

First Cambrigde Certificate

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L^AT_EX

Base Form	Simple Past	Past Participle
overcome	overcame	overcome
overdo	overdid	overdone
overtake	overtook	overtaken
overthrow	overthrew	overthrown
owe	owed	owed
pay	paid	paid
plead	pleaded or pled	pleaded or pled
prove	proved	proved/proven
put	put	put
quit	quit	quit
read	read	read
rid	rid	rid
ride	rode	ridden
ring	rang	rung
rise	rose	risen
run	ran	run
saw	sawed	sawed/sawn
say	said	said
see	saw	seen
seek	sought	sought
sell	sold	sold
send	sent	sent
set	set	set
sew	sewed	sewed/sewn
shake	shook	shaken
shave	shaved	shaved/shaven
shear	sheared	sheared/shorn
shed	shed	shed
shine	shone	shone
shoe	shoed	shoed/shod
shoot	shot	shot
show	showed	showed/shown
shrink	shrank	shrunken
shut	shut	shut
sing	sang	sung
sink	sank	sunk
sit	sat	sat
sleep	slept	slept
slay	slew	slain
slide	slid	slid
sling	slung	slung
slit	slit	slit
smite	smote	smitten
sow	sowed	sowed/sown
speak	spoke	spoken
speed	sped	sped
spend	spent	spent
spill	spilled/spilt	spilled/spilt
spin	spun	spun
spit	spit/spat	spit
split	split	split
spread	spread	spread
spring	sprang	sprung

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Base Form	Simple Past	Past Participle
fall	fell	fallen
feed	fed	fed
feel	felt	felt
fight	fought	fought
find	found	found
fit	fit	fit
flee	fled	fled
fling	flung	flung
fly	flew	flown
forbid	forbade	forbidden
forget	forgot	forgotten
forego (forgo)	forewent	foregone
forgive	forgave	forgiven
forsake	forsook	forsaken
freeze	froze	frozen
get	got	gotten
give	gave	given
go	went	gone
grind	ground	ground
grow	grew	grown
hang	hung	hung
have	had	had
hear	heard	heard
hide	hid	hidden
hit	hit	hit
hold	held	held
hurt	hurt	hurt
keep	kept	kept
kneel	knelt	knelt
knit	knit	knit
know	knew	known
lay	laid	laid
lead	led	led
leap	leaped/leapt	leaped/leapt
learn	learned/learnt	learned/learnt
leave	left	left
lend	lent	lent
let	let	let
lie	lay	lain
light	lit	lighted
lose	lost	lost
make	made	made
mean	meant	meant
meet	met	met
misspell	misspelled/misspelt	misspelled/misspelt
mistake	mistook	mistaken
mow	mowed	mowed/mown

and in official language. *Must* is used only in the present.

Avoid to use *must* in personal speech!

You ***mustn't*** smoke here.

have to

Have to is used in personal speech.

I ***have to*** get up early everyday.

In the past you can use only *had to* (*must* is not possible):

When I was a child, I ***had to*** wear a uniform at school.

12.4 Exam Focus — Use Of English

Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

Victor started collecting stamps twenty-five years ago. — **been:**

Victor has twenty-five years.

Victor has *been a stamp-collector for* twenty-five years.

Whose wallets is this? — **belong:**

Who to?

Who *does* this wallet belong to?

The translation course takes two years. — **a:**

It's course.

It's *a two-year translation* course. ("two-year" without plural "-s")

Danny writes more clearly than Karen. — **as:**

Karen doesn't Danny.

Karen doesn't *write as clearly as* Danny.

It's not my fault if the television doesn't work. — **me:**

Don't television doesn't work.

Don't *blame me that the* television doesn't work.

Chris failed his driving test because he didn't have enough lessons. — **had:**

If Chris he'd have passed his driving test.

If Chris *had had* more lessons, he'd have passed his driving test.

(conditional 3)

Louisa has taught her children how to prepare their own meals. — **been:**

Louisa's children to prepare their own meals.

Louisa's children *have been taught* to prepare their own meals.

(reported speech)

1.2 Languages Focus

1.2.1 Present simple (I do)

Use the simple for things in general or things that happen repeatedly. In many languages, the present simple is used to describe what is happening now. Notice that this is not the case in English.

- to talk about things which are always true:

Water ***boils*** at 100° centigrade.

He ***has*** blue eyes.

- to talk about habits and routines:

He always ***goes*** to bed before midnight.

What ***do*** you ***do***? (What is your job?)

1.2.2 Present continuous (I am doing)

Use the continuous for something that is happening at or around the time of speaking.

The action is not finished.

The water ***is boiling***. Can you turn it off?

- Use the continuous for a temporary situation

You ***are working*** hard today. I hear you have a new job. How ***are you getting*** on?

What ***are you doing*** (now)?

1.2.3 Order of adjectives

The following order is often used, but there are many exceptions. Is it unusual to use more than two or three adjectives before a noun.

Opinion	size	shape	colour	material	+noun
horrible	small	square	blue	nylon	head scarf
wonderful	big	round	yellow	cotton	teddy bear

with short blond hair

with dark curly hair

1.2.4 In case

In case is used when we want to be prepared for something that may happen.

In case is follow by the Present simple tense but refers to future or present time.

Take an anorak ***in case it rains***.

In case can also be used with the Past tense:

I took an overcoat ***in case it was cold***.

1.2.5 Auxiliary Verbs — Modal Verbs

This is illogical in English:

You need a modal verb for a future form (*will*), but you need auxiliary verbs for other time forms (*be, have*).

Auxiliary Verbs

have (has, had)
do (did, does)
to be (was, were, been, beeing, is)

haben (Present/Past perfect)
tun, machen (in Fragen, Negationen)
sein (... continuous)

Modal Verbs

can
could
may
might
will
would
must
would
shall
should
ought

können
kann, könnte
kann; mag; darf
kann, könnte, mag
werden (future)
wollte; würde
müssen
wollte; würde
beabsichtigt; sollen
sollte; sollten
sollte

12.3 Languages Focus

12.3.1 Question tags

A question tag is a short interrogative phrase to a statement.

It's cold (statement)

isn't it? (tag).

Negative tags are added to positive statements and positive tags to negative statements.

*It's **not** cold, **is** it?*

The question tag repeats the auxiliary verb or modal auxiliary verb from the statement, and the subject pronoun. If there is no auxiliary verb in the statement, *do* is used:

*You **like** oranges, **don't** you?*

There are exceptions, for example, imperatives:

Sit down, will you?

Please help, won't you?

12.3.2 Future in the past

These forms are used when we take a point in the past and talk about what happened after that.

*When he was six, everyone knew **he was going to be** a footballer.*

*He **went on to** play in the school team.*

*He **was to** appear in a total of thirty-four international matches before he retired.*

12.3.3 Uses of *do*

Do is an auxiliary verb that is used to form questions and negatives.

***Do you know** the time?*

*I'm sorry I **don't know** the time.*

Do can be used to avoid repeating a longer phrase.

*I don't like ice-cream, but my sister **does**.*

Do is also used in positive statements to give emphasis to the verb.

*Oh, I **do** like your new dress.* (Really, I'm not just being polite!)

*I **do** work hard at school.* (I know you think I don't.)

12.3.4 *must* — *have to*

must

Must is nearly only used in writing forms and in external obligations by law

12.2 Vocabulary

12.2.1 Multi-word verbs

washing up	abspülend
washing out	auswaschend
cheer up	aufheitern
end up	enden, landen
call up	aufbieten
call back	zurückrufen, zurückberufen
call out	herausrufen
call off	rückgängig machen; absagen
break up	beenden; auflösen; zerbrechen, zerschlagen
break out	ausbrechen
break off	abbrechen; aufhören, (Therapie) absetzen, aufhören
break through	durchbrechen
put up	anschlagen; aufstellen, errichten; bauen
put up with	hingenommen
put back	nachgestellt
put out	auslöschen, herausgestellt
put off	aufschieben (zeitlich), vertrösten; hinhalten (auf)
put through	verbinden (mit)
look up	aufschauen, aufsehen; nachsehen, nachsehen
look back	umsehen
look out	achtgeben
look through	durchblicken
shown up	aufgekreuzt
shown out	hinausbegleitet
shown off	geprotzt
dash out	rausrennen
dash off	losstürzen, rasch schreiben

Research has **shown up** the problems caused by office romances.
If you pass your driving test, you'll want to **dash out** and buy a car.

2.1.3 Informal letter Example

Wiesenacker 25A
D-99533 Weitewelt

Mr. Thomas Elliot
37 Castle Stree
Manchester

October 7 2001

Dear Thomas,

Thanks for the invitation to your party on Saturday, the 29th November. I 'd love to come but unfortunately I can't. I 'm so sorry, but at that weekend my grandmother is celebrating her birthday. It is her 80th birthday. This will be a big family party and I can't refuse. It's a great pity. I haven't seen you for ages and I'm interested in finding out what was happened since our last meeting.

I can tell you some news about me. I changed my job and I moved to Weitewelt in Bavaria. I work as a programmer now. Important news: I have a new girlfriend. I get on with her very well and we plan to marry.

You can see there is a lot of news. It would be nice if we can meet soon. So, I would like invite you for a weekend in early December. Is it possible for you? Please write to me what time you and your wife can come. I hope I see you then.

Love

Otto

176 words

2.1.4 Formal Letter Example

Health Action Charity
Ms Janet Wallace
Baker Street 8
NW 1 9 SJ London
United Kindom

— No name here! —
Wiesenacker 25A
D-99533 Weitewelt

October 7 2001

Job Application: Organiser

Dear Ms Janet Wallace,

I am very interested in the job you have offered. But first some information about myself. I'm 33 years old and unmarried. I trained as a secretary and I have a lot of job experience in organisation. Also I worked as an assistant to high level managers for two years. My mother tongue is German and I speak English fluently, I also speak Spanish and Portuguese. For further information please find my enclosed C.V.

Could you give me some information about this job? How many hours per week and on which days in the week this job will be? Do I have to travel? If yes, how often, how long, where and when will it be? Which languages do I have to speak, and how much holiday am I entitled to? Finally the most important question: What is the salary?

I hope I can support Health Action Charity with my experience, qualities and enthusiasm.
I'm looking forward to hearing from you soon.

Yours sincerely

Otto Raffzahn

Enc: CV

175 words

Chapter 12

Finishing touches

12.1 A transactional letter

Dear Sir or Madam,

I'm writing about the advertising for your school I've seen recently. Some of my friends and I are interested to spending a holiday in your school.

Could you please tell me how far is Cotsford from your school? I addition to that we would like to know which is the nearest airport and is there a transfer available.

We like to come for two weeks in August. It this possible and if so when could we start?

We like to know how much it costs and what is included? To be more specific, we like to know if all the afternoon activities are included. What's more is the equipment provided?

Finally we like to know how we could pay?

I'm looking forward to your reply.

Yours faithfully.

138 words

11.5.3 Reported questions

a Wh questions:

*What time **is** it, Jenny?* — *Nick asked Jenny what time it **was**.*

Do not forget to change the word order and omit the question mark, because in reported speech these are not question any more.

b Yes/No questions:

*"**Are you coming** to the cinema, Jenny?"* — *Nick asked Jenny **whether/if** she **was coming** to the cinema.*

c Requests:

*"**Would** you **pass** the salt please, Sid?"*

This type of question can be reported in full:

*Tom asked Sid **if** he **would pass** him the salt.*

or with an infinitive, which summaries the action:

*Tom asked Sid **to pass him the salt**.*

d Orders: usually an imperative:

*"**Go** to your room!"* — *Sarah's mother told her **to go** to her room.*

11.5.4 Impersonal passive

This form is used with certain verbs we are sure about the truth of the information:

*He is **said to be** living in the USA.*

(Some people say he is living in the USA, but it may not be true).

Other useful verbs are:

reported to be

believed to be

thought to be

understood to be

11.5.5 Reporting verbs

Often the meaning of a sentence in direct speech is summarised by a verb in reported speech.

*"Would you like to go to the cinema, Jane?" **said** Eric.*

*Eric **invited** Jane to the cinema.*

There are three main types:

Type **A**: Verb + person + infinitive with "to".

*He **told me to sit** down.*

Type **B**: Verb + infinitive with "to".

*She **agreed to give** him a reference.*

2.2.2 Words for Jobs and other Things

well organised

patient

comparison

I trained as a ...

How much holiday am I entitled to?

Which languages do I have to speak?

this

that

impatient

initiative (of one's own)

skills

qualities

negotiating skills

further skills

mundane

do this exam

levelheadedness

porter

binge

fusion

formal

informal

language level

job experience

rather

rather...than

I would rather ...

regret

ability to cope with pressure (strain)

absence

airy

challenge

unchallengeable

to cope with

We can cope with that.

desirable

enquire, inquire

entire

fate

gradually

hindrance

keen

skinny

sociable

swallow

talkative

tidy

unconsciously

weird

willing

a lot of

many

gut organisiert

Patient, geduldig

Vergleich

Meine Qualifizierung ist ...

Viel Urlaub bekomme ich?

Was für Sprachen muß ich können?

diese; dieser; dieses

damalig; dass; welche; welcher; welches; weil;

ungeduldig

Eigeninitiative

Fähigkeiten, Geschicke, "Hardskills"

Eigenschaften, "Softskills"

Verhandlungsgeschick

sonstige Kenntnisse

prosaisch; nüchtern, weltlich

dieses Examen absolvieren

Klarheit

Träger, Gepäckträger, Pfortner

Gelage

Fusion, Vereinigung, Zusammenschluss

Förmlich, formal

formlos zwanglos

Sprachfähigkeit, -niveau

Berufserfahrung

eher; vielmehr, lieber

eher...als

Ich möchte lieber ...

Bedauern, bedauern

Belastbarkeit

Abwesenheit, Fehlen, Mangel

luftig, lässig

Herausforderung

unwiderlegbar

verkräften

Wir werden damit fertig.

begehrtenwert; wünschenswert

abfragen, erkundigen

ganz; vollständig

Schicksal, Geschick

allmählich

Hindernis

eifrig

mager, dünn

gesellig

Schwalbe, hinunterschlucken; schlucken

geschwätzig; redselig

aufgeräumt

unbewusst

sonderbar

bereitwillig

viel, viele

viel, viele (abzählbar, in Fragen)

2.2.3 Prepositions *in/at/on*

in bed	im Bett
in hospital	im Hospital
in prison	im Gefängnis
at home	daheim; zu Hause
at work	bei der Arbeit, auf Arbeit sein
at school	in der Schule
at university	in der Universität
at college	auf dem College
at sea (on a voyage)	zur See; auf See

But: *I love swimming **in** the sea.*

at an event	auf einer Veranstaltung
at a party	auf einer Party
at a concert	im Konzert
at a conference	in einer Konferenz
at the meeting	in einem Meeting
at a football match	bei einem Fußballspiel

in and *at* for buildings

in a restaurant (building)	in einem Restaurant
at a restaurant (event in a building)	bei einer Veranstaltung in einem Restaurant
at the station	im Bahnhof
at the airport	auf dem Flugplatz
at somebody's house	bei jemanden zu Hause
at the doctor's	beim Arzt
at the hairdresser's	beim Friseur

*We went to a concert **at** the Royal Festival Hall.*

*The meeting took place **at** the company's headquarters.*

*I was **at** Judy's house. / I was **at** Judy's.*

We use *in* when we are thinking about the building itself.

*The rooms **in** Judy's house are very small.*

*It was very cold **in** the cinema.*

In and *at* for towns etc.

in London	in London
in Berlin	in Berlin

But you can use **at** or **in** when you think of the place as a point or station on a journey.

*Do you know if this train stops **at/in** Nottingham?*

Present simple	—	Past simple
Present perfect	—	Past perfect
Present perfect continuous	—	Past perfect continuous
Present continuous	—	Past continuous
Past simple	—	Past perfect
Past continuous	—	Past perfect continuous

The Past perfect remains the same in reported speech.

Other similar forms change in similar ways:

am going to	—	was going to
am used to doing	—	was used to doing
have to	—	had to
am able	—	was able
have something done	—	had something done

There are occasions where you needn't change the tense:

a where facts are still true:

*My name **is** Paul — He said his name **is** Paul.*

b Past simple to Past perfect depends on time references:

*"Peter **left** when I arrived" — She said Peter **left** when she arrived.*

(Time references are clear — no need to change.)

*"I **was** sick." — She said she **had been** sick.*

(Here the Past simple (*she was*) could be misinterpreted as representing the Present simple ie *she is sick now*.)

Modal verbs can be divided into those that change and those that do not.

These can change:	These stay the same:
can — could	should
may — might	could
will — would	would
must — had to	ought
shall — should	might

Would does not change to *would have* in reported speech.

11.5.2 Time Indicators

Main changes:

today	—	that day
now	—	then
this	—	that
here	—	there
ago	—	before/previously
tomorrow	—	the next day / the following day
yesterday	—	the day before / the previous day
last night	—	the night before / the previous night
next week	—	the following week / the week after (that)

11.3 Developing an argument

Explaining by giving an example

Esperanto has no irregularities. **For instance** it has no irregular verbs.

For example Esperanto has the same suffix for all verbs.

If I can give an example all verbs in the present end in Esperanto with *-as*.

Giving real/true/surprising information

Esperanto is very easy to learn. **In fact**, you can master it in a year.

As a matter of fact you don't have to learn a lot of words in Esperanto.

Actually you can build your own words in Esperanto.

Adding another, different idea

Besides in Esperanto the order of the words is nearly free.

Esperanto sounds nice. **What's more**, it is easy to pronounce.

In addition to that Esperanto has no differences between speaking and writing.

Making a contrast

All the same Esperanto is not well known.

Even so I like to learn Esperanto.

Esperanto is easy to learn. **However**, only about one million people can speak it.

Esperanto is for everyone a foreign language. **In spite of this** people in different countries learn it.

Summarising

To put it simply — Esperanto is simple.

In short — Learning Esperanto is quick and easy.

Esperanto has only 16 grammar rules and a cleverly word formation system.

In a word, you can learn it fast.

Defining more exactly

At any rate Esperanto is a nice hobby for people who are interested in languages.

At least Esperanto is an auxiliary language, not an international language.

Talking generally

On the whole Esperanto is good for communication between people of different languages.

As a rule Esperanto is not taught in normal schools.

In general most people ignore Esperanto.

Giving a result/consequence

Esperanto is not based on the influence of a country **therefore** Esperanto can't be spread out easily.

As a result Esperanto is not an alternative to English.

So you can't use it as a international language today.

Only few people speak Esperanto. **Because of this** you can use Esperanto only as a hobby.

Chapter 3

Out and about

3.1 Vocabulary

3.1.1 Multi-word verbs

take up

drop out

move in/into

set about

fill in

work out

settle up

get together

send on

call off

make up for

come forward

take off

hand in

hold up

aufheben, hochheben, Idee aufgreifen,
Platz einnehmen, in Anspruch nehmen
ausfallen, Signalausfall
einziehen
in Angriff nehmen, gegenüberstellen, vergleichen
ausfüllen (Formular)
ausarbeiten, lösen, berechnen, austüfteln
begleichen
zusammenkommen
nachschießen
absagen, rückgängig machen
wiedergutmachen
vortreten
abnehmen, ausziehen, absetzen, starten, abheben
einreichen
überfallen, andauern

Seventy young people **took up** places on the course.

So how go you **set about** house swapping?

3.1.2 Prepositions *to/at/in/into*

We say go/come/travel **to** a place or event.

go **to** America

return **to** Italy

drive **to** the airport

go **to** bed

go **to** the bank

go **to** a concert

take (somebody) **to** hospital

come **to** my house

be sent **to** prison

on my way **to**

on a journey **to**
a trip **to**
welcome **to**

Been to

I've **been to** a place

Get and arrive

get **to** a place
arrive **in/at**

Home

go home
come home
get home
arrive home
on the way home

Into

go **into** (a room)
get **into** (a room)
*She got **into** the car and drove away.*
*Come **in/into** the house.*

get on/off

get **on** a bus
get **off** a bus
get **on** a train
get **off** a train
get **on** a plane
get **off** a plane

*I must go **to** the bank.*
*Are you going **to** Linda's party next week?*
*What time does this train arrive **in** London?*
*I arrived **home** feeling very tired.*
*I went **on** the bus.*
*I got **off** the train.*
*I go **into** the taxi.*

Chapter 11

Our world

11.1 Report on a visit to one local restaurant

My girlfriend and I visited a little Thailand restaurant in Berlin, Friedrichshain last week. It is very small but comfortable. Most China and Thai restaurants are kitsch, but here the decoration is plain and simple. Behind the bar you can see how the food is made.

This is not a restaurant for a long dinner evening. If you order a meal you will get it in few minutes. But the meal isn't only a snack. It tastes delicious and the portions are not small.

Important not for English tongues: Thai cuisine use a lot of spices! If a dish on the menu says "spicy" then it is "hot" (for English tongues)! Maybe you think ginger is not a hot spice. Order a Thai meal with ginger and think about it. Don't forget to wipe your sweat away from your forehead.

148 words

11.2 My oldest friends and why they are important to me

I was lucky to find some good friends during my years of study. If people don't have a lot of money they help each other more. This was the case during my time at university. We didn't have enough money.

So we had to improvise with a lot of things and we had fun doing this. Parties for example were cheap but nevertheless big events. In a word I enjoyed this time. I made some good friends.

Thankfully after my years of study I'm still in touch with a lot of my ex-fellow students. We help each other if someone has to redecoration his flat or has to move and in other cases. Or we talk over a beer.

130 words

10.2 Vocabulary

10.2.1 Multi-word verbs

take back	zurücknehmen
try on	anprobieren
talk into	überreden
go about	zu Werke gehen
to go about it skilfully	geschickt zu Werke gehen
look around	umsehen
get off	aussteigen; davonkommen
catch on	ankommen, einschlagen, kapieren, begreifen
He's slow to catch on.	Er hat eine lange Leitung.
turn into	einbiegen, sich wandeln in, verhandeln
move out	ausziehen (Umzug)
head for	Kurs nehmen auf, anfliegen
head for business	Geschäftsgeist
to head home(wards)	heimwärts steuern
get stuck	festfahren, stecken bleiben; steckenbleiben

Jane likes **to look around** the shops, though she doesn't often buy anything.

My brother **talked** me **into** buying a mountain bike so that he could ride it!

Fast food has really **caught on** among young people in the last few years.

10.3 Languages Focus

10.3.1 Modal verbs — Obligation

The meaning of the various verbs can be summarised as follows:

Positive:

You must go	It's obligatory, you have no choice.
You have to go	It's obligatory, you have no choice.
You need to go	It's very advisable, but you choose.
you should go	It's very advisable, but you choose.
You ought to go	I advise you to go, but you choose.
You can go	If you want, you choose.
you may go	You have my permission to go.

Negative:

You mustn't go	It's forbidden, you have no choice.
You can go	It's forbidden, you have no choice.
you shouldn't so	I advise you not to go, but you choose.
you oughtn't to go	I advise you not to go, but you choose.
You don't have to go	It's not obligatory, you choose.
You don't need to go	It's not obligatory, you choose.
You needn't go	It's not necessary, you choose.

10.3.2 Make, let, allow

Make + infinitive is used to express obligation.

*They **make** you **wear** a uniform at my school.* (active)

3.2 Languages Focus

3.2.1 Causative have

This form exists in a variety of tenses and in each case it is the verb 'to have' which indicates the tense. The verb indicating the action is always the past participle. *I'm **having my car repaired**.* (Someone is repairing my car.)

Compare with: *I'm repairing my car.* (This means I am repairing it myself.)

Causative *have* is formed by:

- 1) The subject = *Sharon*
 - 2) The verb to have = *is having*
 - 3) The object = *her central heating*
 - 4) The past participle of the main verb = *serviced*.
- Sharon is having her central heating serviced.*

3.2.2 Genitive 's

The genitive 's is mainly used to indicate possession of things by people, and family relationships. Add 's to singular nouns.

Sally's dog.

Sally and Peter's dog.

Nick's brother.

Add ' only to plural nouns endings in s.

The girls' books.

My grandparents' house.

Plural nouns not ending in *s* are an exception:

The children's books.

Animals, days and cities sometimes take the genitive. Most other objects do not:

*The **dog's** basket.*

***Monday's** lesson.*

***London's** theatres.*

but

The leg of the table.

The chair leg.

3.2.3 Needs doing

This form is used to indicate that a certain job should be done, but we do not know, or do not want to know, who is going to do the job:

*The windows **need cleaning**.* (They are dirty.)

*The tape recorder **needs mending**.* (It is broken.)

3.2.4 For/Since

For and since are used with perfect tenses to indicate length of time.
Since can also be used with the Past simple.
Since refers to a date in the past and is used to talk about things happening between then and now.
For refers to the period of time that has passed between a point of time in the past and now.
I've known Mary since March.
I've known Mary for three months. (It is now June.)

Since can also be used in the middle of sentences which begin with a time period:
It's a long time since I've seen you. (I haven't seen you for a long time).

Since + Past simple:
It's two years since I left the army. (I left the army two years ago - finished action in the past.)

3.3 Exam Focus — Use Of English

Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

I'm having my photograph taken on Monday afternoon. — is:
Someone on Monday afternoon.
Someone is taking my photograph on Monday afternoon.

The dentist has filled one of my back teeth. — have:
I back teeth filled.
I have one of my back teeth filled.

Emma's having her wedding dress made by her mother. — making:
Her wedding dress for her.
Her mother is making her wedding dress for her.

He is not strong enough to do that job. — too:
He that job.
He is too weak to do that job.

Linda hasn't got as much experience as Graham. — than:
Graham Linda.
Graham has got more experience than Linda.

It's ages since I saw him last. — for:
I ages.
I haven't seen him for ages.

10.1.1 Word List

kitchenware	Küchengeschirr
toilettry	Toilettensache, Toilettenartikel
drugstore	Apotheke
set lunch	Tagesmenü
flattering	schmeichelhaft
tenant	Mieter, Pächter
subtenant	Untermieter
among	unter; zwischen
craft	Fahrzeug, Handwerk
craftsman	Handwerker
vending	Verkaufs..., kaufend
acceptable	annehmbar; akzeptabel
announcement	Ankündigung
annoy	belästige; ärgern
I'm annoyed about it.	Ich ärgere mich darüber.
blame	Schuld; Tadel
Don't lay the blame on me!	Schieben Sie die Schuld nicht auf mich!
bracelets	Armbänder
branch	Branche, Abteilung, Fachgebiete, Filialen, Äst
carve	zerlegen, schnitzen
challenge	Herausforderung
chest	Brust, Brustkorb
chest of drawers	Kommode
convenient	bequem; komfortabel; geeignet; günstig; passe
It is not convenient for me.	Es passt mir schlecht.
cupboard	Geschirrschrank, Schrank
exclusive	ausschließlich
executive	ausführend
fondness	Vorliebe, Zärtlichkeit
indoors	innen
invention	Erfindung
lightweight	Leichtgewicht, leicht
luxury	Luxus, Aufwand
misleading	beirrend; irreführende
passer-by	Vorübergehende
persuasive	überzeugend
precious	kostbar
purchase	Kauf
pushy	aufdringlich
recital	Vortrag
retail	Kleinverkauf
rings	lingelt
rude	unanständig, unhöflich
scenario	Drehbuch, Szenario
substitute	Stellvertreter, ersetzen
treat	Vergnügen, behandeln; betrachten; freihalten
trolley	Karren, Wagen
warmly	warm
lukewarmly	lau

9.3 Exam Focus — Use Of English

Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

"You've broken my radio, Frank!" said Jane. — **accused**:

Jan her radio.

Jan *accused Frank of having broken* her radio.

Susan regrets not buying that house. — **wishes**:

Susan that house.

Susan *wishes she had bought* that house. (conditional)

I could never have succeeded without your help. — **you**:

I could never have succeeded me.

I could never have succeeded *if you hadn't helped* me. (past perfect)

Linda's plans for a picnic have been spoilt by the weather. — **fallen**:

Linda's plans for a picnic because of the weather.

Linda's plans for a picnic *have fallen through* because of the weather.

Perhaps Brian went home early. — **may**:

Brian home early.

Brian *may have gone* home early.

The thief suddenly realised that the police were watching him. — **watched**:

The thief suddenly realised that he by the police.

The thief suddenly realised that he *was been watched* by the police.

4.2.3 Describing trends, diagrams

increased	erhöhen
gone up	gestiegen
risen	entstehen, sichtbar werden; steigen
doubled	verdoppelt
climbed	steigen
stayed level	auf gleichem Level
stayed the same	unverändert
not changed	unverändert
remained stable	stabil geblieben
decreased	vermindert
gone down	hinabgegangen
fallen	abgestürzt
halved	halbiert
dropped	abgeworfen, gefallen

4.2.4 Multi-word verbs

pick up	aufheben, aufnehmen, mitnehmen, aufsammlen
show up	aufkreuzen
knock down	niederschlagen, überfahren
carry out	abfragen, vornehmen, durchführen
to carry out a plan	einen Plan ausführen
put in	eingeben, hineinlegen, -setzten, -stellen, -stecken
get away (with)	einreichen, einwerfen
break into	davon kommen, wegkommen (mit)
take up	einbrechen
live on	abspulen, abwickeln, einnehmen
put off	fortleben, fortbestehen
go off	auf-, verschieben, vertrösten, hinhalten
write off	losgehen, verderben, sauer werden (Milch)
bring up	abschreiben, abbuchen
	heraufbringen, vorbringen

Never **put off** till tomorrow what you can do today.

The fact the house was near the police station didn't **put off** the burglars.

Your call will **show up** on a screen at the police station.

Most crime is not **carried out** by professionals.

Dealing with car theft **take up** a lot of police time.

4.2.5 Noun + prepositions *for/of ...*

Noun + for ...

a cheque **for** ... (sum of money)

a demand **for** ...

a need **for** ...

a reason **for** ...

Noun + of ...

an advantage **of** ...

a disadvantage **of** ...
a cause **of** ...
a photograph **of** ...
a picture **of** ...
a map **of** ...
a plan **of** ...
a drawing **of** ...

Noun + **in** ...

an increase **in** ... (prices etc.)
a decrease **in** ... (prices etc.)
a rise **in** ... (prices etc.)
a fall **in** ... (prices etc.)

Noun + **to** ...

damage **to** ... (a car etc.)
an invitation **to** ... (a party etc.)
a solution **to** ... (a problem)
a key **to** ... (a door)
an answer **to** ... (a question)
a reply **to** ... (a letter)
a reaction **to** ...
an attitude **to** ...
an attitude **towards** ...

Noun + **with** ... (one things or people)

a relationship **with** ...
a connection **with** ...
a contact **with** ...

Noun + **between** ... (two things or people)

a relationship **between** ...
a connection **between** ...
a contact **between** ...
a difference **between** ...

*The firm closed down because there wasn't enough **demand for** its product.*

*They sent me **a cheque for** Pound 75.*

*There's no excuse for behaviour like that. There is no **need for** it.*

*What is the difference **between** your job and mine?*

*Money isn't the **solution to** every problem.*

*There are many **advantages in/to** being able to speak a foreign language.*

*There has been a sharp **rise in** the cost of living in the past few years.*

9.2.4 Verb + preposition **about/of**

Some verbs can be followed by **about** or **of**, usually with a difference of meaning:

dream about ...

*I **dreamt about** you last night.* (when I was asleep)

dream of being something / doing something (= imagine, day-dream, wish):

*I often **dream of** being rich.*

*"Don't tell anyone what I said." "No, I wouldn't **dream of** it."* (=I would never do it)

hear about ... (be told about something):

*Did you **hear about** the fight in the club on Saturday night?*

hear of ... (=know that somebody/something exists):

*"Who is Tom Madely?" "I've no idea. I've never **heard of** him."*

Also: hear from ... (=receive a letter or phone call from somebody):

*Jill used to write to me quite often but I haven't **heard from** her for ages now.*

think about ... and think of ...

When you think about something, you consider it, you concentrate your mind on it:

*"Will you lend me some money?" "I'll **think about** it." When I was offered the job, I didn't accept immediately. I went away and **thought about** it for a while. In the end I decided to take the job.*

When you think of something, the idea comes to your mind:

*I don't know what to get Ann for her birthday. Can you **think of** anything?*

*He hold me his name but I can't **think of** it now.*

We also use *think of* when we ask or give an opinion:

*"What do you think of the film?" "I didn't **think much of** it."*

The difference is sometimes very small.

remind somebody about ... (=tell somebody not to forget):

*I'm glad you **remind** me **about** the meeting. I had completely forgotten it.*

remind somebody of ... (cause somebody to remember):

*This house **reminds** me **of** the one I lived in when I was a child.*

complain (to somebody) about ... (=say that you are not satisfied):

*We **complain to** the manager of the restaurant **about** the food.*

complain of a pain, a illness etc. (=say that you have a pain etc.):

*We called the doctor because George was **complaining of** pain in his stomach.*

warn somebody of/about a danger, something bad which might happen:

*Everybody has been **warned of/about** the dangers of smoking.*

warn about somebody/something which is dangerous, unusual etc.:

*Vicky **warned** us **about** the traffic. She said it would be bad.*

He loves his job. He **thinks about** his job all the time, he **dreams about** it, he **talks about** it and I'm fed up with **hearing about** it.

9.1.2 Do young people today really know what they want from life?

It is not so easy for young people to see how the life will be. When you are young, you haven't much live-experiences.

Young people dream of big things and mostly they would like to do better than their parents. In the younger days you don't see the daily problems of life and you think it will be easier. The aims are sometimes bigger than the reality could be. Every young generation has this problems.

But if you don't have big dreams for your future you won't catch little ones too. This is the power of mankind.

As I see it young people have the right to make their own points of view about life and they have the right to make their own mistakes. We did this in the same and generation in the past too. You can learn from mistakes — your own and those mistakes of past generations.

165 words

Chapter 5

Playing the game

What is the difference between a sport and a game?

Games

billards, Trivial Pursuits, Scrabble

Sports

swimming, fishing, rollerskating, skiing

Games+Sports

squash, basketball, golf, rugby

5.1 Writing for a Competition

No matter what people said about Alex, I knew he was a true friend. Alex was my dog.

Alex was living in small town and his job was to watch my house. He did this very well and I don't know why all mail-men hate my busy friend. Alex was always so friendly to me so I can't understand why some people can't get on with my bulldog.

My cute hound was very healthy and he had bright white teeth which he showed with every smile. Alex had a good character. He was not as loud as other dogs in doing his guarding job. So he didn't disturb me.

My house was in a very calm area. Normally there wasn't any noise. Only sometimes screams were audible outside.

Alex was good to me until the end of his dog's life.

My Alex was a very good friend, wasn't he?

PS: Mailmen were not asked.

154 words

5.2 Describing a Game

5.2.1 Cheat Max (Schummel Max)

This game is called "Schummel Max" in German and is very easy to learn. Only if you cheat well can you win this game. The minimum number of players is two but four to six is better.

You need dice, a dice box, a beer mat and a matchbox. All players get three matches for one play.

One player starts the game by shaking the dice between the beer mat and dice box. Then he looks under the dice box to see the value of the dice. He has to hide the result. The player says the value or a higher number to the next player. The next player has to trust it or not. If he believes, then the first player hands over the dice box to him and then he has to throw a higher number.

But if the second player didn't rely, then the first player has to show him the dice. If the first player has lied so he has to put away one match. So other way round the unbeliever loses a match. Afterwards the next player has the next turn. If he has trusted so he has to have a higher score then before. Otherwise he can start from scratch.

So the rules are very simple. Everybody has to have a higher level (real or not) than his predecessor. Now it's time to explain the kind of value counting.

The highest virtue of both dices is always the decimal. So a three and one or one and three is 31, a six and a five is 65. The numbers 21, 11, 22, 33, 44, 55 and 66 are particularly values. Except they we count from 31, 32, 41, 42, 43, 51, 52, 53, 54, 61, 62, 63, 64 to 65. The next higher level are the double numbers: 11, 22, 33, 44, 55 and 66. They called in German "Pasch" (doublets): one-douplets, two-douplets, ... The highest level is 21, called "Max". If you get this then you have to show it and all players have to lay a match aside and the play direction turn back. And you throw again but to the partner an the other side.

If a player has lost all matches then he is "swimming" one round. If he is a loser again so he leaves this game. At the end the winner is the last player of this round.

This game is a lot of fun. You can see who is good at lying.

Too long! 418 words

Chapter 9

Working out

9.1 Vocabulary

9.1.1 Multi-word verbs

get up	aufstehen, emporkommen
get back	wiedererlangen
get out	aussteigen; herausbekommen
get over	hinwegkommen
call out	herausrufen
call up	aufbieten
call back	zurückberufen
call over	herrufen
look after	betreuen, nachsehen, sorgen für
take up	abspulen, abwickeln, einnehmen
take out	entfernen, herausnehmen
take after	geraten nach
take back	zurücknehmen
take over	übernehmen, ablösen
pay back	heimzahlen, zurückzahlen
pay out	ausgeben (Geld)
hold back	zurückhalten, sich zögerlich geben
hold out	ausharren, vorhalten
hold up	überfallen, (Wetter) andauern
ring back	Rückruf (Telefon)
work out	ausarbeiten, lösen, berechnen, austüfteln
work up	verarbeiten, aufbereiten
I can't work up any enthusiasm for it.	Ich kann mich dafür nicht begeistern.

The old man wanted to **get back** at this relations who hadn't been kind to him.

I realised there had been an accident when I heard someone **calling out** for help.

I'm afraid I'm going to be a bit late as I've been **held up** in heavy traffic.

c) When we do not know, or do not want to say, who does the action:
*A window **has been broken**.*

The agent (*by ...*) is only used when it includes important information:
*America was discovered **by** Columbus in 1492.*
Never add "by someone" to a passive phrase.

	Active	Passive
Present simple	someone makes the pizza	the pizza is made
Present continuous	someone is making the pizza	the pizza is being made
Present perfect	someone has made the pizza	the pizza has been made
Past simple	someone made the pizza	the pizza was made
Past continuous	someone was making the pizza	the pizza was being made
Past perfect	someone had made the pizza	the pizza had been made
<i>Going to</i>	someone is going to make the pizza	the pizza is going to be made
<i>Will</i>	someone will make the pizza	the pizza will be made
<i>Must</i>	someone must make the pizza	the pizza must be made
<i>Have to</i>	someone has to make the pizza	the pizza has to be made

8.3.2 *Will/Going to* (Predictions)

When making predictions we can use *will* or *going to*.
Will is used more to express the speaker's own opinion:
*I think **it'll be** a good party.*
Going to is used when there is evidence of the future event:
*She's **going to have** a baby.*

8.3.3 Conditional 2

Formed with *If* + past tense, subject + *would*.
This is used to predict what would happen given an improbable or hypothetical situation. *If I **were** a fish, I **would live** in the sea.* (But I'm not!)
Compare:
a) *If it **rains**, I'**ll take** an umbrella.* (first conditional.)
b) *If I **went**, I **wouldn't speak** to him.* (I'm probably not going.)

8.3.4 So/Nor

So is used with modal and auxiliary verbs to agree with positive statements:
*I like pizza. — **So** do I.*
*I can swim. — **So** can she.*

Nor is used to agree with negative statements.
*I don't like cabbage. — **Nor** do I.*
*I haven't done my homework. — **Nor** has Marion.*

So/Nor cannot be used to disagree with statements:
I'm not going to the party. — Really? I am.

5.3.2 Wordlist

flog to buy	Einkaufsschwarm
accompanied by	in Begleitung von
aches	schmerzt
although	obwohl, obgleich
ancient	Ur..., alt, ehemalig
carving	Schnitzarbeit, Schnitzerei
competition	Konkurrenzkampf, Wettbewerb
debt	Schuld, Verpflichtung
draughts	Dame, Damespiel
dreadful	fürchterlich
flags	Flaggen, Fahnen
fold	Falte
gym	Gymnastik
heap	Halde, Haufen, Menge
invent	ausdenken; erfinden
keen	eifrig
knock over	umkippen; umstoßen
landmark	Grenzstein, Orientierungspunkt, Orientierung
loan	Anleihe
lungs	Lunge
medal	Medaille
mugged	raubte aus
overtake	einholen, überholen
rally	Ballwechsel (beim Tennis)
ravine	Klamm, Schlucht
rivalry	Konkurrenzkampf, Wetteifer, Wettstreit
slope	Hang, Abhang
spine	Buchrücken, Rückgrat
stamina	Ausdauer, Stehvermögen
storage	Speicher
supply and demand	Angebot und Nachfrage
terminus	Endstation, Endstelle
tin	Dose, Konservenbüchse, Zinnblechbüchse
tomb	Grab
tracksuit	Trainingsanzug
valuables	Kostbarkeiten
mentioned	erwähnt
astonished	erstaunen; erstaunt sein, überrascht
accused	Angeklagter, angeklagt, beschuldigte
fall through	ins Wasser fallen
fall out	ausfallen
vicious circle; doom loop	Teufelskreis
go to university	eine Universität besuchen
on the one hand	einerseits
on the other hand	andererseits; wiederum, demgegenüber
should	sollte; sollten
odd number	ungerade Zahl
even number	gerade Zahl
I'm going to have the same way.	Ich habe den gleichen Weg.
long haul flight	Langstreckenflug
short haul flight	Kurzstreckenflug
aisle	Gang zwischen den Sitzen
over-head compartment	obere Gepäckablage
leak	entweichen, lecken, Leck

5.3.3 Adjective + preposition

It was **nice of** you to ...

nice of somebody (to do something)

kind of somebody (to do something)

good of somebody (to do something)

generous of somebody (to do something)

polite of somebody (to do something)

silly of somebody (to do something)

stupid of somebody (to do something)

Adjective + **about**

angry about something

annoyed about something

furious about something

excited about something

worried about something

upset about something

nervous about something

happy about something

Adjective + **with**

angry with somebody for doing something

annoyed with somebody for doing something

furious with somebody for doing something

delighted with something

pleased with something

satisfied with something

disappointed with something

fed up with something

bored with something

Adjective + **at/by/with**

surprised at/by something

shocked at/by something

amazed at/by something

astonished at/by something

impressed with/by somebody/something

sorry about/for

sorry about something

sorry for doing something

I'm **sorry** I (did something)

*That's a bit **childish of** them.*

*Why do you always get so **annoyed about** little things.*

*I wasn't very **impressed with/by** the service in the restaurant.*

*I was **astonished at/by** the crowds.*

*I was **shocked at/by** what I saw.*

*I'm **impressed with** her English. It's very good.*

8.2.3 Verb + preposition

Verb + **about**

talk **about**

read **about**

tell **about**

have a discussion **about**

do something **about** something

But: discuss something (no preposition):

We discussed a lot of things at the meeting.

We discussed the problem.

care **about** ...(think that somebody/something is important)

*He is very selfish. He doesn't **care about** other people.*

We say "care what/where/how/..." (without "about")

*You can do what you like. I don't **care what** you do.*

care **for** ...

- I like something (usually in questions and negative sentences):

*Would you **care for** a cup of coffee?*

- look after somebody:

*Albert is 85 and lives alone. He needs somebody to **care for** him.*

take care of (=look after):

*Have a nice holiday. Take **care of** yourself!*

Verb + **for**

ask (somebody) **for** ...

apply (**to** a person, a company etc.) **for** (a job etc.)

wait **for** ...

search (a person / a place / ...) **for** ...

leave (a place) **for** (another place)

*I haven't seen her since she left (home) **for** work this morning.*

*Diane is from Boston but now she lives in Paris. She left Boston **for** Paris when she was 19.*

8.3 Languages Focus

8.3.1 The Passive

The passive voice is formed by making the object of the active phrase into the subject of an new phrase:

Active — ***I wash** my car every week.*

Passive — *My car **is washed** every week.*

Passive voice equivalents exist for all major active tenses.

The passive is used in three main ways:

a) To describe a process.

b) When the action is more important than who does it:

*The photocopier **was repaired** in two hours.*

7.3.8 Relative Clauses

Relative Clauses can be "defining" or "non-defining".

They begin with a relative pronoun — **who** or **that** used for people, and **which** or **that** in other cases.

Defining relative clauses identify nouns — they tell us which person, thing etc. the speaker means:

*The girl **who** sits next to me is Japanese.* (no punctuation surround this type of clause).

The relative pronoun can be omitted if it is the object of the clause:

*The girl (**that**) **I spoke to** was Japanese.*

Non-defining relative clauses give extra information about a person or thing (This extra information is enclosed by commas):

*Mr Brown, **who is an electrician**, mended our kitchen light.*

Whose is used to indicate possession:

*My brother, **whose house** was burgled last week, has been asked to help with police investigations.*

You can't use *that* or omit the relative pronoun in non-defining relative clauses.

Chapter 6

Traveller's tales

6.1 Why is a round the world trip good for me?

I think a round-the-world trip would be a good experience for me because it is not only time for relaxing.

In German we say "other countries — other customs" or "travelling is education". So every trip to an other country can give you new points of view and new experiences.

Maybe at first you will find that some things are not so nice in an other country. But if you are get used to the circumstances there, then you will find a better understanding of the differences.

Also you are getting used to seeing the unknown nice things. You can compare what is better and what is not. At the end you are not only relaxed.

You will bring little gifts in your memory home.

125 words

6.2 Giving directions

Dear Andrea,

I'm looking forward to seeing you next Thursday. I would like to pick you up from the airport Tegel at 9:30 a.m. but I've got a new job and I have to work at that time. I'm so sorry. So I'll describe the way to my flat.

The airport Tegel is not so big. You will find the way out very easily. Next to the exit is the bus stop. You have to take the bus X9. This is an express bus line to the train station Bahnhof Zoo. The airport Tegel is the starting-point and Bahnhof Zoo is the end-stop of this line - you can't make a mistake. Buy a daily ticket - it costs about 12 DM. You can use it until 3 o'clock next morning and we can paint the town red on Thursday evening. Bahnhof Zoo is in the centre of the western part of Berlin. A tip: Don't stay too long near the Bahnhof Zoo. There are drug-dealers and other criminals. At Bahnhof Zoo you can go the fast way with the S-Bahn (town train) or take a nice trip with the bus line 100. I recommend using the bus line. It starts only few meters from the end stop of the X9.

The bus line 100 connects both centres of Berlin and it will be a little sight seeing trip. From the top bus-deck you will see the ruin of the church Gedächtniskirche and the Europa Center first. Later the bus will go through the big park Tiergarten with the "pregnant oyster" (House of the Cultures of the World) and the new buildings of the German government on the left hand side. Maybe you will see the sky scrapers at the Potsdamer Platz far on the right hand side. You can't miss the Brandenburger Tor. The Berlin Wall was here and you will reach the eastern part of Berlin.

So the bus will go along the big street Unter den Linden, with the Staat-soper, the Deutsches Museum and other sights. After that the bus will cross the river Spree. On the left hand side is the Museums Insel (island of the museums) and the big cathedral Berliner Dom. On the right is the ugly big GDR-building Palast der Republik. Next you will cross the river Spree again. On the right hand side is the church St. Marien Kirche and behind the tall TV-Tower. In front you can see the S-Bahn station Alexanderplatz. This is the east centre of Berlin and you have to get out the bus at stop Alexanderplatz.

Now Change to the tram line 5. The tram stop is between the S-Bahn-Station Alexander Platz and the TV-Tower. Take the direction "Hohen-schönhausen" (not "Hackescher Markt"). Now it will take you about 20 minutes by tram. You will see a display in the tram shows the stop names. Go out at "Freienwalder Strasse". Change the street side of the street Konrad-Wolf-Strasse and you will find the street Manetstrasse few meter ahead. Go into the Manetstrasse and walk down the road for about 150 meter and you will find my house (number 23). Ring to my neighbour he will give you the key to my flat. You can use everything as it as yours. I will come about 6 o'clock and we will have a nice evening.

Love Otto

Too long! 560 words

7.3.6 Future time

will + infinitive — decisions, offers, promises

This form is used when we make decisions, offers and promises at the time of speaking:

What **shall I** have? Let's see ... Oh yes, **I'll have** a salad. (I'm deciding now.)

A: Have a lovely holiday!

B: Thanks. **I'll send** you a card. (I promise.)

A: Oh no, I've left my bag in the car.

B: **I'll go** back and get it for you. (I offer.)

	Time of decision
a: I'm going to have an ice-cream. b: What flavour? a: Hmm .. I'll have raspberry	I've already decided I decide now
a: I'm doing some shopping for Mary today. b: Oh, I'll take you in the car.	Already arranged Offer now
a: I'm leaving tomorrow. The train goes at 9:00 in the morning. b: Do keep in touch. a: Yes, I'll write often.	Already arranged Time table I promise now.

Present simple — timetables and fixed times

Going to + infinitive + infinitive — intentions

Present continuous — arrangements

When **are** you **leaving** ?

Next Sunday, **I'm getting** the train to London and then **I'm going to fly** to Paris.

I **can't come** on Sunday. I **'m giving** Rose a lift to the airport.

7.3.7 Looks/Seem/Appears

These phrases are useful for describing photographs:

It **looks** as if they + verb.

They **look** + adjective.

It **looks** like + (a) noun.

She **seems** to be + adjective.

She **seems** to be + verb + -ing.

He **appears** to be + adjective.

He **appears** to be + verb + -ing.

I get the impression that he is ...

Maybe they're ...

Perhaps they're ...

Linda is **married to** an American.

But: Linda is **married with** three children.

I don't want to be **dependent on** anybody.

I don't like sport very much. I'm not very **keen on** sport.

I'm not very **good at** tennis.

The station platform was **crowded with** people waiting for the train.

7.3 Languages Focus

7.3.1 -ing form/infinitive

Some verbs are followed either by the -ing form or by an infinitive:

I want **to go**. — I enjoy **going**.

The commonest verbs which are followed by the -ing form are:

admit -ing	zugeben; zulassen, zugeben
appreciate -ing	schätzen; würdigen; dankbar sein
avoid -ing	meiden; vermeiden
consider -ing	berücksichtigen, erachten; erwägen
delay -ing	aufhalten; verzögern
deny -ing	leugnen; verweigern; abstreiten
detest -ing	verabscheuen
dislike -ing	Abneigung
endure -ing	aushalten; ertragen
enjoy -ing	genießen; Gefallen finden an
escape -ing	entfliehen; entgehen, entkommen; entweichen
excuse -ing	entschuligen
face -ing	beschichten, gegenüberliegen; Trotz bieten
feel -ing	sich befinden; sich fühlen
like -ing	gernhaben; lieben, gleich; ähnlich; wie
finish -ing	beendigen; erledigen, vollenden
forgive -ing	verzeihen; vergeben
give up -ing	abgewöhnen, aufgeben
can't help -ing	nicht helfen können
imagine -ing	einbilden; sich vorstellen
involve -ing	einschließen; umfassen; involvieren
mention -ing	erwähnen; vermerken
mind -ing	beachten
miss -ing	missen; vermissen; verpassen
postpone -ing	verschieben; aufschieben; zurück stellen (hinter)
practise -ing	ausüben; üben
putt off -ing	aufschieben, abgespiesen
resent -ing	verübeln; übelnehmen
resist -ing	erwehren; widerstehen
risk -ing	riskieren
can't stand -ing	nicht mehr ausstehen können
suggest -ing	empfehlen; behaupten; andeuten; nahelegen
understand -ing	begreifen; verstehen, einsehen

He refused to **give up** smoking.

by plane

by boat

by ship

by bus

by bicycle

by road

by rail

by sea

by air

by underground

Do you prefer to travel **by air** or **by train**?

But we say "**on foot**":

Did you come here **by car** or **on foot**?

You cannot use *by* if you say "**my car**" / "**the train**" / "**a taxi**" etc. We use *by* + noun without "a/the/my" etc.

by car — but — **in my car**

by train — but — **on the train**

We use **in** for cars and taxis.

They didn't come **in their** car. They came **in** a taxi.

We use **on** for **bicycles** and **public transport** (buses, trains etc.)

We travelled **on** the 6.45 train.

We say "something is done **by** somebody/something".

Have you ever been bitten **by** a dog?

The programme was watched **by** millions of people.

Compare **by** and **with**:

The door must have been opened **with** a key.

The door must have been opened **by** somebody **with** a key.

By also means next **to**/beside:

Come and sit **by** me. (= beside me)

Where's the light switch? **By** the door.

Use of **by** in differences

John and Roger had a race over 100 metres. Roger won **by** about five metres.

I don't mind going **by** car but I don't want to go **in your** car.

I went to Kate's house to see her but she had gone out five minutes before I arrived. I missed her **by** five minutes.

6.4 Languages Focus

6.4.1 Time and money expressions as adjectives

When the price or the time are used as adjectives, they have no plural form.

Adjective + noun

*It's a **four-hour** flight from Birmingham to Athens.* (It takes four hours.)

Adjective+noun

*He had to pay a **ten-pound** parking fine.* (He had to pay ten pounds.)

6.4.2 Compound adjectives

These are formed when a noun and adjective, or verb and adjective, are combined with a hyphen to form an adjectival phrase:

A girl with blue eyes. = A **blue-eyed** girl.

A woman who looks friendly. = A **friendly-looking** woman.

To avoid sentences becoming lists of adjectives, it is good style to use compound adjectives before the main noun, especially when further adjectives follow:

*A **tall grey-haired** man with green eyes and a moustache.*

6.4.3 Future time

The **Present simple** is used when we talk about timetables and things which happen at fixed times and so cannot be changed:

*The flight **lands at 16:00**.*

The important question to ask yourself is:

Can I change it — is it my decision?

The **Present continuous** is used to talk about plans which we have already made with somebody else:

*I'm **meeting** the Manager **at 2:30**.*

The important questions to ask yourself are:

Have I already decided?

Have I made an arrangement with someone else?

If the answer is "yes", then use the Present continuous to describe your plans.

Going to + infinitive is used for future plans and intentions that involve only ourselves, or where no definite arrangement has been made.

*I'm **going to** learn Russian **next year**.*

Compare:

*My Russian class **start** next week.* (It doesn't depend on me.)

*I'm **starting** Russian classes next week.* (I've arranged to join the class.)

6.4.4 So/Such

So is used with adjective to make them stronger:

*This sport is **so** dangerous.*

7.2.3 Adjective + preposition

Adjective + **of**

afraid of

frightened of

terrified of

fond of

proud of

ashamed of

jealous of

envious of

suspicious of

critical of

tolerant of

aware of

conscious of

capable of

incapable of

full of

short of

typical of

tired of

certain of

sure of/about

Angst haben vor

überängstlich sein

erschrocken über

gern haben, mögen, lieben

stolz auf

sich schämen wegen

eifersüchtig auf

neidisch auf

argwöhnisch; misstrauisch adj (gegen)

kritisch; bedenklich

großzügig, tolerant

bemerken

bei Bewusstsein; bewusst

imstande

unfähig

voll von

knapp an

typisch für

genug haben von, überdrüssig

bestimmt; sicher

sicher; gewiss; zuverlässig

*"Are you **afraid of** dogs?" "Yes, I'm **terrified of** them."*

*Why are you always so **jealous of** other people?*

*He didn't trust me. He was **suspicious of** my intentions.*

*The letter I wrote was **full of** mistakes.*

*I'm a bit **short of** money. Can you lend me some?*

*We haven't got enough time. We're a bit **short of** time.*

*Kate is very **fond of** her younger brother.*

*I'm not **ashamed of** what I did. In fact I'm very **proud of** it.*

*She is a very honest person. I don't think she is **capable of** telling a lie.*

Adjective + **at** / **to** / **from** / **in** / **on** / **with** / **for**

good at ...

bad at ...

excellent at ...

brilliant at ...

hopeless at ...

married to ...

engaged to ...

similar to ...

different from/to ...

interested in ...

keen on ...

dependent on ...

crowded with ...

famous for ...

responsible for ...

gut in (sein)

schlecht (sein) in

ausgezeichnet; vorzüglich; hervorragend in

strahlend; großartig; brillant

aussichtslos; hoffnungslos

verheiratet mit ...

beschäftigt; verpflichtet; verlobt mit

gleich; gleichartig mit

unterschiedlich zu

interessiert sein in

scharf sein auf

abhängig von

überfull, voll, ereignisreich

berühmt (wegen)

verantwortlich; zuständig (für)

One reason is ... and another reason is ...
Another ...
Well, for one thing ...

6.5.4 Speaking about yourself — two minutes

Where are you from?
What part of ... are you from?
How long have you lived in ... ?
Tell me a bit about the area ...
What's like living here/there ... ?
What are the differences between here and your home town/country?

6.5.5 Speaking about photos with your partner

Don't point with the finger on the photos!

in the top left hand corner	in the top right hand corner
on the left	on the right
	in the middle
on the left	on the right
in the bottom left hand corner	in the bottom right hand corner
background — foreground	

6.5.6 Speaking about problems and try to find solutions

What do you think ...
I see what you mean, (but) ...

Chapter 7

Food for thought

7.1 A letter to a friend

Dear Paul,

It was great to hear from you. I know you plan to apply for the same company I worked for last year. I read this job advertisement too and I can tell you what the job is really like.

The groups aren't so small. In my group there were 25 children. You will get pocket money only and a half day off a week. You won't get your travel expensive until November.

Despite of this disadvantages, this job is good for learning English. I improved and practised my English well. I can recommend a one month contract in August. In August it will be better organised and less stressful.

Maybe we can talk about this over a beer next week?

Yours

Otto

7.2 Vocabulary

7.2.1 Multi-word verbs

get out of	verlassen, verrutschen, beenden
build up	aufbauen
cut down (on)	(Baum) fällen, (Ausgaben) einschränken
come across	(zufällig) begegnen; stoßen auf
fill up	auffüllen, vollfüllen
get out of place	verrutschen
take away	fortschaffen, wegnehmen
set up	vorbereiten, rüsten, (Kartei) anlegen
get rid of	loswerden, an den Mann bringen
get rid of something	etwas loswerden
clear out	entrümpeln
go on	angehen, weitergehen, weiterfahren
put back	nachgestellt
set on	vorantreiben
get on	vorwärts kommen, weiterkommen, einsteigen
pick on	schikanieren; drangsaliieren

He **filled up** the car with lead-free petrol.

You should try to **get out of** the **habit** of putting sugar in your coffee.

Chantal Coaday has **set up** a new society.

Cholesterol **builds up** on the walls of the arteries.

7.2.2 Word List

omit	auslassen
wont	gewohnt
junk food	gehaltloses Essen
fibre	Faser, Ballaststoffe ??
accessories	Zubehör
anniversary	Jahrestag, Jubiläum, Wiederkehr eines Gedenktages
cereals	Getreide, Getreideflocken, Cornflakes, Müsli
chilled	kühlte ab
debate	erörtern
disease	Krankheit
distribution	Verteilung, Verbreitung
fattening	mästend
flavouring	Geschmack
grips	Griffe
multiply	multiplizieren
nutrition	Ernährung
stale	abgestanden; schal
undercooked	

And link them to resulting actions:

It was **so** cold that I wore two pairs of socks.

Such can be used in a similar way with adjective and noun groups:

It is **such** a dangerous sport. (countable).

It is **such** cold weather. (uncountable).

It was **such** cold weather that I wore two pairs of socks.

So can be used with quantifiers:

There were **so many** people that I could not breathe. (countable).

There were **so few** people at the disco that we came home early. (countable).

There was **so much** rice that we couldn't eat it all. (uncountable).

There was **so little** wind that we couldn't go sailing. (uncountable).

Such can only be used with quantifiers that have an indefinite article:

There were **such a lot** of people that ...

There was **such a lack** of water that ...

6.4.5 during/while

during + noun

while + gerund ??

while + subject + verb

6.5 Exam Focus — Speaking

6.5.1 I'm sorry ...

I'm sorry could you say that again?

6.5.2 Personally speaking

I think about ...

I feel ...

In my opinion ...

From my point of view ...

As I see it ...

Personally speaking ...

Speaking personally ...

The way I see it ...

... because ...

6.5.3 Giving reasons

Firstly ... Secondly ... Finally ...

Another thing is ...

6.3.2 Word List

regret	Bedauern
I have no regrets (about anything).	Ich bereue gar nichts.
shallow	seicht (Wasser)
let go	gehen gelassen; gehengelassen, loslassen
whoever	wer auch immer
tricky	kompliziert
spot	Fleck
fury	Furie, Rage, Wut, Zorn, Raserei
superior	oberer
abandon	im Stich lassen
afford	leisten
anger	Ärger
anticipation	Vorausnahme, Erwartung
beg	Männchen machen
to beg (for)	bitten (um); betteln (um)
to beg off	absagen; sich entschuldigen
to beg leave	um Erlaubnis bitten
I beg your pardon; beg pardon	entschuldigen Sie
bucket	Eimer, Kübel, Behälter
charter	Urkunde , Freibrief, anheuern
constraints	Auflagen, Zwänge
contribution	Beitrag
crease	Bügelfalte, Falte
diary	Tagebuch, Terminkalender
to keep a diary	ein Tagebuch führen
disposable	verfügbar
fulfil	ableisten; vollziehen
furious	rabiat, aufgebrachte, wütend
inhabitants	Einwohner pl
inoculate	geimpft; impfte
knot	Ast
latter	letzte, jüngere; letztere
memorable	denkwürdig
overland	über Land
posh	fesch; todschick; piekfein
fuse	elektrische Sicherung

6.3.3 Preposition *by*

send something **by post**

do something **by hand**

something can happen **by mistake** / **by accident** / **by chance**

*Did you pay **by cheque** or in cash?*

*We hadn't arranged to meet. We met **by chance**.*

In these expressions we use **by** + noun without "a" or "the".

In the same way we use **by** ... to say how somebody travels:

by car

by train

The commonest verbs which are followed directly by an infinitive are:

afford to <i>infinitive</i>	sich leisten können
agree to <i>infinitive</i>	beipflichten; übereinstimmen
appear to <i>infinitive</i>	erscheinen; auftauchen; auftreten
arrange to <i>infinitive</i>	ordnen; hinstellen; einrichten, übereinkommen
ask to <i>infinitive</i>	fragen; auffordern; bitten; verlangen
attempt to <i>infinitive</i>	versuchen
bear to <i>infinitive</i>	(Last; Verantwortung) tragen, gebären
begin to <i>infinitive</i>	anfangen; beginnen
care to <i>infinitive</i>	sorgen für
choose to <i>infinitive</i>	aussuchen; wählen; auswählen; küren; vorziehen
consent to <i>infinitive</i>	zustimmen; einwilligen
dare to <i>infinitive</i>	wagen; sich erdreisten; dürfen
decide to <i>infinitive</i>	befinden; entscheiden, beschließen; entscheiden
determine to <i>infinitive</i>	beenden, bestimmen; entscheiden; beschließen
expect to <i>infinitive</i>	erwarten; entgegensehen
fail to <i>infinitive</i>	durchfallen; scheitern; versagen
forget to <i>infinitive</i>	vergessen,
happen to <i>infinitive</i>	geschehen; passieren; vorkommen
hate to <i>infinitive</i>	hassen; nicht mögen
help to <i>infinitive</i>	helfen
hesitate to <i>infinitive</i>	zögern; zaudern
hope to <i>infinitive</i>	hoffen
intend to <i>infinitive</i>	beabsichtigen, vorhaben
learn to <i>infinitive</i>	lernen, erlernen; erfahren
like to <i>infinitive</i>	gernhaben; lieben, gleich; ähnlich; wie
love to <i>infinitive</i>	lieben
manage to <i>infinitive</i>	handhaben; leiten; verwalten
mean to <i>infinitive</i>	meinen; sagen wollen
neglect to <i>infinitive</i>	vernachlässigen; versäumen
offer to <i>infinitive</i>	anbieten; zeigen
prefer to <i>infinitive</i>	lieber wollen; vorziehen
prepare to <i>infinitive</i>	zubereiten
pretend to <i>infinitive</i>	vorgeben; heucheln
promise to <i>infinitive</i>	versprechen; verheißen
propose to <i>infinitive</i>	vorschlagen (zu); beantragen
refuse to <i>infinitive</i>	abschlagen; verweigern; verwehren; ablehnen;
regret to <i>infinitive</i>	bedauern, bereuen
remember to <i>infinitive</i>	daran denken
seem to <i>infinitive</i>	scheinen
start to <i>infinitive</i>	starten
trouble to <i>infinitive</i>	beunruhigen; stören
try to <i>infinitive</i>	erproben, probieren, prüfen; versuchen
want to <i>infinitive</i>	benötigen; brauchen; müssen
wish to <i>infinitive</i>	wünschen

Some of these verbs can also be followed by the *-ing* form, often with a different meaning:

*Remember **to close** the door* (future) — *I remember **closing** the door* (past)

*He stopped **eating** ice-cream.* — *He stopped **to eat** his ice-cream.*

7.3.2 Too/Enough

Too and *enough* are opposite concepts used to talk about quantity and degree:

*This house is **too small**. = This house **is not large enough**.*

Too is used before adjectives (*too hot*).

Enough is used after adjectives (*cold enough*).

Too is used before quantifiers and nouns:

*Too **many/few people*** (countable noun).

*Too **much/little water*** (uncountable noun).

*People eat **too much** junk food.*

Enough is used directly with countable and uncountable nouns:

*There **are not enough** plates.*

*There **is not enough** rice.*

People don't eat **enough** fibre.

7.3.3 Conditional 0/1

The zero conditional uses *if* or *when* to say what always or usually happens in a given situation:

*When you **press** this button, a bell **rings**.*

The first conditional is used to predict what will happen given certain other facts.

We use it for things that will probably happen in the real future and for predictions:

*If I **see** her, I'**ll** **give** her a massage.*

*If it **rains**, there'**ll** **be** a lot of traffic.*

If is followed by the present tense, and the subject of the main clause by the future, even when the order is changed:

*I'**ll** give her a message **if** I **see** her.*

7.3.4 Prefer/Rather

a *I prefer* is used to refer to a general situation:

*I **prefer eating** Greek food **to** French food.* (always/usually)

b *I'd prefer* is used to refer to a specific situation:

*I'**d prefer to go** to a restaurant.* (now/on this occasion)

I 'd rather + infinitive without "to" can be used in place of I'd prefer.

7.3.5 Unless/IF

If refers to a positive condition:

If I win I'**ll** be happy.

Unless refers to a negative condition and can be used instead of *if not* when we refer to exceptional circumstances which would change a situation:

Unless I win / If I don't win I won't be happy.

Unless ... = If not ...

6.3 Vocabulary

6.3.1 Multi-word verbs

cross out

cross off

check in

check up

check off

check out

turn round

turn up

turn up the headlights

He failed to turn up.

turn off

turn in

take off

call on

to call on someone

call up

call off

call in

call out

wake up

fill in (a form)

fill out this form

leave in the lurch

rent out

leave out

left out

make up for

hand in

hold up

come forward

go off

carry out

get away

take up

put off

ausstreichen, durchstreichen

abhacken

einchecken

Nachuntersuchung

abhaken

ausprüfen

umlenken

aufbinden, auftauchen; erscheinen

aufblenden

Er erschien nicht.

abbiegen, abdrehen, abschalten; ausschalten

einreichen

starten, abheben

besuchen, heranziehen (zu Diensten)

bei jemanden vorsprechen; jemanden besuchen

aufbieten

rückgängig machen; absagen

hinzuziehen, hereinrufen

herausrufen

aufwachen

(ein Formular) ausfüllen

füllen Sie das Formular aus

im Stich lassen

Miete beenden

weglassen; auslassen

ausgelassen

wiedergutmachen

einreichen

überfallen, andauern

vortreten

losgehen, verderben, sauer werden (Milch)

abfragen, vornehmen

davon kommen, wegkommen

abspulen, abwickeln, einnehmen

auf-, verschieben, vertrösten, hinhalten

*Polly **crossed** things **off** her shopping list as she **picked** them **up** in the supermarket.*

*They **rented out** their house and went to live in the South of France.*

5.4.2 *Used to* + infinitive

This tells us about things that happened in the past but which don't happen now.
These are things which happened regularly over a long period of time.

*He **used to play football** when he was a child.*

Does he play football now? (no) — Did he play football often (yes)

Used to does not exist in the present. The present equivalent of *used to* is *usually*.

5.4.3 Past perfect

When we tell a story, we set a time in the past in which the narrative takes places. When we refer to actions and periods before that, the Past perfect is used:

*When we got back to the house, **he had removed** the furniture.*

(First he removed the furniture, then we got back.)

*When we got back to the house, **he removed** the furniture.*

(First we got back, then he removed the furniture.)

5.5 Exam Focus — Use Of English

Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

"You've broken my radio, Frank!" said Jane. — **accused**:

Jane her radio.

Jane *accused Frank of having broken* her radio. (reported speech)

Susan regrets not buying that house. — **wishes**:

Susan that house.

Susan *wishes she had bought* that house. (conditional)

I could never have succeeded without your help. — **you**:

I could never have succeeded me.

I could never have succeeded *if you didn't help* me. (conditional)

Linda's plan for a picnic have been spoilt by the weather. — **fallen**:

Linda's plan for a picnic because of the weather.

Linda's plan for a picnic *have fallen through* because of the weather.

The thief suddenly realised that the police were watching him. — **watched**:

The thief suddenly realised that by the police.

The thief suddenly realised that *was been watched* by the police.

Chapter 8

High-tech horizons

8.1 Changes in my Country

In my opinion Germany will be changed by the followed facts in the next ten years. The world and especially Europe will become more internationalised. That means country-borders will fade out and markets will grow over borders. Cheaper foreign products will be sold and competition is getting harder. More and more specialists are crossing borders to find better jobs. New technology is changing our lives and work. This will affect me personally strongly. If I want to find good a job in the future, I'll have to improve my job-skills continuously.. As I see it, it isn't only in my job (I'm a IT-expert) but a lot of jobs are changing. But not only job skills are getting more important. Language skills will be more important than before in Europe.

130 words

8.2 Vocabulary

8.2.1 Multi-word verbs

go off

do without

do in

do out

do up

block off

block out

pick up

turn out

switch on

feed up

fed up

get in touch (with someone)

throw away

take place

losgehen, schlecht (Milch sauer) werden
entbehren; entbehren können
umbringen, um die Ecke bringen
saubermachen; herrichten, streichen; tapezieren
zumachen; binden, ein-/verpacken, zurechtma
absperren, blockieren, abdecken
nicht durchlassen, verdecken, (weg)retuschieren
aufnehmen, hochnehmen
herausstellen
ein-/anschalten, anstellen, anlassen
mästen; vollstopfen
die Nase voll haben
mit jemandem Kontakt aufnehmen
weg-/fortwerfen, verschwenden, nebenbei sage
stattfinden

*I couldn't **do without** my mobile phone, it's so handy.*

*I was waiting to pay in the shop when suddenly the fire alarm **went off**.*

The new Coke recipe **turned out** not to be a great success.

8.2.2 Word List

prediction	Prophezeiung, Voraussage, Vorhersage
evidence	Beweis, Beleg, Anzeichen, Hinweis
accuracy	Exaktheit; Genauigkeit; Treffgenauigkeit
accurately	genau
bent	beugte; gebogen
bookings	Bestellungen; Buchungen
breakdown	Ausfall; Störfall
confiscate	beschlagnahmen
cope	bewältigen
distraction	Ablenkung; Verstörtheit
disturbance	Beunruhigung; Störung
drawback	Nachteil
drought	Dürre; Trockenheit
forecast	Vorhersage
hassle	belästigen
imperfection	Fehlerstelle, Mangelhaftigkeiten
necessity	Not, Notwendigkeit
operator	Anwender, Bediener
overseas	überseeisch
pastime	Zeitvertreib
predict	voraussagen; prophezeien
prestigious	prestigevoll
reputation	Ansehen, Leumund
scholarship	Gelehrsamkeit
scratch	Kratzer, Schramme
severe	ernst
workload	Arbeitsbelastung, Arbeitspensum
toping	oberer Teil (der Pizza)
dough	Teig
tamed	gezähmt

I'm **sorry for** shouting at you yesterday.

I'm **sorry** I shouted at you yesterday.

I feel **sorry for** George. He has a lot of problems.

5.4 Languages Focus

5.4.1 Linking words

After/After that

After is generally followed by a noun, gerund or phrase:

After coffee we went home.

After drinking our coffee we went home.

After we had drunk our coffee we went home.

When *after* is used at the beginning of a sentence, we are saying that the events happened in the order which they are mentioned.

After + first event + second event.

After that/Afterwards

These refer to something already mentioned.

First event + *afterwards* + second event:

*We had coffee. **After that** we went home.*

Afterwards we went home.

Before

Before follow the same rules as *after* when it is at the beginning.

It can be followed by a noun, gerund or phrase.

When *before* is used at the beginning of a sentence it indicates that two events which are mentioned are in reverse order:

Before + second event + first event:

Before I paid the bill I **checked** the total to make sure it was correct.

However, when *before* is used between two events the order is:

First event + *before* + second event:

*I checked my change **before** I left the shop.*

Although/Despite

These are used to indicate contrast.

Although is followed by a subject and verb:

Although there was very little snow, the skiing resort was crowded.

Despite is followed by a noun, a noun phrase or gerund + gerund + verb:

Despite the fact that it was cold, the central heating was turned off.

Despite the cold weather, we decided to climb the mountain.

Despite feeling cold, we decided to climb the mountain.

We can also say *even though (although)* — *in spite of (despite)*

Although ... = Despite the fact ...

8.4 Exam Focus

8.4.1 Exam Focus

Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

Do you know who this coat belongs to? — **coat:**

Do you know is?

Do you know *whose coat this* is?

Jo's training accident meant she couldn't take part in the race. — **prevented:**

Jo's training accident part in the race.

Jo's training accident *prevented her taking* part in the race.

Cyclists are not allowed to ride on the station platform. — **must:**

Bicycles on the station platform.

Bicycles *must not be ridden* on the station platform.

I'd prefer you to start work next week. — **rather:**

I work next week.

I *would rather you started* work next week.

"Do you remember what you have to do?" the teacher asked her class. — **what:**

The teacher asked her class if to do.

The teacher asked her class if *they remembered* what to do.
(reported question)

It's unusual for Carol to get angry with her staff. — **hardly:**

Carol temper with her staff.

Carol *hardly ever loses her* temper with her staff.

There is no ice-cream left. — **run:**

We ice-cream.

We *have run out of* ice-cream. (When?)

Someone will meet you at the airport. — **be**

You at the airport.

You *will be* met at the airport. (passive)

Personal computers are changing our working lives. — **by**

Our working lives computers.

Our working lives *are being changed by* computers.

(passive, present continuous)

Children are going to eat most of our pizzas. — **be**

Most of our pizzas by children.

Most of our pizzas *are going to be eaten* by children.

5.3 Vocabulary

5.3.1 Multi-word verbs

bring out	herausbringen
bring back	wiederbringen
pull out	herausreißen, herausziehen
take out	entfernen, herausnehmen
take on	auf sich nehmen, übernehmen
take back	zurücknehmen
take part	teilnehmen, sich beteiligen
come out	herausgekommen
It will come out all right in the end.	Es wird sich schon finden.
come on	los; wir wollen gehen
come back	zurückgekommen
turn out	hinauswerfen; produzieren; ausfallen
to turn out all right	gut ausgehen
to turn out to be	sich entpuppen als
to turn out the lights	die Lampen ausschalten
to turn on	andrehen, anschalten
to turn on the waters	losheulen
Turn on the light!	Schalt das Licht ein!
turn back	umkehren
put on	anlegen, überziehen
to put on hold	jemanden bitten; zu warten
to put on the market	auf den Markt bringen
put back	nachgestellt
set out	ausgesetzt
to set out for	sich auf den Weg machen nach
set on	vorantreiben
to be set on	erpicht sein auf
to set on fire	in Brand setzen
set back	zurückfließen (Flut), zurückstellen (Uhr), zurück
to set back someone	jemanden ärmer machen
get out	aussteigen; herausbekommen
to get out of place	verrutschen
Don't get out of patience!	Werde nicht ungeduldig!
get on	vorwärts kommen, weiterkommen, einsteigen
get back	wiedererlangen
pick out	aussuchen
pick on	schikanieren; drangsalieren
run out	auslaufen, hinausgelaufen, zu Ende gehen
take up	abspulen, abwickeln, einnehmen
set about	hergemacht
send on	nachschicken
call off	absagen, rüchkgängig machen

We arrived, had a coffee, then **set out** to explore the mountainside.

We knew we would never **get back** to the ski lift before it closed.

4.3.6 Making deductions

Modal verbs are used to say how sure or unsure we are about things:

*This **must be** Louisa's diary, it's got her name inside.* (I'm sure it's hers.)

*This **can't be** his mother, she's not old enough.* (I'm sure it isn't his mother.)

*He **could be** a teacher.*

*It **might be** her birthday today.*

*This **may be** Jane's pen.* (It's possible but I'm not sure.)

In the past, these verbs are formed with have:

*It **must have been** his house.*

*That **can't have been** his mother.*

*It **might have been** the butler who killed her.*

4.3.7 Relative pronouns

Relative pronouns agree with nouns:

*The house **where** I live.*

*The lady **whose** house was burgled.*

*The man **who** was arrested.*

*The books **which/that** are on the table.*

Relative pronouns are used to combine two ideas about one subject.

There is a man outside. + He is selling ice cream.

*There is a man outside **who** is selling ice cream.*

9.1.3 Word list

she won't (will not)

This won't do.

Come, come. That won't hurt him.

That won't hurt.

He won't set the Thames on fire.

He won't stir a finger.

He won't bite you.

afterwards

ankle

bargain

bleed

boundary

compulsory

deter

disinfectant

disruption

efficiency

enraged

fright

giggle

joyous

lengthened

limps

pointless

regret

remedy

revival

rough

sneeze

throughout

toe

vast

sie wird nicht

Das genügt nicht.

Das kann doch nichts schaden.

Das schadet nichts.

Er reißt sich keine Beine aus.

Er rührt keinen Finger.

Er wird dich schon nicht fressen.

hinterher (zeitlich)

Fußknöchel

Geschäft

blutend , entlüften

Grenze

obligatorisch

abschrecken; abhalten

Desinfektionsmittel

Zerrüttung

Arbeitsleistung, Wirtschaftlichkeit

erzürnt; entrüstet; wütend; aufgebracht

Erschrecken

Gekicher

fröhlich

verlängerte

hinkt, lahmt

witzlos, sinnlos, unnütz

Bedauern

Abhilfe, Rechtsmittel, Rechtsbehelf

Erweckung, Wiederbelebung

grob; rau; rauh, derb

Niesen

Durchweg

Zehe, Spur (Auto), ausweichen

ausgedehnt, gewaltig

9.2 Languages Focus

9.2.1 Present perfect continuous

The Present perfect continuous is used for activities:

a which take place over an extended period of time, or which are repeated often in an extended period of time:

*I've **been playing** tennis for five years* (regularly).

*I've **been playing** tennis all morning* (continuously).

b which began in the past and either continue or have finished in the present time period specified:

*I've **been writing** letters today.* (Today has not finished.)

*I've **been reading** in English this morning.* (I have not had lunch yet.)

NB I am not necessarily reading or writing now.

c which are general rather than specific or counted:
*I've **been listening** to a lot of classical music lately.*

9.2.2 Regrets (*I wish/if only*)

Past regrets can be expressed by using *I wish/If only* + Past perfect:

I went for a picnic. It rained. (When? — in the past).

I feel sad. (Why? — because it spoils the picnic) =

I wish it **hadn't** rained.

If only it **hadn't** rained.

In this phrase we are expressing the fact that we would like to change what happened but it is impossible, and so we feel sad.

***I wish** I **hadn't** argued with my father.*

***If only** I **hadn't** argued with my father.*

(But I did and I can't change it now; I'm sorry about it — I regret it.)

I regret is followed by -ing, and is normally used for events which are in our control.

It is a more formal way of expressing our feelings than *I wish/If only*.

9.2.3 Conditional 3

This tense is formed with Past perfect, *would + have* + past participle. It refers to past time — to things that cannot now be changed:

*If it **had** rained,* (Did it rain? — No)

*I **would have taken** an umbrella.*

(Did I take an umbrella? — No. Why? — because it didn't rain.)

*If it **hadn't been** sunny,* (Was it sunny? — Yes)

*I **wouldn't have got** sunburnt.* (Did I get sunburnt? — Yes.)

Notice that in speech the third conditional is nearly always contracted:

*If **I'd** seen him, **I'd have** said hello.*

In writing we often contract *had* and *would* but not *have* in third conditional sentences.

Think about your life and write down third conditional sentences.

If I had learnt more English at school, I wouldn't had to tak so many English lesson later.

If I hadn't grown up in the GDR, I would have travelled in more countries in my youth.

If I hadn't studied, I wouldn't have found jobs easily today.

If I had smoked in my youth, I wouldn't have been healthy today.

If I'd read more English books, I'd have understood English better.

4.3 Languages Focus

4.3.1 Past simple

The Past simple is used:

- to talk about events in the past:

*I **went** to the cinema **last night**.*

- to talk about events that happened one after another:

*I **finished** my homework and **sat down** to watch TV.*

4.3.2 Past continuous

The Past continuous is used to talk about events which had begun but hadn't finished at a specific time in the past:

*I **was watching** TV at 9:00 yesterday evening.*

*What **were** you **doing** at 10 o'clock last night?*

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4.3.3 Past simple + Past continuous

The past simple and continuous are used together:

- when one action is interrupted by another:

*I **was watching** TV when the lights **went out**.*

- when one action takes place during a longer one:

***When/While** I **was shopping** in Oxford Street I **saw** a car accident.*

*I met Tom and Ann at the airport a few weeks ago. They **were going** to Berlin and I **was going** to Madrid.*

4.3.4 During/While

during + noun

during the war

while + subject + verb

while I was in Japan

??

4.3.5 While/When

While

with continue tense

When

any time

A short action stops a longer action.

A short action is in a longer action.

??

4.2.2 Word List

those	diese; jene, jener; jenes
deduction	Ableitung, Abrechnung, Schlussfolgerung
men	Männer
mugger	Straßenräuber
white-collar crime	Geschäftsverbrechen
ransom money	Lösegeld
to commit a crime	ein Verbrechen begehen
petty criminals	kleine Gauner
valuables	Wertsachen
fingerprints	Fingerabdrücke
accused of	angeklagt
regrets	bedauert, bereut
sympathetic	mitfühlend; sympathisch
adolescent	Jugendlicher
approximately	annäherungsweise; ungefähr
assault	Angriff
aware	begierig
bother	Plage, ärgern
carelessness	Achtlosigkeit, Nachlässigkeit
detergent	Reinigungsmittel, Waschmittel, Spülmittel
domestic	häuslich
estimate	Kostenvoranschlag, Schätzung
evidence	Beweis
forgery	Fälschung
grab	aufbereiten
jealousy	Eifersucht
offence	Angriff
precautions	Vorsorgemaßnahmen
quarrel	Streit, Zank
raids	Angriffe, Raubzüge
revenge	Ahndung, Rache
survey	Gutachten
vulnerable	angreifbar; verwundbar

Chapter 10

It's a bargain

10.1 Letter of complain

Dear Sir or Madam,

I am writing to complain about a wrong delivery.

I ordered a medium-sized short-sleeved apple-green shirt. But you sent me two extra-large long-sleeved shirts in horrible black and cherry red.

As if this were not enough, I waited three weeks instead of your promised four-days time of delivery.

You can imagine how disappointed I am to have received this package. I feel that your company is directly to blame.

I am, therefore, writing to return this package. You wrote that the colour I ordered is not available. Please send me an alternative for the shirt in other colours or I will have to request an immediate refund of the money I spent on the shirt.

I look forward to receiving your prompt reply.

Yours faithfully

129 words

Chapter 4

Crime wave

4.1 Report of theft for the local police

My name is Otto Raffzahn and I am staying in the hotel "Astoria" from the 2th of October to the 6th of October. My hotel phone number is 43234. My home address is Wiesenacker 25a, D-99533 Weitewelt (Germany) and my home phone is +49-(0)30-312213.

Today I left the hotel at about 9 a.m. At half past eleven a friend of mine phoned me to tell me that my hotel room had been burgled. His name is Uwe Thomas. The door had been opened and scratched around the lock. After this call my friend phoned your police station too, and he was waiting in my room until I came back. This was at about quarter past twelve.

Immediately I checked my possessions. My passport, my black walkman and my travelling bag are missing. In the bag were five traveller's cheques and about 30 pound in cash. The thief made only little mess. I have traveller insurance, but I didn't put in my valuables to the hotel safe.

I have no idea who could be the burgler. It might have been some impolite hotel guests in the room next door who stole my belongings.

192 words

4.2 Vocabulary

4.2.1 Types of crime

to kill	kill	killer	töten	die Tötung	Mörder
to murder	murder	murderer	ermorden	Mord	Mörder
to burgle	burglary	burgler	einbrechen	Einbruch	Einbrecher
to theft	theft	thief	klauden	Diebstahl	Dieb
to pickpocket	picketing	pickpocket	klauden	Taschendiebstahl	Taschendieb
to rob (a bank)	robbery	robber	ausrauben	Raub	Räuber
to forge	forgery	forgery	fälschen	Fälschung	Fälscher
to shoplifting	shoplifting	shoplifter	klauden	Ladendiebstahl	Ladendieb
to assault	assault	assaulter	angreifen	der Angriff	Angreifer
to kidnap	kidnapping	kidnapper	entführen	die Entführung	Entführer

3.1.3 Word List

live	leben; wohnen, lebendig, aktive
life	Leben, Lebensdauer
detached	abgelöst, einzeln
semidetached house	Zweifamilienhaus
categorised	kategorisierte
cottage	Häuschen, Hütte
suburban bungalow	Vorstadt Bungalow
rustic charm	bäuerlicher Charm
belongings	Eigentum, Habseligkeiten
carpentry	Zimmerhandwerk
damage	Beschädigung
decorating	ausschmückend, schmückend
redecorating	renovierend
delicacy	Schwächlichkeit
disgusting	anekelnd; ekelhaft
effort	Anstrengung, Mühe, Bemühen, Bemühung
expenses	Kosten (pl)
fee	Gebühr
feed	Eingabe, Papierzuführung, zuführen
fortnight	halbmonatlich, vierzehn Tage, vierzehntägig
genuine	wirklich; echt
indiscreet	indiskret
manners	Kinderstube, Manieren
mature	reif
mend	ausbessern; flicken, instandsetzen; reparieren
neighbour	Nachbar
patio	Innenhof
persist	beharren
possession	Besitz
rare	rar, blutig (Steak)
rebuild	erneuert
serve	bedienen; dienen; servieren
shy	scheu adj, scheuen
starving	hungernd, verhungern
stubborn	eigensinnig
suburb	Vorstadt
thoroughly	durch und durch
vandals	Vandalen
wool	Wolle
then	dann, als, folglich; damals, derzeit
by then	bis dahin
till then	bis dahin; bis nachher
than	als
no less than	ebensoviel
no more than	ebensowenig
rather...than	eher...als
there	da; dort; dorthin
they	sie (pl)
they say	man sagt; es heißt
Who do they think I am?	Ich lass' mich doch nicht verarschen!
their	ihr, their
He slipped through their fingers.	Er ist ihnen durch die Lappen gegangen.
probability	Wahrscheinlichkeit, wahrscheinlich

You **are made to wear** a uniform at my school. (passive)

Let + infinitive is used to express permission in the active:

*They **let** you park here on Saturdays.*

Allow + infinitive with to is used to express permission in the passive:

*You **are allowed to** park here on Saturdays.*

10.3.3 Wishes

a To wish can be used as a simple verb:

*I **wish** you a Merry Christmas.*

b Wish + Past perfect is used to express past regrets.

c Wish + was/were/had is used to express wishes about states:

*I **wish** I **had** blue eyes* (but I haven't).

*I **wish** he **was/were** rich* (but he isn't).

d Wish + could is used to express wishes about actions:

*I **wish** I **could** drive* (but I'm not able to).

*I **wish** you **could** dance* (but you are not able to).

e Wish + would is used to express annoyance at the habits of others:

*I **wish** you **wouldn't** sing in the bath.* (I would like you to stop, but you won't.)

*He **wishes** it **would** stop raining.* (He'd like it to stop raining, but he can't change it.)

The Past simple is used to talk about things which happened in periods which have finished.

2.3.5 Comparison of adjectives

One-syllable adjectives	two-syllable adjectives	three or more syllable adjectives
calm - calmer	tidy - tidier	enthusiastic - more enthusiastic
old - older	dirty - dirtier	responsible - more responsible
hot - hotter	helpful - more helpful	
wet - wetter	handsome - more handsome	

Exceptions:

good - better / (best)

bad - worse / (worst)

far - further / (farther): *Tell me if you need any **further** information.*

One-syllable adjectives form the comparative by adding *er*.

Single consonants at the end of the word double before adding *er*.

Two-syllable adjectives ending in *y* from the comparative by changing *y* to *i* and adding *er*.

Two-syllable adjectives ending in other letters and all adjectives of three ore more syllable form the comparative by adding *more*.

Positive comparisons are made with *than*:

*John is **older** than Mary.*

Comparisons of equality are made with *as ... as*:

*John is **as** tall **as** Mary.*

The same + noun + as:

*Jim is the **same** height **as** Sue.*

Negative comparisons are made with *not as ... as*:

*This baby is **not as** young **as** that one.*

Not as ... as is possible with all adjectives.

Less than is usually found in more formal language.

2.3.6 Superlatives

The superlative is formed by adding *est* to one-syllable adjectives, *iest* to two-syllable adjectives ending in *y* and *most* before longer adjectives:

*It's the **oldest** building in the city.*

*It was the **prettiest** village I had ever visited.*

*He is the **most** enthusiastic student in the class.*

Exceptions:

good - (better) / best

bad - (worse) / worst

far - (further) / farther:

11.4 Vocabulary

11.4.1 Multi-word verbs

put up

put out

put off

to put ahead as condition

put on

wipe up

wipe out

wipe off

give out

go up

to go up country

go out

to go out with someone

to go off a drug

to go off without a hitch

That'll go off all right.

go ahead

go on

go on the pill

to go on tour

to go on and on

Don't go on like that!

I can't go on any longer.

stand up

stand up collar

to stand up for

to stand out (against)

stand on

to stand on one's own feet

point out

to point out a mistake

take up

to take up time

take out

take off

take on

run on

run up

run up to

run out

I've half a mind to run off.

lose

drop of

lose out

anschlagen, aufstellen, errichten; bauen

auslöschen, herausgestellt

zeitlich verschieben, abgespiesen, aufschieben

vorausbedingen

(Hut) aufsetzen; (Licht) anmachen; (Kleid) an

aufwischen

ausmerzen; ausrotten

abstreichen, wegwischen

austeilen

hinaufgehen

ins Landesinnere reisen

ausgehen, erlöschen, hinausgehen

sich mit jemandem verabreden

(Arznei) absetzen

problemlos ablaufen

Es wird schon gehen.

vonstatten gehen, vorgehen, na los, mach schon

angehen, weitergehen; weiterfahren

die Pille nehmen

auf Tournee gehen

bohren; aufdringlich sein

Hör auf damit!

Ich kann nicht mehr.

aufstehen

Stehkragen

Stellung nehmen für

sich abzeichnen (gegen)

bestehen auf

auf eigenen Füßen stehen

darauf hinweisen

auf einen Fehler hinweisen

abspulen; abwickeln; Platz einnehmen

sich Zeit lassen

entfernen, herausnehmen

abnehmen, starten

auf sich nehmen, engagieren

fährt mit, läuft mit

hochfahren

anwachsen auf (Betrag)

auslaufen, hinausgelaufen, zu Ende gehen

Ich möchte beinahe weglaufen.

verlieren

Verringerung

wegbleiben

*I think that the government should **put up** the tax on petrol.*
*Demands for fur coats has really **drops of** in the last few years.*
*Locale people will **lose out** if the beach is turned into a funfair.*
*This car **runs on** batteries rather than petrol.*

11.4.2 Word List

those	diese; jene
mentioned	erwähnt
astonished	erstaunt; überrascht
accused	Angeklagter
handout	Zuteilung
fur	Fell (gegerbt)
fur coat	Pelzmantel
abroad	im Ausland
ambitious	ehrgeizig
bankrupt	bankrott
bury	begraben; verbergen
celebrity	Berühmtheit
concern	Besorgnis
crops	Feldfrüchte
cyclist	Radfahrer
destruction	Vernichtung, Verwüstung, Zerstörung
exceed	überschreiten; übersteigen
extinct	erloschen
famine	Hungersnot
fumes	räuchert, raucht
harvest	Ernte, Herbst , ernten
mud	Schlamm, Schmutz
riot	Aufruhr, Volksaufruhr, Ausschreitung
shortage	Kürzung, Mangel, Knappheit, Fehlbestand
subsequent payment	Nachbezahlungen
survive	fort bestehen, überleben; durchstehen; überstehen
timber	Balken, Bauholz, Nutzholz
unaware	in Unkenntnis, laienhaft
pictures on the wall	Bilder an der Wand
wide variety	umfangreich
course	Gang (beim Essen)

11.5 Languages Focus

11.5.1 Reported Statements

Most tenses in direct speech change in report speech:

on a bus	im Bus (mitfahren)
in a car	im Auto (mitfahren)
on a train	im Zug (fahren)
on a plane	im Flugzeug (mitfliegen)
on a ship	auf einem Schiff (mitfahren)
on a bicycle	auf einem Fahrrad (fahren)
on a motorcycle	auf einem Motorrad (fahren)
on a horse	auf einem Pferd (reiten)

*The bus was very full. There were too many people **on** it.*
*Dave is **on** a train.*
*I play basketball **at** the Sports Centre.*
*I was **at** my sister house.*

2.3 Languages Focus

2.3.1 To be used to + -ing + noun

This form is used to indicate how a person feels about something or about doing something. It express how comfortable or familiar a thing or action is to them.

*Pablo **is used to eating** later in the evening.*
*I **am used to the cold**.*

2.3.2 To get used to

This shows a change in the how we feel about something:

*I **can't get used to this weather**.* (I'm not able to change my feelings.)
*I **am getting used to eating** later.* (My feelings about it are changing.)
*I've **got used to drinking** this beer.* (My feelings have now changed.)

2.3.3 Present perfect (I have done)

This tense is formed by: *Have* + the past participle of the verb.

- to talk about past experiences in your life:

*I've **been** to Egypt three times.*

- to talk about things which have happened in unfinished periods of time:

*I've **drunk** too much coffee today.*

*I've **learnt** how to use a PC.*

- to talk about things which have recently happened:

*She's **just written** a letter to him. = She **has just written** a letter to him.*

2.3.4 Present perfect vs Past simple

If you need to decide which tense to use, ask yourself the question When?

*I've **never been** to Italy, but I **went** to Greece last summer.*

*I've **never been** to Italy, ... When? In my life (Present perfect).*

*... but I **went** to Greece last summer. When? Last summer (Past simple).*

Type C: Verb + -ing.
*She **regretted leaving** her job.*

*He **apologised for losing** the report.*

11.5.6 *It's (high) time* + subjunctive

This form is used when something needs doing urgently:

It's (high) time we went. (subjunctive)

(Adding "high" makes this form stronger.)

This means we should have already gone — it is stronger than *It's time to go.*

The subjunctive is formed in the same way as the past tense.

11.6 Exam Focus

11.6.1 Strategy for filling-gap exercises

Read the whole text first.

Look for the structure of the sentences (subject + verb + object)

Count verbs and subjects.

What kind of word is missing?

Is this a preposition? After preposition always is a noun (phrase).

Is this an adjective?

Is this an adverb?

Is this a noun?

Singular — plural?

Is this a verb?

Multi word verb?

What time form is this (present, past, future, ...)?

Is this an irregular verb?

Is this present?

Past simple vs Present perfect: When?

Is this the third person?

Conditional 0, 1, 2, 3 ?

Reported speech?

2.2 Vocabulary

2.2.1 Multi-word verbs

try out	ausprobieren
go off	losgehen, verderben, sauer werden (Milch)
give up	abgewöhnen, aufgeben, resignieren
looking for	suchen
write off	abschreiben, abbuchen
get out	aussteigen
get out of	das Geschäft aufgeben
bring up	heraufbringen, vorbringen
put on	anlegen, umhängen,
find out	ausfindig machen, herausfinden, eruieren
get through	durchkommen, dringen
sort out	aussondern, aussortieren
wear off	abnutzen, abklingen (Wirkung)

Milk goes off quickly on a warm day.
Sam got through to the finals of the competition.

2.1.2 Words and Phrases for formal Letters

Dear Mr ...,	Sehr geehrter Herr ...,
Dear Ms ..., (married./single)	Sehr geehrte Frau ...,
Dear Mrs ..., (married)	Sehr geehrte Frau ..., (alte Redensart)
Dear Miss ..., (single)	Sehr geehrtes Fäulein ..., (alte Redensart)
obtain	erhalten (formell)
due to	infolge; aufgrund (formell)
receive	empfangen; erhalten; in Empfang nehmen
We refer to ...	Wir beziehen uns auf ...
We have taken the liberty of sending you ...	Wir erlauben uns, Ihnen ... zu schicken.
Please find enclosed ...	In der Anlage finden Sie ...
However, we are of the opinion that ...	Trotzdem sind wir der Meinung, dass ...
Although we ...	Obwohl wir ...
Please let us know whether ...	Bitte teilen Sie uns mit, ob ...
Careful attention should be paid to sollte(n) besondere Aufmerksamkeit geschenkt werden.
We would greatly appreciate it if you ...	Wir wären Ihnen sehr dankbar, wenn Sie ...
It is essential that ...	Es ist unabdingbar, dass
We reserve the right to ...	Wir behalten uns das Recht vor, zu ...
Prices are subject to change.	Preisänderungen sind vorbehalten.
Many thanks in advance for your trouble.	Vielen Dank im Voraus für Ihre Mühe.
I thank you for your trouble and remain ...	Ich danke Ihnen für Ihre Mühe und verbleibe ...
AE: Sincerely yours,	Mit freundlichen Grüßen
in his absence	in seiner Abwesenheit
the enclosed form	das beigelegte Formular
the above-mentioned invoice number	die oben genannte Rechnungsnummer
the former	der/die/das erstere
the latter	der/die/das letztere
enclosure	Anlage
ATTN (attention)	z.Hd. (zu Händen)
inquiry	Anfrage
to inquire about something	sich über etwas erkundigen
in your records	in Ihren Unterlagen
to make up for something	etwas wieder gutmachen
to insist on something	auf etwas bestehen
to despatch	versenden
to consider a proposal	einen Vorschlag in Erwägung ziehen
to be concerned about something	wegen etwas Bedenken haben
to be certain	sicher sein
We can assure you that ...	Wir können Ihnen zusichern, dass ...
strictly confidential	streng vertraulich
response	Antwort
letter of complain	Beschwerdebrief
postage	Porto
freigth	Fracht
delivery order	Lieferschein

12.2.2 Word List

dare
at the table
servant
dash
amenities
anger
assassination
battered
bullying
cage
contemporary
cope
copies
counselling
crocery
desperate
exhausted
exhilarating
forceful
funeral
It's your funeral!
hesitant
hospitable
insults
irritable
isolation
loneliness
lonely
mug
beer mug
neglect
novel
outcome
passionate
precaution
quarrel
resentful
rural
scheme
stardom
stare
sympathetic
sympathy
texture
threat
unreasonable
urban
velvet
vet
wax
weep (wept; wept)
wretched

es wagen; sich zutrauen
an dem Tisch (sitzen)
Diener; Dienstmädchen — nicht Kellner
sausen, eilen, rasen, flitzen
Annehmlichkeiten
Ärger, Zorn
Ermordung, Meuchelmord
geschlagen, verbeult; zerschmettert; abgenutzt
tyrannisierend
Kabine (eines Aufzugs), Käfig, Schaltkäfig
Altersgenosse, zeitnah, zeitgenössisch
bewältigen
Kopien
ratend
Geschirr
verzweifelt
abgehetzt, erschöpft; entkräftet
anregend; erheiternd
kräftig, kraftvoll
Beerdigung, Begräbnis
Das ist ihre Sache!
zögernd; zögerlich
gastfreundlich
Beschimpfungen, beleidigt, beschimpft
auffahrend; gereizt, reizbar
Absonderung, Entkopplung, Isolation, Isolierung
Einsamkeit, Einsamkeit, Alleinsein
einsam
Becher, Krug, Visage
Bierkrug
vernachlässigen; versäumen, Nachlässigkeit
Roman
Ergebnis, Auswirkung
heißblütig; leidenschaftlich
Schutzmaßnahme, Vorkehrung, sicherheitshalber
Streit, Zank, streiten, zanken
nachtragend
ländlich
Entwurf, Plan, Schema
Ruhm
anstarren; starren
mitfühlend; sympathisch
Anteilnahme, Beileid, Wohlwollen, Zustimmung
Gewebe, Maserung, Textur
Bedrohung, Drohung, drohen
unvernünftig
Stadt...
Samt
Tierarzt, gründlich prüfen
Wachs
weinen
elend

Chapter 2

Work for a living

2.1 Letter

2.1.1 Informal Letter vs Formal Letter

	Informal	Formal
Greetings	<i>Dear first-name, Best Wishes / Love / Yours</i>	<i>Dear Mr surname, Yours sincerely Dear Sir or Madam Yours faithfully</i>
Sentences	short	longer
Style	Anglo-Saxon <i>get, because, get</i>	Latin origin <i>obtain, due to, receive</i>

After the greeting you have to start with a capital letter!

A mnemonic aid (Eselsbrücke):

Dear Mr *Surname*,
...
Yours sincerely — to a single Person.

1.1.2 Clothes

long-sleeved
silk
plain
woollen
tight-fitting
checked
short-sleeved
high-heeled
light
loose-fitting

langärmelig
Seide
einfarbig, einfach
aus Wolle
genau eingepasst
kariert
kurzärmelig
hochhackig
hell, blond, leicht
locker sitzend

1.1.3 Describing personally

well-dressed
casually-dressed
slim
sensible
amusing
boring
selfish
silly
entertaining
nasty
dull
stupid
trustworthy
charming
foolish
bossy
responsible
sensitive
careful
reliable
observant
lively
fussy
My, you're fussy!
Don't be so fussy!
honest
independent
lucky
thoughtful
indecisive
imaginative
religious
adventurous
idealistic

gut angezogen
sportlich/bequem angezogen
schlank
vernünftig, sinnvoll
amüsierend
langweilig
egoistisch, selbstsüchtig
albern
unterhaltend
garstig, hässlich, fies
dumm, matt, schwerfällig, trist
dumm
vertrauenswürdig
anmutig, bezaubernd, reizend
albern, narrisch, dumm
rechthaberisch, herrisch, diktatorisch
verantwortungsvoll, mündig
empfindlich, empfindsam
reiflich, sorgfältig
verlässlich, zuverlässlich
abwartend, beobachtend
lebhaft, lebendig
heikel
Du gibst aber an!
Meckern Sie nicht!
ehrlich
eigenständig, eigenverantwortlich
froh
fürsorglich, gedankenvoll
unbestimmt, unentschlossen
erfinderisch, phantasievoll
gläubig, religiös
abenteuerlich
idealistisch

Chapter 13

Other

13.1 Pronunciation

13.1.1 The English Mother Tongue

When the English tongue we speak
Why is "break" not rhymed with "weak"?
Won't you tell me why it's true
We say "sew", but also "few"?

And the maker of a verse
Cannot rhyme his "horse" with "worse"?
"Beard" is not the same as "heard".
"Cord" is different from "word".

"Cow" is cow, but "low" is low,
"Shoe" is never rhymed with "foe".
Think of "hose" and "dose" and "lose",
And think of "goose" and yet of "choose",

Think of "comb" and "tomb" and "bomb",
"Doll" and "roll" and "home" and "some".
And since "pay" is rhymed with "say",
Why not "paid" with "said" I pray?

Think of "blood" and "food" and "good";
"Mould" is not pronounced like "could".
Why is it "done", but "gone" and "lone" —
Is there any reason known?

To sum it up, it seems to me
That sound and letters don't agree.

13.2 Irregular Verbs

Base Form	Simple Past	Past Participle
awake	awoke	awoken
be	was, were	been
bear	bore	born
beat	beat	beaten
become	became	become
begin	began	begun
bend	bent	bent
beset	beset	beset
bet	bet	bet
bid	bid	bid
bind	bound	bound
bite	bit	bitten
bleed	bled	bled
blow	blew	blown
break	broke	broken
breed	bred	bred
bring	brought	brought
broadcast	broadcast	broadcast
build	built	built
burn	burned/burnt	burned/burnt
burst	burst	burst
buy	bought	bought
cast	cast	cast
catch	caught	caught
choose	chose	chosen
cling	clung	clung
come	came	come
cost	cost	cost
creep	crept	crept
cut	cut	cut
deal	dealt	dealt
dig	dug	dug
dive	dived/dove	dived
do	did	done
draw	drew	drawn
dream	dreamed/dreamt	dreamed/dreamt
drive	drove	driven
drink	drank	drunk
eat	ate	eaten

Chapter 1

First impressions

Every cloud have silver lights!

1.1 Vocabulary

1.1.1 Multi-word verbs

look through	durchblicken
grow up	aufwachsen, heranwachsen
get up	aufstehen, emporkommen
make up	zurechtmachen, zusammenstellen
make up for	wiedergutmachen
put on	anlegen, überziehen
get on with	mit jemand auskommen
have on	anhaben
come forward	vortreten
wear out	abnutzen, verschleissen
take off	abnehmen, ausziehen, absetzen
hand in	einreichen
hand over	übergeben, weiterreichen
show off	angeben, prahlen, auf dem Putz hauen
hold up	überfallen, andauern
pull out	herausziehen, herausreissen
set up	vorbereiten, rüsten, anlegen
look for	suchen
throw away	verschmerzen wegwerfen

Lars **toke off** his pullover because it was too hot.

You should **hand in** your homework at the end of the lesson.

Aileen **set up** her henna business one year ago.

I **threw away** my old school uniform because it was completely **worn out**.

The police are looking for a woman who **held up** a post office in Liverpool today. The woman suddenly **pulled out** a gun and forced the cashier to **hands over** Pound 10,000. The police are asking anyone who saw the woman to **come forward**.

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Base Form	Simple Past	Past Participle
stand	stood	stood
steal	stole	stolen
stick	stuck	stuck
sting	stung	stung
stink	stank	stunk
stride	strode	stridden
strike	struck	struck
string	strung	strung
strive	strove	striven
swear	swore	sworn
sweep	swept	swept
swell	swelled	swelled/swollen
swim	swam	swum
swing	swung	swung
take	took	taken
teach	taught	taught
tear	tore	torn
tell	told	told
think	thought	thought
thrive	thrived/throve	thrived
throw	threw	thrown
thrust	thrust	thrust
tread	trod	trodden
understand	understood	understood
uphold	upheld	upheld
upset	upset	upset
wake	woke	woken
wear	wore	worn
weave	wove	woven
wed	wedded, wed	wedded, wed
weep	wept	wept
wind	wound	wound
win	won	won
withhold	withheld	withheld
withstand	withstood	withstood
wring	wrung	wrung
write	wrote	written

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