



Academic Year
2020-2021

12A

PORTAL

TO ENGLISH

WORKBOOK

H. Q. Mitchell
Marileni Malkogianni


mm
publications

GRADE **12**

SEMESTER 1



12A

PORTAL

TO ENGLISH

WORKBOOK

School

Name

Class

H. Q. Mitchell - Marileni Malkogianni

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حضرة صاحب السمو الشيخ تميم بن حمد آل ثاني
أمير البلاد المفدى

النشيد الوطني

قَسَمًا بِمَنْ رَفَعَ السَّمَاءَ	قَسَمًا بِمَنْ نَشَرَ الضِّيَاءَ
قَطْرٌ سَتَبْقَى حُرَّةً	تَسْمُو بِرُوحِ الْأَوْفِيَاءِ
سِيرُوا عَلَى نَهْجِ الْأَلَى	وَعَلَى ضِيَاءِ الْأَنْبِيَاءِ
قَطْرٌ بِقَلْبِي سِيرَةٌ	عِزٌّ وَأَمْجَادُ الْإِبَاءِ
قَطْرُ الرَّجَالِ الْأَوَّلِينَ	حُمَاتُنَا يَوْمَ النِّدَاءِ
وَحَمَائِمُ يَوْمَ السَّلَامِ	جَوَارِحُ يَوْمِ الْفِدَاءِ

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A. Circle the correct words.

- The train was so crowded that we had to **burst / squeeze** into a corner and wait for people to get off.
- It didn't take us long to **get / be** used to living in another country.
- She always looks at a **checklist / selfie** before travelling to make sure she hasn't forgotten anything.
- He could only **swallow / sip** the tea because it was so hot.
- The trip will provide a fascinating **sightseeing / insight** into traditional boatbuilding techniques.

B. Choose a, b, c or d.

Maple syrup and sugar shacks

Tourists driving around the greater area of Montreal, Canada in spring are sure to notice something quite particular that will **1** ___ their interest. Many maple trees have got taps attached to the tree trunks with a metal bucket placed directly under the tap. The locals are used **2** ___ seeing this and probably even pleased about seeing the metal buckets. It indicates that spring has come and it's time for them to visit the wooden buildings called sugar shacks! Visitors there are provided with meals where one of the main ingredients used is **3** ___ maple syrup. This sweet-tasting product comes from boiling down the liquid collected in the buckets from the maple trees. French-Canadians started this local **4** ___, and it dates back to the 19th century. Today, maple syrup continues to be a regional product which isn't produced **5** ___ in the world, so tourists should definitely take advantage of this opportunity. First-time visitors to sugar shacks are sure to become fully **6** ___ in their meals, enjoying every bite! After such a delicious experience, tourists will be able to truly **7** ___ why Canadians can't get enough of maple syrup and sugar shacks!

- | | | | |
|-----------------|---------------|----------------|---------------|
| 1. a. reproduce | b. find | c. capture | d. take |
| 2. a. on | b. at | c. with | d. to |
| 3. a. authentic | b. meaningful | c. desired | d. realistic |
| 4. a. encounter | b. tradition | c. ceremony | d. stereotype |
| 5. a. else | b. somewhere | c. elsewhere | d. nowhere |
| 6. a. immersed | b. amused | c. entertained | d. recreated |
| 7. a. recreate | b. appreciate | c. reproduce | d. emphasise |

**C. Complete with the words in the box. There are two extra words which you do not need to use.**

coach kimono editor lively elderly spontaneous leaves authenticity stereotype

- The _____ of the magazine decided to publish an article that gave new insight into the matter.
- Frank fits the _____ of the classic tourist, with a camera hanging around his neck and a map in his hands.
- We went to Madrid by _____. Fortunately, it was only a three-hour journey.
- The _____ man walked slowly down the road.
- The hotel we are staying at _____ a lot to be desired.
- Last night, my brother Brian made a(n) _____ decision to visit Peru and this morning he booked the first flight out.
- The police investigated the _____ of the documents.



A. Choose a, b, c or d.

- Our ____ concern is to make sure all citizens have free health insurance.
a. original c. primary
b. authentic d. one
- Many teenagers don't have their own sense of style and just follow the latest ____.
a. trends c. routines
b. habits d. customs
- I was surprised when a complete ____ started calling my name.
a. immigrant c. stranger
b. foreigner d. tourist
- The old woman was ____ with excitement at the idea of spending the day with her grandson.
a. envious c. informative
b. overwhelmed d. distinguished
- The dress was too ____ for my budget, so I didn't buy it.
a. imaginary c. ambitious
b. pricey d. sensible
- It didn't take Jamaal long to get ____ to living in another country.
a. done c. made
b. started d. used

B. Complete with the correct form of the words in capitals.

Cultural Etiquette: *India*

A visit to India is usually a **1** _____ experience because Indian culture differs significantly from other cultures. Everyday interactions can sometimes be **2** _____ for visitors, but that's not a reason to worry if you're planning to go there. You can achieve **3** _____ communication if you know what to expect.

You don't have to be very **4** _____ to recognise cultural differences when interacting with others in India. Waving to say hello, for example, is not the **5** _____ way to greet someone in India, and people may misinterpret it for 'no' or 'go away'. Furthermore, when visiting somebody's house, it is **6** _____ to take off your shoes before entering because this is what is generally expected. And if you ever need to point at someone, never point with your finger. Indian people find this very **7** _____, so try to avoid doing it. A more **8** _____ gesture is to use your whole hand to point, or even your chin.

MEMORY

CONFUSE
EFFECT

OBSERVE

TRADITION

ADVISE

OFFEND
SUIT

C. Complete with the Present Simple or the Present Progressive of the verbs in brackets.

- _____ Terry _____ (visit) us this weekend?
- Our flight to Melbourne _____ (leave) at 2 p.m. tomorrow.
- I _____ (look) for a new flat these days.
- My younger sister _____ (always / borrow) my clothes! She's so annoying.
- Great! Here _____ (come) our food!
- Miller _____ (shoot) and _____ (score)! Goal!
- Water _____ (boil) at 100° Celsius.
- Can you answer the phone? I _____ (do) the washing up.
- Unemployment _____ (increase) in our city.
- In the last chapter, the scientist _____ (find) a cure for the disease.

D. Complete with the Present Simple or the Present Progressive of the verbs in brackets.

1. A: What 1 _____ (you / do) there?

B: I 2 _____ (look) for some information about Italy.

A: You 3 _____ (constantly / use) my laptop without asking me! I 4 _____ (need) it to work on my project.

B: It's just that I 5 _____ (go) to Italy next month to visit a friend so I 6 _____ (practise) my Italian. Unfortunately, I 7 _____ (not remember) much of what I learnt in school.

2. A: 8 _____ (you / know) where the kids are?

B: Well, they 9 _____ (not play) outside anymore because they came in half an hour ago. Maybe they 10 _____ (watch) TV in the living room.

A: You're right. I 11 _____ (think) I 12 _____ (hear) them.

E. Complete the sentences with the correct form of the verb in the box and justify your answers.

taste 1. Mark _____ the dish to see if it is spicy.

2. This piece of chocolate _____ strange.

think 3. I _____ of spending the term abroad, but I haven't decided yet.

4. Tony _____ that travelling is a great way to learn new things.

see 5. Jake _____ his cousins this weekend.

6. We _____ Julie waiting at the bus stop every morning.

have 7. Emily _____ a house with a beautiful garden.

8. Brenda _____ breakfast in the kitchen right now.

feel 9. Mike has been in Chicago for a few months now, but he still _____ homesick.

10. Tina _____ her pockets to see if she has any money on her.

Student's Book pp. 12-13

A. Add punctuation to the sentences.

1. I hope to learn to speak Chinese within a year ____ which is quite difficult ____

2. If I go to Mexico ____ I'll buy a sombrero as a souvenir ____

3. Let's ask Robert what gift we should buy our new Spanish friend ____ he knows everything about Spanish culture ____

4. Visiting new countries is fun ____ however ____ it is also expensive ____

5. Would you like to become a travel writer ____

6. My mother always brings two things from Greece ____ olive oil and feta cheese ____

7. Yesterday ____ I met a man from Poland ____ I couldn't understand a word he said ____

8. What did you learn about Thai culture during your stay in Bangkok ____

B. The sentences below have been taken from various informal e-mails describing an event. Write O for Opening paragraph, M for Main part, or C for Closing paragraph.

- | | | | |
|---|--------------------------|--|--------------------------|
| 1. I haven't heard from you for ages. | <input type="checkbox"/> | 6. There are also loads of fun activities that people can take part in. | <input type="checkbox"/> |
| 2. Give my regards to everyone. | <input type="checkbox"/> | 7. Just thought I'd drop you a line. | <input type="checkbox"/> |
| 3. You won't believe how many different dishes you can taste there! | <input type="checkbox"/> | 8. It is a bit too crowded for my liking, but it's the most popular event in the city. | <input type="checkbox"/> |
| 4. I've been meaning to write back to you, but something always comes up. | <input type="checkbox"/> | 9. I have to go now. | <input type="checkbox"/> |
| 5. This festival takes place during our national holiday. | <input type="checkbox"/> | 10. Well, I think that's about it. | <input type="checkbox"/> |

C. Read the email and correct the mistakes.

Hi Carla,

How's everything 1 ^P ! I'm glad to 2 ^{Sp} here that you had 3 [^] good summer and that 4 ^{WW} your well. I'm writing to tell you about a great festival that I participated in this summer.

I went 5 ^{Pr} in the annual arts and crafts festival. It's quite a big event which is held every spring in our city. The 6 ^{WF} nicer thing about it is that it takes place on the beachfront, so it's a great way for 7 ^{Sp} poeeple to spend their day and even go for a swim if they want.

People can rent a stall for two days and they can display their crafts 8 ^P ; jewellery, paintings and other handmade items. As you know, I'm 9 ^A the artist, so it was a good opportunity for me to show my paintings. There was also a reporter there and, believe it or not, he wanted to interview me. The interview will be in 10 ^{WW} last week's local newspaper, so who knows, I might suddenly become famous! What 11 ^{WO} you do think?

Well, I'd better finish off here because I 12 ^T work on a new painting and I want to complete it. By the way, I bought something at the festival 13 ^{Pr} from you. I won't tell you what it is, but I will send it to you soon!

Take care,

Sandy

CORRECTION CODE

WW: wrong word

WO: word order

Pr: preposition

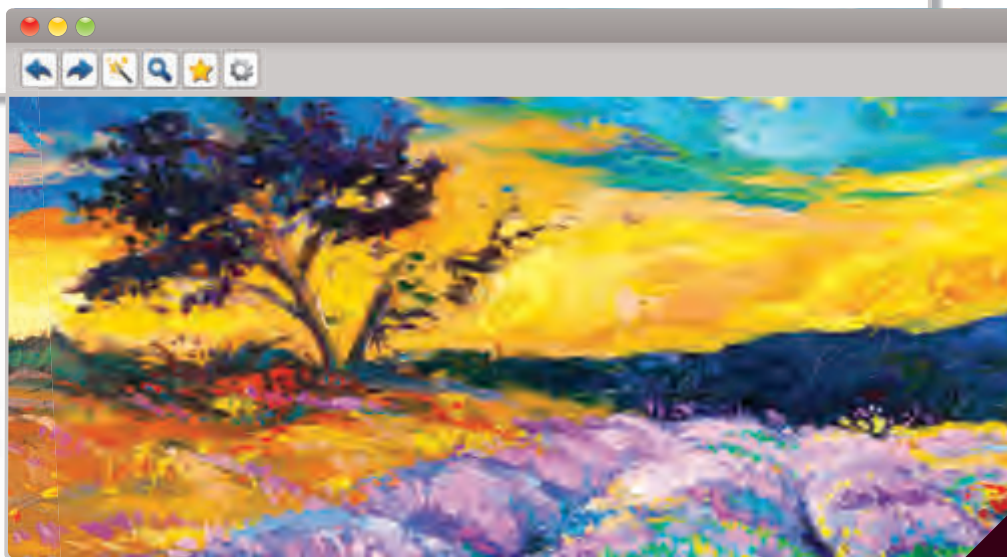
T: tense

P: punctuation

A: article

Sp: spelling

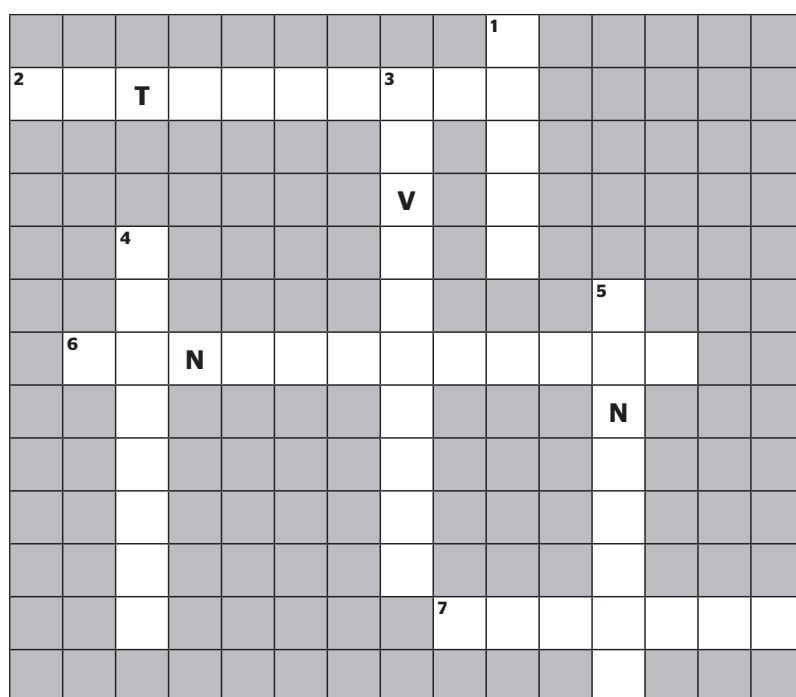
^: something missing



A. Circle the correct words.

1. You put weights on a fishing net so that it will **float** / **settle** to the bottom.
2. One important **property** / **structure** of this material is its flexibility.
3. My grandmother kept her best recipes a **know-how** / **secret** from everyone except me.
4. The lack of water **posed** / **preserved** a serious problem for the travellers.
5. The **blocks** / **tunnels** used in this building were carried from many kilometres away.

B. Do the crossword.



Across

2. produced by humans, not nature
6. the act of building something
7. to interrupt something or someone

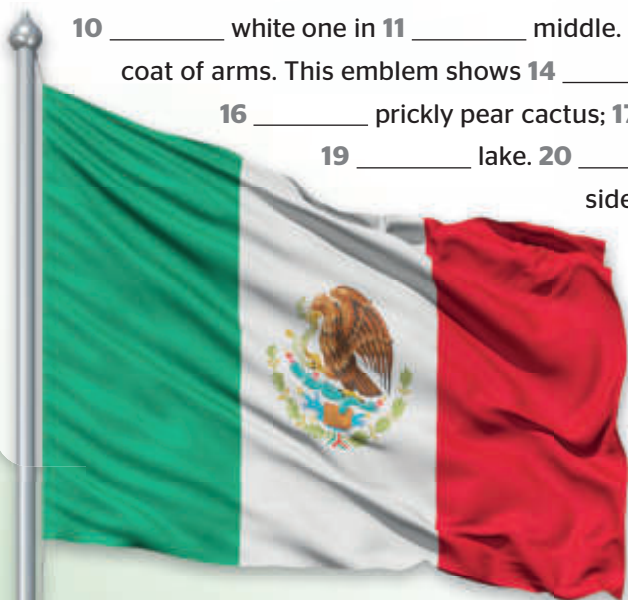
Down

1. to stay on the surface of the water
3. extremely useful; very valuable
4. not having enough of something
5. made from a mixture of sand, cement, stones and water

Student's Book pp. 16-17

A. Read the text and fill in the gaps with a, an, the, or -.

- 1 _____ current national flag of 2 _____ Mexico was adopted on 3 _____ 16th September 1968, but 4 _____ overall design has been used since 1821. It has 5 _____ three vertical stripes on it; 6 _____ green stripe on 7 _____ left-hand side, 8 _____ red one on 9 _____ right-hand side and 10 _____ white one in 11 _____ middle. On 12 _____ white stripe there is 13 _____ Mexican coat of arms. This emblem shows 14 _____ eagle holding 15 _____ serpent, while standing on 16 _____ prickly pear cactus; 17 _____ cactus is on 18 _____ rock that rises above 19 _____ lake. 20 _____ eagle faces to 21 _____ left on 22 _____ front side and to 23 _____ right on 24 _____ reverse side of 25 _____ flag. 26 _____ design of 27 _____ emblem was based on 28 _____ Aztec legend and was created by 29 _____ Francisco Eppens Helguera, 30 _____ Mexican artist famous for his paintings and murals.



B. Choose a, b, c or d.

Carpet making in Afghanistan

Carpet making in Afghanistan has been an important part of the country's 1 ____ for centuries. Although fewer and fewer carpets are being made by hand nowadays around the world, Afghanistan is one of the 2 ____ exceptions. Local nomads continue to work on their carpets without a 3 ____ bit of assistance from modern machines. The patterns and techniques that are used have been 4 ____ down from their 5 _____. Afghan nomads keep a 6 ____ of colourful carpets in their tents to decorate the walls as well as to keep warm. However, it isn't 7 ____ for these nomads to sell the carpets they make. They are usually only traded when their owners decide to replace them with newer ones. That's often how these 8 ____ carpets make their way into shops, where they are sold at extremely high prices.

- | | | | |
|-------------------|----------------|--------------------|------------------|
| 1. a. inheritance | b. symbol | c. heritage | d. emblem |
| 2. a. rare | b. exclusive | c. record-breaking | d. resistant |
| 3. a. meaningful | b. single | c. considerable | d. lonely |
| 4. a. passed | b. established | c. preserved | d. absorbed |
| 5. a. inhabitants | b. immigrants | c. ancestors | d. descendants |
| 6. a. shade | b. variety | c. signal | d. covering |
| 7. a. regular | b. typical | c. flexible | d. sensible |
| 8. a. unique | b. regular | c. authentic | d. distinguished |



C. Complete with a, an, the or -.

1. **A:** I got _____ email from Mark yesterday.

B: That's nice. How is he doing?

A: He's fine. He's working as _____ security guard at _____ British Museum now.

2. **A:** Can you cook _____ dinner tonight?

B: Sorry, I have to go to _____ doctor this afternoon.

3. **A:** _____ Johnsons are going on _____ trip to _____ Alps in _____ December.

B: Another trip? Didn't they visit _____ Rome last month?

4. **A:** _____ pizza we had at _____ restaurant on _____ Bond Street yesterday was terrible.

B: I couldn't agree more. I'm never going there again.

5. **A:** I love _____ art. Isn't this exhibition amazing?

B: It's _____ best one I've ever been to.

6. **A:** We're going to _____ Hyde Park to play football. Do you want to come?

B: No, thanks. I have to go _____ home.

A. Complete with the words in the box. There are two extra words which you do not need to use.

annually sponsor embassy diversity attend record display spectacular

1. We saw the national flag flying outside our _____ in London.
2. There are _____ views of the islands from that mountain.
3. This vehicle broke the land speed _____ in 1997.
4. You are not permitted to _____ this ceremony unless you have an official pass.
5. This event occurs _____ during the first week of April.
6. The main _____ of this difficult race is a well-known sportswear manufacturer.

B. The sentences a-h below should form a short newspaper article, but at the moment they are in the wrong order. Number them 1-8 in the the order you think they should appear.



The International Mango Festival

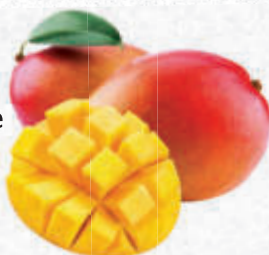
a. ☒ 4 India exports over 40,000 tonnes of mangoes to more than 80 countries, and the annual revenue from sales abroad tops \$85 million.

b. ☐ So, if you're wondering what to do in town for the next two days, or think you can eat more mango than anyone else in three minutes, get down to the Talkatora Stadium.

c. ☐ Delhi's Talkatora Indoor Stadium opens its doors once again tomorrow to the world-famous International Mango festival, this time in its 34th consecutive year.

d. ☐ Organisers and participants hope the event will help raise these figures significantly.

e. ☐ Organised by the Delhi Tourism and Transport Development Corporation, the two-day event is set to draw crowds of tourists and tradespeople from throughout the world, eager to sample the delights on offer.



f. ☒ 7 There will also be more fun events for all the family, such as mango eating competitions, mango carving and a prize for the biggest mango.

g. ☐ However, while mango buyers and sellers will be there looking to establish trading relationships, it's not all about business.

h. ☐ The festival this year will showcase over 500 varieties of mangoes from Indian producers and will feature a wide range of attractions including chefs preparing mango delicacies, tips for growing mango trees and expert fruit tastings.

1b A newspaper article about an event

Plan

TITLE

- Create a short, catchy title to attract the reader's attention.

PARAGRAPH 1

- Present the most important information about the event.

PARAGRAPH 2

- Go into greater detail about what the event involves.

PARAGRAPH 3

- Make a general comment, such as describing who should attend this event and why.



Writing Plan: A newspaper article about an event

Complete the writing plan below and write your article on the next page.

Before you complete your plan:

- do some research about the event you wish to discuss, and make a note of the facts and figures you want to include.

PLAN

TITLE

Paragraph 1

What is the event called?

Where does it happen?

When does it take place?

How long does the event last?

Who organises or funds it?

Other important information:

Paragraph 2

What activities are on offer?

How many people attend?

Other important details:

Paragraph 3

Who should attend this event?

Why should someone attend?

Other comments:

[illegible]

CHECKLIST: NEWSPAPER ARTICLE

Following instructions

- ☐ I read the rubric and the announcement I am responding to carefully.
- ☐ I checked that I understood why I am writing the article.
- ☐ I thought about who will read the article and made sure I wrote in an appropriate way for this audience.
- ☐ I found out as much as I could about the topic by carrying out independent research using the Internet and made notes on the information I wanted to include.

Format

- ☐ I organised my text into paragraphs and included a title to capture the readers' interest.

- ☐ I followed the suggestions in the plan for what to include in the different paragraphs of the article.

Content

- ☐ I used formal, neutral language.
- ☐ I presented factual information and avoided including personal details about myself.
- ☐ I used a variety of phrases, expressions and collocations to make my article interesting and enjoyable for the readers.
- ☐ I used a variety of tenses.

Review

- ☐ I corrected any grammar, spelling and punctuation errors.
- ☐ I made sure that my writing can be read easily.

Evaluation Criteria

	RELEVANCE TO TASK	COMMUNICATIVE EFFECTIVENESS	ORGANISATION	GRAMMAR	VOCABULARY
Outstanding	I provided the reader with all the subject matter requested.	My whole article was written clearly and in an appropriate style and register.	I organised the paragraphs well , making it easy for the reader to follow my train of thought.	I used a wide range of simple and complex grammatical forms appropriately .	I used a wide range of vocabulary appropriately, including suitable phrases and expressions.
Very good	I provided the reader with nearly all the subject matter requested.	In general , my article was written clearly and in an appropriate style and register.	I organised the paragraphs fairly well , making it possible for the reader to follow my train of thought.	I used a range of simple and complex grammatical forms appropriately, with minor errors .	I used a wide range of vocabulary appropriately, including suitable phrases and expressions, with minor errors .
Satisfactory	I provided the reader with most of the requested subject matter, but some information was missing or irrelevant.	Most of my article was written clearly and in an appropriate style and register, but in places I did not communicate effectively.	I organised the article into paragraphs, but the reader might have some difficulty following my train of thought.	I used a range of simple and complex grammatical forms, mostly in an appropriate way, and with some errors .	I used a range of vocabulary including some phrases and expressions, mostly appropriately, and with some errors .
Unsatisfactory	I didn't provide the reader with adequate relevant subject matter.	Parts of my article were not written clearly and/or in an appropriate style and register, and communication was not fully effective.	The paragraphs were not well-organised , making it difficult for the reader to follow my train of thought.	I used a limited range of grammatical forms, mostly in an appropriate way and with some errors .	I used a limited range of vocabulary mostly in an appropriate way, and with some errors .
Poor	I provided the reader with little relevant subject matter.	My article was not written in an appropriate style and/or register, and did not communicate any information clearly.	The paragraphs were badly organised , making it almost impossible for the reader to follow my train of thought.	I used a limited range of grammatical forms, often inappropriately, and with frequent errors .	I used a limited range of vocabulary, often inappropriately, and with frequent errors .

A. Choose a, b, c or d.

SCHOOLS AROUND THE WORLD

The twelve years or so a person spends at school is a time of great **1** _____. However, depending on the country in which students find themselves, there are **2** _____ differences in how they experience school.

To begin with, there is a difference in the number of hours spent at school. A Brazilian student's daily **3** _____ includes only 5 hours of school whereas, in China, nine hours is the average for children aged 11-14. Older secondary school students in China are reportedly the most stressed **4** _____ students in the

world, as they spend an average of twelve hours a day **5** _____ in schoolwork!

The number of students in classrooms around the world can **6** _____ from about twenty students in a class in Australia to about forty students in Nigeria. Of course, the latter might be fun for the students, but **7** _____ a lot to be desired as far as the teacher is concerned!

No matter where in the world we attended school, I think everyone agrees that our schooldays are our most **8** _____.

1. a. authenticity

b. matter

c. importance

d. popularity

2. a. primary

b. significant

c. initial

d. credible

3. a. custom

b. habit

c. trend

d. routine

4. a. out

b. up

c. off

d. over

5. a. preserved

b. immersed

c. captured

d. overwhelmed

6. a. expand

b. vary

c. distinguish

d. feature

7. a. puts

b. makes

c. leaves

d. lets

8. a. envious

b. effective

c. spontaneous

d. memorable

B. Complete with the correct form of the words in capitals.

Did you know that almost every culture has their own version of the doughnut?

That's why there are **1** _____ types out there.

NUMERAL

In Brazil, doughnuts are called *sonhos*, which is very **2** _____, as it translates as 'dreams' and what could be more dreamy than a sweet and **3** _____ treat? In

MEANING

SATISFY

Greece, they are called *loukoumades*, indicating their sweetness, since *loukoumi* is a very sweet jelly candy, and is indeed **4** _____. And, in Italy, the popular mini doughnuts filled with a(n) **5** _____ amount of cream are appropriately called *bomboloni* as they're not only little bombs of taste but also of calories!

DELIGHT

CONSIDER

In our health-conscious society, where anything that is sweet is not considered **6** _____, you might be feeling guilty about giving in to the temptation of a doughnut. But, really, it's only **7** _____ for people to crave something sweet once in a while. So, go on, give yourself a(n) **8** _____ treat!

HEALTH

NATURE

ENJOY

Doughnuts
An International Treat

C. Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between two and five words, including the word given.

1. We've arranged to have dinner at the new Italian restaurant tomorrow. **are**
We _____ at the new Italian restaurant tomorrow.
2. Be sure to write to me when you're in England. **drop**
Be sure to _____ when you're in England.
3. Bob might move to Australia next year. **thinking**
Bob _____ to Australia next year.
4. You should ask for your money back because the jewellery you bought is worthless. **value**
The jewellery you bought _____ so you should ask for your money back.
5. Danny rarely comes to the National Multicultural Festival. **often**
Danny _____ to the National Multicultural Festival.



D. You will hear five people talking about cultural differences. Choose from the list (A-H) the statement that best describes what each speaker says. Use the letters only once. There are three extra letters which you do not need to use.

- | | |
|------------------|--------------------------|
| Speaker 1 | <input type="checkbox"/> |
| Speaker 2 | <input type="checkbox"/> |
| Speaker 3 | <input type="checkbox"/> |
| Speaker 4 | <input type="checkbox"/> |
| Speaker 5 | <input type="checkbox"/> |

- A.** A disagreement was the start of a friendship.
- B.** I didn't believe this cultural difference until I experienced it.
- C.** This cultural difference ruined a trip for me.
- D.** I was worried that I had offended someone.
- E.** I only realised later how foolish I had been.
- F.** After a while, I got used to living there.
- G.** I got over the difficulties of cultural difference by chance.
- H.** Someone couldn't understand why I wasn't offended.



- No one seemed willing to help, so I took the _____.
a. setting b. concept c. reputation d. initiative
- This exam wasn't child's ____; only three people passed.
a. trip b. play c. game d. dream
- The new history professor doesn't use ____ teaching methods; he always has new ideas.
a. intriguing b. demanding c. conventional d. alternative
- Our classroom has almost everything; all it ____ is an interactive whiteboard.
a. lacks b. wants c. misses d. struggles
- Young children naturally have a thirst ____ knowledge.
a. of b. for c. in d. about
- Many gifted students are bored at school as it's not ____ enough for them.
a. patient b. concerning c. determined d. challenging

B. Complete with the correct form of the words in the box. There are two extra words which you do not need to use.

excel	bright	drastically	bound	intimidated
aspect	focused	curriculum	maintain	

Is Being Gifted a Gift?

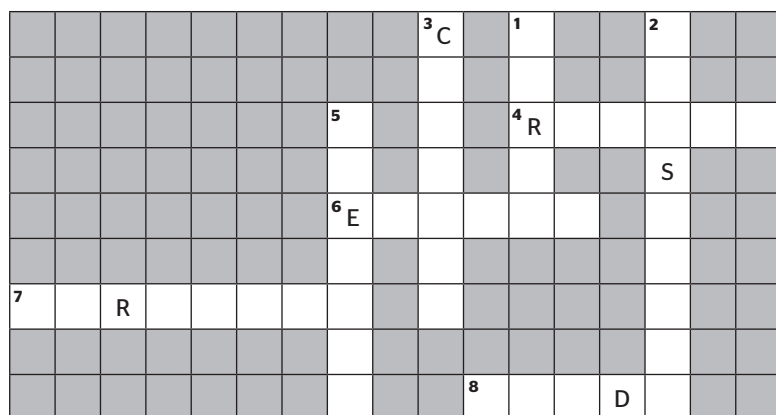
Which parent wouldn't want a remarkably gifted child, one that would always get good marks and 1 _____ at every subject without trying very hard? Actually, the answer might surprise you.

Children with above-average abilities have their own personal difficulties at school and at home. At school, these students have a hard time 2 _____ their interest in a subject. If the tasks students are faced with aren't interesting enough, students are 3 _____ to get bored. At home, students have a hard time staying 4 _____ on their homework for the same reason.

Also, gifted learners might experience problems in their relationships with their classmates who, being less capable than them, could feel 5 _____. So, as you can see, there are many 6 _____ to consider before reaching the conclusion that a gifted child's life has only a(n) 7 _____ side.



C. Do the crossword.



ACROSS

- to make sb remember sth
- suitable for eating
- a vehicle that can fly
- a small forest

DOWN

- to officially arrange to join a course, university or school
- very harmful; able to cause sickness or death
- very important or necessary
- a place designed for protection from danger or bad weather

Technology for Toddlers

It is becoming increasingly common to see young primary and even nursery school children spending time on tablets. With the 1 ____ of equipping them with skills they will need throughout their later life, many parents are encouraging their children to learn the basics 2 ____ technology at an early age.

Recent 3 ____ have shown that tablets are an ideal solution for teaching young people. They are user-friendly, and rely heavily on 4 ____ learning and communication. It is believed that tablets help children 5 ____ a level of 'technological intelligence' before they even start school.

In fact, many pre-schools are welcoming tablets as a tool to 6 ____ children in the classroom. When used for educational 7 ____, tablets can support learning in the classroom with additional material and can also provide a more convenient medium for study.

Whatever the truth of the matter is, it is clear that today's children will 8 ____ in using technology in ways that we can only imagine.

- | | |
|-----------------|---------------|
| 1. a. aspect | 5. a. succeed |
| b. intention | b. manage |
| c. ambition | c. accomplish |
| d. value | d. achieve |
| 2. a. about | 6. a. educate |
| b. to | b. learn |
| c. at | c. read |
| d. for | d. study |
| 3. a. research | 7. a. goals |
| b. studies | b. intentions |
| c. examinations | c. purposes |
| d. reviews | d. ambitions |
| 4. a. personal | 8. a. succeed |
| b. physical | b. manage |
| c. private | c. accomplish |
| d. interactive | d. win |

B. Complete with the correct form of the words in the box. There are two extra words which you do not need to use.

term	instruct	sign up	master's	higher	quit
drop out	distance	set	field	funds	public

- Paul _____ of university because he got a job offer from a national news station.
- You will have an exam at the end of each _____, which you must pass in order to continue.
- Sophie is fortunate that her university offers _____ learning, because she lives three hours away.
- Many universities allow you to take courses from outside your main _____ of study.
- Your job is to _____ all employees in the use of the new equipment.
- All _____ schools are required to follow the National Curriculum.
- Getting a(n) _____ education is important for a person's professional as well as personal development.
- After Robert got his BA in Accounting, he decided to get a(n) _____ degree in Business and Finance.
- Where can we _____ for the Chinese cooking course?
- Jack regrets _____ school, so he has decided to go back next year.

C. Choose a, b, c or d.

- | | |
|--|--|
| 1. He ____ for two hours, but he still doesn't seem to want to wake up.
a. slept
b. has slept
c. has been sleeping
d. is sleeping | 4. It's the second time I ____ Amanda this week.
a. see
b. have seen
c. have been seeing
d. had seen |
| 2. I ____ to hear whether I got into the University of East London all week! When will I know?
a. am waiting
b. have been waiting
c. have waited
d. waited | 5. She has just ____ an important letter.
a. received
b. been receiving
c. receiving
d. receives |
| 3. I haven't read any of this writer's books ____.
a. never
b. just
c. before
d. already | 6. I have written more than half of my book report ____.
a. yet
b. before
c. so far
d. yesterday |

D. Complete with the Present Perfect Simple, the Present Perfect Progressive or the Past Simple of the verbs in brackets.

- A:** I 1 _____ (just send off) the last of my university applications. Are you done with yours?
B: No, I 2 _____ (not send) any.
A: But the deadline is in a month!
B: Well, I 3 _____ (think) about it a lot lately, and I 4 _____ (actually decide) to take a gap year. I'll apply for university next year.
A: I see. 5 _____ (you / consider) what you're going to do during your gap year?
B: Well, I 6 _____ (study) Spanish for so many years, so I 7 _____ (arrange) to go to Madrid for a bit. I 8 _____ (always want) to visit Spain, so this is my chance.
A: Oh, I 9 _____ (go) to Madrid last summer. I 10 _____ (spend) two whole weeks there. It's beautiful.
E. Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between two and five words, including the word given.
- I started learning Arabic a year ago. **been**
 I _____ a year.
 - Jack went to London on Tuesday and he is still there. **has**
 Jack _____ Tuesday.
 - Amanda has never read such an interesting book. **ever**
 It's the most interesting _____ read.
 - When did you start taking driving lessons? **have**
 How long _____ driving lessons?
 - It's been a long time since Larry last ate sushi. **for**
 Larry _____ a long time.

Student's Book pp. 26-27

A. Complete the text with the words in the box. There are two extra words you do not need to use.

draw theory input structure relay gather biology conduct

There is no doubt that educational books have been a successful way to 1 _____ knowledge to students over the years. However, for subjects such as chemistry and 2 _____, it probably isn't enough. Memorising information in a book may be a quick way to learn, but it doesn't give students the opportunity to achieve the deeper kind of understanding they get when they 3 _____ experiments. Research proves that students can learn more effectively by testing and confirming a 4 _____ on their own. Furthermore, this type of interactive activity develops valuable skills which help young people learn how to analyse and 5 _____ their own conclusions based on what they have observed. Such learning experiences equip students with the tools they need to process the 6 _____ from the world around them and turn it into useful information.



A. Complete the sentences with the words in the box. There are two extra words which you do not need to use.

interpret sparks	found stresses	backgrounds advances	publish omit	translate territories
---------------------	-------------------	-------------------------	-----------------	--------------------------

- France has many overseas _____ in the Indian Ocean and the Antarctic.
- Recent _____ in medicine are helping us cure more diseases.
- They have decided to _____ two new universities this year.
- This essay _____ the importance of preserving the literature of previous eras.
- We hope this new book _____ a renewed interest in early algebra.
- If you _____ any of the ingredients, the dish won't taste right.
- Researchers from different academic _____ attended the philosophy conference, including several physicians and mathematicians.
- We intend to _____ this poem into many different languages.

B. Complete the text with the correct form of the words in capitals.

A BROADER VIEW OF THE PAST



The dusty old books lining the shelves of many libraries form a 1 lasting record of what life was like in the past, and they provide 2 _____ with one of their key sources of 3 _____.

Of course, these old books were 4 _____ written by men, for men, and about men; in part because levels of 5 _____ among women were low in most parts of the world until quite recently.

Many researchers feel they have a(n) 6 _____ to pay more attention to the rarer 7 _____ of female authors. They argue that issues of 8 _____ need to be addressed for us to form a fuller picture of how people used to live.

LAST
 HISTORY
 INQUIRE
 PRIMARY
 LITERATE
 OBLIGE
 CONTRIBUTE
 INCLUDE

C. Circle the correct words.

- This company **preserves / imports** fruit to over twenty countries.
- Change your **attitude / achievement** and people will treat you better.
- She's studying **law / medicine** to become a physician.
- This plant won't **pursue / thrive** unless you water it regularly.
- How is our digital **era / timeline** different from previous ages?



A. Notice the words/phrases in bold and complete the sentences with a suitable preposition.

1. I think you'd better **concentrate** _____ your work if you want to finish on time.
2. Harry is quite **capable** _____ supporting himself.
3. The computer technician is **working** _____ the problem right now.
4. I can't believe you **cheated** _____ your exam. Shame on you!
5. **Pay attention** _____ the plot because you'll need to summarise it.
6. If you're going to be **absent** _____ class, you'll need to let us know.
7. Mark is really **good** _____ sports.
8. Children **benefit** greatly _____ a teacher who has creativity.
9. I can't go out with you because I have to **revise** _____ a test.
10. It's important to be able to **cooperate** well _____ others in this job.

B. Complete with the correct form of the words in brackets. Add *as*, *the* or *than* where necessary.

1. The car we bought is slightly _____ (big) the one we used to have.
2. Fortunately, _____ (few) and _____ (few) people are using their cars to go to the city centre.
3. The day of their son's birth was _____ (happy) day of their lives.
4. Jennifer worked _____ (hard) she could but she didn't manage to do a good job.
5. Living in the countryside is _____ (healthy) living in the city.
6. Andrew is _____ (irritating) person I know.
7. Raising children is a lot _____ (difficult) most people realise.
8. That's _____ (interesting) book he's ever written.
9. _____ (hard) you study, _____ (good) you will do in your exam.
10. Frank isn't _____ (competitive) his brother John.

C. Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between two and five words, including the word given.

1. Jack's motorbike is newer than Kevin's or mine. the
Jack's motorbike _____ the three.
2. I had expected the outing to be more enjoyable. as
The outing was _____ I had expected.
3. I have never seen anyone drive so badly. driver
He _____ I have ever seen!
4. MP3 players are not as popular as they were when they first came out. less
MP3 players _____ they were when they first came out.
5. The weather kept getting hotter, so we decided to leave for our beach house. and
The weather was _____, so we decided to leave for our beach house.
6. As Rita studied more, maths seemed easier. the
The _____ maths seemed.

A. Choose a, b, c or d.

- The number of students accepted on the course is ____ to twenty per term.
a. restricted c. assisted
b. upgraded d. enabled
- At first I was ____, but they finally convinced me.
a. vocational c. inclusive
b. sceptical d. marked
- We recommended her for ____ to a higher position with better pay.
a. negotiation c. consideration
b. limitation d. promotion
- Will they improve their conflict ____ skills during the course?
a. advancement c. management
b. content d. commitment
- This part-time course allows students to study at their own ____.
a. subject c. circumstance
b. pace d. matter

B. Circle the correct words/phrases.

- Our school dinners are delicious and nutritious. **What is more / As a result**, they are free.
- Fred got seriously injured during football practice. As a **conclusion / consequence**, he won't be able to play in tomorrow's match.
- Most people think TV is a waste of time. **The way I see it / Another factor is**, it's the best way to become fluent in a language.
- In **my view / my point of view**, universities should be free for everyone.
- Every person has a different learning style. **All things considered / For this reason**, a teacher must use a variety of teaching techniques.
- There are many ways parents can help their children do well in school. **Firstly / Overall**, they can help their children learn how to organise their time.

C. Complete the essay with the words/phrases in the box. In some gaps there is more than one possible answer.

as a result	to begin with	this way	moreover
last but not least	it is my belief that	summing up	therefore

Homework is a familiar task for most school children.

Is it a good idea?

There has always been discussion over whether homework should be given to school children.

- It is my belief that homework is necessary for students' progress.
- _____, giving school children homework provides them with the opportunity to revise and practise what they have learnt at school. 3 _____, they will be able to understand and learn more efficiently.
- _____, they will have time to carefully study the material and note down any questions they may have. 5 _____, they can ask the teacher questions they may not have thought about during class.
- _____, homework consists of tasks students are required to complete, which gives them an understanding of time management and individual responsibility. This will not only help them during their school years, but later on in life as well.
- _____, homework can be a useful tool for both students and teachers as the advantages are numerous. 8 _____, teachers should continue to give homework to school children.

2b A compare and contrast essay

Plan

INTRODUCTION

- Make a general statement introducing your topic of discussion.
- Mention the two things that you are going to compare.
- Briefly state the aspects that will constitute your point of comparison.

MAIN PART

PARAGRAPH 1

- Compare and contrast the two approaches with respect to one point of comparison.

PARAGRAPH 2

- Compare and contrast the approaches with respect to another point of comparison.

PARAGRAPH 3

- Compare and contrast the approaches with respect to one more point of comparison.

CONCLUSION

- Summarise the comparisons you made.
- Make a general statement to conclude your essay.



Writing Plan: A compare and contrast essay

Complete the writing plan below and write your essay on the next page.

Before you write:

- Find out information about the two things you are comparing and make notes on any similarities and differences between them.

Introduction

- What are you comparing? _____
- Brief statement introducing the aspects that will constitute the points of comparison in paragraphs 1, 2 and 3 below. _____

Main part

Paragraph 1

- Point of comparison _____
- Similarities/differences _____

Paragraph 2

- Point of comparison _____
- Similarities/differences _____

Paragraph 3

- Point of comparison _____
- Similarities/differences _____

Conclusion

- Summary the comparisons you made.
- General statement to sum up and leave a lasting impression.

Now, use your notes on the previous page and write your essay.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

CHECKLIST: COMPARE & CONTRAST ESSAY

Following instructions

- ☐ I read and followed the instructions in the rubric carefully.
- ☐ I did some research on the two study approaches I am comparing.
- ☐ I noted similarities and/or differences between the approaches and identified three key points of comparison.

Format

- ☐ I organised my text into paragraphs, including an introduction and conclusion.
- ☐ I followed the suggestions in the plan for what to include in the different paragraphs of the article.

Content

- ☐ I made sure to discuss both approaches in each main body paragraph.
- ☐ I employed comparative forms of adjectives (e.g. more/less convenient) and other forms of comparison (e.g. as + adjective/adverb + as).
- ☐ I used formal linking words/phrases to connect ideas.
- ☐ I avoided using contractions (e.g. *I'm*, *it's*) and other features of informal writing.

Review

- ☐ I corrected any grammar, spelling and punctuation errors.
- ☐ I made sure that my writing can be read easily.

Evaluation Criteria

	RELEVANCE TO TASK	COMMUNICATIVE EFFECTIVENESS	ORGANISATION	GRAMMAR	VOCABULARY
Outstanding	I comprehensively presented three points , fully addressing both study approaches for each.	All the essay was written clearly in a formal and impersonal style.	I included a fully appropriate introduction and conclusion and used topic sentences which made the transition between paragraphs very clear .	I used a wide range of simple and complex grammatical forms appropriately.	I used a wide range of vocabulary appropriately, including formal words and phrases.
Very good	I presented three points and addressed both study approaches, with minor omissions .	In general , the essay was written clearly in a formal and impersonal style.	I included a fairly appropriate introduction and conclusion and used topic sentences which made the transition between paragraphs reasonably clear .	I used a range of simple and complex grammatical forms appropriately, with minor errors .	I used a wide range of vocabulary appropriately, including formal words and phrases, with minor errors .
Satisfactory	I presented two points, addressing both study approaches for each, with some omissions .	Most of the essay was written in an appropriate style, but in places I did not communicate effectively.	I included an appropriate introduction, conclusion and topic sentences, but the reader might have some initial difficulty following my train of thought.	I used a range of simple and complex grammatical forms, mostly in an appropriate way, and with some errors .	I used a range of vocabulary including some formal words and phrases, mostly appropriately, and with some errors .
Unsatisfactory	I presented only one point clearly , and addressed both study approaches with omissions .	Parts of the essay were not written in an appropriate style, and communication was not fully effective.	I included an introduction and conclusion, but at least one topic sentence was missing and the structure of the essay was somewhat confusing .	I used a limited range of grammatical forms, mostly in an appropriate way and with some errors .	I used a limited range of vocabulary, mostly in an appropriate way, and with some errors .
Poor	I presented no clear comparisons , and neither study approach was adequately addressed.	The essay was not written in an appropriate style, and did not communicate any information clearly.	There is not an obvious introduction and conclusion, nor topic sentences. The structure of the essay is highly confusing .	I used a limited range of grammatical forms, often inappropriately, and with frequent errors .	I used a limited range of vocabulary, often inappropriately, and with frequent errors .

A. Choose a, b, c or d.

- Is there a(n) ____ course where I can learn Spanish in a month?
a. conventional c. higher
b. bachelor's d. intensive
- I'm sure Paul had no ____ of upsetting you.
a. goal c. intention
b. purpose d. ambition
- Alice is capable ____ looking after herself. She's 18 years old.
a. to c. for
b. of d. at
- Participants who ____ will be invited to attend further events.
a. remind c. restrict
b. excel d. maintain
- Getting a teaching position at a university was a great ____ for Mike.
a. cooperation c. involvement
b. accomplishment d. reception
- This report ____ the impact of noise pollution on a person's health.
a. expresses c. boosts
b. assists d. assesses
- Mike's job is very ____, so he doesn't get to spend much time with his family.
a. crucial c. intriguing
b. stimulating d. demanding
- Their ____ to finishing the project was impressive.
a. limitation c. commitment
b. circumstance d. promotion

B. Choose a, b, c or d.

- The restaurant started serving vegan dishes because more ____ people were asking for them.
a. the more c. and more
b. the better d. and less
- I'm really tired; I ____ the whole weekend without a break.
a. am studying c. be studying
b. have studied d. have been studying
- I wonder why our maths teacher ____ a test for so many weeks.
a. hasn't set c. didn't set
b. isn't setting d. hasn't been setting
- Mrs Bonnington's illness wasn't ____ life-threatening as the doctors had originally believed.
a. such c. as
b. more d. the
- Billy's not home right now; he ____ to the post office.
a. has been c. has been going
b. has gone d. is gone
- The tsunami was ____ destructive than the actual earthquake.
a. far more c. the most
b. the more d. as
- To be honest, it was ____ enjoyable holiday I have been on in years. Never again!
a. the less c. the more
b. the most d. the least
- This is the second time I ____ to contact Professor Martin.
a. have been trying c. tried
b. am trying d. have tried

C. Fill in the gaps in the paragraph with one word only.



Mature Students

When considering higher education, age is simply a number. It is common for people at some point in their lives to discover that they have 1 _____ doing a job that they simply don't enjoy for years. Career change or development is the main reason why mature students decide they would benefit 2 _____ a higher education. Some people decide to enter university and 3 _____ a degree even after they retire, feeling that they 4 _____ missed out on something important during their lives. There are others, though, who never even consider signing 5 _____ for a course of any kind. They believe that, at their age, there is hardly 6 _____ point in doing so. However, just because you aren't young, doesn't mean you aren't able to learn. In fact, mature students tend to be more dedicated even though they haven't got 7 _____ free time on their hands. All 8 _____ all, one thing is certain: there are many advantages to higher education. Apart from the knowledge someone will acquire, they will meet different people as well as study something that really interests them.

D. Read the text and answer the questions 1-6.

Choose a, b, c or d.

How valuable is an MIT degree?

If you're considering studying any field of Science or Technology, then the Massachusetts Institute of Technology, or MIT, is one of the best universities in the world to study at. After finishing my bachelor's degree, I applied to do a master's at MIT, but I never dreamt that I would actually go there. So, when I opened the envelope offering me a place, I screamed so loud I must have woken the whole neighbourhood up. My excitement soon turned into anxiety, though, as I started to doubt whether I'd be able to keep up with the best of the best.

I had read so much about MIT that when I first got there, it seemed like a second home. I started studying really hard and soon began feeling really confident about myself, perhaps a bit too confident. I even had a heated discussion in my first week with one of the lecturers. Later, a fellow student pointed out that he was a Nobel prize winner, and probably knew more about the subject than me. I felt a bit bad, but then I realised how he had treated me like an equal. Rather than put me in my place, he had continued the discussion because he was interested in what ideas I had to offer.

The major difference from my previous university was the amount of research that was going on. Some projects just blew my mind, while others had some really practical uses. While I was there, some fellow students were working on an electric car which could revolutionise urban transport. It was small and light, and it could fold up so small that it took up one third of a parking space. I was studying computer science, and some of the research projects were fascinating. However, I soon found a passion for Robotics and never looked back. I was part of a group of students who took things to another level. I struggled to keep up with the level of technology near the end of our project, but I learnt so much.

It's been said that many professors choose to teach and conduct research at MIT because of the quality of the students at the institute. I saw evidence of this during my time there. Most students are energetic, ambitious and hard-working, not only in the classroom, but while participating in extra-curricular activities, too. There are numerous clubs and teams which have excellent reputations. Also, a wide range of contests and competitions are organised by the students. And it is surprising how little support the institute gives these activities, which proves the students' remarkable level of commitment.

While at MIT, I felt that I was part of a community, and that has continued till this day. I didn't realise it at the time, but I would say that probably the most valuable thing I got out of being at MIT was the connections I made there. Whatever success I've had in my career so far is thanks to the group of students I graduated with, most of whom have started their own businesses. With all that innovation flowing at the institute, it's no surprise that many graduates go into business by themselves, rather than join existing companies.

There is no doubt that when employers spot MIT on a CV, they are more likely to invite you in for a job interview. But that's as far as it goes. From there on, it's your responsibility to prove that you are the best candidate for the position. Often, when companies are recruiting, work experience is equally as important as a degree from a good university, so your degree is no guarantee. I believe that what gave me an edge in the job market is that I learnt to work extremely hard to keep up with the academic standards at MIT which were overwhelming at times, but really drove me to perform better. In the final analysis, that's what any employer wants from an employee - someone who is willing to work hard to perform better in our competitive world.

1. How did the writer first feel about getting into MIT?
 - a. anxious and satisfied
 - b. determined and grateful
 - c. worried and overwhelmed
 - d. enthusiastic and anxious
2. Why does the writer mention that one lecturer had a Nobel Prize?
 - a. to explain why this lecturer was so famous
 - b. to suggest why he wasn't interested in the writer's ideas
 - c. to point out the high level of the lecturers at MIT
 - d. to explain why this lecturer was so difficult to understand
3. What is true about the writer's chosen subject of study?
 - a. It wasn't his first choice.
 - b. He didn't like this subject in the beginning.
 - c. It was one of the most popular subjects that MIT offered.
 - d. He wishes his subject had more exciting projects connected to it.
4. What does the writer suggest about extra-curricular activities?
 - a. Students from other universities can participate.
 - b. Students don't need much outside help to organise them.
 - c. Ambitious and hard-working students are more likely to do them.
 - d. Most students think they're a waste of time.
5. What does the writer say about his connections at MIT?
 - a. He believes that he owes a lot to them.
 - b. His connections helped him start his own business.
 - c. He wishes he had made more connections during his time there.
 - d. Good connections are especially useful while you're studying at MIT.
6. What conclusion does the writer come to about studying at MIT?
 - a. It won't necessarily improve your career chances.
 - b. Not every student is able to benefit from their time there.
 - c. He has fond memories of his time there, but the hard work ruined it for him.
 - d. It's an excellent place to study if you are unsure which subject you want to follow.



3a Student's Book pp. 37-39

A. Choose a, b, c or d.

- The problem of ____ unfortunately exists in richer countries as well.
a. humanity c. fundraising
b. poverty d. charity
- Many people prefer living on the ____ of a city as opposed to the centre.
a. outskirts c. limitation
b. network d. shelter
- My father sends a large ____ to Greenpeace every year.
a. inheritance c. participation
b. assistance d. donation
- My older sister is very ____, so she likes to get things done on her own.
a. enthusiastic c. thoughtful
b. independent d. spontaneous

B. Choose a, b, c or d.

Many of us are deeply **1** ____ by the various problems humanity faces and want to make a difference in the world. As a result, we may decide to donate funds or **2** ____ our time to various organisations. However, with so many worthy causes, it may be difficult to choose just one or the right one for us. Most of us already know about many of the larger, **3** ____ foundations that usually have got more **4** ____ to support the causes they have chosen. On the other hand, there are also a number of smaller **5** ____ establishments that are helping the local community. In order not to get lost in this sea of options, it would probably be best to choose a cause that is closest to our heart. If, for example, you had a parent that **6** ____ from a developing country where many are ill, a foundation which has a local **7** ____ may be worth looking into. Also, it would be a good idea to take the time to find out more about the foundation you're interested in before making your final decision. Whatever the case, take pride in knowing that you are helping others!

- | | | | |
|------------------|----------------|----------------|-----------------|
| 1. a. educated | b. entertained | c. reminded | d. saddened |
| 2. a. devote | b. expand | c. paralyse | d. beg |
| 3. a. rural | b. informative | c. established | d. experimental |
| 4. a. welfare | b. wealth | c. insight | d. property |
| 5. a. floating | b. charitable | c. sensible | d. spiritual |
| 6. a. enlisted | b. emigrated | c. suffered | d. imported |
| 7. a. dispensary | b. orphanage | c. embassy | d. dormitory |



C. Complete the sentences with the correct form of the words in the box.
There are two extra words which you do not need to use.

beggar stroke ambulance flooding floating coordinator
eventually clinic calling expand fund

- When I'm abroad, I sometimes offer money to _____ on the street who look hungry.
- After the huge forest fires, the area has a serious problem with _____ when there are heavy rains.
- My grandfather had a _____ last month, and now his right side is paralysed.
- When I started learning to play tennis, I wasn't very good, but with practice I _____ improved.
- At the age of fifteen I realised my _____ in life was to become a doctor.
- My mother is taking my brother to the _____ because he has been sick with a high temperature.
- If you're not sure what to do, you should ask your _____ who is managing the group's activities.
- Many companies start out as small businesses and then _____ into large companies.

Student's Book pp. 40-41

A. Circle the correct words.

1. We **receive** / **donate** money to this charity every month.
2. This organisation provides financial **relief** / **openness** to people who owe money.
3. I worked as a **volunteer** / **philanthropist** during my school holidays.
4. To show my **generosity** / **gratitude**, I thanked him personally.
5. They held a **fundraiser** / **humanitarian** all weekend to collect money for the cause.
6. We couldn't have done it without the valuable **handout** / **contribution** of your time and energy.
7. Several **donors** / **offerings** gave large sums of money to the school.
8. I depend **with** / **on** all these people for help.

B. Choose a, b, c or d.

1. Every summer, on Grandma's farm, we ____ up early and go down to the river for a swim.
a. would get c. use to get
b. were getting d. got
2. My best friend ____ across the street. Now he's moved to Australia.
a. would live c. used to live
b. had been living d. use to live
3. Sally was walking in the park when she ____ an old friend.
a. was running into c. would run into
b. ran into d. used to run into
4. Where were you last night? I ____ for ages.
a. had called c. used to call
b. was calling d. would call
5. On the beach, Martha ____ a book while her daughter was building a sandcastle.
a. reading c. used to read
b. was reading d. use to read
6. The traffic warden approached the driver and ____ him a fine.
a. was giving c. gave
b. used to give d. would give
7. I ____ coffee, but now I do.
a. weren't drinking c. not drink
b. didn't use to drink d. wouldn't drink
8. I ____ glasses when I was young, but I don't any more.
a. used to wear c. was wearing
b. would wear d. am wearing

C. Complete with the Past Simple or the Past Progressive of the verbs in brackets.

IT'S A SMALL WORLD!

Last summer, while I 1 _____
(be) on holiday in Rome, something strange
2 _____ (happen), which
3 _____ (make) me realise
how small the world is. I 4 _____
(feel) hungry so I 5 _____
(decide) to go and have a meal at a nice
restaurant. While I 6 _____
(look) at the menu, I 7 _____
(notice) two young women staring at me.
I 8 _____ (find) it quite rude
but I 9 _____ (not say) anything.

After a few minutes, a waitress 10 _____
(come) over and 11 _____
(take) my order. About ten minutes later, as she
12 _____ (bring) me my meal, one
of the women 13 _____
(call) her to their table and 14 _____
(tell) her something. Then the waitress

15 _____
(walk) over to my table
and 16 _____
(inform) me that
my meal was going
to be paid for by
the women. As
I 17 _____
(walk) over to ask
them who they
18 _____
(be) and why they
19 _____ (buy) me lunch, one of
them 20 _____ (stand) up and said:
'Ms Smith, it's me, Alice from
year 6. Do you remember me?' I 21 _____
(not can) believe it. Little Alice was all grown up!



Student's Book pp. 42-43

A. Complete the sentences with the correct form of the words in capitals.

1. Despite feeling terrified, Mark did his best to appear _____ for his younger brothers as the water rose around them. **BRAVERY**
2. Abdulrahman believes it is important to help others in any way he can, so he spends a lot of his free time _____ for different organisations. **VOLUNTARY**
3. Everyone was amazed at the lengths to which Ahmed went to help a complete _____. **STRANGE**
4. They work for a _____ organisation and often travel to various parts of the world where natural disasters have occurred to provide assistance. **RELIEVE**
5. We should always appreciate these _____ individuals who have all put the welfare of others above their own. **SACRIFICE**
6. This will take quite a while so you must do your best to remain _____ until it is finished. **PATIENCE**
7. We are _____ to ensuring that all children are given an education. **COMMITMENT**
8. We are all very grateful to the _____ men who risked their lives to save us. **COURAGE**
9. I have no reason to believe that he is not being perfectly _____ about how he feels. **HONESTY**

B. Complete with the words in the box.

reward receive bully stand up for volunteer hero
deed persevering lethal humble altruistic on the line

1. One of the most difficult jobs is that of a firefighter, because they put their lives _____ to save others.
2. Nasser refused to allow them to _____ him into doing something he didn't want to.
3. Aameena is a determined, _____ young woman who is not going to let anything stop her from achieving her goals.
4. Despite his great success, Leo is surprisingly _____ about his accomplishments.
5. He donated a large sum of money mostly for _____ reasons, but also for the publicity.
6. One of the most important lessons their parents taught them was to _____ themselves.
7. These snakes are poisonous, and if you are bitten it can be _____.
8. I'm not surprised to hear that she did such a good _____ as she is always helping others.
9. He worked as a _____ in Africa for many years.
10. All the children will _____ a good education thanks to the generous donation the businessman made.
11. Yousef says his father is his _____ because he is a doctor and helps save many lives.
12. They have promised to _____ them for all their hard work.

A. Choose a, b, c or d.

THE POWER OF WILL

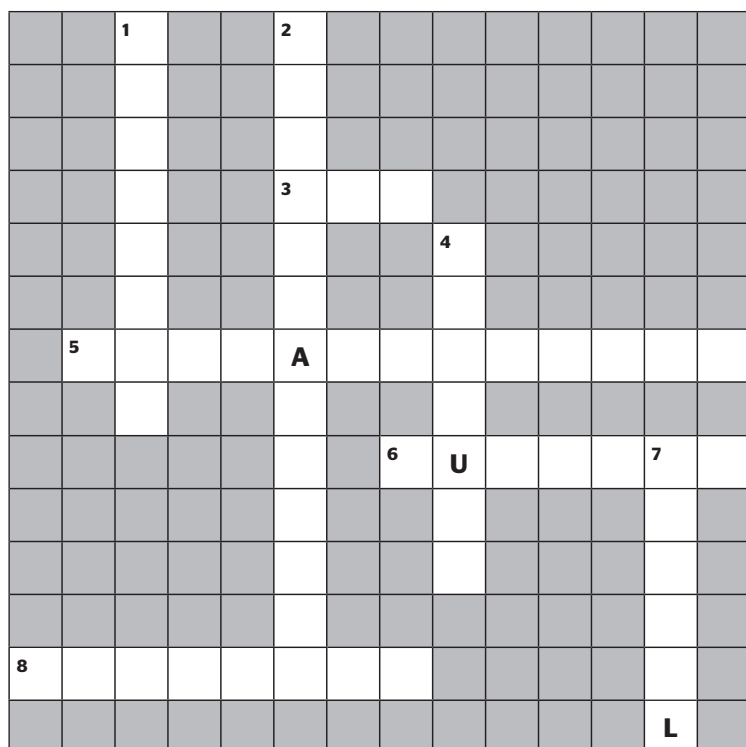
In this day and 1 ____ the majority of people lead such busy lives and they sometimes become so self-involved that they end up not caring about others. However, fortunately, the number of 2 ____ people is huge. They push themselves to the limit so as to lend others a(n) 3 ____.

In one case, during a road accident, a man lifted and held up a car until the cyclist trapped beneath it could be pulled free. It was a(n) 4 ____ act that even the man himself could not explain; he could not normally lift anything like the weight of the car - and after the 5 ____, when he tried to do it again, he found that he couldn't.

Deeds such as these are 6 _____. People exhibit what is known as 'hysterical strength'. The body 7 ____ to use only about 65% of its potential strength in everyday activities - using more would risk serious muscle damage. However, life-threatening situations give the brain the stimulation it needs to use more strength than it normally does.

- | | | | |
|---------------------|-----------------|-----------------|-------------------|
| 1. a. time | b. age | c. year | d. period |
| 2. a. narrow-minded | b. self-centred | c. kind-hearted | d. quick-thinking |
| 3. a. finger | b. hand | c. arm | d. help |
| 4. a. heroic | b. unconscious | c. crucial | d. awkward |
| 5. a. situation | b. incident | c. act | d. identity |
| 6. a. anonymous | b. ambitious | c. bewildering | d. clever |
| 7. a. goes | b. allows | c. tends | d. limits |

B. Complete the crossword.



Across

3. to choose
5. feeling sympathy for others
6. a medical operation
8. somebody who travels to and from work every day

Down

1. not to pay attention to something
2. help or emotional support
4. not a success
7. to make something known

Student's Book pp. 46-47

A. Complete with the Past Simple, the Past Progressive, the Past Perfect Simple or the Past Perfect Progressive of the verbs in brackets.

I **1** _____ (never consider) myself to be a very brave person before last Saturday. I **2** _____ (water) my garden when I **3** _____ (hear) the sound of a train in the distance. This **4** _____ (not be) unusual since I live right next to the train tracks. I **5** _____ (look) up. That's when I **6** _____ (see) a car on the train tracks. It **7** _____ (not move)! The driver probably **8** _____ (not notice) that the train **9** _____ (approach). In a matter of seconds, I **10** _____ (stop) what I **11** _____ (do) and **12** _____ (run) towards the car. By the time I **13** _____ (reach) it, the train **14** _____ (come) even closer. I **15** _____ (knock) on the driver's window but the elderly man **16** _____ (not seem) to understand. So, I **17** _____ (open) the car door and **18** _____ (grab) him by the arms to pull him out. Fortunately, I **19** _____ (pull) him out before the train **20** _____ (crash) into the car throwing it off the tracks. As it turned out, the man **21** _____ (drive) all day. So, he **22** _____ (be) too tired and distracted to notice the danger he **23** _____ (put) himself in. Luckily, in the end we **24** _____ (be) both safe and unharmed. He **25** _____ (thank) me for risking my life to help him, but the truth is that I **26** _____ (not even think) twice about it.

B. Complete the sentences with the correct idiom. There is one idiom which you do not need to use.

turned a blind eye to put your foot down hold my tongue see eye to eye
keep your head got cold feet heart was in my mouth sticking your nose into

- Just because my sister and I are identical twins doesn't mean that we always _____.
- They didn't want to tell everyone the news straight away, so I had to _____ until they made a formal announcement.
- Because he was the youngest child, his mother usually _____ his bad behaviour.
- You need to stop crying and _____ so we can think of a solution to the problem.
- I'm not going to tell you what was in that letter. Stop _____ my business!
- You need to _____ and tell Sandra that she has to help more with the housework.
- He was all ready to ask for the big promotion, but when he bumped into the boss in the hall, he _____ and didn't ask for it.



C. Match the words 1-6 with the words a-f to form hyphenated compound adjectives. Then use them to complete the text below.

- | | |
|-----------|---|
| 1. absent | <input type="checkbox"/> |
| 2. big | <input checked="" type="checkbox"/> d |
| 3. open | <input type="checkbox"/> <input type="checkbox"/> |
| 4. well | <input type="checkbox"/> |
| 5. bad | <input type="checkbox"/> <input type="checkbox"/> |
| 6. tight | <input type="checkbox"/> |

- a. mannered
b. tempered
c. minded
d. headed
e. fisted
f. handed

Going out for dinner with my cousins Sally and Frank can be really annoying sometimes. Frank, who is quite 1 big-headed, talks about how important his job is all the time. Furthermore, because he is also 2 _____, he can sometimes be rude to the waiter, which is quite embarrassing. Lastly, despite being wealthy, he's one of the most 3 _____ people I know - at the end of the meal he'll spend ten minutes adding up the bill to make sure he doesn't pay a penny more than he has to.

His twin sister Sally is the exact opposite. She's 4 _____ and doesn't care about money at all. She's also very 5 _____ and would never be rude to anyone, even if they made a mistake. There's only one thing that annoys me about her. She is terribly 6 _____; she's always forgetting things. One time, she even forgot to show up! Of course, nobody's perfect but they're my cousins so I'll always make time for them!

D. Choose a, b, c or d.

- | | |
|---|--|
| 1. It was almost midnight, and we still _____ a place to stay.
a. didn't find
b. hadn't been finding
c. hadn't found
d. wouldn't find | 3. I knew that I _____ staying up late the night before the exam. I was so tired the next morning that I couldn't concentrate.
a. would regret
b. was regretting
c. regretted
d. had regretted |
| 2. He was feeling weak because he _____ properly all week.
a. wouldn't eat
b. didn't eat
c. hadn't been eating
d. wasn't going to eat | 4. _____ the match already _____ by the time you arrived at the stadium?
a. Did... start
b. Would... start
c. Had... been starting
d. Had... started |

E. Complete with the Past Simple, the Past Perfect Simple or the Past Perfect Progressive of the verbs in brackets.

What Generation Gap?

I 1 _____ (read) an article in the newspaper the other day about how the generation gap is getting wider, but I totally disagree. Yesterday, when I 2 _____ (turn) on my computer, I was surprised to see that my seventy-five-year-old grandfather 3 _____ (send) me an email. It was quite a surprise because I 4 _____ (mean) to teach him how to set up an account for ages but I 5 _____ (be) too busy to get round to it. I was so amazed that I 6 _____ (ring) him up to tell him. He said that he 7 _____ (ask) others for help for too long and that he 8 _____ (decide) to take the matter into his own hands. He 9 _____ (play) around with my brother's computer one morning when he 10 _____ (discover) a video explaining how to set up an email account. Within an hour he 11 _____ (work) out exactly what to do. By the end of the week he 12 _____ (join) a social media site, too, and was chatting with old friends in Australia. It seems like anything that makes life easier is well-received by all ages.



A. Choose a, b, c or d.

- Fishing is an important source of ____ for people in coastal areas.
a. fairness c. hardship
b. livelihood d. perseverance
- Everyone offered me their ____ after I broke my leg.
a. sympathy c. desire
b. honesty d. wisdom
- Winning a gold medal was ____ for the runner after so much preparation.
a. mean c. overwhelming
b. bewildering d. assertive
- He is ____ about his achievements and rarely mentions them.
a. bold c. respectful
b. precious d. modest

B. Circle the correct words.

- As I entered the room, the new sofa **moved / caught** my eye immediately.
- After losing the match, we returned home with a heavy **mind / heart**.
- We were truly **moved / caught** by their demonstration of kindness.
- He tries to keep an open **mind / heart** about surprising scientific ideas.
- She never **takes / makes** her friends' support for granted, and always thanks them.

C. Read the story and complete with the time linkers in the box.

as soon as in the beginning while just then just as after a while

I had just turned off the lights when I heard a voice. **1** _____, I thought it was my imagination, but it sounded like it was coming from somewhere in the house. I felt terrified because I knew that I was alone.

I hoped that I had left the television on and **2** _____, I found the courage to get up and check. I went into the living room, but to my surprise the television was off. **3** _____ I heard the voice again, this time calling my name. My heart started beating furiously. Although I didn't want to call anybody because it was really late, I decided that it was the most sensible thing to do.

4 _____ I reached to pick up the phone, I saw a glow and realised I hadn't put the handset down properly earlier. I picked it up and **5** _____ I was holding it, the voice shouted out my name again! I breathed a sigh of relief and burst out laughing **6** _____ I realised that it was my friend who had been shouting and hoping I would hear!



D. Below is the writing task for the story in activity C. Read it carefully and find two mistakes that the student made when writing the story for which he/she would lose several points.

- _____
- _____
- _____

It's time for our annual short story competition. Readers are invited to send in their stories. Your story must begin with the following sentence:

I had just turned off the lights when I heard a strange noise.

Your story must include:

- an unexpected visitor
- a pleasant surprise

3b A personal narrative

Plan

TITLE

INTRODUCTION

Set the scene by:

- introducing the main characters, establishing the setting and describing the events leading up to the experience that constitutes the highlight of your narrative.

MAIN PART (1-3 PARAGRAPHS)

- Describe the events in the order in which they occurred.
- Highlight a particular point/moment that you consider important.
- Explain the significance of your experience by comparing it to and/or associating it with something else.
- State your impressions/feelings and say how they affected you.

CONCLUSION

- Say how you feel about the experience now.
- Say what you have learnt from this experience and how it has changed you.



Writing Plan: a personal narrative

Complete the writing plan and write your narrative on the next page.

Introduction (setting the scene)

Where: _____

When: _____

Who: _____

Main part (narrating and discussing the events)

Events in order:	Significance of the experience:	Your feelings/impressions:
_____	_____	_____
_____	_____	_____
Key moment:	_____	_____
_____	_____	_____
_____	_____	_____

Conclusion (reflecting on the impact that the experience has had on you)

Reflections on the experience:

[illegible]

CHECKLIST: PERSONAL NARRATIVE

Following instructions

- ☐ I read the rubric carefully.
- ☐ I checked that I understood what I was writing about.
- ☐ I responded suitably to the instructions.

Format

- ☐ I organised my text into paragraphs, each with a specific focus and function.
- ☐ I followed the suggestions in the plan for what to include in the different paragraphs of my personal narrative.

Content

- ☐ I used narrative tenses (e.g. *Past Simple*, *Past Progressive*).
- ☐ I used a variety of linking words, and observed the logical sequence of events.
- ☐ I used colourful, descriptive language in the form of adjectives, adverbs and expressions.

Review

- ☐ I corrected any grammar, spelling and punctuation errors.
- ☐ I made sure that my writing is neat and easy to read.

Evaluation Criteria

	RELEVANCE TO TASK	COMMUNICATIVE EFFECTIVENESS	ORGANISATION	GRAMMAR	VOCABULARY
Outstanding	I provided the reader with all the requested subject matter.	My whole account was written clearly and in an appropriate style and register.	I organised the account very well, making it easy for the reader to follow how the narrative develops.	I used a wide range of simple and complex grammatical forms appropriately .	I used a wide range of vocabulary appropriately.
Very good	I provided the reader with nearly all the requested subject matter.	In general, my account was written clearly and in an appropriate style and register.	I organised most of the account well, but the reader might have some initial difficulty following narrative development.	I used a range of simple and complex grammatical forms appropriately, with minor errors .	I used a wide range of vocabulary appropriately, including some less-common words and expressions, with minor errors .
Satisfactory	I provided the reader with most of the requested subject matter, but some information was missing or irrelevant.	Most of my account was written clearly and in an appropriate style and register, but in places I did not communicate effectively.	I organised most of the account well, but the reader will have some difficulty following how the narrative develops.	I used a range of simple and complex grammatical forms, mostly in an appropriate way, and with some errors .	I used a range of vocabulary including some expressions, mostly appropriately, and with some errors .
Unsatisfactory	I didn't provide the reader with adequate relevant subject matter.	Parts of my account were not written clearly and/or in an appropriate style and register, and communication was not fully effective .	The account was not well-organised, making it difficult for the reader to follow how the narrative develops.	I used a limited range of grammatical forms, mostly in an appropriate way and with some errors .	I used a limited range of vocabulary, mostly in an appropriate way, and with some errors .
Poor	I provided the reader with little relevant subject matter.	My account was not written in an appropriate style and/or register, and did not communicate any information clearly .	The account was badly organised, making it almost impossible for the reader to understand narrative development.	I used a limited range of grammatical forms, often inappropriately, and with frequent errors .	I used a limited range of vocabulary, often inappropriately, and with frequent errors .

GOOD

FAIL

HERO

ENCOURAGE

COMMUTE

CONSCIOUS

INITIAL

A. Complete with the correct form of the words in capitals.

- Mrs Harrison is known for her kindness and _____.
- Her attempt to write a novel always ended in _____; she never managed to finish it.
- The firefighters made a _____ effort to save everyone in the burning building.
- Mr Williams is a teacher who always offers his students _____ and support.
- During rush hour, the underground is packed with _____.
- During the earthquake, a large object hit him on the head and knocked him _____.
- Heather _____ wanted to study physics, but she ended up studying chemistry.

B. Read the text and choose a, b, c or d.

A BALL FOR ALL



Sixteen-year-old Mark's trip to central Africa was the 1 _____ for a charity organisation called *A Ball for All*. The charity's aim is to bring footballs to children living in countries affected by extreme 2 _____. But how did it all come 3 _____?

'I was ten when I first visited central Africa with my father, who was helping with the water shortage problem there. At the 4 _____, I was mostly interested in playing football,' says Mark. 'One day, I got a ball and started playing and soon about 40 children from the village 5 _____ me and joined in. That's when I realised that these children, whose families could barely make 6 _____ meet, had probably never played with a real ball before. They used to make balls out of plastic bags and rope. In the end, I gave them my football.'

Mark's kind 7 _____ was just the beginning. He wanted to do something about it and with the assistance of other charity organisations and a few football celebrities he founded *A Ball for All*. Now, children all over the world have their own footballs thanks to Mark. More importantly, he 8 _____ to do much more in the future, such as to help raise money to build football fields, too.

- | | |
|--------------------|----------------|
| 1. a. appreciation | c. inspiration |
| b. objection | d. joy |
| 2. a. poverty | c. difficulty |
| b. insecurity | d. dilemma |
| 3. a. down | c. out |
| b. round | d. about |
| 4. a. time | c. meanwhile |
| b. moment | d. meantime |
| 5. a. stepped | c. approached |
| b. blocked | d. passed |
| 6. a. ends | c. purchases |
| b. means | d. possessions |
| 7. a. way | c. manner |
| b. nurture | d. deed |
| 8. a. pronounces | c. remarks |
| b. intends | d. diagnoses |

C. Complete the gaps in the text with one word only.

QUALITY COMMUNICATION



Obviously, people had 1 _____ communicating long before technology existed. However, while it was 2 _____ always possible to communicate with so many people in so many places as is the case today, I believe there was more 'quality communication' back then. For one thing, people 3 _____ to spend more time with each other in the past. For instance, families 4 _____ look forward to gathering around the dinner table at the end of the day. It was a special time for both children and adults. My mother told me that her father, who always talked first, tended 5 _____ talk about his day at work and afterwards she and her brother talked about their day at school. As for her mother, she 6 _____ sit at the table quietly listening to everyone. It was obvious that she 7 _____ paying close attention to what they were saying and thinking about what advice she was 8 _____ to give them, which was always valuable!

Unfortunately, nowadays, we don't make enough time for 'quality communication' with our friends and family.

D. Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between two and five words, including the word given.

1. We were waiting at the entrance and an hour later they announced that the tickets were sold out.

had

When they announced that the tickets were sold out, _____ at the entrance for an hour.

2. Paul's parents pretended not to notice that he was having problems at school.

blind

Paul's parents _____
_____ to his problems at school.

3. Joe inspected the hut and then he decided to go inside.

after

Joe went inside the hut _____
_____ it.

4. After thinking about it, everyone decided that it wouldn't be a good idea.

conclusion

After thinking about it, everyone _____
_____ that it wouldn't be a good idea.

5. Bob got frightened at the last minute and decided not to go bungee jumping.

feet

At the last minute Bob _____
_____ and didn't go bungee jumping.



6. Their intention was to have a picnic on the beach, but it was too windy.

going

They _____
_____ a picnic on the beach, but it was too windy.



E. You will hear an interview with the winner of a community service award. Listen and answer questions 1-7. Choose the best answer a, b or c.

- How does Bridget feel about winning the community service award?
 - She believes that she earned it because she's worked hard.
 - She says it proves that her work has been a success.
 - She hopes it will bring her charity more support.
- How does Bridget define 'modern-day illiteracy'?
 - Adults who never learnt how to read when they were younger.
 - People who have difficulty understanding the meaning of a text.
 - People who are not used to technology.
- According to Bridget, why do young adults often hesitate to improve their reading skills?
 - They think it's unnecessary because they rely on technology.
 - They see that it is not useful in their careers.
 - They are ashamed of their lack of skill.
- According to Bridget, what are the consequences of people not being able to express themselves?
 - They will miss career opportunities.
 - They cannot pass on their skills to others in the community.
 - It can lead to negative emotions.
- What does Bridget find difficult to deal with in her volunteer work?
 - the realisation that she influences people's future
 - the lack of support from the rest of the community
 - the fact that some people refuse to ask for help
- What did Bridget realise when she watched her mother doing volunteer work?
 - That even one person can make a huge difference.
 - That if everyone helps out, you can achieve anything.
 - That she wanted to help her community in the same way.
- What does Bridget see as the ideal future for her organisation?
 - for it to grow and attract new volunteers
 - for it to show the community how to care about each other
 - for it to expand into different other fields

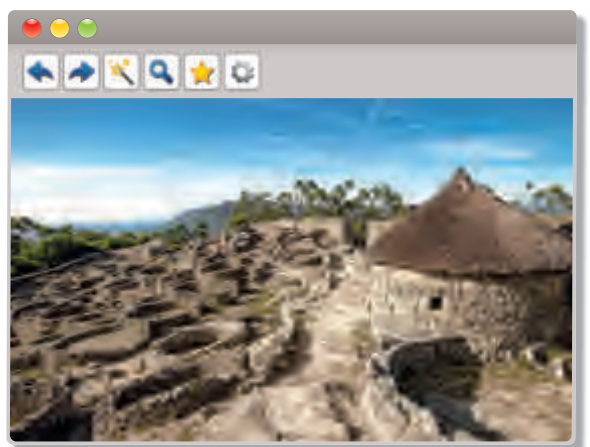
Hi Eric,

I'm sad to say it's my last night here in Galicia. I've been to Spain many times before on business. However, because it was at the company's 1 ____, I was never able to choose the location.

I had seen pictures of Galicia and had always wanted to visit it. I decided to stay in a(n) 2 ____ village called Laxe on the coast. The weather has been sunny, but also a bit chilly. The brochure 3 ____ that July would be a good time for swimming, but after sticking my toe in the water, I would have to disagree. Never mind, it gave me a chance to enjoy a more 4 ____ programme of activities, so I'm happy. I even 5 ____ out horse riding. Can you imagine me on a horse? It was great!

One of the 6 ____ of my trip was visiting the ruins of an ancient Celtic village with circular houses. It was out of this world! I was also hoping to find time to 7 ____ a visit to a friend who lives in A Coruña, but unfortunately I didn't manage to. Maybe next time. Of course, only time will 8 ____ when the next time will be.

Speak to you soon,
Ned



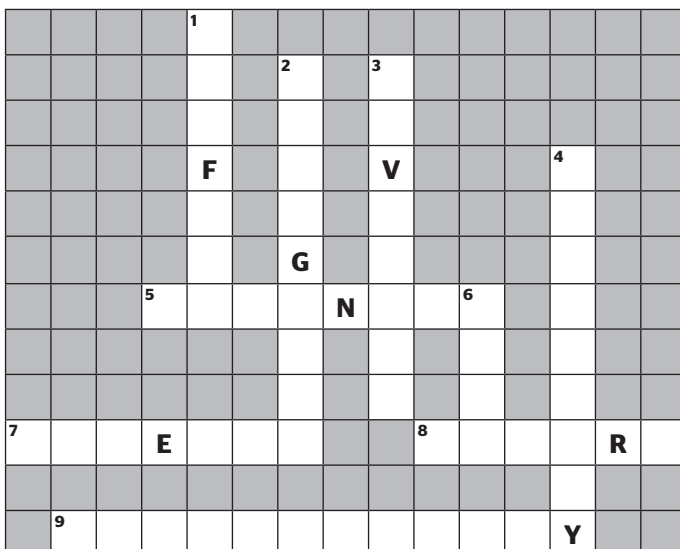
- | | |
|------------------|-----------------|
| 1. a. time | c. event |
| b. expense | d. transfer |
| 2. a. charming | c. departing |
| b. uninhabitable | d. delighted |
| 3. a. applied | c. ensured |
| b. requested | d. implied |
| 4. a. related | c. varied |
| b. interested | d. picturesque |
| 5. a. tried | c. conducted |
| b. blocked | d. deteriorated |
| 6. a. features | c. treasures |
| b. highlights | d. figures |
| 7. a. make | c. give |
| b. go | d. pay |
| 8. a. reveal | c. tell |
| b. mention | d. say |

B. Complete with the correct form of the words/phrases in the box. There is one extra word/phrase which you do not need to use.

canal transfer deteriorate link uninhabitable picturesque take action lie around

- The village was so _____ it looked like something out of a travel magazine.
- Do you believe there is a _____ between the two burglaries?
- After the floods, their house became _____ and they had to stay with relatives.
- If you keep leaving your keys _____, you'll lose them.
- My grandmother's eyesight has _____ so much that she's almost blind now.
- I asked for a _____ from that hotel to this one because it's much closer to the city centre.
- We must _____ immediately to prevent the problem from becoming worse.

C. Do the crossword.



DOWN

- a printed sheet of paper given out to advertise or give information about something
- admit the truth of
- seriousness
- a plan of a journey, including route and places
- to look at something for a long time

ACROSS

- extremely beautiful
- very different from each other
- to leave a place, often to start a journey
- not often

Student's Book pp. 54-55

A. Choose a, b, c or d.

- We got lost, and ended up in the middle of ____.
a. sunrise b. outskirts c. way d. nowhere
- The students enjoyed their one-day ____ to the Grand Canyon.
a. voyage b. excursion c. expedition d. travel
- My family has had that brick ____ in the countryside for many generations.
a. cabin b. cottage c. caravan d. resort
- Robert decided to stay in a youth ____ during his holiday so as to save money.
a. hotel b. resort c. hostel d. suite
- It won't take long; it's within walking ____.
a. edge b. top c. slope d. distance
- This towering ____ was built to honour a king who once lived here.
a. monument b. cabin c. peninsula d. path

B. Read the dialogues and circle the correct options.

- A: Can you believe it? This time tomorrow we **1 will be swimming / will have been swimming** in the crystal clear waters of Panari Island.
B: I know. It's too good to be true. But tell me, Peter, when **2 are you going to pack / are you about to pack** your bags?
A: Relax. I **3 will have been packing / will have packed** by the end of the day.
B: I hope so, because I **4 will not be going / 'm not going** to wait for you to pack like last time. I **5 will have been leaving / will leave** without you.
A: OK. But keep in mind that you **6 won't have been having / won't have** fun without me!

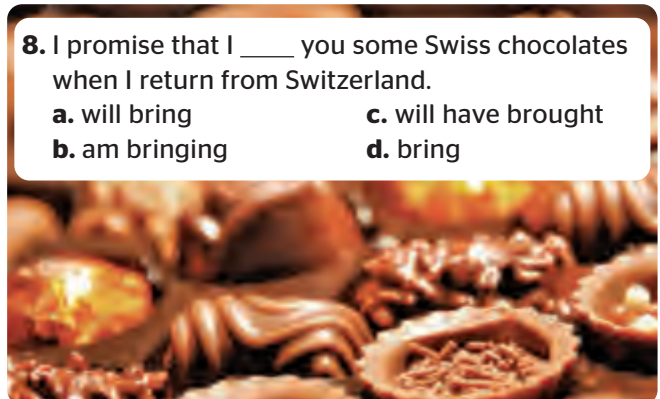
C. Choose a, b, c or d.

- By next September, Paul ____ Arabic for two years.
a. will have learnt c. will have been learning
b. will learn d. is learning
- Be quiet. The tour guide ____ us the itinerary.
a. will have told c. will be telling
b. is about to tell d. tells
- The documentary ____ in ten minutes. Hurry up!
a. starts c. has started
b. is about to start d. will have been starting
- ____ every place worth seeing by the end of the week?
a. Will we have seen c. Will we be seeing
b. Do we see d. Are we seeing
- Tomorrow, Salwa ____ the whole morning because she wants to prepare a lovely dinner for her family.
a. will be cooking c. will have cooked
b. cooks d. will have been cooking
- ____ Saeed comes back from work, we will tell him the news.
a. As c. When
b. While d. Until
- Martin ____ enough by the end of the year to go to Australia.
a. won't be saving c. isn't saving
b. doesn't save d. won't have saved
- I promise that I ____ you some Swiss chocolates when I return from Switzerland.
a. will bring c. will have brought
b. am bringing d. bring

2. A: Hi, Jack. Your brother **7 is coming / will have come** back from Krakow this Friday, right?

B: Yes. His flight **8 will have been arriving / arrives** early in the morning and I **9 make / 'm making** some arrangements for us all to go out for dinner that night. Would you like to join us at Little Rome at about 8.30 p.m.?

A: Sounds great. I **10 'll be / 'm being** there!



D. Complete with the correct future form of the verbs in brackets.

1. A: How long have you been in China?

B: By the end of the month, I _____
(live) here for two months.



2. A: Oh, no... Look! The doors of the bus
_____ (close). Run!

B: How can that be? It always _____
(leave) at exactly 12 p.m.

3. A: So, what are your plans for tonight? Where
_____ (you be) at about 10.30
p.m.?

B: I _____ (watch) a documentary
on television.

4. A: Don't worry! Bader _____
(call) us as soon as he _____
(arrive) at the airport.

B: I hope so.

5. A: What are you smiling about?

B: Well, you know, this time next Monday
I _____ (relax) on the beach.

Student's Book pp. 56-57

A. Circle the correct words.

A slice of history

The moment I heard about the discovery, I grabbed my cameras, left the newspaper offices and set off in my old jeep for the archaeological **1 site / display**, which was located by a dried-up river deep in the mountains. The exact location was meant to be a secret, but I found an old **2 local / ruin** with a few sheep who pointed me towards a tree and said to follow the path.

At the tree I started driving down, and before long my **3 civilisation / destination** appeared, down at the bottom of an incredibly rocky slope. I drove all the way down carefully in first gear, found a shady spot to park, then got out and followed the sound of excited voices.

Students from the university were busy in the hot sun, working with tiny hand tools, which they used **4 efficiently / dramatically** to remove soil from around the delicate **5 artefacts / landmarks**. The objects they uncovered were clearly old and quite **6 out of / into** the ordinary, so I asked if I could touch one. They said yes, and as soon as my fingers came **7 out of / into** contact with it, I realised it was metal. I asked what it was for, and one archaeologist **8 demonstrated / represented** by raising his arm and moving it quickly through the air. 'They're all swords,' he said. 'Swords made over two thousand years ago!'

I took photos until it started to get dark, then put the cameras back into the jeep and made the slow climb out of the valley. Back on the main road, I could see in the mirrors the stunning orange **9 sunset / sunrise** behind me.



A. Choose a, b, c or d.

- This building was only meant to be temporary, but now it's ____.
a. familiar b. odd c. genuine d. permanent
- He kindly ____ that our work was very well done.
a. remarked b. ignored c. displayed d. enhanced
- The ____ of people we asked said they prefer this brand of chocolate.
a. contrast b. majority c. origin d. remark
- This device activates the air conditioning when it ____ an increase in temperature.
a. chases b. senses c. transports d. inspires
- The gentle ____ was barely moving the branches of the trees.
a. getaway b. attraction c. breeze d. scenery

Student's Book pp. 60-61

A. Circle the correct words.

- I'm afraid today's matches are **seen / called** off because of bad weather.
- Luckily, some friends put me **off / up** for the weekend so I didn't have to pay for a hotel.
- There was a lot of **turbulence / rafting** during the flight.
- I imagine that sign explains what to do, but I can't **put / make** out what it says.
- The plane stops **over / out** in Paris on the way to New York.
- The flight attendant showed us how to put on a **dinner / life** jacket.
- I'm really looking forward to getting **off / away** for a few weeks in the summer.
- Is there any way to find out how many people are on **platform / board** the train?
- We drove Saud to the airport and saw him **off / out**.
- I can't believe she woke me up just to tell me to **fasten / accompany** my seat belt.

B. Choose a, b, c or d.

LONGEST TRIP EVER

My brother 1 ____ me off at the train station and I went inside to get a ticket to the airport. All I got was a 2 ____ ticket, but even so, it was very expensive. Anyway, I arrived at the airport in plenty of time. I had already checked in online, and I had only 3 ____ luggage as it was a short trip, so I 4 ____ straight to the security check, then made myself comfortable in the 5 ____ lounge. Next, I heard an announcement over the 6 ____ that there would be a short delay of 20 minutes. Not too bad, I thought. But after I got on the plane, the delay turned into 45 minutes, then an hour. Luckily, the flight attendants were going up and down with a(n) 7 ____, giving out drinks. So, I put down my table and drank my coffee while I waited. Finally, we departed after two and a half hours of waiting on the plane.

- | | | | |
|-----------------|----------------|----------------|--------------|
| 1. a. dropped | b. put | c. left | d. set |
| 2. a. return | b. fare | c. connecting | d. single |
| 3. a. board | b. hand | c. light | d. carry |
| 4. a. had | b. was | c. headed | d. set |
| 5. a. departure | b. hospitality | c. wait | d. timetable |
| 6. a. overhead | b. conductor | c. loudspeaker | d. platform |
| 7. a. trolley | b. compartment | c. board | d. aisle |



C. Complete with the words/phrases in the box.

gentlemen put off set off virtual hospitality connecting

1. I think it's about time we _____ for the beach.
2. Good afternoon, ladies and _____. I am pleased to introduce our guest speaker, Leonard Gove.
3. Angela was over an hour late because she missed her _____ train in Birmingham.
4. Before we leave, we'd just like to thank you for your kind _____.
5. The university is developing an online _____ library which all students can access.
6. You shouldn't _____ going to the doctor any longer. Your cough is getting worse.



D. Match the two halves.

1. If I leave during rush hour, ☐
2. When I walk through a forest, ☐
3. I'll take my mobile with me ☐
4. If you follow this path, ☐
5. Unless you book this week, ☐
6. We can stay at a youth hostel ☐
7. If you decide to ski down this slope, ☐
8. Supposing we buy the tickets online, ☐

- a. in case we get lost somewhere.
- b. you won't find a room.
- c. it will take me an hour to get home.
- d. make sure you go with someone with experience.
- e. as long as it's near the centre.
- f. it will lead you to Turner's farm.
- g. will we get a discount?
- h. I usually find a certain calmness.

E. Complete with the correct form of the verbs in brackets.

1.

A: I hate this printer. Why won't it just work?

B: What **1** _____ (happen) if you press that button?

A: Nothing. I tried it.

B: It's a new printer. Did we break it somehow? If we **2** _____ (call) technical support, they **3** _____ (help) us.

A: I know, but let's try to fix it by ourselves. Maybe it will work if we **4** _____ (turn) it off and on again.

B: You think so? Let's give it a try.

2.

A: Is it OK if I take the car later, Danny?

B: You can use it on condition that you **5** _____ (promise) to bring it back clean.

A: But it's filthy now.

B: Exactly. If you **6** _____ (take) it to the carwash on Linehan Street, they **7** _____ (wash) it within an hour.

A: OK, I **8** _____ (do) it, provided that you **9** _____ (pay) for it.

B: Done! Here you go.

F. Rewrite the sentences using the words given.

1. You shouldn't eat those biscuits, otherwise you won't be hungry for lunch.

if

2. We'll finish by six o'clock if we start now.

providing

3. The car doesn't start if the temperature is very low.

when

4. There's no way we can make a fire without logs.

unless

5. There's a possibility that the hotel has tennis courts, so I'll bring my racket.

in case

Student's Book pp. 62-63

A. Complete the advantages/disadvantages essay with the correct words/phrases from the box. There is one extra word/phrase which you do not need to use.

however another for instance especially whether
secondly in conclusion undeniably nevertheless

Holiday package tours are, 1 _____, a very attractive option for holidaymakers. Tourist agencies have packages that appeal to all ages and all tastes. 2 _____ someone wants to have a quiet holiday on a remote island or to visit all the major sights in a busy city, there is a package tour that will fit their needs. 3 _____, what exactly are the pros and cons of opting for a package tour?

One obvious benefit of package tours is their convenience. Holidaymakers have only to choose the holiday they prefer, and almost everything else is arranged for them. No need to worry about booking flights, finding accommodation, planning what to do, or even deciding where to eat. 4 _____ significant advantage of package tours is their relative safety. Travelling in a foreign country can be a daunting experience, 5 _____ when one does not speak the language. On a package tour there is no risk of getting lost, and a tour guide can provide valuable advice about what to avoid.

6 _____, there are certain drawbacks to travelling on a package tour. First of all, there is the lack of independence; travelling in a group means following guidelines and a strict schedule. The itinerary is the same for everyone, and there is not much opportunity for individuals to pursue their own interests. 7 _____, there is always the possibility that one's travelling companions are not easy to get along with. Unfortunately, this could cause quarrels and misunderstandings, and lead to a generally unpleasant situation.

8 _____, it is evident that there are both pros and cons to travelling on a package tour. For some, the advantages may outweigh the disadvantages; for others, they may not. It depends on one's individual needs and preferences.

4b An essay discussing advantages and disadvantages

Plan

INTRODUCTION

Introduce the subject of the essay and both sides of the topic.

MAIN PART

(2 or more paragraphs)

Make sure to cover both sides of the topic equally.

Advantages

- A(n) important/major advantage/benefit of... is...
- Another positive aspect of... is...
- An argument in favour of... is...

Disadvantages

- A(n) important/major disadvantage/drawback of... is...
- Another negative aspect of... is...
- An argument against... is...

CONCLUSION

Make a general statement summing up and state your opinion.

Writing Plan: An essay discussing advantages and disadvantages

Complete the writing plan below and write your essay on the next page.

INTRODUCTION (first paragraph)

What is the topic of the essay?

• _____

What is the controversy?

• _____

MAIN PART (two or more paragraphs)

Choose one of the following outlines for the main body

Outline 1

Paragraph 1

What are the advantages?

Explanations and examples

Paragraph 2

What are the disadvantages?

Explanations and examples

Outline 2

Paragraph 1

What is an advantage?

What is the opposing disadvantage?

Paragraph 2

What is another advantage?

What is the opposing disadvantage?

Paragraph 3

What is a third advantage?

What is the opposing disadvantage?

CONCLUSION (final paragraph)

General statement summarising both sides of the topic and stating your opinion.

• _____

Now, use your notes on the previous page and write your essay.

CHECKLIST: ADVANTAGES/DISADVANTAGES ESSAY

Following instructions

- ☐ I read the rubric carefully.
- ☐ I understood why I am writing this essay.
- ☐ I noted down the main advantages and disadvantages I want to discuss before starting to write the essay.

Format

- ☐ I used the appropriate layout.
- ☐ I organised my text into paragraphs, including an introduction and a conclusion.
- ☐ I either discussed advantages and disadvantages in separate paragraphs or

dealt with advantages and their opposing disadvantages in the same paragraphs.

Content

- ☐ I stated both the advantages and the disadvantages and supported each adequately.
- ☐ I avoided using contractions (e.g. *I'm, it's*) and other features of informal writing.
- ☐ I used formal linking words/phrases to connect the points I discuss.
- ☐ I did not raise new arguments in the conclusion.

Review

- ☐ I corrected any grammar, spelling and punctuation errors.
- ☐ I made sure that my writing is neat and easy to read.

Evaluation Criteria

	RELEVANCE TO TASK	COMMUNICATIVE EFFECTIVENESS	ORGANISATION	GRAMMAR	VOCABULARY
Outstanding	I comprehensively described the advantages and disadvantages of the topic.	The whole essay was written clearly in a formal style and register.	I organised the paragraphs well , making it easy for the reader to follow my train of thought and giving equal consideration to both advantages and disadvantages.	I used a wide range of simple and complex grammatical forms appropriately .	I used a wide range of vocabulary appropriately , including formal words and phrases.
Very good	I described the advantages and disadvantages of the topic, with minor omissions .	In general , the essay was written clearly in a formal style and register.	I organised the paragraphs fairly well , but the reader might have some initial difficulty following my train of thought although I gave equal consideration to both advantages and disadvantages.	I used a range of simple and complex grammatical forms appropriately , with minor errors .	I used a wide range of vocabulary appropriately , including formal words and phrases, with minor errors .
Satisfactory	I described the advantages and disadvantages of the topic, but some information was missing or irrelevant .	Most of the essay was written clearly in a formal style and register, but in places I did not communicate effectively.	I organised the essay into paragraphs, but the reader will have some difficulty following my train of thought although I gave almost equal importance to both advantages and disadvantages.	I used a range of simple and complex grammatical forms, mostly in an appropriate way, and with some errors .	I used a range of vocabulary including some formal words and phrases, mostly appropriately , and with some errors .
Unsatisfactory	I only partially described the advantages and disadvantages of the topic, and didn't provide adequate relevant information.	Parts of the essay were not written clearly and/or in an appropriate formal style and register, and communication was not fully effective .	The paragraphs were not well-organised , making it difficult for the reader to follow my train of thought. I also did not give equal consideration to both advantages and disadvantages.	I used a limited range of grammatical forms, often inappropriately , and with several errors .	I used a limited range of vocabulary, often inappropriately , and with several errors .
Poor	I failed to adequately describe any advantage or disadvantage of the topic, and I provided little or no relevant information.	The essay was not written in an appropriate formal style and/or register, and did not communicate any information clearly .	The paragraphs were badly organised , making it almost impossible for the reader to follow my train of thought. I also did not give consideration to both advantages and disadvantages.	I used a limited range of grammatical forms, often inappropriately , and with frequent errors .	I used a limited range of vocabulary, often inappropriately , and with frequent errors .

A. Choose a, b, c or d.

- One of the ____ of booking a cheap flight is having to pay extra for luggage.
a. delights c. highlights
b. drawbacks d. availabilities
- On my ____ to the airport, I realised I'd forgotten my passport.
a. path c. way
b. excursion d. schedule
- Do you mind if I drop you ____ at the corner? It's much easier for me to get home if I turn right here.
a. about c. in
b. out d. off
- The Smiths travelled all over Europe in their ____.
a. caravan c. resort
b. cabin d. cottage
- All passengers must put their hand luggage in the ____.
a. departure lounge c. overhead compartment
b. platform d. table
- Mr Johnson, would you mind ____ us to the police station?
a. heading c. accompanying
b. returning d. fastening

B. Circle the correct options.

- The people from that village are known for their kind **severity / hospitality** towards foreigners.
- His remarks about being punctual **apply / imply** to everyone in this room.
- All the trains are currently running on **display / schedule**.
- The captain **chased / gazed** at the ship appearing in the distance.
- During the business trip, you can visit any attractions at your own **expense / fare**.
- This tower is a local **remark / landmark**, and people often arrange to meet here.

C. Choose a, b, c or d.

- Anne and Brian ____ for you at the train station at eight o'clock.
a. will wait c. are waiting
b. will be waiting d. will have waited
- If you ____ in the front row at the dolphin show, you will get wet.
a. will sit c. sit
b. must sit d. can sit
- Get off the bridge! It looks like it ____.
a. will be breaking c. is about to break
b. will have broken d. breaks
- I will download some games for my mobile ____ we get bored on the journey.
a. in case c. unless
b. provided that d. on condition that
- We have time to sit down for a coffee if you want, because our bus ____ until four o'clock.
a. isn't about to leave c. won't have left
b. won't have been leaving d. doesn't leave
- You can play football in the garden ____ you don't damage my plants.
a. unless c. supposing
b. as long as d. in case
- I promise that I ____ you as soon as I reach Rome.
a. will have called c. call
b. will call d. am calling
- If you decide to order coffee after lunch, I ____ you.
a. might join c. be joining
b. join d. am about to join
- Don't worry. I ____ painting the living room by the time you want to move in.
a. will be finishing c. will have finished
b. am finishing d. finish
- ____ I get fired from the factory, what will I do for a living?
a. Unless c. As long as
b. Providing d. Supposing

D. Complete with the correct form of the words in capitals.

TotalTravel is the website which takes out the 1 _____ of finding your perfect holiday. We have a strong online presence and have been voted the top travel website offering 2 _____ holidays for three years running. What do we do? It's simple. 3 _____, you describe your ideal trip, then we search all the travel agencies online for the best offers during the desired period. Next, we design the trip based on your personal details. It goes without saying that to 4 _____ we can find you the best offers, you should seek our advice as early as possible before your expected day of 5 _____. Whether you're looking for a weekend trip to a(n) 6 _____ village in the mountains or perhaps a month away on a(n) 7 _____ island, TotalTravel has the perfect holiday for you. So, what are you waiting for?

CONVENIENT
PERSONAL
BASIC
SURE
DEPART
CHARM
PICTURE

E. Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between two and five words, including the word given.

1. Are you inviting Gary to your barbecue? **going**
Are _____ to your barbecue?
2. I cannot understand what that road sign says. **make**
I _____ what that road sign says.
3. This time tomorrow we'll be on a plane to Australia. **flying**
We _____ this time tomorrow.
4. When you visit Moscow, you can stay at my house for a few days. **put**
I _____ for a few days when you visit Moscow.
5. We'd better sit down, because the president is going to start his speech. **about**
We'd better sit down, because the president _____ his speech.
6. My grandfather always complains that I never visit him. **pay**
My grandfather always complains that I _____ visit.

A. Choose a, b, c or d.

- Candidates should have a background in history, archaeology or a related ____.
a. discipline c. ethics
b. bonus d. wage
- His latest work is quite uninteresting - it lacks imagination and ____.
a. sustainability c. originality
b. goods d. occupation
- Majeda's friends complained that her job had taken ____ her life and she never had time for them.
a. off c. in
b. away d. over
- The number one quality you need if you work with people from many different cultural backgrounds is ____.
a. patient c. adaptability
b. security d. self-motivation
- This position needs you to rely more on ____ skills, such as teamwork and dedication, than on your degree.
a. speaking c. special
b. soft d. social
- My family has always worked in the coal industry, but with all these laws against pollution, I think we will have to ____ quickly and turn to green energy.
a. adapt c. note
b. hire d. complete
- They still haven't given us a(n) ____ answer as to why they cancelled the meeting at the last moment.
a. ethical c. rewarding
b. flexible d. satisfactory
- The ____ of the department called for a ten o'clock meeting.
a. limb c. hand
b. head d. voice

B. Complete the sentences with the correct form of the words/phrases in the box.

carry out employee fringe benefits hire intelligence satisfaction salary senior skill workload

Thinking about a career in HR?

The Human Resources department is responsible for making a company more productive by making its **1** _____ more effective in their jobs. So, if you're the kind of person who enjoys helping others do their best and making people's lives easier, this is a career that suits you.

Your **2** _____ will include many different responsibilities. You will interview and

3 _____ new people for open positions and then **4** _____ any training they need. You will manage the payment of **5** _____ and decide how to use **6** _____, such as free health insurance, to motivate employees.

You will help keep employee relations healthy, especially when there are issues between employees and **7** _____ managers. It is important that what you do ensures employees' job **8** _____. This way, those who are valuable to the company will not want to leave.

This role requires that you have great emotional **9** _____, are able to 'read' people, and have good problem-solving **10** _____ that will help you solve issues in such a way as to maintain the peace.

C. Match the words with their definitions. Then complete sentences 1-5 with the correct form of the words.

- | | | |
|-----------------|--------------------------|--|
| 1. advance | <input type="checkbox"/> | a. to a large or important degree |
| 2. analytical | <input type="checkbox"/> | b. examining something in detail, using logic, in order to understand it |
| 3. recognition | <input type="checkbox"/> | c. to develop and improve something |
| 4. considerably | <input type="checkbox"/> | d. created by people as a copy of something natural |
| 5. artificial | <input type="checkbox"/> | e. admiration and respect shown by others for one's achievements |

- Mathematicians need to have very good _____ skills in order to solve complex problems.
- When he had to leave his job, Ibraheem was given a wonderful gift in _____ of all the sacrifices he had made for the company.
- Technology has _____ to the point that doctors can now perform surgery using robots.
- Do you think _____ intelligence will replace humans in big companies one day?
- People's moods improved _____ when it was announced that everybody would be getting three weeks off work during the summer.

Two Dream-followers

It's not every day that people voluntarily leave 'secure' jobs to follow their dream and 1 ____ up their own business. Meet two of these young 2 ____.

Christina Holmes, also known as 'Mrs Cake', just wanted to increase her 3 ____ while doing something that made her happy: baking cakes. So, after working as a part-time baker from home for three years and seeing that she had a(n) 4 ____ flow of work, she decided to quit her job as a secretary. She 5 ____ in a very unique way: with a letter on a cake. Great way to advertise, huh?

25-year-old Charlotte Bowers worked in the Human Resource Department of a large international company. One of her 6 ____ was to have the final say in selecting 7 ____ for interview. However, she decided to follow her dream of becoming her own boss and establishing a fine foods shop. Her ambition to open up several shops in London is a positive goal as she will 8 ____ plenty of people.

- | | | | |
|---------------------|---------------|---------------|----------------|
| 1. a. expand | b. go | c. run | d. set |
| 2. a. entrepreneurs | b. promotions | c. assistants | d. staff |
| 3. a. compensation | b. income | c. pension | d. wage |
| 4. a. even | b. safe | c. steady | d. minimum |
| 5. a. abandoned | b. fired | c. dismissed | d. resigned |
| 6. a. duties | b. posts | c. labours | d. trades |
| 7. a. applicants | b. clients | c. employers | d. professions |
| 8. a. admit | b. commit | c. employ | d. permit |



B. Circle the correct words.

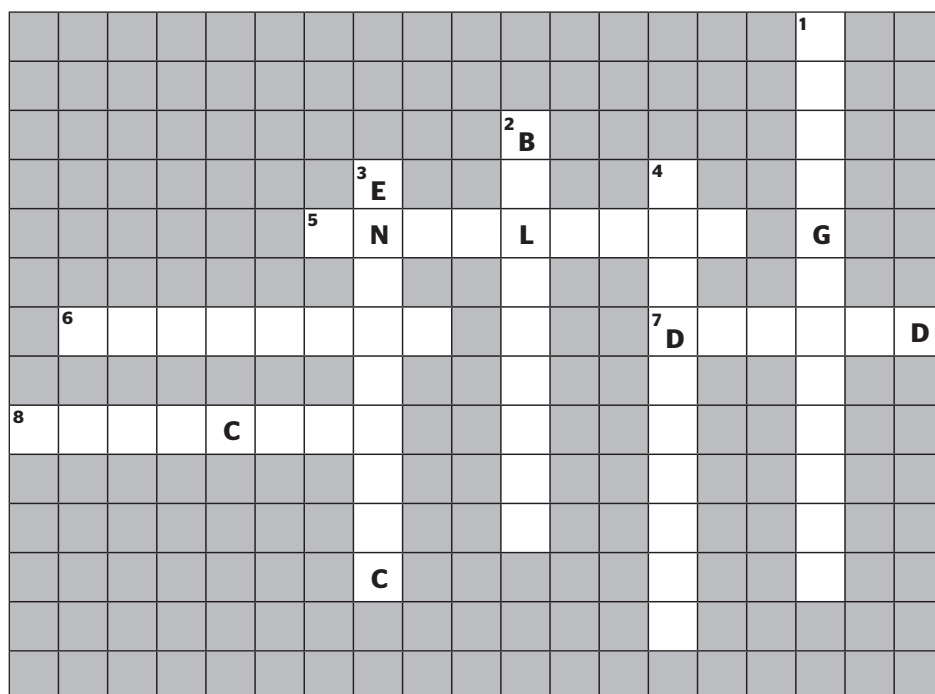
- Steven explained **that / to** Brenda was ill and wouldn't be coming to school.
- Chloe said that she was getting a new assistant the **next / following** week.
- The doctor warned Harry that he **will / would** have back problems if he didn't lose weight.
- Donald said that he **had gone / has gone** to Aruba on holiday a long time ago.
- The young girl accused Tommy **of / on** pulling her hair.
- Alison apologised **for / on** being rude to her guests.
- Victor refused to **comment / commenting** on the issue.
- Peter **told / said** me that he might be a bit late in the morning.

C. Rewrite the following sentences in Reported Speech.

- 'I borrowed your jacket without asking,' said Sally.
Sally admitted _____.
- 'I hope you don't forget to get some batteries on your way home,' Tom said to me.
Tom reminded _____.
- 'Yes, I'll help you redecorate your living room,' said Jackie.
Jackie agreed _____.
- 'You shouldn't talk to strangers,' Granny said to the children.
Granny advised _____.
- 'My back has been hurting a lot today,' Joe said to Frank.
Joe complained _____.
- 'Terry may return from his trip tomorrow,' said Claire.
Claire said _____.
- 'I can show you around campus,' said Kevin to the new student.
Kevin told _____.

D. Rewrite the sentences below in Reported Speech using the introductory verbs given.

1. 'I didn't break the vase,' said Vanessa. **deny**
2. 'You will not borrow the car tonight,' Dad said to Louis. **forbid**
3. 'Why don't we go out to dinner this Friday?' said Natalie. **suggest**
4. 'I want you all to dress formally for the event,' my supervisor said. **insist**
5. 'If the neighbours don't stop throwing rubbish into our garden, I will call the police!' said Mrs Clark. **threaten**
6. 'I want to speak to the owner!' yelled the man. **demand**
7. 'I'd like you to come to my wedding next month,' said Lisa to Debbie. **invite**
8. 'If I get a promotion at work, I will take you to the Bahamas,' Mr Wilson said to his wife. **promise**

Student's Book pp. 72-73**A. Complete the crossword with the words missing from sentences 1-8.**

1. I just got accepted to university, and my older brother is a(n) _____ student in Edinburgh.
2. My cousins are _____ – they grew up speaking both Arabic and Spanish in their house.
3. Sara's twin three-year-old boys are so _____; they can't stop running around for even a minute.
4. If you want someday become a team manager in this company, you'll have to prove you have strong _____ skills.
5. Although his degree is in a(n) _____ field, he very quickly managed to understand the job and do it well.
6. Often peer _____ leads teenagers to do things they wouldn't normally do, just to please their friends.
7. Hassan saw there was a(n) _____ for swimming pool construction in this area, so he came here to open his business.
8. Aisha's grandfather had to _____ many difficulties to get into university.



iandunne.com

My first job interview

The secretary showed me to an empty room and told me to wait. I started repeating my dad's advice in my head not to **1 boast / motivate** and not to list off all my personality traits. I kept telling myself I didn't need to worry because I met all their requirements for the position and **2 judged / possessed** the skills they were looking for. I had also prepared my answers to common questions **3 beforehand / truthfully** and felt confident in my preparation.

A couple of minutes later, the **4 interviewee / interviewer** entered the room, holding quite a few A4 papers in his hand. He introduced himself and began the interview. He asked me to **5 define / tell** what an 'agile interconnected microgrid' is and my heart stopped. Why had he skipped over all the **6 innovative / straightforward** questions I expected him to ask first, like what my education was? I tried to **7 come / get** up with a suitable reply, but I didn't even understand the words he had used. Was my answer supposed to show him if I pretend to know things I don't? I **8 accused / confessed** that I had no idea. He then asked me in what other ways I could use a pencil except for writing. I just stared at him. Was he trying to see if I could think **9 around / outside** the box? For an internship position? The situation got even more **10 bizarre / loveable**. 'Give me an example of a(n) **11 instance / standard** when you had to use your mechanical engineering skills outside of work,' he said. I tried to **12 note / visualise** such a situation, but my brain had shut down. What did this have to do with the position I was applying for?

Then something clicked in my mind. I asked him if he was sure he was interviewing me for the right position. 'You're Anthony Gilford, aren't you?' he asked in return. A great sigh of relief left my mouth. It wasn't my **13 background / fault** that the interview had gone this badly. I told him my name and that's when he realised he was looking at the CV of another **14 assistant / candidate** he was supposed to be interviewing later on for a much higher position.

B. Complete the sentences with the correct form of the words/phrases in the box.

bring out common sense on the contrary poor punctual resourceful stand out take on

- The marketing manager needs to be a(n) _____ type of person – he will often face problems that will require him to think outside the box.
- Catherine doesn't have much going on right now, so we should ask her to _____ the project.
- I think making Danny head of the department was a(n) _____ decision; he's too shy to be responsible for other people.
- This latest crisis at work has really _____ Jenny's patience and dedication.
- I don't know why Carlos is late to the meeting; he's usually extremely _____.
- We interviewed so many people, but Ms Bennet _____, so we hired her immediately.
- Nobody has to specifically tell you not to eat your colleagues' food from the fridge – it's _____.
- A:** I thought his presentation was boring, didn't you?
B: _____, I found a lot of what he said quite interesting.

Student's Book pp. 76-77

A. Complete with the correct form of the words in the boxes. In some cases, there may be more than one correct answer.

corporation employ financial crisis fire pay rise personnel photocopy staff

Hafsa Mohammed, head of HR



The 1 _____ I work for is always looking for new 2 _____; after all, we are a massive organisation, and new positions are created seemingly every week. We have a reputation for treating the 3 _____ fairly: seldom 4 _____ people and regularly handing out 5 _____ to those who are loyal and hard-working. Nevertheless, finding the correct people to 6 _____ is never easy. Even after the most recent 7 _____, when many businesses closed and the market was flooded with people looking for a job, I had a hard time finding suitable people. Many CVs were like 8 _____ of each other – 'experienced X is motivated to do Y'. Other times people made it to the interviews but didn't have anything to 'sell' – they had stayed in the same position for too long and had stopped challenging themselves and learning new things.

difficulty disagreement firm increase post presentation sack seminar

Adrian Hennessey, jobseeker



I liked my job. The boss and I might have had 9 _____ sometimes, but they treated me well. I had held that 10 _____ for thirteen years and recently I had taken on more duties – I organised training 11 _____ for newer employees and taught them how to give 12 _____ to promote our products. It seemed to me it was time I asked for a salary 13 _____. Imagine my surprise when I got called to my boss's office and he told me that our 14 _____ was not doing well and that I was being 15 _____. For several months now, I've had great 16 _____ finding another job. Few employers are willing to even interview me when they see how old I am.

B. Choose a, b, c or d.

- Timothy asked his colleague _____ going to finish using the photocopy machine.
a. when is he c. when he was
b. whether he's d. when was he
- The museum's security guard asked _____ taking pictures of the paintings.
a. me stopping c. to me to stop
b. to stop me d. me to stop
- Sally asked me _____ time to drive her to her job interview.
a. if I had c. if having
b. do I have d. to have
- Our boss told us _____ late for the presentation.
a. not being c. not to be
b. to not be d. not be
- John wanted to know _____ prepared for the meeting, so I showed him.
a. had I c. if I have
b. what I had d. what had I
- Diane revealed her secret but asked me _____ anyone.
a. not tell c. not to tell
b. don't tell d. to not tell

7. Helen begged me ____ her with the housework.
 a. to help c. if I can help
 b. can I help d. help
8. George wondered ____ for a position in the firm I work for.
 a. should he have applied c. should he apply
 b. whether applying d. if he should apply
9. Mr Roberts advised his students ____ well for the exam because it would be difficult.
 a. study c. studying
 b. to study d. that they study
10. The interviewer wanted to know ____ there was a chance that I would work on Saturdays.
 a. would c. whether
 b. why d. if not

I. Rewrite the sentences in Reported Speech.

1. 'Where will you go on holiday?'
 Mandy asked me _____.
2. 'Please post this package for me.'
 Olivia asked me _____.
3. 'Join the meeting once you have finished the project.'
 The director told Steve _____.
4. 'How does the printer turn off?'
 I asked Jack _____.
5. 'Are you thinking of moving house?'
 My neighbour wanted to know _____.
6. 'Don't talk to strangers on your way home from school.'
 The teacher warned the children _____.
7. 'Would you please show me the way to the manager's office?'
 The man asked me _____.
8. 'Can I borrow your motorbike?'
 Mark wondered _____.

Student's Book pp. 78-79

A. Complete with the words in the box. There is one extra word which you do not need to use.

acquire command consideration fluency highlight nature objective qualification

1. What are the basic requirements and _____ needed to teach art?
2. Our main _____ this year is to increase sales by 10%.
3. The first time my boss did a formal evaluation of my work, he _____ the areas where I was doing great and those where I could do better.
4. He has so much money that his hobby is to _____ small, struggling businesses and make them successful.
5. Mr Mahmoud promised to take my ideas on the new X270 model into _____.
6. Edward is by _____ fun-loving and outgoing, so he finds it quite difficult to stay serious and focused at work.
7. This job requires _____ in two or more Asian languages.

B. Read the advertisement and the cover letter. First look at the phrases in the box describing what each paragraph includes and write a-d in the boxes in the cover letter. Then underline and number (1-6) the sentences in the cover letter which refer to the highlighted qualifications asked for in the advertisement.

- a. reasons for being suitable to fill the position
b. personal qualities
c. reason for writing
d. qualifications and previous employment

BUSINESS WEEKLY

Employer	Phones-for-You
Location	North London
Job position	sales representative

We are looking for new staff members to represent our company's products and services. Applicants must 1 **be highly motivated**, confident individuals and skilled in both persuading and negotiating. Therefore, 2 **good communication skills are key**. 3 **Organisational skills are also extremely important** as the position involves a wide range of duties including contacting other corporations and setting up frequent appointments. Ideal applicants 4 **must speak at least one foreign language**. 5 **It is essential that they have a Bachelor's degree in marketing, economics, business or management** and should have attended at least one seminar in sales techniques. 6 **Previous experience in sales is necessary**.

Applicants should send a CV and cover letter to staff@Phones-For-You.uk

Dear Sir/Madam,

- ☐ I am interested in applying for the position of sales representative as advertised in *Business Weekly* magazine. I am keen to further my career in sales as it is an area of business that greatly interests me.
- ☐ I consider myself to be capable of meeting the requirements of the company since my background is in business and sales. As you can see from my curriculum vitae, I have a BA in Business and Marketing and I am presently working in management where I have acquired excellent organisational skills. Furthermore, I worked as a sales representative for two years in my previous employment.
- ☐ I possess other necessary qualities and skills that are relevant to the position advertised. For instance, I am enthusiastic and have great people skills, as I enjoy interacting with people, and remain confident, even in difficult situations with customers. Additionally, I am fluent in both English and French.
- ☐ For the above reasons, I believe that I am suitable for this position. I therefore hope you will consider my application. I am available for an interview at your convenience. I look forward to your response.

Yours faithfully,
Peter Spencer

C. Read the cover letter again and find the formal words/phrases that correspond to the more informal ones given below.

1. I would really like the job (paragraph 1)

2. I'm eager to (paragraph 1)

3. now (paragraph 2)

4. old job (paragraph 2)

5. I have (paragraph 3)

6. I think I'm right for this job (paragraph 4)

7. Please look at my application (paragraph 4)

8. I can't wait for your reply (paragraph 4)

D. Rewrite the sentences using the words given.

1. I am writing because I saw your advertisement in *The Daily News*.

regard

2. I am currently working at the Pasta House.

present

3. As I have worked as a salesperson for a long time, I possess the necessary skills and can deal with difficult customers.

experienced

4. I believe my skills are good enough for the position.

demands

5. I hope you will consider my application.

consideration

5b A cover letter

Plan

GREETING

Use a formal greeting.

- Dear Sir/Madam,
- Dear Sirs,
- Dear Mr/Mrs/Miss/Ms + surname

OPENING PARAGRAPH

State the position you are applying for and say where/when you saw it advertised.

- I am interested in applying for the job of...
- I am writing to apply for the position of... as advertised in/on...
- I am writing with regard to your advertisement in/on/about...

MAIN PART (TWO PARAGRAPHS)

Describe briefly the following (Details are in your CV):

Para. 1

YOUR STUDIES/QUALIFICATIONS AND PRESENT/PREVIOUS JOB EXPERIENCE

- At present I am studying...
- I have a certificate in...
- I am currently/presently working/learning/studying...

- I have previous experience working for/at/in...
- I acquired valuable skills, such as...

Para. 2

YOUR RELEVANT ABILITIES AND INTERESTS, AND YOUR PERSONAL QUALITIES

- I am fluent in... / able to... / familiar with... / experienced in...
- Some of my interests include...
- I consider myself to be...
- I am a responsible/hard-working/etc. person.

CLOSING PARAGRAPH

Use set phrases like:

- I am available for an interview at your convenience.
- I have attached my CV for your consideration.
- I hope my application will be taken into consideration.
- I believe I am suitable for this job/position because...

SIGNING OFF

Use a formal signature ending and print your full name underneath.

- Yours sincerely, (when you know the person's name)
- Yours faithfully, (when you don't know the person's name)

Writing Plan: A cover letter

Complete the writing plan below and write your letter on the next page.

OPENING PARAGRAPH

What position are you applying for?

• _____

Where and when did you see it advertised?

• _____

MAIN PART (2 paragraphs)

What qualifications do you have?

• _____

What is your present / was your previous job?

• _____

What relevant experience do you have?

• _____

What relevant abilities/interests do you have?

• _____

What personal qualities do you have?

• _____

CLOSING PARAGRAPH

Why are you the right person for the job?

• _____

[illegible]

CHECKLIST: COVER LETTER

Following instructions

- ☐ I have read the rubric and the advertisement I am responding to carefully.
- ☐ I identified the qualities/qualifications required for the job and explained my suitability in relation to them.
- ☐ I thought about who will read my letter/email and then wrote in a suitable formal style.

Format

- ☐ I used the appropriate layout.
- ☐ I organised my text into paragraphs.
- ☐ I used a suitable greeting and signed off appropriately.

Content

- ☐ I avoided using contractions (e.g. I'm, it's) and other features of informal letter writing.
- ☐ I used appropriate set phrases in the opening and closing paragraphs.
- ☐ I used formal linking words/phrases to connect sentences.
- ☐ I mentioned my qualifications, work experience, abilities and personal qualities

Review

- ☐ I didn't include unnecessary details/information.
- ☐ I corrected any grammar, spelling and punctuation errors.
- ☐ I made sure that my writing can be read easily.

Evaluation Criteria

	RELEVANCE TO TASK	COMMUNICATIVE EFFECTIVENESS	ORGANISATION	GRAMMAR	VOCABULARY
Outstanding	I fully explained why I am a suitable candidate for the job.	The whole letter was written clearly in a formal style and register.	I organised the paragraphs well , making it easy for the reader to follow my train of thought.	I used a wide range of simple and complex grammatical forms appropriately .	I used a wide range of vocabulary appropriately , including formal words and phrases.
Very good	I explained why I am a suitable candidate for the job, with minor omissions .	In general , the letter was written clearly in a formal style and register.	I organised the paragraphs fairly well , but the reader might have some initial difficulty following my train of thought.	I used a range of simple and complex grammatical forms appropriately , with minor errors .	I used a wide range of vocabulary appropriately , including formal words and phrases, with minor errors .
Satisfactory	I explained why I am a suitable candidate for the job, but some information was missing or irrelevant .	Most of the letter was written clearly in a formal style and register, but in places I did not communicate effectively.	I organised the essay into paragraphs, but the reader will have some difficulty following my train of thought.	I used a range of simple and complex grammatical forms, mostly in an appropriate way, and with some errors .	I used a range of vocabulary including some formal words and phrases, mostly appropriately , and with some errors .
Unsatisfactory	I only partially explained why I am a suitable candidate for the job, and didn't provide adequate relevant information.	Parts of the letter were not written clearly and/or in an appropriate formal style and register, and communication was not fully effective .	The paragraphs were not well-organised , making it difficult for the reader to follow my train of thought.	I used a limited range of grammatical forms, often inappropriately , and with several errors .	I used a limited range of vocabulary, often inappropriately , and with several errors .
Poor	I failed to adequately explain why I am a suitable candidate for the job, and I provided little or no relevant information.	The letter was not written in an appropriate formal style and/or register, and did not communicate any information clearly .	The paragraphs were badly organised , making it almost impossible for the reader to follow my train of thought.	I used a limited range of grammatical forms, often inappropriately , and with frequent errors .	I used a limited range of vocabulary, often inappropriately , and with frequent errors .

A. Choose a, b, c or d.

- What are the ____ of a secretary in this company?
a. duties c. occupations
b. labours d. trades
- Sally worked really hard throughout her life in order to ensure a high retirement ____.
a. pension c. income
b. fee d. wage
- I think Ameera will get the job because she is ____ in three languages.
a. flexible c. steady
b. suited d. fluent
- After 15 years of working in the city, Kevin ____ and moved to the countryside to become a farmer.
a. hired c. resigned
b. raised d. fired
- Hanan has all the ____ for the job, so I don't see why she shouldn't get it.
a. benefits c. structures
b. qualifications d. commitments

B. Choose a, b, c or d.

- My supervisor promised ____ us to leave early because of all the overtime that we had been doing.
a. allows c. allowing
b. to allow d. allow
- The children's mother told them ____ in the street.
a. to play not c. don't play
b. to not play d. not to play
- Mary informed her son that she ____ late.
a. is being c. be
b. would be d. going to be
- Kevin announced that he ____ his job the previous week.
a. will quit c. would quit
b. quit d. had quit
- Pauline asked Fay ____ that morning.
a. where has she been c. where she had been
b. where had she been d. if she had been

C. Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between two and five words, including the word given.

- 'Don't be late for the meeting,' Darren told me. **not**
Darren advised _____ for the meeting.
- 'Tom stole my purse,' said the woman. **accused**
The woman _____ purse.
- 'Do you know the cost of the paintings?' asked Mary. **much**
Mary asked _____ the paintings cost.
- 'I'm sorry that I didn't tell you earlier, Lucy,' said Chris. **her**
Chris apologised to Lucy _____ earlier.
- 'Are we getting paid today?' asked Sue. **whether**
Sue wanted to _____ paid that day.
- 'I will have it on your desk tomorrow morning,' Jan told me. **have**
Jan promised _____ desk the following morning.

D. Read the four texts on the next page about work and health. For questions 1-10, choose from the employees (A-D). The employees may be chosen more than once.

Which employee:

- | | |
|---|--|
| 1. benefits financially from becoming healthier? <input type="checkbox"/> | 6. says that the appearance of the premises changed? <input type="checkbox"/> |
| 2. mentions drawbacks to a health initiative? <input type="checkbox"/> | 7. mentions that their employer covered the expenses of a medical examination? <input type="checkbox"/> |
| 3. says he is more eager to go to work? <input type="checkbox"/> | 8. mentions how attendance has improved at his company? <input type="checkbox"/> |
| 4. doubted that the scheme would be successful? <input type="checkbox"/> | 9. says how employees tried to improve their health by themselves? <input type="checkbox"/> |
| 5. mentions advice given to prevent exhaustion? <input type="checkbox"/> | 10. says that avoiding exercise during the lunch break is unpopular at the company? <input type="checkbox"/> |



Work and Health

Four employees talk about their experiences.

A. George

When my company announced that it was going to build a gym next to our offices, I thought to myself that it would never catch on because the vast majority of employees were both overweight and out of shape. However, I couldn't have been more wrong. One by one, my colleagues started to sign up and now, one year after its opening, the gym has really taken off. Many of us turn up first thing in the morning for a workout, while others prefer to do some exercise after they get off work. It's still hard to drag myself out of bed to go to the gym in the morning, but afterwards I feel energised and it sets me up for a good day's work. I think it's also made a real difference to the workforce. Not only does everyone look much healthier, but we have actually had a reduction in the number of days lost due to illness.

B. Salem

I used to get so stressed about work that I couldn't even relax when I came home. That all changed last year when the company I work for launched an initiative to create a stress-free work environment. The first thing they did was to change our surroundings. The walls were painted in vibrant red and yellow colours, which was a big difference from the dull interior of the past. Plants and flowers were also added to the workplace to give it a more homely feel. We saw work practices change as well. Working through your lunch break is now very much frowned upon. Management would prefer it if you took part in one of the Pilates sessions, which are held during lunchtime. The changes have transformed the way I view the workplace and, believe it or not, I actually look forward to Sunday mornings now.

C. Nasser

I think it has become fashionable lately for companies to show that they care about their employees' health. My company is no exception to this trend. It recently started promoting healthy habits in the workplace by giving seminars about how to avoid tiredness while at work. There were some good tips like drinking enough fluids and getting up to stretch the body at regular intervals. Pretty soon after that, we were being offered free fruit at break time, and some employees started a walking club and began going on thirty-minute walks around the neighbourhood at lunchtime. I thought I would give it a shot, but I soon got fed up because they just kept walking around the same roads, not to mention the fact that I couldn't stop sweating when I got back to the office. Overall though, I think the changes have been beneficial and it looks like they are here to stay.

D. Mike

Since our company introduced a new scheme for achieving certain levels of fitness, everyone in our office has become very health conscious. We were all given a free check-up at the beginning of the year to assess our levels of health and fitness. After that, we were set realistic monthly and yearly targets to achieve. If the targets are met, we receive a cash bonus in our salary, as well as being healthy. It's killing two birds with one stone. The management has also set up company sports tournaments and offers free access to the company gym in order to help us achieve our targets. I am not sure how the company can afford to cover these extra benefits, but I suppose their thinking is that a healthier worker makes a more productive worker.

Portal to English 12A

Workbook

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PORTAL TO ENGLISH

equips English language learners
with the skills and knowledge they need
to excel in an increasingly connected
and ever-changing world.



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- Full-colour Workbook
- Student's CD-ROM

For teachers:

- Interleaved Teacher's Book
- Class Audio Material (Online)
- Resources for Teachers (Online)
- Interactive Whiteboard Material

CEFR	B1 Mid	B1 High	B2 Low-Mid
Portal to English	10	11	12

