

Collocations/Expressions**A Complete the blanks with the verbs go, come, reach or get.**

_____ better	_____ to sleep	_____ revenge	_____ on sb's nerves
_____ a decision	_____ rid of	_____ red	_____ off sb's back
_____ to terms with	_____ ready	_____ an agreement	_____ down to business
_____ into trouble	_____ the sack	_____ lost	_____ over the top
_____ dark	_____ in handy	_____ the job	_____ even with

B Complete the sentences with the collocations / expressions in the box below. Use each one only once.

in somebody's shoes on top of in search of on the safe side in charge of in trouble with

- 1 Mr Johnson is _____ the company's marketing department.
- 2 People who systematically cheat the tax system will one day be _____ the Tax Department.
- 3 The doctor insisted that I should be given a thorough check-up just to be _____.
- 4 The children wandered around the neighbourhood _____ their lost dog.
- 5 Nobody would want to be _____, not with all those debts he has to pay off.
- 6 After weeks of hard work, Kevin was confident he was finally _____ the situation.

C Complete the collocations below with the words in the box. You may use some of the words more than once. In some cases more than one word may be correct.

bar	bunch	can	clap	flash	flock	pair	pint	set	sheet	swarm	tube
a _____ of pyjamas				a _____ of paper				a _____ of scissors			
a _____ of lightning				a _____ of soap				a _____ of sheep			
a _____ of beer				a _____ of sunglasses				a _____ of rules			
a _____ of traffic lights				a _____ of birds				a _____ of thunder			
a _____ of flowers				a _____ of toothpaste				a _____ of bees			

Phrasal Verbs

Read the sentences on the left and match the phrasal verbs with their definitions on the right by writing the correct number in the box next to each definition.

A COME

- 1 While cleaning the basement, I **came across** something I thought I had lost years ago.
- 2 Joe **came into** a lot of money, which changed his life completely.
- 3 Why doesn't Julie **come round** to our place anymore?
- 4 The scientists took months to **come up with** a solution to their problem.
- 5 Richard **came down with** a bad cold the day before his exams.
- 6 It took the woman a few minutes to **come round / to** after she had fainted.

stop by, visit
inherit
find by chance
regain consciousness
be taken ill with
think of and suggest

B GO

- They decided to **go ahead** with their trip despite the bad weather conditions.
- Once you have finished cleaning, you can **go on** with your job.
- The doctor wanted to **go over** the test results with his patient.
- That tie **goes with** your suit nicely.
- Luckily no one was injured when the bomb **went off**.
- While visiting Rome, we **went round** all the major archaeological sites.
- The child **went through** a lot before recovering completely.
- The milk **went off** after only an hour in the scorching heat.
- What's **going on** in there? Open the door!

move / travel around, visit
match
explode
start sth
continue doing
turn sour, start to decay
examine / discuss in detail
suffer
happen

C BE

- What's **on** this weekend at the theatre?
- We were promised that the hard times would **be over** soon.
- I **was about to** leave home when some unexpected visitors arrived.
- I'm **for** the mayor's plan to relocate the town hall.
- What are the boys **up to**? Don't tell me they're ruining the garden again!
- I must **be off** now. My parents are expecting me for dinner.

leave
support, in favour of
end
be ready to
be shown / performed
do (usually sth wrong)

Words with Prepositions

A Complete the blanks with prepositions.

Adjectives	Nouns	Verbs	
excellent _____	an answer _____	associate _____	praise sb _____ sth
experienced _____	an expert _____	concentrate _____ sth	provide sb _____ sth
happy _____ sb	(take) pride _____	congratulate sb _____ sth	provide sth _____ sb
happy _____ sth	a reply _____	cooperate _____ sb	succeed _____
proud _____	a report _____	deal _____	supply sb _____ sth
respected _____	an opportunity _____	include _____	supply sth _____ sb
responsible _____			

B Read the following sentences and complete them with prepositions.

- Congratulations Rodney! I'm so **happy** _____ you and your wife.
- I would be more than happy to **provide** you _____ our company's catalogue.
- We **supply** all major companies _____ our products.
- She **takes** great pride _____ her work. That's why she's the best in her field.
- The government will **provide** housing _____ the homeless.
- You shouldn't be **proud** _____ yourself. What you did was wrong!
- The government **supplied** food and medicine _____ the victims of the hurricane.
- The journalist was **praised** _____ his report _____ the starving children of Africa.

Grammar Revision (Tenses)

See Grammar Review page 147

A Read the text below and complete each blank with one word. All missing words are auxiliary verbs (is, was, have, has, had, do, does, did etc.).

My life (1) _____ improved a lot since last year. You see, before that I (2) _____ been working in the same job for five years and I (3) _____ beginning to feel rather bored. I (4) _____ getting ready to apply for another job when one day my boss called me into her office. "Our company (5) _____ planning to expand overseas," she said. "We (6) _____ thinking of starting with Spain, therefore we will (7) _____ needing some of our best employees to support our new branch there. (8) _____ you think you would be interested in a transfer?" Naturally I accepted, although at the time I (9) _____ not know that they (10) _____ also going to promote me to assistant manager.

By the end of this month, I will have (11) _____ living in Madrid for a year. You can't imagine how exciting my life (12) _____ become.



B Put the verbs in brackets into the Past Simple, Past Progressive, Present Perfect Simple or Present Perfect Progressive and complete the boxes with the time words below. Use each time word only once.

for while yet still when ago already since

1 Mary _____ (have) a bath yesterday evening. I was in the kitchen.

I _____ (cook) her favourite dish because I _____ (want) to surprise her.

she _____ (come) into the kitchen, she couldn't believe her eyes!

2 Jim: Mum, I _____ (look) for my black belt _____ the past hour and

I _____ (not find) it. _____ you

_____ (see) it anywhere?

Mother: No, but I think you _____ (lend) it to your brother about a week _____.

Jim: Oh, you're right. He _____ (not give) it back to me. I bet he _____ (wear) it all week. Where is he now, Mum?

Mother: I'm afraid Mark _____ (leave).

He _____ (get) up about an hour before you _____ (do).

3 I _____ (work) on this project _____ this morning but

I _____ (not finish) it _____ . What am I going to tell my boss?

Points to remember

④ My sister loves cats. ✓
 She loves cats. ✓
~~My sister she loves cats.~~
 (Only one subject in each sentence.)

④ There is a book on the table.
 It is Susan's.
 (Use **there** when mentioning sth for the first time.
 Use **it** for sth already mentioned.)

④ They don't have a car. ✓ (have = own)
 They haven't got a car. ✓ (have got = own)
~~They don't have got a car.~~
~~They haven't a car.~~

④ He has a bath every morning. ✓ (have = take)
 He doesn't have a bath every morning. ✓
~~He has got a bath every morning.~~

④ James didn't use to smoke so much. ✓
~~James didn't used to smoke so much.~~
 (did/didn't + bare infinitive)

④ I do speak French. ✓ (emphasis)
 He does eat snails. ✓
 They did buy a house. ✓
~~We did saw the thief.~~
 (do/does/did + bare infinitive)

④ She has gone to Italy. (*She is still there.*)
 She has been to Italy. (*She has returned.*)

④ I bought this bike two years ago. ✓
 (Past Simple + ago)
~~I have bought this bike two years ago.~~
~~I bought this bike two years before.~~
 I have had this bike for two years. ✓
 (Present Perfect + for)
~~I have this bike for two years.~~
 I have had this bike since 1998. ✓
 (Present Perfect + since + time)
 I have had this bike since I was sixteen. ✓
 (Present Perfect + since + Past Simple)
~~I have had this bike since two years ago.~~
 (Only one time word in each sentence.)

④ I haven't studied for a week. (refers to the past: *The last time I studied was a week ago.*)
 I have to study for a week. (refers to the future: *I must study for a week before I do sth else.*)

④ I haven't eaten spaghetti for six months. ✓
~~I have to eat spaghetti for six months.~~

Key Transformations

④ I have never been to Malta before.
 It is the first time I have ever been to Malta.

④ I had never been to Malta before.
 It was the first time I had ever been to Malta.

④ When did he start working?
 How long has he been working?
 How long is it since he started working?

④ The last time I saw her was a year ago.
 I last saw her a year ago.
 I haven't seen her for a year.
 It has been a year since I last saw her.
 It is a year since I last saw her.

Examination Practice

A Read the text below and think of the word which best fits each space. Use only one word in each space.

MONEY



There is no doubt that money, in the form that we know it today, (1) _____ what keeps modern economic life functioning. Yet, throughout history, money, in whatever form, has provided people (2) _____ the ability to buy (3) _____ sell goods. Thousands of years (4) _____, civilisations (5) _____ to rely on the barter system as a way of exchanging goods. Within this system a person had to exchange one thing for another. This meant that the two parties involved had to (6) _____ an agreement as to what they thought their products were worth. Items such (7) _____ wheat, tobacco and livestock have all been used as money at one time or another. It was not until much later that humans came up (8) _____ the idea of money in the form of metal coins. So why (9) _____ the barter system come to an end? The answer is simple. Coins were much easier to handle and carry around. Since then, the use of coins has become widespread. It has made commerce simpler and has given countries an opportunity (10) _____ development by doing business with other countries further afield, which they (11) _____ never done business with before. In recent years, paper money has become more common all over the world, as it is easier to use. It (12) _____ not be long, however, before plastic cards take over completely, replacing coins and paper money.

B Complete the second sentence so that it has a similar meaning to the first sentence, using the word given unchanged. You must use between two and five words, including the word given.

- 1 We last went abroad a long time ago.
not We _____ a long time.
- 2 When did they start living in the suburbs?
have How _____ in the suburbs?
- 3 It's the first time she has ever had problems with the authorities.
trouble She _____ with the authorities before.
- 4 When Carl was young, he went to a holiday camp every summer.
used When Carl was young, he _____ a holiday camp every summer.
- 5 After the earthquake, the government supplied food and medicine to the homeless.
provided After the earthquake, the government _____ food and medicine.
- 6 Lucy hasn't visited me since February.
was The last _____ in February.
- 7 How long has he had this car?
bought How long _____ this car?
- 8 I haven't caught a cold for ages.
down I last _____ ages ago.

Section 2

Words easily confused

Use the correct form of the words in the boxes to complete the sentences in each group A-H below. You may use some of the words more than once. In some cases, more than one word may be correct.

A job occupation work employment profession

- 1 People in the medical _____ work long hours.
- 2 In order to get a(n) _____ as a computer analyst, you need a degree in computer science.
- 3 Betty has been out of _____ since January.
- 4 _____ agencies help people find work in their field.
- 5 I was asked to write my present _____ on the application form.

B task course duty

- 1 They were set the _____ of cleaning the room after the meeting.
- 2 It is a nurse's _____ to make the patients feel comfortable.
- 3 Her marks are quite high, so she can choose between a medical or a law _____ at university.

C employer employee colleague assistant clerk officer attendant

- 1 The shop _____ helped me choose a jumper that suited me.
- 2 The car park _____ is responsible for parking customers' cars.
- 3 All _____ are expected to be at work by 8.30. Our _____ insists on it.
- 4 Jill worked as a(n) _____ for a law firm before entering politics.
- 5 All my _____ at the office are friendly.
- 6 Bob is a senior _____ in the armed forces.

D party crew staff

- 1 A member of a political _____ gave a speech in the town centre last night.
- 2 The teaching _____ at our school have formed a basketball team.
- 3 The search _____ had no luck in finding the missing child.
- 4 The ship's _____ served drinks as the ship set sail.

E aim goal intention challenge success ambition

- 1 The Maths problem was a(n) _____ and took me over an hour to solve.
- 2 The _____ of environmental organisations is to stop environmental destruction.

unit 01

3 People with _____ will always try to achieve their _____.

4 Their first album was a great _____ and sold two million copies worldwide.

5 I have no _____ of changing my plans for tonight.

F

achieve fulfil cope deal face succeed

1 John _____ in convincing his boss to give him the day off.

2 He doesn't _____ with crisis situations very well.

3 Despite his health problems, Joe _____ his ambition to play in the local football team.

4 The Johnstons are _____ financial difficulties after Mrs Johnston lost her job.

5 Kim put a lot of work into her project and _____ excellent results.

6 During his career as a teacher, he has _____ with students from different backgrounds.

G

manage run operate undertake

1 You have to read the instructions carefully before you _____ the photocopying machine.

2 Brett couldn't find experienced staff so he _____ his business on his own for a few months.

3 Kate was supposed to _____ the training of the new staff.

4 The company is _____ by two people who share the responsibilities.

H

skills qualities qualifications experience

1 To get the job you must have three years' _____ in telecommunications and the necessary _____, one of which is a university degree.

2 Leadership _____ are required by a Prime Minister, as well as communication _____.

3 Learning to windsurf was a fantastic _____!

Derivatives

A Look at the sentences below. What part of speech (verb, noun, adjective or adverb) is each of the words in bold type?

My sister is a **careful** driver.

The assistant handled the goods with **care**.

He **cares** about his dog.

I'm **terribly** sorry for my rude behaviour.

The students listened to their teacher **carefully**.

The weather was **terrible** last weekend.

Each part of speech has a different function in the sentence.

VERBS: describe actions, events, feelings or situations.

(e.g. The two patterns **differ** from each other.)

NOUNS: refer to people, animals, things, actions, situations or ideas.

(e.g. There is a **difference** between the two patterns.)

ADJECTIVES: describe the qualities of nouns.

(e.g. This pattern is **different** from that one.)

ADVERBS: describe verbs, adjectives, other adverbs, phrases or whole sentences.

(e.g. The two patterns have been **differently** designed.)

A lot of English words can be used as **roots** for the formation of other words, which are called **derivatives**.

Most **adverbs**, for instance, are formed by adding the ending **-ly** to the **root adjective**.

careful → *carefully* *terrible* → *terribly* *different* → *differently*

B Choose the correct word A, B or C to complete the following sentences.

- 1 The zoo's main _____ are the pandas.
A attractively B attractive C attraction
- 2 The teacher was _____ with the student because he didn't do his homework.
A anger B angry C angrily
- 3 Before I set off on my journey, my father told me to drive _____.
A safe B safety C safely
- 4 What's the _____ between *increase* and *decrease*?
A difference B differently C different
- 5 I hired a _____ to take pictures at my wedding.
A photographer B photography C photographic
- 6 Despite his age, he leads an _____ life.
A activity B acting C active
- 7 She completed the project _____ and was promoted.
A success B successfully C successful

C Read the sentences below and decide what part of speech is missing. Then, complete the sentences with the correct form of the words in capitals.

- 1 I love sitting on my new sofa. It's so (Part of speech: _____) _____.
- 2 She chose light-coloured furniture to (Part of speech: _____) _____ up her dull flat.
- 3 It's certainly (Part of speech: _____) _____ to drive at high speed.
- 4 August is a (Part of speech: _____) _____ month in our city, as everyone is away on holiday.

COMFORT

BRIGHT

DANGER

PEACE

unit 01

5 The (Part of speech: _____) _____ held up the bank and stole £200 000.

6 Nobody could find the (Part of speech: _____) _____ to the difficult Maths problem.

7 Even though they had financial difficulties, they were (Part of speech: _____) _____ married.

8 I feel very (Part of speech: _____) _____ today. I think I'll have some coffee.

ROB

SOLVE

HAPPY

SLEEP

Examination Practice

A Read the text below and decide which answer A, B, C or D best fits each space.

FINDING EMPLOYMENT

My first (1) _____ was as a sales (2) _____ at a large department store.

I wanted to work part-time, because I was still studying (3) _____ university and I was only (4) _____ to work a few nights a week.

I came (5) _____ the advertisement in the local newspaper. I remember the interview as though (6) _____ were yesterday. The personnel manager sat behind a large desk. He asked me various questions which surprised me because all I wanted was to work in sales. An hour later, I was told that I had got the job and was given a contract to go (7) _____. I was to be trained for ten days before I took my post. Also, as a member of (8) _____, I was entitled to some benefits, including discounts.



When I eventually started, I was responsible (9) _____ the toy section. I really enjoyed it there and I loved demonstrating the different toys. I was surprised at how friendly my (10) _____ were, too. They made working there fun even when we had to (11) _____ customers who (12) _____ on our nerves. On the whole, working there was a great experience which I will never forget.

1	A occupation	B job	C work	D employment
2	A employee	B attendant	C officer	D assistant
3	A in	B on	C at	D for
4	A excellent	B able	C proud	D experienced
5	A across	B into	C on	D round
6	A it	B I	C that	D there
7	A on	B over	C ahead	D with
8	A staff	B crew	C team	D party
9	A of	B at	C with	D for
10	A assistants	B staff	C colleagues	D employees
11	A control	B deal with	C manage	D cooperate
12	A came	B went	C got	D were

B Complete the text below with the correct form of the words in capitals.

AN UNUSUAL OUTING

Last week I made a (1) _____ to my cousin Alex, offering to take him to an (2) _____ park. He was very excited because it was his (3) _____ place. However, from the moment I picked him up, he was very (4) _____, which surprised me since his behaviour was (5) _____ very different. At one point, while waiting to get on a ride, he disappeared. (6) _____, the manager, who was very (7) _____, found him an hour later amongst a crowd. Apparently, Alex had seen a famous basketball player and wanted his autograph. He (8) _____ to me immediately but I was so (9) _____ at him that we left. It was then that I made the (10) _____ never to take Alex out again.

SUGGEST

AMUSE

FAVOUR

NOISE

NORMAL

LUCK

HELP

APOLOGY

ANGER

DECIDE