

1 VOCABULARY cash machines

- a Complete the instructions with the words from the list.

account amount cash enter insert
receipt remove select withdraw

Tips for using a cash machine

- 1 Insert _____ your card into the machine.
- 2 _____ your language.
- 3 _____ your PIN.
- 4 Select a transaction, e.g. _____ cash.
- 5 Select the _____ type.
- 6 Select or enter the _____.
- 7 _____ your card.
- 8 Take your _____.
- 9 Only print a _____ if you need one.



- b Replace the **bold** words with a formal word from a.

- 1 Make sure nobody is watching when you **key in** your number. enter
- 2 There's a limit to the amount of money you can **take out** each day. _____
- 3 It's a good idea to check you can remember your PIN before you **put in** your card. _____
- 4 If you **choose** the wrong transaction, you can usually go back and start again. _____
- 5 Most machines don't give you your cash until you **take out** your card. _____

2 VOCABULARY & GRAMMAR phrasal verbs

- a Complete the phrasal verbs in the sentences with a particle from the list.

away back off (x2) on out

- 1 If you won the lottery, how much money would you give away to friends and family?
- 2 When do you think you'll be able to pay _____ the money you borrowed from me last month?
- 3 None of my cousins have a job; they all live _____ my aunt.
- 4 Wait here. I'm going to take _____ some money before we go into the restaurant.
- 5 My salary isn't enough for us to live _____.
- 6 I'm hoping to pay _____ our mortgage by the time we retire.

- b Complete the phrasal verbs in the conversations with a verb from the list.

be (x2) call get give put run take

- 1 A What would you do if a big dog ran towards you?
B I'd run away. I'm really scared of dogs.
- 2 A What shall we do with our old washing machine?
B They'll _____ it away when they bring the new one.
- 3 A Are you going out?
B Yes, but I'll _____ back in an hour.
- 4 A How long will the car be in the garage?
B We'll _____ it back on Friday.
- 5 A Do you know where my blue shirt is?
B Yes - I _____ it away in your wardrobe.
- 6 A Can I speak to Grace, please?
B She isn't in. Can you _____ back later?
- 7 A Can I borrow your keys? I can't find mine.
B Yes, but remember to _____ them back.
- 8 A Is your girlfriend at home?
B No, she'll _____ away until Sunday night.

c Complete the conversations with a phrasal verb from the list.

take after take apart take off (x2)
take on take out take over take up



- 1 A Come in and take off your coat.
Would you like a coffee?
B Yes, please. I'd love one.
- 2 A How many job vacancies are there?
B They want to _____ 20 new employees.
- 3 A How are you planning to get fit?
B I'm going to _____ aerobics.
- 4 A Who are you most similar to in your family?
B I _____ my gran. We even look the same.
- 5 A What are you doing for your husband's birthday?
B I'm going to _____ him _____ for dinner.
- 6 A Why are you worried about your job?
B I've heard that a bigger company is trying to _____ ours.
- 7 A Which terminal are you flying from?
B I'm not sure. Domestic flights _____ from Terminal 3, don't they?
- 8 A Why isn't this clock working?
B No idea. Let's _____ it _____ and look inside.

d Complete the sentences with the words in brackets in the correct order.

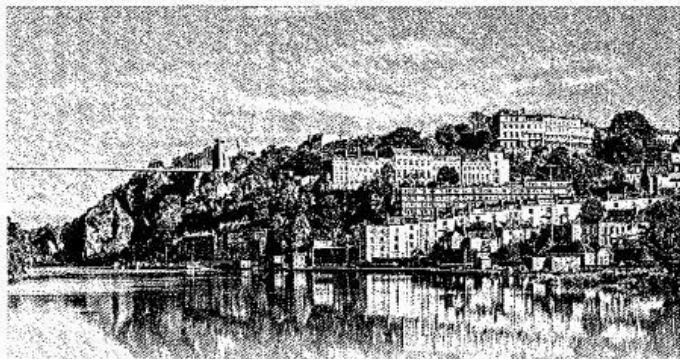
- 1 My boyfriend picked me up _____ from the station when I arrived. (me picked up)
- 2 I've bought a home cinema system, but I don't know how to _____. (up it set)
- 3 Shall I get the bill, or have you just _____? (for it asked)
- 4 Your music is too loud. Can you _____, please? (down it turn)
- 5 I can't find my car keys. Can you help me _____? (for them look)
- 6 I'm really busy. Can you _____ later? (back call me)
- 7 We're going to a concert tonight. We're really _____. (forward it looking to)
- 8 I've bought a new picture. Can you help me _____? (it put up)

e Rewrite the highlighted phrases using a pronoun. Change the word order if necessary.

- 1 I don't get on with my boyfriend's mother.
get on with her
- 2 Do you mind if I switch on the lights?
- 3 Please can you take out the rubbish?
- 4 He's going out with my friend's sister.
- 5 I'd send back that steak – it's burnt.
- 6 I've been looking after my friend's children.
- 7 Can you ask for the bill?
- 8 Why don't you try on those shorts?
- 9 Alice is going to move in with her boyfriend next month.
- 10 I'm going to throw away all my old magazines.

- f Complete the text with the phrasal verbs from the list. If there is an object in brackets, put it in the correct position.

get on with grew up look after look for
move back move in with pay off settle down
take after went out with



was born in Bristol in the south-west of England, and that's where I grew up. There are five of us in my family: my parents, my brother and sister, and me. I'm closest to my dad, and everyone looks up to ¹ (him) because we have the same sense of humour. I'm very fond of my mum and my brother and sister and look after ² (them) very well. My sister has two young children, and I sometimes look after ³ (them) so that she and my brother-in-law can go out in the evening.

I left Bristol when I was 18 to go to university in Exeter. In my first year, I lived in a hall of residence, and I made three wonderful friends. In my second year, I moved in with ⁴ (them) – I lived in a lovely old house near the city centre. I took out a student loan while I was at university, and I'm hoping to pay off ⁵ (it) before I retire!

When I finished university, I looked for ⁶ (a job) in Exeter, and I was lucky enough to find one very quickly. I met my husband at work, and I got married ⁷ (him) about three years before we got married. We decided to settle down ⁸ together in Exeter because it's a great place to live and raise a family. I often visit my friends and family in Bristol, but I don't think I'll ever move back ⁹ there.

- g Write a paragraph about your life. Use at least six of the phrasal verbs in f.

3 PRONUNCIATION linking

- a Rewrite the phrases with a pronoun. Change the word order if necessary.

- 1 throw away that cheese throw it away
- 2 put away your shoes _____
- 3 switch the computer off _____
- 4 fill in the form _____
- 5 give away my old phone _____
- 6 put up the mirror _____

- b 7.1 Listen and check. Then listen again and repeat the phrases.

- c 7.2 Listen and complete the sentences.



- 1 If the children are still asleep, wake them up.
- 2 If you like Anna, _____.
- 3 If you want to remember the word, _____.
- 4 If you want to watch the TV, _____.
- 5 If you don't know the answer, _____.
- 6 If you don't want that coat, _____.

- d 7.2 Listen again and repeat the sentences.