



CALLAN

METHOD

11

STUDENT'S BOOK
STAGE 11: LESSONS 164–177

2013
EDITION



Student's Book

Stage 11

English in a quarter of the time!

The Callan ® Method was first developed and published in 1960 by R.K. T. Callan.
This edition was published for the international market in 2013.

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Student's Book – Stage 11

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Welcome to the Callan Method

Learning English with the Callan™ Method is fast and effective!

The Callan Method is a teaching method created specifically to improve your English in an intensive atmosphere. The teacher is constantly asking questions, so you are hearing and using the language as much as possible. When you speak in the lesson, the teacher corrects your grammar and pronunciation mistakes, and you learn a lot from this correction.

The Callan Method teaches English vocabulary and grammar in a carefully programmed way, with systematic revision and reinforcement. In the lesson, there is a lot of speaking and listening practice, but there is also reading and writing so that you revise and consolidate what you have learned.

With the Callan Method, the teacher speaks quickly so that you learn to understand English when it is spoken at natural speed. This also means that everyone is concentrating hard all the time.

English in a quarter of the time

The Callan Method can teach English in a quarter of the time taken by any other method on the market. Instead of the usual 350 hours necessary to get the average student to the level of the Cambridge Preliminary English Test (PET), the Callan Method can take as little as 80 hours, and only 160 hours for the Cambridge First Certificate in English (FCE).

The method is suitable for students of all nationalities, and ages. It requires no equipment (not even a whiteboard) or other books, and can be used for classes at private schools, state schools and universities. It is also possible for students to use the books to practise with each other when they are not at school.

In addition to this, students can practise their English online using the interactive exercises, which are available to students who study at licensed schools. Ask your school for details.

The Callan Method in practice

A Callan Method English lesson is probably very different from lessons you have done in the past. You do not sit in silence, doing a reading comprehension test or a grammar exercise from a book. You do not have 'free conversation', where you only use the English you already feel comfortable with. Of course, activities like this can help you, but you can do them at home with a book, or in a coffee bar. In a Callan Method lesson, you are busy with important activities that you cannot do outside the classroom. You are listening to English all the time. You are speaking English a lot, and all your mistakes are corrected. You learn quickly because you are always surrounded by English. There is no silence and no time to get bored or lose your concentration. And it is also fun!

So, what exactly happens in a Callan Method lesson, and how does it work?

The teacher asks you questions

The Callan Method books are full of questions. Each question practises a word, an expression, or a piece of grammar. The teacher is standing, and asks the questions to the students one by one. You never know when the teacher will ask you, so you are always concentrating. When one student finishes answering one question, the teacher immediately starts to ask the next question.

The teacher speaks quickly

The teacher in a Callan Method lesson speaks quickly. This is because, in the real world, it is natural to speak quickly. If you want to understand normal English, you must practise listening to quick natural speech and become able to understand English without first translating into your language. This idea of not translating is at the centre of the Callan Method; this method helps you to start thinking in English.

Also, we do not want you to stop and think a lot about the grammar while you are speaking. We want you to speak as a reflex, instinctively. And do not worry about mistakes. You will, naturally, make a lot of mistakes in the lessons, but Callan Method teachers correct your mistakes, and you learn from the corrections. When you go home, of course it will help if you read your book, think about the grammar, study the vocabulary, and do all the things that language students do at home – but the lessons are times to practise your listening and speaking, with your books closed!

The teacher says every question twice, and helps you with the answer

In the lesson, the teacher speaks quickly, so we say the questions twice. This way, you have another chance to listen if you did not understand everything the first time.

The teacher then immediately says the beginning of the answer. This is to help you (and ‘push’ you) to start speaking immediately. So, for example:

Teacher: *“Are there two chairs in this room? Are there two chairs in this room? No, there aren’t ...”*

Student (immediately): *“No, there aren’t two chairs in this room; there are twelve chairs in this room.”*

If the teacher does not ‘push’ you by giving you the beginning of the answer, you might start to think too much, and translate into your language.

The teacher will speak along with you all the time while you are saying your answer. So, if you forget a word or you are not sure what to say, you will always hear the next word or two from the teacher. You should repeat after the teacher, but immediately try again to continue with the answer yourself. You must always try to continue speaking, and only copy the teacher when you cannot continue alone. That way, you will become more confident and learn more quickly. Never simply wait for help from the teacher and then copy – you will not improve so quickly.

Long answers, with the same grammar as the question

We want you to practise your speaking as much as possible, so you always make complete sentences when you speak in the lesson, using the same grammatical structure as in the question. For example:

Teacher: *“About how many pages are there in this book?”*

Student: *“There are about two hundred pages in that book.”*

In this way, you are not just answering a question; you are making full sentences with the vocabulary and the grammar that you need to learn.

Correction by imitation

With the Callan Method, the teacher corrects all your mistakes the moment you make them. The teacher corrects you by imitating (copying) your mistake and then saying the correct pronunciation/form of the word. For example, if you say "He come from Spain", the teacher quickly says "not come - **comes**". This correction by imitation helps you to hear the difference between your mistake and the proper English form. You should immediately repeat the correct word and continue with your sentence. You learn a lot from this correction of your mistakes, and constant correction results in fast progress.

Contracted forms

In the lesson, the teacher uses contractions (e.g. the teacher says "I don't" instead of "I do not"). This is because it is natural to use contractions in spoken English and you must learn to understand them. Also, if you want to sound natural when you speak, you must learn to use contractions.

Lesson structure

Every school is different, but a typical 50-minute Callan lesson will contain about 35 minutes of speaking, a 10-minute period for reading, and a 5-minute dictation. The reading practice and the dictation are often in the middle of the lesson.

In the reading part, you read and speak while the teacher helps you and corrects your mistakes. In the dictation, you practise your writing, but you are also listening to the teacher. So, a 50-minute Callan lesson is 50 minutes of spoken English with no silence!

No chatting

Although the Callan Method emphasises the importance of speaking practice, this does not mean chatting (free conversation). You learn English quickly with the Callan Method partly because the lessons are organised, efficient, fast and busy. There is no time wasted on chatting; this can be done before or after the lesson.

Chatting is not a good way to spend your time in an English lesson. First, only some of the students speak. Second, in a chat, people only use the English that they already know. Third, it is difficult for a teacher to correct mistakes during a conversation.

The Callan Method has none of these problems. All through the lesson, every student is listening and speaking, practising different vocabulary and structures, and learning from the correction of their mistakes. And nobody has time to get bored!

Repeat, repeat, repeat!

Systematic revision

In your native language, you sometimes read or hear a word that you do not already know. You usually need to read or hear this new word only once or twice in order to remember it and then use it yourself. However, when you are learning a foreign language, things are very different. You need to hear, see and use words and grammatical structures many times before you really know them properly. So your studies must involve a system of revision (repeating what you have studied before). This is absolutely essential. If there is no system of revision in your studies, you will forget what you have studied and will not be able to speak or understand better than before.

In every Callan Method lesson, of course you learn new English, practise it, and progress through your book. However, you also do a lot of revision so that you can really learn what you have studied. Your teacher can decide how much revision your class needs, but it will always be an important part of your studies.

Also, because there is a lot of revision, it is not important for you to understand everything the first time; it gets easier. The revision with Callan is automatic and systematic. Every day you do a lot of revision and then learn some new English.

Revision in reading and dictation too

The reading and dictation practice in the lessons is part of Callan's systematic revision as well. First, you learn a new word in the speaking part of the lesson; a few lessons later, you meet it again when you are reading; finally, the word appears in a dictation. This is all written into the Callan Method; it happens automatically.

Correcting your dictations

With the Callan Method, there is little or no homework to do, but it is very important that you correct your dictations. These are printed in your book and so you can easily correct them at home, on the bus, or wherever. It is important to do this because it helps you to learn the written forms of the words you have already studied in earlier lessons.

Your first lessons with the Callan Method

During your first lesson with the Callan Method, all of the questions and some of the vocabulary are new for you; you have not done any revision yet. For this reason, the teacher may not ask you many questions. You can sit and listen, and become more familiar with the method - the speed, the questions, the correction etc.

History of the Callan Method – Robin Callan



Robin Callan is the creator of the Callan Method. He owns the Callan School in London's Oxford Street. He also runs Callan Publishing Limited, which supplies Callan Method books to schools all over the world.

Robin Callan grew up in Ely, Cambridgeshire, England. In his early twenties, he went to Italy to teach English in Salerno. Although he enjoyed teaching, Robin thought that the way in which teachers were expected to teach their lessons was inefficient and boring. He became very interested in the mechanisms of language learning, and was sure that he could radically improve the way English was taught.

He remained in Italy and started to write his own books for teaching English. He used these in his own classes and, over the following ten years, gained an immense amount of practical experience and a reputation for teaching English quickly and effectively.

When he returned to England, he opened his school in Oxford Street. As the method became more and more popular with students, the school grew and moved to larger premises. Robin continued to write his Callan Method books, and today the method is used by schools all over the world.

Robin Callan has always been passionate about English literature, especially poetry. For this reason, he bought The Orchard Tea Garden in Grantchester, near Cambridge, which attracts thousands of tourists each year. Throughout the 20th century, it was a popular meeting place for many famous Cambridge University students and important figures from English literature, such as Rupert Brooke, Virginia Woolf and E.M. Forster. Today, it is also home to the Rupert Brooke Museum.

Mr Callan now lives in Grantchester, but still plays an active role in the management of the Callan School in London.

The Callan School in London's Oxford Street

The largest private school in London

The Callan School in Oxford Street is the largest private school in London teaching English as a foreign language. Depending on the time of year, the school employs between 60 and 100 teachers and has an average of 1600 students passing through its doors every day. This number rises to more than 2000 in the middle of summer, similar to a small university.

Websites

Please visit the following websites for more information:

Callan Method <http://www.callan.co.uk>

Lots of information, including a list of schools around the world that use the method

Callan School London <http://www.callanschoollondon.com/en/callan-school>

All you need to know about the largest private English language school in London

How Callan Method Stages compare to CEFR* levels and University of Cambridge General English exams

* Common European Framework of Reference

It is difficult to compare the Callan Method books directly with the CEFR levels and Cambridge exams, but below is an approximate guide.

[illegible]

Introduction to Stage 11

In Stages 11 and 12, listening and speaking practice is done in the same lively manner as in the other Callan Method stages, and you also continue to do readings and dictations. However, Stages 11 and 12 are different from Stages 1–10 in two ways: they contain extra exercises to practise vocabulary, and they have sections to help you with writing.

Exercises

These introduce new words, phrases and expressions, and they also practise vocabulary you have learned already. Each one takes about five minutes to do. Do not worry if you are not sure about the answers; the idea is that you will learn by firstly doing an exercise and then going through it with your teacher. They are exercises, not tests.

There are three kinds of exercise – phrase exercises, word-building exercises, and word pool exercises.

In the phrase exercises, you choose one word (from a choice of four) to fit in a gap in a sentence. The exercises practise new uses of words you already know, or introduce common phrases and expressions with words you have learned before.

In the word-building exercises, you are asked to take a word you have learned before (e.g. “real”, from Stage 4) and make a new word from it (e.g. “realistic”).

Finally, in Stages 11 and 12 you will sometimes come across a word pool – a list of 15 words that the teacher will introduce to you. A few lessons after this, there will be a word pool exercise, which checks whether you have remembered the words. Each exercise has 15 sentences with a word missing. You have to complete each sentence by choosing the correct word from the word pool.

Writing Sections

In total, there are eight writing sections in Stages 11 and 12. They introduce you to various common types of writing that we all meet in everyday life, and which also appear in English language exams. In addition to giving you helpful advice, the sections provide examples of each type of writing, and also homework that you can do to practise outside school.

STAGE 11

LESSON 164

941 **bump** **bumpy** **bump into (run into)**

Do very tall people have to be careful not to bump their heads when they go through doorways? Yes, very tall ...

Is the road outside this building bumpy? Yes, ... ~ No, ...

Do you often bump into (run into) friends of yours when you're walking around town? Yes, ... ~ No, ...

incredible **odds**

Name a recent scientific advance that you think is absolutely incredible? I think ...

Why do you think lottery tickets sell in such large numbers in spite of the fact that the odds of winning are so incredibly small? I suppose ... in spite of the fact ... because ...

globe **global warming** **major**

minor **majority** **minority**

Name me a sporting event that's watched around the globe. ... is a sporting event ...

Do you consider global warming a major or minor problem? I consider ...

942 And do you think the majority of people agree with your view, or only a minority? I think ...

pedal **adjust** **ensure**

What do we rest our feet on when we're riding a bicycle? We rest ... pedals ...

In a car, what do we have to adjust to ensure our feet can rest on the pedals easily? In a car, we have to adjust the seat to ensure ...

Why should we always ensure that our spelling is correct before sending an email at work? We should ... because poor spelling can make a bad impression on people

make it

amateur

If you had a train to catch from the nearest station in ten minutes' time, do you reckon you could make it if you left right now? Yes, if ..., I think I could ... ~ No, if ..., I don't think I could ...

What percentage of amateur actors do you reckon manage to make it professionally? I reckon ... of amateur ... professionally

album

folder

release

What's a photo album? A photo album is a folder or book containing photographs

Is there any band whose albums you buy as soon as they're released? Yes, ... ~ No, ...

943

aware

go on

What does one have to do if one wishes to be aware of what's going on in the world? If one wishes to be ..., one has to ...

import

export

commodity

growth

economy

Is oil a commodity that this country mostly imports or exports? Oil is ...

Why is a growth in exports good for a country? A growth ... it strengthens the economy of the country

issue

on a ... basis

filthy

What, in your opinion, are the most serious issues facing mankind at the moment? In my opinion, the most ...

Do most magazines produce new issues on a weekly or monthly basis? Most ... on a monthly basis

Why does the government have to issue new banknotes on a regular basis? The government ... the old ones get filthy and torn

grand

magnificent

dress up

What do we mean by a grand occasion? By ..., we mean a large and magnificent event such as a big wedding

Do the guests at such events dress up? Yes, ...

944 Have you ever gone to a party dressed up as a famous person or character? Yes, ... ~ No, ...
Who?

bet

Do you think online betting should be legal or illegal? I think ...

plug

drill

What are the two common types of plug? The two ... a plug in a bath or sink, and an electrical plug

If you accidentally drilled through a water pipe in your house, how could you plug the hole until the plumber arrived? If I ..., ... by using special tape, a piece of cloth etc.

Do you plug in your mobile every night to charge it? Yes, ... ~ No, ...

What's the opposite of the verb "plug in"? The opposite ... "unplug"

option

Do you personally find online shopping a more and more attractive option these days? Yes, ... ~ No, ...

target

locate

Do people working in sales often have targets they have to meet each month? Yes, ...

945 If you were opening a clothes shop in this town and wanted to target young adults, whereabouts would you locate it? If I were ..., ...

Phrasal verb

The English language contains many phrasal verbs. A phrasal verb is a phrase consisting of a verb with one or two other words after it. The meaning of a phrasal verb is often not clear at all from simply looking at the verb. One example of this is "give up", meaning to stop a habit. The meaning has no obvious connection with the idea of giving – you need to learn it separately. Other examples of phrasal verbs are "get along with", meaning to have a good relationship with someone, and "set up", meaning to start an organization.

In Stage 11 of the Callan Method, there are a lot of common phrasal verbs. You should learn them in exactly the same way that you would learn any other word or expression in the language. Do not waste time trying to find a connection between the meaning of the verb and the meaning of the phrasal verb.

Give me an example of a phrasal verb, please.

... "give up" ... "get along with" ... "set up" etc.

end up

What percentage of the food you buy do you reckon ends up in the bin?

I reckon ...

authority

resent

topic

Why do you think some people resent those in authority, such as the government, the police and bosses?

I think ... because ...

Would you say you were an authority on any particular topic?

Yes, I'd say ... ~ No, I wouldn't say ...

946 **positive**

Are you positive you shut your door properly when you left home today?

Yes, ... ~ No, ...

call for

violence

If you were planning to see a film with a friend who lived close to the cinema, would you arrange to call for them on the way to the cinema or meet them there?

If I were planning to ..., I'd ...

In your view, are tougher laws called for in this country to deal with violence in society?

Yes, in my view, ... ~ No, in my view, ...

significant

Would a gift of £1,000 make a significant difference to your lifestyle?

Yes, a gift ... ~ No, a gift ...

at peace

At what time of the day do you feel most at peace with the world?

I feel most ...

encounter

Did you encounter any problems on your way here today?

Yes, I

encountered ... ~ No, I didn't encounter ...

947 after all

Give me an example of "after all" used to express that something eventually happened even though we thought it was not going to happen.

I was convinced she wouldn't arrive in time for the wedding ceremony but she made it after all

call off

When an event you've been looking forward to is called off, how do you feel?

When an event ... called off, I feel ...

medium

How many bedrooms does a medium-sized house in this town have?

A medium-sized house ...

lane

motorway

overtake

What should the outside lane on a motorway be used for?

The outside lane ... for overtaking

dash**cut short**

What do people mean during a conversation when they say "Sorry, I must dash"?

When people say ..., they mean they have to leave in a hurry and so cut short the conversation

948

since

Give me a sentence with the word "since" used with the meaning of "because".

We'll have to do the job ourselves, since it seems impossible to find anyone else to do it for us

Phrase exercise 1

From the four options given with each sentence, choose the one word that fits correctly in the gap.

- 1 Just call me on my mobile if you find yourself ... difficulty at all.
(a / with / some / in)
- 2 The Italian and Spanish languages are ... related; they both come from Latin.
(closely / greatly / nearly / similarly)
- 3 I don't ... anything against inviting our landlord to the party; I just think it's unusual.
(say / hold / have / do)
- 4 I was left ... when John told me his new plans for the business.
(speechless / voiceless / hopeless / useless)
- 5 I was so sure Sophie was perfect for this job, but it ... I was wrong.
(is appearing / has appeared / would appear / can appear)
- 6 I've met your boyfriend before, actually; ... it happens, we used to go to the same school.
(so / as / like / if)
- 7 The flat was on the small ... but he decided it was worth buying anyway.
(sort / side / sale / size)
- 8 You can go to the pub now and I'll catch up ... you after I've finished at the gym.
(to / for / at / with)

- 9 As an actor, he was always famous for ... himself into the roles he played. (throwing / selling / forming / losing)
- 10 I could never go climbing; I've got no ... for heights. (sense / head / eye / feel)
- 11 We'll need to work ... the clock to get this job done by the end of tomorrow. (around / throughout / over / towards)
- 949 12 He achieved great success in business, but ... the expense of his health, unfortunately. (at / with / for / against)
- 13 I made so many mistakes in the test; I'm not really on the ... today. (ball / game / boot / goal)
- 14 We all formed a queue and the doctor dealt with us ... turn. (by / about / in / over)
- 15 If the Chinese restaurant is closed, the ... thing would be the Indian, in my view. (second rate / runner up / close by / next best)



Dictation 115

The flood was causing enormous damage,/ so it came as a huge relief/ when the rains stopped./ Why not just go ahead/ and lie down?/ You should take a painkiller too./ Avoiding fried food/ and unhealthy desserts/ should help you lose some weight./ It's our belief/ that this tour will be a success;/ it could even make him/ one of the wealthiest musicians in the world./ My brother's preference/ for not following recipes when he cooks/ is something he got from our father./ Don't splash your sister;/ it's naughty!/ As we lay down our towels on the beach,/ we noticed that/ the yacht race going on nearby/ had attracted loads of spectators./ Rejoice, shave, affair, cure, creep.

LESSON 165

950

Word pool 1 (nouns)

doll	knuckle	tram
glove	calendar	fringe
spark	fountain	chapter
pirate	cable	tractor
peach	moustache	diagram

may well might well could well

When we put the word “well” immediately after the modals “may”, “might” or “could”, it changes their meaning from “perhaps” to “probably”.

What happens when we put the word “well” immediately after the modals “may”, “might” or “could”? When we put ..., it changes their meaning from “perhaps” to “probably”

Give me an example, please. He loves Spain so much that I honestly think he may well end up settling there

quit

What are the three forms of “quit”? The three forms of “quit” are “quit, quit, quit”

951 Make a sentence with the verb “quit”, please. I finally quit my job yesterday. She’d love to be a non-smoker but she’s never quit successfully.

sympathize bankrupt

Do you sympathize with people who start their own company but then go bankrupt? Yes, ... ~ No, ...

Why or why not?

suicide**commit suicide**

Is it illegal in your country to help someone to commit suicide? Yes, it's ...
~ No, it isn't ...

by no means**not by any means**

Give me a sentence containing the words "by no means" or "not by any means".
She is by no means the worst in the class.
She isn't by any means the worst in the class.

hand out**handout****give out****leaflet****passer-by**

Is it common to see people handing out (giving out) leaflets to passers-by in the street in this town? Yes, ... ~ No, ...

What do we mean by a handout in a business meeting? By a handout ...,
we mean a document that is given
to all the people attending the meeting

952

acquire**automatic**

By learning the language of a country, do you think one automatically acquires some knowledge of that country's culture? Yes, ... ~ No, ...

labour

Do people in jobs that require hard physical labour often need to retire earlier than those in office jobs? Yes, ...

sentence

If somebody is sentenced to a certain period of time in prison, do you agree they should be released early for good behaviour? Yes, ... ~ No, ...

catch up**tricky**

Supposing you missed two weeks of lessons, would it be tricky to catch up with the rest of the students in the class? Yes, supposing ..., it'd be ...
~ No, supposing ..., it wouldn't be ...

nasty

What's the opposite of "nice"?

The ... "nasty"

Give me an example, please.

There was a nasty smell
coming from the hotel kitchen

953 endure

Why do children find long car journeys hard to endure?

Children ... because they find it
difficult to sit still for a long time

edit

editor

publish

What does an editor in a publishing company do?

An editor ... edits books
(magazines etc.), making changes to the text and
correcting mistakes so that the work is ready to be published

spice

spicy

Name a country that uses a lot of spices in its cuisine.

India ...

Do you like spicy food?

Yes, ... ~ No, ...

affection

Would you agree that women generally show their affection for others
more easily than men?

Yes, ... ~ No, ...

chemist

chemistry

field

If someone says they work as a chemist, what kind of work do they do?

If ..., they either work as a scientist
in the field of chemistry, or they work
in a chemist's selling medicine to the public

954 domestic

appliance

Which domestic appliance do you feel saves people the most time?

The domestic appliance I feel ... is ...

harmony

divorce

If there's a lack of harmony in a marriage over a long period, what can it lead to? If ..., ... divorce

occur

slippery

motorist

Why do more road accidents occur when it rains? More ... roads are slippery, and motorists find it difficult to see

Does it ever occur to you that perhaps you should adopt a healthier lifestyle? Yes, it sometimes ... ~ No, it never ...

cute

Make a sentence with the word "cute", please. The baby looked so cute with a ribbon in her hair. I thought the shop assistant was cute but I was too shy to introduce myself.

beast

gorilla

What's a beast? A beast is a large and dangerous animal, such as a gorilla

955

grain

particle

What do we mean by a grain of sand, or a grain of rice? By ..., we mean one small particle of ...

Does your country produce the majority of its grain domestically or does it import most of it? My country ...

hip

What part of the body's this? This part ... the hip

apartment

inhabitant

considerate

Do the majority of the inhabitants of your town live in houses or apartments? The majority ...

Why is it particularly important for people who live in apartments to be considerate towards their neighbours? It's particularly ...

draw

The verb "to draw" is sometimes used with a basic meaning of "to move". For example, we can say that a train draws out of a station, or that winter is drawing near.

Give me an example of the verb "draw" used with the basic meaning of "move", please. The car drew away from the traffic lights very slowly

marvellous

vacation

Tell me briefly about a marvellous vacation you've had, or would like to have. A marvellous ...

956

range

equator

annual

drama

Do countries near the equator have a very limited annual temperature range? Yes, ...

Which type of film usually produces a wider range of emotions: a drama or a comedy? A ... usually ...

necklace

bracelet

Is there anyone in this room wearing a necklace or bracelet? Yes, ... ~ No, ...

household

be comprised of

chore

How many people is your household comprised of? My household ...
What's your least favourite household chore? My least favourite ...

panic

Name some situations in which it's common for people to panic.
Some situations in which ... are during an exam, when performing on stage etc.

bark

footstep

burgle

burglar

If guard dogs hear footsteps in the middle of the night, do they start barking loudly?

Yes, if ...

Do burglars tend to avoid burgling properties that have guard dogs?

Yes, burglars ...

957

shrink – shrank – shrunk

market

What causes certain clothes to shrink when they're washed?

Washing at an excessively high temperature causes ...

Do you think the market for new cars in your country has shrunk in recent years?

Yes, ... ~ No, ...

puzzled

What do I mean if I say "John had a puzzled expression on his face"?

If you ..., you mean he looked confused

peak

summit

considerable

What do we call the top of a mountain?

We call ... the peak or summit

In this part of town, is there a considerable increase in traffic during peak hours?

Yes, ... ~ No, ...

feel like

feel up to

What do you feel like doing this evening?

I feel like ...

If you had a nasty cold one weekend and didn't feel up to going out, what would you do instead?

If ..., I'd ...

frustrate

silly

Do you feel frustrated when you make silly mistakes?

Yes, ...

958

pull in (draw in)

pull out (draw out)

How would you feel if a train you'd hoped to catch was pulling out from the platform just as you arrived?

If ..., I'd feel ...

dye

transform

If you dyed your hair a completely different colour, would it transform your appearance?

Yes, ...

restrain

circumstance

Under what circumstances do the police decide to restrain someone physically?

The police decide ...

section

conclusion

In a newspaper, where's the sports section usually located?

In ..., ...
at the back

What do we call the final section of an essay?

We call ... the conclusion

contact lenses

Why do some people have a preference for wearing glasses rather than contact lenses?

Some people ...

959

Word-building exercise 1

For each sentence below, change the word printed at the beginning so that it fits correctly into the gap. Put your answer on the right.

Answers

e.g **luck**

She was ... to win the game.

..... *lucky*

1 **visit**

There was something to eat for the majority of ..., but not everyone.

.....

2 **deep**

The length of the swimming pool isn't important; it's the ... we need to know.

.....

3 **centre**

The property is being built quite ..., near the main railway station.

.....

4 **real**

The painting was so ... that, at first, I thought it was a photo.

.....

5	fashion	He thinks those trousers make him look young and ..., but they don't.
6	account	She's thinking of becoming an ... as she's very good with numbers.
7	culture	This film was not a great financial success, but it is of great ... interest.
8	large	I'm thinking of ... the photo you took and putting it up on the wall of the living room.
9	part	Our efforts to gain the support of the local population have only been a ... success.
10	circle	He claims he saw a large ... object with lights on it flying over his garden last night.
11	forget	I'm rather ... sometimes so I think I'd better write the address down.
12	bore	A good book always helps to relieve the ... of a long train journey.
13	popular	The ... of the show made all the actors famous around the world.
14	stupid	Their behaviour was a result of ... rather than any desire to cause damage.
15	decide	I'm normally fairly ... but I really don't know what to do in this case!

LESSON 166

961

General advice for writing

Please note: There are writing homework titles at the end of this book.

punctuation

linking words

When we create a piece of writing, we should:

- **make a simple plan on paper before we start to ensure that we include all the information we need to, and that our information is clearly organized;**
- **check our punctuation, spelling and grammar when we've finished.**

garment

entitle

From: Douglas Freeman
To: Samuel Bradley
Subject: Refund request

(1) Remember to have an introduction paragraph that tells the reader why you're writing and what they're going to read about.

Dear Mr Bradley

I am writing to complain about a T-shirt that I bought from your Kingsley Street store on 22nd November, and to make a request for a refund.

962

The T-shirt in question is red, medium size, and from your "Forever" range. After wearing the garment once, I washed it at 40°C, the recommended temperature. However, during the wash, the T-shirt lost much of its colour and is now pink. Moreover, it shrank to almost half its original size and is therefore unwearable.

I returned to your store on 25th November but I was informed by a member of staff that I was not entitled to a refund owing to the fact that the T-shirt had already been washed. I explained the situation but, although the lady was very polite, she did not offer me my money back. I was advised instead to contact you directly if I wished to take the matter further.

(3) Avoid using contractions when you want to use a formal style. To decide whether a piece of writing should be written in a formal style or not, think about who will read it.

... *I have* been a loyal customer of Bradley & Co. for several years and have never had any issue with the products I have bought. *However*, I hope you are able to understand the frustration that I feel in this case, and that you will consider this request for a full refund:

(2) Separate your writing into different paragraphs so that the reader knows when you're changing subject, or starting a new point.

Yours sincerely

Douglas Freeman

(4) Use linking words and expressions to connect your ideas together clearly.

When we create a piece of writing, like a letter or an essay for example, how can we ensure that we've included all the information we need to, and that our information is clearly organized?

When ..., ... by making a simple plan on paper before we start

Why is it important to separate our writing into different paragraphs?

It's ... so that the reader knows when we are changing subject, or starting a new point

What must we remember to put at the beginning of any piece of writing?

We ... an introduction paragraph ...

Why?

So that the reader knows why we're writing and what they're going to read about

When should we not use contractions in writing?

We ... when we want to use a formal style

963 How can we decide whether a piece of writing should be written in a formal style or not?

We can ... by thinking about who will read it

How can linking words and expressions help with writing?

Linking ... because they connect our ideas together clearly

Give me four examples of linking words or expressions, please.

however; consequently; in order to; owing to

When we've finished writing, what kinds of things should we check?

When ..., ... our punctuation, spelling and grammar

landscape

gorgeous

Which region of your country is best known for its gorgeous landscape?

... is best known ...

off

If I was off sick (or took a day off) one day, would someone else come to teach this class or would the lesson be cancelled?

If ..., someone else

would ... ~ If ..., the lesson would be cancelled

If I say "I'm off now; see you later", what does the word "off" mean?

If ..., ... "leaving"

tablet

dose

Do painkillers normally come in tablet form?

Yes, painkillers ...

And what's the normal dose?

It depends, but ... two tablets

964

wink

blink

What am I doing?

You're winking

What's the difference between the verbs "wink" and "blink"?

The difference ... winking involves closing only one eye, whereas blinking involves closing both eyes

distinct

Do you think it's a good idea to keep one's private life distinct from one's work life?

Yes, ... ~ No, ...

Why or why not?

Can a haircut make a distinct difference to a person's appearance? Yes, ...

occupy

occupant

How do you usually occupy your spare time?

I usually occupy ...

Who are the occupants of the house (or flat) next to yours?

The occupants ...

clear up

mess

a good deal of

When teenagers have a party, is there normally a good deal of mess to clear up afterwards?

Yes, when ...

If it were raining and I said "It looks as though it will clear up soon", what would I mean?

If it were ..., ... stop raining soon

965

aspect

Which aspect of your job (or studies) do you like the most?

The aspect ...

carry out

efficiency

tendency

Would you say you were good at carrying out instructions with great efficiency, or do you have a tendency to take too long getting things done?

Yes, I'd say ... ~ No, I wouldn't say ...

by land

by air

Do you prefer to travel by land, by sea, or by air?

I prefer ...

Why?

gaze

assume

If you were a teacher and saw one of your students gazing out of the window during a lesson, would you assume they were not paying attention?

Yes, if I were ... ~ No, if I were ...

thrill

thrilling

suspense

spy

tedious

When we're describing films, what do we mean by a thriller?

When ..., by a thriller we mean a film with an exciting story, full of mystery and suspense

966 Do you think the work of a spy would be mostly thrilling or often tedious?

I think ...

Which famous person would you be most thrilled to meet?

I'd be ...

nickname

Have you ever had a nickname?

Yes, ... ~ No, ...

What?

How did you get that nickname?

I got ... because ...

run

weekday

Do some buses in this town run more frequently on weekdays than at weekends?

Yes, ... ~ No, ...

drop in

drop by

Do you like to be surprised by friends dropping in (dropping by) for a chat, or do you prefer them to give you a ring to let you know they're coming?

Yes, I like ... ~ No, I don't like ...; I prefer ...

on business

holidaymaker

tip

At a hotel, how can you tell the difference between holidaymakers and those who are there on business?

At a hotel, you can tell ...

967 What tip would you offer a holidaymaker who was visiting your country for the first time?

The tip I'd offer ... would be ...

irritable

Do you get irritable if you go without food for a long time?

Yes, ... ~ No, ...

sack

get the sack

fire

employment

react

What do we use sacks for?

We use sacks for transporting and storing things like vegetables, especially potatoes

What does the expression "to get the sack" mean?

The expression ...
to be dismissed from employment

How would you react if you were unfairly fired from a job you liked,
especially if there were mass unemployment at the time? If I were unfairly
..., I'd react by ...

deadline

What's a deadline? A deadline is a time or date
before which something has to be finished

Give me an example, please. Our boss has moved the deadline back so
we've got an extra week to get everything done

968

all at once

What can we say instead of "suddenly"? ... all at once ...

Give me an example, please. We'd just got to the beach when,
all at once, it began to pour down

stale

oxygen

Why is it important to ensure that the air in a classroom doesn't become
stale? It's ... because stale air lacks oxygen,
which is essential for the brain to work properly

scar

What do we call the mark left on our skin after a wound has healed?
We call ... a scar

get at

chemical

How can parents prevent their young children from getting at medicine
bottles or containers with chemicals in them? Parents can ... by storing
them on high shelves, or in locked cupboards

grandchild

grandson

granddaughter

Do your parents have any grandchildren? Yes, my parents have a
grandson, granddaughter etc.
~ No, my parents don't have any grandchildren

prescribe**depressed****depression**

If someone feels constantly depressed, can their doctor prescribe medicine to help relieve the depression? Yes, if ..., their doctor ...

blank

Why do people's minds sometimes go blank when they're trying to answer a question in a job interview? People's minds ... because they feel stressed

put off

Do you believe in the saying "Never put off until tomorrow that which you can do today"? Yes, ... ~ No, ...

Why or why not?

Would you be put off going to a restaurant with a good reputation if a friend told you they'd recently had an awful meal there? Yes, ... ~ No, ...

elementary

Name a sport for which the rules are fairly elementary. ... is a sport for which ...

fee**absurd**

What kind of people (i.e. which professions) are well known for charging absurdly high fees for the work they do? ... are well known for ...

genuine**fake****assure****certificate**

When buying an expensive painting or other work of art, how can you assure yourself that it is genuine and not a fake? When ..., ... by asking to see a certificate, getting a second opinion from an expert etc.



Dictation 116

Of course I don't approve/ of misbehaviour,/ but I can't monitor my children/ all the time,/ and it'd be unnatural/ if they never did anything wrong,/ wouldn't it?/ The sailor's refusal/ to associate himself with the plan/ to cross the channel at night/ had been expected;/ it was hardly logical./ Walking into court,/ Pete felt both scared and embarrassed./ A climber's chief concern/ is always the quality/ of his equipment./ She has superior knowledge/ of the subject/ and we definitely aim/ to take advantage of that./ The primary reason/ for baby pigeons/ being such a rare sight/ is that they tend to remain in the nest/ for such a long time./ Image, slide, rude, click, anyway.

.....

Emphasis: Inversions after negative or limiting adverbials

Some examples of limiting adverbials are: "rarely", "hardly", "barely", and "little".

For example, instead of saying "I have never met such a rude man", we can emphasize the idea of "never" by saying "Never have I met such a rude man". Notice that, even though this sentence is not a question, we say "have I met" rather than "I have met". Another example of an inversion is "Hardly had I walked into my office when the phone started ringing". This means that the phone started ringing immediately after I walked into my office.

Not only ... Not only can she speak French but she can also speak German

No sooner ... No sooner had she graduated from university than she found a fantastic job

I had barely sat down when the cat jumped onto my lap Barely had I sat
down when the cat jumped onto my lap

He isn't a friend of mine by any means

By no means is he a friend of mine

She rarely calls her parents these days

Rarely does she call
her parents these days

Mary had no idea that we had arranged a party for her birthday

Little did Mary know that we
had arranged a party for her birthday

margin

Do you make notes in the margin of your Student's Book?

Yes, ... ~ No, ...

stand a chance

participate

In a major sporting competition such as the Olympics, do you think it's important for everyone participating to believe they stand a chance of winning?

Yes, in a ... ~ No, in a ...

sell out

How do you feel when you go to buy something you've really been looking forward to getting and discover that the shop has sold out?

When I go ..., I feel disappointed and frustrated

973

call in

call by

The phrasal verb "call in" means "visit briefly", but notice the following difference in structure: we call in on someone, whereas we call in at a place.

We can also call by (at) a place.

Give me an example of "call in on", please.

John was off sick, so I called
in on him to check if he needed anything

Do you often call in at your local supermarket on your way home after school (or work)?

Yes, ... ~ No, ...

Why might someone need to call by (at) their office even though it's their day off?

Someone might need ...

needless to say

Give me an example of the expression “needless to say”, please.

Angela was offered a job yesterday; needless to say, she’s delighted

phase

rebel

grumpy

stubborn

cope

on top of

What do parents mean when they say their son or daughter is going through a difficult phase?

When parents ..., they mean their son or daughter is going through a temporary period of rebelling against them, and is difficult to cope with, perhaps because they’re being grumpy and stubborn

Do some university students find it hard to cope if they have to do a part-time job on top of studying for their degree?

Yes, ...

974

donate

If you won £20,000,000 in a lottery, how much would you donate to charity?

If ..., I’d ...

tradition

traditional

costume

Describe a traditional costume or a traditional dish from this (or your) country.

A traditional ...

racket

gang

gangster

decent

the 1920s (1930s etc.)

If a gang of young men were making a racket outside your house in the middle of the night, would you call the police, go out and talk to them, or just try to ignore the racket?

If ..., I’d ...

How much do you reckon a decent tennis racket costs these days?

I reckon ...

Were most of the rackets in America in the 1920s and 1930s controlled by gangsters? Yes, ...

mph

kph

If you were travelling at 80 kph, what would your speed be in miles per hour? If ..., my speed would be 50 mph

vacuum

How does a vacuum cleaner work? A vacuum cleaner works by sucking dirt up through a tube into a container

975

jar

honey

What kind of food do we buy in jars? We buy jam, honey, coffee etc. in jars

thanks to

fabulous

Give me an example of "thanks to", please. Thanks to his fabulous work, we were all able to go home early

wear off

About how long after taking a dose of painkillers for a headache would you expect the pain to start wearing off? I'd expect ...

fuss

fussy

Why do grandparents often make a fuss of their grandchildren when they see them? Grandparents ...

If you checked into a hotel room and found it hadn't been cleaned properly, would you make a fuss about it? Yes, if I ... ~ No, if I ...

What do we mean by a fussy eater? By ..., we mean someone who is difficult to please as regards food because there are many things they don't like eating

976

routine

task

vary

Describe your daily routine, please. I wake up at ..., and then ...

Would you prefer a job where you had a regular routine or one where your tasks varied from day to day? I'd prefer ...

break up **asset**

When a married couple break up, do you think their assets should always be divided equally in the divorce? Yes, ... ~ No, ...

uneasy

Why do many people feel uneasy when they think about the future of the planet? Many ...

district **continent** **settlement**

What's generally the difference between the words "district" and "region"?
The difference ... is that "district" is generally used to describe a distinct part of a city for official reasons, whereas "region" is generally used to describe a distinct part of a larger area such as a country, continent, or even the world

Where were the first English settlements on the continent of North America: on the east coast or the west coast? The first ... on the east coast

977 **grocer** **greengrocer** **specialize**

What's the difference between a grocer and a greengrocer?
The difference ... a grocer sells all kinds of food and everyday household goods, whereas a greengrocer specializes in selling fruit and vegetables

try out **try on** **hi-fi** **speaker**

accessory

Which of these sentences is correct: "He tried out the hi-fi speakers before buying them" or "He tried on the hi-fi speakers before buying them"? "He tried out ..." is correct
Why? Because "try on" is only used when we're talking about clothes, and accessories such as hats, items of jewellery etc.

So give me an example of “try on”, please.

I tried on the hat
but it looked absurd!

Word pool 1: revision exercise

For each sentence below, choose one word from the word pool that fits correctly in the gap.

doll	knuckle	tram	glove	calendar
fringe	spark	fountain	chapter	pirate
cable	tractor	peach	moustache	diagram

978

- 1 Every on Donald’s right hand felt sore after the boxing match.
- 2 Do you want to try a ? They’re very sweet, and from our own garden.
- 3 I can explain my plan by drawing a simple if you prefer.
- 4 His career as a came to a sudden and violent end.
- 5 You drive the , but go slowly; I’ll be behind you on the cart with the apples.
- 6 Mary’s is rather long; you can hardly see her eyes.
- 7 The climate’s so dry that it only takes a single to start a fire.
- 8 The children kept cool by splashing around in the in the park.
- 9 I have no idea where this goes. It just seems to disappear into the ceiling.
- 10 This is my favourite because it’s got a blue and yellow dress, just like mine!

- 11 There's a that runs quite regularly from here to the city centre.
- 12 The main character isn't introduced until the seventh , which is unusual.
- 13 According to my , your birthday's on a Saturday this year.
- 14 I didn't recognize him at all; he's shaved his off!
- 15 If you see a anywhere, tell me; I've lost one and it's freezing outside.

LESSON 168

979

Common prefixes (1)

respectively

A prefix is a group of letters we add at the beginning of a word, usually to change the meaning of the word. For example, the prefixes "over-" and "under-" add the meanings of "too much" and "too little" respectively. So, the verb "overeat" means "eat too much" and "undereat" means "eat too little".

Some other common prefixes are: "re-" (meaning "again"), "co-" (meaning "together"), "un-" (meaning "not" or "opposite of"), and "inter-" (meaning "between").

What meaning can the prefix "re-" add to a word? The prefix ... "again" ...

Give me an example, please. At his first attempt, he failed to get into the university, but then he reapplied and succeeded

What meaning can the prefix "co-" add to a word?

The prefix ... "together" ...

Give me an example, please. Although the two nations used to be enemies, they coexist very happily today

What meaning can the prefix "un-" add to a word?

The prefix ... "not" or "opposite of" ...

Give me an example, please. It was unprofessional of him not to unplug the TV before trying to fix it

What meaning can the prefix "inter-" add to a word?

The prefix ... "between" ...

980 Give me an example, please.

The hotel offers interconnecting rooms for family groups

reserve

can

emergency

boot

If you had called to reserve a table at a restaurant but then discovered on arriving that there was no record of the booking, what would you expect to happen? If ..., I'd expect ...

Why do some drivers carry a can full of petrol in the boot of their car?

Some drivers ... so that they always
have petrol in reserve in case of an emergency

terror

terrorist

citizen

Why is a terrorist called a terrorist?

A terrorist is ... because he tries to create
terror among the innocent citizens of a country

outrageous

Give me an example of the adjective "outrageous", please.

I'm never
inviting him to a party at my
place again; his behaviour was outrageous!

exhaust

nervous exhaustion

get away

finish up

heart attack

How soon do you think it'll be before the world exhausts its supply of oil?

I think it'll be ... before ...

981 What often happens to people who work in a high-pressure business
environment and never even get away for an annual holiday?

People who ... often suffer from
high blood pressure, nervous exhaustion,
and could even finish up having a heart attack

relevant

Which academic subjects do you feel are most relevant to young people's
needs in the real world?

I feel ...

stamp

cross

Do small children sometimes stamp their feet when they're cross?

Yes, small ...

respond

tense

stiffen

grip

gripping

excite

How do people usually respond physically in very tense situations? In ...,
people usually respond physically by
becoming tense themselves; their bodies
stiffen, they grip any available object, like the
arm of a chair, and might become nervously excited

Name a film you've seen that you found gripping from start to finish.

A film I've seen that ... is ...

kitten

puppy

What do we call a baby cat?

We call ... a kitten

982 And a baby dog?

We call ... a puppy

armed

go off

gunman

desperate

Are most police officers in your country armed or unarmed?

Most ...

If you heard a gun go off in the street and then saw the gunman running
past you, would you go after him?

Yes, if I ... ~ No, if I ...

Why or why not?

Because I'd consider it my duty
as a citizen ~ Because I'd stand no chance
against an armed and perhaps desperate criminal

at a time

Do you find that troubles seldom come to you one at a time but in threes
and fours?

Yes, ... ~ No, ...

visible

Is the moon often visible during the day?

Yes, ... ~ No, ...

lawful**unlawful**

Can you think of anything which is quite lawful, but which you think should be made unlawful?

Yes, ... ~ No, ...

983 What?

hand in**notice**

How do you feel when you hand in your papers at the end of an exam?

When ..., I feel worried, relieved it's all over etc.

What do we mean when we say that someone hands in their notice?

When ..., we mean that they inform their employer that they are going to leave their job

youngster**hang out****hang around**

Where do youngsters often choose to hang out when they're not at school?

Youngsters ...

Do students at this school sometimes hang around after class to speak to their teacher?

Yes, ...

prick

How does a doctor obtain a small sample of blood from a patient?

A doctor ... by pricking the end of the patient's finger with a needle

in ink (pencil etc.)**candidate****examiner**

Why are candidates in an exam usually asked to write in ink rather than in pencil?

Candidates in an ... to make it easier for examiners to read, so that what they write is permanent and can't be changed later etc.

984 **keep off**

What does a notice saying "Keep off the grass" mean?

A notice ... don't walk on the grass

tank

volume

overflow

author

earphones

headphones

When did military tanks first appear in battle? Military tanks ...
during the First World War

What would happen if the volume of water poured into a water tank was too great? If ..., the tank would overflow

If an author you liked a lot wrote a story so long that it had to be published in two or even three volumes, would that put you off reading it? Yes, ... ~ No, ...

What's the danger of regularly listening to music at high volume on earphones or headphones? The danger ... is that one can damage one's hearing

vegetarian

vegan

dairy

What's the difference between a vegetarian and a vegan? The difference ...
a vegetarian chooses not to eat meat or fish,
whereas a vegan also chooses not to eat anything else
that comes from an animal, such as eggs, dairy products etc.

985

extent

dictate

If you give someone your opinion on something and they say "I agree with you to an extent", what do they mean? If I ..., they mean they agree with me partly but not completely

Is your mood dictated by the weather to some extent? Yes, my mood's ... to some extent ~ No, my mood isn't ... at all

bubble

Name a common drink that contains bubbles. ... is a common ...

boost

What do you eat when you need a quick energy boost between meals? When ..., I eat ...

community**resident****folk**

Is there a strong sense of community among the residents of the area where you live?

Yes, ... ~ No, ...

What do we mean by folk music?

By ..., we mean the traditional music of a particular community

986

weep – wept – wept

The verb “to weep” means to cry as a result of emotion (rather than physical pain). We usually weep because of sadness, but can also weep as a result of joy, relief, frustration etc.

What are the three forms of “weep”?

The three forms of “weep” are “weep, wept, wept”

Do people often weep at the funeral of someone they were very close to?

Yes, ...

as for

The expression “as for ...” means “as regards ...” and we use it when we want to move on to a different aspect of a particular topic. For example, “The government has made major improvements in education. As for the health system, however, it still has a great deal of work to do”.

Give me an example of “as for”, please.

Sandra thought the film was a bit of a drag. As for me, I loved every second of it.

Phrase exercise 2

From the four options given with each sentence, choose the one word that fits correctly in the gap.

- 1 I didn't understand everything she was saying about the computer; that kind of thing is all a bit ... me.
(over / against / beside / beyond)
- 2 I took the ... of borrowing one of your pullovers yesterday; I hope you don't mind.
(liberty / choice / licence / advantage)

- 3 I'm sure you can become a successful artist if you ... your mind to it.
(put / throw / settle / push)
- 4 Oh come on; it's not that bad. Try to look on the ... side!
(up / good / bright / optimistic)
- 5 The teacher pointed out a few errors in my essay but said that, by and ..., it was good.
(small / big / little / large)
- 6 All the students were given a test, but the teacher ... an exception in my case because I was ill.
(took / gave / made / did)
- 7 Working extra hours today actually works in my ...; I'll be able to finish early tomorrow, and it's my birthday!
(favour / advantage / benefit / profit)
- 8 They should all pass the exam with ... colours.
(brilliant / racing / flying / massive)
- 9 This painting's rubbish; I'm going to start again from ... and do a new one.
(rip / scratch / mark / tear)
- 10 The programme was made by students at the university, ... association with Northern TV.
(and / any / in / the)
- 11 The morning was cloudy but the sun came ... in the afternoon.
(out / by / in / across)
- 12 Do you have enough money to ... the cost of all the repairs your car needs?
(cap / bridge / cover / mask)
- 13 Players were chosen for the match ... the basis of their performances in the previous four weeks. (with / on / by / for)
- 14 He's asked me for a big favour, which puts me in a difficult ..., to be honest.
(condition / position / mind / state)
- 15 The hotel computer network is ... at the moment, so guests can't access the internet.
(out / down / off / under)



James knew/ opening one of the packages,/ which looked exactly alike,/ would kill him./ We made no allowance/ for the possibility/ that the lonely track/ might lead nowhere./ Kate's now ashamed/ of how selfishly she behaved./ There are four designers altogether/ working on the wedding ceremony,/ and the tragedy is that/ I know it's still going to be awful./ The spread of a disease/ through any environment/ depends on how contagious it is./ The main points/ of each stage in the legal process/ were read aloud/ for all to hear./ Both men begged in vain/ to be forgiven by the nation/ for the damage they'd caused./ Curl, pinch, pastry, aside, bold.

LESSON 169

989

Word pool 2 (verbs)

knit

grieve

punch

dial

tease

spray

prohibit

illustrate

dominate

stab

yell

loathe

insert

perceive

demolish

cheerful

decorate

impact

Do you usually wake up in a cheerful mood?

Yes, ... ~ No, ...

Do you think that decorating an office in a bright and cheerful manner has any impact on the quality of work that people produce? Yes, ... ~ No, ...

elsewhere

atmosphere

Give me an example of "elsewhere", please.

The atmosphere in the bar was distinctly unpleasant, so we decided to go elsewhere

foundation

collapse

What might happen to a building if it doesn't have decent foundations?

If a building ..., it might start sinking into the land, and could eventually collapse

990

lounge

sitting room

terminal

What's a lounge?

A lounge is a large room in a private house, a hotel, an airport terminal etc. where people can sit and relax

What two other names are commonly used for a lounge in a private house? Two other names ... "sitting room" and "living room"

glimpse **glance** **before long**

What's the difference between "to glimpse" and "to glance"?
The difference ... "to glimpse" means to see something for a very short time, whereas "to glance" means to look at something for a very short time

What am I doing? You're glancing at your watch, the picture on the wall etc.

What do I mean if I say "I glimpsed the stadium in the distance several times as I drove through the town"?
If ..., you mean you briefly saw the stadium several times

If you visited India, would it be reasonable to assume that, before long, you'd catch a glimpse of a tiger? Yes, ... ~ No, ...

handy **on hand** **dispose of**

junk **spam**

Do you always keep a pen handy in case you need one? Yes ... ~ No, ...

991 At major public events such as music festivals, are there always ambulances on hand to deal with medical emergencies? Yes, at ...

Do you believe it's better to dispose of old junk rather than keep stuff in case it comes in handy one day? Yes, I believe ... ~ No, I don't believe ...

What do we mean by junk email, or spam? By ..., we mean unwanted email that is sent to a huge number of people

contemporary

Who's your favourite contemporary author? My favourite ...

launch

satellite

rocket

technology

technological

come down

How are satellites launched into space?

Satellites ... rockets

Why do some people buy products, especially technological products, as soon as they're launched rather than wait a while for prices to come down?

Some people ... because they're excited by the product and can't wait to get one of their own

exceed

earnings

overdrawn

overdraft

Name a place you've visited that exceeded all your expectations. ... is a place I've ...

992 What happens if a person's spending constantly exceeds their earnings?

If ..., they go overdrawn at the bank

Is it fairly normal for university students in your country to end up with large overdrafts?

Yes, ... ~ No, ...

sketch

outline

What's a sketch?

A sketch is a quick drawing that shows the rough outline of something and just a few details

Briefly outline your plans for the rest of the day, please.

My plans ... are ...

inspire

Who in your life would you say had inspired you more than anyone else?

I'd say ... had inspired me ...

Why?

dawn

What do we call the time of day when the sun is just beginning to rise?

We call ... dawn

vital**welfare**

Is there anywhere in this country where tourism is vital for the welfare of the local community? Yes, ... ~ No, ...

993 Where?

Name some of the vital organs in the human body, please. Some of ...
heart, lungs, stomach etc.

What do we mean when we refer to the welfare state?

When ... we mean the government system in many countries that aims to ensure that the standard of living and health of the population is above a certain minimum, often by providing financial benefits to those who need them

secure**security****invest****pension****stock market****handcuffs**

What do we mean if we describe someone as insecure? If ..., we mean that the person doesn't have much self-confidence and worries too much

If you wanted maximum security for your money, would you rather set up a pension, invest in the stock market, or save the money in a bank account? If ..., I'd rather ...

Why?

When the police arrest a criminal, what do they use to secure the person's wrists together? When ..., ... handcuffs ...

994

technique**secretary**

Is it still important to learn proper typing technique if you want to work as a secretary these days? Yes, ... ~ No, ...

unit

Do we use the same unit of measurement when considering small volumes of liquid as we do when measuring large volumes? Yes, ... ~ No, ...

sweater

jumper

What are two other common names we can use instead of "pullover"?

Two ... "sweater" and "jumper"

professor

lecture

lecturer

Is there any difference between a professor and a lecturer? Yes, there's ...

What?

give directions

turning

Would you say you were good at giving people directions? Yes, ... ~ No, ...

If I drove from here to the nearest station, how many turnings would I have to make?

If ..., you'd have to make ...

995

get together

excursion

When on holiday, do you enjoy getting together with other tourists to go on organized excursions? Yes, ... ~ No, ...

Why or why not?

Which would you enjoy more this evening: a large party at a public venue, or a small get-together at someone's house? I'd enjoy ... more than ...

Why?

look out

watch out

alert

disrupt

suspend

What is meant when someone shouts "Look out!" or "Watch out!"?

When ..., they mean "Be careful", usually because something dangerous is about to happen

What does a soldier do when he's told to keep a look out?

When ..., he stays alert and carefully observes everything happening in the surrounding area to check for unusual activity

What happens when there's a security alert at a railway station or an airport? When ..., all services are disrupted.

When ..., all services are disrupted
or have to be suspended until the alert is over

gossip

Do you enjoy listening to and reading gossip?

Yes, ... ~ No, ...

996

leisure

pursue

siren

When you eventually retire from work, what kind of hobbies do you think you might pursue to help fill your extra leisure time? When ..., I think

I might pursue hobbies such as ... to help fill ...

When police officers are pursuing a suspect, why do they turn on the siren in their car? When ..., they turn ... to

When ..., they turn ... to warn
other drivers to be careful etc.

disability

Which disability do you imagine has the biggest impact on a person's life:
being deaf or being blind? The disability that I imagine has ...

The disability that I imagine has ...

Why?

Word-building exercise 2

For each sentence below, change the word printed at the beginning so that it fits correctly into the gap. Put your answer on the right.

Answers

e.g. luck

She was ... to win the game.

lucky

1 electric

Do you have the phone number of a good ... you could recommend?

[illegible]

2 maintain

Getting a new car would mean the cost of ... would be lower.

3 cruel

The animals were treated with ...
from the first moment they arrived
on the farm.

4	educate	Some computer games can be very ... as well as great fun.
5	equal	Do you think there's true ... between men and women in this country?
6	just	There's no way you can ... terrible behaviour like that!
7	save	I'm thinking about taking out all my ... and buying a boat.
8	type	My grandmother's first job was as a ... in a large publishing company.
9	ambition	They're both very ... students who I'm certain will be successful in the future.
10	brave	The ... of the firemen saved the lives of many people.
11	race	There's a strong ... similarity between the two island populations but they have different cultures.
12	extend	If they give us an ... to the deadline, we can all relax a little bit.
13	product	Fortunately, the factory has become much more ... since the new manager started.
14	satisfy	Only students with ... results in the entrance exam will be accepted by the university.
15	conserve	I'm not sure people realize how important the ... of the countryside really is.

LESSON 170

998

Writing an informal letter or email

Please note: There are writing homework titles at the end of this book.

delicious

Hi Sophie

(1) We usually start an informal letter or email with "Dear (Name)" or "Hi (Name)".

This is just a quick email to let you know about my plans for Mike's 30th birthday on 17th August.

I've decided to arrange a surprise party for him! Remember he was away on business last August and ended up spending the evening all alone in his hotel room!

So, my plan is that people meet up at 7pm at the Gatepost. It's a fantastic place some colleagues took me to the other week right in the centre of town. From outside, it looks nothing special at all, but **there's** a lovely garden round the back that we can book for the evening. There's even a covered area in case it rains.

(2) We should use contractions in an informal letter or email.

I'll tell Mike we've got theatre tickets or something (to make sure he dresses up a bit) but I'll suggest a quick drink at the Gatepost first. When we've got our drinks, I'll bring him out to the garden. Then, as soon as we appear, you can all start singing 'Happy Birthday' – he won't know what's going on!

If everything goes according to plan, there should be about twenty of us, and my idea would be to have dinner there too (although it's not a proper restaurant, the food when I went was delicious). What do you reckon?

999

I'd better get going now because my lunch break's almost over. I know you and Derek are free on the day because we chatted about that last week, but let me know what you think of my plans.

Bye for now

Isabel

(4) We can finish an informal letter or email with expressions like "Best wishes", "Love", or "Bye for now".

(3) We can signal to the reader that we're about to finish by using expressions like "I'd better get going", "Looking forward to hearing from you soon", "Can't wait to see you", and "Send my love to your family".

How do we usually start an informal letter or email? We usually start ...
"Dear (Name)" or "Hi (Name)"

Should we use contractions in this kind of writing? Yes, ...

Tell me some expressions we often use near the end of an informal letter or email. Some expressions ... "I'd better get going now", "Looking forward to hearing from you soon", "Can't wait to see you", "Send my love to your family" etc.

And how can we finish such a letter or email? We can finish ...
"Best wishes", "Love", "Bye for now" etc.

newsagent's

on sale

Before leaving on a holiday or long flight, do you look around the airport bookshop or newsagent's to see what novels and magazines are on sale?
Yes, ... ~ No, ...

Why or why not?

transfer

Why do some people prefer not to transfer money from one country to another via the internet? Some ... because they feel it isn't adequately secure

1000

make for

exit

If there were a fire alert in this building, which exit would you make for?
If ..., I'd ...

technical

ballet

Do professional ballet dancers need very high levels of technical skill?
Yes, ...

Do the technical aspects of computers (or car engines) confuse you?
Yes, ... ~ No, ...

entry

visa

Are there many countries whose citizens can gain entry to this country without the need for a visa?
Yes, ... ~ No, ...

at war

Were many countries around the world at war with one another between 1939 and 1945? Yes, many ...

give somebody a lift

dreadful

If a friend of yours, who you knew was a dreadful driver, offered to give you a lift, what would you do? If ..., I'd ...

Why?

1001

appropriate

interval

distract

cast

In your opinion, are the clothes I'm wearing appropriate for the weather we're having today? Yes, ... ~ No, ...

If you weren't enjoying a play at the theatre, why would it be more appropriate to leave during an interval than during the performance itself? If ..., it'd be more ... because leaving during the performance might well distract members of the audience, and even the cast

accelerate

halt

Does a train accelerate when it pulls into a station? No, a train doesn't ...; it slows down and comes to a halt

outlet

invaluable

restless

Name some fast-food outlets in this neighbourhood. The names of ...

Do you agree that sport provides an invaluable outlet for bored and restless teenagers who might otherwise get into trouble? Yes, ... ~ No, ...

Why or why not?

impress

impressive

Which person in the world today impresses you the most, and what do you find so impressive about them? The person who ...

estimate

quote

Are you good at estimating the cost of things, such as houses, paintings, clothes etc.? Yes, ... ~ No, ...

When considering the cost of repairs to a car, why should you always ask the mechanic to give you a quote rather than an estimate? When ..., ... because a quote tells you the actual cost of the repairs, whereas an estimate is only approximate and the actual cost may be higher

Can you tell me a well-known quote from a famous historical figure? Yes, ... ~ No, ...

What is it?

leak

in danger

out of danger

What's a rowing boat in danger of doing if it starts to leak badly? A rowing boat's in danger of sinking if ...

How do people feel when, after having been in danger for a time, they finally find themselves out of danger? People feel relieved when, after ...

visual

visualize

childhood

recollect

from now

Are your memories of early childhood mainly visual, or can you recollect actual conversations you had with people? My memories ...

Do you visualize the world fifty years from now as being very different? Yes, ... ~ No, ...

drain

If a drain outside your house was blocked, what would you do? If ..., I'd ...

establish

Has anyone in your family established their own company? Yes, ... ~ No, ...

cabin

pilot

cockpit

crew

procedure

Tell me two meanings of the word "cabin", please. Two ... a small, simple house made of wood, and the part of an aircraft where the passengers sit

And what do we call the part of a plane where the pilot sits? We call ... the cockpit

When on board a plane, do you pay attention when members of the cabin crew explain emergency procedures before take-off? Yes, ... ~ No, ...

by post

What kind of things are usually delivered by post? The kind ... birthday cards, bills, small packages etc.

1004

feedback

frank

When a manager gives an employee feedback on their performance at work, do you think they should always speak frankly or should they take into account the worker's character? When ..., I think ...

go (or come) down with

flu

liable

If one family member goes down with flu, are other members of the household liable to catch it as well? Yes, if ..., other members ...

When you're at work, who's liable for your safety? When ..., my employer is ...

display

show off

Do you believe there's any difference in the way men and women display their emotions? Yes, ... ~ No, ...

What do you think the difference is, then? I think ...

Did your primary school used to show off its pupils' work to visitors by creating displays around the building? Yes, ... ~ No, ...

Why do you suppose people, especially children, show off? I suppose ...

have on

What's the most expensive article of clothing you have on at the moment? The most expensive ...

1005

prior

prior to

priority

output

When you first started at this school, did you have any prior knowledge of the Callan Method? Yes, ... ~ No, ...

Prior to the use of computers in industry, was factory output generally lower? Yes, prior to ...

Which is a higher priority for you: having plenty of spare time or having plenty of money? Having ... is a higher priority for me than ...

artistic

scientific

talent

inventor

Is it common for a person to have a scientific mind but also possess great artistic talent? No, ...

Would you say one needed scientific skills to be an inventor? Yes, I'd say ...
~ No, I wouldn't say ...

series

episode

If a series of similar crimes occurred in one area within a short period, what might the police assume? If ..., the police might assume that just one person was responsible for the crimes

What do we call each individual programme that a TV series is composed of? We call ... an episode

territory

invade

If a cat's territory was invaded by a fox, do you think the cat would be more liable to fight the fox or run away? If ..., I think ...



Running short of space while painting,/ we had to stand our mattress vertically/
against the bedroom wall./ The crush on the morning train/ can put me in an awful
mood./ The corkscrew slipped from my hand/ and fell straight into the bowl of
sauce,/ which earned me a round of applause/ from my guests./ My cat had a good
long stretch/ before trying the sour cream/ I'd placed in front of her./ If he goes on
acting like this,/ the respect that his staff/ currently feel for him/ will quickly fade./
Only a fool would believe/ that a tame lion/ isn't still a dangerous animal./ Ditch,
cough, reward, swear, goat.

LESSON 171

1007

Writing a cover letter

Please note: There are writing homework titles at the end of this book.

along with	availability	CV (curriculum vitae)
highlight	summarize	enthusiasm

A cover letter:

- is a formal letter that we send along with our CV when we apply for a job;
- is written for three main reasons: to say which job we're applying for, to persuade the reader that our CV is worth reading, and to let them know our availability for interview;
- should start (if we know the name of the person dealing with applications) with "Dear Mr Jones", not "Dear David" or "Dear David Jones"; and at the end, we should write "Yours sincerely". If we don't know the name of the person dealing with applications, we should start with "Dear Sir or Madam"; at the end, we should write "Yours faithfully".

1008

retail	put into practice	vacancy
--------	-------------------	---------

(1) First, say you're applying for a job.

Dear Mr Jones

..... *I am writing to apply* for the position of Sales Assistant that I saw advertised *in the Daily Standard on 14th July*.

(3) Highlight and summarize any particularly relevant experience and skills from your CV.

..... *As you can see from my CV*, I already have over three years of retail experience, and have spent the last nine months working in a busy high-fashion sales environment.

(2) If appropriate, say where and when you saw the advert for the position.

Although I am currently employed, I feel that working for your company would offer me a new and exciting challenge. ***I have always admired*** the quality of the suits and other formal clothing you produce, and, as such, would be able to bring genuine enthusiasm to any sale. Working in your outlet would also present me with an opportunity to put into practice the tailoring skills that I acquired whilst studying fashion at university.

(4) Show your enthusiasm for the company and job.

When dealing with people in the workplace, I ~~pride myself on~~ my ***friendly and professional manner***, and customers can rely on my high level of ***attention to detail*** to ensure they leave with the product best suited to their individual needs. I feel strongly that this is the main reason I have managed to build loyalty among my customers, some of whom return on a regular basis.

(5) Mention any relevant abilities and personal qualities you have.

Thank you for taking the time to consider my application. I am ***available to attend an interview at any time***, and look forward to hearing from you in the near future.

(6) Thank the company for considering your application.

Yours sincerely
Michael White

(7) Mention your availability for interview.

What do we mean by a cover letter? By ..., we mean a formal letter that we send along with our CV when we apply for a job

What are the three main reasons for writing a cover letter?

The ... to say which job we're applying for, to persuade the reader that our CV is worth reading, and to let them know our availability for interview

1009 **When writing an application letter or email to someone called "David Jones", for example, how should we start the letter: "Dear David", "Dear David Jones" or "Dear Mr Jones"?** When ..., ... "Dear Mr Jones"

How can we start the letter if we don't know the person's name? If ..., ... with "Dear Sir or Madam"

What's the first piece of information we should put in a cover letter?

The first ... why we're writing

Give me some examples, please.

I am writing to apply for the position of ...; I am writing to enquire whether you have any vacancies ...

What else should we say in the introduction paragraph? In the introduction paragraph, we should also say where and when we saw the advert for the position, if appropriate

In the main paragraphs of the letter, how can we persuade the reader to consider our application? In ..., ... by highlighting and summarizing any particularly relevant experience and skills from our CV, and by showing enthusiasm for the company and job

What else can we do? We can mention any relevant abilities and personal qualities we have

How should we conclude the letter? We ... by thanking the company for considering our application, and mentioning our availability for interview

If we've used a name at the start of the letter, how should we finish it? If ..., ... "Yours sincerely"

And how should we finish if we haven't used a name at the start? If ..., ... "Yours faithfully"

1010

restrict coach regulation comply

Do you agree that mobile phone use on trains should be restricted to a limited number of coaches? Yes, ... ~ No, ...

And if such a regulation were established, do you think most people would comply with it? Yes, ... ~ No, ...

frown

When do people usually frown? People ... when they feel annoyed, when they're confused, or when they're concentrating hard

out of the question

Give me an example of the expression "out of the question", please. I'm sorry; you can't borrow my car. It's totally out of the question. You've had too many accidents.

put out

go out

glow

barbecue

If you'd finished using a barbecue but the fire was still glowing, would you put it out with water, for example, or wait for it to go out on its own?
If ..., I'd ...

1011

knock down

knock out

knockout

opponent

round

If a boxer manages to knock his opponent down easily in both the first and second round, can he reasonably expect to be able to knock him out fairly soon after?
Yes, if ..., he can ...

What do we mean by a knockout competition? By a knockout competition, we mean one that consists of different rounds, and where only the winner of each match goes through to the next round

vehicle

van

truck

rear

Name me some types of vehicles. Some types ... are cars, vans, lorries (or trucks), motorbikes, horse-drawn carts etc.

Why do some lorries have "long vehicle" written on their rear ends?
Some lorries ... to indicate to the vehicles coming behind that it will be difficult to overtake

merely

Would you say learning to cook was merely a matter of following recipes?
Yes, ... ~ No, ...

principal

principle

melody

How do we spell the word "principal" in the following sentence:
"The principal melody in this piece of music is known all around the world"?
p-r-i-n-c-i-p-a-l

1012

How do we spell the word "principle" in the following sentence:
"My basic principle in life is to treat everybody with respect"?
p-r-i-n-c-i-p-l-e

bride

groom (bridegroom)

What do we call a woman and man on their wedding day? We call ... the bride and groom (bridegroom)

orchestra

violin

trumpet

flute

Name some instruments that we commonly hear in an orchestra.
Some instruments that we ... violin, trumpet, flute etc.

on behalf of

Make a sentence with "on behalf of", please. Steve thanked the manager on behalf of all the players in the team

site

What do we mean by a site? By a site, we mean the place where something was, is, or will be

Do some large office buildings have restaurants on site? Yes, ...

What else is the word "site" used to refer to? The word "site" ... a website

1013

hilarious

burst out laughing

When people find something hilarious, what do they do? When ..., they burst out laughing

survey

research

crucial

project

What's a survey? A survey is a form of research that involves asking many people questions in order to discover facts or opinions

Why is it crucial for companies to carry out customer surveys? It's crucial ... as it provides them with important information for new or existing projects, such as the development of products and services

Word pool 2: revision exercise

For each sentence below, choose one word from the word pool that fits correctly in the gap.

knit	grieve	punch	dial	tease
spray	prohibit	illustrate	dominate	stab
yell	loathe	insert	perceive	demolish

- 1 The boxer was so exhausted that he could hardly lift his hands to properly.
- 2 As we were all fit, we easily managed to the second half of the football match.
- 3 Your ideas for any solution will depend on how you personally the problem itself.
- 4 If you know how to , it's really easy to make a scarf.
- 5 If people keep making such a mess, we'll have to eating and drinking in the building.
- 6 She finished writing the book last month and now she's going to it with drawings.
- 7 Don't at me about what's going on; it's got nothing to do with me!
- 8 They may the bridge if tests show it's not safe anymore.
- 9 I absolutely the way she talks to her colleagues; she's so rude!
- 10 I can't see where I'm supposed to the batteries in this machine.
- 11 How did the killer manage to the man in the stomach if there was no knife in the room?

- 12 To keep the plant healthy, you should the leaves with water once a day.
- 13 If you need help, just the number shown at the bottom of the page.
- 14 It's probably not a good idea to him about his new haircut; he's really sensitive about it.
- 15 He continued to over his grandfather's death for many months.

LESSON 172

1015

Common verb suffixes

Some common suffixes we use to form verbs are: “-en”, “-ify”, “-ize” (sometimes spelt “-ise”) and “-ate”.

For example, from the word “hard”, we can make the verb “harden”; from the word “simple”, we can make the verb “simplify”; from the word “standard”, we can make the verb “standardize”, and from the word “active”, we can make the verb “activate”.

Some other examples are: “soften”, “ripen”, “identify”, “notify”, “minimize” (or “minimise”), “computerize” (or “computerise”), “alternate” and “regulate”.

Make a sentence containing a verb with the suffix “-en”, please.

She uses a special cream to soften her skin. When a banana ripens, it turns yellow.

Make a sentence containing a verb with the suffix “-ify”, please.

It was easy for the police to identify him as the man they were searching for. I have to notify my bank that my address has changed.

Make a sentence containing a verb with the suffix “-ize” (or “-ise”), please.

By making this a no-smoking area, we can minimize (or minimise) the risk of fire. When the office was computerized (or computerised), several members of staff lost their jobs.

Make a sentence containing a verb with the suffix “-ate”, please.

He owns two cars and alternates between them. The government should regulate this industry more carefully.

1016

initial	initially	amaze	amazing
---------	-----------	-------	---------

What are your initials? My initials are M.F.R. (Mario Franco Rossi)

What’s the average student’s initial reaction to the Callan Method? The average ... is to be amazed by the speed of the lessons

Give me an example of the word “initially”, please. Initially, I didn’t like my new flatmate, but now I get on well with her

Which do you think's the most amazing animal in the world? I think ...

when it comes to **sit an exam** **limitation**

When it comes to sitting exams, do you tend to cope well or do nerves and stress affect your performance? When it comes to ..., ...

And when it comes to communicating in English, what would you say was your biggest limitation? When it ..., I'd say ...

dimension

What are the approximate dimensions of your Callan Method book? The dimensions ...

1017

select **selection** **recruit**

personnel **applicant** **accurate**

vast

When recruiting new personnel, why is it often difficult for companies to accurately judge job applicants and select the best people? When recruiting ..., it's ... because ...

In your opinion, is it better for a restaurant to have a vast selection of dishes on its menu rather than just a few? Yes, in my opinion, ...
~ No, in my opinion, ...

Why?

drive somebody crazy

What kind of music drives you crazy? ... drives me crazy

look up to **look down on**

Name someone alive today that you think many people look up to. The name of ...

What's the opposite of "look up to"? The opposite ... "look down on"

Give me an example, please. For many years, he looked down on his brother for having wasted his university education

laundrette

If you don't ..., ... a launderette ...

The best ...

odd

A field ... because the earth has
been turned over and over by the plough

n numbers? Odd numbers are 1, 3, 5, 7
etc., whereas even numbers are 2, 4, 6, 8 etc.

Yes, ...

If ..., we mean
they are strange

get back

want me to move away from the procession,
probably because I was standing dangerously close

If ..., ... 5 o'clock

Yes, ... ~ No, ...

introduction

The introduction ... photography
is cheaper, photos are easier to edit etc.

carbohydrate

protein

substitute

Name something most people eat that's high in carbohydrates?

The name ... bread (or rice, potatoes, pasta etc.)

Why do vegetarians often use beans as a substitute for meat?

Vegetarians ... because, like meat,
beans contain high levels of protein

1020

scare

expose

reveal

Why does the idea of being a passenger on a motorbike tend to scare people more than the idea of travelling in a car?

The idea of ... because
motorbike passengers are
exposed and more liable to get
injured in an accident than passengers in a car

What do I mean if I say "The Prime Minister's secret was exposed in the press"?

If ..., you mean that the newspapers
published a story revealing information
that the Prime Minister had wanted to keep secret

vague

When you're on your way to meet someone but only have a vague idea of where you're going, what do you do?

When ..., I ask someone
for directions, use the internet etc.

spot

tiny

bring up

What does the verb "to spot" mean?

The verb ... "to see" or "to notice"

If you spotted a tiny stain on the front of a friend's wedding dress a few hours before the ceremony itself, would you bring the matter up or just keep quiet?

If I spotted ..., I'd ...

interior

exterior

What do we call the inside and outside of a building or vehicle, for example?

We ... the interior and the exterior

1021 Do you think your parents spent a lot of money on decorating the interior of the home you grew up in? Yes, ... ~ No, ...

appeal **worldwide**

What sort of sporting events have worldwide appeal? The sort of ...
the Olympic Games, the World Cup etc.

Who do you usually appeal to when you need help desperately?
When I ..., I usually appeal to my
parents, a close friend of mine etc.

announce **broadcast** **corporation**

Why do international broadcasting corporations such as the BBC avoid using people with very strong regional accents to announce the news?
International corporations such
as ... because people around the world
might have trouble understanding them

neutral **gear** **stationary** **clutch**

If two of your friends start arguing, do you think it's always best to remain neutral? Yes, if ..., I think ... ~ No, if ..., I don't think ...

Which gear should a driver be in when stationary at traffic lights?
A driver should be in neutral when ...

Which pedal do we have to put our foot on when we change gear in a car? We ... the clutch ...

Do mountaineers have to carry a lot of gear with them? Yes, mountaineers ...

1022 **setting** **be set** **surroundings**

Describe the general setting of the last film you saw, please. The last
film I saw was set in ...

Was the house you grew up in set in pleasant surroundings? Yes, ... ~ No, ...

as opposed to

Do you prefer doing physical exercise outside as opposed to in a gym?

Yes, ... ~ No, ...

Phrase exercise 3

From the four options given with each sentence, choose the one word that fits correctly in the gap.

- 1 I only got back from holiday yesterday, so I'm not really up to ...
with developments at work yet. (rate / level / speed / reach)
- 2 Your tooth will continue to hurt until the painkillers ... effect,
which should be in about 15 minutes. (have / cause / make / take)
- 3 Oliver was a great friend; I used to ... all my problems with him.
(share / divide / split / break)
- 4 Over the ... of the spring, the landscape changed enormously.
(course / term / run / stretch)
- 5 What an awful singer; he's completely out of ...!
(melody / sound / note / tune)
- 6 Eating fresh fruit regularly had a very positive impact ... her
health. (with / for / over / on)
- 7 I eventually ... to the conclusion that he'd been lying to me.
(went / came / reached / arrived)
- 8 I'll order a new printer next week but, for the time ..., we'll have
to use the old one. (waiting / being / keeping / doing)
- 9 Of course he might refuse to help you but there's no ... in asking.
(harm / damage / cost / threat)
- 10 The number of young people studying abroad has been on the ...
for the last five years or so. (jump / increase / grow / fly)

- 11 It was the most boring party we've ever been to; it's just as ... you didn't come with us. (fine / well / good / lucky)
- 12 He's making progress at school ... but it's taking longer than he thought it would. (piece by piece / over and over / bit by bit / time to time)
- 13 I'm writing this email in the ... that you might be able to answer my question. (event / hope / reason / case)
- 14 Some people say there's a ... line between being brave and being stupid. (thin / fine / narrow / slight)
- 15 I like spicy food, but it doesn't really ... with me. (sit / agree / go / suit)



Dictation 119

There'll be little sorrow/ at the king's departure./ Am I going deaf/ or is our teacher quiet?/ It's almost like he's whispering sometimes!/ A war journalist needs to be/ both curious and courageous./ Whatever you do,/ don't spill that ink;/ it'd leave a terrible stain/ on the carpet./ I'm keen to sell this fruit/ as quickly as possible./ It's already looking/ a bit overripe,/ and we've got tons of it left./ The actual concert venue/ doesn't open till eight,/ so, meanwhile,/ why don't we enjoy/ the warmth of that bar?/ The film was ruined for her/ owing to the constant sound of sneezing/ from the row behind her./ Swallow, patience, cushion, decay, coward.

LESSON 173

1024

Word pool 3 (nouns)

kettle	alarm	wrinkle
glue	blister	hood
canteen	jug	label
heel	frost	monster
ant	circus	lamb

in reference to	column	pillar
-----------------	--------	--------

architecture	architect	combination
--------------	-----------	-------------

In reference to architecture, what do we mean by a column or pillar?
In reference ..., ... a vertical post, usually made of stone, that supports part of a building

Does the work of an architect involve a combination of artistic and scientific skills?
Yes, the work ...

Have you ever been asked to write a column for a college magazine or a local newspaper?
Yes, ... ~ No, ...

Is it easier to add up a series of numbers if they're arranged in a row or a column?
It's easier ... column

1025

funds	abandon	contribute
-------	---------	------------

playground	publicity
------------	-----------

Do local councils sometimes have to abandon projects owing to insufficient funds?
Yes, ...

Why might a business contribute funds towards a local community project such as the building of playground facilities for children?

A business might ... because the owner wants to help ..., it's good publicity etc.

grant

If you could have any wish granted, what would it be? If ..., it'd be ...

Does the government of your country give grants to university students?
Yes, ... ~ No, ...

see through

Why is it often quite easy to see through a lie told by a small child?
It's ... obvious from the child's face ...

missing

If you bought a jigsaw puzzle but then discovered a piece was missing, what would you do? If ..., I'd ...

bully

pick on

stand up for

instance

Did you often witness instances of bullying at your secondary school?
Yes, ... ~ No, ...

1026 If a ten-year-old boy revealed to you that a bully was picking on him at school, would you advise him to stand up for himself or tell him to report the bully to a teacher? If ..., I'd ...

gig

upcoming (forthcoming)

What was the last gig you went to? The last ...

Where's a good place to find out about upcoming (forthcoming) gigs in this town? A good place ...

access

shed

investigation

Why do we keep garden tools in a shed rather than in the house?

We ... they're easier to access,
they're too dirty to keep in the house etc.

During a criminal investigation, can the police demand access to a suspect's personal records such as bank statements and email history?

Yes, ... ~ No, ...

concerning

conclude

motivate

When giving someone feedback concerning their performance at work, why is it a good idea for a manager to conclude with a positive remark?

When ..., it's a good idea ... because it leaves
the person feeling motivated to perform even better

put on

turn out

put on weight

"Put on" can be used instead of "switch on" or "turn on" when referring to a light, a TV, a cooker etc. For example, "She put on the radio to hear the news". We can also use "turn out" instead of "turn off", but only for a light – not for other things.

Do you tend to put the TV on as soon as you get home?

Yes, ... ~ No, ...

1027 Do you turn out your bedroom light before you get into bed or only once you're in bed?

I turn out ...

When people eat too much and do too little exercise, what happens?

When ..., they put on weight

by all means

If you asked me for permission to leave the room and I replied "By all means", what would you understand? If I ... and you ..., I'd understand that it was absolutely fine for me to leave the room

peer

conduct

conductor

laboratory

interpret

What am I doing?

You're peering over your book at me

Is a child's conduct different when they're with their peers as opposed to one of their teachers at school?

Yes, ...

In what way?

What's the name of the room a scientist uses to conduct experiments?

The name ... conduct experiments ... laboratory

Do you imagine the job of interpreting during important international business meetings to be interesting?

Yes, ... ~ No, ...

Why or why not?

- 1028 Why does a large orchestra need to have a conductor? A large orchestra ...
because the conductor helps them all to
play in time and interpret the music in the same way

somehow

Make a sentence with the word "somehow", please.

He did no training
for the athletics competition
at all but somehow managed to win his race

contract

draw up

party

expand

turn into

When a contract is drawn up, do both parties have to sign it?

Yes, ...

When water freezes and turns into ice, does it expand or contract?

When ..., it expands

What would I mean if I said "The car drew up outside the hotel"?

If ...,
you'd mean that the car stopped outside the hotel

brand

What's your favourite brand of coffee (shampoo, toothpaste etc.)?

My favourite ...

What do we mean when we describe something as being brand new?

When ..., we mean it's completely new

1029

source

In which country is the source of the Amazon River? The source ... in Peru

Do you think the internet is the principal source of information for most people? Yes, ... ~ No, ...

in pieces

vase

Do you reckon an ancient Egyptian vase would still be of value to a museum even if it was in pieces? Yes, ... ~ No, ...

capacity

Which sports stadium has the largest capacity in this country? ... has ...

analyse

analysis

Do you have any friends who tend to analyse social situations too much? Yes, ... ~ No, ...

Why might a doctor decide to request a blood analysis for a patient?

A doctor ... because a blood analysis can provide valuable clues about what is wrong with the patient

slam

bang

When someone slams a door, is there a loud bang? Yes, when ..., ...

1030

jail

appalling

riot

break out

If the living conditions in a jail were appalling, what might the prisoners do? If ..., prisoners might start a riot or try to break out

penetrate

bullet

bulletproof

soundproof

What do we mean when we say a room is soundproof or a window is bulletproof? When ..., we mean that sound can't

penetrate through the walls of the room, or that a bullet could not penetrate the glass of the window

remains

litter

If you were on an excursion to see the remains of an ancient castle and you spotted another tourist dropping litter on the site, what would you do?
If ..., I'd ...

scheme

How would you react if the government announced a scheme to build a new prison in your local area?
If ..., I'd ...

1031

Word-building exercise 3

For each sentence below, change the word printed at the beginning so that it fits correctly into the gap. Put your answer on the right.

Answers

e.g	luck	She was ... to win the game.	lucky
1	luxury	One website I was looking at yesterday said this hotel is the most ... in the world!	
2	reduce	If I paid in cash, would you be able to offer me a slight ... on the price?	
3	curious	Don't ask too many questions; your ... could get you into big trouble!	
4	general	I know I'm ... but the people in this city really don't seem very friendly!	
5	fool	I felt ... standing in the rain getting wet when everyone else had brought their umbrellas.	
6	locate	The film is being made in various different ... in South America.	
7	prescribe	This is a powerful medicine and you need a ... from your doctor to be able to get it.	

8	moral	What you're planning to do is illegal but it's also ..., which, in my opinion, is worse.
9	promise	I've just checked the weather online and it looks ... for the whole week we're away on holiday.
10	simple	Don't think the ... of his art means it's easy to create; quite the opposite is true!
11	multiply	The children in this school learn to do ... when they're six years old.
12	propose	My first ... was rejected but they accepted my second one immediately.
13	remove	The ... of the furniture will make the room look a lot larger than it does now.
14	suspect	As the weeks passed, we became more and more ... of our new neighbour.
15	option	I paid more than I'd originally planned to for the car; the leather seats were an ... extra.

LESSON 174

1033

trigger

rifle

earthquake

shift

When carrying a rifle, why should a soldier only put his finger on the trigger just before firing? When ..., ... in case the rifle goes off accidentally

What triggers earthquakes? A sudden shift in the rock beneath the surface of the Earth triggers earthquakes

Why do some jobs require people to do shift work? Some ... because the work needs to be done both day and night

potential

If you had a child who showed great potential as an artist, would you encourage them to pursue art as a career? Yes, if I ... ~ No, if I ...

Why or why not?

What do we mean if we say that something is a potential problem? If ..., we mean it is not a problem now but it could become one in the future

collaborate

downside

What's the main advantage of working in a large office surrounded by other people? The main ... is that it's easier to collaborate with colleagues when one needs to

1034 And what's the main downside? The main downside is that one can get too easily distracted by noise and conversation

reverse

Count from one to five in reverse order, please. 5, 4, 3, 2, 1

in love

fall in love

at first sight

hug

How can we tell when people are in love? We can tell ... they hold hands, walk arm in arm, hug each other etc.

Do you really believe it's possible to fall in love with someone at first sight?

Yes, ... ~ No, ...

hint

When your birthday is approaching, do you give your parents (friends etc.) hints about what you'd like as a gift?

Yes, when my ...
~ No, when my ...

wind – wound – wound

unwind

After using a vacuum cleaner, do you normally have to wind up the cable yourself or is there usually a button you can press to do it automatically?

After using ...

What are the three forms of "wind"?

The three forms of "wind" are "wind, wound, wound"

Could we describe a motorway as a winding road?

No, we couldn't ...
because motorways are usually quite straight

1035 How do you like to unwind in your free time?

I like to unwind
in my free time by ...

yawn

Do you yawn when you see or hear someone else yawning?

Yes , ... ~ No, ...

purchase

look over

in order

come forward

Why should one carefully look over a house or a car before purchasing it?

One should carefully ... to
make sure that everything is in order

When a winning lottery ticket is purchased but nobody comes forward to claim the money, do you know what happens?

Yes, when a ..., I know ...
~ No, when a ..., I don't know ...

What happens?

get on

What does somebody mean when they ask you how you're getting on?

When somebody ..., they're asking how I'm progressing with a certain project, or perhaps just asking how I am generally

What does one have to do in order to get on in life?

In order ..., one has to study hard, work hard etc.

1036

dense

populate

mist

fog

smog

Which is one of the most densely populated countries in the world?

One of ...

What's the difference between mist and fog?

The difference ... fog is thicker, or denser, than mist

Are there any towns or cities in your country where smog is a serious issue?

Yes, ... ~ No, ...

overall

Make a sentence with the word "overall", please.

There were one or two good scenes in the film but, overall, it was rubbish

mammal

erect

attach

peg

Do most mammals stand erect on their back legs when they need to reach something high up?

Yes, most ...

When we're erecting a tent, how do we attach it to the ground?

When ..., we ... by using ropes connected to pegs that we knock into the ground

feature

promote

focus

What do we mean by the features on a person's face?

By ..., we mean the distinct parts of their face such as the nose, eyes, mouth etc.

1037 If you were in charge of promoting tourism in this region, which features of the area would you focus on in advertisements? If ..., I'd focus on ...

damn	dam	construct
-------------	------------	------------------

When might a person say "Damn!" or "Damn it!"? A person ... when they're angry or when things go wrong

What happens when a dam is constructed across a river? When ..., the flow of water in the river is blocked

at all costs

If your boss says "This document has to be sent today at all costs", what do they mean? If ..., they mean that nothing must be allowed to prevent the document from being sent today

engage	part-time	full-time
---------------	------------------	------------------

Is it the custom in your country for couples to throw a party when they get engaged? Yes, ... ~ No, ...

If you were engaged part-time by a company and found that you really enjoyed the role, how long would you wait before asking about the possibility of a full-time position, or would you never ask? If ..., I'd wait ... ~ If ..., I'd never ...

1038 **numerous** **a handful** **invitation**

If invitations to a social event were sent to numerous guests but only a handful of them turned up, how would the host feel? If ... and ..., the host would feel disappointed, upset etc.

appreciate	function	comprehend
-------------------	-----------------	-------------------

Why is it that children rarely appreciate the sacrifices their parents make for them? Children rarely appreciate ... because children are too young to comprehend how the world functions, especially as regards money

On a computer keyboard, what's the main function of the "shift" key? On ..., the main function of the "shift" key is to allow the user to type capital letters

frontier**commit to**

Why is it so rare for countries to attempt to expand their frontiers these days?

It's so rare ... because almost all countries are committed to international agreements not to do so

detect**presence**

Would a police dog be able to detect the presence of a human in a building using just its sense of smell?

Yes, ...

lap

Why is a laptop called a laptop?

A laptop ... because it's possible to rest it on your lap while you're using it

1039

mainland**tunnel**

Is Britain connected to the mainland of Europe by a tunnel or a bridge?

Britain ... a tunnel

remote**device****electronic**

Have you ever spent a holiday in a very remote location?
Where?

Yes, ... ~ No, ...

What's a remote control?

A remote control is a device that sends out an electronic signal to operate a piece of equipment, such as a TV

objection

Do you have any objection to people smoking in their own homes?

Yes, ... ~ No, ...

drop off

When you were at primary school, did your parents normally drop you off in the morning?

Yes, ... ~ No, ...

Why do people sometimes drop off while they're watching TV in the evening?

People sometimes drop off ...
because they're tired after a long day at work

undertake

Give me an example of the verb "undertake", please.

William has
agreed to undertake responsibility for the
development of all our new products from now on

1040

Phrase exercise 4

From the three options given below each sentence, choose the one that has a similar meaning to the sentence itself.

- 1 **My grandmother is very well off.**
 - a) My grandmother has a lot of money.
 - b) My grandmother's health is good.
 - c) My grandmother is a happy person.
- 2 **She got carried away at the party.**
 - a) She fell in love with someone at the party.
 - b) She behaved in an overexcited way at the party.
 - c) She met lots of new people at the party.
- 3 **I'm all set to go to school.**
 - a) I'm obliged to go to school.
 - b) I'm eager to go to school.
 - c) I'm prepared to go to school.
- 4 **She makes a point of keeping her garden tidy.**
 - a) She has a regular schedule for tidying her garden.
 - b) She ensures that her garden is always tidy.
 - c) She likes telling people how tidy her garden is.
- 5 **OK, I need to get this straight: are you staying or leaving?**
 - a) I need to make sure I understand you.
 - b) I need to ask you personally.
 - c) I need you to be very honest now.

6 Peter's a very down-to-earth person.

- a) Peter manages to live on very little money.
- b) Peter is keen on the natural world.
- c) Peter has a practical attitude to life.

7 I took what he said at face value.

- a) I was insulted by what he said.
- b) I knew his information was useless.
- c) I believed he was telling the truth.

8 Hopefully, he'll get round to fixing the car.

- a) Hopefully, he'll eventually find time to fix the car.
- b) Hopefully, he'll discover an easy way to fix the car.
- c) Hopefully, he'll avoid having to fix the car.

9 The doctors think Alex will pass away soon.

- a) The doctors think Alex will die soon.
- b) The doctors think Alex will leave hospital soon.
- c) The doctors think Alex will start recovering soon.

10 She stood in for me at the meeting.

- a) She promised she'd come with me to the meeting but she didn't.
- b) She supported me during the meeting when I got into an argument.
- c) She went to the meeting in my place because I couldn't go.



Despite knowing/ it was out of bounds,/ the three children/ chose to disobey their
uncle/ and open the cupboard./ They then quickly removed/ all the toys/ from
the cardboard box inside./ Some men build up their muscles so much/ that simply
walking/ can be awkward./ Woven into the cloth/ was a variety of absurd designs,/ which
suggested the artist/ had never attended art school./ The area where
those bees stung you/ is getting quite swollen now./ The entire health and safety
committee/ threatened to resign/ unless those in authority/ agreed to introduce/ a
programme of urgent changes/ at the factory./ Suspicion, precious, solemn, collar,
adjust.

LESSON 175

1042

rag	ragged	kid
-----	--------	-----

What's a rag? A rag is an old piece of cloth that we can use for cleaning

What do we mean when we say that someone has gone from rags to riches? When ..., we mean that they were very poor in the past but are now rich

Why are kids' clothes often in a pretty ragged state? Kids' clothes ... because they're always climbing on things, falling over, fighting etc.

ban	take part	bring in
-----	-----------	----------

tan	sunburnt
-----	----------

What does it mean if a football player receives a three-match ban as punishment for bad behaviour? If ..., it means he isn't allowed to take part in the next three matches

Do you think the government should bring in new laws to restrict the sale of very unhealthy food in shops, or even ban it altogether? Yes, ... ~ No, ...

How can someone with fair skin develop a tan on holiday without getting sunburnt? Someone with ... by restricting the amount of time they spend sunbathing, and by regularly applying sun cream to the areas of their body that are exposed to the sun

1043

in all

If you and a friend went to an average restaurant and each had a starter, main course and dessert, how much would you expect it to come to in all? If a friend and I ... and each had ..., I'd expect ...

vacant

lavatory

Which words are usually displayed on the door of a public lavatory to indicate whether or not it's available for use? The words "vacant" or "engaged" are usually ...

What do we mean by a vacant building? By ..., ... empty building

wasteful

resource

In your view, was society more wasteful with natural resources 50 years ago than it is today? Yes, in my view, ... ~ No, in my view, ...

disguise

When a famous celebrity goes out in public but wants to avoid being spotted, what can they do to disguise themselves? When ..., they can wear a hat, a scarf, dark sunglasses etc.

casual

attitude

What is the opposite of formal clothing? The opposite ... casual clothing

1044 What do we mean if we say that someone has a casual attitude towards their work? If ..., we mean that they aren't very careful, and perhaps show little interest in their work

no ... whatsoever

Give me an example of "no ... whatsoever", please. I've got no doubt whatsoever that she'll arrive on time

be up to

get up to

What do you reckon your mother (father etc.) is up to at the moment? I reckon ...

When children are left on their own, what kind of naughty things do they get up to? When ..., they get up to all kinds of naughty things, such as ...

pull up**pull over**

In reference to driving, what's the difference between "pull up" and "pull over"?

In reference ..., the difference ...
"pull up" simply means "stop", whereas "pull over" means "move to the side of the road and then stop"

humorous

Who's the most humorous person you know?

The most humorous ...

key**fingerprint****look into**

What do you think is the key to a successful friendship?

I think the key ...

When the police are looking into a murder, why are fingerprints found at the scene of the crime often key to the success of the investigation?

When ..., fingerprints ... because no two people have the same fingerprints, which means they can be used as evidence that someone was present at the scene of a crime

out of reach**in reach (within reach)****fragile****china****smash**

Why is it advisable in the home to keep fragile objects like china vases out of reach of small children?

It is advisable ... they might knock them over and smash them

What's the opposite of "out of reach"?

The opposite of ...
in reach, or within reach

recover**strain**

What's the best way to recover from an illness?

The best ... is to relax, not strain oneself in any way, take some mild exercise etc.

1046

score

play at home

play away

point

table tennis

Why is it that a football team playing at home usually scores more goals than when playing away?

The reason a football team ... is that the players are surrounded by their home fans, who encourage them by cheering

How many points does one need to score to win a game of table tennis?

One needs to score 11 (or 21) points to win a game of table tennis

set off

set out

stall

After setting off (or setting out) on a journey, what sort of things do people often realize they've forgotten to take with them?

After ..., people often realize they've forgotten to take their money, passport, keys etc.

Why should a market trader take care to set out his goods attractively on his stall?

A market trader should take care ... to make them look better and therefore attract more customers

What's another meaning of the word "stall"?

Another meaning ... is when an engine fails to keep going

Give me an example, please.

The car stalled and wouldn't start again, so we got out and pushed

1047

wipe out

Does a major earthquake have the power to wipe out an entire town?

Yes, ...

awfully

Make a sentence with the word "awfully" with the meaning of "very".

I was awfully glad when I was told the party was going to go ahead after all

deliberate**turn a blind eye**

If you knew that a family member was deliberately not paying their income tax, would you turn a blind eye to it or say something to them about it?

If ..., I'd ...

face up to**interest****pay off**

When someone's in debt to a bank but they don't face up to the fact and therefore make no attempt to pay off the debt, what happens? When ..., the debt grows bigger and bigger as a result of interest charges

get across

When you're speaking in English and you can't find the words you need to get across a particular idea, how do you feel? When I'm ... and I can't find ..., I feel frustrated, disappointed etc.

1048

revise (review)**brush up on**

Why is it so essential to revise (or review) all past work before an examination? It is so essential ... to fill in the gaps in our memory

What does the expression "to brush up on" something mean?

The expression "to brush up on" something means to review something that you have a good knowledge of but have forgotten slightly

Give me an example, please.

I brushed up on my French a bit before setting off for Paris on holiday

apparent**apparently**

If a colleague of yours seemed annoyed with you for no apparent reason, would you ignore their behaviour or ask them what the matter was?

If ..., I'd ...

Give me a sentence with the word "apparently", please. I just spoke to my sister and, apparently, our cousin Bill has decided to move to Australia!

childish

childlike

expression

What's the difference between the adjectives "childish" and "childlike"?

The difference ... "childish" is used as a criticism, whereas "childlike" is not usually used as a criticism

Give me a sentence with the word "childish", please.

Michael gets so grumpy when he loses at table tennis; it's a bit childish, really.

1049 Give me a sentence with the word "childlike", please.

The expression on Tom's face when he spotted the lions in the distance was one of childlike wonder

fabric

denim

texture

bandage

What kind of fabric is denim, and what's it most commonly used for?

Denim is a tough cotton fabric with a rough texture, and is most commonly used for making jeans

What's a bandage?

A bandage is a long piece of fabric that we wrap around an injury to keep it clean and stop any bleeding

ages

If you had to wait ages for your order to be taken in a restaurant but then the food itself turned out to be delicious, would you leave a tip?

Yes, ... ~ No, ...

weird

Have you ever had any weird experiences in your life that you're unable to explain?

Yes, ... ~ No, ...

gasp

When do people gasp?

People gasp when they receive a sudden shock, or when they can finally breathe in after swimming under water for a long time, for example

LESSON 176

1050

Writing a report

Please note: There are writing homework titles at the end of this book.

impersonal recommendation subheading

A report:

- is a highly organized document, written for a specific person or group of people (often a boss at work, a member of another organization, a committee etc.);
- provides information on a particular situation or event. People then usually use the report and its conclusions to make decisions;
- uses a formal and impersonal style. We use the passive voice where possible, avoid the use of contractions, and avoid using the pronoun “I” in the main paragraphs;
- contains main paragraphs that deal with different aspects of the report topic.

1051

outdated in light of measure implement

Attracting young customers

Introduction

The aim of this report is to look at ways of making our bookshop more popular with young adult customers. In preparation for this, **250 local residents** between the ages of 16 and 30 were interviewed, revealing three main issues.

Shop interior

At present, the walls of the shop are dark blue, and the shelves are black. Over 75% of those questioned stated that they found these colours dull and not very welcoming.

(1) Put a title at the start, but using ‘to/ from/subject’ lines, as in an email, is fine too.

(2) Say why you’re writing the report.

(4) Give each paragraph a subheading so the reader knows what it’s about.

(3) Say where your information comes from.

Stock

(4) Give each paragraph a subheading so the reader knows what it's about.

Another important matter is that *over half the young people surveyed felt* that our stock was somewhat outdated. It seems that a significant number of people are choosing to go elsewhere to buy books by more contemporary authors.

Seating area

Lastly, 64% of people stated that they would visit the shop if there was an area where they could sit down, relax and have a cup of coffee. Many people said it would make them feel they could take their time, without being under any pressure to make a purchase.

(5) Main paragraphs should report information or state facts rather than give your own personal opinions.

Conclusion

(6) You should put your own opinions, conclusions and recommendations in the conclusion paragraph.

In light of the above, *it appears that one priority should be* to redecorate the shop using brighter and more attractive colours. It also seems clear that further research is called for into the type of books we should stock. Lastly, an area of the shop should be selected to become a seating area with sofas, chairs, and a hot-drinks machine. I am confident that, if the above measures are implemented, we will see a rapid improvement in sales as well as in the store's reputation among young people.

In reference to writing, what do we mean by a report? In ..., ... a highly organized document, written for a specific person or group of people, that provides information on a particular situation or event

1052 When we write a report, who's most likely to be our target audience?

When ..., our target audience ... our boss at work, or a member of another organization or committee

Therefore, what writing style should we use?

We should use a formal and impersonal style

Tell me three easy ways to help create a formal and impersonal style.

Three ... to avoid the use of contractions, use the passive voice where possible, and avoid using the pronoun "I" in the main paragraphs

What are two common ways of starting a report?

Two ... by using a title, or by using "to", "from" and "subject" lines, as in an email

Which two pieces of information do we normally put in the introduction paragraph? Two ... the aim of the report, and where we got our information from

Why do we normally give each paragraph a subheading when writing a report? ... to make it clear to the reader what each paragraph is about

Should the main paragraphs of a report mainly state facts, or give our own personal opinions? ... state facts

So where do we normally write our own opinions? ... in the conclusion paragraph

What else do we often put in the conclusion? ... recommendations ...

trip

shoelace

Have you ever tripped over your shoelaces? Yes, ... ~ No, ...

1053

infect

infection

mosquito

fatal

Can insects such as mosquitoes and flies infect people with disease? Yes, ...
And are some of these infections potentially fatal? Yes, some ...

influential

Who's the most influential leader your country's had in the last hundred years or so? The most ... is/was ...

layer

How many layers of brick do you reckon a wall two metres high consists of? I reckon ...

at a loss

at a profit

break even

Do most businesses run at a loss for a while when they're first established before they manage to break even? Yes, ...
What's the opposite of "at a loss"? The opposite ... "at a profit"

perfume

Does your mother (or wife, girlfriend etc.) have a specific perfume that she always wears?

Yes, ... ~ No, ...

Which?

1054

vision (eyesight)

short-sighted

long-sighted

Do you have good vision (eyesight)?

Yes, ... ~ No, ...

If someone can only see objects clearly when they're quite far away, are they short-sighted or long-sighted?

When ..., they're long-sighted

medium

media

the media

social media

sociable

When did the medium of television become available to the average household?

The medium ... during the second half of the 20th century

Do you think printed media such as books and newspapers will eventually disappear?

Yes, ... ~ No, ...

Are the media in your country entitled to report whatever they like?

Yes, ... ~ No, ...

Do you agree that social media sites such as ... can, in fact, end up making people less sociable?

Yes, ... ~ No, ...

1055

objective

subjective

how come

assess

What's the principal objective of any commercial business?

The principal ... is to make a profit

How come it's so difficult for parents to assess their children's progress at school objectively?

It's so ... because their feelings for their children can prevent them from judging things reasonably

What's the opposite of "objective"?

The opposite ... "subjective"

hang on to (hold on to)

If you didn't hang on (or hold on) to something when standing up on a moving bus, what might happen? If ..., I might fall over

rattle

wedge

How can you stop a window rattling in the wind? You can ... by pushing a small wedge of wood, card or cloth into the gap between the window and the frame

Which type of food is often sold in wedge-shaped blocks? Cheese ...

terrific

What would I mean if I said I saw a terrific film last night? If ..., you'd mean you saw a very good film

1056 Was there a terrific amount of technological progress during the last century? Yes, ...

in half (in two)

crease

If you fold a piece of paper in half twice, unfold it, and then tear along the creases, how many pieces of paper do you end up with? If ..., you end up with four pieces of paper

unique

species

Tell me something that's unique about human beings in comparison with all other animal species. One thing that's ...

count

count on

count in

count out

crisis

Which counts more, in your view: the salary you earn or the type of work you do? In my view, the ... counts more than ...

Of all the people you know, who do you feel you could really count on for support in a crisis? Of all ..., I feel ...

If this school were organizing a free mountain-climbing trip this weekend, could we count you in or would you tell us to count you out?

If this ..., you could count me in ~
If this ..., I'd tell you to count me out

1057

Word pool 3: revision exercise

For each sentence below, choose one word from the word pool that fits correctly in the gap.

kettle	alarm	wrinkle	glue	blister
hood	canteen	jug	label	heel
frost	monster	ant	circus	lamb

- 1 It was raining hard but luckily my jacket had a plastic _____ , which kept my hair dry.
- 2 The _____ in the college was too crowded so we decided to eat somewhere else.
- 3 I had a painful _____ on my hand after playing tennis all day.
- 4 There's not a single _____ on his face even though he's over fifty.
- 5 I can't start painting my model aeroplane yet because the _____ hasn't dried.
- 6 I don't know what kind of _____ we're searching for but it's already killed several of my cows.
- 7 I'll make us both a nice cup of tea as soon as the _____ boils.
- 8 The _____ on her left shoe broke off as she was climbing onto the boat.
- 9 We took the kids to the _____ but there were no animals so they were pretty disappointed.

- 10 I picked up the stone and a small came out from underneath.
- 11 We all heard the fire but not one of us believed it was an actual emergency.
- 12 Sometimes I buy a particular wine simply because I like the on the bottle.
- 13 Farmers know that a healthy will attempt to stand up very soon after being born.
- 14 There might be a bit of on the ground tomorrow; it's going to be a cold night.
- 15 Mark mixed the fruit juice together in a glass and then poured it into cups for his guests.

1058



Dictation 121

The garden lies on a steep slope/ and the soil's thin,/ but let's sow a few seeds anyway/ and hope for the best./ The policemen were puzzled/ when the old woman/ who owned the cottage/ just carried on combing her hair/ and ignored them./ I'm delighted my mechanic thinks/ the tyres don't need changing./ A shiver ran down Adam's spine/ on realizing the burglar had stolen/ his girlfriend's jewellery/ from the hidden drawer./ Take my gloves,/ the circular saw,/ and this bundle of tools,/ and put them all/ with the other stuff in the garage./ You'll lose a lot of the flavour/ if you cook that dish on the hob/ instead of in the oven./ Amateur, option, encounter, bracelet, knuckle.

LESSON 177

1059

Common prefixes (2)

dismal

Some more common prefixes that we use in English are: "pre-" (meaning "before"), "en-" (meaning "make" or "give"), "mis-" (meaning "wrong" or "bad"), and "ex-" (meaning "previous" or "out").

What meaning can the prefix "pre-" add to a word? The prefix ... "before" ...

Give me an example, please.

It's not fair to prejudge people

What meaning can the prefix "en-" add to a word?

The prefix ...

"make" or "give" ...

Give me an example, please.

She endears herself to everyone she meets with her great sense of humour. Could I entrust you with making all the necessary arrangements?

What meaning can the prefix "mis-" add to a word?

The prefix ...

"wrong" or "bad" ...

Give me an example, please.

The hotel customers had clearly been mistreated and were granted a full refund. It was his misfortune to be chosen to speak to the boss.

What meaning can the prefix "ex-" add to a word?

The prefix ...

"previous" or "out" ...

Give me an example, please.

He still communicates with his ex-wife. He was excluded from the team owing to his recent dismal performances.

1060

soul

Do you believe that humans have a soul that carries on living after death?

Yes, ... ~ No, ...

bother

out loud

Does it bother you when another passenger plays music out loud on public transport?

Yes, ... ~ No, ...

What do we mean when we say we can't be bothered to do something?

When ..., we mean that we are not willing to make the effort to do something

Give me an example, please.

I just can't be bothered to do my homework now; I'll do it tomorrow

manual

high-tech (hi-tech)

When you buy a new high-tech (hi-tech) product, do you read the instruction manual that comes with it?

Yes, when I ... ~ No, when I ...

What do we mean by a manual job?

By ..., we mean a job that involves physical work

exhibition

exhibit

At an art exhibition, what do we call each individual piece of art on show?

At ..., ... an exhibit

1061

grasp

What can happen if we don't grasp glass objects firmly enough when carrying them?

If we don't ..., they can fall onto the floor and smash into little pieces

politician

Why is it politicians don't always say in public what they say in private?

The reason politicians ... is that they're perhaps afraid that people would not vote for them

north-east

north-west

south-east

south-west

Whereabouts in England is London?

London's in the south-east of England

Is France north-east or north-west of Spain?

France is north-east of Spain

work out

If you have a problem in your personal life and you can't work out what to do, who do you turn to?

If ... and I can't ...,
I turn to a friend, my family etc.

1062

fashion

pop

Why is it essential for people to behave in an orderly fashion in very crowded areas such as shopping centres and sports stadiums, or at pop concerts?

The reason it's essential ... people can easily
get hurt by being crushed against one another

valid

Is the money used in your country valid in any other country?

Yes, ... ~ No, ...

keep back (stand back)

Why is it advisable to keep back from the edge of a race track when the cars shoot by?

It's advisable to ... because a driver
could lose control and crash into the crowd

drift

anchor

ashore

What's the function of the anchor on a ship? The function ... to prevent the ship from drifting as a result of the current or wind

And in what circumstances might the crew need to drop anchor?

The crew might ... when they
want to go ashore, but the water is too
shallow to take the ship close to the shore

Why do good friends sometimes drift apart over time?

Good friends ...

1063

workforce

make redundant

keep on

When a company needs to reduce its workforce in order to stay in business, is it very hard to decide who to make redundant and who to keep on?

Yes, when ..., it's ...

passion

What's your biggest passion in life?

My biggest ...

run down

run-down

Does your mobile battery run down more quickly now than it did when you first got the phone?

Yes, ... ~ No, ...

Do you find you catch colds more easily when you're feeling run-down?

Yes, ... ~ No, ...

run out of

What do you suppose will happen when the world runs out of its natural resources?

When the world ..., I suppose ...

classify

middle-aged

elderly

Would you classify people who are 40 years old as middle-aged?

Yes, ... ~ No, ...

1064 And when would you start classifying a person as elderly?

I'd start ... at the age of about ...

contest

evident

Why do some people insist on entering TV talent contests despite the fact that they evidently have no ability whatsoever?

Some ... because they're desperate to become famous ...

dependant (dependent)

If you're asked to list your dependants when filling in an official form, what information should you supply?

If I'm asked ..., I should supply the names of any people who depend on me for financial support

headquarters

If you were the boss of a fashion company, which city would you consider the ideal location for your headquarters?

If ..., I'd consider ...

Why?

see off

If you were setting off on a trip round the world, who would you expect to come and see you off at the airport? If ..., I'd expect ...

1065

stocky chubby skinny

plump imply

Name a famous person who's stocky? ... is a famous person who's stocky
Name a famous person who's chubby? ... is a famous person who's chubby
What's another word similar to "chubby"? Another ... "plump"
If we refer to someone as skinny rather than slim, what might this imply?
If ..., it might imply that we think they should put on a bit of weight

come round have over payday (pay day)

When you have friends over, do you normally tidy up a little before they come round? Yes, ... ~ No, ...
How often does payday come round for most people? Payday ... once a month ...
How do patients usually feel when they come round after an operation? Patients ... confused, tired etc. when they ...

scan inspect customs

How come customs officers at most airports don't often need to inspect luggage manually these days? Customs officers ... because most airports have special machines that scan luggage instead

1066

What's the difference between scanning a document and photocopying a document? The difference ... is that scanning produces a digital copy of the document, whereas photocopying produces a paper copy

kit

Name a sport that one needs very little kit for. The name ...
very little kit ... football etc.

What kit does one need to play tennis? To play tennis, one needs a pair
of trainers, a racket and a tennis ball

mislead

subsequently

If you bought something in a shop but subsequently realized you'd been
misled by the sales person about the product, what would you do?

If ..., I'd ...

offence

rumour

Is it an offence in your country to spread false rumours about other
people? Yes, ... ~ No, ...

Do you take offence if someone criticizes your country? Yes, ... ~ No, ...

1067

Phrase exercise 5

From the four options given with each sentence, choose the one word that fits correctly in the gap.

- 1 Let's go travelling for a year; it'll broaden our ... **enormously**.
(settings / landscape / horizons / scenery)
- 2 The heavy rain caused a terrible flood, which in ... **damaged** the
economy of the region. (progress / depth / turn / future)
- 3 Why is it ... your interest to report the problem to the police?
(against / in / out of / for)
- 4 Finding his way around isn't one of Frank's strong ..., so don't be
surprised if he gets lost in London! (marks / spots / points / bits)
- 5 Several of my friends have spoken to Aisha since she moved to
England and, ... all accounts, she's doing very well.
(with / by / from / for)
- 6 Don't just leave your computer course; that'd be taking the ... way
out. Speak to your teacher about your problems.
(weak / quick / easy / silly)

- 7 David thinks the plan is risky, and, ... a sense, he's right.
(with / by / in / after)
- 8 All the songs in this new collection are loud, but the man ... the music is actually a very quiet individual.
(under / behind / over / in front of)
- 9 My request for a loan from the bank was not as successful as I'd hoped; ... short, I need to borrow money from someone.
(for / as / on / in)
- 10 There are no shops open this late, so we'll ... have to eat what's in the fridge.
(always / even / just / still)
- 11 Could you possibly keep ... on my bag while I go to the toilet?
(an eye / a look / a lock / an arm)
- 12 Can we stop running for a moment? I need a minute or two to ... my breath!
(find / draw / hold / catch)
- 13 I don't mind whether we go to Moscow or Beijing; it'll be a great experience in any ..., I'm sure. (affair / event / result / occasion)
- 14 Mark's life is changing all the time. I can never ... track of what he's doing!
(follow / make / hold / keep)
- 15 This will be an exciting year for the company. Who knows what ... ahead for us!
(comes / sits / lies / goes)



The cyclist stopped/ to pump more air into his tyres,/ in the hope that this would ensure/ that he didn't get a puncture/ on the narrow, bumpy countryside lanes./ Leading the procession,/ looking far from graceful/ squeezed into his military uniform,/ was the monarch himself,/ accompanied by a dozen armed guards./ Have you no conscience?/ This is a clear case of prejudice!/ You certainly weren't exaggerating/ about the scenery;/ the bay looks simply magnificent/ from up here!/ Mike was aware/ that few journalists/ had ever been permitted/ a personal interview/ with the team's coach,/ who had acquired a reputation/ for being grumpy and even nasty/ with members of the press./ Accessory, suicide, bankrupt, relevant, author.

Phrase exercise answers

Phrase exercise 1

- | | | |
|----------------|------------|--------------|
| 1 in | 6 as | 11 around |
| 2 closely | 7 side | 12 at |
| 3 have | 8 with | 13 ball |
| 4 speechless | 9 throwing | 14 in |
| 5 would appear | 10 head | 15 next best |

Phrase exercise 2

- | | | |
|-----------|-----------|-------------|
| 1 beyond | 6 made | 11 out |
| 2 liberty | 7 favour | 12 cover |
| 3 put | 8 flying | 13 on |
| 4 bright | 9 scratch | 14 position |
| 5 large | 10 in | 15 down |

Phrase exercise 3

- | | | |
|----------|-------------|---------------|
| 1 speed | 6 on | 11 well |
| 2 take | 7 came | 12 bit by bit |
| 3 share | 8 being | 13 hope |
| 4 course | 9 harm | 14 fine |
| 5 tune | 10 increase | 15 agree |

Phrase exercise 4

- | | |
|-----|------|
| 1 a | 6 c |
| 2 b | 7 c |
| 3 c | 8 a |
| 4 b | 9 a |
| 5 a | 10 c |

Phrase exercise 5

- | | | |
|------------|----------|-----------|
| 1 horizons | 6 easy | 11 an eye |
| 2 turn | 7 in | 12 catch |
| 3 in | 8 behind | 13 event |
| 4 points | 9 in | 14 keep |
| 5 by | 10 just | 15 lies |

Word-building exercise answers

Word-building exercise 1

- | | | |
|---------------|--------------|---------------|
| 1 visitors | 6 accountant | 11 forgetful |
| 2 depth | 7 cultural | 12 boredom |
| 3 centrally | 8 enlarging | 13 popularity |
| 4 realistic | 9 partial | 14 stupidity |
| 5 fashionable | 10 circular | 15 decisive |

Word-building exercise 2

- | | | |
|---------------|-------------|-----------------|
| 1 electrician | 6 justify | 11 racial |
| 2 maintenance | 7 savings | 12 extension |
| 3 cruelty | 8 typist | 13 productive |
| 4 educational | 9 ambitious | 14 satisfactory |
| 5 equality | 10 bravery | 15 conservation |

Word-building exercise 3

- | | | |
|---------------------------------|----------------|-----------------------------|
| 1 luxurious | 6 locations | 11 multiplication |
| 2 reduction | 7 prescription | 12 proposal/
proposition |
| 3 curiosity | 8 immoral | 13 removal |
| 4 generalizing/
generalising | 9 promising | 14 suspicious |
| 5 foolish | 10 simplicity | 15 optional |

Word pool revision exercise answers

Word pool 1

- | | | |
|-----------|------------|--------------|
| 1 knuckle | 6 fringe | 11 tram |
| 2 peach | 7 spark | 12 chapter |
| 3 diagram | 8 fountain | 13 calendar |
| 4 pirate | 9 cable | 14 moustache |
| 5 tractor | 10 doll | 15 glove |

Word pool 2

- | | | |
|------------|--------------|-----------|
| 1 punch | 6 illustrate | 11 stab |
| 2 dominate | 7 yell | 12 spray |
| 3 perceive | 8 demolish | 13 dial |
| 4 knit | 9 loathe | 14 tease |
| 5 prohibit | 10 insert | 15 grieve |

Word pool 3

- | | | |
|-----------|-----------|----------|
| 1 hood | 6 monster | 11 alarm |
| 2 canteen | 7 kettle | 12 label |
| 3 blister | 8 heel | 13 lamb |
| 4 wrinkle | 9 circus | 14 frost |
| 5 glue | 10 ant | 15 jug |

Writing homework titles

The length of each piece of writing should be between 200 and 250 words.

Lesson 166 (General advice for writing)

- 1 A few days ago, you happened to meet someone you used to be good friends with at school. You were both in a hurry at the time and couldn't talk properly, but your friend gave you their email address. Write an email telling your friend about your life since leaving school, and suggest an idea for meeting up in the near future.
- 2 You recently moved into a rented flat with some friends. At first, the flat seemed fine, but now you realize there are some problems with it. Write an email to your landlord, who lives in another city, asking for something to be done.
- 3 One of your cousins has recently decided that he wants to join the army rather than go to university. Your uncle and aunt have contacted you, asking you to persuade him that this is not a good idea. Write a letter to your cousin.

Lesson 170 (Writing an informal letter)

- 1 A close friend kindly lent you their car a few days ago to go away for a weekend. Unfortunately, you have had an accident and now the car needs expensive work done to repair it. Write an email to your friend explaining what has happened and suggesting what should happen next.
- 2 Write a letter to a family member telling them about a holiday you've just come back from.
- 3 A friend of yours is coming to live in your house and look after it while you are away for a month. Write an email, giving your friend information about the house and the surrounding area that they will need or might find useful while they are there.

Lesson 171 (Writing a cover letter)

- 1 You are attending university but hope to work during the summer holidays for six weeks or so. Think of a job you might like to do during this period and then write a cover letter/email for your application.
- 2 Imagine a job that you hope to apply for at some point in your future career. Write the cover letter/email that you might send as part of your application for that job.
- 3 There is an interesting evening course starting soon at your local college. Only a limited number of people will be able to attend the course, and the college has stated that all applications must be supported by a cover letter. Write your cover letter.

Lesson 176 (Writing a report)

- 1 You work in an English language school. The principal wants to improve the business, and he has asked you to interview current students and obtain their opinions on the following:
 - building and facilities;
 - teaching staff;
 - courses.He then wants you to present him with a report, including recommendations for possible action. Write your report.
- 2 You recently worked at a large annual 3-day music festival as an official 'helper', providing members of the public with information, and dealing with any problems or complaints they had. The festival has attracted fewer people in recent years, and the organizers have asked you, and all the other helpers, to provide individual reports on the festival, based on your personal experience, and to suggest any improvements to the festival that you feel should be made. Write your report.
- 3 The company you work for needs to find a hotel for some very important customers who are visiting for a week in the near future. Write a report for your boss on the top two hotels in your area, and recommend one.

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