

- 2 Complete the comments from people talking about their last jobs with the correct form of these verbs. There is one extra verb in each case.

1 Laia

go run take on work

"In my last job, I

for a large company, but I always wanted to _____ freelance. So I decided to try! I had to _____ lots of new responsibilities, but now I'm my own boss."



2 Afua

apply for call in meet run work

"Last year, I _____ full-time in a small office. It was an interesting job, but two of my colleagues often _____ sick and it became very difficult to _____ deadlines. Finally, I decided to _____ a job in my new company and I am happier now."



3 Tom

do run take on work

"In my previous job we had to _____ shifts and _____ overtime, so I hardly ever saw my friends. Now, I _____ my own small company that recycles clothes, and I have a social life again!"



Look at the Learning to Learn box. Then do the task.

LEARNING TO LEARN: VOCABULARY

Keeping a record of new words

You've probably kept a vocabulary notebook at one time, but did you know that actually writing a word by hand helps you to learn it more effectively than typing it into your tablet or phone?

Here is some useful information you can include when you record new words:

- the meaning or definition
- a synonym
- a translation
- an example sentence
- a drawing
- the pronunciation
- the part of speech (noun, adjective, verb, etc.)

shift = turno noun = a period of work

I'm working night shifts this week.

Look at the example above for *shift*. Then choose five new words from this unit and write them in your vocabulary notebook. Which of the seven ideas are best for each word?

Pronunciation

Saying /ə(r)/ and /ɜ:(r)/

- 1 **A 23** Listen to these words. Is the sound in bold like the sound in *answer* or *world*? Check (✓) the correct column.

	answer /ə(r)/	world /ɜ:(r)/
1 early		
2 expert		
3 interview		
4 leader		
5 search		
6 silver		

- 2 **A 23** Listen again and repeat the words.

Writing

- 1 Read the messages to a website called *Get organized!* Complete the title for the replies below each message.

1

Help! My closet is a monster that eats clothes—I put something in and I can never find it again.

How to organize your _____.

2

My computer is a big mess. The screen is full of icons for things I never use, and when I download files, I can't find them. Can you help?

How to organize your _____.

3

Please help me in this argument I always have with my roommates. They say everything in the kitchen should be in cabinets, but I want the things I use often to be on the counters.

How to organize your _____.

- 2 Look at these ideas for a reply to the first message in Exercise 1.

- Take all your clothes out of the closet.
- Take the old clothes to a recycling center.
- Clean the closet.
- Sort your clothes into different categories.
- Decide how many new hangers you need.
- Put small items in the drawers.
- Hang up ties and scarves.

- 1 Which ideas are the most useful to the person who wrote the original message?
- 2 Which ideas are the least helpful?
- 3 Add examples and more detail to the useful ideas.

- 3 Write a reply to one of the messages in Exercise 1. Plan your reply to include:

- a *How to...* title.
- a short introduction that asks a question.
- three tips, each with a useful idea.
- a clear heading for each tip.

Write 100–150 words.

Look at the Learning to Learn box. Then do the tasks.

LEARNING TO LEARN: SUCCESS AND DIFFERENT SKILLS

There are several different areas of learning English: the grammar and vocabulary, and also the skills of reading, writing, listening, and speaking. At any time in your learning, you can be better in one area than another.

You learn better when you are motivated and you can motivate yourself by:

- focusing on the skills that you most need.
- understanding your strong and weak points so you can focus on what you most want to improve.
- celebrating the things you can do well.

- 1 Read the question and the answers. Are you like any of these people?

Q: How do you decide if you have been successful when you're learning English?

Katy: I think I've successfully learned a grammar structure when I can use it in my speaking.

Pieter: I feel successful when I can read a text and understand the main idea.

Duc: I like to look back at my notebooks from last year because it all looks so easy!

Romesh: I'm happy when I can use a new word in my writing without checking a dictionary.

- 2 Give your own answer to the question. Then choose two of the answers and try to use the same ideas for a month. Then think of two new challenges for yourself.