

Listening scripts

Unit 1

🔊 1.1 p.9

Practice drill 1 Present Simple

Change the Present Simple sentences.

Example

We always work late.

(He)

He always works late.

(arrive)

He always arrives late.

Now, you do the same.

He always arrives late.

(early)

He always arrives early.

(I)

I always arrive early.

(leave)

I always leave early.

🔊 1.2 p.9

Practice drill 2 Present Simple negative

Make these sentences negative.

Example

He usually agrees with us.

He doesn't usually agree with us.

Now, you do the same.

I often see her.

I don't often see her.

She really likes the music.

She doesn't really like the music.

We completely agree with you.

We don't completely agree with you.

He usually goes training in the evening.

He doesn't usually go training in the evening.

🔊 1.3 p.9

Practice drill 3 Present Continuous

Make full questions.

Example

She's cooking.

What?

What's she cooking?

Now, you do the same.

They're going.

Where?

Where are they going?

He's running.

Why?

Why's he running?

They're coming.

When?

When are they coming?

She's singing.

What?

What's she singing?

🔊 1.4 p.9

Pronunciation

Verb endings in the Present Simple

Listen and repeat the verbs.

- | | |
|--------------|----------------|
| 1 brings | 10 launches |
| 2 changes | 11 makes |
| 3 consists | 12 offers |
| 4 deals | 13 provides |
| 5 focuses | 14 specializes |
| 6 introduces | 15 stops |
| 7 involves | 16 tastes |
| 8 knows | 17 thinks |
| 9 laughs | 18 uses |

🔊 1.5 p.11

Focus on functions

Introductions and greetings.

Welcoming a visitor

Listen to the conversations.

J=Jan, T=Tim

J Tim! I haven't seen you for ages! Hello!

T Yes, it's been a long time. Nice to see you again!

J And it's good to see you again, too. I suppose we last met a year ago.

T That's right. So ... are you busy? How are things going?

J Everything's going fine, thanks. We've just finished your new TV commercial. Look, this is it.

L=Lucy, J=Jan

L Er, excuse me. You must be Ms Phillips.

J Yes, that's right.

L Hello, I'm Lucy Lang, Mr Herbst's assistant. How do you do.

J How do you do.

L Mr Herbst is expecting you, so would you like to come this way?

J Thank you.

L Did you have any problems finding us?

J No, not at all. You see, I've been here several times before.

S=Stefan, J=Jan, T=Tina

S Come on in, Jan, and take a seat. How are you?

J Not too bad, thanks. A bit tired though!

S Of course. But listen, Jan, before we meet the branch managers, I'd like to introduce you to their boss, Tina Marlowe. She's Director of Retail Operations.

T Pleased to meet you.

J It's good to meet you, too.
 T Thank you for all the hard work, Ms Phillips.
 J Oh, please call me Jan.
 T Fine. Then please call me Tina.
 S Good, now, Jan, would you like some coffee?

Unit 2

🔊 2.1 p.15

Practice drill 1 Past Simple questions

Ask questions about the statements.

Example

Something happened while you were out.
What happened?

Now, you do the same.

Annie brought somebody to see you.

Who did she bring?

I gave Lisa some of my old things.

What did you give her?

Somebody knew the answer to the problem.

Who knew it?

Something damaged the computer.

What damaged it?

🔊 2.2 p.15

Practice drill 2 Present Perfect Simple

Answer the questions.

Example

Which has he bought? The Canon?

That's right. He's bought the Canon.

Now, you do the same.

How have they gone? By air?

That's right. They've gone by air.

Where has she sent it? To Madrid?

That's right. She's sent it to Madrid.

What have they sent? The report?

That's right. They've sent the report.

How often has he been there? Three times?

That's right. He's been there three times.

🔊 2.3 p.15

Practice drill 3 Present Perfect questions

Ask questions about the statements.

Example

They left for New York this morning.

(arrive there)

Have they arrived there yet?

Now, you do the same.

She wrote the report a week ago.

(send it)

Has she sent it yet?

The garage bought the cars very cheaply.

(sell them)

Has it sold them yet?

They travelled to Athens last week.

(come home)

Have they come home yet?

He asked for a meeting two days ago.

(have it)

Has he had it yet?

🔊 2.4 p.15

Pronunciation

-ed endings in the Past Simple

Listen and repeat the verbs.

- | | |
|---------------|---------------|
| 1 added | 9 included |
| 2 arrived | 10 launched |
| 3 called | 11 learnt |
| 4 employed | 12 negotiated |
| 5 established | 13 opened |
| 6 founded | 14 operated |
| 7 helped | 15 promoted |
| 8 guessed | 16 registered |

🔊 2.5 p.17

Focus on functions

Answering the phone.

Making and changing appointments

Listen to the two conversations.

L=Lyn, S=Susan

L Good morning. Faraway Flights. How can I help you?

S Hello. This is Susan Lau. I'd like to speak to Mr Tucker, please.

L Ah, Miss Lau, yes of course. I'll put you through. One moment, please ... I'm sorry, his line is engaged.

S Oh dear. The reason I'm phoning is to make an appointment for my interview with him next week.

L Oh, yes, I know about that. I have Mr Tucker's diary here so would you like to make an appointment now?

S Fine. Would Monday suit him?

L Yes, he's free on Monday morning. What time would suit you?

S Let's say 10 o'clock.

L Good. I'll pass that on to Mr Tucker.

S=Susan, R=Rob

S Susan Lau speaking.

R Oh, hi, Susan, it's Rob Tucker here. It's about the interview.

S Oh, is there a problem?

R Yes, I'm sorry to have to ask this, but could we put off our Monday meeting? You see, something important has come up.

S Oh dear!

R Yes. I'm afraid I'm tied up all morning on Monday. Let's fix a different day. Could you make it next Tuesday?

S I'm afraid I'm not available on Tuesday. What about Wednesday?

R Yes, Wednesday suits me fine. Let's say 10 o'clock again.

Unit 3

3.1 p.21

Practice drill 1 Comparison of adjectives

Change the sentences.

Example

Malmö isn't as exciting as Madrid.

Madrid is more exciting than Malmö.

Now, you do the same.

Older people aren't as cosmopolitan as young people.

Young people are more cosmopolitan than older people.

Suburban Madrid isn't as lively as La Latina.

La Latina is livelier than suburban Madrid.

Felipe's English isn't as good as his Italian.

Felipe's Italian is better than his English.

Learning Swedish isn't as easy as learning Spanish.

Learning Spanish is easier than learning Swedish.

3.2 p.21

Practice drill 2 Superlatives

Make statements using superlatives.

Example

Madrid is very lively.

Yes, it's one of the liveliest cities in the world.

Now, you do the same.

New York is very cosmopolitan.

Yes, it's one of the most cosmopolitan cities in the world.

Mexico City is very large.

Yes, it's one of the largest cities in the world.

Athens is very ancient.

Yes, it's one of the most ancient cities in the world.

Paris is very beautiful.

Yes, it's one of the most beautiful cities in the world.

3.3 p.21

Pronunciation Word stress

Listen and repeat the words.

- 1 China
Chinese
- 2 Germany
German
- 3 Canada
Canadian
- 4 Italy
Italian
- 5 Russia
Russian
- 6 Japan
Japanese
- 7 Poland
Polish
- 8 Hungary
Hungarian

3.4 p.23

Focus on functions Giving opinions. Agreeing and disagreeing. Participating in a meeting or discussion

Listen to the conversation.

C=Claudia, H=Harry, M=Michel

C Right. Let's start. The aim of this meeting is to discuss our new operation in the Baltic region. First, we have to decide the best place to open. So, what are your views? Harry, would you like to start?

H Well, until recently, I thought we should open in Stockholm, but I now feel that we should look to the east.

C Sorry, but could you explain what you mean by that?

H Yes, I mean the eastern Baltic states – Estonia, Latvia, and Lithuania. They're small, but they're dynamic and their economies are growing fast.

M Yes, I'd go along with that. Costs are also much lower there than in Sweden – or Finland.

C That's a very good point. But which one should we choose?

H Personally, I think Estonia could be the right place. There are a lot of skilled technical people there.

M You could be right, but Estonia is very small. What about Lithuania? The population is bigger, and it's got probably the fastest-growing economy in the whole EU. I think we need to find out more about all three Baltic states in order to—

H Excuse me. Could I come in here? I have to make a trip over there next week, so I suggest that I do some research and report back to our next meeting.

M Good idea!

C I think so, too. Do we all agree then?

M Yes, definitely.

C Good. Then let's move on to the next topic. That's our new Baltic Regional Director.

Unit 4

4.1 p.26

Practice drill 1 Adjectives to adverbs

Change the Past Simple sentences.

Example

There was a dramatic fall in the birth rate.

The birth rate fell dramatically.

Now, you do the same.

There was a gradual increase in viewing hours.

Viewing hours increased gradually.

There was a sharp decrease in retail sales.

Retail sales decreased sharply.

There was a slight rise in advertising income.

Advertising income rose slightly.

There was a steady decline in the cost of sales.

The cost of sales declined steadily.

🔊 4.2 p.26

Practice drill 2 Adverbs to adjectives

Change the Present Perfect sentences.

Example

Shopping hours have increased steadily.

There has been a steady increase in shopping hours.

Now, you do the same.

The birth rate has fallen sharply.

There has been a sharp fall in the birth rate.

Inflation has risen slightly.

There has been a slight rise in inflation.

House prices have declined slightly.

There has been a slight decline in house prices.

There has been a dramatic increase in foreign travel.

Foreign travel has increased dramatically.

🔊 4.3 p.26

Pronunciation The sounds /u:/ and /ʊ/

Listen and repeat the words.

- 1 boot
- 2 look
- 3 choose
- 4 too
- 5 took
- 6 foot
- 7 should
- 8 lose
- 9 truth
- 10 whose
- 11 book
- 12 good
- 13 would
- 14 cruise
- 15 shoot
- 16 could

🔊 4.4 p.28

Focus on functions Advice and suggestions

Listen to the first part of the conversation.

C=Carlo, T=Teresa, W=Willi

C Well, it's time to discuss ideas for the new chain of city-centre stores. We've all studied the market research reports, so let's start with these. Teresa, what do you think?

T I feel very positive about it.

C But do you think we should go ahead and start buying city-centre sites? It'll be a big investment.

T It might be a good idea to start with a limited roll-out in perhaps five cities.

C And Willi, what do you think? Do you agree?

W Yes, I think we should do that. And here's another idea. I'd recommend we establish a special image for this new chain of stores and give it a new name.

C Mm, I'm afraid I'm not very keen on that idea. The Euro-Mart brand name is very important.

W But how about combining that with something new, something that really speaks to our city market? My suggestion is ... Metro-Mart.

C Metro-Mart! Yes, I like the sound of that. Teresa?

T Yes, that's an excellent idea!

🔊 4.5 p.29

Listen to the second part of the conversation.

C Now we come to the question of opening hours. Do we need to stay open all night every night? What would you suggest, Teresa?

T We should definitely be open 24 hours a day, seven days a week. We have to do this thing properly.

W Yes, let's do that. Some stores are already staying open all night, so we have to compete.

C Good, I think we all agree on that. So next we need to think about the mix of food and non-food products. Should we go for the 60-40 mix that we have in our big stores?

W Mm, I'm not sure about that. I think we should focus mainly on convenience foods – pre-cooked meals and so on.

C And Teresa? What would you advise us to do?

T Willi is probably right, but if I were you, I'd do some more research on that question.

C Yes, I'll be happy to do that. We have to get it right. And now let's choose some cities for our first group of Metro-Mart stores.

Unit 5

🔊 5.1 p.32

Practice drill 1 Past Simple Passive statements

Change the active statements to passive statements.

Example

They built the leisure centre three years ago.

The leisure centre was built three years ago.

Now, you do the same.

They developed modern tourism in the nineteenth century.

Modern tourism was developed in the nineteenth century.

They bought two new cruise ships last year.

Two new cruise ships were bought last year.

They developed the Costa del Sol in the 1960s.

The Costa del Sol was developed in the 1960s.

They constructed both resorts in just fifteen months.

Both resorts were constructed in just fifteen months.

5.2 p.32

Practice drill 2 Present Continuous Passive questions

Change the active sentences to passive sentences.

Example

Are they constructing the new airport?

Is the new airport being constructed?

Now, you do the same.

Are they developing the tourist industry?

Is the tourist industry being developed?

Are they building the new roads?

Are the new roads being built?

Are they maintaining the local environment?

Is the local environment being maintained?

Are they developing all these pieces of land?

Are all these pieces of land being developed?

5.3 p.32

Pronunciation Present Continuous Passive and Present Perfect Passive

Listen to the sentences. Which tense do you hear?

- 1 Everything's been carefully checked.
- 2 We're being given some extra time.
- 3 Mary's being asked to change her plans.
- 4 They've been told to go home early.
- 5 The team are being offered another chance.
- 6 You've been put in the second group.
- 7 They've all been taken home by bus.
- 8 Everyone's being sent the same letter.

Listen again and repeat the sentences.

5.4 p.34

Focus on functions Leaving recorded messages. Using mobile phones

Listen to the first conversation.

D=Donna, C=Chris

- D Good afternoon. First Choice Sports and Fitness.
How may I help you?
- C Hi, this is Chris Ko—
- D Hello? I'm afraid I lost you just then.
- C It's Chris Kowalski.
- D Ah, Mr Kowalski! Mr Lefkas is expecting you.
- C Good, well, I'm at the airport right now. Could I—
- D I'm sorry. You're breaking up.
- C Could I speak to him, please?
- D I'm afraid he's in a meeting with some clients for about the next half hour. Can he call you back?
- C Fine. Let me give you my cellphone number. It's 07964 201 double 23.
- D Sorry, but can you repeat that?
- C It's 07964 201 double 23.
- D Right. 07964 201 double 23. I'll pass that on, and I'm sure he'll get back to you as soon as possible. The only problem is that he doesn't always pick up his messages between appointments.
- C Well, if I don't hear from him in an hour, I'll try his cellphone.

5.5 p.35

Listen to the messages and the conversation.

S=Steve, D=Donna, V=Voice, C=Chris

- S Hello, I'm sorry I can't take your call at the moment. Please leave your name, number, and a message, and I'll get back to you as soon as possible. Please speak after the tone. Thank you for calling.
- D Hi, Steve. It's Donna here, in Reception. I've just heard from Chris Kowalski. He's at the airport. He wants to talk to you, so could you get back to him soon, please? He's on 07964 201 double 23.
- V The person you called is not available. Please leave a message after the tone. Thank you for calling.
- C Hi, Steve. I'm on my way from the airport and I'll probably get to you around 5 p.m. I'm having to make some schedule changes, and things are pretty tight. I'm wondering if we can reschedule, so we start this evening, not tomorrow morning. Sorry! – I know you're very busy right now. Call me when you've got a moment. I'm on 07964 201 double 23.

C Chris Kowalski here.

S Hello, Chris. It's Steve. I got your message, and it's not a problem, if you're not too tired. We can start talking over dinner and carry on afterwards.

C Thanks a lot, Steve.

S Fine. See you soon. Bye.

Unit 6

6.1 p.38

Practice drill 1 Past Simple and Past Continuous

Give full answers to the questions.

Example

What were you doing when I called?

(write a report)

When you called, I was writing a report.

Now, you do the same.

Where was she going when I saw her?

(travel to Rome)

When you saw her, she was travelling to Rome.

What was he doing when the news arrived?

(wait by the phone)

When the news arrived, he was waiting by the phone.

Who were they talking to when I saw them?

(a newspaper reporter)

When you saw them, they were talking to a newspaper reporter.

Where was he going when the police stopped him?

(to the airport)

When the police stopped him, he was going to the airport.

Practice drill 2 Past Simple and Past Perfect

Give full answers to the questions.

Example

Did she write her book when she lived in New York?

No, she had already written her book before she lived in New York.

Now, you do the same.

Did he meet his wife when he moved to Seville?

No, he had already met his wife before he moved to Seville.

Did he call the police when he arrived home?

No, he had already called the police before he arrived home.

Did they check the car when they bought it?

No, they had already checked the car before they bought it.

Did you invite Carrie when you saw her?

No, I had already invited Carrie before I saw her.

Pronunciation Contrastive stress

Listen to the questions and answers. Mark the words or syllables which are emphasized in the answers.

- 1 Why didn't Luca go to get his new passport last week?
Because he had already been to get it the week before.
- 2 Why didn't Sally get her air ticket at the travel agent's?
Because she had already got it on the Internet.
- 3 Why didn't Carlos choose this great little guide book?
Because he had already chosen a bigger one.
- 4 Why didn't Tina and Paul meet at the information desk?
Because they had already met at the check-in desk.
- 5 Why didn't Stella tell Michel about the flight change yesterday?
Because she had already told him about it the previous day.
- 6 Why didn't Raoul send his emails from the airport?
Because he had already sent them from home.

Listen again and repeat the answers.

Focus on functions Requests and offers

Listen to the two conversations.

T=Tom, S=Sarah

T Ah, Sarah. Come in and sit down.

S Thanks, Tom.

T Now, Sarah, I've talked with the other directors about your plans, and we don't want to lose you if possible. So, we'd like you to consider a suggestion that we've come up with.

S Yes, of course. I'm very happy to do that.

T Well, here it is. If you can promise to get back in six months, would you like us to keep your job open? We'd be glad to do that.

S Ah, well, thank you, but I'm afraid that won't change things. You see, I've already promised to take the placement in Guatemala for a year.

T I'm really sorry to hear that, but of course I accept your decision.

M=May, S=Sarah

M Right, the next thing. Could you pick up your ticket and travel money from my assistant Magda?

S Yes, I'll do that right after this meeting. Oh, and by the way, shall I take anything out to Guatemala for you – letters, for example?

M Yes, if you could. I've got several things here.

S Fine.

M And now, I've got something else to ask. Would you mind very much changing your role and becoming our part-time administration officer out there?

S This is a surprise! Mm ... I'm not sure that I want to do that.

M Please think about it. You see, our previous administrator has had to return to Canada suddenly, and we need someone with management experience to do the job – and you would be ideal!

S Well, all right, I'll try it for a while – but I still want to dig! OK?

M Yes, of course. Thank you so much!

Unit 7

Practice drill 1 Negatives with modal verbs, plus have to and need to

Answer the questions in the negative.

Example

Can we change the contract?

No, we can't change the contract.

Now, you do the same.

Does she have to talk to him?

No, she doesn't have to talk to him.

Should I call him by his first name?

No, you shouldn't call him by his first name.

Do you need to be there by 10.45?

No, I don't need to be there by 10.45.

Must we try to see the Director first?

No, we mustn't try to see the Director first.

Practice drill 2 Questions with modal verbs, plus have to and need to

Ask the full questions.

Example

They can get there by tomorrow.

How?

How can they get there by tomorrow?

Now, you do the same.

She needs to send the report.

When?

When does she need to send the report?

He has to finish the quotation today.

Why?

Why does he have to finish the quotation today?

They should take all these old files.
Where?
Where should they take all these old files?
You need to wait for the papers to come back.
How long?
How long do I need to wait for the papers to come back?

7.3 p.45

Pronunciation Word stress

Listen and repeat the words.
conference document gallery industry
appointment attraction insurance museum
embarrassment establishment formality kilometre
conversation entertainment obligation registration
characteristic communication negotiation organization

7.4 p.47

Focus on functions Giving talks and presentations

Listen to the presentation.

A=Alan

Section 1

A Good morning, everyone, and thank you for your interest in HydroGen. Now, the purpose of my presentation this morning is to explain the company's mission as we move into a new phase of development. My presentation will be in three sections. First of all, I want to take a brief look at the company's origins. Then I'll move on to our development into consultancy on water resources in North America. Finally, we'll focus on our new stage of development with partners around the world. Now, let's begin with the company's early days. HydroGen was founded back in 1936 ...

Section 2

A During the last ten years, we have widened our attention to many areas of water resource management and, as I mentioned previously, that this development has taken the form of a consultancy business. It has met a big demand because, as you are aware, the need for clean, reliable water and energy supplies is large and growing. This is true both here in the States and Canada and, of course, globally. And we'll come back to this point later. Now, let's turn to some facts and figures. As you can see from this first chart, we now provide a wide range of technical support. And, ...

Section 3

A ... and with our highly-experienced French, Norwegian, and Turkish partners, our project in central Turkey is now progressing well, and we expect to complete in two years. Well, that concludes my presentation. Now, I know that there are many areas which I have not discussed in detail, so please feel free to ask any questions you may have.

Unit 8

8.1 p.50

Practice drill 1 Questions with going to

Use the words to change the questions.

Example

When is he going to see his friends?

(where)

Where is he going to see his friends?

Now, you do the same.

(she)

Where is she going to see her friends?

(they)

Where are they going to see their friends?

(why)

Why are they going to see their friends?

(the boss)

Why are they going to see the boss?

8.2 p.50

Practice drill 2 Questions with will

Use the words to form full questions.

Example

I think we'll have to go.

Yes, but where?

Yes, but where will we have to go?

Now, you do the same.

I'm sure he'll find the answer.

Yes, but how?

Yes, but how will he find the answer?

I expect the results will arrive soon.

Yes, but when?

Yes, but when will the results arrive?

I suppose they'll discover the truth.

Yes, but how?

Yes, but how will they discover the truth?

I believe someone will write a report.

Yes, but who?

Yes, but who will write a report?

8.3 p.51

Pronunciation Stress for attitude

Listen to the comments. Mark the words or syllables that are stressed to emphasize the speaker's attitude.

- 1 It's good that you're going to South Africa.
- 2 It's a real pity that it's such a short trip.
- 3 We're very sad that you can't go with us.
- 4 I'm really disappointed with the results.
- 5 It's great that we're going to meet everyone.
- 6 We were delighted to hear the good news.

Listen again and repeat the comments.

Focus on functions Intentions, predictions, decisions, and arrangements

Listen to the conversation.

E=Edda, L=Levy

- E I've learnt a lot today. You're doing really excellent work here.
- L Thank you. Tell me, where are you going next, after you finish in Zambia?
- E To Johannesburg. Our flight's tomorrow evening.
- L It's good that you're going to South Africa. I'm sure there'll be a lot to see there. They've been very successful with their treatment programmes. How long are you staying there?
- E I'm afraid it's just a two-day visit. On the first day, we're visiting hospitals in the Johannesburg area. The second day is a visit to the Ministry in Pretoria.
- L Oh dear. It's a real pity that it's such a short trip.
- E I've been worried about that, too. We definitely won't be able to do everything that we should. And in fact I've already decided to do something about it. I'm going to talk to Dieter Keller and the others at the hotel this evening. I'm going to try to persuade everyone to extend our visit by at least two days.
- L Well, if you can get some extra time, you should visit my old colleague, Susan Clay, at the community malaria treatment programme near Nelspruit.
- E That sounds interesting. I'd like to do that.
- L Let's go to my office, and I'll get you her contact details.

Unit 9

9.1 p.57

Practice drill 1 1st Conditional

Answer the statements with questions.

Example

If they're ready, I'll bring them with me.
What'll you do if they aren't ready?

Now, you do the same.

If he's got the contract, I'll sign it.
What'll you do if he hasn't got the contract?

If they send an email, I'll start work immediately.
What'll you do if they don't send an email?

If she calls, I'll go and help her.
What'll you do if she doesn't call?

If he answers the questions, I'll be able to write my report.
What'll you do if he doesn't answer the questions?

9.2 p.57

Practice drill 2 2nd Conditional

Use the prompts to make 2nd Conditional statements.

Example

(they miss their flight / take the next one)
If they missed their flight, they'd take the next one.

Now, you do the same.

(he / win the lottery / go travelling)
If he won the lottery, he'd go travelling.

(somebody / steal my wallet / contact the police)
If somebody stole my wallet, I'd contact the police.

(she / lose her job / start her own business)
If she lost her job, she'd start her own business.

(he / hire a car / it / be more expensive than the train fare)
If he hired a car, it'd be more expensive than the train fare.

9.3 p.57

Pronunciation Stress in phrasal verbs

Listen and repeat the sentences.

- 1 Could you pick up the mail?
- 2 Could you pick it up?
- 3 Please put on the kettle.
- 4 You need to check this in.
- 5 Why not take off your coat?
- 6 Can you switch them on?
- 7 You have to take out your books.
- 8 We're going to put it away.

Unit 10

10.1 p.63

Practice drill 1 Present Perfect Simple and time phrases

Use the questions and prompts to make Present Perfect Simple statements.

Example

How long have they worked here?
(three years)
So they've worked here for three years.

Now, you do the same.

How long has he had that car?
(January)
So he's had it since January.

How long have Steffi and Tomas been friends?
(six months)
So they've been friends for six months.

How long have we shared an office?
(last June)
So we've shared an office since last June.

How long has Pierre worked from home?
(a year)
So he's worked from home for a year.

10.2 p.63

Practice drill 2 Present Perfect Continuous question forms

Make full questions, using *what* and *where* and the Present Perfect Continuous.

Example

He was working on the new designs this morning.

And what has he been working on since then?

Now, you do the same.

They were staying in Paris last week.

And where have they been staying since then?

She was writing sales reports on Monday.

And what has she been writing since then?

I was working in the office before lunch.

And where have you been working since then?

He was organizing the office party yesterday afternoon.

And what has he been organizing since then?

10.3 p.64

Pronunciation Sentence stress for emphasis

Listen and repeat the sentences.

- 1 I've been waiting for her for ages!
- 2 Anna's been writing that report since Monday!
- 3 Harry's been travelling for a whole month!
- 4 Michelle's been doing the same job since 1990!
- 5 That man's been standing there for an hour!
- 6 You've been using the phone non-stop since lunchtime!

10.4 p.65

Focus on functions Interviewing techniques

Listen to the conversation.

P=Peter, N=Netti

P Well, let's begin. Could I start by asking you about your background?

N Certainly. I studied in Milan and completed my degree two years ago. I specialized in European patent law.

P Could you expand on that?

N Yes, of course. I wrote a dissertation on the European Patent Convention.

P I imagine you discussed the benefits of a Europe-wide scheme. Is that the case?

N Very much so. In fact, I focused particularly on the advantages to smaller companies.

P Good. Now, could we talk about your experience since graduation?

N Well, for the last two years I've been working for a patent law firm in Milan, and now I think I'm ready to move on.

P So you want to get some wider experience abroad. Is that it?

N Yes, I do, particularly in the area of world-wide patent work.

P Yes, I see. Now, your CV also mentions that you had some work experience in America while you were a student. That sounds useful, so could you explain a bit more about that?

N Yes, I had a year as an intern with a law firm in Philadelphia. I helped with American firms wanting to apply for European patents.

P Well, you've certainly done some interesting things already!

Unit 11

11.1 p.68

Practice drill 1 should have (done) and shouldn't have (done)

Make statements using the prompts.

Example

I forgot the customer's name.

(write it down)

You should have written it down.

Now, you do the same.

She was surprised when I called her Helga.

(use her first name)

You shouldn't have used her first name.

He didn't look happy when I arrived.

(make an appointment)

You should have made an appointment.

I kept asking for an answer, and they kept changing the subject.

(push so hard)

You shouldn't have pushed so hard.

It was only five past ten, but she was clearly annoyed.

(not arrive late for the meeting)

You shouldn't have arrived late for the meeting.

11.2 p.68

Practice drill 2 3rd Conditional

Make 3rd Conditional statements using the prompts.

Example

(understand the problem / deal with it)

If I'd understood the problem, I'd have dealt with it.

Now, you do the same.

(explain clearly / not lose the argument)

If I'd explained clearly, I wouldn't have lost the argument.

(call earlier / miss seeing him)

If I'd called earlier, I wouldn't have missed seeing him.

(leave the office on time / catch the evening flight)

If I'd left the office on time, I'd have caught the evening flight.

(have the samples to show them / be able to make the sale)

If I'd had the samples to show them, I'd have been able to make the sale.

🔊 11.3 p.68

Pronunciation **Contracted forms in the 3rd Conditional**

Listen and repeat the sentences with contracted forms.

- 1 If she'd studied the culture, she'd've understood the problem.
- 2 She wouldn't've made many sales if she'd tried to sell to Japanese customers herself.
- 3 If he'd chosen almost any other part of the world, he wouldn't've had this cultural misunderstanding.
- 4 If he'd greeted a new partner nearly anywhere else, he or she'd've returned his firm handshake.
- 5 He wouldn't've created the problem if he'd simply said thank you.
- 6 If they'd prepared him properly, he'd've known about this important rule.

Unit 12

🔊 12.1 p.74

Practice drill 1 **Reported statements**

Change the direct statements into reported statements.

Example

'I'm still writing the report,' he said.

He said he was still writing the report.

Now, you do the same.

'I haven't visited New York for years,' she said.

She said she hadn't visited New York for years.

'We always meet on Thursday morning,' they said.

They said they always met on Thursday morning.

'I called my boss at about 9.30,' he said.

He said he had called his boss at about 9.30.

'We'll be at the conference on Monday,' they said.

They said they would be at the conference on Monday.

🔊 12.2 p.74

Practice drill 2 **Reported questions**

Report the questions that a journalist asks Robin Burke.

Example

'How many cameras will there be?' she asked.

She asked how many cameras there would be.

Now, you do the same.

'Can you tell me the cost of the scheme?' she wanted to know.

She wanted to know if he could tell her the cost of the scheme.

'Will you put cameras on every road?' she asked.

She asked if he would put cameras on every road.

'Can you explain the technology?' she wanted to know.

She wanted to know if he could explain the technology.

'Why did you keep the plan secret?' she asked.

She asked why he had kept the plan secret.

🔊 12.3 p.74

Pronunciation **Intonation of or questions**

Listen to the questions and mark the intonation.

- 1 Is it a real plan, or is it just a panic reaction?
- 2 Is she going to Rome, or is she going to Brussels?
- 3 Is she on the left wing of her party, or is she on the right wing?
- 4 Do you want to go on Thursday, or do you want to go on Friday?
- 5 Would you like wine, or would you prefer something else?

Listen again and repeat the questions.

🔊 12.4 p.77

Focus on functions **Social responses and common expressions**

Listen to the conversations.

G1-10=Guests 1-10, H=Helen

G1 Helen, would you like another drink?

H Thanks, I'd love some more wine.

G2 We're having a small lunch party next Friday. Would you like to come?

H I'd love to, but I'm afraid I'll be away at a conference in Brussels.

G3 Would you like me to email you a copy of the report I told you about?

H That's very kind of you, if you're sure it's no trouble.

G3 No, none at all. It'll only take a moment.

G4 My husband wanted to be here, too, but he's been doing too much, and the doctor's told him to rest for two weeks.

H Oh, I'm sorry to hear that.

G5 I'm so pleased to meet you at last. My name's Juliette Rotherham.

H I'm sorry, it's rather noisy. I'm afraid I didn't catch your name.

G5 It's Juliette. Juliette Rotherham.

G6 So I'm off to Rome next week, and you're going to Brussels, aren't you? I hope you have a good trip.

H Thanks. The same to you.

G7 How do you like your coffee?

H Black, no sugar, please.

G8 Do you have to leave so soon?

H Yes, I think I should get an early night tonight. I'm leaving at 6.00 in the morning.