

E. MOUTSOU

Use of English

B2

for all exams


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Introduction

Use of English B2 for the FCE Examination and other exams is intended for B2 level students. It systematically teaches grammar and vocabulary and prepares students thoroughly for all exams.

The FCE Use of English Paper contains four parts and lasts 45 minutes. The task types and the number of questions in each part are presented in the following table.

PART	TASK TYPE	NUMBER OF QUESTIONS/MARKS
1	Multiple-choice cloze	12 (one mark per question)
2	Open cloze	12 (one mark per question)
3	Word formation	10 (one mark per question)
4	Key word transformation	8 (two marks per question)

This book is divided into 15 units, followed by a Final FCE Test and a Final ECCE Test.

The vocabulary and grammar taught has been distributed in 12 units (Units 1-4, 6-9 and 11-14), each of which is divided into two sections. In the first section, in units 1, 3, 6, 8, 11, 13 there is a selection of collocations and expressions, while in units 2, 4, 7, 9, 12, 14 there is a selection of prepositional phrases. Phrasal verbs, words with prepositions, grammatical structures and key word transformations are presented and practised in all 12 units. This section ends with two exercises which are similar in format to tasks in the FCE Use of English paper and ECCE Grammar and Vocabulary sections, but which test only the items taught in the corresponding unit.

In the second section, a number of groups of easily confused words and derivatives are presented and practised, followed by two exercises which test only the items taught in the corresponding unit.

Units 5, 10 and 15 are consolidation units which revise the material previously taught. Each of them is actually a complete Use of English Practice Test following the exact format of the FCE/ECCE examinations, but testing only the items taught in the four units preceding it.

The Final FCE Test and Final ECCE Test are modelled on the Cambridge Use of English Paper and on the Grammar and Vocabulary sections of the University of Michigan Examination for the ECCE.

The reference section at the end of the book includes an overview of English Grammar, vocabulary notes with definitions of easily confused words, exam tips and three appendices. These appendices alphabetically present prepositional phrases, words with prepositions and derivatives.

The Teacher's Book consists of two sections. The first section is the Student's Book with the answers overprinted. The second section includes notes for the teacher and three photocopiable Revision Tests with Key.

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Collocations/Expressions

A Complete the blanks with the verbs go, come, reach or get.

_____ better	_____ to sleep	_____ revenge	_____ on sb's nerves
_____ a decision	_____ rid of	_____ red	_____ off sb's back
_____ to terms with	_____ ready	_____ an agreement	_____ down to business
_____ into trouble	_____ the sack	_____ lost	_____ over the top
_____ dark	_____ in handy	_____ the job	_____ even with

B Complete the sentences with the collocations / expressions in the box below. Use each one only once.

in somebody's shoes on top of in search of on the safe side in charge of in trouble with

- Mr Johnson is _____ the company's marketing department.
- People who systematically cheat the tax system will one day be _____ the Tax Department.
- The doctor insisted that I should be given a thorough check-up just to be _____.
- The children wandered around the neighbourhood _____ their lost dog.
- Nobody would want to be _____, not with all those debts he has to pay off.
- After weeks of hard work, Kevin was confident he was finally _____ the situation.

C Complete the collocations below with the words in the box. You may use some of the words more than once. In some cases more than one word may be correct.

bar bunch can clap flash flock pair pint set sheet swarm tube

a _____ of pyjamas	a _____ of paper	a _____ of scissors
a _____ of lightning	a _____ of soap	a _____ of sheep
a _____ of beer	a _____ of sunglasses	a _____ of rules
a _____ of traffic lights	a _____ of birds	a _____ of thunder
a _____ of flowers	a _____ of toothpaste	a _____ of bees

Phrasal Verbs

Read the sentences on the left and match the phrasal verbs with their definitions on the right by writing the correct number in the box next to each definition.

A COME

- While cleaning the basement, I **came across** something I thought I had lost years ago.
- Joe **came into** a lot of money, which changed his life completely.
- Why doesn't Julie **come round** to our place anymore?
- The scientists took months to **come up with** a solution to their problem.
- Richard **came down with** a bad cold the day before his exams.
- It took the woman a few minutes to **come round / to** after she had fainted.

- stop by, visit
- inherit
- find by chance
- regain consciousness
- be taken ill with
- think of and suggest

B GO

- 1 They decided to **go ahead** with their trip despite the bad weather conditions.
- 2 Once you have finished cleaning, you can **go on** with your job.
- 3 The doctor wanted to **go over** the test results with his patient.
- 4 That tie **goes with** your suit nicely.
- 5 Luckily no one was injured when the bomb **went off**.
- 6 While visiting Rome, we **went round** all the major archaeological sites.
- 7 The child **went through** a lot before recovering completely.
- 8 The milk **went off** after only an hour in the scorching heat.
- 9 What's **going on** in there? Open the door!

- move / travel around, visit
- match
- explode
- start sth
- continue doing
- turn sour, start to decay
- examine / discuss in detail
- suffer
- happen

C BE

- 1 What's **on** this weekend at the theatre?
- 2 We were promised that the hard times would **be over** soon.
- 3 I **was about to** leave home when some unexpected visitors arrived.
- 4 I'm **for** the mayor's plan to relocate the town hall.
- 5 What **are** the boys **up to**? Don't tell me they're ruining the garden again!
- 6 I must **be off** now. My parents are expecting me for dinner.

- leave
- support, in favour of
- end
- be ready to
- be shown / performed
- do (usually sth wrong)

Words with Prepositions

A Complete the blanks with prepositions.

Adjectives	Nouns	Verbs	
excellent _____	an answer _____	associate _____	praise sb _____ sth
experienced _____	an expert _____	concentrate _____ sth	provide sb _____ sth
happy _____ sb	(take) pride _____	congratulate sb _____ sth	provide sth _____ sb
happy _____ sth	a reply _____	cooperate _____ sb	succeed _____
proud _____	a report _____	deal _____	supply sb _____ sth
respected _____	an opportunity _____	include _____	supply sth _____ sb
responsible _____			

B Read the following sentences and complete them with prepositions.

- 1 Congratulations Rodney! I'm so **happy** _____ you and your wife.
- 2 I would be more than happy to **provide** you _____ our company's catalogue.
- 3 We **supply** all major companies _____ our products.
- 4 She **takes great pride** _____ her work. That's why she's the best in her field.
- 5 The government will **provide** housing _____ the homeless.
- 6 You shouldn't be **proud** _____ yourself. What you did was wrong!
- 7 The government **supplied** food and medicine _____ the victims of the hurricane.
- 8 The journalist was **praised** _____ his **report** _____ the starving children of Africa.

Grammar Revision (Tenses)

See Grammar Review page 147



A Read the text below and complete each blank with one word. All missing words are auxiliary verbs (is, was, have, has, had, do, does, did etc.).

My life (1) _____ improved a lot since last year. You see, before that I (2) _____ been working in the same job for five years and I (3) _____ beginning to feel rather bored. I (4) _____ getting ready to apply for another job when one day my boss called me into her office. "Our company (5) _____ planning to expand overseas," she said. "We (6) _____ thinking of starting with Spain, therefore we will (7) _____ needing some of our best employees to support our new branch there. (8) _____ you think you would be interested in a transfer?" Naturally I accepted, although at the time I (9) _____ not know that they (10) _____ also going to promote me to assistant manager.

By the end of this month, I will have (11) _____ living in Madrid for a year. You can't imagine how exciting my life (12) _____ become.

B Put the verbs in brackets into the Past Simple, Past Progressive, Present Perfect Simple or Present Perfect Progressive and complete the boxes with the time words below. Use each time word only once.

for while yet still when ago already since

1 _____ Mary _____ (have) a bath yesterday evening, I was in the kitchen. I _____ (cook) her favourite dish because I _____ (want) to surprise her. _____ she _____ (come) into the kitchen, she couldn't believe her eyes!

2 **Jim:** Mum, I _____ (look) for my black belt _____ the past hour and I _____ (not find) it. _____ you _____ (see) it anywhere?

Mother: No, but I think you _____ (lend) it to your brother about a week _____.

Jim: Oh, you're right. He _____ (not give) it back to me. I bet he _____ (wear) it all week. Where is he now, Mum?

Mother: I'm afraid Mark _____ (leave). He _____ (get) up about an hour before you _____ (do).

3 I _____ (work) on this project _____ this morning but I _____ (not finish) it _____. What am I going to tell my boss?

Points to remember

- ④ My sister loves cats. ✓
She loves cats. ✓
~~My sister she loves cats.~~
(Only one subject in each sentence.)
- ④ There is a book on the table.
It is Susan's.
(Use *there* when mentioning sth for the first time.
Use *it* for sth already mentioned.)
- ④ They don't have a car. ✓ (have = own)
They haven't got a car. ✓ (have got = own)
~~They don't have got a car.~~
~~They haven't a car.~~
- ④ He has a bath every morning. ✓ (have = take)
He doesn't have a bath every morning. ✓
~~He has got a bath every morning.~~
- ④ James didn't use to smoke so much. ✓
~~James didn't used to smoke so much.~~
(did/didn't + bare infinitive)
- ④ I do speak French. ✓ (emphasis)
He does eat snails. ✓
They did buy a house. ✓
~~We did saw the thief.~~
(do/does/did + bare infinitive)
- ④ She has gone to Italy. (She is still there.)
She has been to Italy. (She has returned.)
- ④ I bought this bike two years ago. ✓
(Past Simple + ago)
~~I have bought this bike two years ago.~~
~~I bought this bike two years before.~~
I have had this bike for two years. ✓
(Present Perfect + for)
~~I have this bike for two years.~~
I have had this bike since 1998. ✓
(Present Perfect + since + time)
I have had this bike since I was sixteen. ✓
(Present Perfect + since + Past Simple)
~~I have had this bike since two years ago.~~
(Only one time word in each sentence.)
- ④ I haven't studied for a week. (refers to the past: The last time I studied was a week ago.)
I have to study for a week. (refers to the future: I must study for a week before I do sth else.)
- ④ I haven't eaten spaghetti for six months. ✓
~~I have to eat spaghetti for six months.~~

Key Transformations

- ④ I have never been to Malta before.
It is the first time I have ever been to Malta.
- ④ I had never been to Malta before.
It was the first time I had ever been to Malta.
- ④ When did he start working?
How long has he been working?
How long is it since he started working?
- ④ The last time I saw her was a year ago.
I last saw her a year ago.
I haven't seen her for a year.
It has been a year since I last saw her.
It is a year since I last saw her.

A Read the text below and think of the word which best fits each space. Use only one word in each space.

MONEY



There is no doubt that money, in the form that we know it today, (1) _____ what keeps modern economic life functioning. Yet, throughout history, money, in whatever form, has provided people (2) _____ the ability to buy (3) _____ sell goods. Thousands of years (4) _____, civilisations (5) _____ to rely on the barter system as a way of exchanging goods. Within this system a person had to exchange one thing for another. This meant that the two parties involved had to (6) _____ an agreement as to what they thought their products were worth. Items such (7) _____ wheat, tobacco and livestock have all been used as money at one time or another. It was not until much later that humans came up (8) _____ the idea of money in the form of metal coins. So why (9) _____ the barter system come to an end? The answer is simple. Coins were much easier to handle and carry around. Since then, the use of coins has become widespread. It has made commerce simpler and has given countries an opportunity (10) _____ development by doing business with other countries further afield, which they (11) _____ never done business with before.

In recent years, paper money has become more common all over the world, as it is easier to use. It (12) _____ not be long, however, before plastic cards take over completely, replacing coins and paper money.

B Complete the second sentence so that it has a similar meaning to the first sentence, using the word given unchanged. You must use between two and five words, including the word given.

- 1 We last went abroad a long time ago.
not We _____ a long time.
- 2 When did they start living in the suburbs?
have How _____ in the suburbs?
- 3 It's the first time she has ever had problems with the authorities.
trouble She _____ with the authorities before.
- 4 When Carl was young, he went to a holiday camp every summer.
used When Carl was young, he _____ a holiday camp every summer.
- 5 After the earthquake, the government supplied food and medicine to the homeless.
provided After the earthquake, the government _____ food and medicine.
- 6 Lucy hasn't visited me since February.
was The last _____ in February.
- 7 How long has he had this car?
bought How long _____ this car?
- 8 I haven't caught a cold for ages.
down I last _____ ages ago.

Section 2

Words easily confused

Use the correct form of the words in the boxes to complete the sentences in each group A-H below. You may use some of the words more than once. In some cases, more than one word may be correct.

A job occupation work employment profession

- 1 People in the medical _____ work long hours.
- 2 In order to get a(n) _____ as a computer analyst, you need a degree in computer science.
- 3 Betty has been out of _____ since January.
- 4 _____ agencies help people find work in their field.
- 5 I was asked to write my present _____ on the application form.

B task course duty

- 1 They were set the _____ of cleaning the room after the meeting.
- 2 It is a nurse's _____ to make the patients feel comfortable.
- 3 Her marks are quite high, so she can choose between a medical or a law _____ at university.

C employer employee colleague assistant clerk officer attendant

- 1 The shop _____ helped me choose a jumper that suited me.
- 2 The car park _____ is responsible for parking customers' cars.
- 3 All _____ are expected to be at work by 8.30. Our _____ insists on it.
- 4 Jill worked as a(n) _____ for a law firm before entering politics.
- 5 All my _____ at the office are friendly.
- 6 Bob is a senior _____ in the armed forces.

D party crew staff

- 1 A member of a political _____ gave a speech in the town centre last night.
- 2 The teaching _____ at our school have formed a basketball team.
- 3 The search _____ had no luck in finding the missing child.
- 4 The ship's _____ served drinks as the ship set sail.

E aim goal intention challenge success ambition

- 1 The Maths problem was a(n) _____ and took me over an hour to solve.
- 2 The _____ of environmental organisations is to stop environmental destruction.

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- 3 People with _____ will always try to achieve their _____.
- 4 Their first album was a great _____ and sold two million copies worldwide.
- 5 I have no _____ of changing my plans for tonight.

F achieve fulfil cope deal face succeed

- 1 John _____ in convincing his boss to give him the day off.
- 2 He doesn't _____ with crisis situations very well.
- 3 Despite his health problems, Joe _____ his ambition to play in the local football team.
- 4 The Johnstons are _____ financial difficulties after Mrs Johnston lost her job.
- 5 Kim put a lot of work into her project and _____ excellent results.
- 6 During his career as a teacher, he has _____ with students from different backgrounds.

G manage run operate undertake

- 1 You have to read the instructions carefully before you _____ the photocopying machine.
- 2 Brett couldn't find experienced staff so he _____ his business on his own for a few months.
- 3 Kate was supposed to _____ the training of the new staff.
- 4 The company is _____ by two people who share the responsibilities.

H skills qualities qualifications experience

- 1 To get the job you must have three years' _____ in telecommunications and the necessary _____, one of which is a university degree.
- 2 Leadership _____ are required by a Prime Minister, as well as communication _____.
- 3 Learning to windsurf was a fantastic _____!

Derivatives

A Look at the sentences below. What part of speech (verb, noun, adjective or adverb) is each of the words in bold type?

My sister is a **careful** driver.

The assistant handled the goods with **care**.

He **cares** about his dog.

I'm **terribly** sorry for my rude behaviour.

The students listened to their teacher **carefully**.

The weather was **terrible** last weekend.

Each part of speech has a different function in the sentence.

VERBS: describe actions, events, feelings or situations.

(e.g. The two patterns **differ** from each other.)

NOUNS: refer to people, animals, things, actions, situations or ideas.

(e.g. There is a **difference** between the two patterns.)

ADJECTIVES: describe the qualities of nouns.

(e.g. This pattern is **different** from that one.)

ADVERBS: describe verbs, adjectives, other adverbs, phrases or whole sentences.

(e.g. The two patterns have been **differently** designed.)

A lot of English words can be used as **roots** for the formation of other words, which are called **derivatives**.

Most **adverbs**, for instance, are formed by adding the ending **-ly** to the **root adjective**.

careful → *carefully* *terrible* → *terribly* *different* → *differently*

B Choose the correct word A, B or C to complete the following sentences.

- The zoo's main _____ are the pandas.
A attractively B attractive C attraction
- The teacher was _____ with the student because he didn't do his homework.
A anger B angry C angrily
- Before I set off on my journey, my father told me to drive _____.
A safe B safety C safely
- What's the _____ between *increase* and *decrease*?
A difference B differently C different
- I hired a _____ to take pictures at my wedding.
A photographer B photography C photographic
- Despite his age, he leads an _____ life.
A activity B acting C active
- She completed the project _____ and was promoted.
A success B successfully C successful

C Read the sentences below and decide what part of speech is missing. Then, complete the sentences with the correct form of the words in capitals.

- I love sitting on my new sofa. It's so (Part of speech: _____) _____.
- She chose light-coloured furniture to (Part of speech: _____) _____ up her dull flat.
- It's certainly (Part of speech: _____) _____ to drive at high speed.
- August is a (Part of speech: _____) _____ month in our city, as everyone is away on holiday.

COMFORT

BRIGHT

DANGER

PEACE

unit 01

- 5 The (Part of speech: _____) _____ held up the bank and stole £200 000.
- 6 Nobody could find the (Part of speech: _____) _____ to the difficult Maths problem.
- 7 Even though they had financial difficulties, they were (Part of speech: _____) _____ married.
- 8 I feel very (Part of speech: _____) _____ today. I think I'll have some coffee.

ROB

SOLVE

HAPPY

SLEEP

Examination Practice

A Read the text below and decide which answer A, B, C or D best fits each space.

FINDING EMPLOYMENT

My first (1) _____ was as a sales (2) _____ at a large department store. I wanted to work part-time, because I was still studying (3) _____ university and I was only (4) _____ to work a few nights a week.

I came (5) _____ the advertisement in the local newspaper. I remember the interview as though (6) _____ were yesterday. The personnel manager sat behind a large desk. He asked me various questions which surprised me because all I wanted was to work in sales. An hour later, I was told that I had got the job and was given a contract to go (7) _____. I was to be trained for ten days before I took my post. Also, as a member of (8) _____, I was entitled to some benefits, including discounts.



When I eventually started, I was responsible (9) _____ the toy section. I really enjoyed it there and I loved demonstrating the different toys. I was surprised at how friendly my (10) _____ were, too. They made working there fun even when we had to (11) _____ customers who (12) _____ on our nerves. On the whole, working there was a great experience which I will never forget.

1	A occupation	B job	C work	D employment
2	A employee	B attendant	C officer	D assistant
3	A in	B on	C at	D for
4	A excellent	B able	C proud	D experienced
5	A across	B into	C on	D round
6	A it	B I	C that	D there
7	A on	B over	C ahead	D with
8	A staff	B crew	C team	D party
9	A of	B at	C with	D for
10	A assistants	B staff	C colleagues	D employees
11	A control	B deal with	C manage	D cooperate
12	A came	B went	C got	D were

B Complete the text below with the correct form of the words in capitals.

AN UNUSUAL OUTING

Last week I made a (1) _____ to my cousin Alex, offering to take him to an (2) _____ park. He was very excited because it was his (3) _____ place. However, from the moment I picked him up, he was very (4) _____, which surprised me since his behaviour was (5) _____ very different. At one point, while waiting to get on a ride, he disappeared. (6) _____, the manager, who was very (7) _____, found him an hour later amongst a crowd. Apparently, Alex had seen a famous basketball player and wanted his autograph. He (8) _____ to me immediately but I was so (9) _____ at him that we left. It was then that I made the (10) _____ never to take Alex out again.

SUGGEST

AMUSE

FAVOUR

NOISE

NORMAL

LUCK

HELP

APOLOGY

ANGER

DECIDE

Prepositional Phrases

A Complete the blanks with the prepositions in, on or at.

_____ a farm	_____ the right/left	_____ prison	_____ a queue
_____ work	_____ the North	_____ the back of	_____ school
_____ town	_____ 17 Walkley Road	_____ the door	_____ the suburbs
_____ university	_____ the outskirts	_____ the mountains	_____ rows/a row
_____ the country	_____ an island	_____ the crossroads	_____ Park Avenue

B Read the sentences and complete them with the prepositions in, on or at.

- 1 My brother is working part-time _____ **the hospital**.
- 2 There is a TV set _____ **the corner** of the room.
- 3 James sits _____ **the front** of the class.
- 4 They went on a boat ride _____ **the river**.
- 5 Homeless people sleep _____ **the streets** of most major cities.
- 6 He had to stay _____ **hospital** for a week after his operation.
- 7 My girlfriend is waiting for me _____ **the corner**.
- 8 The robbers parked their car _____ **front of** the bank.

C Read the sentences and complete them with the prepositions in, on, at, by, for, from or out.

- 1 You can hand in your assignments _____ **Tuesday** _____ **the very latest**.
- 2 A tattoo is _____ **life**. So, think carefully before deciding on having one done.
- 3 Kick-off is in twenty minutes, so _____ **the meantime**, do your warm-up exercises.
- 4 _____ **the beginning**, I didn't want to have a party _____ **my birthday**, but now I've changed my mind.
- 5 Typewriters are already _____ **of date**.
- 6 You should read the introduction _____ **the beginning** of the book.
- 7 _____ **now on**, no one is allowed to enter the school building during the lunch break.
- 8 I haven't seen Michael _____ **ages**, so I'm going to visit him _____ **the weekend**.
- 9 It's a pity I have to remain indoors _____ **such a nice day**.
- 10 I can't talk to you _____ **the moment**. Ring me back _____ **a while**.
- 11 It's difficult to see the moon in the sky _____ **day**.
- 12 I'm really worried about Sam. He should have been here _____ **now**.

Phrasal Verbs

Read the sentences on the left and match the phrasal verbs with their definitions on the right by writing the correct number in the box next to each definition.

A GET

- 1 Joe was a fussy person and difficult to **get on / along with**.
- 2 The police surrounded the building, making it difficult for the criminals to **get away**.
- 3 He always **gets away with** his bad behaviour.
- 4 A large percentage of the population **get by** on very little money.
- 5 It took Betty months to **get over** her father's death.

<input type="checkbox"/>	escape
<input type="checkbox"/>	overcome
<input type="checkbox"/>	manage to live
<input type="checkbox"/>	have a good relationship
<input type="checkbox"/>	avoid being punished

B PULL, THROW

- 1 The authorities declared the building unsafe and had it **pulled down** immediately.
- 2 A strange rattling noise forced the driver to **pull over** onto the hard shoulder.
- 3 It was time I **threw out / away** my old trainers. They were torn.

<input type="checkbox"/>	get rid of sth unwanted
<input type="checkbox"/>	demolish
<input type="checkbox"/>	move closer to the side of the road and stop (for vehicles)

Words with Prepositions

A Complete the blanks with prepositions.

Adjectives	Nouns	Verbs	
amazed _____	a description _____	distinguish _____	remind sb _____ sth (=tell sb again to do sth)
careful _____	a failure _____	experiment _____ sth	remind sb _____ sb/sth (= seem similar to sb/sth)
crowded _____	a search _____	glance _____	smile _____
fed up _____	a solution _____	hear _____ sb/sth (=have information about)	specialise _____
ready _____		hear _____ sb (=have news from)	stare _____
satisfied _____		join _____	vote _____
		regard sb/sth _____	

B Read the following sentences and complete them with prepositions.

- 1 Must I always **remind** you _____ the need to follow the proper procedure?
- 2 I haven't **heard** _____ Lisa for over two weeks now.
- 3 The police released a **description** _____ the wanted man.
- 4 The park was **crowded** _____ enthusiastic teenagers celebrating the end of the school year.
- 5 There must be a **solution** _____ your problem.
- 6 "I'm a **failure** _____ life," declared the famous actor to his adoring fans.
- 7 In some cultures **staring** _____ people is considered offensive.

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- 8 Have you **heard** _____ the latest medical discovery?
9 A final **search** _____ evidence at the scene of the crime proved fruitless.
10 You **remind** me _____ myself when I was your age.

Grammar Revision (Relative Clauses - Clauses of Time)

See Grammar Review page 148

A Read the text below and complete each blank with one word. All the missing words are relative pronouns or adverbs.

Marilyn Monroe, (1) _____ was one of the world's most famous film stars, was born in 1926. Marilyn, (2) _____ real name was Norma Jean Baker, had a miserable childhood. She grew up in Los Angeles, (3) _____ she spent most of her early years in foster homes. That's (4) _____ she still felt lonely even when she became famous. She worked as a model and also played minor roles in various films before making "Niagara", the film (5) _____ made her very popular. In 1954 she married Joe di Maggio, with (6) _____ she entertained American troops fighting in Korea. She went on to make many films, some of (7) _____ were very successful such as "Some Like it Hot", "Gentlemen Prefer Blondes" and "Bus Stop". Her film career ended tragically in 1962, (8) _____ she died at the age of thirty six.

B Choose A, B, C or D to complete the following sentences.

- 1 _____ Celia was driving to the airport, she realised that she had left her passport at home.
A As soon as B As C During D Until
- 2 I will have finished studying _____ the film starts.
A until B while C by the time D once
- 3 The audience started clapping _____ the singer came on stage.
A by the time B the moment C while D just
- 4 Peter won't leave _____ he has finished all his work.
A until B by C just as D when
- 5 I haven't heard from him _____ we finished school.
A before B as soon as C after D since
- 6 Jane was working as a journalist _____ she was writing her first book.
A during B while C just as D once
- 7 My mother used to cry _____ she heard this song.
A by the time B the moment that C whenever D until
- 8 The police officer returned my driving licence _____ he had checked it.
A just as B until C while D after
- 9 She burst out laughing _____ she saw the clown.
A as soon as B since C until D while
- 10 _____ we got back to the hotel, it was already dark.
A The moment that B As soon as C By the time D Once

Points to remember

- ④ My brother, ~~who he~~ is a chemical engineer, works for a multinational company. (*subject: who*)
Jennifer's brother, ~~who you met him~~ at her party last week, is an engineer. (*object: who*)
(Have only **one** word for the subject or the object of the relative clause.)
- ④ Ann's father, **who/whom** we met last week, is ill. ✓
~~Ann's father, that we met last week, is ill.~~
(*That is not used in non-defining relative clauses.*)
- ④ The man **with whom** she is talking is her husband. ✓
(*preposition + whom/which*)
~~The man with who/that she is talking is her husband.~~
The man (**who(m)/that**) she is talking **with** is her husband. ✓
(*who/whom/which/that + prepositions*)
- ④ The room **where** he works is small. ✓
The room **in which** he works is small. ✓
- The room (**which/that**) he works **in** is small. ✓
~~The room in where he works is small.~~
~~The room where he works in is small.~~
~~The room in that he works is small.~~
- ④ I have 3,000 stamps, **some of which** are valuable. ✓
~~I have 3,000 stamps, some of that are valuable.~~
(*expressions of quantity+whom/which/whose*)
- ④ When I grow up, I want to become a dentist. ✓
~~When I will grow up, I want to become a dentist.~~
He said he would call as soon as he returned. ✓
~~He said he would call as soon as he would return.~~
(*Never use will and would after time words*)
- ④ I visited two museums **while** I was on holiday. ✓
I visited two museums **during** my holiday. ✓
~~I visited two museums during I was on holiday.~~
(*during + noun*)

Key Transformations

- ④ Students who wish to go on the day-trip should write their names on this list.
Students wishing to go on the day-trip should write their names on this list.
- ④ She always did her homework first and then she watched TV.
She never watched TV until she did / had done her homework.
She never watched TV before doing / having done her homework.
She would never watch TV before she did / had done her homework.
She always watched TV after doing / having done her homework.
- She always watched TV after she did / had done her homework.
- ④ I will sign the document when I read / have read it.
I will sign the document after I read / have read it.
I won't sign the document before I read / have read it.
I won't sign the document until I read / have read it.
- ④ Andrew left after/before breakfast.
Andrew left after/before having (had) breakfast.
Andrew left after/before he (had) had breakfast.

Section 2

Words easily confused

Use the correct form of the words in the boxes to complete the sentences in each group A-G below. You may use some of the words more than once. In some cases, more than one word may be correct.

A look see watch notice regard stare glance observe

- We spent weeks in Africa _____ the way lions catch their prey.
- Did you _____ the tie he was wearing? It had pink elephants on it!
- The students _____ the new teacher with curiosity.
- Always _____ left and then right before crossing the road.
- Don't _____ at people like that! It's really rude.
- I _____ a great science fiction film last night.
- Before I bought the magazine, I _____ through it quickly.
- I couldn't help _____ the big red spots on his face.
- Bill _____ at his watch and started running. He was late for school.

B find out invent discover detect

- Many serious illnesses may be cured if they are _____ early enough.
- "We must _____ as much as we can about the gang," said the detective.
- Was it Captain Cook who _____ Australia?
- The first camera, the Kodak 1, was _____ by G. Eastman in 1888.

C explore investigate look for look up (do) research

- The police came to _____ the murder immediately.
- I still have _____ to do for my project on sharks.
- I must _____ this word in the dictionary, because I don't remember what it means.
- Mum, I'm _____ my trainers. Have you seen them?
- As soon as the five friends got to the cave, they decided to _____ it.

D attempt effort trial experiment

- It takes a lot of _____ and patience to learn how to play a musical instrument.
- John's case came to _____ and in the end he was found innocent.
- The athlete failed in his last _____ to break the world record.
- Many cosmetic companies claim they don't carry out _____ on animals.
- I worked for the company for a(n) _____ period of two weeks before I was fully employed.

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E audience spectators viewers sightseers onlookers witnesses

- 1 The _____ disagreed with the referee's decision and interrupted the football match.
- 2 The two teenagers claimed they were just _____ and had nothing to do with the fight.
- 3 Paris attracts thousands of _____ all year round.
- 4 At the end of the play, the _____ applauded enthusiastically.
- 5 The _____ were asked to give a detailed description of the accident.
- 6 The concert was broadcast on TV and attracted one billion _____ worldwide.

F memorise remind recall recognise

- 1 I didn't _____ her at first. She had changed a lot.
- 2 I had to _____ his phone number because I didn't have a pen to write it down.
- 3 I'll ring Dad to _____ him to buy coffee, otherwise he'll forget.
- 4 My grandfather can still _____ scenes of World War II.

G view sight image vision scene

- 1 The sun affects my _____ when I'm driving, so I always wear sunglasses.
- 2 We have a superb _____ of the sea from our balcony.
- 3 The child started to cry at the _____ of the dogs.
- 4 The television show was about the _____ you can visit in Rome.
- 5 The police arrived at the _____ of the accident within minutes.
- 6 An actor's _____ is important for his career.
- 7 I ran out of paint, so I couldn't finish the sky for the background _____ in the play.
- 8 When we were leaving the flower show, we were asked to fill in a questionnaire to give our _____ on what we had seen.

Derivatives

Derivatives are formed from noun roots, adjective roots and verb roots. In this unit we will deal with adjectives, adverbs and nouns which derive from certain noun roots.

Noun Root	Adjective = Noun + -ful	Adjective = Noun + -less
Describing a quality or characteristic (often abstract nouns)	Having enough of that quality or characteristic	Not having that quality or characteristic
care	careful	careless
	Adverb = Noun + -fully	Adverb = Noun + -lessly
	carefully	carelessly

- Some other common nouns that form adjectives and adverbs in the same way are: *colour, harm, hope, meaning, pain, power* and *use*.
- The noun **doubt** forms the adjective in **-ful** and the adverb in **-fully** and in **-less**.
doubt → *doubtful* → *doubtfully* - *doubtless*
- In some cases only one of the two adjectives - and corresponding adverbs - derives from the noun root, not both.
beauty → *beautiful* - ~~*beautiless*~~ / *beautifully* - ~~*beautilessly*~~ *end* → ~~*endful*~~ - *endless* / ~~*endfully*~~ - *endlessly*
In the same way: *delightful, dutiful, grateful, aimless, effortless, heartless, homeless, nameless, pointless* and *shapeless*.
- The opposite of some adjectives in **-ful** is **un + noun root + ful**, not **noun root + less**.
success → *successful* ≠ *unsuccessful* *skill* → *skilful* ≠ *unskilful* *truth* → *truthful* ≠ *untruthful*
- Sometimes both adjective forms (**noun root + less** and **un + noun root + ful**) derive from the same noun. In such cases the two adjectives have different meanings. The adjective form **un + noun root + ful** is the opposite of the adjective in **-ful**.
help → *helpful* (= sb who gives help) ≠ *unhelpful* (= sb who doesn't give help)
helpless (= sb who needs help)
- The opposite of some adjectives in **-less** is **noun root + -y** or **noun root + -ble**, not **noun root + -ful**.
guilt → *guiltless* → *guilty* *sleep* → *sleepless* ≠ *sleepy*
sense → *senseless* ≠ *sensible* *value* → *valueless* ≠ *valuable* (note the changes in spelling)
- Be careful with the meaning of the adjectives derived from **price**.
price → *pricey* (=expensive)
→ *priceless* (= too valuable to have a price)

Noun Root	Noun = Noun + -ship
1 Somebody in a certain position / occupation	1 State of being in certain position / occupation
author	authorship
2 Somebody having a relationship with sb else	2 Relationship between two people
friend	friendship

- Some common nouns that form nouns in the same way as *author* are: *citizen, leader, member* and *owner*.
- Some common nouns that form nouns in the same way as *friend* are: *companion, partner* and *relation*.
- Some nouns form nouns in **-ship** with a different meaning: *champion, scholar* and *sponsor*.

NOTE: When you are asked to complete a sentence with a suitable word deriving from a given root, read the sentence carefully to decide: 1) what part of speech the missing word is (noun, verb, adjective or adverb), 2) if the missing word has the same meaning as the given root (e.g. success-successful) or the opposite meaning (e.g. success-unsuccessful).

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Complete the sentences with the correct form of the words in capitals.

- 1 The top model was _____ dressed in an elegant evening gown.
- 2 My street is _____ because it's far from any main roads.
- 3 Our football team won the _____ at the end of the season and received _____ from a large company.
- 4 There are thousands of _____ people sleeping in the streets.
- 5 I bought a _____ dress but its colours faded after I washed it.
- 6 I was fined because I was driving _____.
- 7 The directions you gave us were rather _____, as we still got lost.
- 8 I am feeling quite _____ because I didn't get enough sleep last night.
- 9 I got into a business _____ with my cousin but it ended up being _____.
- 10 The musical performance was so _____ that the audience gave the orchestra a standing ovation.
- 11 The witness' statement didn't help the police in the investigation, so it proved to be _____.
- 12 The man was found _____ of shoplifting and sentenced to one month in prison.
- 13 He has _____ completed his postgraduate studies.
- 14 The new lazer treatment can extract teeth _____.
- 15 It's just a _____ dog. There is no need to panic.

BEAUTY
PEACE
CHAMPION
SPONSOR
HOME
COLOUR
CARE
HELP
SLEEP
PARTNER
SUCCESS
POWER

VALUE
GUILT

SUCCESS
PAIN
HARM

Examination Practice

A Read the text below and decide which answer A, B, C or D best fits each space.

A NIGHT AT THE THEATRE

Going to the theatre brings back happy memories, as it (1) _____ me of my very first performance on stage, (2) _____ was thirty years ago. Parts of that particular night are so vivid that I can still picture myself as though it were yesterday. The excitement amongst the actors, the (3) _____ applause and the party after the opening night are memories which will remain with me for (4) _____.

I don't know how we managed to do so well. The rehearsals were far from satisfactory because we thought that we could just have two rehearsals a week (5) _____ in fact we needed more. The background (6) _____ to the last act weren't ready until an hour before the beginning of the play despite the set builder's best (7) _____. The director was not satisfied (8) _____ anything and he didn't even want to show up on the first night. Admittedly, I wouldn't have wanted to either.

(9) _____ the night finally arrived, we were all a bit worried. I remember (10) _____ through the curtain ten minutes before the start and being amazed (11) _____ the (12) _____ of a full house. Finally, it was time for the curtain to go up. In the end, we proved the director wrong and everything went like clockwork.

1	A recognises	B reminds	C recalls	D memorises
2	A which	B when	C where	D who
3	A onlookers'	B viewers'	C audience's	D spectators'
4	A life	B ages	C a while	D time
5	A where	B when	C which	D whenever
6	A images	B visions	C scenes	D sights
7	A attempts	B efforts	C trials	D tries
8	A by	B in	C at	D with
9	A When	B After	C While	D Until
10	A glancing	B noticing	C staring	D watching
11	A in	B at	C on	D for
12	A view	B vision	C sight	D image

B Complete the text below with the correct form of the words in capitals.

FRIENDS



Many people consider (1) _____ to be the most important (2) _____ they can have. It is (3) _____ to have a friend you can talk to and share (4) _____ experiences with.

However, it is important to choose friends (5) _____.

An ideal friend should be (6) _____ and when any difficulties arise, hopefully be there for us.

Of course, there will be times when we might be (7) _____ of our friends. But, we should always talk things through in a (8) _____ way and find a solution to our problems. Moreover, we should be careful not to be (9) _____.

Without honesty, the bond between friends is (10) _____ and not worth anything at all.



- FRIEND
- RELATION
- WONDER
- VALUE
- CARE
- THOUGHT
- DOUBT
- SENSE
- TRUTH
- USE

Collocations/expressions

A The following expressions include the words **day**, **year** and **time**. Complete them with prepositions.

DAY	YEAR	TIME	
_____ this day and age	all year _____	_____ a period of time	_____ sb's free time
day _____ day	year _____ year	_____ time to time	_____ no time
	_____ this time	_____ the first time	have no time _____
	of the year	_____ the right time	take time _____ work

B Complete the sentences with the collocations / expressions in the box below.

the other day all day long call it a day at times on time
 in time pass the time ahead of its time time and time again for the time being

- 1 Despite technical problems, the flight left _____.
- 2 We'll be getting a new printer next month. So, _____, we have to put up with this one.
- 3 Most engineers agreed that the car's design was _____.
- 4 I started a conversation with the person sitting next to me on the bus to _____.
- 5 I saw Sally _____. Did you know that she had broken her leg?
- 6 The match started at 7 pm and Jack arrived just _____ for the kick-off.
- 7 Let's _____ and go home. We've been working for over twelve hours without a break.
- 8 He keeps making the same mistake _____.
- 9 I find it very difficult to agree with you _____. Your views can sometimes be extreme.
- 10 I have been sleepy _____ today. I don't know what's the matter with me.

C Read the sentences and complete them with the correct form of the verbs **hold**, **run**, **catch** or **keep**.

- 1 The student was _____ **in the act** of cheating by the examiner.
- 2 I just need you to _____ **an eye on** Sam while I go out.
- 3 Jenny will certainly _____ everyone's **attention** with that dress she's wearing.
- 4 Blue eyes and red hair _____ **in my family**. Only my aunt has brown eyes.
- 5 When my grandmother was in hospital, I used to _____ **her company** in the afternoons.
- 6 Mary is moving to another city, but we promised to _____ **in touch with** each other.
- 7 _____ **a business** requires many skills and expertise.
- 8 You can't rely on Roger. Actually, he's the kind of person that can't _____ **a promise**.
- 9 The winner of the marathon had to _____ **his breath** before speaking to the journalist.
- 10 Please _____ **in mind** that smoking is not allowed in this building.
- 11 We all _____ **our breath** when the winner of the competition was being announced.
- 12 As I was running to _____ **the bus**, I slipped and fell.
- 13 Can you _____ **a secret**? Jane is organising a surprise party for Kevin's birthday!
- 14 The children _____ **hands** while walking down the street.

Phrasal Verbs

Read the sentences on the left and match the phrasal verbs with their definitions on the right by writing the correct number in the box next to each definition.

A LOOK

- 1 We **looked after** Ben's house while he was on holiday.
- 2 We are all **looking forward to** the opening game of the season.
- 3 The authorities promised to **look into** the claims of corruption.
- 4 I **looked over** your essay and can suggest some improvements.
- 5 **Look out!** The pavement is broken and you might trip.
- 6 **Look up** the meaning of the word in the dictionary.
- 7 John **looks down on** people who aren't as rich as he is.
- 8 Children often **look up to** sports heroes.

- have a poor opinion of
- respect, admire
- warn somebody about potential danger
- take care of
- expect sth pleasant to happen
- investigate
- inspect quickly
- try to find in a book or list

B CHECK, WATCH, SHOW

- 1 We were told to **check in** at the airport as early as possible.
- 2 Guests are kindly reminded to **check out** by 12 o'clock.
- 3 The tourists were told to **watch out for** pickpockets.
- 4 The older children were told to **watch over** the younger ones.
- 5 The man was **showing off** his new sports car to his friends.
- 6 Everybody **showed up** at the party on Saturday night.

- be careful about
- care for sb or sth, especially because it is your responsibility
- arrive, appear
- report one's arrival at a hotel/airport etc.
- pay the bill and leave (a hotel/clinic etc.)
- try to make people notice and admire

Words with Prepositions

A Complete the blanks with prepositions.

Adjectives		Nouns	Verbs
accustomed _____	familiar _____ sb (=well known)	knowledge _____	fill sth _____ sth
addicted _____	familiar _____ sb (=friendly)	a rise _____	else
amused _____	be familiar _____ sth (=know well)	(feel) sympathy _____	involve _____
astonished _____	famous _____	a talent _____	know _____ sth
(un)aware _____	fond _____	a taste _____ (=flavour, brief experience)	(=have knowledge of)
crazy _____	impressed _____	a taste _____ (=liking, preference)	
cruel _____	interested _____		
curious _____	keen _____		
delighted _____	known _____ (=regarded)		
enthusiastic _____	pleased _____		
excited _____	rude _____		
	typical _____		

B Read the following sentences and complete them with prepositions.

- 1 Did you **know** _____ the surprise party?
- 2 Are you **familiar** _____ the company's no smoking policy?
- 3 Do you like the **taste** _____ red wine more than that of white wine?
- 4 He is feared by everyone in the area. He's **known** _____ 'The Cleaner'.
- 5 I'm really **keen** _____ the idea of spending my holiday on an island in the Mediterranean.

unit 03

- 6 This village looks **familiar** _____ me. Have we been here before?
- 7 A **rise** _____ inflation would have negative consequences for the country's economy.
- 8 I didn't like olive oil but I've developed a **taste** _____ it now that I'm living in Spain.

Grammar Revision (Adverbs - Comparisons - Articles - Uncountables)

See Grammar Review page 150

A Read the text below and complete each blank with one word.

Gianni Versace was one of the (1) _____ successful fashion designers (2) _____ the 1980s and 1990s. He was born in 1946, in Reggio, a (3) _____ small town in Italy, where he learnt how to make clothes. In (4) _____ beginning, he sold his clothes to (5) _____ manufacturer in Milan, but he was not as popular then (6) _____ he was in later years. Very quickly he developed a personal style, which made him famous. He used bright colours and, over time, his clothes became more and (7) _____ extravagant. The more successful his collections were, the (8) _____ his talent was acknowledged. Celebrities (9) _____ Princess Diana and Elton John loved his style. Versace also paid the (10) _____ attention to his surroundings (11) _____ he did to his clothes and spent (12) _____ of money on art and expensive furniture. Versace's fame, however, is just (13) _____ side of this story of style, which ended suddenly with his death (14) _____ the summer of 1997. Some fashion critics have described his clothes (15) _____ "fabulous rubbish" and criticised him for using cheap materials. Nevertheless, he has to be seen as one of the most influential designers of his generation.

B Choose A, B, C or D to complete the following dialogue.

Jim: Have you made up your mind about where to go on holiday?

Mike: I've narrowed down my choices to two (1) _____ large countries, France and Mexico. What do you think?

Jim: Well, France is one of (2) _____ countries in Europe. Did you know it's twice (3) _____ the UK? Since you've got eight weeks off (4) _____ work, you could go on a cycling tour of the country.

Mike: I'd like to visit (5) _____ Alps and Mont Blanc, which is (6) _____ than any other mountain in Western Europe. I suppose I could also go on long walks in the country, as the climate there is similar (7) _____ that in Britain.

Jim: Really? I think it's (8) _____ warmer. Especially on the Riviera, the Mediterranean in winter is (9) _____ temperature as the British coastal waters are in summer! I can really picture you, tanned and relaxed, tasting delicious local specialities (10) _____ Camembert cheese, frogs' legs and snails!

Mike: Come on, that sounds disgusting!

Jim: Apparently, they taste (11) _____ better than they sound.

Mike: I don't know. I'd rather go to Mexico and eat tortillas and chilli every day!



- | | | | |
|-----------------|-------------|--------------|------------------|
| 1 A rather | B most | C far | D too |
| 2 A larger | B largest | C the larger | D the largest |
| 3 A bigger than | B as big as | C so big as | D as bigger than |
| 4 A a | B the | C some | D - |
| 5 A an | B the | C some | D - |
| 6 A higher | B highest | C the higher | D the highest |
| 7 A as | B with | C to | D of |
| 8 A more | B most | C much | D quite |
| 9 A the same | B same | C similar | D the similar |
| 10 A such | B as | C like | D so |
| 11 A pretty | B far | C the | D more |

Points to remember

- ④ The train is **cheaper** than the plane. ✓
~~The train is cheaper from the plane.~~
- ④ Your story is **funnier** than mine. ✓
Your story is **more amusing** than mine. ✓
~~Your story is more funnier than mine.~~
- ④ Your house is **as big as** mine. ✓
~~Your house is as bigger as mine.~~
(as + positive degree + as)
- ④ The children were **very excited** about the trip.
(positive meaning)
The children were **too excited** about the trip.
(negative meaning - excessively)
- ④ Lisa is a **very / pretty / rather careful** driver.
(a/an + very / pretty / rather + positive degree of adj + noun)
Lisa is **quite a careful** driver.
(quite + a/an + positive degree of adj + noun)
Lisa drives **very / pretty / quite / rather carefully**.
(very / pretty / quite / rather + positive degree of adv)
- ④ Lisa is **rather / much / a little / a bit / a lot / far more careful** than Tim. ✓
Lisa drives **rather / much / a little / a bit / a lot / far more carefully** than Tim. ✓
~~Lisa is very / pretty / quite more careful than Tim.~~
~~Lisa drives very / pretty / quite more carefully than Tim.~~
(rather / much / a little / a bit / a lot / far + comparative degree of adj/adv)
- ④ Mary is **the tallest girl** in her class. ✓
(the + superlative, for several people / things)
Both Mary and Sheila are tall, but Mary is **the taller** of the two. ✓
(the + comparative, for only two people / things)
~~Both Mary and Sheila are tall, but Mary is the tallest of the two.~~
- ④ That's my **elder / eldest** brother. ✓
(only for brothers, sisters, sons, daughters)
That's my **older / oldest** brother. ✓
My brother is a year **older than me**. ✓ (older + than)
~~My brother is a year elder than me.~~
(no than after elder)
- ④ He spoke **like** a lawyer. ✓ (= as if he were a lawyer; he isn't)
He spoke **as** a lawyer. ✓ (= he is a lawyer)
He spoke as he was advised to. (as + clause)
~~He spoke like he was advised to.~~
- ④ John gave me some important **information**. ✓
~~John gave me some important informations.~~
(Uncountable nouns have no plural forms.)
~~John gave me an important information.~~
John gave me **an important piece of information**. ✓
(No a/an immediately before uncountable nouns.)
- ④ **The news** was really shocking. ✓
~~The news were really shocking.~~
(Uncountable nouns go with singular verbs.)

Key Transformations

- ④ Fiona is taller than Gina.
Gina is shorter than Fiona.
Gina is not as tall as Fiona.
- ④ Andrew smokes more than John.
John smokes less than Andrew.
John does not smoke as much as Andrew.
John is not such a heavy smoker as Andrew.
John is not so/as heavy a smoker as Andrew.
- ④ This is the fastest car I have ever driven.
I have never driven such a fast car.
I have never driven a faster car than this (one).
I have never driven a car as fast as this (one).
None of the cars I have driven is/are faster than this (one).
None of the cars I have driven is/are as fast as this (one).
- ④ She is the worst singer I know.
She is / sings worse than any (other) singer I know.
No other singer I know is as bad as her / she is.
No other singer I know sings as badly as her / she does.
- ④ The atmosphere is becoming more polluted by the day.
The atmosphere is becoming more and more polluted.
- ④ His behaviour is becoming more sensible as he gets older.
The older he gets, the more sensible his behaviour becomes.
The older he gets, the more sensibly he behaves.
- ④ He hasn't got much furniture in his new flat.
He has got very little furniture in his new flat.
He has got very few pieces of furniture in his new flat.
- ④ George is not usually late.
It is not typical of George to be late.
It is not like George to be late.
- ④ Your bicycle looks exactly like mine.
Your bicycle is exactly the same as mine.
Your bicycle is identical to mine.

Examination Practice

A Read the text below and think of the word which best fits each space. Use only one word in each space.

A TALENT FOR LYING



Although we are all natural born liars, most of us seem to take it for granted that lying

(1) _____ bad. However, psychologists argue that lying is just

(2) _____ important as any other social skill we possess.

We learn (3) _____ art of deception very early in life; by the age of

five, we have not only become quite efficient at lying, but we have also learnt how to read people's reactions and act accordingly.

(4) _____ example, if someone is avoiding direct eye contact with us, this makes us think that we're being lied to so we might lie, too. A person's smile is also (5) _____ giveaway. A genuine smile makes the skin near the eyes crease, whereas a "put on" smile doesn't have the (6) _____ effect on the facial features (7) _____ a real one.

Even though both women and men know how to watch (8) _____ for clues that somebody is lying, it is a fact that women are (9) _____ more skilful liars (10) _____ men. Despite this, women are also more affected by other people's feelings, so they have more sympathy (11) _____ them. As a result, women tend to be (12) _____ willing to have an honest conversation.

B Complete the second sentence so that it has a similar meaning to the first sentence, using the word given unchanged. You must use between two and five words, including the word given.

- 1 Sarah is a better swimmer than Jessica.
swim Jessica doesn't _____ Sarah.
- 2 Mark and Tony are equally tall.
height Mark is _____ Tony.
- 3 Jane is more enthusiastic about sports than Brendan is.
keen Brendan isn't _____ Jane is.
- 4 The baby's temperature kept rising, so we took him to hospital.
higher The baby's temperature was _____, so we took him to hospital.
- 5 Patrick doesn't usually forget his appointments.
like It is _____ his appointments.
- 6 As it got darker, we had more difficulty seeing.
harder The darker _____ it was for us to see.
- 7 Daniel is the worst cook I've ever known.
cook None of the people I know _____ Daniel.
- 8 I couldn't find a bigger house in the area.
the This was _____ I could find in the area.
- 9 The children's performance made quite an impression on us.
rather We were _____ the children's performance.
- 10 Jeremy doesn't run as fast as Jonathan.
so Jeremy is not _____ Jonathan.

Section 2

Words easily confused

Use the correct form of the words in the boxes to complete the sentences in each group A-H below. You may use some of the words more than once. In some cases, more than one word may be correct.

A

rise raise arise lift

- Should the need _____, we'll order more food for the extra guests.
- The charity organisation _____ enough money to build a shelter for the refugees.
- The sun _____ in the East and sets in the West.
- We _____ at seven every weekday to get ready for school.
- Can you _____ the table so that I can slide the rug underneath?

B

grow grow up bring up (be) born become

- In the last six months Joe has _____ taller by 15 centimetres.
- When Brett was _____, he weighed 3.8 kilograms.
- Most parents have fond memories of the years they were _____ their children.
- When Jean _____, she wants to _____ a mechanical engineer.

C

educate learn teach study read instruct

- I always _____ a book just before I go to sleep.
- John was _____ in France, so his French is very good.
- Michelle works in the gym _____ people how to use the equipment properly.
- In my final year I had to _____ at least four hours every day to _____ everything that was required for the exams.
- I _____ Physics and Maths at the local high school.
- The examiner _____ us to pick up our pens once we had _____ the questions carefully.

D

behaviour attitude temper mood manner manners

- My parents had to see the headmaster because of my bad _____ in class.
- After the argument, Jake was in a bad _____ and wouldn't speak to anyone.
- If Betty wants to keep her job, she must change her _____ towards her boss.
- Where did you learn such excellent table _____?

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- 5 The children like him because of his gentle _____.
- 6 Cliff is so calm that I have never seen him lose his _____.
- 7 What you're saying should be done in a professional _____.

E familiar accustomed aware

- 1 I hope you're _____ of the dangers involved in rock climbing.
- 2 Is anyone in this classroom _____ with the word "incubator"?
- 3 That woman looks _____ to me. I'm sure I've seen her before.
- 4 Paul is feeling tired because he's not _____ to working for so long without a break.

F custom habit fashion trend routine

- 1 Going to work has become a daily _____ for most people.
- 2 The general _____ for men in the 1970s was to have long hair and sideburns.
- 3 In many countries it is the _____ to roast turkey for Christmas.
- 4 Sandra has the bad _____ of biting her nails.
- 5 Slightly flared trousers are in _____ this year so many people are wearing them.
- 6 If you go shopping, definitely go to Blare's. They've got all the latest _____.

G common ordinary usual normal regular

- 1 It is _____ to feel weak when you are ill, even if you've just got a _____ cold.
- 2 _____ exercise means working out for one hour at least twice a week.
- 3 It was a(n) _____ weekend. We went to the cinema on Saturday evening and for a drive on Sunday morning, as _____.
- 4 I get on very well with my friends because we have many things in _____.

H eager keen enthusiastic interested willing

- 1 I am _____ to help you with your homework if you make an effort.
- 2 He's really _____ on heavy metal music. That's all he listens to.
- 3 Please sit down as I'm _____ to start the meeting.
- 4 Billy is a(n) _____ tennis player, so he plays tennis every afternoon.
- 5 Sheila is _____ in taking up gardening this spring.
- 6 We were _____ about going to Ireland for Christmas.

Derivatives

In this unit we will deal with more nouns, adjectives and adverbs deriving from nouns.

Noun Root	Noun = Noun + -hood
Referring to a person	These nouns describe the state or period of being what the noun root refers to.
adult boy	adulthood boyhood

- Some other common nouns that form nouns in the same way are: *child, man, mother, parent* and *woman*.
- Pay attention to the following: *neighbour* → *neighbourhood*

Noun Root	Adjective = Noun + -al	Adverb = Noun + -ally
monument education	monumental educational	monumentally educationally

- Some other common nouns that form adjectives and adverbs in the same way are: *accident, addition, emotion, fate, intention, nation, nature, person, profession* and *tradition*.
- Note the changes in spelling:
commerce → *commercial* → *commercially* *finance* → *financial* → *financially*
part → *partial* → *partially* *confidence* → *confidential* → *confidentially*
artifice → *artificial* → *artificially* *essence* → *essential* → *essentially*
benefit → *beneficial* → *beneficially*

Noun Root	Adjective = Noun + -y	Adverb = Noun + -ily
luck	lucky	luckily

- Some other common nouns that form adjectives and adverbs in the same way are: *ease, fun, health, noise* and *sleep*.
- Pay attention to the following nouns that form only adjectives: *cloud, dirt, hair, rain, risk, snow, sun, wealth* and *worth*.
- Note the changes in spelling: *anger* → *angry* → *angrily* *hunger* → *hungry* → *hungrily*

Noun Root	Adjective = Noun + -ous
Referring to a quality or characteristic	Having the quality or characteristic of the noun root
danger	dangerous

- Some other common nouns that form nouns in the same way are: *adventure, fame, humour, nerve* and *poison*.
- Some nouns ending in **-ion** form adjectives in **-ious**:
ambition → *ambitious* *caution* → *cautious* *infection* → *infectious*
religion → *religious* *suspicion* → *suspicious*
- Some nouns ending in **-e** form adjectives in **-eous**: *advantage* → *advantageous* *courage* → *courageous*
- Note the following irregularities: *anxiety* → *anxious* *number* → *numerous* *price* → *precious*

Noun Root	Adjective/adverb = Noun + -ly
day	daily

- Some other common nouns that form (both) adjectives and adverbs are: *month, mother, world* and *year*.
month → *monthly*: *His monthly salary is far above the average. (adjective)*
 He gets paid monthly. (adverb)

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Complete the sentences with the correct form of the words in capitals.

- Four people died in a _____ accident due to the _____ road conditions. Local residents are _____ because _____ accidents have occurred there and no measures have been taken yet.
- If you require _____ information, do not hesitate to contact me.
- I woke up this morning feeling happy because it was a _____, _____ day. I realised that the miserable _____ days were over and that _____ summer was just around the corner.
- I get paid _____, which puts a lot of pressure on me _____ at the end of the month. I am _____ at controlling my money over a long period of time.
- Phil crosses the main road on a _____ basis to get to school. He does, however, cross _____ by looking both ways.
- _____ can be an enjoyable experience. Yet, more and more couples these days are deciding to remain _____.
- Eliza isn't very _____ lately. I hope she wasn't offended by my comment. I didn't say it _____ to hurt her.
- My friend David liked going on _____ holidays until last summer when he was bitten by a _____ snake and nearly died.

FATE, ICE

ANGER, NUMBER

ADDITION

DELIGHT

SUN, RAIN

LUCK

MONTH, FINANCE

HOPE

DAY

CAUTION

PARENT

CHILD

FRIEND

INTENTION

ADVENTURE

POISON

Examination Practice

A Read the text below and decide which answer A, B, C or D best fits each space.

THE ART OF BEING A PARENT

In order to (1) _____ children, many qualities are required. As well as the (2) _____ requirements such as love, patience and understanding, a sense of humour is an important feature of any parent's personality. (3) _____, it's quite an art to transform a child's bad mood into (4) _____ everyone in the family can live with.

Another aspect of child rearing is teaching children limits and rules. This means the child needs to be (5) _____ of what his or her rights are and what other people's are, too. Setting limits on children must occur on a daily basis. Temporary measures don't achieve anything but just waste time. A (6) _____ mistake, however, is being (7) _____ stricter than necessary. Parents must be (8) _____ to allow their children the opportunity to explore and learn (9) _____ experience.

What's more, most parents must know the importance of (10) _____ as it gets children used to certain everyday activities. For instance, eating at the same time (11) _____ their parents gets them into the habit of sitting at a table and (12) _____ them how to conduct themselves properly.

Overall, child rearing is no easy task but it is certainly a challenge and a learning experience.

1	A grow	B grow up	C born	D bring up
2	A routine	B popular	C ordinary	D usual
3	A In fact	B But	C All in all	D As well as
4	A temper	B character	C behaviour	D manner
5	A known	B accustomed	C familiar	D aware
6	A willing	B famous	C common	D continuous
7	A very	B far	C quite	D fairly
8	A keen	B eager	C interested	D willing
9	A by	B on	C from	D with
10	A custom	B routine	C fashion	D trend
11	A like	B as	C than	D of
12	A learns	B educates	C teaches	D instructs

B Complete the text below with the correct form of the words in capitals.

ARTHRITIS

Arthritis is a general term for aches and pains in the body's joints.

Most types of arthritis involve the deterioration of cartilage, which is an (1) _____ material covering the ends of the bones in the joint. When the (2) _____ cartilage wears out, it becomes rough and this causes pain when the joint moves. This condition is more common among the elderly, but some people can be sufferers from (3) _____.

Apart from (4) _____ painkillers, little or no treatment is available. However, (5) _____ scientists have designed (6) _____ joints that can replace the (7) _____, worn-out ones. These new joints could prove very (8) _____ to arthritis sufferers. Although some believe that joint replacement may be (9) _____, numerous patients are (10) _____ waiting for this medical breakthrough.

ESSENCE
HEALTH

CHILD
TRADITION
AMBITION

ARTIFICE
PAIN
BENEFIT

COST
ANXIOUS



Prepositional Phrases

A Complete the blanks with the prepositions in, on, at, for or by.

_____ hire/rent	_____ sure/certain	_____ board	_____ public
_____ least	_____ post/air mail	_____ short	_____ cash
_____ the first place	_____ an excursion	_____ one's own	_____ chance
_____ schedule	_____ accident	_____ instance	_____ cheque
_____ a change	_____ other words	_____ a trip/tour	_____ a good/bad mood
_____ the move	_____ once	_____ private	

B Read the sentences and complete them with the prepositions in, on, at, under or without.

- All assignments are due tomorrow _____ fail.
- A computer chooses the lottery numbers _____ random.
- Our house has been _____ the market for over two months but we haven't been able to sell it yet.
- Everyone was _____ a state of shock after the devastating news.
- I was _____ a loss for words when I was told I had won the prize.
- The roadworks _____ progress are responsible for the traffic jams.
- I can't go out tonight. I'm feeling a bit _____ the weather.
- The train is _____ sight. It will be pulling in any minute now.
- Dianne was refused entry to the club because she was _____ age.
- Final - year students are _____ a lot of pressure to pass their exams.
- I have bought this gym equipment _____ approval. I can return it within fifteen days.
- My brother faints _____ the sight of blood.
- My wife isn't here at the moment because she's away _____ business.

C Complete the sentences with the prepositional phrases in the box below.

at a glance on the road in order for granted in common
on arrival at heart in some respects

- Although he seems rather abrupt at times, he is very kind _____.
- You should not take it _____ that your parents will always support you.
- Everything was _____ and ready to be inspected.
- _____, the earthquake doesn't seem to have caused any serious damage.
- We were _____ for two days before we reached our destination.
- _____ at the train station, they went straight to the platform.
- Even though I don't agree with your overall argument, I do agree with you _____.
- My brother and I don't have anything _____.

Phrasal Verbs

Read the sentences on the left and match the phrasal verbs with their definitions on the right by writing the correct number in the box next to each definition.

A KEEP, HOLD, CATCH

- 1 The government **kept back** vital information concerning the oil spill.
- 2 Skaters were warned to **keep off** the thin ice.
- 3 The students **kept on** working hard despite the terrible heat.
- 4 We were told to **keep out** of the abandoned house.
- 5 Ted, you got an A in your Biology test. **Keep up** the good work!
- 6 **Hold on!** I'll just get my jacket and we can leave.
- 7 Despite his financial problems, he managed to **hold on to** his fortune.
- 8 Sorry I'm late, but I was **held up** in traffic on the way here.
- 9 Two men **held up** a supermarket last night and stole £ 2000.
- 10 Even though he was injured during the race, he still managed to **catch up with** the other runners.

- rob
- prevent from being taken away
- maintain
- reserve, not reveal
- reach
- stay off, not approach
- continue
- delay
- wait for a short time
- not enter

B CARRY, WEAR, WORK, MOVE

- 1 It was impossible for Alison to **carry on** working after receiving the bad news.
- 2 Recent studies **carried out** by the government show that more and more people are relying on the state health system.
- 3 The fans got **carried away** during the concert and climbed onto the stage.
- 4 The tyres of my car have **worn out**. I must get new ones.
- 5 I'm too **worn out** to go anywhere tonight.
- 6 Scientists still haven't **worked out** what caused the death of the animals.
- 7 **Working out** on a regular basis reduces the risk of heart disease.
- 8 I took a week off work in order to **move into** my new home.
- 9 My landlord won't renew my contract so I have to **move out** by the end of the month.

- start living in
- continue
- find a solution, discover
- stop living in
- over-excited
- take part in physical exercise
- perform, conduct
- tired
- become thin, weak or unsuitable for further use

Words with Prepositions

A Complete the blanks with prepositions.

Adjectives	Nouns	Verbs
bad _____	a connection _____	arrive _____ a building
bound _____	a decrease _____	arrive _____ a city/country
close _____	an increase _____	depart _____ a place
different _____	a lack _____	differ _____
full _____	a reduction _____	divide sth _____ people (=give each a share of sth)
generous _____ sb		divide sth _____ sth (=separate into small parts)
inferior _____		divide a number _____ another number (Maths)
separate _____		receive sth _____ sb
superior _____		translate sth _____ one language _____
terrified _____		another

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B Read the following sentences and complete them with prepositions.

- 1 Can you please **translate** this document _____ French _____ English?
- 2 They **arrived** _____ the hotel after midnight.
- 3 The **lack** _____ medical supplies made the doctors' task even more difficult.
- 4 The thieves **divided** the loot _____ themselves.
- 5 He's very **generous** _____ his money and supports various charities.
- 6 The teacher **divided** the class _____ four groups for the role-play.
- 7 The manager is very **generous** _____ all his staff, regardless of their position in the company.
- 8 We **arrived** _____ Frankfurt in the afternoon and looked for a hotel straightaway.

Grammar Revision (Determiners - Pronouns)

See Grammar Review page 152

A Read the following text and complete each blank with one word.

Very (1) _____ people know the real inspiration for cubism, the most important art movement of the 20th century. Almost (2) _____ seems to believe that cubism was created by Pablo Picasso and Georges Braque, who were (3) _____ painters. However, (4) _____ can be further from the truth. In the late 19th century another French painter, Paul Cézanne, painted a (5) _____ of landscapes, (6) _____ of which greatly influenced Braque and Picasso. (7) _____ of these two painters ever tried to hide this fact. Yet, in the past, almost (8) _____ book about cubism tended to concentrate only on Picasso's and Braque's achievements, not making (9) _____ reference to Cézanne's influence. Over the years (10) _____ authors have tried to correct this inaccuracy, but to (11) _____ effect; most people know very (12) _____ about Cézanne himself, let alone his work. Nowadays, however, (13) _____ can dispute (14) _____ Cézanne's influence on early cubism or the importance of this art movement.

B Choose A, B, C or D to complete the following sentences.

- 1 This film will be very popular among _____ who enjoy science fiction.
A these B those C some D someone
- 2 Fortunately, _____ the guests were injured when the fire broke out at the hotel.
A none B none of C no one D no one of
- 3 You needn't buy more milk because there's _____ in the fridge.
A very B much C lot D lots
- 4 _____ the students nor the teachers were happy with the educational reforms.
A Either B Either of C Neither D Neither of
- 5 _____ of the members of the committee came up with a different proposal.
A Every B Everyone C Each D Anyone
- 6 We've only got _____ time left. Hurry up!
A little B a little C few D a few
- 7 It took Henry a(n) _____ day to clear out the attic.
A all B all of C whole D complete
- 8 _____ of the two girls was given a bicycle as a Christmas present.
A Both B Either C Every one D Each one

Points to remember

- ⊗ There **isn't anything** else I can do. ✓
There **is nothing** else I can do. ✓
~~There isn't nothing else I can do.~~
The baby climbed the stairs **without any** difficulty. ✓
The baby climbed the stairs **with no** difficulty. ✓
~~The baby climbed the stairs without no difficulty.~~
(only one negative word in each sentence)
- ⊗ There **isn't much** milk left in the fridge. ✓
~~There isn't many milk left in the fridge.~~
There **is (a) little** milk left in the fridge. ✓
~~There is (a) few milk left in the fridge.~~
(much, (a) little + uncountable nouns)
- ⊗ There **aren't many** strawberries left in the fridge. ✓
~~There aren't much strawberries left in the fridge.~~
There **are (a) few** strawberries left in the fridge. ✓
~~There are (a) little strawberries left in the fridge.~~
(many, (a) few + countable nouns)
- ⊗ There **is lots / a lot / plenty of** information on volcanoes in this book.
There **are lots / a lot / plenty of** toys in the garden, children.
(lots of, a lot of, plenty of + countable and uncountable nouns)
- ⊗ **Both** of these books **are** interesting. ✓
~~Both of these books is interesting.~~

Either book is interesting. ✓
Either of these books **is/are** interesting. ✓
Neither book is interesting. ✓
Neither of these books **is/are** interesting. ✓
None of these books **is/are** interesting. ✓
(both + plural verb,
either/neither + singular verb,
either of/neither of/none of + singular or plural verb)

- ⊗ You can go to the beach **both** by bus **and** by train. ✓
You can go to the beach **either** by bus **or** by train. ✓
~~You can go to the beach and by bus and by train.~~
(both...and ⇒ the one and the other
either... or ⇒ the one or the other)
- ⊗ He **can't** sing **and** he **can't** dance **either**. ✓
He **can't** sing or dance (**either**). ✓
He **can** neither sing **nor** dance. ✓
~~He can't neither sing nor dance.~~
~~He can neither sing or dance.~~
(neither...nor ⇒ not the one and not the other)
- ⊗ We were studying **all** morning. ✓
We spent **the whole** morning studying. ✓
~~We spent the all morning studying.~~

Key Transformations

- ⊗ There weren't a lot of things to see in the gallery.
There wasn't much to see in the gallery.
There was little to see in the gallery.
- ⊗ Most students didn't go to the demonstration.
(Very) few (of the) students went to the demonstration.
Hardly anyone went to the demonstration.
Hardly any (of the) students went to the demonstration.
- ⊗ Both Jim and Jack like playing tennis.
Jim likes playing tennis and Jack does, too.
Jim likes playing tennis and so does Jack.
- ⊗ Both Jim and Jack dislike football.
Neither Jim nor Jack like(s) football.
Jim doesn't like football and Jack doesn't (like it) either.
Jim doesn't like football and neither/nor does Jack.

Examination Practice

A Read the text below and think of the word which best fits each space. Use only one word in each space.

ALLERGY ALERT

To have an allergy means that a person is affected either by a substance in the atmosphere (1) _____ by some sort of food. (2) _____ days a lot of people suffer from one kind of allergy or another.

So, what can people do to fight allergies? If someone is allergic to chocolate, for instance, the simplest (3) _____ to do would be to avoid eating any chocolate. If, on the (4) _____ hand, the allergic reaction is caused by (5) _____ unknown or difficult to avoid, then the only solution is prescribed medication.

The chances of (6) _____ having an allergy are bound to be great if allergies (7) _____ in the family. In other words, if one parent suffers from allergies, the child has a thirty percent chance of being allergic, too. If (8) _____ parents are affected, the risk doubles.

However, there is absolutely (9) _____ logical reason to be terrified (10) _____ that possibility. Those who suffer can carry (11) _____ with their lives and not let their allergies wear them out. They shouldn't feel different (12) _____ everyone else.



B Complete the second sentence so that it has a similar meaning to the first sentence, using the word given unchanged. You must use between two and five words, including the word given.

1 The washing machine is not working properly.

wrong There is _____ the washing machine.

2 Unfortunately, most people didn't have a good time at the party.

hardly Unfortunately, _____ a good time at the party.

3 I didn't like a single song from their new CD.

none I _____ from their new CD.

4 I'm pretty sure that Mary doesn't like jazz music and Susan doesn't either.

dislike I'm pretty sure that _____ jazz music.

5 There isn't enough petrol on the market.

lack There is _____ on the market.

6 We realised that both cars were expensive.

car We realised that _____ cheap.

7 There aren't a lot of things to remember from that awful trip.

little There _____ from that awful trip.

8 I'm afraid I can't study both Maths and Physics tonight - just one of the two.

or I'm afraid I can _____ tonight - not both.

9 They were looking for their lost dog all week.

the They spent _____ looking for their lost dog.

10 The concert was sold out two weeks in advance.

any There _____ for the concert two weeks in advance.

Section 2

Words easily confused

Use the correct form of the words in the boxes to complete the sentences in each group A-H below. You may use some of the words more than once. In some cases, more than one word may be correct.

A travel transfer transport transmit

- I need to _____ some money from my savings account to my current account.
- My father usually _____ to work by car.
- The goods were _____ to the United States.
- The information is _____ by satellite throughout the world.
- Jerry got _____ to Bristol and he is moving there next week.

B arrive get reach come approach appear

- It took us a long time to _____ to the theatre but we _____ in time for the first act.
- The ocean liner _____ on the horizon and within two hours it had _____ the port.
- Would you like to _____ to our house tonight?
- I was _____ by a beggar asking for money.
- We _____ at the village late at night.

C carry fetch deliver

- Can you _____ that bottle from the top shelf?
- Some supermarkets now arrange for your shopping to be _____ to your door.
- I couldn't _____ the boxes by myself so I asked the shop assistant to bring them to my car.

D voyage journey trip tour excursion travel expedition cruise flight

- Our class is going on a(n) _____ to the zoo tomorrow.
- Joan kept a diary of her _____ through Europe.
- Our _____ on the ocean liner lasted two weeks.
- Many explorers have died on _____ to the Antarctic.
- It's a nine-hour bus _____ from Melbourne to Sydney.
- We went on a Mediterranean _____ for our honeymoon.
- We were given a(n) _____ of the ancient castle as soon as we arrived.
- Our _____ to Bangkok was delayed so our _____ to Asia was put off for a day.

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E

guide direct lead ride

- 1 I recently bought a bicycle to _____ to work. Surprisingly, I get there faster than when I used to drive my car there.
- 2 Could you please _____ me to the train station?
- 3 This road _____ to the castle at the top of the hill.
- 4 We were _____ around the museum and saw its most famous exhibits.
- 5 _____ the way, John, and we'll follow you.

F

address road street way direction route path

- 1 You'll need a map to find your _____ around this city.
- 2 I need your new _____ so that I can keep in touch with you.
- 3 I'll find the _____ to your house by looking up the _____ in the directory.
- 4 We must follow the _____ Judy gave us, or we'll never find the _____ her house is on.
- 5 The hikers took the _____ that led to the castle.
- 6 They walked carefully through the woods following the _____.
- 7 We were up and ready at sunrise and headed in the _____ of the mountains.

G

site position location point place room space

- 1 The _____ of the house is ideal, with the living _____ overlooking the bay.
- 2 To enter the building _____ you must wear a hard hat.
- 3 What _____ do you play in the school football team?
- 4 Do you live in a _____ of your own or do you still rent?
- 5 The starting _____ for the marathon is on the corner of Bell and Church Street.
- 6 He travelled to a lot of _____ while working as a flight attendant.
- 7 There wasn't enough _____ in the house for the children to play, so I told them to go outside.
- 8 It took us over half an hour to find a parking _____.

H

foreign strange different peculiar curious

- 1 He's got a _____ accent; I can't understand which part of England he comes from.
- 2 According to astrologers, Aquarians are _____ people who want to know everything about everyone.
- 3 Melissa buys a _____ car every two years.
- 4 It's definitely an advantage to know a few _____ languages.
- 5 There's a _____ smell coming from the kitchen. Is something burning?

Derivatives

This unit deals with more words deriving from nouns.

Noun Root	Verb = Noun + -ise
character	characterise

- Some other common nouns that form verbs in the same way are: *apology, computer, economy, hospital, memory, summary, symbol, sympathy* and *victim*.
- Pay attention to the following irregularities: *criticism* → *criticise* *emphasis* → *emphasise*
- Verbs deriving from nouns in **-ice** are formed by changing the **-c** into **-s**:
advice → *advise* *device* → *devise* *practice* → *practise*

Noun Root	Adjective = Noun in -ic	Adverb = Noun + -ically
hero	heroic	heroically

- Some other common nouns that form adjectives and adverbs in the same way are: *democrat, diplomat, enthusiast, hygiene* and *optimist*.
- Nouns in **-y** usually form adjectives in **-etic**:
apology → *apologetic* *energy* → *energetic* *sympathy* → *sympathetic*
- Some nouns form two adjectives, one in **-ic** and the other in **-ical** with no difference in meaning:
irony → *ironic/ironical* *symbol* → *symbolic/symbolical*

Noun Root (usually subject of study)	Noun (person) = Noun in -ist or -ian	Adjective = Noun in -ical or -ic
Art	artist	artistic
Biology	biologist	biological
Chemistry	chemist	chemical
Drama	dramatist	dramatic
Grammar	grammarian	grammatical
Logic	logician	logical
Mathematics	mathematician	mathematical
Medicine	—	medical
Music	musician	musical
Politics	politician	political
Psychology	psychologist	psychological
Science	scientist	scientific

- The adverbs formed from these adjectives have the ending **-ically**:
logical → *logically* *scientific* → *scientifically*
- Some nouns form two adjectives, one in **-ic** and the other in **-ical**, but their meaning is different:
economics → *economic* (= related to economy or the field of the economics)
 → *economical* (= inexpensive, saving money)
history → *historic* (= important in history)
 → *historical* (= belonging to history; related to sth that happened in the past)
- Very few nouns (eg. physics) form nouns (person) both in **-ist** and in **-ian**, but their meaning is different.
physics → *physicist* (= a person who has studied or is studying physics)
 → *physician* (= a doctor)

Noun Root	Noun = Noun + -dom
bore	boredom
king	kingdom
star	stardom

- Some nouns in **-dom** are derived from adjectives, not from nouns. The most common ones are:
free → *freedom* *wise* → *wisdom*

unit 04

Complete the sentences with the correct form of the words in capitals.

- 1 Melina was very _____ about picking up her new scooter.
- 2 The _____ is trying to find a _____ solution to the crisis.
- 3 Howard is a very _____ person.
- 4 We had to _____ a lot of words for the spelling test.
- 5 _____, I believe that the government should preserve the _____ buildings in the city centre.
- 6 You must _____ to him for your rude behaviour.
- 7 John had to get _____ help after his mother's death because he had become very _____.
- 8 The firefighter was given a medal for the _____ rescue of the little boy from the burning building.
- 9 The play we saw at the theatre was _____.
- 10 The up and coming _____ finally exhibited her paintings in a gallery.
- 11 Children should be _____ examined at least twice a year.
- 12 I don't know what to do now that my friends are away. I feel that I'm going to die of _____.

ENTHUSIAST
POLITICS, DIPLOMAT
ENERGY
MEMORY
PERSON, HISTORY

APOLOGY
PSYCHOLOGY
EMOTION
HERO

SYMBOL
ART
MEDICINE

BORE

Examination Practice

A Read the text below and decide which answer A, B, C or D best fits each space.

A TAXI EXPERIENCE

As a journalist, I'm asked to travel around the globe to all sorts of (1) _____ countries. Over the years, I've used different means of transport. Of course, for long (2) _____, flying is the fastest and safest way to (3) _____ a far-off destination. Unfortunately, I'm not a very organised traveller and despite my travel agent's best efforts, (4) _____ always goes wrong. Last week, while I was heading for the airport, I realised I had left my passport at home. Obviously, I had to go back so I asked the taxi driver to turn around and take me home. In the meantime, I crossed my fingers and hoped that I wouldn't miss my (5) _____.

All the (6) _____ home, the driver was speeding in and out of traffic. He got even more carried (7) _____ when he got on the motorway, (8) _____ at speeds of up to 150 kilometres per hour.

By the time we arrived home, I was (9) _____ a state of shock and it took me a while to (10) _____ my breath. So, before driving off again, I decided to pay him (11) _____ extra, so that he would go slower as we were bound (12) _____ have an accident.

1	A curious	B peculiar	C foreign	D strange
2	A travels	B excursions	C tours	D trips
3	A arrive	B reach	C get	D approach
4	A anything	B something	C everything	D nothing
5	A flight	B cruise	C trip	D journey
6	A road	B way	C route	D direction
7	A away	B on	C out	D along
8	A moving	B travelling	C transferring	D transporting
9	A at	B under	C on	D in
10	A hold	B catch	C keep	D find
11	A many	B a little	C a few	D some
12	A to	B for	C in	D of

B Complete the text below with the correct form of the words in capitals.

LIFE EXPECTANCY

The longest-living person (1) _____ recorded lived to be 122 years and 164 days old.

In general, the number of people who live to be over one hundred is increasing, especially among women, yet there isn't a single (2) _____ who can fully explain this phenomenon.

Some of them claim that it's purely a (3) _____ fact.

However, in the developing countries, where (4) _____ progress is slower, life expectancy is much less. According to (5) _____ records, life expectancy for

these people is about forty years. (6) _____ reasons are mainly responsible for this and as a result a high percentage of the population suffers from malnutrition. One must also

(7) _____ the fact that sanitary conditions in developing countries are rather

(8) _____.

To (9) _____, proper housing and sanitation, adequate healthcare and a(n)

(10) _____ diet play an important part in a person's life expectancy.

OFFICIAL

SCIENCE

BIOLOGY

SCIENCE

MEDICINE

ECONOMICS

EMPHASIS

HYGIENE

SUMMARY

NUTRITION

SECTION 1 (FCE format)

PART 1

For questions 1-12, read the text below and decide which answer A, B, C or D best fits each space. There is an example at the beginning (0).

- ➔ Example: 0 A far B individual **C remote** D separate

PAST MEMORIES

I was raised on a farm in a(n) (0) remote village in the 1950s. The winter months were endless and everything was covered in snow. I was always (1) _____ for the warmer weather to come. When spring (2) _____, everything came alive - flowers would bloom and the animals would come out of hibernation. I'd follow the bear tracks and search for them. Once, however, I (3) _____ an angry mother bear who saw me (4) _____ a threat. (5) _____ the sight of the bear I did what my father had told me. I stood still until she stopped growling and walked away. The trick was effective, but looking back now, I realise that the situation was (6) _____ more serious than I thought at the time.

By the age of twelve, I had lots of camping (7) _____, as I used to go camping with my dog on my school holidays. We would spend days (8) _____ the forest, catching fish for dinner, (9) _____ at the frogs and the (10) _____ of birds and the insects hopping up and down on the surface of the water.

Of course, this was possible only during the warm months. When autumn came, everything went quiet, which was quite (11) _____ in those parts. It wasn't long (12) _____ the animals disappeared, the birds flew south and the snow took over. The place became deserted once again.

1	A keen	B eager	C willing	D enthusiastic
2	A approached	B reached	C appeared	D arrived
3	A dealt with	B came across	C reached	D found out
4	A like	B as	C same as	D such as
5	A In	B By	C At	D On
6	A very	B quite	C so	D far
7	A qualifications	B skills	C qualities	D experience
8	A exploring	B detecting	C researching	D investigating
9	A looking	B noticing	C watching	D observing
10	A swarms	B bunches	C flocks	D sets
11	A ordinary	B usual	C familiar	D regular
12	A until	B after	C since	D before

PART 2

For questions 13-24, read the text below and think of the word which best fits each space. Use only one word in each space. There is an example at the beginning (0).



BALLOONING

Nowadays the (0) most common balloon flights are usually for pleasure or sport, but did you know that ballooning began (13) _____ a science in the 18th century?

It all started in 1783, (14) _____ the Montgolfier brothers were looking (15) _____ the properties of smoke. What (16) _____ their attention was the fact that smoke could make things rise. They experimented for a year or so (17) _____ they were ready to show their invention to everyone. On their first attempt, they filled a silk bag (18) _____ hot air from a fire. The balloon rose more than 1.5 km into the (19) _____. Five months later, in November 1783, history was made once more when the first flight carrying passengers left the ground. The volunteers took off from Paris and remained in the air for over twenty minutes.

Soon afterwards, scientists all over Europe became interested (20) _____ the potential of ballooning, and it wasn't long before the activity became very popular. (21) _____ of enthusiastic fans also experimented with ballooning and contributed to its development. In the 19th century, gas balloons were used for many (22) _____ purposes, the most important one being polar exploration.

In the twentieth century, hot-air ballooning was re-introduced, due to a much improved propane burner. This has (23) _____ responsible for a whole new generation becoming interested in ballooning either for scientific (24) _____ sporting reasons.



PART 3

For questions 25-34, read the text below. Use the word given in capitals at the end of each line to form a word that fits in the space in the same line. There is an example at the beginning (0).

SKATEBOARDING

In the early 1960s, a new craze swept through the (0) coastal cities of the United States. Being (25) _____ fit, the surfers wanted some fun while the surf was low. That's when an (26) _____ new pastime called skateboarding was born. The skateboard was (27) _____ developed by attaching a plank of wood to roller-skates. However, skateboarding has undergone (28) _____ changes since then. (29) _____ skateboarders now use plastic and fibreglass, which make the boards more durable and flexible. Nowadays, skateboarders spend (30) _____ hours performing tricks and stunts many of which are (31) _____, so experts (32) _____ skateboarders to wear protective gear such as helmets and elbow and knee pads, especially if they are not (33) _____. A skateboarder goes through many falls before becoming proficient, so it is (34) _____ to take precautions against accidents.

- COAST
- PHYSICS
- ENERGY
- ORIGIN
- DRAMA
- PROFESSION
- END
- DANGER
- ADVICE
- SKILL
- SENSE

PART 4

For questions 35-42, complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between two and five words, including the word given. There is an example at the beginning (0).

➔ **Example: 0** When I was younger, I played tennis every Sunday.
used When I was younger, I used to play tennis every Sunday.

- 35 How long have you been living in your new house?
moved How long is it _____ your new house?
- 36 The police questioned all the eye-witnesses but they didn't find anyone capable of describing what exactly had happened.
none The police questioned all the eye-witnesses, _____ of describing what exactly had happened.
- 37 His computer game addiction is getting worse.
and He is getting _____ computer games.
- 38 She went out after finishing the housework.
until She didn't go out _____ the housework.
- 39 I heard that neither of the defendants was found guilty in yesterday's trial.
innocent I heard that _____ in yesterday's trial.
- 40 John feels he doesn't share many interests with his new penfriend.
little John feels he _____ his new penfriend.
- 41 The shop where he works is in the city centre.
which The shop _____ is in the city centre.
- 42 He is the most talented player in the team.
as None of the players in the team _____ he is.

SECTION 2 (ECCE format)

Grammar

Choose the correct answer.

- By the end of next week, I _____ my project.
 - will finish
 - will have finished
 - will be finished
 - am finishing
- This author, _____ is very popular, has published a new book.
 - that
 - who
 - whom
 - which
- Everybody _____ Mr. Jones. He is a respectable member of our community.
 - looks up to
 - looks up
 - looks down on
 - looks over
- I've seen two of his movies but _____ of them was very interesting.
 - either
 - neither
 - none
 - both
- My parents _____ here since 1980.
 - are living
 - have been living
 - live
 - were living
- Two masked men held _____ a bank downtown yesterday.
 - on
 - off
 - out
 - up
- The more you exercise, _____ you get.
 - the fitter
 - the more fitter
 - the most fittest
 - the fittest
- I found very _____ mistakes in your composition.
 - little
 - few
 - more
 - much
- Everybody congratulated Mary _____ her good exam results.
 - for
 - in
 - on
 - of
- He said that he will rent a bigger house when he _____ a new job.
 - will get
 - is getting
 - gets
 - will be getting

Vocabulary

Choose the correct answer.

- The businessman owes his _____ to his excellent public relations.
 - success
 - ambition
 - challenge
 - goal
- What we had in _____ was an interest in stamp collecting.
 - sight
 - progress
 - common
 - private
- If any problems _____, don't hesitate to contact me.
 - rise
 - arise
 - raise
 - lift
- All the _____ in the stadium applauded the winner of the marathon when he crossed the finish line.
 - viewers
 - audience
 - onlookers
 - spectators
- Parents always say how quickly their children _____ and become adults.
 - bring up
 - rise
 - raise
 - grow up
- During the gold rush, many settlers travelled to California _____ of gold.
 - in search
 - in charge
 - at the sight
 - at random
- After the operation, the patient was _____ to another hospital.
 - transported
 - transmitted
 - transferred
 - travelled
- It is Fay's _____ to do well in her exams so that she can study Psychology.
 - challenge
 - intention
 - qualification
 - skill
- While on vacation in Finland, John went on a(n) _____ of Lapland, the northern part of the country.
 - expedition
 - tour
 - excursion
 - voyage
- Christine has a _____ of running ten kilometres per day.
 - trend
 - custom
 - habit
 - fashion

Collocations/Expressions

A Complete the blanks with the verbs make or do.

_____ an appointment	_____ an escape	_____ a phone call	_____ fun of
_____ one's best	_____ a guess	_____ progress	_____ a job
_____ better/worse	_____ friends (with)	_____ wonders	_____ a choice
_____ certain/sure	_____ an exercise	_____ an offer	_____ a request
_____ a complaint	_____ a reservation	_____ wrong/right	_____ sense
_____ an experiment	_____ a suggestion	_____ ends meet	_____ a trip/voyage
_____ a decision	_____ matters worse	_____ the most of	_____ /journey
_____ an excuse (for)	_____ harm/damage	_____ noise	_____ a mistake
_____ one's duty	_____ one's homework	_____ well/badly	_____ a favour
_____ an effort	_____ money/a profit	_____ an arrangement	_____ up one's mind
_____ a fool of	_____ a mess (of)	_____ a difference	

B Read the sentences below. Complete the boxes with the verbs make or do and the blanks with prepositions.

- 1 My lawyer advised me to _____ the best _____ this difficult situation.
- 2 Before signing the contract, the client wished to _____ some enquiries _____ the matter.
- 3 The university students are going to _____ research _____ the effects of noise pollution on people.
- 4 Bill wanted to _____ a good impression _____ the company's president.
- 5 The police officer was instructed to _____ a detailed report _____ the strange incident.
- 6 Your plan will only _____ trouble _____ the people you are supposedly trying to help.
- 7 If we _____ good use _____ our resources, we can achieve our goal.
- 8 This ugly furniture does not _____ justice _____ this magnificent house.
- 9 We _____ a considerable contribution _____ the heart foundation every year.
- 10 Why don't you _____ yourself _____ home while I get ready?
- 11 Emissions from factories _____ considerable harm _____ the environment.
- 12 Everyone stepped aside to _____ way _____ the marching soldiers.

C Complete the blanks with the verbs break, change, turn or draw.

_____ shoes	_____ the law	_____ a habit	_____ a promise
_____ sb's heart	_____ trains / buses	_____ direction	_____ a corner
_____ a page	_____ sb's attention	_____ clothes	_____ the subject

D Read the sentences and complete them with the correct form of the verbs break, change, cut or draw.

- 1 I'll try to _____ Ted's mind about leaving his job.
- 2 No one was willing to _____ their silence and help the police with their investigation.
- 3 I decided to make the first move and _____ the ice.
- 4 Cowboys were known to _____ a gun on the slightest of pretexts.
- 5 The famous athlete Jesse Owens _____ four Olympic records in 1936.
- 6 My holiday was _____ short when I broke my leg while skiing.
- 7 Well, to _____ a long story short, our car broke down in the middle of nowhere.

Adverbial Expressions

Complete the sentences with the adverbial expressions in the box below. Use each expression only once.

by and large last but not least every now and then one by one on my own as a matter of fact

- 1 I make an effort to visit my grandparents _____.
- 2 _____, the lottery numbers I had chosen came up on the screen.
- 3 I used a Do-It-Yourself manual and built the tree house _____.
- 4 _____, the final contender is from Venezuela.....
- 5 Most people are, _____, creatures of habit.
- 6 _____, I didn't like the present you gave me.

Phrasal Verbs

Read the sentences on the left and match the phrasal verbs with their definitions on the right by writing the correct number in the box next to each definition.

A MAKE, DO, GROW

- 1 The thieves **made off with** all the precious artefacts in the museum.
- 2 The boy **made up** a ridiculous story about alien abduction to avoid sitting for the exam.
- 3 Let's **make for** the nearest village before it gets dark.
- 4 When the baby was born, we **made** the study **into** a nursery.
- 5 I couldn't quite **make out** what she was saying, as her English was very poor.
- 6 Even though Derek had **made up with** Joanne, the tension between them was still evident.
- 7 Women **make up** a large proportion of the workforce nowadays.
- 8 Ever since my salary cut, I've had to **do without** many little luxuries.
- 9 The management decided to **do away with** the old machinery and modernised the factory.
- 10 When I **grow up**, I want to become a singer.
- 11 We've **grown out of** the childish pranks we used to play on our teachers.

- go towards
- invent
- become an adult
- transform, convert
- manage to understand
- steal and run away
- become friends again
- get rid of
- become older and stop a habit
- endure the lack of
- constitute, form, be a member of

B PASS, FILL, LEAVE

- 1 Our neighbour, who was 75 years old, **passed away** a few months ago.
- 2 The legends of this tribe have been **passed down** from father to son over the centuries.
- 3 The old woman **passed out** when she saw the thief.
- 4 I had to **fill in** a five-page application form for a credit card.
- 5 Could you please **fill up** the tank with unleaded petrol?
- 6 Our best player was **left out of** the team due to a knee injury.

- faint
- complete
- die
- make completely full
- pass from one generation to the next
- exclude from

Words with Prepositions

A Complete the blanks with prepositions.

Adjectives	Nouns	Verbs	
dependent _____	an advantage _____	aim _____	cover sb/sth _____ sth
engaged _____ sb	a demand _____	apologise _____ sb	depend _____
equal _____	a difference _____ two	_____ sth	invest _____
independent _____	things	(dis)approve _____	pay _____
married _____	a difference _____ sth	belong _____	rely _____
grateful _____ sb	a difference _____ opinion	borrow _____	spend money/time _____
_____ sth	a disadvantage _____	confess sth _____ sb	sth
	an intention _____ doing	consist _____	waste money/time _____
	sth	contribute _____	sth

B Read the following sentences and complete them with prepositions.

- I found a part-time job so as not to be financially **dependent** _____ my parents.
- The President diplomatically labelled the crisis as a **difference** _____ opinion between the two nations.
- We have **spent** a fortune _____ our new house, but I think it was worth it.
- The **difference** _____ price for the same product can vary considerably from store to store.
- I will always be **grateful** _____ Susan _____ her support during my time of need.
- The **difference** _____ the rich and poor is staggering in most developing countries.
- My sister **wastes** a lot of money _____ clothes she doesn't end up wearing.
- The report on corruption was completely **independent** _____ the government.

Grammar Revision (Infinitive, -ing form)

See Grammar Review page 153

Complete the sentences below with the bare infinitive, the full infinitive or the -ing form of the verbs in brackets. You can use either the Present or the Perfect form.



- We watched the ship _____ (disappear) slowly over the horizon.
- Forgive my _____ (get) so upset about such a trivial matter.
- She begged her brother _____ (lend) her his car, but he refused.
- The children were not accustomed to _____ (live) in a village.
- The thief admitted _____ (steal) the jewels.
- My wife prevented me from _____ (drive), as I was really tired.
- My driving instructor encouraged me _____ (take) the driving test.
- I'm in favour of _____ (keep) the environment clean.
- How about _____ (leave) on Thursday evening?
- That man is believed _____ (cause) the accident.
- They are unlikely _____ (come) home early tonight.
- The traffic was so heavy that it took me three hours _____ (get) to my country house.

Points to remember

- The coffee was too cold for me to drink. ✓
~~The coffee was too cold for me to drink it.~~
The coffee wasn't hot enough for me to drink. ✓
~~The coffee wasn't hot enough for me to drink it.~~
(No object pronouns after *too* and *enough*)
- She objects to staying up late. ✓
(Subject of -ing form same as subject of main verb)
She objects to **the children/children's** staying up late. ✓
She objects to **their/them** staying up late. ✓
~~She objects to they staying up late.~~
(Subject of -ing form different from subject of main verb)
- We heard John **sing** an old song. ✓
(witnessed the whole action)
We heard John **singing** an old song. ✓
(witnessed part of an action)
~~We heard John to sing an old song.~~
(Verbs of the senses in Active Voice + bare infinitive/ -ing form)
John was heard **to sing** an old song. ✓
~~John was heard sing/singing an old song.~~
(Verbs of the senses in Passive Voice + full infinitive)
- The teacher **made** Judy **apologise** for lying. ✓
~~The teacher made Judy to apologise for lying.~~
Judy **was made** to apologise for lying. ✓
- ~~Judy was made apologise for lying.~~
(make + bare infinitive in Active Voice, make + full infinitive in Passive Voice)
- Helen **used to** wake up early. ✓
Helen **is used to** waking up early. ✓
Helen will soon **get used to** waking up early. ✓
~~Helen is used to wake up early.~~
~~Helen will soon get used to wake up early.~~
(used to + infinitive, be/get used to + -ing form)
- It **seems that** he hates animals. ✓
He seems to hate animals. ✓
~~He seems that he hates animals.~~
(It seems/appears + that-clause
Subject + seem/appear + full infinitive)
- It **appears that** she **didn't** lose much weight. ✓
She appears not to have lost much weight. ✓
She doesn't appear to have lost much weight. ✓
~~She appears to not have lost much weight.~~
- It **is likely/unlikely that** John **is** interested in football. ✓
John is likely/unlikely to be interested in football. ✓
~~It is likely/unlikely for John to be interested in football.~~

Key Transformations

- It took Susan one hour to dye her hair.
Susan took one hour to dye her hair.
Susan spent one hour dyeing her hair.
- She found working long hours difficult.
She found it difficult to work long hours.
It was difficult for her to work long hours.
She had difficulty (in) working long hours.
- I expect that they will arrive soon.
I expect them to arrive soon.
They are expected to arrive soon.
- I suggest we plan a surprise party for him.
I suggest planning a surprise party for him.
Why not plan a surprise party for him?
How about planning a surprise party for him?
- I don't see why we should discuss this matter any further.
There's no point in discussing this matter any further.
It's no use/good discussing this matter any further.
It is not worth discussing this matter any further.
This matter is not worth discussing any further.
- The climbers did not manage to reach the mountain peak.
The climbers did not succeed in reaching the mountain peak.
The climbers were not successful in reaching the mountain peak.
The climbers were unsuccessful in reaching the mountain peak.
- He prevented/stopped his children from going out alone.
He prevented/stopped them from going out alone.
He prevented/stopped his children's going out alone.
He prevented/stopped their going out alone.

Examination Practice

A Read the text below and think of the word which best fits each space. Use only one word in each space.

HEALTHY MIND, HEALTHY BODY



“A healthy mind lives in a healthy body” is a saying that is believed to (1) _____ often been used by the ancient Greeks. Thousands of years later, the same idea still applies. According to health experts, it’s advisable to (2) _____ eight to ten glasses of water every day. However, water itself is not enough; a balanced diet is essential, too. A healthy body naturally is the result of (3) _____ exercise. Many people, however, do not like gyms and object (4) _____ going there for different reasons. Some, for instance, say that aerobic sessions are too difficult (5) _____ follow while others claim that gyms are just too expensive. Many people also claim that they have difficulty in (6) _____ time to exercise due to their hectic lifestyle, but the truth is that everyone can make a little time every now and (7) _____. Regardless of the way people choose to exercise, (8) _____ is important to remember that there’s no point (9) _____ doing it only for a short period of time. Last (10) _____ not least, having a positive attitude and doing (11) _____ with negative thoughts contributes (12) _____ one’s well-being. In short, following this simple advice surely helps in having a healthy mind and body.

B Complete the second sentence so that it has a similar meaning to the first sentence, using the word given unchanged. You must use between two and five words, including the word given.

- 1 John is too immature to make decisions for himself.
mature John is _____ decisions for himself.
- 2 He can’t get used to travelling abroad every fortnight.
accustomed He _____ abroad every fortnight.
- 3 He managed to convince me that it was a safe operation.
succeeded He _____ that it was a safe operation.
- 4 Hearing that a war had broken out was a shock to everyone.
shocked Everyone _____ that a war had broken out.
- 5 John told Helen he was sorry he had argued with her.
apologised John _____ with her.
- 6 Nobody liked having a new factory in the area.
objected Everyone _____ a new factory in the area.
- 7 She couldn’t afford to buy a laptop computer.
expensive A laptop computer _____ to buy.
- 8 More dustbins have been put around so that people won’t throw rubbish in the streets.
prevent More dustbins have been put around _____ rubbish in the streets.
- 9 It would be difficult for me to adjust to a new working environment.
difficulty I would _____ to a new working environment.
- 10 I don’t see why we should wait for the blood test results all day.
point There’s _____ the blood test results all day.
- 11 He first told his mother about his success in the exam.
know His mother _____ about his success in the exam.
- 12 The police forced the criminal to get into the car.
made The police _____ the car.

Section 2

Words easily confused

Use the correct form of the words in the boxes to complete the sentences in each group A-I below. You may use some of the words more than once. In some cases more than one word may be correct.

A borrow lend let hire rent

- 1 My friends and I _____ a car to travel around the island.
- 2 Can you _____ me some money? I'll pay you back on Friday.
- 3 Some of the rooms in the country house were _____ to tourists for the weekends.
- 4 I _____ money from the bank to buy a house.
- 5 My parents _____ a tutor to help me with Maths.
- 6 The first thing I did when I went to Crete was _____ a house by the sea.

B spend waste save afford

- 1 I have been _____ a lot of money lately on things I don't really need. I usually _____ all my income and don't _____ any money for a rainy day.
- 2 John _____ too much time on the computer and doesn't pay enough attention to his homework. Of course, he can't _____ to be _____ time, especially now that he's got exams.

C bill fare fee fine ticket receipt account discount tax

- 1 The _____ department expects all customers to get a _____ with every purchase they make, otherwise they will have to pay a(n) _____.
- 2 I had to complain to the telephone company about my extremely high phone _____, which I was not prepared to pay. In the end they gave me a(n) _____ and I paid less.
- 3 When he had his wallet stolen, he didn't have any money to pay for his bus _____.
- 4 I bought an airline _____ for Madrid with British Airways.
- 5 _____ is automatically withdrawn from my pay every month.
- 6 Most universities require that tuition _____ should be paid at the beginning of each academic year.
- 7 Sheila got a parking _____ for parking on the pavement.
- 8 My parents have a(n) _____ with the local shop and pay the amount they owe every month.

D salary wage payment income bonus allowance award reward donation

- 1 My _____ gets paid into my bank account every fortnight.
- 2 Steve's parents give him a weekly _____, which he can use any way he likes.
- 3 Some people give _____ to charity organisations.
- 4 Young workers under the age of 21 get the minimum _____ set by the law.
- 5 My _____ from my job isn't sufficient to cover my weekly expenses. Only when I get a(n) _____ as a(n) _____ for excellent results can I afford something special for myself.
- 6 Your car _____ are due on the 10th of each month.
- 7 I received a Young Achiever's _____ for getting the best exam score in the school.

unit 06

E owe own possess keep belong

- 1 Who does this pen _____ to? If no one _____ it, then I'll _____ it.
- 2 Muhammad Ali _____ a lot of strength and speed in the ring.
- 3 They _____ their house, but still _____ some money to the bank.
- 4 He's _____ all his toys in a box in the attic.

F price prize charge value bargain worth tip

- 1 The National Lottery's main _____ was £ 2 million.
- 2 When eating out, it is advisable to leave a _____ for the waiter.
- 3 The thieves stole millions of dollars _____ of paintings from the gallery.
- 4 The _____ of our house has gone up since we renovated it.
- 5 That restaurant has very reasonable _____. It's certainly _____ for money and _____ visiting.
- 6 My new sofa was a real _____. I got it for half the price.
- 7 You can have the appliances delivered free of _____.

G precious valuable priceless worthless economic economical financial

- 1 Some of Picasso's paintings are _____. Only a billionaire could afford to buy them.
- 2 The police have been guarding the _____ stones on display at the gallery.
- 3 When Rose lost her job, she was in a difficult _____ situation for a while. It didn't help that she hadn't been _____ and not saved a penny while she was employed.
- 4 The country's _____ situation has improved ever since the development of the tourist industry.
- 5 Thank you for your _____ advice. You've helped me a great deal.
- 6 Julie gave away some of her fake jewellery because she thought it was _____ and just took up space.

H loan debt sum amount deposit instalment budget

- 1 We're on a tight _____ this month because we have many expenses. Our housing _____ and car _____ are due in the next few days.
- 2 He had parked illegally and was fined the _____ of £ 20.
- 3 Could you please tell me the exact _____ I owe?
- 4 Joan went to the bank because she wanted to make a(n) _____.
- 5 He has asked me to lend him money, as he is in _____.

I cheque cash coins currency (bank)notes change

- 1 When we arrived in Indonesia, we exchanged some of our money for local _____.
- 2 I must take all the _____ I've received as _____ to the bank and exchange them for _____ which are lighter.
- 3 When paying by _____, always write your address and sign the back of it.
- 4 I'm paying for the shoes in _____.

Derivatives

The opposites of many English words are formed by adding a negative prefix to the words. The most common negative prefixes are **un-**, **in-**, **dis-** and **mis-**.

- Most words that derive from the same root take the **same** negative prefix as the root word:

approve → **disapprove**

approval → **disapproval**

approving → **disapproving**

approvingly → **disapprovingly**

- Sometimes verbs, nouns, adjectives or adverbs deriving from the same root form their opposites with the addition of **different** negative prefixes:

comfort → **discomfort** (noun)

comfortable → **uncomfortable** (adjective)

fortune → **misfortune** (noun)

fortunate → **unfortunate** (adjective)

equal → **unequal** (adjective)

equality → **inequality** (noun)

- Some words of the same category (verbs, nouns or adjectives) deriving from **one** root form **two** opposites - using two different negative prefixes - but with a difference in meaning:

able (adj) → **unable** (=not able), **disabled** (=handicapped)

informed (adj) → **uninformed** (=not informed), **misinformed** (=wrongly informed)

used (adj) → **unused** (=not used), **misused** (=wrongly/badly used)

un + adjective/adverb → the opposite adjective/adverb

attractive → **unattractive**

attractively → **unattractively**

un + noun (related to adjective) → lack of the quality described by the adjective

certain → **uncertain** certainty → **uncertainty**

BUT:

able → **unable**

ability → **inability, disability**

un + verb → doing the reverse of what the verb describes

lock → **unlock** dress → **undress**

in + adjective/adverb/noun (related to adjective) → the opposite of the original word

efficient → **inefficient**

efficiently → **inefficiently**

efficiency → **inefficiency**

- The prefix **in-** changes to:
 - il-** before **l-**: *legal* → **illegal**
 - im-** before **m-** and **p-**: *mature* → **immature**
patient → **impatient**
 - ir-** before **r-**: *rational* → **irrational**
- The prefix **in-** is **not** used to form opposites of **verbs**.
- The prefix **in-** is not used to form opposites of words beginning with **in-**:
 - interesting* → **uninteresting**
 - interpret* → **misinterpret**
 - integrate* → **disintegrate**

dis + verb → the opposite effect or reverse of the process described by the original verb

agree → **disagree** connect → **disconnect**

dis + noun/adjective/adverb → the opposite of the root word

agreement → **disagreement** agreeable → **disagreeable** agreeably → **disagreeably**

honesty → **dishonesty** honest → **dishonest** honestly → **dishonestly**

mis + verb → doing what the root describes wrongly or badly

judge → **misjudge** judgement → **misjudgement**

unit 06

Complete the sentences with the correct form of the words in capitals.

- 1 Even though he's twenty years old, he is rather _____.
- 2 Thomas said that he is _____ to attend the meeting because he's ill. I am a little _____ as to whether this is true or not.
- 3 The student was very _____ and answered the question _____, but the teacher asked him to try again.
- 4 He has become rich in a _____ way.
- 5 I didn't correct your essay because your writing was simply _____.
- 6 The teacher expressed her _____ with Tom because he's so _____ in class.
- 7 It was _____ of you to leave the baby _____.
- 8 Unfortunately, many climbers have been _____ in their attempts to climb Mt Everest.
- 9 I detest people who _____ animals or use them in _____ research.
- 10 Driving at speeds of 150 kilometres per hour is not only _____ but also _____.
- 11 Her _____ to help got her into trouble.
- 12 Why do you always have to _____ with what I say?
- 13 She's a very _____ person. She wants everything done immediately.
- 14 Don't sit in that _____ armchair, sit here.
- 15 Are you sure you didn't _____ him? He can't have said that.

MATURE
ABLE
DOUBT
NERVE, CORRECT
HONEST
LEGIBLE
SATISFACTION
OBEDIENT
RESPONSIBLE, ATTENDED
SUCCESS
TREAT, SCIENCE
LEGAL
SAFE
WILLINGNESS
AGREE
PATIENT
COMFORTABLE
UNDERSTAND

Examination Practice

A Read the text below and decide which answer A, B, C or D best fits each space.

PLASTIC MONEY

In the past, people bought goods using (1) _____. They rarely (2) _____ money from financial institutions and only when they had (3) _____ the money, did they buy what they wanted.

Recently, however, there have been great changes in the way people purchase goods. To begin with, some people pay for things by cheque, while others prefer monthly (4) _____, rather than paying the whole (5) _____ at once. Most consumers, though, prefer to buy things using their credit cards. (6) _____, it is thought that there are benefits to having a credit card. Apart from the fact that credit cards are handy, some stores offer bonus points to people making purchases, while others give (7) _____ on certain products.

On the other hand, credit cards must be used wisely because they can prove disastrous. In the long run, consumers find that they can't (8) _____ without their credit cards and constantly rely (9) _____ them, as they are "easy money". As a result, some people lose control of their finances spending more than they should and wind up not being able to (10) _____. So, they end up in (11) _____ and have difficulty (12) _____ it back.

1	A change	B cash	C notes	D currency
2	A lent	B let	C borrowed	D kept
3	A afforded	B owned	C saved	D possessed
4	A sums	B deposits	C budgets	D instalments
5	A amount	B debt	C bill	D cost
6	A Last but not least	B One by one	C By and large	D Every now and then
7	A bargains	B discounts	C tips	D prizes
8	A go	B make	C be	D do
9	A on	B in	C to	D of
10	A make matters worse	B make ends meet	C do their best	D do business
11	A debt	B loan	C charge	D owe
12	A to pay	B to paying	C in pay	D in paying

B Complete the text below with the correct form of the words in capitals.

HOMework

Homework is a part of every student's school life. (1) _____, many of them (2) _____ of the amount of homework they are given, and find it particularly (3) _____ when they have to study a lot before a test. This makes them feel (4) _____ and some even become physically sick when under pressure. Others sometimes find it (5) _____ to complete their homework, which makes teachers believe it's an act of (6) _____.

On the other hand, teachers consider homework (7) _____. They believe students should have a daily schedule to avoid getting (8) _____ and having to hand in (9) _____ homework. Moreover, teachers think (10) _____ amounts of homework put students' future at risk.

- FORTUNATE
- APPROVE
- FAIR
- ANXIETY
- POSSIBLE
- OBEDIENCE
- BENEFIT
- ORGANISED
- COMPLETE
- ADEQUATE

Prepositional Phrases

A Complete the blanks with prepositions.

regardless _____ according _____ owing _____ but _____
 due _____ because _____ instead _____ contrary _____
 except _____ apart _____ thanks _____ as _____

B Complete the blanks with prepositions.

_____ spite _____ _____ charge _____ _____ far _____
 _____ comparison _____ _____ control _____ _____ honour _____
 _____ favour _____ _____ behalf _____ _____ well _____

C Read the sentences and complete them with the prepositions in, on, at, by, under or to.

- 1 You'll find a fairly detailed map of the town _____ page 40 of this guide.
- 2 _____ my parents' surprise I passed all my examinations.
- 3 _____ the circumstances, the police officer had no other choice but to arrest them.
- 4 What's _____ your mind, Geoffrey? You look rather worried.
- 5 I promise to be _____ your side no matter what happens.
- 6 You look so calm and _____ ease with yourself.
- 7 _____ sum up, this book is a good read and I definitely recommend it.
- 8 I made several attempts to convince her, but _____ vain.
- 9 I was _____ the impression you knew how to operate the video camera.
- 10 Their willingness to employ me immediately without another interview took me _____ surprise.
- 11 _____ a certain extent, your anger is understandable.

Phrasal Verbs

Read the sentences on the left and match the phrasal verbs with their definitions on the right by writing the correct number in the box next to each definition.

A BREAK, BURN

- 1 I'm buying a new car because my old one keeps **breaking down**.
- 2 As soon as the government announced the harsh economic measures, riots **broke out** throughout the country.
- 3 The thief **broke into** the house and stole the jewels.
- 4 She couldn't handle being under so much stress so she **broke down** and started crying.
- 5 I started describing what had happened to the police officer but my sister **broke in** to tell him something I had forgotten.
- 6 They **broke up** after having been together for three years.
- 7 If Peter doesn't stop working so hard, he'll **burn out** before his time.
- 8 By the time the fire brigade arrived, the building had already **burnt down**.

- interrupt
- be destroyed by fire
- stop functioning
- end a relationship
- start suddenly
- become exhausted
- enter illegally
- lose control of one's feelings

B CUT

- 1 These pictures of film stars were **cut out** of different magazines.
- 2 The doctor told me to **cut down on** junk food.
- 3 The speaker was **cut off** by protesters many times during her speech.
- 4 Always **cut up** the meat for the dog, otherwise it will choke on it.
- 5 During the winter the island is **cut off** from the rest of the world.
- 6 The boys are shouting upstairs. Tell them to **cut it out!**

- reduce
- cut into small pieces
- cut from/remove
- stop doing
- interrupt
- isolated

C TURN

- 1 **Turn off** the heater. It's very hot in here.
- 2 John has **turned into** a reliable and efficient worker much to my surprise.
- 3 It **turned out** to be a great party.
- 4 More people **turned up** at the meeting than I had expected.
- 5 Can you please **turn down** the music? I can't hear you.
- 6 My application for a visa was **turned down** again.
- 7 Don't forget to **turn on** the alarm when you leave home.
- 8 I want you to know that you can **turn to** me for help any time.
- 9 When Jessica heard her favourite song, she **turned up** the radio full blast and started dancing.

- arrive unexpectedly
- reject
- switch off
- switch on
- reduce the amount of sound, heat, etc.
- increase the amount of sound, heat, etc.
- result in a particular way
- change to
- come to and ask for

Words with Prepositions

A Complete the blanks with prepositions.

Adjectives		Nouns	Verbs
ashamed _____	jealous _____	an example _____	believe _____
busy _____	mean _____ sb	an exception _____	comment _____
conscious _____	relevant _____	an opinion _____	contrast _____
friendly _____	short _____	a question _____	decide _____
good _____ sth (=competent)	useful _____ sb	a reaction _____	dedicate sth _____ sb
good _____ sb (=kind)	useful _____ sth		introduce sb _____ sb/sth
good _____ sb/sth (=beneficial)			mean _____
			relate _____
			think _____

B Read the following sentences and complete them with prepositions.

- 1 Walter is very **good** _____ the high jump.
- 2 Why are you always so **mean** _____ Sarah?
- 3 My friend Giles **introduced me** _____ the fascinating world of classical music.

unit 07

- 4 The travel book will be **useful** _____ our trip to Paris at the end of the month.
- 5 What exactly do you **mean** _____ saying I'm arrogant and a snob?
- 6 Most nouns form their plural in -s, but there are a lot of **exceptions** _____ this rule.
- 7 Mrs Ming is a very nice lady. She's always been **good** _____ me.
- 8 A glass of orange juice a day is **good** _____ you.
- 9 This brochure will be **useful** _____ all the tourists who visit the sights.

Grammar Revision (Modal Verbs)

See Grammar Review page 155

Read the short texts below and complete each blank with one word. All the missing words are modal verbs (can, could, may, should etc.)

- a As children, they (1) _____ to spend a lot of time together. They (2) _____ go for long bike rides along the coast until they reached the cave. Once there, they (3) _____ able to explore it to their heart's content, as no one else knew about this secret hideaway. They felt they (4) _____ to keep this place to themselves no matter what.
- b I'm worried about Gene. He hasn't been well lately. Yesterday, he was pale and he (5) _____ have been feeling sick, as he (6) _____ not eat a thing. I think he (7) _____ better see a doctor, as he (8) _____ have some serious illness he's not aware of. Of course, it (9) _____ just be a virus. To be on the safe side, though, I (10) _____ drop by his house later and tell him that he (11) _____ do something about it immediately.
- c When used properly, videos (12) _____ be very educational for children. Of course, they (13) _____ be suitable for their age and children (14) _____ not just be placed in front of the television and left unsupervised. Parents (15) _____ to be actively involved, too, as children (16) _____ not be passive viewers; they need someone to interact with while watching.
- d My car broke down yesterday and I (17) _____ to take the bus to work. I (18) _____ have taken a taxi instead, as it was a frustrating experience. We were all squashed together like sardines in a tin and we (19) _____ hardly breathe. To make matters worse, an overweight lady standing next to me wanted to get off at one point. "(20) _____ you mind moving a bit to the side so that I (21) _____ get to the door?" she said. She nearly squashed me to death! (22) _____ the public transportation system be this bad?

Points to remember

- ⊕ I **must** wash my car. ✓
I **have to** wash my car. ✓
~~I **must to** wash my car.~~
You **should** wash your car. ✓
You **ought to** wash your car. ✓
~~You **should to** wash your car.~~
Peter **would** wash his car every Saturday. ✓
Peter **used to** wash his car every Saturday. ✓
~~Peter **would to** wash his car every Saturday.~~
(Modal verbs are followed by a bare infinitive (without 'to').)
Note: have to, ought to and used to.
- ⊕ Jonathan **can** play tennis very well.
Jonathan **could** play tennis when he was ten years old.
If it doesn't rain, we **ll be able to** play tennis.
I **haven't been able to** contact Mike this week.
(*can* has no future or perfect tenses so *be able to* is used in its place.)
- ⊕ Bill **could** run quite fast when he was young.
(*general ability in the past*)
The injured athlete **was able to** finish the race.
(*ability in a particular situation in the past, especially a difficult one.*)
- ⊕ I **must** go to bed early tonight.
I **have to** get up early every morning.
I **had to** return some books to the library yesterday.
I've never **had to** wait for more than ten minutes at the doctor's surgery.
We'll **have to** work hard on our project next week.
(*must* has no past, perfect or future tenses, so *have to* is used in its place.)
- ⊕ He **must be** home now. ✓
He **must be** watching TV. ✓
(*Positive deductions about the present/future*)
He **must have** arrived early. ✓

He **must have been** working hard lately. ✓
(*Positive deductions about the past*)
He **can't be** home now, he is usually at work at this time of the day. ✓
He **can't be** watching TV. ✓
~~He **mustn't be** home now.~~
(*Negative deductions about the present / future*)
He **can't/couldn't** have stolen the money. ✓
~~He **mustn't** have stolen the money.~~
(*Negative deductions about the past*)

- ⊕ Ruth **needs to** see the doctor today. ✓
~~Ruth **need** see the doctor today.~~
Does Ruth **need to** see the doctor today? ✓
Need Ruth see the doctor today? ✓
Ruth **doesn't need to** see the doctor today. ✓
Ruth **needn't** see the doctor today. ✓
(*need* is used as a modal verb only in present tense questions and negations.)
- ⊕ They **didn't need to** return the books to the library today. (=it wasn't necessary and we don't know if they did or not.)
They **needn't** have returned the books to the library today. (=it wasn't necessary but they did so nonetheless.)
- ⊕ You **should** apologise. ✓
You **ought to** apologise. ✓
You **had better** apologise. ✓
(Refer to the present or future)
You **should have** apologised. ✓
You **ought to have** apologised. ✓
It **would have been better** if you had apologised. ✓
~~You **had better** have apologised.~~
(Refer to the past)

Key Transformations

- ⊕ Could I (possibly) turn the music down?
Do you mind if I turn the music down?
Would you mind if I turn/turned the music down?
Would you mind my turning the music down?
I wonder if I could turn the music down.
- ⊕ Your room **needs** tidying.
Your room **needs to be** tidied.
You **have/need to** tidy your room.
It is necessary for you to tidy your room.
It is necessary that you tidy your room.
- ⊕ It is not necessary for you to go shopping.
There is no need for you to go shopping.
You **don't need/have to** go shopping.
You **needn't** go shopping.
- ⊕ It was not necessary for you to go to the doctor.
There was no need for you to go to the doctor.
You **needn't** have gone to the doctor.
- ⊕ My grandfather went fishing every morning.
My grandfather **used to** go fishing every morning.
My grandfather **would** go fishing every morning.
- ⊕ The students did not manage to finish the project.
The students were not able to finish the project.
The students were unable to finish the project.
The students did not succeed in finishing the project.
- ⊕ (I think / Perhaps) you **should** take some time off work.
(I think / Perhaps) you **ought to** take some time off work.
You **had better** take some time off work.
The best thing you could do is take some time off work.
The best thing for you to do is take some time off work.

- 8 Smoking is not allowed in the building.
must You _____ in the building.
- 9 Perhaps Julie thought that you would check the report.
impression Julie may _____ that you would check the report.
- 10 It was wrong of you to steal that book.
should You _____ that book.
- 11 She is not obliged to cook if she doesn't have time.
have She _____ if she doesn't have time.

Section 2

Words easily confused

Use the correct form of the words in the boxes to complete the sentences in each group A-H below. You may use some of the words more than once. In some cases more than one word may be correct.

A think consider regard believe mean

- Please _____ my offer and call me if you decide to sell.
- I have been _____ of taking a holiday. I _____ I deserve it because I've worked hard all year.
- The death penalty is _____ as a barbaric practice by most people.
- I don't _____ he really _____ what he is saying, because he's usually joking.
- I didn't _____ to offend you. Please _____ me.

B realise understand recognise meet introduce present appreciate

- One day I'd like to _____ my favourite film star and get his autograph.
- That's the journalist that _____ the evening news. Don't you _____ her?
- The teacher didn't _____ that the students hadn't understood what he was saying.
- Aren't you going to _____ me to your friend? I haven't _____ her before.
- I _____ your help, but you must _____ that I want to do this on my own.

C assume guess suppose estimate calculate predict

- Since I hadn't studied for the test, I had to _____ most of the answers.
- We were _____ to play football today, but we cancelled it.
- It's almost impossible to _____ what the future holds.
- I _____ I'll be late for work, since there's so much traffic.
- We had _____ the value of the house to be around 60,000 dollars, but we hadn't _____ the cost of the renovation.

unit 07

D

idea view thought point aspect respect matter

- 1 She's very rude and has no _____ for anyone.
- 2 You should consider all _____ of his proposal, because he made some interesting _____.
- 3 In my _____, the education system should change.
- 4 I can't bear the _____ of going back to work after such a great holiday.
- 5 There's no _____ in talking to Clark about this problem, as he has no _____ about it.
- 6 As a(n) _____ of fact, I hired an interior decorator, who gave me some good _____.

E

queue line aisle corridor hall row

- 1 The cornflakes are in the third _____, sir.
- 2 Walk down the _____ and the toilet is the third door on your right.
- 3 The entrance _____ to my flat is so small that it's a waste of space.
- 4 Please get in _____ and wait your turn, madam!
- 5 We were lucky enough to be given seats in the front _____ at the theatre.
- 6 There was such a long _____ in the bank that I couldn't be bothered to go in.

F

available spare free convenient handy usable

- 1 When I bought my car, I got the air-conditioner _____ of charge. It really came in _____ during the summer.
- 2 Every car must have a(n) _____ tyre in the boot.
- 3 The Red Dog's new album is now _____ in music stores.
- 4 A laptop computer is very _____ because it is portable and _____ anywhere.
- 5 I'm _____ tomorrow evening. Would you like to go to the cinema?
- 6 A car is a very _____ means of transport compared to buses and trains.

G

absence lack shortage loss

- 1 After the accident, my father suffered a gradual _____ of memory.
- 2 Vicky's _____ from work was noticed, so the boss rang her at home.
- 3 The _____ of rain created severe _____ of fresh fruit and vegetables.
- 4 There's a world _____ of energy and scientists are looking for alternative sources.
- 5 Although I liked living with my family, I was annoyed by the _____ of privacy.

H

short scarce rare inadequate insufficient

- 1 As a botanist he specialises in _____ species of plants.
- 2 The book costs \$ 21 and I'm _____ by one dollar. Could you lend me some money?
- 3 A(n) _____ supply of oxygen to the brain can prove lethal.
- 4 In many parts of the world water is _____.
- 5 Parking space in the city centre is _____ due to the _____ number of car parks.

Derivatives

This unit deals with some verbs and nouns which derive from adjectives.

Adjective Root	Verb = Adjective + -en	Noun = Adjective + -ness
Describing a quality/state	Describing the process of acquiring the quality / state of the adjective	The quality / state described by the adjective
dark	darken	darkness

- Some other common adjectives that form verbs and nouns in the same way are: *fresh, hard, loose, quick, sharp, thick* and *weak*.
- The adjectives **broad, deep** and **wide** form nouns in **-th**:
broad → *broaden* → *breadth*
deep → *deepen* → *depth*
wide → *widen* → *width*
- Some verbs in **-en** do not derive from adjectives, but from the corresponding nouns:

Adjective	Noun	Verb
high	height	heighten
long	length	lengthen
strong	strength	strengthen
—	fright	frighten
—	threat	threaten

- The adjective **short** forms two nouns with a difference in meaning:
short → *shortness* (being short or having little of sth)
→ *shortage* (lack or insufficient quantity of sth)

Adjective Root in -nt	Noun in -nce or -ncy
Describing a quality / state	The quality/state described by the adjective
distant	distance
intelligent	intelligence
efficient	efficiency

- Most adjectives in **-ant/-ent** form nouns in **-ance** and **-ence**.
- Some common adjectives that form nouns in **-ance** are: *arrogant, assistant, ignorant, important, relevant, reluctant, resistant, significant* and *tolerant*.
- Some common adjectives that form nouns in **-ence** are: *absent, confident, convenient, different, evident, innocent, patient, present, silent* and *violent*.
- Some common adjectives in **-ant/-ent** that form nouns in **-ancy/-ency** are: *consistent, efficient, fluent, frequent, pregnant, proficient, redundant, transparent, urgent* and *vacant*.

Adjective Root in -te	Noun in -cy
Describing a quality / state	The quality/state described by the adjective
private	privacy

- Some other common adjectives that form nouns in the same way are: *(in)accurate, (in)adequate, (il)literate, immediate, intimate* and *obstinate*.
- The adjective **secret** forms two nouns with a difference in meaning:
secret → *secret* (fact known only to few people and not told to others)
→ *secrecy* (having/keeping secrets)
- The adjective **fortunate** does not form a noun in **-cy** but derives from the noun **fortune**.

unit 07

Complete the sentences with the correct form of the words in capitals.

- 1 Despite being a keen camper, I find the _____ in this forest _____.
- 2 In order to _____ your shoulders, you have to do many push-ups at the gym.
- 3 She didn't like the colour of her hair, so she decided to _____ it. She was, however, rather _____ about how dark it would become.
- 4 The suspect was released because of lack of _____ against him.
- 5 Being unable to meet John, I rang to apologise for the _____ I had caused him.
- 6 _____ in at least two languages is essential if you want to become an interpreter.
- 7 The town council placed restrictions on the water supply due to a _____ of water that year.
- 8 There are many complaints about the _____ of facilities for the handicapped.
- 9 The government attempted to reduce _____ by increasing police patrols.
- 10 The _____ of that lake has never been measured.
- 11 To calculate the area of a room, you multiply its _____ by its _____.
- 12 The doctor advised me to exercise in order to _____ my back muscles.
- 13 Amanda is unlikely to lose any weight, as she has a _____ for sweets and junk food.
- 14 Many flights were delayed today, causing growing _____ among the passengers.
- 15 In some countries, the percentage of _____ is still very high.

DARK, BEARABLE
BROAD
DARK
ANXIETY
EVIDENT
CONVENIENT
FLUENT

SHORT

ADEQUATE
VIOLENT
DEEP
LONG, WIDE
STRONG
WEAK

PATIENT

LITERATE

Examination Practice

A Read the text below and decide which answer A, B, C or D best fits each space.

NEW YEAR

New Year celebrations date as far back as 2000 BC in Mesopotamia. Yet, the actual date has changed a number of times. There was always a problem because New Year was (1) _____ by the movements of the Sun and Moon which allowed room for error. To (2) _____ a long story short, it wasn't until 1582, when the calendar we use today was (3) _____ that January 1st became New Year's Day in most cultures. Some cultures, however, celebrate the New Year at various times, according to their calendar and religious traditions. For example, the Chinese celebrate it between the 21st of January and the 19th of February. In (4) _____ with most of the world who celebrate at the beginning of the year, the Jewish people celebrate it in September or early October. In any case, the New Year is a festive occasion. Some people celebrate at home with no (5) _____ of champagne, while others party on the streets, watching the fireworks that the city council (6) _____ have provided. Others prefer night clubs, joining the long (7) _____ of people waiting to get in and dance the night away. In China, there are parades with dancing dragons and hundreds of people turn (8) _____ to look on. It is also common to make New Year's Resolutions, the (9) _____ being that most people (10) _____ the New Year as a chance to (11) _____ bad habits. (12) To sum _____, New Year is a time of celebration that a large proportion of the people look forward to.



1	A calculated	B assumed	C supposed	D considered
2	A break	B change	C cut	D turn
3	A realised	B recognised	C known	D introduced
4	A contrary	B opposite	C contrast	D difference
5	A shortage	B loss	C absence	D scarce
6	A likely	B should	C possibly	D may
7	A aisles	B queues	C rows	D corridors
8	A up	B on	C into	D out
9	A view	B point	C idea	D matter
10	A regard	B think	C believe	D realise
11	A cut	B break	C change	D split
12	A on	B for	C up	D in

B Complete the text below with the correct form of the words in capitals.



Last year I received some (1) _____ help and found myself in the (2) _____ position of fulfilling my dream - buying my own house. My friends tried to (3) _____ me by describing terrible experiences involving house hunting. I knew that my ordeal would test my (4) _____, but I was determined to go to any (5) _____. I wanted to live close to the city centre so I placed great (6) _____ on the location. I inspected numerous houses and finally found one I was happy with. I needed to (7) _____ the walls up a bit, but that wasn't a problem. I really loved the (8) _____ of the area, which was (9) _____, considering the short (10) _____ from the city centre. It was exactly what I had dreamed of.

- FINANCE
- DELIGHT
- FRIGHT
- PATIENT
- LONG
- IMPORTANT
- FRESH
- QUIET, USUAL
- DISTANT

Collocations/Expressions

A Complete the blanks with the verbs leave, put, set or shake.

_____ a stop to sth	_____ hands with sb	_____ pressure on sb
_____ fire to sth	_____ a message	_____ foot in
_____ an example	_____ the table	_____ the alarm clock

B Read the sentences and complete them with the correct form of the verbs put, set or shake.

- The university has _____ very high **standards** to attract the best students.
- Don't _____ **the blame on** him. He's not the one responsible for the accident.
- Jerry _____ **his head** in disappointment.
- She loved the house the minute she _____ **eyes on** it.
- Ian _____ a lot of **effort into** repairing that old car.
- Mrs Smith _____ her children **the task** of clearing out the attic.
- After years of imprisonment, the man who had wrongfully been accused of the robbery was finally _____ **free**.
- They have announced their engagement but they haven't _____ **a date** for their wedding yet.

C Complete the blanks with the verbs miss, or lose.

_____ interest in	_____ a class	_____ contact	_____ patience
_____ a competition	_____ weight	_____ control (over)	_____ an opportunity
_____ a chance	_____ one's job	_____ one's temper	_____ one's way
_____ money	_____ a train/plane etc.	_____ a meeting	
_____ a person	_____ a/your turn	_____ a match	

D Complete the sentences with the collocations/expressions in the box below.

out of the way under way by the way on the way way ahead one way or another there's no way
make our way to have it your way come a long way way of thinking way of life

- "This job is going to be done _____," said the manager in a determined voice.
- I'm _____ to Julie's house. Will I see you there?
- This school has _____ since its first year in operation, when it only had twenty students.
- We were asked to _____ the dining hall.
- Can you please move _____? We want to move this big box.
- Negotiations are _____ to buy a new striker, to improve the team's chances.
- _____ our parents will let us go to the rock festival next weekend.
- _____, whose turn is it to wash the dishes?
- Once you understand the lecturer's _____, his theory becomes quite easy to follow.
- Why must you always _____? It's not fair!
- Stop wasting your time in class, Michael. The rest of the class is _____ of you in Mathematics.
- Teenagers tend to idolise film stars and imitate the way they look and their _____.

Sentence Linkers

Complete the sentences/paragraphs with the sentence linkers in the box below.

furthermore what is more nevertheless not only yet likewise
besides otherwise to be more specific to tell you the truth similarly

- The students are not happy with their new English teacher. _____ does he assign them a lot of homework, but he is also very critical of their work.
- I felt like complaining to the airport authorities the other day. Our flight was delayed for an unknown reason. _____, the airline didn't bother to apologise for the inconvenience. _____, the airline representative I asked was of no help, if not rude. _____, I managed to stay calm and get the information I needed.
- _____, I don't think Adam is very good at his job. _____, he is slow and not very creative. _____, he believes that he is the backbone of the company. He is so annoying! _____, I don't dare to challenge him because of his close friendship with the manager. _____, I would not have a problem telling him a thing or two.
- If you change address notify me. _____, do so if your phone number changes.
- Reading books in a foreign language helps you expand your vocabulary. _____, watching films helps you get used to the pronunciation.

Phrasal Verbs

Read the sentences on the left and match the phrasal verbs with their definitions on the right by writing the correct number in the box next to each definition.

A PUT

- Even though it was summer, I still needed to **put on** a jumper at night.
- Jane shouldn't have to **put up with** that noisy class.
- We will have to **put off** the barbecue if the rain continues.
- Why must you **put yourself through** all this stress?
- The students were told to **put away** their books and clear their desks.
- I **put** money **aside** every month, so that I would have enough for my summer holidays.
- Jason **put on** a lot of weight over the summer break.
- The man I was sitting next to asked me to **put out** my cigarette.
- I was more than happy to **put** my friend **up** for the summer.
- Just a minute, sir. I'll **put** you **through** to Mr Jones.
- I have **put** a lot of work **into** this project.

- devote to
- wear
- save
- suffer
- postpone
- extinguish
- offer hospitality to
- tolerate
- gain
- put sth in its usual place
- connect by telephone

B LAY, SET, SETTLE

- As soon as the new teacher introduced herself, she **laid down** her rules.
- We have **laid out** the garden. It should look beautiful in spring.
- The stall was **set up** and ready for business.
- After years of living with friends, Geoffrey decided it was time to **set up** a home of his own.
- The group **set off/out** early in the morning to climb the treacherous peak.
- I **set out** this morning to clean the garden but was interrupted by the rain.
- Technical problems **set us back** two weeks.
- It took Jill months to **settle into** her new home.
- Carl was not the type to **settle down**, so his announcement that he was going to marry soon took everyone by surprise.

- establish, create
- state, establish
- start living a quiet life in a place
- delay
- begin a journey
- start doing sth
- become used to
- make the necessary preparations for sth to start
- plan and arrange how sth should appear

Words with Prepositions

A Complete the blanks with prepositions.

Adjectives	Nouns	Verbs	
afraid _____	(give) advice _____	advise sb _____ sth	occur _____
(in)capable _____	a hope _____	choose _____ two	point _____
confident _____	protection _____	choose _____	prefer _____
(be) free _____ sth	a reputation _____	collaborate _____	prepare _____
handy _____	a result _____	communicate _____	prevent _____
polite _____	a specialist _____	connect _____	refer _____
upset _____		cope _____	result _____
		explain sth _____ sb	(= cause to happen)
		listen _____	result _____
		mention _____	(= be caused by)

B Read the following sentences and complete them with prepositions.

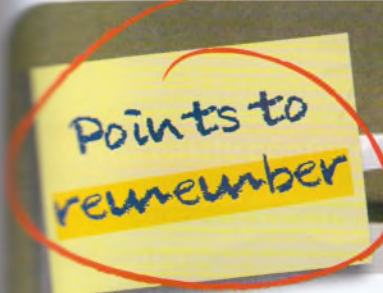
- 1 A compass may come in **handy** _____ our hiking trip next week.
- 2 Sunscreen offers **protection** _____ the sun's harmful rays.
- 3 We have a variety of materials to **choose** _____.
- 4 Her aggressive behaviour **resulted** _____ her being fired.
- 5 You can **choose** _____ the red or the blue dress.
- 6 These yoghurts are **free** _____ artificial colouring.
- 7 The damage to their property **resulted** _____ the fire.
- 8 Must I always **explain** everything _____ you twice?
- 9 The local councils decided to **collaborate** _____ one another for the protection of the environment.
- 10 The doctor **advised** his patient _____ the risks involved in smoking.
- 11 The accident was the **result** _____ his carelessness.

Grammar Revision (Passive Voice)

See Grammar Review page 157

Read the text below and complete each blank with one word.

The Loch Ness Monster (1) _____ thought to be one of the world's most famous mysteries. Nessie, as her fans call her, is believed (2) _____ be living in the Scottish loch (lake) Ness. Scientists as well as ordinary people (3) _____ fascinated by the mystery of the existence of a very large living creature which (4) _____ still unknown to science. However, it is very unlikely for an animal to (5) _____ living in Loch Ness, as it is deep, dark, very cold and almost lifeless. Arthur Grant is alleged to (6) _____ encountered Nessie on January 5th, 1934. Being a veterinary student himself, he gave a detailed description of the animal which matched the portrait of a plesiosaur—a prehistoric aquatic reptile which had (7) _____ considered extinct for more than sixty million years. Nevertheless, many sonar and photographic recordings (8) _____ been obtained (9) _____ several scientific teams over the years. Unfortunately, none of them could (10) _____ used to provide any form of evidence that Nessie exists. Long-necked water monsters are (11) _____ detected every now and then in several other Scottish lochs. For this reason, Scotland has become a popular holiday destination and (12) _____ visited by millions of tourists every year.



Points to remember

- ⑤ They **gave** him a puppy for his birthday. →
He was given a **puppy** for his birthday. ✓
A puppy was given **to him** for his birthday. ✓
~~A puppy was given him for his birthday.~~
- ⑤ We **bought** Susan a new camera. →
A new camera was **bought for** Susan. ✓
(Use the prepositions **to** and **for** before the indirect object - person - of passive verbs.)
- ⑤ We **heard** him say that he was guilty. ✓
~~We heard him to say that he was guilty.~~
He was **heard to say** that he was guilty. ✓
~~He was heard say that he was guilty.~~
(see, hear + bare infinitive in Active Voice;
see, hear + full infinitive in Passive Voice)
- ⑤ Joe **helped** Sue **carry/to carry** her suitcase. →
Sue was **helped to carry** her suitcase. ✓
~~Sue was helped carry her suitcase.~~
(help + full / bare infinitive in Active Voice;
help + full infinitive in Passive Voice)
- ⑤ Mary **made** the children **wash** their hands. ✓
~~Mary made the children to wash their hands.~~
The children were **made to wash** their hands. ✓
~~The children were made wash their hands.~~
(make + bare infinitive in Active Voice;
make + full infinitive in Passive Voice)
- ⑤ The dangerous scenes of the film were performed **by stuntmen**.
The forest was destroyed **by fire**.
The photograph was taken **with an expensive camera**.
(by + agent (person or thing), with + instrument)
- ⑤ **Who** wrote this essay? →
Who(m) was this essay **written by**? ✓
- ⑤ **By whom** was this essay **written**? ✓
~~Who was this essay written?~~
What caused the power failure? →
What was the power failure **caused by**? ✓
~~What was the power failure caused?~~
(When asking about **the agent** of a passive sentence, **by** must be included in the question.)
- ⑤ She couldn't sleep because she was **terrified** by the horror film. ✓
Terrified by the horror film, she couldn't sleep. ✓
She couldn't sleep because she **had been terrified** by the horror film. ✓
Having been terrified by the horror film, she couldn't sleep. ✓
~~Been terrified by the horror film, she couldn't sleep.~~
(Past and perfect participles may replace clauses in the passive voice.)
- ⑤ They **accused** Harry of stealing the money. →
Harry was **accused of** stealing the money.
(In the Passive Voice the preposition of prepositional verbs goes immediately after the verb.)
- ⑤ We **haven't touched anything**. →
Nothing has been touched. ✓
~~Anything has not been touched.~~
(any + compounds in Active Voice
no + compounds in Passive Voice)
- ⑤ They **didn't let me** buy a dog. →
I was **not allowed to** buy a dog. ✓
~~I was not let to buy a dog.~~
(let in Active Voice → be allowed to in Passive Voice)

Key Transformations

- ⑤ I haven't told anyone the news yet.
No one has been told the news yet.
- ⑤ Susan was amazed to find out that her book was missing.
To Susan's amazement, her book was missing.
- ⑤ We expect that the Australian athlete will win the race.
It is expected that the Australian athlete will win the race.
The Australian athlete is expected to win the race.
- ⑤ Julie's parents allow her to go to parties.
Julie's parents let her go to parties.
Julie is allowed to go to parties.
Julie's parents give her permission to go to parties.
- ⑤ Julie is permitted to go to parties.
Julie has her parents' permission to go to parties.
- ⑤ Julie's parents don't allow her to go to parties.
Julie's parents don't let her go to parties.
Julie is not allowed to go to parties.
Julie cannot get her parents' permission to go to parties.
Julie is forbidden to go to parties.
- ⑤ One must not smuggle goods into the country.
It is not allowed to smuggle goods into the country.
It is illegal to smuggle goods into the country.
It is against the law to smuggle goods into the country.
It is forbidden to smuggle goods into the country.

Examination Practice

A Read the text below and think of the word which best fits each space. Use only one word in each space.

THE GREAT WALL OF CHINA

The Great Wall of China (1) _____ known to be over 1900 kilometres long, making it by far the longest wall in the world. The building of the wall is said (2) _____ have begun in the third century BC (3) _____ the Emperor Shih Huangti. The reason it (4) _____ built was to keep the Huns out of Central Asia. A lot of effort was put (5) _____ constructing the wall. It is (6) _____ of earth, stone and brick and its highest section is close to nine metres. Over the centuries, the wall has often (7) _____ added to, rebuilt and repaired. This was done to give China protection (8) _____ invaders. Despite its size, however, the wall failed to (9) _____ a stop to invading armies such as the Mongols and the Manchus.



The wall is still of great importance, as it divides Inner China from Outer China. What is (10) _____, it is useful for dividing the region into cultivated land and pastureland. The Great Wall holds another impressive record which won't (11) _____ surpassed for quite a while; it is the only man-made structure visible from space. It is no wonder that most travel guides refer (12) _____ the Great Wall of China as the world's greatest tourist attraction.

B Complete the second sentence so that it has a similar meaning to the first sentence, using the word given unchanged. You must use between two and five words, including the word given.

1 They had to postpone the match until next week.

put The match _____ until next week.

2 We haven't told anyone about the change in our plans.

informed No one _____ the change in our plans.

3 We had to go up the stairs because someone was using the lift.

so The lift _____ we had to go up the stairs.

4 Experts believe that the landslides were caused by recent floods.

resulted The landslides are _____ recent floods.

5 She doesn't let him smoke in the house.

allowed He _____ in the house.

6 We mustn't park on the yellow line.

forbidden It _____ on the yellow line.

7 The teacher saw two students leave the school.

were Two students _____ the school.

8 The coach let the players take the day off.

permission The players _____ take the day off.

Section 2

Words easily confused

Use the correct form of the words in the boxes to complete the sentences in each group A-I below. You may use some of the words more than once. In some cases more than one word may be correct.

A choose pick gather collect

- 1 Every spring the peaches are _____ from the trees and packed in boxes.
- 2 I have been _____ coins for the last five years. I have one coin that dates back to 1935.
- 3 We can _____ between getting a blue or a black car.
- 4 Many people _____ round the injured man to see how badly he was hurt.
- 5 The two captains had to _____ the players for their team.

B choice collection selection election variety option

- 1 I don't have a(n) _____, as you didn't give me any _____.
- 2 Every four years there is a general _____ and people vote for the party they prefer.
- 3 My stamp _____ consists of two thousand stamps.
- 4 Aspirin is the number one _____ for combating fever and pain.
- 5 The shop has ice cream in a(n) _____ of flavours.
- 6 John's _____ as captain of the team took us by surprise.

C consult advise suggest propose recommend

- 1 Would you _____ this restaurant or not?
- 2 If the chest pain continues, you must _____ a doctor.
- 3 I _____ we go to Malta for a week, unless you can _____ another destination.
- 4 The doctor _____ me to take a few days off work due to a persistent illness.
- 5 The government _____ making radical changes to the health system.

D tip clue advice information

- 1 The FBI is still looking for _____ to help them catch the dangerous criminal.
- 2 Take my _____ and see your bank manager if you're having financial problems.
- 3 I need _____ regarding the polar bear for my project.
- 4 Our teacher gave us some useful _____ on how to prepare for the exams.

unit 08

E reliable responsible reasonable respectable

- 1 I bought a television set, as I found the price very _____.
- 2 At camp, each teacher was _____ for twenty students.
- 3 Judges are considered _____ members of society.
- 4 She's a very _____ person, so you can turn to her if you are having any problems.

F mention refer express comment report

- 1 Most western economies are _____ to as "free markets".
- 2 My manager asked me to _____ back to her after the seminar.
- 3 The woman _____ her dissatisfaction to the builder for not having the house ready on time.
- 4 The politician refused to _____ on the new tax laws.
- 5 The children didn't _____ anything about the trip until the last minute.
- 6 He _____ the theft of his briefcase to the police.

G announce inform confess introduce reveal publish

- 1 When the thief _____ to the robbery, he was officially charged with the crime.
- 2 The journalist refused to _____ her source, saying it was highly confidential.
- 3 The well known author _____ his new novel last week.
- 4 The finance minister _____ that there would be no wage increases for the following year.
- 5 The headmaster _____ the new teacher to the class.
- 6 If you lose your credit card, _____ the bank immediately.
- 7 The potato was _____ to Europe in 1565.

H ensure insure reassure make sure confirm

- 1 _____ you lock the windows before you go.
- 2 I had to ring the airline to _____ my flight 48 hours in advance.
- 3 You should _____ your car against fire and theft.
- 4 She _____ me that everything would go according to the plan.
- 5 The role of the judge is to _____ proper legal proceedings.

I agree accept admit approve

- 1 I don't _____ of people smoking in a doctor's waiting room.
- 2 I don't always _____ with Jessica, because we don't share the same views.
- 3 After being questioned, the student _____ that he had cheated in the test.
- 4 Children are warned not to _____ sweets from strangers.

Derivatives

This unit deals with verbs and nouns which derive from adjectives.

Adjective Root	Verb = Adjective + -ise
Describing a state or condition	Acquiring the state or condition described by the adjective
general	generalise

- Some other common adjectives that form verbs in the same way are: *familiar, fertile, legal, mobile, modern, neutral, special, stable* and *sterile*.
- Pay attention to the following irregularity:
stable → *stabilise*

Adjective Root in -able/-ible	Noun in -ability/-ibility
(in)capable (im)possible	(in)capability (im)possibility

- Some other common adjectives that form nouns in **-ability** are: *available, stable* and *suitable*.
- Some other common adjectives that form nouns in **-ibility** are: *flexible, responsible, sensible* and *visible*.
- The nouns **ability** and **stability** form opposites with the addition of the prefix **-in**, not **-un**.
unable → *inability*
unstable → *instability*

	Adjective Root	Noun + -ity
-ous	generous	generosity
-e	secure	security
-al	original	originality
-ive	creative	creativity
-or	major	majority
-ar	similar	similarity
-an	human	humanity
-ic	authentic	authenticity
-d	humid	humidity

- Some nouns which derive from adjectives do not follow the rules presented above. Some of these are:
ambiguous → *ambiguity* *ferocious* → *ferocity*
anonymous → *anonymity* *simple* → *simplicity*
- Note the following irregularities:
safe → *safety*
various → *variety*

Nouns in -hood
likely → likelihood lively → livelihood

unit 08

Complete the sentences with the correct form of the words in capitals.

- 1 It is of vital _____ that doctors _____ surgical equipment before using it.
- 2 It is your _____ to switch off the lights when you leave.
- 3 _____ was down to a metre due to the thick fog, so we had to drive very _____.
- 4 Supermarkets offer a _____ of products to consumers.
- 5 They depended on growing tomatoes for their _____.
- 6 He is very _____ and has a lively _____, so he gets along with almost everyone.
- 7 For their own _____, passengers are advised to remain seated.
- 8 The manager of the company is concerned about the decrease in _____.
- 9 Do you know the saying " _____ killed the cat"?
- 10 Can you sign this document, please? Don't worry, it's just a _____.
- 11 Violent, trouble-causing hooligans are a _____ among football fans.
- 12 We would like to point out the _____ between this new type of engine and the _____ one. They have nothing in common.
- 13 You have to _____ plants if you want them to grow well.

IMPORTANT, STERILE

RESPONSIBLE

VISIBLE

CAUTION

VARIOUS

LIVELY

CHEER, PERSONAL

SAFE

PRODUCTIVE

CURIOUS

FORMAL

MINOR

SIMILAR

CONVENTION

FERTILE

Examination Practice

A Read the text below and decide which answer A, B, C or D best fits each space.

ADVERTISING

In this day and age, advertising is big business. It (1) _____ a lot of effort into effectively (2) _____ the public about a product or service. Advertisements are introduced through a (3) _____ of means. Companies can choose (4) _____ the print media, television, radio or even huge lit-up billboards that (5) _____ put up around our cities and which (6) _____ that we buy this type of ice-cream or that type of trainer. Advertising companies use a number of techniques to attract our attention, including stunning photography, eye-catching graphics, jingles or clever (7) _____. (8) _____, companies may employ famous people like film stars to (9) _____ their products.

However, many governments have introduced rules and regulations that advertisers must follow. These codes of conduct (10) _____ that advertisers don't make exaggerated claims or offend certain groups of people. In some countries, advertisements can be displayed only in specific areas. (11) _____, some countries do not (12) _____ of the advertising of certain products, like tobacco, so they don't allow such advertising at all.

1	A sets	B puts	C lays	D does
2	A introducing	B explaining	C informing	D mentioning
3	A variety	B choice	C collection	D selection
4	A from	B between	C through	D throughout
5	A have been	B have	C had been	D had
6	A mean	B approve	C suggest	D consult
7	A descriptions	B comments	C reports	D announcements
8	A To be more specific	B Yet	C Not only	D What is more
9	A recommend	B suggest	C advise	D propose
10	A reassure	B insure	C ensure	D confirm
11	A Furthermore	B Nevertheless	C Otherwise	D Likewise
12	A accept	B admit	C agree	D approve

B Complete the text below with the correct form of the words in capitals.

AIR-CONDITIONERS



The American inventor W.H. Carrier developed the first air-conditioning unit in 1902. Since then, the (1) _____ of air-conditioners has increased (2) _____. Given people's (3) _____ to function in the heat, air-conditioners provide them with a feeling of comfort. That is why the (4) _____ of even more people installing air-conditioners for (5) _____ use in the (6) _____ of their own home will increase further.

But what do they do? Their aim is to (7) _____ the temperature in a room. This is accomplished by the (8) _____ of a fan, which also removes dust and odours from the air and controls the humidity. The (9) _____ of an air-conditioner depends on the power of its fan. Nowadays there is a great (10) _____ of air-conditioners on the market which are bound to cover each person's needs.

POPULAR, RAPID
 ABLE
 LIKELY
 PERSON, PRIVATE
 STABLE
 PRESENT
 EFFICIENT
 VARIOUS

Prepositional Phrases

A Complete the blanks with the prepositions **in, on, at, by** or **under**.

_____ arrest	_____ the radio	_____ return	_____ purpose
_____ reality	_____ one's opinion	_____ force	_____ average
_____ a diet	_____ heart	_____ last	_____ conclusion
_____ a mess	_____ any case	_____ addition	_____ demand
_____ fire	_____ control	_____ first sight	_____ strike
_____ mistake	_____ television	_____ oneself	_____ half
_____ general	_____ particular	_____ detail	_____ the whole
_____ second thoughts	_____ the contrary	_____ all costs	_____ person
_____ the long run	_____ summary	_____ pairs	

B Read the sentences and complete them with the prepositions **in, into, on, at, by, for** or **off**.

- 1 The statue in the square is _____ **memory of** the soldiers who fought in the war.
- 2 The drowning child was rescued by the lifeguards who were _____ **duty** at the time.
- 3 Rainwater is carried away from the streets _____ **means of** a drainage system.
- 4 The items _____ **sale** were all second hand.
- 5 Most people shop _____ **credit** nowadays due to the convenience of credit cards.
- 6 _____ **all accounts**, she is a great performer.
- 7 I accidentally dropped an expensive vase on the floor and it broke _____ hundreds of **pieces**.
- 8 I can't believe it! I was booked by the police for driving _____ **60km/h**.
- 9 Please state your name and address _____ **full**.
- 10 Try to keep calm _____ **the sake of** your children.
- 11 Despite the fact that the police officer was _____ **duty**, he chased the bank robber down the street and managed to arrest him.
- 12 The house next to ours is up _____ **sale** and we're thinking of buying it.
- 13 _____ **all means**, you can help yourself to anything that's in the fridge.
- 14 The present government came _____ **power** two years ago.
- 15 The war was eventually won, but _____ **a great cost** in human lives.

Phrasal Verbs

Read the sentences on the left and match the phrasal verbs with their definitions on the right by writing the correct number in the box next to each definition.

A MIX, RUN, HANG

- 1 John is a very good host. He knows how to **mix with** the crowd.
- 2 My sister and I are twins and people always **mix us up**.
- 3 **Run along** now, I'm busy; I'll talk to you after the break.
- 4 He was a restless teenager and kept **running away from** home.
- 5 You won't believe who I **ran into** at the department store yesterday!
- 6 My dog Dido was nearly **run over** by a car yesterday.
- 7 Gary **ran out of** petrol in the middle of nowhere.
- 8 Teenagers tend to **hang about/around** arcades spending their pocket money on video games.
- 9 The man on the other end of the line was so rude that I **hung up** on him.
- 10 I was told to **hang on** while they connected me with another department.
- 11 Jeff doesn't **hang out** in the city centre anymore.

- knock down with a vehicle
- confuse
- meet unexpectedly
- spend time at a place not doing anything important
- go away
- wait for a short time
- leave, escape from
- socialise
- have no more left
- put down the receiver, end a phone call suddenly
- frequent, go often

B FALL, HURRY, TRY

- 1 Frank **fell for** Susan during their final year at university.
- 2 The managing director replaced the sales manager after **falling out with** him over a crucial issue.
- 3 Most students had **fallen behind** in their studies because of the demanding workload.
- 4 The company **fell apart** when the managing director was arrested for fraud.
- 5 If you don't **hurry up**, we'll miss the beginning of the concert.
- 6 While shopping, George has to **try on** at least five shirts before he makes up his mind.
- 7 I had the opportunity to **try out** all the latest power tools at last week's do-it-yourself exhibition.

- be strongly attracted to
- make haste, do sth quickly
- put on clothes to see if they fit or look nice
- not make adequate progress
- stop existing or functioning
- test
- have an argument with

Words with Prepositions

A Complete the blanks with prepositions.

Adjectives	Verbs		
anxious _____ sth	(dis)agree _____ sb	beg _____	quarrel _____ sb
concerned _____	_____ a subject	complain _____ sb	_____ sth
late _____	(dis)agree _____ sb	_____ sth	speak _____ sb
nervous _____	_____ an action	complain _____ sth	talk _____ sb
worried _____	apply _____ sb/an	criticise sb _____ sth	_____ sth
	institution _____ sth	discourage sb _____	thank sb _____ sth
Nouns	argue _____ sb	doing sth	wonder _____
a complaint _____	_____ sth	object _____ sb/sth	worry _____ sb/sth
	ask _____		

unit 09

B Read the following sentences and complete them with prepositions.

- 1 Joe looks very **worried** _____ his job. Why doesn't he **talk** _____ someone _____ it?
- 2 The captain **demanded** more effort _____ his team.
- 3 Most workers **agreed** _____ the management _____ having a wage cut to save their jobs.
- 4 I **applied** _____ a computer company _____ the position of sales representative on offer.
- 5 Jane was **late** _____ Susan's birthday party on Friday night.
- 6 I always **quarrel** _____ my sister _____ what to watch on TV.
- 7 Why must you always **argue** _____ Donald _____ football?

Grammar Revision (Pronouns-Causative Form)

See Grammar Review page 158

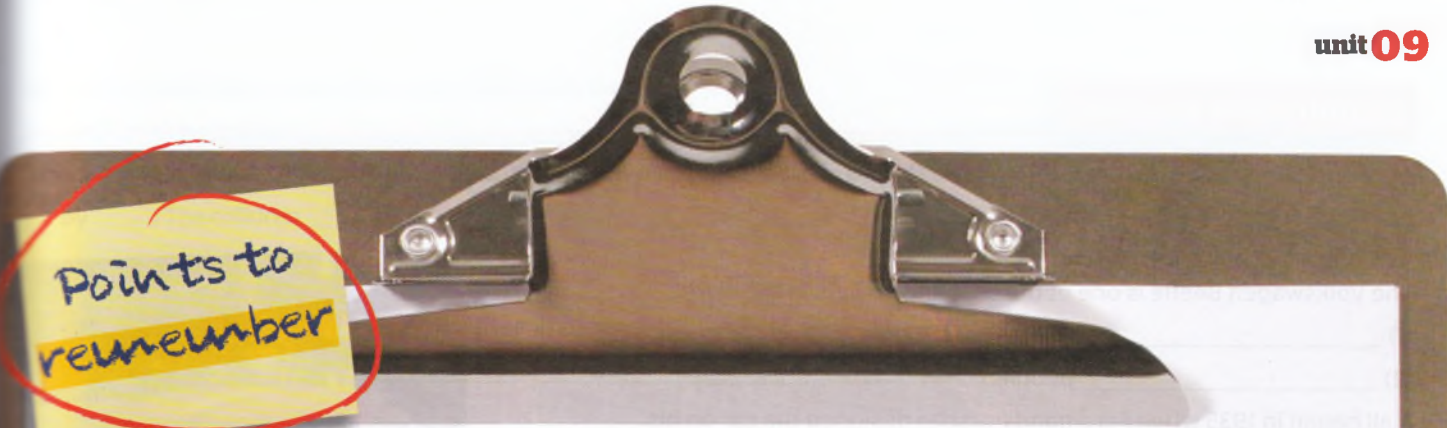
Read the short texts below and complete each blank with one word.

- a As soon as I got my driver's licence, I stopped taking the bus to work and started driving my (1) _____ car. It was great! However, after a few months I noticed that my car wasn't running very well. I had never (2) _____ the car serviced, so I decided it was time I took (3) _____ to a garage. The problem was that I didn't have much money. So, I went to a friend of (4) _____, Harry, who I knew fixed (5) _____ car (6) _____. Harry had almost become a professional over the years and had even turned (7) _____ garage into a workshop. He had a great car too, better than (8) _____. He was kind enough to have a look at my car, and after that (9) _____ ran smoothly again. I was so satisfied that I decided to get (10) _____ (11) _____ check my car in the future.



- b I was feeling really nervous about (12) _____ some medical tests done, but my mother assured (13) _____ that I had nothing to worry about. When the day came, she couldn't accompany me because she had (14) _____ someone to paint our house and she had to be there herself, so I went by (15) _____. First, I was seen by a physician who examined (16) _____ ears, nose and throat. I had no problem with that, but I hated even the idea of (17) _____ a blood test done. Just the sight of that needle makes (18) _____ feel faint! After that ordeal, I was told that I had to (19) _____ my chest X-rayed, so I went to the radiography department. The test results came out a week later and showed that there was nothing wrong with (20) _____. I was so relieved that I wouldn't be having any more tests done for a while.





Points to remember

- ④ Mary **typed** three letters yesterday.
(Active Voice, she typed them herself.)
Mary **had/got** three letters **typed** yesterday.
(Causative Form, someone else typed them for her.)
Three letters **were typed** yesterday.
(Passive Voice, we don't know who typed the letters; it could have been Mary.)
- ④ Mary **had** some letters **typed** yesterday.
Did Mary have any letters **typed** yesterday? ✓
~~Had Mary any letters typed yesterday?~~
(Questions in the Causative Form are formed with **do/does/did** in the Present and Past Simple.)
- ④ She **has** her children **tidy** their bedroom every weekend. ✓
(= She **makes** her children tidy their bedroom.)
~~She has her children to tidy their bedroom every weekend.~~
She **got** her children **to tidy** their bedroom yesterday. ✓
(=She **persuaded** her children to tidy their bedroom.)
~~She got her children tidy their bedroom yesterday.~~
- ④ They **had** their flat **broken into** last night. (Their flat was broken into last night.)
(The Causative Form is often used instead of the Passive Voice for accidents or misfortunes.)
- ④ I have **my own** car now, so I don't have to borrow my father's. ✓
Not even **his own mother** recognised him in his disguise. ✓
~~I went shopping with my own mother on Friday.~~
(Own is used for emphasis or to indicate that something belongs only to a particular person, thing or group.)
- ④ That **woman's** cat ate my pet hamster. ✓
~~The cat of that woman ate my pet hamster.~~
The cat of the woman who lives next door ate my pet hamster. ✓
~~The woman's who lives next door cat ate my pet hamster.~~
(of + noun is used for people only in long phrases.)
- ④ You need to take some time off and **relax**. ✓
~~You need to take some time off and relax yourself.~~
(Reflexive pronouns are not used after the verbs **relax, rest, concentrate**.)
- ④ I **woke up** early this morning. ✓
~~I woke myself up early this morning.~~
(Reflexive pronouns are not used after verbs such as **wake up, wash, dress, shave, sleep** etc.)
- ④ The woman was looking right **in front of her**. ✓
~~The woman was looking right in front of herself.~~
(Reflexive pronouns are not used after prepositions of place.)
- ④ We **enjoyed ourselves** very much at the party. ✓
We **enjoyed the party** very much. ✓
~~We enjoyed very much at the party.~~
(Reflexive pronouns are used after verbs such as **enjoy, help, teach** etc. when the subject and the object of the verb are the same.)
- ④ They were looking at **each other**. ✓
They were looking at **one another**. ✓
~~They were looking at one other.~~
- ④ I'd like **another** glass of milk. ✓
I'd like **one more** glass of milk. ✓
~~I'd like one other glass of milk.~~
We drove for **another** ten miles and then we stopped. ✓
We drove for **ten more** miles and then we stopped. ✓
~~We drove for ten other miles and then we stopped.~~
- ④ We are meeting **the other students** at the train station. ✓
We are meeting **the others** at the train station. ✓
~~We are meeting the others students at the train station.~~
(When **other** is used before a noun, it does not take an s.)

Key Transformations

- ④ A computer expert must update my computer.
I need to/must have my computer updated.
My computer needs updating.
I need to have a computer expert update my computer.
I need to get a computer expert to update my computer.
- ④ A mobile phone company sponsored the young artists' exhibition.
The young artists had their exhibition sponsored by a mobile phone company.
- ④ The young artists' exhibition was sponsored by a mobile phone company.
- ④ No one helped me paint my apartment.
I painted my apartment on my own.
I painted my apartment (all) by myself.
- ④ One of my cousins is a famous basketball player.
A cousin of mine is a famous basketball player.
- ④ We made sure that the books were returned to the library.
We had/got the books returned to the library.

Examination Practice

A Read the text below and think of the word which best fits each space. Use only one word in each space.

THE VW BEETLE

The Volkswagen Beetle is one of the best known cars in the world.

- (1) _____ all accounts, it defined a whole generation
- (2) _____ people.

It all began in 1935 when Ferdinand Porsche designed the car on his

- (3) _____ and later presented it to the German public.

Although back then it was criticised (4) _____ its shape

and its noise level, the car went on to become a legend. During World War

II, the Volkswagen factory was burnt down, but this did not discourage the

manufacturers (5) _____ continuing their work. At the end of

the war, Volkswagen (6) _____ its factory rebuilt by the Allies, among others.

In 1946, Volkswagen named the car 'Type I' to mark a new start for the company. Within two years, the first Beetle

convertible was produced. Although complaints (7) _____ the noise persisted, the Volkswagen

designers made every effort to improve (8) _____ model. They always believed it was only a matter of

time before everyone fell (9) _____ the Beetle - and they were right!

Over the years, sales grew dramatically and by 1972 the Beetle had made its way into history books as the most produced

car ever! Its production reached twenty million cars in 1981, a high percentage (10) _____ which were

exported to the United States.

In 1999, the new Beetle went (11) _____ sale. This model is not simply a more fashionable version of the

original (12) _____. It is a completely new, modern car which has definitely come a long way since the

1935 model.



B Complete the second sentence so that it has a similar meaning to the first sentence, using the word given unchanged. You must use between two and five words, including the word given.

- 1 Someone stole Bill's briefcase yesterday.

stolen Bill _____ yesterday.

- 2 Our flat needs painting before we rent it out.

get We need _____ before we rent it out.

- 3 Sheila, make sure they sign the contracts by the end of the day.

signed Sheila, _____ by the end of the day.

- 4 My secretary has rescheduled the meeting for Tuesday.

had I _____ for Tuesday.

- 5 Did you know that one of our friends painted this picture?

friend Did you know that _____ painted this picture?

- 6 Have some more cheesecake.

help Please, _____ some more cheesecake.

- 7 Jennifer finally agreed to apply for the position.

got They finally _____ for the position.

- 8 He always waxes his car on his own.

anyone He never _____ his car.

- 9 The children were told to be well-mannered in front of the guests.

behave The children were told _____ in front of the guests.

10 The students were made to do some extra work for the project.

had The teacher _____ some extra work for the project.

11 No one helped the children build the treehouse, that's why they were so proud of their achievement.

by The children _____, that's why they were so proud of their achievement.

12 We had a very good time at the rock concert.

enjoyed We _____ at the rock concert.

Section 2

Words easily confused

Use the correct form of the words in the boxes to complete the sentences in each group A-H below. You may use some of the words more than once. In some cases more than one word may be correct.

A say · tell · speak · talk · discuss · debate

- 1 Don't interrupt the teacher while she's _____.
- 2 We _____ the problem at the meeting so that everybody could give their opinion.
- 3 It's so noisy in here that I can't hear what he's _____.
- 4 We were amazed to find out that she _____ five languages.
- 5 "Don't _____ me what to do!" he _____ to her in a loud voice.
- 6 The panel _____ women's role in society.

B ask · demand · wonder · question · apply

- 1 The customer _____ a full refund because his washing machine didn't work.
- 2 I'll _____ my parents if I can go to the concert.
- 3 You must _____ for a visa if you want to visit China.
- 4 Bill _____ whether he would be able to finish his report on time.
- 5 The police _____ the suspect for hours.
- 6 John _____ the waiter for the bill.
- 7 Most patients hardly ever _____ their doctors' decisions.

C require · request · order · beg · inquire · command · appeal

- 1 The homeless often _____ in the streets for money.
- 2 The couple weren't satisfied with the court's decision, so they decided to _____ to a higher court.
- 3 I would like to _____ a pizza and a lemonade, please.
- 4 The teacher expects the students to _____ permission to leave the room.
- 5 Applicants for this position are _____ to have a degree in Accounting.
- 6 Jerry called the bank to _____ about the home loans they had on offer.
- 7 The army officer _____ the soldiers to swim across the river.

unit 09

D

advice directions guide instructions manual plan recipe

- 1 Before using the computer, read carefully the _____ which are in the _____.
- 2 If you give me _____ on what needs to be done, I'll make a(n) _____ of action.
- 3 A(n) _____ to cheap restaurants throughout Europe has just been published.
- 4 The architect drew up _____ for our new house and gave us some invaluable _____.
- 5 Mary wanted to try out a new _____ for chocolate cookies.

E

brochure leaflet handbook catalogue list menu

- 1 There were so many delicious dishes on the _____ that I couldn't decide which one to choose.
- 2 "Is my name on the _____ of successful candidates?" asked Jo.
- 3 People usually look through travel _____ to decide on their holiday destinations.
- 4 I bought some tools through a mail-order _____.
- 5 _____ advertising the new pizza restaurant were distributed around the neighbourhood.
- 6 The university _____ contains useful information about the courses on offer.

F

refuse deny regret resist reject

- 1 They _____ not having installed an alarm system.
- 2 Even though Diane was on a diet, she couldn't _____ eating the cake.
- 3 Don't _____ that you broke the window. I saw you break it.
- 4 They _____ to let me into the club because I was under age.
- 5 My application for the position of sales representative was _____.

G

complain criticise object discourage disapprove protest argue quarrel fight

- 1 The workers were determined to _____ for their rights.
- 2 The food was so cold and tasteless that I decided to _____ to the manager about it.
- 3 Many teachers _____ of students chewing gum in class.
- 4 Local residents _____ to the opening of a new factory in the area.
- 5 The new budget was _____ for being harsh on poor people.
- 6 Don't _____ with your sister. Sit down and discuss your problems.
- 7 I tried not to feel _____ by my low test score, but it was difficult not to.
- 8 John and Kate split up because they were _____ all the time.
- 9 The miners closed down the mines to _____ against the inhuman working conditions.

H

worry mind bother annoy trouble doubt

- 1 It is natural for parents to _____ about their children.
- 2 He asked not to be _____ in the afternoon, because he would be busy.
- 3 Do you _____ if I come with you or will I be in your way?
- 4 I'm not qualified for the job, so I _____ whether I'll get it.
- 5 Jane was so tired that she couldn't even be _____ to cook.
- 6 He used to call me names just to _____ me.
- 7 Something is _____ Janet, but I have no idea what it could be.

Derivatives

When you are asked to form a derivative, first check what part of speech the missing word is; it could be a noun, a verb, an adjective or an adverb. Then, check what form of the missing word you should supply.

- **Nouns** can be in the **singular** or **plural** form. The plural of most nouns is formed by adding the endings **-s** or **-es** to the singular form of the noun.

Root Word	Deriving noun-singular	Deriving noun-plural
act	action	actions
	activity	activities

- **Adjectives** and **adverbs** can be in the **positive**, **comparative** or **superlative** degree. One-syllable adjectives and adverbs and some two-syllable adjectives form their **comparative** degree in **-er** and their **superlative** degree in **-est**.

Root Word	Derivatives	Comparative	Superlative
luck (noun)	lucky (adj) luckily (adv)	luckier more luckily	luckiest most luckily
fast (adj/adv)	—	faster	fastest
deep (adj/adv)	— deeply	deeper more deeply	deepest most deeply

NOTE: Adverbs in **-ly** and adjectives with **more than two syllables** form their comparative and superlative degrees with **more** and **most +adjective/adverb** respectively. You will **not** be asked to form the comparative/superlative degree of such adjectives and adverbs in this part of the examination.

- **Verbs** can be either in the **Present Simple**, the **Past Simple**, the **-ing** form or they could be **Past Participles**.

Root Word	Derivatives	Form		Examples
danger	endanger	Present Simple	-s/-es in the 3rd person singular	endanger-s mistake-s
		Past Simple	-ed irregular formation	endangered mistook
mistake	mistake	-ing form	-ing	endangering mistaking
		Past Participle	-ed irregular formation	endangered mistaken

- Present participles in **-ing** and past participles in **-ed/ irregular forms** are also used as **adjectives**.

interest → *interesting / interested*

grow → *growing / grown*

unit 09

Complete the sentences with the correct form of the words in capitals.

- 1 I thought the colour of my room was very light, so I decided to paint it _____.
- 2 A _____ director who wants to _____ run a company must take on many _____.
- 3 The doctor I'm sending you to _____ in neurology.
- 4 What are the _____ of your team winning the final?
- 5 I didn't have a pen to write down Kevin's phone number, so I _____ it.
- 6 Things are _____ here in summer than in winter.
- 7 Many Third World _____ need _____, but this can only be _____ with the help of _____.
- 8 My friend is _____ than I am when it comes to finding _____ spaces.
- 9 Janet _____ anything I do. We simply can't get along.
- 10 The new skylight definitely _____ up the room.
- 11 I am _____ now than I was before I had the soft drink.
- 12 _____ have been working on this project for weeks but the problem remains _____.
- 13 She keeps _____ her money _____.
- 14 I ran the _____ I could to get to the hospital.
- 15 We found his behaviour so _____ that we had to leave the room.
- 16 When the teacher told the children that their excursion would be _____, all he could see was a room full of _____ faces.
- 17 Children learn hardly anything during _____ lessons.

- DARK
- MANAGE, SUCCESS
- RESPONSIBLE
- SPECIAL
- CHANCE
- MEMORY
- LIVE
- COUNTRY, MODERN
- ACHIEVE, DEVELOP
- NATION
- LUCK
- PARK
- LIKE
- LIGHT
- THIRST
- SCIENCE
- SOLVE
- SPEND, THOUGHT
- FAST
- ANNOY
- CANCEL
- DISAPPOINT
- BORE

Examination Practice

A Read the text below and decide which answer A, B, C or D best fits each space.



Arthur Miller was born in New York in 1915. He was the son of a coat manufacturer who (1) _____ control of his business through bankruptcy. This experience at an early age disturbed Miller and thereafter he was aware of society's inadequacies. He would (2) _____ them later in his plays by attacking the modern (3) _____ of life.

Miller's major achievement came in 1949, when he won the Pulitzer Prize for Drama for his play "Death of a Salesman", which is still regarded as one of the finest contemporary plays. It (4) _____ the tragic story of an average man destroyed by false values which get (5) _____ the way of developing an honest relationship with his sons, who (6) _____ of his beliefs and look down on him. (7) _____, Miller's plays (8) _____ social issues and deal with matters people are anxious (9) _____. They include themes such as how human relationships fall (10) _____, the responsibility of the individual and their purpose in life. One way or another, Miller's plays analyse (11) _____ the troubles people have in their life and (12) _____ society's values.

1	A failed	B lost	C missed	D wasted
2	A criticise	B disapprove	C complain	D protest
3	A way	B course	C approach	D manner
4	A debates	B says	C tells	D speaks
5	A under	B out of	C by	D in
6	A argue	B doubt	C object	D disapprove
7	A On average	B On demand	C By force	D At first sight
8	A apply	B wonder	C discuss	D talk
9	A of	B about	C with	D for
10	A in	B behind	C out	D apart
11	A in pairs	B in person	C in detail	D in half
12	A question	B inquire	C ask	D appeal

B Complete the text below with the correct form of the words in capitals.



The New Zealanders Dwayne van der Sluis and Andrew Akers must be the happiest people on Earth now that their invention and (1) _____ craze, zorbing, has become a success. Zorbing involves (2) _____ in a ball-or zorb-which (3) _____ of specially hardened plastic.

The zorb is rolled down a hill, speeding at about 50 kilometres an hour. (4) _____ can be (5) _____ a huge adrenaline rush. It may sound like quite a (6) _____ pastime, but the 70 centimetres of air between you and the ground make it (7) _____ to get hurt. That's why zorbing didn't take long to gain in (8) _____.

In 2000, (9) _____ broke up their (10) _____, but zorbing remains popular in many countries worldwide.

LATE
STAND
CONSIST

PARTICIPATE
GUARANTEE
RISK

POSSIBLE
POPULAR
INVENT
PARTNER

SECTION 1 (FCE format)

PART 1

For questions 1-12, read the text below and decide which answer A, B, C or D best fits each space. There is an example at the beginning (0).

➔ Example: 0

(A) on the way

B under way

C in the way

D by the way

EXAMS

It's the end of the school year and the exam period is (0) on the way. Undoubtedly, exams

(1) _____ pressure on both students and parents alike.

Most parents would like to see their children (2) _____ academically, as they believe a good education gives them an added advantage in life. They want to see their children settled in a rewarding job and be (3) _____ well off. But is that what their children have planned for themselves? Apparently not.

Most students either can't think that far ahead or have no (4) _____ of doing so. They would rather aim low so as not to be disappointed if they get low marks.

However, child psychologists, who have been (5) _____ on the matter, stress that students should aim high, but at the same time have a(n) (6) _____ of other options. As a result, students will not have to worry about grades and in the long (7) _____ will have better chances of succeeding.

On the whole, there are many practical things that parents can do and which may prove invaluable to their children.

(8) _____ being people their children can (9) _____ to, parents can plan a reasonable schedule that both they and their children (10) _____ on. According to psychologists' (11) _____, this schedule should include no more than eight hours of studying, three proper meals a day and some exercise. Finally, prior to each exam, parents need to (12) _____ their children that everything will be fine whatever the result.

1	A force	B set	C put	D bring
2	A to succeed	B succeeding	C have succeeded	D been succeeding
3	A richly	B economically	C financially	D valuably
4	A intention	B demand	C opinion	D reaction
5	A consulted	B recommended	C suggested	D advised
6	A amount	B sum	C variety	D selection
7	A time	B run	C term	D process
8	A Nevertheless	B Apart from	C Instead of	D As far as
9	A turn	B communicate	C depend	D apply
10	A approve	B accept	C agree	D confirm
11	A clues	B instructions	C announcements	D directions
12	A ensure	B insure	C make sure	D reassure

PART 2

For questions 13-24, read the text below and think of the word which best fits each space. Use only one word in each space. There is an example at the beginning (0).

WHY SLEEP IS NECESSARY

Thomas Edison, the inventor (0) _____ of _____ the light bulb, thought that sleep was unnecessary and that a society that operated (13) _____ sleep would be an ideal (14) _____.

However, he was wrong. Nowadays, we are living in a society which is sleeping less than ever and this has resulted (15) _____ many negative effects.

According (16) _____ police reports, more than twenty five percent of motorway accidents are directly or indirectly attributed to lack of sleep. It is true that people (17) _____ to sleep nine hours a night, whereas today they sleep seven (18) _____ even less. This is because our (19) _____ of life has changed and we are trying to squeeze activities like (20) _____ television, shopping or going to the gym in our 24-hour day.

Lack of sleep also has a negative effect on our health. Research that has (21) _____ carried out on animals continuously deprived of sleep has shown that they are likely to die. Of course, experiments of this kind are highly unlikely to (22) _____ carried out on humans (23) _____. The longest period of wakefulness which broke the record was eleven days. This experiment showed that after a few days without sleep, the mind and body were unable to function normally.

To put it in a nutshell, the vast majority of us (24) _____ an adequate amount of sleep, in every twenty-four-hour period.



PART 3

For questions 25-34, read the text below. Use the word given in capitals at the end of each line to form a word that fits in the space in the same line. There is an example at the beginning (0).



SHARKS *or* DOLPHINS ?

Ambitious athletes will go to great (0) lengths In order to succeed in their sport if there is a (25) _____ of them participating in the Olympic Games and even winning a medal.

This is the case with the American swimming team who are in (26) _____ for next year's Olympics. Their coach has (27) _____ himself with the way sharks move through water in order to (28) _____ the swimmers' stroke and eventually maximise their (29) _____ and speed. Swimming like sharks could give them the advantage they require, though altering their style may seem a(n) (30) _____ experience at first.

The (31) _____ of British swimmers, however, find the dolphins' movements easier to adopt. By copying them, swimmers can cover a greater (32) _____, thus increasing their (33) _____ of winning gold in the next Olympics. Of course, only time will tell which "fish" will swim (34) _____.

LONG
POSSIBLE

TRAIN
FAMILIAR
STRONG
EFFICIENT

PLEASANT
MAJOR
DISTANT
LIKELY
FAST

PART 4

For questions 35-42, complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between two and five words, including the word given. There is an example at the beginning (0).

- ➔ **Example: 0** When I was younger, I played tennis every Sunday.
used When I was younger, I used to play tennis every Sunday.
- 35 Speeding in the city is against the law.
forbidden It _____ in the city.
- 36 There was no need for you to bring an umbrella.
not You _____ an umbrella.
- 37 A burglar entered Mr Steinberg's office last night.
into Mr Steinberg _____ last night.
- 38 No one helped us organise the festivities this year.
by We _____ this year.
- 39 He failed to deliver the parcel on time.
succeed He _____ the parcel on time.
- 40 People expect her to establish her own business soon.
set She _____ her own business soon.
- 41 I get the impression that Jenny is worried about something.
seems Jenny _____ about something.
- 42 I believe she switched off the heater before going out.
turned She _____ the heater before going out.

SECTION 2 (ECCE format)

Grammar

Choose the correct answer.

- The teacher got the students _____ the schoolyard.
a. clean b. to clean
c. cleaned d. cleaning
- You _____ to go to the supermarket. I have everything we need for the cake.
a. needn't b. haven't
c. don't need d. had better not
- The soldiers were made _____ the whole camp.
a. to be painted b. to paint
c. paint d. be painted
- A cousin of _____ has decided to leave her job as a journalist and follow a career in modelling.
a. our b. ours
c. ourselves d. us
- Could you please go to the grocery store on your way home? We've _____ of tomatoes.
a. made out b. turned out
c. run out d. put out
- You should have your hair _____ for your sister's wedding.
a. styling b. style
c. styles d. styled
- Mr. Blake's party _____ to win the elections.
a. is being expected b. is expected
c. is been expected d. is expect
- "Jim, don't forget _____ Jason up from the airport this afternoon."
a. picking b. to pick
c. pick d. to picking
- You must _____ a great time on your vacation. You seem happy and relaxed.
a. have b. had
c. be had d. have had
- This project _____ by the end of this month.
a. will have finished b. will have be finished
c. will be finishing d. will finished

Vocabulary

Choose the correct answer.

- I wasn't satisfied with the _____ I was getting, so I decided to quit my job.
a. allowance b. income
c. salary d. reward
- It was difficult to _____ the extent of the damage at first sight.
a. predict b. suppose
c. assume d. estimate
- We only had a few days _____, so we decided to go somewhere close.
a. available b. spare
c. ready d. handy
- The student _____ cheating on the test although her teacher caught her in the act.
a. denied b. refused
c. rejected d. resisted
- The third contestant managed to win _____ of the difficult questions.
a. except b. on behalf
c. regardless d. thanks
- Julie lost her _____ and started screaming at her colleagues.
a. contact b. temper
c. chance d. control
- As soon as I get paid, I will pay all my _____.
a. deposits b. sums
c. debts d. budgets
- We complained to the restaurant manager about the _____ service.
a. scarce b. insufficient
c. short d. inadequate
- Now that the children had grown up and were _____, she had a lot of free time.
a. independent b. engaged
c. incapable d. relevant
- I want to _____ that I turned off all the lights in the house, so I'll go back and check.
a. insure b. reassure
c. make sure d. inquire

Collocations/expressions

A Complete the blanks with the verbs follow, have or take.

_____ a photograph/picture	_____ action on sth	_____ the blame for sth
_____ a seat	_____ a party/celebration	_____ a look (at)
_____ fun	_____ a meal	_____ a rest/break
_____ sb's advice	_____ an argument/a quarrel	_____ sb/sth for granted
_____ care of	_____ a holiday	_____ turns
_____ a meeting	_____ orders	_____ sth into consideration
_____ a test	_____ measures	_____ sb by surprise
_____ trouble with	_____ a bath/shower	_____ time
_____ a headache/toothache	_____ a dream	_____ place
_____ instructions	_____ directions	_____ one's chance

B Read the sentences below. Complete the boxes with the verbs have or take and the blanks with prepositions.

- Twenty two countries will _____ part _____ this year's water polo tournament.
- Every year we _____ advantage _____ the Bank Holiday and spend a long weekend at a seaside resort.
- They _____ no respect _____ their new teacher.
- Before setting off on a fishing trip, you must _____ the weather conditions _____ account.
- Do you _____ any idea _____ how to operate this contraption?
- I _____ no intention _____ going back to school next year.
- The children couldn't _____ their eyes _____ the performing dolphins.
- David had no option but to _____ responsibility _____ the company's disastrous performance.
- I _____ difficulty _____ deciding which school to go to next year.
- _____ no notice _____ what she says. She's always making up stories.
- You need to _____ more confidence _____ yourself.
- Now that I'm older, I _____ no interest _____ stamp collecting.
- I am a pilot and I _____ a lot of pride _____ my work.

C Read the sentences and complete them with the correct form of the verbs give, pay, bring or mind.

- It's been weeks since I last _____ Helen a visit.
- _____ Henry a ring immediately. He said it was urgent.
- What were you doing hiding behind the door? You _____ me a real shock.
- The chairperson _____ the meeting to an end because the members of the board could not agree on a plan of action.
- Gerry was kind enough to _____ me a lift to the railway station.
- Passengers are asked to _____ the step when disembarking.
- Who can _____ me an explanation for the rising sea waters?
- The teacher got angry because nobody was _____ attention to him.

Phrasal Verbs

Read the sentences on the left and match the phrasal verbs with their definitions on the right by writing the correct number in the box next to each definition.

A TAKE

- 1 The customers were asked to **take** their shoes **off** before entering the Japanese restaurant.
- 2 Susan decided not to **take on** any new responsibilities.
- 3 The video recorder I bought wasn't working properly, so I **took it back**.
- 4 Everybody says I **take after** my mother.
- 5 The passengers had to wait over thirty minutes before the aeroplane finally **took off**.
- 6 After retiring, Steven **took up** bowling to keep himself occupied.
- 7 My brother will **take over** the company now that my father has passed away.
- 8 Why did you **take off** without saying goodbye last night?
- 9 The furniture **takes up** too much space and the kids have nowhere to play.
- 10 He must have been tired because he didn't seem to **take in** anything I was saying.

- leave the ground
- fully understand
- look like, resemble
- gain control of
- fill, occupy
- return
- begin, become interested in
- remove
- leave suddenly without telling anyone
- accept

B CLOSE, KNOCK

- 1 The police had **closed off** the highway in search of the escaped prisoner.
- 2 The funfair was **closed down** because of its terrible safety record.
- 3 The force of the ball hitting his head **knocked** him **out** cold.
- 4 They had no choice but to **knock down** the old warehouse.
- 5 Cycling on the footpath is prohibited due to the danger of **knocking down/over** pedestrians.

- demolish
- cease, stop operating
- isolate, prevent from being used/accessed
- make unconscious
- hit and cause to fall down

C CLEAR, CLEAN, DROP

- 1 The misunderstanding will be **cleared up** as soon as he gets here.
- 2 Students are asked to **clean out** their lockers at the end of the school year.
- 3 We were detained after school in order to **clean up** the laboratory.
- 4 Could you please **drop me off** at the railway station?
- 5 He had a big fight with his parents because he decided to **drop out** of college.
- 6 You wouldn't believe who **dropped in** yesterday at my place!

- visit without warning
- empty and clean
- leave somewhere
- resolve, explain
- clean thoroughly
- leave without finishing the course

Words with Prepositions

A Complete the blanks with prepositions.

Adjectives	Nouns	Verbs	
disgusted _____	a reason _____	put the blame _____ sb	forget _____ sth
envious _____	a threat _____ sb	_____ sth	lie _____ sb _____ sth
guilty _____		get/take the blame _____ sth	sentence sb _____
patient _____	Verbs	dream _____	
popular _____	accuse sb _____ sth	escape _____	
shocked _____	arrest sb _____ sth	fight _____ sb _____ sth	
suspicious _____	blame sb _____ sth		

unit 11

B Read the following sentences and complete them with prepositions.

- 1 Why do I always **get the blame** _____ everything that goes wrong?
- 2 The whole country was **shocked** _____ the President's sudden death.
- 3 Both parties **put the blame** _____ each other _____ the collapse of peace negotiations.
- 4 Jane's friends were **envious** _____ her rise to fame and fortune.
- 5 Don't **blame me** _____ the misunderstanding. I tried my best.
- 6 The well-known businessman was **sentenced** _____ three years in jail for fraud.
- 7 People are usually **suspicious** _____ politicians making promises during election time.

Grammar Revision (Clauses of concession, reason, purpose and result)

See Grammar Review page 160

A Read the text below and complete each blank with one word.

The production of items made of gold dates back to ancient Egyptian and Minoan times, when gold was panned (1) _____ the aim of making golden bowls and cups. Gold was usually found in river beds, (2) _____, in (3) _____ to pan for gold, a circular dish (pan) was filled with a mixture of sand and gravel that contained gold. So (4) _____ to obtain the gold, this mixture was held under a stream of water and swirled (5) _____ that the lighter parts would slowly wash away and the gold particles would collect at the bottom of the pan. (6) _____ gold was a scarce metal, it was used as a form of exchange, and (7) _____ it became the basis for international transactions. Over time, new mining techniques developed and elaborate methods were adopted because (8) _____ the demand for gold. (9) _____ to its huge reserves, South Africa has always been the world's leading supplier of gold (10) _____ the discovery of gold in California and Australia in the 1840s. Gold is stored in reserve by many governments. In Fort Knox, USA, alone, there are thirty-eight billion dollars worth of gold bars secured behind a twenty-ton door. In (11) _____ of these resources, however, financial circles predict a decline in the demand for gold. Gold was once a powerful currency, (12) _____ nowadays it seems to have lost much of its glitter.



B Rewrite the following sentences so that the second sentence has a similar meaning to the first. Begin with the word(s) given.

- 1 They never help the poor even though they are very wealthy.
Despite _____.
- 2 However well he performed, he didn't win the first prize.
No matter _____.
- 3 Even though I was sick, I tried not to fall behind with my homework.
Sick _____.
- 4 In spite of his disability, he managed to get on with his life.
Although _____.
- 5 She is so friendly that everyone wants to hang out with her.
She is such _____.
- 6 All flights were delayed yesterday because there was an accident on the runway.
Due _____.

Points to remember

- ~~In spite of / Despite the cold weather, they went swimming. ✓~~
~~In spite of / Despite the fact that the weather was cold, they went swimming. ✓~~
~~In spite of / Despite the weather being cold, they went swimming. ✓~~
~~In spite of / Despite the weather was cold, they went swimming. ✓~~
~~In spite of / Despite the weather was cold, they went swimming. ✓~~
~~Despite of the cold weather, they went swimming. ✓~~
(in spite of / despite + noun / the fact that / -ing form)
- ~~Although the weather was cold, they went swimming. ✓~~
~~Though the weather was cold, they went swimming. ✓~~
~~Even though the weather was cold, they went swimming. ✓~~
~~Even although the weather was cold, they went swimming. ✓~~
~~Although / Though / Even though the cold weather, they went swimming. ✓~~
(though / although / even though + clause)
- ~~The flight was cancelled because the air-traffic controllers were on strike. ✓~~
~~The flight was cancelled because of the air-traffic controllers' strike. ✓~~
~~The flight was cancelled because of the air-traffic controllers being on strike. ✓~~
~~The flight was cancelled because of the air-traffic controllers were on strike. ✓~~
(because + clause of reason, because of + noun / -ing form)
- ~~We can't use the company car to go out in the evening. ✓~~
~~We can't use the company car for to go out in the evening. ✓~~
~~We can't use the company car for to going out in the evening. ✓~~
(to + infinitive, for + -ing form, expressing purpose)
- ~~He wakes up early so as not to be late for work. ✓~~
~~He wakes up early so as to not be late for work. ✓~~
~~He wakes up early in order not to be late for work. ✓~~
~~He wakes up early in order to not be late for work. ✓~~
~~He wakes up early not to be late for work. ✓~~
(so as not to and in order not to express negative purpose.)
- ~~I'm going to buy a car so that I can get to work faster. ✓~~
~~I bought a car so that I could get to work faster. ✓~~
~~(so that + can / may / will express purpose with present / future time reference.)~~
~~(so that + could / might / would expresses purpose with past time reference.)~~
- ~~I'm taking an umbrella in case it rains. ✓~~
~~I'm taking an umbrella, in case it will rain. ✓~~
~~I took an umbrella in case it rained. ✓~~
~~I took an umbrella, in case it would rain. ✓~~
(Do not use will / would after in case.)
- ~~The film was so boring that I nearly fell asleep. ✓~~
~~It was so boring a film that I nearly fell asleep. ✓~~
~~It was such a boring film that I nearly fell asleep. ✓~~
~~The film was such boring that I nearly fell asleep. ✓~~
~~It was such boring film that I nearly fell asleep. ✓~~

Key Transformations

- ~~Although / Even though / Though it was raining heavily, they went on a day trip.~~
~~In spite of / Despite the fact that it was raining heavily, they went on a day trip.~~
~~In spite of / Despite the heavy rain, they went on a day trip.~~
- ~~They worked hard but they didn't manage to finish the project on time.~~
~~However hard they worked, they didn't manage to finish the project on time.~~
~~No matter how hard they worked, they didn't manage to finish the project on time.~~
- ~~Jane wasn't feeling well, so she didn't go out.~~
~~Jane didn't go out because/as she wasn't feeling well.~~
~~Since/As Jane wasn't feeling well, she didn't go out.~~
~~Not feeling well, Jane didn't go out.~~
~~Jane didn't go out because of / due to not feeling well.~~
~~Jane didn't go out because of / due to the fact that she was not feeling well.~~
- ~~The child was rescued because the lifeguards acted immediately.~~
~~The child was rescued due to / thanks to / owing to the lifeguards' immediate action.~~
- ~~Whatever he tells me, I don't believe him.~~
~~I don't believe him no matter what he tells me.~~
- ~~We arrived at the airport early because we did not want to miss the plane.~~
~~We arrived at the airport early in order / so as not to miss the plane.~~
~~We arrived at the airport early so that we wouldn't miss the plane.~~
~~We arrived at the airport early for fear of missing the plane.~~
~~We arrived at the airport early for fear (that) we might miss the plane.~~
- ~~We left early in order to / so as to / to get there in time.~~
~~We left early so that we could/would get there in time.~~
~~We left early with a view to / with the aim of getting there in time.~~
- ~~There was so much smoke that we couldn't see anything.~~
~~There was such a lot of smoke that we couldn't see anything.~~
- ~~His heart was so weak that he didn't survive the operation.~~
~~He had such a weak heart that he didn't survive the operation.~~
~~He had so weak a heart that he didn't survive the operation.~~
~~His heart was too weak to survive the operation.~~
~~His heart wasn't strong enough to survive the operation.~~

Examination Practice

A Choose the correct answer.

1. The church has set up a charity with the aim _____ funds for the refugees.
 a. of raise b. raising
 c. of raising d. to raising
2. I took photos of the baby so as _____ them to my friends abroad.
 a. to sending b. I could send
 c. I can send d. to send
3. You should have more confidence _____ yourself if you want to succeed.
 a. for b. in
 c. at d. of
4. They are _____ nice people that everyone likes them.
 a. such b. such a
 c. so d. a so
5. "Look at Sheila! She's so beautiful, isn't she?" "Yeah, she has taken _____ her mother."
 a. after b. over
 c. on d. up
6. She was heavily dressed _____ catching a cold.
 a. due to b. despite
 c. because of d. for fear of
7. He walked in quietly _____ wake up the baby.
 a. so as not to b. so as to not
 c. so as don't d. so as to don't
8. _____ the weather was fine, we decided to go for a swim.
 a. As b. Because of
 c. While d. Due to
9. "You know I have nothing to do with all this mess! Don't put the blame _____ me."
 a. in b. on
 c. at d. for
10. Take a jumper with you in case it _____ colder at night.
 a. will get b. would get
 c. gets d. getting

B Complete the second sentence so that it has a similar meaning to the first sentence, using the word given unchanged. You must use between two and five words, including the word given.

- 1 Although the police suspected him, they didn't arrest him.
suspicious Despite _____, the police didn't arrest him.
- 2 However busy she is, she always makes time for exercise.
matter She always makes time for exercise, _____ she is.
- 3 There was so much traffic on the road that I was an hour late.
lot There was _____ on the road that I was an hour late.
- 4 The operation was cancelled because it was considered risky.
due The operation was cancelled _____ involved.
- 5 The puzzle was not easy enough for them to do.
so The puzzle _____ couldn't do it.
- 6 He wants to buy a new computer, so he is saving up.
aim He is saving up _____ a new computer.
- 7 He braked suddenly to avoid hitting the old man.
as He braked suddenly _____ the old man.
- 8 He is proud of his work, but he is not arrogant.
pride Even _____ his work, he is not arrogant.
- 9 That accident was so frightful that I'll never forget it.
such It was _____ I'll never forget it.
- 10 He uses two alarm clocks in order not to wake up late.
that He uses two alarm clocks _____ wake up late.

Section 2

Words easily confused

Use the correct form of the words in the boxes to complete the sentences in each group A-I below. You may use some of the words more than once. In some cases, more than one word may be correct.

A stop avoid forbid prohibit ban prevent escape

- Smoking has been _____ in all public places.
- The examiner asked the students to _____ writing and put down their pens.
- The government has taken strict measures to _____ accidents on motorways.
- I take these pills to _____ getting seasick while travelling by boat.
- For reasons of hygiene, animals are _____ to enter hospitals.
- She tried to _____ her husband from informing the authorities.
- She was lucky to _____ a conviction for shoplifting.

B blame accuse arrest charge convict sentence

- The police _____ Mr Jones and _____ him with assault.
- Despite the student's protests, the teacher _____ her of cheating.
- The man was _____ of murder and _____ to twenty years in prison.
- Don't _____ us for the broken window, we weren't playing football this morning.

C complaint annoyance accusation disappointment

- Much to our _____, we had to wait for over an hour to purchase the tickets.
- Despite the media hype, the concert was a real _____.
- I wish to make a(n) _____ about the quality of the food.
- Don't make false _____ when you don't have proof.

D chase pursue hunt follow

- A stray dog _____ me home today and I'm thinking of keeping it.
- My brother and I used to _____ each other around the house when we were young.
- Police have been _____ the terrorists for weeks now but still haven't found them.
- He wanted to _____ a career in engineering.

E cause excuse reason purpose aim

- John has to find a good _____ for being late, otherwise he'll get into trouble.
- The _____ of the meeting is to discuss next year's plans. If you can't attend it, you must have a good _____, as the _____ is to get everybody's opinion.
- The carelessness of the driver was the _____ of the fatal accident.

unit 11

F

rob steal burgle hijack deceive cheat lie shoplift blackmail

- 1 The criminal's innocent looks _____ people into trusting him.
- 2 "Don't _____ to me. I know you weren't at school today!" shouted my mother.
- 3 Our house was _____ last night and all our valuables were _____.
- 4 Two terrorists _____ the plane and made the pilot change course.
- 5 The student tried to _____ during the test, but the teacher caught him and took away his paper.
- 6 As a teenager, Bob _____ from the local store and was even caught once.
- 7 Two men _____ the bank on Elm Street this morning.
- 8 Kim _____ John by demanding \$1000 so that she wouldn't reveal his secret.

G

attack knock hit beat blow strike

- 1 It's dangerous to _____ people on the head.
- 2 The child was _____ by a vicious dog and had to be taken to hospital.
- 3 She never _____ on the door before entering.
- 4 Some football hooligans started to _____ each other after the match, so the police had to intervene.
- 5 He received a severe _____ on the head, which left him unconscious.
- 6 The church clock in the village square began to _____ ten.

H

robber thief burglar kidnapper convict criminal pickpocket victim hostage

- 1 The _____ demanded one million dollars as ransom for the release of their _____.
- 2 A _____ snatched the old lady's handbag from her arm.
- 3 The _____ responsible for breaking into the flat next door have been caught.
- 4 The bank _____ escaped through the fire exit.
- 5 Most of the gang's _____ were old people living on their own.
- 6 The escaped _____ was caught within 24 hours.
- 7 When you travel, always be wary of _____, who can steal your wallet without you realising it.
- 8 Jack the Stabber is one of the country's most wanted _____. It is said that he has murdered ten people.

I

forget leave ignore neglect omit

- 1 I _____ to turn off the TV last night, so it was left on all night long.
- 2 It's cruel to _____ pets as they rely on their owners.
- 3 Why is Jill _____ Bill? Aren't they talking to each other anymore?
- 4 I don't want people to know I was involved in this project so _____ my name from the credits.
- 5 I've _____ the concert tickets upstairs. Could you get them?

Derivatives

This unit deals with adjectives, adverbs and nouns that derive from verb roots.

Verb Root	Adjective = verb + -able
accept	acceptable

- Many adjectives in **-able** signify that what the verb describes can be done.
believe → *believable* = that can be believed
- Some adjectives in **-able** deriving from verb roots have a different meaning:
agree → *agreeable* (=pleasant)
consider → *considerable* (=great in amount, substantial)
- Some other common verbs that form adjectives in the same way are: *advise, bear, cure, depend, enjoy, identify, predict, prefer, recognise, remark* and *respect*.
- When the verb root ends in **-ate**, the **-ate** is replaced by **-able**.
irritate → *irritable* *tolerate* → *tolerable*
- When the verb root ends in **-e**, the **-e** is dropped before the ending **-able**, unless there is a **vowel**, a **c** or a **g** before the **-e**.
admire → *admirable* *notice* → *noticeable* *change* → *changeable*
- Adjectives in **-able** form adverbs in **-ably**: *prefer* → *preferable* → *preferably*

Verb Root	Adjective = verb + -ible
access	accessible

- Many adjectives in **-ible** signify that what the verb describes can be done.
accessible = that can be accessed
- Some other common verbs that form adjectives in the same way are: *convert, digest, resist* and *sense*.
- When the verb root ends in **-d** or **-de**, the **-d / -de** changes into **-s** before the ending **-ible**:
comprehend → *comprehensible* *divide* → *divisible*
- When the verb root ends in **-mit**, the **-t** changes into **-ss** before the ending **-ible**.
permit → *permissible*
- Adjectives in **-ible** form adverbs in **-ibly**: *sense* → *sensible* → *sensibly*

Verb Root	Noun = verb + -ery
cook	cookery

- Some other common verbs that form nouns in the same way are: *rob* and *trick*.
- When the verb ends in **-e** or **-er**, the **-e/-er** is replaced by **-ery**.
discover → *discovery* *forge* → *forgery*

Verb Root	Adjective = verb + -ent -ant	Noun = verb + -ence -ance
confide ignore	confident ignorant	confidence ignorance

- Some other common verbs that form adjectives in **-ent** and nouns in **-ence** are: *correspond, depend, differ* and *exist*.
- Another common verb that forms an adjective in **-ant** and a noun in **-ance** is: *resist*
- When the verb root ends in **-ate**, the **-ate** is replaced by the **-ant** and the **-ance**:
tolerate → *tolerant* → *tolerance*
- Some verb roots form only **nouns** in **-ance**, not adjectives in **-ant**:
assist → *assistance* *attend* → *attendance*

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- Some adjectives and nouns which derive from verb roots do not follow the rules presented above:

<i>appear</i> → <i>apparent</i> → <i>appearance</i>	<i>perform</i> → <i>performing</i> → <i>performance</i>
<i>insure</i> → <i>insured</i> → <i>insurance</i>	<i>please</i> → <i>pleasant</i> → <i>pleasure</i>
<i>interfere</i> → <i>interfering</i> → <i>interference</i>	<i>signify</i> → <i>significant</i> → <i>significance</i>
<i>obey</i> → <i>obedient</i> → <i>obedience</i>	

Verb Root	Noun (person) = verb + -ant
assist	assistant

- Nouns in **-ant** referring to people signify a person that does what the verb describes.
- Some other common verbs that form nouns in the same way are: *account*, *attend*, *consult*, *contest*, *defend*, *depend*, *inhabit* and *serve*.
- When the verb root ends in **-ate** or **-y**, the **-ate/-y** are replaced by **-ant**.

<i>immigrate</i> → <i>immigrant</i>	<i>occupy</i> → <i>occupant</i>
-------------------------------------	---------------------------------
- Be careful with the noun (person) deriving from the verb **apply**.

<i>apply</i> → <i>applicant</i>	
---------------------------------	--

Complete the sentences with the correct form of the words in capitals.

- 1 I have to buy a _____ book as I'm _____ at cooking.
- 2 There has been a _____ change in his behaviour lately.
- 3 My friend was in for a(n) _____ surprise when he saw that his house had been _____.
- 4 The food at the restaurant was _____, but the service was awful.
- 5 I can't stand this _____ heat! I have to buy an air-conditioner.
- 6 This disease is still _____, so it is _____ to be extra careful.
- 7 Many students lack in _____ when it comes to _____ English.
- 8 He is _____ clever for his age.
- 9 Some students are totally _____ and their behaviour in general is _____.
- 10 Kelly's house was not _____ against fire, so the _____ company will not pay for the damage.
- 11 He was charged with _____ and was imprisoned for six years.
- 12 My trip to Japan was _____. I had an _____ time.
- 13 Visa _____ must have their passports with them.
- 14 Despite his young age, he behaved very _____.

COOK, HOPE

NOTICE

PLEASE

BURGLE

TOLERATE

BEAR

CURE, ADVISE

CONFIDE, SPEAK

REMARK

OBEY

ACCEPT

INSURE, INSURE

FORGE

FORGET, ENJOY

APPLY

SENSE

Examination Practice

A Read the text below and decide which answer A, B, C or D best fits each space.

A WILD HUNT

Living in a modern society, we cannot (1) _____ the acts of crime that take place every day. Criminal activity ranges from stealing to the more serious crimes of kidnapping and murder.

Just recently, a hunt was on for two men who (2) _____ an off-licence in broad daylight. The shop owner tried

to call the police, but he received a severe blow to the back of his head, which left him unconscious. It appears that the two (3) _____ had planned everything very well, since they (4) _____ getting caught. They were seen getting on their motorbike holding guns by two policemen in a patrol car, who started (5) _____ them. (6) _____, the robbers managed to get away through the back streets. All exits from the city were closed (7) _____ immediately. Even the airport was put on alert and flights were delayed, as strict security measures were (8) _____ and all passengers were asked to give proof of their identity. Many people considered this a nuisance and were shocked (9) _____ these tactics. So, they put the (10) _____ for the situation on the police and (11) _____ them of incompetence. In the end, the police (12) _____ responsibility for the setbacks.

1	A ignore	B neglect	C forget	D omit
2	A stole	B robbed	C shoplifted	D hijacked
3	A criminals	B convicts	C pickpockets	D burglars
4	A escaped	B avoided	C prevented	D stopped
5	A arresting	B chasing	C hunting	D following
6	A Despite	B Therefore	C Although	D However
7	A down	B off	C up	D away
8	A taken	B followed	C put	D made
9	A with	B about	C from	D by
10	A fault	B accusation	C blame	D cause
11	A charged	B accused	C blamed	D convicted
12	A got	B recognised	C took	D received

B Complete the text below with the correct form of the words in capitals.

ANTIBACTERIAL SOAPS

A (1) _____ number of people feel that washing with antibacterial soaps is the (2) _____ thing to do. Unfortunately, their (3) _____ has led them to believe that these soaps are (4) _____ to normal ones. However, research has shown that there is no real (5) _____ between washing with ordinary soap or soap (6) _____ antibacterial agents. It has also been proved that being too clean actually has (7) _____ effects, as our (8) _____ do not become (9) _____ to germs. This (10) _____ has come as a surprise, especially to those who believe that bacteria have to be fought with every means known to man.



CONSIDER
SENSE
IGNORE
PREFER
DIFFER
CONTAIN
DESIRE
BODY
RESIST, DISCOVER

Prepositional Phrases

A Read the sentences and complete them with the prepositions on, at, by or to.

- The author is a doctor _____ profession but she prefers to work on her novels.
- I always shop _____ impulse. I never make plans.
- _____ this day, nobody knows what became of the missing aristocrat.
- Cancelling the meeting _____ such short notice was an inconvenience for everyone.
- Some of the artist's best works are _____ display at the gallery.
- These elaborate rugs were all woven _____ hand.
- My favourite football team is _____ the top of the league.
- The school principal is _____ good terms with all the teaching staff.

B Complete the blanks with the prepositions in and out of. In some cases both prepositions can be used.

_____ fashion	_____ print	_____ work
_____ business	_____ touch	_____ date
_____ danger	_____ reach	_____ action
_____ control	_____ stock	_____ debt
_____ breath	_____ sight	_____ season
_____ pain	_____ comfort	_____ order
_____ difficulty	_____ the ordinary	_____ practice
_____ place	_____ use	_____ the question

C Complete the sentences with the prepositional phrases in the box below.

out of season out of reach out of control out of place
in shape out of the question out of date in touch

- The wild animal was _____ and nearly broke down the cage door.
- We looked _____ wearing jeans in such an expensive restaurant.
- It's difficult to find good oranges in summer, as they're _____.
- The two friends kept _____ during the summer break.
- I stay _____ by following a strict exercise programme.
- My parents told me that taking the car on Saturday night was _____.
- The books on the top shelf were _____ for most people of average height.
- The _____ machinery was the main cause of the company's financial collapse.

Phrasal Verbs

Read the sentences on the left and match the phrasal verbs with their definitions on the right by writing the correct number in the box next to each definition.

A BRING, GIVE

- 1 **Bringing up** children is a full-time job.
- 2 You can **bring your friend along** to the party on Saturday.
- 3 Looking through old photograph albums **brings back** many memories.
- 4 The greenhouse effect has **brought about** a change in our climate.
- 5 When she fainted, we all tried to **bring her round**.
- 6 The new airline was **giving away** free tickets to many lucky passengers.
- 7 My doctor told me to **give up** coffee for health reasons.
- 8 The man standing on the corner was **giving out** advertisement leaflets to passers-by.
- 9 When we moved to Scotland, I had to **give up** my job.
- 10 The review didn't **give away** the end of the book, so I'm curious to read it.
- 11 Have I **given you back** the money that I owe you?
- 12 A good tennis player never **gives in** no matter what the score is.

- stop having or doing sth
- reveal
- take with you
- cause
- recall, remind
- return
- distribute
- give free of charge
- raise
- admit being defeated
- make conscious again, revive
- quit, resign from

B HAND, BURST, BLOW

- 1 The students were told to **hand in** their assignments at the end of the lesson.
- 2 Before **handing out** the test papers, the teacher asked us to be quiet.
- 3 They **handed** the money **over** to the police.
- 4 The secret knowledge of the profession was **handed down** from father to son.
- 5 The child was known to **burst into** tears for no apparent reason.
- 6 The students **burst out** laughing when the teacher slipped and fell down.
- 7 The terrorist's initial plan was to **blow up** the plane.
- 8 We **blew out** the candles before leaving the room.

- destroy by explosion
- suddenly begin to laugh, cry etc.
- give to sb in charge
- deliver to sb in authority
- extinguish
- distribute
- pass on
- break into tears, laughter

Words with Prepositions

A Complete the blanks with prepositions.

Adjectives		Nouns	Verbs
harmful _____	tired _____	damage _____	beware _____
mad _____ sb (=angry)	weak _____	shame _____ sb	head _____
mad _____ sb/sth (=interested in)	wrong _____	shelter _____	lean _____
safe _____			protect _____
(feel) sorry _____ sb (=sympathetic)			punish sb _____
(feel) sorry _____ sth (=regret)			recover _____
			reduce sth _____
			rescue sb _____
			save _____
			steal _____
			suffer _____

unit 12

B Read the following sentences and complete them with prepositions.

- 1 I feel really **sorry** _____ Bob. He looks so depressed.
- 2 If the weather is good this weekend, I'm **heading** _____ the beach.
- 3 Rodney is very **weak** _____ Maths. He should consider studying something else.
- 4 **Shame** _____ Peter! His behaviour was unacceptable.
- 5 Sue is very **mad** _____ Geoffrey for not showing up at her party.
- 6 The explosion **reduced** the building _____ an unrecognisable tangle of metal and bricks.
- 7 I'm really **sorry** _____ your car, Sally. I promise to pay for the repair work.
- 8 Most teenage boys are **mad** _____ football and sports in general.
- 9 **Lean** the paintings _____ the wall gently, please.

Grammar Revision (Conditionals)

See Grammar Review page 161 

Rewrite the following sentences so that the second sentence has a similar meaning to the first. Begin with the word(s) given.

- 1 They want to travel abroad next month, so they have to renew their passports.
Unless _____.
- 2 I think that you shouldn't drive so carelessly.
If I _____.
- 3 The reason why the dog attacked them was because they hit it with a stick.
If _____.
- 4 I might not manage to repair the leaking tap on my own, so I'll ask my brother for help.
In case _____.
- 5 In order to hire a car, you need to have a driving licence.
Unless _____.
- 6 I want to buy a big house with a garden, but I can't afford it.
If _____.
- 7 The burglars broke into my house because the burglar alarm didn't go off.
Had _____.
- 8 Not having heard that his flight was boarding, he missed the plane.
Provided _____.
- 9 The buses may be on strike, so you might have to catch a taxi to work.
If _____.
- 10 My parents encouraged and supported me after the accident, so I recovered quickly.
But for _____.
- 11 We feel so tired that we can't continue our journey.
If _____.
- 12 You can borrow my bike, but you must promise to take good care of it.
As long as _____.
- 13 She must do her homework, otherwise her parents won't let her go to the party.
On condition _____.

Points to
remember

- ④ He will buy a car if he **saves** enough money. ✓
~~He will buy a car if he will save enough money.~~
- I'll buy a car **provided (that)** I **save** enough money. ✓
~~I'll buy a car provided (that) I shall save enough money.~~
- He would buy a car if he **saved** enough money. ✓
~~He would buy a car if he would save enough money.~~
(will, shall and would are not used after linking words/phrases introducing conditional sentences.)
- ④ I won't go to the party if they **don't invite** me. ✓
I won't go to the party **unless** they **invite** me. ✓
~~I won't go to the party unless they don't invite me.~~
(unless = if not)
- ④ I'll buy a bottle of water **in case** I get thirsty.
(=I'll buy it before I get thirsty; I might not use it.)
I'll buy a bottle of water **if** I get thirsty.
(=I'll buy it when I get thirsty; I'll definitely use it.)
- ④ If **he was** taller, he could join a basketball team.
If **he were** taller, he could join a basketball team.
(were can be used instead of was in all persons in Conditional Sentences Type 2.)
- ④ If I were the Prime Minister, I would give lots of money to the poor. ✓

~~If I had been the Prime Minister, I would have given lots of money to the poor.~~

(We use Conditional Sentences **Type 2** for unreal situations in the **present or future**.)

- ④ If I **had studied** harder last semester, I **would have passed** my exams. ✓
~~If I studied harder last semester, I would pass my exams.~~
(We use Conditional Sentences **Type 3** for unreal situations in the **past**.)
- ④ If you **should need** me, don't hesitate to call me. ✓
Should you need me, don't hesitate to call me. ✓
~~If should you need me, don't hesitate to call me.~~
If she needed your help, she would call you. ✓
Were she to need your help, she would call you. ✓
~~If were she to need your help, she would call you.~~
If she had needed your help, she would have called you. ✓
Had she needed your help, she would have called you. ✓
~~If had she needed your help, she would have called you.~~
(if is not used in conditional sentences starting with **should/ were/ had + subject**.)

Key Transformations

- ④ If you see Harry, ask him to return the books to the library.
If you **should** see Harry, ask him to return the books to the library. ✓
Should you see Harry, ask him to return the books to the library.
- ④ If he **doesn't** study hard, he **won't** pass the exam.
He **won't** pass the exam **unless** he **studies** hard.
He **has to / must** study hard, or **else / otherwise** he **won't** pass the exam.
- ④ Your application will be considered only if you **submit** it on time.
Your application will be considered **provided / providing** (that) you **submit** it on time.
Your application will be considered as long as you **submit** it on time.
- Your application will be considered on condition (that) you **submit** it on time.
- ④ If he **hadn't** helped me, I **wouldn't** have finished my essay.
Had he **not** helped me, I **wouldn't** have finished my essay.
If it **hadn't** been for his help, I **wouldn't** have finished my essay.
But for his help, I **wouldn't** have finished my essay.
I **wouldn't** have finished my essay without his help.
- ④ We **might** go swimming, so **bring** your swimsuit.
Bring your swimsuit because we **might** go swimming.
Bring your swimsuit in case we **go** swimming.
- ④ What would you do if the lights went out?
Suppose/ Supposing the lights went out, what would you do?
What would you do **were** the lights to go out?

Examination Practice

A Read the text below and think of the word which best fits each space. Use only one word in each space.

TAKING TO THE SKIES



Every day millions of people travel (1) _____ plane. However, a small percentage of passengers go weak at the knees just thinking about flying,

(2) _____ others suffer acute physical discomfort, which is mostly brought (3) _____ by the change in air pressure.

So what can be done to prevent problems? If you move about as often as

(4) _____, that is walk up and down the aisle, you

(5) _____ prevent sluggish circulation and stiff joints.

In (6) _____ of breathing difficulties, you will be able to ease the problem only if you increase your oxygen intake before boarding. A good thirty-minute brisk walk should help.

If you intend to fly, it (7) _____ also be wise to follow some general advice. Firstly, if you suffer

(8) _____ any serious health problems, ask your doctor (9) _____ it's safe for you to travel or not. (10) _____ you have a medical condition, don't forget to bring your medicine

(11) _____. It has been suggested that if you can climb a dozen stairs without getting

(12) _____ of breath, it is safe for you to fly. Should you have a heavy cold or a bad cough, try to avoid flying.

As long as you follow this advice, you will have no problem during your flight.

B Complete the second sentence so that it has a similar meaning to the first sentence, using the word given unchanged. You must use between two and five words, including the word given.

1 Paying in cash entitles you to a special discount.

provided You are entitled to a special discount _____ in cash.

2 They didn't go on a picnic because it was raining heavily.

rain But _____, they would have gone on a picnic.

3 It is possible that your flight will be delayed, so take a book to read.

case Take a book to read _____ delayed.

4 John had better call the police if he notices any suspicious characters.

should John had better call the police _____ any suspicious characters.

5 It would be foolish of him not to consider this opportunity.

if It would be foolish of him _____ this opportunity.

6 With your encouragement, the players will improve.

long The players will improve _____ them.

7 They missed the turn because they didn't see the sign.

would They _____ the turn if they had seen the sign.

8 The doctor warned him to quit smoking so that his health wouldn't deteriorate.

up The doctor warned him that his health would deteriorate if _____ smoking.

Section 2

Words easily confused

Use the correct form of the words in the boxes to complete the sentences in each group A-I below. You may use some of the words more than once. In some cases more than one word may be correct.

A protect rescue save support secure defend guard

- We bought a watchdog to _____ our house.
- In times of a war every soldier is obliged to _____ his country.
- The paramedics managed to _____ the driver from the debris of the car, but they couldn't _____ the passenger, who had been seriously injured.
- Make sure you _____ all items on the roof-rack so that nothing falls off.
- Wildlife organisations aim to _____ rare species of animals from becoming extinct by _____ them from dangerous situations and _____ safer places for them to live in.
- Parents must _____ their children during the difficult times in their life.

B injure wound hurt collapse harm

- During the earthquake a number of buildings _____ and hundreds of people were _____.
- My grandfather fought in World War II, but he was sent home when he was _____.
- Let go of my hand! You're _____ me!
- The dog won't _____ you. It's friendly.
- The athlete had a heart attack and _____ as he was running.

C damage injury wound pain ache

- John was in a lot of _____ when he cut his finger with a knife and had to have the _____ stitched.
- The hurricane caused millions of dollars worth of _____.
- After a couple of days the _____ in my lower back had gone.
- Kelly's _____ was serious, so she was taken to hospital.

D endanger risk threaten warn

- I must _____ you about my dog - it's vicious.
- The security guards dealt with the robbers without _____ any lives.
- Our neighbours _____ to call the police if we didn't turn the music down.
- The World Wildlife Fund updates its list of _____ species every year.
- She _____ her life to save the young boy from drowning.

unit 12

E illness disease infection sickness weakness accident incident

- 1 If you don't want to get a(n) _____, I suggest you clean and dress the wound.
- 2 Penicillin has been used to fight many infectious _____.
- 3 Some people suffer from altitude _____ at many mountain ski resorts.
- 4 Young children come down with many _____ when they first go to school.
- 5 Charles had a(n) _____ at work and he was taken to hospital.
- 6 I must be coming down with the flu because I have a general feeling of _____.
- 7 A serious _____ near the border made the government take strict measures concerning immigration.

F cure heal treat recover overcome

- 1 It took me months to _____ my grandmother's death.
- 2 Mavis was _____ for her wound and within days it began to _____.
- 3 Ethel _____ from her illness after being confined to bed for a fortnight.
- 4 When my father came out of hospital, he seemed to be completely _____; however, his condition deteriorated after a few days.

G sensible sensitive sensational emotional

- 1 The concert was fantastic and the laser show _____.
- 2 Buying a cheaper car was a(n) _____ decision considering you had a limited budget.
- 3 Joel is really _____ and cries if you raise your voice.
- 4 You look _____ in that dress. You should buy it.
- 5 Apart from food and shelter, the refugees needed _____ support.

H produce develop increase build up create progress advance improve

- 1 If we take out another loan, we'll just _____ financial difficulties for ourselves.
- 2 Italy _____ some of the most stylish cars on the market.
- 3 Medicine has _____ in the last decade, with many more diseases being cured.
- 4 Max is a weak student and I try to _____ his confidence by asking him to work with more _____ students.
- 5 My French has _____ so much that I can have a conversation with a native speaker.
- 6 He has hopes of _____ his business and _____ his profits.
- 7 The weather has _____ quite a lot lately.

I reduce decrease destroy drop lower demolish fall

- 1 _____ your voice. The baby is asleep in the next room.
- 2 You should _____ speed when you're approaching a pedestrian crossing.
- 3 During the night the temperature _____ by ten degrees.
- 4 The village was completely _____ by the earthquake.
- 5 Don't _____ the eggs, otherwise the whole kitchen will stink.
- 6 The old building was _____ with the use of dynamite.
- 7 Peak season is over, so all the hotels in the area are _____ their rates.

Derivatives

This unit deals with nouns and adjectives which derive from verb roots.

Verb Root	Noun = verb + -ion	Adjective = Verb + -ive
impress	impression	impressive

- Some other common verbs that form nouns and adjectives in the same way are: *act, attract, collect, connect, construct, direct, express, instruct, invent, object, possess, prevent, protect* and *select*.
- Some verbs form only nouns in **-ion**, **not** adjectives in **-ive**: *complete, contribute, discuss, inspect, pollute, predict, reject, revise* and *suggest*.
- Verb roots ending in **-mit** change the final **-t** to **-ss** before the endings **-ion** and **-ive**:
permit → *permission* → *permissive* *omit* → *omission*
- Verb roots ending in **-d** or **-de**, change the **-d/-de** to **-s** before the endings **-ion** and **-ive**:
extend → *extension* → *extensive* *explode* → *explosion* → *explosive*
- Pay attention to the following irregularities:
attend → *attention* → *attentive* *defend* → *defence* → *defensive* *offend* → *offence* → *offensive*
- The adjective (*in*)*expensive* derives from the noun *expense*.

Verb Root	Noun = verb + -ation	Adjective = Verb + -ative
inform	information	informative

- Some common verbs that form **nouns** and **adjectives** in the same way are: *conserve, imagine* and *represent*.
- Some verbs form only nouns in **-ation**, **not** adjectives in **-ative**: *combine, invite, oblige, observe, organise, realise, relax, starve* and *transform*.
- Pay attention to the following irregularities:
prepare → *preparation* → *preparatory*, *sense* → *sensation* → *sensitive*, *compare* → *comparison* → *comparative*

Verb Root in -ate	Noun in -ation	Adjective in -ative
appreciate	appreciation	appreciative

- Some common verbs that form nouns and adjectives in the same way are: *communicate, create, decorate, operate* and *relate*.
- Some verbs in **-ate** form only nouns in **-ation**, **not** adjectives in **-ative**: *calculate, celebrate, dictate, fascinate, investigate* and *separate*.
- The verbs **educate** and **hesitate** form nouns in **-ation**, but the corresponding adjectives do not end in **-ative**.
educate → *education* → *educational* *hesitate* → *hesitation* → *hesitant*

Pay attention to the following irregularities:

Verb	Noun	Adjective
add	addition	—
compete	competition	competitive
consume	consumption	—
describe	description	descriptive
destroy	destruction	destructive
explain	explanation	explanatory

Verb	Noun	Adjective
introduce	introduction	introductory
oppose	opposition	—
produce	production	productive
receive	reception	receptive
reduce	reduction	—
repeat	repetition	repetitive

- Certain nouns in **-ion** and adjectives in **-ive** do not derive from verbs:
aggression → *aggressive* *mass* → *massive*

Verb Root	Noun = verb + -al
betray	betrayal

- Some common verbs that form nouns in the same way are: *approve, arrive, deny, dismiss* and *rent*.

Complete the sentences with the correct form of the words in capitals.

- 1 The student asked for _____ to leave the classroom.
- 2 Steven's _____ to the _____ received everyone's _____.
- 3 Many car _____ companies have increased their rates this summer.
- 4 The student was given back her assignment as it was obvious no time had been spent in its _____ and it bore no _____ to the subject.
- 5 Worried that everyone would be bored, Sally was _____ to give a highly _____ account of her holiday.
- 6 Sandra chose aerobics because she doesn't like _____ sports.
- 7 He's got such an _____ of fine art.
- 8 _____ is one of the simplest _____.
- 9 It took a lot of _____ to get Celia to write to her mother, as there had been little _____ between them for years.
- 10 As the students were tired, they were not very _____ to the teacher's _____ of the theory.
- 11 Many animals are _____ during the daytime and hunt during the night.
- 12 I find it difficult to be _____ about matters that concern me.

- PERMIT
- CONTRIBUTE, DISCUSS
- APPROVE
- RENT
- PREPARE, RELATE
- HESITATE
- DESCRIBE
- COMPETE
- IMPRESS, COLLECT
- ADD, CALCULATE
- PERSUADE
- COMMUNICATE
- RECEIVE
- EXPLAIN
- ACT
- OBJECT

Examination Practice

A Read the text below and decide which answer A, B, C or D best fits each space.

A DEADLY JOB

In Eastern Java one way to (1) _____ a living is to harvest the sulphur (2) _____ by a local volcano. Twice a day, around thirty porters leave their huts and head (3) _____ the 3,156 metre summit of the Welirang Volcano. Once there, they use metal bars in order to break the sulphur into blocks that will fit into their baskets. While collecting sulphur, the porters are exposed to toxic fumes which cause many incurable (4) _____. Most of them, however, don't pay attention to the health risks they face daily and use only a face mask to (5) _____ themselves. This work (6) _____ their health and they are often in (7) _____. As they get older, they become fragile and eventually (8) _____ from throat or lung cancer, from which they never (9) _____. What is more, they are not paid well, even though they lead a difficult life and their health is (10) _____ beyond repair. Yet, in spite of the unhealthy conditions, the porters have no intention of giving (11) _____ their job. (12) _____ it provides them and their family with an income, they will continue to do it.

1	A support	B secure	C protect	D defend
2	A produced	B increased	C developed	D built up
3	A on	B for	C into	D at
4	A sicknesses	B diseases	C injuries	D infections
5	A guard	B rescue	C support	D protect
6	A risks	B endangers	C decreases	D warns
7	A pain	B ache	C difficulty	D illness
8	A injure	B hurt	C suffer	D collapse
9	A overcome	B cure	C recover	D heal
10	A hurt	B injured	C harmed	D wounded
11	A back	B away	C in	D up
12	A As long as	B Unless	C Even if	D In case

B Complete the text below with the correct form of the words in capitals.

HURRICANES



A hurricane is a (1) _____ storm which is always accompanied by torrential rain and winds that can reach speeds of up to 300 kilometres per hour. Hurricanes form over warm expanses of water and increase in (2) _____ as they make their way towards the mainland.

(3) _____ areas are usually hit the hardest, but the (4) _____ of the storm decreases as it continues inland.

Hurricanes can cause (5) _____ damage. They uproot trees, destroy houses and (6) _____ sites and even lift up boats right out of the water. So, it is crucial that meteorologists keep constant (7) _____ of any suspicious weather formations which may evolve into hurricanes. If a hurricane is approaching inhabited areas, the authorities issue (8) _____ and give people (9) _____ as to how to prepare for its (10) _____ and for their evacuation.

DESTROY

STRONG

COAST

INTENSE

EXTEND

CONSTRUCT

OBSERVE

WARN, INSTRUCT

ARRIVE

Collocations/expressions

A Complete the collocations below with the adjectives in the box. You may use some of the adjectives more than once. In some cases more than one adjective may be correct.

long secret heavy sore wide weak short common light fatal close strong

- | | | | |
|------------------|----------------------|-------------------|----------------|
| a _____ friend | a _____ meal | a _____ sight | _____ traffic |
| a _____ accident | a _____ mistake | a _____ relative | _____ eyesight |
| a _____ throat | a _____ colour | a _____ influence | |
| a _____ rule | a _____ time | _____ rain | |
| a _____ journey | a _____ personality | _____ sense | |
| a _____ agent | a _____ schedule | _____ coffee | |
| a _____ argument | a _____ relationship | _____ knowledge | |

B Read the sentences and complete them with the correct form of the verbs say or tell.

- "_____ hello to John when you see him, will you?" said Camille as she waved goodbye.
- The last thing she does before she lies down to sleep is _____ a prayer.
- We could never _____ the difference between our cousins because they were identical twins.
- My father still tells me to _____ thank you, and I'm forty years old!
- It's so hard nowadays for people to _____ the truth. Everyone is frightened of trusting each other.
- Mr Grimes will begin by _____ a few words and then proceed to showing the slides.
- "If I _____ you a story, will you go to sleep, then?" the mother asked her child.
- My friends trusted me because I would never _____ anyone their secrets.
- You should have _____ something. Now the police will suspect you.
- Can Tim _____ the time or is he still too young for that?
- The hardest thing he's ever had to do was _____ sorry.
- If she _____ so, then it must be the truth and we have to believe her.

C Complete the sentences with the expressions in the box below.

all of a sudden all in all all over after all not at all once and for all all the same

- The child spilt the milk _____ the expensive rug.
- I don't care where we go on holiday. Majorca, Ibiza, they're _____ to me.
- The old train was making good progress, when _____ a loud clank was heard and it grinded to a halt.
- Janet expected to get a high mark on her project. _____, she had worked very hard.
- This argument has been going on for far too long. Let me settle it _____.
- Most members of the school committee believed that _____ the fete was a great success.
- "Is my request too demanding?" asked the customer. " _____," replied the salesperson.

Phrasal Verbs

Read the sentences on the left and match the phrasal verbs with their definitions on the right by writing the correct number in the box next to each definition.

A LIE, STAND, SIT, SAVE

- 1 I think I'll **lie down** for a while before going out tonight.
- 2 I hate it when you leave your shoes **lying around**!
- 3 Brendan was the only friend who **stood by** me during those difficult months.
- 4 The workers were encouraged to **stand up for** their rights and demand a pay rise.
- 5 Shawn really **stands out** with that strange haircut.
- 6 Although the fire was under control, the fire brigade in the city was **standing by**.
- 7 What do the initials MJB **stand for**?
- 8 I'll drive - you just **sit back** and enjoy the view.
- 9 Neil **saved up** a considerable amount for his summer holidays.

- lie on a bed to rest
- be ready for action
- settle comfortably in a chair
- be noticeable
- economise
- support
- defend
- leave sth somewhere untidily
- represent

B DRESS, PAY, END, POINT, LOCK, LET

- 1 Everyone was told to **dress up** for the school dance, as it was a formal occasion.
- 2 Jerry went to the party **dressed up** as Superman.
- 3 I'll **pay you back** on Monday.
- 4 Harry finally **paid off** his car loan last week.
- 5 Sue never expected to **end up** as sales manager so soon in her career.
- 6 The doctor **pointed out** all the complications involved in the treatment.
- 7 Don't forget to **lock up** before leaving.
- 8 The voters felt they had been **let down** by the government.

- give back all the money one owes
- find oneself in a situation, usually without planning to
- disappoint
- draw sb's attention to
- dress formally
- give back money one owes
- make a building safe by locking doors and windows
- disguise for fun

Words with Prepositions

A Complete the blanks with prepositions.

Adjectives	Nouns	Verbs	
careless _____	a delay _____	benefit _____	mistake sb/sth _____ sb/sth else
faithful _____	an influence _____	boast _____	pray _____ sb/sth
frightened _____	a need _____	care _____ sb/sth	replace sth _____ sth else
serious _____	the opposite _____	(=be concerned)	suspect sb _____ sth
surprised _____	a relationship _____ sb	care _____ sb	take care _____ sb/sth
	a relationship _____	(=be fond of, love)	wait _____
	two people or things	exchange sth _____	warn sb _____
		sth else	
		hope _____	
		insist _____	

unit 13

B Read the following sentences and complete them with prepositions.

- 1 If you are not satisfied with the gift, you can **exchange** it _____ something else.
- 2 Graham still **cares** _____ you, you know.
- 3 A further **delay** _____ our schedule will create a bad impression on our clients.
- 4 I **warned** Luke _____ the bad weather conditions but he insisted on leaving.
- 5 The **relationship** _____ man and animal has changed significantly over the centuries.
- 6 My parents are going away for the weekend, so I have to **take care** _____ my little sister.
- 7 Jane's **relationship** _____ her mother is based on mutual respect.
- 8 I did not expect Richard to be such a bad **influence** _____ Craig.
- 9 She wanted to **replace** the antique furniture _____ more contemporary pieces.
- 10 It's getting rather late, so we won't **wait** _____ anyone else to show up.
- 11 There was a great **need** _____ volunteers at the refugee settlement.
- 12 Martha sounded more **serious** than ever before _____ leaving her job.
- 13 I hate it when he starts **boasting** _____ his achievements.
- 14 The principal always **mistakes** Peter _____ another student.
- 15 In what way is the company going to **benefit** _____ installing this new software?
- 16 Mary **insisted** _____ taking the train because she is afraid of flying.
- 17 Richard's colleagues **suspected** him _____ stealing the money, but they said nothing.

Grammar Revision (Unreal Past)

See Grammar Review page 162

Complete the blanks with the correct form of the verbs in brackets.

Camping

Camping can be seen as an alternative to taking a holiday in a five-star hotel. Here are some people's views on this form of holiday making.

"When it comes to camping, I wish (1) _____ (make) something clear. I am not a fan! I've only been camping once, and it was a horrific experience. I'd rather (2) _____ (not go) at all. Last summer my friends insisted that I go with them. I was reluctant at first, but I ended up going. I wish I (3) _____ (trust) my instincts. Our first mistake was to set off without listening to the weather forecast. Well, two days later it started to rain so heavily that our tents somehow flooded! We had taken so many things with us that it took hours to pack up and leave. It was as if we (4) _____ (take) half of Selfridges with us! It was awful, and on top of that, I caught a cold. If only I (5) _____ (know) better! Camping is not for me. I prefer (6) _____ (stay) in a cosy hotel room and relax rather than (7) _____ (pitch) a tent."

Wayne King, 23



"I really don't mind camping, that is, if it's in a well-organised campsite. You see, it's a matter of safety. Supposing I (8) _____ (get) injured and (9) _____ (be) alone out in the mountains, what would I do? I hear some people talking about camping as though it (10) _____ (be) a chance to endure hardship. It's a holiday, for Pete's sake!"

Kelly Sutherland, 28

"I really enjoy camping. It gives you a chance to become one with nature and live the way you were meant to live. If only I (11) _____ (get away) more often! Most people, though, would rather (12) _____ (spend) their holiday at a luxurious resort with swimming pools and the lot. But it's about time they (13) _____ (realise) how important it is to experience the freedom camping has to offer. There's one more thing I would like to point out. I wish people who actually go camping (14) _____ (not leave) their rubbish behind when they pack up their tents and go home. I mean, if we all (15) _____ (do) the same, our world would become a huge rubbish tip!"

Ben Cosworth, 18

Points to remember

- ☉ He speaks as if he were a lawyer. (He isn't.) ✓
~~He speaks as if he is a lawyer. (He isn't.)~~
 He spoke as if he had known me for years. (He didn't.) ✓
~~He spoke as if he know me for years. (He didn't.)~~
(as if + Past Perfect refers to unreal situations in the past.)
- ☉ He acts as if he was rich. = He acts as if he were rich.
 She wishes she was rich. = She wishes she were rich.
(were can be used instead of was in all persons in Unreal Past.)
- ☉ I wish to speak to the principal. ✓
 (= I want to speak to the principal).
~~I wish you to speak to the principal.~~
(wish + full infinitive = want; the subject of wish must be the same as the subject of the infinitive.)
- ☉ I wish I smoked / could smoke less. ✓
 I wish you smoked / could smoke less. ✓
~~I wish you smoke less.~~
(wish + unreal past / could + infinitive; the subject of wish can be the same as or different from the subject of the second verb.)
- ☉ I wish you would smoke less. ✓
~~I wish I would smoke less.~~
(wish + would + infinitive; the subject of wish must be different from the subject of would.)
- ☉ I would rather (not) stay at home tonight. ✓
~~I would rather not to stay at home tonight.~~
~~I would rather not staying at home tonight.~~
 I would rather (not) have stayed at home yesterday. ✓
~~I would rather stay at home yesterday.~~
~~I would rather not had stayed at home yesterday.~~
*(would rather + present bare infinitive refers to the present/future
 would rather + perfect bare infinitive refers to the past
 The subject of would rather is the same as the subject of the second verb.)*
- ☉ I would rather we stayed/didn't stay at home tonight. ✓
~~I would rather I didn't stay at home tonight.~~
 I would rather we had (not) stayed at home yesterday. ✓

~~I would rather I hadn't stayed at home yesterday.~~
*(would rather + Past Simple refers to the present/future
 would rather + Past Perfect refers to the past
 The subject of would rather is different from the subject of the second verb.)*

- ☉ I prefer coffee to tea. ✓
 He prefers swimming to scuba diving. ✓
~~He prefers swimming from scuba diving.~~
(prefer + noun/-ing form to noun/-ing form = general preference)
- ☉ He prefers/would prefer to swim rather than scuba dive. ✓
~~He prefers/would prefer to swim rather than to scuba dive.~~
(prefer/would prefer + full infinitive rather than + bare infinitive)
- ☉ He would rather swim than scuba dive. ✓
~~He would rather to swim than scuba dive.~~
~~He would rather swim to scuba dive.~~
(would rather + bare infinitive + than + bare infinitive.)
- ☉ You had better see a doctor. ✓
 I'd rather you saw a doctor. ✓
~~I had better you saw a doctor.~~
(The subject of had better must be the same as that of the verb.)
- ☉ You had better see a doctor. ✓
~~You had better to see a doctor.~~
(had better + present bare infinitive refers to the present/future)
- ☉ You should have seen a doctor. ✓
 It would have been better if you had seen a doctor. ✓
~~You had better have seen a doctor.~~
(It would have been better if + Past Perfect refers to the past)
- ☉ It's time we bought a new car. ✓
~~It's time we buy a new car.~~
 It's time for us to buy a new car. ✓
~~It's about / high time we bought a new car.~~
~~It's about / high time for us to buy a new car.~~
*(It's time + unreal past = for sb + full infinitive;
 it's high/about time + unreal past)*

Key Transformations

- ☉ I wish /If only you didn't/wouldn't speak so loudly.
 I would rather/sooner you didn't/wouldn't speak so loudly.
 I would prefer it if you didn't speak so loudly.
- ☉ I wish /If only we had hired a car.
 I would rather/sooner we had hired a car.
 I would have preferred it if we had hired a car.
 I would prefer us to have hired a car.
 It's a pity we didn't hire a car.
 We regret not hiring/having hired a car.
- ☉ You ought to/had better/should wash the dishes now.
 I wish /If only you washed the dishes now.
- ☉ It's (about/high) time you washed the dishes.
 It's time for you to wash the dishes.
- ☉ She pretended to be working.
 She acted as if / as though she were working.
 If you saw her, you would think that she was working.
 If you had seen her, you would have thought that she was working.
 By her behaviour, you would assume that she was working.
- ☉ He prefers going out to watching TV.
 He prefers to go out rather than watch TV.
 He would prefer to go out rather than watch TV.
 He would rather/sooner go out than watch TV.

Examination Practice

A Read the text below and think of the word which best fits each space. Use only one word in each space.

PROBLEMS CAUSED BY CARS

Living in a modern world may have its advantages but it also has its disadvantages. One disadvantage of the modern way of life which stands (1) _____ from the rest is the negative influence cars have (2) _____ the environment. Today, all developed societies face a (3) _____ range of problems caused by cars and (4) _____ vehicles. These include air and noise pollution, (5) _____ traffic and the evergrowing number of roads in our cities. Major cities around the world face considerable environmental damage (6) _____ of this and are in need of serious measures to reverse this trend.

How did we end (7) _____ with such a problem? There are no simple answers to this question and no serious effort has been made to find any either. It's about (8) _____, however, that our generation got serious (9) _____ this issue. People must be willing to stand (10) _____ environmental groups and make any effort necessary to change the situation.

Many environmentalists believe that we could help by using our (11) _____ sense. Car pooling, for instance, could be a solution to the problem. This simple programme calls for people to share their car with fellow workers to and from work. A lot of interest has been shown in car pooling and other more ambitious programmes are planned for the future.

Our society as a whole must be in touch (12) _____ such issues, and we should all be willing to contribute and participate actively for the common interest.



B Complete the second sentence so that it has a similar meaning to the first sentence, using the word given unchanged. You must use between two and five words, including the word given.

- 1 You ought to return the money you owe.
back It is about _____ the money you owe.
- 2 We regret not having installed an alarm system.
wish We _____ an alarm system.
- 3 If you had heard him speak, you'd think he had studied the subject extensively.
if He spoke _____ the subject extensively.
- 4 Dennis doesn't feel like playing football today.
rather Dennis _____ football today.
- 5 It's a pity we can't visit the gallery.
only If _____ the gallery.
- 6 Julie doesn't like playing the guitar as much as she likes singing.
rather Julie prefers _____ the guitar.
- 7 Michael didn't want to spend his holidays in London, but in the end he did.
rather Michael _____ his holidays in London.
- 8 Please don't disappoint me this time.
let I'd rather you _____ this time.
- 9 I can't stand Ronnie complaining about everything.
wish I _____ about everything.

Section 2

Words easily confused

Use the correct form of the words in the boxes to complete the sentences in each group A-I below. You may use some of the words more than once. In some cases, more than one word may be correct.

A attention care notice warning signal caution

- The scientist demanded extra _____ from the people who were moving his laboratory equipment.
- When I give the _____, everyone shout "HAPPY BIRTHDAY".
- If we had been given a couple of days' _____ about the meeting, we would have been more organised.
- The two students were given a(n) _____ not to fight again in the school grounds, or they would be suspended.
- Some people don't pay _____ to their pets' needs and forget that they require a lot of _____ and affection.
- This is a very expensive piece of equipment, so it must be handled with _____.

B insist persist continue last remain maintain protect keep

- Some European cars are expensive to _____, yet they _____ to be extremely popular.
- The customer _____ on seeing the manager because the staff were so unhelpful.
- We repaired our TV set, but it only _____ for two months before it broke down again.
- I think it's cruel to _____ animals in flats.
- If Sandra _____ in making trouble, the headmaster will call her parents.
- In case of an earthquake, people should _____ calm.
- My family bought a watchdog to _____ our property.

C convince persuade urge impress attract appeal

- Bob tries to _____ people by buying them expensive gifts.
- The teacher _____ the students to study harder after the terrible test results.
- After a lot of discussion, I was able to _____ Anne to come with me even though parties don't _____ to her.
- The company tried to _____ the public that they were not polluting the river.
- Children sometimes cry just to _____ attention.

D win beat gain earn defeat fail

- We have to _____ all our opponents, otherwise we will _____ to get to the finals.
- France _____ the World Cup in 1998 by _____ Brazil.
- Napoleon was _____ at the battle of Waterloo.
- I don't _____ enough money. I need to find a new job.
- After you've _____ experience, you'll be able to get a promotion.

unit 13

E appeal application attraction interest

- 1 Disneyland is a famous _____ for children, but adults love it too.
- 2 You must complete this _____ form before doing anything else.
- 3 Unfortunately, Larry shows no _____ in his studies.
- 4 I made an _____ against the parking fine by writing to the council.

F result effect affect consequence influence

- 1 I missed the train this morning and as a(n) _____ I was late for school. Then, I had to face the _____ when my teacher saw me.
- 2 Smoking has a negative _____ on our health.
- 3 The football players' performance was _____ by the rain.
- 4 Bob's friends have had a positive _____ on him and his _____ have improved.

G allow let permit accept make oblige force

- 1 My parents won't _____ me go to the party because it's on a weekday.
- 2 I _____ the job offer because it was too good to refuse.
- 3 Many teenagers are _____ to stay out after midnight.
- 4 The new law _____ all drivers to have their licence with them at all times.
- 5 I can't _____ you to do this if you don't want to.
- 6 Students are _____ to enter the lab only under teacher supervision.
- 7 My mother _____ us tidy our rooms every Saturday morning.

H postpone cancel delay

- 1 All trains were _____ due to a power failure.
- 2 I had to _____ all my appointments as I was ill.
- 3 Joel's busy today, so we have to _____ the meeting until next Friday.

I guest host visitor client customer

- 1 Car manufacturers go to great lengths to keep their _____ satisfied.
- 2 The _____ of the party looked after his _____ extremely well.
- 3 The gallery is open to _____ from 10 am to 5 pm.
- 4 Most of the lawyer's _____ were rich and famous.

Derivatives

This unit deals with nouns which derive from verb roots.

Verb Root	Noun = Verb + -ment
	The process or the result of doing what the verb describes
develop	development

- Some other common verbs that form **nouns** in the same way are: *achieve, agree, amaze, amuse, announce, appoint, argue, arrange, employ, entertain, excite, improve, punish, replace* and *require*.

Verb Root	Noun = Verb + -ure
depart	departure

- Some other common verbs that form **nouns** in the same way are: *expose, fail, please* and *press*.
- The verb **create** forms a noun in **-ure**, but its meaning is different:
create → *creature*
- Pay attention to the following irregularities:
mix → *mixture* *proceed* → *procedure* *sign* → *signature*

Verb Root	Noun (Person)= Verb + -er / -or
	The person who does what the verb describes
train operate	trainer operator

- Some other common verbs that form nouns in **-er** are: *advertise, announce, consume, employ, examine, found, hunt, insure, interview, observe, organise, own, perform, produce, report* and *work*.
- Some other common verbs that form nouns in **-or** are: *act, collect, construct, contribute, create, decorate, direct, govern, inspect, instruct, invent, investigate* and *protect*.

Verb Root	Noun (Thing)= Verb + -er / -or
	The thing that does what the verb describes
record calculate	recorder calculator

- Some other common verbs that form nouns in **-er** are: *blend, compute, cook, mix* and *print*.
- Some other common verbs that form nouns in **-or** are: *react, refrigerate* and *sense*.

Verb Root	Noun (Person)= Verb + -ee
	The person who receives the action described by the verb
employ	employee

- Some other common verbs that form **nouns** in the same way are: *examine, interview, pay, refer, train* and *trust*.

unit 13

Complete the sentences with the correct form of the words in capitals.

- 1 _____ to comply with the safety _____ may prove _____.
- 2 We already had a(n) _____ and I'm not in the mood for another _____, so let's just drop the subject.
- 3 Many people's purchases are influenced by _____.
- 4 The panda is a rare _____, but unfortunately it is under threat from _____.
- 5 What _____ must potential _____ have in order to get this job?
- 6 Scientists have proved that too much _____ to the sun is _____.
- 7 A lot of _____, _____, film _____ and _____ had been invited to the cocktail party.
- 8 His _____ from the country guaranteed his _____.
- 9 It's always a _____ to watch children play.
- 10 We had to ask the gym _____ what type of _____ he recommended.

FAIL, REGULATE
FATE
AGREE
ARGUE
ADVERTISE
CREATE
HUNT
REQUIRE, EMPLOY

EXPOSE
HARM
ACT, DIRECT, PRODUCE
SING
DEPART, SAFE
PLEASE
INSTRUCT, TRAIN

Examination Practice

A Read the text below and decide which answer A, B, C or D best fits each space.

AIRPORT DELAYS

Although the plane is the fastest means of transport, the idea of travelling by plane does not (1) _____ to everyone because of the frequent delays. It is extremely frustrating when you (2) _____ yourself plenty of time to get to the airport and - once there - it is brought to your (3) _____ that there is a problem with your flight. The staff at the check-in are trying to (4) _____ you that it won't be long before the problem is solved. Yet, hours later you feel let (5) _____, as you (6) _____ to wait patiently for your boarding call. Of course, you won't (7) _____ anything by complaining.

By this stage, you realise you are going to miss your connecting flight and now you must change your bookings. You feel (8) _____ you're never going to get to your destination. However, there is the slight chance that you could be one of the lucky ones spending the night at a top class hotel at the expense of the airline that caused your problem in the first place. Admittedly, you would rather (9) _____ heading for your original destination.

Regular (10) _____ advise us just to accept the fact that no matter how frustrating this situation might be, it's unavoidable and shouldn't (11) _____ us that much. Nevertheless, it will always be a (12) _____ sight to see people eagerly waiting, in the hope of hearing their flight announced.



1	A attract	B appeal	C impress	D affect
2	A let	B keep	C allow	D make
3	A care	B warning	C interest	D attention
4	A insist	B attract	C urge	D convince
5	A off	B down	C away	D out
6	A continue	B persist	C insist	D remain
7	A win	B result	C earn	D gain
8	A if only	B though	C as if	D if
9	A be	B to be	C had been	D to had been
10	A guests	B customers	C clients	D visitors
11	A effect	B influence	C appeal	D affect
12	A common	B general	C wide	D strong

B Complete the text below with the correct form of the words in capitals.

THE MODEL T-FORD



One of the most important (1) _____ in the history of the motorcar was the (2) _____ of the Model-T Ford in 1913, which was the first car to be produced on a large scale. The (3) _____ of this method of production was Henry Ford, the founder of the Ford Motor Company. The production line, as it came to be (4) _____, offered (5) _____ to thousands of (6) _____. It cut costs as well, making cars affordable to (7) _____. In addition, the replacement of old work practices made cars more (8) _____, while numerous (9) _____ to the interior of the car made driving a pleasure. So, car (10) _____ have Henry Ford to thank for his enormous contribution to the car industry.

ACHIEVE
DEVELOP

INVENT

KNOW, EMPLOY
WORK
CONSUME

RELY
IMPROVE
OWN

Prepositional Phrases

A Complete the blanks with the prepositions **in, on, at, for, of, with or to**.

_____ the expense _____	_____ contact _____	_____ relation _____
_____ the mood _____	_____ addition _____	_____ the middle _____
_____ the point _____	_____ support _____	_____ the centre _____
_____ connection _____	_____ touch _____	_____ respect _____
_____ need _____	_____ the age _____	
_____ regard _____	_____ answer _____	

B Read the sentences and complete them with the prepositions **in, on, for, of, with, to or as**.

- Mr Kingston is disabled _____ a result _____ a childhood illness.
- We lost the bid to a rival company _____ account _____ a silly mistake that Roy made.
- I stack all my magazines _____ top _____ the bookcase.
- Tom withdrew his objections _____ the sake _____ the team's unity.
- Sally bought an old house _____ a view _____ renovating it in the future.
- I'm writing _____ reference _____ your newspaper's investigation into police corruption.

C Complete the sentences with the prepositional phrases in the box below.

in captivity in haste under strain in aid of in exchange for ahead of schedule in instalments in demand
under repair in the first place in court in writing out of hand in flames behind schedule

- The charity marathon was _____ cancer research.
- Hats are _____ this season because of the cold weather.
- I gave my bicycle to my friend _____ his electric guitar.
- The famous musicians left _____ after the concert to avoid their fans.
- The delay at the airport has put us _____.
- If you had asked for directions _____, we would not be lost now.
- Requests for information made to this department must be _____.
- The businessman was kept _____ for over a month by his kidnappers.
- I am paying off my car _____.
- The country's economy is still _____ and the economic situation will not improve soon.
- To the surprise of everyone, the project was completed _____.
- My car is _____ at the moment after last week's crash.
- The man decided to settle his claim _____ despite his lawyer's advice.
- Don't you think that inflation is getting _____?
- The whole building was _____ by the time the fire brigade arrived on the scene.

Phrasal Verbs

Read the sentences on the left and match the phrasal verbs with their definitions on the right by writing the correct number in the box next to each definition.

A CALL

- 1 Why don't you **call** your mother **up** and surprise her?
- 2 The bank manager said he would **call back** after lunch.
- 3 The celebrations were **called off** after the tragic accident.
- 4 I heard someone **calling out** my name from a distance.
- 5 I **called at** the office to pick up my laptop before coming here.

- return a phone call
- pay a short visit
- shout loudly
- make a phone call
- cancel

B SPEAK, TELL, COUNT

- 1 **Speak up** please! I can't hear a word you're saying.
- 2 I could never **tell** the two identical twins **apart**.
- 3 Joe said to **count** him **in** for this weekend's fishing expedition.
- 4 I guess we will have to **count** Dave **out** of tomorrow's match if he doesn't feel better by tonight.
- 5 Rob can always **count on** his brother to help him with the gardening.

- speak loudly
- rely on
- distinguish
- include
- exclude

Words with Prepositions

A Complete the blanks with prepositions.

Adjectives	Nouns	Verbs
angry _____ sb	a comparison _____	combine _____
angry _____ sth	an understanding _____	compare _____
annoyed _____ sb		compete _____ sb
_____ sth		_____ sth
bored _____ sb/sth		describe sb/sth _____
certain _____		sb (=say what they look like)
identical _____		excuse sb _____
similar _____		be made _____
suitable _____		protest _____
sure _____		shout _____
terrible _____ sth		

B Read the following sentences and complete them with prepositions.

- 1 Many new paper products today are **made** _____ recycled paper.
- 2 The copy of the masterpiece was **identical** _____ the one in the museum.
- 3 The manager was very **angry** _____ the way things turned out at yesterday's presentation.
- 4 Dennis has a good overall **understanding** _____ the subject.
- 5 In next month's athletics meeting I will be **competing** _____ the gold medal _____ my arch-rival, Gary Flash.
- 6 My doctor was **annoyed** _____ me when I told her I wasn't taking my medication regularly.

unit 14

- 7 Leone is not **sure** _____ her new job offer. She needs time to think it over.
- 8 I was **bored** _____ all the advice the teachers felt obliged to give us on the first day back at school.
- 9 Erica was absolutely **certain** _____ what she saw that night.
- 10 Dan and Carole are a lovely couple because they're so **suitable** _____ each other.
- 11 For the first time in years, farmers aren't **protesting** _____ the decrease in their income.
- 12 Many students are **terrible** _____ Maths and English.

Grammar Revision (Reported Speech)

See Grammar Review page 163

Change the following sentences into Reported Speech. Use one of the reporting verbs in the box below.

suggest warn explain admit deny
advise promise complain ask threaten

- 1 "You'll sprain your ankle, Celia, if you run in those shoes," said her mother.

- 2 "Stand still or I'll tie you up!" shouted the kidnapper at the man.

- 3 "You're late again, Fay!" said John.

- 4 "I won't tell you another lie, Mum," said Ben.

- 5 "I didn't steal your wallet, Betty," he said.

- 6 "Take the pills for three days and visit me again next week, Mr Farrow," said the doctor.

- 7 "Let's go on a boat trip," my brother told me.

- 8 "Yes, I did ruin the printer," my colleague said.

- 9 "Why didn't you do your homework yesterday, Mary?" the teacher wanted to know.

- 10 "I need the money because I must fly to London tonight," she said.

Points to remember

- ④ "You should speak more politely," he said to me. →
He **told me** to speak more politely. ✓
~~He told to me to speak more politely.~~
(tell someone something; say something to someone)
- ④ "If she phones, I'll let her know," said John. →
John said that if she **phoned**, he **would let** her know.
(Conditional Sentences Type 1 usually change into Conditional Sentences Type 2 in Reported Speech.)
- ④ "If I had money, I would go abroad," said Kim. →
Kim said that if she **had** money, she **would go** abroad.
"If I **had had** money, I **would have gone** abroad last year," said Kim. →
Kim said that if she **had had** money, she **would have gone** abroad the previous year.
(Conditional Sentences Types 2 and 3 do not change in Reported Speech.)
- ④ "I wish I didn't have to work late," she said.
She said she **wished** she **didn't have to** work late. ✓
~~She said she wished she hadn't had to work late.~~
(Unreal Past Tenses do not change in Reported Speech.)
- ④ "Please, **fasten** your seatbelts," said the flight attendant. →
The flight attendant **asked us to fasten** our seatbelts. ✓
"Please, **don't smoke**," said the flight attendant. →
The flight attendant **asked us not to smoke**. ✓
~~The flight attendant asked us to not smoke.~~
(tell, ask, beg, order, command, advise, forbid, warn, encourage + object + full infinitive)
- ④ "I'll drive you to school," said my father. →
My father **offered to drive** me to school. ✓
~~My father offered that he would drive me to school.~~
(offer, refuse + full infinitive)
- ④ "I'll drive you to school," said my father. →
My father **promised to drive** me to school.
My father **promised that he would drive** me to school.
(agree, claim, promise, threaten, warn + full infinitive or that-clause)
- ④ "I'm sorry I'm late," she said. →
She **apologised for being** late. ✓
~~She apologised that she was late.~~
(accuse of, apologise for, blame for, insist on etc. + ing form)
- ④ "My coffee is too cold," she said. →
She **complained about** her coffee **being** too cold.
She **complained that** her coffee was too cold.
(admit, complain, deny + -ing form or that-clause)
- ④ "Let's go for a walk," said Peter. →
Peter **suggested going** for a walk. ✓
~~Peter suggested to go for a walk.~~
Peter **suggested that we go** for a walk. ✓
Peter **suggested that we should go** for a walk. ✓
- ④ "Do you like your job?" he asked me. →
He asked **if/whether I liked** my job. ✓
~~He asked me did I like my job.~~
~~He asked me if did I like my job.~~
"What are you going to do?" she asked me. →
She asked me **what I was going to do**. ✓
~~She asked me what was I going to do.~~
When can we see the principal? →
Could you tell us **when we can see** the principal? ✓
~~Could you tell us when can we see the principal?~~
(In Reported and Indirect questions the verb is always in the affirmative form.)

Key Transformations

- ④ "You should exercise more," the doctor said to me. →
The doctor said that I should exercise more.
The doctor told/advised/encouraged me to exercise more.
The doctor suggested that I (should) exercise more.
The doctor insisted on my exercising more.
- ④ "Don't move the desks," said the teacher to the students. →
The teacher told/ordered the students not to move the desks.
The teacher forbade the students to move the desks.
The teacher didn't let the students move the desks.
The teacher didn't allow the students to move the desks.
- ④ "We missed the plane and you're responsible for that," said his wife to him. →
His wife blamed him for missing the plane.
- ④ "I'll do the shopping," said Mike. →
Mike offered to do the shopping.
Mike promised to do the shopping.
Mike promised that he would do the shopping.
Mike agreed to do the shopping.
Mike agreed that he would do the shopping.
- ④ "If only I knew how to operate the machine," she said. →
She wished she knew how to operate the machine.
- ④ "Have you ever been to Japan, Julie?" asked Ben. →
Ben asked Julie if / whether she had ever been to Japan.
Ben wondered / wanted to know if/whether Julie had ever been to Japan.
- ④ Could you tell me the way to the beach?
Could you tell me how I can/could get to the beach?
Could you tell me how to get to the beach?

Examination Practice

A Read the text below and think of the word which best fits each space. Use only one word in each space.

A CAREER AT HOME



Jodie Sutter is thirty-eight. She has two daughters and has recently changed her lifestyle. She is part of a growing number of women (1) _____ are abandoning their careers to become full-time homecarers. Jodie worked for ten years as a successful lawyer in a large legal firm in the city. She loved her job and was moving up the career ladder. She explained (2) _____ she had fascinating cases (3) _____ court and gave it everything she had. Twelve-hour days were not uncommon and her weekends were always busy.

When she had her first child, though, things changed. "In the (4) _____ place, my colleagues couldn't count (5) _____ me when they had a heavy workload because I'd have to rush home to Lucy," she said. Her husband also had a demanding job and they soon realised that there was more to family life than they had imagined. "We were always (6) _____ schedule!" she exclaimed.

Jodie admits (7) _____ frustrated at times when the situation got (8) _____ of hand. That's when she was sure (9) _____ her decision to leave her job. Her husband suggested that they (10) _____ get a nanny. However, Jodie insisted (11) _____ giving up her career, and did so when Lucy was three. "It's very difficult to combine work (12) _____ family life and I believe the latter is more important."

B Complete the second sentence so that it has a similar meaning to the first sentence, using the word given unchanged. You must use between two and five words, including the word given.

- 1 "He stole my money!" shouted the old lady.
accused The old lady _____ money.
- 2 "I think you should stop eating so many sweets," Mary's sister said to her.
advised Mary's sister _____ so many sweets.
- 3 "Don't cancel your trip because of us," we said to John.
off We told John _____ his trip because of us.
- 4 "I'm sorry I didn't tell you the truth," Peter said to us.
apologised Peter _____ the truth.
- 5 Is the gallery open in the afternoon?
know Do you _____ open in the afternoon?
- 6 "Why don't you try on a pair of jeans?" Peter asked Mary.
suggested Peter _____ a pair of jeans.
- 7 "You really must let me cook dinner," said Anne.
insisted Anne _____ dinner.
- 8 "What does he want to tell me?" Julie asked herself.
wondered Julie _____ to tell her.

Section 2

Words easily confused

Use the correct form of the words in the boxes to complete the sentences in each group A-H below. You may use some of the words more than once. In some cases, more than one word may be correct.

A like alike unlike likely as same similar common

- 1 It's very _____ to see people asleep on the train when travelling to work. When I'm tired I do the _____.
- 2 My cousin John looks just _____ his father. They even have _____ habits.
- 3 Jonathan is very polite _____ his brother who is really rude.
- 4 Dora and Mary look _____ and often I can't tell one from the other.
- 5 He's as white _____ a ghost. It's very _____ that he is going to faint.
- 6 They are _____ to be late, so let's start eating dinner.

B suit fit match combine compare

- 1 You must _____ strength with will-power to become a successful weightlifter.
- 2 The red tie doesn't _____ you and it doesn't _____ your clothes either.
- 3 My trainers are too small and don't _____ me anymore.
- 4 You can't _____ a Ferrari to an ordinary car.

C punctual accurate correct exact sharp

- 1 The _____ answer to the maths problem is 2.43 not 2.53.
- 2 Be here at 8 o'clock _____, otherwise I'll leave without you.
- 3 Barometers are the most _____ way of measuring atmospheric pressure.
- 4 Jason is a very _____ person. He is never late.
- 5 The _____ distance from Burwood to the city centre is 17.4 km.

D remain reveal review revise relieve release

- 1 The journalist wouldn't _____ her source no matter how much pressure I put on her.
- 2 My family were _____ to hear that my grandfather's operation went well. He then had to _____ in hospital for four weeks before he could be _____.
- 3 We had to _____ all ten units for the maths test.
- 4 My editor asked me to _____ a new play by John Astor.
- 5 The 'New Rockers' have _____ their new album and the reviews have been excellent so far.

unit 14

E outcome outdoor outfit outlet outsider

- 1 Bullfighting is fought in an _____ arena.
- 2 I bought an expensive _____ for the awards ceremony.
- 3 When Beth moved to her new school, she felt like an _____ until she became friends with a few girls.
- 4 The factory _____ sells shoes at cost price.
- 5 The _____ of the match was in favour of the home team.

F perfect ideal fine thorough detailed definite certain particular special sure

- 1 My _____ weight is 54 kilograms. At the moment I'm 61 kilograms, so I'm going on a diet.
- 2 The doctor gave her patient a(n) _____ check-up once a year.
- 3 My supervisor asked for a(n) _____ report concerning the new project we were doing.
- 4 This mirror will be _____ for our entrance hall. I'm _____ it will fit on the wall opposite the door.
- 5 I need a(n) _____ answer by tomorrow because I want to know for _____ how many people are coming to the restaurant.
- 6 The weather tomorrow will be _____ with a light breeze from the North.
- 7 The supermarket had a _____ offer on a(n) _____ brand of spaghetti that was very tasty.

G stand resist tolerate suffer

- 1 I don't like people who lie and cheat. I will not _____ such behaviour.
- 2 Many people _____ from allergies in spring.
- 3 I can't _____ chocolate cake when I see it in front of me.
- 4 I couldn't bear to watch my cat _____, so I asked the vet to put him down.
- 5 Kate can't _____ milk and never drinks it.

H offer provide supply cater

- 1 Peter _____ to take me home since it was raining.
- 2 Does this restaurant _____ for vegetarians?
- 3 The airline _____ lunch for the passengers of the delayed flight.
- 4 They _____ us home-made cookies.
- 5 The injured climbers were _____ with food and water until help arrived.

Derivatives

- In the previous units we dealt with derivatives which are formed according to certain rules. There are, however, some less predictable formations. The most common of these are:

Verb	Noun	Adjective
bear	birth	—
behave	behaviour	behavioural
choose	choice	choosy
complain	complaint	—
die	death	dead
hate	hatred	hateful
heat	heat	hot
laugh	laughter	—
lose	loss	lost
marry	marriage	married
pride	pride	proud
prove	proof	—
pursue	pursuit	—
relieve	relief	relieved
see	sight	—
sing	song	—
solve	solution	—
speak	speech	speechless
succeed	success	successful
think	thought	thoughtful
—	youth	young

- You may be asked to form an adjective or noun which derives from the name of a country or continent.
e.g. *England* → *English*
Europe → *European*
- Finally, you may be asked to derive an adverb or a pronoun ending in **-body**, **-one**, **-thing**, **-where**, **-how**, **-ever** or **-self**.
e.g. *some* → *somebody* *any* → *anyhow*
any → *anyone* *when* → *whenever*
every → *everything* *one* → *oneself*
else → *elsewhere*

Complete the sentences with the correct form of the words in bold type.

- Janet was at a _____ for words when she saw the damage done to her car.
- My parents have had a long and happy _____.
- I need _____ to help me find the _____ documents, as I've looked _____ and can't find them.
- _____ people like to make _____ about London's _____ weather.
- He committed the crime out of racial _____.
- The father was _____ of his son's _____ to Cambridge.
- I can't stand the _____ of _____ animals!
- _____ we go, we manage to enjoy _____.
- Many people can't stand extreme _____.
- The _____ ambassador is giving a _____ tonight.

LOSE
MARRY
SOME, MISS
EVERY
BRITAIN, COMPLAIN
RAIN
HATE
PRIDE, ADMIT
SEE, DIE
WHERE, OUR
HOT
ITALY, SPEAK

unit 14

- 11 He _____ managed to find _____ that he was innocent.
- 12 The _____ of leaving my home town and going to live in the city filled me with _____ feelings, but I had made my _____.
- 13 His _____ was _____ and I'm never going to speak to him again.
- 14 It is commonly accepted that _____ is the best medicine for stress.
- 15 His _____ doesn't allow him to admit his faults.
- 16 The _____ crossed the _____ border.
- 17 It was such a _____ for her when she found her dog.
- 18 I believe that it's impossible to find a _____ to every problem.
- 19 They think very highly of _____ and prefer not to associate with _____ they consider inferior.
- 20 The _____ of your book will depend on how well you promote it.

- SOME, PROVE
- THINK
- MIX, CHOOSE
- BEHAVE, ACCEPT

- LAUGH
- PROUD
- IMMIGRATE, MEXICO
- RELIEVE
- SOLVE
- THEM
- ANY
- SUCCEED

Examination Practice

A Read the text below and decide which answer A, B, C or D best fits each space.

A BIG DECISION



When Lucy (1) _____ that she was going to move abroad because she was bored (2) _____ her life, we weren't surprised. After all, she had been talking about moving to a warmer country for ages, one which would (3) _____ sun, sea and opportunities for outdoor activities. A country like Spain or Portugal would (4) _____ her just fine.

We took her even more seriously when she called (5) _____ an interview for a job she was sure of getting.

Of course, her parents were annoyed with her decision, but I had to admit that I sympathised with her. I had done something (6) _____ when I was her age, so I supported her all the way. I even helped her decide on a suitable destination.

It was near an ancient site which, given Lucy's academic background in archaeology, was (7) _____ for her. I (8) _____ her that in the beginning she would feel (9) _____ an (10) _____, but people from small towns are friendly and she wouldn't feel lonely for too long.

The time came for Lucy to depart. She wasn't sad, (11) _____ her parents who were crying and couldn't bear to see their daughter leaving. Seeing her parents cry made me feel responsible for what had happened. In the end, I (12) _____ for having encouraged Lucy to leave. To tell the truth, however, I'm glad to have influenced her decision to move abroad.

1	A announced	B told	C agreed	D claimed
2	A with	B for	C about	D at
3	A supply	B offer	C reveal	D cater
4	A fit	B suit	C combine	D match
5	A out	B up	C for	D off
6	A similar	B common	C same	D likely
7	A ideal	B special	C particular	D fine
8	A insisted	B explained	C said	D warned
9	A as	B alike	C like	D unlike
10	A outdoor	B outsider	C outcome	D outfit
11	A not alike	B unlikely	C not as	D unlike
12	A admitted	B denied	C apologised	D accused

B Complete the text below with the correct form of the words in capitals.

A TENNIS STAR IS BORN

(1) _____ the tennis star Richard Krajicek stepped onto the court, his opponent needed to prepare for one of the (2) _____ serves in the game. Krajicek was (3) _____ of his 220 km/h serve, since his (4) _____ on the court could be partly attributed to it.

Without doubt, Krajicek can be described as (5) _____ who was in pursuit of (6) _____. At Wimbledon in 1997, bad weather conditions didn't dampen his spirits. The only (7) _____ that went through his mind was that of holding the trophy. Krajicek had a lot of (8) _____ and beat his (9) _____ opponent three sets to love. Many considered Krajicek to be the next great (10) _____ tennis champion following in the footsteps of Boris Becker.

WHEN
FAST
PRIDE, SUCCEED

SOME
EXCEL
THINK
DETERMINE, AMERICA
EUROPE

SECTION 1 (FCE format)

PART 1

For questions 1-12, read the text below and decide which answer A, B, C or D best fits each space. There is an example at the beginning (0).

- ➔ Example: 0 **A heading** B counting C increasing D progressing

POPULATION FACTS

According to the United Nations' population figures, the world's population will be (0) heading for 8.9 billion by the year 2050, (1) _____ to 6.7 billion in 2009. This figure (2) _____ into account that each woman on the planet will give birth to two children.

Eight billion, nine hundred million people may sound (3) _____ an astronomical figure, yet statistics (4) _____ that, throughout the world, the number of children being born is dropping. In Africa the birth rate has decreased from 6.6 to 5.1, in Asia from 5.1 to 2.6, in Latin America from 5.0 to 2.7 and with (5) _____ to the European countries, the birth rate is below the replacement level. This means fewer people being born for every elderly person. For instance, by 2050, Spain risks being the oldest country in the world. The explanation (6) _____ for this is the fact that women have become better educated and would rather (7) _____ a career than enjoy motherhood. Therefore, they (8) _____ bringing up many children and being out of work for long periods of time.

(9) _____, the world's population will continue to increase (10) _____ the ageing population. This will happen because of an overall rise in life expectancy, especially in the developed countries. The main reason for this is that many diseases which were fatal in the past, can be (11) _____ nowadays.

In view of these facts, experts argue that 8.9 billion people is more than our planet will be able to take. Others who have a more pessimistic outlook on life (12) _____ that we are already on the point of not being able to sustain the current population.

1	A combined	B unlike	C competed	D compared
2	A brings	B has	C takes	D gives
3	A as	B alike	C likewise	D like
4	A reveal	B give away	C describe	D speak out
5	A connection	B view	C relation	D respect
6	A given	B made	C supported	D told
7	A chase	B create	C pursue	D advance
8	A prevent	B omit	C avoid	D prohibit
9	A All the same	B After all	C All in all	D Once and for all
10	A whereas	B although	C even though	D in spite of
11	A healed	B cured	C defeated	D beaten
12	A warn	B accuse	C threaten	D advise

PART 2

For questions 13-24, read the text below and think of the word which best fits each space. Use only one word in each space.

FLOWER POWER

Flowers grow everywhere in the world but (0) _____ *when* _____ people think of tulips, they think of the Netherlands. The Dutch have a saying: "Flowers love people". (13) _____ this is true, then flowers really love the Dutch, as flowers have been cultivated in the Netherlands for hundreds of years. In fact, the flower industry has been (14) _____ profitable that it has been boosting the Dutch economy since the seventeenth century.

Recently, however, the Dutch flower growers have been (15) _____ difficulties in coping with the tough competition from abroad. The Colombians, for instance, have (16) _____ the Dutch by surprise. Their flowers are now (17) _____ demand all over the world (18) _____ to the simple fact that they are cheaper. Within a few short years, the Colombians have brought Holland's domination of the flower industry to an end.

(19) _____ this fact, the Netherlands is still in control of over sixty per cent of the world's flower market.

In (20) _____ to help the Dutch growers, the European Commission has decided to promote the flower industry, as (21) _____ as the growers themselves are willing to cut costs and become more competitive. All this in the hope of making people buy more flowers than they used to.

Today the average Dutchman buys 150 stems a year, (22) _____ the Germans buy 80 stems and the English only 50 stems. These numbers are constantly declining. (23) _____ this trend is reversed, many Dutch growers will soon be (24) _____ of business.



PART 3

For questions 25-34, read the text below. Use the word given in capitals at the end of each line to form a word that fits in the space in the same line. There is an example at the beginning (0).

DESERT ANIMALS

Deserts are not (0) *uninhabited* places as many people believe. Although the daytime air temperature may reach a(n) (25) _____ 58° C and the surface temperature 77° C, many animals live in these conditions. Their (26) _____, however, is (27) _____ on them being able to get the water they need. (28) _____ of desert animals has revealed a lot about the strategies they employ to achieve this. (29) _____ have found that beetles, for example, get their daily (30) _____ of water after waiting for the moisture from fog to condense on their bodies and drip down into their mouth. Larger desert animals have come up with another (31) _____ to the problem of finding a source of water. For example, (32) _____ like hares or rats get their supply by eating (33) _____ amounts of desert vegetation, which contains the water they require. However extreme the conditions may be, desert animals (34) _____ manage to obtain water.

- INHABIT
- BEAR
- SURVIVE
- DEPEND
- OBSERVE
- RESEARCH
- REQUIRE
- SOLVE
- CREATE
- CONSIDER
- SOME

PART 4

For questions 35-42, complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between two and five words, including the word given. There is an example at the beginning (0).

➔ **Example: 0** When I was younger, I played tennis every Sunday.
used When I was younger, I _____ *used to play* _____ tennis every Sunday.

- 35 We took the ring road because we didn't want to get caught in traffic in the city centre.
as We took the ring road _____ caught in traffic in the city centre.
- 36 "Why don't we participate in the game?" my friend said.
part My friend suggested _____ the game.
- 37 By the look on their faces, you'd assume they had seen a ghost.
though They looked _____ a ghost.
- 38 Although he smokes heavily, he refuses to go for a check-up.
smoker Despite _____, he refuses to go for a check-up.
- 39 You might get lost and need to ring us, so take your mobile phone with you.
in Take your mobile phone with you _____ and need to ring us.
- 40 They had better demolish that old building on Kensington Road.
down It is _____ that old building on Kensington Road.
- 41 "Do you speak Spanish fluently, Vanessa?" he asked.
whether He wanted to know _____ fluently.
- 42 Fortunately, the motorcyclist was wearing protective clothing, so he got away with minor injuries.
injured The motorcyclist _____ had he not been wearing protective clothing.

PART 1

For questions 1-12, read the text below and decide which answer A, B, C or D best fits each space. There is an example at the beginning (0). Mark your answers on the separate answer sheet.

→ Example: 0

A first

B ideal

C special

D best

1	A	B	C	D
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

THE BEST STUDENTS

According to most professors, mature students are (0) ideal students because they are hard-working and become actively (1) _____ in all aspects of the learning process.

The majority of mature students have a poor educational background but they (2) _____ to do exceptionally well at tertiary level. (3) _____ many of them have a mortgage, a job and children to

(4) _____, they are always present at seminars and lectures and always hand

(5) _____ essays on time. They like studying and writing essays and they enjoy the class discussions that take place. Consequently, they (6) _____ excellent results. In fact, as they have

(7) _____ many of life's pleasures, they are content with their lives and this has a positive

(8) _____ on their attitude, making them (9) _____ to learn.

On the other hand, despite their enthusiasm and commitment, mature students (10) _____ from anxiety. The fact that they have made many sacrifices to get into university puts extra pressure on them to succeed.

(11) _____, completing a degree gives mature students a sense of achievement, boosts their confidence and (12) _____ their job prospects.

- | | | | | |
|----|------------|---------------|----------------|---------------|
| 1 | A included | B related | C involved | D combined |
| 2 | A able | B succeed | C manage | D capable |
| 3 | A Although | B Despite | C However | D In spite of |
| 4 | A grow | B develop | C rise | D raise |
| 5 | A in | B over | C out | D up |
| 6 | A fulfil | B achieve | C reach | D earn |
| 7 | A known | B experienced | C found out | D recognised |
| 8 | A effect | B affect | C conclusion | D consequence |
| 9 | A eager | B anxious | C interested | D impatient |
| 10 | A tolerate | B resist | C suffer | D complain |
| 11 | A Likewise | B Furthermore | C Nevertheless | D Otherwise |
| 12 | A creates | B improves | C progresses | D advances |

ANSWER SHEET

1	A	B	C	D
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	A	B	C	D
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	A	B	C	D
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	A	B	C	D
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	A	B	C	D
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	A	B	C	D
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	A	B	C	D
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	A	B	C	D
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	A	B	C	D
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	A	B	C	D
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	A	B	C	D
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	A	B	C	D
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PART 2

For questions 13-24, read the text below and think of the word which best fits each space. Use only one word in each space. There is an example at the beginning (0). Write your word on the separate answer sheet.

➔ Example: 0

0	<i>down</i>	0
---	-------------	---

TV RATINGS

As you settle (0) down in front of your television, have you (13) _____ wondered how TV ratings are calculated? Don't worry, we're not (14) _____ watched while we're in front of the TV. It's the Audience Research Board (ARB) that works (15) _____ the ratings for each programme. To (16) _____ this, the board appoints researchers whose task is to choose from a sample of viewers, who receive a small payment for (17) _____ cooperation. To gather the required information, the researchers connect the viewer's TV set and video recorder to electronic meters which record when these appliances are turned on and off and what is being viewed. There is a difference (18) _____ counting TV programmes and those recorded on video. To count the latter, the day, time and channel are imprinted by the electronic meter. (19) _____, only when the video is watched does the programme recorder on the meter become activated. It sounds complicated but the ARB need to separate live recordings (20) _____ taped ones. (21) _____ problem is the number of viewers in one household. If there is (22) _____ than one viewer, then the household is given a special remote control. Finally, (23) _____ all the figures are collected, they are compared to the TV guides and (24) _____ the end the national viewing figures are calculated.

ANSWER SHEET

DO NOT WRITE
HERE

13		13 <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/>
14		14 <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/>
15		15 <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/>
16		16 <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/>
17		17 <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/>
18		18 <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/>
19		19 <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/>
20		20 <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/>
21		21 <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/>
22		22 <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/>
23		23 <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/>
24		24 <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/>

PART 3

For questions 25-34, read the text below. Use the word given in capitals at the end of each line to form a word that fits in the space in the same line. There is an example at the beginning (0). Write your word on the separate answer sheet.

➔ Example: 0

0	<i>philosopher</i>	0
---	--------------------	---

PYTHAGORAS

Pythagoras was a (0) philosopher born on the Aegean island of Samos. He was well known as a great (25) _____ and his academic excellence has been (26) _____ for over 2000 years. As a young man, he travelled and was (27) _____ influenced by some (28) _____ ideas he came across in Egypt and Babylon. Over time, he made (29) _____ mathematical investigations, which included "Pythagoras' Theorem", a great (30) _____ stating that the square of the hypotenuse of a right angled triangle is equal to the sum of the squares. In (31) _____, Pythagoras was one of the earliest (32) _____ to suggest that the earth was a sphere revolving around a (32) _____ fire. Without doubt, his (34) _____ to the scientific world will always be acknowledged.

- PHILOSOPHY
- MATHEMATICS
- RESPECT
- GREAT
- REMARK
- EXTEND
- DISCOVER

- ADD
- SCIENCE
- CENTRE
- CONTRIBUTE

ANSWER SHEET

DO NOT WRITE
HERE

25		25
26		26
27		27
28		28
29		29
30		30
31		31
32		32
33		33
34		34

PART 4

For questions 35-42, complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between two and five words, including the word given. There is an example at the beginning (0). Write only the missing words on the separate answer sheet.

➔ **Example: 0** When I was younger, I played tennis every Sunday.
used When I was younger, I _____ *used to play* _____ tennis every Sunday.

0	<i>used to play</i>	0
---	---------------------	---

- 35** Judy is as old as Helen.
same Judy _____ Helen.
- 36** I would strongly advise you to apologise for your mistake.
better You _____ your mistake.
- 37** Take a coat because it might get colder in the evening.
case Take a coat _____ colder in the evening.
- 38** They had to postpone the match until Friday.
off The match _____ until Friday.
- 39** Although he tries hard, he never manages to win a game.
matter He never manages to win a game _____ he tries.
- 40** "No, I won't pick you up from the airport," said Nick to James.
refused Nick _____ from the airport.
- 41** You won't become fitter if you don't exercise more.
unless You won't become fitter _____ more.
- 42** You should learn how to operate the washing machine.
about It is _____ how to operate the washing machine.

ANSWER SHEET

DO NOT WRITE
HERE

35		35
36		36
37		37
38		38
39		39
40		40
41		41
42		42

GRAMMAR

1. _____ a doctor's appointment tomorrow?
 - a. Have got
 - b. Do you have
 - c. you have
 - d. You have
2. When I _____ the book, I'll return it to the library.
 - a. will finish
 - b. will have finished
 - c. finish
 - d. am finishing
3. She has many friends, one of _____ is a doctor.
 - a. which
 - b. that
 - c. whom
 - d. whose
4. My bike is the same _____ yours.
 - a. to
 - b. with
 - c. like
 - d. as
5. "I want to go to Eurodisney this year."
"So _____ my brother."
 - a. wants
 - b. does
 - c. is
 - d. will
6. My husband prefers to cook rather than _____ the dishes.
 - a. to wash
 - b. washing
 - c. to washing
 - d. wash
7. Your car is twice _____ mine.
 - a. as big as
 - b. bigger than
 - c. big to
 - d. more bigger than
8. If only I _____ on vacation now.
 - a. had been
 - b. would be
 - c. were
 - d. have been
9. Our house looks dirty. It must definitely _____ this summer.
 - a. been painted
 - b. be painted
 - c. being painted
 - d. have been painted
10. She has her brother _____ the dishes every morning.
 - a. do
 - b. to do
 - c. done
 - d. doing
11. A friend of _____ called this afternoon.
 - a. you
 - b. your
 - c. yourself
 - d. yours
12. When the firefighters arrived, the fire was out of control but they managed to put it _____.
 - a. off
 - b. out
 - c. up
 - d. through
13. They wondered _____ the letter yet.
 - a. if I had received
 - b. if had I received
 - c. whether did I receive
 - d. whether have I received
14. She didn't go _____ last night. She stayed at home.
 - a. somewhere
 - b. nowhere
 - c. everywhere
 - d. anywhere

15. _____ earlier about your coming, we would have prepared something to eat.
- If we had informed
 - If we were informed
 - Had we informed
 - Had we been informed
16. Sally bought _____ furniture that her apartment looks great after the renovation.
- such a nice
 - so a nice
 - such nice
 - so nice
17. He _____ have caused the accident; he`s a careful driver.
- can`t
 - mustn`t
 - didn`t have to
 - wouldn`t
18. She _____ this book for five months.
- is reading
 - reads
 - has read
 - has been reading
19. My father suggested _____ the National Museum.
- to visit
 - us to visit
 - us visit
 - visiting
20. Susan always dresses _____ her mother.
- as
 - such as
 - the same like
 - like
21. _____ the hotel was very luxurious, Alan was not satisfied with anything.
- Despite
 - Even though
 - Despite of
 - In spite of
22. She was so beautiful in that dress that I couldn`t take my eyes _____ her.
- from
 - out of
 - by
 - off
23. Chris would rather _____ to work today.
- to not go
 - not to go
 - not go
 - don`t go
24. It was the first time she _____ sushi.
- has ever tasted
 - had ever tasted
 - ever tastes
 - was ever tasted
25. Our teacher gave us _____ homework for the weekend.
- far much
 - too much
 - such much
 - a lot much
26. We objected _____ on vacation alone.
- to his going
 - him going
 - him to go
 - his to go
27. It wasn`t long _____ I realised I had lost my wallet.
- when
 - before
 - just as
 - as soon as
28. The new government promised to bring _____ changes in the country`s economy.
- about
 - up
 - along
 - back
29. It`s about time she _____ studying for her exams.
- starts
 - started
 - has started
 - had started
30. You had better _____ to Jeremy for your bad behaviour.
- apologise
 - to apologise
 - apologised
 - have apologised

ECCE test

31. I always shop _____ credit because I don't want to carry cash on me.
a. by
b. with
c. on
d. in
32. Why not _____ camping this year?
a. to go
b. to going
c. go
d. going
33. I will write to you provided you _____ back.
a. will write
b. have written
c. write
d. wrote
34. Anne accused Tim _____ breaking her sunglasses.
a. of
b. for
c. about
d. to
35. She's clearly superior _____ the other candidates; she should definitely get the job.
a. of
b. from
c. to
d. on

VOCABULARY

36. I _____ an ironic tone in his voice when I spoke to him about my promotion.
a. detected
b. found out
c. discovered
d. invented
37. The demonstrators asked the _____ to join in the demonstration.
a. witnesses
b. sightseers
c. onlookers
d. viewers
38. A lot of famous artists have _____ themselves how to paint.
a. learnt
b. educated
c. instructed
d. taught
39. The zoologist was studying the _____ of tigers in their natural habitat.
a. attitude
b. behaviour
c. mood
d. temper
40. This weekend I have more homework than _____.
a. usual
b. regular
c. typical
d. ordinary
41. Over the years we have grown rather fond of foreign _____.
a. expedition
b. excursion
c. travel
d. voyage
42. Curry powder is _____ to most European dishes.
a. strange
b. peculiar
c. foreign
d. unaware
43. There will be a one-hundred-dollar _____ for anyone who finds my Siamese cat.
a. bonus
b. donation
c. award
d. reward

44. Kim got a twenty per cent _____ when she bought her vacuum cleaner during the sales.
- account
 - fee
 - receipt
 - discount
45. I _____ Craig thirty dollars, but I can't pay him back until I get paid.
- borrow
 - let
 - owe
 - own
46. I don't usually carry _____. I prefer to use my credit card.
- change
 - currency
 - budget
 - cash
47. Famous people know that even when they wear dark glasses, they are sometimes _____.
- realised
 - recognised
 - distinguished
 - neglected
48. You shouldn't _____ that your house is safe just because you have installed a burglar alarm.
- guess
 - assume
 - estimate
 - appreciate
49. His _____ as mayor was an occasion for celebration.
- selection
 - choice
 - election
 - option
50. "Be _____, Jack! How can I lend you my car when you're only fifteen."
- responsible
 - reliable
 - relevant
 - reasonable
51. You _____ something about a reduction in prices. What did you mean by that?
- reported
 - mentioned
 - referred
 - expressed
52. He gave me detailed _____ how to operate the fax machine.
- directions
 - recipe
 - advice
 - instructions
53. The Supreme Court _____ the appeal due to lack of evidence.
- rejected
 - resisted
 - denied
 - refused
54. Trespassing is _____ and offenders will be prosecuted.
- prevented
 - convicted
 - prohibited
 - sentenced
55. Two police officers _____ the bank robbers who ran down the alley.
- hunted
 - chased
 - banned
 - forbade
56. I pretended to be sick so that I wouldn't have to do my homework, but my mother knew that I was trying to _____ her.
- cheat
 - blackmail
 - pursue
 - deceive
57. The Titanic sank after _____ an iceberg.
- hitting
 - knocking
 - beating
 - omitting

ECCE test

58. Cyclists should always wear helmets to _____ their heads in case of an accident.
- secure
 - defend
 - protect
 - save
59. Mary is very _____ to criticism so be careful what you say.
- sensitive
 - sensible
 - sensational
 - emotional
60. The police officer waved her hand as a _____ for the driver to stop.
- notice
 - warning
 - caution
 - signal
61. I have never played golf, as it's never _____ to me.
- impressed
 - appealed
 - attracted
 - urged
62. _____ me to show you the way.
- Accept
 - Oblige
 - Allow
 - Let
63. The exam _____ will be out tomorrow.
- results
 - effects
 - influences
 - consequences
64. Don't throw that box away! It may _____ in handy.
- come
 - get
 - be
 - go
65. I think that Cathy has become _____ to chocolate. She eats at least four bars a day.
- fond
 - keen
 - addicted
 - adjusted
66. I disliked the place the moment I _____ eyes on it.
- put
 - kept
 - set
 - got
67. Andrew _____ greater responsibilities when he was promoted.
- went over
 - put up
 - took on
 - got over
68. This picture is _____ to one my mother has in her living room.
- identical
 - same
 - equal
 - engaged
69. Every now and then, I _____ my grandparents a visit just to keep them company.
- give
 - have
 - take
 - pay
70. When we got off the bus, the tour guide told us to _____ of pickpockets.
- beware
 - warn
 - compete
 - distinguish

Grammar Review

Unit 1 Tenses

THE PRESENT SIMPLE IS USED:

- for habits, permanent situations and general truths in the present.

I usually travel alone.

Water boils at 100° C.

- for future actions related to timetables and programmes.

The ship sails at 9 o'clock.

usually always often never sometimes rarely
seldom hardly ever every day/week etc.

THE PAST SIMPLE IS USED:

- for completed actions that happened at a definite time in the past.

When I was five, my father gave me a bicycle.

- for habits, repeated actions or permanent situations in the past.

Last summer we went swimming every day.

yesterday then ago last month/night/week etc.

THE PRESENT PERFECT SIMPLE IS USED:

- for actions which started in the past and are still happening or have just finished.

I've had this car since 1995.

- with adjectives in the superlative degree or expressions like: the only/first/second etc..

This is the best film I've ever seen.

- for past actions the results of which are connected to the present.

Mum! The dog has spilt the milk on the floor! (The floor is dirty).

- to announce news, changes or events that affect the present.

since for just yet already how long
ever never etc.

THE PAST PERFECT SIMPLE IS USED:

- for past events that were completed before other past events or by/at a definite time in the past.

By Monday, we had finished rehearsing the school play.

by + time after before when by the time etc.

THE PRESENT PROGRESSIVE IS USED:

- for temporary states and actions / events happening at or around the time of speaking.

We're staying at my grandmother's at the moment.

- for planned future actions related to personal arrangements.

I'm going to the cinema tonight.

now at the moment tonight at present
nowadays this month etc.

THE PAST PROGRESSIVE IS USED:

- for actions that were in progress at a definite time in the past.

I was washing my hair at 9:00 o'clock last night.

- for lengthy past actions that were interrupted by short sudden ones (Past Simple).

I was driving along the street, when a rabbit jumped in front of my car.

- for actions happening at the same time in the past.

While my sister was cooking, I was reading a magazine.

- for background scenes to a story.
- for temporary past states or actions.

while as etc.

THE PRESENT PERFECT PROGRESSIVE IS USED:

- to emphasise the duration of actions that started in the past and are still happening or have just finished.

Ian has been watching TV all day.

- actions the results of which are obvious in the present.

Her car is so shiny! She's been waxing it all morning!

how long for since all day/morning etc.

THE PAST PERFECT PROGRESSIVE IS USED:

- to emphasise the duration of actions that had been in progress up to a time in the past or before another past event.

He had been driving for 20 years when he had his first car accident.

- for lengthy past actions with visible results in the past.

The children were exhausted because they had been playing football all morning.

by when for since after before how long etc.

Grammar Review

THE FUTURE SIMPLE IS USED:

- for decisions made at the moment of speaking.
I like this dress. I think I'll buy it.
- to make predictions based on personal opinions; promises; requests or offers.
I think Grandpa will live to be 100.

next week month/year etc.

THE FUTURE PROGRESSIVE IS USED:

- for already planned future actions or events that will be in progress at a specific time in the future.
This time next month, I will be sending you a postcard from Hawaii.

tomorrow in a week/month/year etc.

THE FUTURE PERFECT SIMPLE IS USED:

- for actions that will be completed by a specific time in the future or before another future action.
I will have finished this project by next week.

by by the time before

THE FUTURE PERFECT PROGRESSIVE IS USED:

- to emphasise the duration of actions up to a point of time in the future.
By next July, they will have been living in this house for ten years.

by

THE FUTURE "Going to" IS USED:

- for predictions based on evidence.
The acrobat is losing his balance; he's going to fall.
- for plans or decisions that have already been made.
We're going to renovate our summer house during the holidays.

WAS/WERE "Going to" IS USED:

- for actions that had been planned in the past BUT did not eventually happen.
They were going to go to Chris' party, but they changed their mind.

Stative Verbs

The following groups of verbs express states -not actions- and are not used in the progressive tenses.

- verbs of the senses (feel, hear, see, smell, taste etc.)
- verbs of emotions and preferences (like, dislike, love, hate, fear, mind, want, wish, need, prefer etc.)
- verbs of perception, belief, knowledge and ownership (think, believe, know, understand, expect, remember, forget, hope, have, own, belong (to) etc.)
- other verbs which describe permanent states (be, cost, weigh, seem, appear, consist (of) etc.)
This pizza tastes delicious.
It costs £10.
At the moment, I think we should keep calm.
- Some stative verbs are used in the progressive forms when they express actions rather than states.
I see you've cut your hair. I'm seeing an old friend tonight.
I think her cooking is delicious. I'm thinking of moving into a new apartment.
- **Listen, look** and **watch**, though verbs of the senses, are used in the progressive tenses because they describe voluntary actions.
I didn't hear the telephone ring because I was listening to music.

Unit 2 Relative Clauses - Clauses of Time

RELATIVE CLAUSES

Relative clauses are introduced by **relative pronouns** (who, whom, whose, which, that) and **relative adverbs** (where, when, why).

Defining relative clauses

- provide information which is essential to the meaning of the sentence.
- are not put between commas.

Non-defining relative clauses

- provide additional information which is not essential to the meaning of the sentence.
- are put between commas.
- the relative pronouns cannot be omitted; neither can we use 'that' instead of them.

		PEOPLE	ANIMALS/THINGS
RELATIVE PRONOUNS	SUBJECT	The man who/that is standing next to her is her father. (Defining) The man, who was found guilty of many crimes, was sentenced to life imprisonment. (Non-Defining)	Her parents gave her a cat which/that had lovely grey fur. (Defining) Her cat, which had lovely grey fur, was a gift from her parents. (Non-Defining)
	OBJECT	The man who/whom/that (*) she is expecting is her father. (Defining) Her father, who/whom we met at the party last week, is sick. (Non-Defining) (*) The pronouns may be omitted.	The cat which/that (*) she is holding has lovely grey fur. (Defining) Her cat, which was given to her six months ago, has already had kittens. (Non-Defining) (*) The pronouns may be omitted.
	POSSESSION	I met a girl whose father is a pilot. (Defining) Coco Chanel, whose original first name was Gabrielle, was the first to design simple women's clothes. (Non-Defining)	I've just finished a novel whose main character/the main character of which is an animal. (Defining) His latest book, whose main character/the main character of which is an animal, immediately became a best-seller. (Non-Defining)

RELATIVE ADVERBS	TIME	He was born on the day when/that/on which (*) his father died. (Defining) A new age in space exploration started in 1969, when Neil Armstrong walked on the moon for the first time. (Non-Defining) (*) may be omitted.
	PLACE	This is the house where/in which John lives. (Defining) This is the house which/that (*) John lives in. (Defining) One of the most famous areas in China is the Forbidden City in Beijing, where the emperors used to live. (Non-Defining) (*) may be omitted.
REASON		There must be a reason why he always wears black. (Defining only)

- That** is used only in **defining** relative clauses and can replace:
 - **who/which/whom** when they refer to the **object** of the verb.
 - **when**.
 - **where** ('that' must be followed by a **preposition**)**That** is **never** used after a **comma**.
- Which** sometimes refers to the whole previous sentence and cannot be omitted.

He never tidies his desk, which really annoys me.
- Prepositions** are used:
 - **before** or **after which** and **whom**.
The hotel at which we stayed/which we stayed at was not very expensive.
 - only **after who** and **that**.
The man who she came to the party with is her husband.
 - never with **when, where, why**.

- Expressions of quantity+of** (some of, all of, many of, any of, much of, each of, a few of, most of, half of, either of, neither of, none of, a number of, one of, the majority of etc.) can be used before **whom, which** and **whose**.
They have three children, two of whom have already finished school.
- Present and past participles** can be used instead of relative clauses.
 - **Present participles (-ing)** replace relative clauses in the **active** voice.
The man who is cleaning the garden is the gardener.
→ *The man cleaning the garden is the gardener.*
 - **Past participles (-ed/irregular forms)** replace relative clauses in the **passive** voice.
Cars which are produced in Germany are rather expensive.
→ *Cars produced in Germany are rather expensive.*

CLAUSES OF TIME

- Clauses of time are introduced by **when, while, as, just as, the moment (that), till/until, as soon as, before, after, once, whenever, every time** etc.
- Clauses of time go **before** the main clause (separated by a comma) or **after** the main clause (no comma).

Meaning

Time words	Use/Significance	Examples
when, as, while	for two events happening at the same time	<i>While my brother was waxing the car, I was preparing dinner.</i>
just as, the moment (that)	for two short actions happening at the same time	<i>Just as I entered the room, the phone rang.</i>
when, as soon as, before, after, once	for events happening one after the other	<i>They left as soon as they heard about the accident.</i>
by the time	"not later than"	<i>You should have finished by the time we return.</i>
till, until	"up to a point of time"	<i>I'll stay at the office until I finish my work.</i>

- **Will** and **would** are **never** used in clauses of time.
- The **present participle** (-ing) can be used instead of clauses of time.
- **Will** can be used after **when** only if it is a question word.
Call me when you ~~will~~ get back. (clause of time).
When will you get back? (question)

Examples	Significance
<i>As she was driving home, she had a terrible accident.</i> → <i>Driving home, she had a terrible accident.</i>	a lengthy action interrupted by a short/sudden one.
<i>As I was walking along, I felt that someone was following me.</i> → <i>Walking along, I had the feeling that...</i>	an action happening at the same time as another one.
<i>As I closed the door, I remembered where my keys were.</i> → <i>Closing the door, I...</i>	an action happening immediately before another one.

Grammar Review

Unit 3 Adverbs-Comparisons-Articles-Uncountables

ADVERBS

- General order of adverbs: **manner-place-time**. Did you sleep well at your hotel last night?
- Order of adverbs after verb of movement: **place-manner-time**. Did you arrive at your hotel safely last night?

Special Cases

Types of adverbs	Position	Examples
Adverbs of frequency always, occasionally, often, rarely, seldom, etc.	<ul style="list-style-type: none"> • before the main verb • after the (first) auxiliary • after the verb "to be" 	<i>We often play basketball together.</i> <i>I've never liked yoghurt.</i> <i>She is always late for school.</i>
Adverbs of degree absolutely, hardly, quite, rather, very, etc.	<ul style="list-style-type: none"> • usually before the word they modify • a+rather+adjective+noun • rather+a/an+adjective+noun • a+quite+adjective+noun • quite+a/an+adjective+noun • a+fairly/pretty+adjective+noun 	<i>He was partly involved in this.</i> <i>It was a rather difficult subject.</i> <i>It was rather a difficult subject.</i> <i>It was a quite difficult subject.</i> <i>It was quite a difficult subject.</i> <i>It was a fairly difficult subject.</i>

COMPARISONS OF ADJECTIVES AND ADVERBS

Formation

Types of adjectives/adverbs	Degree of comparison	Positive	Comparative	Superlative	Pay attention to
one-syllable		clean long (adj / adv) shy	clean-er long-er shy-er	clean-est long-est shy-est	fat-fatter-fattest close-closer-closest dry-drier-driest
two-syllable ending in-y		heavy (adj) early (adj/adv)	heav-i-er earl-i-er	heav-i-est earl-i-est	
more-than-one syllable		creative (adj) creatively (adv)	more creative more creatively	most creative most creatively	quiet-quieter-quietest or quiet- more quiet- most quiet But: recent- more recent- most recent

Irregular forms

Positive	good/well	bad/badly	old	far	much/many	little
Comparative	better	worse	older/elder	farther/further	more	less
Superlative	best	worst	oldest/eldest	farthest/furthest	most	least

- **Elder/Eldest** describe close family relations. **Elder** is not followed by **than**.
My elder sister is a vegetarian.
My sister Ann, who is older than me, is a vegetarian.
- **Farther / Farthest** is used for distances only. **Further / Furthest** is used for distances or additional information.
Pluto is the farthest / furthest planet from Earth.
For further information please contact 9312.
- **Comparative+than**
Jim is fatter than Peter.
- **The+superlative +**
 - of all/period
 - in+place/group of people*She's the most famous runner*
 - of all/the decade.
 - in her country/her team.
- **The+comparative** to compare two people or things.
Nicky is the more beautiful of the two sisters.

Other forms of comparison	Examples
<ul style="list-style-type: none"> • as...as, not so/as...as or not such (a)+...+noun+as • the same as • twice/three times as...as • less...than 	<i>She's as good a painter as her father.</i> <i>The weather today is the same as yesterday.</i> <i>An ostrich's egg is five times as big as a chicken's egg.</i> <i>A sports car is less economical than a city car.</i>
<ul style="list-style-type: none"> • the least • the+comparative...the+comparative (cause-result) 	<i>This is the least practical machine I have ever used.</i> <i>The more we learn, the wiser we get.</i>
<ul style="list-style-type: none"> • comparative + and + comparative (continual change) 	<i>As I grow up, I get wiser and wiser.</i>

AS / LIKE

Structures	Use	Examples
like+noun/pronoun/-ing form as+subject+verb	similarity	He waved the flag like a sword. She advised her husband to do as he was told.
as+article+noun	Description of sb's job or of the function of something	She works as a nurse at the local hospital. He used his coat as a blanket.

- **Like** and **such as** are used to give examples.

Many of the earth's largest forests, such as/like the tropical rainforests, have been destroyed to a large extent.

before the positive degree	very*, too*, pretty, most, rather, quite, fairly <i>Considering you've just had an operation, you look fairly well.</i>
before the comparative degree	a bit, a lot, even, far, much, rather <i>Your employer is even stricter than you told me.</i>
* very + adjective = positive meaning	<i>She's a very good student.</i>
* too + adjective = negative meaning	<i>She's too good for her class.</i>

- **Very much** is not placed before adjectives and adverbs.

ARTICLES

The indefinite article **a/an** is used before singular countable nouns or adjectives followed by singular nouns.

A/AN is also used:	Examples
• before a noun which is mentioned for the first time and is not specific.	They own a house in the village.
• before a noun representing a group of people, animals or things.	A dolphin is faster than a shark.
• to show somebody's character, job or nationality.	Her brother is a doctor.
• with expressions of quantity and numbers.	A couple of friends came by the house yesterday.

The definite article **the** is used before countable and uncountable nouns both in the singular and the plural.

THE is also used before:	Examples
• specific nouns or nouns that have been mentioned before.	<i>She bought two T-shirts and a dress yesterday but she likes the dress best.</i>
• names of seas, rivers, groups of islands, mountains (plural), ranges, countries (plural), cinemas, theatres, museums, restaurants, hotels, institutions.	<i>the Black sea, the Netherlands, The Odeon Cinema, The Archaeological Museum, the Steak House, the Holiday Inn, the University of London, the Alps</i>
• names of families and nationalities.	<i>the Johnsons, the Japanese</i>
• adjectives referring to classes of people.	<i>the underprivileged, the deaf</i>
• musical instruments, dances, inventions.	<i>the piano, the mambo, the fax machine</i>

THE is not used before:	Examples
• nouns referring to something general or not mentioned before.	<i>I like tea.</i>
• names of people, streets, cities, islands, countries, continents, mountains (singular), religious holidays, days of the week, months, squares, parks, lakes, stations, magazines, sports, games, colours, school subjects, languages.	<i>Alain Delon, Regent Street, Paris, Sicily, Germany, Africa, Mont Blanc, Easter, Monday, July, Trafalgar Square, Hyde Park, Lake Victoria, Euston station, Vogue, tennis, cards, red, Psychology, Spanish.</i>
• meals.	<i>I always have breakfast.</i>
• means of transport.	<i>She goes to work by bus.</i>
• the words bed, court, church, home, hospital, prison, school, university, work when they are used for the purpose for which they exist.	<i>She went to bed early because she was exhausted. She always makes the bed early in the morning.</i>
• pubs, restaurants, hotels, shops, banks whose names include the name of their founder or another proper name.	<i>Mandy's Bar, Giovanni's Restaurant, Burberry's, Harvey Nichols, Barclay's bank.</i>

NOTE: **A/an** is used when we don't specify the kind.
She brought me a magazine.

One is used when we emphasise the quantity.
She brought me one magazine (only one).

Grammar Review

UNCOUNTABLE NOUNS

Uncountable nouns cannot be counted and have no plural form. **Some, any, (a) little** etc. can be used with most of them, but not **a/an/one**. To specify the quantity of uncountable nouns we use expressions like a piece of (advice, news), a bar of (chocolate, soap), etc. Uncountable nouns describe **food** (e.g. meat, cheese, etc.), **liquids** (e.g. milk, water, etc.), **material** (e.g. glass, wood, etc.), **natural phenomena** (e.g. weather, heat, etc.), **languages** (English, German, etc.), **diseases** (e.g. chickenpox, cancer, etc.), **sciences and school subjects** (e.g. Physics, Literature, etc.), games (e.g. football, cards, etc.), **abstract nouns** (e.g. freedom, dignity, knowledge, etc.) and **some concrete nouns** (e.g. money, luggage, etc.).

Unit 4 Determiners - Pronouns

Determiners are: **articles** (a/an, the), **possessive adjectives** (my, your, etc.), **demonstratives** (this, that, etc.), **numbers** (one, two, etc.), **quantifiers** (some, any, no, each, every, much, many, a lot of, plenty, a little, a few) and the words **both, either, neither, most, all, none, whole**.

Some, any and **no** are used with countable and uncountable nouns. **Each** and **every** are used only with singular countable nouns. The compounds of **some, any, no** and **every** cannot be used with nouns.

SOME (someone/somebody/something/somewhere) are used in:

- affirmative sentences.
I need some advice.
- polite requests and offers.
Would you like some tea?
- questions (a positive answer is expected).
Could I help you with something?

ANY (anyone/anybody-anything-anywhere) are used in:

- questions.
Did you see anyone running?
- negative sentences with **not** or other negative words (hardly, never, rarely, etc.).
You haven't done anything terrible.
- affirmative sentences, meaning "no matter who/which/where".
You can buy this magazine anywhere.

NO (no one/nobody/nothing/nowhere) are used in:

- negative sentences instead of not any. No other negative words can be used (never, not, etc.).
You have nothing to do with my problems.

EVERY (everyone/everybody-everything-everywhere) are used:

- for people or things considered as a group.
Every student needs books.
- with **nearly** and **not**.
Not everybody can do a cartwheel.

EACH is used:

- for people or things considered separately.
Each athlete received a medal.

Every one of + plural noun.

Every one of the children came up with an excuse.

Each (one) of + plural noun/pronoun

Each one of you must go out.

many + countable nouns / much + uncountable nouns are used:

- in questions and negations.
Are there many cars in the street today?
- in affirmative sentences with **too, how, so** and **as**.
I'll do as much as I can.
- at the beginning of a sentence (formal English).
Much trouble has been caused by this war.

a few + countable nouns a little + uncountable nouns

- show a very small amount (**positive**) and can be used with **only**.
I've only read a few pages.

few + countable nouns little + uncountable nouns

- show a very small amount (**negative**) and can be used with **very, so, too, as** and **how**.
There's very little cheese in the fridge.

a lot (of) - lots (of) - plenty (of) + countable nouns and uncountable nouns are used:

- in affirmative sentences before nouns and pronouns.
A lot of people like chocolate.
- A lot, lots** and **plenty** can be used **without** nouns.
Don't buy any more cheese; we've got a lot.

FOR TWO PEOPLE OR THINGS

BOTH (OF):

- is used with a plural verb.
They both know how to dance the tango.

EITHER (OF)

- Either** means "any of the two".
Skiing or snow boarding? Either sport is enjoyable.
- Either of** is used with a singular or plural verb.
Either of these sports is/are enjoyable.

FOR MORE THAN TWO PEOPLE OR THINGS

MOST (OF) - ALL (OF):

- are used with a plural verb.
Most teenagers like pop music.
Most of my schoolmates are noisy.
All of my children enjoy picnics.
- all + that clause + singular verb** = the only thing...
All I want is a little peace.

FOR TWO PEOPLE OR THINGS	FOR MORE THAN TWO PEOPLE OR THINGS
<p>NEITHER (OF)</p> <ul style="list-style-type: none"> • Neither means “not one and not the other”. <i>Neither dress fitted me well.</i> • Neither of goes with a singular or plural verb. <i>Neither of my cousins know(s) how to swim.</i> 	<p>NONE (OF)</p> <ul style="list-style-type: none"> • None is not followed by a noun. <i>Which book did you like best? None.</i> • None of is used before nouns or object pronouns with a singular or plural verb. <i>None of the films I saw in the past five months was/were interesting.</i>

WHOLE (=COMPLETE)
<ul style="list-style-type: none"> • Whole is used between a determiner and a singular countable noun. <i>The whole world knows that China has the biggest population.</i> <i>All (of) the world knows that China has the biggest population.</i>

<ul style="list-style-type: none"> • both...and • either...or • neither...nor <p>} are used as linkers.</p>	<p><i>Both Kate and Peter are good students.</i> <i>You can either go skiing or mountain climbing.</i> <i>Neither John nor Paul like chocolate.</i></p>
<ul style="list-style-type: none"> • So/neither + auxiliary verb + subject • I think/hope/believe etc. so • either at the end of the sentence <p>} show agreement.</p>	<p><i>I love the opera! - So do I.</i> <i>Jim didn't go swimming. - Neither did I.</i> <i>Is Mike coming to the party? - I think so.</i> <i>I don't like fish! - I don't either.</i></p>

Unit 5 Consolidation I

Unit 6 Infinitive, -ing Form

Forms	Use	Examples
<p>-ing form</p> <p>verb+ing <i>taking</i> (present form)</p> <p>having+past participle (perfect form) <i>having taken</i></p>	<ul style="list-style-type: none"> • as a noun (subject or object of a verb) • after a preposition or verb+preposition • after the verb go, indicating physical activities • after the verbs need, want, require etc., with a passive meaning • after the object of the verbs catch, find, leave • after be busy, spend/ waste+expression of money/time • after prevent + $\left\{ \begin{array}{l} \text{possessive adj/case} \\ \text{object+from+ing} \end{array} \right.$ • after excuse, forgive, pardon, prevent, understand + $\left\{ \begin{array}{l} \text{possessive} \\ \text{adjective/case} \end{array} \right.$ • after certain verbs and expressions listed below 	<p><i>Hitch-hiking can be dangerous.</i> <i>I'm thrilled about going to that party.</i></p> <p><i>We go fishing in the summer.</i> <i>Your room needs cleaning. (=Your room needs to be cleaned.)</i> <i>I caught him listening behind the door.</i> <i>I used to spend hours looking at the sea.</i></p> <p><i>His mother prevented him (John) from getting hurt.</i> <i>Excuse my being late, but I got stuck in traffic.</i></p> <p><i>I quit smoking last year.</i></p>

admit	dislike	mention	recall	be/get	as well as	how about
appreciate	enjoy	mind	recommend	accustomed to	be in favour of	it's no good/use
avoid	fancy	miss	resent	be/get used to	can't stand/help	it's worth
consider	finish	postpone	resist	in addition to	feel like	there's no chance of
delay	imagine	practise	risk	look forward to	have difficulty (in)	there's no point in
deny	involve	prefer	suggest	object to	have a hard time	what's the point of...?
discuss	keep (on)	quit	tolerate	take to	have trouble	What's the use of...?

Forms	Use	Examples
<p>Present Infinitive Active Voice to+bare infinitive (simple) <i>to take</i></p> <p>to be+verb+ing (progressive) <i>to be taking</i></p>	<ul style="list-style-type: none"> • to express purpose • after would like, would love, would prefer • after the first/second/last/best etc. • after some, any, no and their compounds • after it+be+adjective(+of/for+object) • after too/enough • after it+take+expression of time • after certain verbs and expressions listed below 	<p><i>I went home to check if everything was alright.</i> <i>I would prefer to stay home than go to that party</i></p> <p><i>Laika was the first dog to travel to the moon.</i> <i>She looks like she doesn't have anything to do.</i> <i>It was generous of her to host us for the night.</i> <i>This coffee is too hot for me to drink.</i> <i>It takes me half an hour to walk home.</i> <i>She refused to come to the party.</i></p>
<p>Present Infinitive Passive Voice to be+past participle (simple) <i>to be taken</i></p>		

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After these verbs followed by who, what, which, where, how but not why.	As the object of these verbs	After the object of these verbs
ask decide explain forget know learn	afford agree appear arrange ask beg claim decide demand	advise allow ask beg cause challenge convince encourage expect
remember show tell understand wonder teach, etc.	deserve expect fail forget happen hesitate hope learn manage	forbid force hire instruct invite need order permit persuade
	mean remember need seem offer swear plan tend prepare threaten pretend volunteer promise want, etc. refuse regret	remind require teach tell urge want warn, etc.
Forms	Use	Examples
Bare Infinitive take	<ul style="list-style-type: none"> after most modal verbs after these verbs in the active voice: hear, let, listen to, make, notice, observe, see, watch etc. after why....?/why not....? after do+ { anything, everything + { but, nothing } except 	<p><i>I may be late tomorrow.</i></p> <p><i>I heard her scream. BUT She was heard to scream.</i></p> <p><i>Why not go for a picnic?</i></p> <p><i>I did everything but clean the bathroom.</i></p>
Perfect Infinitive Active Voice (to) have+past participle (simple) (to) have taken (to) have been+verb+ing (progressive) (to) have been taking	<ul style="list-style-type: none"> after modal verbs after the verbs promise, seem, appear, claim, expect, hope, happen, pretend after these verbs in the passive voice: believe, say, think, consider, suppose, understand 	<p><i>I would have finished by now if he hadn't called.</i></p> <p><i>She claimed to have climbed Mount Everest.</i></p> <p><i>She seemed to have been crying all night.</i></p> <p><i>He is thought to have stolen the emerald.</i></p> <p><i>The emerald is thought to have been stolen.</i></p>
Perfect Infinitive Passive Voice (to) have been+past participle (to) have been taken		

- **help +** { full infinitive, bare infinitive } *My brother helped me (to) prepare lunch.*
- **Subject + seem + full infinitive** = It (impersonal) + seems + that clause.
He seems to be intelligent. = It seems that he is intelligent.
- **Advise, allow, encourage, permit, recommend, require +** { -ing, object + full infinitive }
The doctor encouraged exercising. (=The doctor encouraged him to exercise.)
- **Prefer** can also take a full infinitive. *I prefer to drink coffee in the morning.*
Prefer+full infinitive+rather than+bare infinitive. *I prefer to walk rather than drive.*
- **likely/unlikely +** { full infinitive, that clause }
John is likely to come to the party. It is unlikely to snow tomorrow.
It is likely that John will come to the party.

The infinitive or the -ing form are used with no difference in meaning after these verbs:

like, love, hate, begin, start, continue, intend, prefer, can't bear etc.

He began to run as soon as he heard the shot. (=He began running as soon as he heard the shot).

The infinitive or -ing form are used with different meanings after these verbs:

try + -ing: do something to see what effect it will have. <i>If you want to get rid of your sore throat, try drinking something hot.</i>	try + full infinitive: make an effort. <i>I tried to finish everything in time but that was impossible.</i>
remember/forget/regret + -ing: We refer to something that has already happened. <i>I regret talking to my mum that way.</i>	remember/forget/regret + full infinitive: We remember something before doing it. We forget something we are supposed to do. We regret something when we are sorry to do it. <i>I regret to tell you that you have failed your test.</i>

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F. REQUESTS	<ul style="list-style-type: none"> • can/will....? informal request • could/may/would....? formal request <p>Synonymous Expressions: Would you mind....? I/we'd like....</p>	<p><i>Will you come to the doctor's with me?</i> <i>Can you help me with my homework, Mum?</i> <i>Could you show me the way to Oxford Street, please?</i></p> <p><i>Would you mind turning the lights on?</i></p>
G. OFFERS	<ul style="list-style-type: none"> • will: willingness to help • will (you)....? informal offers and invitations • can/could: willingness to help • can/could/shall I....? formal offers • would you like/prefer + noun/full infinitive....? • Would you rather + bare infinitive....? <p>Polite or formal offers and invitations</p>	<p><i>I will clean the car for you.</i> <i>Will you come to Mexico with me?</i> <i>I can help you with the washing up, if you like.</i> <i>Shall I wait for you?</i> <i>Would you like to come to the cinema with us?</i> <i>Would you rather have dinner with us?</i></p>
H. SUGGESTIONS	<ul style="list-style-type: none"> • can: informal suggestions • shall/could...? polite or formal suggestions <p>Synonymous Expressions: Let's + bare infinitive, Why don't....? How about + noun/-ing</p>	<p><i>You can visit the Grand Canyon while you're in the USA.</i> <i>Could you turn down the music, please?</i></p> <p><i>Why don't we go / How about going to the cinema?</i></p>
I. ADVICE	<ul style="list-style-type: none"> • shall: asking for advice • should/ought to + present infinitive: asking for and giving advice • should/ought to + perfect infinitive: something should have happened but it didn't • had better: strong advice, threat or warning 	<p><i>Shall we tell him the truth or not?</i> <i>You should pay a visit to your dentist if you have a toothache.</i></p> <p><i>She should have told her father before she went away</i></p> <p><i>You'd better stop interfering in my affairs.</i></p>
J. HABITS	<ul style="list-style-type: none"> • used to: past habits and situations that are no longer true (NEGATIVE = didn't use to) • would (+present infinitive): past habits or a person's typical behaviour in the past • will: to describe a person's typical behaviour in the present 	<p><i>She used to go fishing when she lived in the island.</i> <i>He didn't use to dance when he was young.</i> <i>They would read a book before they went to sleep.</i></p> <p><i>Every time he passes by, he will say "hello".</i></p>
K. OBLIGATION -NECESSITY	<ul style="list-style-type: none"> • must: internal obligation felt by the speaker • have (got) to: external obligation coming from facts • ought to/should: we remind someone of a duty or obligation • need + noun/ -ing form/ full/bare infinitive: necessity 	<p><i>I must tidy up or mum will get angry.</i> <i>You have (got) to take this syrup three times a day.</i> <i>You ought to/should inform your parents about the school trip.</i> <i>I'm so dirty! I need a shower!</i> <i>The car needs repairing.</i></p>
L. ABSENCE OF NECESSITY	<ul style="list-style-type: none"> • don't have to/ haven't got to/ needn't/ don't need to + infinitive: It is not necessary to do something • needn't + perfect infinitive: something wasn't necessary but it was done • didn't need to + infinitive: something wasn't necessary but it isn't clear if it was done or not 	<p><i>You needn't eat it if you don't like it.</i> <i>You don't have to pay me back today.</i> <i>We needn't have cooked. There was plenty of food left over from yesterday.</i> <i>He didn't have to clean the car.</i></p>
M. PROHIBITION	<ul style="list-style-type: none"> • mustn't: prohibition • can't: not being allowed to do something 	<p><i>You mustn't smoke in here.</i> <i>He can't enter that room; it's for staff only.</i></p>

NOTE: • **Need** as a main verb forms the negative and interrogative with do/did.
Do you need anything?
I need something (a machine) to cut the grass with.
I didn't need his advice.

• **Must** is used only for the present. Past and future tenses are formed with **have to**.
He must take the dog for a walk.
He had to take the dog for a walk last night but he forgot to.

Unit 8 Passive Voice

Passive Voice stresses the action itself, not who or what caused it.

FORMATION

Active Voice:

The fire destroyed the factory completely.

Passive Voice:

The factory was completely destroyed by the fire.

VERB FORMS IN THE PASSIVE VOICE.

Verb Forms	Active Voice	Passive Voice
Present Simple	Producers make horror films every year.	Horror films are made every year.
Present Progressive	We are removing the furniture right now.	The furniture is being removed right now.
Past Simple	The technician repaired my TV yesterday.	My TV was repaired yesterday.
Past Progressive	They were pursuing the thief when there was an explosion.	The thief was being pursued when there was an explosion.
Present Perfect Simple	We have finished these reports.	These reports have been finished .
Past Perfect Simple	They had made a statement in Parliament before the war broke out.	A statement had been made in Parliament before the war broke out.
Future "will"	Someone will make a speech on technology tomorrow.	A speech on technology will be made tomorrow.
Going to	They are going to hire a new employee.	A new employee is going to be hired .
Future Perfect Simple	I will have typed my thesis by next month.	My thesis will have been typed by next month.
Present Infinitive	We ought to finish the building before the end of the year.	The building ought to be finished before the end of the year.
Perfect Infinitive	We should have finished the building earlier.	The building should have been finished earlier.
-ing form	We all appreciate other people helping us.	We all appreciate being helped .
Modal verbs	You must clean your room.	Your room must be cleaned .
Imperative	Please fill in this form.	This form should/must be filled in .

- The Present, Past and Future Perfect Progressive and the Future Progressive **are not used** in the Passive Voice.
- **By + agent** is used to emphasise who does or what causes the action.
The new tax law was announced by the Prime Minister.

Note the following changes in:	Active Voice	Passive Voice
Verbs with two objects	He gave her a painting .	She was given a painting. A painting was given to her .
Question words (what, who, when, where, why, how)	Who composed this song?	Who was this song composed by ? (informal) By whom was this song composed? (formal)
not...any → no not...any of → none of not...anybody → no one/nobody not...anything → nothing	The head teacher didn't expel any of the students. They didn't find anything in the excavations.	None of the students were expelled. Nothing was found in the excavations.
make, hear, help, see, etc.	I heard her scream .	She was heard to scream .
believe, consider, expect, find, hope, know, report, say, think, understand	People say that he is very wealthy. People say that he was very wealthy.	It is said that he is very wealthy. He is said to be very wealthy. He is said to have been very wealthy.
verbs with prepositions	They separated him from his parents when he was young.	He was separated from his parents when he was young.

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To:	Use the following expressions	Examples
Give permission	let sb do sth allow sb to do sth give sb permission to do sth	<i>Her parents let her stay out late. My father allowed me to borrow his car. The Mayor gave us permission to use the old building for our rehearsals.</i>
Be given permission	be allowed to do sth get sb's permission to do sth	<i>She is allowed to stay out late. We got the Mayor's permission to use the old building for our rehearsals.</i>
Deny permission	not let, not allow to, not be allowed to + infinitive subject+is prohibited/banned It is illegal/forbidden to do sth	<i>Her parents don't allow her to stay out late. She's not allowed to stay out late. Smoking is prohibited in this section. It is forbidden to enter that room.</i>

PARTICIPLES

The **Perfect participle** is used for an action that happened before another one in the past.

Having been hit by an earthquake, the small town took 15 years to return to its previous condition.

= *After it had been hit by an earthquake, the small town took 15 years to return to its previous condition.*

The past participle is used in the passive voice to replace	Examples
a relative clause	The dresses worn by film stars on the night of the Oscar awards are all designer labels. = The dresses which are worn by film stars on the night of the Oscar awards are all designer labels.
a conditional sentence	Handled with care, contact lenses can last for over 2 years. = If they are handled with care, contact lenses can last for over 2 years.
a clause of reason	Fascinated by the film, they decided to stay and watch it again. = As/Because they were fascinated by the film, they decided to stay and watch it again.
a clause of result	Carried away by the beautiful scenery, he lost concentration and had an accident = He was so carried away by the beautiful scenery that he lost concentration and had an accident.

Unit 9 Pronouns - Causative Form

POSSESSIVE ADJECTIVES

(My, Your, His, Her, Its, Our, Your, Their)

Use	Examples
• before a noun	<i>my notebook, her car, their chairs</i>
• possessive adjective + own + noun is used to emphasise that something belongs to only one person	<i>I don't take the bus. I have my own car.</i>
• on + possessive adjective + own is used to emphasise that the subject acts alone, without help	<i>My son always studies on his own.</i>

POSSESSIVE PRONOUNS

(Mine, Yours, His, Hers, Ours, Yours, Theirs)

Use	Examples
• to replace a possessive adjective + noun They are never followed by nouns.	<i>I like your house better than ours house.</i>
• A/an + noun + of + possessive pronoun = one of + possessive adjective + noun	<i>A colleague of yours = one of your colleagues.</i>

POSSESSIVE CASE

Form	Use	Examples
's	<ul style="list-style-type: none"> singular nouns (people or animals) the compounds of some, any, no irregular plural nouns not ending in -s time expressions / idioms 	<i>John's car, the horse's tail Somebody's car is in front of my garage. Men's ties, women's dresses A hard day's work</i>

Form	Use	Examples
'	• plural nouns ending in -s	My cousins' house.
of + noun	• things, abstract nouns and animals (sometimes)	<i>The roof of the house, the price of independence, the fur of the cat (=the cat's fur)</i>

- NOTE:**
- When two or more people own something in common, 's is added to the last noun.
John and Mary's house.
 - When two or more people own different things, 's is added to each noun.
John's and Mary's cars.
 - We can use **of** for people, only in long phrases.
The cousin of the girl who lives next door is a student.

REFLEXIVE PRONOUNS

(Myself, Yourself, Himself, Herself, Itself, Ourselves, Yourselves, Themselves)

Use	Examples
• with the verbs behave, cut, educate, enjoy, help, hurt, kill, like, teach etc, if the subject and the object of the verb are the same.	<i>The little girl likes herself in that red dress. She hurt herself while trying to cut the bread. We enjoyed ourselves very much at your party.</i>
• after certain verbs with prepositions (talk to, say to, take care of, etc.)	<i>The young people took care of themselves while camping.</i>
• after the verbs look, seem, etc, to describe emotions or behaviour.	<i>She doesn't look herself lately; something must be wrong with her family.</i>
• for emphasis (emphatic pronouns)	<i>The Queen herself gave the Beatles an award.</i>
• by + reflexive pronoun = alone, without help.	<i>I painted my room by myself.</i>

- NOTE:**
- **One-Ones** are used if we do not want to repeat a countable noun.
This phone is broken; you can use the one over there.
 - **another** = one more. It can also go with expressions of time, distance or money.
I'd like another steak please. I'm afraid you'll have to wait for another ten minutes.
 - Note the difference between **themselves** and **each other** (=one another).
*Mary and John enjoyed themselves at the zoo yesterday.
Mary and John liked each other from the moment they met.*

CAUSATIVE FORM

The Causative Form is used when we do not do something ourselves, but we arrange for someone else (usually an expert) to do it for us.

Subject	+ Have / Get (in the correct form)	Formation + Object	+ Past Participle
We	are having	our house	painted next month.

- NOTE:**
- Questions and negations are formed as in the Active Voice with the auxiliaries **do/does** in the Present Simple and **did** in the Past Simple.
How often do you have your hair cut? When did you have your car serviced?
 - We can use **get** instead of **have**, especially in informal style.
My dress was too long so I got it shortened.
 - If we want to mention who performs the action, we can add **by + agent** at the end of the sentence.
We had the tap fixed by the plumber.
 - **have someone do something** = make someone do something.
She had her children clean the living room.
 - **get someone to do something** = persuade someone to do something.
She got her children to clean the living room.

Unit 10 Consolidation II

Grammar Review

Unit 11 Clauses of concession, reason, purpose and result

CLAUSES OF CONCESSION

express contrast, opposition or unexpected results	
Use	Examples
<ul style="list-style-type: none"> • although • even though • though } + subject + verb	<i>Although she's studied medicine, she faints at the sight of blood.</i> <i>Even though he's smart, he didn't get into the course he wanted.</i> <i>Though we knew the way, we got lost.</i>
<ul style="list-style-type: none"> • despite • in spite of } + noun / -ing form the fact that + clause	<i>We managed to climb the mountain despite the rain.</i> <i>In spite of the fact that he was sleepy, he drove home safely.</i>
<ul style="list-style-type: none"> • adjective • adverb } + as/though + subject + verb	<i>Clever though he is, he couldn't solve the problem.</i> <i>Cloudy though it was, we got sunburnt.</i>
<ul style="list-style-type: none"> • however* • no matter how } + adj/adv + subject + verb	<i>However fast he walked, we managed to keep up with him.</i> <i>No matter how much she ate, she didn't get fat.</i>
<ul style="list-style-type: none"> • whatever • no matter what } + subject + verb	<i>She can't convince me that she's telling the truth, whatever she says.</i> <i>I'll go to the party, no matter what you say.</i>
* However can introduce a main clause.	<i>Sam came by yesterday; however, he forgot to bring the book I had lent him.</i>

CLAUSES OF REASON

	Examples
<ul style="list-style-type: none"> • because • as • since } + clause	<i>They don't talk to each other, because they have had a fight.</i> <i>I didn't know where to turn as I'd forgotten my map.</i> <i>Since you're a vet, you can have a look at my canary.</i>
<ul style="list-style-type: none"> • because of • due to } + noun / -ing form	<i>They wanted nothing to do with him because of his rude behaviour.</i> <i>Due to her allergy, she never touches daisies.</i>
• due to the fact that + clause	<i>Due to the fact that they knew each other so well, they decided to share a flat.</i>

CLAUSES OF PURPOSE

positive purpose	Examples
<ul style="list-style-type: none"> • to • so as to • in order to } + infinitive	<i>They visited us to announce the good news.</i> <i>She told him to come along so as to introduce him to her friends.</i> <i>I'm learning Portuguese in order to go to Brazil next year.</i>
<ul style="list-style-type: none"> • so that { can/may/will + infinitive → for present/future could/might/would + infinitive → for past	<i>They're going to Africa so that they can study the gorillas.</i> <i>We thought of staying home for the whole week, so that we could rest.</i>
• with a view to/with the aim of + -ing form	<i>She started training hard with the aim of winning the tennis cup.</i>
<ul style="list-style-type: none"> • in case + present tense → for present/future • in case + past tense → for past 	<i>Take an anorak in case it rains.</i> <i>We always had an extra tyre in the car, in case we got a flat tyre.</i>
• for -ing form	<i>She uses that needle for sewing.</i>

negative purpose	Examples
<ul style="list-style-type: none"> • so as not to • in order not to } + infinitive	<i>The thief was wearing a mask, so as not to be recognisable.</i> <i>She tied her key around her neck in order not to lose it.</i>
<ul style="list-style-type: none"> • so that { can/may/will + not + infinitive → for present/future could/might/would + not + infinitive → for past	<i>They reminded me I had a class, so that I wouldn't forget.</i>
• for fear / lest + subject + might/should + infinitive	<i>She closed the door for fear it might be broken by the wind.</i>
• for fear of + noun/-ing form	<i>She was wearing long boots for fear of snakes.</i>

CLAUSES OF RESULT

	Examples
<ul style="list-style-type: none"> too + adj/adverb (+for sb) + to + infinitive not + adj/adv+enough (+for sb) + to + infinitive so + adj/adv + that + clause 	<p><i>That exercise was too difficult for me to do.</i></p> <p><i>The sea isn't warm enough for us to swim in.</i></p> <p><i>The weather was so cold yesterday that nobody dared to go out.</i></p>
<ul style="list-style-type: none"> noun + verb + so + adj/adv so + much/many/little/few + noun so + adj + a/an + noun 	<p><i>The tunnel was so low that we had to crawl.</i></p> <p><i>We had so much spare time that we didn't know what to do.</i></p> <p><i>It was so hot a day that we decided to go swimming.</i></p>
<ul style="list-style-type: none"> such (a/an) (+adj) such a lot of 	<p><i>It was such a scary place that I wanted to get out as fast as possible.</i></p> <p><i>She's lost such a lot of weight that I hardly recognised her.</i></p>

NOTE: such, so, how, what are used in exclamatory sentences.

It's such an extraordinary animal!
Your baby is so cute!
How interesting!
What a surprise to meet you here!

Unit 12 Conditionals

TYPE 1 = REAL SITUATIONS IN THE PRESENT / FUTURE

If-Clause	Main Clause	Use
If + Present Simple (or Progressive)	<ul style="list-style-type: none"> future tense <i>If Paula learns Spanish, she'll visit Spain.</i> can/may/might/should + infinitive <i>If you have finished eating, you can/may watch TV.</i> 	real/probable situations in the present/future
	<ul style="list-style-type: none"> present simple <i>If you mix red and blue, you get purple.</i> 	general truths
	<ul style="list-style-type: none"> Imperative <i>If you go out, turn the lights off.</i> 	instructions/commands

- If-clauses either precede or follow the main clause. When they precede, we separate them with a comma.
If you can hear me, give me a sign.
Give me a sign if you can hear me. (no comma)
- We can use **should** in the if-clause if there is a slight possibility of something happening.
If you should buy that car, take it to the mechanic to have it checked first.
- Sometimes **if** is omitted and **should** comes before the subject (inversion).
Should you buy that car, take it to the mechanic to have it checked first.

TYPE 2 = UNREAL SITUATIONS IN THE PRESENT / FUTURE

If-Clause	Main Clause	Use
If + Past Simple (or Progressive)	<ul style="list-style-type: none"> would/could/might + present infinitive <i>If he were a pianist, he could get a job in the Orchestra.</i> 	unreal/imaginary situations in the present
	<ul style="list-style-type: none"> <i>If I became a millionaire, I would buy a house with a swimming pool.</i> 	events that are unlikely to happen in the future
	<ul style="list-style-type: none"> <i>If I were in your shoes, I would talk to my parents.</i> 	to give advice

- Use **were** instead of **was** in type 2 conditional (formal).
If she were more polite, people would like her more.
- Sometimes **if** is omitted and **were** comes before the subject (inversion).
Were he more careful, he would avoid such awkward situations.

TYPE 3 = UNREAL SITUATIONS IN THE PAST

If-Clause	Main Clause	Use
If + Past Perfect (Simple or Continuous)	<ul style="list-style-type: none"> would/could/might + perfect infinitive <i>If she had stepped on the banana peel, she would have had an accident.</i> 	for actions that didn't happen
	<ul style="list-style-type: none"> <i>If I had taken better care of my teeth, I wouldn't have had this terrible toothache.</i> 	to express criticism/regret

Grammar Review

- Sometimes **if** is omitted and **had** comes before the subject (inversion)
Had he been older, he would have been allowed to enter the disco.

NOTE: We can have combinations according to the context (Mixed Conditionals)
If they left early, they would have arrived by now. (types 2,3)
If we hadn't got lost, we would be there now. (types 3,2)

conditionals can be introduced with other expressions (instead of if):	
• unless (=if not)	<i>I won't talk to her unless she apologises to me.</i>
• as long as/provided/providing (=only if)	<i>I'll go to his party provided (that)/as long as he invites me.</i>
• in case	<i>I'll take an umbrella in case it rains.</i>
• on condition (that) (=provided)	<i>On condition you've told the truth, I'll let you go without punishment.</i>
• but for (=if it wasn't/hadn't been for)	<i>But for her help, I would have failed my exam.</i>
• or else (=if not/otherwise)	<i>Do as I tell you, or else I'll get angry.</i>
• suppose/supposing (=imagine if)	<i>Supposing you won the lottery, what would you do?</i>
• only if	<i>I'll work with you only if you promise not to talk all the time.</i>
• even if	<i>She wouldn't change her mind even if you proved her wrong.</i>
We use the future "will" only after the expression or else.	

Unit 13 Unreal Past

Unreal Past = unreal situations stated with Past Tenses

PRESENT OR FUTURE REFERENCE

	Use	Examples
If + Past Tense	type 2 Conditional	<i>If I could go on a holiday, I would go to Peru.</i>
imagine / suppose / supposing + Past Tense	present/future imaginary situations	<i>Supposing you were an animal, what would you choose to be?</i>
wish / if only + Past Tense	we wish a present situation were different (if only is stronger than wish)	<i>I wish I had a pet. If only I were in Jamaica!</i>
wish / if only + would + infinitive	<ul style="list-style-type: none"> to express annoyance, irritation, dissatisfaction to make a wish concerning a present situation that is unlikely to change (The subject of would must be different from that of wish) 	<i>I wish/if only you would stop shouting. I wish days would go by quicker!</i>
wish / if only + could + infinitive	make a wish/express regret about sth we cannot do at present	<i>He wishes he had a motorbike.</i>
as if / as though + Past Tense	untrue situations in the present (were is used instead of was)	<i>She walks as if she were a dancer.</i>
it's (about / high) time + Past Tense	<ul style="list-style-type: none"> to indicate that time has come for sb to do sth to express criticism/complain about sth that should have already been done (It's time + infinitive = the right time for sb to do sth) (It's about/high time are stronger expressions) 	<i>It's time we left this place. It's time you told them the truth. It's high time you quit this job! It's time for him to ask for a raise.</i>

PAST REFERENCE

	Use	Examples
If + Past Perfect	type 3 Conditional	<i>If she had been more careful, she wouldn't have crashed into the tree.</i>

	Use	Examples
wish / if only + Past Perfect	express sorrow/regret about sth in the past	<i>I wish I had married Paul. If only I hadn't forgotten my passport!</i>
as if / as though + Past Perfect	unreal situations in the past	<i>She behaved as if she had not seen anything.</i>
imagine / suppose / supposing + Past Perfect	imaginary situations in the past	<i>Imagine you hadn't gone to the beach, would you be brown now?</i>

WOULD RATHER (= I WOULD PREFER)

If the subject of would rather is the same as the subject of the verb:

Present / Future reference	would rather (not) + present bare infinitive	<i>I'd rather have a crepe. He'd rather not take the test tomorrow.</i>
Past reference	would rather (not) + perfect bare infinitive	<i>We'd rather have rented a jeep. I'd rather not have eaten so much at the dinner party yesterday.</i>

If the subject of would rather is different from the subject of the verb:

Present / Future reference	would rather + subject + Past Simple	<i>I'd rather you didn't bring your dog along on our trip.</i>
Past reference	would rather + subject + Past Perfect	<i>He would rather she hadn't cut her hair so short.</i>

- NOTE:**
- **Would rather + bare infinitive + than + bare infinitive**
I'd rather sleep than watch TV.
 - **Would sooner** is used in the same way as **would rather**
I'd sooner go to the East than to America.

EXPRESSING PREFERENCE

• prefer + -ing/noun + to + -ing/noun	<i>I prefer fishing to hunting.</i>
• prefer + full infinitive + rather than + bare infinitive (general reference)	<i>He prefers to play chess rather than play scrabble.</i>
• would prefer + full infinitive + rather than + bare infinitive (preference in a particular situation)	<i>She would prefer to have an orange juice rather than have a cup of coffee.</i>

HAD BETTER (= SHOULD):

expresses strong advice/warning/threat. It is stronger than should/ought to. Its subject is the same as that of the verb.

Present / Future reference	had better + (not) + present bare infinitive	<i>You'd better take a torch with you.</i>
Past reference	It would have been better if + Past Perfect	<i>It would have been better if she had admitted her guilt.</i>

Unit 14 Reported Speech

In Reported Speech we give the meaning of what someone said with some changes and without quotation marks. We usually introduce Reported Speech with the verbs **tell** (when there is a person / pronoun as an object) and **say** (when there is no person / pronoun as an object). **That** is optional.

DIRECT	REPORTED
Present Simple <i>She said, "I like this film."</i>	Past Simple <i>She said (that) she liked that film.</i>
Present Progressive <i>They said, "we are planning to throw a big party."</i>	Past Progressive <i>They said (that) they were planning to throw a big party.</i>
Past Simple <i>Maria said, "I had a great time yesterday."</i>	Past Perfect Simple <i>Maria said (that) she had had a great time the previous day.</i>

Grammar Review

DIRECT	REPORTED
Past Progressive <i>"I was wandering in the woods," the boy said.</i>	Past Perfect Progressive <i>The boy said (that) he had been wandering in the woods.</i>
Present Perfect Simple <i>"We have already cleaned the car, Dad," said Sam.</i>	Past Perfect Simple <i>Sam told his dad (that) they had already cleaned the car.</i>
Present Perfect Progressive <i>He said, "I've been trying to fix my bike all day."</i>	Past Perfect Progressive <i>He said (that) he had been trying to fix his bike all day.</i>
Will <i>"I'll tell you where I will be, Tina," said Mike.</i>	Would <i>Mike told Tina (that) he would tell her where he would be.</i>
Can <i>James said, "I can whistle very loudly."</i>	Could <i>James said (that) he could whistle very loudly.</i>
May <i>"He may be lost," said Alice.</i>	Might <i>Alice said (that) he might be lost.</i>
Must <i>"You must brush your teeth, Bruce," said Mum.</i>	Had to (obligation) <i>Mum told Bruce (that) he had to brush his teeth.</i>
<i>"It must be late," he said.</i>	Must (deduction) <i>He said that it must be late.</i>
Must not <i>"You mustn't touch this," said Mark.</i>	Must not (prohibition) <i>Mark said (that) I mustn't touch that.</i>
Need <i>They said, "we need to have our house painted."</i>	Needed / Had to <i>They said (that) they had to have their house painted.</i>
Needn't <i>She said, "you needn't eat all that food."</i>	Needn't / didn't have to (present) <i>She said (that) I didn't have to eat all that food.</i>
<i>He said, "You needn't phone us tonight."</i>	Wouldn't Have to (future) <i>He said (that) I wouldn't have to phone them that night.</i>

Would, could, might, should, ought to do not change.

	Time Expressions	Other changes
	now today/tonight yesterday tomorrow last week (month, year, etc.) next week (month, year, etc.) ago	then that day/that night the day before/the previous day the next/following day the previous week (month, year etc.)/the week (month, year etc.) before the following week (month, year etc.) before
	this/these here	that/those there

NO CHANGES ARE MADE IN THE FOLLOWING CASES:

- When the reporting verb is in the Present, Future or Present Perfect.
Steven says, "I have been looking for a good book all day." → Steven says (that) he's been looking for a good book all day.
- When a general truth or sth unlikely to change is reported.
The teacher said, "The Statue of Liberty is in New York." → The teacher said (that) the Statue of Liberty is in New York.
- The Past Perfect does not change.
Mary said, "I had prepared everything by midnight." → Mary said (that) she had prepared everything by midnight.
- The Past Progressive does not usually change; Past tenses in time clauses do not change.
"I was speaking on the phone when the doorbell rang," she said → She said (that) she was speaking on the phone when the doorbell rang.
- When sth is reported immediately after it is said.
"John is a spoilt kid," said Paul. → Paul said that John is a spoilt kid
- When something, although said earlier, will take place in the future.
John said, "I'm flying to Rome tomorrow." → John said (that) he is flying to Rome tomorrow. (It is still today.)
- When there is a Conditional (type 2,3) or a sentence with wish/if only.
Ben said, "if I had a Cadillac, it would be a pink one." → Ben said (that) if he had a Cadillac, it would be a pink one.

QUESTIONS

Questions are reported with the verbs **ask, inquire, wonder, want to know**, etc. and the word order is the same as in statements.

Type	Form	Examples
YES-NO questions	If/whether+subject+verb	"Can you come over on Saturday?" → He wanted to know if I could come over on Saturday.
Wh- questions	Wh-question word+subject+verb	"Why are you still here?" → She asked me why I was still there.

NOTE: • Whether is used instead of **if** when there is a choice between two alternatives.
"Well, are you coming or not?" → She wondered whether I was going (with them) or not.

COMMANDS - REQUESTS - ADVICE

They are reported with the verbs **tell, ask, beg, order, command, advise, forbid, warn, encourage**, etc.
+object+full infinitive

"You're not going to the concert," said Mum. → Mum forbade me to go to the concert.
"Please, Dad, let me go to the football match," said Gerry. → Gerry begged his dad to let him go to the football match.

OTHER REPORTING VERBS

	OTHER REPORTING VERBS	
refuse/offer/promise (+object) / threaten (+object)/ claim/agree etc. + full infinitive	accuse sb of/complain to sb about/ insist on/admit (to)/deny/apologise for + -ing form	complain/explain/agree/claim/deny/ promise/threaten/warn (+ object) + that clause
"I won't lend you my green dress," said my sister. → My sister refused to lend me her green dress.	"I'm sorry I called you names," said the boy. → The boy apologised for calling him names.	"Sorry I'm late but I had a flat tyre," said Bill. → Bill explained that he was late because he had a flat tyre.

NOTE: "Let's play a game of tennis," Lucy said. → Lucy suggested
 playing a game of tennis.
 that they play a game of tennis.
 that they should play a game of tennis.

Words easily confused

UNIT 1

1A
job (n) = the work sb does to earn money, employment
occupation (n) [job, profession, employment (referred to generally)] = a person's regular work or profession
work (at/out of)* (n) = occupation or profession / particular tasks sb has to do in their job / the place where sb does their job
employment (n) = work, esp. in return for regular payment
profession (n) = job requiring advanced education or training
 *at work = at one's job or place of employment / in action
 *out of work = jobless, unemployed
1B
task (n) = activity sb has to do, usually as a part of a larger project
course (n) = series of lessons or lectures on a particular subject
duty (n) = what sb has to do for their job
1C
employer (n) = person, firm that

hires workers
employee (n) = a person who is paid to work for an organisation or for another person
colleague (n) = a person you work with (at a professional job)
assistant (n) = person who helps sb in their job
clerk (n) = person who works in an office or shop and keeps records, files, accounts etc.
(army) officer (n) = person appointed to command others in the armed forces
attendant (n) = person whose job is to provide a service in a public place
1D
party (n) = a group of people working or travelling together
crew (n) = people who work on a ship or aircraft
staff (n) = people who work for a company or organisation, employees
1E
aim (n) = a purpose, an intention
goal (n) = sth that you hope to achieve esp. when much time and effort is needed
intention (n) = sth which sb plans

to do
challenge (n) = a difficult task that tests sb's ability
success (n) = achievement of a desired aim
ambition (n) = a strong desire for success or distinction
1F
achieve (v) = to succeed in doing sth, accomplish, especially after a lot of effort
fulfil (v) = bring about the completion or achievement of a desired promise etc.
cope (with) (v) = to deal successfully with sth difficult
deal with (phr.v.) = act in order to solve a problem or make a decision about a situation
face (v) = confront, have to deal with a difficult situation
succeed (in) (v) = to manage to do sth, achieve your goals
1G
manage (v) = to be in charge of
run (v) = be in charge of a shop or business
operate (v) = function or cause to function
undertake (v) = to make oneself responsible for sth

1H
skills (n) = the ability to do sth very well
qualities (n) = usually good characteristics
qualifications (n) = a quality or skill that makes sb suitable for a particular job
experience (n) = 1) sth that happens to you or sth that you do 2) the knowledge you have acquired

UNIT 2

2A
look (through) (v) = to read, examine
look (at) (v) = to turn your eyes to a particular direction
see (v) = notice, observe, take a look at sb/sth
watch (v) = to look at sb/sth for a period of time and pay attention to what is happening
notice (v) = to become aware of sb/sth
regard (v) = look at sth
stare (at) (v) = look at sb/sth for a long time (often rudely or impolitely)

Words Easily Confused

glance (at) (v) = to take a quick look at sth
observe (v) = to see or notice something

2.B

find out (v) = to learn sth you didn't know, especially through deliberate effort
invent (v) = create or make up sth for the first time
discover (v) = become aware of sth you didn't know before
detect (v) = notice, recognise that sth is present

2.C

explore (v) = investigate sth (a place or scientific field) systematically, in order to find out more facts about it
investigate (v) = to discover and examine all the facts about sth
look for (v) = to search for or try to find sb/sth
look up (v) = find out by looking in a reference book
(do) research (v) = careful study or investigation, esp. to discover new information

2.D

attempt (n) = an act of trying to do sth, esp. when this is unsuccessful
effort (n) = the use of much physical or mental energy to do sth
trial (n) = 1) a formal examination of evidence in a law court 2) a test of quality
experiment (n) = a scientific test done to discover what happens to sth in particular conditions

2.E

audience (n) = a group of people watching or listening to a play, concert, film etc.
spectators (n) = people who watch sth, especially a sporting event
viewers (n) = people who watch television
sightseers (n) = people who visit places of interest as tourists
onlookers (n) = people who watch sth happening without getting involved
witness (n) = a person who sees an event and is able to tell other people what happened

2.F

memorise (v) = learn sth well enough to remember it exactly
remind (sb of sth) (v) = to make sb remember sth
recall (v) = to bring sth back to mind, remember
recognise (v) = be able to identify sb/sth

2.G

view (n) = 1) opinion 2) a scene, esp. of a fine tract of countryside
sight (n) = a thing that one sees or can see / places of interest in a town or city, that are often visited

by tourists

image (n) = a mental picture
vision (n) = the ability to see
scene (n) = the place where an action or event occurs

UNIT 3

3.A

rise (v) = move upwards, stand up
raise (v) = (money) support by collecting money
arise (v) = begin to exist or become known to people (for a situation or problem)
lift (v) = raise sb / sth to a higher position or level

3.B

grow (v) = increase in size or quantity
grow up (v) = reach the stage of full development
bring up (v) = to care for and raise (a child)
(be) born (v) = to come into the world by birth (out of your mother's body)
become (v) = develop into / grow to be

3.C

educate (v) = teach sb over a period of time at school, university etc.
learn (v) = gain knowledge or a skill by study
teach (v) = give lessons in (sb) / show sb how to do sth
study (v) = to give one's time and attention to learning about a subject

read (v) = to look at and understand the written or printed word
instruct (v) = to give orders or directions to sb
3.D
behaviour (n) = social conduct, the way a person or an animal behaves
attitude (n) = the opinions and feelings that you usually have about sth
temper (n) = state of mind regarding being angry or being calm
mood (n) = the way sb feels at a particular time
manner (n) = the way sb behaves, their social conduct
manners (n) = ways of behaving in social situations

3.E

familiar with / to (adj) = knowing sth well and understanding it
accustomed to (adj) = to be used to sth
aware of (adj) = knowing sth
3.F
custom (n) = sth that is done by people in a particular society because it is traditional
habit (n) = sth you do often or regularly

fashion (n) = popular style of clothes, hair etc. at a particular time or place
trend (n) = a general tendency or direction

routine (n) = the usual series of things sb does regularly at a particular time

3.G

common (adj) = ordinary, frequently encountered or often happening
ordinary (adj) = average, not different or special
usual (adj) = happening most often in a particular situation
normal (adj) = regular, ordinary, in accordance with what people expect
regular (adj) = done or happening often, frequent

3.H

eager (adj) = full of interest or desire
keen (on / to) (adj) = eager, enthusiastic, very much wanting to do sth
enthusiastic (about) (adj) = showing great interest in sth
interested (in) (adj) = showing curiosity, concern or desire to learn more about sth because you think it is important
willing (to) (adj) = ready and wanting to help or do sth

UNIT 4

4.A

travel (v) = to go from one place to another
transfer (to) (v) = to cause sb or sth to move from one place to another
transport (v) = take goods, people etc. from one place to another in a vehicle
transmit (v) = to send out electric signals etc. by radio

4.B

arrive (in / at) (v) = get to a place at the end of a journey
get (to) (v) = arrive at a place
reach (v) = to get, to arrive at
come (v) = to move to, towards or into a place (where the speaker is)
approach (v) = to get closer to sb or sth (in place or time)
appear (v) = to start to be seen or suddenly be seen

4.C

carry (v) = to take sth somewhere in your hands or arms, on your back etc.
fetch (v) = to go and bring sth from the place where it is
deliver (to) (v) = to convey, carry sth to a destination

4.D

voyage (n) = a long journey by ship or spacecraft
journey (n) = when you travel from one place to another

trip (n) = a short journey to a place and back again
tour (n) = an organised trip during which you visit different places

excursion (n) = a short journey made for a particular purpose
travel (n) = the act of taking a journey
expedition (n) = a long journey, esp. one made by a group of people with a particular aim
flight (n) = a journey in a plane or space vehicle
cruise (n) = a holiday on a large ship

4.E

guide (v) = to show sb around a place that you know well
direct (v) = to tell or show sb the way to a place
lead (v) = 1) go to a particular place 2) to show sb the way by going in front (first)
ride (v) = to travel in or on a vehicle or animal

4.F

address (n) = the number of the building and the name of the street and town etc. where someone lives or works
road (n) = a specially prepared hard surface for cars, buses etc. to travel on
street (n) = a public road in a city or town that usually has buildings on its side(s)

way (n) = a route / road etc. taken in order to reach a place
direction (n) = the way sth or sb moves, faces or is aimed / information or instructions about what to do or where to go
route (n) = the way from one place to another
path (n) = a track that people walk along over an area or ground

4.G

site (n) = a place where a building, town etc. was, is or will be situated
position (n) = where sb or sth is in relation to other things
location (n) = the place where sth happens or is situated
point (n) = a particular place or position where sth takes place
place (n) = a point, building or area
room (n) = empty space for people or things to be fitted in
space (n) = an area of any size that is empty or available for use

4.H

foreign (adj) = not from your own country or the country you are talking about
strange (adj) = unusual, not familiar
different (from / to) (adj) = not the same

peculiar (adj) = odd or strange, esp. in an unpleasant way
curious (adj) = eager to know or learn

UNIT 6

6.A

borrow (v) = take sth from sb with their permission, intending to return it in the future
lend (v) = allow sb to use sth that you own for a period of time
let (v) = allow the use of your property in exchange for money
hire (v) = pay money to the owner of sth in order to use it for a period of time / employ sb to do a particular job for you
rent (v) = to have and use sth which does not belong to you in exchange for a sum of money that you pay regularly

6.B

spend (v) = 1) to use your money to buy or pay for things 2) to pass or use time
waste (v) = using too much of something (money, time etc.) unnecessarily
save (v) = gradually collect money by spending less than you get, usually to buy sth you want
afford (n) = to have enough money, time etc. for a particular purpose

6.C

bill (n) = a written statement of money that you owe for goods / services
fare (n) = the price you pay to travel by bus, train, plane etc.
fee (n) = an amount of money that you pay to a professional person or organisation for their work
fine (n) = punishment in which sb has to pay a sum of money because they have done sth wrong or broken a rule
ticket (n) = 1) a printed piece of paper showing that a person has paid to travel on a bus, plane, etc. or to enter a cinema, concert hall etc. 2) an official note given for a traffic offence
receipt (n) = a piece of paper that you get from sb as confirmation that they have received money or goods from you
account (n) = a written statement of money paid or owed for goods and services
discount (n) = a reduction in the cost of goods that you are buying
tax (n) = money that you pay to the government according to your income

6.D

salary (n) = fixed regular payment, usually made every month to employees

wage(s) (n) = regular payment, on hourly, daily, weekly basis
payment (n) = a sum of money paid
income (n) = money one earns or receives
bonus (n) = a payment added to what is usual or expected
allowance (n) = money given to sb on a regular basis (e.g. as pocket money)
award (n) = prize / gift / trophy
reward (n) = a thing that is given or received in return for doing sth good
donation (n) = contribution to a charity or other organisation

6.E

owe (v) = to have an obligation to pay sb a certain amount
own (v) = to have as one's possession
possess (v) = to have (an ability)
keep (v) = continue to have or hold sth
belong to (v) = to be the property of

6.F

price (n) = the amount of money which sth is bought or sold for
prize (n) = an award given to the winner of a competition, race etc.
charge (n) = amount of money sb has to pay for a service or to buy sth
value (n) = how much sth is worth
bargain (n) = sth bought cheaply or for less than its usual price
worth (adj.) = having a certain value / (n) = the value, usefulness or importance of sth
tip (n) = extra money given to sb (eg a waiter, porter etc.) in order to thank them for their service

6.G

precious (adj.) = of great value or importance because of being very beautiful, rare or expensive
valuable (adj.) = worth a lot of money / very useful or important
priceless (adj.) = too valuable to be priced or extremely expensive
worthless (adj.) = having no value, importance or use
economic (adj.) = connected with trade, industry and the management of money
economical (adj.) = using money, time, goods etc. carefully and without wasting any
financial (adj.) = connected with money or the management of money

6.H

loan (n) = money that you borrow (usually from a bank)
debt (n) = amount of money that you owe to a person / bank
sum (n) = a quantity, esp. of money
amount (n) = a quantity of money, time or a substance

deposit (n) = 1) to pay part of a larger sum the rest of which is to be paid later 2) to put money into a bank
instalment (n) = a small sum of money paid at regular intervals over a period of time, rather than paying the whole amount at once
budget (n) = a plan of how a person or organisation will spend the money that is available in a particular period of time

6.I

cheque (n) = a printed form that you can sign and use instead of money
cash (n) = money in the form of coins or notes
coins (n) = money made of metal
currency (n) = the money used in a particular country
(bank) notes (n) = paper money
change (n) = coins / money that you receive when you pay for sth with more money than it costs because you do not have the exact amount of money

UNIT 7

7.A

think (of/about) (v) = have an opinion / impression about sth
consider (v) = think carefully about sth / have an opinion about sth
regard (v) = believe that sb or sth has a particular quality
believe (v) = to be sure that sth is true or that sb is telling the truth
mean (v) = 1) explain what you wish to say 2) intend

7.B

realise (v) = to become aware that sth is true, understand it
understand (v) = to know the meaning of what sb is telling you, or the language that they speak
recognise (v) = to know who a person or what a thing is
meet (v) = to become familiar with sb for the first time
introduce (v) = to present (sb) by name (to another person)
present (v) = to appear in and introduce a programme on radio or television
appreciate (v) = to recognise and enjoy the good qualities of sth / to be grateful for sth

7.C

assume (v) = to take for granted (to believe sth to be true without proof)
guess (v) = to make an estimate or conclusion you are not sure of, without knowledge
suppose (v) = 1) to think that sth is true or probable 2) to be expected or required to do sth
estimate (v) = to form a rough or general idea of sth

Words Easily Confused

calculate (v) = to estimate sth by using numbers or one's judgement

predict (v) = to say in advance that sth will happen

7.D

idea (n) = 1) knowledge or understanding of something without being certain (n) = 2) a suggestion, thought or plan for doing something
view (n) = opinion
thought (n) = idea
point (n) = single fact, idea or opinion

aspect (n) = a distinct feature or element in a problem, situation etc.

respect (n) = politeness and honour shown towards sb or sth
matter (of fact) (phrase) = actually, in fact

7.E

queue (n) = a line of people or vehicles waiting for sth
line (n) = a number of people / things one behind the other or standing side by side

aisle (n) = a long narrow gap between rows of seats (in a church, classroom etc.) or between supermarket shelves

corridor (n) = a passage in a building or train, usually with rooms on either side

hall (n) = a room serving as an entry area

row (n) = a number of people / things standing or arranged in a line

7.F

available (adj.) = that can be found or obtained
spare (adj.) = extra, additional, available for use when needed
free (adj.) = not being used / occupied by sb or not reserved for somebody to use (e.g. table, seat) / costing nothing
convenient (adj.) = easy, useful or suitable for a particular situation

handy (adj.) = useful for a particular purpose
usable (adj.) = that can be used

7.G

absence (n) = the state of not being somewhere
lack (n) = when something is insufficient or does not exist at all
shortage (n) = deficiency, when there is not enough of sth
loss (n) = the fact of no longer having sth or having less of it

7.H

short (of sth) (adj.) = not have enough of sth, nearly run out of
scarce (adj.) = not easy to find or obtain

rare (adj.) = not common
inadequate (adj.) = too low in quality, or too small in amount; not good enough

Words Easily Confused

insufficient (adj.) = inadequate, not enough for a particular purpose

UNIT 8

8.A

choose (v) = to select from a number of alternatives

pick (v) = to gather / to make a selection from a number of things

gather (v) = come together in a group

collect (v) = to accumulate sth as a hobby or for study

8.B

choice (n) = an act of choosing between two or more possibilities

collection (n) = a group of objects that have been gathered together

selection (n) = the state of being chosen

election (n) = voting in order to choose a person or group of people for an official position

variety (n) = different types of sth

option (n) = alternative / one thing which can be chosen from a set of possibilities

8.C

consult (v) = ask for specialised advice

advise (v) = to give an opinion on what sb should do

suggest (v) = to mention (an idea, plan etc.) for consideration

propose (v) = to put forward (a plan etc.) for consideration

recommend (v) = advise, suggest sth as the best choice

8.D

tip (n) = a helpful piece of advice

clue (n) = a sign or information that helps you to solve a problem

advice (n) = an opinion which sb offers you about what you should do in a particular situation

information (n) = knowledge about sth, esp. news or facts

8.E

reliable (adj) = sb or sth that can be trusted to work well or behave in a desirable way

responsible (adj) = having control or authority over sth or sb

reasonable (adj) = quite good, fair, sensible

respectable (adj) = having or deserving the respect of other people

8.F

mention (v) = refer to or speak about sth briefly or incidentally

refer to (v) = 1) to send sb or sth to another place for advice 2) to mention, describe or involve

express (v) = show what you think or feel by saying or doing sth

comment (on) (v) = express your opinion about sth or give an explanation for it

report (v) = inform some authority about sth that has happened

8.G

announce (v) = to state or make known publicly

inform (v) = to tell, give information

confess (v) = admit that you have done sth wrong or shameful

introduce (v) = to present (sb) by name (to another person)

reveal (v) = to uncover or expose sth hidden, make it known to people

publish (v) = print numerous copies of a book or magazine

8.H

ensure (v) = to make sth certain to happen, guarantee

insure (v) = pay money to an insurance company

reassure (v) = to comfort sb and stop them from worrying

make sure (v) = to make sth certain, ensure

confirm (v) = to make an arrangement or meeting certain, often by telephone or writing

8.I

agree (v) = (on sth): have the same opinion on sth

accept (v) = to receive with approval / to receive, take

admit (v) = to confess or acknowledge (a crime, mistake, etc.)

approve of (v) = like, admire sb or sth

UNIT 9

9.A

say (sth to sb) (v) = speak words to sb

tell (sb sth) (v) = let sb know sth, give information

speak (v) = use your voice in order to say sth

talk (v) (1) = express thoughts, feelings or desires by using words

(2) = to have a conversation with sb

discuss (v) = to consider a subject by talking about it with others.

debate (n) = (formal) discussion about a subject on which people have different and often opposing opinions

9.B

ask (v) = to put a question to sb, inquire.

demand (v) = ask for sth urgently or in a forceful way

wonder (v) = to ask yourself questions or express a desire to know about something

question (v) = 1) to ask someone about sth 2) express doubt about sth

apply (for) (v) = to request something in writing or by sending in a form

9.C

require (v) = need, demand

inquire (v) = to ask for information

request (v) = an act of asking; a polite demand for something

command (v) = order

order (v) = to ask for goods or services

appeal (v) = to take a legal case to a higher court where it can be judged again

beg (v) = to ask for food, money, especially in the street or to request strongly and without pride

9.D

advice (n) = recommendation or opinion

instructions (n) = the (written) information that tells you how to use a piece of equipment etc.

directions (n) = instructions about how to get from one place to another or about what to do

manual (n) = a book which gives you instructions on how to do sth or how to use sth, such as a machine

guide (n) = a book for travellers or tourists giving information about a place

plan (n) = 1) a drawing from which sth is made or built 2) a decision made in advance

recipe (n) = a set of instructions for cooking

9.E

brochure (n) = a thin book giving information or advertising sth

leaflet (n) = a printed piece of paper for distribution, esp. advertising

handbook (n) = a small reference book giving useful facts

catalogue (n) = a complete list of items, usually in alphabetical order

list (n) = a set of words, numbers, etc. written one below the other

menu (n) = a list of all the kinds of food that are available in a restaurant

9.F

refuse (v) = say no to a proposal or invitation; turn down, deliberately not do sth

deny (v) = state that sth is untrue, not accept an accusation/not allowed

regret (v) = feel sad or disappointed because of sth that happened

resist (v) = to stop yourself having sth that you like very much or doing sth that you want to do

reject (v) = turn down, refuse to accept

9.G

complain (about) (v) = say that

you are not satisfied with a situation

criticise (v) = express disapproval of sth, say what is wrong with it

object to (v) = to feel or express opposition to or dislike of sth or sb

discourage (v) = to take away sb's confidence or sb's hope of doing sth

disapprove (of) (v) = not like, not agree with or approve of sth

protest (n) (v) = say or show publicly that you object to sth

argue (v) = to express an opposite opinion, to exchange angry words

quarrel (v) = to disagree, argue

fight (v) = to oppose or struggle against sb or sth

9.H

worry (v) = to be anxious and troubled about sb or sth

mind (v) = to be upset, annoyed or disturbed by sth or sb (used in questions or negative sentences)

bother (v) = to make the effort to do sth / to annoy, worry or cause problems to sb

annoy (v) = to irritate or make sb angry

trouble (v) = to cause sb to be worried or anxious

doubt (v) = to have a feeling of uncertainty about sth

UNIT 11

11.A

stop (v) = to put an end to sth happening / prevent

avoid (v) = not to allow sth to happen / to keep away from sb or sth

forbid (v) = to order sb not to do sth, not allow sb to do sth

prohibit (v) = forbid or make sth illegal, ban

ban (v) = state officially that sth must not be done, shown or used

prevent (v) = to stop sth from happening / to stop sb from doing sth

escape (v) = to avoid sth

11.B

blame (v) = believe or say that sb or sth is responsible for sth bad

accuse (v) = to say that you believe sb has done sth wrong

arrest (v) = to take and keep sb prisoner with the authority of the law

charge (v) = to accuse sb of having done sth illegal

convict (v) = to decide in a court of law that sb is guilty of a crime

sentence (v) = to state that sb will be punished in a certain way (by a law court)

11.C

complaint (n) = expressing your dissatisfaction with a particular situation

annoyance (n) = irritation, feeling angry and impatient

Words Easily Confused

accusation (n) = criticising sb and expressing the belief that they have done sth wrong
disappointment (n) = feeling let down, because of sth not meeting your expectations

11.D

chase (v) = to run after sb in order to catch them
pursue (v) = follow or chase sb or sth especially in order to catch them
hunt (v) = to chase esp. birds and animals in order to catch and kill them
follow (v) = to go behind

11.E

cause (n) = what makes an event happen
excuse (n) = a reason sb gives, in order to explain why sth has been done or in order to avoid doing sth
reason (n) = fact or situation explaining why sth happens or what causes it to happen; cause
purpose (n) = the reason for which sth is made or done, intention
aim (n) = what you are hoping to achieve by an action, plan etc.

11.F

burgle (v) = to enter by force and steal
rob (v) = steal money or property from sb
steal (v) = take sth away without permission or intention of giving it back
hijack (v) = to force someone to give you control of a vehicle, aircraft or ship that is in the middle of a journey
deceive (v) = make sb believe that sth is not true in order to gain sth yourself
cheat (v) = to behave in a dishonest way in order to get what you want
lie (v) = to say sth which is not true

shoplift (v) = to take sth from a shop without paying for it
blackmail (v) = to demand money or favours from sb, by threatening them

11.G

attack (v) = try to hurt or damage sb or sth using violence
knock (v) = a sound made with the hand on the door
hit (v) = to strike with the hand or with an object
beat (v) = to hit repeatedly with a hand, stick or other object
blow (n) = a hard hit with a hand or a weapon
strike (v) = to hit or attack forcefully or violently

11.H

convict (n) = sb who is in prison
criminal (n) = sb who commits crimes
robber (n) = person who steals

from a bank, shop or vehicle using force or threats
thief (n) = person who steals from sb else

burglar (n) = person who enters a building illegally, with the intention of stealing
kidnapper (n) = criminal who kidnaps another person
hostage (take / hold sb) (n) = a person captured and held prisoner by one or more people
victim (n) = sb who has been hurt or killed
pickpocket (n) = sb who steals things from people's pockets

11.I

forget (v) = to fail to remember
leave (v) = to not take sth with you when you go
ignore (v) = pay no attention to sb/sth
neglect (v) = fail to look after sth properly
omit (v) = leave sth out deliberately or by accident

UNIT 12

12.A

protect (from) (v) = to prevent sb or sth from being harmed
rescue (v) = get sb out of an unpleasant or dangerous situation
save (v) = help sb out to avoid harm or to escape a dangerous situation
support (v) = 1) help, encourage 2) provide sb with money or the things they need
defend (v) = take action in order to protect or support sb or sth
guard (v) = watch over in order to protect or not allow to escape
secure (v) = to make sth safe from being harmed

12.B

injure (v) = cause physical harm to
wound (v) = to cause an injury to a part of the body usually with a weapon
hurt (v) = to cause physical or mental injury; to cause a painful sensation
collapse (v) = fall down suddenly
harm (v) = to cause physical injury to sb, usually on purpose

12.C

damage (n) = physical harm caused to an object
injury (n) = damage to a person's or animal's body
wound (n) = an injury to part of the body, usually caused by a weapon
pain (n) = the physical suffering caused by injury or illness
ache (n) = physical pain or discomfort caused by injury or illness

12.D

endanger (v) = to put sb or sth in danger of being harmed,

damaged or destroyed

risk (v) = the possibility of meeting danger or of suffering harm or loss

threaten (v) = say that you will do sth to sb in order to make them do sth you want

warn (v) = to make sb aware of a possible danger or problem

12.E

illness (n) = the state of not being in good health

disease (n) = illness of people, animals plants etc. caused by infection

infection (n) = a disease caused by germs and bacteria

sickness (n) = a particular type of illness or disease, nausea

weakness (n) = not feeling healthy and strong

accident (n) = sth unpleasant which happens unexpectedly, causing damage or injury

incident (n) = an event which is either unpleasant or unusual

12.F

cure (v) = to make sb healthy again

heal (v) = to make or become well again, esp. after a cut or injury

treat (v) = to give medical care or attention to a person or a condition

recover (v) = regain health after being ill

overcome (v) = to successfully deal with a feeling or a problem

12.G

sensible (adj) = based on reason, not on emotions

sensitive (adj) = 1) easily affected or harmed by sth 2) aware of and understanding other people's needs and problems

sensational (adj) = very good, wonderful, exciting

emotional (adj) = causing strong feelings

12.H

produce (v) = to make or manufacture sth, esp. in large quantities

develop (v) = to grow or change into a more advanced form

increase (v) = become greater in number, level or amount

build up (v) = to increase or become larger or stronger

create (v) = invent, design or make sth new

progress (n) = advance, development for the better

advance (v) = 1) to progress, develop 2) doing more difficult work

improve (v) = to (cause sth to) get better

12.I

reduce (v) = make sth smaller in amount (quantity) or degree (size)

decrease (v) = become smaller in

quantity or size

destroy (v) = to cause damage in a violent way, to cause to exist
drop (v) = to fall or let sth fall (by accident)

lower (v) = to reduce sth or become less in amount, level, quality etc.

demolish (v) = destroy a building completely

fall (v) = move downwards

UNIT 13

13.A

attention (n) = notice, thought or consideration

care (n) = the responsibility of protecting sb or sth

notice (n) = attention, observation

warning (n) = advice to beware of sth that might happen

signal (n) = sign, gesture or sign intended as a message or command

caution (n) = great care and attention

13.B

insist on (v) = say firmly that sth must be done

persist in (v) = go on doing sth despite having difficulties

continue (v) = go on doing sth, not stop doing sth

last (v) = to continue for a period of time

remain (v) = to stay in the same place or condition

maintain (v) = to keep in good condition

protect (v) = to keep sth or sb safe from injury, damage or loss

keep (v) = have, look after

13.C

convince (v) = to make sb agree, understand or realise sth

persuade (v) = to convince sb that sth is true or make them do sth

urge (v) = to try hard to persuade sb to do sth

impress (sb) (v) = to make sb admire you

attract (v) = to cause a particular reaction

appeal to (sb) (v) = to attract, charm, fascinate or interest sb

13.D

win (v) = achieve first place and gain a prize in a competition

beat (v) = defeat sb in a competition or election

gain (v) = acquire sth (gradually)

earn (v) = receive money as payment for your work

defeat (v) = to win a victory over sb

fail (v) = not to succeed in something

13.E

appeal (n) = a formal request to the authorities asking for a decision to be changed

Words Easily Confused

application (n) = formal request for sth

attraction (n) = a person or thing that attracts sb or sth

interest (n) = a state of wanting to learn or know about sth

13.F

result (n) = 1) answers that are produced by a scientific study or test 2) sth that happens or exists because of sth else

effect (n) = a change produced by a particular influence

affect (v) = to have an influence on sb or sth

consequence (n) = an often bad or inconvenient result of a particular action or situation

influence (n) = an effect of one person or thing on another

13.G

allow (v) = to let sb do sth or let sth happen; permit

let (v) = to give sb permission to do sth

permit (v) = to allow sth or make sth possible

accept (v) = say "yes" to sth or agree to take sth

make (sb do sth) (v) = to force sb (or sth) to do sth

oblige (v) = to require sb to do sth by legal, moral or physical means

force (v) = to make sb do sth against their will

13.H

postpone (v) = to arrange for an event etc. to happen at a later time

cancel (v) = to say that sth which has already been arranged will not be done or take place / to order sth to be stopped

delay (v) = to be slow or late or make sb slow or late

13.I

guest (n) = sb who is visiting you or is a customer at a hotel

host (n) = sb who receives or entertains guests

visitor (n) = sb who is visiting a person or a place

client (n) = a person or organisation that receives a service from a professional person or another organisation in return for money

customer (n) = a person who buys goods or services, especially from a shop

UNIT 14

14.A

like (prep.) = such as, similar to
alike (adj) = when two or more people/things are similar

unlike (adj) = different from sth
likely (adj) = probable, sth that may happen

as (prep.) = like, with the identity of

same (adj) = having two or more people or things exactly like

each other

similar (adj) = resembling sb/sth, almost the same

common (adj) = usual, familiar

14.B

suit (v) = 1) be convenient for sb or the best choice in a particular situation 2) make sb look attractive

fit (v) = be the correct size or shape

match (v) = 1) be in harmony with sth 2) have a pleasing appearance when used together

combine (v) = join together, blend, mix

compare (v) = to examine and look for the difference between two or more things

14.C

punctual (adj) = arriving, doing sth or happening at the expected, correct time

accurate (adj) = precise, correct to a very detailed level

correct (adj) = right, accurate and without mistakes

exact (adj) = in great detail, correct, precise

sharp (adv) = exactly at the stated time

14.D

remain (v) = to stay in the same place or condition

reveal (v) = uncover/expose sth hidden, make it known to people

review (v) = 1) to write an opinion of a book, film, play etc. 2) to examine or consider sth again

revise (v) = to study again (sth already learned) in preparation for an exam

relieve (v) = make sth less unpleasant, cause sth unpleasant to disappear

release (v) = to allow sb or sth to come out of a place/to make sth available to the public

14.E

outcome (n) = something that follows an action or situation

outdoor (adj) = existing, happening or done outside rather than inside a building

outfit (n) = clothes worn together as a set

outlet (n) = 1) a place that sells goods made by a particular company 2) a hole or pipe through which liquid can flow away

outsider (n) = a person who is not accepted as a member of a society, group etc.

14.F

perfect (adj) = excellent, suitable, without fault

ideal (adj) = the best possible person or thing for sth

fine (adj) = sunny and dry (for weather)

thorough (adj) = detailed, careful

detailed (adj) = having many details, thorough

definite (adj) = fixed, certain, clear, that cannot be doubted

certain (adj) = sure, beyond doubt

particular (adj) = specific, special

special (adj) = not ordinary or usual

sure (adj) = certain, confident that one is right

14.G

stand (v) = tolerate, endure sth/sb

resist (v) = refuse to accept sth/ stop yourself from doing sth, although you would like to do it

tolerate (v) = to put up with

suffer (v) = to feel pain, discomfort, sorrow etc.

14.H

offer (v) = ask sb if they would like to have or use sth

provide (v) = supply sth that sb needs or wants

supply (v) = give sb sth that they need

cater (v) = to provide what is required or desired

Exam Tips

FCE

Part 1: Multiple Choice Cloze

- ☞ Skim-read the text to get an idea of what it is about.
- ☞ Read the text again, one sentence at a time. Read the whole sentence, not just the words before and after the gap, as there may be clues that could help you.
- ☞ Try to guess what part of speech is missing and what the meaning of the missing word is.
- ☞ Do not look at the four choices or guess the answer until you've tried to understand what the sentence means.
- ☞ Do not always think of words as single isolated items, but as parts of a context.
- ☞ Read the options carefully.
- ☞ Decide which of the four choices is best in this context. Consider syntax and style.
- ☞ Find which of the choices may have the same meaning and decide which one should be left out.
- ☞ If you aren't sure about the right answer, try to eliminate three of the four alternatives starting with the words that don't make sense.
- ☞ Check if the word you have selected forms an acceptable expression with the word before and/or after it.
- ☞ Read the text again including the words you used to fill in the gaps to see if it makes sense.

Part 2: Open Cloze

- ☞ Skim-read the text to get an idea of what it is about.
- ☞ Read the text again, one sentence at a time. Read the whole sentence, not just the words before and after the gap, as there may be clues that could help you. Note that sometimes you may find clues in other sentences, too.
- ☞ Try to guess what part of speech is missing and what the meaning of the missing word is.
- ☞ Remember most of the missing words will be grammatical words, prepositions, pronouns, auxiliary verbs, articles, linking words etc. and not vocabulary items.
- ☞ Remember: there is only **one** missing word. If you think that two or more words are suitable, you will have to choose and write only one.
- ☞ Check for accuracy of grammar and spelling.
- ☞ Read the text again including the words you used to fill in the gaps to see if it makes sense.

Part 3: Word Formation

- ☞ Skim-read the text to get an idea of what it is about.
- ☞ Read the text again, one sentence at a time.
- ☞ Decide what part of speech is needed to fill in the gap. The words to be formed will usually be nouns, verbs, adjectives or adverbs.
- ☞ Decide if the word to be formed has the same or the opposite meaning of the given word according to the meaning of the sentence.
- ☞ Remember that you will need to add a prefix and/or a suffix to the given word to form a derivative. Sometimes you might also add an ending to the derivative (e.g. -s after a noun, -s, -ed, -ing after a verb, -er, -est after an adjective). Note, however, that you never need to make more than two changes to the given word.
- ☞ Make sure the new word and given word have a common root and that you have spelt the new word correctly.
- ☞ Read the text again including the words you used to fill in the gaps to see if it makes sense.

Part 4: "Key" Word Transformation

- ☞ Read the given sentence, the incomplete sentence and the 'key' word.
- ☞ Consider what kind of transformation is required, e.g. passive voice, reported speech, conditional sentences etc. Look for clues in both the given and the incomplete sentences.
- ☞ Remember that your answer must be between two and five words. Keep in mind that you must definitely use the 'key' word and not change it in any way at all.
- ☞ Write your answer, making sure that the completed sentence means the same as the given sentence.
- ☞ Check for accuracy of grammar and spelling.

Exam Tips for All Parts of the Paper

- ☞ When dealing with each of the four parts, start with the questions that seem easy to you. Leave the ones you aren't sure about until later.
- ☞ Do not spend too much time on any one question. Go back and try to answer it later.
- ☞ Answer all the questions, even those you are not completely sure of. Make a sensible guess rather than leave a question unanswered.
- ☞ Do not write more than one answer for each question.
- ☞ Write your answers on the answer sheet clearly and correctly.

Exam Tips

ECCE

Grammar

In this part of the test there are 35 multiple-choice items which test basic knowledge of grammar. Candidates are required to choose a word or phrase which will complete the given sentence in a grammatically correct way.

Remember:

- ✔ Read the sentence or short exchange carefully and consider what kind of structure is required.
- ✔ Look at the position of the gap in the sentence and consider what part of speech is required.
- ✔ Look out for words (e.g. linking words) or expressions (e.g. time expressions) that can help you decide on the correct answer.
- ✔ Consider the syntax and style of the sentence.
- ✔ Read the four answer choices carefully and decide on the correct answer.
- ✔ If you are not sure about the correct answer, try to eliminate the answer choices that are grammatically incorrect.
- ✔ Once you have decided on the correct answer, read the sentence or short exchange together with your answer, making sure that they form a grammatically correct sentence.
- ✔ Make sure you transfer your answers to the answer sheet clearly and carefully.

Vocabulary

There are 35 multiple-choice items in this section which test basic knowledge of vocabulary. Candidates are required to choose the word or phrase which is appropriate in the context of the sentence.

Remember:

- ✔ You should always learn new words in context. You can even try to use these new words in your own example sentences. This helps you remember new vocabulary instead of simply memorising their definitions in your mother tongue.
- ✔ You should learn verbs, nouns and adjectives with their dependent prepositions (e.g. laugh at somebody, talent for something, be good at something).
- ✔ Try to remember collocations (e.g. make a mistake, do one's homework) and fixed expressions (e.g. at the beginning of, in the beginning) that are considered problematic because they are quite similar.
- ✔ Learn how to break down words in order to find the root, prefix and suffix. This will not only help you learn more words but also help you understand how they are formed. This will automatically increase your awareness of the language.
- ✔ You can greatly improve your vocabulary by reading as many authentic English texts (e.g. books, magazines) as possible.

Appendix 1

Prepositional Phrases

AT

at + address	at heart	at random	at the crossroads	at the moment
at a glance	at ... km/miles per hour	at school	at the door	at the sight of
at a loss	at last	at short notice	at the end (of)	at the top/bottom of
at all costs	at least	at the age of	at the expense of	at the weekend
at ease	at night	at the back of	at the front	at university
at first	at noon	at the beginning (of)	at the hospital	at work
at first sight	at once	at the corner	at the latest	

AS

as a result of	as far as	as long as
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AHEAD

ahead/behind schedule

BY

by accident	by chance	by force	by mistake	by phone/post/airmail
by all accounts	by cheque/credit card	by hand	by now	by profession
by all means	by day/night	by heart	by oneself	(take) by surprise
by bus/car/plane	by far	by means of	by one's side	

FOR

for a change	for example	for instance	for sale
for a while	for fear of	for life	
for ages	for granted	for one's sake	
for certain/sure	for hire/rent	for the sake of	

FROM

from experience	from now/then on
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IN

in + month/season	in connection with	in/out of control	in prison	in the future
in + year/century	in contact with	in/out of danger	in private	in the long/short run
all in all	in court	in/out of demand	in progress	in the meantime
in a bad/good mood	in debt	in/out of fashion	in public	in the middle (of)
in a mess	in detail	in/out of hand	in reality	in the mood for
in a queue	in difficulty	in/out of order	in/with reference to	in the morning/ afternoon/evening
in a row/rows	in exchange for	in/out of place	in relation to	in the mountains
in a state	in fact	in/out of print	in reply to	in the North/South
in a while	in favour of	in/out of season	in return	in the streets
in addition (to)	in flames	in/out of shape	in secret	in the suburbs
in aid of	in full	in/out of sight	in shock	in this respect
in advance	in general	in/out of stock	in short	in touch with
in answer to	in half	in/out of touch	in sight of	in town
in any case	in haste	in/out of use	in summary	in trouble (with)
in captivity	in honour of	in one's opinion	in support of	in vain
in case of	in hospital	in other words	in the beginning	in writing
in cash	in instalments	in pain	in the centre (of)	
in charge of	in memory	in pairs	in the city/country	
in comfort	in need of	in particular	in the corner of	
in common	in/out of action	in person	in the end	
in conclusion	in/out of business	in practice	in the first place	

INTO

into pieces	(come) into power
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ON

on (a) + day	on + date	on + road/avenue	on a diet	on a farm
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Appendix 1 & 2

on a journey/trip/tour	on business	on one's birthday	on television	on the move
on an excursion	on credit	on one's mind	on time	on the one/other hand
on an island	on demand	on one's own	on top of	on the outskirts
on account of	on display	on page	on the back of	on the phone
on approval	on/off duty	on purpose	on the contrary	on the point of
on arrival	on fire	on sale	on the corner	on the radio
on average	on good/bad terms	on schedule	on the floor	on/off the road
on behalf of	on holiday	on second thought(s)	on the left/right	on the whole
on board	on impulse	on strike	on the market	on weekdays

OUT

out of breath	out of the ordinary	out of the question	out of work
out of date	out of practice	out of reach	

TO

to one's amazement	to one's astonishment	to one's surprise	to some extent	to this day
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UNDER

under age	under control	under pressure	under strain	under the weather
under arrest	under the impression	under repair	under the circumstances	

WITH

with regard to	with respect to	with a view to	with the exception of
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WITHOUT

without (a) doubt	without delay	without fail	without warning
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Appendix 2

Verbs, Adjectives, Nouns with Prepositions

A

Verbs

accuse sb of
advise sb on/about sth
(dis)agree with sb about/on sth
aim at
apologise to sb for sth
apply to sb/sth for sth
(dis)approve of
argue with/sb about/for sth
arrest sb for sth
arrive at a building
arrive in a city/town/country
ask for

associate with

Adjectives

accustomed to
addicted to
afraid of
amazed at/by
amused at/with
angry at sth
angry with sb
annoyed about sth
annoyed with sb
anxious about
ashamed of
astounded at/by

(un)aware of Nouns with Prepositions

(dis) advantage of
(give) advice on
an answer to

B

Verbs

beg for
believe in
belong to
benefit from
beware of
blame sb for sth
blame sth on sb
boast about/of
borrow from
Adjectives
bad at sth
bored with sth
bound to
busy with

C

Verbs

care about sb/sth
care for sb/sth
choose from/between

collaborate with
combine with
comment on
communicate with
compare with/to
compete with sb for sth
complain to sb about/of sth
concentrate on sth
confess sth to sb
congratulate sb on sth
connect to/with
consist of
contrast with
contribute to
cooperate with sb
cope with
cover sb in/with sth
criticise for
Adjectives
(in)capable of
careful of
careless about/of
certain about/of
close to
concerned about/for
confident of/about
conscious of
crazy about

crowded with
 cruel to
 curious about
Nouns with Prepositions
 a comparison between
 a complaint about
 a connection between/with

D

Verbs
 deal with
 decide on
 dedicate sth to sb
 depart from
 depend on
 describe sth to sb
 differ from
 discourage from
 distinguish between
 divide sth between/among
 divide sth into
 divide by (Maths)
 dream about/of

Adjectives

delighted with
 dependent on
 different from/to
 disgusted by/at

Nouns with Prepositions

damage to
 a decrease in
 a delay in
 a demand for
 a description of
 a difference between/in/of

E

Verbs
 escape from
 exchange sth for sth else
 excuse sb for/from
 experiment on sb/sth with sth
 explain sth to sb

Adjectives

engaged to sb
 enthusiastic about
 envious of
 equal to
 excellent at
 excited about
 experienced in

Nouns with Prepositions

an example of
 an exception to
 an expert at/in/on sth

F

Verbs
 fight with
 fill sth with sth else
 forget about

Adjectives

faithful to
 familiar to sb
 familiar with sb/sth
 famous for

fed up with
 fond of
 free from/of sth
 friendly with/to
 frightened of
 full of
Nouns
 a failure in

G

Verbs
 glance at
Adjectives
 generous to sb
 good at sth
 good for sb/sth
 good to sb
 grateful to sb for sth
 guilty of/about

H

Verbs
 head for/towards
 hear about/of sb/sth
 hear from sb
 hope for
Adjectives
 handy for
 happy about/with sth/sb
 happy for sb
 harmful to
Nouns with Prepositions
 hope for

I

Verbs
 include in
 insist on
 introduce sb to sb/sth
 invest in
 invite to
 involve in
Adjectives
 identical to
 impressed by/with
 independent of
 inferior to
 interested in
Nouns with Prepositions
 an increase in
 influence on
 an intention of (doing sth)

J

Verbs
 join in
Adjectives
 jealous of

K

Verbs
 know about sth
Adjectives
 keen on (doing) sth
 known as

Nouns with Prepositions

knowledge of

L

Verbs
 lean on/against
 lie to sb about sth
 listen to
Adjectives
 late for
Nouns
 a lack of

M

Verbs
 (be) made of/from
 mean by
 mention to
 mistake sb/sth for sb/sth else
Adjectives
 mad about/on sb/sth
 mad at/with sb
 married to
 mean to sb

N

Adjectives
 nervous about
Nouns
 a need for

O

Verbs
 object to sb/sth
 occur to
Nouns with Prepositions
 an opinion of/about/in
 an opportunity for
 the opposite of

P

Verbs
 pay for
 point at/to
 praise sb for sth
 pray for sb/sth
 prefer to
 prepare for
 prevent from
 protect sb from/against sth
 protest about/against/at
 provide sb with sth
 provide sth for sb
 punish sb for
 put the blame for sth on sb
Adjectives
 patient with
 pleased with
 polite to
 popular with
 proud of
Nouns with Prepositions
 protection from
 (take) pride in

Appendix 2 & 3

Q

Verbs

quarrel with sb about sth

Nouns with Prepositions

a question about

R

Verbs

receive sth from sb

recover from

reduce sth to

refer to

regard sb/sth as

relate to

rely on

remind sb about sth

remind sb of sb/sth

replace sth with sth else

rescue sb from

result from

result in

retire from

Adjectives

ready for

relevant to

reluctant to

respected for

responsible for

rude to

Nouns with Prepositions

a reaction to

a reason for

a reduction in

a relationship between

a relationship with sb

a reply to

a report on

a reputation for

the result of

a rise in

S

Verbs

save sb from

sentence sb to

shout at

smile at/to

speak to/with sb

specialise in

spend money on sth

stare at

steal sth from sb

succeed in

suffer from

supply sb with sth

suspect sb of

Adjectives

safe from

(dis)satisfied with

separate from

serious about

shocked by/at

short of

similar to

sorry for

sorry for/about sth

suitable for

superior to

sure of/about sth

surprised at/by

suspicious of

Nouns with Prepositions

a search for

shame on sb

(take) shelter from

a solution to

a specialist in

(feel) sympathy for

T

Verbs

take care of sb/sth

talk to/with sb about sth

thank for

think of/about

translate from

Adjectives

terrible at

terrified of

tired of

typical of

Nouns with Prepositions

a talent for

a taste of

a taste for

a threat to

U

Adjectives

upset about

useful for sth

useful to sb

Nouns with Prepositions

an understanding of

V

Verbs

vote for/against

W

Verbs

wait for

warn sb about/against/of

waste money on sth

wonder about

worry about

Adjectives

weak at sth

worried about

wrong about

Appendix 3

Derivatives

GENERAL SPELLING RULES

- 1 When the root word ends in consonant +e, the final -e is dropped when adding a suffix that starts with a vowel.
e.g. *combine* → *combination* *fame* → *famous* *wide* → *widen*
- 2 When the root word ends in one consonant and before it there is one stressed vowel, the last consonant is doubled when adding a suffix that starts with a vowel.
e.g. *wit* → *witty* *fat* → *fatten* *occur* → *occurrence*
- 3 When the root word ends in -y and before it there is a consonant, the -y changes into -i when adding a suffix.
e.g. *carry* → *carriage* *happy* → *happiness* *glory* → *glorious*

VERB	NOUN	NOUN (person)	ADJECTIVE (+opposite)
accept	acceptance, acceptability	—	accepted, (un)acceptable
achieve	achievement	achiever	achievable
act, activate	(in)action, act, activity, acting	actor, actress, activist	(in)active, actual
—	addiction	addict	addicted, addictive
add	addition, additive	—	additional
—	(in)adequacy	—	(in)adequate
admire	admiration	admirer	admirable, admiring
admit	admittance, admission	—	(in)admissible, admmissive
—	adventure	adventurer	adventurous
advertise	advertisement, advertising	advertiser	advertising
—	(dis)advantage	—	(dis)advantageous, (dis)advantaged
advise	advice, advisability	adviser	(in)advisable, advisory(*adv.advisedly)
afford	—	—	affordable
—	agency	agent	—
(dis)agree	(dis)agreement, (dis)agreeableness	—	(dis)agreeable
amaze	amazement	—	amazed, amazing
—	ambition	—	ambitious
amuse	amusement	—	amusing, amused
anger	anger	—	angry
announce	announcement	announcer	(un)announced
annoy	annoyance	—	annoyed, annoying
—	anxiety	—	anxious
apologise	apology	—	apologetic
(dis)appear	(dis)appearance	—	apparent
apply	application, applicator	applicant, applier	(in)applicable, applied
(dis)appoint	(dis)appointment	—	(dis)appointed, (dis)appointing
(dis)approve	(dis)approval	—	(dis)approving
argue	argument, argumentation	—	(un)arguable, argumentative
arrange	arrangement	arranger	arrangeable
arrive	arrival	—	—
—	art, artefact, artistry, artifice	artist	artistic, artful, artless, arty, artificial
assist	assistance	assistant	assistant
astonish	astonishment	—	astonished, astonishing
attend	attendance, attention	attendant	(in)attentive, unattended
attract	attraction, attractiveness	—	(un)attractive
automate	automation, automatic	—	automatic, automated
avoid	avoidance	—	(un)avoidable
bear	bearing	bearer	(un)bearable
beautify	beauty	beautician	beautiful
(mis)behave	(mis)behaviour	—	behavioural
believe	belief	believer	(un)believable
benefit	benefit	beneficiary, benefactor	beneficial
blacken	blackness	—	black
bleed	blood, bleeding	—	bloody, bloodless, bleeding
bore	boredom	bore	bored, boring
breathe	breath, breathing, breather	—	breathless
broaden	breadth	—	broad
brighten	brightness	—	bright
build	building, build	builder	—
burgle	burglary	burglar	—
(mis)calculate	(mis)calculation, calculator	—	calculated, calculating, (in)calculable
care	care, carelessness	—	careful, careless, carefree
—	caution, cautiousness	—	cautious, cautionary
celebrate	celebration	celebrity	celebrated
—	championship	champion	—
characterise	character, characteristic, characterisation	character	(un)characteristic, characterless
cheer	cheerfulness, cheerlessness, cheerness	—	cheerful, cheerless, cheery
—	childhood	child	childish, childless
choose	choice	—	choosy
—	city, citizenship	citizen	—
—	coast	—	coastal
collect	collection	collector	collective, collected
(dis)colour	colour, colouring, discoloration	—	colourful, colourless, coloured
combine	combination	—	combined
—	comedy, comic	comedian, comic	comical, comic
comfort	(dis)comfort	comforter	(un)comfortable, comforting, comfortless
communicate	communication	communicator	(un)communicative, communicable
compete	competition, competitiveness	competitor	competitive

Appendix 3

VERB	NOUN	NOUN (person)	ADJECTIVE (+opposite)
complain	complaint	complainant	—
complete	completion	—	(in)complete
conclude	conclusion	—	(in)conclusive
confide	confidence, confidentiality	confidant	confident, confidential, confiding
(dis)connect	(dis)connection	connection	(dis)connected, connective
consider	consideration	—	considerable, considerate, considered
construct	(de)construction	constructor	constructive
consume	consumption	consumer	consuming
contain	containment, container	—	—
contribute	contribution	contributor	contributory
—	(in)convenience	—	(in)convenient
convene	convention	convener	(un)conventional
cook	cooker, cookery, cooking	cook	(un)cooked
co-operate	co-operation	co-operator	(un)co-operative
correct	correction, correctness	—	(in)correct, corrective,
correspond	correspondence	correspondent	correspondent, corresponding
create	creation, creativity, creativeness	creator, creature	creative
—	crime, criminality	criminal	criminal
criticise	criticism, critique	critic	(un)critical
cure	cure, curability	curer	(in)curable, cureless
—	curiosity	—	curious
darken	darkness	—	dark
—	day, daily	—	daily
deafen	deafness	—	deaf, deafening, deafened
decide	decision, decisiveness	—	(in)decisive, (un)decided
decorate	decoration	decorator	decorative
defend	defence	defendant, defender	defensive, (in)defensible
delight	delight, delightfulness	—	delightful, delighted
demonstrate	demonstration	demonstrator	demonstrative
deny	denial	—	(un)deniable
depart	departure	—	departed
deepen	depth	—	deep
depend	(in)dependence, dependency	dependant	(in)dependent, dependable
describe	description, descriptiveness	—	descriptive
design	design, designing	designer	designing
desire	desire, desirability	—	(un)desirable, desired
destroy	destruction, destructiveness	destroyer	destructive, indestructible
determine	determination	determiner	determined
develop	development	developer	(un)developed, developing
devise	device	—	—
die, deaden	death	—	dead, deathly, deadly, undying
differ, differentiate	difference	—	different
—	difficulty	—	difficult
—	diplomacy	diplomat	diplomatic
direct	direction, directive, directory, directness	director	direct, directive, directional
—	disaster	—	disastrous
discourage	discouragement	—	discouraging
discover	discovery	discoverer	—
discuss	discussion	—	discursive
distance	distance	—	distant
distribute	distribution	distributor	distributive, distributional
disturb	disturbance	—	disturbing, disturbed
dominate	dominance, domination	—	dominant
doubt	doubt, doubtfulness, doubtlessness	doubter	doubtful, (un)doubtable, undoubted (adv: doubtless)
dramatise	drama, dramatisation	dramatist	dramatic
drive	drive, driving	driver	driving
economise	economics, economy	economist	economic, economical
educate	education	educator	educational, educated, educative
effect	effect, (in)effectiveness	—	(in)effective
—	(in)efficiency	—	(in)efficient
elect	election, electorate	elector	elected, elective, electoral, electable
embarrass	embarrassment	—	embarrassing, embarrassed
—	emotion, emotionalism	—	emotional
emphasise	emphasis	—	emphatic
employ	(un)employment	employer, employee	(un)employed
enable	(in)ability, disability	—	(un)able, disabled
encourage	courage, encouragement, courageousness	—	courageous, encouraging

VERB	NOUN	NOUN (person)	ADJECTIVE (+opposite)
end	end, ending	—	endless
endanger	danger	—	dangerous, endangered
energise	energy	—	energetic
engineer	engine, engineering	engineer	—
enjoy	enjoyment	—	enjoyable
entertain	entertainment	entertainer	entertaining
enthuse	enthusiasm	enthusiast	(un)enthusiastic
equip	equipment	—	equipped
—	essence, essentials	—	(in)essential
evidence	evidence	—	evident
examine	examination	examiner, examinee	—
exceed	excess	—	excessive, exceeding
excel	excellence	—	excellent
excite	excitement, excitability	—	exciting, excited, excitable
exhaust	exhaustion	—	exhausting, exhausted, (in)exhaustible
exhibit	exhibition, exhibit	exhibitor	—
exist	existence	—	existent, existential
expand	expansion, expansibility, expansiveness, expanse	—	expansive, expandable, expandible
expect	expectation, expectancy	—	expectant
expend	expense(s), expensiveness	—	(in)expensive, expendable
experiment	experiment, experimentation	experimenter	experimental
explain	explanation	—	explanatory, (in)explicable
explode	explosion, explosiveness	—	explosive
expose	exposure	—	exposed
express	expression, expressionism, expressiveness	expressionist	expressive, expressional, expressionless, expressionistic
extend	extension, extensibility, extent	—	extensive, extensible, extended
fail	failure, failing	—	unfailing
—	faith	—	(un)faithful, faithless
—	fairness, fair	—	(un)fair
familiarise	familiarity, familiarisation	familiar	(un)familiar
—	fame, infamy	—	(in)famous, famed
fascinate	fascination	—	fascinating
—	fashion	—	(un)fashionable
—	fate, fatality	fatalist	fatal, fateful, fated
favour	favour, favourite	—	(un)favourable, favourite, favoured
fear	fear, fearfulness, fearlessness	—	fearful, fearless, fearsome
fertilise	fertilisation, fertiliser	—	(in)fertile
fight	fight, fighting	fighter	fighting
finance	finance	financier	financial
—	fluency	—	fluent
fool	foolishness	fool	foolish
—	—	foreigner	foreign
forge	forgery	forgery	forged
forget	forgetfulness	—	forgetful, (un)forgettable
formalise	formality, formalisation	formalist	(in)formal, formalistic
—	(mis)fortune	—	(un)fortunate
found	foundation	founder	—
free	freedom	—	free
freeze	freezer, freeze, freezing	—	frozen, freezing
freshen	freshness	fresher	fresh
—	friendship, friendliness	friend	(un)friendly, friendless
frighten	fright	—	frightened, frightening, frightful
—	fun	—	funny
generalise	generalisation, generality	general	general, generalised
—	generosity, generousness	—	(un)generous
govern	government	governor, governess	governing, (un)governable
grace	grace, graciousness	—	graceful, graceless, gracious
grow	growth	grown-up	growing, grown
guarantee	guarantee	guarantor	—
guide	guide, guidance	guide	guiding, guided
—	guilt, guiltiness	—	guilty, guiltless
—	happiness	—	happy
harden	hardness, hardship	—	hard, hardened, hardy
harm	harm	—	harmful, harmless
hate	hatred, hatefulness	—	hateful
—	health, (un)healthiness	—	(un)healthy

Appendix 3

VERB	NOUN	NOUN (person)	ADJECTIVE (+opposite)
heat	heat, heater, heating	—	heated, hot
heighten	height	—	high
help	help, helping, helplessness	helper	(un)helpful, helpless
—	heroism	hero, heroine	heroic
hesitate	hesitation	—	hesitant
—	history	historian	historic, historical
—	home	—	homeless, homely
—	(dis)honesty	—	(dis)honest
hope	hope	—	hopeful, hopeless
—	horizon	—	horizontal
host, hospitalise	hospital, hospitality	host, hostess	hospitable
humanise	(in)humanity, humanism	humanist, human	(in)human, (in)humane, humanitarian, humanistic
humour	humour, humorlessness	humorist	humorous, humourless
hunger	hunger	—	hungry
hunt	hunting, hunt	hunter	—
—	hygiene	hygienist	(un)hygienic
ice	ice, icing	—	icy, iced
idealise	idea, idealism, idealisation	idealist	ideal, idealistic
ignore	ignorance	—	ignorant
—	illness	—	ill
immigrate	immigration	immigrant	—
imagine	imagination, image	—	imaginary, (un)imaginable, (un)imaginative
imitate	imitation	imitator	imitative, imitational
—	importance	—	(un)important
impress	impression, impressiveness	impressionist	(un)impressive, impressionable
imprison	prison, imprisonment	prisoner	imprisoned
improve	improvement	—	improving, improved
include	inclusion, inclusiveness	—	inclusive, included
individualise	individualism, individuality	individual, individualist	individual, individualistic
influence	influence	—	influential
inform	information	informer, informant	informative, (un)informed
infuriate	fury	—	furious, infuriated, infuriating
inhabit	—	inhabitant	(un)inhabitable, (un)inhabited
injure	injury	—	injured
inspect	inspection	inspector	—
instruct	instruction	instructor	instructional, instructive
insure	insurance, insurability	insurer	insured, insurable
—	intelligence, intelligibility	—	(un)intelligent, (un)intelligible
intend	intention	—	(un)intentional, intended
intensify	intensity	—	intensive, intense
interest	interest	—	(un)interesting, (dis/un)interested
interfere	interference	—	interfering
interpret	interpretation	interpreter	interpretive
interview	interview	interviewer, interviewee	—
introduce	introduction	—	introductory
invent	invention, inventiveness, inventory	inventor	inventive
investigate	investigation	investigator	investigative
invite	invitation	—	inviting, (un)invited
irritate	irritation, irritant	—	irritated, irritating, irritable
—	irony	—	ironic, ironical
—	jealousy	—	jealous
—	jewel, jewellery	jeweller	jewelled
—	journal, journalism	journalist	journalistic
(mis)judge	(mis)judgement	judge	judicious, judgemental
—	kingdom	king	—
know	knowledge	—	knowledgeable, (un)knowing, (un)known
—	language, linguistics	linguist	linguistic
—	lateness	—	late
laugh	laughter	—	laughable
—	law	lawyer	(un)lawful, lawless, (il)legal
lead	leadership, leader	leader	leading
learn	learning	learner	(un)learned
—	(il)legibility	—	(il)legible
lengthen	length	—	long, lengthy
live	life, living, livelihood, liveliness	—	lively, alive, living, live
lighten	light, lightness	—	light
light	lighter, lighting, lightning	—	lit

VERB	NOUN	NOUN (person)	ADJECTIVE (+opposite)
–	likelihood	–	(un)likely
(dis)like	liking, (dis)like	–	likeable
–	(il)literacy, literature	–	(il)literate, literal, literary
(un)lock	lock, locker, locket	–	(un)locked
–	logic, logistics	logician	(il)logical
loosen	looseness	–	loose
lose	loss	loser	lost
love	love, loveliness	lover	lovable, (un)lovely, loving, unloved
–	luck	–	(un)lucky, luckless
luxuriate	luxury, luxuriousness	–	luxurious, luxuriant
mechanise	machine, mechanics, mechanism, mechanisation, machinery	mechanic	mechanical, mechanistic
maintain	maintenance	–	–
major	majority	major	major
manage	management, manageability	manager(-ess)	managing, manageable
manufacture	manufacturing	manufacturer	manufacturing
marry	marriage	–	married
–	mathematics	mathematician	mathematical
mature	(im)maturity, maturation	–	(im)mature
measure	measurement, measure	–	(im)measurable
medicate	medicine, medication, medicament	medic	medical, medicinal, medicated
–	membership	member	–
memorise	memory, memorial, memorisation	–	memorable, memorial
–	minority	minor	minor
–	misery, miserableness	–	miserable
miss	miss	–	missing
mix	mixer, mixture	–	mixed
modernise	modernity, modernism, modernisation	modernist	modern, modernistic
–	month	–	monthly
mother	motherhood	mother	motherly, motherless
–	motor	motorist	motor
mount	mountain, mountaineering	mountaineer	mountainous
move	movement	–	(im)movable, moving
murder	murder	murderer	murderous
–	music, musical	musician	musical
mystify	mystery	–	mysterious, mystic, mystical
nationalise	nation, nationalisation, nationality	nationalist	national, nationalistic
naturalise	nature, naturalisation, naturalness	naturalist	(un)natural, naturalistic
necessitate	necessity, necessities	–	(un)necessary
–	neighbourhood, neighbourliness	neighbour	neighbouring, neighbourly
–	nerve, nervousness	–	nervous
–	noise	–	noisy, noiseless
normalise	norm, normality, normalisation	–	(ab)normal
notice	notice	–	noticeable, unnoticed
numerate	number, numeration, numerator	–	numberless, numerous, numerical, numeral, (in)numerate, innumerable
–	nutrition, nutrient, nutriment	–	nutritious, nutritional, nutritive
(dis)obey	(dis)obedience	–	(dis)obedient
object	object, objection, objective, objectivity	objector	objective, objectionable
oblige	obligation	–	obliging, obligatory, obligated, obliged
observe	observation, observatory	observer	observant
occupy	occupation	occupant, occupier	occupational, (un)occupied
offend	offence, offensiveness	offender	(in)offensive
operate	operation	operator	operational, (in)operative, (in)operable
–	opportunity, opportunism	opportunist	(in)opportune, opportunistic
oppose	opposition	–	opposite, opposable, opposing
optimise	optimism	optimist	optimistic
(dis)organise	(dis)organisation, organiser	organiser	organisational, (dis/un)organised
originate	origin, originality, origination	originator	original
own	ownership	owner	–
–	pain	–	painful, painless
paint	painting, paint	painter	painted
–	parenthood, parentage	parent	parental
participate	participation	participant	–
–	partnership	partner	–
–	(im)patience	–	(im)patient
pay	payment	payer, payee	paying, payable
–	peace, peacefulness	–	peaceful

Appendix 3

VERB	NOUN	NOUN (person)	ADJECTIVE (+opposite)
perfect	perfectionism, (im)perfection	perfectionist	(im)perfect, perfectible
perform	performance	performer	performing
permit	permission, permissiveness	—	(im)permissible, permissive
persist	persistence	—	persistent
impersonate, personalise, personify	person, personality, personnel, personification, impersonation	—	(im)personal, personable, personified
persuade	persuasion, persuasiveness	—	persuasive
—	pessimism	pessimist	pessimistic
photograph	photograph, photography	photographer	photographic
—	physics	physicist, physician	physical
play	play	player	playful, playable
(dis)please	(dis)pleasure	—	(dis)pleased, (un)pleasant, pleasurable
—	poetry, poem	poet	poetic, poetical
poison	poison	—	poisonous
politicise	politics, policy	politician	(im)politic, political
pollute	pollution, pollutant	—	polluted, polluting
popularise	popularity	—	(un)popular
populate	population	people	populated
possess	possession	possessor	possessive, possessed
—	(im)possibility	—	(im)possible
power, empower	power, powerfulness	—	powerful, powerless, powered
practise	practice, practising, practicality	practitioner	(im)practical, (im)practicable, practised
predict	prediction, predictability	—	(un)predictable, predictive
prefer	preference, preferment	—	preferable, preferential
prepare	preparation	—	(un)prepared, preparatory
present	presentation	presenter	presentable, presentational
prevent	prevention	—	preventive, preventable
price	price	—	precious, priceless, pricey
pride	pride	—	proud
privatise	privacy, privatisation	private	private
proceed	procedure, proceeds	—	procedural
produce	product, production, produce, productivity	producer	(un)productive
profess	profession, professionalism, professorship	professor, professional	professional, professorial
promote	promotion	promoter	promotional
protect	protection	protector	protective
(dis)prove	(dis)proof	—	provable, proven
—	psyche, psychology	psychologist	psychological
publish	publishing, publication	publisher	—
punish	punishment	punisher	punishment, punishable
pursue	pursuit	pursuer	—
(dis)qualify	(dis)qualification	—	(dis/un)qualified
quieten	quiet, quietness	—	quiet
rain	rain	—	rainy
—	rapidity	—	rapid
react	reaction, reactor	—	reactionary, reactive
realise	reality, realisation, realism	realist	(un)real, (un)realistic
reason	reason, reasoning	—	(un)reasonable, reasoned
rebel	rebellion	rebel	rebellious
receive	reception, receiver, receptiveness	receptionist, recipient	receptive
recognise	recognition	—	(un)recognisable
reduce	reduction	—	reducible, reductive
refer	reference	referee	referential, referable
reflect	reflection, reflector, reflex	—	reflective, reflexive
refresh	refreshment	—	refreshing
regulate	regulation	regulator	regulatory
reject	rejection, reject	reject	rejected
relate	relation, relationship	relative	related, relative, (ir)relevant
relax	relaxation	—	relaxing, relaxed
rely	(un)reliability, reliance	—	(un)reliable, reliant
relieve	relief	—	relieved
—	religion, religiousness	—	religious
remark	remark	—	(un)remarkable
rent	rental	—	—
repeat	repetition	—	repetitive, repeated, repeatable, repetitious
replace	replacement	replacement	(ir)replaceable
report	report, reportage	reporter	reported

VERB	NOUN	NOUN (person)	ADJECTIVE (+opposite)
represent	representation	representative	(un)representative, representational
reproduce	reproduction	—	reproductive
require	requirement	—	required
research	research	researcher	—
reside	residence, residency	resident	residential
resist	resistance, resistor	—	resistant, resisting, (ir)resistible
respect	respect, respectability	respector	respectable, respectful, respective
respond	response, responsibility	—	(ir)responsible, responsive
retire	retirement	—	retiring, retired
revise	revision	revisionist	revised, revisory
risk	risk	—	risky
rob	robbery	robber	—
sadden	sadness	—	sad
save, safeguard	safety, safe, safeguard, saving(s)	saver, saviour	(un)safe, savable
(dis)satisfy	(dis)satisfaction	—	(dis)satisfied, (un)satisfactory, satisfying
—	scene, scenery	—	scenic
—	scholarship	scholar	scholastic
—	science	scientist	scientific
—	secret, secrecy	—	secret, secretive
secure	security	—	(in)secure
see	sight	—	sighted, sightless
sense	sense, sensitivity, sensibility,	sensualist	(in)sensible, senseless, (in)sensitive
serve	serving, service	server, servant	—
settle	settlement	settler	unsettling, (un)settled
shame	shame	—	shameful, shameless, ashamed
shop	shop, shopping	shopper	shopping
shorten	shortness, shortage	—	short
sicken	sickness, sickliness	—	sick, sickly, sickening
sign	signature	—	signed
signify	significance	—	(in)significant
—	(dis)similarity	—	(dis)similar
sing	song, singing	singer	singing
—	skill	—	(un)skilful, (un)skilled
sleep	sleep	sleeper	sleepy, sleepless
socialise	society, socialism, socialisation	socialite, socialist, sociologist	(un)social, (un)sociable
—	solitude, solitariness	—	solitary
solve	solution, solubility, solvent	—	(in)soluble, (in)solvent
speak	speech, speaking	speaker	(un)spoken, speechless, unspeakable
specialise	speciality, specialty, specialisation	specialist	special, specialised
spectate	spectacle, spectacles	spectator	spectacular
spend	spending	spender	—
sponsor	sponsorship	sponsor	sponsored
stabilise	(in)stability, stabilisation, stabiliser	—	(un)stable
starve	starvation	—	starved, starving
sterilise	sterilisation, sterility	—	sterile
store	store(s), storage	—	—
straighten	straightness	—	straight
—	strangeness	stranger	strange
strengthen	strength	—	strong
succeed	success, succession	successor	(un)successful, successive, succeeding
suffice	(in)sufficiency	—	(in)sufficient
suggest	suggestion	—	suggested, suggestive
suit	suit, suitability	—	(un)suitable
sum, summarise	sum, summary	—	summary
—	sun	—	sunny
survive	survival	survivor	surviving
suspect	suspicion	suspect	suspicious
symbolise	symbol, symbolism	—	symbolic, symbolical
sympathise	sympathy	sympathiser	(un)sympathetic
talk	talk	talker	talkative
taste	taste	taster	tasteful, tasty, tasteless
—	technique, technicality	technician	technical
—	technology	technologist	technological
tend	tendency	—	—
terrorise, terrify	terror	terroriser	terrifying, terrified, terrific
thank	thanks, thanklessness	—	thankful, thankless
thicken	thickness	—	thick, thickening

Appendix 3

VERB	NOUN	NOUN (person)	ADJECTIVE (+opposite)
thirst	thirst	—	thirsty
think	thought, thinking	thinker	thoughtful, thoughtless, thinking, unthinkable
threaten	threat	—	threatening, threatened
thrill	thrill, thriller	—	thrilling, thrilled
tire	tiredness	—	tired, tiring, tireless, tiresome
tolerate	(in)tolerance, toleration	—	(in)tolerant, (in)tolerable
toughen	toughness	—	tough
—	tradition, traditionalism	traditionalist	traditional
train	training	trainer, trainee	trained, trainable
transform	transformation, transformer	—	transforming
(mis)treat	(mis)treatment, treatise, treaty	—	(un)treatable
(dis)trust	(dis)trust, trustworthiness	trustee	(dis)trustful, trustworthy
—	truth, truthfulness	—	(un>true, (un)truthful
type	typing	typist	typed
(mis)understand	(mis)understanding	—	understandable, understanding
unite	unity, union, unit	—	united
—	universe, universality	—	universal
use	usage, usability	user	useful, useless, (un)usable, (mis)used
value	value, valuation, valuables	valuer	(in)valuable, valueless, valued
vary	variety, variation, variant, variance, variable	—	various, variable, varied
victimise	victim, victimisation	victim	—
violate	violence, violation	violator	violent
—	vision, visibility	visionary	visionary, (in)visible
visit	visit	visitor	visiting
warm	warmth, warmth	—	warm
warn	warning	—	—
weaken	weakness	weakling	weak
—	wealth	—	wealthy
—	week	—	weekly
weigh	weight	—	weighty, weightless
widen	width	—	wide
will	will, (un)willingness	—	(un)willing, wilful
wise	wisdom	—	wise
wonder	wonder	—	wonderful
work	work, works	worker	working, workable
—	worth, worthlessness, worthiness	—	worthy, worthless, worthwhile
—	year	—	yearly
—	youth	youngster	young

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