

UNIT 1 LANGUAGE SUMMARY

Adverbs

Using adverbs to add detail

comprehensively
demonstrably
dramatically
drastically
feasibly
gradually
increasingly
inevitably
markedly
potentially
progressively
radically
ultimately
undoubtedly
unquestionably

Nouns

Talking about developments in technology

artificial intelligence (AI)
beta version
chatbot
computer-generated speech
computer translation
facial recognition
image recognition
operating system (OS)
text to speech / speech to text
virtual assistant
voice activation
voice recognition
working prototype

Insider English

I've got your back.

Discussing the potential uses of robots in everyday life

MiRo will undoubtedly ease the burden on overstretched social services.

Home health care alternatives are inevitably going to become a necessity.

Social services will certainly not be able to offer human companionship for everyone.

Talking about developments in artificial intelligence

By the end of the next decade, chatbots will have replaced humans in call centers.

We'll be having conversations with computers and not even know it?

Acknowledging arguments and proposing counterarguments

I can see how that might be interesting, but ...

I understand what you're saying, but I still don't get it.

It's a valid point, ... but consider the other side.

You have a good point there.

I get where you're coming from, but ...

I hadn't really thought of it like that. I guess you're right.

I guess so, but I'm still not convinced.

You could look at it that way, but that doesn't mean ...

Writing an essay about AI in our homes

Exemplifying arguments

for instance,

just to name a few

namely

such as

take, for example,

Useful phrases

A robot could certainly ... as well as a person, but maybe not ...

Once ... , people won't ... anymore.

It's going to need to be able to ...

In order to ... , it'll need ...

We believe people will gradually ...

With better AI, our robot could feasibly ...

UNIT 2 LANGUAGE SUMMARY

Adjectives

Describing personality

accepting
aloof
antisocial
chatty
genuine
insensitive
narrow-minded
open-minded
rigid
self-centered
sincere
talkative

Verbs

Using three-word phrasal verbs

come down to
face up to
fall back on
fit in with
get through to
look down on
mess around with
put up with
run up against
stand up for

Insider English

makes me dizzy

Discussing assumptions, deductions, and predictions about behavior

Some people will share quiz results every single day!
But will we really learn more about ourselves from a quiz?
They will nearly always return positive results.
Now that you've read this article, will you continue to enjoy online quizzes?

Talking about assumptions related to age

Would you mind telling us that story you told me earlier?
I wouldn't accept it. I had to stand up for myself.
You'd think so.
She asked if I would leave the room.
In the early days, I would run up against attitudes like that a lot.

Comparing and discussing similar experiences

I hear you.
I can relate to that.
I know exactly what you mean!
Has that been the case for you?
That reminds me of the time (when) ...
That's just like the time (when) ...
I know how you feel.
Same here, ...
Tell me about it!
What a coincidence!

Writing a report based on graphs

Explaining data

As can be inferred / observed / seen ...
This depicts / highlights / points out / presents / shows the reasons for / causes of ...
This confirms / implies / indicates / leads us to conclude / reveals / suggests that ...

Useful phrases

Of the people I surveyed, 75% said ...
Only one in four respondents agreed that ...
The majority of our responses seem to point to ...
In general, the survey data indicates ...
However, it would appear that ...
It would be fair to conclude that labels ...

UNIT 3 LANGUAGE SUMMARY

Adjectives

Describing emotional reactions

composed
defensive
flustered
forgiving
gracious
harmless
hysterical
mellow
melodramatic
resourceful
spiteful
victorious

Verbs

Thought processes

analyze
dismiss
disregard
envision
evaluate
fixate
foresee
interpret
presume
reconsider
reject
review

Glossary

bleach

Discussing past actions and their present results

Well, if you'd mentioned all this road work, I would've gone a different way.

Well, if you'd been listening, you'd have heard me, ...

... and we wouldn't be sitting in this traffic jam right now.

Reacting to past situations

You should have checked that you had your keys before you left.

You should have given an extra key to a neighbor.

You knew she could have been having lunch then, too.

She might not have been offended by it.

She may not have heard you.

Describing a negative experience; offering sympathy and reassurance

Describing a bad experience

It was a total/unmitigated disaster!

I wish I'd just stayed in bed today.

I just couldn't believe this was happening!

It was the worst presentation ever!

You haven't heard the worst part yet.

Everything that could possibly go wrong did go wrong.

Offering sympathy and reassurance

It can't have been that bad.

I'm sure it just felt that way.

I'll bet no one even noticed.

We've all been there.

Everybody (goes blank) now and then.

I think you're blowing it out of proportion.

Things are never as bad as you think they are.

You'll see – everything'll be just fine.

Writing a short story based on a set of facts

Creating cohesion by emphasizing coincidences

... the country roads between their two houses ...

Neither of the sisters ...

... and both ended up sliding ... / They were both taken to the hospital ...

They ended up spending Christmas together in the same hospital!

Useful phrases

If that were the case, I probably wouldn't have ...

My whole world would have been different.

We explored the second scenario, and we figured ...

We should present your scenario because ...

It would have been a disaster because ...

We might have stopped ... before it happened.

UNIT 4 LANGUAGE SUMMARY

Adjectives

Describing things

circular
cylindrical
delicate
elaborate
filthy
flaky
mammoth
miniature
multicolored
ridged
spiral
stringy

Nouns

Eye idioms and metaphors

a bird's eye view of
in the public eye
in the blink of an eye
in your mind's eye
without batting an eye

Verbs

Eye idioms and metaphors

catch your eye
feast your eyes on
keep your eyes on the prize
see eye to eye on
turn a blind eye to
have eyes in the back of your head

Insider English

Easier said than done.

Glossary

fibers
particle

Discussing the value of changing perspective

It shows us everyday objects, most of which we ignore at normal size.

The images show grains of sand, each of which is totally unique.

Microphotographers, many of whom are scientists, remake the tiniest pieces of the world around us.

Pollen, which we usually only notice when it makes us sneeze, looks like a handful of fruit candy.

It allows doctors to study the structures of viruses that previously they knew very little about.

Talking about how eyes function in humans and animals

Here are a few amazing facts about what our eyes can do and how they do it.

Without light, colors fade, and what we see is a world of grays.

Today, security agencies use iris scanning to confirm we are who we say we are.

Discussing problems caused by staring at screens

Clarifying a problem

It's not quite that straightforward when you look at it more closely.

That's the key to finding a solution.

That has a major impact on ...

There's considerably more to it than just blinking.

The truth of the matter is, ...

This gets to the heart of the problem.

Blue light isn't a bad thing in itself.

It all comes down to how much blue light our eyes are exposed to.

Looking at it objectively, ...

Writing a personal profile statement for a résumé

Creating cohesion with concise statements using prepositions

I have a clear, logical mind with a practical approach to problem-solving ...

As a graduate with a double major in marketing and business, I am eager ...

A seasoned professional with a successful track record and strong technical skills, I approach each project with a keen eye for detail.

From the corporate word to dot come startups, my abilities ...

With resourceful problem-solving techniques and an optimistic outlook on life, I excel at ...

Useful phrases

For the venue, we'll need to consider ... in our decision.

Before we choose ... , let's decide ...

Figuring out ... will help us determine ...

For ... , it all comes down to ...

In this category, the highest priorities are ...

Once you've done ... , I can start ...

UNIT 5 LANGUAGE SUMMARY

Adjectives

Describing remote places

abandoned
abundant
anonymous
bare
barren
deserted
harsh
hostile
immense
isolated
lush
nameless
picturesque
scenic
unspoiled
vast

Nouns

Talking about influences

consequence
force
impact
implications
source
trigger

Verbs

Talking about influences

force
impact
influence
motivate
result in
stem from
trigger

Insider English

I thought I'd hate working in a big office, but as it turns out, I find it really energizing.

Glossary

in the loop

Discussing traveling to remote places

Walking down a crowded, noisy beach, they looked at each other and had the same thought.

Having explored all the spots **close to** home, they found themselves itching for more.

Now addicted to the beauty of unspoiled landscapes, they drove from state to state.

Commenting on loneliness and working in remote places

I can see how someone (who is) freaked out by solitude would find this job impossible.

Wildfires, (which are) common during the summer season, can happen anytime.

It is an area (that is) known to be extremely difficult to reach.

Discussing cause and effect

Signaling cause and effect

More and more people are working from home, and we all know that's due to the digital revolution.

That's why studies found lower stress levels among remote workers, a reduction in their chance of suffering heart attacks and strokes.

This must be thanks to the reduction in distractions that people have at home.

Because of the added flexibility that remote working allows, the gender gap is reduced.

A common side effect of working from home is loneliness.

For all the reasons I've presented, remote work should no longer be just regarded as a job "perk."

As an employee, seeing as how I have more power over the way I do my work, I'm happier and I get more done.

Writing a company profile

Creating cohesion with concise statements using participial phrases

The Company, interested for years in remote business models, has gone 100% virtual.

Millennials, already accustomed to working remotely, are the key to a good staff.

Meetings held via video chats are replacing traditional messaging methods.

Employees, happy with their own customized schedules, work far more efficiently.

Useful phrases

Due to the fact that this role is ... ,

Anyone working in an office all day knows ... , so ...

Having read the description for ... , I think it's fair to say ...

You might think ... , but actually ...

Thanks to ... , the challenges of ... are no longer a problem.

The other jobs Consequently, ours is the best candidate.

UNIT 6 LANGUAGE SUMMARY

Adjectives

Using the prefixes *under-* and *over-*

overconfident
overcrowded
overdeveloped
overestimated
overpaid
overpriced
overrated
overwhelmed
overworked
underdeveloped
underestimated
underpaid
underpriced
underrated
underwhelmed
underworked

Adverbs

Using adverbs to add attitude

deeply (anxious)
genuinely (surprised)
highly (unusual)
immensely (popular)
incredibly (helpful)
noticeably (thrilled)
remarkably (calm)
understandably (upset)
utterly (shocked)
visibly (shaken)

Insider English

Whatever.
the good old days

Glossary

tandem

Discussing shocks and surprises

What she never expected was to spend the day falling through the air.

What I love most is being there when the client finds out.

It wasn't until it was all over that I realized what a great experience it had been.

The thing that they try hardest to avoid, ironically, is shock.

The reason why is that I get to share in that feeling.

Talking about great upsets in sports and other contexts

However you look at it, the "Miracle on Ice" was one of the greatest sports upsets of all time.

Whatever the reason, Team USA was significantly underrated.

Whenever there's a big upset, it's always compared to the Miracle on Ice.

Whoever you ask will point to the 1948 U.S. presidential election.

Discussing the differences between local and global brands

Adding emphasis

Since then, Seattleites have been totally obsessed with the drink.

But the thing that's most surprising is, despite the hundreds ...

It is local businesses they want to support now.

Vinyl is really making a comeback. Even new music is coming out on vinyl.

Not long ago people really did think that we'd stop buying books altogether.

So, actually, we're talking about two trends here ...

What they have in common is that desire for interaction.

I do wonder whether this trend ... is having an effect on the corporate world.

Writing a paragraph drawing from multiple sources

Paraphrasing

To paraphrase, state information from the original text using different words.

Useful phrases

We should ask if they prefer ...

A good question would be "How do you feel about ...?"

Let's be sure to ask about ...

The reason why we chose X is because ...

The best thing about this surprise is ...

They can ... whenever they want.

UNIT 7 LANGUAGE SUMMARY

Adjectives

Talking about ancestry

adopted
adoptive
ancestral
ethnic
genetic
hereditary

Nouns

Talking about ancestry

adopt
ancestor
ancestry
ethnicity
genes
genealogy
heritage

Talking about customs and traditions

festivities
practice
rites
ritual
significance

Verbs

Talking about ancestry

inherit

Talking about customs and traditions

honor
keep a tradition alive
mark
observe
pay tribute to
signify
symbolize

Insider English

a touch of
from top to bottom

Discussing the growing interest in DNA testing and genealogy

No way would I have done it otherwise.
Little did I know how fascinating my results would be!
Never had I imagined that I had ancestors from Asia.
Only when the results arrived did I realize how little my ethnic background matters.
Not until then did I fully appreciate my wonderful adoptive parents.

Talking about celebrations in your family and community

Through the kitchen door wafts the delicious smell of fresh dumplings.
On the red tablecloth lies a stack of red envelopes.
In the envelopes are crisp new dollar bills.

Sharing a story about visiting a place with special significance

Expressing an opinion

I have to admit, ...
To tell you the truth, ...
To be (perfectly) honest, ...
Don't get me wrong, ...

Responding to someone else's story

I can see how it would be strange.
I think I can understand that.
How did you handle that?
It must have been pretty overwhelming.
It can't have been easy.

Commenting on your own story

It's difficult to put into words.
It's hard to describe.
It's difficult to say why exactly.
That was the best part!
... if you know what I mean.

Summarizing information about a topic

Summarizing arguments

On one side ... while on the other ...
Some [people] argue that ... but other [people] disagree ...
While some [people] say ... other [people] feel ...
Many [people] claim that However, other [people] maintain that ...

Useful phrases

The thing that makes it special for me is ...
From every direction come the sounds of ...
Not until you take part in it yourself do you fully appreciate the ...
In the center of the poster sits a colorful ...
It's really important to stress that it's fun for the whole family ...

UNIT 8 LANGUAGE SUMMARY

Nouns

Talking about attention and distraction

concentration
distraction
focus
interruption

Verbs

Talking about attention and distraction

avoid distraction
concentrate
be / get distracted (by)
be / get interrupted (by)
focus (on)
get / stay focused (on)
interrupt
lose focus

Expressions with *get*

get accustomed to
get at
get attached to
get blown away by
get complicated
get frustrated
get lost
get rid of
get something right
get something straight
get the go-ahead

Insider English

I don't buy it.
go off the rails
stay on track

Discussing distractions and attention spans

We can't get anything done because we constantly get interrupted.

Our ability to concentrate is getting eaten away by technology.

It is increasingly difficult for us to get focused and stay focused.

This got me thinking about all the things demanding my attention.

Talking about instincts and gut reactions

As Gladwell points out, sometimes all it takes is one person's intuition.

As can be seen from this example, there really is something to be said for "split-second thinking."

As we can all attest, split-second decisions are often more accurate.

Describing the best features and selling points of apps

Speaking persuasively about a product

It enables users to block distractions.

That's the whole point of this new app.

The bottom line is, with this app, you can ...

What the app also offers is a way to ...

Our goal is to make it as customizable as possible.

We're aiming to give users all the flexibility they could possibly want.

No other app on the market offers a feature like this.

This is a great opportunity to remove that temptation ...

You won't want to miss out on this great product.

We're all about keeping you on track ...

Writing presentation slides

Adapting content for presentations

Present all points succinctly, using formal language.

Add images, quotes, and statistics to make presentation slides more interesting.

Include one introduction slide.

Include content slides, one for each aspect of the presentation.

Include one ending slide.

Useful phrases

What's a unique selling point for our product?

... is something no other product on the market can offer right now.

I think ... should present the details because I'll get confused if people ask questions.

I love the idea of ... – it's simple but exciting.

I don't think there's much of a market for ...

UNIT 9 LANGUAGE SUMMARY

Nouns

Discussing health issues

blood pressure
cardiovascular disease
cholesterol levels
chronic pain
circulation
digestion
immune system
internal organs
joints
posture
sedentary lifestyle
side effects

Verbs

Discussing (lack of) sleep

add up
build up
cut back on
cut out
drift off
drive somebody to
fit something into
keep somebody up
pack something into
rack up
slip away
wind down

Insider English

knock-on effect

Glossary

flip side

Discussing the effects of a sedentary lifestyle

This [*the knowledge of side effects of a sedentary lifestyle*] doesn't make for a big news story, but the fact that the sitting disease now affects all ages does [*make this a big news story*]. It's worrying to think that even young children are not getting enough exercise.

Stand-up meetings give similar results [*to those of standing desks*].

By installing pedal desks, schools make it easy for students to stay active. Adopting treadmill desks allows companies to do the same for their employees. [*make it easy to stay active*]

The action of pedaling or walking not only gets them [*users*] moving, it also means they [*users*] stay physically and mentally engaged with their [*the users*] work.

Suggesting ways to establish good sleep habits

We're going to be looking at the flip side.

We seem to be packing way too much into our days.

We know we need to be racking up at least seven hours of sleep a night.

You're watching cat videos when you should be sleeping!

Asking and deflecting probing questions

Asking probing questions

Surely you can't be suggesting that ... ?

Isn't it fair to say that ... ?

Wouldn't you agree that ... ?

How do you explain the fact that ... ?

Buying time to think / deflecting questions

I'm glad you brought that up ...

Well, that's an interesting point ...

Writing about solutions to specific problems

Explaining distinctions

Water.org does not provide people with clean water, per se / as such.

It does something that is, at its heart / intrinsically, much more important.

The problem is, fundamentally / essentially, a financial one.

More often than not / By definition, people who spend hours every day in search of water do not have time to work ...

... money, in and of itself / by its very nature, won't break the cycle.

Water.org is, fundamentally / as a matter of course, investing in communities ...

Useful phrases

What will ... miss most about ... ?

... loves ... , but he could use ... as a substitute.

If we let her take ... , they could both use it.

... appears to be studying ... in her free time, so ...

... will be taking ... because he'll miss ... more than anything else.

People need to be doing something, or they go crazy.

Maybe think about ...

UNIT 10 LANGUAGE SUMMARY

Adjectives

Discussing global food issues

nutritious
wholesome

Discussing global energy issues

carbon-neutral
low-carbon
low-emission
off-grid
renewable
self-sustainable

Nouns

Discussing global food issues

appetite
cattle
cereals
consumption
fiber
foodstuffs
grains
livestock
shortage
superfood
supply

Discussing global energy issues

biofuel
carbon footprint
fossil fuel
solar panels

Verbs

Discussing global energy issues

energize
power

Insider English

It's doable.

Talking about future food options and how likely they are

Imagine if we could reduce our appetite for beef?

Some people would rather we gave up meat altogether.

It's (high) time we started exploring alternatives.

What if we created a cool new food product?

Discussing new ways to use natural energy sources

It would appear that these initiatives are leading the way.

It is believed that this technology could be adaptable for use almost anywhere.

It would seem this company has found an affordable energy source.

It is reported that kites like these require 90 percent less construction material.

Discussing the advantages of rethinking daily habits

Defending an opinion and concluding a turn

The speaker said that it all comes down to being mindful of your daily routine.

You might think so, but actually ... they're coated in plastic.

We can just recycle straws, too. I mean, it's not *that* difficult.

No, listen, it's not as simple as that. I'm talking about ...

It's too much all at once. That's all I'm saying.

Anything that reduces plastic trash is worth doing. That's the point I'm trying to make.

Recycling is only skimming the surface. There's so much more that can be done.

I hear you, I just don't see why anything so radical is necessary. I think ...

Well, I guess we're going to have to agree to disagree on this.

Writing a summary of a discussion

Using appropriate register

The topic is not at all / by no means a simple one, but two clear arguments emerge.

Gig and shared economy practices liberate people ...
so / in this respect it is beneficial to society

In terms of / With respect to customers, they can have whatever they want ...

And for / Regarding workers, they are their own bosses,

In a nutshell / In brief, the freedom and flexibility offered by these new ways of working make it beneficial to everyone.

Though probably true / it would seem that the gig economy is here to stay, even if / regardless of whether we don't like it, the freedom and flexibility it offers has won it many champions.

Useful phrases

It's a kind and clever way to ...

It's not as straightforward as that. ...

The supply of animals in shelters ... , but the supply of pet owners ...

... That's all I'm saying.

We want to rethink the assumptions about pet ownership. First, ...

Most people would rather ... than ...

But just think: What if we could ... ?

From our perspective, it all comes down to ...

UNIT 11 LANGUAGE SUMMARY

Adjectives

Describing color associations

bold
muted
neutral
pastel
saturated
vibrant

Color expressions

green
green around the gills

Nouns

Color expressions

greenhorn
green party
green thumb

Verbs

Describing color associations

capture
conjure up
convey
evoke
imply
reflect
resonate with
transmit

Color expressions

be in the red
caught red-handed
cut through red tape
get the green light
see red
turn red

Insider English

It could be another food that just happens to look like a chocolate chip cookie.

Discussing the importance of color for businesses

Everyone knows the famous Pantone color swatches. The company has facilities around the world. News of Pantone's "Color of the Year" is anxiously awaited. If neither of those yellows resonate with customers, they can choose another shade. Data also shows that Pantone has a big impact on the fashion industry.

Talking about color expressions and their meaning

Red is the color with the most common associations. People who get caught red-handed also get punished. Someone like a gardener, who is good with plants, has a green thumb.

Responding to questions in different ways

That's a good question ...
Would you like to take this one?
I guess I would have to say ...
I'm glad you asked that.
Let me just check that I've understood your question.
Well, the short answer is yes / no. ...
I'm afraid that's not really my area.
Perhaps [name] can answer that one.
Let me think ...
Sorry, but what do you mean by that exactly?
I'm not sure I understand. Could you rephrase the question, please?
Well, I've never really thought about it like that, but now that you ask, ...

Writing a short opinion essay

Supporting opinions with examples

In opinion essays, you can start with general information about the topic. You can then provide specific examples that support your opinion, and finally state your opinion.

Useful phrases

If we make a flag for ... , it should include ...
The flag we make needs to evoke ...
I think ... is the most important element because ...
The color ... could symbolize both ... and ...
Our flag uses the colors These are colors that ...
To most people, saturated colors convey ... , but in our flag, ...
That's a good question. ... , would you like to take that one?

UNIT 12 LANGUAGE SUMMARY

Adjectives

Talking about change

disruptive
innovative

Describing change

abrupt
desired
drastic
fundamental
gradual
lasting
profound
radical
refreshing
subtle
sweeping
unforeseen
welcome

Nouns

Talking about change

adaptation
disruption
innovation
resistance
shake-up
transition

Verbs

Talking about change

embrace
implement
facilitate
undergo

Insider English

a tall order
slowly but surely

Answering job interview questions about change

Companies today are insisting that recruiters find out as much as possible.

The demand that employees be comfortable with handling change is universal.

An essential quality of a good answer is that it be practical and specific.

Talking about places that have changed drastically

The lava is reported to have taken over a year to reach the village. They would have preferred to stay in their ancestral homes. Whole communities were forced to leave, sad to have lost their homes.

A dam was built for the purpose of redirecting water back to the lake, which seems to have worked.

The people are moving back, too, glad to have lived to see their beloved Aral Sea come back to life.

Telling a story that you heard from someone else

Referring to the original

Those were his exact words, ...

In his own words, ...

That's what he said.

I got it straight from the horse's mouth.

Skiping details

To make a long story short, ...

And the rest, as they say, is history.

Signaling a retelling

I can't tell it the way he does.

I don't remember/know all the details, but ...

I can't speak for him, but ...

It's much better the way he tells it!

Writing a review of a movie or book

Creating cohesion with complex sentences

Telling the age-old tale of the transformation from struggling artist to headliner, *A Star Is Born* follows the classic movie structure full of twists and turning points, ending with an inevitable dramatic climax.

After seeing her perform, Jackson is captivated by Ally's voice and becomes both a mentor and a romantic interest, at once her idol and her biggest fan.

As Ally's star rises, however, Jackson's career begins to fall, and the couple faces the inevitable challenges created by the dramatic transitions in their lives.

Useful phrases

Something terrible seems to have happened ...

I guess it could have been ...

If this one goes here, the plot twist could be ...

It's important we be clear about ...

Everything depends on ... , so we should ...

When you say "... , " then I'll step in and reveal the plot twist!