**IELTS Vocabulary: Condition**



s8~..........~s9~..........~s10~..........

s8~prerequisites~s9~conditions~s10~requirement

s1~a) Providing that you return it before you go home, you can borrow my dictionary.  
~s2~a) Unless you have good grades, you can't go to university.  
~s3~a) As long as we continue to live in a throwaway society, pollution will get worse.  
~s4~a) On condition that the money is reinvested in education and medicine, many developed countries are willing to waive the Third World debt.  
~s5~a) No matter how hard they work, some countries will never be able to rectify their deficits.  
~s6~a) However many books you read about them, computers are difficult things to understand.  
~s7~a) Wherever you go, crime is a problem.

s1~a) You can borrow my dictionary providing that you return it before you go home. **(We can also say provided that)**  
~s2~a) You can't go to university unless you have good grades. **(Unless means the same as If you don't)**  
~s3~a) Pollution will get worse as long as we continue to live in a throwaway society. **(We can also say so long as, although this is slightly more formal)**  
~s4~a) Many developed countries are willing to waive the Third World debt on condition that the money is reinvested in education and medicine.  
~s5~a) Some countries will never be able to rectify their deficits, no matter how hard they work. **(Note word changes and sentence ending)**  
~s6~a) Computers are difficult things to understand, however many books you read about them. **(However is used in the same way as no matter)**  
~s7~a) Crime is a problem, wherever you go.

s1~a)   
~s2~a)   
~s3~a)   
~s4~a)   
~s5~a)   
~s6~a)   
~s7~a)

**A. Look at these sentences. They all use 'if. Rewrite each sentence, replacing 'if with the words in bold. You may need to remove some of the other words.**

**1)** You can borrow my dictionary if you return it before you go home. **(providing that)**

**a)**

**2)** You can't go to university if you don't have good grades. **(unless)**

**a)**

**3)** Pollution will get worse if we continue to live in a throwaway society. **(as long as)**

**a)**

**4)** Many developed countries are willing to waive the Third World debt if the money is reinvested ineducation and medicine. **(on condition that)**

**a)**

**5)** Some countries will never be able to rectify their deficits even if they work very hard. **(no matter how)**

**a)**

**6)** Computers are difficult things to understand, even if you read a lot of books about them. **(however many)**

**a)**

**7)** Crime is a problem, even if you go to relatively safe countries. **(wherever)**

**a)**

[Show Answers](javascript:void(0)) - [Hide Answers](javascript:void(0))

**B. Now rewrite each sentence beginning with the words in bold.  
For example: *Providing that you return it before you go home, you can borrow my dictionary*.**

[Show Answers](javascript:void(0)) - [Hide Answers](javascript:void(0))

**C. Complete these sentences using an appropriate word or expression from above and *your own ideas*.**

1. British universities will accept students from abroad.  
  
2. Working for a large company can be a fulfilling experience.  
  
3. Most banks are happy to lend customers money.  
  
4. The government will reduce income tax.  
  
5. The environmental situation will continue to worsen.  
  
6. There will always be long waiting lists at our hospitals.  
  
7. Travelling helps you understand more about the world around you.

**D. Some nouns can be used to express condition. Complete these sentences 1-3 with one of the words from A, B or C.**

**1)** Being able to drive is one of the of the **prerequisites** job of salesman.

**A. prerequirementsB. prerequisitesC. prescriptions**

**2)** Before you accept a job, it is important that you agree with the **conditions** of the contract.

**A. conditionalsB. conditionsC. conditioners**

**3)** It is a **requirement** of the university that you attend an interview.

**A. requirementB. requisiteC. requiem**

**IELTS Vocabulary: Changes**



s0~adapt~s1~adapt~s2~adjust~s3~adjust~s4~transform~s5~transform~s6~switch~s7~switch~s8~alter~s9~alter~s10~vary~s11~vary~s12~exchange~s13~exchange~s14~expand~s15~expand~s16~increase~s17~increase~s18~dissolve~s19~Dissolve~s20~swell~s21~swell~s22~disappear~s23~disappear~s24~renew~s25~renew~s26~renovate~s27~renovate~s28~promote~s29~promote~s30~demote~s31~demote~s32~fade~s33~fade~s34~replace~s35~replace~s36~cure~s37~Cure~s38~reduce~s39~reduce

s0~..........~s1~..........~s2~..........~s3~..........~s4~..........~s5~..........~s6~..........~s7~..........~s8~..........~s9~..........~s10~..........~s11~..........~s12~..........~s13~..........~s14~..........~s15~..........~s16~..........~s17~..........~s18~..........~s19~..........~s20~..........~s21~..........~s22~..........~s23~..........~s24~..........~s25~..........~s26~..........~s27~..........~s28~..........~s29~..........~s30~..........~s31~..........~s32~..........~s33~..........~s34~..........~s35~..........~s36~..........~s37~..........~s38~..........~s39~..........

**Look at the pairs of sentences in 1-20 and choose a verb from the box which can be used with both sentences. In some cases, the meaning of the verb may change slightly. Then use a dictionary to find other objects which can be used with the verbs.**

|  |  |  |  |
| --- | --- | --- | --- |
| **adapt** | **adjust** | **alter** | **cure** |
| **demote** | **disappear** | **dissolve** | **exchange** |
| **expand** | **fade** | **increase** | **promote** |
| **reduce** | **renew** | **renovate** | **replace** |
| **swell** | **switch** | **transform** | **vary** |

**1.a)** We need to **adapt** these cars so disabled people can drive them.  
**1.b)** The country found it hard to **adapt** to the new government.

**2.a)** If the trousers are too tight, take them back to the shop and ask them to **adjust** them.  
**2.b)** He found it hard to **adjust** to living in a tropical country.

**3.a)** You must **transform** the voltage or the system will blow up.  
**3.b)** He decided to **transform** his appearance by having plastic surgery.

**4.a)** Our bills will be less if we **switch** from gas to electricity.  
**4.b)** They had to **switch** flights at Heathrow Airport.

**5.a)** You can't **alter** the terms of the contract once it has been signed.  
**5.b)** He wants to **alter** his appearance.

**6.a)** It will help your digestion if you **vary** your diet.  
**6.b)** Prices of flats **vary** from a few thousand to millions of pounds.

**7.a)** We need to **exchange** our pounds for dollars.  
**7.b)** You can usually **exchange** goods which are faulty if you show the receipt.

**8.a)** We have had to **expand** our sales force to cope with the extra demand.  
**8.b)** Water will **expand** when it is frozen.

**9.a)** The price of oil will **increase** next year.  
**9.b)** Most bosses refuse to **increase** salaries when they are asked.

**10.a)** The management decided to **dissolve** the company and sell the offices.  
**10.b)** **Dissolve** the sugar in boiling water.

**11.a)** More and more people are moving to cities to **swell** the population there.  
**11.b)** The wasp sting caused his leg to **swell** up.

**12.a)** The market for typewriters will probably **disappear** completely in the next few years.  
**12.b)** The police are baffled by the increasing number of people who **disappear** each year.

**13.a)** The old contract ran out and we had to **renew** it.  
**13.b)** Many people argue that it's futile to **renew** old hostilities.

**14.a)** They have received funds to **renovate** the old buildings.  
**14.b)** We need to **renovate** the central heating as it is old and worn out.

**15.a)** The boss offered to **promote** him from salesman to manager.  
**15.b)** Our main aim is to **promote** tourism in the country.

**16.a)** They wanted to **demote** me from manager to salesperson.  
**16.b)** If we **demote** you, you will lose a large part of your salary.

**17.a)** If you wash it too much, the colour will **fade**.  
**17.b)** We watched the islands **fade** away into the distance.

**18.a)** The company decided to **replace** the permanent staff with freelancers.  
**18.b)** You must **replace** the books on the shelf when you have finished with them.

**19.a)** The doctors were unable to **cure** her the illness.  
**19.b)** **Cure** meat in salt water for between three and five days.

**20.a)** Governments are trying to **reduce** pollution.  
**20.b)** The best way to save money is to **reduce** the number of staff.

**IELTS Vocabulary: Changes**



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s0~..........~s1~..........~s2~..........~s3~..........~s4~..........~s5~..........~s6~..........~s7~..........~s8~..........~s9~..........~s10~..........~s11~..........~s12~..........~s13~..........~s14~..........~s15~..........~s16~..........~s17~..........~s18~..........~s19~..........~s20~..........~s21~..........~s22~..........~s23~..........~s24~..........~s25~..........~s26~..........~s27~..........~s28~..........~s29~..........~s30~..........~s31~..........~s32~..........~s33~..........~s34~..........~s35~..........~s36~..........~s37~..........~s38~..........~s39~..........

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**19.b)** **..........** meat in salt water for between three and five days.

**20.a)** Governments are trying to **..........** pollution.  
**20.b)** The best way to save money is to **..........** the number of staff.

**IELTS Vocabulary: How something works**



s1~#E1F0FF~s2~#E1F0FF~s3~#E1F0FF~s4~#E1F0FF~s5~#E1F0FF~s6~#E1F0FF~s7~#E1F0FF~s8~#E1F0FF~s9~#E1F0FF~s17~#E1F0FF~s18~#E1F0FF~s19~#E1F0FF~s20~#E1F0FF~s21~#E1F0FF~s22~#E1F0FF~s23~#E1F0FF~s24~#E1F0FF~s25~#E1F0FF~s26~#E1F0FF~s27~#E1F0FF~s28~#E1F0FF~s31~#E1F0FF~s32~#E1F0FF~s33~#E1F0FF~s34~#E1F0FF~s35~#E1F0FF~s36~#E1F0FF~s37~#E1F0FF~s38~#E1F0FF~s39~#97CBFF~s41~#97CBFF~s40~#E1F0FF~s42~#E1F0FF~s13~#97CBFF~s10~#E1F0FF~s11~#E1F0FF~s12~#E1F0FF~s14~#E1F0FF~s15~#E1F0FF~s16~#E1F0FF~s69~#97CBFF~s71~#E1F0FF~s70~#97CBFF~s72~#E1F0FF~s73~#E1F0FF~s74~#E1F0FF~s75~#E1F0FF~s76~#E1F0FF~s77~#E1F0FF~s78~#E1F0FF~s79~#E1F0FF~s80~#E1F0FF~s81~#97CBFF~s82~#E1F0FF~s83~#E1F0FF~s84~#97CBFF~s85~#97CBFF~s48~#E1F0FF~s49~#E1F0FF~s50~#E1F0FF~s51~#E1F0FF~s52~#E1F0FF~s53~#E1F0FF~s29~#E1F0FF~s44~#E1F0FF~s54~#E1F0FF~s60~#E1F0FF~s65~#E1F0FF~s128~#E1F0FF~s129~#E1F0FF~s130~#E1F0FF

s131~#E1F0FF~s132~#E1F0FF~s133~#E1F0FF~s134~#E1F0FF~s135~#E1F0FF~s136~#E1F0FF~s137~#E1F0FF~s138~#E1F0FF~s139~#E1F0FF~s140~#E1F0FF~s117~#E1F0FF~s118~#97CBFF~s119~#E1F0FF~s120~#E1F0FF~s121~#E1F0FF~s122~#E1F0FF~s123~#E1F0FF~s124~#E1F0FF~s125~#E1F0FF~s126~#E1F0FF~s100~#E1F0FF~s101~#97CBFF~s102~#E1F0FF~s103~#E1F0FF~s104~#E1F0FF~s105~#E1F0FF~s106~#E1F0FF~s107~#E1F0FF~s108~#E1F0FF~s109~#E1F0FF~s110~#E1F0FF~s111~#E1F0FF~s112~#E1F0FF~s113~#E1F0FF~s30~#E1F0FF~s45~#E1F0FF~s56~#E1F0FF~s61~#E1F0FF~s66~#E1F0FF~s88~#E1F0FF~s43~#E1F0FF~s46~#E1F0FF~s58~#E1F0FF~s63~#E1F0FF~s90~#E1F0FF~s86~#E1F0FF~s91~#97CBFF~s92~#E1F0FF~s93~#E1F0FF~s94~#E1F0FF~s95~#E1F0FF~s96~#E1F0FF~s97~#E1F0FF~s98~#E1F0FF~s99~#E1F0FF~s47~#E1F0FF~s59~#E1F0FF~s64~#E1F0FF~s87~#E1F0FF~s115~#E1F0FF~s114~#E1F0FF~s116~#E1F0FF~s127~#E1F0FF~s141~#E1F0FF~s57~#E1F0FF~s62~#E1F0FF~s67~#E1F0FF~s89~#E1F0FF~s142~#E1F0FF

s1~#ffffff~s2~#ffffff~s3~#ffffff~s4~#ffffff~s5~#ffffff~s6~#ffffff~s7~#ffffff~s8~#ffffff~s9~#ffffff~s17~#ffffff~s18~#ffffff~s19~#ffffff~s20~#ffffff~s21~#ffffff~s22~#ffffff~s23~#ffffff~s24~#ffffff~s25~#ffffff~s26~#ffffff~s27~#ffffff~s28~#ffffff~s31~#ffffff~s32~#ffffff~s33~#ffffff~s34~#ffffff~s35~#ffffff~s36~#ffffff~s37~#ffffff~s38~#ffffff~s39~#ffffff~s41~#ffffff~s40~#ffffff~s42~#ffffff~s13~#ffffff~s10~#ffffff~s11~#ffffff~s12~#ffffff~s14~#ffffff~s15~#ffffff~s16~#ffffff~s69~#ffffff~s71~#ffffff~s70~#ffffff~s72~#ffffff~s73~#ffffff~s74~#ffffff~s75~#ffffff~s76~#ffffff~s77~#ffffff~s78~#ffffff~s79~#ffffff~s80~#ffffff~s81~#ffffff~s82~#ffffff~s83~#ffffff~s84~#ffffff~s85~#ffffff~s48~#ffffff~s49~#ffffff~s50~#ffffff~s51~#ffffff~s52~#ffffff~s53~#ffffff~s29~#ffffff~s44~#ffffff~s54~#ffffff~s60~#ffffff~s65~#ffffff~s128~#ffffff~s129~#ffffff~s130~#ffffff

s131~#ffffff~s132~#ffffff~s133~#ffffff~s134~#ffffff~s135~#ffffff~s136~#ffffff~s137~#ffffff~s138~#ffffff~s139~#ffffff~s140~#ffffff~s117~#ffffff~s118~#ffffff~s119~#ffffff~s120~#ffffff~s121~#ffffff~s122~#ffffff~s123~#ffffff~s124~#ffffff~s125~#ffffff~s126~#ffffff~s100~#ffffff~s101~#ffffff~s102~#ffffff~s103~#ffffff~s104~#ffffff~s105~#ffffff~s106~#ffffff~s107~#ffffff~s108~#ffffff~s109~#ffffff~s110~#ffffff~s111~#ffffff~s112~#ffffff~s113~#ffffff~s30~#ffffff~s45~#ffffff~s56~#ffffff~s61~#ffffff~s66~#ffffff~s88~#ffffff~s43~#ffffff~s46~#ffffff~s58~#ffffff~s63~#ffffff~s90~#ffffff~s86~#ffffff~s91~#ffffff~s92~#ffffff~s93~#ffffff~s94~#ffffff~s95~#ffffff~s96~#ffffff~s97~#ffffff~s98~#ffffff~s99~#ffffff~s47~#ffffff~s59~#ffffff~s64~#ffffff~s87~#ffffff~s115~#ffffff~s114~#ffffff~s116~#ffffff~s127~#ffffff~s141~#ffffff~s57~#ffffff~s62~#ffffff~s67~#ffffff~s89~#ffffff~s142~#ffffff

**A. Look at these sentences and decide which object is being described in each one. Use the words in bold to help you. You will find the objects hidden in the word grid at the bottom of the page.**

1. The most important part of this object is a strip of two different metals, one on top of the other. As they **heat up**, both metals **expand**, but one does it faster than the other. The strip **bends and connects** with a switch, which turns off the power supply. When the strip **cools down**, the metals **contract** and the switch is **disconnected**. (1 word)  
  
2. This object has several **component parts**, most of which are made of plastic. A disc inserted into the object **spins** quickly. At the same time a thin beam of light **strikes** the disc and **converts** digital symbols into sounds. These sounds can be **increased or decreased** in volume by means of a button or dial.(3 words)  
  
3. Liquid and gas are **compressed** in a hard metal tube. This can be **released by pushing or squeezing** a button which **opens** a valve. When the liquid-gas combination **leaves** the tube and is mixed with oxygen, it rapidly **expands**. (1 word)  
  
4. This object is mainly **made** of aluminium. As it **moves** forward, air **flows** over two horizontal sections. As it **accelerates**, a vacuum is formed over the horizontal sections and the object is pulled into the air by the force of this vacuum. (1 word)  
  
5. This object consists of two main parts; one is made mainly of plastic and metal, the other is made mainly of glass. Light **enters** the glass section and a small door in the device **opens** up when a button is **pressed**. At the same time, a smaller window called an aperture **adjusts** itself to control the amount of light. The light is then **absorbed** by a sheet of plastic coated in a special chemical. An image is **formed** and this can then be **processed and developed** into a two-dimensional paper-based object. (1 word)  
  
6. A sharp blade inside a plastic container **rotates** very quickly. It **chops or grinds** anything it touches, which we can then use to **produce** soup, sauces and dressing. (2 words)  
  
7. This is a very simple object which originated in China. A small piece of paper is **lit** with a match. It **burns** away until the flame **ignites** the chemical compound inside a cardboard tube. The result is a display of light and colour. (1 word)

**Vocabulary: Writing a letter**



s1~✓~s2~✓~s3~✓~s4~✓~s5~✓~s6~✓~s7~✓~s8~✓~s9~✓~s10~✓~s11~✓

s1~~s2~~s3~~s4~~s5~~s6~~s7~~s8~~s9~~s10~~s11~

s12~a. False. Formal letters should be as brief and to the point as possible~s13~a. False.~s14~a. False.~s15~a. False. It is not necessary to include your name~s16~a. True (In some countries, writing abbreviated dates could be confusing. In Britain, 1/4/00 is the 1 April. In the USA it is the 4 January).~s17~a. True.~s18~a. False. (A letter which is not broken into paragraphs can be difficult and confusing to read. You should have at least three paragraphs: Paragraph 1: explaining why you are writing. Paragraph 2+: details. Final paragraph: action to be taken - e.g., 'I look forward to hearing from you soon')

s12~a)~s13~a)~s14~a)~s15~a)~s16~a)~s17~a)~s18~a)

**Below, you will see eleven common situations that people encounter when they are writing a formal letter. Choose the sentence or phrase (A, B or C) that would be most appropriate in each situation.**

**1)** You are writing a letter to the headteacher of a school or college, but you don't know their name. How do you begin your letter?

|  |  |
| --- | --- |
|  | **A**    Dear headteacher, |
|  | **B**    Dear Sir/Madam, |
|  | **C**    Dear Sir, |

**2)** You have received a letter from the manager of a company which buys computer components from your company, and you are now replying. What do you say?

|  |  |
| --- | --- |
|  | **A**    Thank you for your letter. |
|  | **B**    Thanks a lot for your letter. |
|  | **C**    It was great to hear from you. |

**3)** You recently stayed in a hotel and were very unhappy with the service you received. You are now writing to the manager. What do you say?

|  |  |
| --- | --- |
|  | **A**    I had a horrible time at your hotel recently. |
|  | **B**    I would like to say that I am unhappy about your hotel. |
|  | **C**    I would like to complain about the service I received at your hotel recently. |

**4)** You have sent a letter of application to a college, together with your curriculum vitae which the college requested. What do you say in the letter to explain that your curriculum vitae is attached?

|  |  |
| --- | --- |
|  | **A**    You asked for my curriculum vitae, so here it is. |
|  | **B**    As you can see, I've enclosed my curriculum vitae. |
|  | **C**    As you requested, I enclose my curriculum vitae. |

**5)** You have applied for a job, but you would like the company to send you more information. What do you say?

|  |  |
| --- | --- |
|  | **A**    I would be grateful if you would send me more information. |
|  | **B**    I want you to send me more information. |
|  | **C**    Send me some more information, if you don't mind. |

**6)** In a letter you have written to a company, you tell them that you expect them to reply. What do you say?

|  |  |
| --- | --- |
|  | **A**    Write back to me soon, please. |
|  | **B**    Please drop me a line soon. |
|  | **C**    l look forward to hearing from you soon. |

**7)** In a letter you have written, you want the recipient to do something and are thanking them in advance of their action. What do you say?

|  |  |
| --- | --- |
|  | **A**    Thank you for your attention in this matter. |
|  | **B**    Thanks for doing something about it. |
|  | **C**    I am gratified that you will take appropriate action. |

**8)** The company you work for has received an order from another company and you are writing to them to acknowledge the order and let them know when you can deliver. What do you say?

|  |  |
| --- | --- |
|  | **A**    About the order you sent on 12 January for... |
|  | **B**    I would like to remind you of the order you sent on 12 January for... |
|  | **C**    Refer to your order of 12 January. |

**9)** In a letter, you explain that the recipient can contact you if they want more information. What do you say?

|  |  |
| --- | --- |
|  | **A**    Give me a call if you want some more information. |
|  | **B**    If you would like any more information, please do not hesitate to contact me. |
|  | **C**    If you would like any more information, why not get in touch? |

**10)** You began a letter with the recipient's name (e.g., Dear Mr. Perrin). How do you end the letter?

|  |  |
| --- | --- |
|  | **A**    Yours faithfully. |
|  | **B**    Yours sincerely. |
|  | **C**    Best wishes. |

**11)** You did not begin the letter with the recipient's name (see number 1 above). How do you end the letter?

|  |  |
| --- | --- |
|  | **A**    Yours faithfully. |
|  | **B**    Yours sincerely. |
|  | **C**    Best wishes. |

[Show Answers](javascript:void(0)) - [Hide Answers](javascript:void(0))

**Look at these sentences and decide if they are true or false.**

**1)** Formal letters are always longer than informal letters.

**a)**

**2)** In a formal letter it is acceptable to use colloquial English, slang and idioms.

**a)**

**3)** In a formal letter it is acceptable to use contractions (e.g., I've instead of I have).

**a)**

**4)** In a formal letter you should include your name and address at the top of the page.

**a)**

**5)** In a formal letter, you should always write the date in full (e.g., 1 April 2000 and not 1/4/00).

**a)**

**6)** In a formal letter, you should always put your full name (e.g., James Harcourt and not J. Harcourt) after your signature at the bottom of the letter.

**a)**

**7)** Formal letters do not need to be broken into paragraphs. It is acceptable to write them as one continuous paragraph.

**a)**

**Vocabulary: Writing a letter**



s1~✓~s2~✓~s3~✓~s4~✓~s5~✓~s6~✓~s7~✓~s8~✓~s9~✓~s10~✓~s11~✓

s1~~s2~~s3~~s4~~s5~~s6~~s7~~s8~~s9~~s10~~s11~

s12~a. False. Formal letters should be as brief and to the point as possible~s13~a. False.~s14~a. False.~s15~a. False. It is not necessary to include your name~s16~a. True (In some countries, writing abbreviated dates could be confusing. In Britain, 1/4/00 is the 1 April. In the USA it is the 4 January).~s17~a. True.~s18~a. False. (A letter which is not broken into paragraphs can be difficult and confusing to read. You should have at least three paragraphs: Paragraph 1: explaining why you are writing. Paragraph 2+: details. Final paragraph: action to be taken - e.g., 'I look forward to hearing from you soon')

s12~a)~s13~a)~s14~a)~s15~a)~s16~a)~s17~a)~s18~a)

**Below, you will see eleven common situations that people encounter when they are writing a formal letter. Choose the sentence or phrase (A, B or C) that would be most appropriate in each situation.**

**1)** You are writing a letter to the headteacher of a school or college, but you don't know their name. How do you begin your letter?

|  |  |
| --- | --- |
|  | **A**    Dear headteacher, |
|  | **B**    Dear Sir/Madam, |
|  | **C**    Dear Sir, |

**2)** You have received a letter from the manager of a company which buys computer components from your company, and you are now replying. What do you say?

|  |  |
| --- | --- |
|  | **A**    Thank you for your letter. |
|  | **B**    Thanks a lot for your letter. |
|  | **C**    It was great to hear from you. |

**3)** You recently stayed in a hotel and were very unhappy with the service you received. You are now writing to the manager. What do you say?

|  |  |
| --- | --- |
|  | **A**    I had a horrible time at your hotel recently. |
|  | **B**    I would like to say that I am unhappy about your hotel. |
|  | **C**    I would like to complain about the service I received at your hotel recently. |

**4)** You have sent a letter of application to a college, together with your curriculum vitae which the college requested. What do you say in the letter to explain that your curriculum vitae is attached?

|  |  |
| --- | --- |
|  | **A**    You asked for my curriculum vitae, so here it is. |
|  | **B**    As you can see, I've enclosed my curriculum vitae. |
|  | **C**    As you requested, I enclose my curriculum vitae. |

**5)** You have applied for a job, but you would like the company to send you more information. What do you say?

|  |  |
| --- | --- |
|  | **A**    I would be grateful if you would send me more information. |
|  | **B**    I want you to send me more information. |
|  | **C**    Send me some more information, if you don't mind. |

**6)** In a letter you have written to a company, you tell them that you expect them to reply. What do you say?

|  |  |
| --- | --- |
|  | **A**    Write back to me soon, please. |
|  | **B**    Please drop me a line soon. |
|  | **C**    l look forward to hearing from you soon. |

**7)** In a letter you have written, you want the recipient to do something and are thanking them in advance of their action. What do you say?

|  |  |
| --- | --- |
|  | **A**    Thank you for your attention in this matter. |
|  | **B**    Thanks for doing something about it. |
|  | **C**    I am gratified that you will take appropriate action. |

**8)** The company you work for has received an order from another company and you are writing to them to acknowledge the order and let them know when you can deliver. What do you say?

|  |  |
| --- | --- |
|  | **A**    About the order you sent on 12 January for... |
|  | **B**    I would like to remind you of the order you sent on 12 January for... |
|  | **C**    Refer to your order of 12 January. |

**9)** In a letter, you explain that the recipient can contact you if they want more information. What do you say?

|  |  |
| --- | --- |
|  | **A**    Give me a call if you want some more information. |
|  | **B**    If you would like any more information, please do not hesitate to contact me. |
|  | **C**    If you would like any more information, why not get in touch? |

**10)** You began a letter with the recipient's name (e.g., Dear Mr. Perrin). How do you end the letter?

|  |  |
| --- | --- |
|  | **A**    Yours faithfully. |
|  | **B**    Yours sincerely. |
|  | **C**    Best wishes. |

**11)** You did not begin the letter with the recipient's name (see number 1 above). How do you end the letter?

|  |  |
| --- | --- |
|  | **A**    Yours faithfully. |
|  | **B**    Yours sincerely. |
|  | **C**    Best wishes. |

[Show Answers](javascript:void(0)) - [Hide Answers](javascript:void(0))

**Look at these sentences and decide if they are true or false.**

**1)** Formal letters are always longer than informal letters.

**a. False. Formal letters should be as brief and to the point as possible**

**2)** In a formal letter it is acceptable to use colloquial English, slang and idioms.

**a. False.**

**3)** In a formal letter it is acceptable to use contractions (e.g., I've instead of I have).

**a. False.**

**4)** In a formal letter you should include your name and address at the top of the page.

**a. False. It is not necessary to include your name**

**5)** In a formal letter, you should always write the date in full (e.g., 1 April 2000 and not 1/4/00).

**a. True (In some countries, writing abbreviated dates could be confusing. In Britain, 1/4/00 is the 1 April. In the USA it is the 4 January).**

**6)** In a formal letter, you should always put your full name (e.g., James Harcourt and not J. Harcourt) after your signature at the bottom of the letter.

**a. True.**

**7)** Formal letters do not need to be broken into paragraphs. It is acceptable to write them as one continuous paragraph.

**. False. (A letter which is not broken into paragraphs can be difficult and confusing to read. You should have at least three paragraphs: Paragraph 1: explaining why you are writing. Paragraph 2+: details. Final paragraph: action to be taken - e.g., 'I look forward to hearing from you soon'**

**IELTS Vocabulary: Describing & analysing tables**



s14~a)   
~s15~a)   
~s16~a)   
~s17~a)   
~s18~a)   
~s19~a)   
~s20~a)

s14~The number of people employed in industry fell/dropped/declined steadily/noticeably between 1996 and 2000 / over the five-year period.  
OR  
There was a steady drop/decline/fall in the number of people employed in industry between 1996 and 2000 / over the five-year period. ~s15~The number of people employed in retail rose / increased slightly between 1996 and 2000 / over the five-year period.  
OR  
There was a slight rise / increase in the number of people employed in retail between 1996 / over the five-year period. ~s16~The number of people employed in public services rose / increased sharply / rapidly / dramatically between 1999 and 2000.  
OR  
There was a sharp / rapid / dramatic rise / increase in the number of people employed in public services between 1999 and 2000. ~s17~The number of people employed in tourism rose / increased steadily / noticeably between 1996 and 2000.  
OR  
There was a steady / noticeable rise / increase in the number of people employed in tourism between 1996 and 2000 / over the five-year period. ~s18~The number of unemployed fell /dropped /declined sharply/rapidly/dramatically between 1998 and 2000.  
OR  
There was a sharp / rapid / dramatic fall / drop / decline in the number of unemployed between 1998 and 2000. ~s19~There was a considerable discrepancy between those employed in industry and those working in tourism in 1996. ~s20~The number of people employed in industry fell /dropped/declined slightly between 1998 and 1999.  
OR  
There was a slight fall /drop /decline in the number of people employed in industry between 1998 and 1999.

s1~a) Cilicia and Cappadocia  
~s2~a) Cappadocia  
~s3~a) Lycia  
~s4~a) Moesia  
~s5~a) Cappadocia  
~s6~a) Moesia  
~s7~a) Lycia  
~s8~a) Moesia  
~s9~a) Moesia  
~s10~a) Lycia  
~s11~a) Lycia  
~s12~a) Cilicia  
~s13~a) Cappadocia

s1~a)   
~s2~a)   
~s3~a)   
~s4~a)   
~s5~a)   
~s6~a)   
~s7~a)   
~s8~a)   
~s9~a)   
~s10~a)   
~s11~a)   
~s12~a)   
~s13~a)

**Look at the four tables below. These show demographic trends in four different countries between 1996 and 2000. The numbers on the left and right of each table show the number of people in millions.  
  
Using the information in these tables, match sentences 1-13 with the appropriate country.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| IELTS | IELTS | IELTS | IELTS | IELTS |
| Number of people under 18 years of age | Number of people over 65 years of age | Number of deaths | Number of married people | Number of single people |
| **Country 1: Lycia** | | | | |
| IELTS | IELTS | IELTS | IELTS | IELTS |
| **Country 2: Cilica** | | | | |
| IELTS | IELTS | IELTS | IELTS | IELTS |
| **Country 3: Moesia** | | | | |
| IELTS | IELTS | IELTS | IELTS | IELTS |
| **Country 4: Cappadocia** | | | | |
| IELTS | IELTS | IELTS | IELTS | IELTS |

**1)** In which two countries was there a considerable discrepancy between married and single people between 1996 and 1998?

**a)**

**2)** In which country was there a constant and considerable discrepancy between married and single people over the five-year period?

**a)**

**3)** In which country was there a sudden and noticeable difference between those under 18 and those over 65 in 1998?

**a)**

**4)** In which country did the number of under-18s rise dramatically between 1996 and 2000?

**a)**

**5)** In which country did the number of under-18s increase slightly between 1996 and 2000?

**a)**

**6)** In which country did the number of over-65s go up sharply between 1996 and 1998?

**a)**

**7)** In which country did the number of married people decline over the five-year period?

**a)**

**8)** In which country did the number of deaths decrease significantly between 1996 and 1999?

**a)**

**9)** In which country was there a slight decline in the number of married people between 1998 and 1999?

**a)**

**10)** In which country was there a sharp drop in the number of under-18s between 1997 and 1998?

**a)**

**11)** In which country was there a slight reduction in the number of deaths over the five-year period?

**a)**

**12)** In which country was there a significant increase in the number of deaths between 1998 and 2000?

**a)**

**13)** In which country did the number of deaths remain constant over the five-year period?

**a)**

[Show Answers](javascript:void(0)) - [Hide Answers](javascript:void(0))

**Vocabulary Tip**

The verbs rise and increase have the same meaning here. We can also say climb. These verbs can also be nouns.  
The verbs fail, drop and decline have the same meaning here. These verbs can also be nouns.  
  
The adverbs steadily and noticeably can have the same meaning here. They can also be adjectives (steady, noticeable).  
The adverbs sharply, rapidly and dramatically can have the same meaning here. They can also be adjectives (sharp, rapid, dramatic).

**Now look at the table below, which shows the changes in economic activity in a town over a period of five years. The figures on the left and right show the number of people involved in these activities, in thousands.  
  
Write your own sentences to describe the situation in the town regarding the number of:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| IELTS | IELTS | IELTS | IELTS | IELTS |
| Number of people in industry | Number of people in retail | Number of semi-skilled / skilled people in public services (including police, doctors, bus drivers, etc.) | Number of people in tourism | Number of unemployed |
|  | | | | |
| IELTS | IELTS | IELTS | IELTS | IELTS |

**1)** People employed in industry between 1996 and 2000.

**a)**

**2)** People employed in retail between 1996 and 2000.

**a)**

**3)** People employed in public services between 1999 and 2000.

**a)**

**4)** People employed in tourism between 1996 and 2000.

**a)**

**5)** Unemployed between 1998 and 2000.

**a)**

**6)** People employed in industry compared with those in tourism in 1996.

**a)**

**7)** People employed in industry between 1998 and 1999.

**a)**

[Show Answers](javascript:void(0)) - [Hide Answers](javascript:void(0))

**Vocabulary Tip**

Other words and expressions which you might find useful include:  
For things going up: rocket/jump/edge up/soar/creep up/peak (especially for numbers, prices, etc.)  
For things going down: slump / plunge / slip back / slip down / plummet / drop / bottom out (especially when talking about prices)

**IELTS Vocabulary: Describing & analysing tables**



s14~a)   
~s15~a)   
~s16~a)   
~s17~a)   
~s18~a)   
~s19~a)   
~s20~a)

s14~The number of people employed in industry fell/dropped/declined steadily/noticeably between 1996 and 2000 / over the five-year period.  
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OR  
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OR  
There was a sharp / rapid / dramatic rise / increase in the number of people employed in public services between 1999 and 2000. ~s17~The number of people employed in tourism rose / increased steadily / noticeably between 1996 and 2000.  
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OR  
There was a sharp / rapid / dramatic fall / drop / decline in the number of unemployed between 1998 and 2000. ~s19~There was a considerable discrepancy between those employed in industry and those working in tourism in 1996. ~s20~The number of people employed in industry fell /dropped/declined slightly between 1998 and 1999.  
OR  
There was a slight fall /drop /decline in the number of people employed in industry between 1998 and 1999.

s1~a) Cilicia and Cappadocia  
~s2~a) Cappadocia  
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~s5~a) Cappadocia  
~s6~a) Moesia  
~s7~a) Lycia  
~s8~a) Moesia  
~s9~a) Moesia  
~s10~a) Lycia  
~s11~a) Lycia  
~s12~a) Cilicia  
~s13~a) Cappadocia

s1~a)   
~s2~a)   
~s3~a)   
~s4~a)   
~s5~a)   
~s6~a)   
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| IELTS | IELTS | IELTS | IELTS | IELTS |
| Number of people under 18 years of age | Number of people over 65 years of age | Number of deaths | Number of married people | Number of single people |
| **Country 1: Lycia** | | | | |
| IELTS | IELTS | IELTS | IELTS | IELTS |
| **Country 2: Cilica** | | | | |
| IELTS | IELTS | IELTS | IELTS | IELTS |
| **Country 3: Moesia** | | | | |
| IELTS | IELTS | IELTS | IELTS | IELTS |
| **Country 4: Cappadocia** | | | | |
| IELTS | IELTS | IELTS | IELTS | IELTS |

**1)** In which two countries was there a considerable discrepancy between married and single people between 1996 and 1998?

**a) Cilicia and Cappadocia**

**2)** In which country was there a constant and considerable discrepancy between married and single people over the five-year period?

**a) Cappadocia**

**3)** In which country was there a sudden and noticeable difference between those under 18 and those over 65 in 1998?

**a) Lycia**

**4)** In which country did the number of under-18s rise dramatically between 1996 and 2000?

**a) Moesia**

**5)** In which country did the number of under-18s increase slightly between 1996 and 2000?

**a) Cappadocia**

**6)** In which country did the number of over-65s go up sharply between 1996 and 1998?

**a) Moesia**

**7)** In which country did the number of married people decline over the five-year period?

**a) Lycia**

**8)** In which country did the number of deaths decrease significantly between 1996 and 1999?

**a) Moesia**

**9)** In which country was there a slight decline in the number of married people between 1998 and 1999?

**a) Moesia**

**10)** In which country was there a sharp drop in the number of under-18s between 1997 and 1998?

**a) Lycia**

**11)** In which country was there a slight reduction in the number of deaths over the five-year period?

**a) Lycia**

**12)** In which country was there a significant increase in the number of deaths between 1998 and 2000?

**a) Cilicia**

**13)** In which country did the number of deaths remain constant over the five-year period?

**a) Cappadocia**

[Show Answers](javascript:void(0)) - [Hide Answers](javascript:void(0))

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| IELTS | IELTS | IELTS | IELTS | IELTS |
| Number of people in industry | Number of people in retail | Number of semi-skilled / skilled people in public services (including police, doctors, bus drivers, etc.) | Number of people in tourism | Number of unemployed |
|  | | | | |
| IELTS | IELTS | IELTS | IELTS | IELTS |

**1)** People employed in industry between 1996 and 2000.

**The number of people employed in industry fell/dropped/declined steadily/noticeably between 1996 and 2000 / over the five-year period.  
OR  
There was a steady drop/decline/fall in the number of people employed in industry between 1996 and 2000 / over the five-year period.**

**2)** People employed in retail between 1996 and 2000.

**The number of people employed in retail rose / increased slightly between 1996 and 2000 / over the five-year period.  
OR  
There was a slight rise / increase in the number of people employed in retail between 1996 / over the five-year period.**

**3)** People employed in public services between 1999 and 2000.

**The number of people employed in public services rose / increased sharply / rapidly / dramatically between 1999 and 2000.  
OR  
There was a sharp / rapid / dramatic rise / increase in the number of people employed in public services between 1999 and 2000.**

**4)** People employed in tourism between 1996 and 2000.

**The number of people employed in tourism rose / increased steadily / noticeably between 1996 and 2000.  
OR  
There was a steady / noticeable rise / increase in the number of people employed in tourism between 1996 and 2000 / over the five-year period.**

**5)** Unemployed between 1998 and 2000.

**The number of unemployed fell /dropped /declined sharply/rapidly/dramatically between 1998 and 2000.  
OR  
There was a sharp / rapid / dramatic fall / drop / decline in the number of unemployed between 1998 and 2000.**

**6)** People employed in industry compared with those in tourism in 1996.

**There was a considerable discrepancy between those employed in industry and those working in tourism in 1996.**

**7)** People employed in industry between 1998 and 1999.

**The number of people employed in industry fell /dropped/declined slightly between 1998 and 1999.  
OR  
There was a slight fall /drop /decline in the number of people employed in industry between 1998 and 1999.**

**IELTS Vocabulary: Presenting an argument**



s1~(7)~s2~(11)~s3~(14)~s4~(5)~s5~(9)~s6~(6)~s7~(2)~s8~(15)~s9~(8)~s10~(3)~s11~(13)~s12~(4)~s13~(12)~s14~(10)

s1~~s2~~s3~~s4~~s5~~s6~~s7~~s8~~s9~~s10~~s11~~s12~~s13~~s14~

**Read the text below, in which somebody is trying to decide whether to go straight to university from school, or spend a year travelling around the world. Put their argument into the correct order. The first one and last one have been done for you.**

**A)** I'm ready in two minds about what to do when I leave school. Should I go straight to university or should I spend a year travelling around the world? **(1)**

**B)** It is often said that knowledge is the key to power, and I cannot disagree with this. **(7)**

**C)** On the one hand, I would experience lots of different cultures. **(11)**

**D)** Unfortunately, another point is that if I spent a year travelling I would need a lot of money. **(14)**

**E)** And I'm not alone in this opinion. Many consider a sound career and a good salary to be an important goal. **(5)**

**F)** However, it could be argued that I would also meet lots of interesting people while I was travelling. **(9)**

**G)** Secondly, if I go straight to university, I'll learn so many things that will help me in my future life. **(6)**

**H)** First of all, there are so many benefits of going straight to university. **(2)**

**I)** But I believe that it would be easy to make a bit while I was travelling, giving English lessons or working in hotels and shops. **(15)**

**J)** Moreover, I'll be able to take part in the social activities that the university offers, and meet lots of new friends who share the same interests. **(8)**

**K)** The most important point is that the sooner I get my qualifications, the quicker I'll get a job and start earning. **(3)**

**L)** Nevertheless, these inconveniences would be an inevitable part of travelling and would be greatly outweighed by the other advantages. **(13)**

**M)** In my opinion, starting work and making money is one of the most important things in life. **(4)**

**N)** On the other hand, I could end up suffering from culture shock, homesickness and some strange tropical diseases. **(12)**

**O)** Furthermore, if I spent a year travelling, I would learn more about the world. **(10)**

**P)** All right, I've made my mind up. Now, where's my nearest travel agency? **(16)**

[Show Answer](javascript:void(0)) - [Hide Answer](javascript:void(0))

**Vocabulary Tip**

When you are asked to present an argument, you should always look at it from two sides, giving reasons why you agree and disagree before reaching a conclusion.  
  
Other words and expressions which you might find useful include:  
I believe that / despite this / in spite of this / also / thirdly / I think / finally / in conclusion / nonetheless / admittedly / on the contrary / at any rate / notwithstanding / for all that / even if.

**Using the key words and expressions from the last exercise, present an argument for one of the following issues:**

**1)** A government's main priority is to provide education for its people.  
  
**2)** The only way to save the environment is for governments to impose strict quotas on the energy we use (for example, by restricting car ownership, limiting the water we use).  
  
**3)** Satisfaction in your job is more important than the money you earn.  
  
**4)** Living in a town or city is better than living in the countryside.  
  
**5)** It is our responsibility to help or look after those less fortunate than ourselves (for example, the homeless, the mentally ill).

**IELTS Vocabulary: Contrast & comparison**



s1~differ~s2~contrast~s3~differentiate~s4~distinguish~s5~distinction~s6~difference~s7~discriminate~s8~By way of contrast~s9~similar~s10~identical~s11~tell apart~s12~in common~s13~discrepancy~s14~cats and dogs~s15~whereas

s1~..........~s2~..........~s3~..........~s4~..........~s5~..........~s6~..........~s7~..........~s8~..........~s9~..........~s10~..........~s11~..........~s12~..........~s13~..........~s14~..........~s15~..........

**Complete these sentences with the most appropriate word or expression from A, B or C.**

**1)** The two machines **..........** considerably. One has an electric motor, the other runs on oil.

**A. differB. differentiateC. differential**

**2)** The **..........** in weather between the north and the south of the country is very noticeable.

**A. comparisonB. contrastC. compare**

**3)** Many people cannot **..........** between lemon juice and lime juice.

**A. differB. differentiateC. contrast**

**4)** Children must be taught to **..........** between right and wrong.

**A. differB. contrastC. distinguish**

**5)** There is a **..........** between being interested in politics and joining a political party.

**A. distinguishB. distinctiveC. distinction**

**6)** Can you tell the **..........** between a good boss and a bad one?

**A. differenceB. differentiateC. contrast**

**7)** The management must not **..........** between male and female applicants.

**A. differB. contrastC. discriminate**

**8)** Asia covers a huge area. **..........** Europe is very small.

**A. By way of contrastB. By ways of comparingC. By similar means**

**9)** The new model of car is very **..........** to the old one.

**A. sameB. similarC. common**

**10)** Her political opinions are **..........** to mine.

**A. sameB. exactlyC. identical**

**11)** Some political parties have such similar manifestos that they are difficult to **..........**.

**A. tell apartB. say apartC. speak apart**

**12)** My friends and I enjoy doing many of the same things. In that respect, we have a lot **..........**.

**A. in similarB. in particularC. in common**

**13)** There seems to be a large **..........** between the number of people employed in service industries, and those employed in the primary sector.

**A. discriminateB. discretionC. discrepancy**

**14)** British and Australian people share the same language, but in other respects they are as different as **..........**.

**A. cats and dogsB. chalk and cheeseC. salt and pepper**

**15)** Britain's economy is largely based on its industry, **..........** a few hundred years ago it was an agrarian country.

**A. whereforeB. whereasC. whereby**

**IELTS Vocabulary: Contrast & comparison**



s1~differ~s2~contrast~s3~differentiate~s4~distinguish~s5~distinction~s6~difference~s7~discriminate~s8~By way of contrast~s9~similar~s10~identical~s11~tell apart~s12~in common~s13~discrepancy~s14~cats and dogs~s15~whereas

s1~..........~s2~..........~s3~..........~s4~..........~s5~..........~s6~..........~s7~..........~s8~..........~s9~..........~s10~..........~s11~..........~s12~..........~s13~..........~s14~..........~s15~..........

**Complete these sentences with the most appropriate word or expression from A, B or C.**

**1)** The two machines **differ** considerably. One has an electric motor, the other runs on oil.

**A. differB. differentiateC. differential**

**2)** The **contrast** in weather between the north and the south of the country is very noticeable.

**A. comparisonB. contrastC. compare**

**3)** Many people cannot **differentiate** between lemon juice and lime juice.

**A. differB. differentiateC. contrast**

**4)** Children must be taught to **distinguish** between right and wrong.

**A. differB. contrastC. distinguish**

**5)** There is a **distinction** between being interested in politics and joining a political party.

**A. distinguishB. distinctiveC. distinction**

**6)** Can you tell the **difference** between a good boss and a bad one?

**A. differenceB. differentiateC. contrast**

**7)** The management must not **discriminate** between male and female applicants.

**A. differB. contrastC. discriminate**

**8)** Asia covers a huge area. **By way of contrast** Europe is very small.

**A. By way of contrastB. By ways of comparingC. By similar means**

**9)** The new model of car is very **similar** to the old one.

**A. sameB. similarC. common**

**10)** Her political opinions are **identical** to mine.

**A. sameB. exactlyC. identical**

**11)** Some political parties have such similar manifestos that they are difficult to **tell apart**.

**A. tell apartB. say apartC. speak apart**

**12)** My friends and I enjoy doing many of the same things. In that respect, we have a lot **in common**.

**A. in similarB. in particularC. in common**

**13)** There seems to be a large **discrepancy** between the number of people employed in service industries, and those employed in the primary sector.

**A. discriminateB. discretionC. discrepancy**

**14)** British and Australian people share the same language, but in other respects they are as different as **cats and dogs**.

**A. cats and dogsB. chalk and cheeseC. salt and pepper**

**15)** Britain's economy is largely based on its industry, **whereas** a few hundred years ago it was an agrarian country.

**A. whereforeB. whereasC. whereby**

**Vocabulary: Idioms**



s1~You can say that again!~s2~having said that~s3~there is something to be said for~s4~to say the least~s5~When all is said and done~s6~Needless to say~s7~That is to say~s8~have a say

s1~..............................~s2~....................~s3~....................~s4~....................~s5~....................~s6~....................~s7~....................~s8~....................

s10~ **1)** You can say that again! (= *I totally agree with you*)  
**2)** having said that (= *despite this*)  
**3)** there is something to be said for (= *It has some advantages*)  
**4)** to say the least (= *it is in fact even more important than I have just said*)  
**5)** When all is said and done (= *After everything else; remember this*)  
**6)** Needless to say (= *This is to be totally expected*)  
**7)** That is to say (= *In other words*)  
**8)** have a say (= *be involved in making a decision*)

s10~

**Use a dictionary to check the meaning of the phrases in the box. Then complete sentences 1-8 with the correct phrase.**

|  |  |
| --- | --- |
| **there is something to be said for** | **You can say that again!** |
| **having said that** | **have a say** |
| **When all is said and done** | **Needless to say** |
| **That is to say** | **to say the least** |

**1)** **John:** That was a delicious meal!  
    **George:** **..............................**.

**2)** Swimming was not permitted in the lake. However, **....................**, many people did use the lake for swimming.

**3)** Of course you want to look good when out on the pull, but **....................** not wearing too much makeup.

**4)** While you are studying abroad, you are certainly going to want somewhere to stay and looking for housing can be stressful, **....................**.

**5)** **....................**, I believe I had a very enjoyable time on my vacation.

**6)** My father passed away when I was 16. **....................**, this had a devastating effect on my life.

**7)** An essay should be an argument. Ask yourself what are the important questions in any particular issue. **....................**, you should discuss a problem and not simply narrate events or the stages of an argument.

**8)** We live in a democratic country, which means we all **....................** in how the country is run

**Vocabulary: Idioms**



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**1)** You can say that again! (= I totally agree with you)  
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**IELTS Vocabulary: Expressions with time**



s1~from time to time~s2~the right time~s3~on time~s4~save time~s5~at times~s6~By the time~s7~in time~s8~took so long~s9~lose track of time~s10~time-consuming~s11~take your time~s12~spend time

s1~....................~s2~....................~s3~....................~s4~....................~s5~....................~s6~....................~s7~....................~s8~....................~s9~....................~s10~....................~s11~....................~s12~....................

s20~ **1)** from time to time (= *sometimes but not often*)  
**2)** the right time ... on time (= *at the planned time; neither late nor early*)  
**3)** save time  
**4)** at times (= *occasionally*)  
**5)** By the time  
**6)** in time (= *with enough time to spare; before the last moment*)  
**7)** took so long (NOT )  
**8)** lose track of time (= *to be unaware of what time it is*)  
**9)** time-consuming (= *taking a lot of or too much time*)  
**10)** take your time (= *to not hurry*)  
**11)** spend time

s20~

**Use a dictionary to check the meaning of the phrases in the box. Then complete sentences 1-11 with the correct phrase.**

|  |  |  |
| --- | --- | --- |
| **by the time** | **time-consuming** | **took so long** |
| **spend time** | **at times** | **the right time** |
| **in time** | **take your time** | **save time** |
| **lose track of time** | **on time** | **from time to time** |

**1)** I am not in regular contact with him; I just send him an email **....................**.

**2)** Excuse me, do you have **....................**? I have a job interview at 9 o’clock and I really want to get there **....................**.

**3)** I prefer to shop online to avoid the crowds and **....................**.

**4)** He can get a bit bad-tempered **....................**.

**5)** **....................** we get home this pizza will be cold!

**6)** I arrived just **....................** to watch a spectacular sunset.

**7)** I ordered a book for my sister’s birthday, but it **....................** to get delivered that it missed her birthday.

**8)** Every time I go to the library, I **....................**. Once, I stayed there for 6 hours!

**9)** Going to university is now very expensive, and looking for the right course can be very **....................**.

**10)** If you get up very early, you can **....................** getting ready and may even have enough time to cook a proper breakfast.

**11)** After school, I would **....................** with my family, rather than hanging out with friends.

**IELTS Vocabulary: Expressions with time**



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