

# Answer Key

## Unit 1.1

### Part 1: Photographs

#### A Strategy

##### 1 Language building

	Nouns	Verbs
1.	table screen couple keyboard	sit discuss look key in
2.	couple bag	hold discuss look
3.	table meal family	eat sit

##### Follow up

##### Possible answers

1.	glasses computer	smile talk
2.	street hand	stand complain
3.	fork food window	chat smile

##### 2 Test tactic

##### Possible answers

1. The woman is telling the man what to key in.  
They are in an Internet café.
2. The woman is holding a bag.  
The man and the woman are in the street.
3. The family are sitting at the table.  
There is a lot of food on the table.

##### Follow up

##### Tapescript

**Picture 1** They are focusing on the screen.

**Picture 2** The couple are discussing something.

**Picture 3** The people are sitting down to a meal.

##### 3 Tactic practice

##### Possible answers

**Picture 1** shoelace, sit, back of car, hatchback, shorts, sunglasses, smile  
The woman is sitting in the back of her car.  
The woman is about to go for a walk.

**Picture 2** hair, barber, sit, white jacket, cut, shave, short blonde hair  
The barber is wearing a white jacket.  
The boy has short blonde hair.

**Picture 3** luggage, check-in, line, ground staff, wait  
The passengers are waiting to check-in.  
There is a long line at the check-in counter.

**Picture 4** lawn, sprinkler, play, skip, sunny weather, children  
The children are playing in the sprinkler.  
It's a hot day.

##### Tapescript

**Picture 1** She is tying her shoe.

**Picture 2** The boy is getting his hair cut.

**Picture 3** The people are waiting in line.

**Picture 4** The children enjoy splashing.

##### Understanding English

The couple are discussing something.  
The trees are covered in snow.

##### B Mini-test

1. (C) Correct. *They are carrying their Christmas tree.*  
(A) The dog isn't *running*.  
(B) They are not *picking up* anything from the ground.  
(D) There is snow on the ground, but not on *the trees*.
2. (D) Correct. *The man is pouring a hot drink.*  
(A) The man is not *making* a drink.  
(B) The man is not *sitting near* boats, he is standing up on a boat.  
(C) The cup is not *resting on the boat*, because the man is holding it.

3. (C) Correct. *The golfers are walking on the green.*  
 (A) The couple are pulling their cars, not *pushing*.  
 (B) There is a woman as well as a man and they are not *working*.  
 (D) The woman isn't *making a drive*.
4. (C) Correct. *The driver puts on chains.*  
 (A) The truck is stuck in snow, not *mud*.  
 (B) There aren't any *children* in the picture. Confuses the similar sounds *tired* and *tire*.  
 (D) There isn't a *snowman* in the picture.
5. (B) Correct. *The man gazes out the window.*  
 (A) There is a sea view, not a *mountain view*.  
 (C) The man is in front of a big window, so he can see everything.  
 (D) The waves are breaking on the rocks below, not over the *bow* of a ship.
6. (D) Correct. *The check is being paid.*  
 (A) They are in a restaurant, not a *phone booth*.  
 (B) There is not any food *on the table*.  
 (C) The friends are already in a restaurant, they are not deciding *where to eat*.
7. (C) Correct. *The woman is tired.*  
 (A) The woman is sitting up, she's not *sleeping*.  
 (B) There isn't a class in this picture.  
 (D) The woman is wearing the hat, so the hat isn't *for sale*.
8. (B) Correct. *The man is trying to get a taxi.*  
 (A) The man is not *waving*, and he is not using both arms.  
 (C) He isn't *walking*, he is standing.  
 (D) Confuses *signing* and *signalling*.

## C Learn by doing

### Possible answers

**Picture 1** The girl is running.

She's probably in a park.

She's running near a fountain.

She's getting wet, but she doesn't mind.

**Picture 2** [examples given on page]

**Picture 3** The boy is in the countryside.

He's sitting in front of a wooden building.

He's wearing a red baseball cap.

His feet aren't touching the ground.

**Picture 4** The boy is at home.

He's riding a toy motorbike.

He's wearing a striped T-shirt.

He's smiling to another person in the room.

## D Further study

### Student's own answers

## Unit 2.1

### Part 2: Question-response

#### A Strategy

##### 1 Language building

1. b, f
2. a, d
3. c, e

##### Follow up

##### Possible answers

1. Nothing special. I'll probably catch up on some housework.  
I usually visit my mother on the weekend.
2. Johnson and Smith are preparing a presentation.  
The meeting has been postponed until next month.
3. I caught the limousine bus.  
I drove and left my car with an airport-parking company.

##### 2 Test tactic

##### Key words

1. How? come class  
**Possible answers:** I walk, by bus, my friend drives me, on the train
2. What? get last birthday  
**Possible answers:** a new watch, some gift vouchers, the latest Mariah Carey album
3. Why? improve TOEIC score  
**Possible answers:** to get into university, for my job, it's a personal challenge

##### Distractors

1. C, A
2. B, A
3. C, B

## Follow up

### Possible answers

1. He moved away from the area.
2. My new company doesn't provide a company car.
3. They are sending them by courier.

### 3 Tactic practice

1. Key words: What? arrangements, tomorrow  
Correct. (C) *we'll* indicates the future, *meet* and *ten* refer to the arrangements.
2. Key words: Who? taking, minutes (in a meeting)  
Correct. (A) *Steve* answers the question *who?*, *do it* refers to the task of taking minutes.
3. Key words: Why? say, late  
Correct. (B) *alarm didn't go off* explains the reason *why* he got up late.
4. Key words: How? findings, received  
Correct. (A) *positively* explains *how*, and it also collocates with *received*.
5. Key words: What? company, ship, parcel  
Correct. (C) *Freightstar* is the name of a shipping company.
6. Key words: How? change, computer password  
Correct. (B) *support staff* are the people who would help with a computer problem.

## Understanding English

Why did you quit your last company?  
What did you get for your last birthday?

### B Mini-test

1. (C) Correct. *Around midnight*  
(A) Answers a *where*, not a *when* question.  
(B) Does not make a logical response to the question.
2. (B) Correct. *We'll probably go to Miami again.*  
(A) Uses the present continuous tense about a current event, not a future event.  
(C) Does not answer a *what* question.
3. (B) Correct. *Yes, but not until 10.30.*  
(A) Answers a *how* question, not a *yes/no* question.  
(C) Does not make a logical response to the question.
4. (C) Correct. *Pretty good, I think.*  
(A) Does not make a logical response to the question.  
(B) Uses the same word *exam* in the question and response.
5. (B) Correct. *I haven't decided yet.*  
(A) Answers a *who* with, not a *where* question.  
(C) Answers a *when* question, not a *where* question.
6. (C) Correct. *He's been working on the weekends.*  
(A) Uses the same word *Irving* in the question and response.  
(B) Uses the same word *tired* in the question and response.
7. (A) Correct. *Yes, just one*  
(B) Uses the same word *message* in the question and response.  
(C) Confuses the similar sounds *message* and *massage*.
8. (B) Correct. *I didn't get along with the boss.*  
(A) Uses the same word *quit* in the question and response.  
(C) Uses a different meaning of the word *company*.
9. (A) Correct. *About twelve hours*  
(B) *Overtime* is not usually measured in months.  
(C) Uses the same word *month* in the question and response.
10. (C) Correct. *Just typical meat and potatoes.*  
(A) Uses the same word *food* in the question and response.  
(B) Uses the same word *serve* in the question and response.
11. (A) Correct. *Yes, she seems very nice.*  
(B) Uses the same word *manager* in the question and response.  
(C) Refers to *she*, not *I*.
12. (B) Correct. *A lot more than they said at first.*  
(A) Uses the same word *repair* in the question and response.  
(C) Does make a logical response to the question.



## C Learn by doing

### Activity file 2.1

- (1) What date are you / will you be arriving? / When are you / will you be arriving?
- (2) What time is your plane landing / scheduled to land? / What time is the flight arriving?
- (3) What's the main purpose of your visit?
- (4) What is the main problem / issue to discuss in the meeting? What will we discuss?
- (5) Who else do you want to invite to the meeting?

## D Further study

### Student's own answers

## Unit 3.1

### Part 3: Short conversations

#### A Strategy

##### 1 Language building

1. d
2. c
3. a
4. b

##### Follow up

5. g
6. f
7. e

##### 2 Test tactic

###### A

2. What does the man tell her?  
(A) It doesn't run on batteries.  
(B) The label is incorrect.  
(C) The adapter isn't included.  
(D) She should buy another model.
3. What does the man offer to do?  
(A) Order the item  
(B) Check the box label  
(C) Give her a new model  
(D) Include the adapter

##### Possible answers

The conversation takes place in a shop. The woman is the customer – she is unhappy with the product that she has bought. The sales assistant is finding a way to resolve her complaint / problem.

## B

### Listening answers

1. (C) *Have a missing part replaced*
2. (C) *The adapter isn't included.*
3. (A) *Order the item*

### 3 Tactic practice

#### Questions 1–3

Two men, who are neighbors, are speaking. They could be in their gardens, talking about a lawnmower.

### Listening answers

1. (D) *Harry's lawnmower*
2. (C) *To try Harry's birthday present*
3. (B) *How well it cuts the grass*

#### Questions 4–6

Two colleagues are talking about a training package that they run. They are discussing feedback from participants/trainees of the training course.

### Listening answers

4. (B) *It's an improvement on their previous one.*
5. (D) *Comments from the participants*
6. (C) *It was too theoretical.*

### Understanding natural English

Do you think I could borrow your lawnmower?

Do you think you could mail these packages?

### B Mini-test

1. (B) *Correct. Mail some packages* – The man asks her to *mail off some packages*.  
(A) Confuses with the phrase *owe you a favor*.  
(C) The man has to attend a meeting himself.  
(D) The woman asks the man to give her the *addresses*.
2. (A) *Correct. For the destinations* – The woman asks where to *send* the packages.  
(B) She does not ask about *time*.  
(C) She does not ask about the *meeting*.  
(D) She asks the man to buy her a *coffee* in return for doing the favor.
3. (D) *Correct. He has to rush to a previous appointment*. – He explains that he is *already late for a meeting*.  
(A) The man has the *list*.  
(B) The man, not the woman, now owes his colleague a *favor*.  
(C) The man does know the *addresses*.

4. (A) Correct. *To share a ride* – The woman needs a *lift* with a friend.  
 (B) The woman wants to go to the auction, not *shopping*.  
 (C) She cannot take her car because it is *in the shop*.  
 (D) Confuses similar words, *for a drive* and *driving to*.
5. (B) Correct. *Her car is broken* – Her car is being repaired *in the shop*.  
 (A) She does not want to *take the bus*.  
 (C) Nothing in the conversation relates to *work*.  
 (D) Uses a different meaning of *shop*.
6. (D) Correct. *Give her a lift to the auction* – The man agrees to pick up the woman.  
 (A) Uses a different meaning of *company*.  
 (B) Confuses *to appreciate* something, and *to show appreciation*.  
 (C) He'll *pick her up from* the hotel, not *take her* to the hotel.
7. (B) Correct. *Move to a different parking spot* – The man asks her to *move her truck*.  
 (A) Uses the word *theater*, but in a different context.  
 (C) Confuses *would you mind* and *change her mind*.  
 (D) He wants the woman to park in a different area of the *building*, not *go to another building*.
8. (D) Correct. *She may not be able to find another space*. – The woman doesn't know where to *move to*.  
 (A) She cannot *see* the sign, not she *can't read the sign*.  
 (B) Uses a different meaning of *branch*.  
 (C) Confuses *making excuses*, and *excuse me*.
9. (C) Correct. *It was partly hidden*. – The sign is *just behind the tree*.  
 (A) The man gives directions to *go around the corner*.  
 (B) The woman suggests *cutting back those branches*, not *cutting something down*.  
 (D) The *emergency exit* is behind the truck, not the *sign*.
10. (A) Correct. *It needs a new battery*. – The man says he *needs to replace the battery*.  
 (B) The watch strap is *starting to crack*, not there is a *crack* in the watch face.  
 (C) The *buckle* isn't *damaged*. *The strap ... near the buckle* is cracked.  
 (D) The *battery* needs to be replaced, not the *watch*.

11. (B) Correct. *They don't have the correct strap*. – The man explains that they don't have that *model strap in black* and that he *can order one*.  
 (A) There is no problem with the battery since they can *replace the battery*.  
 (C) The conversation does not mention *new watches*.  
 (D) They need to order a new *strap*, not a *replacement watch*.
12. (D) Correct. *On Thursday* – *To replace the strap will take until Thursday*.  
 (A) The battery could be replaced by *this afternoon*.  
 (B) The man wanted to pick it up on *Tuesday*.  
 (C) The man is *going out of town on Wednesday*.

### C Learn by doing

- A
- A: Would you mind  
 B: Sure  
 B: I'll do it  
 C: Do you think I could  
 D: Sure, no problem  
 C: Would that be alright  
 D: Any time will be fine

### B Possible answers

1. A: Would you mind making some copies for me?  
 B: Certainly. When do you need them by?  
 A: I need them for a meeting which starts in an hour.  
 B: OK. I'll do them straight away.
2. A: Do you think I could borrow your calculator? I left mine at home.  
 B: Sure, no problem. When do you want to borrow it?  
 A: Would it be alright to use it this afternoon?  
 B: Yeah, of course. I'm not using it right now.
3. A: I need someone to help me move these boxes. Are you free by any chance?  
 B: Sorry, I'm afraid I can't help now. I'm really busy. Maybe Bob could give you a hand.  
 A: OK, I'll ask him.
4. A: Do you by any chance drive past Main Drive on your way home?  
 B: Yes, I usually drive back that way.  
 A: I was wondering if I could get a ride with you. My car is at the shop.  
 B: Well, normally that would be fine, but I'm afraid I'm going to the cinema after work today, so I will be going to the other side of

town. Sorry.

A: Oh, don't worry. I can take the bus. It's no problem.

## D Further study

### Student's own answers

# Unit 4.1

## Part 4: Short talks

### A Strategy

#### 1 Language building

1. e
2. a
3. c
4. b
5. f
6. d

#### 2 Test tactic

A

2. What is the problem?  
(A) The train is delayed due to the hurricane.  
(B) Rains have damaged the Dalesville bridge.  
(C) Service has been interrupted due to the weather.  
(D) Passengers are being refused a refund.
3. What may people wishing to go to Darby do?  
(A) Wait for two hours  
(B) Take a shuttle bus to Evanston  
(C) Get replacement tickets  
(D) Go by train

Situation C. An announcement about a change in transportation services.

B

1. (C) *At a bus station* – The announcement is being addressed to *Airstream Coach passengers*.  
(A) *Train station* is mentioned, but as part of the announcement. A shuttle bus to the train station will be provided, and therefore the announcement is not being made at a station.  
(B) Nothing is mentioned about an *airport*.  
(D) *Complimentary tea and coffee will be served*, but this is not a coffee shop.

2. (C) *Service has been interrupted due to the weather*. – The announcement mentions *hurricane* and *heavy rain*. It also mentions *cancel*ed and *delay*ed.  
(A) The passengers are traveling by *coach*, not by *train*.  
(B) The rains have damaged the *Evanston* bridge.  
(D) Passengers are being offered an *immediate refund*.
3. (D) *Go by train*. – A shuttle bus is being arranged for passengers who want to make their journey by rail.  
(A) Destinations to *Evanston* are delayed by two hours.  
(B) The shuttle bus goes to *Dalesville train station*, NOT *Evanston*.  
(C) *Replacement tickets* are not mentioned.

### 3 Tactic practice

#### Questions 1–3

##### Predict the context

Information about Antigua

1. (C) *To make it sound attractive to visitors* – The announcement explains that *Antigua is a perfect spot for a tropical getaway*.  
(A) *History* is mentioned, but it is not the main purpose of the announcement.  
(B) *Landscape* is mentioned, but it is not the main purpose of the announcement.  
(D) *Maritime events* are mentioned, but they are not the main purpose of the announcement.
2. (D) *A military outpost* – In 1784 Admiral Nelson, from the British navy, established it as a base.  
(A) *Pirates* are mentioned, but not as the people who established a base.  
(B) *Sailing events* are happening now.  
(C) *Hiking and watersports* can be done now.
3. (B) *In the winter* – The announcement suggests the reader should *escape from this cold weather* and explains that there are *only six weeks till Christmas*.  
(A) Six weeks before Christmas is the end of November, not *October*.  
(C) Six weeks before Christmas is the end of November, not *during the summer*.  
(D) Six weeks before Christmas is the end of November, not *in April*.

## Questions 4–6

### Predict the context

A meeting to discuss how a team will meet a new deadline.

4. (A) *To announce a schedule change.* – The announcement explains that the project has been *moved forward by a week*.  
(B) The purpose of the announcement is not to *move the deadline*, since it has already been moved.  
(C) The announcement is asking staff members to *lend a hand*, but this is not the main purpose of the announcement.  
(D) To *answer any questions* is not the main purpose of the announcement.
5. (B) *In five days* – The announcement explains that *we now have only five days left* to complete the project.  
(A) The project has *been moved forward a week*, it is not the finish date.  
(C) *Tomorrow* is mentioned, but not as the finish date.  
(D) *By Thursday* is mentioned, but not as the finish date.
6. (A) *Finalize the image files.*  
(B) Jack and Cate are asked to *check for typos*, not Beth and Howard.  
(C) At the end the speaker asks if there are *any questions*, but this is not connected with Beth and Howard.  
(D) The speaker asks for other volunteers to write the address labels.

### Understanding natural English

We apologize for any inconvenience.  
Check the documents for any typos.

## B Mini-test

1. (B) Correct. *A board meeting* – The speaker talks about *our EL series*, suggesting that he is talking to colleagues or people in the business.  
(A) Sales have improved in the *Asian market*, but there is nothing to suggest that the presentation is taking place there.  
(C) Although the talk is about the *computers* that the company produces, the talk does not take place at a conference.  
(D) Although *students* are mentioned, the talk does not take place at a college fair.
2. (B) Correct. *Students* – The speaker explains the one product was *extremely well received by college and high school students* and the sales were increased by 30%.  
(A) Sales to executives increased by 17%.  
(C) Sales to small businesses decreased by 9%.  
(D) *Salespeople* are not mentioned as customers.
3. (C) Correct. *Poor* – Sales in this area showed a *reduction*.  
(A) *Extremely good* is used to describe how the *economy desktop* was received.  
(B) The standard desktop is usually a *steady performer*, but this is not true of the last quarter performance.  
(D) *Surprisingly good* is not used to talk about the sales for the standard desktop.
4. (B) Correct. *Cat litter* is mentioned in the announcement as *blowing in the breeze*.  
(A) *Tissues* – Tissues are NOT mentioned in the announcement.  
(C) *Hazardous waste* is NOT mentioned as *blowing in the breeze* in the announcement.  
(D) *Organic waste* is NOT mentioned as *blowing in the breeze* in the announcement.
5. (C) Correct. *Thursday* – The announcement explains that grass and leaves are picked up on Thursdays.  
(A) *Residential garbage* is picked up on *Tuesdays*, not grass and leaves.  
(B) *Wednesday* is not mentioned.  
(D) *Residential garbage* is picked up on *Fridays*, not grass and leaves.



6. (D) Correct. *50lbs* – The announcement explains the containers should *weigh no more than 50lbs*.
- (A) *20* is mentioned as part of a phone number, not a weight measurement.
- (B) *35* is mentioned as part of a phone number, not a weight measurement.
- (C) *45 dollars* is mentioned as the price to rent garbage carts, not a weight measurement.
7. (D) Correct. *An insurance company* – The announcement is providing *useful tips* to help you in the event of an *accident*.
- (A) The announcement mentions *cars and vehicles*, but not to *sell* them.
- (B) *The police* are mentioned in the announcement, but they did not produce it.
- (C) *The emergency services* are mentioned in the announcement, but they did not produce it.
8. (A) Correct. *Photographing the accident scene* – This is NOT mentioned in the announcement.
- (B) The announcement mentions calling for *emergency services* if there are *injuries*.
- (C) The announcement mentions writing down *license numbers of the other people involved*.
- (D) The announcement mentions noting down *circumstances like weather*.
9. (B) Correct. *After checking for injury* – The announcement explains to check for injuries first and *next* to call the police.
- (A) The police should always be called *even if the accident is minor*.
- (C) *At the first opportunity* is mentioned, but in relation to notifying the local Auto and Marine Agent.
- (D) The announcement advises talking to witnesses *while you are waiting* for the police.
10. (C) Correct. *To explain the cause of a system failure* – The announcement explains that *our computer network went down yesterday*.
- (A) The announcement does not mention *upgrades*.
- (B) The announcement apologizes for the *inconvenience*, not for an error.
- (D) The IT team is *working round the clock to bring the system back up*, so they are dealing with the problem.
11. (B) Correct. *Someone must have opened an infected file* – The announcement explains that a *virus* entered the system through an email attachment.
- (A) *work round the clock* is mentioned, but not as the reason for the problem.
- (C) Individuals do not need to activate a firewall as they are *part of the system*.
- (D) *Password* is not mentioned in the announcement.
12. (B) Correct. *Consult the IT team before opening email files* – The announcement suggests consulting IT before opening attachments, in case they contain a virus.
- (A) It states *never* to open email attachments, *even from familiar senders*.
- (C) It says that email attachments are a *risk to financial security*, not that employees track the *financial status* of the company.
- (D) The announcement asks people to be *patient while repairs* are carried out, but does not ask staff to help to do them.

## C Learn by doing

### A

1. c
2. a
3. d
4. b

### Follow up

#### Possible answers

Could I have your attention please? I would just like to tell everyone that the room for the sales meeting has been changed. The meeting will be held in room 401, I repeat 401. It starts at the same time of 3.15.

I'd just like to let you all know that we are collecting money for Shelley's wedding gift. If you would like to contribute, please give your donations to Sam or Helen by Friday. If you have any ideas for a suitable gift, suggestions will be very welcome.

I am sorry to remind you that Tom is leaving, and as this is his last day, we will be having a farewell party for him after work. The party will be held at the Nightshift Café. If you don't know how to get there, you can get a map from Jim.

## D Further study

### Student's own answers



# Unit 5.1

## Part 5: Incomplete sentences

### A Strategy

#### 1 Language building

##### A

1. adjective  
*beautiful, weird, wonderful*
2. adverb  
*very, really, quite*
3. verb (simple past tense)  
*wrote, spoke*
4. noun  
*disappointment, anger, frustration*
5. noun  
*accounting, cutting*
6. adjective  
*boring, mediocre, convincing*

##### B

1. (B) *colorful* is an adjective
2. (C) *terribly* is an adverb
3. (D) *wrote* is a simple past tense
4. (D) *disappointment* is a noun
5. (B) *efficiency* is a noun
6. (C) *interesting* is an adjective

#### 2 Test tactic

1. (C) *we* is a subject pronoun that collocates with *suggest*
2. (D) *place* is a verb that collocates with *an outside call*
3. (C) *by* forms a prepositional verb with *come*, meaning *to pass by, to call in*
4. (B) *payment* is a noun
5. (A) *In case of* is a conjunction which can be followed by a noun
6. (A) *disappointed* is an adjective

### 3 Tactic practice

##### A

1. verb in the passive  
*thought, believed, said*
2. adjective  
*ridiculous, unexpected, unfounded*
3. adjective  
*necessary, required*
4. noun  
*charities, care homes*

##### B

1. (B) *known* is a past participle form and therefore can complete the passive verb phrase
2. (A) *unproven* is an adjective that can collocate with *charges*, and also fits with *outraged*
3. (D) *required* is an adjective
4. (D) *needy* is a collective noun

### B Mini-test

1. (A) Correct. *careless*  
(B) *uncaring* refers to behaviour towards people, not *credit*.  
(C) *carelessly* is an adverb, an adjective is needed here.  
(D) *uncared for* does not make a logical construction here.
2. (B) Correct. *influence*  
(A) *influential* is an adjective, a verb is needed here.  
(C) *influent* does not make a logical construction here.  
(D) *influencing* is a gerund, whereas *trying to* needs to be followed by an infinitive.
3. (C) Correct. *advised*  
(A) (D) *advice* and *decision* are nouns, a verb is needed here.  
(B) *suggest* is a verb in the infinitive form, whereas the sentence requires the past participle form.
4. (D) Correct. *to tell*  
(A) (C) are incorrect verb forms; *refuse* is followed by *to + infinitive*.  
(B) is an adjective and cannot be used to complete the verb phrase.

5. (D) Correct. *manufactured*  
 (A) is a verb in the infinitive form, whereas a past participle to complete the passive verb clause is needed here.  
 (B) (C) are both nouns, a verb is need here.
6. (A) Correct. *incident*  
 (B) is a past simple verb, and cannot be used after a definite article.  
 (C) (D) are both adjectives and cannot be used before the verb to *be* without a noun.
7. (B) Correct. *feel*  
 (A) *like* can collocate with *about* if it is preceded by the question *what*, but does not collocate with *how ... about*  
 (C) *bought* cannot collocate with the preposition *about*.  
 (D) *opinion* is a noun, a verb is needed here.
8. (A) Correct. *completion*  
 (B) (D) *finish* and *done* are not nouns.  
 (C) *ending* does not collocate with *the date of...*
9. (B) Correct. *predictable*  
 (A) *believed* is a past participle, however the context of this sentence requires the adjective *believable*.  
 (C) *safety* is a noun, an adjective is needed here.  
 (D) *knowing* is a gerund, an adjective is needed here.
10. (B) Correct. *convinced*  
 (A) *convince* is a verb, an adjective is needed here.  
 (C) *conviction* is a noun, an adjective is needed here.  
 (D) *convincing* is used as an attributive adjective, whereas the adjective required expresses a feeling.
11. (D) Correct. *significant*  
 (A) *brilliantly* is an adverb, an adjective is needed here.  
 (B) *impressed* cannot be used as an attributive adjective.  
 (C) *importance* is a noun, an adjective is needed here.
12. (A) Correct. *intently*  
 (B) (C) (D) are not adverbs and cannot complete this sentence.

## C Vocabulary practice

### A

1. (adj)
2. (v)
3. (adv)
4. (n)
5. (v)
6. (adv)
7. (adj)
8. (adj)
9. (n)
10. (v)
11. (n)
12. (v)

### B

efficiently (adv)  
 intently (adv)  
 improve (v)  
 suggest (v)  
 courier (n)  
 influential (adj)  
 bankruptcy (n)  
 optimistic (adj)  
 misappropriated (v)  
 donations (n)  
 convince (v)  
 significant (adj)

### C

1. influential
2. misappropriated
3. efficiently
4. donations
5. convince
6. intently
7. optimistic
8. significant
9. bankruptcy
10. improve
11. courier
12. suggest

# Unit 6.1

## Part 6: Text completion

### A Strategy

#### 1 Language building

Present tense verb forms

1. play
2. are still sitting
3. is signing
4. works

Past tense verb forms

1. were standing
2. Did (he) take
3. were sleeping
4. did (the package) arrive
5. dropped
6. didn't go

#### 2 Test tactic

##### A

1. present *when they enter*
2. past *Before ... in 1903*
3. past *Before ... in 1903*
4. past *before receiving*
5. past *It wasn't until years later that*
6. present *still*
7. present *currently*

##### B

1. learn
2. worked
3. lived
4. studied
5. made
6. believe
7. is building

#### 3 Tactic practice

1. (B) Correct. *received* is a simple past tense verb; *yesterday* indicates the need for past tense. (A) and (D) are incorrect tenses. (C) *taken* is a past participle, and requires an auxiliary verb.
2. (A) Correct. *noted* is simple past tense verb; agrees with the past tense, *found*, at the beginning of the sentence. (B) *writing* is a gerund and requires an auxiliary verb. (C) and (D) are incorrect tenses.

3. (D) Correct. *send* is an imperative form, and follows *please*. (A) (B) (C) are incorrect tenses.
4. (C) Correct. *will affect* is a future tense verb; *by Tuesday* in the previous sentence indicates the need for a future tense. (A) (B) and (D) are incorrect tenses.

### B Mini-test

1. (C) Correct. *have informed* (A) *send* requires a direct object; *have sent us something*. (B) *telling* is a gerund and requires an auxiliary verb. (D) *written* does not make a logical construction.
2. (D) Correct. *has* (A) and (B) cannot be used to form a verb phrase with the past participle, *failed*. (C) *having failed* does not form a finite verb form which is required here.
3. (A) Correct. *delayed* (B) and (C) *stop* and *going* are incorrect forms to complete the present perfect passive tense that is required. (D) *done* does not make a logical construction.
4. (D) Correct. *face* (A) *owing* does not make a logical sentence. (B) The perfect tense, *have paid*, does not match the verb tense in the first part of the sentence, *will be held*. (C) *be* does make a logical construction.
5. (B) Correct. *writing* (A) (C) and (D) do not follow the auxiliary *am*.
6. (D) Correct. *will be leaving* (A) The simple past tense, *left*, does not match the future tense indicated by *we plan to*. (B) *leaving* is incomplete without an auxiliary verb. (C) *is leaving* does not agree with the subject *we*.
7. (C) Correct. *instructed* (A) (B) and (D) are not past participles as required to form a present perfect verb phrase here.
8. (A) Correct. *think* (B) (C) and (D) do not match the tense required to precede *we will be unable to*.
9. (B) Correct. *received* (A) (C) and (D) are not simple past tense forms required here, as indicated by the time phrase *this morning*, and the tense form *opened*.



10. (A) Correct. *each*  
 (B) (C) and (D) do not match the use of a singular verb form *is*, and singular countable noun *table*.
11. (C) Correct. *send*  
 (A) the passive infinitive does not make logical sense.  
 (B) and (D) are not infinitive forms which are required to follow *could*.
12. (D) Correct. *scheduled*  
 (A) (B) and (C) do not form logical collocations with the subject *The tables*.

## C Grammar practice

1. 1 am writing 2 makes 3 to meet
2. 1 put 2 open 3 pressed 4 was coming 5 delayed
3. 1 is now working 2 was previously managing 3 has just arrived 4 will need / needs / will be needing

# Unit 7.1

## Part 7: Reading Comprehension

### A Strategy

#### 1 Test tactic

1. Type: Main idea question  
Order: 3
2. Type: Inference question  
Order: 3
3. Type: Specific information (positive)  
Order: 1
4. Type: Specific information (positive)  
Order: 1
5. Type: Specific information (negative)  
Order: 4
6. Type: Vocabulary questions  
Order: 2

## 2 Test tactic

### A

1. At what time does the club open?  
 3. What is the price of the guitar?  
 5. Where did the man buy his bicycle?  
 6. How long should the man wait for a reply?

### B

#### Key words

3. By when must you give notice in order to get the maximum refund?  
 (A) Just after the first class.  
 (B) Before the second class is held.  
 (C) Five business days before the first lesson.  
 (D) Within four to six weeks.

The answer is in Sentence 3: *If the request is received 5 business days prior to the first class...*

Answer choice (C) is correct.

#### Key words

4. What will happen if you withdraw prior to the second lesson?  
 (A) All costs will be refunded by check.  
 (B) You will receive the full amount minus \$25.  
 (C) No refunds or credit will be issued.  
 (D) You will pay for the first lesson plus admin fee.

The answer is in Sentence 4: *If the request is received after the first class, but before the second class...*

Answer choice (D) is correct.

## 3 Tactic practice

1. (A) *Alberto Romero*  
The letter begins with the salutation *Dear Mr Romero*, therefore he is the person the letter is intended for.
2. (D) *Sales*  
The first line of the letter includes the information: *your application to join our International sales team*.
3. (C) *In Europe*  
The letter includes a reference to *position of Eastern European sales representative*.

## B Mini-test

1. (B) Correct. *A major corporation.* – The first line of the advertisement specifies *Personal and small Business*, and a major corporation is not a small business.  
(A) *Invitations and Wedding* are mentioned in the advertisement.  
(C) *Local real estate agent* implies a small business.  
(D) *A restaurant* also implies a small business and menus are printed.
2. (B) Correct. *Double the number of invitations* – The advertisement lists one of the *Special offers* as *2 for 1 business cards or invitations for orders over \$100*.  
(A) You need to spend over \$250 to receive a 10% discount.  
(C) You need to order *sets of letterhead* to get a discount on envelopes.  
(D) You can get *1 set* of business cards free, not 2 sets.
3. (D) Correct. *No bonus will be given for large letterhead orders* – The letterhead offer for *discounted envelopes with 10 sets of letterhead* is a *Special offer for June*, and therefore will no longer apply on July 1.  
(A) The advertisement states *new opening times*, but does not mention that they will change on July 1.  
(B) Nothing is mentioned about *fax orders* changing.  
(C) The discount voucher is valid *during the coming year*.
4. (B) Correct. *quickly*  
(A) (C) and (D) do not collocate with *receive* and could not be substituted to have the same meaning as *promptly*.
5. (D) Correct. *You will be able to change your PIN number.* – The notice states that if you want to change your PIN number you should *specify a different number on the application form*, and implies that it cannot be changed after submitting the form.  
(A) The notice states that *you will receive a library barcode enabling you to place reservations*, so this is true.  
(B) The notice states *You can collect your card at your nominated branch library*, so this is true.  
(C) *the barcode number* enables you to *access online databases*, which we can infer will give information about book availability, and therefore is true.
6. (C) Correct. *They need a signed permission letter.* – The notice refers to people *under the age of 18* and states that they *require a signature on a permission letter*.  
(A) The notice states that the permission letter should be brought into the library *when you are collecting your card*, so parents don't need to collect the card.  
(B) The notice states *under the age of 18*, not *until* the age of 18.  
(D) *A parent or guardian* must sign the form, not the children.
7. (C) Correct. *People who want to pay by computer* – The notice states that *you can now pay your bill online via ...*.  
(A) It states *do not use this website if your payment is ... related to sewer certification*.  
(B) If you pay online a *two dollar (\$2.00) or two percent (2%) processing fee* is added.  
(D) The notice states *If you do not know your account number, please call 555-8375*.
8. (A) Correct. *...555-0874*  
The other numbers relate to the following:  
(B) To find out your account number.  
(C) For general inquiries.  
(D) This is a post code / zip code at the end of an address for mailing payment.
9. (D) Correct. *Follow the instructions given* – The notice states *If you recently received a notice about unpaid sewer charges, please follow the payment instructions on the notice*.  
(A) You can *mail payments to the Division of Water*, but it does not state you should call them.  
(B) You pay a processing fee if you pay online, not if your payment is overdue.  
(C) *General inquiries should be addressed to the Information Section*.

## C Reading in action

### A

1. A typhoon, bad weather, has caused delays to some shipping contracts, and therefore the company can expect claims from customers due to late delivery.
2. The company won't pay extra cost to all customers because they are not responsible for costs resulting from natural disasters.
3. For customers who need quick delivery, they can offer a 50% discount on air freight costs.
4. Valued customers will be offered a 15% discount on their next order.

### B

1. SD1278
2. late penalties (costs resulting from failure to meet delivery schedules)
3. natural disasters
4. shipping contract
5. San Francisco
6. 50% discount on air freight costs
7. 15% discount

## D Further study

### Student's own answers