

GRAMMAR

G1 THE CONTINUOUS ASPECT

Use the continuous aspect to talk about:

- an action which is in progress.
Answer the door! I'm **watching** something.
- an unfinished action.
She **was working** on a new novel when she died.
- a temporary action.
I'm **using** Jo's laptop while mine is being repaired.
- a trend, changing action or situation.
Scientists say the weather **is getting** hotter.

Compare the present simple and continuous:

I **live** in a small flat. (permanent situation)

I'm **living** with a host family for six weeks. (temporary situation)

We can also use the present continuous for repeated actions which are happening around now.

I'm **watching** the new series of *Breaking Bad*. It's fantastic. (I watch it every Thursday evening.)

We often use the past continuous and the past simple to talk about a longer background action in the past when a shorter action happens during it or interrupts it.

I was washing the car **when the phone rang**.

We can also use the present continuous to describe future arrangements.

We're collecting our new car **at the weekend**.

G2 STATE VERBS

Some verbs describe something passive or a state.

Examples of these verbs are: *agree, believe, belong, depend, hate, hear, know, like, love, prefer, see, understand, want*.

We rarely use state verbs in the continuous:

~~I'm not understanding~~ this word. ✗

I don't understand this word. ✓

G3 THE PERFECT ASPECT

Use the perfect aspect to look back from one time to another.

PRESENT PERFECT

The present perfect looks back from now to a time before now. There are four main uses.

- a state that started in the past and is still continuing
I've **lived** here all my life.
- a completed action in the past which has some relevance to the present (e.g. a present result)
There **has been** a severe storm and the airport is now closed.
- finished actions in a period of time that is still continuing
I've **been** there once already today.
- actions in the past which may happen again
Deborah Tannen **has written** several books on communication. (She could write more books.)

! Use the past simple, not the present perfect, when talking about a definite time in the past.

Our lesson ~~has finished~~ at four o'clock. ✗

Our lesson finished at four o'clock. ✓

PAST PERFECT

The past perfect looks back from a time in the past to another time before that.

She'd **applied** for ten jobs before she got this one.

We can use the past perfect to describe a sequence of events. The past perfect describes the first action.

When we arrived, the train **had left**. (First the train left, and then we arrived.)

We can use *just* or *already* to show that the first action happened recently or earlier than expected.

We arrived at six, but the train **had just left**.

When they arrived, the film **had already started**.

We can use the past perfect for repeated earlier actions.

By 2006, Deborah Tannen **had written** twenty books.

KEY LANGUAGE

KL OUTLINING PROBLEMS AND OFFERING SOLUTIONS

OUTLINING PROBLEMS

The problem is ...

The trouble is ...

It's a tricky situation because ...

It's a vicious circle.

OFFERING SOLUTIONS

One way of dealing with this could be ...

Well, there's an obvious solution.

We could talk to ...

The best way to deal with it is to ...

REACTING TO SUGGESTIONS

That might well solve the problem.

That seems the best way to deal with it.

VOCABULARY

V1 PHRASAL VERBS

bump into, catch up with, get in touch with, keep track of, lose touch with, stay in touch with, track down

V2 SCIENTIFIC STUDY

concept, experiment, method, random, research, results, sample, theory

analyse (v), confirm (v), prove (v), test (v)

V3 IDIOMS

actions speak louder than words, be on the same wavelength, get a word in edgeways, get straight to the point, have a quick word with someone, hear it on the grapevine, think before you speak

V4 COLLOCATIONS

display similarities, establish connections, establish rapport, exhibit knowledge, impart information, maintain status, negotiate relationships, negotiate status

G1 1 Choose the best explanation for each sentence.

- 1 We were quite poor when I was growing up.
a I'm an adult now.
b I'm still a child.
- 2 She's on a diet so she isn't eating any ice cream.
a She ate ice cream in the past.
b She never eats ice cream.
- 3 By the end of the day we were feeling quite tired.
a We got more tired as the day went on.
b We felt tired all day.
- 4 I was checking my emails when my computer stopped working.
a I managed to check all my emails.
b I only managed to check some of my emails.
- 5 Michael's doing a project on wind farms.
a Michael has finished the project.
b Michael has not finished the project yet.
- 6 The family was living in a caravan at that time.
a The family lived there for a temporary period.
b The family always lived there.

G2 2 Make questions from the prompts. Use a continuous form if possible.

- 1 you / prefer / chicken or fish ?
- 2 you / read / anything interesting at the moment ?
- 3 this mobile phone / belong / to you ?
- 4 your course / get / more difficult ?
- 5 anyone / know / the answer to this question ?
- 6 you / agree / with him ?
- 7 the students / learn / about / pollution this week ?
- 8 your parents / know / how to send emails ?

G3 3 Complete the text with the correct form of the verb in brackets.

John Gray is a famous US psychologist and author. His best-known work is *Men Are from Mars, Women Are from Venus*, which he ¹ _____ (write) in 1992. By 2007, the book ² _____ (sell) over six million copies. For over twenty years he ³ _____ (lead) seminars and courses on relationships and communication, and he ⁴ _____ (appear) frequently on television shows, including *Oprah* and *The Today Show*. Gray was born in Houston, Texas, in 1951. He ⁵ _____ (attend) high school and the University of Texas, but instead of completing his degree he ⁶ _____ (decide) to move to Switzerland. After he ⁷ _____ (be) in Switzerland for nine years, Gray decided to return to the USA, where he ⁸ _____ (complete) a doctorate in Psychology at Columbia Pacific University. The research for his PhD formed the basis of *Men Are from Mars, Women Are from Venus*. Following the success of that book, Gray ⁹ _____ (write) several more best-selling guides to relationships and communication. He now ¹⁰ _____ (live) in California with his wife and three children.

K1 4 Complete the dialogue with one word in each gap.

- A: What's the problem?
B: Well, it's a ¹ _____ situation because my boss keeps asking me to work late. And the more I do, the more she expects – it's a ² _____ circle.
A: Well, there's an ³ _____ solution. Why don't you just say 'no'?
B: The ⁴ _____ is that she'll think I'm lazy and I might lose my job ...
A: One way of ⁵ _____ with this could be to explain your situation to her. I'm sure she'll understand.
B: I'm not sure. It's a very tricky ⁶ _____.
A: Well, maybe the best way to ⁷ _____ with it is to talk to the area manager. He's very helpful.
B: OK. That might well ⁸ _____ the problem.

V1.2 5 Replace the words in *italics* with words from V1 or V2 with a similar meaning.

- 1 It was great to *meet* my old boss *by accident* at the conference.
- 2 It's important to *maintain* a *relationship* with your customers.
- 3 Can you help me *find* last year's sales figures, please?
- 4 We need to *know for sure* how many people to cater for.
- 5 I'd like to tell you about the *idea* behind our new design.
- 6 We can't just say our product is the best – we need to *provide the facts to demonstrate* it.

V3 6 Choose a–e to continue the sentences.

- 1 Carol and Jim always have very different ideas.
 - 2 I can't get a word in edgeways.
 - 3 They spend ages talking about irrelevant things.
 - 4 Can I have a quick word with the manager?
 - 5 It's important to see what they've actually done.
- a After all, actions speak louder than words.
b They're just not on the same wavelength.
c They should get straight to the point.
d They never stop talking.
e It won't take very long.

V3 7 Choose a–g to continue the sentences.

- 1 Although we want our products to look different, they need to have
 - 2 A big part of attending conferences is establishing new
 - 3 Face-to-face meetings are the best way to establish a
 - 4 He didn't get the job because he didn't exhibit enough
 - 5 The more information you can
 - 6 We have been working hard to maintain our
- a status as the world leaders in mobile technology.
b connections with potential business partners.
c good rapport with your employees.
e knowledge of the construction industry.
f some similarities to create a common identity.
g impart, the more your employees will trust you.