

ANSWER KEY

Short e-mails

Looking closely

- 1 Lewis wants Julie to come to a comedy show and to have dinner at a Thai restaurant on Thursday night.
- 2 Julie wants to go to an Italian restaurant.
- 3 Yes, Julie does like comedy.
- 4 No, Julie does not like Thai food. She prefers Italian food.

Language focus (1)

1

- | | | |
|-----|-----|-----|
| 2 C | 4 C | 6 P |
| 3 P | 5 P | 7 S |

2

- 2 We could play football.
- 3 How about going to an Italian restaurant?
- 4 Why don't we go and see some comedy?
- 5 Would you like to go to the park after work tomorrow?

Writing clearly (1)

1

Sample answers:

- 1 Sorry, I'm busy then.
- 2 Yes, that sounds like fun.
- 3 OK, let's do it!
- 4 Thanks, but I have other plans.
- 5 I'd love to!

2

Sample answers:

- 1 b Sorry, I'm busy then.
c No thanks, I'm busy on Saturday. Why don't we go on Sunday instead?
- 2 a Why don't we go to a Japanese restaurant on Monday?
b I'd love to go out for dinner, but why don't we go to a French restaurant instead?

Language focus (2)

1

The first e-mail is informal; the second e-mail is formal.

2

- | | | |
|-----|-----|------|
| 2 F | 5 I | 8 I |
| 3 I | 6 I | 9 I |
| 4 F | 7 F | 10 F |

Writing clearly (2)

1

Sample answers:

- 1 Hey Frida, ... Speak soon, Hugs, K, x
- 2 Hi Dad. How're you? ... Love, Petra, xx
- 3 Hi Sunil, how's it going? ... Cheers, Iain
- 4 Dear National Bank, ... Kind regards, Anastasia

2

Hey Janet,

How are you? If you're free tomorrow, would you like to go to the cinema? There's a nice new Italian place by the river. Maybe we could try it? Let me know if you want to go.

xx

Carrie

Get writing

1

Sample answer:

Hi Nori,

Great to see you again last week. What are you up to next Thursday evening? There's a new play at the Young Vic theatre and I've got an extra ticket. Later, we could go to eat at the new Spanish place on York Road if you like – yum!

Let me know if you're free.

Hugs,

Mauricio, x

2

Sample answer:

Dear Mr Allen,

I hope you are well.

Are you available next Saturday for a lesson? I would like to meet at 2 p.m. at my house, 31a Camberwell Grove.

I look forward to hearing from you.

Kind regards,

Miguel

Long e-mails

Looking closely

- 1 Stan is sending the e-mail. Aleks is receiving it.
- 2 Aleks is Stan's younger brother.
- 3 In Toronto, Stan lives at home with his family. In Edinburgh, he shares a flat with two classmates. In Edinburgh, he goes to university each day, eats sausages and sandwiches, goes out with his classmates, and works in an Italian restaurant. In Edinburgh, he cleans and does the dishes. He thinks Edinburgh is smaller and colder than Toronto.

Language focus (1)

1

Stan's daily routine in Edinburgh	
Mornings	gets up around 7:30, walks to the university, buys breakfast at a local café, eats sausages for breakfast, has classes all morning
Afternoons	eats lunch in the canteen with his classmates, studies or goes for a walk around town
Evenings	goes out with his classmates
Fri/Sat evenings	washes dishes at an Italian restaurant

2

- 2 I always get up at 8:00 a.m.
- 3 I work from 9 to 5.
- 4 In the afternoon, I go to the gym.
- 5 In the evening, I work at the cinema.
- 6 In the evening, I study or watch TV.

3

- | | | |
|---------|----------|-------|
| 1 walks | 3 go out | 5 has |
| 2 eat | 4 have | |

4

Sample answer:

	Your daily activities	Your friend's daily activities
Mornings	I get up at 7:00 a.m. I brush my teeth. I make coffee and eat cereal for breakfast. I go to school.	She gets up at 8:00 a.m. She eats breakfast at her local café. She goes to work.
Afternoons	I eat lunch in the school canteen with my friends. I study.	She eats sandwiches at work. She works all afternoon and then goes to the gym.
Evenings	I make dinner and watch TV. Sometimes, I go for a walk.	She goes out with her friends.
Weekends	I go to the gym. I go for a walk in the park.	She goes to the cinema and watches TV.

5

- | | | |
|-----|-----|-----|
| 1 a | 2 c | 3 b |
|-----|-----|-----|

6

Sample answer:

Hi Mum,

Thanks for sending me the books; they look very interesting!

I'm having a lovely time here in Granada. The weather is beautiful, and Spanish people are very friendly. Learning Spanish is easy, because no one wants to speak English!

Let me tell you about my typical day here. I get up at 9 a.m. and have coffee and pastries for breakfast. Then Inés, my Spanish teacher, comes to my house and gives me a lesson. For lunch, I go to a café in the square near my apartment. Then I have a siesta – that's the time in the afternoon when Spanish people relax or sleep. Most of the shops close for a few hours. In the evening, I meet my friend Jorge and we talk or go for a walk. We sometimes go out for tapas. Spanish people eat dinner very late. Sometimes, I don't get home until 1 a.m.!

You and Dad should come and visit me here. You can stay with Jorge's parents. I'll even teach you some Spanish!

All my love,

Lisbeth

Writing clearly

Sample answers:

- 1 Hope you're well. It's lovely here!
- 2 Every morning, I get up around 8:30 a.m. I have breakfast and walk to work. I buy a coffee at my local café.
- 3 My colleague Tom is always busy. He gets up at 6:00 a.m. and goes to the gym. Then he has breakfast and goes to university. He studies all day from 9:00 a.m. to 5:00 p.m. Then he works in a local restaurant in the evenings.
- 4 I miss you! Write to me soon.

Language focus (2)

- 1 I miss you./I miss you!
- 2 Every day, I go to the gym.
- 3 Can you believe I've been in Rio for two months now?

4 Often Peter, my friend, goes fishing.

5 I love Paris – it's amazing!

Get writing

Sample answer:

Hi Dad,

It's so great here in Hong Kong. I wish you could see it!

Let me tell you about my daily routine. In the mornings, I get up around 8:00 a.m. and walk to my local café for a coffee and breakfast. I take the bus to my office and start work at 9:30 a.m. In the afternoons, I eat lunch with my colleagues. Sometimes we have noodles, or sometimes I have a sandwich. After work, I go out with my colleagues. We eat dinner in lots of different restaurants; the food here is amazing!

Life here is so different to life at home. It's so hot, and I miss you and Mum. But I'm having a really great time!

Give Mum my love. I miss you both!

Love,

Sam, x

Filling in forms

Looking closely (1)

1

doctor's surgery, school / college, library, gym, dentist's,
bank, work

2

- 1 Leila
- 2 A woman
- 3 Because she is registering as a new patient at the
Fairside GP Clinic

3

Language focus (1) *

1–2

Students' own answers.

Looking closely (2)

- 1 S. Phillips
- 2 Samuel Phillips
- 3 12th April 2013
- 4 Promise

Language focus (2)

Students' own answers.

Fairside GP Clinic New Patient Registration Form

Personal details Title: (Miss) / Ms / Mrs / Mr Gender: M / ♂ Date of birth: 1 1 4 1 0 4 1 8 9 1
 DD MM YY

First name: L E I L A

Middle name: ANNIE

Last name: WATSON

Primary language: English Nationality: British Marital status: (single) / married

Contact details Home address:

House / Flat no.: 114 Street: HADEN STREET

Town / City: LEEDS Postcode: L2 3SD

E-mail address: L.WATSON@LEEDS.AC.UK

Home tel.: 0113 343 786 Mobile tel.: 097865643321

Get writing

1

Personal details:

Title: Miss

Last name: Clarke

First name: Lucie

D.O.B.: 05 107 1986

Gender: Female Marital status: Single

Contact details:

House number: 27

Street: Park Place

Town: Bristol

Postcode: BR3 2XF

E-mail address: l.clarke@freemail.org

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2

Students' own answers.

Invitations and directions

Looking closely

- 1 It is a surprise party. This means that Marie doesn't know about the party.
- 2 Arrive between 7 and 7:30 p.m. Don't tell Marie about the party.
- 3 Sam Rogers, the General Manager of the company where James works
- 4 Give some money for James's leaving gift

Language focus (1)

1

- 2 You are invited to Louise's birthday party.
- 3 We are having an engagement party.
- 4 I'm having a leaving party.
- 5 Please join me at my 30th birthday party.
- 6 I'm having a dinner party on 29th November. Please come.

2

- 1 invited
- 2 invitation
- 3 birthday

3

- | | | |
|-----|-----|-----|
| 1 c | 3 e | 5 d |
| 2 a | 4 b | |

4

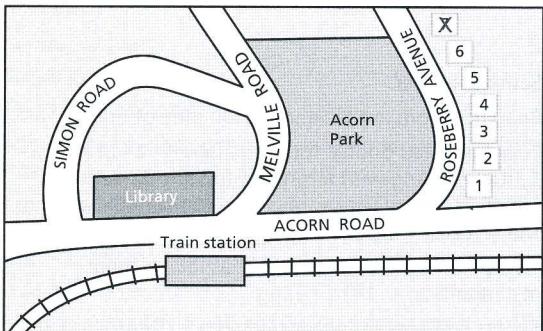
- | | |
|---------------|----------------------|
| 1 christening | 4 engagement party |
| 2 funeral | 5 housewarming party |

Writing clearly

Sample answers:

- 1 I'm having a party for my 19th birthday.
- 2 Please join us at a surprise birthday party for Joanna.
- 3 You are invited to Jen's leaving party next Friday.
- 4 Please come to a surprise retirement party for Sally. Don't tell her about it!

Language focus (2)



Get writing

1

- 1 Go left along Elm Row and turn left onto Park Street. Number 7 is opposite the library.
- 2 Cross the street and turn left. Turn right onto Dale Street. Number 5 is on the right.
- 3 Turn left and go straight along Elm Row. Turn left onto Park Street, then turn left again along London Road. The Pizzeria is on the left.

2

Sample answer:

You are invited to Kirsten's 34th birthday party on Wednesday, 4th October.

The party will be at King's Bowling Alley, Leyton Road, from 7:30 p.m.

3

Sample answer:

To: My friends

From: Simon

Subject: Housewarming party

Hi everyone,

We're having a housewarming party this Friday from 7 p.m. Please come and bring some food to share.

Our address is 17a Cumberland Drive. From the train station, go straight along Hillside Avenue, turn left onto Sutton Road, then left again onto Cumberland Drive. Our house is opposite the park.

See you on Friday!

Simon

Giving and getting advice

Looking closely

1

- 1 No. Lien used to live in Ho Chi Minh City. Duane is moving there soon.
- 2 No. Duane is a vegetarian (he doesn't eat any kind of meat).
- 3 Probably not (Lien tells him to learn some Vietnamese before he goes to Ho Chi Minh City).

2

- 1 District 3
- 2 Vegetarian House on Nam Ky Khoi Nghia Street
- 3 Learn some Vietnamese, take the ferry along the Saigon river at night

Language focus (1)

1

Asking for advice: I'd really like your advice. / Where do you think I should ...? / What are some ...? / Any other advice?

2

- 1 Where do you think I should live?
- 2 What restaurants should I eat at?
- 3 What are some good places to visit?
- 4 Where do you think I should look for an apartment?
- 5 What museums would you recommend?

3

- 1 I think you'd like living / to live in District 1.

2 I recommend that you eat at the *Viet Chay* restaurant.

- 3 You have to try the food at *Mon Hue* restaurants.
- 4 You should learn some Vietnamese before you go to Vietnam.

Language focus (2)

1

Food	Transport	Culture
café, restaurant	motorcycle taxi, taxi, bus, ferry	museum, theatre, art gallery

2

- | | | |
|-----------|-------------------|---------------|
| 1 theatre | 4 taxi | 7 restaurant |
| 2 café | 5 Museum | 8 art gallery |
| 3 ferry | 6 motorcycle taxi | 9 bus |

3

What to eat and drink:

Seafood at the Crispy Crab on Louisburg Square

Coffee at a café in the market on Clinton Street

How to travel:

Walk along the Freedom Trail and the Charles River

Take a bus or taxi if tired

Take a ferry to the Boston Harbor Islands

What to see:

The Freedom Trail

The Boston Harbor Islands

The Charles River

Get writing

1

Sample answer:

Hi Sarah,

I hope you are well.

I have some exciting news: I'm moving to San Francisco! I've got a new job there and I start in two weeks!

I know you lived in San Francisco for a long time. I'd really like your advice. Where do you think I should live? Are there any nice, cheap parts of the city?

Can you recommend any good restaurants? I love seafood and I know there is a big seafood restaurant in San Francisco. Also, what's the best way to travel around? Any other advice?

Thanks for helping me out.

Speak soon.

Marta

2

Sample answer:

Hey Gerard,

Congratulations on your new job. Cologne is an amazing city. I'm sure you will love it there!

I recommend that you find a place to live near the centre. That way, you can walk to work easily. There are lots of great restaurants to try. I suggest you eat at Haxenhaus on Salzgasse – that was my favourite restaurant. Also, you have to visit the cathedral; it really is the most beautiful cathedral in Germany!

The best way to travel around is to walk, but you can also take a bus or train if you want.

Good luck and send me an e-mail soon!

Love,

Lisbeth

Course applications

Looking closely

1

- 1 By herself (using self-study books, CDs, and films) and while travelling in Spain
- 2 A Spanish language school
- 3 She wants to study French and Spanish at university, then to live and work in South America.

2

Things Alison did / has done in the past	Things Alison wants to do in the future
Got an A in her French exam; travelled for six weeks in France, Spain, and Italy (studied all three languages); studied Spanish to intermediate level; watched many Spanish films	Study Spanish at Instituto de España in Manchester; study French and Spanish at university; live and work in South America

Language focus (1)

1

Sentences in the past simple tense:

Last year, I got an A in my French exam.

In 2012, I travelled for six weeks in France, Spain, and Italy and practised speaking all three languages.

2

Sentences in the present perfect tense:

I have studied Spanish to intermediate level using self-study books and CDs, and I have also watched many Spanish films.

I have studied some Spanish by myself ...

Alison has used the present perfect tense because she wants to talk about past actions she is still working on.

3

- | | | |
|--------|--------|-------|
| 1 have | 3 has | 5 has |
| 2 has | 4 have | |

4

- 2 Sasha studied Portuguese for several months.
- 3 Alan travelled in Asia and Africa.
- 4 I enjoyed learning about Vietnamese history.
- 5 In Chile, I studied Spanish and Business.

Writing clearly

1

Completed actions	Actions Miguel is still working on
Studied at First School of English – London in 2008	A two-month placement at En-path Computer Software Ltd. – Berlin (he will finish in June)
Got a Grade B in his FCE in 2008	
Worked as an admin assistant at Aquinas Office Tech – Madrid in summer 2011	
Got a degree in Computer Sciences and Maths at Technical University of Madrid in 2013	

2

- | | | |
|-----------|------------------|-----------|
| 1 studied | 3 worked | 5 working |
| 2 passed | 4 have completed | |

Language focus (2)

Students' own answers.

Get writing

1

Describe your qualifications and experience.

I took a course in Japanese at the Nippon School in Frankfurt. I **passed** with an A. From 2009–2012, I **studied** German, English, and History at my school in Frankfurt. I got an A in all these subjects.

During summer 2011, I **worked** as a waiter in a small restaurant. Since 2012, I have worked as an admin assistant in a language school.

What are your plans for the future?

My goal is to study Japanese and to live and **work** in Japan. In three years' time, I plan to be living in Tokyo

and studying Japanese. My greatest ambition **is** to be fluent in Japanese.

2

Sample answer:

I graduated with a first class honours degree in Fine Art from Goldsmiths University in London in 2012. At school, I studied Art, History, and English. I got As in each subject. Every summer since 2009, I have worked as a receptionist in the art gallery in my home town.

3

Sample answer:

I would like to work as a painter. My goal is to take an MA in Fine Art at the Royal College of Art. One day, I hope to be a really good painter.

Job applications

Looking closely (1)

1

- 1 Part-time
- 2 You must have a neat appearance and be friendly.
- 3 It is useful if you have worked in a shop before, know how to serve customers, keep the shop tidy, and use a till. It is also useful if you can speak a foreign language.
- 4 The company will provide training.

2

- | | | |
|-----|-----|-----|
| 1 d | 3 e | 5 c |
| 2 b | 4 a | |

3

Do they have

- 2 a neat appearance? (yes)
- 3 a friendly personality? (yes)

Can they

- 1 start immediately? (no)
- 2 speak any foreign languages? (yes)
- 3 serve customers? (yes)
- 4 take payments? (yes)

4

- | | | |
|-----|-----|-----|
| 1 d | 3 b | 5 c |
| 2 f | 4 e | 6 a |

5

- | | |
|---------------|----------|
| 1 experienced | 5 using |
| 2 waiter | 6 tidy |
| 3 friendly | 7 goal |
| 4 serving | 8 degree |

Looking closely (2)

	Angus	Megan
Work experience in a shop	Yes. Worked as a shop assistant at Comfy Sofas.	No
Other work experience	Yes. Has worked as a waiter.	Yes. Has worked in restaurants and in an office
Languages	English, French, and some German	English
Immediate start	No	Yes
Other notes	Business student	Fashion Design student, loves fashion

Angus has more experience and can speak more languages than Megan, but Megan is studying Fashion Design, so she may be more suitable. Either Angus or Megan could get offered the job.

Get writing

1

Sample answer:

I am a friendly, confident, and reliable person. I have worked in restaurants and in an office as an admin assistant. I can serve customers and use a till. I love fashion and am studying Fashion Design. My goal is to be a fashion designer, and I want to get a part-time job in a clothes shop while I am studying.

2–4

Students' own answers.

Personal profiles on networking sites

Looking closely (1)

- 1 Alex is writing for a work networking site (this site is used to look for jobs, recommend colleagues, and post CVs).

- 2 Sarah is writing for a friend-finding networking site (this site is used to look for new friends).
- 3 Alex: confident, hard-working, five years' experience, great communication skills
Sarah: fun-loving, kind, confident, generous

Language focus

1

More suitable for work	More suitable for friends	Suitable for both
hard-working, experienced, qualified	musical, fun-loving, shy, generous, kind	confident, ambitious

2

- | | |
|----------------|--------------|
| 1 experienced | 6 fun-loving |
| 2 musical | 7 kind |
| 3 qualified | 8 shy |
| 4 hard-working | 9 generous |
| 5 confident | 10 ambitious |

3

Students' own answers.

4

- I have excellent writing skills.
- I'm ambitious and confident.
- I have three years' experience as a waiter.
- I'm a qualified project manager.

5

Sample answer:

I'm a qualified lawyer with three years' experience. I'm hard-working and ambitious, and I can speak three languages. I've worked in two different countries.

Looking closely (2)

- | | | |
|------|------|------|
| 1 OK | 3 TH | 5 TH |
| 2 TP | 4 OK | 6 TP |

Get writing

1

Sample answer:

I'm a confident, ambitious, and hard-working manager. I have four years' experience in the catering industry. I have managed restaurants in Amsterdam and London. I have excellent communication skills and can speak four languages.

2

Sample answer:

I'm a fun-loving, kind, and generous person. I'm musical; I love playing guitar and going to concerts. I love my friends and family and spend a lot of time travelling. I'm looking for new friends to go for coffee and concerts with.
