

Lesson 7D

GRAMMAR | avoiding repetition: *so, to, not, be*
LISTENING | communication skills

GRAMMAR

avoiding repetition: *so, to, not, be*

1 A Choose the correct word or phrase to complete the sentences.

- If you arrive at the restaurant before I _____, can you get a table?
a am b do c did
- I didn't go to the party last night, but Lyla _____.
a so b was c did
- I've never visited Mexico but I'd really like _____.
a to b visiting c so
- My parents wanted me to be a lawyer, but I didn't _____.
a want b want to c suppose so
- Bea said she'd call last night but she _____.
a doesn't b did c didn't
- I'm not a very patient person, I'd like _____, but I'm not.
a to b to be c being

B Complete the conversations with the words in the box.

be hope not so suppose to

- A: Is Simon coming for dinner tonight?
B: I hope _____. I haven't seen him for ages.
- A: Could you lend me £50?
B: I _____ so. If you can pay me back next week.
- A: I don't think we're going to get there on time.
B: I guess _____.
- A: Has Lizzie already gone home?
B: I _____ not. I haven't spoken to her yet.
- A: Would you like to go to the cinema tonight?
B: Yes, I'd love _____.
- A: Don't be late!
B: I'll try not to _____.

LISTENING

2 A 7.08 | Listen to a radio programme about communication skills. Which three pieces of advice (a–f) are mentioned?

- use email rather than messaging apps
- plan what you're going to say before a meeting
- focus on what the other person is saying
- keep repeating your point of view
- don't use lots of words to make your point
- think about body language as well as words

B 7.08 | Listen again and choose the correct option (a–c) to answer the questions.

- Nancy has written lots of books about
a communication skills.
b body language.
c management skills.
- The presenter says that bad communication often causes
a arguments.
b misunderstandings.
c wasted time.
- Nancy says that in conversations people often
a concentrate on what they want to say.
b don't know how to respond to the other person.
c ask questions that aren't relevant.
- Nancy says that when you repeat your point, other people might
a stop paying attention.
b think that you're boring.
c start doing something else.
- According to a study, body language is
a seven percent of communication.
b thirty-eight percent of communication.
c fifty-five percent of communication.

C 7.08 | Complete the sentences with one word in each gap. The first letter is given. Then listen and check.

- Nancy says that there are lots of different communication t_____ available these days.
- People often think that the most important parts of communication are speaking and w_____.
- Nancy says you shouldn't use too many words to get your m_____ across.
- Nancy says it's important to think about using our bodies and the e_____ on our faces.
- The study said that thirty-eight percent of communication comes from our t_____ of voice.

