

GRAMMAR Past continuous and past simple

A Complete the sentences with the correct form of the verb in brackets.

- Someone threw a brick through my window while I (work)
- While he was doing the presentation, a mouse (run across the room)
- What (you do) when the fire started in the office?
- His boss came in while he (buy) Christmas presents for his friends online.
- I (not notice) that she was photocopying important documents.
- She received the job offer while she (travel) around Europe.

B Complete the story with the correct past continuous or past simple form of the verb in brackets.



I was really excited when this big computer software company asked me to go for an interview. So, I ¹ (go) shopping and ² (buy) a new suit. When I ³ (wake) up on the day of the interview, it ⁴ (rain). I ⁵ (not want) to get wet, so I ⁶ (call) a taxi. As I ⁷ (get) out of the taxi, a bus ⁸ (go) past and splashed water all over me! I went to the bathroom to clean myself up. While I ⁹ (clean) my skirt, another woman came in. She was also wet, and tried to dry herself. We laughed about it together, and then I left and went to wait outside the interview room. Five minutes later they called me in. A woman ¹⁰ (sit) behind a desk, and when she looked up, I saw it was the woman from the bathroom! I'm happy to say I got the job!

LISTENING

4.3 Listen to an interview with two teleworkers. Then, write down:

- why they decided to work from home.
Viktor was
Yoko was
- when they made their decision.
Viktor made his decision while
Yoko made her decision while

PRONUNCIATION

was and were in past continuous

A 4.4 Listen to how was and were are said in the sentences.

- I was working an eight-hour day.
- My kids were coming home from school alone.

B 4.5 Listen and repeat what you hear.

C Practise saying the sentences.

- We were discussing marketing plans when the lights went out.
- Sam was writing his report when his boss called.

D 4.6 Listen and repeat.

DEVELOPING WRITING

A formal email – asking for information

A Read the advert. Does the job interest you?

Are you a science student, or someone who cares about the oceans? Perhaps you are planning to become a marine biologist. If so, would you like to get some useful work experience? The National Marine Aquarium is looking for volunteer hosts to give educational talks and answer visitors' questions. Working days and hours can be arranged to suit you. sdunn@national-aquarium.com

B Read Chad's email. What does he ask for?

From: Chad Duffy [cduffy@tiscali.com]
To: sdunn@national-aquarium.com
Subject: volunteer host vacancy

Dear Ms Dunn,

A) I saw your advertisement for volunteer hosts on the National Marine Aquarium's website, and I am writing to ask for further information about the position.

B) At present, I am studying Marine Biology at Southampton University, and am in my third year. I visited the Aquarium last month and saw your amazing shark population. I am planning to specialise in the study of sharks in my future career, and am hoping to gain work experience in this area.

C) I am very interested in the post. Could you send me more information about the job and an application form, please?

D) I look forward to hearing from you.

Yours sincerely,
Chad Duffy

C Match the paragraphs (A–D) in the email to the descriptions (1–4) below.

- 1 give information about yourself
- 2 ask for information
- 3 say politely that you expect a reply
- 4 explain why you are writing

D A formal email is organised like an informal email but the language is different. Write the formal language from Chad's email next to the informal language in Charlie's email.

Informal email	formal email
Hi Gill	
I'm working in a pub at the moment.	
Can you send me the photos from your party?	
Thanks a lot.	
Can't wait to hear from you!	
Lots of love	
Charlie	

E Write a formal email applying for this job. Use the advert and the notes below. Write about 120 words.

MNH

The Museum of Natural History is looking for post-graduate students to help conduct research into the long-term effects of pollution on our seas and oceans. We are looking for students who are studying science, particularly biology, chemistry or marine biology. Working hours are Mondays–Fridays, 6pm to 9pm, and some weekends. For further information, email Greg Norman at gregnorm@mnh.com

introduce myself

- 2nd year post-graduate - PhD in Marine Biology
- special interest in endangered sea plants

questions to ask

- which seas/oceans are they studying?
- will we go on study trips?
- ask for application form

Vocabulary Builder Quiz 4 (OVB pp14–17)

Try the OVB quiz for Unit 2. Write your answers in your notebook. Then check them and record your score.

A Use the verbs in the box to make nouns that end in -ment or -tion.

install	present	advertise	negotiate	manage
apply	develop	contribute		

- 1 I made a to a group of about 200 people and I was really nervous.
- 2 Have you seen the latest Volkswagen on TV? It's very good.
- 3 The of our new telephone only took ten minutes.
- 4 I've just filled in a job form and sent it off to that company.
- 5 Sayid, thank you! You have made an important to this project.
- 6 The company has been sold and is under new
- 7 The government refused to enter into with the transport workers.
- 8 The company is growing because the of new products is extremely important to the company.

B Decide whether the statements are true (T) or false (F).

- 1 You make an *appointment* to see the doctor at a particular time.
- 2 A *product* is a piece of work that you do over a long period of time.
- 3 A large meeting where people talk about their work is a *conference*.
- 4 If you *rent* a house, you own it.
- 5 When you keep *accounts*, you write down how much money you make and spend.

C Complete the sentences with one of the words in the box.

fight	click	forward	make	form	skills
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- 1 Put a proposal at the next meeting.
- 2 Fill in an application online and send it with a short letter.
- 3 She's got good management
- 4 They will for equal rights at work.
- 5 Go to the website and on the link to Japan.
- 6 It's important to a good impression at a job interview.

D Cross out the words that don't go with the following.

- 1 social / weight / foreign / management policy
- 2 part-time / voluntary / pension / shift work
- 3 fixed / basic / low / depressing salary
- 4 computer / security / unemployed / heating system
- 5 marketing / studio / business / design consultant
- 6 competitive / night / eight-hour / early shift

Score ___/25

Wait a couple of weeks and try the quiz again. Compare your scores.