

Lesson 2.1

Student B

9 A Read the paragraph below and underline four metaphors related to time and money. Match them with meanings 1–4.

'Stuck in a stressful job, I was **living on borrowed time**. I ate badly and was constantly sick. Whenever I tried to relax, I found myself thinking about work. Even at weekends, I felt as if my boss was tapping me on the shoulder, saying, "You're **wasting precious time!**" One Sunday, I visited my grandfather. I said, "I know I should **put aside some time** for myself, but I **just can't afford to spend time** relaxing. I'll lose my job." He said, "No. You can't afford not to. If you go on like this, you'll lose your mind. Which is worse?"'

- 1 keep time free
- 2 using time badly (not doing anything with your time)
- 3 don't have time to do something
- 4 survive after you would expect to be dead

B Read your paragraph to your partner twice. Which metaphors did he/she notice? Explain the meaning of the four metaphors to your partner.

Lesson 2.3

7 C Read the text to find out what really happened. Do you think the bosses did the right thing?

Case 1 The boss organised a day of training in the new management system for all assistants. The event was held in a smart hotel, with a gourmet dinner and free drinks afterwards. The CEO explained to all assistants the importance of the new system and how it would make everyone's lives easier eventually.

Case 2 The boss collected all of the negative comments online and printed them out. Then she had a meeting with the employee, inviting him to air his complaints and suggest solutions. The man was so embarrassed and surprised that his boss took his complaints seriously and really listened (she even made a procedural change suggested by him) that he stopped posting criticism and abandoned his blog.

Case 3 The boss wrote a memo to all employees, saying exactly what was and was not allowed to be charged as expenses. Without naming the woman, he included many of the items that she had been charging the company for (clothes, tickets to the theatre, etc.). He knew the employee would recognise that she had been caught. The boss also explained that any corporate entertaining needed to be cleared with him before it happened.

Lesson 5.1

9 A This is how the story continued.

It was a small wooden box, which her mother had kept hidden in the back of her wardrobe. Madge lifted the lid gently and peered inside. The moment she saw them, she recognised his handwriting. At the bottom of the box, lying unopened after all those years, were dozens of letters from the man she had wanted to marry.

Lesson 6.2

8 A Student B

The English Village

At the Happy English Village in Taoyuan, Taiwan, children arrive at the end of their normal school day to spend time speaking English and having fun. The village has themed rooms (a shop, restaurant, airport, coffee shop, cookery room and dance studio). Children work in groups of twelve with volunteer foreign teachers.

Lesson 10.3

8 B Read your role. Think about your answers to questions 1–3 below.

Group A

You are the school administrators.

- Your budget is €800 (for renting films, buying food and paying staff for overtime).
- You think students should pay €5 per evening (two films).
- You want to serve snacks only.
- You think the festival should last three days.
- You think the school administrators should choose the films because you need to make sure they are appropriate.
- You want the student Film Festival Committee to develop a web page about the festival to go on the school's website. You think this will attract students to the school.
- You want the festival to take place next term so there is time to arrange it properly.

- 1 What is your main objective in this negotiation?
- 2 What do you think the other team's objective is?
- 3 What are your other objectives? Which of these are quite important? Which are not so important?