

UNIT 1 LANGUAGE SUMMARY

Adjectives

Describing annoying things

awkward
clumsy
complex
frustrating
infuriating
time-consuming
tricky

Verbs

Facing challenges

accept
adapt
be a step forward
be capable of
be frightened of
can't take
cope with
get a grip
get through
resist
survive
tackle
underestimate
welcome

Describing annoying things

be a waste of time
be hard to operate
drive crazy
lose patience
get on nerves

Insider English

It looks like the server is down.
My Wi-Fi is down again!

Glossary

amateur
binge-watch
craft
DIY (do-it-yourself)
preserve
revive

Talking about how we deal with change

I'm always looking for an excuse to avoid change, and I'll do anything to keep my life simple.

We often talk negatively about the future, don't we?

We tend to fear change.

When we're feeling scared, we underestimate our ability to cope with things.

Talking about past difficulties

We didn't use to have any privacy.

I never used to have enough coins.

I'd drive my brother crazy.

It got on my nerves to have to get up and change the channel all the time.

Discussing issues and agreeing strongly

When it comes to technology, you can rely on the server to be unreliable.

That's so true!

You can say that again.

I couldn't agree more.

Looking at the big picture, I think email isn't that bad.

Generally speaking, you could be right ..., but

Overall, if I had to choose ...

Have it your way!

Writing an opinion essay

Organizing information with paragraphs

1st paragraph: Introduce the topic and state your opinion.

2nd paragraph: Use a topic sentence to introduce your example and give the main idea of the paragraph; describe the example.

3rd paragraph: (same as second paragraph)

4th paragraph: Restate your opinion but with different words than before.

Useful phrases

It was very awkward.

It was hard to operate.

It used to drive ... crazy.

It was really tricky.

It was a step forward from ...

We shouldn't underestimate ...

It helped to cope with ...

It was a waste of time.

It used to be so time-consuming.

Generally speaking ...

Looking at the big picture ...

Overall ...

When it came to ...

UNIT 2 LANGUAGE SUMMARY

Adjectives

The natural world

adaptable
endangered
poisonous

Nouns

Space and ocean exploration

atmosphere
exploration
investigation
resources
satellite
species
surface

The natural world

animal life
creature
environment
form of life
habitat
origin
plant life
pond
sea life
survivor
territory
volcano

Verbs

Space and ocean exploration

come across
launch
monitor
observe
preserve
use up

Insider English

You don't need to worry about Rachel.
She is a really tough cookie!

Glossary

fossil
head straight for
microbe
mammal

Talking about exploration and research

I would definitely prefer to explore space rather than study the ocean.
We can learn more from research into space exploration than most people realize.
Space exploration just isn't useful enough to justify the cost.
It's less important to fix future problems than (it is) to fix current ones.
There are fewer benefits to space exploration.

Talking about life forms in different environments

Nicaragua's Masaya Volcano is one of the most active volcanoes in Central America.
Yet in and around these holes, various forms of sea life exist.
The tiniest and most common are microbes.
Rats are the most adaptable mammal (that) we know of.
It's an absolutely awful place to live.
They become very hard and appear to be dead.
The final "tough cookie" has few limits to its territory.

Exchanging important information

Asking for information

Is there any danger of really bad weather?
What exactly do you mean by "the worst"?
Is there a risk of snow?
What sort of coat would you recommend taking?

Providing information

The most important thing to consider is that mountain weather is unpredictable.
First and foremost, you need a good waterproof coat.
One thing to keep in mind is that you don't want a thick coat.
Another thing to consider is the kind of T-shirt you wear.

Writing a description of an area

Using numerical words and phrases

Drumheller is a town of about 8,000 people in southern Alberta.
It's 138 kilometers northeast of Calgary.
The record highest (temperature) was 40.6°C, but the normal temperature range is -18° to 26°C.
Almost 500,000 tourists arrive every year.
The museum has one of the world's largest collections of dinosaur fossils, including more than 200 complete skeletons.
The hoodoos are natural towers of rock, up to 6 meters high.

Useful phrases

I've been to ...
I've been ... before.
I've gone ... in the past.
I went ... once.
It felt absolutely ...
It made me feel extremely ...
It was the ... of my life.
The environment was ...

UNIT 3 LANGUAGE SUMMARY

Adjectives

Describing strong feelings

bizarre
creepy
disgusting
fabulous
impressive
irritating
satisfying
stunning
tense
uneasy
weird

Verbs

Describing personality

attract attention
be an extrovert
be an introvert
be reserved
be the life of the party
enjoy the company of
feel left out
interact with people
show off
socialize
speak softly
speak up

Insider English

Gross!
That's gross!
Mushrooms are gross.

Glossary

cookware
database
deadline
intern
stereotype

Talking about personality types

It's Saturday morning, when we discuss my choice of the week. Cain, whose work explores the character of introverts, feels that American society often prefers extroverts. An extrovert is someone who easily attracts attention. These are the two stereotypes accepted by most people. But there's a third personality type, which Quiet Revolution explores.

Talking about things you love or hate

I'm just sitting here, thinking about the strange things I love and hate.
A crow flying slowly across the sky looks stunning.
Some people like to stand on beaches, watching sunsets.
... as a child living in New York City, I took it a lot with my mom.

Making and responding to requests

Is there any chance you could ... ?
I don't mean to be rude, but ...
Would you be willing to ... ?
I'd be happy to help out.
Do you think it would be possible (for you) to ... ?
I don't know how much I'd be able to ...
Sorry, but I wouldn't be comfortable [-ing verb] ...
Yes, I can probably manage that.

Writing a personal statement for a job application

Composing and evaluating a personal statement

Make sure your personal statement is:

Concise: Keep it short. Avoid unnecessary words that add no meaning. Avoid overusing the word "I." Vary the sentence structure. Put the information in one paragraph.

Relevant: Write about who you are and what you can do. Emphasize only skills and talents relevant to the job. Avoid common expressions such as "good at working on a team" or "a dedicated and enthusiastic worker." Say how you can contribute to the organization. Briefly mention your career goals.

Accurate: Check your punctuation (avoid exclamation points), spelling, and grammar.

Useful phrases

This question revealed that ...
Our question about ... shows someone who ... would be a good employee.
We thought this question would ... , but it didn't.
We could improve this question by ...