UNIT 10. COMMUNICATION & THE MEDIA

Topic vocabulary: Communication

A **Complete using the correct form of the words in the boxes.**

boast • contradict • exaggerate • flatter

1 I think Dave's ..... the magazine's importance. It actually has a very small readership.
2 Caroline said the hotel was fantastic and then Paul immediately ..... her and said it wasn't actually very nice at all.
3 I know Suzanne's wealthy but there's no need for her to ..... about it to everyone all the time.
4 Adam said I could be a professional model but I think he was just ..... me.

allege • assert • insist • utter

5 The politician has continually ..... his innocence.
6 As your lawyer, I ..... on your telling me the truth.
7 Thompson is ..... to have accepted a bribe from a local businesswoman.
8 Don't ..... a single word until you've spoken to your lawyer.

confide • confirm • convey • disclose

9 You know you can ..... in me at any time, don't you?
10 We would like to ..... that your application has been approved.
11 Your password will not be ..... to any third party.
12 I can't begin to ..... how sorry I am for the trouble I've caused.

mumble • murmur • stumble • stutter

13 I could hear the audience ..... but couldn't make out any distinct comments.
14 It's so embarrassing when a newsreader ..... over their words.
15 I stood there ..... in shock, unable to think of anything sensible to say.
16 Please don't ..... when you're talking to me. Open your mouth when you talk!

quibble • rant • rave • scribble

17 Linda was ..... about that new sitcom on ITV. She said it's hilarious.
18 Stop ..... on the desk!
19 There's no point ..... over the bill. It's only a few euros more than we thought it would be anyway.
20 When my boss gets in a bad mood, she just ..... at everybody.

clarification • context • gist • tip

21 Here's a ..... for all budding writers out there. Never let the truth get in the way of a good story!
22 Please do contact me if you require further ..... on any of these issues.
23 I understood the ..... of her argument, but I can't say I understood all the fine points.
24 They quoted me completely out of ..... . I didn't mean that at all.

LIVEWORKSHEETS

B Circle the correct word.

- Are you fed up with complicated (**1**) **jargon / slang** in official documents that's impossible to fully (**2**) **comprehend / contradict**?
- Do you hear politicians use (**3**) **vague / relevant** and (**4**) **literal / ambiguous** language and realise you haven't got a/an (**5**) **inkling / hint** what they really mean?
- Do you find doctors' handwriting (**6**) **colloquial / illegible** on prescriptions?

We (**7**) **declare / denounce** all uses of language that confuse rather than explain.
Let's be (**8**) **blunt / sharp**. A lot of people in public life could do much better.
Sign our (**9**) **placard / petition** today and make your feelings clear.

Topic vocabulary: The media

C Write a word from the box in each gap.

anchor • broadcast • caption • correspondent • coverage • footnote
pamphlet • prerecorded • spine • trailer

1 The programme doesn't go out live. It's ..... .
2 And now let's go over to our political ..... , who's live at Westminster.
3 The title of a book is usually printed on the cover and on the ..... .
4 I'd really love to be the main ..... hosting a national, nightly news show.
5 There's usually massive media ..... when a celebrity couple splits up.
6 I haven't seen the film yet but I saw the ..... ; it looks quite interesting.
7 There's no ..... under this photo so I don't know who it's of.
8 If you think I need to provide more detail, I'll add a short ..... at the bottom of the page.
9 I think they ..... the show live usually, don't they?
10 Someone in the street gave me a small ..... about energy conservation at home.

D Write a word from the box in the correct form in each gap.

columnist • critic • ghostwriter • handbook • manifesto • novelist • reviewer
subtitles • supplement • tabloid

Freelance writing

When you're a freelance writer, there are many varied opportunities open to you. You may be working on that great work of fiction and know that within a couple of years you'll be regarded as a hugely successful (**1**) ..... , but until then there are bills to be paid. The Sunday colour (**2**) ..... are filled with feature articles. They all have to be written, and they're often written by freelancers. Offer your services. Know two languages? Consider doing the (**3**) ..... for foreign films and TV programmes. They're usually commissioned on a film-by-film basis. Enjoy politics? Offer to help a political party to produce its next (**4**) ..... – for a small fee, of course. Like technology? Someone has to write the instructions or (**5**) ..... that comes with every piece of equipment we buy. It could be you! Set yourself up as a gossip (**6**) ....., film (**7**) ..... or book (**8**) ..... for a small local newspaper. Once you've got some pieces behind you, you can move on to a bigger paper, or even a national (**9**) ..... . And when you've made a few contacts and had a few things published, there's a fair amount of work out there for (**10**) ..... – people who write celebrities' autobiographies for them.

LIVEWORKSHEETS

Phrasal verbs

E **Write a phrasal verb from the box in the correct form in each gap.**

blurt out • dry up • get across • pass on • shout down • speak out • talk over • talk round

1 Could you ..... the message to Darren when you see him, please?
2 I knew it was supposed to be a secret but I just ..... it ..... before I could stop myself!
3 Rudy was really opposed to the idea at the start, but we managed to ..... him ..... in the end.
4 I've tried to explain to Sean how I feel several times, but I just can't seem to ..... my point of view ..... .
5 Dave and I ..... the whole thing ..... last night and we've agreed to have separate holidays this year.
6 All of us who oppose this new road need to ..... against it as loudly and clearly as we can.
7 The Minister was ..... by protestors angry at the government's proposals.
8 My speech is okay but I just hope I don't ..... as soon as I get to the podium.

F **Write one word in each gap.**

1 No one's supposed to know yet, so don't ..... on, whatever you do!
2 The magazine ..... out every Friday.
3 News ..... around very fast in this town!
4 I couldn't believe it when Jake ..... out with the news that he was going to move to Australia.
5 You'll need to ..... your views across extremely diplomatically otherwise some people might take offence.
6 We've ..... down our beliefs and policies very clearly in our latest manifesto.
7 Everyone except Meg ..... on immediately that I was only joking.
8 I've been trying to explain the situation to Ben for weeks but I just don't seem to be able to ..... through to him.

G **Phrasal verbs with *down*, such as *shout down*, are sometimes connected to the idea of 'defeating someone or being defeated'. Tick the phrasal verbs which are also connected to a similar idea.**

1 Rose **backed down** when she realised she was wrong. .....
2 With my arthritis, it's actually quite difficult to **bend down**. .....
3 I almost **broke down** in tears when I heard the news. .....
4 If the vote goes the wrong way, it could **bring down** the government. .....
5 The council's planning to **clamp down** on youths drinking in the streets. .....
6 The Minister was forced to **climb down** in the face of so much evidence against his position. .....
7 The government's planning to **crack down** on anti-social behaviour. .....
8 I was in such a hurry, I just **gobbled down** my breakfast and left. .....
9 Both Jo and I **went down** with food poisoning on the first day of the holiday. .....
10 I'll just **jot** a few notes **down** while we talk. .....
11 Gareth really **let** me **down** when he told Andrea what I'd told him in confidence. .....
12 Dave didn't want to get married at first, but I've managed to **wear** him **down**! .....

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Phrases, patterns and collocations

H **Write one word in each gap.**

1 Obviously it goes ..... saying that I don't want you to tell anyone else about this.
2 Reading ..... the lines, it seems that the government's considering tightening media regulations.
3 I'm afraid that book's ..... of print, but I'll see if we can find a second-hand copy for you somewhere.
4 I followed your instructions ..... the letter but I still couldn't get the printer to work properly.
5 Getting Elaine to edit your article is just asking ..... trouble; you know how pedantic and opinionated she is!
6 ..... answer to your question, no, I have never had any business dealings with Mr Partridge.
7 Even if you've got a great idea for a novel, it's incredibly hard putting pen ..... paper for the first time.
8 Put your ideas down ..... paper and we'll discuss them at the next meeting.
9 You've had some good news, haven't you? It's written all ..... your face!

I **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 must use between three and eight words, including the word given.**

1 The adverts look exactly the same as the articles in this magazine. **difference**
It's impossible ..... the adverts in this magazine.

2 I assume you've checked your facts carefully. **read**
I ..... you've checked your facts carefully.

3 You've got to persuade the editor not to publish that story. **out**
You've got to ..... that story.

4 Terry and I started arguing about the situation in the Middle East. **into**
I ..... about the situation in the Middle East.

5 I'm sure we'll be able to agree on this matter. **understanding**
I'm sure we'll be able to ..... on this matter.

6 I'd discuss this with Phil before making a final decision. **discussion**
I'd ..... before making a final decision.

J **For each question, write one word which can be used in all three sentences.**

1 All of your managers seem to ..... very highly of you.
There were no problems to ..... of with the printing.
As an investigative journalist, I'm a bit of a crusader, so to ..... .

2 Do please spread the ..... about my new website.
I think you should have a ..... with Sue about this.
I knew from the ..... go this book would be difficult to write.

3 Helen and I are barely on ..... terms these days.
Generally ..... , we liked your screenplay very much.
Well, ... as someone who's in the public eye constantly, I must say I do value my privacy.

4 Many politicians will only speak to journalists if their comments are off the ..... .
I'd appreciate the chance to set the ..... straight on this matter.
We're trying to compile a ..... of all previous holders of the post.

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5 When you stop being prime minister, not many people take any ..... of what you think any more.
The library will be closed until further ..... .
They contacted me at very short ..... and said I had to go to South America to report on the elections there.

6 No politician ever tells the complete truth in my ..... .
Don't break any rules – just do it by the ..... .
I always know what Fred's thinking – I can read him like a ..... .

7 Mr Davis has so far refused to ..... the charges that have been levelled against him.
When you're self-employed, you don't have to ..... to anyone but yourself.
We believe this new radio show will ..... the needs of all those who wish to take part in current affairs discussions in the afternoon.

Idioms

K **Each of the words in bold is in the wrong sentence. Write the correct words on the line.**

1 Don't tell Irene any of your secrets. She's got a very big **grapevine**! .....
2 Keep me **clean** about any developments. .....
3 Billy, stop telling **drift** about your sister. .....
4 The Minister's disappearance speaks **cards** about his involvement in the corruption scandal. .....
5 I heard through the **tales** that you and Rick are thinking of splitting up. .....
6 Get it off your **word** and tell me exactly what's wrong. .....
7 You should just put your **hat** on the table and tell them you're leaving unless they give you a pay rise. .....
8 Keep it under your **stick**, but Julie's going to have a baby. .....
9 I wasn't sure whether to tell you, but then I thought it was best to come **posted** about it myself before you found out from someone else. .....
10 I give you my **mouth** that I won't tell anybody. .....
11 If I catch your **volumes**, you're saying you're leaving me. Is that right? .....
12 Eddie thought I was a football fan – he must have got completely the wrong end of the **chest**. .....

Word formation

L **Complete the sentences by changing the form of the word in capitals.**

1 She stood there completely ..... , so I had no idea at all what she was thinking. **EXPRESS**
2 Film studios spend millions of dollars on ..... for new movies. **PUBLIC**
3 That news conference was ..... boring! **SPEAK**
4 I'm not very keen on the ..... of this dictionary definition. **WORD**
5 The problem with Michael is that he's just so ..... – he never shuts up! **TALK**
6 I don't think you should have any ..... marks in your PhD dissertation. **EXCLAIM**
7 Any actor who becomes known for one role is in danger of becoming ..... . **TYPE**
8 Advertising is particularly effective on people who are highly ..... . **SUGGEST**
9 There are so many swear words in this article that I think it's ..... . **PRINT**
10 Rose was extremely ..... that we rewrite the introduction. **INSIST**

LIVEWORKSHEETS

M **The prefix *over-*, as in *overstate*, is used with many nouns, adjectives and verbs to suggest the idea of 'too much'. Which of these words can take *over-* to mean 'too much'?**

1 act	.....	6 dressed	.....	11 protective	.....	16 step	.....
2 book	.....	7 excited	.....	12 rate	.....	17 stretched	.....
3 cook	.....	8 grown	.....	13 react	.....	18 surprised	.....
4 crowded	.....	9 heat	.....	14 read	.....	19 try	.....
5 do	.....	10 priced	.....	15 spend	.....	20 weight	.....

N **Complete the sentences using words with *over-* in exercise M.**

1 The rice and sauce were okay, but I thought the chicken was a little ..... and tough.
2 Everyone else was in jeans and T-shirts – I felt completely ..... .
3 I've ..... this month and haven't got any money left!
4 Calm down! You're getting ..... !
5 You've really ..... the mark this time. How could you be so thoughtless?
6 The house is in good condition, but the garden is completely ..... and needs a lot of work.
7 The doctor said I was ..... so she's put me on a diet.
8 It's a nice vase, but I think it's a bit ..... . Let's find something cheaper.

O **Use the word given in capitals at the end of the line to form a word that fits in the space in the same line.**

The (**1**) ..... 'never judge a book by its cover' could not be more true for *Ridiculous Rules* by Marjorie Allen. The cover is completely blank, whereas the book is crammed full of wonderful examples and anecdotes. Allen is an (**2**) ..... critic of much of what is taught to native and non-native speakers of English, and has issued a (**3**) ..... of war against textbooks and style books which tell lies.	**SAY**
	SPEAK
	DECLARE
Take the ridiculous and (**4**) ..... rule of never ending a sentence with a preposition. The lovely – if famous – story goes, that Winston Churchill, well known for his numerous (**5**) ..... as well as for being British Prime Minister during the Second World War, received a manuscript back from an ignorant (**6**) .... , who had told him rather rudely that he had to (**7**) ..... a sentence which ended with a preposition. Churchill responded by making the simple yet forceful (**8**) ..... in the margin: 'This is an impertinence up with which I will not put.' – the (**9**) ..... being that not to end a sentence with a preposition often sounds ridiculous in English. Sadly, Allen informs us that the story is probably mere (**10**) ..... , and that Churchill may have actually only written 'rubbish!' in the margin.	**MEAN**
	WRITE
	EDIT
	PHRASE
	STATE
	IMPLY
	HEAR

LIVEWORKSHEETS