

LISTENING PRACTICE

LEAD-IN

01 In this lesson you will hear two lecturers talking about different types of business in the UK. Listen to the introduction and match the type of business with the correct description, A, B or C.

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TIP 01

In the Listening test the recorded instructions will tell you about the speaker and the topic.



Type of business

sole trader partnership limited liability company

A

- personal and business finances are separate
- easier to borrow money
- corporation tax

B

- personal and business finances are not separate
- no shares
- income tax

C

- personal and business finances may be/may not be separate
- members own business together
- income tax

IDENTIFYING CORRECT NOTES

02 When you listen for information to complete notes in the Listening test, you need to listen carefully to identify and select the correct information. Look at notes A–E and listen to another lecturer talking about the structure, advantages and disadvantages of being a sole trader. Decide which notes are correct and which are not. Correct any notes which are wrong.

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- A A sole trader can start a business without registering with Companies House.
- B Employing other people is not possible for a sole trader.
- C Sole traders must pay tax on their earnings every month.
- D A sole trader might pay more tax than a company pays.
- E Lately, more people like teachers and computer programmers are becoming sole traders.

COMPLETION TASKS

03 ▶

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In the Listening test, you may need to complete notes with ONE OR TWO WORDS AND/OR A NUMBER from the recording. In this exercise, the lecturer is talking about the structure, and the advantages and disadvantages of partnerships. Listen and complete the notes with the correct words or phrases from the box.

accounts borrow money contracts pay debts tax

- 1 Partnership: easier to _____ than sole trader
- 2 If simple partnership fails, all partners may lose personal possessions to _____
- 3 LLP members must send _____ to Companies House
- 4 LLP better chance of getting _____ from larger organisations
- 5 Members of partnership may pay more _____ than owners of limited liability companies

04 ▶

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In the Listening test you might need to complete sentences which summarise the information from the listening with ONE OR TWO WORDS AND/OR A NUMBER. The lecturer is now talking about the structure, advantages and disadvantages of limited liability companies. Listen and complete the sentences.

- 1 Shareholders in a limited liability company do not lose their _____ or property to pay debts because liability is limited to the business.
- 2 A limited company must have a registered address where the company keeps its _____ and _____.
- 3 The shareholders must pay _____ on any money they take out of the company as a salary.
- 4 For many people who think about setting up a business, it is a good idea to start as a _____ and form a limited company later.

TIP 04

In the Listening test you will not hear the same words that you read, but you will hear the same information in the same order.

IDENTIFYING COMPARISONS AND CONTRASTS

05 The lecturer is discussing the advantages and disadvantages of the different business structures, using various expressions to compare and contrast them. Listen and use the words and phrases in the box to complete the notes.

however similarly the negative side the other hand the same is true

Business structure	Advantages	Disadvantages
Sole trader	Cheap and straightforward to start Control of decision-making	On 1 _____, danger of losing personal goods and property to pay debts May pay more tax More difficult to get contracts
Partnership	Useful that one partner can run the business if the other partner is absent Easier to borrow money than for a sole trader In a limited liability partnership, personal possessions and property are protected	On 2 _____, it might be difficult to run the business effectively if there are serious disagreements Regarding taxes, 3 _____ of partnerships as sole traders In a simple partnership, 4 _____, members are personally responsible for business debts

Limited liability company

Personal possessions and property are protected
Corporation tax is usually lower than income tax

Annual return and company accounts must be sent to Companies House
5 _____, company records must be kept at the registered address

It is important to understand when a speaker is making comparisons and contrasts as it can help you predict and choose the correct information to answer questions. In the Listening test, you may need to complete notes which summarise the information in the recording and show how the different points are connected.

EXAM SKILLS

06 Listen to the lecturer presenting three different case studies to illustrate each business type. Complete the notes with information from the listening. Write TWO WORDS OR ONE WORD AND/OR A NUMBER in each gap.

TIP 06

It is essential that you use the correct spelling.

Sanjay and Tanya	1 Plan to set up business to provide _____ to _____ 2 Better to set up a _____ company if employ their own staff
Melissa and Jane	3 Intend to spend _____ on _____ to use in the business 4 Limited company best as have enough _____ and _____ to be successful
Barry	5 Could use one of his _____ 6 Could set up as sole trader, or start a limited company with relative as _____

READING PRACTICE 1

16.1

Books, writing and signs



1 In small groups, describe and discuss these signs.

- Do you know what they mean? If not, try to work them out.
- Do you need to understand a particular language to understand them?
- How easily can they be understood by someone seeing them for the first time?
- Can you think of ways in which they could be interpreted wrongly?

Useful language

The sign consists of ... / The sign shows ...
It means ...
The meaning is obvious, as ...
The meaning isn't very clear, because ...
It looks like ...

Reading

2 Read this extract from a book. As you read it, decide which writing system the signs above would fit into best.

🕒 about 600 words

A variety of writing systems

Writing is something we do every day, and we rarely give it a second thought. Yet linguists disagree about how to define the activity, and how best to describe some of the world's writing systems.



Writing appears to have developed independently at different times in several parts of the world, among them Mexico and Central America, China, and Mesopotamia (present-day Iraq). One of the earliest writing systems evolved to record ancient Egyptian around 5,000 years ago. The signs are called hieroglyphs, and are of three types. Some represent ideas or objects from the real world, such as *beetle* (a type of insect) and *swallow* (a type of bird), others indicate sounds, and the third group are used to distinguish between two words that are otherwise identical: *carve* and *retreat* are represented by the same hieroglyph, but a knife symbol is added to show when the former meaning is intended, and a pair of legs to indicate the latter. Some hieroglyphs are pictures, such as a drawing of a beetle or swallow; some were originally pictures and became more abstract; and yet others are symbols. Because of its complexity, the Egyptian system was much more suitable for communication than earlier systems, which could express only a limited range of meanings. Hieroglyphs remained in use in Egypt for about 3,000 years – for some of the time used alongside alternative writing systems – before being replaced by an alphabetical system.

中国 汉语

Chinese has been written for nearly 4,000 years. Like many Egyptian hieroglyphs, the signs were originally pictures, and gradually became more

abstract. The writing system consists of characters representing words, sections of words, or ideas. Chinese characters are used throughout the country, as well as in the unrelated languages of Japanese, Korean and, until the twentieth century, Vietnamese. They can be compared with mathematical symbols, such as = or +, which have the same *meaning* in all languages but represent different *words*. There are thousands of Chinese characters to learn, and they take a considerable time to draw and to type: a traditional Chinese typewriter can contain over a thousand keys, and even a skilled typist is only expected to type about eleven words per minute.



A totally new development in writing appeared in the Middle East about 3,700 years ago, when Egyptian hieroglyphs were well established. This was the North Semitic alphabet, which evolved in Palestine and Syria. The Phoenicians, a trading nation living on the coast of modern Lebanon, adapted it to form their own alphabet. This in turn spread into northern Africa to become the writing system of the Arabs, and northwest to Greece. The Greek letters were further modified to become the Cyrillic alphabets of Russia and part of the Balkans. The Romans adapted the letters into the alphabet still used for many languages, including all those of western Europe and the written languages of North and South America, which are, of course, European in origin.

Alphabets are the most adaptable of all writing systems. A small number of symbols representing significant sounds in a language, not pictures or ideas, can be combined in different ways to represent all the words of the language. While most alphabets contain between 20 and 30 letters, the smallest, used in the Solomon Islands, contains only 11. Khmer, the official language of Cambodia, has the largest alphabet, with 74 letters. Alphabetical systems are very flexible, and can easily be used in computers, and so the Latin alphabet is used in both China and Japan alongside the traditional writing systems.

Although alphabets are based on sound, there is rarely great consistency between spelling and pronunciation. Finnish and Macedonian are among the most regular. English, however, is far more irregular, in part because the writing system has not kept pace with changes in pronunciation over the centuries.

3 Remember to answer these questions according to the passage, even if the information given there is incomplete.

Questions 1–6

Classify the following statements as referring to

- A Egyptian hieroglyphs
- B Chinese characters
- C both
- D neither

Example: Producing the signs is a slow process.

Answer: B

they take a considerable time to draw and to type (lines 43–44). Although this is also likely to be true of hieroglyphs, it is not mentioned in the passage.

- 1 Pictures developed into abstract symbols.
- 2 This system has been used by more than one language.
- 3 Some of the signs represent sounds.
- 4 Signs may refer to all or part of a word.
- 5 The system was introduced from another country.
- 6 In this system, some words require two signs to make the meaning clear.

Questions 7–13

Do the following statements agree with the information given in the reading passage?

Write

TRUE if the statement agrees with the information

FALSE if the statement contradicts the information

NOT GIVEN if there is no information on this

- 7 Alphabets developed later than Egyptian hieroglyphs.
- 8 The first alphabet was created by the Phoenicians.
- 9 The Arab and Greek alphabets developed from the same writing system.
- 10 The Greek and Russian languages have the same origin.
- 11 The more words there are in a language, the more letters there are in its alphabet.
- 12 In most languages, spelling closely represents pronunciation.
- 13 English pronunciation has changed more than spelling.

READING PRACTICE 2

2 Read through the passage quickly and answer these questions.

- 1 Why do we have a body clock?
- 2 What are a 'lark' and an 'owl'? Which are you?

🕒 about 650 words

WHO NEEDS SLEEP?

It's 2 a.m. The time when you should be in bed, sound asleep. But pull back the curtains and you might be surprised by the number of lights on in your street. Night-time is no longer just for sleep. It has become the new daytime, offering us the chance to catch up on everything we didn't manage to cram in during what used to be our waking hours. Now, instead of sleeping, we can check our bank balances by phone, buy groceries, surf the net for cheap flights or go to the gym.

Such flexibility, however, has a price. Our bodies are run by circadian rhythms, a prehistoric internal clock that regulates when we feel sleepy or awake and affects our body temperature and level of alertness. It makes our brains and bodies active during the day and allows them to recuperate through the night. So robust is this clock that even two weeks on a nightshift without a break will not destroy its intrinsic rhythm, and when scientists keep human volunteers in isolation, without cues of what time it is in the day, they still show daily cycles of temperature changes, sleep and wakefulness, and hormone release. Continually working against our body's natural rhythm is likely to cause ourselves both physical and psychological damage and, research shows, may actually increase our risk of health problems such as stomach ulcers.

Consultant Tom Mackey believes that our normal circadian rhythms are increasingly being completely distorted. 'More and more of us are being pressured into doing things at odd hours. This is going to have an impact on quality and length of sleep. If people don't go to bed at a reasonable time, say around 11 p.m., and have between six and eight hours of sleep, they will be unable to concentrate and liable to swings in mood. You need sleep for rest and repair. If you bombard your mind with information for too long, then everything gets disorganised – you become unable to manage daytime activities.'

The circadian rhythms that run the sleep/wake cycle are as old as evolution itself. Our prehistoric ancestors would have needed their biological clock to get them out hunting during the day and probably in bed around nightfall to avoid predators. Our night vision is not as good as that of nocturnal animals – our natural rhythm was to sleep as the sun went down. The invention of the electric light obviously changed that. Like most biological systems, circadian rhythms are not made to measure. Our internal clock runs a bit longer than 24 hours, hence its Latin name, circadian, which means 'about a day'.

That humans tend to vary in their circadian rhythms has been known for centuries. Some people are born to be larks (to get up and go to bed early) while others are owls (late risers and late to bed). Larks are 'morning people' – communicative from the time their eyes open – while owls are grouchy and groggy and find life impossible until midday. Research suggests that owls may pay a price for this in terms of health problems, because they tend to go to sleep at less regular times. While the temperature of the body should fall at night (and does, whether or not we are asleep, reaching its lowest temperature at around 4 a.m.) it falls more in larks than in owls, giving larks a better quality of sleep.

Much of the damage that can be done by disrupting the biological clock has been seen in nightshift workers. The fatigue and disorientation following nightshifts is similar to that of jet lag. As with jet lag, the body adjusts over time, but the wake-and-sleep cycle never seems to be totally reversed. As more of us push back our circadian clocks, going to bed later and later, the effects on our bodies will be similar to those of nightshift workers, and that can't be good.

3 Questions 1–5

Do the following statements agree with the information given in the reading passage?

Write

TRUE if the statement agrees with the information

FALSE if the statement contradicts the information

NOT GIVEN if there is no information on this

- 1 There is a greater demand at night for some services than for others.
- 2 People who are kept in isolation show some reaction to day and night.
- 3 Damage caused by working against the body's natural rhythms is limited to our bodies.
- 4 In prehistoric times, people's biological clocks probably controlled their lives.
- 5 Larks are more likely to be ill than owls.

Questions 6–8

Complete each sentence with the correct ending **A–G** from the box below.

- 6 Our internal body clock
- 7 A lark
- 8 Jet lag

- A** can be altered over time.
B is alert on waking.
C causes the body temperature to rise at night.
D programmes us to be awake in daylight hours.
E can result in tiredness.
F experiences high body temperatures.
G is more problematic at night.

VOCABULARY PRACTICE

Time



1.1 Which of the statements are true for you?

- | | | |
|---|-----------------------------|-------------------------|
| 1 A I wear a digital watch. | B I wear an analogue watch. | C I don't wear a watch. |
| 2 A I write important dates on my calendar. | B I keep a diary. | C I don't use either. |
| 3 A I am very punctual. | B I am often in a hurry. | C I am always late. |

1.2 8a Listen to three people speaking about punctuality and decide whether they are

- | | | |
|-----------------|---------------------|-----------------|
| A punctual | B always in a hurry | C always late |
| Speaker 1 | Speaker 2 | Speaker 3 |

1.3 8a Listen again and circle each of the phrases in the box as you hear them. Then complete the sentences below using the correct phrase.

on time in time took so long take my time
the right time spend time save time
lose track of time time-consuming

Error warning

We use *take + time* in the following ways: *Take your time* (= don't hurry), *Take a long time / too much time*. NB We can say *It took a lot of time / so much time / too much time*, but be careful when you use *long*: *it took a long time / It took too long / It took so long*. NOT ~~*It took too long-time / It took so long-time*~~. We can also say *I took three hours to get there* or *It took (me) three hours to get there*.

- When I surf the net I often Before I know it a few hours have gone by.
- I try to make my lunch the night before to
- At the weekend I try to with my family.
- I find writing notes by hand very
- We booked a taxi but it to arrive that we were 15 minutes late.
- Excuse me, do you have? I have an appointment at 10 o'clock and I really want to get there
- I ran for the bus, but I didn't get there
- I got up very early so that I could getting ready.

1.4 Say whether the words in bold are closest in meaning to *before* or *after*.

- Twenty people were injured in the accident and the tower was **subsequently** demolished to prevent it from happening again.
- Prior** to the introduction of the steam engine, most people in the UK worked from home.
- Three years **previously** the government had introduced a new law allowing women to vote for the first time.
- There was a great deal of excitement in the days **preceding** the election.
- This is the third year **in succession** that a female has been chosen to manage the club.
- Istanbul was **formerly** known as Constantinople.
- I had to pay \$2,000 rent **in advance**.
- The newspapers warned that a stock market crash was **imminent**.

WRITING PRACTICE

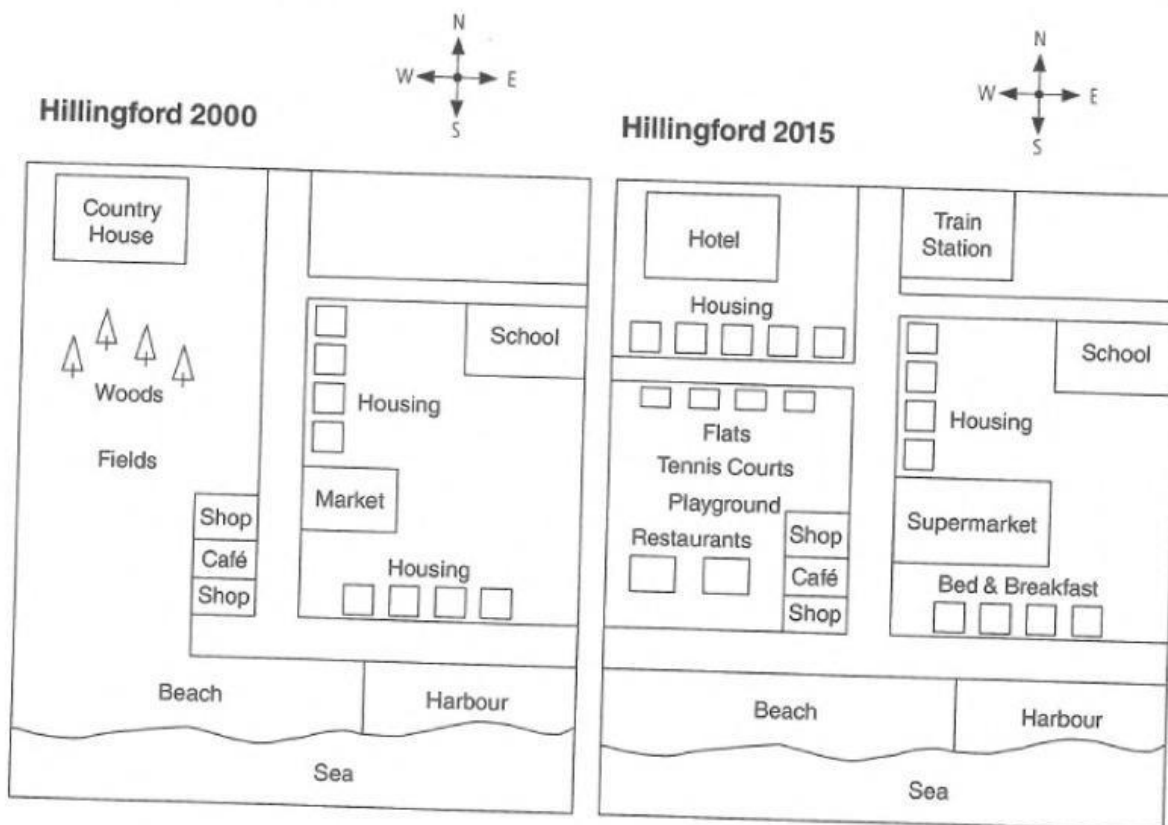
- 1 Read the task below. What do you have to focus on, **a** or **b**?
 - a Describing each map individually.
 - b How the town has changed.

WRITING TASK 1

You should spend about 20 minutes on this task.

The maps below show changes in the town of Hillingford between 2000 and 2015. Summarise the information by selecting and reporting the main features, and make comparisons where necessary.

Write at least 150 words.



- 2 Look at the map of Hillingford in 2000. For 1–7 below, underline the correct phrase in *italics*.
 - 1 *South of*/*West of* the country house there are some woods.
 - 2 *In the east of*/*In the west of* the town there is a school.
 - 3 *In the north of*/*In the west of* the town there is a country house.
 - 4 *West of*/*East of* the school is some housing.
 - 5 The road *is*/*runs* halfway along the beach.
 - 6 The harbour *is situated*/*runs* next to the sea.
 - 7 *There is*/*There are* a market along the main road.

3 Now look at the map of Hillingford in 2015. Complete these sentences to describe the changes to the map.

- 1 The tennis courts have been built on the site of _____.
- 2 The country house has become _____.
- 3 The school has _____.
- 4 The market has been turned into _____.
- 5 The woods have been given over to _____.
- 6 The housing near the harbour has been replaced by _____.

4 Insert phrases a–g into the correct spaces 1–7 to complete the model answer.

- a has been converted into a hotel
- b have been built on the site of the fields
- c the construction of a train station in the north of the town
- d has now been reconstructed to become a small tourist town
- e extended further west along the coast
- f The woods have been chopped down to construct
- g has been turned into bed and breakfast accommodation

The maps show the changes that took place in Hillingford between 2000 and 2015.

The town has undergone a complete transformation and modernisation.

Originally, the town was probably a small fishing village that

1 _____. The country house in the north west of the town 2 _____ and the housing near the harbour 3 _____. In the west of the town, restaurants, tennis courts and a playground 4 _____. The road has also been 5 _____. 6 _____ further housing and flats in the north west of the town. Additionally, a road has been added to reach these new developments. This transformation of the town into a more urban area has also seen 7 _____.

5 Circle the adverbs of location in the completed model answer.

6 Write your own answer to the Task 1 question.