# **UNIT 1. NAMES AND PLACES**

**Exam focus**

**Names**

**Check-up. File 2**

| 1. Miller  2. Green | 3. Elena  4. Smith |
| --- | --- |

**Hometown & nationalities**

**Check-up 1. File 3**

| 1. Edinburgh  2. Glasgow  3. Aberdeen  4. Dundee  5. Cardiff | 6. Swansea  7. Newport  8. Belfast  9. Manchester  10. Leeds | 11. Sheffield  12. Leicester  13. Liverpool  14. Birmingham  15. Nottingham |
| --- | --- | --- |

**Check-up 2. File 4**

| 1. BBC  2. SOS | 3. WHO  4. TUC | 5. ECM  6. SDP | 7. ECE  8. EEC | 9. IBA  10. LEA |
| --- | --- | --- | --- | --- |

**Exam practice**

**Exercise 1. File 5**

| 1. Kevin Smith  2. Sue Jenkins  3. Peter White  4. Sally Green  5. Richard Lee | 6. Mary Snow  7. Steve Hansen  8. James Smith  9. Linda  10. Chris |
| --- | --- |

**Exercise 2. File 6**

| **1.**  1. Erica  2. Student (in college)  3. Leeds  4. Swimming  5. Once or twice a week | **3.**  1. Tim Russell  2. Student  3. Two days per week  4. Europe  5. This summer |
| --- | --- |
| **2.**  1. Marti Cheen  2. Salesman  3. Work  4. Music  5. (big) department store  6. concerts | **4.**  1. Linda  2. Student  3. fast-food restaurant/ Hamburger Heaven  4. Good university  5. Three hours |

1. Hello, I'm Erica from Leeds. I'm a freshman in college. I like sports and I go swimming after school. I go about once or twice a week.

2. Hi, my name is Marti Cheen from York. I’m a salesman in a big department store. I like music and I often go to concerts at weekends.

3. I'm Tim Russell from Edinburgh. I'm a college student. College is very expensive, so I have to do a part-time job in a restaurant at weekends. I plan to visit Europe this summer, so I have to save almost every penny for this trip as well.

4. My name is Linda from London. I'm in high school at present, I have a part-time job in a fast-food restaurant. It's Hamburger Heaven. I want to go to a good university, so I have to save all my money for college. I work three hours on Saturdays and Sundays.

**Exercise 3. File 7**

| 1.  1. Linda  2. Mandel  3. Brazil  4. Business | 2.  1. Joseph/ Joe  2. Block  3. Finland  4. Engineering | 3.  1. Elena  2. Maclain  3. Mexico  4. English |
| --- | --- | --- |

| Jake:  Linda:  Marti:  Linda:  Marti:  Linda: | Linda, this is Marti. He is from Canada.  Nice to meet you. I’m Linda Mandel. I come from Brazil.  Oh, hello. And what’s your last name again?  Mandel, M-A-N-D-E-L  What do you study here, Linda?  I study Business |
| --- | --- |
| A:  B:  A:  B:  A:  B: | Hi, I’m Joseph Block from Finland. Please call me Joe.  Hello, Joe. What’s your last name again?  It’s Block, B-L-O-C-K  What are you studying now?  Engineering  Ob, Engineering. That sounds interesting |
| Secretary:  Elena:  Secretary:  Elena:  Secretary:  Elena: | OK, Ms. Maclain. Let me just check this information. Is your first name spelled E-L-L-E-N?  No. My first name is Elena. It’s spelled E-L-E-N-A  OK, thanks. And you are from Brazil, correct?  No, I’m not from Brazil. I’m from Mexico  Oh, sorry. Mexico. But you are studying English, right?  Yes. That’s right |

**Exercise 4. File 8**

| 1.  1. SU  2. Japan  3. Japanese | 2.  1. Charlie  2. Mexico  3. Mexican | 3.  1. Maclain  2. Shirley  3. Germany  4. German  5. next Monday morning, 9-11 am | 4.  1. Beatty  2. Emilio  3. Italy  4. Italian | 5.  1. White  2. Marti  3. France  4. French |
| --- | --- | --- | --- | --- |

| A:  B:  A:  B:  A: | All right, Ms. Hee. Let me just check this information. Is your first name spelled S-U-E?  No, it's not. It's spelled S-U, no E at the end. It's not an English name.  Thank you. And you are from Korea, correct?  No, I'm not from Korea. I come from Japan.  I see. Su, so you are Japanese. |
| --- | --- |
| A:  B:  A:  B:  A:  B: | Hello, Mr. Smith. What's your first name?  My first name is Charlie. It's spelled C-H-A-R-L-I-E.  C-H-A-R-L-I-E. OK, Charlie, do you come from Brazil?  No, I don't. I come from Mexico.  So you are Mexican.  Yes, that's right. |
| A:  B:  A:  B:  A:  B:  A:  B:  A:  B:  A:  B:  A:  B:  A: | Good morning. Can I help you?  Yes, I'd like to reserve computer time.  Certainly. What's your surname, please?  Madam  Could you spell that for me?  Yes, it's M-A-C-L-A-I-N.  Thank you. What's your first name?  Shirley. That's spelled S-H-I-R-L-E-Y  Thanks. Where are you from, Ms. Maclain?  Germany.  I see. So your mother tongue is German, isn't it?  Yes, that's right.  When do you want to use the computer?  Next Monday morning, from 9 to 11.  OK. That will be fine. |
| A:  B:  A:  B:  A:  B:  A:  B:  A:  B:  A:  B: | Good afternoon. Can I help you?  Yes, I'd like to enroll for the course.  Certainly... what's your last name?  Beatty  Could you spell that for me?  Yes, it's B-E-A-T-T-Y.  Thanks, Mr. Beatty. And what's your first name?  Emilio. That’s spelled E-M-I-L-I-O  Thank you. Where are you from, Mr. Beatty?  Italy.  I see. So you are Italian.  Yes, that's right. |
| A:  B:  A:  B:  A:  B:  A:  B:  A:  B:  A:  B: | Good afternoon. Can I help you?  Good afternoon. I'd like to join the tennis club.  Certainly... what's your last name?  White.  Could you spell that for me?  Yes, it's W-H-I-T-E.  Thanks, Mr. White. And what's your first name?  Marti. That's spelled M-A-R-T-I.  Thank you. Where are you from, Mr. White?  France.  I see. So you speak French.  Yes, that's right. |

**Homework**

**Exercise 1. File 9**

| 1. Barbara Cooper  2. John Murphy | 3. Stephen  4. Adelaide | 5. Martha Hunt  6. James Black | 7. Greenwich  8. Terry Fisher |
| --- | --- | --- | --- |

**1.** My name is Barbara Cooper. I'll spell it for you. Barbara, B-A-R-B-A-R-A, Cooper,

C-O-O-P-E-R. Did you get it? I'm Barbara Cooper.

**2**. Do you need my full name? My first name's John, J-O-H-N. Yes, J-O-H-N. And my surname's Murphy, M-U-R-P-H-Y.

**3**.

A: My Christian name is Stephen.

B: Now, there are different ways of spelling that, aren't there?

A. Yes. Mine's P-H.

B: Pardon?

A: You spell it S-T-E-P-H-E-N.

B: Thank you.

**4.** A: Place of birth, please madam.

B: Adelaide. A-D-E-L-A-I-D-E. Would you like me to spell it again? A-D-E-L-A-I-D-E

**5.** Hello, I'd like to order a book by Martha Hunt. Hello? It's not a very good line, is it? Martha Hunt, M-A-R-T-H-A H-U-N-T. That' s it. The title of the book is Slight.

**6.** Hello, er…. I have a reservation. The name's James, James Black.

**7.**

A: Where do you live?

B: A suburb of London called Greenwich.

A: Gren.

B: No, no. G-R-double E-N-W-I-C-H, Greenwich.

**8.**

A: Hello, I have an appointment with Miss Parker.

B: Your name, please?

A: Terry Fisher. That's T-E-R-R-Y, Terry. F-I-S-H-E-R, Fisher.

B: Thank you.

**Exercise 2. File 10**

| 1. a. Mike Smith  2. b. Jane Dennison  3. a. Helena Williams | 4. c. Kate Anderson  5. b. Tim Jones |
| --- | --- |

1. Linda, this is Mike Smith. That’s Mike Smith, M-I-K-E. I’m returning your call.

2. Hello Linda. This is Jane Dennison calling from the bookstore. That’s D-E-N-N-I-S-O-N. The book you ordered is here.

3. Hi. My name is Helena Williams. That’s Helena, H-E-L-E-N-A. I’m calling about your ad in the newspaper.

4. Hi, Linda. My name is Kate Anderson. That’s A-N-D-E-R-S-O-N. You don’t know me, but my neighbor told me you play tennis. Want to play sometime?

5. Linda, hi. It’s your neighbor, Tim Jones. That’s Tim, T-I-M. I’ve lost my dog! If you see him, can you call me?

**Exercise 3. File 11**

| 1.  Williams  Peter  Canada | 2.  Turnball  Gill  Australia |
| --- | --- |

| Secretary:  Student:  Secretary:  Student:  Secretary:  Student:  Secretary:  Student:  Secretary:  Student:  Secretary: | Good morning. Can I help you?  Yes. I’d like to enroll for the course.  Certainly. What’s your surname please?  Williams  Could you spell that for me?  Yes. It’s W-I-L-L-I-A-M-S  Thank you. What’s your first name?  Peter. That’s spelled P-E-T-E-R  Thanks. Where are you from, Mr. Williams?  Canada  I see. |
| --- | --- |
| Secretary:  Student:  Secretary:  Student:  Secretary:  Student:  Secretary:  Student:  Secretary:  Student:  Secretary:  Student:  Secretary:  Student: | Good morning. Can I help you?  Yes. I’d like to enroll for the course.  Certainly. What’s your surname please?  Turnball  Could you spell that for me?  Yes. It’s T-U-R-N-B-A-L-L  Thank you… and what’s your first name?  Gill. That’s spelled G-I-L-L  Thanks. Where do you come from, Miss Turnball?  I come from Australia  I see. Where do you live now?  Now I live with my sister. Her address is 32 Broadway SE23. The telephone number is 2073346.  Thank you. And how old are you?  23  Thank you |

**Exercise 4. File 12**

| 1. David  2. Jackson | 3. Bob  4. Michelle | 5. Smith  6. John | 7. Abrams  8. Steinberg |
| --- | --- | --- | --- |

**1.** A: I’d like you to meet my friend, David Wilson.

B: Hi, David. Nice to meet you.

**2.** A: Hi, let me introduce you. This is your new boss, Susan Jackson.

B: Good morning, Ms. Jackson.

**3**. A: Hello?

B: Hello. This is Bob Cruise calling.

A: Good evening, Bob. How are you?

**4.** A: Hello? Do you remember me? I'm Michelle Bolton.

B: Hi, Michelle. How's everything?

**5**. A: Good afternoon. I'm Charles Smith. I have an appointment at two o'clock.

B: Hello, Mr. Smith. Nice to see you again.

**6.** A: Good afternoon, I'm John Carter, your new student.

B: Hello, John.

**7.**A: Hello?

B: Hi. This is Brian Abrams. I'm returning your call.

A: Hi, Professor Abrams. Thanks for calling. Did you get my homework assignment?

**8.** A: Let me introduce you. This is your grandmother's doctor, Ruth Steinberg.

B: Hello, Dr. Steinberg. I'm glad to meet you. I've heard great things about you.

# **UNIT 2. NUMBERS (1)**

**Exam focus**

**Cardinals**

**Check-up. File 1**

| 14 | 17 | 21 | 24 | 26 | 35 | 49 |
| --- | --- | --- | --- | --- | --- | --- |
| 55 | 98 | 42 | 66 | 73 | 88 | 57 |

**Ordinals**

**Check-up. File 2**

| fourth | first | fifth | third |
| --- | --- | --- | --- |
| ninth | seventh | eighteenth | fortieth |
| fiftieth | ninetieth | twentieth | thirty-second |

**Postcode. (File 4)**

| J8G 3IE | PG L8N | SG MH8 |
| --- | --- | --- |
| SYX 7HA | XH MR2 | SG PQ3 |

**Money**

**Check-up. File 5**

120 pounds - 90 pounds - 269 pounds - 199 pounds

**Exam practice**

**Exercise 1. File 6**

| 1. 6th  2. 1st  3. 27th  4. 25th  5. 23rd | 6. 3rd  7. 15th  8. 45th  9. 50th  10. 26th |
| --- | --- |

**Exercise 2. File 7**

| **Transport** | **Price** |
| --- | --- |
| Bus fare (minimum) | 40p |
| Underground fare (minimum) | 50p |
| Taxi fare (minimum) | £2 |
| Coach fare | £1.20 |

London has been called the most expensive city in the world, though like all other cities, if you know your way around, you can always find lower prices that people normally pay. Transport is expensive compared with other places. The minimum bus fare is 40p. This is only for about a kilometers' ride. If you want to go further, you have to pay more. The fares on the underground are the same. The minimum fare is 50p, and if you want to go more than two or three stations, it costs more. The minimum taxi fare is 2 pounds. If you want to go out of London; you can take a coach. It is the easiest and most economical way to travel around London by coach. A coach fare is about 1 pound 20.

**Exercise 3. File 8**

| **Living** | **Price** |
| --- | --- |
| Rent for one room | £40 |
| Rent for one-bedroom flat | £200 |
| A local telephone call | 50p |
| Posting a letter | 40p |
| A bottle of beer | £1.50 |
| Use of a large washing machine | £2.50 |
| Use of a small washing machine | £1.80 |
| Use of a tumble drier | £1.50 |
| Washing powder (a medium-sized packet) | £2.40 |

In London, accommodation is another very expensive thing. You would pay about 40 pounds a week for one room. If you want to rent a one-bedroom flat, it will cost more. You would generally pay about 200 pounds per week for it.

A telephone call to another London number costs 50 and posting a letter costs 40p.

A loaf of bread is 40; a bottle of beer is 1 pound 50.

Very few international students will have their own washing machines so it is likely that you will have to do your washing at a launderette, which is a place where washing machines are provided for the general public. Here are some prices for the use of a washing machine. It's 2 pounds 50 for using a large washing machine and 1 pound 80 for using a small one. You have to pay 1 pound 50 for using a tumble drier, about 2 pounds 40 for a medium-sized packet of washing powder.

**Exercise 4. File 9**

| 1. 3443 | 2. SE1 8PB | 3. 43 | 4. Moore |
| --- | --- | --- | --- |

**CALL CENTRE OPERATOR:** Platinum Card Service. Rebecca speaking. How may I help you?  
**CALLER:** I've got a few problems with my credit card account.  
**OPERATOR:** Okay. What is your credit card number?  
**CALLER:** Let's see. It's here somewhere. Ah, here it is.  
**OPERATOR:** Can I just take the card number, please?  
**CALLER:** Yes, it's 6992.  
**OPERATOR:** 6992.  
**CALLER:** 3443.  
**OPERATOR:** 3443.  
**CALLER:** 1147.  
**OPERATOR:** 1147.  
**CALLER:** 8921.  
**OPERATOR:** 8921. Right. Can I just check that? Ahm, 6992 34431147 8921.  
**CALLER:** That's it.  
**OPERATOR:** And your name?  
**CALLER:** Carlos da Silva.  
**OPERATOR:** I just need to check a few details for identification and security, if you'll bear with me.  
**CALLER:** That's okay.  
**OPERATOR:** And what's your postcode?  
**CALLER:** SE1 8PB.  
**OPERATOR:** SE1 8PB.  
**CALLER:** That's it.  
**OPERATOR:** Vauxhall Close, London?  
**CALLER:** Yes. That's right.  
**OPERATOR:** And the house number?  
**CALLER:** Ahm, 43.  
**OPERATOR:** And can you give me your date of birth?  
**CALLER:** 13th of the 7th,'63.  
**OPERATOR:** And one further check, if I may? Can you give me your mother's maiden name?  
**CALLER:** Yes. It's Moore.  
**OPERATOR:** Is that M. O.O. R. E.?  
**CALLER:** Yes. That's it.

**Exercise 5. File 10.**

| 1. 9 and 12 | 2. Fernsby | 3. WC2D 5JB |
| --- | --- | --- |

**MAN**: Hi, good afternoon.

**WOMAN**: Hi, welcome to the Carlton Hotel. How can I help you?

**MAN**: We’ve just driven up from London and we’re going to stay here in York for a few days. We’d like to book a couple of rooms.

**WOMAN**: Ok, sir. So for how many nights is that?

**MAN**: We’ll be leaving on Monday morning. So, let me see, that’s…3 nights.

**WOMAN**: And you said two rooms. Who are the rooms for?

**MAN**: I’m here with my wife and two kids. They are 9 and 11. Sorry, 9 and 12. The eldest has just had his birthday. So we’d like one twin room for the kids and another double for my wife and I.

**WOMAN**: Ok, well, we’ve got two rooms available, both en-suite.

**MAN**: Great. How much are they per night?

**WOMAN**: Let me see…the twin room is…40 pounds per night, and the double room is…50 pounds per night.

**MAN**: Ok, that sounds reasonable. So what is the total for 3 nights for both rooms?

**WOMAN**: Let me check…that will be a total of 270 pounds.

**MAN**: And that includes everything?

**WOMAN**: Yes, that price includes tax.

**MAN**: Ok, can I pay by credit card?

**WOMAN**: Yes, sure. You’ll need to pay for the first night now, and you can pay for the other nights when you leave. Or you can pay for all the three nights now.

**MAN**: I think I’ll just pay for everything now as we’ll definitely be here till Monday.

**WOMAN**: Ok, that’s fine. I’ll just need to take some details from you to confirm the booking. Can you give me your full name?

**MAN**: Yes, it’s Michael Fernsby. That’s…F-E-R-N-S-B-Y.

**WOMAN**: What’s your date of birth please?

**MAN**: The 15th of October, 1968.

**WOMAN**: The 5th of October, 1968?

**MAN**: No, the 15th

**WOMAN**: Oh, ok, sorry. And can you give me your address?

**MAN**: Sure. It’s 273, Stanton Court. That’s S-T-A-N-T-O-N. London, WC2D, 5JB.

**WOMAN**: WC2D 5JB?

**MAN**: Yes, that’s right.

**WOMAN**: And your telephone number?

**MAN**: My mobile number is...hold on, just let me check, I can never remember it…here it is…it’s 08773 879456.

**WOMAN**: Ok. Those rooms are booked for you then.

**Homework**

**Exercise 1. File 11**

| Single room  309  Third floor  £14.50 | Double room  135  First floor  25 pounds | Triple room  205  Second floor  30 pounds |
| --- | --- | --- |

**Conversation 1**

Have you got a single room for two nights, please?

Yes, Room 309 on the third floor

How much is it

Fourteen pounds fifty, including breakfast

**Conversation 2**

Can I book a double room for the weekend, please?

Yes, we have a room vacant on the first floor, number 135

How much does it cost?

25 pounds, including English breakfast

**Conversation 3**

Have you got a triple room for one week, please?

Yes, Room 205. It’s on the second floor

How much is it?

30 pounds a night, including a private bath.

**Exercise 2. File 12**

Trains

|  | Platform No. | Destination |
| --- | --- | --- |
| 1 | 4 | Cambridge |
| 2 | 2 | Birmingham |
| 3 | 3 | Liverpool |
| 4 | 1 | London |
| 5 | 5 | Leeds |
| 6 | 2 | Oxford |
| 7 | 5 | Leeds |
| 8 | 3 | Manchester |

Planes

|  | Flight No. | Destination |
| --- | --- | --- |
| 9 | BA207 | Paris |
| 10 | OA535 | Athens |
| 11 | BA965 | Belfast |
| 12 | SK506 | Stockholm |
| 13 | BA205 | Dublin |
| 14 | BA305 | Paris |
| 15 | OA593 | Athens |
| 16 | BA707 | Edinburgh |

1. The train now standing at platform 4 is the 13:30 to Cambridge

2. The express train to Birmingham is now due in on Platform 2 at 14:20

3. The next train to arrive at Platform 3 is the 16:40 to Liverpool.

4. The next train to London will depart from Platform 2 at 7:30

5. British Rail apologizes for the delay to Leeds. It will now depart at 9:10 from Platform 5.

6. The next train to Oxford will depart from Platform 2 at 10:30

7. The train now standing at Platform 5 is the 11:05 to Leeds

8. British rail apologizes for the delay to the Manchester train. It will now depart at 11:30 from Platform 3.

9. British Airways announces the departure of Flight BA207 at 8:30 to Paris.

10. Olympic Airways Flight OA535 for Athens will depart at 12:05

11. British Airways next flight to Belfast is Flight BA965 at 12:00

12. SAS Flight SK506 to Stockholm will depart at 17:15

13. British Airways announces the departure of Flight BA205 at 9:30 to Dublin

14. British Airways next flight to Paris is Flight BA305 at 11:30

15. Olympic Airways next flight to Athens is Flight OA593 at 14:40

16. British Airways Flight BA707 for Edinburgh will depart at 15:05

**Exercise 3. File 13**

|  | Men | Women |
| --- | --- | --- |
| Total | 3472 | 2742 |
| Science | 1137 | 616 |
| Social Science | 484 | 401 |
| Engineering | 509 | 56 |
| Arts | 593 | 943 |
| Medicine | 306 | 336 |
| Dentistry | 139 | 107 |
| Law | 182 | 171 |
| Veterinary Science | 110 | 104 |

In the 1985, there were 6,261 full-time undergraduate students with 3,472 men and 2,742 women at the university. This distribution of these students was as follows.

1. Beginning with the field of science, we find high domination of the field by men, with 1,137 men and 616 women enrolling in science.

2. Next, in the field of social science, we again find domination by men, the figures being 484 for men, 401 for women.

3. In the number of engineering, the difference is even greater. The number for men is 509 while only 56 women are enrolled in engineering.

4. In the field of arts, the number for is 593 and for women it is 943. This is the first field we find dominated by women.

5. In medicine, there are 306 men and somewhat more women at 336. This is a second field in which women lead.

6. Turning to dentistry, as you might expect, the field is dominated by men. The number for men is 139 and for women it is 107.

7. In law and in veterinary science, we are happy to see there isn’t much difference between men and women in these two field. In law men number 182 and women 171. In veterinary science the figure for men is 110 while for women it is 104.

# **UNIT 3. NUMBERS (2)**

**Exam focus**

**Decimal fractions**

**Check-up. File 1**

| 1993  19%  13%  6% | 215,900  16%  22%  3% |
| --- | --- |

Here are some figures about Britain’s migration in **1993**. There were 227,000 people who left Britain to live abroad. 25% of them left for other EU countries. **19%** left for Australia, Canada or New Zealand. 16% left for the United States, **13%** for Commonwealth countries and **6%** for the Middle East. 2% of them left for South Africa.

There were **215,900** new residents who came to live in Britain. 32% of them came from other EU countries and **16%** of them came from Australia, Canada or New Zealand. **22 %** of them came from other Commonwealth countries and 8% from the USA. 3% came from the Middle East and **3 %** from South Africa.

**Time**

**Check-up. File 2**

| 1. 2:45  2. 1:30 | 3. 3:40  4. 9:00 | 5. 7:20  6. 4:35 |
| --- | --- | --- |

| 1. Excuse me. Can you tell me the time, please?  Yes, It’s a quarter to three |
| --- |
| 2. Do you have the right time, please?  I think it’s half past one. |
| 3. Do you know what time the next train to Leeds, please?  Yes, it’s twenty to four |
| 4. When do the banks open, please?  At nine o’clock |
| 5. What time does the film finish, please?  Twenty past seven |
| 6. When did they come?  At twenty-five to five |

**Date**

**Check-up 1. File 3**

| 1. A. Tuesday, 14th May  2. C. 25th March | 3. A. 21st June  4. A. 5th July |
| --- | --- |

**Check-up 2. File 4**

| 1. 1547  2. 1533 | 3. 1603  4. 1564 | 5. 1616  6. 1819 | 7. 1965 |
| --- | --- | --- | --- |

Henry VIII was born in Greenwich Palace in London in 1491. He married six times and had six wives. He died in **1547**

Elizabeth I was the daughter of Henry VIII and she was born in **1533**, the same place as Henry VIII. She was a very popular and strong queen. During her reign, England became very important in European politics, in commerce and the arts. She died in **1603**. She never got married.

William Shakespeare was born in Stratford in **1564.** By 1603, the year when Queen Elizabeth I died, Shakespeare was already the leading poet and dramatist of his time. He continued to write for the next ten years, but in **1616**, he finally stopped writing and went to live in Stratford where he died in the same year. Queen Victoria was born in London in **1819** and died in 1901. Sir Winston Churchill was born in Blenheim Palace in 1874 and died in **1965**.

**Telephone**

**Check-up. File 5**

1.

Can I help you?

Yes. Could you give me Hilton Hotel’s telephone number, please?

**745 5757**

Thanks

2.

Can I help you?

Yes. Could you tell me British Rail’s telephone number, please?

**723 9861**

Thank you very much.

**Exam Practice**

**Exercise 1. File 6**

| **Time** | **Activities** |
| --- | --- |
| 6:00 | Get up |
| 7:00 – 9:00 | Work |
| 9:30 - 4:00 | Study at school |
| 5:00 – 7:00 | Work again |
| 7:30 | Have supper |
| 8:00 – 9:00 | Do homework |
| 9:30 – 11:30 | Watch TV |
| 11:30 | Go to bed |

How do you spend your day? Tom

Well, right now, I’m in high school, but I also have a part-time job. So I’m pretty busy. I get up early, around 6:00 a.m. Then I work from seven until nine. I go to school at 9:30, and I study until 4:00 p.m. Then I work again from five until seven.

So what do you do?

I’m a dog walker

What? What’s that?

A dog walker. I take people’s dogs for walks. It’s great, and it keeps me in good shape, too.

Then, what do you do after seven?

I have supper at 7:30. I start to do my homework at 8:00. It often takes about an hour and a half to finish the work, then I watch TV for about two hours. I go to bed at 11:30.

Your day is hard, the same as mine is.

**Exercise 2. File 7**

| KALE  Tuesday  9:30  214  this afternoon  541 3099 | Wendy  Sandy Paris  Party  Sunday night  Flat 4, 45 Church Road  this evening  361 3759 | White  Kim Grey  Friday  Cancelled  this afternoon  545 3250 |
| --- | --- | --- |

| Secretary:  Kale:  Secretary:  Kale:  Secretary:  Kale:  Secretary:  Kale:  Secretary:  Kale:  Secretary:  Kale:  Secretary:  Kale:  Secretary: | 1.  Good morning. British Council.  Hello. May I speak to Ms. Proctor?  I’m sorry. She is not in. Can I take a message?  Yes, please. This is Mr. Kale  Is that G-A-L-E  Not, it’s is K-A-L-E.  Thank you  Please tell her the meeting is on Tuesday at 9:30 in Room 214.  Tuesday at 9:30 in Room 214  And would you ask her to call me this afternoon to confirm this? My number is 541 3099.  541 3099. Yes, Mr. Kale, I will give Ms. Proctor the message.  Thank you. Good-bye  Good-bye |
| --- | --- |
| A:  B:  A:  B:  A:  B:  A:  B:  A:  B: | 2.  Good afternoon. 651 8935  Hello. Could I speak to Wendy?  Ah, I’m afraid she is not in right now. Can I take a message?  Yes…er…, there is a party at Bob’s house on Sunday night. Bob’s address is Flat 4, 45 Church Road.  Bob’s address is Flat 4, 45 Church Road.  And could you tell her that if she is interested, call me back this evening. My telephone number is 361 3759.  Your number is 361 3759, all right. Sorry, who is calling?  Oh, I’m sorry…. My name is Sandy Paris.  Sandy Paris, fine. I’ll give her the message. Goodbye  Goodbye |
| A:  B:  A:  B:  A:  B:  A:  B:  A:  B:  A:  B:  A:  B:  A: | 3.  Good morning. Oxford University. May I help you?  Hello, I want to speak to professor White, please.  I’m sorry, Professor White is in a meeting right now. Would you like to leave a message?  Yes, please. This is Kim Grey of London Technical College.  Mr. Grey. Is that G-R-E-Y?  Yes, that’s right. Could you tell him that the meeting on Friday is cancelled?  Friday meeting is cancelled.  Yes, please ask him to call me this afternoon. It’s very important.  All right. And your number, please  545 3250  545 3250  That’s it  OK  I’ll ask him to call you this afternoon, Mr. Grey.  Thank you. Goodbye  Goodbye |

**Exercise 3. File 8**

| Households | 1975 | 1985 |
| --- | --- | --- |
| Car | 46.64% | 45.2% |
| Central heating | 30% | 60% |
| Television | 94.8% | 97.6% |
| Telephone | 59.1% | 80.5% |
| Home computer | 2.5% | 12.6% |
| Video recorder |  | 30% |

From 1975 to 1985, the percentage of households with one car decreased slightly

from 46.4% in 1975 to 45.2 % in 1985. However, the percentage of households with two or more cars rose during this period. It is perhaps surprising that more households had a television than a washing-machine. In fact, the percentage of households with television was over 90% throughout the ten years. There was a steady rise in the percentage of homes with central heating from 30 % in 1975 to 60 % in 1985.

The percentage of households with telephone showed a steep increase from 51.9 % in 1975 to 80.5% in 1985. The number of UK households with home computers showed a large jump, from only 2.5 % in 1975 to 12.6 % in 1985. One of the most noticeable features of this report is the addition of figures for video recorders. 30% of British homes had video recorders in 1985. It seems likely that both video recorders and home computers will become more common in homes in the UK in the future.

**Exercise 4. File 9**

| 1. 6pm – 8pm  2. Business plan  3. Business Basics | 4. Three days  5. £80  6. 18th April | 7. Lila Park  8. 39 White Lane  9. Lila.park@rainbow.com |
| --- | --- | --- |

| Man: | Hello, this is Business Nationwide, Daniel’s speaking, how can I help you? |
| --- | --- |
| Woman: | Hi there, er, I’ve recently started up a small business, and I noticed on your website that you run some courses for people who are starting up. |
| Man: | That’s right, we do. We offer two courses which may be of interest to you.  Our first course is called ‘*Getting Started*’.  It’s a two–hour evening course, and it runs from 6pm to 8pm. We discuss things like ‘Is starting a business right for me?’, writing a business plan and some of the legal issues. It runs at various locations in the area. Where are you based? |
| Woman: | I live in Eastleigh. |
| Man: | Eastleigh.  So, the closest course to you would be in Handbridge, and the next one is on the 20th March. |
| Woman: | Uh-huh, and how much is that. |
| Man: | That one is free. |
| Woman: | Okay, well it might be worth it. |
| Man: | But did you say you’re trading already? |
| Woman: | Yes, since about August. |
| Man: | Well, you might be better off taking our three-day course – ‘*Business Basics*’. It’s not free I’m afraid – it’s subsided and costs £80 for the three days, unless you’ve been unemployed in the past six months, in which case it’s just £20. |
| Woman: | No, that doesn’t apply to me. |
| Man: | Well, it’s well worth the money. The three days cover the essential aspects of running a business.  The first day covers legal issues, such as tax, insurance, employment laws and health and safety. The second day covers marketing and pricing, and the third covers accounting and book-keeping. |
| Woman: | It sounds useful.  Does the ‘*Business Basics*’ course take place in Handbridge too? |
| Man: | Er, let me see.  No, it’s not available in Handbridge, I’m afraid. The nearest course to you would be in Renton. There’s one on the 5th March, and another on the 18th April. |
| Woman: | Yes, that might be useful. |
| Man: | I’ll send out a pack to you if you like, with some details of the courses and also some information about what you need to do to set up and who you need to register with. |
| Woman: | Great. |
| Man: | Can I take your name? |
| Woman: | Yes, it’s Lila Park. |
| Man: | Lila? Is that L-A-I-L-A? |
| Woman: | NO, L-I-L-A. |
| Man: | Lila Park.  And your address please? |
| Woman: | 39 White Lane, Eastleigh. |
| Man: | And have you got an email address? If so, we can send you details of any courses that are happening near you that you might be interested in. |
| Woman: | Yes, it’s lila dot park at rainbow dot com |
| Man: | Great, well I’ll have the information pack sent out to you today. |
| Woman: | Thanks, that’d be great. |
| Man: | My pleasure. Bye. |

**Homework**

**Exercise 1. File 10**

| Consumers’ Expenditure | 1983 (%) | 1993 (%) |
| --- | --- | --- |
| Food | 15.1% | 11.4% |
| Alcoholic drink | 7.1% | 6% |
| Tobacco | 3.3% | 2.7% |
| Housing | 15.2% | 15.4% |
| Recreation, entertainment and education | 9.2% | 10.1% |
| Other goods and services | 13.5% | 19.4% |

The percentage of household expenditure on food decreased slightly from 15.1% in 1983 to 11.4% in 1993. Alcoholic drink was 7.1% in 1983 but fell to 6% in 1993. And tobacco was 3.3% in 1983 but only 2.7% in 1993. The percentage of housing increased slightly from 15.2% in 1983 to 15.4% in 1993, and recreation, entertainment and education was 9.2% in 1983, then increased to 10.1% in 1993. The percentage of consumers’ expenditure on other goods and services showed a large jump from 13.5% in 1983 to 19.4% in 1913.

**Exercise 2. File 11**

| 1. 9:30 and 11:30  2. 10:30 | 3. 50  4. 15 |
| --- | --- |

A: Have you got your timetable?

B: Yes, I have.

A: When do we have Dr. Kent’s lecture?

B: Monday morning at nine thirty and then at eleven thirty, erm ….. also Friday morning at ten thirty.

A: How long do they last?

B: An hour

A: Which room are they in

B: The Monday morning lectures take place in Room 50. The Friday morning one is in Room 15

**Exercise 3. File 12**

| 1. The Willows  2. 07632 112254 | 3. 19th June  4. £360 |
| --- | --- |

| Travel agent:  William:  Travel agent:  William:  Travel agent:  William:  Travel agent:  William:  Travel agent:  William:  Travel agent:  William:  Travel agent:  William:  Travel agent:  William:  Travel agent:  William:  Travel agent:  William: | Now, if I can take some details, I can make the booking for you. Could I have your full name, please.  Yup ... my name’s William French.  William French ... and your address?  Number 4 The Willows, Standmarch, Norfolk, NE1 4SP  The Willows. Sorry, how do you spell that?  W-l-L-L-O-W-S. The Willows.  Thank you. And can I have a contact number for you?  Yes. My mobile ’s probably the best one. It’s 07632112254.  07632112250.  No. It’s 07632112254.  Sorry, five four. And when would you like to go?  On the weekend of the 15th June.  Fine. Checking in on 15th June. And when would you like to check out?  I’d like to stay until the night of Monday 18th June. So I’d be leaving on Tuesday 19th.  Right. Check out on Tuesday 19th June. And how will you be paying?  By credit card. How much will it be?  Ahhh. Let me see ... four nights at ninety pounds per night is three  hundred and sixty pounds. Is that OK?  It includes breakfast and dinner and a treatment a day.  Yes. That sounds fine. I’m looking forward to it. |
| --- | --- |

**Exercise 4. File 13**

| Telephone number  Address  Type of room  Rent  Day rent due  Deposit amount  House rules  Public transport  When is the room available | 1. 6438186 2. 34 Church Road, Highgate 3. single 4. £40 a week 5. Monday 6. £160 7. guests should be out by 11 pm 8. the tube, buses 9. 8 pm |
| --- | --- |

| Landlord:  Gretta:  Landlord:  Gretta:  Landlord:  Gretta:  Landlord:  Gretta:  Landlord:  Gretta:  Landlord:  Gretta:  Landlord:  Gretta:  Landlord:  Gretta:  Landlord:  Gretta:  Landlord:  Gretta:  Landlord:  Gretta:  Landlord:    Gretta:  Landlord:  Gretta:  Landlord:  Gretta:  Landlord:  Gretta:  Landlord:  Gretta:  Landlord:  Gretta:  Landlord:  Gretta:  Landlord:  Gretta:  Landlord:  Gretta:  Landlord:  Gretta: | Hello, 6438186  Hello, I’m ringing about the room you have advertised.  Oh, yes  Is it still available?  Yes, yes, it is  I wonder if you could tell me something about it.  Yes, Well, what would you like to know  Well, I was wondering …… er … how much is the rent?  It’s forty pounds a week.  And what does that include?  The room, of course. It's a single room. So you don't have to share. But you do have to share the bathroom and the kitchen.  Are any meals included?  No, no meals. You have to cook for yourself.  Right,... and what about heating?  There is a coin meter in the room. You can turn the heating on any time just by putting some coins in. So the heating is exclusive of the rent.  Oh, I see. Is the cooker gas or electric?  Electric. As I said, you share the kitchen with the other tenants.  OK, and do you want the rent weekly or monthly?  You have to pay weekly, on Monday.  And do I have to pay a deposit?  Yes, I'd like a deposit of one month's rent.  Right. That sounds fair enough. Are there any particular rules that I have to keep?  Well, guests should be out by eleven o'clock. We don't really like to say that, but well, we've had a lot of trouble, so we have to.  Uhuh. Is it quite near public transport?  Oh yes. Five minutes to the tube station, and the bus stop is just round the corner - the buses into town run every ten minutes or so.  Lovely. It sounds great. When is the room available?  It'll be available from the 2nd of April.  That will be next week then, good. ... er. .. do you think I could come and have a look at it this evening?  Yes, of course. Do you have the address?  No, I don't. Could you tell me where it is?  All right. It's 34 Church Road, Highgate. How'll you be coming?  By tube.  Good. It is very close to Highgate tube station. It's near the post once, opposite the school.  I see. I think I know it now. Can I come about six this evening?  Well, I might not be back at six. So let's say eight. Is that OK?  Fine.  Oh, could you tell me your name?  Gretta Faulkner.  Sorry, the line is not good. Could you say it again?  Gretta.  Gretta, I'll see you around eight then. Goodbye.  Bye-bye. |
| --- | --- |

**UNIT 7. ACADEMIC ENGLISH (2)**

**Vocabulary**

**Check-up 1.**

| 1. hall  2. cope | 3. tuition  4. Aid | 5. Welfare  6. Union | 7. Advisor |
| --- | --- | --- | --- |

**Check-up 2.**

| 1. c  2. e | 3. a  4. b | 5. d  6. g | 7. i  8. l | 9. k  10. h | 11. a |
| --- | --- | --- | --- | --- | --- |

**Check-up 3**

| 1. A. faculty  2. C. Admissions | 3. B. laboratory  4. B. coordinator | 5. D. sponsors  6. C. president |
| --- | --- | --- |

**Exam Practice**

**Exercise 1. File 1**

| 1. B. being a confident student  2. A. The President of the Students Union  3. C. being involved in campus life |
| --- |

John: Good morning and welcome to our regular lecture on being a confident student. This series of lectures is organized by the Student Union. And we want to help you to cope well with the life on campus. Today it’s a great pleasure for me to welcome Ms. Diana Sheerin who is the president of the Students Union and she has been kind enough to give up her time to come along and talk to us.

Diana: Thank you very much, John. May I say it’s a pleasure to be here. Now, I know being away from home and having to look after yourselves can make you feel homesick and give you a hard time, so today I’m going to talk about the ways of making sure that you get involved in campus life. This may help you cope better with your study and life on campus.

To become more involved in campus life, use your college’s resources, which include places to go for help, people who can help you, and publications that can help you. Your instructors, academic advisors, counsellors, department heads, resident advisors, coaches and club sponsors are among the people you can ask for help.

Become familiar with the services your college provides and know where to get them. The Registrar’s Office answers all questions about records and grades. The Career Centre can help assess your interests and skills. The Guidance Office offers help with course selection and scheduling and may offer personal counselling as well.

Learning labs and libraries provide equipment and learning resources to help you improve your skills and meet course requirements. The Financial Aid Office handles questions about fee payment, scholarships loans, grants and jobs available on campus. If you need more instructions than you are getting in the classroom, your college may provide a tutor.

**Exercise 2. File 2**

| 1. C. September 2001  2. A, C  3. have never been increased  4. B. 3800$ per term | 5. B. in the last two years are higher than those for the first two years  6. True  7. False  8. false |
| --- | --- |

Good morning, students. As many of you have already, tuition fees will be going up to $3,600 per term, starting in September 2001. I felt I should explain to you why the fees are increasing. The primary reason is, of course, that expenses have increased, including faculties and staff salaries. Our operating expenses have also increased in the past year. As we try to maintain a high level of service to our international students, we have added new staff in the last year to meet the growing needs including a manager of admissions.

We have also expanded our homestay staff to improve our homestay services. Unfortunately, when expenses increase, the costs have to be passed on to the students. This is the first increase in fees since 1998, however, and we are trying to keep fees as reasonable as possible. To compare our fees with other institutions in the province – The University College of the Caribou is raising its fees to $3,800 per semester starting in September 2001. Programmes at UBC start at $13,830 per year.

At many institutions, the tuition fees for academic courses in the 3rd and 4th year level are higher than. We have decided not to differentiate the fees, but to balance the costs by charging the same tuition for all four years.

I would like to tell you that we value your opinion and want to make sure that you are satisfied as a student at the college. If any of you would like to meet with me to discuss the fees or any other matter, you are welcome to visit me in my office in Building 359. Please phone 741-2795 for an appointment.

**Exercise 3. File 3**

| 1. B. library  2. A. all the time  3. D. gym  4. D. Pay for one activity  5. C. laboratories | 6. B. dormitories  7. small supermarket  8. D. a small shop  9. a large student dining hall  10. on every student dormitory floor |
| --- | --- |

A=Admissions Officer

A: Welcome new students. I am just going to give a quick introduction to the campus. Firstly, the building we are in now is the library. It is open 24 hours a day for studying. If you want to borrow a book, the time is 8 a. m. until 8 p. m. The big white building next door is the gym. It’s free for most things. You do have to pay to use the football pitch. On the east side of the campus are all the laboratories. If you are looking for a building that has the letter “L” before the number, it is a laboratory. For example, L22 is Laboratory 22. On the west side of campus are the student dormitories. There is a Student Welfare Office on the ground floor of the Library. If you lose your student card, then you need to go to the Lost and Found Office. The Lost and Found Office is at the Main Gate. There are three places you can have something to eat. There is a small supermarket near here. There is a large student dining hall in the center of campus. There are kitchens on every floor of the student dormitory buildings.

**Homework**

**Exercise 1. File 4**

| Place | Reason |
| --- | --- |
| 1. South Building | See tutor |
| 2. Library | Apply library card |
| 3. Student Union’s Office | Book a ticket |
| 4. Coffee Bar | For lunch |

| A:  B:  A:  B:  A:  B:  A:  B:  A: | Hello, Mary. Did you go to the university for registration yesterday?  Yes. That day was a bit hectic. I was really tired.  Why, what happened?  Oh, I went to the West Building to register first, then on the way to the library to apply for my library card. I had to go to the South Building to see my tutor there. After the library, I had to go to the Student Union’s Office to book a ticket for the Oxford trip next week.  Yes, you did a lot of things  Yes, but that wasn’t the end of it. I was pretty tired after all that. Anyway I went to the bar for lunch and I met Kathy there.  Kathy? Is it the girl you were talking about before?  Yes, she is my old schoolmate. She studies computing at my university. She now lives in the YMCA very close to the bar. She wanted to show me the computer centre, but it was closed. So she took me to the shopping centre in Ealing Broadway. We came back at 6:00 pm.  No wonder you were looking so tired. |
| --- | --- |

**Exercise 2. File 5**

| 1. C - Administration office  2. D - Student cafeteria  3. A - Campus bookshop  4. B - Registration office |
| --- |

H=Hepburn

M=Male Fan

H: Sorry to bother you, but I’m lost.

M: Oh, I know you . Don’t I? You’re Audrey Hepburn. Welcome to Paris.

H: Thank you. I’m trying to get to the Registration Office. Can you help me?

M: Sure. This is the North Gate. On the left is the Administration Office (1) and on the right is the student cafeteria (2).

H: Okay, what’s that big white building directly in front?

M: That’s the campus bookshop (3). There’s a theatre in the same building as well.

H: Great!

M: That tall red brick building just behind the bookshop is the Registration Office (4).

H: Oh thank you so much for helping me.

M: It’s a pleasure. Good luck.

**Exercise 3. File 6**

| 1. left  2. ahead  3. first road  4. right  5. last |
| --- |

M=Male student

F=Female student

M: Hi, could you tell me how to get to the Hall of Residence (1)?

F: Yeah, go to the left of this building in front of you, walk straight ahead and it’s the first on the right.

M: Excuse me, where is the Science Department (2)?

F: You need to go right, take the first road on the right and it’s the second building on the left.

M: Can you help me? I’m trying to find the Library (3).

F: Go to the right of the garden. Turn left and walk straight ahead. It’s the second building on the right hand side. It’s really big, you can’t miss it.

M: I’m sorry to bother you. Where is the Refectory (4)?

F: Okay, turn left here past the garden. Turn right and it’s the last building on the left.

**Exercise 4. File 7**

| 1. full-time  2. voting  3. access  4. nationwide  5. reduced price | 6. consumer  7. Discount  8. ?  9. T  10. F |
| --- | --- |

Now, I’d like to tell you a little bit about the Student Union in this college. All full-time students automatically belong to the Student Union and have voting and membership rights, which means you can vote in Union meetings and in election for the student officers. Part-time students also have access to what the Union has to offer. Further details of this are available from the Student Union offices.

The Union is affiliated to the national Union of Students (NUS), which represents students on a nationwide level. Through the Student Union and its parent body students can take advantage of reduced price travel facilities, Endsleigh insurance, the main student insurance company, and a wide range of reductions on consumer goods through the Student Discount card.

The Social Committee of the Student Union organizes dances and other entertainments, including the Folk Club, Womb Cinema, and the Third Eye, which caters for a more developed taste in music, theatre, art and poetry.

The Student Union also finances over twenty clubs and societies for a wide range of interests. You can get details of these from the Student Union offices.