simple tense to talk about regular or repeated actions, especially with 'frequency adverbs' like often or usually. People often get stuck in their comfort zones.
- We also use this tense for general truths that don't change, and for some verbs that describe states rather than actions, for example seem or like. Clubs and societies are a vital part of college life. It seems as if everyone is speaking a different language.
- 3 We use the present continuous tense to describe actions that are in progress at or around the time of speaking, or to talk about continuous change that isn't finished yet.
 - My brother <u>is speaking</u> on the phone at the moment.
 - Mahmoud's English is getting better quickly.
- 4 Many verbs (sometimes called 'stative' verbs) can't usually be used in a continuous tense because they describe states, not actions. Examples include:
 - like, love, hate, prefer, etc., want, seem, know, believe, remember, suppose, agree, mean, realise, recognise, understand.
 - Many people think they can't change their lives. Please be quiet. I'm thinking.
- 5 Some state verbs can be used in both tenses, but with a different meaning, according to whether or not the verb is an action, for example think, have and look.

He <u>looks</u> worried. What <u>are you looking</u> at?

Present perfect (general)

- 1 We make the present perfect (simple) tense with have + the past participle of the main verb.
- We make the present perfect (continuous) tense with have + the past participle of the verb be + the -ing form of the main verb.
- 3 Sentences in the present perfect tense tell us more about the present than the past. For example, the meanings of the two sentences below are more or less the same.

 I've also joined two other clubs.

 I'm also a member of two other clubs.

Present perfect simple or continuous?

- 1 We use the present perfect simple tense to talk about recent past experiences that are important at the time of speaking.

 I've joined the Palestine Society.
- We also use this tense to talk about general past experience when it doesn't matter when the experience happened (the important thing is the experience itself).
 I've joined two other clubs and have participated.
 - *l've joined* two other clubs and have participated in three events so far.
- We use the present perfect continuous tense to talk about actions that began in the past and have continued up to the present.
 - I've been studying English for five years.
- We use the same tense to focus on the (unfinished) activity itself and emphasise that the action has been in progress throughout the period. She's under stress because she's been studying so much.

Unit 2

Infinitives and -ing forms

- 1 We use the infinitive form (with *to*) after certain verbs like *advise*, *want*, *ask* and *tell*.
- When an object is needed, it goes between the verb and the infinitive.
 Experts <u>advise us to break</u> this habit.
- We also use the infinitive form to talk about purpose (the reason why you do something). You need good exam results to go to university.
- 4 We use the -ing form after certain verbs like enjoy and like.
 - Not many students enjoy revising for exams.
- We always use the -ing form after prepositions like in and by. He likes playing football, but he's not interested in watching it on TV.
- 6 Some verbs change their meaning when they are followed by the infinitive or -ing forms.

 He was getting tired, so he stopped working.

 (simply stopping the action you are doing)

 We were lost, so we stopped to ask the way.

 (stopping one action in order to do another)

 Remember to eat regularly and healthily.

 (actions we have to do or should do)

 I remember feeling stressed when I was doing school exams.

 (remembering actions / situations that happened in the past)

Unit 3

Past tenses

1 We can use past tenses together, especially in stories, to talk about how actions are related. Last night, I <u>arrived</u> at the hotel quite late and went straight to bed.

(past simple + past simple: two completed actions in the past)

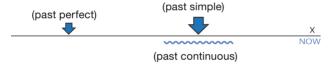
I was talking to an old school friend when she mentioned another person called Jan.

(past continuous + past simple: one action happened while another action was in progress)

Some guests had left when Samir arrived.

(past perfect + past simple: one action was completed before another action happened)

2 In more complicated sentences, we can use all three past tenses. The past simple tense does the main job of telling the story, and the other two give background information.



One day I <u>noticed</u> that the bananas I <u>had bought</u> about a week before <u>were going</u> brown.

I <u>was talking</u> to an old school friend that <u>I'd kept</u> in touch with when she <u>mentioned</u> another person.

Unit 4

Modal verbs of probability

- 1 We use the modal verbs *might*, *may* and *could* to say that something is possible.
 - Young Palestinians are starting small technology companies that <u>could / might / may</u> help the Palestinian economy.
 - We can't make any plans yet because he <u>might / may</u> not come.
- 2 We use *will / won't* as a modal verb when we are certain about a future event.
 - The one thing we can predict is that the figures will continue to rise in future.
 - We won't be in time now. It's too late.
- **3** When we make negative statements about possibility, we can't use *couldn't*. This is because *couldn't* has another meaning (*wasn't* able to).
- 4 We can make *could, might* or *may* more certain by adding the word *well*.

 He has all the right qualifications, so he could /

He has all the right qualifications, so he could / might / may well get the job.

5 We make *will* less certain by adding the word *probably*.

I'm not sure yet but I'll <u>probably</u> catch the 9.30 train

Future statements using will

We can use will in different ways to talk about the future.

Researchers predict that the figures <u>will continue</u> to rise in future. (confidently predicting or expecting that something is certain)

The next flight to arrive <u>will be</u> the 732 from London. (giving new information to the public / announcing) There's nothing on TV so I think I'll go to bed. (talking about something you've just decided) Don't worry. I'll help you solve the problem. (making an offer)

Other ways of talking about the future

- 1 We use the present continuous tense to talk about things that are definitely arranged. <u>I'm having</u> a party next Saturday.
- 2 We use *going to (do)* when we have some evidence to make us certain about the future, or to talk about things that we intend or have decided to do (but are not necessarily completely arranged).

That wall doesn't look safe. It's going to fall over one day.

He says he's going to do his homework.

Unit 5

Using participles as adjectives

- Many adjectives are made from the -ing forms of verbs.
 - Be clear about what you want, but don't be a <u>demanding</u> person.
- 2 When -ing forms are used as adjectives, the meaning is active.
 - Here are the top five tips for turning someone you know into a <u>lasting</u> friend.
- 3 Other adjectives are made from the past participle forms of verbs.
 - Here are some <u>tried</u> and <u>tested</u> pieces of advice.
- **4** When past participles are used as adjectives, the meaning is passive.
 - It was quite expensive to repair the <u>broken</u> window.

Reduced relative clauses

1 We can use *-ing* forms or past participles to replace defining relative clauses.

Students who talk during the exam will have to leave the room.

Students <u>talking</u> during the exam will have to leave the room.

Friendships <u>which are made</u> online are just as real as face-to-face ones.

Friendships <u>made</u> online are just as real as face-to-face ones.

- 2 When -ing forms are used in this way, the meaning is active.
- **3** When past participles are used in this way, the meaning is passive.

Unit 7

Direct and indirect questions

- In direct questions, the subject comes after the verb.
- Questions beginning with a question word like when or why ask for information. What subjects are you studying?
- 3 Questions without a question word ask for a yes or no answer.
 - Have you enjoyed working for a charity?
- 4 When we report questions, the subject comes before the verb, as in normal sentences.

 I asked him what subject she was studying.
- 5 Changes like moving tenses into the past and changing pronouns are the same as in normal reported speech.
- **6** When reporting questions without question words, we use either *if* or *whether*. They asked him <u>if / whether</u> he <u>had enjoyed</u> working for a charity.
- 7 We don't use question marks with reported questions.

Negative questions

We can use negative questions to show doubt, anger or surprise.

Isn't it a long way to walk? (I'm not sure I can manage that.)

Didn't you ask for his phone number? (If not, how can we call him back?)

Haven't you finished yet? (You've been doing it a long time.)

Question tags

1 When the main sentence is positive, the tag is

- usually negative; when the main sentence is negative, the tag is usually positive.

 It's quite cold today, isn't it?

 You've made a mistake, haven't you?
- 2 When the main verb is be, an auxiliary verb (e.g. have) or a modal verb (e.g. should), we repeat this in the tag.
 - I shouldn't really do this, should I?
- With all other verbs, we use the verb do / don't or did / didn't in the tag. Nowadays, we know differently, don't we?

Unit 8

Reporting advice and orders

- 1 We use the verb *tell* to report orders / instructions and *warn* to report negative advice.
- 2 *Tell, advise* and *warn* are all followed by an object and the infinitive form of the verb (with *to*).
- **3** When we use the word *not*, we put it between the object and the infinitive.
- **4** After all three verbs, we can use *that* + a clause with a verb in a past tense.
- **5** After *advise* and *warn*, we can use *against* + the -*ing* form of the verb.

'We think you should spend more on marketing.' They told / advised me to spend more on marketing.

'You shouldn't spend all your money.'

A lot of people told / advised / warned him not to spend all his money.

'Don't forget that business start-ups are really hard work.'

A friend told / advised / warned me that business start-ups were really hard work.

'Don't put all your profits into developing new ideas.' Someone <u>advised</u> / <u>warned</u> me <u>against</u> putting all my profits into developing new ideas

Causative structures

- 1 We make 'causative' structures (to have / get something done) with the verbs have or get, followed by an object and a past participle. If it's a physical product, you'll need to find a way to have it made for you.
- 2 We use the structure to talk about actions we don't do ourselves, but ask / tell / pay someone else to do for us.

<u>Have the figures checked</u> by someone who understands money.

He learnt a lot about how to get his products noticed.

Unit 9

Past mistakes and regrets

- 1 To talk about things we did wrong in the past, we can use the verb wish + the past perfect tense.

 I wish <u>I'd listened</u> to the manager's advice.

 I wish we hadn't been so over-confident.
- We can use the verb regret + the -ing form to express the same idea.
 They regret paying so much for the player.
- 3 To make negative sentences with *regret*, we put the word *not* before the *-ing* form.

 He regrets not working harder at school.
- 4 To criticise someone's (or your own) past actions or decisions, we use *should* (*not*) + the infinitive form of the verb *have* + the past participle of the main verb (*should* / *shouldn't* have done).

 The referee made two mistakes: he <u>should have</u> sent the City captain off in the first half, but he <u>shouldn't have sent</u> the United defender off in the second half.

Unit 10

Countable and uncountable nouns

- 1 Countable nouns like table have both singular and plural forms.
 - Every <u>person</u> is an <u>individual</u>. Like <u>people</u>, <u>products</u> have <u>identities</u>.
- 2 The indefinite article *a / an* is <u>only</u> used before countable nouns.
 - He gave me some valuable advice.
- **3** After uncountable nouns like *advice* we use a singular verb.
 - Losing brand loyalty means losing money.
- 4 We use *many* before countable nouns and *much* before uncountable nouns.
 - She doesn't have many friends.
 - There isn't much information in the book.
- 5 Some nouns (e.g. paper / oil) can have a countable and an uncountable meaning. I'm just going out to buy a paper. The present was wrapped in beautiful paper. Oil is often used in cooking, and some oils are better than others.

Definite and indefinite articles

1 We use the definite article the when the reader or listener knows which one(s) we mean, either because we have said which one we mean or because there is only one possibility. You can put your books on the table.

- 2 In stories, we use *the* if we have already mentioned the person or thing before.

 I met a man last week ... Later, the man told me about his life.
- 3 If the reader / listener doesn't know which one we mean, we use the indefinite article a / an for all singular, countable nouns.

 We need to buy a table.
- 4 We don't use any article with plurals or uncountable nouns when we are talking about things in general.
 - The students in my class are all very friendly.
 This café is popular with students.
 I'm not interested in the music that my friends like.
 She enjoys listening to music.
- We always use the indefinite article a / an when we want to tell someone our identity (profession, nationality, etc.).
 - I am a farmer / teenager / Palestinian.

Unit 11

Verbs and prepositions

- Some verbs are always followed by the same preposition.
 - Some English people insist on drinking tea with milk.
- 2 After the preposition, we use the -ing form of the verb
 - We <u>were used to living</u> in an area where everyone knew everyone else's business.
 - They don't <u>object to paying</u> local taxes. They're not <u>looking forward to going</u> home.
- 3 Certain linking words or phrases also contain a preposition or act like prepositions. These are followed by the -ing form of the verb.
 Apart from being a bit cold, I quite like this place.
 Despite living in the south for over fifty years, her accent remained strongly northern.

Past forms of modal verbs

- 1 We make modal verbs refer to the past by adding have + the past participle of the main verb. I was born in 1942, so I must have been about six or seven at the time. (This is a logical conclusion about the past)
- 2 Apart from referring to the past, the modal verbs keep their normal meanings. I'm sure we could <u>have afforded</u> a fridge at the time. (It was possible but it didn't happen.) I should <u>have realised</u> what it was. (It was important to do but I didn't do it.)

Writing samples

Applications and personal statements

Sometimes there is a section of an application form (for a job or a course) which asks you to write something about yourself. The example below shows a typical way of completing a section like this. Pay attention to the underlined tenses and verb forms.

Please explain in about 200 words your reasons for choosing this course, your experience in the field and how you expect your interest in the subject to develop.

I am applying for this course because I have been interested in the subject of the environment for many years, and I would like to work in this field as a career in the future.

I have been reading books about environmental science since I was twelve years old, so I know quite a lot about the basic ideas, but I need to extend what I already know.

At the moment, I am studying biology, geography and English as my main subjects at school, and I believe these subjects will all be useful in the career I have chosen. Since I started secondary school, I have been a member of the school Environment Society, and have been President of the society for the last two years.

After finishing my final exams in June, I plan to spend a year doing this course, and I will then apply to university to study Environmental Science. My general aim is to study climate change and especially its impact on wildlife. I believe this is one of the most important problems that we face in the 21st century.

I hope my application is successful, and I am looking forward to studying at your college.

Sometimes colleges or universities ask for a separate personal statement. The following table gives advice about writing personal statements.

DO	DON'T
say why you are applying (and why for this course in	make general statements (e.g. 'I have always been
particular)	interested in Economics.')
explain what makes you suitable (e.g. the skills you have)	make unsupported claims (e.g. 'I am a very determined
give examples of things you've done outside education	person.')
(but only if they show something about you)	mention negative points or make excuses for things you
say what your future aims are (if you're not sure, just say	haven't done
what you hope to gain from the course)	use famous quotations (they want to know what <u>you</u>
make yourself stand out from other applicants	think, not someone else)
check your spelling and grammar (and get someone	try to be funny (it usually doesn't work)
else to look at it too)	use underlining, bold type, etc. for emphasis
plan your statement and do plenty of research	copy from online examples (universities have ways of
make sure you keep under the word limit (if there is one)	checking this)
	leave it till the last minute

Below is a sample plan for a personal statement, explaining what information to include and how to arrange it.

PERSONAL STATEMENT PLAN

Paragraph 1: Why you are applying

Give your reasons for choosing the course.

Say why the subject interests you.

Explain how your interest developed.

Mention your ambitions for the future.

Paragraph 2: What you have done

Mention subjects you are studying (connected with the course).

Describe any extra reading you've done around the subject.

Give examples of activities (in and outside school) that show your interest.

(These could include visits, talks, work experience, volunteering.)

Paragraph 3: Why you are suitable for the course

Give evidence that you are the right person.

Mention skills that you have that will help you during the course.

(These can include non-academic skills like teamwork or time management.)

Say how your studies and extra activities developed these skills.

Discussion essays

There are several types of essay titles that ask you to discuss something. The most common ones are:

- comparing (e.g. What are the main differences between x and y?)
- for and against / advantages and disadvantages
- agreeing or disagreeing (e.g. Some people think ... How far do you agree?)
- opinion (e.g. What do think about ...?)

These are quite similar, but it is important to read the question carefully and make sure you understand what you need to do. It is then useful to write a plan in which you organise your ideas into paragraphs. The example below covers the first three types of essays above.

Paragraph 1: Introduction

Background to the question (What does it mean? Why is it important?) Statement of aims (What are you going to discuss?)

Paragraph 2: Advantages / arguments for / reasons for agreeing (examples)

Paragraph 3: Disadvantages / arguments against / reasons for disagreeing

Paragraph 4: Conclusion

Summary of arguments

Own opinion

The fourth type of essay, asking for your opinion of an idea, statement or quotation, can be a little more difficult to organise. Below is an example of a plan for a particular essay question.

Title: How are technological ways of written communication different from letters, and which purposes or situations are better for different methods?

Paragraph 1: Introduction

Letters becoming less popular / replaced by technological communication methods (examples)

Paragraph 2: general advantages of modern communication methods

Paragraph 3: advantages / disadvantages of social media, Twitter, etc. for communication

Paragraph 4: purposes/situations where letters are more suitable

Paragraph 5: Conclusion

Different types of writing suit different purposes and situations, so people will probably continue to write letters, even if less than before.

Formal letters

We write formal letters to people that we don't know or have never met, for example covering letters and letters asking for information. Below is an example of a short general enquiry/covering letter in a formal style. Note the underlined sentences and phrases, which are useful in most kinds of formal letter.

Dear Sir / Madam

<u>I am writing to enquire</u> about possible vacancies with you company. I am currently looking for employment as I am due to leave school at the end of June. I have good language and IT skills, which I hope would make me suitable for various jobs.

<u>I enclose</u> my CV, and <u>I would be grateful if you could</u> keep it on file in case of any future opportunities.

If you need any further information, please contact me.

<u>Thank you very much</u> for your help, and <u>I look forward to hearing</u> <u>from you.</u>

Yours faithfully,

This is the normal opening when you are writing to someone for the first time and don't know their name. If you know the person is male, use *Dear Sir* and if you know the person is female, use *Dear Madam*.

The simplest and most common way to begin a formal letter is to give your reason for writing.

This is the ending that goes with *Dear Sir / Madam*.

Business letters

The style of business letters is mostly the same as other formal letters. It is important to keep to the main point / purpose, but remain polite (without being too personal). Below are two examples of business letters.

Dear Mr Andretti

Thank you for your enquiry. I have pleasure in enclosing a full list of our products, as requested.

If you need any other information, please contact me.

Yours sincerely,

R. Allen

Ralph Allen General Manager Bestelec Ltd This is the normal opening when you know the name of the person you are writing to. If writing to a woman, use *Mrs* ----- for married women, *Miss* ----- for unmarried women or *Ms* ----- if you aren't sure.

This is the ending that goes with the *Dear Mr/Mrs/Miss/ Ms* ----- opening.

Our ref: ES/001

Re: electronic switches enquiry

Dear Mr Allen

Thank you for the product list you sent recently. We are interested in purchasing quite a large number of your electronic switches (item reference number 154/056).

Before placing an order, we would need to know if there is a guarantee on these parts, and how long it is. We would also require delivery within four weeks of placing the order. Could you confirm that this is possible?

We would be grateful if you could send details of methods of payment and whether the prices can be reduced for a large order.

Yours sincerely,

C. Andretti

Mr Carlo Andretti Purchasing Manager Kino Machine Tools It is common for companies to add a reference number (Ref) to their letters below the address and date, to help keep a record of communications.

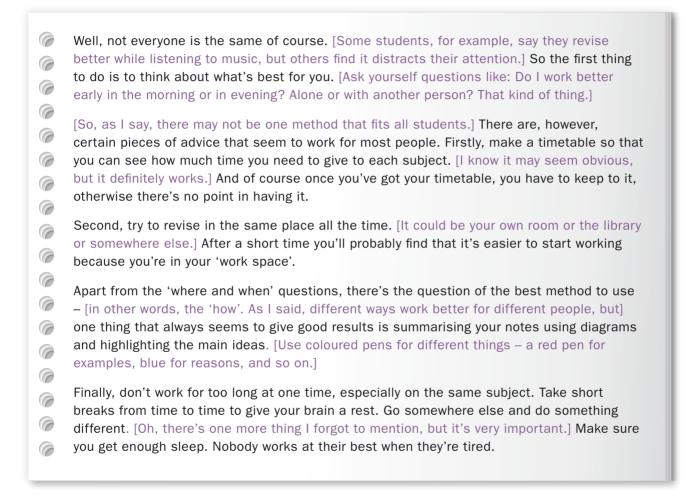
It is common in business letters to show at the top what the letter is about. Re is the abbreviation that introduces this.

Summaries

You may sometimes be asked to write a summary of a longer text. First, read through the text and underline or highlight the main ideas, and decide what you can take out without losing the main message. This will usually include:

- examples
- · information repeated in different words
- · extra comments and opinions

The example below shows examples of what you can take out from a text.



Finally, read through what is left and make sure it still makes logical sense. If necessary, rewrite some sentences in a shorter way and add any linking words or phrases that you might need to make the meaning clear.

Macmillan Education 4 Crinan Street London N1 9XW A division of Springer Nature Limited

Companies and representatives throughout the world Pupil's Book 12

ISBN 978-0-230-41587-4

Text, design and illustration © Springer Nature Limited 2015 Written by Steve Baxter

The author has asserted their right to be identified as the author of this work in accordance with the Copyright, Designs and Patents Act 1988.

First published 2015 This edition published 2018 First edition entitled English for Palestine Pupil's Book 12 published 2015 by Springer Nature Limited

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of the publishers.

Original design by Melissa Orrom Swan Page make-up by J&D Glover Ltd Illustrated by Ilias Arahovitis, Judy Brown, Jorge Santillan Cover design by Macmillan Publishers Limited 2011 Cover photograph by Norbert Sipos Picture research by Emily Taylor and Sarah Wells

The author and publishers would like to thank the following for permission to reproduce their photographs:

ArabianEye p8;

Alamy Stock Photo/Action Plus Sports Images p88(Messi), Alamy/Sarah Ahrens p109, Alamy/Corbis/Super RF p114(tm), Alamy/Cultura Creative p68(tr), Alamy/Heritage Image Partnership Ltd © ADAGP, Paris and DACS, London

2015 p104(tr), Alamy/Hero Images Inc. p58(bl), Alamy/Image Source pp58(tl), 92, 95, Alamy/Terry Mathews p104(tl), Alamy/George Munday p114(tr), Alamy Stock Photo/CORDON PRESS p88(Bale), Alamy/Pixsooz p45, Alamy Stock Photo/Laszlo Szirtesi p88(Ronaldo), Alamy/Valeriy Novikov p60(tl), Alamy Stock Photo/xMarshall p105(bm):

Corbis/Somos Images/Steve Hix p92; BananaStock/Punchstock p122(tr);

Brand X p119;

Getty Images pp112, 124; Getty Images/AFP/AHMAD AL-RUBAYE p40, Getty Images/Blend Images p102(cl), Getty Images/Bob Thomas Sports Photography p88(br), Getty Images/Peter Dazeley p11, Getty Images/Hero Images pp68(tl, br), 90(tr), Getty Images/iStockphoto p48, Getty Images/Photodisc p5, Getty Images/David Sacks p17, Alamy Stock Photo/Sport In Pictures p90(tl);

iStockphoto p111;

Macmillan Publishers Ltd/ Paul Bricknell p50;

OJO Images p21;

PhotoDisc/Getty Images p90(br);

Rex Features p4, Rex Features/Image Broker p105(br); Thinkstock/Getty Images/iStockphoto pp6, 55, 60(tm, tr), 68(bl), 76, 90(tm, bm), 102(br), 114(tl), 122(bl), Thinkstock/Getty Images/Moodboard RF pp90(bl), 102(tr), Thinkstock/Jurisam p105(bl).

These materials may contain links for third party websites. We have no control over, and are not responsible for, the contents of such third party websites. Please use care when accessing them.

The inclusion of any specific companies, commercial products, trade names or otherwise does not constitute or imply its endorsement or recommendation by Springer Nature Limited.

Any views expressed in this publication are those of the State of Palestine and represented by the Publisher on behalf of the State of Palestine.

Printed and bound in Palestine