



Qena Faculty of Arts
English language & Literature Dept.



Qena Faculty of Education
Basic Education
English Department



South Valley university

Listening

&

Speaking

Fourth- Year Students, Qena Faculty of Education,
Primary Education

English Department

2022/223

Unit 1 – How’s it going?

Get ready to listen and speak

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| ☉ Do you | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| like going to parties? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| enjoy meeting new people? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| prefer to socialize only with people you know? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| hate making small talk with strangers? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| switch off if you are not interested in the conversation? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| prefer to listen to others than give your opinion? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

What do you think your answers say about your character?

A Listening – Introducing yourself

(1) 🎧🔊 Listen and complete these expressions you can use to start a conversation.

- (a) What to at the weekend?
- (b) How’s
- (c) Did you last night?
- (d) It’s, hasn’t it?
- (e) So, how
- (f) Wow! I

(2) 🎧🔊 Listen and match each response (1-6) with a conversation starter (a-f) in Exercise 1.

- 1 2 3 4 5 6



B Listening – Making small talk

(1) 🎧🔊 Kerri, from Ireland, is at a party in a friend’s home. Listen to two conversations (A and B) she has with people she meets.

Circle the correct answer.

- Who
- | | |
|------------------------------|-----------|
| (a) talks about himself? | Tim/ Nick |
| (b) responds to information? | Tim/ Nick |
| (c) doesn’t ask questions? | Tim/ Nick |
| (d) shows interest? | Tim/ Nick |
| (e) asks lots of questions? | Tim/ Nick |

(2) 🎧🔊 Which conversation is more successful? Why? Listen again and note your ideas.

.....

Learning tip

To get on well in conversation it’s important to be a good listener. Listen carefully and respond to what you hear, showing interest and asking questions for more information. This will help keep the conversation going.

C Speaking – Making a conversation going (1)

Speaking Strategy: Asking follow-up questions

(1) Look at this extract from Kerri’s conversation with Nick. Underline the follow-up questions that Nick asks Kerri about her work.

Kerri: We work in the same deaprtment.

Nick: Oh, I see. Ho long have you worked there?

Keri: Nearly a year.

Nick: Great. Are you enjoying it?

(3) Now listen to eight statements (a-h). For each statement, respond by asking a follow-up question.

Example

You hear: a

I have two children.

You say: Oh really? What are their names?

Speak up!

(2) Imagine you are speaking to someone at a party. Write one follow-up question for each of these statements.

(a) I’ve lived here for five years now.

.....

(b) I work in Manchester.

.....

(c) I’m going on holiday soon.

.....

(d) I went to Paris last week.

.....

(e) I moved house last Monday.

.....

D Speaking – Keeping a conversation going (2)


Speaking strategy: Using question tags

1 Look at two more extracts from Kerri and Nick’s conversation. How does Nick encourage Kerri to respond?

a Nick: Great party, isn’t it?
Kerri: Yeah, it’s really good.

b Kerri: Have you ever been to Dublin?
Nick: No, but I’ve always wanted to go. It’s not expensive, is it?

Notice that using a question tag turns a statement into a question and invites the listener to reply.

2  Now listen to each extract. Does Nick’s voice go up or down at the end of each question tag?

a b

3 In which question ...

- 1 does Nick ask for clarification?
- 2 does he want Kerri to agree with him?

Speak up!

4 Imagine you are speaking to someone at a party. Use the ideas below to make questions using question tags. Make your voice go down at the end, asking for agreement.

Example: a John’s a nice guy, isn’t he?

- a John / nice guy
- b music / great
- c cold / yesterday
- d you / two children
- e they / not from here
- f your birthday / last week

5 Now use the ideas below to make more questions using question tags. This time, make your voice go up at the end, asking for clarification.

Example: a You don’t live in London, do you?

- a you / not live in London
- b he / not find a job yet
- c Julia / not pass driving test / last week
- d you / not shopping / next weekend
- e they / eat meat
- f you / not watch the match / last night

E Speaking – Keeping a conversation going (3)

Speaking strategy: Reply questions

- 1 Look at another extract from Kerri's conversation with Nick. Notice how Nick shows interest by asking a short question *Do you?* This is called a *reply question*.

Kerri: I come from Dublin originally.

Nick: Do you? That's great. They say it's a really fun city.

Speak up!

- 2 Complete each conversation with a reply question.

a A: I bought a new car last month.
B: *Did you* ? What model did you go for?

b A: I don't like classical music at all.
B: ? I love it.

c A: I've got terrible backache.
B: ? Oh dear.

- 3 Listen and check. Then play the recording again and take the role of B. Try to speak at the same time.

- 4 Now listen to eight more statements and respond to each one with a reply question. Try to add a follow-up question too, if you can.

Example: You hear: a It's my birthday today.

You say: Is it? Congratulations. What are you going to do to celebrate?

F Listening – Understanding irony

- 1 Listen and complete conversations a and b.

a Emma: Oh no. It's !
Tony: Great. I was going to this afternoon.

b Julie: It said on the news that are going to fall.
Frank: Really? That's great. I've just bought a

- 2 Look at each conversation again and tick ✓ your answers.

- a How do Tony and Frank both feel?
pleased relieved disappointed excited
- b When they say *Great / That's great*, what do they mean?
'How wonderful!'
'Oh no. That's terrible!'
'I'm not interested.'

Focus on ... question tags



- Make each statement a question by adding a question tag.
 - You haven't lived here long, *have you* ?
 - You like your job, ?
 - Michael is a nice guy, ?
 - Tina isn't coming for dinner tonight, ?
 - I've seen you somewhere before, ?
 - They come from Germany, ?
 - You won't be late, ?
 - We met at Julie's party last month, ?
- Say each question twice. First, make your voice go up, asking for clarification. Then make your voice go down, asking for agreement.

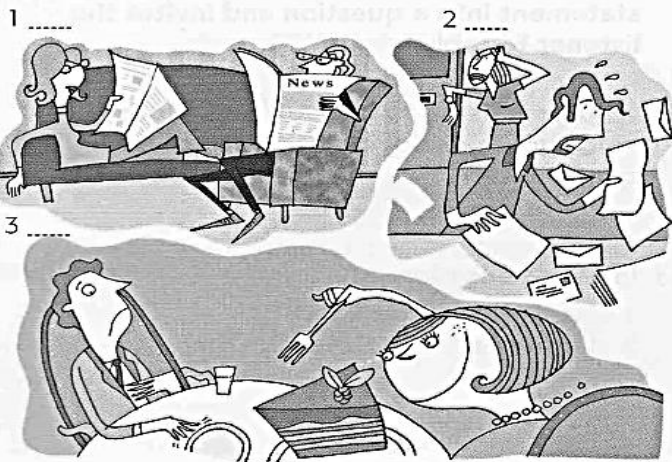
Did you know ...?

Conversations last longer when people smile and keep good eye contact.

Class bonus

Imagine you are at a party. Stand up, mingle with your classmates and start conversations together. Try to keep each conversation going as long as you can by asking follow-up questions, using question tags and reply questions. Use your body language to show interest and to relate to the people you are speaking to.

- 3 Now listen to three more conversations and match each conversation (a–c) to one of the pictures (1–3) below.



4  **10** Listen again and match each expression you hear with a conversation.

- | | |
|--------------------|----------------|
| What a pity! | Conversation a |
| That's marvellous! | Conversation b |
| How exciting! | Conversation c |

5  **10** Listen again. What does each speaker really mean?

- a I'm pleased about that.
- b How boring!
- c What a disaster!

What a pity! ..a...
 That's marvellous!
 How exciting!

Focus on ...
exclamations



Complete each exclamation with *How ...*, *What ...* or *What a ...*.

- a What a terrible thing to say!
- b awful!
- c pity!
- d fantastic news!
- e great idea!
- f appalling weather!
- g amazing!
- h mess!
- i unusual!
- j relief!

Extra practice

Find an English-speaking club in your area. Go along with a friend to the next meeting. Use the question techniques and strategies in this unit to help you communicate with the people you meet there.

Can-do checklist

Tick what you can do.

- I can start up a conversation and make small talk.
- I can keep a conversation going using a range of question techniques.
- I can understand when someone is being ironic.
- I can use intonation to indicate emotions such as enthusiasm.

Can do

Need more practice

Unit 2 – I’m looking for a camera?

Get ready to listen and speak

⊙ Match each item (a-l) with a picture (1-12)

- (a) DVD recorder
- (b) MP4 Player
- (c) Plasma TV
- (d) Desktop PC
- (e) Laptop/notebook computer
- (f) Smart phone
- (g) USB memory stick
- (h) Digital camcorder
- (i) All-in-one printer
- (j) Memory card
- (k) SatNav system
- (l) Shredder



⊙ Tick the items you own.

A Listening – In an electrical shop

1 113 Listen to five short conversations in an electrical shop. For each conversation, decide which item (a-l) above the people are talking about.

- a SatNav system
- b
- c
- d
- e

2 113 Listen again. Make a list of the words and expressions that help identify each item.

- a maps, plan your route, touch screen
- b
- c
- d
- e

B Listening – Asking for information

1 114 Paola is an Italian teacher working in London. She's thinking of buying a smart phone. Listen to her talk to an assistant and complete the expressions she uses below.

- a I'm looking for a smart phone.
- b I'm this one.
- c Can wireless internet is?
- d Sorry, 'hotspot' mean?
- e Could you that?
- f I'd more about that, please.
- g the battery life ?

2 Match each expression from Exercise 1 (a–g) with a function (1–3).

- 1 Asking for an explanation
.....
- 2 Asking for information
.....
- 3 Saying what product you want
.....

3 119 Look at these things you can do with a smart phone. Listen again and number each one in the order it is mentioned (1–10).

- organize appointments 1
- take notes and write documents
- store addresses and contacts
- surf the Internet
- read and send email
- listen to music
- take photos and videos
- watch TV
- download video games
- transfer files to your computer

4 114 Answer these questions, then listen once more and check.

- a What is the advantage of wireless internet?
- b What is a 'hotspot'?

Learning tip

Whenever possible, try to prepare for a conversation. Think in advance about what you want to say, and how you can say it in English.

Did you know ...?

WEEE means Waste Electrical and Electronic Equipment. Every year, millions of tonnes of old and unwanted electronic goods are thrown away. This creates a huge environmental problem. Governments, manufacturers and individuals around the world are trying to collect, reuse and recycle these unwanted electronic goods.

Sound smart

The schwa /ə/

The schwa is the weak vowel sound in some syllables that is pronounced /ə/. It is very common in spoken English.

- 1 115 Listen to these words. Notice the schwa.
connect picture computer
- 2 116 Now listen to these words. Underline the schwa in each word. It may appear more than once.
camera popular feature
address appointment
- 3 117 Listen to this sentence. Notice the schwa.
I often use my phone to surf the Internet.
- 4 118 Now listen to these sentences. Underline the schwas.
a Can I take a closer look?
b Here's a picture of me and my friend.
c The assistant said there's a sale on today.
- 5 115-18 Listen again and repeat the words and sentences. Try to pronounce the schwa sound each time.

C Speaking – Finding out about a product

Speaking strategy: Asking how to use something

1 Look at this extract from the end of Paola's conversation. Notice the expression in bold that she uses to ask how to use the smart phone.

Paola: **What happens if I** press this button here?
Assistant: Er, nothing. You've got to turn it on first!

2 Here are some other expressions you can use to ask how something works.

What does that (button) **do**?
What is this (button) **for**?

Speak up!

3 119 Imagine you want to buy a smart phone. Use the words below to make sentences. Listen and respond to the assistant.

Example
You hear: Can I help you?
a
You say: Yes, please. I'm looking for a smart phone.

- a look for / smart phone
- b have / a closer look?
- c happens / press this button?
- d keypad / for?
- e blue button / do?

D Listening – Making a purchase

1 **20** James is buying a DVD recorder. Listen and tick ✓ which extra services the assistant mentions.

Special payment terms

An accessory at a reduced price

An extended warranty

Delivery

After-sales technical support

Installation and demonstration

2 **20** Listen again and write the cost of each additional service the assistant offers.

.....

3 **20** Listen once more. Which service does James decide to buy? What does he not have to pay for?

.....

E Speaking – Getting a good deal

Speaking strategy: Negotiating

1 Look at this extract from the conversation in the electrical shop. Underline the words James uses to bargain with the assistant.

James: If you give me free delivery, then I'll take the extended warranty option. How's that?

Assistant: Hmm. OK. I think we can work something out here.

Speak up!

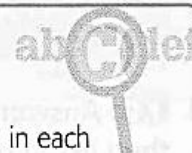
2 Imagine you are a customer and want to bargain with the shop assistant. Use *If ... then* to negotiate these terms.

Example: a free delivery / extended warranty

You say: If you give me free delivery, then I'll take the extended warranty.

- a free delivery / extended warranty
- b 10% off / special payment terms
- c free installation and demonstration / extended warranty
- d free delivery / after-sales technical support
- e a discount / buy two
- f give me an extra battery / buy the leather case

Focus on ... the language of sales



Circle the correct preposition in each sentence.

- a Are these printers in / at the sale?
- b There's 25% down / off everything in the shop today.
- c Have you got any special offers on / in at the moment?
- d There's a sale with / on all plasma TVs this month.
- e I'm sorry. That item is not in / for sale.
- f All our computers are in / on the sale this week.
- g We've had a bad month. Our sales are down / under by 10%.

Class bonus

Half the class are shop assistants, the other half are customers.

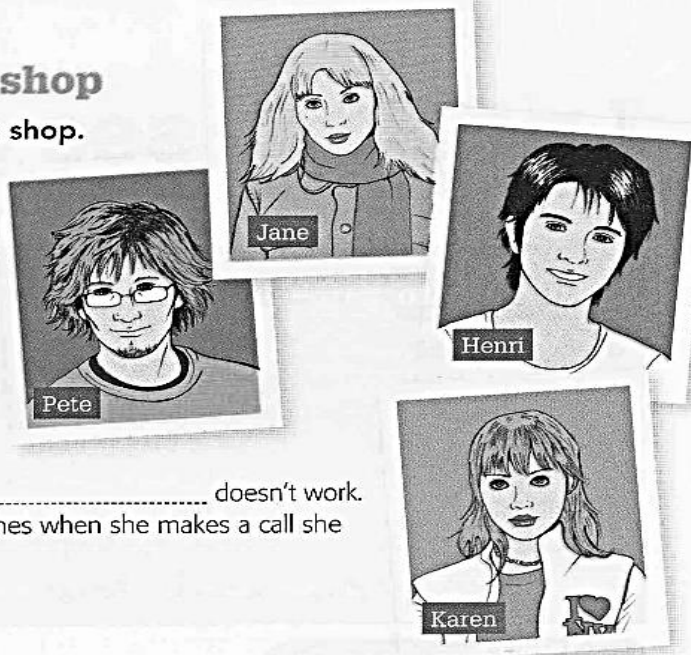
Shop assistants: Decide what electrical item you want to sell (e.g. a digital camcorder, plasma TV, notebook computer etc.). What is the full price? What extra services can you offer, and for how much?

Customers: Speak to various assistants. Find out what they are selling and decide what you want to buy. What extra services do you want? Try to negotiate a good deal.

F Listening – Returning an item to a shop

1 Listen to four people each take an item back to a shop. Match each person with the item they are returning.

- an all-in-one printer
- a computer game
- a mobile phone
- an MP4 player Jane.....



2 Listen again and complete the reasons for returning each item.

- Jane She never *listens to music*.....
- Henri He has
- Pete It's faulty. The gets stuck and the doesn't work.
- Karen It while on the Internet, and sometimes when she makes a call she can't

G Speaking – Returning items

Speaking strategy: Describing a problem

1 Here are some expressions you can use to describe a problem.

- The thing is ...
- The problem is ...
- I don't understand why ...
- The problem seems to be ...

2 Listen again to Jane, Henri, Pete and Karen. Tick ✓ the expressions you hear.

Speak up!

3 Imagine you are a customer returning an item to a shop. Look at the information below and explain the problem to the shop assistant.

Example: a
You say: I bought this radio last month but the problem is the volume doesn't work properly.

- a bought last month / ~~volume~~
- b bought last week / ~~screen~~
- c present / ~~listen to music~~
- d present / already have it
- e bought last weekend / ~~remote control~~

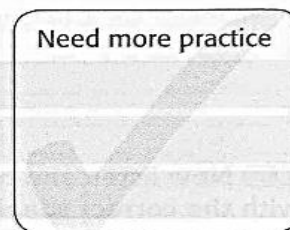
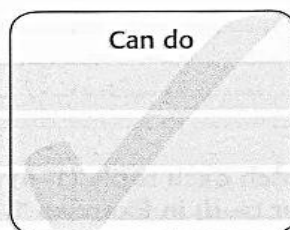
Extra practice

Imagine you are telling a friend about an electronic item you own. Say where you bought it, when, what features it has and if you have had any problems with it.

Can-do checklist

Tick what you can do.

- I can ask about a range of products in detail.
- I can negotiate with a shop assistant to get a good deal.
- I can return an item and give an explanation where necessary.



Unit 3 – I need to see a doctor

Get ready to listen and speak

⊙ Match the health problems (a-f) with the symptoms (1-6).

- | | |
|--------------------|---|
| (a) food poisoning | (1) have a splitting headache, feel dizzy |
| (b) depression | (2) have trouble sleeping, can't unwind or relax |
| (c) hay fever | (3) have stomach cramps, feel nauseous, have diarrhea |
| (d) migraine | (4) feel lethargic, lacking in energy, pessimistic |
| (e) insomnia | (5) have watery eyes, sneeze a lot, feel breathless |
| (f) a fever | (6) have a high temperature, shiver and sweat |

⊙ What advice would you give someone suffering from these problems?

A Listening – Getting the right healthcare

1 Listen and match each speaker (a-d) with a picture (1-4).



2 Can you remember what each person wants? Note your answers, then listen again and check.

- a something for a headache
- b
- c
- d

3 Now listen and match each reply (1-4) with the correct speaker (a-d) in Exercise 1.

- 1 d
- 2
- 3
- 4

4 Listen again to each reply and answer these questions.

- a What does MIU stand for?
.....
- b How much do the headache tablets cost?
.....
- c What does a new patient check-up involve?
.....
- d What time is the doctor's appointment?
.....

B Listening – Registering at a doctor’s surgery

1 **24** Beata is a student from Germany. She is registering at Cranfield House Surgery. Listen and complete the steps in the registration process.

- Step 1 fill in a form
- Step 2 complete a card
- Step 3 have a Check

2 **24** Listen again and answer the questions.

- a What documents does she need to provide?
.....
- b What additional information does she have to provide?
.....

Did you know ...?

Citizens of many European countries are entitled to free or discounted medical treatment throughout Europe, with the European Health Insurance Card (EHIC). Citizens from outside the EU may have to pay for treatment if they become ill while visiting an EU country.

C Listening – Finding out about health services

1 **25** Listen to the receptionist tell Beata about the range of services offered at the medical practice. Number the services listed on the leaflet in the order she mentions them.

Cranfield House Surgery

<input type="checkbox"/>	Well Person Clinic	p1
<input type="checkbox"/>	Asking for advice	p3
<input type="checkbox"/>	Home visits	p4
<input type="checkbox"/>	Seeing the nurse	p5
<input type="checkbox"/>	Special clinics	p6
<input checked="" type="checkbox"/>	Making an appointment	p9
<input type="checkbox"/>	Repeat prescriptions	p10
<input type="checkbox"/>	In an emergency	p11

0131 732 8900

2 **25** Read the statements below. Then listen again and write T (true) or F (false) for each statement.

- a You can only make an appointment by phone. ...F...
- b Usually you can see a doctor in less than 24 hours.
- c Only a doctor can give vaccinations.
- d You have to call before ten thirty if you want a home visit.
- e A nurse or doctor is available seven days a week to give advice by phone.
- f There is a Well Person Clinic twice a week.
- g There is no special clinic for people with hay fever.
- h You have to ask two days in advance for a repeat prescription.

3 Now correct the false statements.

.....

.....

.....

.....

.....

.....

.....

D Listening - At the doctor's

1 **126** Listen to two patients, Anne and Brian, describe their symptoms to the doctor. Write A (Anne) or B (Brian) next to each symptom below.

- 1 can't switch off A
- 2 is very lethargic
- 3 is shivering and sweating
- 4 has trouble sleeping
- 5 has a high temperature
- 6 feels tense and irritable
- 7 feels weak and dizzy

2 **127** What do you think could be the matter with each person? Listen to the doctor's diagnosis and complete his notes.

Anne Bertrand

Problem: depression
Treatment: Nitropan. -week course.
One 1000mg tablet and another
Return visit Yes/No [If yes, when _____]

Brian Kingston

Problem: _____
Treatment: Cordosole 5. 1-week course.
250mg tablets, 3x per day before
Return visit Yes/No [If yes, when _____]

3 **128** A few weeks later Beata isn't feeling very well. She goes to see her doctor. Listen and tick ✓ the symptoms she mentions.

- has trouble sleeping
- feels nauseous
- has stomach cramps
- has diarrhoea
- has been sick
- has a high temperature

4 Look at Beata's symptoms. What do you think is wrong with her?

5 **129** Now listen to the doctor's diagnosis. Answer the questions.

- a What is wrong with Beata? _____
- b What does the doctor prescribe? _____
- c Does she have to go back to the doctor? _____

Learning tip

It is not always possible to understand everything first time. If you are not sure, then check you have understood, especially if the information is important. A good technique is to repeat the important information back to the speaker.

E Speaking - Understanding the diagnosis

Speaking strategy: Checking you understand

1 Look at this extract from Beata's conversation with the doctor. How does she check she has understood correctly?

Doctor: I'll give you a prescription for some tablets. They're very good. Take two every four hours and it should sort itself out in a few days.
 Beata: OK, so I need to take two tablets every four hours.

2 You can also use these expressions when you want to check you have understood.

- So, you mean I should ...
- Right, so you're saying I have to ...

Speak up!

3 **130** Imagine you are at the doctor's. Listen to the doctor's instructions (a-e) and respond each time by checking you understand.

Example
 You hear: a
 This is a prescription for some medicine that should help sort it out. Take two tablets three times a day, before meals.
 You say: Right, so you're saying I have to take two tablets three times a day before meals.

Extra practice

Go to the BBC Learning English website and type 'health' in the search box. Press enter, then choose a link that interests you. Click 'Listen to the story' and check for any video material, too. Complete any exercises. You could also go to the Voice of America Special English website to watch or listen to more health stories.
<http://www.bbc.co.uk/worldservice/learningenglish/>
<http://www.voanews.com/specialenglish/>

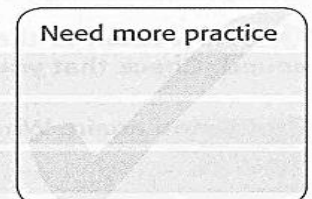
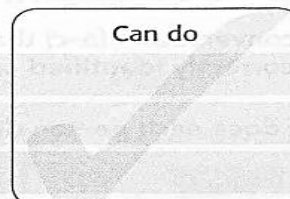
Class bonus

Half the class are doctors, the other half are patients. Patients: Think of a health problem. Find a doctor and explain your symptoms. Then listen carefully to the doctor's diagnosis, and repeat back any instructions to make sure you understand. Visit several doctors to find who gives the best diagnosis and advice. Doctors: Listen to each patient describe a health problem. Make a diagnosis and prescribe some medicine. Give instructions on taking the medicine. Make sure your patients understand clearly.

Can-do checklist

Tick what you can do.

- I can enquire effectively about and register for healthcare services.
- I can listen to a doctor's diagnosis and check I have understood.
- I can use stress to correct misunderstandings.



Unit 4 – What’s the problem?

Get ready to listen and speak

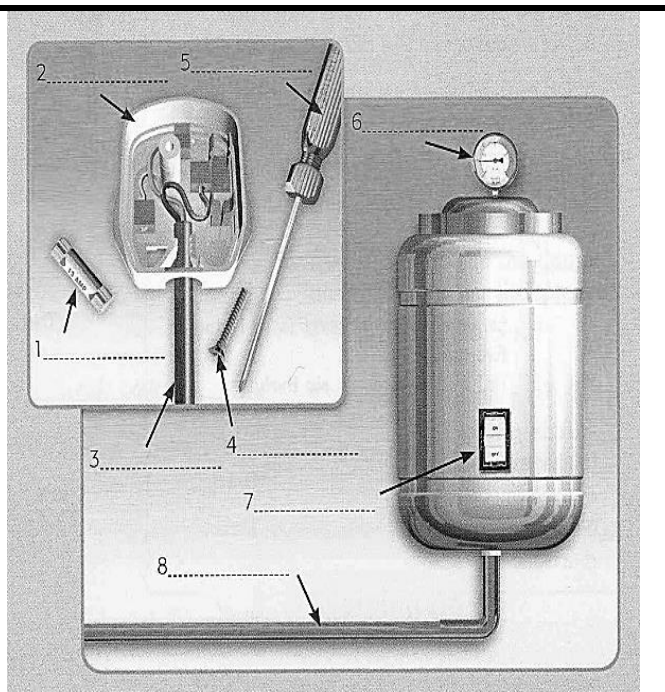
⊙ Label the diagrams using these words.

pipe fuse screw switch
 thermostat screwdriver cable

⊙ Match the expressions to complete six sentences.

For example: a car engine can stall.

- | | | |
|---------------------|-----|----------------|
| car engine | | run out of ink |
| battery | | blow |
| pump | | stall |
| A printer cartridge | can | go flat |
| computer | | break |
| fuse | | crash |



A Listening – Dealing with everyday problems

1 33 Listen to these sounds. What do you think is happening? Try to complete the chart.

	Object	Problem
a	car	
b		
c		

2 34 Now listen to the conversation (a–c) that follows each sound. Check that you correctly identified each problem.

3 34 Listen again. What does each person decide to do?

- a
- b
- c

Learning tip

It can sometimes be useful to listen not only to what people say, but also to any sounds in the background. You can find out a lot of information by listening for aural clues.

Focus on ...
modals of deduction

When we think we are sure about something we use *must* and *can't*.

It *must* be the battery.

No. It *can't* be. It's new. The fuse *must* have blown.

When we are not sure about something we use *may*, *might* or *could*.

It *may* be the battery.

Yeah, or it *might* be the fuse.

Hmm. It *could* have run out of paper, too.

- 1 Study the examples above and listen again to the conversations in Recording 34. Then **circle** the correct answers to complete the rules.

To make a deduction in the *present / past*, we use a modal of deduction and the infinitive.

To make a deduction in the *present / past*, we use a modal of deduction + *have* + past participle.

- 2 Now **circle** the correct answer to complete each sentence.

- a It *might* / *can't* need a new fuse because I replaced it yesterday.
- b There's no cable! Someone *must have* / *could have* taken it.
- c This page is blank. I'm not sure, but the printer *could have* / *must have* run out of ink.
- d The remote control isn't working. The batteries *might have* / *can't have* run out.
- e The TV works fine now. I suppose someone *might have* / *must have* fixed it.
- f The garage *might not* / *could not* be open. It's nearly six o'clock.

B Speaking – Finding solutions

Speaking strategy: Speculating about causes

- 1 Look at these expressions you can use to speculate about causes. Notice the words in **bold**.

The battery **may** be dead.

It **might have** run out of paper.

It **could** be the cable.

It **can't** be the fuse.

The cartridge **must have** run out.

Perhaps it **needs** replacing.

Speak up!

- 2 **135** Imagine you are living with a friend. Your friend tells you about some problems around the home. Listen and use the ideas below to speculate about possible causes.

Example

You hear: a

Guess what? The dishwasher isn't working again.

You say: It could be the pump. It might have broken.

Perhaps it needs replacing.

- 3 **136** Now imagine your computer isn't working. Your friend suggests some possible causes. Listen and use the ideas below to have a conversation.

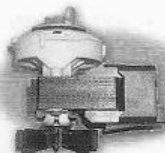
Example

You hear: Is there something wrong with your computer? It could be the cable. It might not be plugged in.

a

You say: No, I've checked all the cables. It can't be the cables.

- a cables OK
- b fuses OK
- c monitor OK
- d wireless keyboard and mouse – new batteries
- e hard disk – not checked



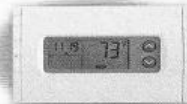
a pump broken? / replace?



b batteries flat? / replace?



c cartridge run out?



d thermostat broken?



e fuse blown? / buy a new fuse?

C Speaking – Offering your opinion

Speaking strategy: Giving strong advice

1 Underline the expressions for giving strong advice.

You really should get this fixed.

You really shouldn't leave it any longer.

You'd better call an electrician.

You'd better not touch that cable. It might not be safe.

You ought to call a plumber.

Did you know ...?

The negative of *ought to* is *ought not to* or *oughtn't to*. However, these negative forms are not common in spoken English.

Speak up!

2 137 Listen to five people tell you about a problem. Use the ideas below to respond giving strong advice.

Example

You hear: a

The toilet doesn't flush properly. I think I'll take a look.

You say: You ought to call a plumber. You shouldn't try to fix it yourself.

- a call a plumber ✓ / fix it yourself ✗
- b call an electrician ✓ / touch that cable ✗
- c read the instructions again ✓ / take it back yet ✗
- d call an engineer ✓ / take a look yourself ✗
- e see a doctor ✓ / wait and to see if it gets better ✗

3 138 Now imagine a friend has a problem with his car. Listen and use the ideas below to have a conversation.

Example

You hear: My car isn't running properly again. I'm a bit worried about it.

a

You say: You'd better not drive it. You really should take it to a garage or it might break down.

- a drive it ✗ / take to a garage ✓ / break down?
- b leave it ✗ / get worse ?
- c repair it yourself ✗ / mechanic ✓
- d use car ✗ / train ✓
- e buy ticket in advance ✓ / busy tomorrow a.m. ?

D Speaking – Speculating about consequences

Speaking strategy: Explaining consequences

1 Here are some expressions you can use to explain consequences. Underline the consequence in each sentence.

If you have a burglar alarm fitted, then this will act as a deterrent.

You will be ill **unless** you eat more healthily.

You should be more careful, **otherwise** you will have an accident.

Speak up!

2 139 Listen and respond to each statement you hear using the ideas below and *if ... then*, *unless* or *otherwise*.

Example

You hear: a

I've got a really bad toothache.

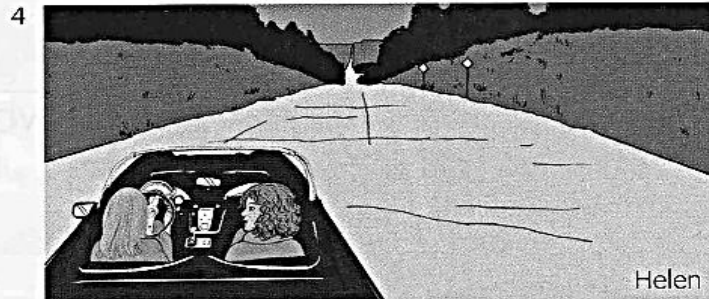
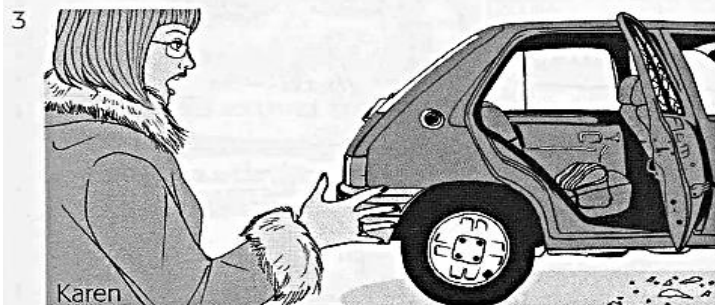
You say: You should go to the dentist, otherwise it'll get worse.

- a go to the dentist / get worse
- b work hard / fail exams
- c eat more healthily / put on weight
- d get it repaired / fall behind with work
- e apologize / lose your job

E Listening – Coping in an emergency

1 **440** Listen and match each emergency (a–d) with a picture (1–4).

a ...3... b c d



2 **440** Listen again and find one mistake in each of the pictures (1–4) above.

1 3
2 4

3 **441** Now listen to each person explain what they did. Write the name of each person next to the correct explanation (1–4).

1 ... Jane ... 2 3 4

4 **441** Listen again. Would you have done the same?

Did you know ... ?

Many people store an ICE number on their mobile phone. ICE stands for **In Case of Emergency**. It is the number of a friend or relative that can be called in an emergency.

Class bonus

With your partner, think of a different emergency situation. Include as many details as you can, and then decide what you would do. When you are ready, describe your emergency situation to the class.

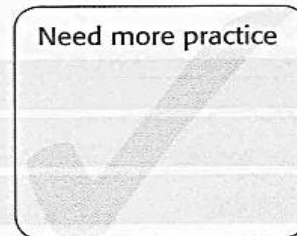
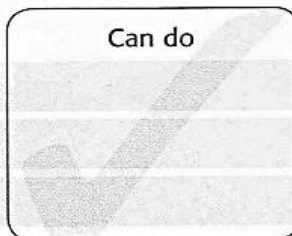
Extra practice

Go to this link and choose a video to watch that interests you.
<http://www.videojug.com/tag/first-aid>

Can-do checklist

Tick what you can do.

- I can describe everyday problems and speculate about their causes.
- I can give advice and make strong recommendations.
- I can explain the consequences of particular actions.



Unit 5 – What a lot of red tape!

Get ready to listen and speak

- Look at the pictures and identify the documents. Which of these documents do you have?
- Have you ever needed to get a permit or visa?



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A Listening – Contacting the visa office

1 **42** Imagine you are on holiday in the UK. You call the UK Visa section to find out what visa you require to study there. Listen to this recorded announcement. Which number should you press to continue your enquiry?

2 **43** Now listen to the next part of the message. Take notes of all the important information.

UK Visa section

Website

Fax number

Address

Opening hours

Did you know ...?

'Red tape' describes official rules and processes. It is often used in a negative way, when these processes seem time-consuming and unnecessary, e.g. *My visa application took ages because there was so much red tape.*

Learning tip

When you take notes, note only the key words. Listen closely for any numbers, times, dates, names and addresses. Use abbreviations and symbols wherever possible. You can use your own abbreviations as well as standard ones.

B Listening – Enquiring about a visa

1 Yuki, from Japan, is on holiday in England. She phones the UK Visa section to ask about getting a Student Visa for the UK. Number her questions (a–f) in the order you hear them (1–6).

- a Can I work if I have a Student Visa?
- b How much is it?
- c What do I need to do to get a visa?
- d Can you tell me if I need a visa?
- e What do you mean by 'supporting documents'?
- f How do I apply?

2 Now listen again and note the answer to each question.

- 1 Yes, she needs a visa.
- 2
- 3
- 4
- 5
- 6

C Speaking – Making sure you understand

Speaking strategy: Asking for clarification

1 Look at this extract from the conversation between Yuki and the visa officer. Underline the expression she uses to ask the visa officer to explain a term she doesn't understand.

Visa officer: ... with your passport, two recent colour passport-sized photos and the necessary supporting documents.
 Yuki: Sorry, what do you mean by 'supporting documents'?

2 Here are some other expressions you can use.

- What exactly does ... mean?
- I'm sorry. Can you explain what ... means?
- Sorry. I don't understand. What are ...?

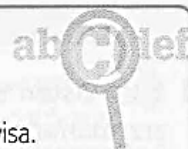
Speak up!

3 Imagine you are speaking to a UK visa official. Listen to each statement and use the expressions above to ask for clarification. Then listen to the answer.

Example
 You hear: You'll need entry clearance to come to the UK.
 a
 You say: What exactly does 'entry clearance' mean?
 You hear: Entry clearance means official permission to enter the country, so a visa or entry clearance certificate.

- a entry clearance?
- b IAS?
- c UK Mission?
- d the Schengen area?
- e an EEA country?

Focus on ... official language

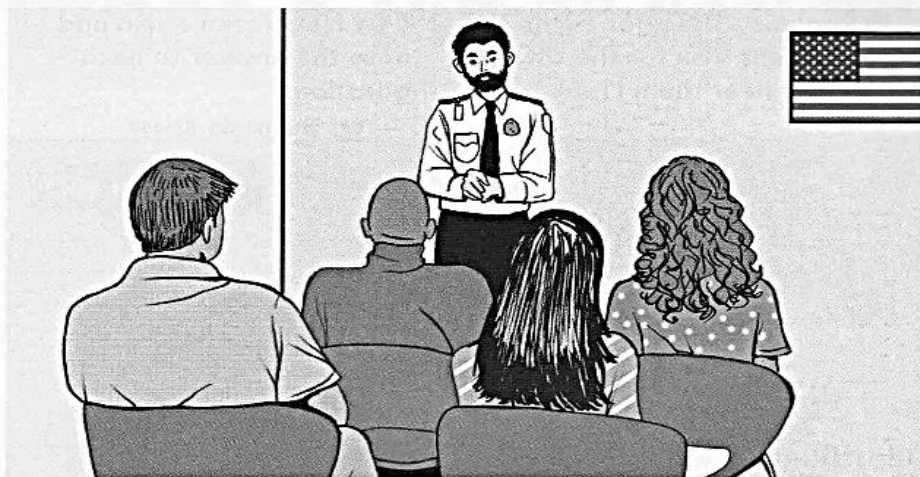


Imagine you are applying for a visa. Here are some phrases you may hear. Complete each sentence with a word or phrase from the box.

status run out signature print
 register official fill in origin

- a The official dealing with your application is at counter 17.
- b Please this form and take a ticket.
- c Your passport will in a few months. You need to renew it.
- d If you want to make an application then you have to first.
- e We need your at the bottom of every page.
- f Can you your name in block capitals please?
- g What's your marital ?
- h Please put your name and country of

D Listening – Applying for a green card in the US



1 **446** Listen to this US immigration official talk about how to get permanent residency in the US. What are the three main ways you can get a green card?

	Ways of obtaining a green card	Requirements
1		
2		
3		

2 **448** Now listen again and note the requirements for each type of green card application.

3 **447** Read the requirements. Then listen and number each requirement (a–e) in order (1–5).

- a Your US employer must file Form ETA 750.
- b Your employer must send in Form I-140.
- c The Department of State must approve your Immigrant Visa Petition.
- d The Department of Labor must approve the request.
- e You are given an Immigrant Visa Number.

4 **448** Look at the list below. Listen and tick which things are also needed in order to get permanent residency in the US.

- birth certificate
- driving licence
- ID Card
- biographical information
- passport
- two colour photos
- fingerprints
- a physical
- an interview
- marriage certificate
- a work permit
- a letter from your employer

Did you know ...?

A green card is not actually green in colour! It gives a non-US citizen permanent resident status in the US. This gives them the same rights as a US citizen, and means they can live, work and study there legally. In some states they can even vote in elections.


E Speaking – Giving explanations

Speaking strategy: Being concise and to the point

1 If you have an interview for a visa or permit, you will need to answer questions that the officials may have regarding your application. Should you ...

- a keep your answers short and to the point?
- b talk a lot, giving all the information you can think of?

Speak up!

2  Read situations 1 and 2 below. For each situation, imagine you are having an interview with an immigration official. Listen to five questions and answer each one as clearly and precisely as you can.

Example

You hear: So, when did you arrive in France? a

You say: Three weeks ago.

- 1 You are travelling through Europe on holiday. You've been in France for three weeks and really like it. You want to stay longer so you have found a job in a supermarket. You need to apply for a temporary work permit. You intend to leave in a few months to continue your trip around Europe. You have all the necessary supporting documentation.
- 2 You are studying sociology at university in Canada. You need to get a job to support yourself for the next year while you study. You have found a job in a local restaurant but you need a work permit to work off campus. You haven't got a Social Insurance Number.

Class bonus

- 1 Prepare to role play an interview for a visa. Decide with your partner who will be the interviewer and who will be the applicant.
Interviewer: Make a list of questions to ask. You can use the questions in this unit to help you.
Applicant: Prepare for the interview. Anticipate what questions you may be asked and practise your answers. Use the guidance in this unit to help you.
- 2 Now role play the interview. When you finish, swap roles.

Extra practice

Imagine an English-speaking friend wants to work in your country. Go on the Internet and find out how to apply for a work permit. Make notes, then imagine you are explaining this to your friend. Talk about what they need to do. If possible, record what you say and listen to yourself afterwards. Can you identify any areas you could improve, e.g. grammar, pronunciation, etc.?

Can-do checklist

Tick what you can do.

I can enquire about official procedures, e.g. how to apply for a visa.

I can understand explanations of the various steps involved in official processes.

I can answer questions clearly and concisely.

Can do

Need more practice

Unit 6 – What a great view!

Get ready to listen and speak

- Look at the pictures and identify the things you might see on a sightseeing holiday in a city.
- Tick ✓ the things you try to see when you look around a city.
- What other things do you like to see or do on a city break?



f _____



a _____



b _____



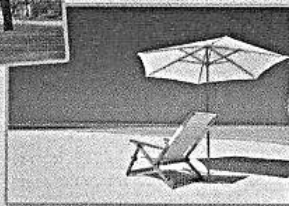
c _____



d _____



e _____



g _____



h _____



i _____

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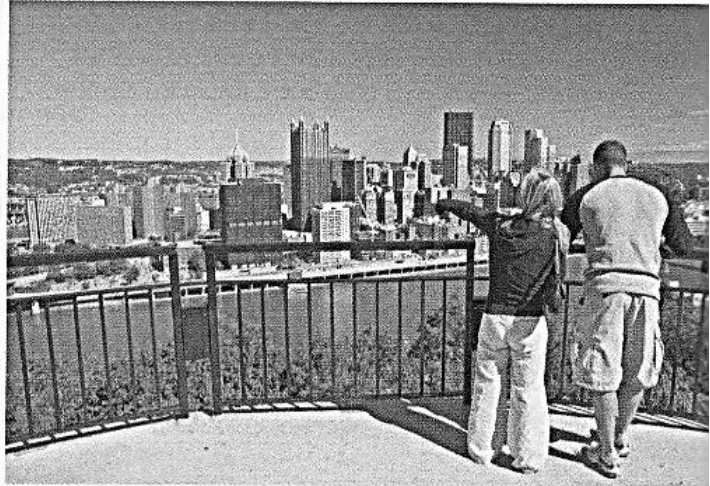
A Listening – Showing someone around

1 Listen to Sarah show her friend Paul around her home town. What do you think each of these places is?

- Ronelles a nightclub
- Crosswell Hill _____
- Old Keller _____
- The Typewriter _____
- Figo's _____

2 Listen again. Make a list of the words and expressions that helped you decide what each place is.

- Ronelles lights outside, dancing, clubbing
- Crosswell Hill _____
- Old Keller _____
- The Typewriter _____
- Figo's _____



Learning tip

Listening for context is a useful skill. Listen out for key words and try to identify a common theme, e.g. if you hear *huge*, *made of marble*, and *an important person* then this might be a *statue*.

Focus on ...
strong adjectives

1 Match each adjective in A with a stronger adjective in B.

Example: big - huge

A	B
tired	furious
bad	huge
interesting	starving
angry	fantastic
big	terrible
scared	fascinating
hungry	tiny
good	terrified
small	exhausted

2 Circle the correct word to complete the rules.
You can make the adjectives in A stronger by adding *very* / *absolutely*.
You can make the adjectives in B stronger by adding *very* / *absolutely*.

- 3 Complete each sentence with *very* or *absolutely* and an adjective.
- a The talk wasn't fantastic but it was very good.
 - b I wasn't scared. I was
 - c Everyone felt tired but Jim was
 - d Tina wasn't furious, but she was
 - e I wouldn't say the film was terrible, but it was
 - f I'm not but I am hungry.

Sound smart
Exaggerating

1 Listen to this extract from Sarah and Paul's conversation. Notice how Paul emphasizes *starving* to express how hungry he is.

Sarah: Yeah. It's famous for its sandwiches. They're the best in town.

Paul: Great. I'm starving!

2 Look at the statements below and listen. Notice how the stress and intonation help to emphasize the emotion.

I'm starving!	We're exhausted!
It's fantastic!	It's huge!
How terrible!	That's fascinating!
I'm furious!	I was terrified!

3 Now listen and use the ideas below to reply to each statement in an exaggerated way.

Example

You hear: a

Are you hungry?

You say: Yes, I am. I'm starving!

- a starving!
- b exhausted!
- c fantastic!
- d tiny!
- e terrible!
- f fascinating!
- g furious!
- h huge!

B Speaking – Talking about places of interest

Speaking strategy: Describing features

1 Look at these expressions you can use to talk about places of interest. Listen again to the conversation between Sarah and Paul. Tick ✓ the expressions they use.

It's a good place to go if ...

It's handy for ... / It's popular for ...

It's famous for ... / You can find/see ... there.

Speak up!

2 Think about your home town. Make a list of places you know, and note what people can do there.

Places to go in my home town

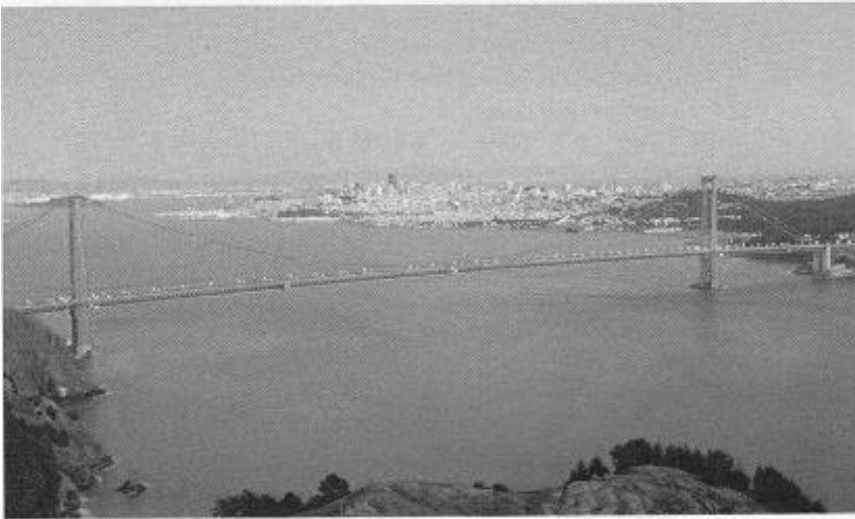
Chicago's restaurant - great pizza

3 Now imagine you are showing a friend around your home town. Use your notes, and the expressions in Exercise 1, to talk about places of interest.

Example: Chicago's is a good place to go if you like pizza.

4 Record yourself while you are speaking, then listen to the recording and evaluate your performance. Can you identify any areas to improve, e.g. grammar, pronunciation, etc.

C Listening – Asking about attractions



Did you know ...?

According to the World Tourism Organization, France is the most popular country for tourists to visit. Nearly 80 million people a year go there on holiday. The capital, Paris, is the world's favourite city for sightseeing.

1 **53** Mark is speaking to a travel agent about his next holiday. Listen and complete each question he asks.

- a Is it easy to get to
- b How is it, once you're there?
- c What's it like to
- d to do?
- e Are there any
- f What's the
- g What's the like?
- h Is it anything in particular?
- i Are there any nearby?
- j When's the to go?

54 Listen again and repeat each question.

2 **55** Now listen to the travel agent's answers. Match each answer (1–10) with the correct question (a–j).

- | | | | | |
|------------|---------|---------|---------|----------|
| 1 <u>b</u> | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 |

3 **56** Look at the statements below. Write T (true) or F (false) for each statement, then listen again and check your answers.

- a Accommodation is reasonable, even in the centre. F
- b It's a good place to go if you like different types of cuisine.
- c It's best to hire a car if you want to see everything.
- d There isn't anywhere interesting to go nearby.
- e It's a good place for relaxing on the beach.
- f The weather isn't usually very hot.
- g It's easy to get around the city using public transport.
- h It's very popular for people who like nightclubs and dancing.

4 Can you guess which famous US city this is?
.....

Sound smart
Stress and rhythm

1 **56** Listen to these extracts from the travel agent's replies. Notice how the important words have more stress and notice the regular rhythm.

There are three airports and they're all well connected.
It's generally quite mild, so you'll need a coat whenever you go.

2 Practise saying these sentences and underline where you think the stress is.

- a The beaches are good but they're very crowded.
- b Where's the best place to go for a night out?
- c How much is a single room for three nights?
- d It's a good place to go if you like wandering round street markets.


3 **57** Now listen and check. Then listen and repeat. Try to copy the stress and rhythm closely.

D Speaking – Giving advice on where to go

Speaking strategy: Making strong recommendations

1 Look at the statements below and notice the expressions you can use to make strong recommendations.

- You **really ought to** see the castle.
- You **should definitely** go in summer.
- The museum is **well worth** a visit.
- You certainly **mustn't** miss the park.
- You **have to** see the main square in the evening.

2  Listen again to the travel agent's answers to Mark's questions. Tick ✓ each time the travel agent uses each expression.

Speak up!

3 Use the ideas below to make strong recommendations and add a reason.

- Example: a
You say: You really ought to see the museum. It's absolutely fantastic!

Class bonus

Make a group. Ask your classmates questions about a town or city they know well. Find out what the main attractions are, and ask for recommendations on what to see and do there.

Extra practice

Go to <http://thomson.co.uk> and search for podcasts. Listen to some podcasts about popular places to visit around the world.



a fantastic



b fascinating



c wonderful



d huge



e beautiful

4 Imagine a friend is visiting a city you know well. Look at the topics below and use the expressions above to make some recommendations.

- Example: a
You say: You should definitely stay at The Grand Hotel. It's the best in town.

- a where to stay
- b getting around
- c what to see and do
- d places to eat
- e nightlife
- f the best time to go

Can-do checklist

Tick what you can do.

- I can show someone around my home town.
- I can describe places of interest.
- I can enquire about a city and ask about its main attractions.
- I can make strong recommendations about places of interest.

Can do

Need more practice

Review 1 – Units (1-6)**Section 1**

158 Listen and reply to each statement you hear.

Circle your answer.

- 1
a It's great, but the thing is, it doesn't fit.
b I'm very interested in this sweater.
c It's a great sweater, isn't it?
- 2
a Not at the moment, thank you.
b Yes, they are.
c Thanks very much.
- 3
a Isn't it?
b What a mess!
c Is it?
- 4
a You'd better get it serviced.
b It can't be anything else.
c The garage must have fixed it.
- 5
a No, it's not.
b You do, don't you?
c Do you? That's interesting.
- 6
a Yes, I am, aren't I?
b Yes, I am. I'm exhausted!
c Am I?
- 7
a Yes, you should definitely be.
b I agree completely.
c Can you explain what 'eligible' means?
- 8
a It might have run out.
b It could be the cable.
c The pump might need replacing.
- 9
a Aren't you?
b Don't you?
c Won't you?
- 10
a Yes, you really ought to.
b You should definitely stay at the Grand.
c No, I'd much rather you didn't.

Section 2

159 Read each situation. Then listen and tick ✓ the best reply.

- 1 You're buying a mobile phone in a shop. The assistant is trying to sell you an extended warranty. What do you say?
a b c
- 2 Your friend tells you that their watch isn't working. What do you say?
a b c
- 3 Your friend asks about the town where you grew up. What do you say?
a b c
- 4 Your friend tells you their washing machine has broken. What do you say?
a b c
- 5 A government official tells you that you need to fill out a Statutory Waiver Form. What do you say?
a b c
- 6 The shredder you bought last month has broken. You take it back to the shop. What do you say?
a b c
- 7 You are visiting a town for the first time when a tourist asks you for advice on what to see. What do you say?
a b c
- 8 You are trying to get a good deal in a shop. What do you say?
a b c
- 9 A friend tells you they are going to try to repair their television. What do you say?
a b c
- 10 You are thinking of buying a smart phone, but don't know much about them. What do you say to the assistant?
a b c

Section 3

Read each situation and **circle** your answer.

- Your doctor is explaining how to take some medicine, but you are not sure you have understood correctly. What do you do?
 - Look confused and hope the doctor will repeat.
 - Repeat the instructions to the doctor.
 - Say nothing and decide to phone later.
- What should you do if a customs official asks you questions at an airport?
 - Pretend you don't understand.
 - Keep your answers short and to the point.
 - Give as much information as you can think of.
- Which of these expressions can you use to ask for information in a shop?
 - I'd like to know more about ...
 - You really ought to tell me more about ...
 - Right, so you're saying I have to find out more about ...
- To show approval, should your voice ...
 - go down at the end of the sentence?
 - go up at the end of the sentence?
 - stay at the same level?
- You think it's 6 o'clock, but you aren't sure. What is the best way to ask?
 - Say 'It's six o'clock, isn't it?' making your voice go down at the end.
 - Say 'It isn't six o'clock, is it?' with no change in intonation.
 - Say 'It's six o'clock, isn't it?' making your voice go up at the end.
- Which of these things should you *not* do when you take notes?
 - Note only the key words.
 - Use abbreviations.
 - Try to write everything you hear.
- Your friend looks very ill. What do you say?
 - You really should see a doctor.
 - If you see a doctor, I'll see one too.
 - You'd better not see a doctor.
- To help prepare for a conversation, what should you *not* do?
 - Take a large dictionary with you, to look up words you don't know.
 - Make a list of any questions you want to ask.
 - Think about what you want to say and how to say it.
- Which of these is *not* a good way to keep a conversation going?
 - Ask lots of follow-up questions.
 - Give short answers.
 - Use question tags.

- If a shop assistant tells you a mobile phone has 'wireless internet', but you don't understand what it means, what should you say?
 - Have you got a dictionary?
 - Can I take a closer look?
 - Can you explain what 'wireless internet' is, please?

Section 4

Read each statement and write your reply.

- I worked all weekend.
.....
- I have an exam next week and I haven't done any revision yet.
.....
- Good news. You've just won £100,000!
.....
- What's wrong with this DVD recorder? It won't work?
.....
- I've got three children, you know.
.....
- What did you think of the lecture?
.....
- Where are the best places to visit in your home town?
.....
- Great party, isn't it?
.....
- You need to send all these documents to the INS.
.....
- I have very bad toothache.
.....

Unit 7 – I'd appreciate it!

Get ready to listen and speak

Look at this brochure for a conference and training Centre in Cambridge, UK. Match each statement (a-h) with a picture (1-4)

- a all rooms en-suite
- b impressive modern building
- c complimentary toiletries
- d varied dishes, including full vegetarian option
- e large and small meeting rooms available
- f video conferencing capability
- g inspired, international cuisine
- h light, spacious meeting rooms



A Listening – Understanding detailed requirements

1 **12** Mark is the sales manager at The Møller Centre. Listen as he takes a call from a client asking about organizing a conference there. Answer the questions.

- a What event does the client want to hold?
annual sales conference
- b How many days will it last?
- c Has the client used The Møller Centre before?
- d Which of these items are provided at no extra charge?
 a whiteboard a flipchart
 delegate pads/pencils water
 newspapers wireless Internet access

Learning tip

If possible, try to identify the information you need before you listen. Make sure you know exactly what you are listening for, then try to focus only on those key details while you listen. Ignore everything else and don't worry if you don't understand everything.

2 Now listen again and complete the booking sheet.

Conference booking sheet

Company: ARG

Key contact: Natasha Peters

The Møller Centre

Conference details

Dates:

Number of people:

Accommodation

Single rooms: 32 Double rooms:

Requests/Special requirements:

Training

Study Centre Shelley Byron Keats
 Wordsworth Browning

Meeting Room A B C D E F

Additional Equipment:

Catering

Full-board Half-board

Refreshment breaks:

Times am pm

Additional information:

B Speaking – Asking for services

Speaking strategy: Making polite requests

1 Look at these expressions you can use to ask for goods or services. Listen again to Mark's conversation with the client. Tick ✓ the expressions you hear the client use to make a polite request.

- | | |
|-------------------------|------------------------------------|
| Would you mind ...ing? | I'd appreciate it if you could ... |
| Could you possibly ...? | I wonder if you could ... |
| Can I ask you to ...? | I'd be grateful if you could ... |

Speak up!

2 Imagine you are organizing a conference for your company. You call the conference centre to make some final changes. Use the ideas below to make polite requests.

Example: a
 You say: I'd appreciate it if you could give us three rooms with a bath, rather than a shower.

- | | |
|---|---|
| a | three rooms with bath (not shower) |
| b | all rooms on ground floor |
| c | refreshment breaks - 3 pm not 3.30 pm |
| d | Fresh flowers (all rooms) |
| e | early morning call 7 am (all rooms every day) |

3 Now imagine that during the conference you need to make some more requests. Use the information below.

Example: a
 You say: Mr Hammond wants to move from the ground floor to the top floor. Would you mind checking to see if that's possible?

- | | | |
|---|--|---|
| a | | Mr Hammond ground floor → top floor |
| b | | turn up (all rooms) |
| c | | repair (Room G29) |
| d | | lend (tomorrow morning, Meeting Room C) |
| e | | all training rooms |

C Speaking – Overcoming language difficulties

Speaking strategy: Explaining what you want

1 **Underline** the expressions you can use to explain what you want when you don't know the word in English.

- a I don't know what it's called but you use it to clean your teeth.
- b I need something to put these posters on a display board.
- c Have you got anything for cleaning marks off clothes?

2 **Match** each statement (a–c) above with a response (1–3). Then listen and check.

- 1 Sure. Here are some drawing pins.
- 2 Yes, of course. I'll get you some stain remover.
- 3 A toothbrush? Yes, you can buy one at reception.

Speak up!

3 **Imagine** you are at a conference venue. You need to use the items below (a–d) but you don't know the name in English. Use the expressions in Exercise 1 to explain what you need to the receptionist. Then listen to the answers.

Example

You hear: Hello. Can I help you? a

You say: I need something to make holes in paper so I can put it in a file.

You hear: No problem. You can use this hole punch.



D Listening – Specifying your requirements

1 **Peter** works for a shipping company in Dubai. Listen to him speak to his boss, Viktor. Tick ✓ the adjective that you think best describe Viktor's attitude.

- cooperative angry bored
 reluctant friendly

2 **Listen again** and answer the questions.

- a What project is Peter working on at the moment?
.....
- b Why does he say he needs some help?
.....
- c What help does he ask for?
- d How does he justify this request?
- e When is the deadline?
- f What help does Viktor agree to provide?
.....

Did you know ...?

Dubai is known as the 'Pearl of the Arabian Gulf'. It is a worldwide business hub, with over 170 shipping companies operating into and out of the emirate. As well as its excellent location, companies and individuals do not have to pay tax in Dubai!

Sound smart Detecting mood

1 **Listen** to the same sentence spoken in four different ways. Match each sentence (a–d) with the speaker's attitude.

- a OK, I'll do it for you now. — friendly/cooperative
- b OK, I'll do it for you now. — angry/impatient
- c OK, I'll do it for you now. — bored/uninterested

2 **Listen again.** Notice how the speaker's voice changes to reflect their mood.

3 **Now listen** to eight more sentences. How does each speaker sound? Write the number of each sentence (1–8) next to the way each speaker feels.

- friendly/cooperative
 angry/impatient 1
 bored/uninterested

E Speaking – Arguing your case

Speaking strategy: Asking for something and justifying reasons


- 1 Look at the sentences below. Notice the expressions in **bold** that you can use to ask for something and justify your reasons.

I could (really) do with a hand.

It would help a lot if someone could write up the report.

I'm in danger of falling behind.

I may not finish on time **if I don't** get any help.






- 2  Listen again to the conversation between Peter and Viktor. Tick ✓ the expressions in Exercise 1 you hear.

Speak up!

- 3 Imagine you work in an office. Use the ideas below to make requests, and justify your reasons.

Example: a

You say: I could really do with some help to finish this sales report. I'm in danger of missing the deadline.

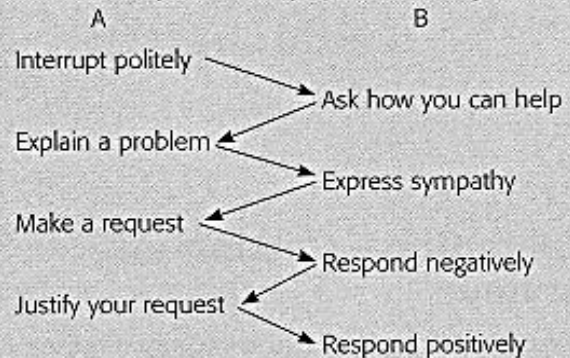
- a  help to finish (miss deadline)
- b  explain how to use (make mistakes)
- c  need new, colour printer (reports not clear)
- d  help photocopy reports (not finish in time)
- e  need holiday soon (become ill)

Focus on ... interrupting

- 1 Look at this extract from Peter's conversation with Viktor. Notice what Peter says to interrupt Viktor.
Peter: Oh, sorry Viktor. Are you in the middle of something?
- 2 Match the phrases to make complete statements.
- | | |
|------------------------|--------------------------------|
| 1 Are you | a disturb you. |
| 2 Am I | b anything, am I? |
| 3 I'm not interrupting | c got a minute? |
| 4 Have you | d come back later if you like. |
| 5 Sorry to | e in the middle of something? |
| 6 I can | f interrupting? |

Class bonus

- 1 Imagine you and your partner both work together in an office. Prepare to role play the following situation.



- 2 Now role play the conversation.

Extra practice

Go to the BBC Learning English website and type 'making requests' in the search box. Press enter, then choose a link that interests you. Complete any exercises.
<http://www.bbc.co.uk/worldservice/learningenglish>

Can-do checklist

Tick what you can do.

- I can understand detailed requirements.
- I can make polite requests and explain what I want.
- I can interrupt politely and ask for help.
- I can specify my requirements and justify my reasons.

Can do

Need more practice

Unit 8 – This is your office

Get ready to listen and speak

- o What do you know about these international companies? Match each company (1–7) with its area of business activity (a–g).
- a oil and gas exploration
- b banking and finance
- c automotive manufacturing
- d retail
- e computer technology
- f Internet search and advertising
- g electronics manufacturing

- o In your view, is it better to work for a large or a small company?

Did you know ...?

Google came top of Fortune magazine's '100 Best Companies to Work For'. The company receives over 1,300 curriculum vitae (CVs) every day.

- ## A Listening – Getting an overview
- 1 Colin Vickerstaff is a company director. He is speaking to a group of new graduate trainees. Listen and complete the company profile.
 - 2 Now listen as Colin outlines the company's Mission Statement. Which slogan (a–d) best describes the values of the company?
 - a Committed to continuous improvement
 - b Quality, Price and Speed
 - c The Customer is King
 - d Investment in People
 - 3 Listen as Colin describes the management organization of his company. Complete the chart.

Company profile

Name: AGM Industries

Established: _____

Main activity: _____

Headquarters: _____

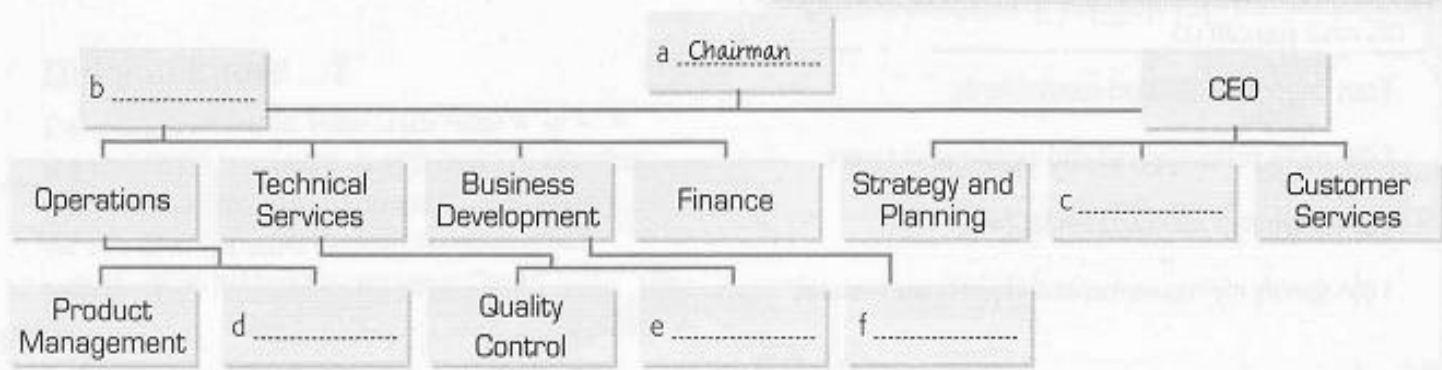
Turnover: _____

No. of employees: _____

Current market share: _____

Learning tip

When listening for the main idea, focus on the overall message rather than individual words and phrases. Take a mental 'step back' and try not to be distracted by small details.



B Speaking – Talking about organizations

Speaking strategy: Describing a company

- 1 Study the language below that you can use to describe a company and its activities. Notice the words and expressions in bold.

The company was **founded / established** in ... / It is **based in** ...
 The **main activities** of the company are ...
 It **produces / supplies / exports / manufactures** ...
 It is **one of the leading** ... / **at the forefront of** ...
 It has an **annual turnover** in excess of ...
 It is **headed by** ...
 It is **organized into** three divisions / **made up of** five departments

- 3 Prepare to describe a company you know. Make notes about its background, main activity, structure and organization, etc. Then describe the company in as much detail as you can.

Speak up!

- 2 Look at the company profile of Drucher Bahn Systems. Use the language above and any other expressions you know for describing an organization to talk about this company.

Company profile

Name: Drucher Bahn Systems
 Established: 1862
 Main activity: manufacture of railway vehicles
 Headquarters: Berlin, Germany
 Turnover: €575 million p.a.
 No. of employees: 12,392
 Market share: 15%

Managing Director: Hans Kilmer

Organization

Operations [Design, Maintenance]
 Production
 Business Development [Strategy, Project Management],
 HR
 Finance

Extra information


Carriages 20% lighter than competition
 Rapid growth in recent years

C Listening – Introducing new staff members

- 1 Look at the sentences below. Underline the expressions you can use to introduce someone.

This is Tony Wilkinson.
 Let me introduce you to our General Manager.
 Can I introduce you to Sonya?
 I'd like you to meet our new marketing director.
 I want you to meet the rest of the team.

- 2  Listen to this new member of staff being shown around a company. Tick ✓ the expressions you hear.

- 3  Listen again. Write the correct job next to each person.

Lisa Vickers *Accounts Administrator*
 Carol Parks
 Tim Starks
 Helen Green

What department do you think all these people work in?



Focus on ...

job titles

Do you know what job titles these abbreviations stand for?

- 1 MD *Managing Director*
 2 CEO
 3 CFO
 4 VP
 5 CIO
 6 COO

D Listening – Roles and responsibilities

1 **112** Listen to four people talk about their jobs. Which department do you think each person works in?

- a Finance b Sales and Marketing c Human Resources
 d Public Relations e Research and Development f Customer Services
 Michikod..... Carl Youssry Heidi



2 **112** Listen again and note any words or expressions that helped you to identify the department each person works in.

- Michiko Promoting the company, raise our profile, image.....
 Carl
 Youssry
 Heidi



E Speaking – Describing your personal qualities

Speaking strategy: Talking about your strengths

1 Study these words and expressions you can use to describe someone’s personal qualities.

- creative flexible determined efficient
 reliable well-organized analytical
 methodical confident sociable
- a good listener
 good with computers
 good at solving problems
 can overcome challenges
 can work under pressure
 able to meet deadlines
 good at communicating with people
 a good decision maker

Speak up!

2 Look at Michiko, Carl, Youssry and Heidi again. For each person, say what qualities you think they need in order to fulfil their role well.

3 What are your personal qualities? Tick ✓ the qualities in Exercise 1 that you think you possess. Complete the personal profile opposite, then talk about your strengths.

Sound smart Word stress

1 **113.1** Listen to the word below and answer the questions.
 o o O o o
 analytical

- a How many syllables does the word have?
 b Where is the main stress?

2 Now look at these words and write each word in the correct column below.

- creative flexible determined
 efficient reliable well-organized
 methodical confident sociable

oOo	Ooo	oOoo

3 **113.2** Now listen and check. Then listen again and repeat each word. Try to copy the stress.

Personal profile

Personal qualities

.....

Abilities

.....

F Speaking – Talking about your work

Speaking strategy: Describing your job

1 **12** Look at the expressions below you can use to describe the work you do. Listen again to Michiko, Carl, Yousry and Heidi describe their jobs. Write M (Michiko), C (Carl), Y (Yousry), and H (Heidi) next to the expressions that each person uses.

- I'm in charge of ... M
- My job involves ...
- I'm responsible for ...
- My main responsibility is to ...
- I'm interested in ...
- I'm (mainly) concerned with ...

Speak up!

2 Choose one of the following:

- your current job
- a job you once had
- a job you'd like to have

Make notes of your role and responsibilities below. Then use your notes to talk about the job.

Company: _____

Department: _____

Job title: _____

Main responsibilities: _____

Focus on ...

prepositions with work



Complete each sentence with a preposition.

- 1 I work for a large international company.
- 2 I work _____ the sales department.
- 3 The colleagues I work _____ are very supportive.
- 4 I work mainly _____ our London office.
- 5 At the moment I'm working _____ a big project.
- 6 I have to work _____ very tight deadlines.

Class bonus



Think of a job and make a list of personal qualities needed, and the main responsibilities. Then make a group and describe the job to your classmates. Can they guess the job you are describing?

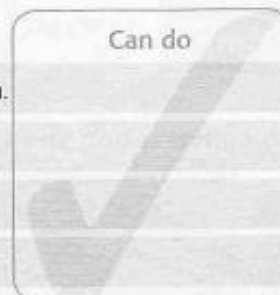
E Xtra practice

Choose a company that you are interested in and find out as much as you can about it. Visit their website and listen to any interviews or watch any videos there. Then imagine you are telling a friend about the company. If possible, record what you say and listen to yourself afterwards. Can you identify any areas you could improve, e.g. grammar, pronunciation, etc.?

Can-do checklist

Tick what you can do.

- I can understand and explain a company's structure and organization.
- I can understand work roles and responsibilities.
- I can talk about my work and what I do in my job.
- I can detail my personal qualities and describe my strengths.



WORKSHEET 1**SUBJECT: Correct Tense or Voice****1) Fill in the blanks using the CORRECT TENSE or VOICE:**

- (1) Listen! An old tune (play) on the radio.
- (2) Nobody (help) Mr. Green while the garage (paint).
- (3) Mary (have) a bath before she (call) by one of her friends yesterday.
- (4) The accountant (look) sad because the bills (pay) yet.
- (5) He felt sorry when he (realize) that his stamp collection (steal).
- (6) If I (be) him, I (not / treat) my father like that. He will be sorry for that in the future.
- (7) If she (see) me, she (get) angry with me, because I had promised to call her out but I didn't.
- (8) He (stop / smoke) since he (have) a heart attack.
- (9) As soon as she (finish / change) the baby's nappy, she (take) the children to school.
- (10) He said his car already (mend).
- (11) She said she (open) her first exhibition the following month.
- (12) Mary and Joe want (go) to the shore which (sound) like a good idea to me.
- (13) He (not / wake up) on time unless he (use) an alarm clock.

2) Supply the CORRECT TENSE or VOICE:

1. I (play) the piano since I (be) six.
2. (not / look) behind you. I think, someone (follow) us.
3. A: Did you hear the accident?
B: No, what (happen)?
A: A cyclist (hit) by a taxi driver in front of the post office.
B: OK, then?
A: Someone (call) an ambulance and the cyclist
(take) to the City Hospital.
B: he (have) an operation?
A: No, he but it (say) that he (have
to / stay) in hospital about two weeks.
B: his parents (inform) about the accident
yet?
A: They (already / phone) from the
hospital.
B: (be) his friends in hospital now?
A: No, his friends (not / allow) (see) him. They
..... (wait) right in front of the hospital (hear) a piece
of news, at the moment.
4. Before Christmas all the shops and houses (decorate)
with cards and Christmas trees. Presents (buy) for the relatives and
friends.
5. Linda (look) very happy now, because her boyfriend
.....
..... (just / give) her an engagement ring.
6. Dinner (must / cook) before we (go) out.
7. April 23rd (give) as a holiday to the Turkish children by
Mustafa Kemal Atatürk.
8. The old man (be) in prison for twenty years, by the time he
(die) last year.
9. When Jane (arrive) late for the interview, she
(realize) that the Director (leave).
10. you (see) Ann this morning? (It's still morning.)
11. you (see) Ann this morning? (It's evening.)
12. I (try) to learn English for three years but
I..... (not / succeed).

3) Supply the CORRECT TENSE or VOICE:

- (1) After he (decide / give up) smoking, he
(begin / carry) a packet of sweets in his pocket (prevent) him from smoking.
- (2) He must have a break. He (drive) for hours.
- (3) My cousin, Tom (just / finish) his military service. He
..... (look) for a good job since then. Yesterday he (receive) a
letter from his old boss. In his letter, he says he needs him again, but Tom
..... (not / want / work) with him. Because they (have)
some problems before he (leave) his job.
- (4) After they (learn) the new words last term, they (start) the
course book.
- (5) Please don't disturb us, we (record) the Director's conversation.
- (6) Just as I (get up) my brother (take) a photo of me.
- (7) Steve (have) a lot of girlfriends by the time he (get)
married.
- (8) We are quite anxious about Jane now. She (leave) home a fortnight
ago to spend her vacation with her friends but she (write) to us
yet.
- (9) They (live) in bad conditions since the war (start).
- (10) Before I (come) to the USA, I (study) English in
my own country.
- (11) I (not / have) any trouble with my car so far.
- (12) The building at the top of the hill (build) in 1920. A
number of changes (make) since then.

- (13) When the boss (come) in the office, the letters
..... (type) by the secretary.
- (14) Barbara is a writer. She already (write) several
novels. A few years ago, she (give) the Pulitzer Prize.
- (15) Tom's father (go / swim) everyday. He says swimming
..... (be) really good to keep fit.
- (16) Everybody (know) him as an honest man since he
..... (start / live) here.
- (17) A: What is the crowd?
B: A little boy (kidnap) by two men and the police
..... (look) for them along the river since then.
- (18) All dinner (eat) before they (finish) the conversation.
- (19) As it (rain), a car accident (happen) on Main Street.
- (20) The bills (pay) yet.
- (21) The tourists (wait) for hours at the airport by the time their
plane (take off).
- (22) Most of the houses (pull) down last month, but they
..... (not / touch) the old shop at the corner yet.
- (23) He (be) in different countries before he (arrest) by the
police.

4) Use the correct form of the verb(s) in brackets:

- 1) I (never / eat) Chinese food. I (be) very excited
now because tomorrow night we (go) to a Chinese Restaurant. My
mother (phone) the restaurant now for reservations.

- 2) David (drive) a taxi (earn) money.
- 3) A: Would you like (listen) to music?
B: Yes, of course. I (want / hear) Sting's latest cassette.
- 4) Alice (be) upset last night because her father (not / let) her (give) a party at home.
- 5) Tarkan (give) a concert next month.
- 6) A: Mmm. The cake (smell) delicious.
B: Yes, my mother (just / make) it.
- 7) We (like / have) tea at 5:00 pm every day.
- 8) A: your uncle (work) that company?
B: Yes, he (work) here since he (come) back from the USA.
He (stay) there for three years and (work) as an accountant. But now, he (want / change) his job. He (look for) another job at present. He (have) a job interview next Tuesday.
- 9) How long you (know) that teacher (wear) a white shirt and a brown jacket?
- 10) A: Where (be) your friends?
B: They (sit) at the café (wait) for us.

5) **Supply the missing parts using the CORRECT TENSE or VOICE:**

- 1) These magazines (read) by 1.000.000 people every week.
- 2) Where the cars (sell) in this town?
- 3) The trees (must / cut) once a day.

- 4) Wait a minute! I (have) a bath.
- 5) This carpet (already / clean).
- 6) Nobody (eat) breakfast yet.
- 7) the car (check) by the mechanic yesterday?
- 8) The helicopter (fly) to Izmir when it suddenly (crash) last month.
- 9) How many books (sell) so far this month?
- 10) Your watch (mend) at the moment.
- 11) While Mr. Jackson (cross) the road yesterday, she (hit) by a truck.
- 12) A new school (build) next to the bank next month.
- 13) Mike (live) in the same place since he (come) to London.
- 14) The house (paint) when it began to rain yesterday.
- 15) His shirt looks dirty. I think it (not / clean) since last Tuesday.
- 16) Sally (not / be) at home now. She (just / go) out.
- 17) If you took these pills, you (get) well.
- 18) (Can / he / play) football when he was ten years old?
- 19) This hospital (build) in 1980.
- 20) The pyramids (build) many years ago.

WORKSHEET 2

SUBJECT: Passive Form

1) Fill in the PASSIVE in the appropriate tense:

1. (TV / invent / Baird)

TV was invented by Baird.

2. (Pyramids / build / Egyptians)

.....

3. (coffee / grow / in Brazil)

.....

4. (chopsticks / use / in China)

.....

5. (plants / water / every day)

.....

6. (the thief / arrest / policeman / yesterday)

.....

7. (the injured man / take to a hospital / now)

.....

8. (the car / repair / tomorrow)

.....

9. (the letter / send / last week)

.....

10. (milk / produce / cows)

.....

2) Put the verbs in brackets into PRESENT SIMPLE PASSIVE:

There is a chimpanzee which *is called* (call) “Bubbles”. It (own) by Michael Johnson. It (keep) in his home. It (feed) every day by Michael Johnson himself. It (always / dress) in funny clothes. It (said) that “Bubbles” is Michael Johnson’s only friend.

3) Look at the Hotel Information table and write sentences as in the example:

Hotel Information	
Breakfast In Pierrot’s Restaurant 7-9:30 am	Rooms Maid Service daily
Dinner In Main Restaurant 8-10 pm	Hot water 24 hours a day
1. Newspapers – Telephone calls 2. At the Reception Desk	3. Hotel Cinema 4. Film every night at 10 pm

1. Breakfast / serve – where and when?

Breakfast is served in Pierrot’s Restaurant between 7 and 9:30 am.

2. Dinner / serve – where and when?

.....

3. Newspapers / sell – where?

.....

4. Telephone calls / can make – where?

.....

5. Rooms / clean – who by and how often?

.....

6. Hot water / supply – when?

.....

7. Films / show – where and when?

.....

4) **Put the verbs in brackets into PAST SIMPLE PASSIVE:**

Two men **were seen** (see) breaking into a house in my street last night. The police (call) and they arrived very quickly. One man(catch) immediately. The other escaped, but he (find) very soon. Both men (take) to the police station where they (question) separately by a police officer. The two men..... (charge) with burglary.

5) **Turn from ACTIVE into PASSIVE:**

1. The gardener has planted some trees.

.... ***Some trees have been planted by the gardener..***

2. Doctor Brown will give you some advice.

.....

3. A famous designer will redecorate the hotel.

.....

4. Steven Spielberg directed "E.T."

.....

5. Someone has broken the crystal vase.

.....

6. His parents have brought him up to be polite.

.....

7. Fleming discovered penicillin.

.....

8. They will advertise the product on television.

.....

9. Someone is remaking that film.

.....

10. Picasso painted that picture.

.....

6) Using the PASSIVE, ask questions to which the bold type words are answers:

1. **Columbus** discovered America.
..... *Who was America discovered by*..... ?
2. We keep money **in a safe**.
..... ?
3. **A bee** stung him.
..... ?
4. They speak **Italian** in Italy.
..... ?
5. They have taken **his aunt** to hospital.
..... ?
6. **The boys** damaged the television.
..... ?
7. **Da Vinci** painted the Mona Lisa.
..... ?
8. He invited **30 people** to his party.
..... ?
9. They grow bananas **in Africa**.
..... ?

7) Turn from ACTIVE into PASSIVE:

1. You must leave the bathroom tidy. *The bathroom must be left tidy.*
2. You should water this plant daily.
.....
3. Our neighbor ought to paint the garage.
.....
4. I have to return these books to the library.
.....
5. You must extinguish your cigarettes.
.....
6. You must dry-clean this shirt.
.....
7. Someone will pay you in ten days.
.....
8. You can improve your health with more exercise.
.....
9. People must obey the law.
.....

10. The cleaner is going to mop the kitchen floor.

8) **Turn from ACTIVE into PASSIVE:**

1) Someone is helping her with the housework.

2) A pickpocket robbed me.

3) The mail-order company sent Mrs. Green a parcel.

4) A dog is chasing the child.

5) My friend sent me an invitation.

6) The farmer is building a new barn.

7) The secretary has given Mrs. Jones some letters.

8) The traffic warden had already given him a ticket for illegal parking.

9) Someone had broken our door down.

10) They chose him as the best actor of the year.

9) **Turn from ACTIVE into PASSIVE as in the example:**

1. He gave me a present.

a) *I was given a present.*

b) *A present was given to me.*

2. The waiter will bring us the bill.

a)

b)

3. The Queen presented him with a medal.

a)

b)

4. Her mother bought Mary some sweets.

a)

b)

5. Bob has sold Ted a second-hand car.

a)

b)

6. Larry is going to send a letter to Tom.

- a)
- b)

10) Rewrite the following passage in the PASSIVE:

Some people saw a UFO in the sky above London last night. They reported it to the police. The army sent a helicopter to look at it more closely. The UFO shot the helicopter down and killed both men in it. People have given photographs of the UFO to the police. Experts are looking at them now.

.....

.....

.....

.....

11) Rewrite the following passage in the PASSIVE:

Somebody has stolen a bus from outside the school. Some children saw the thief. The police are searching for the bus now. They will use the children’s descriptions to catch the thief.

.....

.....

.....

.....

12) Rewrite the following passage in the PASSIVE:

Someone broke into a local jewellery shop yesterday. The owner had just locked up the shop when a robber with a gun threatened him. The robber told him to unlock the shop and give him all the diamonds in the safe. Then the robber tied him up. The police have organized a search for the robber. They hope they will find him in a few days. Doctors are treating the owner of the shop for shock.

.....

.....

.....

.....

13) Rewrite the following passage in the PASSIVE:

My uncle painted this picture. Someone has offered him a lot of money for it. He will deliver the painting tomorrow. When they give him the money he will tell them the truth. He painted it one night while he was sleepwalking!

.....

.....

.....

.....

14) Rewrite the following passage in the PASSIVE:

Our school is organizing a contest. The teachers will choose the best project about the environment. The students must include pictures and drawings in their projects. The students will also have to do all the writing themselves. The school will give the winner a set of encyclopedias.

.....

.....

.....

.....

.....

15) Make questions in the PASSIVE from these cues:

Example: Where / our local newspaper / print

Where is our local newspaper printed?

- 1) How many / photos / store / in the photo library
..... ?
- 2) photographs / develop / in the photo library
..... ?
- 3) Where / messages / receive
..... ?
- 4) the Daily Mirror / print / in Manchester
..... ?
- 5) this magazine / sell / in Spain
..... ?
- 6) Why / newspapers / send abroad
..... ?
- 7) When / the newspaper / print
..... ?
- 8) How / newspapers / deliver
..... ?
- 9) Where / stories / write
..... ?
- 10) a lot of paper / use / for each issue
..... ?

WORKSHEET 3**SUBJECT: Passive Form****1) Read each sentence. Then make two new sentences in the PASSIVE:**

- (1) People say Tom Cruise is the richest movie star.
 a) ***It is said that*** Tom Cruise is the richest movie star.
 b) Tom Cruise ***is said to be*** the richest movie star.
- (2) Everybody thinks that Hakan is a good football player.
 a) It
 b) Hakan
- (3) They say that his books are still popular.
 a) It
 b) His books
- (4) They report that at least 10.000 dolphins are caught in the nets of tuna fishers every year.
 a) It
 b) At least 10.000 dolphins
- (5) They estimate that 1500 square kilometers of rainforests is cut every year.
 a) It
 b) 1500 square kilometers of rainforests
- (6) We knew that pencil lead is made from graphite, clay, water and wax.
 a) It
 b) Pencil lead
- (7) They reported that the railway line was buried under tons of rock and earth.
 a) It
 b) The railway line
- (8) People don't think that inflation will go down.
 a) It
 b) Inflation
- (9) People expect that the third bridge will be built over the Bosphorus Strait.
 a) It
 b) The third bridge
- (10) People believe that he is living abroad.
 a) It
 b) He

2) Read each sentence. Then make two new sentences in the PASSIVE:

- I. People expect that taxes will be reduced soon.
 - a) It
 - b) Taxes

- II. People say that the monument is over 2000 years old.
 - a) It
 - b) The monument

- III. People expect that the president will resign.
 - a) It
 - b) The president

- IV. People think the fire started at about 8 o'clock.
 - a) It
 - b) The fire

- V. Journalists reported that seven people had been injured in the fire.
 - a) It
 - b) Seven people

- VI. People say the bridge is unsafe.
 - a) It
 - b) The bridge

3) REPORT these rumours:

- 1. People say that the actress Tania Revesky has refused a part in the film *Volcano*.
 - a) It is said
 - b) The actress Tania Revesky

- 2. Her friends have reported that the newsreader Ann Slater is furious at losing her job.
 - a) It
 - b) The newsreader Ann Slater

- 3. Lots of people believe that The Prime Minister and his wife are getting divorced.
 - a) It
 - b) The Prime Minister and his wife

- 4. Journalists have said that The footballer Gary Johnson earns \$ 1 million a year.
 - a) It
 - b) The footballer Gary Johnson

WORKSHEET 4**SUBJECT: Passive Form****4) Put the following sentences into the PASSIVE VOICE:**

1. Someone has already paid the electrician for his work.

.....

2. They taught him French and gave him a dictionary.

.....

3. When we first met, they had already offered me a job at the bank.

.....

4. A man requested the stranger to leave the meeting.

.....

5. A young woman asked the rest of us to be there at eight o'clock.

.....

6. They had eaten all the dinner before they finished the conversation.

.....

7. Who wrote it?

.....

8. The author has written a special edition for children.

.....

9. Did the idea interest you?

.....

10. Why didn't they mend the roof before it fell in?

.....

11. The burglars had cut a huge hole in the steel door.

.....

12. The organizers will exhibit the paintings till the end of the month.

.....

13. When did they ring the church bells?

.....

14. Does listening to music disturb you?

.....

5) Read the following sentences and write another one with the same meaning:

1. It is believed that the wanted man is living in New York.
.....
2. It is said that many people are homeless after the floods.
.....
3. It is expected that the government will lose this election.
.....
4. It is known that the Prime Minister is in favour of the new law.
.....
5. It is believed that the thieves got in through the kitchen window.
.....
6. It is thought that the prisoner escaped by climbing over the wall.
.....
7. It is claimed that he drove through the town at 90 miles an hour.
.....
8. It is reported that two people were seriously injured in the accident.
.....
9. It is said that three men were arrested after the explosion.
.....
10. It is believed that Maria will not win the prize.
.....
11. It is considered that the 2008 Olympic Games will be held in Turkey.
.....
12. It is said that our teacher is 55 years old.
.....
13. It is thought that Tom didn't steal their rings.
.....
14. It is claimed that this examination will be the most difficult one.
.....
15. It is believed that John will marry Ann at the end of this month.
.....
16. It is expected that people will live in Mars in 2050.
.....

6) Change these sentences into PASSIVE FORM:

- (1) People believe that the strike will end soon.
.....
- (2) People believe that the thieves got through the kitchen window.
.....
- (3) People say that the company is losing a lot of money.
.....
- (4) When is he going to pay the taxes?
.....
- (5) Who has designed these buildings?
.....
- (6) How much do they spend on these activities?
.....
- (7) They broke a lot of plates while they were dancing?
.....
- (8) Who invented the electric bulb?
.....
- (9) People believe that they are secret agents.
.....
- (10) People think that he takes harmful drugs.
.....
- (11) Did they give you a great reception?
.....
- (12) Nobody sends her a card at Christmas.
.....
- (13) Did anyone call an ambulance after the accident?
.....
- (14) Will you pay the fine?
.....

7) Write the correct tense or voice:

Hospitals are places where people (examine) and
 (bring) back to good health. I'm lucky because I(never /
 take) to hospital. When she (hit) by a car last month. Luckily no bones
 (break) but she..... (examine) carefully and x-rays
 (take). She..... (keep) there for a night and she
 (give) permission to leave the next day.

Ambulance services are also important. Patients (must / take) to hospital as quickly as possible. A lot of people (kill) in road accidents and a lot more (injure) but if more ambulances..... (put) into service, more lives(can / save).

8) Complete the sentences using PASSIVE FORMS:

1. The classroom an hour ago.
2. The blackboard now.
3. English in the world.
4. This unit next week.
5. No letters since
6. His bike last week.
7. My car now.
8. After the meal,
9. She is believed
10. He is said

9) Rewrite the following passage changing the suitable sentences into PASSIVE VOICE:

Jane Johnson has been worried all last week. Last Monday, she received a letter from the police. In the letter they asked her to call the police station. Jane wondered why the police wanted her, and nothing worried her anymore. There, they told her that they had found her bike. They picked it up in a small village a week ago. Somebody stole it 10 years ago, when she was a girl of fifteen. Now, they are sending it to her.

.....

.....

.....

.....

.....

.....

.....

.....

WORKSHEET 5

SUBJECT: Reported Speech

1) Change the following sentences from DIRECT to INDIRECT SPEECH:

- 1) He said, ***“I will be here at noon.”***
He said that he would be here at noon.
- 2) Mary said, “The train will probably arrive on time.”

- 3) He said, “I have to finish this report by five o’clock.”

- 4) The doctor said, “Mr. Smith will improve quickly.”

- 5) William said to me, “I am leaving in the morning.”

- 6) The teacher said, “Everyone has to write a composition.”

- 7) John said, “I saw that movie on Wednesday.”

- 8) Helen said, “I have read that book.”

- 9) Mary said to John, “I cannot go to the movie with you.”

- 10) John said, “I have finished studying my lesson.”

- 11) Mary remarked, “John speaks English well.”

- 12) William said to me, “I will not see Mr. Jones until Tuesday.”

- 13) Mr. Smith said, “I will refuse their offer.”

- 14) John said, “I certainly hope it won’t rain tomorrow.”

- 15) Henry said, “I can meet them later.”

- 16) The boy said, “I am only eight years old.”

- 17) She said to me, “The lights have gone out.”

- 18) The man said, “The telephone is out of order.”

- 19) He said, “I will never speak to her again.”

- 20) I said to the clerk clearly, “I have already paid that bill.”

2) **REPORT what the guests said at a wedding last Saturday:**

1. Miss Moore: "They'll make a lovely couple."

Miss Moore said (that) they would make a lovely couple.

2. Mr. Smith: "They're going to live in Brighton."

.....

3. Mrs. Jones: "The bride and the groom are very nice young people."

.....

4. Mr. Roberts: "The bride is wearing a beautiful wedding dress."

.....

5. Mr. Clarke: "The couple's parents look happy."

.....

6. Miss Mayall: "The bride's father has bought them a big flat."

.....

3) **Write sentences about Jane's trip to Paris:**

1) We're taking the nine o'clock plane.

Jane told me *they were taking the nine o'clock plane.*

2) I'll have to get up early.

She said

3) I don't really like traveling by air.

She told me

4) But it's the easiest way to travel.

But she decided

5) We're going to spend a week in Paris.

She told me

6) I want to go up the Eiffel Tower.

She said

7) We've been to Paris before.

She told me

8) But we didn't see everything.

But she said

9) I'll send you a postcard.

She said

10) But I won't write you a letter.

But she told me

11) I'm very excited!

She said

12) We'll be in Paris tomorrow!

The last thing she said was that

4) REPORT the police-officer's questions to the shop owner:

1. What's your name?

The police-officer asked him what was his name was.

2. Did you see the robbers?

.....

3. What were they wearing?

.....

4. How do you think they got in?

.....

5. What did they take?

.....

6. Has this ever happened before?

.....

5) Turn the following dialogue into REPORTED SPEECH:

Sally: Have you applied for the job?

Sally asked Diane if she had applied for the job

Diane: Yes, I had an interview yesterday.

Diane told her.....

Sally: How did it go?

.....

Diane: Fine, but I'm wondering if I want

.....

the job because I will have to move to Manchester.

.....

.....

Sally: What will you do then?

.....

Diane: If they offer me the job, I can't accept it.

.....

6) Write what the family said at the dinner table:

1) Mother: "Does anyone want some more potatoes?"

Mother asked if anyone wanted some more potatoes.

2) Father: "Pass me the wine, Beth."

.....

3) Beth: "The chicken is very nice."

.....

4) Grandfather: "I'm going to start my diet tomorrow."

.....

5) Grandmother: "Don't eat with your mouth open, Sam!"

6) Tim: "This is the best dinner I've had!"

7) Jean: "Is there any more salad, Mum?"

8) Sam: "I'm very hungry because I only had a sandwich for lunch today."

9) Helen: "What are we having for dessert, Mum?"

10) Bob: "I don't want anything else to eat."

7) Gavin has worked for Bisco Supermarkets for thirty years. He can still remember his job interview after leaving school and he can remember the questions that the interviewer asked him:

Example: "Where do you live?"

She asked him where he lived.

"Have you worked before?"

She asked him if he had worked

before.

1. "Why do you want the job?"

She asked him

2. "How did you hear about it?"

She asked him

3. "Are you fit?"

She asked him

4. "Can you work on Saturdays?"

She asked him

5. "How will you travel to work?"

6. "Have you got a bicycle?"

7. "How much do you expect to earn?"

8. "When can you start?"

8) What does the policeman want to know?

(1) What's your name?

The policeman wants to know what my name is.

- (2) What's your job?
.....
- (3) Where do you work?
.....
- (4) Where do you live?
.....
- (5) Where were you yesterday?
.....
- (6) Why are you in London?
.....
- (7) When did you come?
.....
- (8) How did you come?
.....
- (9) Where's your ticket?
.....
- (10) Have you ever been in London?
.....
- (11) Do you know anyone in London?
.....
- (12) Were you in London last month?
.....
- (13) Are you telling the truth?
.....

9) **Tell your family what the doctor said:**

- 1. "You really ought to stay in bed."
He said I ought to stay in bed.
- 2. "But you can get up for half an hour."
.....
- 3. "You can leave here on Thursday."
.....
- 4. "You ought to take some exercise."
.....
- 5. "But you shouldn't walk too much."
.....
- 6. "You mustn't run at all."
.....

WORKSHEET 6**SUBJECT: Reported Speech****A) Statements:**

Example: *The boy said, "My name is Mark."*

The boy said (that) his name was Mark.

1) Do the same:

1. Mary said, "I like Turkish pop music."
.....

2. The woman said, "It's not my umbrella, mine is red."
.....

3. Tom said, "I have a sports car. It is red."
.....

4. Mr. Brown said, "I don't drive a car in the rush hour."
.....

5. Terry said, "I eat toasts for breakfast. They are made by my mother."
.....

6. Sue said, "The boy is looking at us. I don't know him."
.....

7. John said, "I can swim well but I don't have enough time to swim."
.....

8. My brother said to me, "I don't want to carry your books!"
.....

9. The teacher said, "If you don't study regularly, you'll fail."
.....

10. Mr. Green said, "I have to water my flowers twice a week."
.....

11. Alice said, "I used to swim well but now I don't."
.....

12. Mr. Miller said, "I know your parents. I've met them in the meeting."
.....

B) Imperatives:

Examples: * *The teacher always says to us, “Study very hard.”*
The teacher always tells us TO study hard.

* *The teacher says, “Don’t talk in the class.”*
The teacher tells us NOT TO talk in the class.

2) Do the same:

(1) Woman to the porter: “Carry my suitcases.”

.....

(2) Policeman to a man: “Describe your car.”

.....

(3) Mother to the boy: “Don’t hurt yourself.”

.....

(4) The robber to the man: “Give me your money.”

.....

(5) Teacher to the student: “Give me your book.”

.....

(6) The man to us: “Don’t park here.”

.....

(7) Woman to her husband: “Don’t forget to take your key.”

.....

(8) Mr. Smith to her son: “Don’t put your books on this desk.”

.....

(9) Young man to the young woman: “Give me one of your photographs.”

.....

(10) The man to his son: “Hurry up! Don’t miss the bus!”

.....

(11) The woman to her daughter: “Tidy your room, don’t waste your time.”

.....

C) Wh- questions:

Examples: * *“What is the time?” he asked.*
He asked me what the time was.

* *“Where do you live?” he asked Mary.*
How wanted to know where Mary lived.

3) Do the same:

1) He asked, “How long does it take you to have lunch?”

.....

2) He asked me, “What are you doing at the weekend?”

.....

3) She asked, “Why are you late, Tom?”

.....

4) My mother asked me, “Where is your umbrella?”

.....

5) The secretary asked the man, “Who do you want to see, sir?”

.....

6) The students asked, “What time does the bell ring?”

.....

7) He asked Tom, “What kind of films do you like watching?”

.....

8) The teacher asked the girl, “When do you have to be home?”

.....

9) They always asked, “Why don’t you let my cat in?”

.....

10) The passengers asked, “When did the last train leave?”

.....

11) He asked, “What will you do tomorrow, Jane?”

.....

D) Yes / No questions:

Examples: * *“Are you busy?” he asked me.*
He asked me IF I was busy.

* *“Do you like banana?” he asked his friends.*
He asked his friends IF they liked banana.

4) Do the same:

1. She asked, “Do you live with your family, Helen?”

.....

2. He asked, “Can I borrow your pen, Linda?”

.....

3. He asked me, “Does your uncle live in England?”

.....

4. Mary asked Lucy, “Will you come to my party tomorrow?”

.....

5. Mark asked, “Did you phone me last night, John?”

.....

6. He asked, “Is this yours or mine, David?”

.....

7. She always asked me, “Must you always ask me what I’m doing?”

.....

8. The teacher asked, “Are you listening to me?”

.....

9. Mary asked, “Do you want me to help you, Larry?”

.....

10. The officer asked, “Are you a foreigner? Can you spell your name?”

.....

5) Change into INDIRECT SPEECH:

1. Bob says, “I want to play tennis this afternoon.”

.....

2. John says, "I haven't seen my grandmother for a long time."

.....

3. Cindy says to Alan, "Don't come in with your dirty shoes."

.....

4. My father says, "Please, help me in the garden."

.....

5. "Don't wipe your dirty fingers on my clean table cloth." says his mother.

.....

6. "When does the bell ring?" asks John.

.....

7. Sandy asks Danny, "Why didn't you tell her the truth?"

.....

8. "How long have you waited for me?"

What does Charles ask Fiona?

.....

9. "Does it rain in winter in Somali?"

What does the teacher ask?

.....

10. "Did you post the letter?" asks Rachel.

.....

6) Change into INDIRECT SPEECH:

You can use **AND, BUT, BECAUSE, ADD** to join the sentences.

1. Brenda said to Jimmy, "Please, turn off the TV. The film is boring."

.....

2. “Wash your face and say GOOD MORNING to everybody.” says his mother.
.....
3. “Do your homework again. There are a lot of mistakes.” says the teacher to Kate.
.....
4. “Don’t waste your time! Finish studying.” says Mrs. Dawson to Barbara.
.....
5. “Brush your teeth. They look very dirty.” Her mother says to her.
.....
6. “Look out! There is a truck coming.” Kevin said to his daughter.
.....
7. Janet told David, “This book looks boring. Give me another, please.”
.....
8. Mrs. Abbot told Jack, “Your hair is very long. Go and have a hair cut.”
.....
9. Mrs. Denman says to her son, “It is very hot. Don’t play in the sun.”
.....
10. Mr. Newman said to Nicky, “Don’t make a lot of noise. I want to listen to the news.”
.....
11. “Don’t turn it up. I have a headache.” says the mother.
.....
12. Sue told Andy, “Don’t shout! I’m not a deaf.”
.....
13. Terry said to Ashley, “Don’t speak German. Speak English. They can’t understand you.”
.....
14. “Please, be quiet! The baby is sleeping.” says Mrs. Newton to the children.
.....
15. “Will you please move aside? I can’t watch television.” says John.
.....
16. Mark said, “I want to buy a new car. Ours is very old and spends a lot of petrol.”

.....
17. Tom said to Carol, "Can I borrow your dictionary. Mine is at home."

.....
18. "Your hands are very dirty. Go to the bathroom and wash them." says her mother.

.....
19. Sandy said to Danny, "Does your mother work? I see her on the bus everyday."

.....
20. Tom told Jane, "I'm bored. Can we go to the cinema?"

.....
21. Sam said to Kate, "I'm broke. Can you lend me some money?"

.....
22. Mother said to her son, "Your friends are playing in the garden. Don't you want to
play with them?"

.....
23. Jim says to his son, "When will you go? You are very late for school."

.....
24. "What have you cooked? I feel very hungry." Tony said to his mother.

.....
25. "Why don't you wash your car? It looks very dirty." Mrs. Dawson said to John.

WORKSHEET 7**SUBJECT: Adjectives and Adverbs****1) Write what the underlined word is; adjective or adverb:**

1. **Fast** runners win races. *adjective*
2. Mathematics is **difficult**.
3. She's a **good** typist.
4. She behaved **rudely** to her boss.
5. You've done **well** in your test.
6. The clowns are very **funny**.
7. She's a **pretty** girl.
8. He runs **fast**.
9. Ann is very **sad**.
10. She plays the piano **beautifully**.
11. Father is very **busy** in his office.
12. The doctor arrived **immediately**.

2) Underline the correct item:

- (1) He left the room **quiet / quietly**.
- (2) Jane works **hard / hardly**.
- (3) He's a very **nice / nicely** man.
- (4) The sun is shining **bright / brightly**.
- (5) Smoking is **bad / badly** for your health.
- (6) She behaves very **good / well**.
- (7) He always dresses **smart / smartly**.
- (8) He shouted **angry / angrily** at me.
- (9) This chair is **comfortable / comfortably**.
- (10) He smiled **sad / sadly**.
- (11) You drive very **slow / slowly**.

3) Complete these sentences:

1. There was some **heavy** rain last night.

Yes, it rained very **heavily**.

2. Aren't the children **quiet**!

Yes, they're working very

3. James has a **loud** voice.

Yes, he always talks very

4. Isn't the teacher **angry**!

Yes, he's shouting very

5. Angela's very **happy** today!

Yes, she's laughing very

6. The telephone rang in the middle of the night. Nick was very **sleepy**.

He answered it very

7. Kate likes playing **slow** music.

Yes, she's playing this piece very

4) Complete the sentence with the correct word from the brackets:

Example: Mice move quietly (quiet / quietly)

(1) This exercise is (easy / easily)

(2) These people are speaking (quiet / quietly)

(3) Mr. Brown can speak English (good / well)

(4) Tigers are animals. (brave / bravely)

(5) The footballer is (tired / tiredly)

(6) Cheetahs run (quick / quickly)

(7) She is lifting the weight (easy / easily)

(8) The children are playing (happy / happily)

(9) Tony is a skier. (good / well)

5) Supply the proper form, ADJECTIVE or ADVERB:

- (1) He always does his homework (careful).
- (2) He is a very (careful) student.
- (3) Come (quick). We need your help.
- (4) You should drive more (slow) along this road.
- (5) The old man walks very (slow).
- (6) Helen is a very (slow) student.
- (7) Her brother, on the other hand, learns (rapid).
- (8) Mr. Gonzales has a (permanent) visa.
- (9) He hopes to remain in this country (permanent).
- (10) This is an (easy) exercise.
- (11) I can do all of these exercises (easy).
- (12) Helen works very (hard) in her new job.
- (13) You walk very (fast).
- (14) They are both (serious) students.
- (15) They both study English very (serious).
- (16) I agree with you (complete) in that matter.
- (17) This apple is very (soft).
- (18) She always speaks (soft) to the child.
- (19) Helen is a (beautiful) girl.
- (20) Her sister plays the violin (beautiful).

WORKSHEET 8**SUBJECT: Adjectives ending -ing or -ed****1) Choose the correct form:**

1. I enjoyed the book. It was very **interested / interesting.**
2. Are you **interested / interesting** in art?
3. I thought the story was quite **amused / amusing.**
4. They were **shocked / shocking** when they heard the news.
5. We were all very **worried / worrying** when he didn't come home.
6. It was **surprised / surprising** that she didn't come to the meeting.
7. I usually find football rather **bored / boring.**
8. Are you **frightened / frightening** of spiders?

2) Complete the sentences. Use adjectives formed by adding -ING or -ED to the words in brackets.

1. I find it quite to talk in front of a group of people. (embarrass)
2. I think reading newspapers is (depress)
3. I'm in all kinds of sport. (interest)
4. I find walking in the countryside very (relax)
5. I think learning a language is very (interest)
6. I get when people smoke in restaurants. (annoy)
7. I don't normally get when I watch horror films. (frighten)
8. I don't get very easily. (embarrass)

3) Complete the sentences for each situation. Use the word given + the ending -ING or -

ED:

1. The film wasn't as good as we had expected. (disappoint-)
 - a) The film was
 - b) We were with the film.
2. Diana teaches young children. It's a very hard job but she enjoys it. (exhaust-)
 - a) She enjoys her job but it's often
 - b) At the end of a day's work, she is often
3. It's been raining all day. I hate this weather. (depress-)
 - a) This weather is
 - b) This weather makes me
 - c) It's silly to get
4. Clare is going to the United States next month. She has never been there before. (excite-)
 - a) It will be an experience for her.
 - b) Going to new places is always
 - c) She is really about going to the United States.

4) Choose the correct word:

1. I was disappointing / disappointed with the film. I had expected it to be better.
2. Are you interesting / interested in football?
3. The football match was quite exciting / excited. I enjoyed it.
4. It's sometimes embarrassing / embarrassed when you have to ask people for money.
5. Do you easily get embarrassing / embarrassed?
6. I had never expected to get the job. I was really amazing / amazed when I was offered it.
7. She has really learnt very fast. She has made astonishing / astonished progress.
8. I didn't find the situation funny. I was not amusing / amused.
9. It was a really terrifying / terrified experience. Afterwards everybody was very shocking / shocked.
10. Why do you always look so boring / bored? Is your life really so boring / bored?
11. He's one of the most boring / bored people I've ever met. He never stops talking and he never says anything interesting / interested.

5) Complete the sentences using one of the words in the box:

amusing / amused	confusing / confused	exhausting / exhausted
annoying / annoyed	disgusting / disgusted	interesting / interested

- (1) He works very hard. It's not *surprising* that he's always tired.
- (2) I've got nothing to do. I'm
- (3) The teacher's explanation was Most of the students didn't understand it.
- (4) The kitchen hadn't been cleaned for ages. It was really
- (5) I seldom visit art galleries. I'm not particularly in art.
- (6) There's no need to get just because I'm a few minutes late.
- (7) The lecture was I fell asleep.
- (8) I asked Emily if she wanted to come out with us but she wasn't
- (9) I've been working very hard all day and now I'm
- (10) I'm starting a new job next week. I'm quite about it.
- (11) Tom is very good at telling funny stories. He can be very
- (12) Liz is a very person. She knows a lot, she's traveled a lot and she's done lots of different things.

WORKSHEET 9**SUBJECT: Conditionals****1) Choose the correct item and underline it:**

1. If **I move** / I'll move to Boston, I live / **I'll live** on Main Street.
2. If **you call** / **you'll call** your mother, she'll be very happy.
3. If the mechanic fixes our car on time, we **drive** / **we'll drive** to Center ville.
4. If it **rains** / **it'll rain** today, we won't go to the park.
5. If I'm not in a hurry tonight, **I write** / **I'll write** to her.
6. If she **isn't** / **won't be** sick, she'll go to school.
7. If **they're** / **they'll be** tired tomorrow, they **don't go** / **won't go** to work.
8. If John doesn't buy a new car, he **buys** / **he'll buy** a motorcycle.

2) Find correct items and complete the following sentences:

- 1) If we **go** to London, **we'll** visit our cousin.
 - 2) If they their homework tonight, their teacher happy.
 - 3) If the weather good, George swimming this weekend.
 - 4) If he swimming this weekend,.....a wonderful time.
 - 5) If you don't eat your dinner tonight, hungry.
 - 6) Iftired, they'll go to sleep early tonight.
 - 7) If it , she'll wear her new raincoat.
- If you too many cookies after dinner tonight, get a stomachache.
- 8) If I too much coffee, get a headache.

3) Complete the sentences with any vocabulary you wish:

1. If the weather is bad tomorrow,
2. If we hitchhike to work,
3. If I don't sleep well tonight,
4. If you don't fix the broken window,

5. If he doesn't cut his hair,
6. If,they'll go to a restaurant tonight.
7. If, his mother will be happy.
8. If, his mother will be sad.
9. If, her boss will fire him.
10. If, their friends will be angry.
11. If I study hard,
12. If it's sunny at the weekend,
13. If I become rich,
14. If I go to London,

4) Match the two halves of the sentences:

Sam is thinking about his camping holiday with Andy.

- | | |
|-------------------------|------------------------------------|
| 1. If it's sunny, | a) we'll make a fire. |
| 2. If it rains, | b) we'll be able to see the stars. |
| 3. If the sky is clear, | c) we'll go skating. |
| 4. If the lake freezes, | d) we'll sit outside. |
| 5. If the sea is clean, | e) we'll need an umbrella. |
| 6. If we get cold, | f) we'll go swimming. |

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

5) Complete the sentences with these phrases:

- | | | |
|---------------------------|---|------------------------------|
| * If I had a motorbike | * If I lost all my money | * your English would improve |
| * If Peter ate less | * I'm sure she'd tell me | * If I were a famous model |
| * my uncle would stop too | * my English teacher would be surprised | |

1. If you practiced more, *your English would improve.*
2., it would be easier to go and visit my friends.

3., I would feel miserable.
4. If I started writing poetry,
5., he wouldn't be so fat.
6. If my little sister did something wrong,
7., people would see my photo everywhere.

6) **Complete the sentences. Use the correct form of the verbs in brackets:**

Example: I'm not ill, but if I *were* ill, I *wouldn't go* to school. (be / go)

- (1) The weather report says there will be snow tomorrow.

If it, I at home. (snow / stay)

- (2) Do you need some money? Let me look in my pockets.

If I some, I you some. (have / lend)

- (3) No, sorry. I haven't got any money with me.

But you know I it to you if (give/any)

- (4) I'm sure of it. You the test next week if you

..... hard. (pass / study)

- (5) Would you like to go to the cinema? If you to go, I

..... with you. (want / come)

7) **What would you do in each situation? Write UNREAL PRESENT situations.**

* call an ambulance

* complain to the manager

* run away

* try to catch it

* ring the police

* walk to the nearest garage to get some

1. You find a fly in your soup.

If I found a fly in my soup, I would complain to the manager.

2. You see a burglar breaking into your house.

.....

3. You see a mouse in your kitchen.

.....

4. Your car runs out of petrol.

.....

5. You see an accident.

.....

6. You see a ghost in your room.

.....

8) **Put the verbs in brackets into the correct tense:**

Sarah is a bored teenager. If she **joined**... (join) a club, she
 (make) more friends. She (enjoy) herself if she (go)
 out more. Her schoolwork is suffering too. If she (study) more, she
 (have) better marks and she (enter)
 university. Unfortunately, she is becoming overweight. She (feel) fitter if she
 (start) swimming, and she (get) thinner if she
 (stop) eating so much chocolate.

9) **Read these situations. Say how you would feel:**

Example: your boy / girlfriend leaves you

If my girlfriend left me I would feel miserable.

1. you have nothing to do

.....

2. you are lost in a foreign country

.....

3. your pet dies

.....

4. you see an enormous spider in the bathroom

.....

5. you split your jeans in the street

.....

6. someone steals your coat

.....

7. you fail an important test

.....

8. you win some money in a competition

.....

10) Use the correct tense:

(1) The teacher will be very angry if you (not do) your homework.

(2) If he (tell) me, I could help him.

(3) If you don't water the flowers, they (die).

(4) If you didn't water the flowers, they(die).

(5) I (come) if I had time.

(6) If you don't hurry, you (miss) the bus.

(7) If I (be) you, I wouldn't buy that car.

(8) He will play tennis if the weather (be) good.

- (9) I would be very happy if she (be) my sister.
- (10) She could win the race if she (try).
- (11) If he (go) to bed early, he will get up early.
- (12) If he touches this wire, he (get) a shock.
- (13) You will get wet if it (rain).
- (14) If I knew, I (come) earlier.
- (15) I wouldn't say it if I (be) you.
- (16) What will you do if you (get) a bad mark?
- (17) If she (wear) a necklace, her dress will look better.
- (18) If you go near the dog, it (bite) you.
- (19) Bodrum (be) ideal for a holiday if it weren't so crowded.
- (20) He will be ill if he (eat) so much.
- (21) If she (read) the book carefully, she will understand it.
- (22) The children can stay up late if they (be) good.
- (23) If the dinner isn't ready, I (go) out.
- (24) We would die if the plane (crash).

11) **Finish these sentences:**

1. If you drive very fast,
2. Would you give me some money if
3. If she were my sister,
4. I would spend every winter in Miami if
5. If they have time tomorrow,
6. Don't give him anything if

7. We would go to the cinema if
8. If John worked harder,
9. They would find me if
10. If I had a lot of money,
11. You could live more comfortably if
12. If she were a good girl,
13. If she goes to his office,
14. She would enjoy the party if
15. If I weren't busy,

WORKSHEET 10

Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:

- (1) What exercise do you like doing of all
 - (A) next
 - (B) best
 - (C) after
 - (D) before
- (2) That's a good question but I need to think about it.
 - (A) time
 - (B) space
 - (C) length
 - (D) width
- (3) Don't worry, there's no need to answer I'm not in a hurry.
 - (A) firstly
 - (B) fairly
 - (C) immediately
 - (D) easily
- (4) There are so many things that it's difficult to
 - (A) put
 - (B) follow
 - (C) find
 - (D) choose
- (5) Oh, come on it's not that difficult.
 - (A) quickly
 - (B) hardly
 - (C) always
 - (D) surely
- (6) Well, I think it is and I it's an impossible question to answer.
 - (A) deliver
 - (B) reckon
 - (C) report
 - (D) realize

Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:

- (7) Do you want me to it easier for you?
- (A) make
 - (B) do
 - (C) try
 - (D) take
- (8) Yes, I'd very much that.
- (A) understand
 - (B) consider
 - (C) appreciate
 - (D) appear
- (9) All right let me ask you what you like doing least of?
- (A) everything
 - (B) all
 - (C) entire
 - (D) that
- (10) Oh, that's easy — to answer this test
- (A) trying
 - (B) falling
 - (C) putting
 - (D) picking

WORKSHEET 11

Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:

- (1) I don't know how to learn new words by heart.
- (a) some time
 - (b) sometimes
 - (c) something
 - (d) someone
- (2) I often read short articles pets in my favourite magazine.
- (a) for
 - (b) at
 - (c) about
 - (d) of
- (3) I think learning be interesting because otherwise you wouldn't ever be able to succeed.
- (a) can
 - (b) should
 - (c) must to
 - (d) have to
- (4) You will probably agree me.
- (a) with
 - (b) for
 - (c) in
 - (d) off
- (5) If you have a question please feel to ask.
- (a) good
 - (b) well
 - (c) free
 - (d) obliged
- (6) Thank you very much indeed, that's very kind you.
- (a) from
 - (b) for
 - (c) of
 - (d) off

Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:

- (7) We are really glad to have you as our and we will take good care of you.
- (a) containers
 - (b) customers
 - (c) costumiers
 - (d) enhancers
- (8) For the whole of next week we are planning to sell our new dictionaries at a special
- (a) price
 - (b) prize
 - (c) present
 - (d) precise
- (9) As of now we still don't know if we will be to fulfil our contract.
- (a) reliable
 - (b) able
 - (c) capable
 - (d) dependable
- (10) Don't worry, we are quite flexible and can make changes at time whatsoever.
- (a) some
 - (b) any
 - (c) one
 - (d) extra

WORKSHEET 12

Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:

- (1) You must admit flying in a hot air balloon is an amazing
- (a) expression
 - (b) experience
 - (c) expertise
 - (d) expert
- (2) Can you remember the last time you such an exciting time?
- (a) have
 - (b) having
 - (c) had
 - (d) had had
- (3) To be honest, I have never in a balloon.
- (a) flowed
 - (b) flown
 - (c) flying
 - (d) flow
- (4) Really, then it's about time you tried it
- (a) in
 - (b) out
 - (c) on
 - (d) for
- (5) Are you really suggesting that we actually get into one of those ridiculous things?
- (a) shall
 - (b) will
 - (c) should
 - (d) have to
- (6) Why not? There is nothing to be of. After all it won't be just us in the balloon.
- (a) fear
 - (b) afraid
 - (c) fright
 - (d) frightened

Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:

- (7) You must be joking. Have you forgotten how terrible I felt the last time we went somewhere plane?
- (a) in
 - (b) with
 - (c) by
 - (d) for
- (8) Oh, come on. Why do you have to be such a kill
- (a) joy
 - (b) joke
 - (c) fun
 - (d) funny
- (9) That's not fair. You know full what it feels like to be worried sick when everyone else is laughing at you.
- (a) good
 - (b) well
 - (c) fine
 - (d) better
- (10) All right you win. I promise I won't bring it again. Why don't just we go white water rafting instead?
- (a) on
 - (b) up
 - (c) in
 - (d) at

WORKSHEET 13**Other, another, others, the others****Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:**

- (1) There are ten pieces of fruit in my basket. One is an orange, one is a grape and is an apple.
- (a) others
 - (b) the other
 - (c) another
 - (d) the others
- (2) I have two pencils. One is black, is blue.
- (a) another
 - (b) the others
 - (c) others
 - (d) the other
- (3) There are four girls in my apartment. Two are called Casey and Amber. are Joanne and Lindsey.
- (a) Others
 - (b) The others
 - (c) Another
 - (d) The other
- (4) There are several holidays in Brazil. One is Independence Day and are Children's Day and Teacher's Day.
- (a) some others
 - (b) another
 - (c) the others
 - (d) the other
- (5) My friend has two cars. One is black and is red.
- (a) another
 - (b) the other
 - (c) the others
 - (d) others
- (6) My mom speaks three languages. One is English and one is French.
- (a) others
 - (b) the other
 - (c) another

Other, another, others, the others**Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:**

- (d) the others
- (7) There are eight pets in my house. Six are cats and are dogs.
- (a) others
(b) another
(c) the other
(d) the others
- (8) There are 50 states in the United States. One is North Carolina and are Virginia and Kentucky.
- (a) another
(b) the others
(c) some others
(d) the other
- (9) My neighbor has four kids. One of them is a boy and are girls.
- (a) the others
(b) others
(c) another
(d) the other
- (10) There are three books in my backpack. One is a maths book and is a chemistry book.
- (a) others
(b) another
(c) the other
(d) the others

WORKSHEET 14**Adjective Prepositions Constructions**

Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:

- (1) Venice is famous its canals.
(a) about
(b) in
(c) with
(d) for
- (2) My son is afraid the dark.
(a) from
(b) on
(c) of
(d) by
- (3) Maria is married my cousin.
(a) with
(b) for
(c) to
(d) into
- (4) The second hotel was different the first.
(a) to
(b) for
(c) with
(d) from
- (5) Lucas is very good drawing
(a) at
(b) on
(c) to
(d) with
- (6) I'm tired waiting for the bus. Let's take a taxi.
(a) to
(b) on
(c) of
(d) from

Adjective Prepositions Constructions

Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:

- (7) George was worried his father's health.
- (a) since
 - (b) about
 - (c) on
 - (d) at
- (8) I didn't know you were interested science.
- (a) in
 - (b) for
 - (c) on
 - (d) to
- (9) Why are you angry him?
- (a) of
 - (b) from
 - (c) on
 - (d) with
- (10) We were very pleased the service.
- (a) with
 - (b) on
 - (c) at
 - (d) from

WORKSHEET 15**Anything, nothing, something, everything****Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:**

- (1) I don't have to do today.
 - (a) nothing
 - (b) anything
 - (c) everything
 - (d) any
- (2) Are there dogs in the house?
 - (a) something
 - (b) nothing
 - (c) any
 - (d) anybody
- (3) I know about it!
 - (a) anything
 - (b) nothing
 - (c) someone
 - (d) any
- (4) There is I need to do tomorrow afternoon.
 - (a) any
 - (b) anything
 - (c) yet
 - (d) something
- (5) My friend doesn't know about her Birthday Party!
 - (a) something
 - (b) nothing
 - (c) anything
 - (d) anyone
- (6) Did you bring you needed for the trip?
 - (a) no
 - (b) any
 - (c) nothing
 - (d) everything

Anything, nothing, something, everything**Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:**

- (7) If there is you need you can call me, okay?
- (a) anything
 - (b) any
 - (c) nothing
 - (d) everything
- (8) I think there is wrong with my VCR. It is not working very well.
- (a) anything
 - (b) nothing
 - (c) something
 - (d) everything
- (9) My friend's decisions have to do with me.
- (a) nothing
 - (b) anything
 - (c) someone
 - (d) any
- (10) My mom asked me how I was and I said was fine.
- (a) anything
 - (b) something
 - (c) any
 - (d) everything

WORKSHEET 16**Homophones**

Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:

- (1) I would eat 24/7 if I could get away with it.
(a) desert
(b) dessert
(c) deserts
(d) assets
- (2) My friend said she doesn't any foreign languages.
(a) no
(b) knew
(c) now know
(d)
- (3) We took the kids swimming all morning. Now completely exhausted.
(a) they're
(b) there
(c) their
(d) them
- (4) My friend's dog always chases tail.
(a) their
(b) theirs
(c) it's
(d) its
- (5) Every time I go on a trip I leave my dog in a
(a) channel
(b) cannel
(c) canal
(d) kennel
- (6) The of my school was overwhelmingly strict.
(a) principal
(b) principle
(c) principality
(d) prince

Homophones

Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:

- (7) The chocolate chip cookies are on five.
- (a) I'll
 - (b) isle
 - (c) aisle
 - (d) island
- (8) There are millions of people in Third World Countries.
- (a) pure
 - (b) poor
 - (c) pour
 - (d) pore
- (9) Christina loves to!
- (a) so
 - (b) soul
 - (c) sew
 - (d) sow
- (10) Hey Tom, how's the in Tulsa today?
- (a) wither
 - (b) whether
 - (c) feather
 - (d) weather

WORKSHEET 17**Relative Pronouns: who, whose, whom, which****Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:**

- (1) This is the teacher told me my son has been misbehaving in class.
- (a) which
 - (b) whose
 - (c) whom
 - (d) who
- (2) My husband, I love, sent me flowers at work last night.
- (a) who
 - (b) whom
 - (c) which
 - (d) whose
- (3) This is the girl car hit that tree down last week.
- (a) who
 - (b) which
 - (c) whose
 - (d) whom
- (4) Those were the boxes were sent to you last month, but never made it here.
- (a) which
 - (b) who
 - (c) whose
 - (d) whom
- (5) is going to take the dog for a walk?
- (a) Which
 - (b) Whose
 - (c) Who
 - (d) Whom
- (6) shall I fear, but the ones who hurt me?
- (a) Whose
 - (b) Whom
 - (c) Who
 - (d) Which

Relative Pronouns: who, whose, whom, which**Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:**

- (7) I asked you one of these shoes you think would go with my outfit.
- (a) whose
 - (b) who
 - (c) whom
 - (d) which
- (8) house is it, anyway? Are we allowed to stay in here?
- (a) Who's
 - (b) Whom
 - (c) Whose
 - (d) Which
- (9) I have friends love me so much, they made a surprise birthday party for me last night.
- (a) who
 - (b) whom
 - (c) which
 - (d) whose
- (10) That young man to we owe some thanks, saved our mom's life on that car accident.
- (a) which
 - (b) whom
 - (c) who
 - (d) whose

WORKSHEET 18**Some, any, few, little****Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:**

- (1) Wow! Look at that! How books do you have on your shelf? I have to tell you, it's quite a great collection!
- (a) much
 - (b) many
 - (c) any
 - (d) some
- (2) Would you like juice?
- (a) a
 - (b) an
 - (c) some
 - (d) much
- (3) How money do you have?
- (a) much
 - (b) more
 - (c) many
 - (d) often
- (4) I only have dollars.
- (a) some
 - (b) any
 - (c) a little
 - (d) a few
- (5) I want to make orange juice. Have you got oranges?
- (a) much
 - (b) many
 - (c) any
 - (d) few
- (6) No, I don't have any. But I have apples, if you'd like to make apple juice instead.
- (a) a little
 - (b) some
 - (c) any
 - (d) few

Some, any, few, little**Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:**

- (7) There are people trying to go to the U2 concert this weekend.
- (a) many
 - (b) much
 - (c) a little
 - (d) any
- (8) How many gallons of water did you bring for the trip? — I just have gallons.
- (a) much
 - (b) any
 - (c) a little
 - (d) a few
- (9) Jessica spent a lot of money on her car. Now she only has money left to pay for her living expenses.
- (a) many
 - (b) a few
 - (c) a little
 - (d) much
- (10) How time do you have left before you have to go to school
- (a) some
 - (b) much
 - (c) many
 - (d) any

WORKSHEET 19**Prepositions Test**

Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:

- I was jogging in the park this morning and saw this dog coming me. It looked like he
- (1) was going attack me, but he was just trying to reach out for his owner who was running right behind me.
- (a) onto
(b) after
(c) towards
(d) below
- (2) Barbara, your boyfriend is waiting for you in the car.
- (a) around
(b) outside
(c) above
(d) against
- (3) I heard a glass breaking noise in the living room and ran to see what happened. A pigeon flew the window and broke it.
- (a) for
(b) from
(c) by
(d) against
- (4) Suzanne who lives that coffee shop place, came over to visit you this morning.
- (a) on
(b) by
(c) at
(d) in
- (5) I don't know how many times I have told my daughter to look at both sides before running the street.
- (a) across
(b) alongside
(c) beside
(d) around
- (6) My house is the grocery store and the gas station.
- (a) under
(b) off

Prepositions Test

Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:

- (c) among
(d) between
- (7) The temperature in Washington D.C today is eight degrees zero.
(a) beside
(b) below
(c) behind
(d) between
- (8) The cat is sitting the wall.
(a) on
(b) over
(c) above
(d) underneath
- (9) As soon as Bob heard his boss coming, he jumped his chair and pretended he was working.
(a) inside
(b) under
(c) for
(d) down
- (10) Frederick lives the hill, where all the mansions are.
(a) above
(b) unto
(c) onto
(d) up

WORKSHEET 20

Prepositions Test

Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:

- (1) The board meeting was called due to the sudden demise of the chief executive office.
 - (a) for
 - (b) off
 - (c) to
 - (d) out
- (2) My father put \$1,000 as a deposit to help my sister purchase a new car.
 - (a) in
 - (b) out
 - (c) down
 - (d) on
- (3) I have some material from which I could knock an article if you want me to.
 - (a) up
 - (b) down
 - (c) together
 - (d) off
- (4) The finance director has come in a lot of criticism over his unsuccessful handling of the company's investments.
 - (a) back
 - (b) for
 - (c) to
 - (d) on
- (5) The factory churns thousands of pairs of low cost shoes every day.
 - (a) out
 - (b) off
 - (c) in
 - (d) into
- (6) Low consumer demand has forced the retailer to mark a wide range of goods by as much as 40%.
 - (a) up
 - (b) down
 - (c) back
 - (d) off

Prepositions Test

Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:

- (7) Mr. and Mrs. Jarrett must be making a fortune. They're clearly raking over \$1,000,000 a year.
- (a) up
 - (b) in
 - (c) on
 - (d) out
- (8) The clothing manufacturer recently branched into sport's wear.
- (a) out
 - (b) in
 - (c) off
 - (d) back
- (9) Distributors will probably bump the price of the software when the next version is released.
- (a) up
 - (b) on
 - (c) off
 - (d) out
- (10) The director was drummed of office for life when it was discovered that she had been involved in insider trading.
- (a) up
 - (b) in
 - (c) on
 - (d) out

WORKSHEET 21

Common English Errors (1)

Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:

- (1) There are many of jobs in Oregon right now.
 - (a) sorts
 - (b) brands
 - (c) kinds
 - (d) forms
- (2) She ran over to the commotion to what was happening.
 - (a) know about
 - (b) find more
 - (c) find
 - (d) find out
- (3) After some time, Vince to know the university campus very well.
 - (a) got
 - (b) understood
 - (c) found
 - (d) learned
- (4) Don't forget about your daughter's soccer game — she'll never you!
 - (a) absolve
 - (b) exonerate
 - (c) excuse
 - (d) forgive
- (5) When I drove into Seattle yesterday afternoon, the was still cloudy and wet.
 - (a) weather
 - (b) climate
 - (c) climate condition
 - (d) environment
- (6) I'm worried about her because she more pills than usual.
 - (a) eats
 - (b) munches
 - (c) is taking
 - (d) is eating

Common English Errors (1)**Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:**

- (7) I'm so busy — I hope you'll my messy office space.
- (a) forgive
 - (b) absolve
 - (c) excuse
 - (d) acquit
- (8) He was married fifty years
- (a) before now
 - (b) ago
 - (c) long before
 - (d) long ago
- (9) I at six o'clock in the morning every day.
- (a) awake
 - (b) wake up
 - (c) get up from my bed
 - (d) leave my bed
- (10) We decided to bed this morning because last night wore us out.
- (a) be in our
 - (b) stay in our
 - (c) stay in
 - (d) stay on our

WORKSHEET 22**Using Make and Do (1)****Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:**

- (1) The manager was surprised at how many things Ron could at once.
 - (a) make
 - (b) do
 - (c) made
 - (d) did
- (2) She him a solemn promise that she would never steal again.
 - (a) make
 - (b) do
 - (c) made
 - (d) did
- (3) His teacher begged him to more of an effort in class.
 - (a) make
 - (b) do
 - (c) made
 - (d) did
- (4) We had so much fun in Chicago — we it in three days.
 - (a) make
 - (b) do
 - (c) made
 - (d) did
- (5) The business a lot of money this year.
 - (a) make
 - (b) do
 - (c) made
 - (d) did
- (6) The university research department stumbled upon something new and a big discovery because of it.
 - (a) make
 - (b) did
 - (c) made
 - (d) do
- (7) His mother forced him to his homework every night after supper.

Using Make and Do (1)

Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:

- (a) make
 - (b) do
 - (c) made
 - (d) did
- (8) No matter how hard he pushed him, he couldn't his son do the job properly.
- (a) make
 - (b) do
 - (c) made
 - (d) did
- (9) The teacher suggested they another exercise to understand the problem better.
- (a) make
 - (b) do
 - (c) made
 - (d) did
- (10) We only have one more pot of stew — will it?
- (a) make
 - (b) do
 - (c) made
 - (d) did

WORKSHEET 23**Compound words with tooth****Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:**

- (1) I usually take a to work so I can clean my teeth thoroughly after I have eaten my lunch.
- (a) toothbrush
 - (b) toothpick
 - (d) toothache
- (2) My wife hates it if I leave the lid off the after I have finished brushing my teeth.
- (a) toothbrush
 - (b) toothpaste
 - (c) toothache
- (3) It is very dangerous for small children to play with
- (a) toothbrushes
 - (b) toothpicks
 - (c) toothaches
- (4) My father told me that I will get a if I eat too much chocolate.
- (a) toothpaste
 - (b) toothache
 - (c) toothpick
- (5) "Mum, can you please buy me a new when you go the supermarket this afternoon?"
- (a) toothpaste
 - (b) toothache
 - (c) toothbrush
- (6) Tomorrow I must go the pharmacy and buy some more
- (a) toothpaste
 - (b) toothpick
 - (c) toothbrush
- (7) My daughter woke up screaming in the middle of the night because she had a terrible ...
- (a) toothpick
 - (b) toothbrush
 - (c) toothache
- (8) Nora asked the waiter to bring her a after she had finished eating her dessert.
- (a) toothbrush
 - (b) toothpick
 - (c) toothache

Compound words with tooth

Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:

- (9) "I can't seem to find the new tube of that I purchased from the supermarket yesterday."
(a) toothbrush
(b) toothpick
(c) toothpaste
- (10) My old is looking very shaggy. I think it's about time to buy a new one.
(a) toothpick
(b) toothpaste
(c) toothbrush

WORKSHEET 24**Like a red rag****Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:**

- (1) Don't talk to him about politics because it's like a rag to a bull.
- (a) blue
 - (b) white
 - (c) red
 - (d) black
- (2) He takes the optimistic view and talks about a skies scenario.
- (a) red
 - (b) blue
 - (c) white
 - (d) yellow
- (3) She hasn't worked here very long and is therefore a little on matters of procedure.
- (a) red
 - (b) blue
 - (c) white
 - (d) green
- (4) Now that they have read it in, they believe me.
- (a) red and blue
 - (b) blue and red
 - (c) white and black
 - (d) black and white
- (5) The reason why I feel so today is because it's my birthday and no-one has sent me any cards.
- (a) red
 - (b) blue
 - (c) white
 - (d) black
- (6) She lost the company a lot of money last week and as a result has got a mark against her name.
- (a) red
 - (b) blue
 - (c) white
 - (d) black

Like a red rag**Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:**

- (7) In this business you cannot afford to make any mistake and must be seen to be lily
- (a) red
 - (b) blue
 - (c) white
 - (d) green
- (8) As they turned round and ran away, people thought they were
- (a) red
 - (b) blue
 - (c) white
 - (d) yellow
- (9) Ask her to help you with your calculations because she's hot at mathematics.
- (a) red
 - (b) blue
 - (c) white
 - (d) black
- (10) I know he doesn't like you because the moment you came in the room I saw him give you a look.
- (a) red
 - (b) blue
 - (c) white
 - (d) black

WORKSHEET 25

If you tend to forget

Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:

- (1) He tends to forget things very quickly and behaves more and more like the typical professor.
- (a) clear-minded
 - (b) absent-minded
 - (c) well-minded
 - (d) cool-minded
- (2) This is a very expensive holiday intended for those with plenty of money as it involves a trip the world.
- (a) through
 - (b) along
 - (c) about
 - (d) around
- (3) The car is almost ready to collect from the garage but there are just a couple of spare missing.
- (a) parts
 - (b) pieces
 - (c) extras
 - (d) accessories
- (4) They were of having broken into the stately home and stolen several famous paintings.
- (a) charged
 - (b) described
 - (c) accused
 - (d) blamed
- (5) The one thing my family will always remember about Grace was the many of kindness that she showed us in her long life.
- (a) deeds
 - (b) acts
 - (c) actions
 - (d) feats
- (6) Q6 If you had bought a house about thirty years ago you would certainly find that it had

If you tend to forget

Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:

considerably in value.

- (a) increased
 - (b) heightened
 - (c) developed
 - (d) doubled
- (7) If you're not careful you'll find that because of your generous nature, she'll start taking of you.
- (a) part
 - (b) advantage
 - (c) consideration
 - (d) prominence
- (8) There's a huge in the local paper about the special offers available in the store this weekend.
- (a) announcement
 - (b) display
 - (c) notice
 - (d) advertisement
- (9) You'll notice that as soon as the children come home from school, the dog will jump up and show its great..... for them.
- (a) infection
 - (b) affection
 - (c) affectation
 - (d) protection
- (10) Sociologists maintain that some of the films on show today have created a generation of very children.
- (a) frightened
 - (b) afraid
 - (c) fearful
 - (d) frightening

WORKSHEET 26**Do, make, get, take****Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:**

- (1) You must decide and up your mind.
 - (a) do
 - (b) get
 - (c) make
 - (d) take
- (2) What time do you up in the morning?
 - (a) do
 - (b) get
 - (c) make
 - (d) take
- (3) At the moment we are trying to for the town centre.
 - (a) do
 - (b) get
 - (c) make
 - (d) take
- (4) After they had shouted at each other, they decided to it up.
 - (a) do
 - (b) get
 - (c) make
 - (d) take
- (5) They are very good friends and on well with each other.
 - (a) do
 - (b) get
 - (c) make
 - (d) take
- (6) The firm has expanded and they want to on extra staff.
 - (a) do
 - (b) get
 - (c) make
 - (d) take
- (7) She's good at writing stories for children and is always keen to up new plots.
 - (a) do

Do, make, get, take

Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:

- (b) get
 - (c) make
 - (d) take
- (8) As we don't have much money at the moment, we've decided to without certain luxuries.
- (a) do
 - (b) get
 - (c) make
 - (d) take
- (9) We mustn't be late this morning because today is when the new boss is going to over.
- (a) do
 - (b) get
 - (c) make
 - (d) take
- (10) Most of the telephone lines were destroyed in the storm last night and so it's almost impossible to through to anybody today.
- (a) do
 - (b) get
 - (c) make
 - (d) take

WORKSHEET 27**Popular Idioms****Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:**

- (1) Lightning never strikes in the same place
 - (a) before
 - (b) twice
 - (c) secondly
 - (d) thrice
- (2) If you watch a kettle, it never
 - (a) cooks
 - (b) stew
 - (c) boils
 - (d) heats
- (3) Look before you
 - (a) leap
 - (b) strike
 - (c) rush
 - (d) go
- (4) Don't count your chickens before they are
 - (a) born
 - (b) fed
 - (c) hatched
 - (d) stolen
- (5) It's all right to tell a lie.
 - (a) red
 - (b) white
 - (c) blue
 - (d) black
- (6) There's no fool like an fool.
 - (a) aged
 - (b) ancient
 - (c) elderly
 - (d) old
- (7) Let dogs lie.
 - (a) sleeping

Popular Idioms

Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:

- (b) snoozing
 - (c) dreaming
 - (d) barking
- (8) Strike while the iron is
- (a) heating
 - (b) heated
 - (c) hot
 - (d) soft
- (9) Politeness costs
- (a) a lot
 - (b) a little
 - (c) much
 - (d) nothing
- (10) Never look a gift horse in the
- (a) mouth
 - (b) eye
 - (c) nose
 - (d) teeth

WORKSHEET 28**Idioms with the phrasal verb come****Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:**

- (1) First impressions are important because how you initially can be as important as what you say.
- (a) come by
 - (b) come back
 - (c) come out
 - (d) come across
- (2) I just can't seem to be able to find a good personal assistant as they are so hard to
- (a) come by
 - (b) come back
 - (c) come out
 - (d) come across
- (3) When disaster strikes, will your insurer for you?
- (a) come out
 - (b) come over
 - (c) come through
 - (d) come to
- (4) If you have eaten a banana in the last 2-3 days and a fever followed by a skin infection, you should seek urgent medical attention!
- (a) come across
 - (b) come up with
 - (c) come down with
 - (d) come out with
- (5) In terms of personality she's certainly well since she changed her attitude.
- (a) come along
 - (b) come back
 - (c) come over
 - (d) come out
- (6) Menopause symptoms may after stopping menopausal hormone therapy.
- (a) come by
 - (b) come back
 - (c) come out
 - (d) come across

Idioms with the phrasal verb come**Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:**

- (7) Making the decision to about your sexual preferences can sometimes be scary and stressful.
- (a) come along
 - (b) come back
 - (c) come out
 - (d) come over
- (8) I was just wondering how astronomers their facts when you realise just how far away the stars are.
- (a) come out with
 - (b) come up with
 - (c) come along
 - (d) come out
- (9) It was reported that the Government is expected to stringent norms to prevent "predatory takeovers" of Indian private banks.
- (a) come along
 - (b) come up with
 - (c) come across
 - (d) come out
- (10) My boyfriend wants to when nobody is at home, and I'm scared it might well lead to something else!
- (a) come along
 - (b) come back
 - (c) come out
 - (d) come over

WORKSHEET 29**Idioms with the phrasal verb look****Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:**

- (1) Students were instructed to use the Internet to some information about Australia for the class project.
- (a) to look after
 - (b) to look over
 - (c) to look into
 - (d) to look up
- (2) The treasurer assured his constituents that he would the scandal shortly after the results of the general election were made public.
- (a) look into
 - (b) look up
 - (c) look over
 - (d) look after
- (3) Q3 My attorney advised me the terms and conditions of the insurance policy several times so that I was fully aware of what I was getting myself into.
- (a) to look after
 - (b) to look over
 - (c) to look into
 - (d) to look up
- (4) I have always my grandfather because he has lived such an amazing life.
- (a) looked at
 - (b) looked for
 - (c) looked up to
 - (d) looked after
- (5) I my laptop in car, in my office and even under the bed, but I couldn't find it anywhere.
- (a) looked at
 - (b) looked for
 - (c) looked after
 - (d) looked over

Idioms with the phrasal verb look

Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:

- (6) Airport authorities advised passengers to suspicious looking people passing through the international terminal.
- (a) look for
 - (b) look out for
 - (c) look after
 - (d) look at
- (7) The view from the penthouse suite of the five star hotel over the Pacific Ocean.
- (a) looks for
 - (b) looks at
 - (c) looks out
 - (d) looks after
- (8) Students were given five minutes to the examination paper before they were told to start writing.
- (a) look after
 - (b) look through
 - (c) look into
 - (d) look up
- (9) My family finally made the painful decision of admitting my grandmother to a nursing home as she is no longer capable of herself.
- (a) looking into
 - (b) looking out
 - (c) looking at
 - (d) looking after
- (10) When I blamed the hospital for giving me the wrong medicine, the management the matter very carefully.
- (a) looked at
 - (b) looked for
 - (c) looked into
 - (d) looked after

WORKSHEET 30**Idioms with the phrasal verb bring****Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:**

- (1) Englishmen can't always quite wearing shorts.
(a) bring off
(b) bring on
(c) bring up
(d) bring over
- (2) There are some "natural" methods that you can try to labour if you and your baby are in good health.
(a) bring to
(b) bring on
(c) bring out
(d) bring over
- (3) I want to the dinner tonight so that you don't have to worry about feeding your kids.
(a) bring to
(b) bring on
(c) bring out
(d) bring over
- (4) The Central Coast of New South Wales has been described as a great place to children.
(a) bring out
(b) bring off
(c) bring to
(d) bring up
- (5) Custom frames can help to improve the look of your artwork and thus the best.
(a) bring out
(b) bring over
(c) bring to
(d) bring up
- (6) U2 will not the online release of the band's new album, following news that it has leaked onto the Internet.
(a) bring out
(b) bring forward
(c) bring back
(d) bring up
- (7) The Super Bowl champion Steelers have decided to fullback Verron Haynes for at least another two seasons
(a) bring out

Idioms with the phrasal verb bring

Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:

- (b) bring forward
 - (c) bring up
 - (d) bring back
- (8) The slips fieldsman moved quickly to his left and then flung himself further left-wards to a spectacular catch.
- (a) bring forward
 - (b) bring off
 - (c) bring back
 - (d) bring up
- (9) How much money do I need to to your house for the poker game tonight?
- (a) bring out
 - (b) bring over
 - (c) bring to
 - (d) bring up
- (10) If natural disasters have anything good about them, it may be the compassion they in people.
- (a) bring out
 - (b) bring forward
 - (c) bring up
 - (d) bring back

WORKSHEET 31**Idioms with the phrasal verb break****Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:**

- (1) After years of working for a shoddy employer I was finally able to from that company and set up my own business.
- (a) break off
 - (b) break away
 - (c) break out
 - (d) break up
- (2) Nasa is currently in the process of trying to work out how to avoid any more of its spaceships from on reentry to Earth.
- (a) breaking off
 - (b) breaking away
 - (c) breaking out
 - (d) breaking up
- (3) Q3 Residents living in the immediate vicinity of the prison were told to be on the lookout for a group of criminals who recently out of goal.
- (a) broke-off
 - (b) broke-away
 - (c) broke-out
 - (d) broke-up
- (4) It can be very difficult for young couples to a marriage when there are young children involved.
- (a) break off
 - (b) break away
 - (c) break out
 - (d) break up
- (5) I decided to my relationship with my girlfriend when I found out that she was seeing someone else.
- (a) break off
 - (b) break away
 - (c) break out
 - (d) break open
- (6) "Be careful not to spill the yolk when you the egg."
- (a) break out
 - (b) break off
 - (c) break open
 - (d) break down

Idioms with the phrasal verb break**Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:**

- (7) A burglar when I was away on vacation and stole of my electronic goods.
- (a) broke into
 - (b) broke off
 - (c) broke open
 - (d) broke up
- (8) Teachers in Sydney have decided to call a snap strike next week after negotiations with the State Government over a ten per cent pay increase early this morning.
- (a) broke into
 - (b) broke down
 - (c) broke open
 - (d) broke up
- (9) A rebel Labour Party MP recently decided to from his party and become an independent member for his electorate.
- (a) break off
 - (b) break away
 - (c) break out
 - (d) break up
- (10) I am always very worried that my car will because it is already twenty years old.
- (a) break off
 - (b) break away
 - (c) break out
 - (d) break down

WORKSHEET 32**financial and bank expressions****Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:**

- (1) Can you please some money until we get paid next week?
- (a) lend
 - (b) give
 - (c) borrow
 - (d) grant
- (2) I decided to invest in the commodities market as the on offer from bank was at an all-time low.
- (a) increase
 - (b) interest
 - (c) rent
 - (d) tax
- (3) Many retailers in Jakarta refuse to exchange purchases unless you can show them your
- (a) recipe
 - (b) receipt
 - (c) bill
 - (d) change
- (4) My boss informed me that I had been nominated to a sales pitch to one of our company's largest buyers.
- (a) make
 - (b) perform
 - (c) talk
 - (d) do
- (5) I saw a very good advertised in the newspaper this week.
- (a) employment
 - (b) occupation
 - (c) work
 - (d) job
- (6) My wife has a job at the department store.
- (a) half-time
 - (b) spare-time
 - (c) part-time
 - (d) over-time

financial and bank expressions**Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:**

- (7) The psychiatrist gave his patient a for some medicine.
- (a) recipe
 - (b) statement
 - (c) prescription
 - (d) receipt
- (8) When a fire broke out at the Louvre, at least twenty paintings were destroyed, including two by Henri Matisse.
- (a) worthless
 - (b) priceless
 - (c) valueless
 - (d) useless
- (9) I must remember to fill in my tax before the end of this week.
- (a) return
 - (b) declaration
 - (c) brochure
 - (d) pamphlet
- (10) Can you take this money to the bank and make a for me?
- (a) loan
 - (b) transaction
 - (c) deposit
 - (d) withdrawal

WORKSHEET 33**financial and bank expressions**

Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:

- (1) The Australian Labour Party doesn't currently have any politicians that would be capable of successfully the Prime Minister at the next federal election.
- (a) running away with
 - (b) running for
 - (c) running against
 - (d) running down
- (2) Hillary Clinton has not ruled out president at the next election.
- (a) running off
 - (b) running for
 - (c) running against
 - (d) running down
- (3) I decided to my girlfriend and get married when I found out that her parents didn't like me because of my religion.
- (a) run away with
 - (b) run for
 - (c) run against
 - (d) run through
- (4) My parents were very disappointed when they found out that I had all their money.
- (a) run off with
 - (b) run for
 - (c) run against
 - (d) run through
- (5) The apartment block failed to attract any buyers and was taken off the market so renovations could be carried out.
- (a) run off
 - (b) run through
 - (c) run after
 - (d) run down
- (6) Many children try to from home for one reason or another at least once during their childhood.
- (a) run away
 - (b) run for
 - (c) run against

financial and bank expressions

Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:

- (d) run down
- (7) It's so nice to you again after all this time. I don't think I've seen you for at least twenty years.
- (a) run out
(b) run into
(c) run after
(d) run off
- (8) Can you please our marketing campaign with me one more time? I don't quite fully understand it yet.
- (a) run off
(b) run into
(c) run through
(d) run after
- (9) Our dog loves to the mail truck.
- (a) run through
(b) run over
(c) run after
(d) run in
- (10) My mum had a with my teacher for not allowing me to go to the toilet during class.
- (a) run-on
(b) run-in
(c) rundown
(d) run-off

WORKSHEET 34

How to describe people: attitude expressions

Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:

- (1) My wife is always when she gets her period and becomes angry at me for no reason at all.
- (a) jealous
 - (b) talkative
 - (c) content
 - (d) bad-tempered
- (2) Students at the school where I teach are so They always hand in their homework on time.
- (a) patient
 - (b) lazy
 - (c) reliable
 - (d) friendly
- (3) Glenn is so He always helps out the underprivileged people in our community.
- (a) creative
 - (b) reticent
 - (c) sociable
 - (d) generous
- (4) My little sister is so at school that she is too afraid to ask to go to the toilet.
- (a) timid
 - (b) intrepid
 - (c) tolerant
 - (d) envious
- (5) Never ask Phoebe to dance while her husband is looking. He always gets so of her.
- (a) jealous
 - (b) responsive
 - (c) mortified
 - (d) tolerant
- (6) Our new teacher is so If we don't understand something, she goes over it again and again until we do.
- (a) lazy
 - (b) shy
 - (c) patient
 - (d) friendly
- (7) I think Indonesian people are so They'll always come up to you in the street and try

How to describe people: attitude expressions**Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:**

to practice their English.

- (a) friendly
 - (b) reliable
 - (c) imaginative
 - (d) bad-tempered
- (8) Barry loves to talk a lot, doesn't he? In fact, I don't think I've ever met anyone quite as as him.
- (a) reserved
 - (b) cantankerous
 - (c) chatty
 - (d) liberal
- (9) Mary's husband is so He never helps her with any of the chores around the house.
- (a) vigorous
 - (b) dependable
 - (c) lazy
 - (d) tolerant
- (10) Our English teacher at school is so He is always coming up with new games that help make learning fun.
- (a) bland
 - (b) creative
 - (c) talkative
 - (d) trustworthy

WORKSHEET 35**Compound words: aftermath, afterthought, afterbirth****Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:**

- (1) After experiencing too many late "sinking spells", The Duchess of Bedford arrived upon the idea of having tea and finger food at about 5 p.m.
- (a) afterwards
 - (b) afterbirth
 - (c) afternoon
 - (d) aftertaste
- (2) In the of World War I the political, cultural, and social order of the world was drastically changed in many places, even outside the areas directly involved in the war.
- (a) afterwards
 - (b) afterbirth
 - (c) afternoon
 - (d) aftermath
- (3) Q3 I'm not convinced that the Christian would mean much to me if I had to lie and cheat in order to attain it.
- (a) afternoon
 - (b) aftertaste
 - (c) afterlife
 - (d) afterbirth
- (4) It is better to halt mass murder than to clean it up
- (a) afterthought
 - (b) aftermath
 - (c) afterwards
 - (d) afterlife
- (5) The is delivered during the third stage of labour.
- (a) afterthought
 - (b) afterlife
 - (c) aftertaste
 - (d) afterbirth
- (6) The fruity tones of this mild balanced brew produce a delightful
- (a) afterthought
 - (b) afternoon
 - (c) aftertaste
 - (d) afterlife

Compound words: aftermath, afterthought, afterbirth**Choose the most appropriate answer from (A), (B), (C) or (D) for each one of the following sentences:**

- (7) Contrary to popular opinion, Judaism does believe in an, but it is not the primary focus of the religion.
- (a) afterthought
 - (b) afternoon
 - (c) aftertaste
 - (d) afterlife
- (8) We enjoyed the rest of our lunch, but I think we were both pretty taken aback by the encounter we had when we first entered the restaurant.
- (a) afterwards
 - (b) aftermath
 - (c) afternoon
 - (d) aftertaste
- (9) Childcare is currently available for Kindergarten children on a Tuesday and a Thursday from 1.00 p.m. to 3.00 p.m.
- (a) afterthought
 - (b) afternoon
 - (c) aftertaste
 - (d) afterbirth
- (10) The Emergency Response and Transitional Recovery Programme commenced activities in January 2005 in the immediate of the Tsunami disaster of 26 December 2004.
- (a) afterthought
 - (b) aftertaste
 - (c) afternoon
 - (d) aftermath

LESSON 16

BOB BRINGS THE COOKIES TO THE VILLAGE MARKET

Bob brings Carol the cookies. He tells Carol that baking the cookies was easy because he had lots of help.

Carol: Bob, how did the baking go?

Bob: Slow **at first**, but we're **getting the hang of it**.

Carol: Once you **learn the ropes**, it becomes **second nature**.

Bob: **To tell you the truth**, I thought that baking 2,000 cookies would be a **pain in the neck**. But we managed to **round up** some helpers, and it was a **piece of cake**.

Carol: Well, thanks for coming **in person** with the cookies.

Bob: No problem. When will you need more?

Carol: It depends on how many we sell today.

Bob: How many do you think you'll sell?

Carol: Maybe 500, maybe 2,000. **Your guess is as good as mine**. **In any case**, I'll **keep you posted**.

Bob: Okay. Just **give me a ring** as soon as you know.



IDIOMS – LESSON 16

at first – in the beginning

EXAMPLE 1: Nicole didn't like *Don Quixote* **at first**, but after 200 pages she started to get into it.

EXAMPLE 2: Don't get discouraged if you don't succeed **at first**. The important thing is that you keep on trying!

(to) get the hang of (something) – to learn how to do something; to acquire an effective technique

EXAMPLE 1: Billy had trouble learning how to ride a bike, but after a few months he finally **got the hang of it**.

EXAMPLE 2: When I went snowboarding for the first time, I kept falling down. But after a while, I **got the hang of it**.

(to) give (someone) a ring – to telephone someone

EXAMPLE 1: **Give me a ring** tomorrow so we can discuss plans for this weekend.

EXAMPLE 2: If you're free on Saturday, **give me a ring** and we can go to the movies.

SYNONYM: to give (someone) a buzz [slang]

in any case – whatever the fact is; certainly

EXAMPLE 1: We can either go to the new Star Wars movie or see a play tonight. **In any case**, you'll need to be at my house by six o'clock.

EXAMPLE 2: You'll probably be too tired on Sunday to come over. **In any case**, give me a call in the morning to discuss.

in person – personally; in one's physical presence

EXAMPLE 1: Tim hoped that he and Svetlana would get along as well **in person** as they did over the Internet.

EXAMPLE 2: After hearing so much about Donna's boyfriend, I'm looking forward to meeting him **in person**.

(to) keep posted – to provide up-to-date information

EXAMPLE 1: **Keep me posted** about your plans for the summer. If you're going to be at your cottage on the lake, I'd love to come visit.

EXAMPLE 2: Good luck selling your house and **keep me posted!** I'd love to know how much you get for it.

(to) learn the ropes – to learn the basics

EXAMPLE 1: Mark **learned the ropes** of the restaurant business by working as a cook at Outback Steakhouse.

EXAMPLE 2: David worked at a big law firm for 10 years where he **learned the ropes**. Now he runs his own law firm.

pain in the neck – an annoyance

EXAMPLE 1: Yesterday I had to stay home all day and wait for the repairman. What a **pain in the neck!**

EXAMPLE 2: Alice wants me to drive her to the airport early tomorrow morning. That's going to be a **pain in the neck!**

piece of cake – very easy

EXAMPLE 1: Nicole finished her physics test in just 25 minutes. It was a **piece of cake**.

EXAMPLE 2: The driving test is a **piece of cake**. Don't worry about it.

SYNONYM: easy as pie. You should have no trouble passing the driving test. It's as **easy as pie**.

(to) round up – to gather people together

EXAMPLE 1: The town **rounded up** 200 volunteers to search for the hiker, who was lost in the woods of Yosemite National Park.

EXAMPLE 2: Let's **round up** some volunteers to help bake cookies and pies for the bake sale.

second nature – a behavior that has been practiced for so long, it seems to have been there always

EXAMPLE 1: Karen has been arguing with her husband every day for the past 20 years, so by now it's just **second nature**.

EXAMPLE 2: With practice, riding a unicycle becomes **second nature**.

to tell you the truth – to speak openly; to admit

EXAMPLE 1: **To tell you the truth**, Ted isn't a very good student.

EXAMPLE 2: **To tell you the truth**, I didn't even want to attend Katie's wedding. But I knew she'd be offended if I didn't go.

your guess is as good as mine – I don't know; I don't know any more than you do

EXAMPLE 1: Will we ever find intelligent life on other planets? **Your guess is as good as mine**.

EXAMPLE 2: Will Ted graduate on time? **Your guess is as good as mine!**

PRACTICE THE IDIOMS

Fill in the blank with the appropriate word:

- 1) When Nicole drove her car for the first time, she was really nervous. Now, after an entire year, it's ____ nature.
a) first b) second c) third
- 2) I can't believe I won. To ____ you the truth, I never thought I'd be able to beat you at tennis.
a) say b) tell c) explain
- 3) Nicole was going to mail her college application to Yale. But then she decided to go to New Haven and deliver it ____ person.
a) on b) at c) in
- 4) After a snowstorm, it can be a real pain in the ____ driving to work in the morning.
a) head b) arm c) neck
- 5) The meeting in Dallas was canceled, but, in ____ case, we still need to go there.
a) all b) any c) about
- 6) Starting a new job is difficult in the beginning. It gets easier once you learn the ____.
a) ropes b) chains c) ties
- 7) Bob and Susan thought getting rich would be very difficult. But thanks to their cookie business, it was a piece of ____.
a) cookie b) cake c) pie
- 8) Let's go to the movies tonight. I'll look in the newspaper and ____ you a ring after I see what's playing.
a) offer b) take c) give

ANSWERS TO LESSON 16, p.165

LESSON 17

CAROL TELLS BOB THE GOOD NEWS

Carol phones Bob to tell him the cookies are selling very well and that she needs another 1,000 by the morning. Bob isn't sure he can make the cookies so quickly, but Carol insists.

Carol: Bob, your wife's cookies are **selling like hotcakes!**

Bob: How many did you sell, Carol?

Carol: We've **sold out**. I need more **right away!** Bring me another 1,000 by tomorrow at 9 a.m.

Bob: That's a **tall order**, Carol.

Carol: Don't **blow it**, Bob! Susan's Scrumptious Cookies could really **take off**.

Bob: I know, but I'm not sure we have enough time to bake all those cookies.

Carol: Bake all night if you have to. **Burn the midnight oil!** If you work hard now, you'll be **sitting pretty** in a few years.

Bob: **Rest assured** that I'll **do my best** to **deliver the goods**.

Carol: Okay, now let's stop the **chitchat**. You've got work to do!



IDIOMS – LESSON 17

(to) blow it – to spoil an opportunity

EXAMPLE 1: The actress got nervous and forgot all of her lines. She really **blew it!**

EXAMPLE 2: I'll give you one more chance, but don't **blow it** this time!

SYNONYM: to screw up [slang]. Example: I can't believe you **screwed up** during the interview by asking for six weeks of vacation before you even got the job offer!

(to) burn the midnight oil – to stay up late studying or working

EXAMPLE 1: Michael **burned the midnight oil** studying for his algebra test.

EXAMPLE 2: The project is due tomorrow and we're far from finished. We're going to have to **burn the midnight oil** tonight.

chitchat – casual conversation; gossip

EXAMPLE 1: Peter told Heather to stop the **chitchat** and get back to work.

EXAMPLE 2: Okay, enough **chitchat!** Let's start discussing this week's reading assignment.

SYNONYM: to shoot the breeze

NOTE: Chitchat can also be a verb. Example: Amber and Ted were **chitchatting** all night long.

(to) deliver the goods – to meet expectations; to do what's required

EXAMPLE 1: Peter thought Bob wasn't **delivering the goods**, so he fired him.

EXAMPLE 2: I'm depending on you to finish the job on time. I know that you can **deliver the goods!**

SYNONYM: to cut the mustard. Example: If you can't **cut the mustard** here, you'll have to find a new job.

(to) do one's best – to try as hard as possible

EXAMPLE 1: Although Ted **did his best**, he still failed his chemistry test.

EXAMPLE 2: You might not get a perfect score on your history test, but just **do your best**.

SYNONYM: to give it one's all

rest assured – be sure

EXAMPLE 1: **Rest assured** that the police will find the thieves.

EXAMPLE 2: **Rest assured** I'll take good care of your dog while you're on vacation.

right away – immediately

EXAMPLE 1: When Meg realized her house was on fire, she called the fire department **right away**.

EXAMPLE 2: You need some sugar for your cookies? I'll bring some over **right away**.

(to) sell like hotcakes – to sell fast; to be a popular item

EXAMPLE 1: Those new Fubu blue jeans are **selling like hotcakes**. All the girls love them.

EXAMPLE 2: Stephen King's new novel is **selling like hotcakes**.

(to be) sitting pretty – in a good position (often financially)

EXAMPLE 1: After Chad won the lottery, he was really **sitting pretty**. He quit his job and bought a mansion in Malibu, California.

EXAMPLE 2: Gina was one of the first people to work at Amazon.com, and she made millions on her stock options. Now she's **sitting pretty**.

sold out – completely sold

EXAMPLE 1: Becky was really disappointed when she found out that the Britney Spears concert was **sold out**.

EXAMPLE 2: Susan's cookies were very popular at the bake sale. In fact, they **sold out** in just 20 minutes!

(to) take off – to become popular; to grow suddenly

EXAMPLE: Julia Roberts' career **took off** with the film "Pretty Woman."

NOTE: "Take off" has several other meanings:

1. Remove. Please **take off** your shoes before coming inside our apartment. We just vacuumed this morning.
2. To leave. We're **taking off** now. See you later!
3. To deduct. The waiter forgot to bring us drinks, so he **took \$10 off** the bill.
4. To leave the ground. The airplane **took off** on time.

tall order – a task or goal that is difficult to achieve

EXAMPLE 1: It'll be a **tall order** to find a new governor as popular as the current one.

EXAMPLE 2: You want me to figure out how to clone your pet rabbit? That's a **tall order**!

Choose the most appropriate reply to the following statements:

- 1) “Bob, your cookies are delicious. They’re selling like hotcakes.”

Bob’s reply:

- a) “I’m not surprised. My family has always loved them.”
 - b) “What? I thought people would buy more.”
 - c) “Yes, they are best when served hot.”
- 2) “Bob, I know you can get me 1,000 cookies by morning. Don’t blow it!”
- Bob’s reply:*
- a) “I never blow on the cookies. I let them cool down by themselves.”
 - b) “Don’t worry. I’ll be sure to get you the cookies by 9 a.m.”
 - c) “Thanks. I’ll take my time then.”
- 3) “Bob, I’ve got some great news for you. All of your chocolate chip cookies have sold out!”

Bob’s reply:

- a) “Great. I’d better make more.”
 - b) “I guess people don’t like them.”
 - c) “How many are left?”
- 4) “Ted, if you and Amber don’t stop the chitchat, you’ll never finish your homework.”

Ted’s reply:

- a) “Okay, we’ll stay up all night talking.”
- b) “Okay, we’ll stop talking and start hitting the books.”
- c) “Yes, Amber is helping a lot with my homework.”

5) “Ted, ask Amber to come over right away to help bake cookies.”

Ted's reply:

- a) “Okay. I’ll tell her to come over next Saturday.”
- b) “Okay. I’ll tell her to come over immediately.”
- c) “Okay. I’ll ask her to go away.”

6) “Bob, if you work hard now, you’ll be sitting pretty in a couple of years.”

Bob's reply:

- a) “Thank you. I am looking forward to feeling pretty.”
- b) “I don’t enjoy sitting for long periods of time.”
- c) “Great. I’d love to be able to stop working and start relaxing more.”

7) “Nicole, getting elected to the United States Senate is a very tall order.”

Nicole's reply:

- a) “I know, but I love a good challenge.”
- b) “I agree. It should be very easy.”
- c) “I know. I’ve already put in my order.”

8) “Bob, I suggest you burn the midnight oil and make 1,000 cookies tonight.”

Bob's reply:

- a) “Okay. I’ll go to sleep at midnight and wake up at 10 a.m.”
- b) “Yes, we’ll need quite a bit of oil for the cookies.”
- c) “Okay. I’ll work all night and finish up by morning.”

ANSWERS TO LESSON 17, p. 165

My cookies
are selling like
hotcakes!



EVERYONE BAKES COOKIES

Bob tells his family the cookies are selling well. He asks his kids to help bake more cookies for tomorrow. Nicole says she's too busy to lend a hand.

Bob: The cookies are **selling like hotcakes!**

Ted: **Way to go, Dad!**

Bob: I need you kids to **help out** tonight with the cookies. We need another thousand by morning.

Nicole: One thousand by tomorrow morning? That's impossible!

Ted: Amber and I will **lend a hand**. She's a real **night owl**, so she won't mind **staying up** late.

Bob: Nicole, we'll need your help too.

Nicole: Bake cookies the night before the elections? **Nothing doing!**

Ted: **Lighten up, big shot!** You're running for high school president, not President of the United States.

Nicole: Ted, you really **get on my nerves** sometimes.

Bob: Okay, kids, let's stop **fooling around**. We need to **get the show on the road!**



IDIOMS – LESSON 18

big shot – a powerful or important person

EXAMPLE 1: Martin has become a real **big shot** in Hollywood. This year he produced several movies.

EXAMPLE 2: Adam is a **big shot** in Silicon Valley. He started a very successful software company.

NOTE: This expression can also be used in the negative sense, to mean somebody who *thinks* they're very important. Example: Now that she's been promoted to vice president, Beth thinks she's such a **big shot**!

(to) fool around – to waste time, or spend it in a silly way

EXAMPLE 1: If we keep **fooling around** here, we'll be late to the restaurant!

EXAMPLE 2: Stop **fooling around**! You've got lots of work to do.

NOTE: This expression also can mean to have casual sexual relations. Example: Steve and Tanya were **fooling around** in the back seat of the car when a policeman knocked on the window.

(to) get on one's nerves – to annoy or irritate someone

EXAMPLE 1: My neighbor's dog barks all night. It really **gets on my nerves**.

EXAMPLE 2: Please stop whistling. It's **getting on my nerves**!

SYNONYMS: to get under someone's skin; to bug someone [slang]

(to) get the show on the road – to start working; to begin an undertaking

EXAMPLE 1: We can't afford to waste any more time — let's **get the show on the road**!

EXAMPLE 2: Kids, let's **get the show on the road**. We don't want to be late for the movie!

(to) help out – *see Lesson 12*

(to) lend a hand – *see Lesson 13*

(to) lighten up – to stop taking things so seriously

EXAMPLE 1: **Lighten up!** I'm sure Ted was only joking when he said your guitar playing gave him a headache.

EXAMPLE 2: Don always takes his job so seriously. He needs to **lighten up**.

SYNONYMS: chill out [slang]; take it easy

night owl – a person who enjoys being active late at night

EXAMPLE 1: Sara goes to sleep every night at 3 a.m. She's a real **night owl**.

EXAMPLE 2: I never go to bed before midnight. I'm a **night owl**.

Nothing doing! – Not a chance!

EXAMPLE 1: You want me to buy the Golden Gate Bridge from you for a million bucks? **Nothing doing!**

EXAMPLE 2: You want me to write your paper on Catherine the Great?

Nothing doing!

SYNONYMS: No way! Not on your life!

(to) sell like hotcakes – *see Lesson 17*

(to) stay up – not to go to bed; to stay awake

EXAMPLE 1: Ted and Amber **stayed up** all night talking about cookies.

EXAMPLE 2: Whenever I **stay up** late, I regret it the next morning.

Way to go! – *see Lesson 4*

PRACTICE THE IDIOMS

Fill in the blank with the appropriate word:

- 1) I was really proud of my friend for winning an Olympic medal. "Way to ____!" I told her.
a) do b) succeed c) go
- 2) Amber loves to cook, so she never minds lending ____ in the kitchen.
a) herself b) a hand c) her hands
- 3) Vanessa is definitely not a night _____. She likes to be in bed by nine o'clock every night.
a) bird b) hawk c) owl
- 4) After Mr. Digby was elected president of the company, he thought he was a real ____ shot.
a) big b) huge c) large

- 5) You're taking everything too seriously. You need to lighten ____.
- a) above b) up c) down
- 6) Let's go! We're already late. Let's get the show on the ____.
- a) street b) way c) road
- 7) When people near me whisper during a movie, it really ____ on my nerves.
- a) gets b) acts c) scratches
- 8) Nicole's teacher asked her to help a new exchange student from Argentina with her English homework. Nicole was happy to help ____.
- a) around b) out c) in

★ BONUS PRACTICE

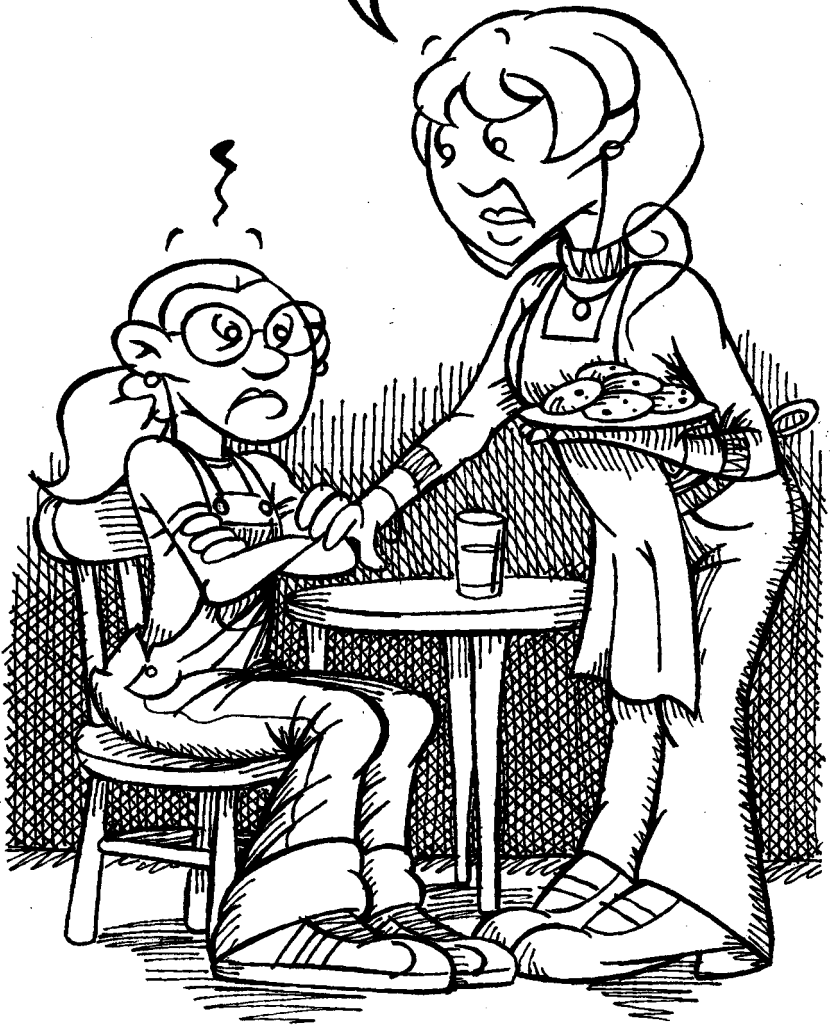
Choose the best substitute for the phrase or sentence in bold:

- 1) You want me to drive you all the way to Toronto during this snowstorm? **Nothing doing!**
- a) Great idea!
b) No problem!
c) Not a chance!
- 2) Len and Ben, college roommates, **stayed up** until 3 a.m. talking and drinking beer. No wonder they didn't wake up until noon the next day!
- a) didn't go to bed
b) went to bed
c) didn't eat dinner

- 3) Michael used to work the late shift at McDonald's — from midnight to 8 a.m. He didn't mind since he's a **night owl**.
- a wise person
 - a person who goes to sleep early
 - a person who likes to stay up late
- 4) The man behind me on the bus wouldn't stop whistling. It really **got on my nerves!**
- entertained me
 - annoyed me
 - relaxed me
- 5) Our plane leaves in just two hours. If we don't **get the show on the road**, we're going to miss it.
- go into the street
 - get ready to go
 - call the airline
- 6) You want to attend Yale University? Call my friend Penny. She's a **real big shot** on the admissions committee.
- a powerful person
 - a big mouth
 - a useless person
- 7) Ted was **fooling around** with his friends when he should've been studying for his chemistry test.
- acting like a fool
 - putting time to good use
 - wasting time
- 8) You got a big promotion at work? **Way to go!**
- Too bad!
 - Good job!
 - Sorry to hear that!

ANSWERS TO LESSON 18, p. 165

Feeling sad?
A cookie will
cheer you up!



LESSON 19

NICOLE'S CLOSE ELECTION

Nicole loses the election at school. She doesn't want to accept it, so she looks for excuses. Ted encourages her to accept defeat and move on.

Nicole: I lost the election **by a hair** — just 10 votes! But I'm not **giving up**.

Ted: **Give me a break**, Nicole. You lost. **Live with it!**

Nicole: But I was a **sure thing!** If I hadn't stayed up so late baking cookies, I wouldn't have **messed up** my speech.

Ted: **Get real**, Nicole.

Nicole: It's your fault, Ted. I lost because your friends didn't vote for me!

Ted: Don't try to **put the blame on me!** I **gave it my best shot**.

Nicole: They must've made a mistake while counting the votes. I'll demand a re-count on Monday and **set the record straight**.

Ted: Don't **make a fool of yourself**, Nicole. **Face it**, Andrea won the election **fair and square!**

Nicole: Well, I just don't know where I **went wrong**.

Susan: Here, take a chocolate chip cookie. That'll **cheer you up for sure!**



IDIOMS – LESSON 19

by a hair – just barely; very narrowly; by a small amount

EXAMPLE 1: Larry won the bicycle race **by a hair**. The second-place winner came in just a second behind him.

EXAMPLE 2: Was the tennis ball in or out? I think it was out **by a hair**. You know the old saying: “When in doubt, call it out!”

(to) cheer up – *see Lesson 6*

Face it – *see Lesson 1*

fair and square – honestly

EXAMPLE 1: Did George Bush win the 2000 presidential election **fair and square**? That depends on whether you ask a Democrat or a Republican!

EXAMPLE 2: Tony won the ping pong tournament **fair and square**.

for sure – definitely

EXAMPLE 1: This year, Tom Cruise will win an Academy Award **for sure**.

EXAMPLE 2: Mike is the most popular guy in school. If he runs for student body president, he'll win **for sure**.

Get real – *see Lesson 3*

(to) give it one's best shot – to try as hard as one can

EXAMPLE 1: Courtney lost the race, but at least she **gave it her best shot**.

EXAMPLE 2: I know you're nervous about the interview. Just **give it your best shot** and see what happens.

give me a break – *see Lesson 14*

(to) give up – to admit defeat; to surrender

EXAMPLE 1: Bill **gave up** golf after realizing he'd never be good at it.

EXAMPLE 2: I know you're 100 points ahead of me, but I still might win the Scrabble game. I'm not **giving up** yet!

(to) go wrong – to make a mistake; to go astray; to malfunction; to work incorrectly

EXAMPLE 1: Follow the directions I gave you, and you can't **go wrong**.

EXAMPLE 2: Something **went wrong** with my neighbor's car alarm system, and the alarm wouldn't stop ringing all night.

(to) live with it – to accept a difficult reality

EXAMPLE 1: Your boss is an idiot. **Live with it**.

EXAMPLE 2: Your hair will never be straight. Just **live with it!**

NOTE: There is also the expression "to learn to live with it," which means to get used to something annoying or difficult. Example: Sandra knew that Roger would always throw his dirty clothes on the floor. She'd just have to **learn to live with it**.

(to) make a fool of oneself – to cause oneself to look stupid

EXAMPLE 1: Dan drank too much and then **made a fool of himself**.

EXAMPLE 2: Please stop arguing with me in front of all these people. You're **making a fool of yourself!**

(to) mess up – to make a mistake; to spoil an opportunity

EXAMPLE 1: Amber **messed up** and put salt instead of sugar in the cookies.

EXAMPLE 2: Ted really **messed up** on his chemistry test. He got a "D."

SYNONYM: screw up [slang]

(to) put the blame on (someone) – to name somebody else as responsible for a misdeed or misfortune

EXAMPLE 1: Mrs. Lopez **put the blame on** her husband for losing their life savings in the stock market.

EXAMPLE 2: Don't **put the blame on me** that your plants died while you were on vacation. You forgot to tell me to water them!

(to) set the record straight – to correct an inaccurate account

EXAMPLE 1: Ken knew his father was innocent, and he hoped he could **set the record straight** one day.

EXAMPLE 2: Let me **set the record straight**. I won the last game.

sure thing – an outcome that is assured

EXAMPLE 1: Gary bet all his money on a horse named Trixie, thinking she was a **sure thing**.

EXAMPLE 2: Nicole has a good chance of getting accepted to Yale, but it's still not a **sure thing**.

PRACTICE THE IDIOMS

Ted is angry at Nicole because she didn't do a good job on his chemistry homework. Fill in the blanks using the following idioms:

give me a break

sure thing

put the blame on me

give it my best shot

cheer you up

for sure

live with it

messed up

Ted: Nicole, my teacher gave me back my chemistry homework. I got a terrible grade! I thought _____ you'd help me get an "A+."

Nicole: I'm sorry. I really did _____, but I guess it wasn't good enough.

Ted: Not good enough? That's right. You really _____!

Nicole: You never should've asked me to do your homework. Don't try to _____ for your bad grades.

Ted: Yes, my mistake. I thought you were a _____!

Nicole: So you'll get a bad grade in chemistry. Just learn to _____. Here, take one of Mom's cookies. It'll help _____.

Ted: You think a stupid cookie will cheer me up? _____!

ANSWERS TO LESSON 19, p. 165

BOB GETS AN ANGRY CALL FROM CAROL

Carol calls Bob to tell him that a customer found a hair in her cookie. Bob wants Carol to forget about this, but Carol thinks it's very serious. She refuses to buy any more cookies from Bob.

Carol: Bob, a lady came into the Village Market today **ranting and raving**.

Bob: Oh yeah? What happened?

Carol: She found a blue hair in her chocolate chip cookie!

Bob: Aha. I can see how she'd be **taken aback**.

Carol: Does anybody in your family have blue hair?

Bob: **As a matter of fact**, my son's girlfriend Amber has blue hair.

Carol: Bob, I can't sell your cookies anymore.

Bob: Aren't you **blowing things out of proportion**?

Carol: The health department would **throw the book at me** if they **found out** about this.

- Bob:** Couldn't we just **sweep this under the rug**?
- Carol:** No. This is too serious.
- Bob:** But I was just **getting a handle on** the cookie business. Now what will I do? I don't have any other way of **making a living**!
- Carol:** **My heart goes out to you**, Bob, but you need to **get your act together**. I want to sell *chocolate chip* cookies, not *hair* cookies!
- Bob:** I guess I just **knocked myself out** for the past week for nothing.
- Carol:** Clearly!



IDIOMS – LESSON 20

as a matter of fact – in fact; actually

EXAMPLE 1: We need more milk? **As a matter of fact**, I was just going to ask you to go shopping.

EXAMPLE 2: This isn't the first time Andy has gotten in trouble at school. **As a matter of fact**, just last month he was suspended for an entire week.

(to) blow things out of proportion – to exaggerate; to make more of something than one should

EXAMPLE 1: They sent a 12 year-old boy to jail for biting his babysitter? Don't you think they're **blowing things out of proportion**?

EXAMPLE 2: Sally called the police when her neighbor's party got too loud. I think that was **blowing things out of proportion**.

SYNONYM: To make a mountain out of a molehill

(to) find out – to learn; to discover

EXAMPLE 1: Al is calling the theater to **find out** what time the movie starts.

EXAMPLE 2: David had a big party at his house while his parents were away on vacation. Fortunately for him, they never **found out**.

(to) get a handle on – to gain an understanding of

EXAMPLE 1: This new computer program is very difficult. I still haven't **gotten a handle on** it.

EXAMPLE 2: Once you **get a handle on** how the game works, please explain it to everybody else.

(to) get one's act together – to get organized; to start operating more effectively

EXAMPLE 1: If Ted **gets his act together** now, he might be able to get into a good college.

EXAMPLE 2: We'd better **get our act together**. Otherwise, we're going to miss our flight.

(to) knock oneself out – to work very hard at something (sometimes too hard)

EXAMPLE 1: Ted **knocked himself out** getting votes for Nicole, and she didn't even say thank you.

EXAMPLE 2: I really **knocked myself out** getting these free concert tickets for you and your girlfriend. I hope you appreciate it.

NOTE: "Don't knock yourself out!" means don't work too hard at something or for someone; it's not worth it. Example: **Don't knock yourself out** for Jeremy — he won't appreciate it anyway!

(to) make a living – *see Lesson 11*

one's heart goes out to (someone) – to feel sorry for someone

EXAMPLE 1: **My heart goes out to the Richardsons**. Their home was destroyed in a fire.

EXAMPLE 2: Naomi's **heart went out to all the people** who lost their jobs when the auto plant shut down.

(to) rant and rave – to talk loudly, often in anger

EXAMPLE 1: A customer in the video rental store was **ranting and raving** that the DVD he rented was broken.

EXAMPLE 2: Please stop **ranting and raving!** Let's discuss this issue in a calm manner.

(to) sweep (something) under the rug – to hide something, often a scandal

EXAMPLE 1: "Senator, don't try to **sweep it under the rug**. Everybody knows about your affair with the intern."

EXAMPLE 2: Let's just **sweep this incident under the rug** and move on.

taken aback – surprised (almost always in a negative sense)

EXAMPLE 1: Nicole was **taken aback** when her friend Rosa told her she no longer wanted to hang out with her.

EXAMPLE 2: I was **taken aback** when my friend asked me if she could borrow my toothbrush because she forgot hers at home.

(to) throw the book at someone – to punish or chide severely

EXAMPLE 1: When Ted failed his chemistry test the second time, his teacher really **threw the book at him**.

EXAMPLE 2: The judge **threw the book at Matt** for stealing a football from the store. He'll be going to jail for six months.

PRACTICE THE IDIOMS

Choose the best substitute for the phrase in bold:

- 1) After Nicole lost the election, she started **ranting and raving**.
 - a) complaining loudly
 - b) speaking quietly
 - c) asking many questions
- 2) When a stranger approached me on the bus and asked to borrow my cell phone, I was **taken aback**.
 - a) disappointed
 - b) surprised
 - c) delighted
- 3) When George showed up for work five minutes late, his boss Beth threatened to fire him. Beth is known for **blowing things out of proportion**.
 - a) making a big deal out of small things
 - b) lying
 - c) creating extra work for someone
- 4) My apartment is always messy. I need to **get my act together** and start cleaning it once a week.
 - a) start pretending
 - b) gather a group of people together
 - c) get organized

- 5) **My heart goes out to** all the homeless people lying outside my apartment building in February.
- a) I help
 - b) I feel sorry for
 - c) I feel good about
- 6) I just **found out** yesterday that Amber never washes her hands before making cookies. Ted told me.
- a) saw
 - b) overheard
 - c) learned
- 7) The judge is going to **throw the book at Jim** for robbing several houses.
- a) release Jim from jail
 - b) charge Jim with an offense
 - c) read to Jim
- 8) Ted's chemistry homework was much more difficult than Nicole had expected. She just couldn't seem to **get a handle on it**.
- a) finish it
 - b) understand it
 - c) hold it in her hands

ANSWERS TO LESSON 20, p. 165



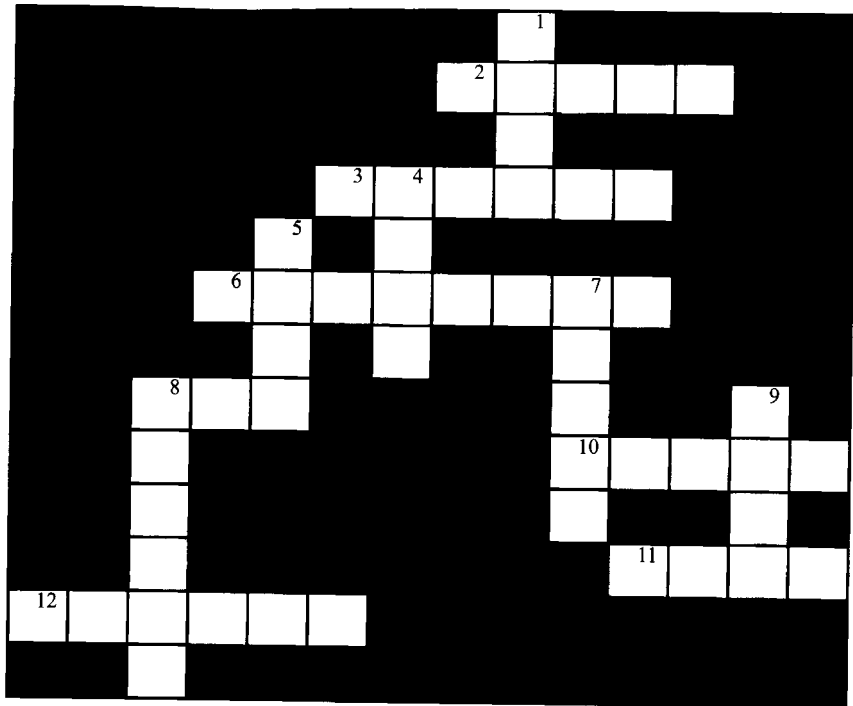
Review for Lessons 16-20

Fill in the blank with the appropriate word:

- 1) My aunt and uncle are really sitting _____. They made a lot of money in the stock market.
- a) rich
 - b) poor
 - c) pretty

- 2) Lighten ____! You need to stop taking your job so seriously.
a) it b) up c) over
- 3) After a week, my houseguests really started to get ____ my nerves. They made long-distance phone calls to Singapore, drank all my wine, and slept until noon every day.
a) by b) in c) on
- 4) Amber likes to stay up past midnight every night. She's what you'd call a ____ owl.
a) night b) busy c) day
- 5) Mildred thought she'd have trouble remembering to take her pills. But now, after ten months, it's ____ nature.
a) first b) second c) third
- 6) Susan messed ____ and left the cookies in the oven for 25 minutes too long. They were ruined.
a) up b) over c) away
- 7) Andrea didn't cheat. She won the election fair and ____.
a) easily b) circle c) square
- 8) Bob didn't know anything about baking when he and Susan started selling cookies, but he quickly learned the ____.
a) chains b) ropes c) strings
- 9) Ted and his friends were fooling ____ in the chemistry laboratory when they accidentally started a fire.
a) around b) about c) away
- 10) Mary's daughter wanted the new Harry Potter book. But by the time they got to the bookstore, it was already sold ____.
a) out b) in c) away

CROSSWORD PUZZLE



Across

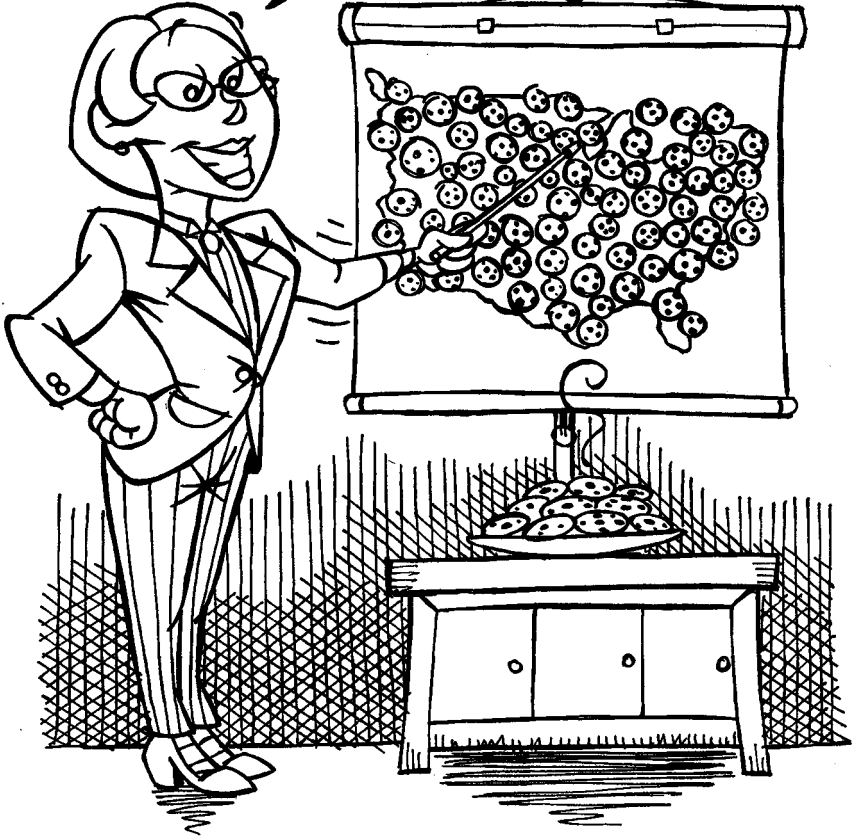
2. Senator Brown's re-election would have been a sure ____ if he hadn't gotten caught stealing candy at Wal-Mart.
3. Chad is sitting _____. He just won the lottery.
6. Nicole had to burn the ____ oil to finish her English paper by the morning.
8. When Ted was caught copying his friend's math homework, his teacher wasn't willing to sweep it under the _____.
10. It takes time to learn the ____ when you start a new job.
11. Once you do it a few times, riding a unicycle is a piece of _____.
12. My friend's dog kept licking my hand. It was getting on my _____.

Down

1. Carly is a real big _____. She runs a large corporation.
4. Some people in restaurants like to ____ and rave when their soup is too cold.
5. I tried to give my friend a ____ this morning, but she wasn't home. I got her answering machine.
7. My ____ goes out to people who live in America, but don't speak any English.
8. Martha Stewart tried to set the ____ straight during her television interview with Barbara Walters.
9. Filling out tax forms is a pain in the _____.

ANSWERS TO REVIEW, p. 166

**We'd like to
sell your cookies all
over the country.**



LESSON 21

SUSAN GETS A SURPRISE CALL

Donna from the National Cookie Company calls Susan. She wants to buy out Susan's Scrumptious Cookies. Susan is very happy.

Susan: Hello?

Donna: Good afternoon. Are you Susan, of Susan's Scrumptious Cookies?

Susan: Yes, I am.

Donna: My name is Donna Jenkins, and I'm calling from the National Cookie Company. We're **nuts about** your cookies, and we'd like to sell them **all over** the country.

Susan: Unfortunately, we're running **on a shoestring** out of our kitchen. We can't make enough cookies for you.

Donna: My company wants to buy the recipe and the brand name from you.

Susan: Oh yeah? Why would you want to do that?

Donna: We have a successful **track record** of buying small companies and turning them into big ones.

Susan: **In that case**, I'm sure we can **come to an agreement**.

Donna: Great. You just **made my day!**

Susan: You'll need to **work out the nuts and bolts** of the agreement with my husband. He's the business manager.

Donna: May I speak with him now?

Susan: He's at a meeting. I'll have him get **in touch with** you when he returns.

Donna: Good. I **look forward to** speaking with him.



IDIOMS – LESSON 21

all over – throughout; everywhere

EXAMPLE 1: Nicole's classmates are from **all over** the world, including Argentina, Brazil, China, Japan, Korea, Poland, and Ukraine.

EXAMPLE 2: Oh no! I got ketchup **all over** my white sweater.

(to) come to an agreement – to reach an agreement

EXAMPLE 1: If we can **come to an agreement** now, I can start work on Monday.

EXAMPLE 2: If you're not willing to negotiate, it's going to be very difficult for us to **come to an agreement**.

in that case – under that circumstance

EXAMPLE 1: It's snowing? **In that case**, you'd better take the bus to school today instead of driving.

EXAMPLE 2: You forgot your wallet at home today? **In that case**, you can borrow five bucks from me for lunch.

(to be or to get) in touch with (someone) – to be *or* to get in contact with (someone)

EXAMPLE 1: I was surprised when Luis called me, since we hadn't been **in touch with each other** since high school.

EXAMPLE 2: Leave me your contact information in case I need to **get in touch with you** while you're on vacation.

(to) look forward to – to anticipate eagerly

EXAMPLE 1: I'm **looking forward to** my trip to Mexico next month.

EXAMPLE 2: Ron has worked as a high school teacher for over 40 years. He's really **looking forward to** retiring next year.

(to) make one's day – to give one great satisfaction

EXAMPLE 1: Our neighbors with the crazy dogs are moving away? That really **makes my day!**

EXAMPLE 2: Thanks for bringing over those cookies last week. That **made my day!**

(to be) nuts about – *see Lesson 14*

nuts and bolts – details; basic components of something

EXAMPLE 1: I don't need to know the **nuts and bolts** of how the computer works — just show me how to turn it on.

EXAMPLE 2: Simon really understands the **nuts and bolts** of how toilets work. He would be a very good plumber.

on a shoestring – on a very low budget

EXAMPLE 1: Bob and Susan were living **on a shoestring** after Bob lost his job.

EXAMPLE 2: In the beginning, the Hewlett-Packard company ran **on a shoestring** out of a garage.

track record – a record of achievements or performances

EXAMPLE 1: The women's basketball team at the University of Connecticut has an excellent **track record**.

EXAMPLE 2: We've spoken to your past employers, so we know you've got an excellent **track record**.

(to) work out – to find a solution; to resolve

EXAMPLE 1: Nicole spent half the night helping Ted **work out** a very difficult chemistry problem.

EXAMPLE 2: Sally couldn't **work out** her problems with her neighbors, so she finally decided to move away.

NOTE: "Work out" has several other meanings, including:

1. succeed; prove effective. This plan won't **work out** — you'll need to go back to the drawing board and work out a new plan.
2. endure; last. Tony and Angela argue all the time. I don't think their marriage will **work out**.
3. exercise. After **working out** at the gym for two hours, Scott could barely walk.

PRACTICE THE IDIOMS

Fill in the blank with the appropriate word:

- 1) There's a handsome exchange student from Sweden at Nicole's school this year. Nicole is nuts ____ him.
a) with b) into c) about
- 2) Susan and Bob were able to come ____ an agreement with the representative from the National Cookie Company.
a) from b) with c) to
- 3) When somebody has a successful track ____, it's usually easy for them to find a new job.
a) record b) history c) past
- 4) Let's have dinner on Saturday night. I'll get in touch ____ you later to choose a restaurant.
a) from b) by c) with
- 5) Susan doesn't have a lot of money. In fact, she's running her business ____ a shoestring.
a) with b) on c) in
- 6) You can find Starbucks coffee houses all ____ the country, from New York to California.
a) over b) above c) within
- 7) Bob hasn't been on vacation in years. He's really looking ____ to his trip to Maine.
a) above b) forward c) ahead
- 8) Ted's teacher helped him work ____ a study schedule.
a) out b) in c) through

ANSWERS TO LESSON 21, p. 166

SUSAN SHARES THE GOOD NEWS

Bob tells Susan that the Village Market won't take their cookies anymore. Susan tells Bob that the National Cookie Company wants to buy out Susan's Scrumptious Cookies.

Bob: Dear, I've got some bad news.

Susan: **What's the matter, Bob?**

Bob: The Village Market won't take any more of our cookies.

Susan: Why not? They're **selling like hotcakes!**

Bob: I know, but a lady found a blue hair in her cookie. Now Carol refuses to sell them.

Susan: Carol is such a **dragon lady!** We're **better off** having **nothing to do with her.**

Bob: She's not my **cup of tea** either, but she was selling lots of cookies.

Susan: Oh well. **That's the way the cookie crumbles.** Ha ha. **Get it?**

Bob: Susan, this is **no laughing matter!**

Susan: Bob, we don't need the Village Market anymore.

Bob: Why not?

Susan: The National Cookie Company called. They want to **buy out** our business.

Bob: Susan, this is a **dream come true**. It looks like we've **struck it rich!**

Susan: Yes. Soon we'll be **rolling in dough!**



IDIOMS – LESSON 22

better off – in a more fortunate position

EXAMPLE 1: We're **better off** leaving for France on Thursday evening, so we can spend the entire weekend there.

EXAMPLE 2: If you're interested in studying languages, you'd be **better off** attending Northwestern University than the University of Chicago.

NOTE: This expression is often used with conditional tense (would), especially when you're giving advice: "you *would be* better off doing something" or "you *'d be* better off doing something."

(to) buy out – to purchase an entire business or someone's share of a business

EXAMPLE 1: Microsoft **bought out** Adam's company for \$12 million.

EXAMPLE 2: Harriett and Jane sell homemade snack chips. They hope one day a big company will **buy out** their business.

cup of tea – *see Lesson 5*

dragon lady – a nasty woman who misuses her power

EXAMPLE 1: Beth is a real **dragon lady**. She's always screaming at her employees and blaming them for her mistakes. I hope she gets fired!

EXAMPLE 2: Liz was nasty to you? I'm not surprised. She's a **dragon lady**.

SYNONYMS: bitch [slang]; shrew

(to) get it – to understand

EXAMPLE 1: I invited 40 people to my Thanksgiving dinner, but only 10 people came. I don't **get it!**

EXAMPLE 2: Don't you **get it?** Your company is about to go out of business!

it looks like – it's likely that

EXAMPLE 1: **It looks like** I'll be able to get out of work early today, so let's plan on meeting downtown at 4:30.

EXAMPLE 2: **It looks like** it's going to rain, so we'd better just cancel the picnic now.

no laughing matter – nothing to joke about; something serious

EXAMPLE 1: When the tornado came into town, it was **no laughing matter**.

EXAMPLE 2: Jim might have been fooling around when he hit John, but he really hurt him. It was **no laughing matter**.

nothing to do with (someone or something) – not have any relationship with someone; to not get involved with something

EXAMPLE 1: After I found out that Nora shoplifted some lipstick from the drugstore, I wanted **nothing to do with her**.

EXAMPLE 2: Larry asked Nick if he wanted to help him plan a robbery. Nick told Larry that he wanted **nothing to do with it**.

rolling in dough – very rich

EXAMPLE 1: Susan and Bob don't need to work anymore. They're **rolling in dough**.

EXAMPLE 2: Adam will be able to retire young. He's **rolling in dough**.

NOTE: This is a play on words. "Dough" means "money" as well as what is used to make cookies, breads, and pastries. The dough (cookies) made by Bob and Susan brought them lots of dough (money).

SYNONYMS: rolling in it; rolling in money; loaded

(to) sell like hotcakes – *see Lesson 17*

(to) strike it rich – to attain sudden financial success

EXAMPLE 1: Chad **struck it rich** with the winning lottery ticket.

EXAMPLE 2: Craig hopes to **strike it rich** so he can quit his job and open a winery in California.

that's the way the cookie crumbles – that's the way things go sometimes and there's nothing you can do about it

EXAMPLE 1: You lost your job? **That's the way the cookie crumbles**.

EXAMPLE 2: Somebody drank your last can of Pepsi? Oh well, **that's the way the cookie crumbles**.

What's the matter? – *see Lesson 2*

PRACTICE THE IDIOMS

Choose the best substitute for the phrase or sentence in bold:

- 1) “**What’s the matter?** You don’t look happy.”
 - a) How are you?
 - b) What does it mean?
 - c) What’s wrong?

- 2) We sold our business. Now **we’re rolling in dough!**
 - a) we’re still making cookies
 - b) we’re rich
 - c) we’re poor

- 3) How could a woman find a hair in her cookie? **I just don’t get it.**
 - a) I don’t understand it.
 - b) I don’t get hair in my cookies.
 - c) I don’t believe it.

- 4) Ted and Amber think they’re going to **strike it rich** in the music business.
 - a) get hurt
 - b) make lots of money
 - c) hit something

- 5) Bob thought that losing his job at the furniture store was **no laughing matter.**
 - a) something serious
 - b) something to laugh about
 - c) something that doesn’t really matter

- 6) My boss at the plastics company was a real **dragon lady.** Whenever I went into her office, she started yelling.
 - a) ugly woman
 - b) nasty woman
 - c) fire-breathing monster

- 7) Nicole, I'm sorry you lost the election for president, but **that's the way the cookie crumbles.**
- a) that's how it goes and you can't do anything about it
 - b) sometimes cookies fall apart
 - c) when bad things happen, you should be very upset
- 8) A few months after Peter fired Bob, his furniture store **went out of business.**
- a) started doing better
 - b) moved to a different location
 - c) closed

ANSWERS TO LESSON 22, p. 166

There she is –
three sheets to
the wind again!



LESSON 23

BOB HAS A SURPRISE VISITOR

Bob's former boss Peter, from the furniture store, comes to visit. He offers Bob his old job back, but Bob's not interested.

Peter: Hi Bob. I was just in the neighborhood so I thought I'd **stop by**.

Bob: **Come on in**. Take a cookie.

Peter: Thanks. I'm glad to see you're not **holding a grudge against** me for firing you.

Bob: Not at all. **At first, it burned me up**. But I feel better now.

Peter: Good. I'm glad you have **no hard feelings**. How would you like your old job back?

Bob: What happened to your wonderful new manager?

Peter: She drank at work. By five o'clock, she'd be lying under a dining room table, **three sheets to the wind**. Yesterday, I finally **got rid of** her.

Bob: Let me **get this straight**. You replaced me with some crazy woman who **got plastered** every day **on the job**?

Peter: Yeah, I **lost my head**.

Bob: I don't think you lost your head. I just think you've got rocks in your head!

Peter: Bob, I'm trying to **level with you**. I never should've let you go.

Bob: **No use crying over spilt milk.**

Peter: So you'll come back and work for me?

Bob: **Not on your life!** Susan and I are very **well off** now. We just sold our new company for a **small fortune!**



IDIOMS – LESSON 23

at first – see *Lesson 16*

(to) burn someone up – to make someone angry

EXAMPLE 1: Jenny didn't vote for Nicole. That really **burns Nicole up**.

EXAMPLE 2: I can't believe Kristen and Andrew didn't invite us to their wedding. That really **burns me up!**

come on in – enter

EXAMPLE 1: **Come on in**, the door's open!

EXAMPLE 2: If nobody answers the door when you ring tonight, just **come on in**.

NOTE: This is a more conversational way of saying "come in."

(to) get plastered [slang] – to get drunk

EXAMPLE 1: Harold **got plastered** at the wedding and fell into the wedding cake.

EXAMPLE 2: That's your fifth martini. What are you trying to do, **get plastered?**

SYNONYMS: to get loaded [slang]; to get sloshed [slang]

(to) get rid of – to free oneself of; to throw out

EXAMPLE 1: We finally **got rid of** our spider problem, but now we have ants.

EXAMPLE 2: I've got too many old magazines and newspapers in my office. I need to **get rid of** some of them.

(to) get (something) straight – to clarify; to understand

EXAMPLE 1: Are you sure you **got the directions straight**?

EXAMPLE 2: Let me **get this straight** — you're leaving your husband?

(to) hold a grudge against (someone) – to stay angry with someone about a past offense

EXAMPLE 1: Nicole **holds a grudge against Jenny** for voting for Andrea instead of her.

EXAMPLE 2: Julia **held a grudge against her boyfriend** for not bringing her flowers on Valentine's Day.

(to) let (someone) go – to fire; dismiss employees

EXAMPLE 1: The investment bank **let Chris go** after they discovering he was stealing erasers, paper clips, and other office supplies.

EXAMPLE 2: The Xerxes Corporation was doing so poorly, they had to **let many workers go** earlier this year.

(to) level with (someone) – to speak openly and honestly with someone

EXAMPLE 1: Let me **level with you**. I'm voting for Andrea instead of you.

EXAMPLE 2: I have a feeling you're not telling me the whole truth. Please just **level with me**.

(to) lose one's head - to lose control of one's behavior; to not know what one is doing

EXAMPLE 1: Nicole **lost her head** after losing the elections and started yelling at all her friends.

EXAMPLE 2: Remember to stay calm before the judge. Don't get nervous and **lose your head!**

no hard feelings – no anger; no bitterness

EXAMPLE 1: After the elections, Andrea said to Nicole, "I hope there are **no hard feelings**."

EXAMPLE 2: I know you were disappointed that I beat you in the golf tournament, but I hope there are **no hard feelings**.

no use crying over spilt milk – there's no point in regretting something that's too late to change

EXAMPLE 1: Nicole realized she'd made some mistakes with her campaign for president, but there was **no use crying over spilt milk**.

EXAMPLE 2: Your bike was ruined in an accident? There's **no use crying over spilt milk**. You'll just have to buy a new one.

Not on your life! – definitely not

EXAMPLE 1: You want me to sit in that sauna for an hour? **Not on your life!**

EXAMPLE 2: Thanks for offering me a job in Siberia. Am I going to take it? **Not on your life!**

on the job – at work

EXAMPLE 1: Jennifer has four men **on the job** painting her house.

EXAMPLE 2: Dan got fired for drinking **on the job**.

small fortune – a good amount of money

EXAMPLE 1: When her great aunt died, Anne inherited a **small fortune**.

EXAMPLE 2: You won \$25,000 in the lottery? That's a **small fortune!**

(to) stop by – to pay a quick visit

EXAMPLE 1: I'm having some friends over for pizza tomorrow night. Why don't you **stop by**?

EXAMPLE 2: **Stop by** my office on your way home tonight.

three sheets to the wind – drunk

EXAMPLE 1: After drinking four beers, Bob was **three sheets to the wind**.

EXAMPLE 2: Somebody needs to make sure Greg gets home safely. He's **three sheets to the wind**.

SYNONYMS: wasted [slang]; liquored up [slang]; dead drunk

well off – wealthy; financially secure

EXAMPLE 1: Betsy's grandfather used to be very **well off**, but he lost most of his fortune when the U.S. stock market crashed in 1929.

EXAMPLE 2: Debbie is a doctor and her husband is a lawyer. They're quite **well off**.

PRACTICE THE IDIOMS

Choose the best substitute for the phrase or sentence in bold:

- 1) Nicole was very angry that she lost the election. Her mother told her **there was no use crying over spilt milk**.
 - a) there was no point in feeling bad about what can't be changed
 - b) she should think about all the mistakes she made
 - c) maybe she could still change the results

- 2) Many people have died while climbing Mount Everest. Would I like to try it? **Not on your life!**
- Not if it means you'll be risking your life!
 - Yes, definitely
 - No way!
- 3) When Carol told Bob she could no longer sell Susan's Scrumptious Cookies, it really **burned him up**.
- made him feel happy
 - made him feel sick
 - made him very angry
- 4) Sara, I'm going to have to **let you go**. You come to work late every day and spend all day chatting with your friends.
- fire you
 - give you more vacation time
 - yell at you
- 5) One day, Nicole woke up with big red spots on her face. She didn't know how to **get rid of** them.
- make more of
 - remove
 - encourage
- 6) Thanks for coming to my party. **Come on in!**
- See you later!
 - Go away!
 - Enter!
- 7) Susan was **three sheets to the wind**. Bob told her not to drink any more piña coladas.
- really drunk
 - very thirsty
 - feeling very tired
- 8) Now that Bob is **well off**, he definitely won't be taking a job at McDonald's.
- employed
 - feeling well
 - secure financially

My boyfriend
is crazy... crazy
about baking
cookies!



LESSON 24

AMBER WRITES A SONG

Ted always writes the songs for the rock band. But now Amber says she wants to start writing songs too. She sings him the first lines of her new song.

Amber: Ted, you know how **all along** you've been **in charge of** all the lyrics for our band?

Ted: That's right, Amber. Everybody loves my songs!

Amber: Well, I hope they'll love my songs too.

Ted: But you don't write songs.

Amber: I'm **sick and tired of** singing your songs all the time. I want to sing my own songs!

Ted: Okay, no need to **freak out!** **First things first.** Have you written a song yet?

Amber: Yes, **as a matter of fact,** I have.

Ted: Well, let's hear it then.

Amber: Okay, but it's still a work **in progress.**

Ted: Stop trying to **buy time.** Let's hear the song!

Amber: 🎵 My boyfriend is crazy. **Crazy about** baking cookies.
I know **for sure** that there is no cure... 🎵

Ted: **Cut it out!** Stop teasing me. I *am* cured.

Amber: **All better?**

Ted: Yes. I'll never bake another cookie again. My parents **made a fortune**. Now we can all just **chill out!**



IDIOMS – LESSON 24

all along – throughout; from beginning to end

EXAMPLE 1: Jenny told Nicole she would vote for her, but **all along** she was planning on voting for Andrea.

EXAMPLE 2: I never believed Joel when he told us he was marrying a princess from Denmark. I knew **all along** that he was lying.

all better – completely cured

EXAMPLE 1: “**All better?**” asked Maureen, after her son stopped crying.

EXAMPLE 2: If you're not **all better**, you shouldn't go to work tomorrow.

as a matter of fact – see *Lesson 20*

(to) buy (some) time – to make more time available (in order to achieve a certain purpose)

EXAMPLE 1: We're not sure yet whether or not we want to buy the house. We'd better **buy some time** so we can think about it over the weekend.

EXAMPLE 2: I'm not sure whether or not I want to take the job offer. I'd better **buy some time** to think about it.

(to) chill out [slang] – to relax

EXAMPLE 1: **Chill out!** If we miss this train, we'll just take the next one.

EXAMPLE 2: Your dog ate your homework? **Chill out**, I'm sure your teacher will understand!

(to be) crazy about – see *Lesson 5*

(to) cut it out – stop it; stop the annoying behavior

EXAMPLE 1: Tracy was chewing gum loudly during the movie. Her boyfriend finally told her to **cut it out**.

EXAMPLE 2: **Cut it out!** Stop trying to pull my shoes off!

first things first – let's focus on the most important thing or task first

EXAMPLE 1: You want to work here at Lulu's Dance Club? **First things first**, have you ever worked as a dancer before?

EXAMPLE 2: You want to ask your teacher if you can hand in your paper two weeks late? **First things first**, you'd better think of an excuse.

for sure – see *Lesson 19*

(to) freak out [slang] – to respond to something irrationally or crazily; to overreact

EXAMPLE 1: Ashley's parents **freaked out** when she told them she was dropping out of college to become an actress.

EXAMPLE 2: Don't **freak out** when I tell you this, but I lost the laptop you lent me last week.

(to be) in charge of – having responsibility for

EXAMPLE 1: John is **in charge of** all international sales for his company.

EXAMPLE 2: Who's **in charge of** making sure we don't run out of toilet paper in the bathroom?

in progress – happening; under way; going on now

EXAMPLE 1: The play is already **in progress**, so you'll have to wait until intermission to sit down.

EXAMPLE 2: Once the test is **in progress**, you will not be allowed to leave the room.

(to) make a fortune – to make a lot of money

EXAMPLE 1: Adam **made a fortune** when he sold his company to Microsoft.

EXAMPLE 2: Emma **made a fortune** selling candy to her classmates after lunch every day.

SYNONYMS: to make a bundle; to make a killing

(to be) sick and tired of – completely bored with; sick of

EXAMPLE 1: Ted is **sick and tired of** hearing about what an excellent student Nicole is.

EXAMPLE 2: I'm **sick and tired of** this nasty weather we've been having!

PRACTICE THE IDIOMS

Fill in the blanks using these idioms:

buy time

chill out

freaked out

all along

cut it out

in charge of

sick and tired of

first things first

- 1) Nicole really _____ when she heard she lost the presidential election. She threw her books across the room!
- 2) Ted, why do you always leave your dirty clothes on the floor? Your mother is _____ cleaning up after you.
- 3) Donna, from the National Cookie Company, wanted Susan to sign a contract right away. Susan told her _____. She wanted to speak to a lawyer before signing any papers.
- 4) As president of the Spanish Club, Nicole will be _____ organizing a trip to Spain in the spring.
- 5) When Nicole saw a group of her brother's friends laughing at her, she told them to _____.
- 6) After losing the election, Nicole was very upset. She needed to take it easy and _____.
- 7) Bob and Susan weren't sure yet how much they wanted to sell their cookie company for. They needed to _____ so they could get some advice.
- 8) Nicole had assumed _____ that she was going to win the election. She was really surprised when she lost.

★ BONUS PRACTICE

Fill in the blank with the missing word:

- 1) Billy fell down the stairs and started crying. When he finally stopped, his mother asked, “All ____?”
a) good b) better c) okay
- 2) Amber was happy when Ted said they didn’t have to bake any more cookies. She was sick and tired ____ baking cookies.
a) of b) with c) at
- 3) Ethan hasn’t yet made up his mind whether or not to accept the job offer. He needs to ____ some time.
a) buy b) purchase c) get
- 4) The man behind me on the train was whistling loudly. It was giving me a headache. Finally, I told him to ____ it out.
a) stop b) cut c) sever
- 5) Chill ____! We’re only going to be a few minutes late.
a) it b) in c) out
- 6) Adam ____ a fortune working in computers in the late 90’s. He was able to retire at age 39.
a) had b) made c) found
- 7) The students were told that while the test was ____ progress, they wouldn’t be allowed to leave the classroom.
a) with b) in c) at
- 8) Victoria has a big job. She’s in charge ____ the marketing department at her company.
a) at b) with c) of

ANSWERS TO LESSON 24, p. 167

Ted, come
to New York and
I'll foot the bill for
everything!

Wow,
this is a dream
come true!



LESSON 25

TED BRINGS HOME MORE GOOD NEWS

Ted tells his family that a talent agent wants to meet with him. The agent will fly Ted and Amber to New York. Nicole announces that she's been named president of the Spanish Club.

- Ted:* Amber and I are going to **break into** the music business. Last night after our concert, a talent agent asked us to meet with him in New York.
- Susan:* Congratulations! We'll give you some **spending money** for your trip.
- Ted:* No need. The agent is **footing the bill** for everything. And when we get there, he's going to **wine and dine** us.
- Susan:* He must think you're the **cream of the crop**.
- Ted:* He thinks we sound like the Goo Goo Dolls.
- Nicole:* Who are they?
- Ted:* You're really **out of it**. They're a popular rock band.
- Nicole:* Our family is certainly on a **winning streak**. I was elected president of the Spanish Club today.
- Ted:* The Spanish Club? **Big deal!**

Nicole: You don't **get it**, Ted. This is only the beginning. Today, president of the Spanish Club. Tomorrow, ambassador to Spain!

Ted: Well, Ambassador, you'll need to **wrap up** my chemistry homework before you leave for the Spanish Embassy.

Susan: A rock star and a diplomat — I'm so proud of both of you!



IDIOMS – LESSON 25

Big deal! – So what? That doesn't really matter.

EXAMPLE 1: You won five dollars in the lottery? **Big deal!**

EXAMPLE 2: Your father has a job with a big company in New York City?

Big deal!

(to) break into – to enter or be let into a profession

EXAMPLE 1: If you want to **break into** journalism, it's a good idea to work on a college newspaper.

EXAMPLE 2: These days it's difficult to **break into** investment banking.

NOTE: "Break into" has several other meanings:

1. Interrupt. Boris and I were talking. Please don't try to **break into** our conversation.
2. Enter illegally or by force. Somebody **broke into** Peter's house and stole his DVD player.
3. To suddenly begin an activity, such as singing. After receiving the check from the National Cookie Company, Susan **broke into** song.

cream of the crop – the best of a group

EXAMPLE 1: In the world of women's tennis, the Williams sisters are the **cream of the crop**.

EXAMPLE 2: Of course you'll get accepted to Harvard. Don't forget, you're the **cream of the crop!**

SYNONYM: crème de la crème

(to) foot the bill – to pay

EXAMPLE 1: You paid last time we went to the movies. Let me **foot the bill** this time.

EXAMPLE 2: Fortunately, whenever we go out to dinner with the boss, she **foots the bill**.

SYNONYM: to pick up the tab

(to) get it – see *Lesson 21*

(to be) out of it – not aware or knowledgeable about trends or modern habits

EXAMPLE 1: Don't ask for Susan's advice on fashion. She's really **out of it**. She wears sneakers with everything.

EXAMPLE 2: Betsy has never even heard of Harry Potter. She's really **out of it!**

NOTE: "Out of it" also means "confused" or "disoriented." Example: After staying up all night studying, Ted felt **out of it** the next day.

spending money – money for minor expenses

EXAMPLE 1: Before Tim left for Europe, his parents gave him \$400 in **spending money**.

EXAMPLE 2: Martin's parents are paying his college tuition, but he has to earn his own **spending money**.

SYNONYM: pocket money

(to) wine and dine – to take someone out for an evening or an expensive meal

EXAMPLE 1: Donna **wined and dined** Bob and Susan and then presented them with a contract for the sale of Susan's Scrumptious Cookies.

EXAMPLE 2: Kate was **wined and dined** during her trip to Santiago.

(to be on a) winning streak – a series of wins

EXAMPLE 1: The basketball team hasn't lost a game all season. They're on a **winning streak!**

EXAMPLE 2: You won 10 games in a row? You're on a **winning streak!**

(to) wrap up – to finish

EXAMPLE 1: If you **wrap up** your homework by eight o'clock, we'll have time to catch a movie tonight.

EXAMPLE 2: Okay folks, let's **wrap up** these exercises so we can go home early tonight.

PRACTICE THE IDIOMS

Fill in the blank with the missing word:

- 1) I invited you to dinner, so let me ____ bill.
a) hand off b) arm c) foot
- 2) My friend Kate is really ____ it. She doesn't even know who Oprah Winfrey is.
a) out of b) into c) unaware of
- 3) Ted told Amber he'd need to call her back later in the evening since he was just ____ to have dinner.
a) up b) around c) about
- 4) After Bob and Susan wrap ____ the sale of their business, they can relax for a while.
a) through b) around c) up
- 5) Sally got a job with a law firm in Manhattan? ____ deal!
a) Small b) Big c) Huge
- 6) We love to visit our friends in Florence, Italy. They always ____ and dine us.
a) liquor b) wine c) beer
- 7) Bob and Susan plan to give Nicole \$1,000 per year of spending ____ when she's in college.
a) cash b) dough c) money
- 8) I recommend that you go to a concert at Carnegie Hall. The musicians who play there are always the cream of the ____.
a) crop b) lawn c) lot

ANSWERS TO LESSON 25, p. 167



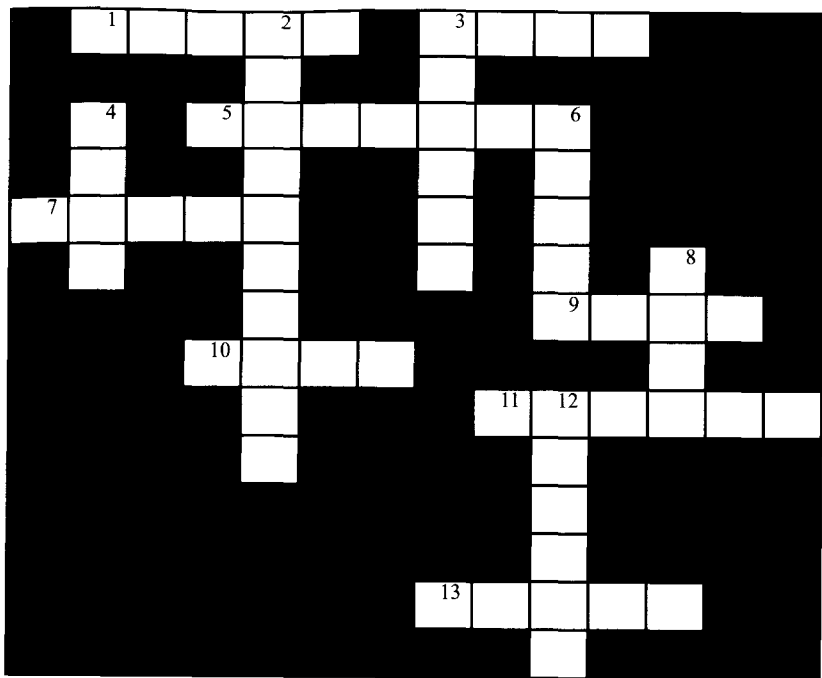
Review for Lessons 21-25

Fill in the blank with the missing word:

- 1) Next year, Ted will be traveling all ____ the world with his band.
a) about b) inside c) over
- 2) After his fifth vodka, Steve was ____ sheets to the wind.
a) five b) three c) two
- 3) For a while, the Johnsons were living ____ a shoestring. They couldn't afford to eat out at restaurants.
a) with b) on c) by
- 4) When my friend lost her favorite necklace, I told her it was no use crying over spilt ____.
a) milk b) juice c) beer
- 5) Joel has a fun job. He's ____ charge of advertising sales for *Mad*, the best humor magazine in America.
a) at b) on c) in
- 6) Please put away your wallet! Let me ____ the bill.
a) arm b) foot c) hand
- 7) My friend was running around like a chicken with its head cut off. I told her to chill ____.
a) out b) in c) down

- 8) Bob worked out the nuts and ____ of the agreement with the National Cookie Company.
a) details b) bolts c) tacks
- 9) After Martha's neighbor chopped down her apple tree, she held a grudge ____ him for years.
a) from b) against c) for
- 10) I arrived late to the stadium. The baseball game was already ____ progress.
a) through b) in c) at
- 11) My friend invited me out for a drink, but I told her I'd first need to wrap ____ some things at the office.
a) through b) along c) up
- 12) I'm ____ and tired of telemarketers calling me in the evening trying to sell me stuff I don't want.
a) sick b) ill c) angry
- 13) Kristen's boss paid her a compliment. He said she was the best salesperson in the company. That really ____ her day.
a) made b) created c) ruined
- 14) The person seated behind me on the airplane kept on kicking my seat. Finally, I told him to ____ it out.
a) stop b) cut c) fly
- 15) Amber hopes to break ____ the modeling business after she graduates from high school. She can definitely model nose rings and tattoos!
a) into b) in c) around

CROSSWORD PUZZLE



Across

1. First things _____. Before we start wandering around the streets of Paris, let's look at a map and plan our route.
3. The company will wine and _____ their top candidates for this position.
5. Nicole was really looking _____ to her school trip to Spain.
7. Ken is an engineer. He tries to understand the nuts and _____ of how things work.
9. When the stock market collapsed, Bob lost his _____ and sold everything.
10. Nicole's boyfriend forgot his wallet, so she had to foot the _____.
11. Bob no longer shops at the Village Market. He holds a _____ against them.
13. I was sick and _____ of watching my co-worker flirt with our boss.

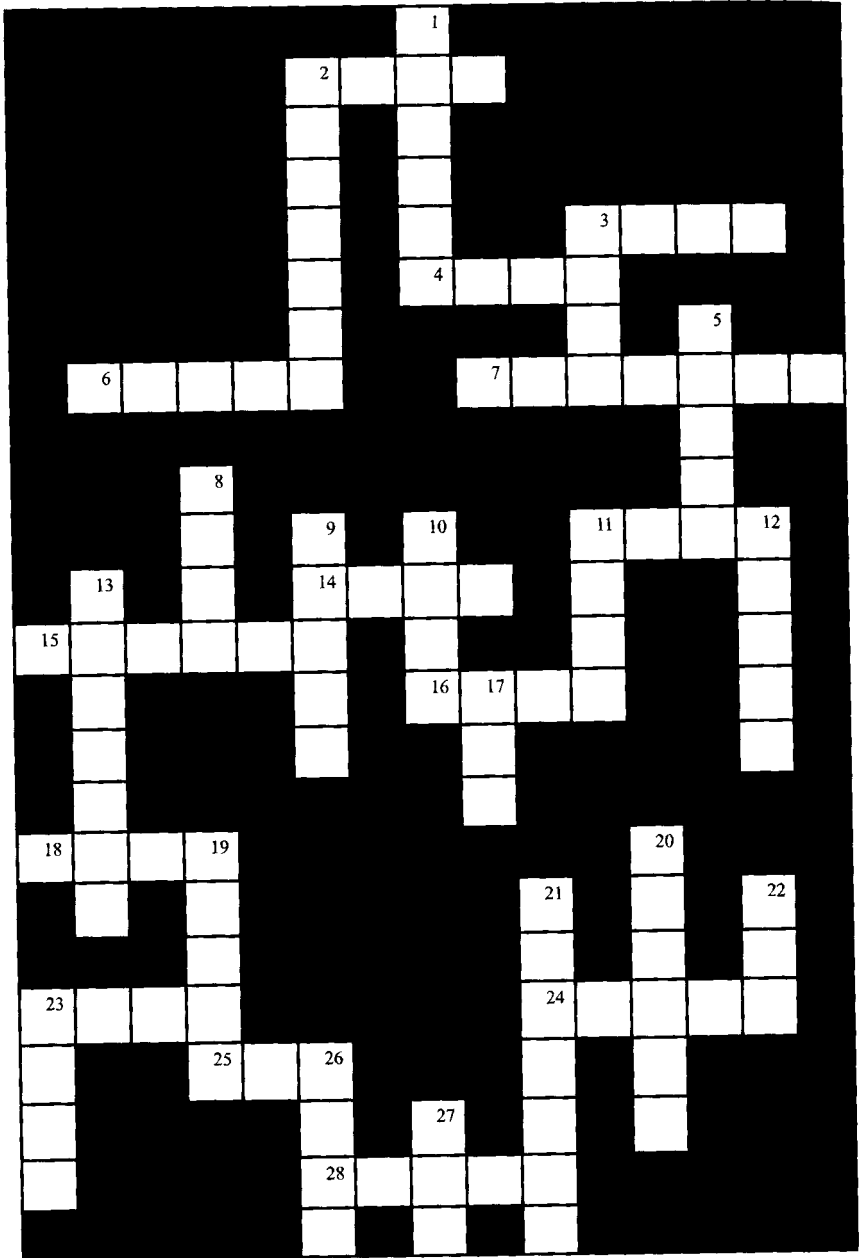
Down

2. We can't afford a new computer for the office. We're running on a _____.
3. Bette Davis may have been a great actress, but she was a _____ lady in real life.
4. Musicians from the Juilliard School of Music are the cream of the _____.
6. Diane and Mike just bought a mansion. They're rolling in _____.
8. Mary left her husband George for a younger man. She told George, "I hope there are no _____ feelings about this."
12. Stephen King has a long track _____ of writing bestsellers.

ANSWERS TO REVIEW, p. 167

CHALLENGE CROSSWORD PUZZLE

How well have you learned the idioms in this book? This crossword puzzle will test you. Idioms are taken from throughout the entire book. If you can solve the whole puzzle, *good for you!*



Across

2. The US team did not win the World Cup, but they gave it their best _____.
3. You think Al should tell his boss that she's wrong? Easier said than _____!
4. The English teacher gave her students a useful _____ of thumb. She told them not to repeat the same adjectives too many times in one essay.
6. You have an exam tomorrow morning? You'd better start hitting the _____!
7. Todd doesn't like reading. It's like _____ teeth to get him to read anything.
11. Julie was very upset when her landlord increased her rent by 25 percent. Now she doesn't know how she'll make ends _____.
14. Eva loves to travel. She's traveled all _____ the world.
15. Stop jumping up and down on the bed! If it breaks, it'll be no laughing _____.
16. I wanted to buy *The New York Times* this morning, but by the time I got to the store, they had already _____ out.
18. Good luck at the casino. Hopefully you'll strike it _____!
23. Jay didn't cheat during the Scrabble game. He won _____ and square.
24. You look very tired. We'd better call it a _____ and go home.
25. You paid \$900 for that cappuccino maker? That's really _____ dollar!
28. You're going on vacation to Aruba? I'm _____ with envy.

Down

1. On a hot day like today, an ice cream stick is just what the _____ ordered!
2. We've only got two hours to finish this project. Let's roll up our _____ and start working.
3. Pfizer really wanted to Tanya to accept their job offer, so they agreed to sweeten the _____.
5. If you studied your idioms, this crossword puzzle should be a _____ of cake.
8. Ted _____ around the bush before telling his parents that he failed his test.
9. Mmmm, this chocolate cake is out of this _____!
10. Joe wants to join the army, but he hasn't yet broken the _____ to his mom.
11. Oh, you're finally home. That's a load off my _____!
12. Frank, our best salesman, hasn't made a sale all week. I'm afraid he's lost his _____!
13. Mark drove a hard _____ and got two T-shirts for the price of one.
17. Vivian is a night _____. She never goes to sleep before midnight.
19. I know you had your _____ set on going skiing this weekend, but I'm afraid there won't be enough snow.
20. You'd better get up _____ and early to finish your homework.
21. Your team won four soccer games in a row? You're on a _____ streak.
22. All of Brianna's after-school activities cost money. Her parents are tired of shelling _____ so much money.
23. Judy made a list of books for the book club to read, but she told members to feel _____ to make other suggestions.
26. Will Democrats and Republicans every stop fighting? When _____ fly!
27. Tom doesn't want to go to the rock concert. Jazz is more his cup of _____.

ANSWERS TO PUZZLE, p. 168