



10

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Welcome to English 10

We believe that you learn more when you know how to study.



This digital book and the audio files are for homework. It's important that you do your homework regularly and that you're ready to start your class on time.

Teachers answer specific questions about the homework, but they do not check homework in class. You can check your homework on the Answer Key.

We use the following grades to evaluate your oral progress:

- 10 (very good)
- 9 (good)
- 7 (minimum)
- 5 (not passing)

During the course your teacher gives you suggestions to help you improve your level of English. We talk to you individually about your oral grade during the review units.



There is an online exam at the end of the course. To pass the course you need to get 70 points on the exam and at least a 7 for an oral grade.

The goals for the first half of the course are to understand and use:

- Present perfect, past perfect, and present unreal:
*I've lived here for six years.
Before that, I had lived in Chicago.
If I still lived in Chicago, I could see my family more often.*
- Modals to express uncertainty in the present, past, and at the moment of speaking:
*He could be a doctor, but I'm not sure.
They might have gone to the movies.
She may be working now.
Perhaps Dave has a twin brother.*
- How to use different verb forms:
*We can't stand getting up early.
They enjoy traveling.
He's thinking about buying a new car.
It's difficult to drive in this city.*

The goals for the second half of the course are to understand and use:

- Report what someone has said:
*He said he lives in Los Angeles.
She told us that she had recently had a baby.*
- Passive voice in perfect tenses and with modals:
*The windows have been fixed.
The carpet had been laid before I arrived.
The furniture should be delivered tomorrow.*
- Prepositions of place, time, direction and motion:
*At 6:00 a.m., he is usually in the shower.
Go through the kitchen and into the living room.
My purse is next to the TV.*

It's important to use these structures with good grammar and fluency, and another goal is to learn vocabulary.

If you have questions, problems, or recommendations, you can ask your teacher or course coordinator.

SCOPE AND SEQUENCE

UNIT	STRUCTURES AND EXAMPLES	OTHER CONTENT
1 Review p. 7 Story: At the Airport Answer key and audio script p. 139	Present perfect: <i>Have you seen the new airport terminal?</i> Present perfect continuous: <i>She has been waiting for 40 minutes.</i> Past perfect: <i>When I got there, he had already left.</i> Present unreal: <i>If he were here, I would see him.</i> Present unreal with modal auxiliaries: <i>If I had a lot of money, I could/might stop working.</i>	Speaking: Giving advice, negotiating, making suggestions
2 Uncertainty p. 19 Story: An Office Break-In Answer key and audio script p. 141	Uncertainty in the present or the future: <i>The blood might/may/could belong to the thief.</i> Conveying uncertainty with expressions: <i>It's possible the police will catch the thief soon.</i> Uncertainty at the moment of speaking: <i>We may/might/could be looking for someone with computer expertise.</i> Uncertainty in the past: <i>They might/could/may have cut the electricity.</i>	Listening: Listening for gist Speaking: Speculating, assigning jobs according to skills, making decisions and compromises, discussing world problems, discussing main parts of a story, evaluating options, speculating about the past Writing: Speculating Pronunciation: Using contracted forms of modals
3 Verb forms p. 41 Story: Visiting Italy Answer key and audio script p. 146	Verbs with infinitives: <i>Sasha decided to save money to go to Italy.</i> <i>Alessia has invited her to stay at her home.</i> It + the verb be + adjective: <i>It'll be easier (for me) to carry a backpack.</i> Gerunds as subject of a sentence: <i>Visiting Italy has been a dream of mine for more than 10 years.</i> Gerunds as object of a sentence: <i>She enjoys eating all that delicious food.</i> Gerunds and infinitives after verbs: <i>I like traveling. / I like to travel.</i> Gerunds after prepositions and expressions: <i>She's been looking forward to taking this trip.</i>	Speaking: Discuss needs, talk about what can be done and who can help, making arrangements, giving suggestions, negotiating, explaining reasons, giving an opinion, making choices, talking about worries and plans regarding the future

4 Reporting what people said and told us p. 61
Story:
A Huge Pileup on Interstate 35
Answer key and audio script p. 151

Reporting what people said and told us:
They told me / They said that they will only be able to give the driver of the tanker a parking ticket.
Using sequence of tenses:
He told me that the other driver hadn't put out any emergency flares.
Using other reporting verbs:
They mentioned that they had posted signs.
Using the verbs insist, suggest, and recommend:
They suggested that the driver be responsible for paying for the clean-up.

Listening: Listening for specific recommendations, note taking
Speaking: Reporting after an interview, giving reasons for a decision, explaining what others recommended, giving recommendations, asking for clarification, giving an opinion, explaining a problem, asking for help
Writing: Reporting recommendations, writing suggestions

5 Passive voice with modals and perfect tenses p. 83
Story:
Opening a New Bakery
Answer key and audio script p. 157

Passive voice in present, past, and future:
The walls are painted. The air-conditioning was installed last week. The kitchen will be completed in a couple of days.
Passive voice with modal auxiliaries:
The supplies have to be bought.
Passive voice with present perfect:
Have the refrigerators been delivered yet?
Passive voice with past perfect:
Nothing had been done to the place in a while.
Passive with modal auxiliaries for uncertainty in the past:
The package might have been sent to the wrong address.

Reading: Predicting, understanding vocabulary in context
Listening: Listening for specific information
Speaking: Giving an opinion, reacting to others' opinions, asking for information, explaining how/what to do, asking for and giving advice, asking for and giving information, analyzing information, defending an opinion

6 Prepositions p. 105
Story:
My Itinerary
Answer key and audio script p. 163

Prepositions of location **in / on / at:**
The woman is at the mall.
Other prepositions of location:
Your house is across the street from mine.
Prepositions of time:
I have to check in three hours before the flight.
Prepositions for direction and motion:
Go up the stairs to the second floor.

Reading: Understanding directions
Speaking: Giving directions, asking for information, agreeing and disagreeing, planning an activity, coming to an agreement, asking for clarification
Writing: Writing directions

7 Review unit p. 125
Answer key and audio script p. 166

In this unit, we review all structures of book 8.

Speaking: Giving opinions, reacting to others' opinions, explaining a problem, asking for and giving advice, giving suggestions, discussing and making plans, asking for information, speculating about the future

How is my oral grade determined?

	FLUENCY	GRAMMATICAL CORRECTNESS	FREE PRACTICE	VOCABULARY AND EXPRESSIONS	CORRECTION
5	You have no fluency . It is difficult to understand what you say.	You frequently forget or confuse goal-related grammar structures. You don't integrate new material with previously taught material.	You have difficulty repeating or doing controlled practice and you can't express your own ideas in semi-controlled practice. You can't do free practice .	You don't have vocabulary or you use words inappropriately .	You don't understand correction .
7	You have low fluency and you use sentence fragments to express your ideas.	You sometimes forget or confuse goal-related grammar structures. You have difficulty integrating new material with material that you were previously taught.	You can do controlled practice but you have difficulty with semi-controlled practice. You perform free practice poorly ; you are not creative with the language.	You use vocabulary that was taught in this level, but you have difficulty using vocabulary from previous levels .	You often don't recognize errors and you need a lot of teacher correction.
9	You are fairly fluent and your rate of speech doesn't impede understanding.	You occasionally forget or confuse goal-related grammar structures. You understand almost everything and you integrate tenses, but you almost never go beyond what you have been taught.	In free practice activities you use what you have been taught to express personal concerns . You are generally able to archive the goals of the tasks.	You can use vocabulary from previous levels well and you try to incorporate vocabulary from this level in conversations.	You occasionally need teacher correction; you often recognize errors and you try to correct yourself .
10	You have strong fluency and you are easy to understand.	You rarely forget or confuse goal-related grammar structures, and you understand everything. You integrate the structures you learned previously and you often try to go beyond what you have been taught.	You frequently incorporate new material into conversations. You are able to perform quite well in free practice. You can complete tasks creatively .	You can use vocabulary and expressions that were taught and sometimes you use more vocabulary than we have taught.	You rarely need teacher correction and you frequently correct yourself .

UNIT 1

REVIEW

UNIT GOALS

In this unit we will review:

- **how to use present perfect;**

I've talked to her about this several times.

- **how to use past perfect;**

By the time she made her decision, the offer had expired.

- **how to use present unreal;**

If I didn't have so much work, I could go with you.

- and vocabulary.

REVIEW



KEY WORDS AND EXPRESSIONS

(to) get through = to get a connection

huge = very big

a hassle = a lot of work

(to) grab = to take quickly

(to) assume = *asumir*

(to) suppose = *suponer*



AT THE AIRPORT

Sam: Hello, Lety?

Lety: Yes?

Sam: This is Samantha.

Lety: Sam! Where are you?

Sam: I'm at the airport.

Lety: The airport? But I thought that Hector was going to pick you up.

Sam: He was. I asked him to be here at 2:00, but I've been waiting for 40 minutes, and I still haven't seen him.

Lety: Did you try his cell phone?

Sam: Yes, I did. I've tried to call him several times, but I haven't been able to **get through**. Do you have his work number?

Lety: I do, but you won't be able to reach him there. I tried to call him about an hour ago, but it was a real **hassle**; I guess they were having some kind of problems with their phone lines. When I finally got through, he had already left.

Sam: But where did he go?

Lety: I **assumed** that he had gone to the airport to get you. Are you sure he's not there?

Sam: No, he's not. I've looked everywhere, and I don't see him. I hate to ask you to do this, but do you think you could come and pick me up?

Lety: If I could, I would. Unfortunately, I'm in the middle of a **huge** project here at work. I won't be able to come and get you until five o'clock.

Sam: Well, this is really annoying. What do you think I should do?

Lety: If I were you, I would just **grab** a taxi.

Sam: I **suppose** I could do that, but why would Hector stand me up like this?

Lety: I have to admit, it doesn't sound like him at all. What exactly did he say?

Sam: He told me to wait for him outside the terminal. But if he were here, I'm sure I would see him.

Lety: Wait a minute, which terminal are you at?

Sam: What do you mean?

Lety: There are two terminals.

Sam: There are?

Lety: Yes, there are! Which one are you at?

Sam: I don't know. I've never been here before, remember?

Lety: Okay, what airline did you take?

Sam: Delta.

Lety: That means that you're at Terminal 2. I'm sure that Hector is outside Terminal 1. He's probably been waiting for you this whole time.

Sam: How do I get there?

Lety: There's a monorail there that can take you directly there. Just ask someone.

Sam: Okay, I'm on my way. Talk to you later!

CHECK YOUR UNDERSTANDING

1. Why is Sam calling?

2. What did she ask Hector?

3. Why can't Lety come to pick Sam up?

4. What did Hector tell Sam?

CONCEPT AND STRUCTURE REMINDER 1

Perfect Tenses

We use the **PRESENT PERFECT** tense to talk about *actions at an indefinite time in the past*.

1. Have you **been** to the new airport terminal? Yes, I've **been** there twice.
 AUX + S + VPP
 (+) S+AUX + VPP

We can use the **Present Perfect** or the **Present Perfect Continuous tense** to talk about *actions that began in the past and continue in the present*.

- | | |
|---|---|
| 2. How long has Sam waited ?
QW + AUX + S + VPP | She has waited for 40 minutes.
S + AUX + VPP |
| 3. How long has Sam been waiting ?
QW + AUX + S + BEEN + V+ing | She has been waiting for 40 minutes.
S + AUX + BEEN + V+ing |

We use the **Past Perfect tense** to talk about *actions that happened before another action or another time in the past*.

4. By the time I arrived at Interlingua today, I had already eaten breakfast.
 By 7 a.m.,
- | | | |
|----|---------------|-------------------------|
| TE | S + V in PAST | S + AUX (ALREADY) + VPP |
|----|---------------|-------------------------|

PRACTICE 1

A costly mistake.

Read the dialog and fill in the blanks with a word or phrase from the box. Follow the example.

didn't
had to re-check
hadn't shown up
hadn't used
~~have you~~
hasn't
hasn't arrived
haven't finished
haven't used
I have almost
left it
they had
what happened



Keith: Good morning, Penny. Have you seen the McNally report?

Penny: No, I haven't.

Keith: _____ Jacob from accounting leave it with you yesterday?

Penny: I'm afraid not. He was supposed to leave the report, but when I left at 6:00, he _____ yet.

Keith: That's strange. I'm going to have to call him to find out _____ to that report.

(A few minutes later.)

Keith: Morning, Jacob. I'm calling because I need the McNally report, but Penny says you never _____ last night.

Jacob: Yes. I'm very sorry Keith, but the report isn't ready yet. I have been working on it since yesterday, but I _____.

Keith: What's the problem?

Jacob: Well, it seems that some of the costs were wrong, so I _____ everything and that took me all night.

Keith: How did this happen?

Jacob: Well, it seems that when they calculated the cost of the material, they _____ the most recent price list. For that reason, many of the prices _____ given were wrong. Armando and I spent all night going over it all again and making the changes.

Keith: Well, I'm glad you caught that mistake before we presented it to the investors. When do you think you'll be finished? We have our meeting with the McNally Group this afternoon.

Jacob: No problem. _____ finished. I'll have it on your desk before 10:00 a.m.

Keith: Great. Thanks.

Jacob: You're welcome.

CONCEPT AND STRUCTURE REMINDER 2

Present Unreal

When we want to imagine a situation that is different from reality in the present, we use the conditional structure **Present Unreal**. The formula is:

If he **were** here, I **would** see him.

If + S + V subjunctive, S + WOULD + VSF

Remember that in English, the subjunctive form of the verb is the same as the past form of the verb (except for the verb “to be,” which uses *were* for all persons).

It is also possible to use the auxiliaries *might* and *could* in place of *would* when we aren’t sure or want to express an ability or opportunity.

If I had a lot of money, I **could** travel around the world. (ability or opportunity)

If I had a lot of money, I **would** buy a new car. (certainty)

If I had a lot of money, I **might** stop working. (not sure, uncertainty)

PRACTICE 2

Thinking positively.

Complete the conversation with the correct form of the verbs in parentheses.
Follow the example.

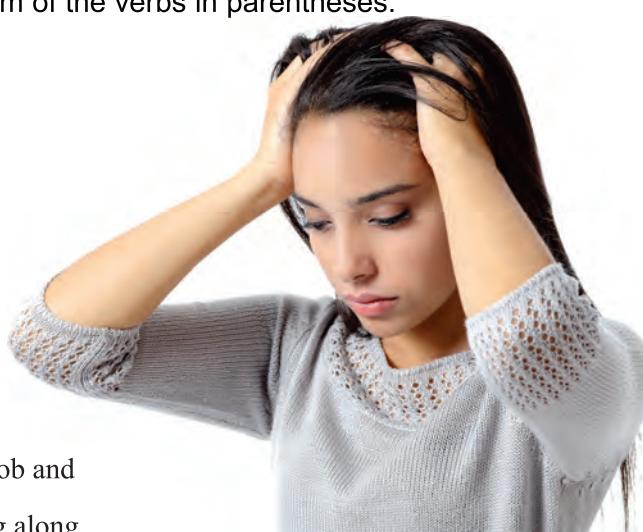
Brenda: Hi, Karen. How are you?

Karen: Terrible.

Brenda: Really? What’s the matter?

Karen: Everything in my life is a mess.

I _____ **hate** _____ (hate) my job and
boss, my boyfriend and I aren’t getting along,
and I just had a fight with my sister. Nothing is going right in my life right now.



Brenda: Well, you know, it could be because of your attitude.

Karen: What do mean?

Brenda: Well, if you are unhappy at work and _____ (create) negative thoughts about your job and boss, all that negativity could be affecting all aspects of your life.

Karen: Do you really think so?

Brenda: I'm sure. If you _____ (try) to imagine yourself happy at work, you'd feel much better.

Karen: Well, I _____ (be, past habit) happy at work, but the problem is my boss.

Brenda: Is it really? Maybe the problem is how you _____ (react) to your boss. If you tried to change how you think about him and see the good in him and what he does, you _____ (understand, ability) him better and be happier at work. And, if you _____ (be) happier at work, you'd probably be happier in all other areas of your life.

Karen: You make it sound so simple; as if what I think has an effect on everyone around me.

Brenda: It does. _____ you ever _____ (be) in a room where some people are arguing? How did it make you feel?

Karen: Uncomfortable, unhappy, embarrassed, tense, anxious...

Brenda: Exactly. So those people's attitudes _____ (have) an effect on you, right?

Karen: Yeah, I guess they did.

Brenda: And this is the same. If you are unhappy at work, you take that negative energy with you everywhere, and it affects everything in your life.

Karen: Maybe you're right. From now on, I _____ (think) positively; in any case, it can't make the situation worse!



PRACTICE 3

Welcome to the new office building!

1. Listen to the conversation and identify the picture of the company's new office.



2. Julie was absent during the department meeting. Imagine you report the information for her. Listen to the conversation again, and then complete the sentences in the email.

Julie:

Here's what was said at the meeting.

- **The air conditioning:** We cannot change the temperature in the office. If you are hot, you should request _____, and if you are cold, _____.
- **Eating:** If you are hungry, you _____. You will be assigned a specific time _____.
- **Decorations:** Deborah asked us if we could _____.
- **On the upside:** You will get _____. We'll have a _____ every _____.
- **Questions?** Just _____.

See you tomorrow!

L

OPTIONAL PRACTICE 4

Are you a shopaholic?

1. Read the quiz, and answer the questions with short answers. Follow the example.

Example:

Do you spend money on things when you don't really need them? Yes, I do.

1. Do you go shopping when you feel depressed?

2. Have you ever lied about the money you spent on articles? _____

3. If you had more credit cards, would you spend more money? _____

4. Does your closet contain clothes you've never worn, or gadgets you've never used?

5. Have your shopping habits caused you problems with your loved ones?

6. Do you go shopping more than twice in the same week?

7. Are you in debt because of your shopping habits?

8. If you go shopping, can you return home without buying anything?

If you answered "yes" to more than three questions (or "no" in case of question 8), you may have compulsive shopping disorder. If you do, try the following:

- Take cash with you instead of credit cards.
- Write a list of what you really need. Make a budget.
- Never allow yourself to buy something immediately. Force yourself to come back the next day to buy the object, if you really need it.

2. Do you consider yourself a compulsive shopper? Why, or why not?



VOCABULARY REVIEW

Read the text and fill in the blanks with a vocabulary word or expression from this unit. Follow the example.

Last week, I had a real problem. My friend was going to pick me up at the airport, but when I arrived, he wasn't there! I tried calling him, but I couldn't get through. When he finally answered, he was surprised to learn that I had already arrived.

He _____ that I would arrive two hours later, because of the differences in time zones; I explained to him that airlines always give their arrival and departure information in local time. He apologized, but by then it had gotten really late, so I decided to _____ a taxi. Unfortunately, it was Friday night, and when I got outside the airport, there was a _____ line for the taxis, and it took me more than an hour to get home. It was a real _____. Next time, I _____ that I should be more careful in my instructions.



CHECK YOUR PROGRESS

How well can you understand and use these goals?

	Very well	Well	Not well
★ use present perfect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
★ use past perfect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
★ use present unreal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
★ integrate previous material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
★ use vocabulary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
★ speak with fluency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What are you planning to do to understand these concepts and express these skills better?

How can your teachers help you?

NOTES

UNIT 2

UNCERTAINTY

UNIT GOALS

In this unit we will examine:

- **how to express uncertainty in the present or future;**

She might have time to help us, but I'm not sure.

I don't know where they are; they may be having lunch.

It's possible they're at the beach.

- **how to express uncertainty in the past;**

*He might have taken the subway, or
he could have taken a taxi.*

- and vocabulary.

UNCERTAINTY



KEY WORDS AND EXPRESSIONS

a spot = *una mancha*

key to = very important

expertise = expert knowledge

(to) figure out = *descifrar*

a safe = *una caja fuerte*



AN OFFICE BREAK-IN

There was a break-in at an office building downtown. Detectives Rawlins and Price are at the crime scene.

Rawlins: So, what happened here?

Price: Well, we aren't sure. The owner of the building called early this morning to say that some very important documents and some money were stolen from that safe some time during the night.

Rawlins: I see. What company is this?

Price: The VLM Investment Corporation.

Rawlins: Okay. And did this office have an alarm?

Price: Yes, it did, and the safe was also on a timer; it can't be opened before 8:00 in the morning.

Rawlins: Hmm. And what about this **spot** of blood on the carpet? It looks fresh. It might belong to the thief.

Price: We had our CSI team take a sample, and they'll let us know later today if we have a match with any known criminal.

Rawlins: What I don't understand is how someone might have gotten in here.

Price: We thought that they may have cut the electricity, but the timer would still be active with or without electricity. So, it might be some kind of a computer hacker, or it could be an inside job; someone who works here and has access to the computer system that controls the safe.

Rawlins: Is it possible to reprogram or override the computer system?

Price: I talked to the computer specialists and they say it's possible that someone with the right skills could access the timer and reprogram it.

Rawlins: So that means we may be looking for someone with computer **expertise** and who knows how to open a safe.

Price: Well, it could have been more than one person. Perhaps there were two people; one person opened the **safe** and the other dealt with the computer system that controlled the timer.

Rawlins: You're probably right. So, what exactly was taken?

Price: The owner doesn't want to say for sure, just that they were very important documents; very confidential.

Rawlins: And how much money was taken?

Price: The owner says it was around 3,000 dollars. Not a lot of money really.

Rawlins: It seems that the thief or thieves came for the documents, not the money. I wonder what those documents contained.

Price: Me too. Is there any way we can get the owner to tell us more about the documents? I feel that that's the **key to** solving this.

Rawlins: I don't know; we could try putting some pressure on him to see if he'll cooperate.

Price: Let's do that. Until we know what those documents contained, we might not be able to **figure out** who did this and why.

Rawlins: I agree. Let's go talk to the owner.

Price: All right.

CHECK YOUR UNDERSTANDING

1. Where was there a break-in?

2. What was taken from the safe?

3. Why do they think more than one thief was involved?

4. How much money was there in the safe?

CONCEPT AND STRUCTURE 1

Uncertainty in the present or future

When we want to talk about something that we aren't sure about in the present or future, we can use the modal auxiliaries **may**, **might**, or **could**.

The blood might belong to the thief.

may
could
SUB + MAY + VSF
MIGHT
COULD

We might not be able to figure out who did this.

may
SUB + MIGHT NOT + VSF
MAY

We can use all these modal auxiliaries in affirmative, but we can **only** use **may** and **might** in negative. We can't use these modals for uncertainty in interrogative.

PRACTICE 1

Where's Frankie?

Fill in the blanks with a word or phrase from the box. Follow the example.

have you seen
should we call
I'll check

can't help
won't attend
found

did you find
may have
may be at

could take
might be
he might

Nancy: Mom, have you seen Frankie?

Grandma: I thought he was outside with you.

Nancy: No. He came in a while ago.

Grandma: I'm sure he's upstairs in his room, playing with his toys.

Nancy: I'll go check. No, he's not here. Do you think he _____ next door at Trevor's house?

Grandma: Maybe. Why don't you call Trevor's mom to check.

Nancy: Hi, Mrs. Avery. This is Nancy Grover, Frankie's mom. Is Frankie at your house playing with Trevor?

Mrs. Avery: No, I'm sorry, he's not here. Maybe he's at Paul's house. He and Trevor love to go there because Paul has so many toys.

Nancy: No, I'm sure he's not there because Paul and his family are away for the weekend.

Mrs. Avery: I'm sorry, then. I _____ you, but I hope you find him soon.

Nancy: Thanks.

Grandma: So, _____ him?

Nancy: No, he's not at Trevor's. Where is he? I know; _____ be in my room watching TV.

Grandma: No, he's not there.

Nancy: Is he in the study? He _____ the computer.

Grandma: Right. He loves playing on the computer.

Nancy: No, he's not here either. Where could he be?

Grandma: I don't know. _____ the police?

Nancy: Let's look one more time in every room. Check all of the closets, check under the beds, check everywhere.

Grandma: Okay. _____ upstairs and you check here.

Nancy: Are you having any luck?

Grandma: Nancy, I _____ him! He is asleep in his closet.

Nancy: What's he doing there?

Grandma: I don't know, but it looks like he was playing in the closet and fell asleep.

Nancy: I'm just glad we found him.

Grandma: Me too.



GRAMMAR CAPSULE

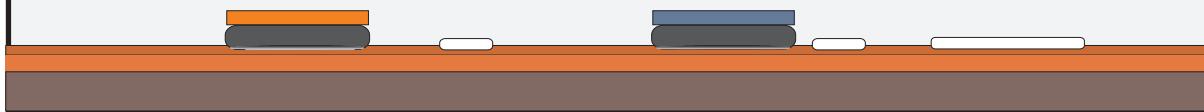
We can also express uncertainty by using the expressions **maybe**, **perhaps** or **it's possible** followed by a sentence in any tense.

Maybe the thief is someone who works for the company.

Perhaps there were two people who committed the crime.

It's possible the police will catch the thief soon.

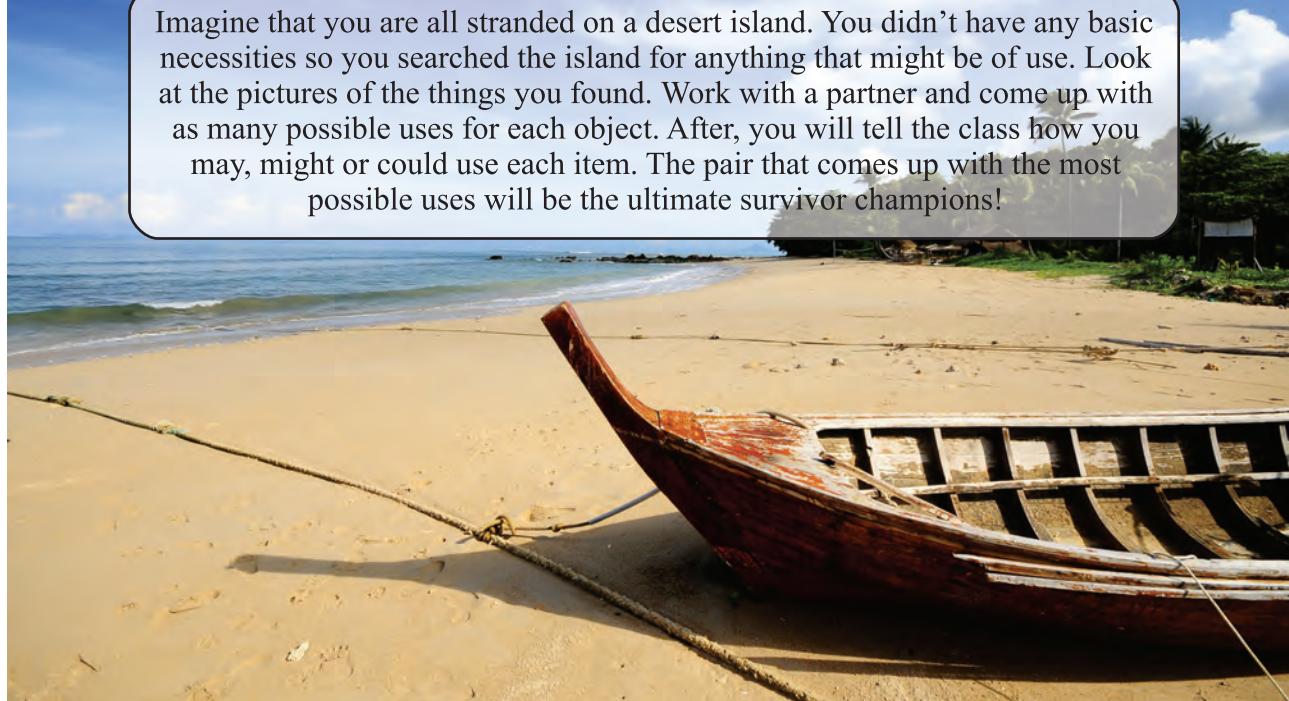
When we use these expressions, we don't use the modal auxiliaries may, might or could.



IN-CLASS ACTIVITY 1: SPEAKING

ON A DESERT ISLAND !

Imagine that you are all stranded on a desert island. You didn't have any basic necessities so you searched the island for anything that might be of use. Look at the pictures of the things you found. Work with a partner and come up with as many possible uses for each object. After, you will tell the class how you may, might or could use each item. The pair that comes up with the most possible uses will be the ultimate survivor champions!



The image shows a vertical stack of seven items, each with a label below it. From top to bottom:

- A yellow rug with a small colorful floral patterned square in the center. A speech bubble next to it says, "We could use the rug to make a blanket."
- A red Swiss army knife with multiple blades extended. A speech bubble next to it says, "Right. Or we can make clothes from it."
- A ball of brown string.
- A fishing net made of light-colored twine.
- A silver saucepan with a black handle and lid.
- A magnifying glass with a black handle.
- A fishing pole with a wooden handle, a grey reel, and a line ending in a red bobber.

PRACTICE 2

Who are they?

Look at the pictures and based on what you can see, give possibilities for each. Use the words in parentheses for ideas. Follow the example.

Example: (language, live, profession, age, marital status, children)



She may speak Arabic or she might speak French. She might live in Lebanon or she may live in Saudi Arabia. It's possible she's a teacher. She may have children.

1. (work, live, profession, age, marital status, children)



2. (games, live, relationship, age, language)



3. (study, live, age, brothers and sisters, language)



PRACTICE 3

The missing contract.

1. Listen to the audio and check off (✓) the places where they look for the missing contract. Follow the example.

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Greg's desk | <input type="checkbox"/> the trash | <input type="checkbox"/> Dave's office |
| <input type="checkbox"/> Greg's car | <input type="checkbox"/> the bookcase | <input type="checkbox"/> Carla's office |
| <input type="checkbox"/> Greg's briefcase | <input type="checkbox"/> the filing cabinet | <input type="checkbox"/> Helen's office |



2. Where did they find the contract? _____

OPTIONAL PRACTICE 4

In the future.

Write a paragraph about what you might, may, or could do when you finish all your English courses. Follow the example.

When I finish all my English courses, I may look for a new job. I don't really need English where I am working now, and I want to use what I have learned. I have a degree in marketing and I might look for a job with an American company. With a new job, I could make more money and I might have enough to finally buy a house. Maybe I'll buy a car, or I might take a trip to the U.S. on my next vacation. I will have many possibilities in the future if I speak English well.

CONCEPT AND STRUCTURE 2

Uncertainty at the moment of speaking

When we want to talk about something that is happening at the moment, but we aren't sure about it, we can use ***may be***, ***might be***, or ***could be*** + ***V+ing***.

We may be looking for someone with computer expertise.

might

could

SUB + MAY + BE + V+ ING

MIGHT

MUCH
COULD

PRACTICE 5

A soap opera.

Fill in the blanks with a word or phrase from the box. Follow the example.

will be having
will she do
~~called~~
doesn't seem

is working
we should visit
has been working

went
maybe he's taking
might hire

hired
might be going
sees
may be having

Paula: Have you talked to Brenda today?

Vicky: No, why?

Paula: Well, she called me last night because she's really worried.
She thinks her husband _____ an affair.

Vicky: You're kidding, right?

Paula: No, I'm not. She said he _____ late for the last month and when she calls him at his office after hours, he's never there.

Vicky: Do you think he _____ out with his friends or _____ a course after work?

Paula: Well, Brenda seems to think he might be going out; but with his new secretary.

Vicky: I don't know. Kevin just _____ like that kind of person, but then what do I know.
So, what's she going to do?

Paula: She said she _____ a private detective to follow him, or she thinks she may go to his office when he's leaving work to see where he goes.

Vicky: That might not be a good idea. What if she sees him with the secretary?
What _____?

Paula: I don't know, but I hope he's not cheating on her. That would be terrible.

Vicky: I agree. Maybe _____ her this afternoon to offer our support.

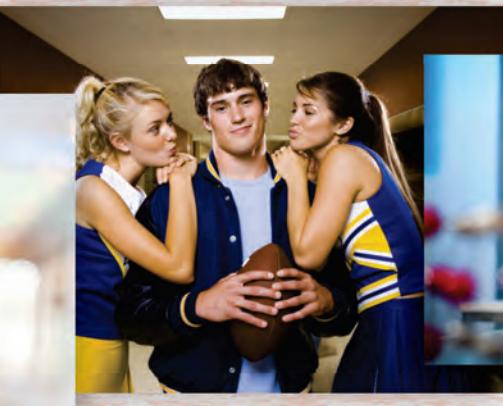
Paula: Good idea.



PRACTICE 6

My friends from school.

Fill in the blanks with the correct form of the verb in parentheses. Follow the example.



Yesterday, I was thinking about some of my friends from school that I *haven't seen* (see, neg.) for 15 years and started wondering what they _____ (do, uncertainty) now. There were five of us that always hung out together: Glen, Duane, Janice, Leeann and me. I remember Glen _____ (be) a great athlete, but he was a terrible student. Maybe he's a coach now, or he _____ (work, uncertainty) as a trainer at a gym. Duane was really smart, and he _____ (love) science; so he might be a scientist, or he _____ (teach, uncertainty) science at a university or high school. Janice was the one that took care of all of us, so I imagine she _____ (be, uncertainty) a mom with 4 or 5 kids, or she may be working as a teacher or in a daycare center. Then, there is Leeann who always loved adventure. She might be doing anything; she _____ (travel, uncertainty) around the world, she might be a reporter, she may be working as a pilot, or she _____ (climb, uncertainty) mountains. Who knows? She was always looking for adventure and excitement. And me? Well, I'm an architect. I _____ (design) and construct interesting buildings.





PRACTICE 7

Let's have breakfast.

Listen to the conversation and then answer the questions. Follow the example.

Example:

Where are these people?

They are at a restaurant.

1. What is their relationship? _____

2. How many people are there? _____

3. How many people are missing? _____



Listen to the conversation again, and then answer the questions. Follow the example.

Example:

Who are they waiting for? Nicole

4. Where is Nicole? _____

5. What are some of the possible reasons they give for Nicole being where she is?

Check off (✓) the ones that are mentioned:

She could be visiting someone.

She may have problems with her car.

She might be working.

She might be sick.

It's possible she had an accident.

She may be eating breakfast.

6. What do they decide to do in the end? _____



IN-CLASS ACTIVITY 2: LISTENING/SPEAKING/ WRITING

“An Office Break-in, Part 2”

1. Listen to a conversation between the detectives and Mr. Hall. As you listen, fill in the blanks with the correct information.

The documents had to do with _____ of the First National Bank.

Someone in Hanson Enterprises could have stolen the documents because _____ to buy the bank.

_____ is the owner of Hanson Enterprises.

Cristina Torres is _____.

2. Detectives Price and Rawlings need to interrogate Mr. Shaw and Cristina Torres. Look at the page your teacher assigns. Act out the conversation using the notes on that page.

OPTIONAL PRACTICE 8

What are they doing?

Think about your family or friends and write what you think they may, might or could be doing right now. Follow the example.



Right now, my mom is at home. She might be reading a book, or she could be having lunch. My dad is at work. He might be talking to some co-workers, or he may be writing a report. My brother is at school and he might be in math class, or he could be playing soccer in the school patio. My sister is at home. She might be playing with her dolls.

CONCEPT AND STRUCTURE 3

Uncertainty in the past

When we want to talk about something that happened in the past, but we aren't sure about it, we can use ***may have***, ***might have***, or ***could have + VPP***.

They might have cut the electricity.

could

may

SUB + COULD (NOT) + HAVE + VPP

MIGHT

MAY

8

IN-CLASS ACTIVITY 3: PRONUNCIATION

When we use the auxiliaries *may have*, *might have*, and *could have*, we usually use a contraction. The pronunciation of the contracted form is /əv/. Listen to the audio and repeat after the teacher on the audio.

could've.....He could've gone home.

might'veThey might've eaten out.

may'veShe may've rented a car.

could've.....It could've gotten lost.

might'veI might've lost the receipt.

may'veYou may've made a mistake.

PRACTICE 9

The search for the iPad.

Fill in the blanks with a word or phrase from the box. Follow the example.

was only carrying
carried
've already looked
investigating

~~did you find~~
I'm going to
planning to
don't find

have found
it's possible
may be taking

it might be
maybe she
could have hidden
may have taken

Tim and Dan want to play with their sister's iPad, but they can't find it.

Tim: Did you find it?

Dan: No. I don't know where she hid it.

Tim: Do you think _____ in her closet?

Dan: I _____ there. I didn't see it, but it might be on the shelf. I couldn't reach it.

Tim: Let's get a chair and check.

Dan: No, it's not here.

Tim: _____ put it in Mom and Dad's room. She knows we like to play with it, so she _____ it there.

Dan: It's possible. Let's go look.

(*A while later.*)

Tim: Well, it's not here either. Do you think she might have taken it with her?

Dan: I don't think so. When she left the house, she _____ a small bag.

Tim: Then it has to be here somewhere.

Dan: _____ she hid it in the living room or the dining room.

Tim: Why would she hide it there?

Dan: She knew we'd look for it, and she would probably think we wouldn't look there.

Tim: Let's look, but if we _____ it there, I give up.

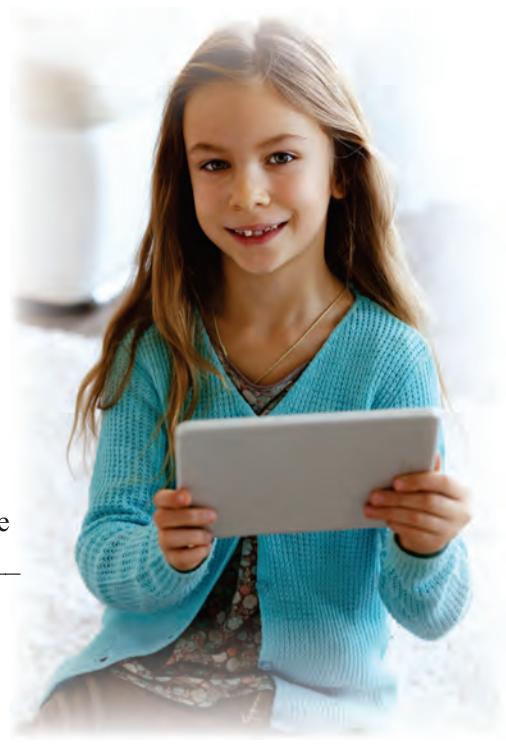
Dan: Okay.

(*A while later.*)

Tim: It's not in either of these two rooms. I give up. _____ go play video games in my bedroom. Do you want to play?

Dan: Sure, let's go. I just wish I could figure out what she did with the iPad.

Tim: Me too.



PRACTICE 10

What happened to Madeleine McCann?

Circle the correct words to complete the story. Follow the example.



On May 7, 2007, a little girl by the name of Madeleine McCann **disappeared** / **disappears**. She was only 3 years old. Madeleine's family had been on vacation in Portugal, and her parents **leave** / **had left** her sleeping in their apartment while they ate dinner at a restaurant a very short

distance away. Her mom and dad would go check up on her and their other two children every 30 minutes. When her mom went to check up on the kids at 10 p.m., she realized that her daughter **was missing** / **is missing**. They immediately notified the police, and they initially thought that the little girl **had woken up** / **has woken up** and left the apartment, but her parents believed that someone had taken their daughter.

There have been various suspects and some people have even said that they have seen Madeleine, but so far they **haven't found** / **didn't find** her. The police first focused on a man that someone had seen around 9:20 because they thought he **has had** / **might have had** a child in his arms. Next, they focused on Robert Murat who had frequently visited the McCanns. They suspected that he **could have taken** / **has taken** the little girl. Police searched his house, but found nothing. Also, the police thought that the parents **will do** / **may have done** something to their daughter, but they were later cleared. During the investigation, different people **contacted** / **were contacted** the police department saying that they may have seen Madeleine in other places in Portugal, and there was even one person who said that they might have seen her in Argentina.

It has been quite a few years, and they still haven't found her, but her parents are continuing to search for her and they hope they **see** / **are seeing** her again someday.



PRACTICE 11

Sports scandal!

Listen to the audio and fill in the blanks with the words you hear. Follow the example.

Bob: Did you hear about the scandal involving Lance Armstrong?

Nick: Not really. What happened?

Bob: Well, he confessed on national TV that he _____ steroids to win the Tour de France, and all of the _____ titles he had won were taken away.

Nick: I knew it! He _____ have won any other way.

Bob: Well, Nick, that's a little harsh, don't you think? You know, he had been a _____ triathlon athlete before doing the Tour de France, and he had come in first in some of the stages in some European races before he was diagnosed with cancer. So, even without steroids, he might _____ the Tour de France anyway.



Nick: Perhaps some, but not seven. Nobody can win that many times without using steroids.

Bob: You _____ right, but what about those athletes who have won it five times? Don't you think they used steroids?

Nick: Well, they _____ used something, we just don't know for sure. Do you remember the story of that French cyclist, Anquetil, who refused to take a urine test after he broke the hour record? He _____ the Tour five times before that.

Bob: Come on, Nick. Are you now going to tell me that every high _____ athlete uses steroids?

Nick: That's not what I'm saying; it's just that you have to wonder about some of these athletes.

Bob: I guess you're right. Well, let's forget about this. We need to get riding; we still have a long way to go.

OPTIONAL PRACTICE 12

Tell us what happened.

Look at the pictures below and read their descriptions. Then, write what you think might, may or could have happened. Follow the example.

Example:

1. Sally is very happy.



She might have won a prize.

She could have gotten a perfect score on her exam.

She may have just finished an important assignment for school.

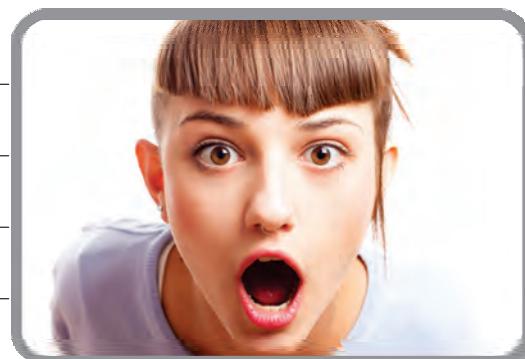
1. Darryl is sad and depressed.



2. James and Barb are angry and are fighting.



3. Cindy is surprised!



VOCABULARY REVIEW

Read the text and fill in the blanks with a vocabulary word or expression from this unit or the previous unit. Follow the example.

Yesterday, I read an article about how four men wearing masks were able to steal a huge amount of money from the First National Bank. The robbers made the manager go into the _____ and give them all the money. Then, when they left, they locked the manager inside. The door to the vault is on a timer, so they couldn't open it. They had to call the main offices to get someone who had the _____ in systems to get into the computer system in order to let him out. It took the computer specialist two hours to _____ how to open the door. Later, when they interviewed the manager about what had happened, he said that at first, he panicked when he saw the bank robbers, but realized that the _____ surviving was to keep calm. Today the police are looking at the images that the video cameras captured, but the problem is that the robbers were wearing masks. They found a few _____ of blood on the carpet outside the safe, and are hoping that they will find a match in their database, in order to find out who the bank robbers are.



CHECK YOUR PROGRESS

Indicate how well you can use the following:

	Very well	Well	Not well
★ <i>may, might</i> and <i>could</i> for uncertainty in the present or future	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
★ <i>may be, might be</i> and <i>could be +verb+ing</i> for uncertainty at the moment of speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
★ <i>may have, might have</i> and <i>could have</i> +verb in past participle for uncertainty in the past	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
★ the expressions <i>it's possible, perhaps,</i> and <i>maybe</i> to express uncertainty in past, present or future	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What can you do to understand and use these structures better?

Student A

You are one of the detectives. You are interrogating Cristina Torres. You want to know more about the people who work in the systems department. You also want to know about Cristina's relation with Mr. Shaw. You recently discovered that Mr. Shaw plays golf with Cristina's father. You also have questions about Mr. Shaw's nephew who recently started to work as an office boy at VLM Investment Corporation.

UNIT 3

VERB FORMS

UNIT GOALS

In this unit we will examine:

■ **how to use the infinitive verb;**

*He needs **to get** a job.*

*It's hard **to find** a job in this economy.*

■ **how to use the gerund as a subject;**

Speaking English is an important skill.

■ **how to use the gerund as an object;**

She enjoys working with people.

She's good at helping our customers.

■ and vocabulary.

VERB FORMS



KEY WORDS AND EXPRESSIONS

(to) look forward to = to anticipate

homesick = *que extraña su hogar*

(to) go sightseeing = visit tourist attractions

whole = everything, 100%

(to) meet up with = plan to get together

homemade = made at home



VISITING ITALY

Joan: So, Sasha, are you ready for your trip to Italy?

Sasha: More than ready! It's hard to believe that I'm leaving tomorrow. I've been **looking forward to** taking this trip since I was in college.

Joan: How did you get so interested in Italy?

Sasha: Well, when I was at the university, I had two friends from there: Alessia; and Nico. Maybe it was because they were **homesick**, but they were always talking about the food, the people and the beauty of the country. That's when I decided to save money to go there one day. Visiting Italy has been a dream of mine for more than 10 years.

Joan: And, have you finished packing?

Sasha: Almost. I need to pick up a few things at the store today after work. I wanted to get a backpack; I think it'll be easier to carry a backpack than a purse when I **go sightseeing**.

Joan: Probably. Are you taking a tour?

Sasha: No, I'll be traveling alone. Traveling with a group just doesn't appeal to me.

Joan: Aren't you worried about traveling by yourself?

Sasha: No. I like traveling by myself. Besides, part of the time, I'll be with my friends from the university.

Joan: So, what places will you be visiting?

Sasha: First, I'll be traveling to Rome. I'll stay there for a few days visiting the city and going to the Vatican City, too. I'm really interested in seeing the Colosseum, the Roman Forum, and of course the Sistine Chapel. While I'm in Rome, I plan to take a few day trips, one to Pompeii and the Amalfi coast.

Joan: Pompeii; that's where the volcano buried the **whole** town, isn't it?

Sasha: Yes. It's a UNESCO World Heritage site, and it's one of the most popular tourist attractions in Italy. From there you can drive along the Amalfi coast; it's one of the most picturesque places in the world. Then, after spending a few days in Rome, I'm planning to go on to Florence where I'll **meet up with** my friends from college.

Joan: That should be nice.

Sasha: Yeah. Alessia has invited me to stay at her house, which will be great. She says that her mom is the best cook in the world. I can't wait to try some real, **homemade** Italian food.

Joan: It sounds like you have a great vacation planned. Enjoy eating all that delicious food, seeing all those wonderful places and have a great time with your friends. Don't worry about anything here.

Sasha: Thanks a lot. I'll see you in three weeks.

CHECK YOUR UNDERSTANDING

1. Where is Sasha going to go?

2. What are some of the places she'll visit?

3. Who are her friends from college?

4. Will she take a tour or travel alone?

5. Where will she stay when she's in Florence?

CONCEPT AND STRUCTURE 1

After some verbs in English, we always use the infinitive form of the second verb.

Some of the verbs that are followed by an infinitive are: **decide, want, learn, need, plan, and seem.**

Sasha decided to save money to go to Italy.

She wants to get a backpack for the trip.
SUB + VERB + INFINITIVE

After some verbs, we can use an object between the verb and the infinitive. Some of the most common verbs that use this form are: **remind, invite, need, and want.**

Alessia has invited her to stay at her home.

SUB + VERB + OBJ + INFINITIVE

For a more complete list of verbs, see page 170.

PRACTICE 1

What about you?

Finish the sentences with information that is true for you. Follow the example.

Example:

I have decided to buy a new car.

1. Last week, I needed _____
2. Next year, I plan _____
3. I have never wanted _____
4. Yesterday, my boss reminded me _____
5. When I was a child, my parents never allowed me _____
6. I hope _____ on my next vacation.

CONCEPT AND STRUCTURE 2

We can introduce an idea in English by using **“it” + the verb be + adjective** followed by a verb in infinitive.

It'll be easier (for me) to carry a backpack.

It's hard to believe that I'm leaving tomorrow.

IT + BE + ADJ + INFINITIVE

We can use the verb BE in any tense. Some common adjectives that we use this way are:

It's easy...

It will be hard...

It was difficult...

It's fun...

It was boring...

It might be interesting...

It would be great...

It has been impossible...

Etc.

PRACTICE 2

Appendicitis.

Fill in the blanks with a word or phrase from the box. Follow the example.

can find someone
to contact her normal doctor
to call her friends
didn't want to have
didn't plan
decided to take her
offered
it might be
it was easy to convince her
it is hard to see
important to remove
it's interesting
it will be impossible
~~I heard~~



Sandra: I heard that your mom is in the hospital. Is she okay?

Dave: Well, she's better now, but we were really worried for a while.

Sandra: What happened?

Dave: Well, we were all at my parents' house on Sunday for dinner when my mom said that her stomach really hurt. It was impossible , so she decided to take it easy, drink some chamomile tea, and rest. However, the pain just got worse, so we to the hospital. At the hospital, they said that they thought appendicitis.

Sandra: Really?

Dave: Yeah. We were really worried then because without surgery, the appendix can burst. Mom surgery, but the doctor explained that it's very the appendix before it bursts. Once it has burst, it can cause a huge infection, and it could kill her.

Sandra: What did she say then?

Dave: When the doctor said that, to have the surgery.

Sandra: How's she doing now?

Dave: They removed the appendix, and she has some pain, but in general she feels okay. She should be going home tomorrow.

Sandra: That's good news.

Dave: Maybe. We're worried she won't rest at home. She wants to do everything, and the doctor told her that right now, _____ for her to go up and down the stairs and she won't be able to cook and clean for a while. We're going to see if we _____ to help her in the meantime.

Sandra: I might know someone. Let me give you her name. She used to work for my sister and is really efficient.

Dave: Thanks; that would be great!



PRACTICE 3

The Vapor-Rite system.

1. Listen to the advertisement and answer the questions. Follow the example.



Example:

What is the Vapor-Rite system?

Something you can use to clean your house.

1. What are some of the things people clean with the Vapor-Rite?

2. How much does the Vapor-Rite system cost?

3. What do you think of these kinds of advertisements?



This practice continues on the next page.

2. Now, listen to the advertisement again, and answer the questions about the four customers.

Mathew	Carly
Why does he like the product?	What does she use it for?
What adjectives does he use to describe it?	What adjectives does she use to describe it?
Tammy	Dennis
Where does she use the product?	What does he use it for?
What adjectives does she use to describe it?	What adjectives does he use to describe it?

OPTIONAL PRACTICE 4

How to keep your pet healthy.

Fill in the blanks with the correct verb. Follow the example.

- to ask
- to be
- to bring
- to brush
- to choose
- to find
- ~~to keep~~
- to lose
- to play
- to reduce
- to ride
- to show
- to take
- to vaccinate



We all love our pets and it's important to follow some simple rules to keep them healthy and safe.



1. The most important way to keep your pet healthy is to choose a vet and schedule regular visits. Choosing a vet is like choosing a doctor; you need _____ one that you like and feel comfortable with.
2. It's a good idea _____ your vet to sterilize your pet; this way you will not have unwanted puppies or kittens. Also, when you sterilize your pet, it helps _____ the risk of some cancers.
3. It's essential _____ your pets so that they don't get parasites. Prevention is the key; you will want to vaccinate them regularly and put a flea collar on them.
4. In addition to physical health, it's important to take an interest in your pets' mental health. Pets need mental stimulation; if they are locked up in the same place all the time, they will become bored and this will affect their mental health. You need _____ with them and to take them for walks.
5. Pets need dental care, too. It's a good idea _____ and clean their teeth. Otherwise, they can develop the same problems that humans can with their teeth.
6. Never give pets medication that is for humans. Many of these medications are toxic for pets. It may seem _____ a good idea to give pets an aspirin, but it can kill them.
7. Many pets, especially dogs, love _____ in the car, but it's dangerous to let them ride in the car if they aren't in a carrier. You shouldn't allow them _____ their head out the window or let them ride in the front seat.



CONCEPT AND STRUCTURE 3

In English, the gerund is formed by adding **ING** to a verb. The **GERUND** is a **NOUN**. We can use the gerund as the **SUBJECT** of a sentence.

Visiting Italy has been a dream of mine for more than 10 years.

SUB + VERB

Practice your English by using your cell phone to text your friends in English.

PRACTICE 5

A visit to the doctor.

Fill in the blanks with a word or phrase from the box. Follow the example.

consuming foods
doing exercise
eating candy
having breakfast
is running
running will be
swimming is
walking your dog
working every day
it's important to eat
it's difficult to go
need to lose
want to take
~~seems to be~~



Doctor: How can I help you?

Kent: I've had a really bad backache for the last three days.

Doctor: Let me see. Okay, you can get up.

Kent: So, what is the problem with my back?

Doctor: I'm afraid that the problem *seems to be* your weight. You _____ weight.

Kent: Okay, so what do I need to do?

Doctor: The first thing I recommend to my patients is swimming. _____ one of the best exercises you can do. You use all your muscles and it's not hard on your knees, like running is.

Kent: But, I like to run. _____ bad?

Doctor: Not really, but over time, it can be especially bad for your knees.

Kent: Okay. I don't know if I can go swimming, though.

Doctor: Well, if you can't go swimming, then try walking. _____ twice a day



for 30 minutes is excellent exercise for both you and your dog.

Kent: What should I eat?

Doctor: In regards to diet, these are my suggestions. Eat lots of fruit and vegetables; they are high in fiber and will make you feel full. _____, desserts, or fast food will cause you to consume too many calories.

Kent: But, when I eat a lot of fruit and vegetables, I feel hungry in a little while.

Doctor: You also have to eat protein. _____ lean meat, chicken or fish; lean protein will keep you from feeling hungry. _____ that have a lot of fat like hamburgers, fried fish, French fries, etc. can cause intestinal problems and can increase your cholesterol levels. _____ and eating right will make you feel better in no time.

Kent: I understand, but right now my back hurts a lot. I can't do any exercise.

Doctor: I'm going to give you some special exercises to do in order to help your back pain and I'll give you a prescription for a mild muscle relaxant. With that, you should feel better.

Kent: Thanks a lot, doctor.



CONCEPT AND STRUCTURE 4

In English, the gerund is formed by adding **ing** to a verb. The **GERUND** is a **NOUN**. We can use the gerund as the **object** of a sentence after certain verbs.

Some of the most common verbs that take a gerund are: **avoid, consider, dislike, enjoy, and finish.**

For a more complete list, see page 170.

Has she finished packing?

She enjoys eating all that delicious food.

VERB + GERUND

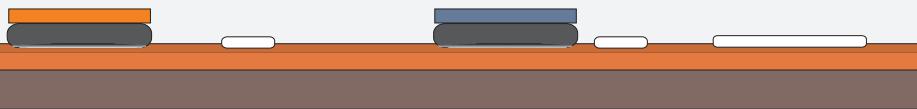
GRAMMAR CAPSULE

After some verbs in English, we can use either a **gerund or an infinitive**. These two sentences have exactly the same meaning. Some of the verbs that can use a gerund or infinitive are: **like, love, hate, and start**.

I like traveling.

I like to travel.

VERB + INFINITIVE OR GERUND



PRACTICE 6

The ex-girlfriend or just a friend?

Circle the correct words to complete the dialog. Follow the example.

Lynn: Hi, Stacey. You look really upset.
What's the matter?

Stacey: I just had a huge fight with my boyfriend. I found a picture on his cell phone of him and some girl; she had her arms around him.

Lynn: You're kidding! And what did he say?

Stacey: He said that she's just a friend, but I think maybe there is more to it. He said he's known her since high school, and he admitted ***dating*** ***to date*** her many years ago but said that he's with me now.

Lynn: That's true. Did he seem ***to be*** / ***being*** nervous when you talked to him about it?

Stacey: Not really. I suppose that's a good sign. He told me that he loves me, and that he doesn't want ***to lose*** / ***losing*** me.

Lynn: Have you considered ***to meet*** / ***meeting*** her? If you meet her, you'll be able to see how she acts toward him.

Stacey: I could try that. I really dislike ***to feel*** / ***feeling*** so jealous, but I don't want ***to find*** / ***finding*** out later that he has been cheating on me.

Lynn: Then maybe you should meet her. A couple of years ago, an ex-boyfriend, Ryan, introduced me to one of his ex-girlfriends. At first I was really jealous, but then I realized that Shannon and I had a



lot in common. We both love ***watching / to watch*** old movies, we like ***to run / running***, and eventually, we both disliked ***being / to be*** with Ryan. In the end, we became very good friends.

Stacey: Well, maybe that's what I should do. I'm going to call him to invite her ***to have / having coffee*** some time.

Lynn: Good idea.



PRACTICE 7

What's going on?

Listen to the audio and answer the questions. Follow the example.

Example:

What did Katie do when she got home?

She turned on the lights and locked the door.

1. What did she do after she had dinner?

2. Why did she go into the living room?

3. What did she see when she went into the living room?

4. What did she decide to do?

5. After they checked the house, what did the police tell her to do?

6. What happened the next morning?

7. What do you think is the reason for what is happening at Katie's house?

8. What would you do if something like this happened to you?



OPTIONAL PRACTICE 8

About me.

Complete the sentences with information about yourself. Follow the example.



Example:

I really need to quit *smoking; it's bad for my health.*

1. I have always enjoyed _____, but I dislike _____.
2. When I was a child, I always avoided _____.
3. In the future, I plan _____.
4. When I have children, I won't allow them _____.
5. Something I regret _____ in the past is _____.
6. When I finish _____, I hope _____.

CONCEPT AND STRUCTURE 5

In English, the gerund is formed by adding ***ing*** to a verb. The ***GERUND*** is a

NOUN. We can use the gerund as the ***object*** of a sentence after prepositions or expressions with prepositions. Some of the most common prepositions and expressions with prepositions that take a gerund are: ***before, after, without, be tired of, look forward to, be afraid of, be responsible for, feel like, and think about.***

For a more complete list, see page 170.

After spending a few days in Rome, she's planning to go to Florence.

She's been looking forward to taking this trip.

She's really interested in seeing the Colosseum.

PREPOSITION OR + GERUND

EXP. WITH PREP.

PRACTICE 9

Looking for a new job.

Circle the correct words to complete the story. Follow the example.



I am tired *of working* / *in working* for Ultra Marine; I've been here for the last three years, but my boss is driving me crazy. I'm responsible *of revising* / *for revising* all the new contracts, hiring new employees, registering payments, talking to clients, selling our products, collecting payments, and taking care of problems in general.

When they hired me, I was really excited *with working* / *about working* in this company because they told me I was going to be in charge of the administration of the office, but that I wouldn't have to do anything with sales. I really dislike *to sell* / *selling*; I'm just not good *at convincing* / *on convincing* people to buy things, and that has become an important part of the job.

I have applied for a few jobs and am looking for something I would enjoy *doing* / *to do* more than this. I want *to find* / *finding* something close to home, but I may have to take a job that's far from home. I was offered one job last week, but the salary was really low, and I had to say no. I'll have another interview this week; before *to go* / *going* to the interview, I need *investigating* / *to investigate* the company, so that I will know as much as possible about them. I hope *to get* / *getting* this job; it sounds like a great opportunity!

Practice your speaking and listening: call your friends and talk in English.

PRACTICE 10

A difficult decision.

Read the dialog and fill in the blanks logically. Follow the example.

Alisa: Hi, Andy.

Andy: Oh, hi, Alisa. What's new?

Alisa: I've been trying to decide which university to go to. I can't make up my mind.

Andy: What are you planning _____?

This practice continues on the next page.

Alisa: Well, I'm thinking about _____, but I also enjoy _____, so I don't know for sure.

Andy: What universities have you been looking at?

Alisa: I'm considering _____ either Western University or Beaumont State University. Both of them are great universities and they offer the degrees I want.

Andy: What other things are you considering?

Alisa: Well, price and distance from home. I am interested in _____ to Western University, but it's far from home. I'd need _____ more because I'd have to rent an apartment in addition to paying my tuition.

Andy: And how much does Beaumont cost?

Alisa: It's actually more expensive than Western, but by _____ there I can avoid _____ for rent.

Andy: Well, it sounds like you have a difficult decision to make.

Alisa: Yes. It's going to be hard _____, but I have to decide this week.

Andy: Good luck.





PRACTICE 11

Where should we go?

Fill in the missing information. Follow the example.



Example:

What are they talking about?

They're talking about where they should go for dinner.

1. What does Marty feel like eating?

2. Why doesn't Mom want to go to the Uptown Diner?

3. Who isn't interested in eating Mexican food? Why?

4. What kind of food does everyone love?

Now, answer the following two questions about you.

5. When you go out for dinner, what kind of food do you feel like eating most often?

6. Do you prefer to go out or eat homemade meals at home? Why?

OPTIONAL PRACTICE 12

Your future.

Write a paragraph talking about some of your future plans. Use at least 5 of the words or expressions in the box. Follow the example.

it will be easy / difficult
it will be interesting
think about
look forward to
be excited about
be interested in
be good at
consider

enjoy
finish
plan
dislike
hope
prefer
need
want



In the future, I **plan** to do many things. First, I'm **looking forward to finishing** my English courses. When I get good at **speaking** English, I'll be able to get a much better job. Also, I'm **considering** going back to the university to get a master's degree. It'll be **difficult** to do because I have a lot of responsibilities at home, but I think it would be worth it. In maybe 10 years, I'm **thinking about** moving out of the city, and I **want** to open my own business.

VOCABULARY REVIEW

Read the text and fill in the blanks with a vocabulary word or expression from this unit or the previous units. Follow the example.

Dear Mom & Dad,

Jason and I are having a great time here in New Orleans. A few days ago, we went to this great jazz club where we met up with some friends from the university. We spent the w_____ night listening to music and talking about our college days. We had a great time. Yesterday, we spent the day s_____ ; we took a tour of some of the old plantations. Today, our friends have invited us to their home for a h_____ Cajun meal. We are really l_____ it. I miss you guys, but I really haven't felt h_____ ; I've been too busy! I'll see you next week. Our flight gets in at 7:30 on Friday.

Love,
Dawn

CHECK YOUR PROGRESS

Indicate how well you can use the following:

	Very well	Well	Not well
★ verbs that are followed by infinitives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
★ expressions with the introductory "it"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
★ verbs that are followed by gerunds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
★ verbs that are followed by gerunds or infinitives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
★ expressions with prepositions that are followed by gerunds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What can you do to understand and use these structures better?

NOTES

UNIT 4

REPORTING WHAT PEOPLE SAID AND TOLD US

UNIT GOALS

In this unit we will examine:

- **how to report what someone said or told us;**

He said he has three brothers.

She told me she hadn't finished the report.

- **how to report using other verbs;**

They explained that they couldn't help us.

- **how to report suggestions or recommendations;**

We recommended that he check the internet.

- and vocabulary.

REPORTING WHAT PEOPLE SAID AND TOLD US



KEY WORDS AND EXPRESSIONS

pileup = *carambola de coches*

fog = *niebla*

mess = disorder

flare = *luz de bengala*

(to) post = to put up a message

a fine = *una multa*



A HUGE PILEUP ON INTERSTATE 35

This is Kent Edwards reporting live from Central City, where a huge accident involving more than 90 cars has stopped traffic for 70 miles on Interstate 35. As you know, the **fog** this morning was very dense, and visibility was extremely poor. As a result, a semi-trailer truck jack-knifed when he tried to avoid a tanker truck that was stopped on the side of the road. The tanker truck was carrying gasoline, and the semi had a load of fertilizer. The authorities had been worried about an explosion, but luckily the fire department arrived on the scene very quickly, and they were able to put out the fire. This accident, however, provoked a huge **pileup** behind it involving 93 cars. Police are saying that it will probably take all day to clear the **mess**.

I talked to the driver of the semi a little while ago, and he said that he had been driving very slowly because of the road conditions. He said he never saw the tanker truck until he was only a short distance from it. He told me that the tanker didn't have any lights on, and that the driver hadn't put out any emergency **flares**. I talked to the authorities, and they told me they are investigating the situation. They said that many truckers have recently been stopping on that section of the road to rest, even though it's not a designated rest area. They mentioned that they had **posted** signs warning truckers not to stop on this part of the road, but that the driver might not have seen the sign because of all the fog.

I have tried to talk to the driver of the tanker, but he told me that he wouldn't talk to us. He said that his lawyer had instructed him not to say anything. We also tried talking to the lawyer, but he explained that he couldn't comment on this until his client had been cleared. When I talked to the police, they said that they will only be able to give the driver of the tanker a parking ticket which carries a **fine** of \$110 dollars. When all the other drivers that were involved in this accident heard this, many said that they planned to send a letter to the governor. They said that someone that had caused an accident like this one should receive a more appropriate punishment. They suggested that the driver of the tanker be responsible for paying for cleaning the mess after the accident. Let's see what the governor says later today at his press conference.

This is Kent Edwards, for WBDC Spotlight News.

CHECK YOUR UNDERSTANDING

1. What happened this morning?

2. How many cars were involved in the pileup?

3. Who caused the accident?

4. Why didn't the driver of the tanker truck want to talk to Kent Edwards?

5. How much will the driver have to pay for the accident?

6. What do the other drivers think of this?

CONCEPT AND STRUCTURE 1

When we want to report what someone has said, we most often use the reporting verbs **said** or **told**. When the information in the report hasn't happened yet, or is still true, we report it in the same tense as the original statement.

The police to the reporter: "We will only be able to give the driver of the tanker a parking ticket."

*They ^{said}
 ~~told me~~ that they will only be able to give him a ticket.*

SUB + SAID +
 TOLD + OBJ (THAT) SUB + VERB IN SAME TENSE

We have to change subject and object pronouns when we report something a person has said.

PRACTICE 1

Candidates for the job.

Fill in the blanks with a word or phrase from the box. Follow the example.

he's responsible
that she's working
she doesn't have
wants to continue
me she is working

since she starts
me that he wants
~~he has worked~~
me that he likes
his wife is
her wife works

that she has been working
me that since she started
me he'll be finished
she is still living
I'm still living

Ron: How did the interviews go?

Brenda: Pretty good. We have two good candidates for the job. Now, you just have to decide who to offer the job to.

Ron: Tell me about them.

Brenda: The first one is Dave Price. He said he has worked at Fraser Associates for five years. He said _____ for all the accounts in California. Before that, he was working in Stratford & James as an accountant.

Ron: Why is he interested in working for us?

Brenda: He told _____ his current job, but that there are no possibilities for growth. He said that he _____ to grow, and our company offers that.

Ron: What else can you tell me about him?

Brenda: He's married and has two kids. He said _____ a nurse and she works at the County Hospital. He has a degree in Business Administration and is working on his master's degree. He told _____ in six months.

Ron: Sounds like a good candidate. Who is the other person?

Brenda: Her name is Ashley Hill. She comes highly recommended by Jason Wright. He said _____ a lot of experience, but she's very smart and creative. When I talked to her, she said _____ at IBP Financials for two years.

Ron: That doesn't seem like a lot of experience.

Brenda: She told _____, productivity in her area has increased by 39%.

Ron: That's good. What else can you tell me about her?

Brenda: She has a master's degree in Finance. She's single and she said _____ with her parents.

Ron: Okay, well, send me your report on the two of them, and send their resumes. Also, please make sure to get information from their previous employers today. I have to make a decision by the end of the week.

Brenda: I'll send you everything today.

Ron: Thanks.



IN-CLASS ACTIVITY 1: SPEAKING

What's Your Musical Style?

1. Interview a classmate to find out about his/her likes and dislikes in music. Ask the following questions and take note of what they say.

1. What is your favorite kind of music? Why?

2. Who is your favorite singer or musician?

3. How long have you followed his/her career?

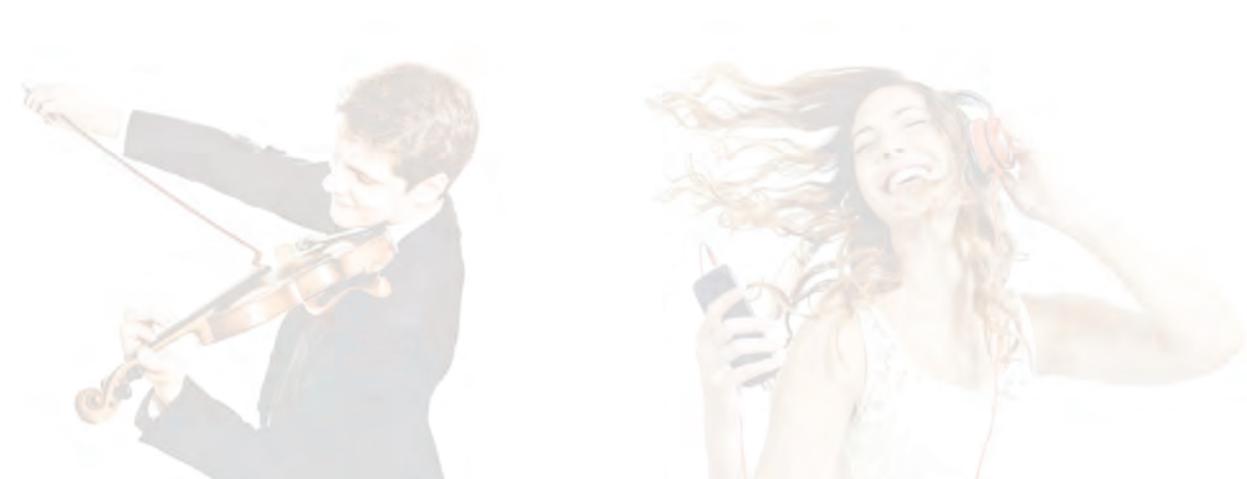
4. Have you ever seen him/her live? If so, when? What was it like?

5. What kind of music do you dislike? Why?

6. Do you play a musical instrument or sing? If so, what do you play or what kind of music do you sing?

7. Have you ever sung with a karaoke machine? What was that like?

2. Now, report what you learned to the class. Who in your class has similar musical tastes to yours?

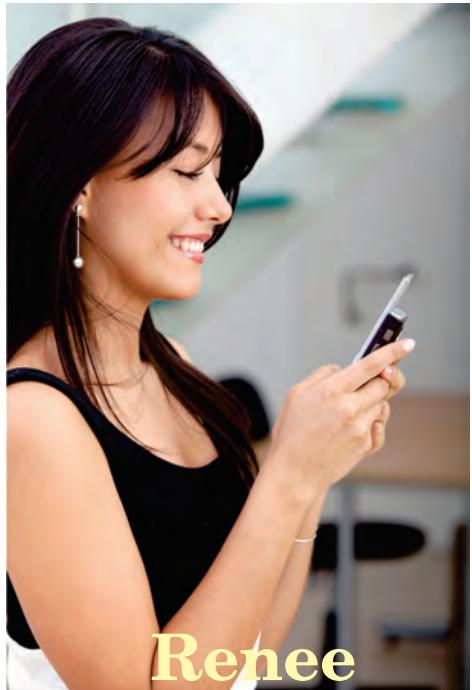


PRACTICE 2

What did they say?

Read the text messages that your friends have sent you and report them. Follow the example.

Example:



"I went to the club last night with Alan and Greg."

She said that she went to the club last night with Alan and Greg.

1. "We had a great time, but Alan drank too much."

2. "I'm going to call Alan later to see how he feels."

3. "He never drinks, so it was strange he drank so much last night."

4. "I think he is sad because his girlfriend left him."

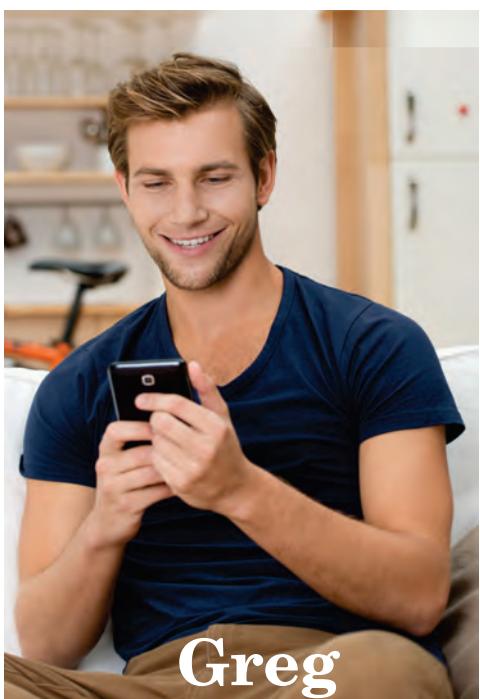
5. "It's true that Alan drank too much last night, but I'm sure he's okay today."

6. "Renee doesn't need to call Alan."

7. "He's probably still sleeping."

8. "I'll call him later in the afternoon and send you a message."

9. "I have to go; I'm in a meeting at work."



Use English on your social networks to practice what you've learned.



PRACTICE 3

Who said it?

Listen to the following radio broadcast. Then, mark the sentences with a "C" for Carol, a "J" for Jason, or an "M" for Matthew depending on who said the sentence. The first one is done as an example.

J We are not dating.

_____ I'll start filming *The Fire* next month.

_____ I won't tolerate any fighting on the set.

_____ I'll be moving to New York City.

_____ There have been many job offers that I've had to reject.

_____ My album should be out by the end of the year.

OPTIONAL PRACTICE 4

A visit with the psychologist.

Look at the picture and write what you think Karen told Dr. Evans. Follow the example.

Example:

She told him that she's having problems with her husband.

She said _____.

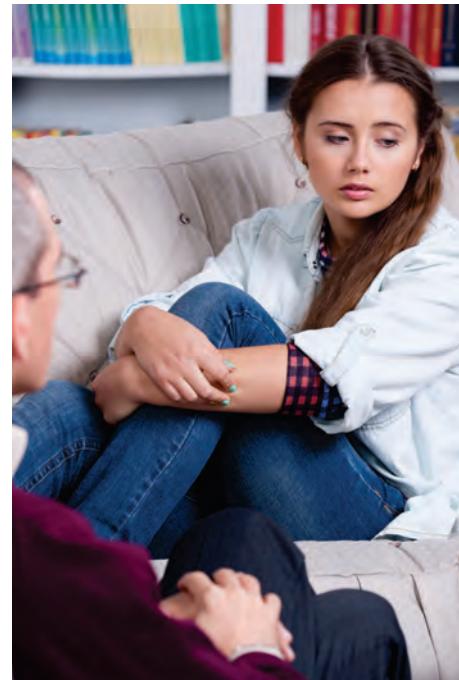
She told him _____.

She told him _____.

She said _____.

She told him _____.

She said _____.



CONCEPT AND STRUCTURE 2

When we want to report what someone has said, we most often use the reporting verbs **said** or **told**. When the information in the report already happened, we change the tense of the verbs by using the **sequence of tenses**.

"I will study French next year."
"I finished my studies last year."

He said (that) he would study French the following year.
He told you (that) he had finished his studies the previous year.
SUB + SAID + (THAT) + SUB + VERB (SEQUENCE OF TENSES) + TE
TOLD + OBJ

We have to change the tense of the original statement and time expressions, in addition to changing the subject and object pronouns. The changes we have to make are the following:

Original Statement	Reported Statement
<i>Patty to her husband:</i>	
simple present "I work..."	simple past <i>She told him she worked...</i>
present continuous "I am working..."	past continuous <i>She said she was working...</i>
simple past "I worked..."	past perfect <i>She told him she had worked...</i>
past continuous "I was working..."	past perfect continuous <i>She said she had been working...</i>
present perfect "I've worked..."	past perfect <i>She said she had worked...</i>
am/is/are going to "I'm going to work..."	was/were going to <i>She said she was going to work...</i>
will "I will work..."	would <i>She told him she would work...</i>
can "I can work..."	could <i>She said she could work...</i>
should "I should work..."	should (no change) <i>She told him she should work...</i>
past perfect "I had worked..."	past perfect (no change) <i>She said she had worked...</i>
past perfect continuous "I had been working..."	past perfect continuous (no change) <i>She told him she had been working...</i>

Time Expressions / Other Changes

today	→ that day
yesterday	→ the previous day / the day before
last week/month	→ the previous week/month or the week/month before
___ days/weeks ago	→ ___ days/weeks before
tomorrow	→ the following day or the next day
next week/month	→ the following week/month or the next week/month
now	→ then
here	→ there
this/these	→ that/those

PRACTICE 5

Tell me what they said.

Read what people at the office said yesterday and report it using the correct verb tenses and time expressions. Follow the example.



1. Nancy to Frank: "That presentation you did last week was great."

She told him that the presentation he had done the previous week had been great.

2. Frank to Nancy: "Ray and I worked really hard on it, before showing it to the boss."

He _____

_____ really hard on it, before showing it to the boss.

3. Ray to Kim and Connor: "You'll need to call Mr. Wick to see if we can make an appointment for next week."

He _____
Mr. Wick to see if _____

4. Sue to Ray: "Mr. Wick is in New York and he won't be back until next week."

She _____ Mr. Wick _____ in New
York and _____





- Mick Paula
6. Paula to Mick: "You should really check the numbers for the Bassy account again."
 - She _____ the numbers for the Bassy account again.
 7. Paula to Mick: "I think there is a problem with some of them, so you should check with Frank in accounting."
 - She _____ a problem with some of them so _____ with Frank in accounting.
 8. Mick to Paula: "I'll do that tomorrow and I'll let you know what Frank says."
 - He _____ and _____ what Frank _____.

PRACTICE 6

Celebrity Gossip.

Circle the correct words to complete the dialog. Follow the example.

Hi, this is Marla Mason with all of today's Celebrity Gossip.

Well, our first story is about Mia Mitchel. She was seen coming out of a well-known clinic in California. Our sources have told us / said us that she **has checked / had checked** in because of problems she had with alcohol. We contacted her manager, but he **wouldn't confirm / doesn't confirm** this information.

Then the big story this week is about Jaycee Angel who told us that she **had recently had / recently has** surgery to remove a small tumor in her brain. She **said / told** that doctors **are able to / had been able to** remove the entire tumor and that it was not cancerous. We're glad to hear she'll be okay.

And finally, I know you are all wondering what happened to Ryan Everest. Well, his manager told us that he **will be appearing / would be appearing** in the Music Awards that were broadcast last week, but he didn't show up. Well, it turned out that he had a small problem; he **was locked / is locked** in his apartment! He told us when we contacted him yesterday that he **had gotten / has gotten** ready for the awards show, but when he was going to leave, he **couldn't find / can't find** the keys to open the door. He said he **has called / had called** a friend who had a copy of the keys, but his friend was out of town. So, then he called a locksmith to open the door, but by the time he arrived, the show had finished. Better luck next time Ryan. He did say though that he will most definitely be at the Actor's Award show next week. We hope **to see / seeing** him there.





IN-CLASS ACTIVITY 2: LISTENING/WRITING/ SPEAKING: Tips for your Health!

1. Listen to the radio program about tips for a healthy life. Take notes below about some of the different things Dr. Kelly recommends for a healthy life.

Food	Drink	Exercise	Other

2. Work with a partner and write down at least four things the doctor said about how you can have a healthier life:

She said _____

3. Now, with your partner, write two more suggestions you have for living a healthy life.



PRACTICE 7

A survey.

Listen to the audio, and report what the man and woman said about the mobile phone companies.

Example:

What did the man say about Telmobile?

He said that the reception was good throughout the country.

1. What did he say about Star Mobile?

2. What did he say about Cell USA?

3. What did the woman say about Cell USA?

4. What did she say about Star Mobile?

5. What did she say about Telmobile?

OPTIONAL PRACTICE 8

What my parents told me.

Write a paragraph about what your parents told you when you were a child. Follow the example.

When I was a child, my father always told me that I had to study very hard. He said I would have to go to the university and study a major. He always told me that I could become anything I wanted to. My mom used to tell me that I had to clean my room and that I should help my sister with her homework. She always said it was important to be a good person and that I should always try to help others. She told me that I was going to be great at anything I decided to do.

Making mistakes is part of the learning process, especially when you're learning a new structure.

CONCEPT AND STRUCTURE 3

When we want to report what someone has said, there are other reporting verbs we can use. When the information in the report already happened, we change the tense of the verbs by using the sequence of tenses. Some of these verbs are: **mention, explain, admit, agree, decide, deny, point out, and promise.**

The coordinator: “The classes will all be in English.”
“You will have a final exam at the end of each level.”

He mentioned that the classes were all in English.

He explained that we would have a final exam.

SUB + VERB + (THAT) + SUB + VERB (SEQ. OF TENSES)

PRACTICE 9

On the political campaign trail.

Circle the correct words to complete the news story. Follow the example.

Who Will Be Our New Governor?



Yesterday, we had an opportunity to interview the candidates for governor, and it was very interesting. When we talked to Ted Patterson, he said he was working very hard to increase the budget for education. He mentioned / denied that education was the key to everyone's future. He pointed out that when he was the mayor, he had helped / helps thousands of children get a better education. We asked him about the allegations that he had

taken money from drug lords for his political campaign. He promised / denied that he had accepted any drug money.

Next we talked to Nancy Garrison. She told us she had been working on a plan to get health care for everyone. She ***promised*** / ***admitted*** that there wasn't a lot of support for this, but she explained that it was something very important to her. She ***mentioned*** / ***admitted*** that all citizens should be able to see a doctor. She promised she ***would work*** / ***works*** very hard to make health care available to everyone.

The last candidate we talked to was Jeremy Garcia. He told us that his campaign was not centered on one issue; he mentioned that his supporters ***wanted*** / ***had wanted*** to see changes in taxes, education, medical care, the environment, etc. He ***promised*** / ***agreed*** that it was important to try and improve schools and medical care, but he pointed out that many people just couldn't afford to live in their homes anymore. He explained that the taxes ***were*** / ***had been*** so high that they couldn't pay them. He has promised that he will do something about this if he's elected governor. Now, it's up to the voters to decide next Tuesday which candidate they want as our next governor.



GRAMMAR CAPSULE

In addition to the verbs we saw earlier, we can also use **insist**, **suggest**, and **recommend** to report. Notice the form of the verb after these reporting verbs.

The teachers **suggested** that we listen to the audio every day.

SUB + SUGGEST + (THAT) + SUB + VSF
RECOMMEND
INSIST

PRACTICE 10

A trip to Mexico

Tyler is planning a trip to Mexico. Report what his friends have told him. Follow the example.



Example:

Alma: "You should visit Guanajuato; it's a beautiful town." (suggest)

She suggested he visit Guanajuato because it's beautiful.

1. Don and Carol: "You really have to visit the pyramids in Teotihuacan; they're incredible." (insist)

2. Juan: "You should take a trip to Taxco if you want to buy silver." (recommend)

3. Juan: "There are busses that leave the bus station in the south every 3-4 hours." (mention)

4. Alma: "If you have time, you should go to Playa del Carmen." (suggest)
-

5. Alma: "The beaches there are incredible." (point out)
-

6. Juan: "Also, there are many archaeological areas you can visit near Playa del Carmen." (mention)
-

7. Don and Carol: "You should stay in an all-inclusive hotel; there are some very cheap ones available." (recommend)
-



PRACTICE 11

At the police station.

Listen to the dialog and report what they said. Follow the example.

Example:

What did the detective say about how he knew about the robbery?

He said that someone had heard the two of them talking some days ago at a restaurant.

1. What did Dex say about the jewelry store robbery?

2. What did Leroy say about a lawyer?

3. What did the detective say about looking for evidence?

4. What did the detective say to try to get them to confess?

5. What did Dex admit to?

6. What did the detective say they found in their homes?

OPTIONAL PRACTICE 12

A difficult situation.

Read the two letters, and then report what the doctor suggested or recommended that Mary do. Follow the example.

Dear Dr. Rose,

I don't know what to do. My son, Craig, is being bullied at school and he has become very depressed. Should I talk to his teacher? Or maybe a psychologist? What do you recommend?

Sincerely,

Mary West



Dear Mary,

This is a very serious issue. First, you should talk to Craig's teacher to find out what's going on in class. You also need to ask your son who is responsible for the bullying. It's important to talk to your son about how he can deal with the bully. He should ignore the bully, he shouldn't get angry or fight. He should try to find some true friends, which will help him become more confident. Talking to a psychologist or some other professional can also help. It's important to stop this before it gets worse.

Sincerely,

Dr. Rose

The doctor suggested that she talk to Craig's teacher to find out what was going on in class.

Correcting mistakes is part of the teaching process; your teachers want to help you improve.



VOCABULARY REVIEW

In the box below, you will find a number of expressions that you learned in this unit and previous units. Read the text and fill in the blanks with an expression from the box. Follow the example.

supposed
posted
assume
fog
a hassle
~~huge~~
mess
pileup
emergency flares
whole
fines
key to



There was a huge accident this morning on the highway into the city. As you know, there was a lot of _____ this morning and visibility was poor. For this reason, there were various accidents, on the road. At the 8th Street exit, there was a 17 car _____, which made a huge _____. Fortunately, no one was injured, but it took emergency services four hours to clean it up.

Every week it seems there is another accident on the highway. Authorities have _____ signs warning drivers to slow down, to not talk or text while driving, and they have even increased the _____ for speeding and talking on the phone, but nothing seems to help. People _____ they can drive exactly the same in good or bad weather, but this is not the case. Slow down and be careful! Your life depends on it.

CHECK YOUR PROGRESS

Write three new words or expressions you can use.

Write a sentence with the reporting verb **said** or **told** using sequence of tenses.

Write a sentence with the reporting verb **explain**, **mention**, **admit**, or **agree**.

Write a sentence with the reporting verb **recommend** or **suggest**.

In your own words, when do we use the sequence of tenses?

NOTES

UNIT 5

PASSIVE VOICE WITH MODALS AND PERFECT TENSES

UNIT GOALS

In this unit we will review:

- **how to use passive voice in different tenses;**

New teachers are being hired every week.

and we will examine:

- **how to use the passive voice with modals;**

All classes should be given in English.

- **how to use the passive voice in perfect tenses;**

The exams have already been graded.

The grades still hadn't been recorded when he checked the computer.

- and vocabulary.

PASSIVE VOICE WITH MODALS AND PERFECT TENSES



KEY WORDS AND EXPRESSIONS

(to) apply = *aplicar*

counter = *mostrador*

shelf (shelves) = *estante(s)*

pantry = *despensa*

appetizer = snack before dinner

(to) narrow down = to reduce to



OPENING A NEW BAKERY

Janet and her brother Donald are opening a bakery. It will be opening in two weeks, and they are checking on the progress.

Donald: Here we are. Give me a second to open the door.

Janet: Look at this place! It doesn't seem like much of anything has been done. The only thing I can see is that the old furniture is gone and the walls are painted, but the floor isn't finished and nothing has been installed.

Donald: Well, appearances can be deceiving, and you haven't been around much these last couple of weeks. Most of the work has been done in the kitchen. Come on in! The air conditioning was installed last week, and the ovens and the ventilation system are being connected right now, as you can see. Fresh paint has been **applied** to the walls and ceilings and the new floor has been laid. This area will be completed in a couple of days. Then we can install the **counters** and the **shelves**.

Janet: Okay, okay. I'm sorry. I know nothing had been done to the place in a while. Hey, it looks pretty good in here. How about the refrigerators, mixers, and counters? Have they been delivered yet?

Donald: I called the warehouse last Thursday and the order hadn't been sent out yet. They promised that everything will be delivered by the end of this week.

Janet: Okay. The supplies have to be bought, but things like milk and eggs can't be delivered until we have refrigerators.

Donald: Of course.

Janet: Good. All of the other baking supplies should be put in the **pantry** when they arrive. That way we can get organized faster and start making the pastry and **appetizers** for the opening the following Saturday. I should have all of the permits in about eight days.

Donald: Has the person for the front counter been hired yet?

Janet: We've **narrowed it down** to three people. Right now, Carol is calling their previous employers to find out a little bit more about them before we make a decision. We need someone with good people skills and who is good at sales.

Donald: Right. Oh, I almost forgot. There will be four waiters to help us out with the cocktail party.

Janet: Great. Well, it seems everything is working out fine.

Donald: Yeah, don't worry. We'll be ready on time.

CHECK YOUR UNDERSTANDING

1. Where are Donald and Janet?

2. Who has been supervising the work?

3. What hasn't been done yet?

4. Has the person in charge of the front counter been chosen?

5. What will be served at the opening?

CONCEPT AND STRUCTURE REMINDER

Passive Voice

We use the **passive voice** when the **doer** of the action is unknown, unimportant, or obvious. Passive voice can be used in almost any tense. The auxiliary “be” changes according to the tense.

PRESENT

The walls **are painted**, but the floor **isn't finished** yet.

SUB + AUX. BE + VPP, SUB + AUX. BE + VPP

PAST

The air conditioning **was installed** last week.

SUBJECT + AUX. BE + VPP

PRESENT CONTINUOUS

The ovens and the ventilation system **are being connected** right now.

SUBJECT + AUX. BE + BEING + VPP

FUTURE

The kitchen **will be completed** in a couple of days.

SUBJECT + WILL + BE + VPP

In passive voice, the main verb is always in past participle.

PRACTICE 1

Computer problems.

Fill in the blanks with a word or phrase from the box. Follow the example.

was rescheduled
scheduled
haven't been able
don't do
~~don't have~~
they discovered
we see
is being installed

is working
was put in
installed
anti-virus installed
was outdated
will your computer be fixed
will you be done
won't be finished

Kayla: Hi, Evan. I see you still don't have your computer back. Weren't they able to fix it?

Evan: They're still working on it.

Kayla: What's the problem?

Evan: Problem? You mean "problems."

Kayla: That bad, huh?

Evan: Yeah. The software _____, so they tried to install new software, but it kept crashing. Then _____ that the problem was the memory. Additional memory _____, and it seemed to work better. Next, they checked email because I have a lot of problems with it, and they discovered that there was some kind of virus.

Kayla: Wow, that sounds really bad. How did you get a virus? Isn't the company's _____ on your machine?

Evan: Of course, but they said that the virus was included in some email message I got, and the anti-virus didn't detect it.

Kayla: So, when _____?

Evan: I think later this afternoon. I just talked to the guys in systems and they said that the new software _____ right now, and after that I can have it.

Kayla: That's good.

Evan: Yeah, I _____ to do anything for the last two days, and I really need to finish a report for my boss. The report was supposed to be ready today because my boss was going to have a meeting with the client tomorrow, but the report _____ today. So, the meeting _____ for next Monday.

Kayla: Good luck.

Evan: Thanks!



CONCEPT AND STRUCTURE 1

Remember, we use the passive voice when the doer is unknown, unimportant, or obvious. We can use the passive voice with any of the **Modal Auxiliaries**.

Example:

The supplies have to be bought. (obligation)

The milk and eggs can't be delivered until we have refrigerators. (not possible)

The baking supplies should be put in the pantry when they arrive. (recommendation)

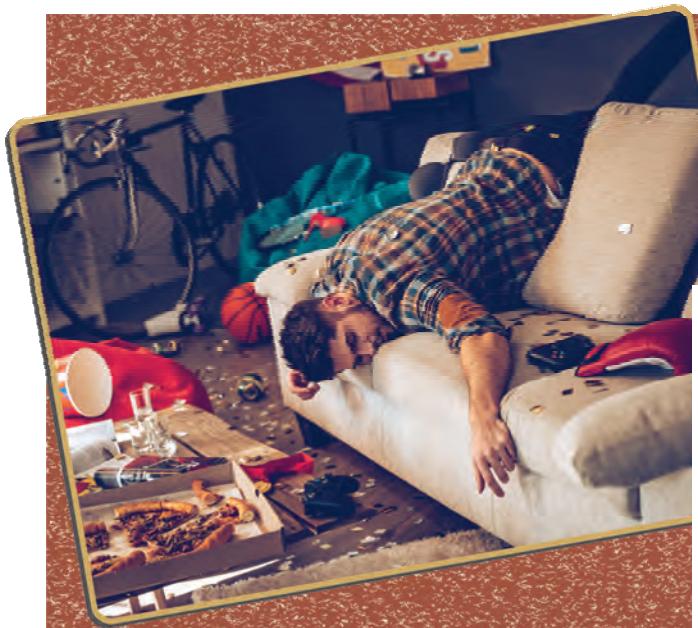
SUB + MODAL AUX. + BE + VPP

The modal auxiliaries that follow this pattern are: **have to, can, may, might, could, should and would.**

PRACTICE 2

What has to be done at home?

Look at the picture of my friend's room and write what should, has to, can, could, might, or may be done. Follow the example.



Example:

*The carpet has to be
vacuumed.*

1. The drawers _____.

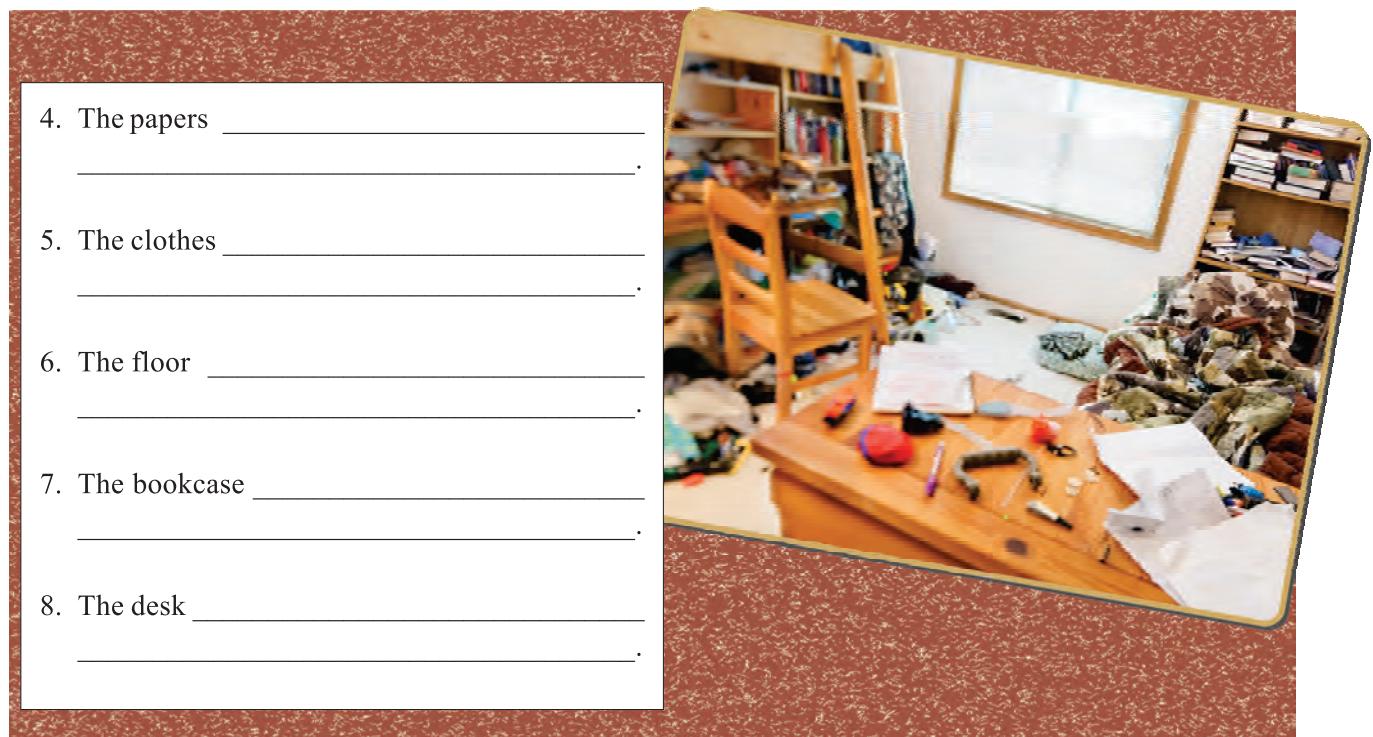
_____.

2. The boxes under the bed _____.

_____.

3. The bed _____.

_____.



20

PRACTICE 3

Miracle Juice

Listen to the audio and answer the questions. Follow the example.

Example:

What is Miracle Juice?

It's made from seven juices; the formula is secret.

1. What are some of the things that Miracle Juice can be used for?

2. How long has the woman used Miracle Juice?

3. How has she felt?

4. How long has the man used Miracle Juice?

5. How much weight has he lost?

6. What's your opinion of Miracle Juice?



OPTIONAL PRACTICE 4

Moving to London.

Fill in the blanks with the correct form of the verb in parenthesis in active or passive voice. Follow the example.

Cara: Hi, mom. How are you?

Mom: Good and you?

Cara: Good. I have news for you. Remember that job that Danny
applied (apply) for a couple of months ago; the one in AstraZeneca, the pharmaceutical company based in London?

Mom: Yes. So, did he get it?

Cara: Yes. We're really excited, but this means we
move, *obligation*.

Mom: To London?

Cara: Yes. Danny send (send) there next week for two weeks of training. While he's there, he look (look) for a place for us to live.

Mom: I'm excited for you, but I will miss you and the kids.

Cara: I know, mom. We'll miss you, too, but this is a great opportunity and the salary he offer (offer) is incredible.

Mom: How soon will you be moving?

Cara: In three months; as soon as the kids finish school for the summer. I have so much to do before that. All of our belongings pack, *obligation* by the end of next month, so they send, *opportunity*.

Mom: Why so soon?

Cara: Well, everything ship (ship) there in a shipping container, and it takes about two weeks for it to arrive.

Mom: Can't everything be sent on a plane?



Cara: It _____ (ship, possibility) there on a plane, but it's much more expensive.
 The company _____ (pay) for the move, but only if it's by water.

Mom: Are you going to sell your house?

Cara: No. We will probably rent it out.

Mom: Well, you know that if you need any help, just let us know.

Cara: Thanks, mom. I will.

CONCEPT AND STRUCTURE 2

We can also use passive voice in other tenses, like **Present Perfect**.

Example:

Have the refrigerators been delivered yet? No, they haven't.
 AUX + SUB + BEEN + VPP (-) SUB + AUX.

What has been done?
 QW + AUX + BEEN + VPP
 HAVE/HAS

*Most of the work has been done in the kitchen.
 Fresh paint has been applied to the walls.*
 SUB + AUX + BEEN + VPP

Remember, we use the present perfect to talk about *actions that began in the past and continue in the present* or to talk about actions that happened *at an indefinite time in the past*.

Take a guided tour in English. It could be fun and you can practice what you've learned!

OPTIONAL IN-CLASS ACTIVITY 1: READING

1. Look at the title and the images on the next page. Work with a partner and write down two services you think were affected by the hurricane.

1. _____
2. _____

2. Read the news article and check to see if your predictions were correct.

The Aftermath of Hurricane Yolanda



As we reported three weeks ago, hurricane Yolanda caused an extensive amount of damage to the island of Makili. We're following up on our previous report to see
5 what has been done so far.

In our previous report, the island was without food, and clean drinking water; they had no electricity and authorities were worried about a cholera **outbreak**. Many
10 **relief** agencies have arrived to help with the recovery, but there is still a lot to do.

So far, electricity has been restored to some areas of the island, but most residential areas are still without power. They have focused on restoring energy to places like the water treatment plants, the airports, and other public services first. Drinking
15 water is still being shipped to the island on a daily basis.

Food has been the biggest problem from the beginning, and it hasn't gotten a lot better. Right now, the problem is that most of the agricultural areas were destroyed in the hurricane, and the food that was in stock, has been used up. Food and medicine have been arriving daily, but there still isn't enough for everyone.

20 Some hospitals have been **set up** to help the people who were injured during the hurricane, but the biggest fear is that there could still be a cholera outbreak. Signs have been
25 posted all over the island telling people to drink only bottled same message over the radio, but **only time will tell**.

So, there is still a lot to be done. If you
30 want to volunteer to help, please contact one of the volunteer agencies like the Red Cross, or if you'd like to make a donation of food, water, medicine, or money, you can do so at any of the Hurricane Yolanda Relief collection sites around the city.



3. Read the statements below, and decide if they are true or false based on the story.

	T	F
1. Electricity has been completely restored to the island.		✓
2. Drinking water still has to be shipped to the island.		
3. Food has not been a problem.		
4. Authorities are afraid that there will be an outbreak of cholera.		
5. They don't need any more donations.		

4. Look at the words in **bold** and try to decide what they mean in the context of the reading. At first work individually, then check your answers with a classmate.

1. In line 9: ... *authorities were worried about a cholera **outbreak***, **outbreak** probably means:

- a. fracture
- b. epidemic
- c. disruption
- d. occurrence

2. In line 10: *Many relief agencies have arrived to help...*, **relief** probably means:

- a. assistance
- b. liberation
- c. amnesty
- d. free

3. In line 20: *Some hospitals have been **set up** to help the people*, **set up** probably means:

- a. built
- b. located
- c. inaugurated
- d. organized

4. In lines 27 and 28: ...*authorities have been repeating the same message over the radio, but **only time will tell**...*, **only time will tell** probably means:

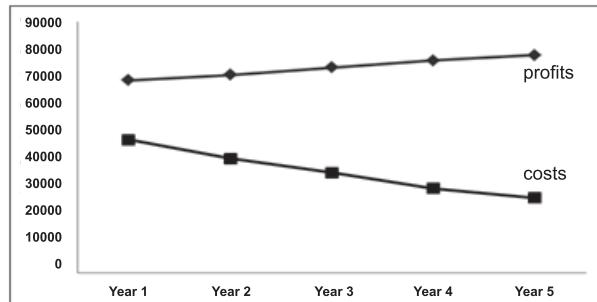
- a. they won't know if the measures will have an effect until later
- b. they won't be able to tell the time because of lack of electricity
- c. it will take a long time to get the message to everyone on the island
- d. it won't be possible to get the message to everyone on time

PRACTICE 5

Good news.

Fill in the blanks with the correct form of the verb in active or passive voice. Follow the example.

This has been a very good year for our company. As you know, we decided (decide) five years ago to “Go Green” which has been very good for us. Solar panels installed (install) on the roof of our buildings, and we are now producing 80% of our own power. Low flow toilets used (use) throughout the company, and this resulted (result) in



a 43% reduction in water use. Our policy of not printing unnecessary documents has also been very successful. Paper consumption decreased (decrease) by 84%; incredible. All the old lights replaced (replace) with energy efficient ones, and motion activated sensors have been installed throughout the company, so that the lights are only turned on when there is someone present. Although these lights are more expensive to start, they save a lot in electric bills. We replaced (replace) all disposable coffee cups and now use ceramic cups, which means that there is less trash and less waste. All of these measures produced (produce) a reduction in costs for the company, and an increase in profits. For this reason, we have been able to authorize an excellent cost of living raise for everyone this year.

PRACTICE 6

Let's party!

Fill in the blanks with a word or phrase from the box. Follow the example.

been delivered
delivering
my family loves
is loved
have been prepared
have prepared
it has been fixed
fixed
~~has been set up~~
were supposed
had had a problem
have occurred
will serve
will be here
will be served
did you put
you put



- Gaby: So, David. Are we ready for the party tonight?
- David: Almost. The bar has been set up. That was the first thing I did.
- Gaby: That's no surprise. _____ enough beer in the refrigerator? You know your uncles love to drink beer.
- David: Don't worry; there is plenty of beer. Is the food ready?
- Gaby: The appetizers _____ and the snacks have been bought. The caterer and the waiters _____ at 6:00 p.m. Dinner _____ at around 9:00 p.m. I think everyone will be here by then.
- David: I agree. Have the chairs and tables _____?
- Gaby: Actually, they haven't. They _____ to be here a few hours ago. Let me call them to find out why they're late.
- David: Good idea.
- (*a few minutes later*)
- Gaby: I just talked to the guy at the rental place. He told me that they _____ with the delivery truck, but _____ and they'll be here in about 20 minutes.
- David: Great. Well, I think we're almost ready.
- Gaby: What's missing?
- David: Well, I want to set up the Karaoke machine; you know how much _____ that.
- Gaby: I know. I just wish we could have one party without the Karaoke machine!



PRACTICE 7

Moving day.

Look at the list and check "yes" for the things that have been packed and "no" for those that still need to be packed. Follow the example.



	Yes	No
Dishes, pots and pans, dry food	✓	
Food from the refrigerator		
Cassie's clothes		
Cassie's TV, computer and stereo		
All the items from the bathroom		
Everything in the living room		
Everything in the dining room		
Everything in the garage		

OPTIONAL PRACTICE 8

What has been done?

Look at the image and say what has already been done or what hasn't been done yet. You can use the verbs listed below or other verbs if you like. Follow the example.

install	complete	put in	paint	do	buy	connect	finish
---------	----------	--------	-------	----	-----	---------	--------

Example:

*The windows haven't been
installed yet.*

1. The roof _____
2. The walls _____
3. The floors _____
4. The electricity _____
5. The plumbing _____
6. The furniture _____
7. The doors _____

**CONCEPT AND STRUCTURE 3**

We can also use passive voice in other tenses, like **Past Perfect**.

Example:

Nothing had been done to the place in a while.

The order hadn't been sent out yet.

SUB + AUX + BEEN + VPP

Remember, we use the past perfect to talk about actions that happened **before another action or another time in the past**.

PRACTICE 9

What day is it?

Fill in the blanks with a word or phrase from the box. Follow the example.

had been done
hadn't been vacuumed
hadn't vacuumed
hadn't been dusted

didn't dust
may have called
needed to be cleaned
would have to clean
decided to call

had to be done
have to be done
~~had assumed~~
hadn't gone

When I got home yesterday, I had assumed that the maid had been to the house and had cleaned. However, when I walked into the house, I could tell that the furniture _____, the dishes hadn't been washed and put away, the carpets _____, and the kitchen hadn't been cleaned. In fact, nothing _____. I noticed a message on my answering machine and thought that the maid _____ to say she couldn't go, but it wasn't her; it was someone selling insurance. I was really angry because she only comes once a week, and now I _____ the house on Saturday morning because we were having some friends to the house Saturday evening. Everything _____; all the housework still _____. and I knew I wouldn't have time during the week; I just had too much work to do. Finally, I _____ the maid to find out why she hadn't gone to the house. When she answered, she said that she _____ because it was only Wednesday, and she always went on Thursday! I hadn't realized that it was only Wednesday; I felt really stupid, but happy because she would clean the house the next day.



GRAMMAR CAPSULE

In unit 2 we learned the modals **may have**, **might have** and **could have** for uncertainty in the past. We can also use these modal auxiliaries in passive voice. Look at the examples below:

What happened to the package that was sent last week?

Why hasn't it arrived?

It might have been sent to the wrong address.

It may have been lost.

It could have been stolen.

S + MIGHT HAVE + BEEN + VPP

MAY HAVE

COULD HAVE



IN-CLASS ACTIVITY 2: LISTENING/SPEAKING

1. Listen to a television news broadcast of a bank robbery. As you listen, decide if the statements below are true or false. Circle "T" for true or circle "F" for false.

A photograph of a security guard wearing a black cap and headphones, standing in front of a modern building with large glass windows. A speech bubble contains four multiple-choice questions about a bank robbery.

1. The bank was robbed an hour ago..... T F
2. The police were called to the scene during the crime..... T F
3. The number of injured people hasn't been confirmed by authorities. T F
4. A press conference will be held later today at seven p.m..... T F

2. Work with a partner and discuss the following questions.

- How do you think the blood got on the ground?
- Why was there no video evidence of the crime?
- What do you think happened to the bank manager?
- How do you think the bank employee got the bruise on his forehead?
- What do you think will be known after the press conference is given?

PRACTICE 10

Where's the money?

Fill in the blanks with the correct form of the verb in active or passive voice. Follow the example.

Officials for the Swiss Air Company (SAC) announced (announce) today that they lost 1.5 million dollars on one of their flights yesterday. The flight originated in Switzerland and was a non-stop flight to New York. When the flight _____ (arrive), the money was nowhere to be found. Authorities in Switzerland had the shipment under guard from the moment it arrived at the airport, until it was put on the plane, so they don't know how it _____ (disappear, *uncertainty*).



Airline officials are speculating about what _____ (happen, *uncertainty*) and where the money could be. The most likely theory is that the money _____ (take off, *uncertainty*) the plane before it left Switzerland. If so, they think that it was probably done by someone who works for the airline or at the airport. They think that the money _____ (remove, *uncertainty*) or hidden when they were loading other luggage on the plane. Another theory is that the money could have been hidden in the luggage that was on the plane, and that it was removed when the plane arrived in New York. Most people _____ (believe, neg.) this is possible because it would be very difficult to leave the airport with suitcases full of money considering all of the airport security. A third theory is that the money _____ (push, *uncertainty*) off the plane during the flight. They think that someone _____ (put, *uncertainty*) a parachute on the package and when the plane was in flight, they opened the cargo area and pushed it off the plane. This theory is very hard to believe since no one noticed anything. If someone had opened the cargo door, the plane would have moved or fallen.

The FBI and Interpol _____ (investigate) the theft, and we will report any new information, when it becomes available.

Watch a movie you've seen before, but now in English!



PRACTICE 11

Gobekli Tepe: An archaeological discovery.

Listen to the audio and fill in the missing word or words. Follow the example.

What is Gobekli Tepe?

Gobekli Tepe is probably a place you've never heard of, but archaeologists are saying that it may become more famous than Stonehenge. Gobekli Tepe, which is located in



southeast Turkey, was only recently discovered in _____ by the German archaeologist Klaus Schmidt. The amazing thing about this place is that it was constructed by nomadic people over _____ years ago; 6,000 years before Stonehenge was built!

What is Gobekli Tepe like?

The site is a series of rings which are all similar. In the _____ there are two large pillars that look like the letter "T." Around these pillars are some smaller _____ that are facing the T-shaped pillars. Some of the stones have very elaborate carvings of animals, while others are blank. There are many rings in the area; it's _____ that there are at least 16 of them.

In addition, one set of rings is built on top of an earlier set of rings. Archaeologists have only uncovered some of the layers; they will need _____ digging to find the first rings that are still buried.

Why is Gobekli Tepe so important?

Well, historians and archaeologists have always believed that people only constructed _____ sites and temples after they had settled down. They always believed once nomadic people (hunters and gatherers) had settled down and created communities, started domesticating _____ and growing food, that they began to



create religious sites and temples. However, Gobekli Tepe says just the opposite happened. The people that built this site were _____; they hunted wild animals and ate what they could gather; seeds, fruits, nuts, etc., and they constructed this incredible religious site. Archaeologists think that the decision to build these rings with all the beautiful carved stones _____ been the reason that these nomadic people settled down.

Why was Gobekli Tepe built?

Archaeologists believe that it may have _____ as a kind of religious temple for nomadic people in the region. From the site, there is a panoramic view of the area, which may be the reason these people chose this site. Klaus Schmidt thinks it could have _____ as a burial place for some of the hunters of the nomadic people that _____ the area. He believes that when they finally dig down to the bottom of the rings, they will find that it was a burial place for hunters.



Now, answer the questions below. Follow the example.

Example:

When was the site discovered?

It was discovered in 1994.

1. Where is the Gobekli Tepe located?

2. When was it constructed?

3. Who was the site constructed by?

4. What do they think the site may have been used as?

OPTIONAL PRACTICE 12

The lost package.

Circle the correct words to complete the dialog. Follow the example.

Neil: Hi, Rob. What's the matter? You look really worried.

Rob: I am. You know that we have been waiting / **are waiting** for that package to arrive from our offices in Peru for almost three weeks, right?

Neil: Yes. In fact, I talked to James in Peru earlier this week about it. He told me that the package **has been sent** / had been sent out almost two weeks ago.

Rob: Exactly. We have been calling the messenger service every day to find out what **happened** / happens. At first they said that the package hadn't been picked up / **isn't picked up**. James called them in Peru to say that he had a receipt that said they had picked it up on July 6th.

Neil: Right. That was almost three weeks ago, now.

Rob: Yeah. So, we contacted the messenger service again, and this time they said that the package had been picked up, and that it **had been delivered** / is delivered to someone here on July 10th.

Neil: Really? But who **received** / receives the package?

Rob: That's what we asked them, and finally they sent a scanned copy of the name and signature of the person who had received the package.

Neil: Who was it?

Rob: No one that works here. So, when I told them that the person who received the package **didn't work** / wasn't worked here, they double checked and realized that the package **had been delivered** / had delivered to the wrong address.

Neil: So, where's the package now?

Rob: They sent someone to pick the package up at the address where they had left it, but no one knows anything about it. They think the package **may be stolen** / may have been stolen by someone there.



Neil: You're kidding, right?

Rob: I wish I were. Now, our insurance company wants the messenger service to write a letter saying that they lost the package, but they said they can't. They said they can give us a letter that says that the package **received / was received** by some guy named Lenny Davis on July 10th.

Neil: So, what are you going to do?

Rob: I don't know, for sure. The only thing I do know is that we will never use that messenger service again.

Neil: I agree.

VOCABULARY REVIEW

Read the text and fill in the blanks with a vocabulary word or expression from this unit or the previous unit. Follow the example.

huge
homemade
awesome
appetizers

to apply it
figuring out
looking forward to
to narrow it down

smart
shelves
pantry
mess

We have lived in our current house for a few years, but it's an old house, and the kitchen really was in bad shape. We looked at a lot of kitchens that we liked and it was hard to narrow it down to only one. In the end, we chose one that was nice, but not too expensive. After they had re-done the kitchen, it looked _____! In the past, we had cabinets, but we didn't have a place to store food. Now, we have a _____ with a lot of _____ where I can keep all the food I buy. Right now, I'm making some _____ for a small party we're having this evening and working in my new kitchen is so much easier than working in my old kitchen. Now, I'm really _____ making some delicious _____ cookies, cakes, and meals for my family.

CHECK YOUR PROGRESS

Indicate how well you can use the following:

	Very well	Well	Not well
★ passive voice in present, past and future	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
★ passive voice with modals in present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
★ passive voice in present perfect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
★ passive voice in past perfect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
★ passive voice in with modals in past	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What can you do to understand and use these structures better?

UNIT 6

PREPOSITIONS

UNIT GOALS

In this unit we will examine:

- **how to use prepositions of place;**

*He lives **on** 3rd Street, **near** the bank, **across from** the church.*

- **how to use prepositions of time;**

*She was born **at** 6:56 a.m., **on** Monday, February 19th **in** 1993.*

- **how to use prepositions of direction and motion;**

*Go **down** the street **toward** the park, and then turn **to the right**.*

- and vocabulary.

PREPOSITIONS



KEY WORDS AND EXPRESSIONS

(to) check in = *registrarse*

jet lag = *desfase horario*

just in case = *por si acaso*

(to) get in touch with = *to contact*

workshop = *taller*

awesome = *super cool*



24 MY ITINERARY

Emily: Hi, Mom.

Mom: Hi, sweetie. I was just going to call you. Do you have the itinerary for your trip yet?

Emily: Yes. That's why I was calling. I just got the final version. I'm so excited; I've wanted to visit London ever since I was a kid. My flight leaves on Saturday, at 5:10 p.m. I have to **check in** three hours before the flight.

Mom: Why do you have to be there so early?

Emily: Well, it's an international flight, so it's three hours before.

Mom: What time do you arrive in London?

Emily: I get there on Sunday morning at 8:30 a.m.

Mom: And when does the conference start?

Emily: On Monday, so I will have all day Sunday to go sightseeing.

Mom: Won't you be **jet-lagged**?

Emily: Well, I'll try to sleep on the flight over. I want to visit the British Museum, Westminster Abbey, and of course the Parliament Building and Big Ben that day because I won't have much time the rest of the week. On Friday, we finish early, so after the conference that day I'm planning to see a play in the West End. They say London is pretty nice in the summer, so I'm glad this conference is in June and not in January.

Mom: For sure. Where are you staying?

Emily: We're staying at the London Elizabeth Hotel at Hyde Park.

Mom: Will you be sharing a room?

Emily: Yes, with one of my coworkers. Her name is Nancy.

Mom: Can you give me the information for the hotel? You know, I like to know where you are, **just in case**.

Emily: I know, Mom. Do you have something to write with?

Mom: Yes.

Emily: The hotel is the London Elizabeth Hotel. It's on Lancaster Terrace, Hyde Park, Westminster in London. The phone number is 0044-207-402-6641. Also, in an emergency, you can always contact someone in the office; they'll be able to **get in touch with** me.

Mom: And what day are you giving your **workshop**?

Emily: It's scheduled for Wednesday, June 21st, at 8:00 in the morning.

Mom: Aren't you a little nervous?

Emily: A little, but mostly I'm excited. I mean, how **awesome** is it that I get to go to London and give a workshop at an international environmental conference!

Mom: I'm not surprised; you always were the smart one in the family. So, when will you be coming back?

Emily: My flight back is on June 24th, that's a Saturday. We leave London at 1:50 p.m. and arrive here at four in the afternoon.

Mom: Do you want your father to pick you up at the airport?

Emily: That would be great, Mom. I'll be arriving on British Airways flight 930.

Mom: Have a great time, and see you Saturday.

Emily: Thanks. Bye.

CHECK YOUR UNDERSTANDING

1. Where is Emily going?

2. What day will she be able to go sightseeing?

3. What is she going to do at the conference?

4. How long will she be in London?

5. Who will pick her up at the airport when she returns?

CONCEPT AND STRUCTURE REMINDER

Prepositions of Place

We use the prepositions **in**, **at**, **on**, and **under** to describe a location.

We use:

- **IN** to describe a specific room or place, a location inside or in the interior of something
- **ON** to describe a location that is on the surface of something
- **AT** to describe a more general location
- **UNDER** to describe a location that is below something

Look at the pictures and sentences below.



1. The woman is **at** the mall.



2. The computer is **on** the desk.



3. The boy is **under** the umbrella.



4. They are working **in** the kitchen.



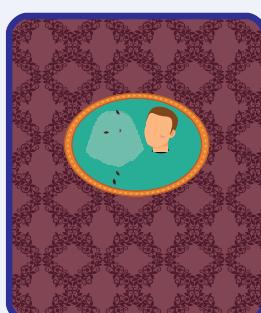
5. They are sitting **under** the tree.



6. The letter is **in** the mailbox.



7. We buy books **at** the bookstore.



8. There is a picture **on** the wall.

PRACTICE 1

Fill in the blanks with the correct preposition: in, on, at, or under. Follow the example.

Cindy: Mom, do you know where my cell phone is?

Mom: No, I don't. Did you look in your room?

Cindy: Of course, but it's not there. I usually leave it on the night table when I go to bed, but it's not there.

Mom: Did you check under the bed?

Cindy: Yes, and I also checked in all the drawers,
in the closet and in my purse, but
I can't find it.

Mom: When was the last time you used it?

Cindy: I'm trying to remember. I had it at work yesterday,
and then I used it when I was in the mall last night
with Carol; I remember talking to Roger when we were
at the restaurant having dinner.

Mom: Maybe you left it in your car.

Cindy: Maybe. I'm going to check.

Mom: So, did you find it?

Cindy: Yes. It was under the seat of the car, in some papers
I brought home from work.



CONCEPT AND STRUCTURE 1

There are other prepositions we can use to describe location. Look at the pictures and read the sentences.



*The bride is standing **next to / beside** the groom.*



*Your house is **across** the street **from** mine.*



*Tom is sitting **across** the table **from** Jake.*



*The woman is standing **in front of** the man in line.*



*The kids are sitting **in front of** the TV.*



*The man is standing **behind / in back of** the woman.*



*The chair is **near** the table.*



*These chairs are **far** from the table.*



*The robot is **between** the boy and the teacher.*



*The pencils are **on the left**, and the paintbrush is **on the right**.*

You can help your classmates and they can help you correct mistakes.

PRACTICE 2

My dorm room at college.

Look at the picture and then fill in the blanks with the correct preposition of place. Follow the example.



This is my dorm room _____ college. It's not very big, but it's okay. In my room there are two beds. My bed is _____ the right and my roommate, Kate, has her bed _____ the left. Kate's desk is _____ the windows, _____ the two beds. My desk is _____ my bed on the right. It has a bottle of water on it with a folder _____ the bottle. _____ my desk, there are two dressers. Kate's is the one _____ her bed, and my dresser is the other one. In our dorm room, we also have a small closet, but we don't have any book shelves. There is no bathroom _____ our room, but the bathroom is very _____; it's right across the hall from our room. Tomorrow we will move all of our belongings into our room, put some pictures _____ the walls, and get ready for classes that start on Monday.

CONCEPT AND STRUCTURE 2

We use the prepositions ***in, on, at, for, since, from...to, before,*** and ***after*** to refer to time. Look at the sentences below.

*The weather is nice **in** the summer.*

*It's cold **in** January.*

*I'm leaving **on** Saturday.*

*The flight is **on** June 24th.*

*I'm leaving **at** 5:10 p.m.*

*The workshop is **at** 8:00 in the morning.*

*I have to check in 3 hours **before** the flight.*

After the conference, I'm going out for dinner.

*She'll be in London **from** June 19th **to** June 24th.*

*She has wanted to visit London **since** she was a kid.*

*She'll be in London **for** six days.*

Now, with a partner, fill in the information to complete the rules.

Use _____ for **months of the year, parts of the year, parts of the day** (except for “at night”), and **years**.

Use _____ for **days of the week and specific dates**.

Use _____ for a **specific time**.

Use _____ to talk about a **previous day, time, or date**.

Use _____ to talk about a **later time, day, or date**.

Use _____ to say when the action **began and ended**.

Use _____ to talk about **when an action began**.

Use _____ to indicate a **period of time**.

Talking to your classmates outside of class is an excellent way to practice speaking.



PRACTICE 3

My biography.

Part 1:

Read the story. Then listen to the audio and fill in the correct prepositions of time or place. Follow the example.



My name is Albert Dennison. I was born _____ Friday, October 24th, 1988. I was born _____ 11:25 _____ the morning in Madison General Hospital, _____ Dallas, Texas. My mom has told me that she and my father had always wanted kids, but had a hard time conceiving; they had tried to have kids _____ almost 10 years _____ I was born. For this reason, the day I was born was one of the happiest of their lives. I went to grade school, junior high, and high school in Dallas, but I decided to go to California for university. I studied _____ Cal State _____ 2006 _____ 2010, and got a degree in engineering. _____ I got my degree, I started working _____ MEI Technologies _____ December, 2010. _____ two years, I was promoted and given a great raise. _____ May 14th _____ 2010, I met Nancy at a party at a friend's house. Three years later, we got married. _____ I met Nancy, I have never wanted to be with anyone else.

Part 2:

Now, write your own biography. Include information about when you were born, when and where you went to school, where you work, etc. You can use Albert's story as an example.



OPTIONAL PRACTICE 4

Your appointments, Mr. Ryan.

Listen to the audio and take note of Mr. Ryan's appointments for today. Follow the example.

Appointment with	Location	Time
<i>Sam Miller from HR</i>		
		<i>at 1:00 p.m.</i>
		<i>Cicero's</i>

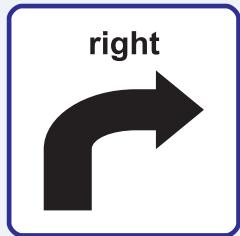


1. Where is Mr. Ryan going next week?

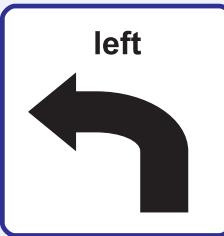
2. When does he leave and at what time?

CONCEPT AND STRUCTURE 3

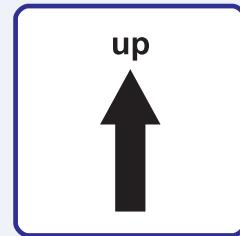
There are prepositions we use to talk about direction or motion. Look at the pictures and sentences below to see the prepositions we use to describe direction and motion.



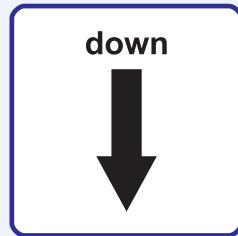
You'll turn to the right on Post Road.



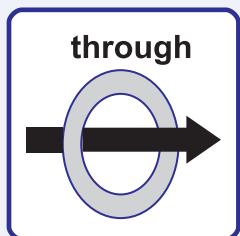
Turn to the left at the corner.



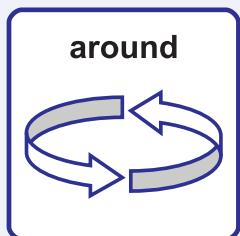
Go up the stairs to the second floor.



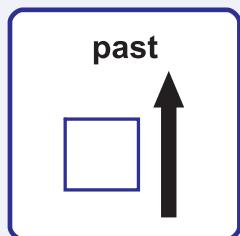
I went down the hill on my bike.



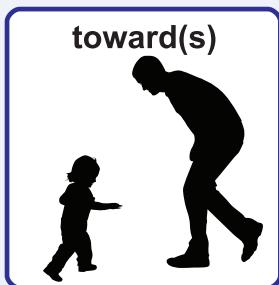
Go through the tunnel.



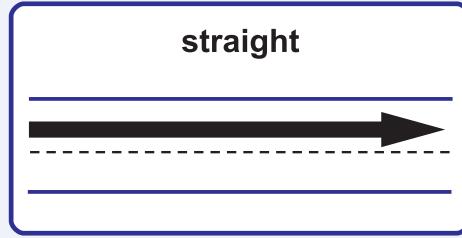
There is a parking lot around the back.



Go past the restaurant.



The baby is walking toward(s) his father.



You'll go straight on Post Road.

PRACTICE 5

Downtown.

Choose the correct prepositions to complete the dialog. Follow the example.

Daniel: Hi, Dean. Where are you?

Dean: I'm here waiting for you.

Daniel: Well, I'm here outside Benson's Shoe Store, but I don't see you.

Dean: That's because I'm not ~~at~~ / **on** Benson's, I'm at Brighton's Luggage.

Daniel: Where's that? You know I'm not from here, and I don't know the area very well.

Dean: Haven't you seen it before? It's only a couple of blocks from where you are.

Daniel: How do I get there?

Dean: Go **down** / **through** 6th Street until you get to Rice Avenue.

Daniel: When I leave Benson's do I go right or left?

Dean: You need to go to the left.

Daniel: How far is it?

Dean: About a block and a half. You'll go **around** / **down** the street past a Starbuck's. When you get to the corner of Rice and 6th, you'll see a jewelry store **across** / **in front of** the street on Rice Avenue. **At** / **In** the corner, you'll take a left. Walk about a half of a block and you'll see an entrance to a mall **on** / **at** your left. Go in and you'll see an elevator to your right. Take the elevator **up** / **down** to the second floor.

When you get out of the elevator, go **straight** / **around** ahead **towards** / **in front of** the fountain; Brighton's will be on your right.

Daniel: Okay, I'll see you **at** / **in** a few minutes.

Dean: Okay.



IN-CLASS ACTIVITY: READING/WRITING

Looking Forward to Seeing You Again!

1. Read the following e-mail.

Sam,

It'll be great to see you after all these years. When was the last time you were in Boston? There is a good restaurant that opened recently, and it would be a great place to spend several hours talking and catching up. It's a Portuguese-Mediterranean place that only sells seasonal food. The menu changes every day depending on what chefs find fresh at the farmers' market. It's called Ceia. It's in Newbury, so we won't have to go to Boston.

In order to get there from your parents' home, take I-495N to Salisbury. Take exit 55 onto MA-110E toward Salisbury and Boston. Turn right on Rocky Hill Rd and then turn left when you get to Main St. Go straight for about a mile, until you cross the river above Deer Island. Then, turn left on Merrimac St. and turn right on State St. Drive past Valerie's Art Gallery. The restaurant will be on your right. It's at 38 State St. in Newbury.

How about meeting at 4:30? I know it's early, but we would have time to have a drink at the bar before having dinner, and we would have plenty of time to catch up.

Let me know what you think so I can make reservations before it's too late. I am looking forward to seeing you and meeting your husband.

James

2. Now, write an e-mail to a friend you haven't seen in a long time. Recommend a place to meet, and give your friend directions to get there. You can use James's e-mail as an example.
Use the following prepositions at least once each.

in on at right left before after straight past

PRACTICE 6

A trip to Houston.

Fill in each blank with a preposition of time, place, direction or motion. Follow the example.

Jay: Hey, Adam. I heard that you're leaving this afternoon for Houston.

Adam: Yeah. I have an appointment tomorrow with Dave Brummel in Innovative Solutions.

Jay: What time does your flight leave?

Adam: I have a late flight. I have to be _____ the airport _____ 4:00 p.m. and the flight leaves _____ 6:00.

Jay: How long will you be there?

Adam: I'll be there _____ Tuesday _____ Thursday. The boss also wants me to check out some things at Beecher Manufacturing, while I'm there. Hey, you used to live _____ Houston, didn't you?

Jay: Yeah, we lived there _____ five years.

Adam: Can you tell me how to get _____ the airport _____ the hotel? I'm going to rent a car, but I've never been there before.

Jay: What hotel are you staying at?

Adam: The Galleria Hotel.

Jay: That's easy. After you get your luggage, you'll see a sign where you will pick up the rental car. Once you get out of the parking lot _____ the airport, you'll go _____ ahead until you see the sign for Sam Houston Parkway. You'll take a _____ and get on the parkway. You'll go about one mile and then take the right exit for Interstate 69 going south. You'll stay _____ that freeway for about 10 miles. You'll get off I69 and take Interstate 610 going west. You'll stay on 610 until you see the Westheimer Road exit; it's about 11 miles. When you get off of the freeway, you'll make a _____ on Westheimer Road, you'll go about 2 blocks and the hotel will be on your left.

Adam: That doesn't sound too difficult.

Jay: You can always check a map on the Internet, or you can ask for a map when you pick up the rental car.

Adam: Thanks. See you _____ Friday.

Jay: Have a good trip.

Talking to yourself in English is another way to practice your oral skills.



PRACTICE 7

At the information desk.

Listen to the people ask for information from the attendant at the information desk, and answer the questions. Follow the example.



1. Where did the first man want to go?

To room 387.

2. Where did the woman want to go?

3. Where did the second man want to go?

Listen to the dialogs again, and fill in the instructions that the attendant at the information desk gave to each person. Follow the example.

Dialog 1:

The attendant told the first man to go _____ this hallway until he got to the end. She said he'd see an _____ on his _____. She told him to take the elevator _____ to the _____ floor. She said that when he got out of the elevator, he should go to the _____, that room 387 was the third room _____ his left.

Dialog 2:

The attendant told the woman she'd need to go _____ the doors near there and that she'd see a sign that said "check in." She told her that they'd give her an Exhibitor Pass. She told her that when she came out, to go to her _____. She said she'd see a sign that said "Ballrooms," that she should walk _____ it, and when she was _____ the sign, to go to the right, _____ the hall; that Exhibit Hall C was the first room _____ the right.

Dialog 3:

She told the second man to _____ the hallway until he saw the restaurant. She said that the restroom was _____ the restaurant; that it was right _____ the coffee shop.

OPTIONAL PRACTICE 8

How do I get there?

Look at the map and read the dialog on the next page.



Jennifer: Hi, Karla. What are you doing?

Karla: Nothing much. I was just going to head home.

Jennifer: Where are you?

Karla: I'm at the bakery. I had to order a cake for Ned's birthday for next Saturday.

Jennifer: I was wondering if you wanted to join me; I'm at the museum. There's a great exhibit here this week called The History of Footwear. I know how much you love shoes, so I thought it would be something you'd enjoy.

Karla: Sounds interesting. How far is the museum from the bakery?

Jennifer: It's not far; you can walk.

Karla: Okay, but can you give me directions? I'm not very familiar with the town yet.

Jennifer: Sure. The bakery is on Green Avenue. When you leave the bakery, take a left and go to the corner; you'll see Drew Drive. At the corner, take a left and go straight down Drew Drive for three blocks until you get to Rice Avenue. You'll take a right on Rice Avenue; the entrance to the museum will be on your right.

1. Draw the route that Jennifer told Karla to follow to get to the museum.
2. Now, write in your notebook another route that Jennifer could take to get to the museum from the bakery.

VOCABULARY REVIEW

Read the text and fill in the blanks with a vocabulary word or expression from this unit or the previous unit. Follow the example.

A workshop.

Last week, I went to Cancun to give a workshop to a group of teachers. I was really l_____ f_____ t_____ it, because I had never been to Mexico before. I was only there for three days, so I couldn't g_____ s_____ at all. I've heard that the beaches in Cancun are a_____. I wanted to spend at least a few hours on the beach, and I took some sun screen, j_____ i_____ c_____, but I never used it. I arrived to the hotel on Friday morning at 9:00, I c_____ i_____, and started working at 10:00. I worked all weekend, and on Sunday night, took a flight back home. On Monday morning when I went to work, I was really tired; I felt as if I were j_____ after working so hard all weekend. The next time someone g_____ i_____ t_____ w_____ me to give a workshop like that, I think I'll say no. It's too tiring!



CHECK YOUR PROGRESS

Indicate how well you can use the following:

	Very well	Well	Not well
★ prepositions of place: <i>in, on, at, under</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
★ prepositions of place: <i>next to/beside, across from, in front of, behind/in back of, near, far, between, on the right/left</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
★ prepositions of time: <i>in, on, at, for, since, from...to, before, after</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
★ prepositions of direction and motion: <i>to the right/left, up, down, through, around, past, straight, toward(s)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What can you do to understand and use these prepositions better?

NOTES

UNIT 7

REVIEW UNIT

UNIT GOALS

In this unit we will review:

- how to talk about **uncertainty** in the **present, past**, and **at the moment of speaking**;
- how to use **different verb forms: gerunds** and **infinitives**;
- how to use **reported speech with** or **without sequence of tenses**;
- how to use **prepositions** of **place, time, direction**, and **motion**;
- how to use **the passive voice** with **modals** in **present** and **past**;
- how to use **the passive voice** in **present perfect** and **past perfect**;
- and vocabulary.

PRACTICE 1: READING/GRAMMAR

Circle the letter next to the correct answer. Follow the example.

I'm really upset with my boyfriend. Last Saturday, we _____ (example) to go to the movies and he told me he _____ 1 me up at 5:00 p.m., but he didn't arrive until 6:30. The movie tickets _____ 2 reserved and bought a week in advance because it was the premier of a movie I _____ 3 to see. However, because he arrived late, we missed the movie and we couldn't get our money back. Then _____ 4 Sunday, I was looking forward to _____ 5 to the beach for the day, and he was supposed to pick me up at 10:00 a.m., but he didn't get to my house until 11:30. He always promises _____ 6 on time, but doesn't, and then he always has an excuse for arriving late: his alarm clock didn't go off, there was a lot of traffic, his boss kept him late at work, etc. I _____ 7 him at first, but now I just think that he's making up excuses.



Example:

- | | |
|-----------------|----------|
| a) has planned | 4. a) on |
| b) are planning | b) in |
| c) had planned | c) at |
| d) were planned | d) from |
1. a) was going to pick 5. a) go
 b) is going to pick b) to go
 c) picked c) going
 d) is picking d) went
2. a) has been 6. a) arrive
 b) had been b) to arrive
 c) has c) arriving
 d) had d) arrives
3. a) had been really wanted 7. a) believe
 b) was really wanted b) might believe
 c) has really wanted c) might be believing
 d) had really wanted d) might have believed



PRACTICE 2: LISTENING

1. Read questions 1 to 3. Then listen to the conversation and circle the letter of the best answer. Follow the example.

Example:

Who is Mr. Ryan calling?

- a) Karen
- b)** Carol
- c) Carla
- d) Kim

1. What is the problem?

- a) He broke his leg.
- b) He hurt his ankle.
- c) He was sleeping.
- d) He played tennis last night.

2. Now read questions 4 to 7 below. Then listen to the audio again and circle the letter of the best answer.

Example:

4. What is Mr. Ryan going to do?

- a) He's going to talk to Dave.
- b) He's going to order some software.
- c) He's going to call Mr. Taylor.
- d) He's going to answer some questions.

5. What does Dave have to do?

- a) stop at the office later
- b) call Mr. Taylor later
- c) go home early
- d) visit Mr. Ryan at home

6. What is Kevin worried about?

- a) the contract
- b) the design changes
- c) the working conditions
- d) the Sanchez account

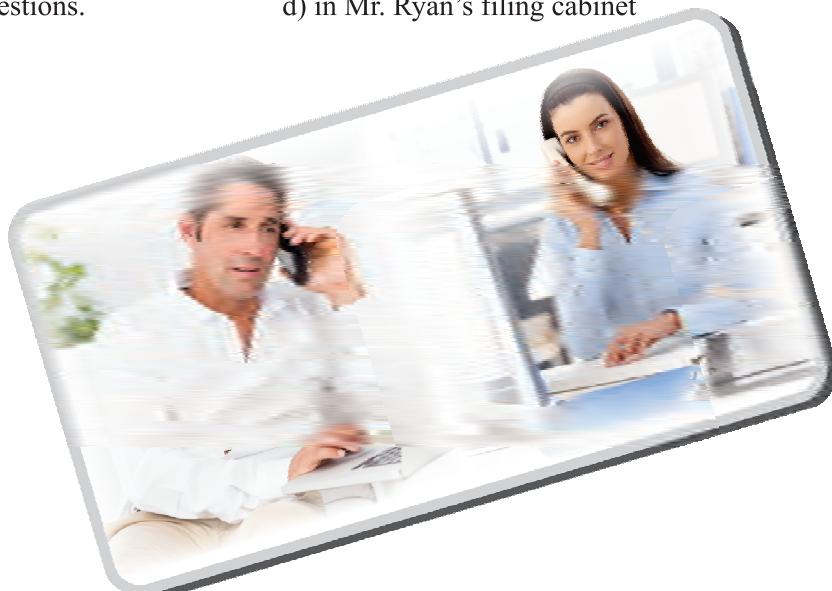
2. What does he want his assistant to do?

- a) make some arrangements
- b) reserve a hotel room
- c) cancel his appointments
- d) meet with the designers

3. When his assistant calls him back, she has:

- a) nothing to tell him.
- b) a few questions to ask him.
- c) talked to all of the employees.
- d) solved all of the problems.

Reviewing previous material is a good way to prepare for an exam.



PRACTICE 3: VOCABULARY

Read the following text. Then complete the text with a vocabulary word from the box. Write the vocabulary words in the spaces provided. Follow the example.

fog
mess
key to

huge
hassle
smart

go sightseeing
~~looked forward to~~
got in touch with

figure out
homemade
jet-lagged

checked in
homesick
awesome

I had wanted to take a vacation to England for a long time, so last year I had finally saved up enough money to go. I had looked forward to this trip for a long time. When we arrived in London, there was a lot of _____; typical London weather, I've been told. Going through customs and immigration was a real

_____; it took almost two hours! When I got out of the airport, I went directly to my hotel and _____. After such a long flight, I really wanted to get out and take a walk, but it was late and I was _____, so I decided to try to sleep.

The next day, I got up early because I wanted to _____; I wanted to see everything there was to see: the London Eye, the National Gallery, the Tower of London, the British Museum, etc. My favorite was the London Eye; the view from there was _____. After three weeks in England, I was a little _____, and I was glad to go home, but that trip was something I'll never forget.



PRACTICE 4: FIND THE MISTAKE

There is a mistake in every line. The mistake is one of the underlined words. Write the correct word in the space below each sentence. Follow the example.

Example:

Alice: Hi, Mom. You're home early. I haven't finished to do all the cleaning.

Correction: doing

1. Mom: You haven't even started! I said you that you had to finish everything before I got home.
Correction: _____
2. Alice: I know, I'm sorry, but I needed finishing my homework before doing the housework.
Correction: _____
3. Mom: When I called you earlier, you said the dishes had been doing and the kitchen was clean.
Correction: _____
4. Alice: Well, that weren't exactly true, but don't worry, I'll finish it all in 30 minutes.
Correction: _____
5. Mom: You want permission to go to a party at Sarah's house in Saturday, right?
Correction: _____
6. Alice: Yes, and I know I said I would cleaned the house, so that you'd give me permission.
Correction: _____
7. Mom: Exactly. But you haven't done what you promised you would do, do you?
Correction: _____
8. Alice: But I will. You'll be seen; in less than 30 minutes, the whole house will be clean!
Correction: _____



IN-CLASS ACTIVITY 1: READING/GRAMMAR

Circle the letter next to the correct answer. Follow the example.

Listen up, everybody. Tomorrow we will be going to Windsor Castle. You have to be on the bus at 9:00. It takes one hour to get to the castle. The castle (example) by William the Conqueror in the 11th century. It 1 many times; part of it was re-done in 1992 after a fire destroyed part of it. It 2 you three to four hours to see the whole castle. You are lucky that we are visiting 3 July because you'll be able to see the changing of the guard at 11:00.

After 4 the castle, you can go to the town of Windsor where there are various attractions to see. You can take a boat trip 5 the Thames River, you can visit the Windsor Safari Park or the Royal Windsor Wheel. If you want to do something more relaxing, you can walk 6 the town and visit some of the restaurants or pubs. The bus driver has 7 me that he'll be picking you all up at 7:00 p.m.; please don't be late.

Example:

- | | |
|--------------------------|-------------|
| a) originally built | 4. a) visit |
| b) had originally built | b) to visit |
| (c) was originally built | c) visiting |
| d) is originally built | d) visited |
- 1 a) has been reconstructed
 b) has reconstructed
 c) reconstructed
 d) is reconstructed
2. a) take
 b) could take
 c) took
 d) had to take
3. a) by
 b) at
 c) on
 d) in
- | | |
|------------|--------------|
| 5. a) in | 6. a) around |
| b) down | b) down |
| c) by | c) in |
| d) towards | d) past |
7. a) said
 b) tell
 c) told
 d) says





IN-CLASS ACTIVITY 2: LISTENING

1. Read questions 1 to 3. Then listen to the conversation and circle the letter of the best answer. Follow the example.



Example:

How long has beer been produced?

- a) 60 years
- b) 600 years
- c) 6,000 years
- d) 60,000 years

1. How was beer originally made?

- a) with bread and wine
- b) with water and barley
- c) with water and hops
- d) with bread and water

2. Who was responsible for making beer in the middle ages?

- a) the monks in monasteries
- b) the women in the family
- c) the Duke of Bavaria
- d) German beer makers

3. Which beer is the biggest selling brand in the world?

- a) Skol
- b) Budweiser
- c) Snow Beer
- d) Corona

2. Now read questions 4 to 7 below. Then listen to the audio again and circle the letter of the best answer.

4. Who was responsible for making beer 6,000 years ago?

- a) the monks in monasteries
- b) the women in the family
- c) the Duke of Bavaria
- d) German beer makers

6. According to the German Beer Purity Law, what ingredients could beer contain?

- a) water, hops and barley
- b) water, bread and barley
- c) water, wine and hops
- d) wine, bread and barley

5. What did the monks add to beer to keep it from spoiling?

- a) water
- b) bread
- c) hops
- d) barley

7. What country does the biggest selling beer come from?

- a) Mexico
- b) Germany
- c) the USA
- d) China

IN-CLASS ACTIVITY 3: VOCABULARY

Read the following text. Then complete the text with a vocabulary word from the box. Write the vocabulary words in the spaces provided. Follow the example.

narrowed it down
~~gotten in touch with~~
 figured it out

huge
 assumed
 flares

expertise
 just in case
 met up with

key to
 supposed
 smart

pileup
 safe
 mess

I have been looking for a new job, and I had *gotten in touch with* dozens of companies trying to find a job. Last week, I had an appointment for a job that sounded great. They were looking for someone with my _____ in computer programming, and they told me that many people had applied, but that they had _____ to me and one other candidate. I wanted to make sure I got there on time, so I got up really early and left the house with plenty of time, _____. However, there was a _____ accident on the highway. There was a 15-car _____, and because of that, the traffic was a _____. The police had put out _____ to warn people of the problem, but it took me 40 minutes to get past the problem. By the time I got to the appointment, I was 15 minutes late, and I _____ they wouldn't even want to talk to me; however, the person that was going to interview me also got stuck in traffic because of the accident and arrived 15 minutes after me!



IN-CLASS ACTIVITY 4: FIND THE MISTAKE

There is a mistake in every line. The mistake is one of the underlined words. Write the correct word in the space below each sentence. Follow the example.

Example:

Dan: Hey, Greg. Where are you? Why hasn't you arrived yet? We're waiting.

Correction: haven't

1. Greg: I think I will have taken a wrong turn; I'm on Bond Ave. near Highway 7.

Correction: _____

2. Dan: I know where you are, but it's difficult getting here from there.

Correction: _____

3. Greg: Don't say me that. How can I get to where you are?

Correction: _____

4. Dan: First of all, you will need to stay on Bond for one block and then go at the left.

Correction: _____

5. Greg: Okay, but there has a sign that says I can't turn left here. What should I do?

Correction: _____

6. Dan: I had forgotten that new traffic signs had been install. Go straight ahead three more blocks.

Correction: _____

7. Greg: Okay. Is possible to turn left here, but there are two streets. Which one should I take?

Correction: _____

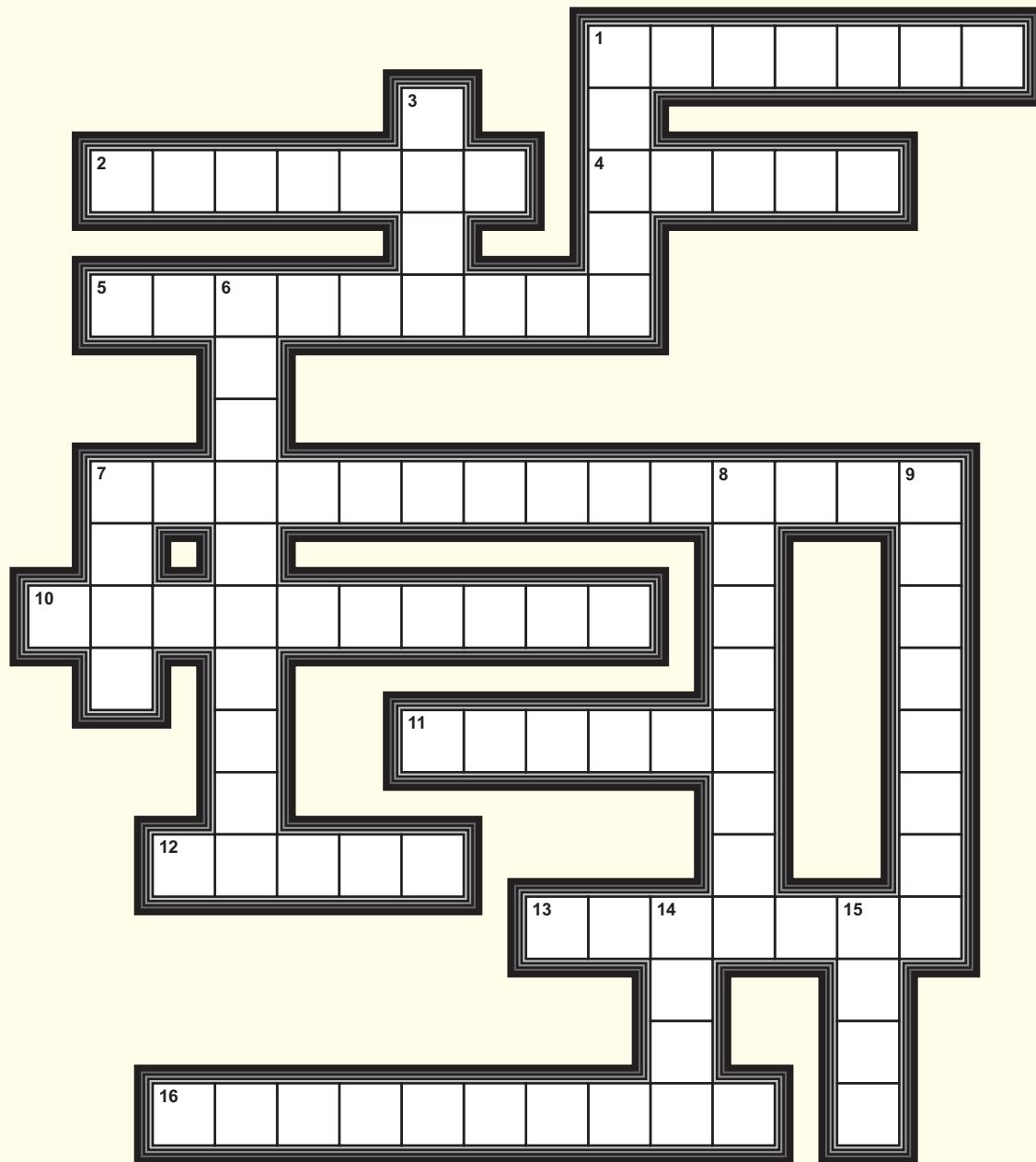
8. Dan: Take the street that is on the right and drive through the Silverman Tower; you can see it from where you are. From there,...

Correction: _____



VOCABULARY REVIEW

Complete the crossword puzzle with vocabulary words from this level.



ACROSS

1. Flat pieces of wood or metal fixed to the wall to hold things
3. To register for a flight or at a hotel
4. To put onto a surface
5. To solve or resolve something
7. To contact
10. To reduce the number of candidates
11. Bright lights, normally fire, or colored smoke that are used as a signal
12. Everything or 100% of something
13. When you assume something is true
16. To plan to get together with someone

DOWN

1. Intelligent
2. The money you have to pay when you break a rule
6. To get a connection
7. To take quickly
8. A practical training session where participants demonstrate or apply techniques
9. Prepared at home
14. To put a sign in a visible place
15. A small, round colored area

CHECK YOUR PROGRESS

How well can you use the following structures?

	Very well	Well	Not well
★ uncertainty in the present, past and at the moment of speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
★ gerunds and infinitives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
★ reported speech	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
★ prepositions of place, time, direction and motion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
★ passive voice with modals in present and past	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
★ passive voice in present perfect and past perfect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What can you do to understand them better?

NOTES

ANSWER KEY AND AUDIO SCRIPT

UNIT 1 REVIEW OF CONCEPTS

PRACTICE 1

Keith:

Good morning, Penny. Have you seen the McNally report?

Penny:

No, I haven't.

Keith:

Didn't Jacob from accounting leave it with you yesterday?

Penny:

I'm afraid not. He was supposed to leave the report, but when I left at 6:00, he hadn't shown up yet.

Keith:

That's strange. I'm going to have to call him to find out what happened to that report.

(*A few minutes later.*)

Keith:

Morning, Jacob. I'm calling because I need the McNally report, but Penny says you never left it last night.

Jacob:

Yes. I'm very sorry, Keith, but the report isn't ready yet. I have been working on it since yesterday, but I haven't finished.

Keith:

What's the problem?

Jacob:

Well, it seems that some of the costs were wrong, so I had to re-check everything and that took me all night.

Keith:

How did this happen?

Jacob:

Well, it seems that when they calculated the cost of the material, they hadn't used the most recent price list. For that

reason, many of the prices they had given were wrong. Armando and I spent all night going over it all again and making the changes.

Keith:

Well, I'm glad you caught that mistake before we presented it to the investors. When do you think you'll be finished? We have our meeting with the McNally Group this afternoon.

Jacob:

No problem. I have almost finished. I'll have it on your desk before 10:00 a.m.

Keith:

Great. Thanks.

Jacob:

You're welcome.

PRACTICE 2

Brenda:

Hi, Karen. How are you?

Karen:

Terrible.

Brenda:

Really? What's the matter?

Karen:

Everything in my life is a mess. I hate my job and boss, my boyfriend and I aren't getting along, and I just had a fight with my sister. Nothing is going right in my life right now.

Brenda:

Well, you know, it could be because of your attitude.

Karen:

What do mean?

Brenda:

Well, if you are unhappy at

work and (you) create / are creating negative thoughts about your job and boss, all that negativity could be affecting all aspects of your life.

Karen:

Do you really think so?

Brenda:

I'm sure. If you tried to imagine yourself happy at work, you'd feel much better.

Karen:

Well, I used to be happy at work, but the problem is my boss.

Brenda:

Is it really? Maybe the problem is how you are reacting/react to your boss. If you tried to change how you think about him, and see the good in him and what he does, you could understand him better and be happier at work. And, if you were happier at work, you'd probably be happier in all other areas of your life.

Karen:

You make it sound so simple; as if what I think has an effect on everyone around me.

Brenda:

It does. Have you ever been in a room where some people are arguing? How did it make you feel?

Karen:

Uncomfortable, unhappy, embarrassed, tense, anxious...

Brenda:

Exactly. So those people's attitudes had an effect on you, right?

Karen:

Yeah, I guess they did.

Brenda:

And this is the same. If you are unhappy at work, you take that negative energy with you everywhere, and it affects everything in your life.

Karen:

Maybe you're right. From now on, I'm going to think/will think positively; in any case, it can't make the situation worse!

PRACTICE 3

1. The first picture is the correct one.
2. Examples of correct answers.

If you are hot, you should request that they put you in a cubicle near the walls, and if you are cold, you should request a cubicle in the middle of the space.

If you are hungry, you can go to the kitchen. You'll be assigned a specific time for your lunch break.

Deborah asked us if we could not hang any pictures in our cubicles.

You will get a standard set of designer stationary on your desk.

We'll have an informal company lunch the first Friday of every month.

Just ask Derek if you have any questions.

Deborah:

Welcome to our new office building. I'm sure we're all going to be very happy here. You've noticed that the building is different from our old offices, haven't you?

Employee 1:

Yeah, there are no walls.

Deborah:

Right. Having one big space makes it easier to keep the temperature comfortable, and it saves a lot of energy. The air conditioning will be turned on at 8:30 every morning. Please don't turn it off.

Employee 2:

What if we think it's too hot or too cold?

Deborah:

You can request a change of cubicle; just talk to Derek Smith. The cubicles near the walls tend to be colder, and in the middle of the space the air is warmer. If you are asked to move to a different cubicle, please cooperate.

Employee 1:

The cafeteria is far away. Can we eat in our cubicles?

Deborah:

No, you cannot eat at your workspace. For a quick snack please go to the kitchen. Today, you will be assigned your 45-minute lunch breaks. Please respect the times you are assigned; there is no space for all of us in the cafeteria at the same time.

Employee 3:

Deborah, there is no corkboard in my cubicle. Where do I hang my family pictures?

Deborah:

Good point, Sam. I'm going to ask you all not to hang any pictures in your cubicle. You won't need any extra materials, either. There is a standard set of designer stationary on your desk; please use that.

Employee 2:

May I ask why?

Deborah:

Of course. One of the

comments we got from visitors in our old offices, was that the atmosphere was a bit informal. The management decided we should upgrade our corporate image. Could you all please comply with the new procedures?

Employee 2:

Ummm, I think we all can, but there are a lot of rules, don't you think?

Deborah:

Well, the company is doing *its* part. For example, from now on, we'll have an informal company lunch the first Friday of every month. Please let us know if you require a special menu: vegetarian, halal, or otherwise. Derek is in charge of that. Also, we all have brand new ergonomic office chairs. Please follow the instructions to set it to your preferred height. If you have any difficulties with it, just ask Derek to help you. Any more questions? [pause] Excellent, then let's go to work!

OP. PRACTICE 4

Free response.

VOCABULARY REVIEW

Last week, I had a real problem. My friend was going to pick me up at the airport, but when I arrived, he wasn't there! I tried calling him, but I couldn't get through. When he finally answered, he was surprised to learn that I had already arrived. He assumed that I would arrive two hours later, because of the differences in time zones; I explained to him that airlines always give their arrival and departure information in local time. He apologized, but by then

it had gotten really late, so I decided to grab a taxi. Unfortunately, it was Friday night, and when I got outside the

airport, there was a huge line for the taxis, and it took me more than an hour to get home. It was a real hassle. Next time, I suppose

that I should be more careful in my instructions.

UNIT 2 UNCERTAINTY

PRACTICE 1

Nancy:

Mom, have you seen Frankie?

Mom:

I thought he was outside with you.

Nancy:

No. He came in a while ago.

Mom:

I'm sure he's upstairs in his room, playing with his toys.

Nancy:

I'll go check. No, he's not here. Do you think he might be next door at Trevor's house?

Mom:

Maybe. Why don't you call Trevor's mom to check.

Nancy:

Hi, Mrs. Avery. This is Nancy Grover, Frankie's mom. Is Frankie at your house playing with Trevor?

Mrs. Avery:

No, I'm sorry, he's not here. Maybe he's at Paul's house. He and Trevor love to go there because Paul has so many toys.

Nancy:

No, I'm sure he's not there because Paul and his family are away for the weekend.

Mrs. Avery:

I'm sorry, then. I can't help you, but I hope you find him soon.

Nancy:

Thanks.

Mom:

So, did you find him?

Nancy:

No, he's not at Trevor's. Where is he? I know; he might be in my room watching TV.

Mom:

No, he's not there.

Nancy:

Is he in the study? He may be at the computer.

Mom:

Right. He loves playing on the computer.

Nancy:

No, he's not here either. Where could he be?

Mom:

I don't know. Should we call the police?

Nancy:

Let's look one more time in every room. Check all of the closets, check under the beds, check everywhere.

Mom:

Okay. I'll check upstairs and you check here.

Nancy:

Are you having any luck?

Mom:

Nancy, I found him! He is asleep in his closet.

Nancy:

What's he doing there?

Mom:

I don't know, but it looks like he was playing in the closet and fell asleep.

Nancy:

I'm just glad we found him.

Mom:

Me too.

PRACTICE 2

Example of correct answers.

1. He might be Chinese or he could be Japanese. He may be an accountant or perhaps he's a businessman. He may be married and he might have children.

2. They may be friends or they could be siblings. They may live in the US, or they could live in Mexico. They might like to play together, or they might fight a lot. The oldest boy may be 12, and the youngest boy may be 5.

3. The girl may live in Germany or she could live in Holland. She might be 10 years old and she may have brothers and sisters. She may study in a public school or she might go to a private school.

PRACTICE 3

- 1. ✓ Greg's desk
- ✗ Greg's car
- ✓ Greg's briefcase
- ✓ the trash
- ✗ the bookcase

- ✓ the filing cabinet
- ✓ Dave's office
- ✗ Carla's office
- ✓ Helen's office

2. They found it in the trash.

Greg:

Carla, where did you put the Masterson contract? I can't find it anywhere.

Carla:

Greg, it's on your desk.

Greg:

No, it's not. I've looked everywhere.

Carla:

Maybe you put it in the filing cabinet.

Greg:

Let me see... no it's not there, either. Is it possible that Dave came by earlier and picked it up?

Carla:

I don't think so. I haven't seen him all day.

Greg:

Can you call him and ask?

Carla:

Sure.

(dialing)

Hi Dave, this is Carla. Greg wants to know if you have the Masterson contract in your office.

Dave:

No, I don't.

Carla:

Okay, thanks.

(hanging up the phone)

No, he doesn't have it. Do you think that maybe you put it in your briefcase?

Greg:

I'm sure I didn't, but let me check anyway. Let's see, I have the Crown Banks contract here, but not the

Masterson contract.

Carla:

Well, where could this contract be? It's not possible it just left the office by itself.

Greg:

Do you think it might be in Helen's office?

Carla:

Well, she said she wanted to look it over to make sure it was perfect, so she might have it. Let me ask her.

(dialing)

Hi, Helen. This is Carla. Do you have the Masterson contract?

Helen:

No, Greg has it, but I need to see it before we send it out. I have to check a couple of the dates because there may be a mistake in one of them. Let Greg know that I'll be there any minute to pick it up.

Carla:

Okay. I'll tell him.

(hanging up the phone)

Greg, she says she doesn't have it and that she'll be here any minute to pick it up.

Greg:

Did you tell her we can't find it?

Carla:

No, but we really need to figure out where it is; she'll be here any minute.

Greg:

Okay, so where could the contract be? Has anyone come into my office since I went out to lunch?

Carla:

Only the cleaning lady. She picked up the trash.

Greg:

Do you think it's possible the

contract fell into the trash?

Carla:

I don't think so, but we can ask the cleaning lady.

(a few minutes later)

Iris, when you picked up the trash earlier, did you see a contract in the wastebasket?

Iris:

A contract?

Greg:

Yes, it's a legal document that looks something like this.

Iris:

Yes, there was something like that in the trash. Do you want me to get the bag with the trash to check?

Carla:

Yes, please. It's really important.

Iris:

Here's the bag with the trash.

Greg:

Let me look... Yes! This it is. Thank God that you hadn't taken the trash downstairs yet.

Carla:

How does it look?

Greg:

Well, it has a small stain on the back cover, but we can change the cover. I'm just glad we found it.

Carla:

Me, too.

OP. PRACTICE 4

Free response.

PRACTICE 5

Paula:

Have you talked to Brenda today?

Vicky:

No, why?

Paula:

Well, she called me last night because she's really worried. She thinks her husband may be having an affair.

Vicky:

You're kidding, right?

Paula:

No, I'm not. She said he has been working late for the last month and when she calls him at his office after hours, he's never there.

Vicky:

Do you think he might be going out with his friends or maybe he's taking a course after work?

Paula:

Well, Brenda seems to think he might be going out; but with his new secretary.

Vicky:

I don't know. Kevin just doesn't seem like that kind of person, but then what do I know. So, what's she going to do?

Paula:

She said she might hire a private detective to follow him, or she thinks she may go to his office when he's leaving work to see where he goes.

Vicky:

That might not be a good idea. What if she sees him with the secretary? What will she do?

Paula:

I don't know, but I hope he's not cheating on her. That would be terrible.

Vicky:

I agree. Maybe we should visit her this afternoon to offer our support.

Paula:

Good idea.

PRACTICE 6

Yesterday, I was thinking about some of my friends from school that I haven't seen for 15 years and started wondering what they might / may / could be doing now. There were five of us that always hung out together: Glen, Duane, Janice, Leeann and me. I remember Glen was / used to be a great athlete, but he was a terrible student. Maybe he's a coach now, or he might / may / could be working as a trainer at a gym. Duane was really smart, and he loved / used to love science; so he might be a scientist, or he could / may / might be teaching science at a university or high school. Janice was the one that took care of all of us, so I imagine she might / may / could be a mom with four or five kids, or she may be working as a teacher or in a daycare center. Then there is Leeann who always loved adventure. She might be doing anything; she could / might / may be traveling around the world, she might be a reporter, she may be working as a pilot, or she could / may / might be climbing mountains. Who knows? She was always looking for adventure and excitement. And me? Well, I'm an architect. I design and construct interesting buildings.

PRACTICE 7

1. They are friends.
2. There are four friends.
3. One.
4. At the hospital.
5. ✓ She could be visiting someone.
✓ She might be sick.
✓ It's possible she had an accident.
6. Have breakfast and wait for Nicole to call.

Sarah:

Hi, everyone.

Danny:

Hi, Sarah.

Sarah:

I think everyone is here. Let's get a table.

Jason:

Well, Nicole still hasn't arrived.

Amy:

I'm sure she'll be here soon. Let's sit down; I'm dying for a cup of coffee.

Danny:

Me too.

Sarah:

It's strange Nicole hasn't arrived yet. She's always the first one here.

Jason:

She may be stuck in traffic; there was a lot of traffic on Richfield Avenue

Amy:

But she never takes Richfield.

Sarah:

Or, maybe she got up late, or she had some kind of problem. In any case, I'm sure she'll be here soon. Let's get a table.

Danny:

Right. We'll have a table for five, please.

Hostess:

Right this way.

Jason:

I'm going to give Nicole a call to find out why she hasn't arrived.

Amy:

Good idea.

Jason:

That's weird. She's not answering her cell phone or her home phone. Where could she be?

Sarah:

Do you think she might be driving and that's why she won't answer the phone?

Danny:

No, I don't think so. She has one of those Bluetooth, hands-free things in her car. She can answer with no problem.

Amy:

Do you think she could be having car problems or maybe she had a flat tire?

Jason:

I don't know, but I'm starting to worry. Should I call her mom?

Sarah:

Wait! I just got a text message from her. She says she's at the hospital and she'll call later.

Danny:

At the hospital? What happened?

Jason:

Is she all right? Did she have an accident?

Amy:

Is she sick?

Sarah:

I don't know. All she says is that she'll call later. She could be visiting someone in the hospital; just because she's at the hospital doesn't mean she's sick or she had an accident.

Amy:

True, but we don't know; she might be sick. Maybe we should go to the hospital and see if we can help.

Jason:

I think we might be overreacting. It could be nothing. Let's wait until she calls, okay?

Amy:

Yeah, okay. Well, then let's order something to eat. I'm

starving!

IN-CLASS ACT. 2

Detectives Price and Rawlins are talking to the owner of the VLM Investment Corporation—the company that was robbed last night.

Price:

Thank you for coming in, Mr. Hall. Please take a seat.

Mr. Hall:

Thanks.

Rawlins:

We wanted to ask you a few more questions about the contents of the safe. After examining the crime scene, we feel that the only way we'll be able to solve this case is if we know what was in those documents that were stolen.

Mr. Hall:

I'm sorry, but I can't tell you that. It's very confidential information.

Price:

Well, can you at least tell us what the documents were about?

Mr. Hall:

Yeah. They had to do with the terms of the sale of the First National Bank to our company.

Rawlins:

I see, and who would be interested in that kind of information, or who would benefit from knowing the terms?

Mr. Hall:

Well, the owners of the bank know the terms, so it's not them. However, it could be someone from Hanson Enterprises. They have wanted to buy the First National Bank for years, but they couldn't get the owner to

sell. It's possible they took the documents to find out what we are offering in order to make a better offer.

Price:

That makes sense. Who do you think we should contact in Hanson Enterprises?

Mr. Hall:

Probably the owner, Mr. Shaw. Nothing happens in his company without his knowledge.

Rawlins:

Now, the other question we have is about the person who disabled the computer system. Who in your company might have the computer skills, or access to your computer systems in order to do that?

Mr. Hall:

I'm not really sure. You'll have to talk to our systems director, Cristina Torres. She could tell you more. So, you think that someone in the company could be responsible for this?

Price:

Well, it looks that way. This person is probably working for you, but might really be working for Hanson Enterprises, but we'll let you know after we talk to Cristina and to Mr. Shaw.

Mr. Hall:

Okay, thanks. One more thing, you said that you found blood on the carpet, right? So have you figured out who it belongs to?

Price:

Not yet, but we should have that information later today.

Mr. Hall:

Well, if there is anything else I can do, just let me know.

Rawlins:

Thanks for your time, Mr. Hall. We'll be in touch.

OP. PRACTICE 8

Free response.

PRACTICE 9

Tim and Dan want to play with their sister's iPad, but they can't find it.

Tim:

Did you find it?

Dan:

No. I don't know where she hid it.

Tim:

Do you think it might be in her closet?

Dan:

I've already looked there. I didn't see it, but it might be on the shelf. I couldn't reach it.

Tim:

Let's get a chair and check.

Dan:

No, it's not here.

Tim:

Maybe she put it in Mom and Dad's room. She knows we like to play with it, so she could have hidden it there.

Dan:

It's possible. Let's go look.

(*A while later.*)

Tim:

Well, it's not here either. Do you think she might have taken it with her?

Dan:

I don't think so. When she left the house, she was only carrying a small bag.

Tim:

Then it has to be here somewhere.

Dan:

It's possible she hid it in the living room or the dining room.

Tim:

Why would she hide it there?

Dan:

She knew we'd look for it, and she would probably think we wouldn't look there.

Tim:

Let's look, but if we don't find it there, I give up.

Dan:

Okay.

(*A while later.*)

Tim:

It's not in either of these two rooms. I give up. I'm going to go play video games in my bedroom. Do you want to play?

Dan:

Sure, let's go. I just wish I could figure out what she did with the iPad.

Tim:

Me too.

PRACTICE 10

On May 7, 2007 a little girl by the name of Madeleine McCann **disappeared**. She was only three years old. Madeleine's family had been on vacation in Portugal and her parents **had left** her sleeping in their apartment while they ate dinner at a restaurant a very short distance away. Her mom and dad would go check up on her and their other two children every 30 minutes. When her mom went to check up on the kids at 10 p.m., she realized that her daughter **was missing**. They immediately notified the police and they initially thought that the little girl **had woken up** and left the apartment, but her parents

believed that someone had taken their daughter.

There have been various suspects and some people have even said that they have seen Madeleine, but so far they **haven't found** her. The police first focused on a man that someone had seen around 9:20 because they thought he **might have had** a child in his arms. Next, they focused on Robert Murat who had frequently visited the McCanns. They suspected that he **could have taken** the little girl. Police searched his house, but found nothing. Also, the police thought that the parents **may have done** something to their daughter, but they were later cleared. During the investigation different people **contacted** the police department saying that they may have seen Madeleine in other places in Portugal, and there was even one person who said that they might have seen her in Argentina.

It has been quite a few years, and they still haven't found her, but her parents are continuing to search for her and they hope they **see** her again someday.

PRACTICE 11

Bob:

Did you hear about the scandal involving Lance Armstrong?

Nick:

Not really. What happened?

Bob:

Well, he confessed on national TV that he **had used** steroids to win the Tour de France, and all of the **seven** titles he had won, were taken away.

Nick:

I knew it! He **couldn't** have won any other way.

Bob:

Well, Nick, that's a little harsh, don't you think? You know, he had been a successful triathlon athlete before doing the Tour de France, and he had come in first in some of the stages in some European races before he was diagnosed with cancer. So, even without steroids, he might have won the Tour de France anyway.

Nick:

Perhaps some, but not seven. Nobody can win that many times without using steroids.

Bob:

You may be right, but what about those athletes who have won it five times? Don't you think they used steroids?

Nick:

Well, they might have used something, we just don't know for sure. Do you remember the story of that French cyclist, Anquetil, who refused to take a urine test after he broke the hour record? He had won the Tour five times before that.

Bob:

Come on, Nick. Are you now going to tell me that every high performance athlete uses steroids?

Nick:

That's not what I'm saying; it's just that you have to wonder about some of these athletes.

Bob:

I guess you're right. Well, let's forget about this. We need to get riding; we still have a long way to go.

OP. PRACTICE 12

Examples of possible answers.

1. Darryl may have failed in school. Darryl might have had a fight with his girlfriend. Darryl could have had a problem with a classmate.
2. James and Barb might have argued about money. James may have gone out with another woman. Barb could have spent too much money at the mall.
3. Cindy might have gotten a promotion. Cindy's boyfriend may have proposed to her. Cindy could have seen a UFO.

VOCABULARY REVIEW

Yesterday, I read an article about how four men wearing masks were able to steal a huge amount of money from the First National Bank. The robbers made the manager go into the safe and give them all the money. Then, when they left, they locked the manager inside. The door to the vault is on a timer, so they couldn't open it. They had to call the main offices to get someone who had the expertise in systems to get into the computer system in order to let him out. It took the computer specialist two hours to figure out how to open the door. Later, when they interviewed the manager about what had happened, he said that at first, he panicked when he saw the bank robbers, but realized that the key to surviving was to keep calm. Today the police are looking at the images that the video cameras captured, but the problem is that the robbers were wearing masks. They found a few spots of blood on the carpet outside the safe, and are hoping that they will find a match in their database, in order to find out who the bank robbers are.

UNIT 3 VERB FORMS

PRACTICE 1

Free response.

PRACTICE 2

Sandra:

I heard that your mom is in the hospital. Is she okay?

Dave:

Well, she's better now, but we were really worried for a while.

Sandra:

What happened?

Dave:

Well, we were all at my

parents' house on Sunday for dinner when my mom said that her stomach really hurt. It was impossible to contact her normal doctor, so she decided to take it easy, drink some chamomile tea, and rest. However, the pain just got worse, so we decided to take

her to the hospital. At the hospital, they said that they thought it might be appendicitis.

Sandra:

Really?

Dave:

Yeah. We were really worried then because without surgery, the appendix can burst. Mom didn't want to have surgery, but the doctor explained that it's very important to remove the appendix before it bursts. Once it has burst, it can cause a huge infection, and it could kill her.

Sandra:

What did she say then?

Dave:

When the doctor said that, it was easy to convince her to have the surgery.

Sandra:

How's she doing now?

Dave:

They removed the appendix, and she has some pain, but in general she feels okay. She should be going home tomorrow.

Sandra:

That's good news.

Dave:

Maybe. We're worried she won't rest at home. She wants to do everything, and the doctor told her that right now, it will be impossible for her to go up and down the stairs and she won't be able to cook and clean for a while. We're going to see if we can find someone to help her in the meantime.

Sandra:

I might know someone. Let me give you her name. She used to work for my sister and is really efficient.

Dave:

Thanks; that would be great!

PRACTICE 3

1. the floors, kitchen, bedroom, the car
2. \$49.99
3. Free response.

Mathew

Why does he like the product?

Good for the environment

What adjectives does he use to describe it?

Practical, easy to use

Tammy

Where does she use the product?

The bathroom, the kitchen, the baby's room

What adjectives does she use to describe it?

Easy to use

Carly

What does she use it for?

Clean the floors; she has a dog

What adjectives does she use to describe it?

Fast, easy and economical

Dennis

What does he use it for?

To clean the car

What adjectives does he use to describe it?

Useful and easy

Announcer:

Are you tired of cleaning your house? Do you want to find a better way to have a clean house without all the work? Well, we have the solution for you; the all new Vapor-Rite system! It's so easy to use and it will save you so much time, and all for the low price of \$49.99. Listen to what some of our customers have to say:

Mathew:

I'm Mathew and I live in Phoenix, Arizona. I bought the Vapor-Rite because I'm worried about the environment. I think it's terrible that we use so many

chemical substances to clean, but with Vapor-Rite, you only use water turned to vapor. It cleans and disinfects everything. It's practical to use and it saves you a lot of money; besides, it's so easy to use.

Carly:

I'm Carly from Los Angeles and I've been using the Vapor-Rite system for three months. It's the best way to clean your floors. You can save money on soaps and you can still have a clean house. I have a dog and he gets the floors really dirty, but the Vapor-Rite, I just turn it on and clean. It's fast, easy and economical. It's the best way to clean that I have ever seen.

Tammy:

My name is Tammy and I'm from Miami, Florida. I love my Vapor-Rite system. It's hard to believe that I used to spend so much time cleaning. I use the Vapor-Rite system for everything; the floors, the bathroom, the kitchen, even the baby's room. It's so easy to use that I can finish all my cleaning in half the time. This means I can spend more time with my family and even have time for myself.

Dennis:

I'm Dennis from Dallas. My wife decided to buy the Vapor-Rite; I wasn't interested, but when she said that it could be used to clean the car, I thought I'd try it. I was surprised at how easy and fast it worked. I use it to remove all the dirt and it doesn't scratch the paint. Also, it cleans the inside and seats like nothing else. With three small children, the inside gets very dirty, but it's so useful and makes everything easy to clean.

Announcer:

To get your Vapor-Rite system for just \$49.99, just call us now at 1-800-866-3646. What are you waiting for? It's time to make your life easier and at the same time, help the environment. Call now!

OP. PRACTICE 4

We all love our pets, and it's important to follow some simple rules to keep them healthy and safe.

1. The most important way to keep your pet healthy is to choose a vet and schedule regular visits. Choosing a vet is like choosing a doctor; you need to find one that you like and feel comfortable with.
2. It's a good idea to ask your vet to sterilize your pet; this way you will not have unwanted puppies or kittens. Also, when you sterilize your pet, it helps to reduce the risk of some cancers.
3. It's essential to vaccinate your pets so that they don't get parasites. Prevention is the key; you will want to vaccinate them regularly and put a flea collar on them.
4. In addition to physical health, it's important to take an interest in your pets' mental health. Pets need mental stimulation; if they are locked up in the same place all the time, they will become bored and this will affect their mental health. You need to play with them and to take them for walks.
5. Pets need dental care, too. It's a good idea to brush and clean their teeth. Otherwise, they can develop the same

problems that humans can with their teeth.

6. Never give pets medication that is for humans. Many of these medications are toxic for pets. It may seem to be a good idea to give a pet an aspirin, but it can kill them.
7. Many pets, especially dogs, love to ride in the car, but it's dangerous to let them ride in the car if they aren't in a carrier. You shouldn't allow them to put their head out the window or let them ride in the front seat.

PRACTICE 5

Doctor:

How can I help you?

Kent:

I have had a really bad backache for the last three days.

Doctor:

Let me see. Okay, you can get up.

Kent:

So what is the problem with my back?

Doctor:

I'm afraid that the problem seems to be your weight. You need to lose weight.

Kent:

Okay, so what do I need to do?

Doctor:

The first thing I recommend to my patients is swimming. Swimming is one of the best exercises you can do. You use all your muscles and it's not hard on your knees, like running is.

Kent:

But I like to run. Is running bad?

Doctor:

Not really, but over time, it can be especially bad for your knees.

Kent:

Okay. I don't know if I can go swimming, though.

Doctor:

Well, if you can't go swimming, then try walking. Walking your dog twice a day for 30 minutes is excellent exercise for both you and your dog.

Kent:

What should I eat?

Doctor:

In regards to diet, these are my suggestions. Eat lots of fruit and vegetables; they are high in fiber and will make you feel full. Eating candy, desserts, or fast food will cause you to consume too many calories.

Kent:

But, when I eat a lot of fruit and vegetables, I feel hungry in a little while.

Doctor:

You also have to eat protein. It's important to eat lean meat, chicken or fish; lean protein will keep you from feeling hungry. Consuming foods that have a lot of fat like hamburgers, fried fish, French fries, etc., can cause intestinal problems and can increase your cholesterol levels. Doing exercise and eating right will make you feel better in no time.

Kent:

I understand, but right now my back hurts a lot. I can't do any exercise.

Doctor:

I'm going to give you some special exercises to do in

order to help your back pain and I'll give you a prescription for a mild muscle relaxant. With that, you should feel better.

Kent:

Thanks a lot, doctor.

Doctor:

You're welcome. I'll see you in two weeks.

PRACTICE 6

Lynn:

Hi, Stacey. You look really upset. What's the matter?

Stacey:

I just had a huge fight with my boyfriend. I found a picture on his cell phone of him and some girl; she had her arms around him.

Lynn:

You're kidding! And what did he say?

Stacey:

He said that she's just a friend, but I think that maybe there is more to it. He said he's has known her since high school and he admitted dating her many years ago, but said that he's with me now.

Lynn:

That's true. Did he seem **to be** nervous when you talked to him about it?

Stacey:

Not really. I suppose that's a good sign. He told me that he loves me and that he doesn't want to risk **losing** me.

Lynn:

Have you considered **meeting** her? If you meet her, you'll be able to see how she acts toward him.

Stacey:

I could try that. I really dislike **feeling** so jealous, but I don't

want **to find** out later that he has been cheating on me.

Lynn:

Then maybe you should meet her. A couple of years ago, an ex-boyfriend, Ryan, introduced me to one of his ex-girlfriends. At first I was really jealous, but then realized that Shannon and I had a lot in common. We both love **watching / to watch** old movies, we like **to run / running**, and, eventually, we both disliked **being** with Ryan. In the end, we became very good friends.

Stacey:

Well, maybe that's what I should do. I'm going to call him and tell him to invite her **to have** coffee some time.

Lynn:

Good idea.

PRACTICE 7

1. She smoked a cigarette and washed the dishes.
2. She heard a noise.
3. The door was open.
4. She decided to call the police.
5. They told her to stay with a friend.
6. When they returned to the house, all the doors and windows were open and the lights were on.
7. Free response.
8. Free response.

Katie walked into the house and turned on the lights. She locked the door and went into the kitchen to make something to eat. She decided to heat up some leftovers and sat down to eat. When she finished eating, she lit a cigarette. She liked to smoke a cigarette after a meal. She got up

to wash the dishes when she heard a noise in the living room. She went into the living room and noticed that the front door was open, but she remembered closing and locking the door. Did someone break into her house? She decided to call the police. They said they would be at her house in a few minutes, and warned her not to stay in the house; they suggested going a neighbor's house in the meantime. When the police arrived, they checked the whole house, but didn't find anyone or anything. They said that she had probably forgotten to close the door, but she was sure she hadn't forgotten. In fact, she clearly remembered closing and locking the door. She decided not to stay in her house that night; she went to stay with a friend. Before she left, she closed all the windows, turned off the lights and locked all the doors. The next morning, when she went back to her house, all the windows and doors were open, and the lights were on. She and her friend searched the whole house and found nothing. What was going on?

OP. PRACTICE 8

Examples of possible answers.

1. I have always enjoyed **playing the guitar**, but I dislike **cleaning the house**.
2. When I was a child, I always avoided **doing my homework**.
3. In the future, I plan **to buy a house**.
4. When I have children, I won't allow them **to stay out late**.
5. Something I regret **doing** in the past is **studying psychology**.
6. When I finish **taking my English courses** I hope **to go**

to the US study a master's degree..

PRACTICE 9

I am tired of **working** for Ultra Marine; I've been here for the last three years, but my boss is driving me crazy. I'm responsible **for revising** all the new contracts, hiring new employees, registering payments, talking to clients, selling our products, collecting payments and taking care of problems in general. When they hired me, I was really excited **about working** in this company because they told me I was going to be in charge of the administration of the office, but that I wouldn't have to do anything with sales. I really dislike **selling**; I'm just not good **at convincing** people to buy things, and that has become an important part of the job. I have applied for a few jobs and am looking for something I would enjoy **doing** more than this. I want **to find** something close to home, but I may have to take a job that's far from home. I was offered one job last week, but the salary was really low, and I had to say no. I'll have another interview this week; before **going** to the interview, I need **to investigate** the company, so that I will know as much as possible about them. I hope **to get** this job; it sounds like a great opportunity!

PRACTICE 10

Example of a correct answer.

Alisa:

Hi Andy.

Andy:

Oh, hi, Alisa. What's new?

Alisa:

I've been trying to decide

which university to go to. I can't make up my mind.

Andy:

What are you planning to study?

Alisa:

Well, I'm thinking about **majoring in architecture** but I also enjoy **studying engineering**, so I don't know for sure.

Andy:

What universities have you been looking at?

Alisa:

I'm considering **studying at** either Western University or Beaumont State University. Both of them are great universities and they offer the degrees I want.

Andy:

What other things are you considering?

Alisa:

Well, price and distance from home. I am interested in **going** to Western University, but it's far from home. I'd need **to pay** more because I'd have to rent an apartment in addition to paying my tuition.

Andy:

And how much does Beaumont cost?

Alisa:

It's actually more expensive than Western, but by **going** there I can avoid **paying** for rent.

Andy:

Well, it sounds like you have a difficult decision to make.

Alisa:

Yes. It's going to be hard **to choose**, but I have to decide this week.

Andy:

Good luck.

PRACTICE 11

1. He feels like eating a burger.

2. Because she's tired of eating there.

3. Dad isn't interested in eating Mexican food because it's too spicy for him.

4. Everyone loves Italian food?

5. Free response.

6. Free response

Dad:

So, where do you want to go for dinner?

Marty:

Dad, can we go to Bob's Big Burgers? I really feel like having a burger.

Dad:

I know, Marty, but your mother doesn't like meat, and they don't have any vegetarian options.

Tina:

What about the Uptown Diner?

Mom:

No, Tina. We always go there. I'm tired of eating in the diner. I think I know the menu by heart.

Tina:

But Mom, it's my favorite restaurant.

Mom:

I know, but what about something different today? Would you guys be interested in having some Chinese or Mexican food? I wouldn't mind having something different tonight.

Dad:

Mexican food is delicious, but too spicy for me. I like Chinese, though.

Marty:

No, Chinese no! How about Italian? Everyone enjoys eating Italian and there are always options available for Mom.

Mom:

That's true. I wouldn't object to going to Rossi's Italian Kitchen. You know I love the food there.

Dad:

What do you think, Tina?

Tina:

I wouldn't mind having some delicious lasagna. I think Italian sounds like a good idea.

Dad:

Great. Let's get going.

OP. PRACTICE 12

Free response.

VOCABULARY REVIEW

Dear Mom & Dad,

Jason and I are having a great time here in New Orleans. A few days ago, we went to this great jazz club where we met up with some friends from the university. We spent the whole night listening to music and talking

about our college days. We had a great time. Yesterday, we spent the day sightseeing; we took a tour of some of the old plantations. Today, our friends have invited us to their home for a homemade Cajun meal. We are really looking forward to it. I miss you guys, but I really haven't felt homesick; I've been too busy! I'll see you next week. Our flight gets in at 7:30 on Friday.

Love,
Dawn

UNIT 4 REPORTING WHAT PEOPLE SAID AND TOLD US

PRACTICE 1

Ron:

How did the interviews go?

Brenda:

Pretty good. We have two good candidates for the job. Now, you just have to decide who to offer the job to.

Ron:

Tell me about them.

Brenda:

The first one is Dave Price. He said he has worked at Fraser Associates for five years. He said he's responsible for all the accounts in California. Before that, he was working in Stratford & James as an accountant.

Ron:

Why is he interested in working for us?

Brenda:

He told me that he likes his

current job, but that there are no possibilities for growth. He said that he wants to continue to grow, and our company offers that.

Ron:

What else can you tell me about him?

Brenda:

He's married and has two kids. He said his wife is a nurse and she works at the County Hospital. He has a degree in Business Administration and is working on his master's degree. He told me he'll be finished in six months.

Ron:

Sounds like a good candidate. Who is the other person?

Brenda:

Her name is Ashley Hill. She comes highly recommended by Jason Wright. He said she doesn't have a lot of experience, but she's very

smart and creative. When I talked to her, she said that she has been working at IBP Financials for two years.

Ron:

That doesn't seem like a lot of experience.

Brenda:

She told me that since she started, productivity in her area has increased by 39%.

Ron:

That's good. What else can you tell me about her?

Brenda:

She has a master's degree in Finance. She's single and she said she is still living with her parents.

Ron:

Okay, well, send me your report on the two of them, and send their resumes. Also, please make sure to get information from their previous employers today. I

have to make a decision by the end of the week.

Brenda:

I'll send you everything today.

Ron:

Thanks.

PRACTICE 2

1. She told me/she said that they had a great time, but Alan drank too much.
2. She told me/she said that she's going to call Alan later to see how he feels.
3. She said/she told me that he never drinks, so it was strange he drank so much last night.
4. She told me/she said that she thinks he's sad because his girlfriend left him.
5. He told me/he said that it's true that Alan drank too much last night, but he's sure he's okay today.
6. He said/he told me that Renee doesn't need to call Alan.
7. He told me/he said that Alan's probably still sleeping.
8. He said/he told me he'll call him later in the afternoon and send me a message.
9. He told me/he said he has to go; he's in a meeting at work.

PRACTICE 3

- J We are not dating.
C I'll start filming *The Fire* next month.
M I won't tolerate any fighting on the set.
C I'll rent an apartment in New York City.
J There have been many job offers that I've had to reject.
J My album should be out by Thanksgiving.

Maggie Lakes:

Welcome back to radio WITG with our special report about what happened on the red carpet at the acting awards. I talked to two wonderful people who were nominated last night: Carol Garcia and Jason Lee. Did you see them, George?

George Martin:

Maggie, they both looked wonderful! I'm looking forward to seeing them together on film. I think they make a lovely couple.

Maggie Lakes:

Jason said they aren't a couple, but this is the fourth event they've attended together this year, so I have my doubts. Carol said she'll start working on the sequel of her hit movie *The Fire* next month. She told me she's very excited about seeing all the cast members because they're like one big, happy family.

George Martin:

I talked to Matthew Walker, the director of the film. He said he expects some problems on the set because three of the actors have become very famous. He told me he's afraid that Carol and Pamela Barker may act like divas. He also said he'll be very strict and he won't accept any ridiculous fights.

Maggie Lakes:

Really? Carol was so nice yesterday. She also mentioned that she's already rehearsing a play that she'll perform on Broadway. She said the play will open in three months, as soon as she finishes filming the movie. She told us she'll be moving to New York City for a while.

George Martin:

Of course, Jason Lee was

very happy to hear this because he lives in the Big Apple. He said he's very excited about all the job offers he's received. He told me he can't possibly accept every offer, but he explained he's trying to gain experience in theater, film, and TV.

Maggie Lakes:

Jason also said that he has a surprise for us; he told me that he'll release an album by the end of the year. That's right! Jason Lee said he'll become a singer!

George Martin:

Did he tell you what kind of music he'll sing? I don't believe he can sing very well; maybe he'll rap.

Maggie Lakes:

He says he wants to go back to his roots, so he'll include many country ballads in his album. He said he's working with a very famous producer to select and arrange the tracks.

George Martin:

Maybe he can invite Carol for a duet. She has some experience in musicals on Broadway and she can sing quite well.

Maggie Lakes:

I told both of them that I wish them all the luck with their new projects. I promised to see them in everything they do. And, of course, I told them they have to tell me first if they ever make their relationship official!

OP. PRACTICE 4

Examples of correct answers.

She said she wants to make some changes in her life.

She told him she is having

problems with her children and they don't obey her.

She told him has to find a new job because she's not happy where she is.

She said she thinks that one of reasons she's having problems is that she's too lenient.

She told him she will take a course to help her with that.

She said that she is very confused.

PRACTICE 5

1. She told him that the presentation he had done the previous week had been great.
2. He said that Ray and he had worked really hard on it, before showing it to the boss.
3. He told them that they would need to call Mr. Wick to see if they could make an appointment for the following week.
4. She said that Mr. Wick was in New York and he wouldn't be back until the following week.
5. He told him that he had already made an appointment with him for the following Wednesday at 4 p.m.
6. She told him that he should really check the numbers for the Bassy account again.
7. She said that she thought that there was a problem with some of them, so he should check with Frank in accounting.
8. He told her/said that he'd do that the next day and he'd let her know what Frank said.

PRACTICE 6

Hi, this is Marla Mason with all of today's Celebrity Gossip.

Well, our first story is about Mia

Michaels. She was seen coming out of a well-known clinic in California. Our sources have **told us** that she **had checked** in because of problems she had with alcohol. We contacted her manager, but he **wouldn't confirm** this information.

Then the big story this week is about Jaycee Angel who told us that she **had recently had / recently has** surgery to remove a small tumor in her brain. She **said** that doctors **had been able to** remove the entire tumor and that it was not cancerous. We're glad to hear she'll be okay.

And finally, I know you are all wondering what happened to Ryan Everest. Well, his manager told us that he **would be appearing** in the Music Awards that were broadcast last week, but he didn't show up. Well, it turned out that he had a small problem; he **was locked** in his apartment! He told us when we contacted him yesterday that he **had gotten** ready for the awards show, but when he was going to leave, he **couldn't find** the keys to open the door. He said he **had called** a friend who had a copy of the keys, but his friend was out of town. So, then he called a locksmith to open the door, but by the time he arrived, the show had finished. Better luck next time Ryan. He did say though that he will most definitely be at the Actor's Award show next week. We hope **to see** there.

IN-CLASS ACT. 2

Victor Dahl:

On our show today, we have Dr. Kasey Kelly. She's going to talk to us about what we can do to lead a healthier life.

Hi, Dr. Kelly.

Dr. Kelly:

Hi. It's nice to be here.

Victor Dahl:

First of all, I think that most of us know when we're doing things that are unhealthy, like eating too much junk food, drinking sodas or not doing exercise, but what are some of the other things we should or shouldn't be doing?

Dr. Kelly:

Well, as you mentioned, we have to stop eating so much fast food. Most fast food restaurants don't offer healthy options. We need to make our own food and that should include plenty of fruit, vegetables and lean meats. You should try to make sure your diet includes colorful fruits and veggies; different colored fruits and vegetables provide you with different nutrients.

Victor Dahl:

I didn't know that.

Dr. Kelly:

Something else we all need to do is drink more water. I'm sure everyone has heard this over and over again, but drinking plain water is very important. In addition to hydrating your body, it helps eliminate what the body doesn't need, and if you are on a diet, it helps you feel full.

Victor Dahl:

How much water should we drink a day?

Dr. Kelly:

Most doctors recommend that you drink 1.5 to 2 liters a day. Now, I'm sure you all know about the benefits of exercise, and you know that doing regular exercise will keep you healthy and will help burn calories. It's important that you find some kind of exercise that you enjoy. It can be swimming, dancing,

running, tennis, volleyball, walking, anything. The important thing is to get moving.

Victor Dahl:

So, you don't have to join a gym to do exercise?

Dr. Kelly:

Not at all. The best exercise for you is the one that you like doing. Next, I want to mention something that most people don't think about when considering a healthy lifestyle, but that is very important: dental hygiene. Most of us don't like to go to the dentist, but keeping your teeth healthy is an important part of overall health. You need to make sure you are brushing and using dental floss to clean your teeth daily, in addition to visiting your dentist every six months.

Victor Dahl:

I hate going to the dentist, but I know it's important. Is there anything else, doctor?

Dr. Kelly:

Just a couple more things I want to mention. If you smoke, quit! There are NO benefits to smoking; only disadvantages. Get enough sleep. We are living in a culture that thinks sleep is not very essential, but it is. You should be sleeping between seven and eight hours a night. Sleep helps your body and mind recover. Long-term sleep deprivation can lead to conditions such as obesity, diabetes, and memory loss.

Victor Dahl:

So, when we are tired, we should go to bed and not try to get in a few more hours of work.

Dr. Kelley:

That's right.

Victor Dahl:

Dr. Kelly, I want to thank you for sharing this valuable information with us today.

Dr. Kelly:

It's been my pleasure.

Victor Dahl:

If you want a complete list of tips for a healthy life, you can go to Dr. Kelly's website at www.doctorkelleystips.com. When we come back, Dr. Kelly will be answering some of our audience's questions.

PRACTICE 7

Examples of correct answers:

1. He said that Star Mobile was cheaper than Telmobile, and that the service was better.
2. He said told him that he didn't know anything about that company.
3. She said that the reception was good.
4. She told him that the service in Star Mobile was good.
5. She said that it was really cheap that that the service was good.

Don:

Good afternoon. We're doing a survey on mobile phone companies. Would you mind answering a few questions?

Man:

Not at all.

Don:

Do you have a cell phone?

Man:

Yes; two of them, in fact.

Don:

And what cell phone company do you use?

Man:

My work phone is with Telmobile and my personal cell phone is with Star

Mobile.

Don:

What do you think about the service for these two companies?

Man:

Well, Telmobile has better coverage throughout the country, but it's much more expensive. Also, when there's a problem, it can take a long time for them to fix it. Star Mobile is much cheaper, but I have more problems getting a signal in some of the smaller towns in the country. Also, their service is better than Telmobile, but it's not that great, either.

Don:

What about internet? Do you have internet on your phone?

Man:

Yes, on both. Since my company has a large contract with Telmobile, I have unrestricted internet access, and get all my company email on my phone. My personal phone has internet, but I have a limited amount of megabits, so I try not to use it much.

Don:

What do you know about Cell USA?

Man:

I've never used that company, so I don't know anything about it.

Don:

Okay, thanks for your time.

Man:

You're welcome.

Don:

Good afternoon. We're doing a survey on mobile phone companies. Would you mind answering a few questions?

Woman:

Will this take long?

Don:
Not at all. Just a few minutes.

Woman:
Okay.

Don:
Do you have a cell phone?

Woman:
Yes, of course.

Don:
And what cell phone company do you use?

Woman:
My phone is with Cell USA.

Don:
What do you think about the service?

Woman:
Well, they are very nice and the service is very good. The cost is also great; I only pay 30 dollars a month for 500 minutes, unlimited text messages, and internet access.

Don:
I see. What about coverage? Can you get a signal anywhere?

Woman:
Well, now that you mention it, when you're out in the country, the signal can be really bad.

Don:
Do you know anything about Telmobile or Star Mobile?

Woman:
I used to have Star Mobile and the service was good and it wasn't expensive, but Cell USA is cheaper. The signal wasn't great in the country, either. And my husband has Telmobile. He has good reception almost anywhere, but it's the most expensive of the three companies.

Don:
Well, thank you for your time.

Woman:
You're welcome.

OP. PRACTICE 8

Free response.

PRACTICE 9

Who will be our new Governor?

Yesterday, we had an opportunity to interview the candidates for governor, and it was very interesting. When we talked to Ted Patterson, he said he was working very hard to increase the budget for education. He **mentioned** that education was the key to everyone's future. He pointed out that when he was the mayor, he **had helped** thousands of children get a better education. We asked him about the allegations that he had taken money from drug lords for his political campaign. He **denied** that he had accepted any drug money.

Next we talked to Nancy Garrison. She told us she had been working on a plan to get health care for everyone. She **admitted** that there wasn't a lot of support for this, but she explained that it was something very important to her. She **mentioned** that all citizens should be able to see a doctor. She promised she **would work** very hard to make health care available to everyone.

The last candidate we talked to was Jeremy Garcia. He told us that his campaign was not centered on one issue; he mentioned that his supporters **wanted** to see changes in taxes, education, medical care, the environment, etc. He **agreed** that it was important to try and improve schools and medical care, but he pointed out that many people just couldn't afford

to live in their homes anymore. He explained that the taxes **were** so high that they couldn't pay them. He has promised that he will do something about this if he's elected governor. Now, it's up to the voters to decide next Tuesday which candidate they want as our next governor.

PRACTICE 10

- They insisted that he visit the pyramids in Teotihuacan.
- He recommended that he take a trip to Taxco if he wants to buy silver.
- Juan mentioned that there were busses that left the bus station in the south every 3-4 hours.
- Alma suggested he go to Playa del Carmen if he had time.
- Alma pointed out that the beaches there were incredible.
- Juan mentioned that there were many archeological areas he could visit near there.
- They recommended he stay in an all-inclusive hotel, and said there were some very cheap ones.

PRACTICE 11

Examples of correct answers.

- Dex said that they didn't know anything about a robbery.
- Leroy said that he wanted a lawyer.
- He mentioned that the police were in their homes looking for evidence.
- He explained that he was sure they'd find something at their homes.
- Dex admitted that Leroy had planned the whole robbery.

6. He told them that they had found some jewelry and some of the clothes they had worn.

Detective:

So, it seems you two robbed the Gold 'n' Gems jewelry store.

Dex:

Sorry, you're confused. We didn't rob any jewelry store.

Leroy:

No, not us.

Detective:

Well, it seems someone heard you two talking a couple of days ago at the Westside Deli. You were talking about how you robbed the jewelry store.

Leroy:

That wasn't us.

Dex:

We weren't at that deli last Wednesday.

Detective:

I never said what day you were there, but yes, it was Wednesday. Funny that you knew that.

Leroy:

Dex, stop talking. Don't say anything more until we get a lawyer.

Detective:

Well, if you're innocent, why do you need a lawyer?

Leroy:

Because I know how the police work; they make you confess to things you never did.

Dex:

Yeah, that's right.

Detective:

We'll see. Right now there are police officers at both of your homes, looking for any evidence that you robbed the

jewelry store. I'm sure they'll find something; the jumpsuits, the caps, the gloves, the spray paint, some of the jewelry; we'll find something.

Leroy:

There's nothing to find, right, Dex?

Dex:

Uh, right.

Detective:

If you confess now, it will be easier. Maybe we can get you a shorter prison sentence. What do you say, Dex? I'm sure this wasn't your idea. Did Leroy plan it? If he did, we can get you a better deal.

Dex:

I'm not talking.

Leroy:

Me either.

Detective:

Have it your way. I'll wait until they come back with the evidence, and then you'll both go to prison.

Dex:

I don't want to go to prison. I didn't do anything; it was all Leroy's idea. He made me do it.

Leroy:

Shut up, Dex!

Detective:

I knew it! Just a minute, I'll be right back.

Leroy:

You're so stupid. Don't you see what he did? He didn't have any evidence, but now you've admitted to the robbery.

Detective:

It seems the police have found a few of the pieces of jewelry in Dex's apartment,

and a jumpsuit, cap, and gloves in your house, Leroy. You two will be going to prison for quite a while.

OP. PRACTICE 12

Example of a correct answer.

The doctor suggested that she talk to Craig's teacher to find out what was going on in class. She said that Mary had to talk to her son to find out who the bully is. She warned her that it was important to talk to her son. She recommended that Craig ignore the bully, and she said that it was a good idea to talk to a psychologist. She said it was important to stop the situation before it got worse.

VOCABULARY REVIEW

There was a huge accident this morning on the highway into the city. As you know, there was a lot of fog this morning and visibility was poor. For this reason, there were various accidents, on the road. At the 8th Street exit, there was a 17 car pileup, which made a huge mess. Fortunately, no one was injured, but it took emergency services four hours to clean it up.

Every week it seems there is another accident on the highway. Authorities have posted signs warning drivers to slow down, to not talk or text while driving, and they have even increased the fines for speeding and talking on the phone, but nothing seems to help. People assume they can drive exactly the same in good or bad weather, but this is not the case. Slow down and be careful! Your life depends on it.

UNIT 5 PASSIVE VOICE WITH MODALS AND PERFECT TENSES

PRACTICE 1

Kayla:

Hi, Evan. I see you still don't have your computer back. Weren't they able to fix it?

Evan:

They're still working on it.

Kayla:

What's the problem?

Evan:

Problem? You mean "problems."

Kayla:

That bad, huh?

Evan:

Yeah. The software was outdated, so they tried to install new software, but it kept crashing. Then, they discovered that the problem was the memory. Additional memory was put in, and it seemed to work better. Next, they checked email because I have a lot of problems with it, and they discovered that there was some kind of virus.

Kayla:

Wow, that sounds really bad. How did you get a virus? Isn't the company's anti-virus installed on your machine?

Evan:

Of course, but they said that the virus was included in some email message I got, and the anti-virus didn't detect it.

Kayla:

So, when will your computer be fixed?

Evan:

I think later this afternoon. I

just talked to the guys in systems and they said that the new software is being installed right now, and after that I can have it.

Kayla:

That's good.

Evan:

Yeah, I haven't been able to do anything for the last two days, and I really need to finish a report for my boss. The report was supposed to be ready today because my boss was going to have a meeting with the client tomorrow, but the report won't be finished today. So, the meeting was rescheduled for next Monday.

Kayla:

Good luck.

Evan:

Thanks!

PRACTICE 2

Examples of correct answers:

1. The drawers should be reorganized and closed.
2. The boxes under the bed should be removed.
3. The bed has to be made.
4. The papers could be put into the desk drawers.
5. the clothes should be put into a closet.
6. The floor has to be swept and mopped.
7. the bookcase could be cleaned up.
8. The desk should be cleared off so he can use it.

PRACTICE 3

1. It can be used to reduce blood pressure, sugar, to lose weight, and give you energy.
2. She's used it for one month.
3. She has never felt better.
4. He has used it for 2 months.
5. He has lost 10 kilos.
6. Free response.

Announcer:

Are you tired or depressed? Do you have high blood pressure or high sugar levels? Do you need to lose weight? If you said yes to any of these questions, then we have the product for you; it's called Miracle Juice! Miracle Juice is made from a secret formula based on a precise mixture of seven juices. Miracle Juice can be drunk to help reduce high blood pressure and lower blood sugar levels. It should be taken in the morning before breakfast for the greatest effect. If you need to lose weight, Miracle Juice is the way to do it. For weight loss, it has to be drunk at least 30 minutes before every meal. The acids in the juice attack the fat cells and they are destroyed, making it easier for your body to lose weight. Also, with all the vitamins in Miracle Juice, you'll have a lot more energy! Listen to what some of our satisfied customers have to say.

Woman:

I have been using Miracle Juice for a month now and I have never felt better. Miracle

Juice is easy and convenient; it can be taken with you for a quick energy boost at any time during the day.

Man:

Before trying Miracle Juice, I was 40 pounds overweight. I've been using Miracle Juice for two months and I've lost 20 pounds already! Miracle Juice is the easiest, fastest, and safest way to lose weight ever.

Announcer:

So, what are you waiting for? Call now and get your supply of Miracle Juice for only 45 dollars a month! Feeling great has never been so easy. Call now at 1-800-M-I-R-A-C-L-E, that's 1-800-647-2253.

OP. PRACTICE 4

Cara:

Hi, mom. How are you?

Mom:

Good and you?

Cara:

Good. I have news for you. Remember that job that Danny applied for a couple of months ago; the one in AstroZeneca, the pharmaceutical company based in London?

Mom:

Yes. So, did he get it?

Cara:

Yes. We're really excited, but this means we 'll have to move / have to move / are going to have to move.

Mom:

To London?

Cara:

Yes. Danny is being sent / will be sent there next week for two weeks of training. While he's there, he 'll look / is going

to look for a place for us to live.

Mom:

I'm excited for you, but I will miss you and the kids.

Cara:

I know, mom. We'll miss you, too, but this is a great opportunity and the salary he has been offered / was offered is incredible.

Mom:

How soon will you be moving?

Cara:

In three months; as soon as the kids finish school for the summer. I have so much to do before that. All of our belongings have to be packed by the end of next month, so they can be sent.

Mom:

Why so soon?

Cara:

Well, everything will be shipped / is going to be shipped there in a shipping container, and it takes about two weeks for it to arrive.

Mom:

Can't everything be sent on a plane?

Cara:

It can / could be shipped there on a plane, but it's much more expensive. The company will pay for the move, but only if it's by water.

Mom:

Are you going to sell your house?

Cara:

No. We will probably rent it out.

Mom:

Well, you know that if you need any help, just let us know.

Cara:

Thanks, Mom. I will.

PRACTICE 5

This has been a very good year for our company. As you know, we decided five years ago to "Go Green" which has been very good for us. Solar panels have been installed on the roof of the building, and we are now producing 80% of our own power. Low flow toilets are now being used throughout the company, and this has resulted in a 43% reduction in water use. Our policy of not printing unnecessary documents has also been very successful. Paper consumption has decreased by 84%; incredible. All the old lights have been replaced with energy efficient ones, and motion activated sensors have been installed throughout the company, so that the lights are only turned on when there is someone present. Although these lights are more expensive to start, they save a lot in electric bills. We have replaced all disposable coffee cups and now use ceramic cups, which means that there is less trash and less waste. All of these measures have produced a reduction in costs for the company, and an increase in profits. For this reason, we have been able to authorize an excellent cost of living raise for everyone this year.

PRACTICE 6

Gaby:

So, David. Are we ready for the party tonight?

David:

Almost. The bar has been set up. That was the first thing I did.

Gaby:

That's no surprise. Did you

put enough beer in the refrigerator? You know your uncles love to drink beer.

David:

Don't worry; there is plenty of beer. Is the food ready?

Gaby:

The appetizers have been prepared and the snacks have been bought. The caterer and the waiters will be here at 6:00 p.m. Dinner will be served at around 9:00 p.m. I think everyone will be here by then.

David:

I agree. Have the chairs and tables been delivered?

Gaby:

Actually, they haven't. They were supposed to be here a few hours ago. Let me call them to find out why they're late.

David:

Good idea.

(*a few minutes later*)

Gaby:

I just talked to the guy at the rental place. He told me that they had had a problem with the delivery truck, but it has been fixed and they'll be here in about 20 minutes.

David:

Great. Well, I think we're almost ready.

Gaby:

What's missing?

David:

Well, I want to set up the Karaoke machine; you know how much my family loves that.

Gaby:

I know. I just wish we could have one party without the Karaoke machine!

Jeff:

Okay. What about the kids' rooms?

Shannon:

I think they're done, but why don't you check with Cassie and Craig.

Jeff:

Cassie and Craig. Where are you?

Cassie:

I'm in my room.

Jeff:

Has everything been packed?

Cassie:

All my clothes have been packed and are downstairs. The only thing I'm missing is my computer, stereo and TV. Craig said he would help me with those things, but he hasn't yet.

Jeff:

Craig! Have you finished packing?

Craig:

Yeah, Dad. Everything from my room has been put in boxes and is ready to go.

Jeff:

Can you help your sister with her computer, stereo and TV?

Craig:

Sure, in a minute. I need to finish taking everything out of the bathroom.

Jeff:

I thought your mother had packed everything from the bathroom.

Craig:

She hasn't had time. It's not a lot; shampoo, toilet paper, soap, etc. I should be finished in a few minutes.

Jeff:

Okay, great.

AUDIO PRACTICE 7

	Yes	No
Dishes, pots and pans, dry food	✓	
Food from the refrigerator		✓
Cassie's clothes	✓	
Cassie's TV, computer, and stereo		✓
All the items from the bathroom		✓
Everything in the living room	✓	
Everything in the dining room	✓	
Everything in the garage		✓

Jeff:

Have the movers arrived yet?

Shannon:

No, but they should be here any time now.

Jeff:

Is everything packed?

Shannon:

Well, almost everything in the kitchen has been put into boxes; dishes, pots and pans, dry foods, etc. The only thing I still have to pack is the food from the refrigerator.

Shannon:

So, are they ready?

Jeff:

Yes, pretty much. Is there anything else that hasn't been done?

Shannon:

I don't think so. Everything from the living and dining rooms has been put in boxes and there is nothing left in our bedroom; it's all been packed. What about the garage? Have you packed everything from the garage? All of that is your stuff.

Jeff:

Oh my God! I forgot about the garage. Let me go pack all my tools and everything that's there. Do we have any extra boxes?

Shannon:

Yes. There are still boxes in the living room.

Jeff:

Okay, I'll do that, and I hope that I can finish before the movers arrive.

OP. PRACTICE 8

Examples of correct answers.

1. The roof has been put on the houses.
2. The walls have already been constructed.
3. The floors haven't been laid yet.
4. The electricity has been connected.
5. The plumbing has been installed in the house.
6. The furniture hasn't been put in yet.
7. The doors haven't been installed yet.

PRACTICE 9

When I got home yesterday, I had assumed that the maid had been to the house and had cleaned. However, when I walked into the house, I could tell that the furniture hadn't been dusted, the dishes hadn't been washed and put away, the carpets hadn't been vacuumed, and the kitchen hadn't been cleaned. In fact, nothing had been done. I noticed a message on my answering machine and thought that the maid may have called to say she couldn't go, but it wasn't her; it was someone selling insurance. I was really angry because she only comes once a week, and now I would have to clean the house on Saturday morning because we were having some friends to the house Saturday evening. Everything needed to be cleaned; all the housework still had to be done, and I knew I wouldn't have time during the week; I just had too much work to do. Finally, I decided to call the maid to find out why she hadn't gone to the house. When she answered, she said that she hadn't gone because it was only Wednesday, and she always went on Thursday! I hadn't realized that it was only Wednesday; I felt really stupid, but happy because she would clean the house the next day.

IN-CLASS ACT. 2

News broadcaster:

Welcome to WWLT Eyewitness News with Angela Till and Phil Elder. Today's top stories: A local bank on First Street was robbed by a group of armed thieves; state politicians debate on the opening of a new hospital in the metro

area; and Phil Elder with a special report on rising taxes.

Angela Till:

Good afternoon. I'm Angela Till and thank you for joining us today. The American Securities Bank on First Street was robbed earlier today by a group of armed thieves. Let's go to Phil Elder who's on the scene with more details. Phil, what can you tell us?

Phil Elder:

I'm here at the American Securities Bank on First Street where an armed robbery took place just about a half hour ago. As you can see from the entrance of the bank, there is broken glass everywhere, and there are traces of blood on the ground; although, we don't know whose blood it is. Police say there is no video evidence of the crime, and that the alarm didn't go off during the robbery. Police weren't called to the scene until after the robbers had already gotten away. We do know that the manager of the bank can't be found. It's not clear if he was involved in the crime, or if he's been kidnapped by the perpetrators. Oh, look. One of the bank employees is coming out of the bank right now. Let's see if we can talk to him. Excuse me; I'm Phil Elder from WWLT News. What can you tell me about the bank robbery?

Bank employee:

I'm sorry; I've been traumatized by the ordeal. I don't want to talk to you people right now. Get away from me.

Phil Elder:

Oops. Well, that's perfectly understandable. Did you see that big bruise on his

forehead? I'm sure it was caused during the robbery. We do know that several ambulances were called to the scene, but the number of injured people hasn't been confirmed by authorities. We don't have any more details on this story, but a press conference will be given at 7 p.m. by the chief of police. WWLT will be there with live coverage for viewers. Back to you Angela.

Angela Till:

Thanks Phil. Coming up next on WWLT News: State politicians debate on the opening of a new hospital in the metro area. But first, a word from our sponsor.

PRACTICE 10

Officials for the Swiss Air Company (SAC) announced today that they lost 1.5 million dollars on one of their flights yesterday. The flight originated in Switzerland and was a non-stop flight to New York. When the flight arrived, the money was nowhere to be found. Authorities in Switzerland had the shipment under guard from the moment it arrived at the airport, until it was put on the plane, so they don't know how it could / might / may have disappeared.

Airline officials are speculating about what could / might / may have happened and where the money could be. The most likely theory is that the money could / might / may have been taken off the plane before it left Switzerland. If so, they think that it was probably done by someone who works for the airline or at the airport. They think that the money could / might / may have been removed or hidden when they were loading other luggage

on the plane. Another theory is that the money could have been hidden in the luggage that was on the plane, and that it was removed when the plane arrived in New York. Most people don't believe this is possible because it would be very difficult to leave the airport with suitcases full of money considering all of the airport security. A third theory is that the money could / might / may have been pushed off the plane during the flight. They think that someone could / might / may have put a parachute on the package and when the plane was in flight, they opened the cargo area and pushed it off the plane. This theory is very hard to believe since no one noticed anything. If someone had opened the cargo door, the plane would have moved or fallen.

The FBI and Interpol are investigating the theft, and we will report any new information, when it becomes available.

PRACTICE 11

What is Gobekli Tepe?

Gobekli Tepe is probably a place you've never heard of, but archaeologists are saying that it may become more famous than Stonehenge. Gobekli Tepe, which is located in southeast Turkey, was only recently discovered in 1994 by the German archaeologist Klaus Schmidt. The amazing thing about this place is that it was constructed by nomadic people over 10,000 years ago; 6,000 years before Stonehenge was built!

What is Gobekli Tepe like?

The site is a series of rings which are all similar. In the middle there are two large pillars that look like the letter "T." Around these pillars are some smaller stones

that are facing the T-shaped pillars. Some of the stones have very elaborate carvings of animals, while others are blank. There are many rings in the area; it's believed that there are at least 16 of them. In addition, one set of rings is built on top of an earlier set of rings. Archaeologists have only uncovered some of the layers; they will need to continue digging to find the first rings that are still buried.

Why is Gobekli Tepe so important?

Well, historians and archaeologists have always believed that people only constructed religious sites and temples after they had settled down. They always believed once nomadic people (hunters and gatherers) had settled down and created communities, started domesticating animals and growing food, that they began to create religious sites and temples. However, Gobekli Tepe says just the opposite happened. The people that built this site were nomadic; they hunted wild animals and ate what they could gather; seeds, fruits, nuts, etc., and they constructed this incredible religious site. Archeologists think that the decision to build these rings with all the beautiful carved stones may have been the reason that these nomadic people settled down.

Why was Gobekli Tepe built?

Archaeologists believe that it may have been constructed as a kind of religious temple for nomadic people in the region. From the site, there is a panoramic view of the area, which may be the reason these people chose this site. Klaus Schmidt thinks it could have been built as a burial place for some of the hunters of the

nomadic people that *inhabited* the area. He believes that when they finally dig down to the bottom of the rings, they will find that it was a burial place for hunters.

1. It's located in (southeast) Turkey.
2. It was constructed about 10,000 years ago.
3. It was constructed by nomadic people.
4. They think it may have been constructed as a religious or burial site.

OP. PRACTICE 12

Neil:

Hi, Rob. What the matter? You look really worried.

Rob:

I am. You know that we *have been waiting* for that package to arrive from our offices in Peru for almost three weeks, right?

Neil:

Yes. In fact, I talked to James in Peru earlier this week about it. He told me that the package *had been sent* out almost two weeks ago.

Rob:

Exactly. We have been calling the messenger service every day to find out what *happened*. At first they said that the package *hadn't been picked up*. James called them in Peru to say that he had a receipt that said they had picked it up on July 6th.

Neil:

Right. That was almost three weeks ago, now.

Rob:

Yeah. So, we contacted the messenger service again, and this time they said that the package had been picked up, and that it *had been delivered* to someone here on July 10th.

Neil:

Really? But who *received* the package?

Rob:

That's what we asked them, and finally they sent a scanned copy of the name and, signature of the person who had received the package.

Neil:

Who was it?

Rob:

No one that works here. So, when I told them that the person who received the package *didn't work* here, they double checked and realized that the package *had been delivered* to the wrong address.

Neil:

So, where's the package now?

Rob:

They sent someone to pick the package up at the address where they had left it, but no one knows anything about it. They think the package *may have been stolen* by someone there.

Neil:

You're kidding, right?

Rob:

I wish I were. Now, our insurance company wants the messenger service to write a letter saying that they lost the

package, but they said they can't. They said they can give us a letter that says that the package *was received* by some guy named Lenny Davis on July 10th.

Neil:

So, what are you going to do?

Rob:

I don't know, for sure. The only thing I do know is that we will never use that messenger service again.

Neil:

I agree.

VOCABULARY REVIEW

We have lived in our current house for a few years, but it's an old house, and the kitchen really was in bad shape. We looked at a lot of kitchens that we liked and it was hard *to narrow it down* to only one. In the end, we chose one that was nice, but not too expensive. After they had redone the kitchen, it looked *awesome!* In the past, we had cabinets, but we didn't have a place to store food. Now, we have a *pantry* with a lot of *shelves* where I can keep all the food I buy. Right now, I'm making some *appetizers* for a small party we're having this evening and working in my new kitchen is so much easier than working in my old kitchen. Now, I'm really *looking forward to* making some delicious *homemade* cookies, cakes, and meals for my family.

UNIT 6 PREPOSITIONS

PRACTICE 1

Cindy:

Mom, do you know where my cell phone is?

Mom:

No, I don't. Did you look *in* your room?

Cindy:

Of course, but it's not there. I usually leave it *on* the night table when I go to bed, but it's not there.

Mom:

Did you check *under* the bed?

Cindy:

Yes, and I also checked *in* all the drawers, *in* the closet and *in* my purse, but I can't find it.

Mom:

When was the last time you used it? When was the last time you used it?

Cindy:

I'm trying to remember. I had it *at* work yesterday, and then I used it when I was *at* the mall last night with Carol; I remember talking to Roger when we were *in* the restaurant having dinner.

Mom:

Maybe you left it *in* your car.

Cindy:

Maybe. I'm going to check.

Mom:

So, did you find it?

Cindy:

Yes. It was *on* the seat of the car, *under* some papers I brought home from work.

Mom:

I'm glad you found it.

PRACTICE 2

This is my dorm room *at* college. It's not very big, but it's okay. In my room there are two beds. My bed is *on* the right and my roommate, Kate, has her bed *on* the left. Kate's desk is *in front of* the windows, *between* the two beds. My desk is *behind* my bed on the right. It has a bottle of water on it with a folder *under* the bottle. *Across from* my desk, there are two dressers. Kate's is the one *next to* her bed, and my dresser is the other one. In our dorm room, we also have a small closet, but we don't have any book shelves. There is no bathroom *in* our room, but the bathroom is very *near*; it's right across the hall from our room. Tomorrow we will move all of our belongings into our room, put some pictures *on* the walls, and get ready for classes that start on Monday.

PRACTICE 3

Part 1:

My name is Albert Dennison. I was born *on* Friday, October 24th, 1988. I was born *at* 11:25 *in* the morning at Madison General Hospital, *in* Dallas, Texas. My mom has told me that she and my father had always wanted kids, but had a hard time conceiving; they had tried to have kids *for* almost ten years *before* I was born. For this reason, the day I was born was one of the happiest of their lives. I went to grade school, junior high, and high school in Dallas, but I decided to go to California for university. I studied *at* Cal State *from* 2006 *to* 2010, and got a degree in engineering. *After* I got my degree, I started working *in* MEI Technologies *in* December, 2010. *After* two years, I was promoted and given a great raise. *On* May 14th *in* 2010, I met Nancy at a party at a friend's house. Three years later, we got married. *Since* I met Nancy, I have never wanted to be with anyone else.

Part 2:

Free response.

OP. PRACTICE 4

Appointment with	Location	Time
Sam Miller from HR	<i>in</i> the conference room	<i>at</i> 10:30 a.m.
Sandra Kendrick	André's Bistro	at 1:00 p.m.
Department meeting	<i>in</i> the office	<i>from</i> 4 to 6 p.m.
Wife for anniversary	Cicero's	<i>at</i> 8:00 p.m.

1. *He's going to Denver.*

2. *He's leaving on Monday the 6th at 7:25 a.m.*

interlingua.

Assistant:

Good morning, Mr. Ryan.

Mr. Ryan:

Good morning, Angela. I'm having a problem with my phone and I can't access my calendar. You have a copy of all my appointments, so could you please tell me what I have for today?

Assistant:

Of course, Mr. Ryan. Your first appointment is with Sam Miller from HR. He'll be here at 10:30.

Mr. Ryan:

Okay, Sam Miller at 10:30. I have a lunch date today, don't I?

Assistant:

Yes. You're meeting Sandra Kendrick for lunch at André's Bistro at 1:00.

Mr. Ryan:

I thought the meeting was at 12:00. Oh well, it's not a problem. That gives me time to finish up some things in the office before I have to leave. Is there anything else scheduled for today?

Assistant:

Yes. Remember, you scheduled a department meeting from 4:00 to 6:00 p.m. today.

Mr. Ryan:

I had forgotten all about that. Maybe I should re-program it for next Tuesday.

Assistant:

Well, next week you'll be in Denver. You're leaving on Monday, the 6th at 7:25 a.m. You'll be visiting our Denver plant all next week.

Mr. Ryan:

Then I guess there's no

option; we'll have our department meeting today. Can you ask Amy if she could prepare everything, and get the conference room ready? She knows what I want to talk about.

Assistant:

No problem.

Mr. Ryan:

Well, I guess I'm going to have a busy day.

Assistant:

Just one more thing, Mr. Ryan. Don't forget that today is your anniversary. You have dinner reservations for 8:00 p.m. at Cicero's.

Mr. Ryan:

That's right. Did you order the flowers I had asked for?

Assistant:

Of course. They will be delivered today at noon. Don't worry.

Mr. Ryan:

Thanks for everything, Angela. Also, please check with the guys in systems to see when the calendar on my phone will be working again.

Assistant:

Will do.

PRACTICE 5

Daniel:

Hi, Dean. Where are you?

Dean:

I'm here waiting for you.

Daniel:

Well, I'm here outside Benson's Shoe Store, but I don't see you.

Dean:

That's because I'm not *at* Benson's, I'm at Brighton's Luggage.

Daniel:

Where's that? You know I'm not from here, and I don't know the area very well.

Dean:

Haven't you seen it before? It's only a couple of blocks from where you are.

Daniel:

How do I get there?

Dean:

Go *down* 6th Street until you get to Rice Avenue.

Daniel:

When I leave Benson's do I go right or left?

Dean:

You need to go to the left.

Daniel:

How far is it?

Dean:

About a block and a half. You'll go *down* the street past a Starbuck's. When you get to the corner of Rice and 6th, you'll see a jewelry store *across* the street on Rice Avenue. *At* the corner, you'll take a left. Walk about a half of a block and you'll see an entrance to a mall *on* your left. Go in and you'll see an elevator to your right. Take the elevator *up* to the second floor. When you get out of the elevator, go *straight* ahead *towards* the fountain; Brighton's will be on your right.

Daniel:

Okay, I'll see you *in* a few minutes.

Dean:

Okay.

PRACTICE 6

Jay:

Hey, Adam. I heard that

you're leaving this afternoon for Houston.

Adam:

Yeah. I have an appointment tomorrow with Dave Brummel *in* Innovative Solutions.

Jay:

What time does your flight leave?

Adam:

I have a late flight. I have to be *at* the airport *at* 4:00 p.m. and the flight leaves *at* 6:00.

Jay:

How long will you be there?

Adam:

I'll be there *from* Tuesday *to* Thursday. The boss also wants me to check out some things at Beecher Manufacturing, while I'm there. Hey, you used to live *in* Houston, didn't you?

Jay:

Yeah, we lived there *for* five years.

Adam:

Can you tell me how to get *from* the airport *to* the hotel? I'm going to rent a car, but I've never been there before.

Jay:

What hotel are you staying at?

Adam:

The Galleria Hotel.

Jay:

That's easy. After you get your luggage, you'll see a sign where you will pick up the rental car. Once you get out of the parking lot *at* the airport, you'll go *straight* ahead until you see the sign for Sam Houston Parkway. You'll take a *left* and get on the parkway. You'll go about one mile and then take the right exit for Interstate 69 going south. You'll stay *on* that freeway for about 10 miles. You'll get off I69 and take Interstate 610 going west. You'll stay on 610

until you see the Westheimer Road exit; it's about 11 miles. When you get off of the freeway, you'll make a *right* on Westheimer Road, you'll go about 2 blocks and the hotel will be on your left. That doesn't sound too difficult.

Jay:

You can always check a map on the Internet, or you can ask for a map when you pick up the rental car.

Adam:

Thanks. See you *on* Friday.

Jay:

Have a good trip.

PRACTICE 7

1. To room 387.
2. To Exhibit Hall C.
3. To the restroom.

Dialog 1:

The attendant told the first man to go *down* this hallway until you got to the end. She said he'd see an *elevator* on his *right*. She told him to take the elevator *up* to the *third* floor. She said that when he got out of the elevator, he should go to the *left*, that room 387 was the third room *on* his left.

Dialog 2:

The attendant told the woman she'd need to go *through* the doors near there and that she'd see a sign that said "check in." She told her that they'd give her an Exhibitor Pass. She told her that when she came out, to go to her *left*. She said she'd see a sign that said "Ballrooms," that she should walk *towards* it, and when she was *under* the sign, to go to the right, *down* the hall; that Exhibit Hall C was the first room *on* the right.

Dialog 3:

She told the second man to *down* the hallway until he saw the restaurant. She said that the

restroom was *across from* the restaurant; that it was right *next to* the coffee shop.

Dialog 1:

Attendant:

Can I help you?

Man:

Yes. Can you tell me where room 387 is?

Attendant:

Sure. Just go down this hallway until you get to the end. You'll see an elevator on your right. Take the elevator up to the third floor. When you get out of the elevator, go to the left. Room 387 is the third room on your left.

Man:

Thanks.

Dialog 2:

Woman:

Hi. Can you tell me where the Exhibit Hall is?

Attendant:

Which one? We have five exhibit halls.

Woman:

I don't know.

Attendant:

What event are you attending?

Woman:

I'm here for the publicity convention. It says in this email that my boss sent me that all of the booths will be set up in the exhibit hall at 9:00 a.m. I'm going to work at my company's booth, so I have to get there before 9:00.

Attendant:

Okay, so you'll be in Exhibit Hall C. They open up at 9:00, but you can't get in before that unless you have an Exhibitor's Pass.

Woman:

Where do I get that?

Attendant:

You'll first need to go through those doors there and you'll see a sign that says "Check in." Give them your name, and they'll give you your Exhibitor's Pass. When you come out, go to your left. You'll see a large sign that says "Ballrooms," walk towards that, and when you are right under the sign, go to the right, down the hall. Exhibit Hall C is the first room on the right.

Woman:

Thanks.

Dialog 3:

Man:

Excuse me. Could you tell me where the nearest restroom is?

Attendant:

Sure. Go down this hallway until you see the restaurant. The restroom is across from the restaurant; it's right next to the coffee shop.

Man:

Thanks.

OP. PRACTICE 8

Free response.

VOCABULARY REVIEW

Last week, I went to Cancun to give a workshop to a group of teachers. I was really looking forward to it, because I had never been to Mexico before. I was only there for three

days, so I couldn't go sightseeing at all. I've heard that the beaches in Cancun are awesome. I wanted to spend at least a few hours on the beach, and I took some sun screen, just in case, but I never used it. I arrived to the hotel on Friday morning at 9:00, I checked in, and started working at 10:00. I worked all weekend, and on Sunday night, took a flight back home. On Monday morning when I went to work, I was really tired; I felt as if I were jet-lagged after working so hard all weekend. The next time someone gets in touch with me to give a workshop like that, I think I'll say no. It's too tiring!

UNIT 7 REVIEW UNIT

PRACTICE 1

1. a
2. b
3. d
4. a
5. c
6. b
7. d

PRACTICE 2

1. b
2. c
3. b
4. c
5. d
6. a
7. d

Mr. Ryan:

Hi, Carol.

Carol:

Good morning, Mr. Ryan.

How are you?

Mr. Ryan:

Not so good; that's why I'm calling.

Carol:

What's the matter?

Mr. Ryan:

Well, last night when I was playing tennis, I slipped and hurt my ankle. The doctor told me I couldn't walk on it for two or three weeks.

Carol:

Oh, no!

Mr. Ryan:

Yeah. I'm afraid I won't be able to go into the office for a few weeks, so I'll have to work from home.

Carol:

I understand.

Mr. Ryan:

I need you to help me with some things.

Carol:

Of course.

Mr. Ryan:

First, can you please call Dave in the design department and tell him I won't be at the meeting today with the designers. Also, please call and cancel all of my appointments for the next two weeks.

Carol:

No problem. I'll cancel your appointments and talk to Dave. I'll call you back later.

Mr. Ryan:

Great.

(an hour later)

Carol:

Hi, Mr. Ryan. It's Carol here.

Mr. Ryan:

Hi, Carol. Were you able to cancel all my appointments?

Carol:

Yes, but I have a few questions and comments. Mr. Taylor from T-TEC said he would call you this afternoon. He said he needs to have an answer about the new software that you had ordered before Friday.

Mr. Ryan:

No problem. In fact, I'll give him a call in a few minutes. Did anything else come up?

Carol:

I told Dave you wouldn't be at the meeting, but he said that he will have to see you today or tomorrow. He mentioned that the design changes have to be approved by you before they can start work.

Mr. Ryan:

That's true. Can you ask him to stop by my house this afternoon, please?

Carol:

Sure; no problem. One last thing, Kevin from the accounting department stopped by, and he said he was worried about the Sanchez account. He said he's responsible for sending out the invoices, but that you haven't sent him a copy of the contract yet, so he doesn't know what the conditions are. Do they have 30, 60, or 90 days to pay?

Mr. Ryan:

Can you send him a copy of the contract? In my office, in the filing cabinet, there is a file for the Sanchez account. Can you scan the contract and send a copy to Kevin?

Carol:

Sure.

Mr. Ryan:

Is there anything else?

Carol:

Not right now. If there is anything, I'll give you a call.

Mr. Ryan:

I'll be here.

Carol:

Bye.

Mr. Ryan:

Bye.

5. on

6. clean

7. have

8. see

IN-CLASS ACT. 1

1. a

2. b

3. d

4. c

5. b

6. a

7. c

PRACTICE 3

I had wanted to take a vacation to England for a long time, so last year I had finally saved up enough money to go. I had looked forward to this trip for a long time. When we arrived in London, there was a lot of fog; typical London weather, I've been told. Going through customs and immigration was a real hassle; it took almost two hours! When I got out of the airport, I went directly to my hotel and checked in. After such a long flight, I really wanted to get out and take a walk, but it was late and I was jet-lagged, so I decided to try to sleep.

The next day, I got up early because I wanted to go sightseeing; I wanted to see everything there was to see: the London Eye, the National Gallery, the Tower of London, the British Museum, etc. My favorite was the London Eye; the view from there was awesome! After three weeks in England, I was a little homesick, and I was glad to go home, but that trip was something I'll never forget.

PRACTICE 4

1. told

2. to finish

3. done

4. wasn't

IN-CLASS ACT. 2

1. d

2. a

3. c

4. b

5. c

6. a

7. d

What do you know about beer? If you are like most people, you know that it's an alcoholic beverage that is consumed by many people all over the world. However, you probably don't know that it's the oldest fermented drink in the world.

Beer has been produced for over 6,000 years; the first recorded recipe for beer can be found in a Sumerian pictograph. It shows bread being baked and then crumbled up and placed in water. This bread-and-water mixture can be fermented and made into a drink. After drinking it, people mentioned that they felt "wonderful and blissful." Women, who were responsible for making bread, were also responsible for the preparation of beer.

In the Middle Ages, from around the year 500 to 1500, the monks

in monasteries began to produce beer. They added hops, which is a flower, into the production of the beer. The addition of hops helped to keep the beer from spoiling too quickly. In 1516, the Duke of Bavaria declared the German Beer Purity Law where it was established that beer could be made only of hops, pure water and barley. This law continued to exist until 1988.

The consumption of beer keeps increasing each year. Millions of barrels of beer are sold every year in every country of the world, and it's estimated that there are over 200,000 different brands that are sold. The top 5 beers in the world are 5) Skol, 4) Corona, 3) Budweiser, 2) Bud Light, and 1) Snow Beer. You have probably never heard of Snow Beer, but it's made in China where it's the best seller; it sold over 50 million barrels last year. So, the next time you see someone drinking a beer, you can tell them that they are drinking a beverage that has been consumed for more than 6,000 years!

IN-CLASS ACT. 3

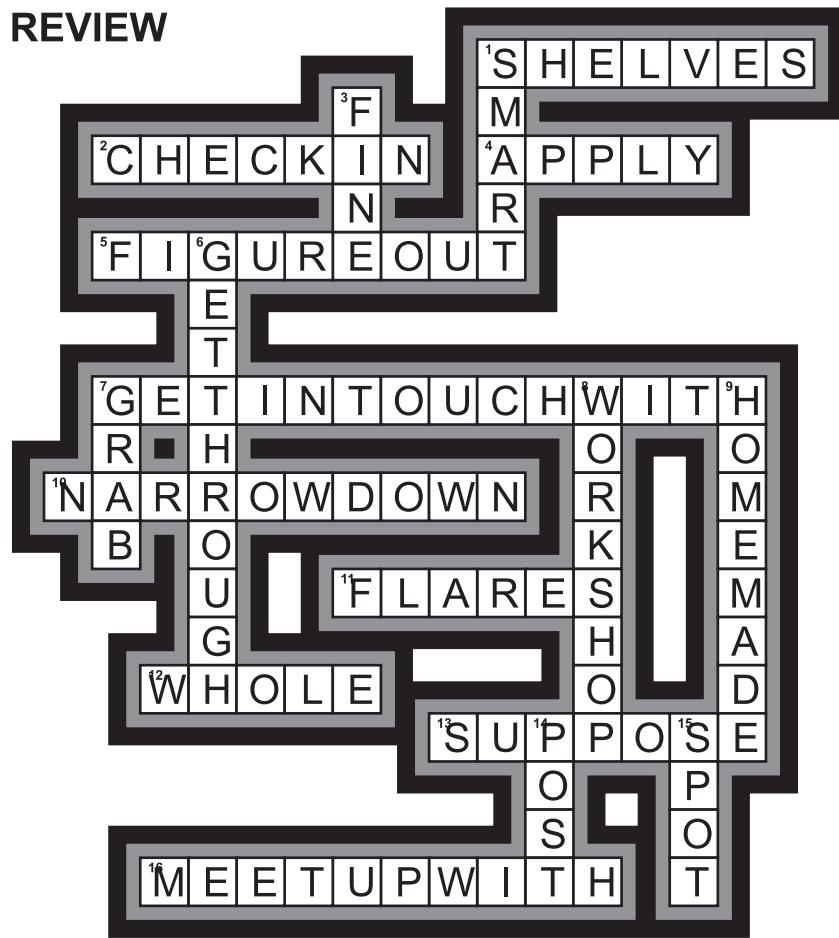
I have been looking for a new job, and I had gotten in touch with dozens of companies trying to find a job. Last week, I had an appointment for a job that sounded great. They were looking for someone with my expertise in computer programming, and they told me that many people had applied, but that they had narrowed it down to me and one other candidate. I wanted to make sure I got there on time, so I got up really early and left the house with plenty of time, just in case. However, there was a huge accident on the highway. There

was a 15 car pileup, and because of that, the traffic was a mess. The police had put out flares to warn people of the problem, but it took me 40 minutes to get past the problem. By the time I got to the appointment, I was 15 minutes late and I assumed they wouldn't even want to talk to me; however, the person that was going to interview me also got stuck in traffic because of the accident and arrived 15 minutes after me!

IN-CLASS ACT. 4

1. may/might/could/(must)
2. to get
3. tell
4. to
5. is
6. installed
7. It's
8. toward(s)/past/by

VOCABULARY REVIEW





IN-CLASS ACTIVITY 2: LISTENING/SPEAKING/ WRITING “An Office Break-in, Part 2”

Student B

You are Cristina Torres, the systems director at VLM Investment Corporation. There are 4 people in your department. They have all worked there for over 5 years, and you trust them all; besides nobody has acted suspiciously recently. Your father plays golf with a Mr. Shaw. He might be the owner of Hanson Enterprises, but you are not sure. The new office boy seems to have spent too much time in the systems department recently.

Unit 3 Gerunds and Infinitives

<p>Use an infinitive after these verbs:</p> <p>decide, hope, learn, need, plan, prefer, seem, want</p>	<p>Use an object + an infinitive after these verbs:</p> <p>allow, invite, need, remind, want</p> <p>Did you decide to go? I hope to get a scholarship. He didn't learn to fix bikes. We needed to study hard. I'm not planning to marry. They preferred to walk. Jack seemed to have a cold. Sue has wanted to visit Paris.</p>	<p>Use an infinitive after It + be + an adjective:</p> <p><i>It...</i></p> <p>Do you allow your daughter to arrive home at midnight? Let's invite our classmates to come to the barbecue. I need you to be more punctual. Remind me to call Ana. They wanted me to work nights.</p> <p>It's boring to watch TV for hours. It's fun to go on vacation. It was difficult to... It's always been easy to... It's going to be fun to... It will be hard to... It used to be common to... It might be interesting to...</p> <p>Use a gerund after prepositions and expressions with prepositions:</p> <p><i>after, before, without... be excited about, be interested in...</i></p> <p>Use a gerund or infinitive after these verbs:</p> <p>hate, like, love, start</p> <p>We hated to see her cry. We hated seeing her cry. I like to dance. I like dancing. They loved to surf. They loved surfing. They will start to build soon. They will start building soon.</p> <p>She avoids doing homework. He can't stand eating eggs. We considered leaving our phones at home. Sam dislikes driving in early-morning traffic. Do you enjoy dancing cumbia? Have you finished cooking? Herman wants to quit drinking beer. I've always regretted not spending time with my little sister.</p> <p>Use a gerund after prepositions and expressions with prepositions:</p> <p><i>after, before, without... be excited about, be interested in...</i></p> <p>After winning the game, the team celebrated. Before leaving, call your mom. Don't leave without signing out.</p> <p>be afraid of ...ing be excited about ...ing be good at ...ing be interested in ...ing be responsible for ...ing be tired of ...ing feel like ...ing look forward to ...ing talk about ...ing think about ...ing</p>
---	---	---

I think _____ ing _____
is _____
_____.

I think _____ ing
_____ is
more fun than _____
_____ ing _____.

I would consider _____ ing
_____ if
_____.

_____ ing _____
_____ helps me relax.

I have never enjoyed _____ ing

_____.

I have always liked _____ ing

_____.

I would only promise to _____
_____ if
_____.

_____ ing _____
is the most _____
thing I have ever done.

I am planning to _____

_____.

I once considered _____

but didn't do it.

I would like to learn to _____

_____.

I used to be afraid of _____

but I'm not anymore.

ENGLISH 10
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