

Answer key

Unit 1

Language focus

- 1 1 *are moving* 7 allows
2 are 8 delays
3 are making 9 is preparing
4 makes 10 is sinking
5 use 11 is becoming
6 is working 12 knows
- 2 1 *are you doing* 9 are you returning
2 I'm not doing 10 we're leaving
3 Does that often happen? 11 we're starting
4 it doesn't happen 12 Are you editing
5 things don't usually go 13 I don't usually do
6 something often goes 14 He generally does
7 I always add 15 Are you starting
8 I'm thinking 16 I'm going
- 3 • He feels it's time for a meeting.
• He wants to meet at the end of the week.
• Thursday is OK, but he prefers Friday.
• He likes the new Italian restaurant in Greek Street.
• He thinks you will enjoy it, too.
- 4 1 a *are you having?* b *They have*
2 a do you have b I'm having
3 a I'm thinking b I think
4 a I don't see b I'm seeing
- 5 1.1, 1.2, 1.3 (Refer to Listening scripts, p.78.)

Pronunciation

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

Wordpower

- 1 1 *back street*
2 country town
3 frozen food
4 holiday resort
5 package holiday

Verb	Noun	Adjective
<i>cook</i>	cooking/(cook/cooker)	cooked
(nationalize)	nation/(nationality)	national
(interest)	(interest)	interesting
(care)	care	(careful)
(differ)	(difference)	different

Focus on functions

- 1 1 I haven't seen you for ages!
2 Nice to see you again!
3 ... it's good to see you again, too.
4 How are things going?
5 Everything's going fine, thanks.
- 2 1 You must be Ms Phillips.
2 I'm Lucy Lang, Mr Herbst's assistant.
3 How do you do.
4 Did you have any problems finding us?
- 3 1 Not too bad, thanks.
2 ... I'd like to introduce you to their boss, ...
3 Pleased to meet you.
4 ... please call me Jan.
5 Fine. Then please call me Tina.

Unit 2

Language focus

- 1 1 *has been* 8 was
2 was 9 began
3 invented 10 has brought
4 needed 11 has given
5 didn't know 12 has created
6 didn't use 13 have added
7 has happened
- 2 1 Where *was* Pierre born?
2 When did he teach himself to program?
3 How did he get the necessary practical experience?
4 What year did he have his 'big idea'?
5 How long did it take him to write the program?
6 How did the site begin to take off?
- 3 1 *Annual earnings have increased by over 80% for many years.*
2 The number of users world-wide has risen to over 100 million.
3 The number of users in China has grown by over 100% in the last six months.
4 Profits have risen to \$442 million in the last twelve months.
5 The number of eBay sites outside America has increased to 27.
6 Used vehicle sales have grown to over \$8 billion.
- 4 1 *I used to go* 5 I used to commute
2 did you use to do 6 use to like
3 did you use to sell 7 I used to think
4 used to take

- 5 1 *Who do I need to see?*
 2 *Why do I need to meet her?*
 3 *What does she want to offer me?*
 4 *Where does she want to meet me?*
 5 *What time / When does she want to meet me?*
 6 *What number can I call her on?*
- 6 1 *How many items sold yesterday?*
 2 *What went for the highest price?*
 3 *Who bought them in the end?*
 4 *What has arrived from Dublin?*
 5 *Which of the other things didn't they send?*
 6 *How many emails are waiting for me?*
- 7 **2.1, 2.2, 2.3** (Refer to Listening scripts, p.79.)

Pronunciation

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

Wordpower

- | | |
|----------------|--------------|
| 1 effect | 6 business |
| 2 meant | 7 out |
| 3 unemployment | 8 from |
| 4 staff | 9 retailers |
| 5 dramatically | 10 expansion |

Focus on functions

- 1 1 *I'd like to speak to Mr Tucker, please.*
 2 *I'll put you through.*
 3 *I'm sorry, his line is engaged.*
 4 *The reason I'm phoning is to ...*
 5 *Would Monday suit him?*
 6 *What time would suit you?*
- 2 1 *... could we put off our Monday meeting?*
 2 *... something important has come up.*
 3 *I'm afraid I'm tied up all morning on Monday.*
 4 *Could you make it next Tuesday?*
 5 *I'm afraid I'm not available on Tuesday.*
 6 *Yes, Wednesday suits me fine.*

Unit 3

Language focus

- 1 1 *closer*
 2 *more united*
 3 *farther / further*
 4 *more exciting*
 5 *more confident*
 6 *better*
 7 *earlier*
 8 *more cosmopolitan*
 9 *more common*
 10 *keener / more keen*
 11 *more enthusiastic*
 12 *truer / more true*
 13 *higher*
- 2 1 *Pernilla's Spanish used to be much less fluent than it is now.*
 2 *Her home town, Malmö, is much smaller than Madrid.*
 3 *She feels that Madrid is a lot livelier / more lively than Malmö.*
 4 *Nightlife back in Sweden is much less active than in her new home.*
 5 *She thinks that many young people are a lot more cosmopolitan than their parents.*
- 3 1 *At first, Pernilla's Spanish was not as good as it is now.*
 2 *Now a lot of people say (that) her Spanish is as good as her Swedish.*
 3 *At first, finding work was not as easy as it is now.*
 4 *Now working in Spanish is as easy as working in Swedish.*
- 4 1 *the easiest*
 2 *the hardest*
 3 *the closest*
 4 *the most difficult*
 5 *the most distant*
 6 *the most beautiful*
 7 *the craziest / the most crazy*

5 A large group of students from all over Europe are visiting the European Parliament. They are sitting in the central chamber, the huge hall where MEPs meet to discuss Europe's new laws. The person that they are listening to is one of the MEPs. Glenys Kinnock, whose own language is English, is communicating with them in several different languages at the same time. She is doing this through the simultaneous translation headsets which the students are wearing. Some students are listening to Channel 1, which is giving Mrs Kinnock's thoughts in perfect German. Others, who have turned to Channel 11, are receiving the same thoughts in excellent Swedish.

Simultaneous translation first came into use at Nuremberg, where trials of Nazi leaders took place after World War II. It is something that requires very great skill. The people who do this amazing job have to listen, understand, edit, and translate a speaker's ideas at the same speed as he or she is talking.

These days, with so many EU members, there are 190 possible language 'pairs'. This means that the translators at the European Parliament, who all used to work directly into their own language, now often work from one foreign language into another. Accurate translation, which was always difficult, may now sometimes be impossible.

- 6 Estonia, *whose capital is Tallinn*, has a population of just 1.4 million. Estonians, *who are heavily 'into' the Internet and email*, sometimes call their country e-Stonia.

To the south of Estonia is Latvia, *which has a population of 2.3 million*. This country, *where 34% of the people are Russian*, got its independence from the Soviet Union in 1991.

The first of the three to get its independence from the Soviet Union was Lithuania, *whose capital is Vilnius*. Many international businesses have turned their attention to Lithuania, *which has one of the EU's fastest-growing economies*.

- 7 1 *The Swiss are the only people in western Europe who / that have four official languages – German, French, Italian, and Romansch.*
2 The man who / that invented Esperanto was a Pole called Ludovic Zamenhof.
3 Saame is the name of the language which / that Laplanders in Finland use.
4 Catalan, Galician, and Basque are all languages which / that people speak in different parts of Spain.
5 The people who / that live in North-East Spain and South-West France speak Basque.

- 8 3.1, 3.2 (Refer to Listening scripts, p.80.)

Pronunciation

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

Wordpower

Data-Flash GmbH is looking for a person who is *enthusiastic and innovative* in order to head our new operation in the Baltic region. As this part of the world is changing rapidly, this person must be *flexible* and will also be *diplomatic*. Our future Director will be *responsible* and will also be very *confident* due to an excellent record of success in international management.

Focus on functions

- The aim of this meeting is to ...
- ... would you like to start?
- Sorry, but could you explain what you mean by that?
- Yes, I'd go along with that.
- Personally, I think ...
- You could be right, but ...
- Excuse me. Could I come in here?
- Do we all agree then?
- Then let's move on to the next topic.

Unit 4

Language focus

- | | |
|-------------------|-------------------|
| 1 1 is continuing | 6 is slowing down |
| 2 is changing | 7 is growing |
| 3 is shrinking | 8 is changing |
| 4 is falling | 9 is expanding |
| 5 is decreasing | 10 is rising |

- | | | |
|----------|-------|---------|
| 2 1 From | 6 at | 11 from |
| 2 to | 7 at | 12 to |
| 3 by | 8 At | 13 At |
| 4 from | 9 by | |
| 5 to | 10 to | |

- | | | |
|-----------|-------|-------|
| 3 1 in | 6 in | 11 of |
| 2 to | 7 of | 12 of |
| 3 of | 8 to | 13 In |
| 4 between | 9 of | 14 of |
| 5 to | 10 in | |

4 Print media

- In 2002, there was a dramatic fall to £57 million.
- There was a slight fall to £54 million in 2003.
- In 2004, there was a steady rise to £64 million.

Online advertising

- In 2002, there was a sharp fall to £5 million.
- There was a slight rise to £5.5 million in 2003.
- In 2004, there was a dramatic rise to £9.5 million.

- 5 4.1, 4.2 (Refer to Listening scripts, p.81.)

Pronunciation

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

Wordpower

1 Starters:

- Guest A Spicy vegetable soup
Guest B Marinated rollmop herring /
Steamed asparagus with butter

Main courses:

- Guest A Breast of chicken sautéed in white wine /
Baked aubergine moussaka
Guest B Sea bass with roast fennel stuffing /
Baked aubergine moussaka

Desserts:

- Guest A Toffee pudding with cream / Baked apple tart
Guest B –


- | 2 Group | Ingredients | Methods of preparation | (possible answers) |
|------------|-------------|------------------------|--------------------|
| Fruit | plums | poached | (baked) |
| | raspberries | chilled | (baked) |
| | apple | baked | (stewed) |
| Vegetables | asparagus | steamed | (boiled) |
| | fennel | roast | (grilled) |
| | aubergine | baked | (roast) |
| Fish | salmon | poached | (grilled) |
| | herring | marinated | (fried) |
| | sea bass | stuffed | (grilled) |
| Meat | lamb | grilled | (roast) |
| | chicken | sautéed | (fried) |
| | steak | fried | (grilled) |

Focus on functions

- 1 1 ... what do you think?
2 ... do you think we should ...
3 It might be a good idea ...
4 ... I think we should do that.
5 I'd recommend we ...
6 ... I'm afraid I'm not very keen on that idea.
7 ... how about ...
8 Yes, that's an excellent idea!
- 2 1 What would you suggest, ...
2 We should definitely ...
3 Yes, let's do that.
4 I'm not sure about that.
5 What would you advise us to do?
6 ... but if I were you, I'd ...
7 Yes, I'll be happy to do that.

Unit 5

Language focus

- 1 1 *is designed* 5 was opened
2 are set 6 was chosen
3 are seen 7 were provided
4 are advised 8 is hidden
- 2 1 has been described 5 is being taken
2 has been voted 6 will be completed
3 is being extended 7 will be marketed
4 are being built
- 3 1 *Has the lodge building work been completed yet?*
Yes, it was completed on July 30.
2 *How soon will the water and electricity be connected?*
They're being connected now.
3 When will the lodge kitchens be equipped?
They'll be equipped in the next week.
4 Has the new swimming pool been completed yet?
Yes, it was completed yesterday.
5 Has the poolside bar been constructed yet?
No, it'll be constructed in early October.
6 How soon will the new fitness centre be built?
It was built in the spring.
7 When will the conference centre extension be opened?
It'll be opened in ten days' time.
8 How soon will the high-speed internet connections be installed?
They're being installed now.
9 Have the central facilities been redeveloped yet?
They're being redeveloped at the moment.
10 Have the restaurants and bars been redecorated yet?
They were redecorated last month.
- 4 1 *to* 6 next to 11 of
2 of 7 at 12 at
3 to 8 on 13 in
4 in / at 9 with 14 of
5 of 10 to 15 to
- 5  5.1, 5.2 (Refer to Listening scripts, p.82.)

Pronunciation

- 1 PPP 5 PCP
2 PCP 6 PPP
3 PCP 7 PPP
4 PPP 8 PCP

Wordpower

- 1 join go play take
a climbing club *bowling* badminton computer classes
*a cookery course jogging chess *a cookery course
a drama society running golf pottery classes
an evening class sailing squash t'ai chi lessons
a fitness centre windsurfing volleyball yoga lessons
- *Both are possible.
- 2 (Possible answers)
1 *Why don't you go jogging or running?*
2 Perhaps you should try volleyball.
3 You could take a cookery course or pottery classes.
4 Why don't you take t'ai chi or yoga lessons?
5 Perhaps you should take computer classes or join an evening class.
6 You could join a fitness centre or go jogging.
7 Why don't you go bowling or play chess?
8 Perhaps you should join a climbing club.

Focus on functions

- 1 1 I'm afraid I lost you ...
2 You're breaking up.
3 Can he call you back?
4 ... can you repeat that?
5 ... he'll get back to you as soon as possible.
- 2 1 ... I can't take your call at the moment.
2 Please speak after the tone.
3 ... could you get back to him soon, please?
4 The person you called is not available.
5 Call me when you've got a moment.
6 I got your message, ...
7 See you soon.

Unit 6

Language focus

- 1 1 *looked* 12 had expected
2 seemed 13 asked
3 had moved 14 wondered
4 had reached 15 had dreamed
5 had decided 16 agreed
6 talked 17 had been
7 had already received 18 realized
8 was 19 required
9 had recently discovered 20 had started
10 wanted 21 needed
11 travelled 22 had
- 2 1 *walked* 14 reached
2 started 15 was preparing
3 was shining 16 had
4 arrived 17 loaded
5 was raining 18 were moving
6 was blowing 19 were sailing
7 were fighting 20 saw
8 changed 21 turned
9 were thinking 22 landed
10 were 23 walked
11 was 24 invited
12 were making 25 were waiting
13 encountered

- 3 1 *Because he had already been / gone to get it the week before.*
 2 *Because she had already got it on the Internet.*
 3 *Because he had already chosen a bigger one.*
 4 *Because they had already met at the check-in desk.*
 5 *Because she had already told him about it the previous day.*
 6 *Because he had already sent them from home.*
- 4 1 *Yes, we began with a week of training and then a practice trip into the mountains.*
 2 *No, we had very cold weather with lots of wind and snow.*
 3 *No, they sent us there a few days later.*
 4 *Yes, it took us two whole days to get there.*
 5 *No, we got there by road, by fishing boat, and the last ten kilometres on foot.*

5 6.1, 6.2 (Refer to Listening scripts, pp.82, 83.)

Pronunciation

- 1 *Because he had already been to get it the week before.*
 2 *Because she had already got it on the Internet.*
 3 *Because he had already chosen a bigger one.*
 4 *Because they had already met at the check-in desk.*
 5 *Because she had already told him about it the previous day.*
 6 *Because he had already sent them from home.*

Wordpower

- | | |
|----------------------------|---------------------------------------|
| 1 <i>mind weighing</i> | 7 <i>suggest showing</i> |
| 2 <i>need to take</i> | 8 <i>want to begin</i> |
| 3 <i>prefer to be</i> | 9 <i>managed to get</i> |
| 4 <i>love seeing</i> | 10 <i>dislike travelling</i> |
| 5 <i>remember to bring</i> | 11 <i>seem to complain</i> |
| 6 <i>stopped to get</i> | 12 <i>looking forward to arriving</i> |

Focus on functions

- 1 1 ... we'd like you to ...
 2 Yes, of course. I'm very happy to ...
 3 ... would you like us to ...?
 4 ... thank you, but I'm afraid that won't ...
- 2 1 Could you ...
 2 Yes, I'll do that ...
 3 ... shall I ...
 4 Yes, if you could.
 5 Would you mind very much ...?
 6 I'm not sure that I want to do that.

Unit 7

Language focus

- 1 c Norway
 1 *needn't*
 2 *needn't*
 3 *must*
 4 *must*
- 5 *needn't*
 6 *mustn't*
 7 *must*

- 2 d Turkey
 1 *should*
 2 *must*
 3 *must*
 4 *mustn't*
- 3 a France
 1 *need to*
 2 *mustn't*
 3 *need to*
 4 *mustn't*
- 4 1 *have to*
 2 *has to*
 3 *does ... have to*
 4 *mustn't*
 5 *don't have to*
- 5 1 *should*
 2 *should*
 3 *shouldn't*
- 6 1 *needn't*
 2 *need to*
 3 *needn't*
- 7 1 *have to*
 2 *don't have to*
 3 *must*

- 5 1 *f That means you mustn't / can't park without a permit.*
 2 *c That means non-EU residents have to / must / need to complete a landing card.*
 3 *b That means members can bring one guest to any event.*
 4 *a That means you need to check tyre pressures weekly.*
 5 *d That means you mustn't / can't photograph exhibits.*
 6 *e That means dogs mustn't / can't enter the children's play area.*

7 7.1, 7.2 (Refer to Listening scripts, p.84.)

Pronunciation

<i>conference</i>	<i>embarrassment</i>	<i>characteristic</i>
<i>document</i>	<i>establishment</i>	<i>communication</i>
<i>gallery</i>	<i>formality</i>	<i>negotiation</i>
<i>industry</i>	<i>kilometre</i>	<i>organization</i>
<i>appointment</i>	<i>conversation</i>	
<i>attraction</i>	<i>entertainment</i>	
<i>insurance</i>	<i>obligation</i>	
<i>museum</i>	<i>registration</i>	

Wordpower

- | | |
|-----------------------------|----------------------------------|
| 1 1b <i>art gallery</i> | 1c <i>eating establishment</i> |
| 2a <i>business district</i> | 2a <i>international airport</i> |
| 3c <i>concert hall</i> | 3b <i>shopping centre / mall</i> |
| 4d <i>retail outlet</i> | 4e <i>subway system</i> |
| 5e <i>transport system</i> | 5d <i>tourist industry</i> |

Focus on functions

- 1 ... the aim of my talk today is to ... a ... *the purpose of my presentation this morning is to ...*
- 2 I've divided my talk into ... b My presentation will be in ...
- 3 First, I'd like to give you an overview of ... d First of all, I want to take a brief look at ...
- 4 So, let's start with ... e Now, let's begin with ...
- 5 ... , as I mentioned earlier, ... f ... , as I mentioned previously, ...
- 6 ... , as you know, ... i ... , as you are aware, ...
- 7 ... I'll say more about this later. g ... we'll come back to this point later.
- 8 If you look at the first chart, ... h As you can see from this first chart, ...
- 9 ... that brings me to the end of my talk. j ... that concludes my presentation.
- 10 ... if you have any questions, I'd be pleased to answer them. c ... please feel free to ask any questions you may have.

Unit 8

Language focus

- 1 1 *are coming* 7 *'re joining*
 2 *does it start?* 8 *departs*
 3 *Are we going to get* 9 *does it reach*
 4 *'re going to arrive* 10 *land*
 5 *'s happening* 11 *'re going to be*
 6 *'m taking*
- 2 1 *Are you going to fly* 8 *things won't change*
 2 *we aren't going to go* 9 *They won't be able to*
 3 *We're going to start* 10 *western governments will*
 4 *we're going to visit* *provide*
 5 *are you going to do* 11 *will the world be able to*
 6 *We're going to see* 12 *we won't eradicate*
 7 *Will these talks really*
make

- 3 1 *I'm going to do the first presentation.*
 2 *who will do the second one? / who's going to do the*
second one?
 3 *I'll do it if you like.*
 4 *I'll call her*
 5 *I'm going to finish it before I leave.*
 6 *I'll email it to you later this evening.*
 7 *I'm going to be here before 8.00.*
 8 *what I'll do.*
 9 *I'll give it a final check.*
 10 *I'll email it to you after that.*

- 4  **8.1, 8.2** (Refer to Listening scripts, p.84.)

Pronunciation

- 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.*

Wordpower

- 1 1 *bank-to-bank transfer* 6 *traveller's cheques*
 2 *credit card* 7 *online banking*
 3 *cash* 8 *loan*
 4 *investment advice*
 5 *foreign currency*
- 2 1 *access ... bank account*
 2 *check ... balance*
 3 *download ... statement*
 4 *apply for ... overdraft*
 5 *set up ... standing order*

Focus on functions

- 1 Hi! Hope 2 extend SA trip by 2 days. Pls contact travel agent re possible onward flights 2 Nigeria asap. Pls fwd info 2nite or 2moro am. Tia.
 Btw, thx also for yr v useful report. Gr8!
 Edda

- 2 1 *... where are you going next ...*
 2 *I'm sure there'll be a lot to see there.*
 3 *How long are you staying there?*
 4 *On the first day, we're visiting ...*
 5 *We definitely won't be able to do everything that we*
should.
 6 *I'm going to talk to ...*
 7 *I'm going to try to persuade everyone to ...*
 8 *... I'll get you her contact details.*

Unit 9

Language focus

- 1 1 *goes on / will start*
 2 *won't need / put*
 3 *will become / don't build*
 4 *falls / it'll be*
 5 *use / will remain*
- 2 1 *If the Megajet is built, it will probably cost about*
\$250m per plane.
 2 *If airlines choose it, they will want it for busy long-haul*
routes.
 3 *However, it will only be produced if enough planes are*
ordered.
 4 *If the designers are right, it will actually use 20% less*
fuel than a 747.
 5 *If it goes ahead, it will carry twice as many passengers as*
the giant A380.
 6 *However, it will only succeed if airport terminals are*
redesigned for it.

- 3 1 *If* 6 *When*
 2 *before* 7 *as soon as*
 3 *until* 8 *When*
 4 *after* 9 *until*
 5 *until* 10 *If*
- 4 1 *managed* 7 *would turn*
 2 *would be* 8 *would travel*
 3 *became* 9 *would convert*
 4 *would be* 10 *would happen*
 5 *built* 11 *missed*
 6 *would collect* 12 *would need*

- 6  **9.1, 9.2** (Refer to Listening scripts, p.85.)

Pronunciation

- 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.*

Wordpower

- 1 1d 5f
2g 6b
3e 7a
4h 8c
- 2 1 went on to 5 go round to
2 go over 6 gone on
3 went ahead 7 go through with
4 go along with 8 has gone up

Focus on functions

1 Dear Mr Marchant

I am contacting you to invite you to appear on Channel 7's *Future World* in the near future. We would very much like to arrange an interview with you concerning your new publication, *Future Visions*. This would be broadcast on Wednesday, 17 April.

The interview would take place at our studios in Paddington, and we can offer the following dates and times:

Friday, 12 April: 10.00–12.00 or 15.00–17.00
Monday, 15 April: 11.00–13.00 or 14.00–16.00

If you would like to proceed with this interview, please could you respond as soon as possible, and in any case not later than Friday, 5 April, with your preferred date and time.

We look forward to hearing from you.

Yours sincerely
Deborah McFall
Assistant Producer

- 2
- | | | |
|----------------------------|--|---|
| | Formal | Informal |
| Opening | Dear (Mr Marchant) | Hi (Peter)! |
| Close | Yours sincerely | Bye |
| Other expressions | could you respond
proceed with
We look forward to hearing from you.
I am contacting you to would very much like to arrange
would be broadcast on concerning publication
as soon as possible | can you
get back (to sb)
go ahead with
Hope to hear from you.
Just a quick note to want to set up
would go out on about book
asap |
| Vocabulary | | |
| Full form and abbreviation | | |

- 2 1 Marie has worked for the company since the age of 23.
2 Axel became Personnel Manager five years ago.
3 Alfredo has been (away) on a business trip since last Wednesday.
4 Rula started updating all the files last week.
5 Mitsuo has had his new laptop for six months.
6 Raoul has lived in his company apartment since January.
7 The company began taking on some new employees six months ago.
- 3 1 have been falling a little
2 have been increasing quickly
3 have been decreasing steadily
4 have been going up sharply
5 have been going down steadily
6 have been rising dramatically
- 4 1 have been moving 5 have had to
2 has increased 6 have been appearing
3 has reduced 7 has been attracting
4 has created 8 have created
- 5 1 in 5 In 9 at
2 For 6 for 10 for
3 in 7 for
4 At 8 in
- 6 1 has been building 9 have now risen
2 began 10 has come
3 has always been 11 began
4 announced 12 opened
5 found 13 has been running
6 appeared 14 have now succeeded
7 decided
8 has been selling
- 7 10.1, 10.2 (Refer to Listening scripts, pp.85–6.)

Pronunciation

- 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!

Wordpower

- | Verb | Noun | Adjective |
|-----------------|--|----------------------------------|
| appear | (appearance) | apparent |
| decide | decision | (decisive) |
| economize | (economy) | economic / economical |
| employ | employment / employer / employee | (employed / employable) |
| (govern) | government | governing |
| increase | increase | (increased / increasing) |
| (industrialize) | industry / industrialist / industrialization | industrialized / industrializing |
| necessitate | (necessity) | necessary |
| produce | product / production / producer | (productive) |
| (succeed) | success | successful |

Unit 10

Language focus

- 1 1 have been 5 have passed
2 has taken 6 have begun
3 has given 7 has built
4 has paid

- 2 1 produces, production
- 2 economies, economic
- 3 appearance, apparent
- 4 industry, industrialize
- 5 succeed, successful

Focus on functions

- 1 Could I start by asking you about ...
- 2 Could you expand on that?
- 3 I imagine you ... Is that the case?
- 4 ... could we talk about ...
- 5 So you want to ... Is that it?
- 6 ... could you explain a bit more about that?

Unit 11

Language focus

- 1 1 *should have looked*
 - 2 *shouldn't have looked*
 - 3 *should have shown*
 - 4 *shouldn't have been*
 - 5 *shouldn't have stared*
 - 6 *should have shaken*
 - 7 *should have found*
 - 8 *shouldn't have held*
 - 9 *shouldn't have touched*
 - 10 *should have known*
 - 11 *should have accepted*
 - 12 *shouldn't have complained*
- 2 1 *If she had studied the culture, she would have understood the problem.*
 - 2 She would not have made many sales if she had tried to sell to Japanese customers herself.
 - 3 If Laurent had chosen almost any other part of the world, he would not have had this cultural misunderstanding.
 - 4 If he had greeted a new partner nearly anywhere else, he or she would have returned his firm handshake.
 - 5 Carlos would not have created the problem if he had simply said thank you.
 - 6 If the company had prepared him properly, he would have known about this important rule.
- 3 1 *If she had grown up in Britain, her life would not have developed in the way that it has.*
 - 2 *Her culture might have remained mostly western if she had stayed at Seisen.*
 - 3 If she had not learnt a lot of Japanese already, she would have found the change very hard.
 - 4 At that point, she might have lost her many Japanese friends if she had not tried very hard to stay in contact.
 - 5 She might have remained a teacher if her interest in cultural differences had not continued to grow.
 - 6 If she had gone on doing this, she would have continued living a quiet and simple life.
 - 7 If the book not become so successful, she might have been forgotten very quickly.

- 4  11.1, 11.2 (Refer to Listening scripts, p.86.)

Pronunciation

- 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.

Wordpower

- | | |
|--------------------------|-------------------------|
| 1 borrow, lend | 6 raise, rise |
| 2 bring, take | 7 consists of, contains |
| 3 effect, affected | 8 travel, journeys |
| 4 technology, techniques | 9 effective, efficient |
| 5 advised, advice | 10 costs, price |

Focus on functions

- 1 1 It was a pleasure meeting you ...
 - 2 I am delighted to tell you that ...
 - 3 Unfortunately, it is not possible to ...
 - 4 Please find enclosed ...
 - 5 Please contact me if you require ...
 - 6 We would appreciate it if you could ...
- 2 1 With reference to your letter of ...
 - 2 ... I am sorry about ...
 - 3 This is due to ...
 - 4 I am very pleased to inform you that ...
 - 5 ... I am writing to confirm ...
 - 6 Would you kindly check the ...
 - 7 Please contact us again if ...
 - 8 Please pass on our best wishes to ...


Unit 12

Language focus

- 1 Chief Police Officer David Cross explained that once the crisis had started, it had been impossible to prevent it from spreading. Police notices, broadcast on all TV and radio channels from 8 a.m. onwards, instructed people to stay at home and not to try to go anywhere by road.

Independent transport adviser Gemma Branstone of TransLink Planning said that the emergency services had done as well as possible in a bad situation, but wanted to know why the Government had allowed the situation to develop during the past few years. 'The "Great Gridlock" is a scenario that we have warned about for several years,' she said.

- 2 1 *Robin Burke began by saying that the Government had tried to solve the growing traffic crisis several years before.*
 2 He reminded his audience that they had done this through higher fuel and road taxes.
 3 He admitted that vehicle numbers had continued to rise.
 4 He said that following the 'Great Gridlock' the week before / the previous week, they were bringing forward new plans to reduce traffic.
 5 He explained that roadside cameras would record every vehicle on the roads, and owners would pay for the distance that they travelled.
 6 He concluded by saying that they could and they would reduce unnecessary traffic on the roads.
- 3 1 *Helen Price wanted to know if / whether Robin Burke's 'plan' was a real plan, or just a panic reaction.*
 2 She asked when the Government had first started developing it.
 3 And she went on to ask if / whether the Government could be sure that the technology for this huge network would work.
 4 She wanted to ask how much all this would cost, and how long it would take.
 5 Finally, she wanted to know why this Government could think of nothing more intelligent than more and more taxes on drivers.
- 4 1 *Fred asked the others to help him pull the driver out.*
 2 One of the others warned him to make sure the engine was switched off.
 3 Fred asked a woman with a mobile to call the emergency services.
 4 The police chief ordered two of his officers to close the road in both directions.
 5 He told some drivers to move their vehicles back fifty metres.
 6 The nurse begged the police officer to get the tanker driver to hospital quickly.

5  12.1, 12.2 (Refer to Listening scripts, p.87.)

Pronunciation

- 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?*

Wordpower

1 Topic 1

- | | |
|--------------|-----------------|
| 1 election | 6 parties |
| 2 candidate | 7 manifestos |
| 3 liberal | 8 democratic |
| 4 Parliament | 9 government |
| 5 minister | 10 constitution |

Topic 2

- | | |
|-------------------|---------------------|
| 1 inflation | 6 budget |
| 2 Interest rates | 7 stock market |
| 3 recession | 8 international aid |
| 4 public spending | 9 terrorism |
| 5 taxation | |

2 1 majority / minority

- 2 boom / recession
- 3 dictatorship / democracy
- 4 opposition / government
- 5 left-wing / right-wing

Focus on functions

- 1 Thanks, I'd love some more wine.
- 2 I'd love to, but I'm afraid I'll be ...
- 3 That's very kind of you, if you're sure it's no trouble.
- 4 Oh, I'm sorry to hear that.
- 5 I'm afraid I didn't catch your name.
- 6 Thanks. The same to you.
- 7 Black, no sugar, please.
- 8 Yes, I think I should get an early night tonight.