

Communication activities

10B Speaking exercise 1 page 98

#9 You go and help the woman. She is badly hurt and needs to go to hospital. She explains that she is terrified of ambulances and asks you to call a taxi instead. Turn to card #26 on page 140 if you agree to call a taxi. Turn to card #19 on page 141 if you decide to call an ambulance anyway.

1C Speaking exercise 1 page 10

An easy guide to analyzing signatures

Size

Large: people who have a lot of confidence in themselves – they are probably quite outgoing and sociable.

Small: quieter, more introverted people

Slant

To the right: good communicators, friendly and warm

Vertical: independent people who are happy to do things on their own

To the left: emotional, sometimes passionate, often shy

Legibility

Hard to read: active and energetic, but sometimes selfish

Easy to read: organized, careful, possibly lacking in self-confidence

Pressure

Heavy: hard-working and serious, possibly defensive with a tendency to overreact

Light: kind and gentle, interested in other people

Other features

Looped letters: imaginative and creative, possibly a little romantic

Underlining: ambitious and sometimes impatient

10B Speaking exercise 1 page 98

#3 You don't lend her your phone, but she says that she understands. However, she asks you to accompany her to the train station, which is about one kilometre away. She explains that she is frightened of meeting the men who robbed her. Turn to card #8 on page 148 if you agree to accompany her. Turn to card #7 on page 143 if you refuse to accompany her.

2D Speaking exercise 1 page 23

Student A



9D Functional language exercise 2 page 93

Student C

Take it in turns to read out your sentence openers. One of your partners will have the matching sentence ending.

Openers:

3 Fewer and fewer young people are joining the armed forces

6 In spite of the fact that they are often teenage idols,

Endings:

e even though they have to work pretty hard and put up with a lot of attention from the press.

f although tax inspectors are hardly the world's most popular people either!

10B Speaking exercise 1 page 98

#24 It's quite cold, so you keep your coat on. You finally arrive at the station. The woman buys her ticket and you accompany her to the platform. She gets on the train without saying *thank you* or *goodbye*. How do you feel?

10B Speaking exercise 1 page 98

#4 You hand her your phone. She dials a number, but she gets no reply. She then asks you to accompany her to the train station which is about one kilometre away. She explains that she is frightened of meeting the men who robbed her. Turn to card #8 on page 148 if you agree to accompany her. Turn to card #7 on page 143 if you refuse to accompany her.

4A Functional language exercise 3 page 37

Group A

- Fear of crossing bridges
- Fear of speaking in public
- Fear of electricity
- Fear of vegetables

Choose a phobia from the list.

Complete the sentences below for your phobia in as many ways as you can think of.

- 1 Sufferers of this phobia have to _____, otherwise _____.
- 2 They need to _____ so that _____.
- 3 They always _____ in case _____.

4D Speaking exercise 1 page 43

Student C

C



5A Speaking exercise 1 page 47

Group A

- committed suicide
- doctors cut off her leg
- got married to the painter, Diego Rivera
- had a bus accident
- had affairs with other people
- the Mexican Revolution took place
- was questioned by the police

5B Speaking exercise 2 page 49

Student A

Underline the answers to the questions.

What is your role?

Which work of art do you think the company should buy? Why?

Your position in the company:

DIRECTOR OF FINANCE

The managing director of the company has decided that it would be a good idea to put some art in the reception area of your office. You have been given a budget of \$25,000.

The short list

The glass sculpture
The bricks
The horse

Your point of view

☹
☹☹☹
☹☹☹☹☹

Extra information:

- It would not be safe to put the glass sculpture in the reception area.
- The managing director told you that he didn't like the bricks.
- The horse looks like something you buy from a cheap souvenir shop.

10B Speaking exercise 1 page 98

#26 You call a taxi which arrives very quickly. In the taxi, the woman suddenly smiles. She is clearly very well! She explains that she is making a reality TV programme called *How Kind Are You?* and she shows you the camera that is on the front seat and pointing at you. She asks you if you would like to take part in the programme next week in the studio. What do you say?

6A Speaking exercise 1 page 56

Student A

Charlie Chaplin blacklisted

Film star and director, Charlie Chaplin, has been refused entry to the US following an investigation into his political activities. The House of Un-American Activities Committee asked Chaplin to ...

Stars pull out of Oscars ceremony

A small group of Hollywood celebrities have refused to take part in this year's Oscars ceremony in protest at the American government's foreign policy. The group, which includes Will Smith, Angelina Jolie and Tom ...

Spice girl stars in election programme

Former Spice Girl, Geri Hallywell, has agreed to star in a new promotional broadcast for Britain's ruling Labour Party. In the film, Hallywell serves tea to a ...

10B Speaking exercise 1 page 98

#25 You agree to deliver the envelope. When you arrive at the address, you see that it is a TV production company. The receptionist explains that they are making a reality TV programme called *How Kind Are You?* and that a hidden film crew has been filming you for the last few hours. She asks you for permission to use the film and says that the company will pay you £100. What do you say?

6B Grammar exercise 3 page 59

Actress Winona Ryder in the Beverley Hills Municipal Court



Charles and Diana on tour in Canada



6B Pronunciation exercise 3 page 59

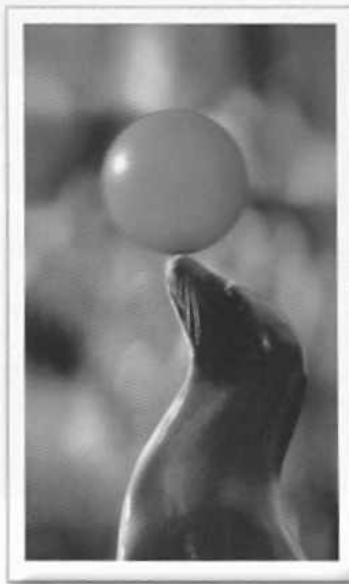
Student A

Ask your partner these questions.

- 1 There are two major political parties in the USA, the Republicans and the ... ?
- 2 What do we call a person who has studied economics?
- 3 What adjective do you use to describe the political party that is in government?

2D Speaking exercise 1 page 23

Student B



10B Speaking exercise 1 page 98

#19 You call an ambulance anyway. The woman becomes very upset and explains that, last year, her husband died in a car accident with an ambulance. She begs you to call a taxi. Turn to card #26 on page 140 if you agree to call a taxi. Turn to card #27 on page 147 if you decide to wait for the ambulance.

5A Speaking exercise 1 page 47

Group B

- suffered from depression
- got married
- had over 30 operations on her leg
- got pregnant
- fell in love with the Russian Communist leader, Leon Trotsky
- drank and took drugs
- got divorced

7B Speaking exercise 1 page 69

Student B



Solar cooker

The Solar Sizzler is a solar-powered cooker that concentrates the sun's ray to create heat. You can fold it away and put it in your backpack when you go camping. Or use it in the garden for a barbecue. It is easily available online and prices are very low.

4D Speaking exercise 1 page 43

Student A

A



5B Speaking exercise 2 page 49

Student B

Underline the answers to the questions.

What is your role?

Which work of art do you think the company should buy?
Why?

Your position in the company:

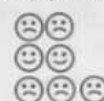
DIRECTOR OF MARKETING

The managing director of the company has decided that it would be a good idea to put some art in the reception area of your office. You have been given a budget of \$25,000.

The short list

- The glass sculpture
- The bricks
- The horse

Your point of view



Extra information:

- The managing director is going to retire next year (this is a secret that nobody else knows). You will almost certainly get his job.
- Charles Andrews has offered to share the \$25,000 with you if his work is bought.
- The glass sculpture is not safe for the reception area and the horse is too small – nobody would see it.

7B Speaking exercise 1 page 69

Student A



Solar Phone Charger

Made by the Dutch firm, Soldius, this solar charger can power up a mobile phone in a couple of hours. It is compatible with all the major phone manufacturers and the company is developing a version that will work with MP3 players, laptops and cameras.

10B Speaking exercise 1 page 98

#11 You tell the caller to wait and run after the woman. You hand her the phone. After a short conversation in a language you don't understand, Empanda explains that someone is coming to get her. She asks you to wait until they arrive. Turn to card #15 on page 144 if you agree to wait. Turn to card #20 on page 145 if you decide not to wait.

7C Speaking exercise 1 page 71

Group A

Here is a step-by-step model for how to run a coaching session

Stage 1: find out what your client is worried about, or what change they would like to make in their lives

Stage 2: encourage your client to explain exactly what his/her short term goals are

Stage 3: explore the problems and barriers blocking the client's way

Stage 4: explore practical options and set realistic time limits

Stage 5: encourage your client to commit to their goals – help them visualize how their lives will be happier if they succeed.

Think of at least one useful question to ask at each stage. Think of three things you can say to encourage your client to stick to his or her goals.

8A Speaking & vocabulary exercise 4 page 76

Student A

Roleplay 1: calling in sick

You are calling in sick from home. You've got a sore throat, a bad cough and a temperature. You feel guilty about phoning in sick because it means you'll miss an important meeting. You spent most of last night preparing documents for the meeting. Offer to send your work by email.

Roleplay 2: at the chemist

You are the customer. You've been bitten by an insect of some sort. The bite is red, swollen and painful. Show it to the chemist and ask for their advice.

Roleplay 3: at the doctor's

You are the doctor. You think that there is probably nothing seriously wrong with your patient. You do not want to prescribe any medicine if possible. Suggest simple home remedies instead.

10B Speaking exercise 1 page 98

#23 You go to find out what has happened. The woman is unconscious and you think she has had a heart attack. You call an ambulance but you think it is too late. How do you feel?

4D Speaking exercise 1 page 43

Student B

B



8B Speaking & vocabulary exercise 3 page 78



How much of a hypochondriac are you?

- 1 You're feeling a bit under the weather. Do you (a) decide to wait for a day or two to see if you feel better? (b) take some of your favourite medicine? (c) go to see a doctor?
- 2 You hear on the news that there is a new flu bug going round. Do you (a) quickly forget what you have heard? (b) find out more about it on the internet? (c) immediately think you will catch it?
- 3 You've been feeling unwell, but the doctor gives you a clean bill of health. Do you (a) believe the doctor? (b) ask the doctor to give you some medicine anyway? (c) go to another doctor for a second opinion?
- 4 You discover a large black spot under your arm. Do you (a) try to clean it with soap and water? (b) make an appointment to see the doctor? (c) know you are at death's door?
- 5 You are watching a TV drama series that is set in a hospital. Do you (a) have no idea what the doctors are doing most of the time? (b) watch with interest and learn some new medical facts? (c) know exactly what the doctors are doing all the time?
- 6 You go to the doctor's because you have a stomach bug. It's very important for you to know (a) how quickly you will feel better. (b) which medicine you should take. (c) the scientific, technical name for the infection.

10B Speaking exercise 1 page 98

#22 You leave. You've done enough for one day! Later that evening on the TV news, you hear a report about a foreign ambassador's wife who was robbed in the street. After the robbery, she suffered a heart attack and died. You recognize from the photo that it is the woman you helped earlier in the day. How do you feel?

8D Functional language exercise 3 page 82

Student A

You need to use the following four words or phrases in a conversation with your partners. Use suitable language to help you change the subject.

- aromatherapy
- sore throat
- train station
- cinema tickets

Start the conversation with this phrase
'Have you seen the new Brad Pitt movie yet?'

10B Speaking exercise 1 page 98

#7 You don't want to accompany her, so you say goodbye. A few moments later, your phone rings. The caller asks to speak to 'Empanda' and describes her. Empanda is obviously the woman you just left. Very strange! She is only 100 metres away. Turn to card #11 on page 142 if you decide to run after the woman and hand her the phone. Turn to card #12 on page 145 if you decide to hang up.

6A Speaking exercise 1 page 56

Student B

Star raises \$6 million for Democrat cause
Hollywood star, Barbra Streisand, has helped to raise \$6 million to help the Democrats fight the next election. Streisand said that she would do anything ...

Rock fans walk out of protest concert

Dozens of Pearl Jam fans walked out of one of the group's concerts in Denver Colorado after the lead singer took the opportunity to protest against US president ...

Live 8's message to world leaders

Concerts in ten cities round the world have brought together the world's top musicians as part of a campaign to encourage world leaders to fight world ...

10B Speaking exercise 1 page 98

#17 You hang up. In the distance, you can see that the woman has fallen over. Turn to card #23 on page 142 if you decide to go and see what has happened to her. Turn to card #22 on page 143 if you decide to ignore the woman.

6B Pronunciation exercise 3 page 59

Student B

Ask your partner these questions.

- 1 What do you call the study of thought and ideas?
- 2 What name do we give to a person who works in politics?
- 3 Who is responsible for making laws in the UK?

10B Speaking exercise 1 page 98

#15 You wait with her. After 30 minutes, nobody has arrived. Turn to card #16 on page 147 if you decide to carry on waiting. Turn to card #20 on page 145 if you have had enough and decide to leave her.

5B Speaking exercise 2 page 49

Student C

Underline the answers to the questions.

What is your role?

Which work of art do you think the company should buy?

Why?

Your position in the company:

DIRECTOR OF HUMAN RESOURCES

The managing director of the company has decided that it would be a good idea to put some art in the reception area of your office. You have been given a budget of \$25,000.

The short list

The glass sculpture
The bricks
The horse

Your point of view

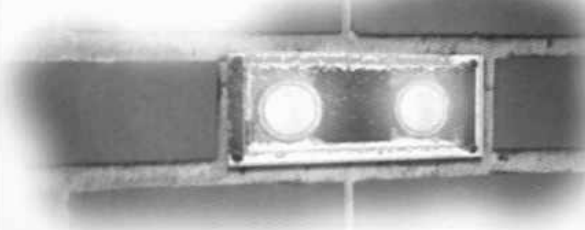
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Extra information:

- Most of the staff that you have spoken to say that they prefer the glass sculpture.
- The bricks are depressing. Nobody likes them.
- The managing director would be very happy with the horse. He's very keen on horses.

7B Speaking exercise 1 page 69

Student C



Solar bricks

Strong enough to support the weight of a heavy truck, these polycarbonate plastic bricks contain solar panels and a light source. Just one hour of sunlight will power the bricks for three nights, and they can be used for walls, roads and pathways. They could even do away with the need for street lighting.

9D Functional language exercise 2 page 93

Student A

Take it in turns to read out your sentence openers. One of your partners will have the matching sentence ending:

Openers:

- 1 Traffic wardens are at the top of most people's hate lists
- 4 More and more young people want to become accountants and bankers

Endings:

- a despite large increases in salaries.
- b they do come pretty high up on the list of the most respected professions.

10B Speaking exercise 1 page 98

#1 You decide to give her the money. While you are getting out your money, she explains that she urgently needs to make a phone call. She asks if you will lend her your phone. Turn to card #4 on page 139 if you agree to lend her your phone. Turn to card #3 on page 138 if you don't want to lend her your phone.

10B Speaking exercise 1 page 98

#28 You carry on walking. After a few minutes, you are stopped by a man with a microphone and a film crew. They explain that you have been taking part in a reality TV show and that you are on live TV. How do you feel?

10B Speaking exercise 1 page 98

#12 You hang up, but the phone rings again almost immediately. It is the same caller, begging you to speak to the woman. The woman is now 300 metres away. Turn to card #11 on page 142 if you decide to run after the woman. Turn to card #17 on page 144 if you decide to hang up again.

8D Functional language exercise 3 page 82

Student B

You need to use the following four words or phrases in a conversation with your partners. Use suitable language to help you change the subject.

- new coat of paint
- runny nose
- babysitter
- postcard

Student A will start the conversation.

10B Speaking exercise 1 page 98

#20 You feel a little guilty because you could have been more helpful, but enough is enough. That evening on the TV news, you see a report about the woman. She is interviewed and she explains how she was robbed. But she adds that the worst thing about the experience was that absolutely nobody would help her. That would never happen in my country, she says. How do you feel after watching the news report and interview?

3C Speaking exercise 1 page 31



10D Speaking exercise 1 page 103

Group A

Look at the job description below and prepare five questions to ask the candidates. Remember for reasons of fairness you must all ask the same questions. Look at the areas below to help you.

- present job
- relevant past experience
- qualifications
- plans for the future
- personal qualities important for the post
- strengths and weaknesses
- specific responsibilities
- knowledge of the geographical area

Post: Regional Training Officer

NewStart is a non-profit organization that provides basic skills training (literacy, numeracy and computer skills) for people who cannot access formal or private training.

Main responsibilities:

- Actively seek out new sponsors amongst local businesses
- Establish contacts with local press and media
- Prepare and distribute promotional materials
- Represent the organization at conferences and promotional events
- Liaise with the central offices of the organization
- Coordinate and publicize courses
- Recruit and train new volunteers
- Manage the day-to-day running of the training centre. Some teaching may also be required

10B Speaking exercise 1 page 98

#10 You carry on walking, but every now and then you turn around to have a look. Nobody else in the street has helped the woman and now a little dog has got the woman's dress between its teeth. It is pulling and tearing. Turn to card #9 on page 138 if you decide to go and help the woman. Turn to card #28 on page 144 if you decide to carry on walking.

10B Speaking exercise 1 page 98

#5 You refuse her offer and begin to walk away. You suddenly realize that she looks like someone you have seen in a film. Is she a famous actress? Turn to card #1 on page 144 if you decide to call the woman back and offer her the money. Turn to card #6 on page 148 if you still want to walk away.

4A Functional language exercise 3 page 37

Group B

- Fear of phones
- Fear of flying
- Fear of the number 13
- Fear of stairs

Choose a phobia from the list.

Complete the sentences below for your phobia in as many ways as you can think of.

- 1 Sufferers of this phobia have to _____, otherwise _____.
- 2 They need to _____ so that _____.
- 3 They always _____, in case _____.

10B Speaking exercise 1 page 98

#21 You continue to wait. After a long, long time, a large black limousine arrives. The driver gets out and gives the woman a beautiful fur coat. She thanks you, gets into the car and says goodbye. The car leaves before you realize that she still has your money. How do you feel?

8A Speaking & vocabulary exercise 4 page 76

Student B

Roleplay 1: calling in sick

You are the boss. There is a very important meeting this morning. It's essential that all members of staff attend. You suspect that some of your staff are taking time off sick when they don't really need to.

Roleplay 2: at the chemists

You are the chemist. There has been a plague of tiger mosquitoes in your area. The local health authorities have asked chemists to report any unusual insect bites. You need to take the name, age and nationality of the patient and details about where and when they were bitten as well as a contact address or phone number.

Roleplay 3: at the doctor's

You are the patient. You haven't been sleeping well recently. It's beginning to affect your work and your boss has started to comment on your lack of energy. You've tried all kinds of home remedies but they don't work. Ask the doctor to prescribe you some sleeping pills.

7B Grammar exercise 3 page 68

Student B

Choose one of the questions below and spend two minutes preparing what you are going to say. Speak for 30 seconds without pausing or repeating. Do not tell your partner which question you are answering.

- How much free time do you have next week?
 - What are you looking forward to in the next few days?
 - How much money do you expect to spend tomorrow?
 - When and where is your next holiday?
 - What will be the worst thing that happens to you tomorrow?
 - How will tomorrow be different from today?
- Repeat the activity with a different question.

10B Speaking exercise 1 page 98

#18 You agree to wait. Before getting on the train, she thanks you for waiting with her and asks if you can do one more thing for her. She takes an envelope out of her pocket and asks you to deliver it to an address which is a fifteen-minute walk away. Turn to card #25 on page 140 if you agree to deliver the envelope. Turn to card #20 on page 145 if you decide that you do not want to deliver the envelope.

7C Speaking exercise 1 page 71

Group B

You must each choose a different problem from the list below.

- You aren't enjoying your university course and want to leave university. You know your parents won't approve.
- You want to get fit to take part in a local sports event.
- You need to save money, but you can't stop shopping.
- You hate your job and you want to find a new one.
- You don't get on very well with your mother-in-law and this is making your partner unhappy.

Decide ...

- 1 exactly how much of a problem it is and why it is a problem.
- 2 what you want to do about it.
- 3 what is stopping you from doing anything about it at the moment.

3c Speaking exercise 2
page 31



12D Vocabulary exercise 2 page 123

Group B

Here are the four words you need to write a definition for. Remember, don't use the British English term.

- 1 vest (UK)
undershirt (Am)



- 2 underground (UK)
subway (Am)



- 3 trousers (UK)
pants (Am)



- 4 dustbin (UK)
garbage can (Am)



10B Speaking exercise 1 page 98

#16 You wait for one hour, and still nobody has arrived. Turn to card #21 on page 146 if you decide to carry on waiting. Turn to card #20 on page 145 if you have had enough and decide to leave her.

8D Functional language exercise 3 page 82

Student C

You need to use the following four words or phrases in a conversation with your partners. Use suitable language to help you change the subject.

- foot massage
- new neighbours
- flu
- lottery ticket

Student A will start the conversation.

10B Speaking exercise 1 page 98

#27 You wait for an ambulance, which arrives very quickly. But when the ambulance comes, the woman stands up with a smile on her face. A film crew gets out of the ambulance, and the woman explains that you have been taking part in a reality TV show. How do you feel?

2c Vocabulary exercise 1 page 21

mad /mæd/ adj * *

1 very silly or stupid: **CRAZY**. * **stark raving mad** = extremely crazy **barking mad** = extremely crazy * **sb must be mad to do sth** *mainly spoken* used for saying that someone is doing something very stupid.

2 [never before a noun] *informal* angry. * **hopping mad** = extremely angry

drive sb mad *informal* to make someone feel extremely angry, upset or bored

go mad *informal* 1 to become mentally ill 2 to start behaving in an uncontrolled way 3 to become extremely excited and happy 4 to become crazy because you are so bored, upset etc. 5 to do something that is not very sensible or wise 6 to become extremely angry

like mad 1 very quickly and with great effort 2 a lot 3 in a way that you cannot control or stop.

mad about sb *informal* very much in love with someone

mad about/on sth *informal* very enthusiastic about something

mad keen (on) *Br E* extremely enthusiastic about something

10B Speaking exercise 1 page 98

#2 You make an excuse and say that you cannot lend her the money. She then offers to give you her gold ring in exchange for £5. Turn to card #1 on page 144 if you agree to the exchange. Turn to card #5 on page 145 if you refuse her offer.

10B Speaking exercise 1 page 98

#6 You walk away, but after a few seconds you hear a scream. You turn around and see the woman on the pavement. She has been knocked over by someone on roller-blades, who has not stopped. Turn to card #9 on page 138 if you decide to go and help the woman. Turn to card #10 on page 145 if you decide to carry on walking.

9D Functional language exercise 2 page 93

Student B

Take it in turns to read out your sentence openers. One of your partners will have the matching sentence ending:

Openers:

- 2 I think that everyone would agree that footballers have a pretty good job
- 5 Although police officers are not always seen as the friendliest of people,

Endings:

- c most pop stars are hardly respected at all.
- d even though these are not considered to be glamorous or interesting jobs.

10B Speaking exercise 1 page 98

#14 You offer her your coat. Eventually, you arrive at the station and the woman buys her ticket. The next train is in one hour and she asks you to wait with her. Turn to #18 on page 146 if you agree to wait. Turn to #20 on page 145 if you decide not to wait.

10B Speaking exercise 1 page 98

#8 You agree to accompany her. As you are walking, you notice that the woman seems unwell. She is cold and shivering. Turn to card #14 on this page if you decide to offer her your coat. Turn to card #13 on page 149 if you decide not to offer her your coat.

7B Grammar exercise 3 page 68

Student A

Choose one of the questions below and spend two minutes preparing what you are going to say.

Speak for 30 seconds without pausing or repeating. Do not tell your partner which question you are answering.

- What plans do you have for the weekend?
- What will the rest of today be like for you?
- What do you imagine your retirement will be like?
- How many different people will you speak to in the next twenty-four hours?
- How will your appearance change in the next ten years?
- What are you sure that you will do tomorrow?

Repeat the activity with a different question.

12D Vocabulary exercise 2 page 123

Group A

Here are the four words you need to write a definition for. Remember, don't use the British English term.

- 1 petrol station (UK) gas station (Am)



- 2 waistcoat (UK) vest (Am)



- 3 toilet (UK) bathroom (Am)

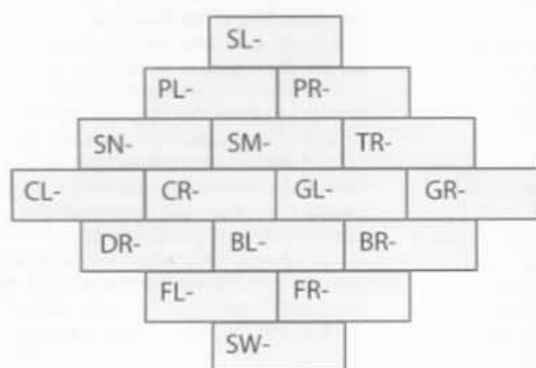


- 4 cooker (UK) stove (Am)



3D Pronunciation exercise 4 page 33

- 1 Student A must think of a word that starts with the consonant cluster in the first block and say the word in the block.
- 2 Student B then chooses one of the blocks below and says a word starting with those letters.
- 3 Student A then chooses a block either next to or below the previous block and says a word.
- 4 Continue until you have reached the last block. The student who says the word in the last block is the winner.



7A Speaking exercise 1 page 66

- 1 Eat one less meat meal each week.
- 2 Only buy fruit that is in season.
- 3 Switch your TV, DVD and hifi off standby mode at night.
- 4 Wash up in a bowl or bucket and save the water to flush the toilet.
- 5 Give your newspaper to someone else when you've finished reading it.
- 6 When you're waiting for your bath or shower to run warm, use a bucket to catch the cold water and use it to water your plants.
- 7 When it's hot, use a hand-held fan rather than an electric one.
- 8 Buy a second-hand bike and a bike trailer so you can cycle to the shops.

10B Speaking exercise 1 page 98

#13 You continue walking without offering your coat. After a while, she tells you that she is feeling cold and asks if she can borrow your coat. Turn to #14 on page 148 if you decide to lend her your coat. Turn to #24 on page 138 if you decide not to lend her your coat.

10D Speaking exercise 1 page 103

Group B

Look at the job description below and the handwritten notes. Look back at the advice on page 102 and prepare for the job interview.

Post: Regional Training Officer

NewStart is a non-profit organization that provides basic skills training (literacy, numeracy and computer skills) for people who cannot access formal training.

Main responsibilities:

- Actively seek out new sponsors amongst local businesses
- Establish contacts with local press and media

1 last 6 months volunteer at local radio station - know lots of people in the local media

- Prepare and distribute promotional materials
- Represent the organization at conferences and promotional events

2 present job - basic skills trainer at the local further education institute - attended the national basic skills training conference in Glasgow last year

- Liaise with the central offices of the organization
- Coordinate and publicize courses

3 part of present job

- Recruit and train new volunteers
- Manage the day-to-day running of the training centre

4 volunteer literacy trainer with the organization for six months three years ago - know how the courses and the centre works

Some teaching may also be required

4D Speaking exercise 1 page 43

Student D

D

