

UNIT 8 LANGUAGE SUMMARY

Adverbs

Talking about progress

as expected
at my own pace
effectively
efficiently
little by little
on my own time
smoothly
steadily
successfully
thoroughly
with difficulty
with ease

Verbs

Describing neatness and messiness

arrange sth neatly
be all jumbled up
be disorganized
be organized
be tangled up
fold sth
hang sth up
leave sth all over the place
line sth up
put sth away
put sth in alphabetical order
put sth in a pile

Insider English

You should talk.

Glossary

consumer affairs
faulty
sloppy

Talking about neatness and messiness

We were supposed to meet some friends at seven.
We were about to leave the house, but she couldn't find her keys.
Her keys were bound to be in the house somewhere.
We were forced to go room by room looking for them.
They're sure to be neatly placed side by side on the floor.

Talking about side projects

It won't cause you stress but will give you a real sense of satisfaction.
Eventually I'm going to edit it.
I'm not showing it to them until it's done.
In a couple of years, I'll be looking for a job.
This video is going to be a useful example of my skills as a filmmaker.
If things go smoothly, I might start my own video production business one day.

Suggesting and showing interest in ideas

One/Another thing you/we can do is ...
That's such a terrific / an awesome idea.
What a fabulous idea!
... always goes over well.
I bet everyone loved / will love that!
It never hurts to ...
That's always worth considering.
... is a good way to approach it.

Writing a complaint letter

Avoiding run-on sentences and sentence fragments

In formal writing, avoid sentences that go on and on (run-on sentences) as well as sentence fragments (incomplete sentences).

Useful phrases

If you do this, you're bound to / sure to ...
You're going to ...
You might ...
You'll be + verb + -ing ...