

Unit 1.4

Part 1: Photographs

A Strategy

1 Language building

A

1. Picture 1. FALSE. The woman is *behind* the counter, not *on* it.
2. Picture 2. TRUE.
3. Picture 2. FALSE. The computer is *in front of* the woman, not *behind* her.
4. Picture 2. TRUE.
5. Picture 1. FALSE. The man is next to the *counter*, not next to the *board*.
6. Picture 2. TRUE.

B

Possible answers

Picture 1

The woman is behind the counter.
The man is in front of the counter.
The woman is in front of the board.

Picture 2

The phone is next to the computer.
The woman is in front of the computer.
The computer is on the desk.

Picture 3

The man and woman are running along the platform.
The woman is between the man and the train.

Picture 4

The woman is going along the walkway.
The woman is going through the walkway.

C

1. in front of
2. behind
3. next to
4. along

2 Test tactic

A

Picture 1: pointing/painting
Picture 2: setting/sitting
Picture 3: ship/sheep
Picture 4: walking/working

B

Possible answers

Picture 1

The bicycle is in front of the motorbike.
The cyclist is between the van and the taxi.

Picture 2

The man is in front of the computer.
The computer is on the desk.

C

Picture 1

- (A) in front of Wrong.
- (B) behind Wrong.
- (C) next to *fan/van* Wrong.
- (D) between Correct.

Picture 2

- (A) under Wrong.
- (B) at *commuter/computer* Wrong.
- (C) Correct.
- (D) behind Wrong.

3 Tactic practice

Possible answers

Picture 1 couple, restaurant, table, glasses, food, plates, lamp, sitting, holding
The couple are having a meal.
The couple are eating in a restaurant.

Picture 2 guitars, cabinet, shelves, wall, display
The guitars are on the shelves.

Picture 3 woman, dress, clothes, looking, holding, choosing, buying, shop
The woman is looking at a dress.
The woman is choosing some clothes.

Picture 1

- (A) Wrong. They are holding *glasses*, not attending *classes*.
- (B) Wrong. The couple are *opposite*, not *beside* each other.
- (C) Wrong. The lamp is *on*, not *next to* the table.
- (D) Correct. *The couple raise their glasses.*

Picture 2

- (A) Wrong. The guitars are not being played
- (B) Correct. *The guitars are on display.*
- (C) Wrong. The guitars are *next to*, not *behind* each other.
- (D) Wrong. The *guitars*, not *cars*, are next to the wall.

Picture 3

- (A) Correct. *The woman is looking at the outfit.*
- (B) Wrong. The woman is not *writing* anything. *Address* may be confused with *dress(ed)*.
- (C) Wrong. The woman is *looking at clothes*, but she is not *getting dressed*.
- (D) Wrong. The woman is *looking at clothes*, not *hiding them*.

Understanding natural English

He walks for hours.

He works for hours.

The ship is in the water.

The sheep is in the water.

The man tastes the food.

The man tests the food.

B Mini-test

- 1. (C) Correct. *The man is taking out his card.*
(A) The man is *outside* a bank, not *inside*.
(B) The man is drawing (taking out) money from a machine, not *drawing* it.
(D) There is no computer. Confuses *cash* and *crash*.
- 2. (A) Correct. *The girl is writing on the board.*
(B) The books are *on* the shelves, not *under* them.
(C) The girl is sitting *on* the stool, not *next* to it.
(D) The girl is not using a tool. Confuses *tool* and *stool*.
- 3. (D) Correct. *They are holding hands.*
(A) They are sitting on a *bench*, not on a *fence*.
(B) They are sitting *side by side*, not *back to back*.
(C) They are sitting *on* a bench, not *near* it.
- 4. (D) Correct. *The children are doing the dishes.*
(A) The children are *in* the kitchen, not *in front* of it.
(B) The children are washing the dishes. Confuses *watching* and *washing*; and *fish* and *dish*.
(C) The children are *in front of* the sink, not *in* it.
- 5. (B) Correct. *He is decorating the cakes.*
(A) There is no *desert*. Confuses *desert* and *dessert*.
(C) The room is not *deserted*, there are several people in it.
(D) The chef is being trained. Confuses *chief* and *chef*.

- 6. (C) Correct. *There are leaves on the ground.*
(A) The man is *sitting* in the park, not *leaving the park*.
(B) The man is *sitting*, not *walking in the park*.
(D) There are trees behind the man, but he is not *under a tree*.
- 7. (D) Correct. *The man is sweeping the street.*
(A) The man is standing *next to* the drain, not *on* it.
(B) The man is *sweeping*. Confuses *weeping* and *sweeping*.
(C) The man is wearing a *cap*, not a *cape*.
- 8. (A) Correct. *The customer is paying by card.*
(B) The girl is paying. Confuses *pain* and *paying*.
(C) The clerk is *behind* the counter, not *on* it.
(D) It's a picture, not a *story*.

C Learn by doing

Student's own answers

D Further study

Student's own answers

Unit 2.4

Part 2: Question-response

A Strategy

1 Language building

A

Offers

1. **Would you like** some help with those?

c **Yeah, could you take** this box?

e **No, that's alright.** They aren't as heavy as they look.

2. **Do you need** (any) help with setting up the room?

a **Actually, it's already done.**

f **That would be great.** Let's start with the tables.

3. **Can/May I** get you anything?

b **No, I've already eaten.**

d A cup of tea **would be lovely.**

Requests

4. **Could/Can you** tell me how to use this machine?

i **Certainly, it's pretty easy.**

k **I'm sorry, I haven't been** trained on it yet.

5. **Would you mind** if I opened the window?
g **Actually**, I am a bit cold.
l No, **go ahead**.
6. **May/Can/Could** I borrow your pen for a moment?
h **I'm afraid** it's not mine.
j **Sure**, give it back after class.

Opinions

7. **How was** Mr. Smitt's presentation?
o **To tell the truth**, it seemed a bit long.
q **Good**. He really is an amusing speaker.
8. **What's your opinion of** their price quote?
m **I don't think** we will find a lower one.
r **It seems** a bit high to me.
9. **What would you say is** our greatest weakness?
n **Frankly**, our sales staff isn't motivated.
p I'd **say** we need to lower our prices.

B

Possible answers

1. Would you care for a slice of pie?
Yes, that would be nice. Actually, I already ate.
2. Can you tell Ms. Jackson that her parcel has arrived?
Of course. I'm afraid she isn't in the office today.
3. What do you think of your new boss?
He seems very nice. I honestly don't like his attitude.

2 Test tactic

1. b Correct.
 a Same word (*project*)
 c Incorrect meaning (doesn't respond to the question)
2. c Correct.
 a Similar sounds: (*call you later/calculator*)
 b Same word (*borrow*)
3. c Correct.
 a Same word (*test*)
 b Incorrect grammar (the question is in the past, the answer is in the future)

Follow up

1. (A) Similar sound (*car/card*)/incorrect meaning
 (B) Same word (*show/showed*)
 (C) Correct.
2. (A) Same word (*paper*)
 (B) Correct.
 (C) Same word (*help*)/incorrect grammar (the question is in the present, the answer is in the past)

3 Tactic practice

1. (A) Correct.
 (B) Same word (*carry/carried*)
 (C) Same word (*book/books*)
2. (C) Correct.
 (A) Similar sound (*contract/track*)
 (B) Incorrect grammar (the question is in the future, the answer is in the past)
3. (B) Correct.
 (A) Same word (*show*)
 (C) Incorrect grammar (the question is in the past, the answer is in the future)
4. (A) Correct.
 (B) Similar sound (*dessert/desert*)
 (C) Same word (*get*) /incorrect meaning
5. (C) Correct.
 (A) Same word (*smoked/smoke*)
 (B) Same word (*smoking/smoke*)

Understanding natural English

Could you carry these books for me?
Would you mind showing Mark the system?

B Mini-test

1. (B) Correct. *Sure go right ahead.*
 (A) Incorrect grammar. The question is in the present, the answer is in the past.
 (C) Incorrect meaning. Answers a different question.
2. (C) Correct. *No thanks, I have to drive.*
 (A) Incorrect meaning. Answers a different question.
 (B) Incorrect meaning. The question doesn't mention the *house wine*.
3. (B) Correct. *Down this way on the right.*
 (A) Similar sound. The question asks about the *bathroom*, not the *back room*.
 (C) Similar sound. The question asks about the *bathroom*, the answer mentions *no room*.
4. (A) Correct *He wanted to discuss the summer bonuses.*
 (B) Same word. The question uses *call*, the answer includes the word *called*. /Incorrect meaning. The answer refers to someone different from the question.
 (C) Same word (*office*)/similar sound. The question mentions the word *call*, the answer includes the word *small*.

5. (A) Correct. *I don't think it makes much sense.*
 (B) Same word. Both the question and the answer use the word *opinion*. /Incorrect meaning. The answer refers to someone different from the question.
 (C) Similar sound. The question asks about *policy*, the answer mentions the *police*.
6. (C) Correct. *No, but thanks for a asking.*
 (A) Incorrect meaning. Answers a different question.
 (B) Same word. (*late*)
7. (B) Correct. *Sure, we aren't that busy right now.*
 (A) Same word. The question uses the expression *take ... off*, the answer uses the expression *be off to*.
 (C) Incorrect meaning. The answer refers to someone different from the question.
8. (C) Correct. *No, I'd be glad to.*
 (A) Same word. (*system*)
 (B) Same word. (*mind*)
9. (B) Correct. *I think the filter is dirty.*
 (A) Similar sound. The question asks about the *air conditioner*, the answer mentions *hair*.
 (C) Similar sound. The question includes *air conditioner*, the answer mentions *condition*.
10. (A) Correct. *You have to take it to the maintenance section.*
 (B) Same word. Both the question and the answer use the word *fixed*. /Incorrect meaning. The question is in the present, the answer is in the past.
 (C) Same word. The question mentions *chair*, the answer includes the word *chaired*.

C Learn by doing

Possible answers

Offers

- A Would you like me to open the door for you?
 B That would be great.

Requests

- C Can I borrow 10 dollars till pay day?
 D Yes, of course.

Opinions

- E What do you think about the new sales manager?
 F She seems friendly.

D Further study

Student's own answers

Unit 3.4

Part 3: Short conversations

A Strategy

1 Language building

- | | |
|---|---|
| 1. Jane, would you like to join us for drinks tonight? | e I'd love to, but I'm I have to pick up my sister. |
| 2. Could you fix this radio for me? | d I'm afraid we can only service Tri-sonic units, madam. |
| 3. We are going skiing this weekend. Can you and Mary come along? | f I don't think we'll be able to make it. My brother's family is coming on Saturday. |
| 4. Are we still having the sales meeting after lunch? | c We can, but I would prefer if we could put it off till tomorrow. I have a lot of other work. |
| 5. Is it OK to keep a cat in this building? | b No, I'm sure they wouldn't allow it. The building owner hates animals. |
| 6. Do you accept personal checks? | a We used to, but we stopped doing it last year. |

B

- Why won't the woman go out with her friends?
- What does the man suggest?
- Why can't the woman get service?
- What are the speakers discussing?
- How does the owner feel about pets?
- What is the man planning for the weekend?

C

- (C) Correct. He says *I'm leaving to catch a flight in about 30 minutes.*
 (A) The first man, John, is meeting a client, not Eric.
 (B) He *came in to get some papers*, not to prepare them.
 (D) The first man, John, mentions a meeting in the evening, not Eric.

2. (B) Correct. He says *I was planning to cycle down*.
 (A) He will take the train *from* the station, not *to* it.
 (C) Daphne offers to drive him, but he refuses the offer.
 (D) He says *I could certainly use the exercise*, but doesn't mention jogging.
3. (D) Correct. The woman says *All repairs have to be sent out of the hotel*.
 (A) She says *I am sure we can have the shirts ready*.
 (B) She says *we won't be able to get you the pants (trousers) before tomorrow*.
 (C) The shirts don't need to be repaired, only the trousers.

2 Test tactic

A

1. What advice does his friend give about trading in his car? **b** "Do you think I should get a new car? It seems to cost me more money in repairs each year."
2. What kind of summer vacation is the man considering? **d** "What are you doing for your vacation this year, Dario?"
3. What experience does the man have? **c** "I see you are applying for the sales clerk's job. Do you have any experience in sales?"
4. How does Mr. Green feel about his request? **a** "Mr. Green, I was wondering if was OK if I took next Friday off?"

B

1. (B)
 2. (D)
 3. (C)
 4. (A)

3 Tactic practice

1. (B) Correct. He says *I'm looking to rent a place*.
 (A) He wants to *rent*, not *buy*.
 (C) He wants to *live near* the beach.
 (D) There is no mention of decorating.
2. (B) Correct. There are no two-bedroom places left.
 (A) He mentions that he wants a place *not too far from the beach*.
 (C) The three-bedroom place *might not be too expensive*.

- (D) He says that he saw in the ad that there were some places available.
3. (C) Correct. He offers to show the customer the three-bedroom place.
 (A) Bedrooms are only mentioned to give an indication of the size of the apartments.
 (B) He says that the apartment might not be too expensive, but doesn't offer a discount.
 (D) He offers to show the customer the apartment that afternoon.
4. (D) Correct. He says *I don't have any money*.
 (A) He says he doesn't know Darryl *all that well*, but presumably he knows Bob better.
 (B) He says *I don't have any money*.
 (C) He wants to *borrow*, not *lend*, some money.
5. (B) Correct. He says *Have you tried asking Darryl?*
 (A) He says he can't lend him any money.
 (C) He says *I only have a few dollars* so he doesn't lend Jim any money.
 (D) Jim asks him to talk to Darryl, but Bob refuses.
6. (C) Correct. He says *you're the one who forgot your wallet*, which suggests that he thinks Jim should speak to Darryl.
 (A) He doesn't mention looking for or finding the wallet.
 (B) He indicates that he won't speak to Darryl.
 (D) He doesn't mention making lunch.

Understanding natural English

I could certainly use the exercise.
 I was wondering if you *could* drive me there.

B Mini-test

1. (B) Correct. She says *I'm going to the airport ... I was wondering if you could possibly drive me there*.
 (A) She wants him to do her a favor.
 (C) She needs to be there by 11:00.
 (D) She asks him to drive her, not if he can drive.
2. (B) Correct. He apologizes and says it's too late to cancel his arrangement to play golf.
 (A) He doesn't mention a flight.
 (C) He doesn't invite her to play golf.
 (D) He doesn't agree, and she makes a request not an offer.

3. (C) Correct. He says *I've ... arranged ... to play golf tomorrow morning.*
 (A) The woman is going to the airport, not the man.
 (B) He doesn't mention the office.
 (D) He doesn't mention going for a drive.
4. (D) Correct. He says that he *couldn't* relax.
 (A) He couldn't relax and the in-flight entertainment didn't work, so we can infer that he didn't enjoy it.
 (B) She is going next month.
 (C) It didn't meet his expectations.
5. (B) Correct. He says that *the footrests were so short that I couldn't relax and stretch my legs.*
 (A) He says that *The seats certainly reclined fully.*
 (C) He doesn't mention that the seats were narrow.
 (D) He says the footrests were short, so there were footrests.
6. (D) Correct. He says his volume control was broken.
 (A) Obviously it didn't meet his expectations as it was broken.
 (B) He doesn't say it was noisy.
 (C) She expected it to be *a cut above the competition*, but this wasn't his experience.
7. (B) Correct. She says *I have been having trouble with this vacuum cleaner.*
 (A) She says the vacuum cleaner *makes a terrible racket* (a lot of noise).
 (C) *Central Mall* is mentioned, but she isn't complaining about it.
 (D) A train isn't mentioned.
8. (B) Correct. She says *it doesn't pick up much dust, and it makes a terrible racket.*
 (A) The mall is a long way away, not the product.
 (C) There **is** a problem with the product.
 (D) She doesn't mention whether or not it worked for one day.
9. (C) Correct. The service representative says *Could you tell me ... where and when you bought it?*
 (A) The customer, not the service representative, asks if she can *get a replacement.*
 (B) The cost isn't mentioned.
 (D) The customer mentions that the mall *is kind of far*, but the service representative doesn't ask about it.
10. (D) Correct. The woman says *I just arrived on flight 245* and the text mentions *luggage, carousel and bags.*
 (A) The woman just arrived on a plane.
 (B) The flight has already arrived.
 (C) Trains are not mentioned.
11. (A) Correct. She says *I waited until all the luggage came off the carousel but my case wasn't among the bags.*
 (B) She says that she *just arrived on flight 245.*
 (C) She doesn't mention her passport.
 (D) She says that she *just arrived on flight 245*, but doesn't say it was the wrong flight.
12. (D) Correct. He says *I suggest you talk to an airline representative.*
 (A) She mentions her *documents*, but he doesn't offer to do anything about them.
 (B) He says *there isn't really anything I can do about it.*
 (C) He mentions an *airline representative*, but doesn't offer to represent her.

C Learn by doing

Possible answers

- A: A group of us are going for Greek food on Wednesday night. Would you care to join us?
 B: I really would, but unfortunately I have to pick up my sister from school.
 A: Oh, too bad. Maybe another time then.
 B: Yes, for sure. Thanks for the offer.
- C: Excuse me. Can I cash a check in this shop?
 D: No, I'm afraid not. We don't accept checks.
 C: Oh, do you know of anywhere around here I can cash one?
 D: Sorry, I'm afraid I don't.

D Further study

Student's own answers

Unit 4.4

Part 4: Short talks

A Strategy

1 Language building

- (A) – double
(B) – manager
(C) – increased
- (A) – chef
(B) – pay
(C) – luggage

Follow up

manager – boss
increased – went up
chef – cook
pay – give money
luggage – bags

2 Test tactic

A

- (A) Wrong. This isn't mentioned.
(B) Correct. The speaker says *tags must be worn ... to gain entry to the lecture halls.*
(C) Wrong. The presentations are starting shortly, but this is not given as a reason for wearing identification tags.
- (A) Correct. The speaker says *I would like to remind all conference guests to read the presentation timetable, which includes the names of all presenters.*
(B) Wrong. This isn't mentioned.
(C) Wrong. The speaker mentions that people should turn off the volume on their telephones.
- (A) Wrong. Safety isn't mentioned in relation to phones.
(B) Wrong. The speaker says *so as not to disturb any presentations.*
(C) Correct. The speaker says *so as not to disturb any presentations.*

B

- (A) Correct. The speaker says *we pride ourselves on using only the finest quality material, but also on keeping prices affordable.*
(B) Wrong. The speaker mentions *keeping prices affordable.*
(C) Wrong. The speaker mentions a 25% discount, not that they are 25% warmer.

- (A) Wrong. They use *the finest quality material.*
(B) Correct. The speaker says *You'll always know it's a Seymour suit by the patent breathable lining.*
(C) Wrong. Although this is true, it isn't mentioned as a way of identifying a genuine Seymour suit.
- (A) Wrong. We don't know if it's winter now.
(B) Wrong. According to the speaker they can create the right impression, but this isn't given as a reason for hurrying to buy them.
(C) Correct. The speaker says *Hurry now, while stocks last.*

3 Tactic practice

- (C) Correct. The speaker asks him to come to the duty free sales counter to *collect his boarding pass.*
(A) Unattended bags are mentioned, but not in relation to Mr. Heinrich.
(B) The speaker is making a customer announcement, not Mr. Heinrich.
(D) The speaker mentions *suspicious-looking packages*, but not in relation to Mr. Heinrich.
- (B) Correct. The speaker says *we would like to ask all passengers on flight 145 to Moscow to please make their way to gate number 12.*
(A) Mr. Heinrich should go to the duty free sales counter, not gate number 12.
(C) Only passengers for flight 145 to Moscow should go to gate 12.
(D) Passengers for Moscow should go to the gate, so this is incorrect.
- (A) Correct. The speaker says *this flight is now ready for boarding.*
(B) Passengers are asked to report suspicious packages, but this is not mentioned in connection with the Moscow flight.
(C) This is not mentioned.
(D) Mr. Heinrich should collect his boarding pass, not the passengers going to Moscow.
- (D) Correct. The speaker says *Vending machines are available ... providing ... single-use toiletry and personal grooming products.*
(A) This is not mentioned.
(B) Guests should dial 2 for the concierge.
(C) The housekeeper deals with laundry, not sales of razors and toothbrushes.
- (D) Correct. The speaker says *If you wish to make an outside call, please dial 9 before entering the country or area code.*
(A) Guests dial 1 to connect to the operator.

- (B) Guests contact the concierge for any other services, taxi appointments and any enquiries.
- (C) The speaker says you must dial 9 before entering the country or area code.
6. (A) Correct. The speaker says *Any laundry you have that requires cleaning can be brought to the housekeeper.*
- (B) The speaker says *For ... any inquiries, please call the concierge.*
- (C) Guests just need to dial 9 for an outside call.
- (D) Toiletries can be purchased from the vending machines.

Understanding natural English

In his first year, he made a profit of just \$25. These developments are revolutionizing his factory.

B Mini-test

1. (C) Correct. The speaker begins by saying *Welcome to the Aswell Soda Museum.*
- (A) The speaker is welcoming people to the museum, so she isn't a visitor.
- (B) A soda company executive would be unlikely to show visitors round a museum.
- (D) The speaker talks about Samuel Farnestock, so she isn't Samuel Farnestock.
2. (B) Correct. The speaker says *Until the 1950s, it was from soda fountains such as this one that most people bought their soda.*
- (A) The speaker says that *bottles ... were a much later innovation.*
- (C) The speaker says that *cans were a much later innovation.*
- (D) Vera Mulligan's drugstore is where Fizzade was first sold.
3. (C) Correct. The speaker says *In his first year, he made a profit of just \$25.*
- (A) This figure isn't mentioned.
- (B) This figure isn't mentioned.
- (D) The speaker says *In his first year, he made a profit of just \$25.*
4. (C) The speaker says *after the last few days' warmer-than-average temperatures and clear skies, it is time for the temperatures to get back to more typical ones for the time of year.*
- (A) The last few days were warmer, but it will get colder.
- (B) The sun may come out, but there have been clear skies for the last few days, so this wouldn't be a change.
- (D) The speaker mentions *light rain or snow.*
5. (D) Correct. The speaker says *if you are planning to do any washing, you might like to bring it in early.*
- (A) There will be showers at the weekend.
- (B) The *clouds will be moving in* in the afternoon.
- (C) This is impossible, as it refers to the past, whereas the question refers to the future.
6. (A) Correct. The speaker says *At night, temperatures will be dropping below freezing, so please be careful on those roads.*
- (B) This isn't mentioned.
- (C) This isn't mentioned.
- (D) The weather will be *typical ... for the time of year.*
7. (B) Correct. The announcement is about the rapid service to Boston.
- (A) The train is arriving at platform 12, so passengers leaving this platform wouldn't be interested.
- (C) People who don't have refreshments would be interested, not people who do.
- (D) The announcement is for passengers, not staff.
8. (A) Correct. The speaker says *The train was delayed ... due to a points failure.*
- (B) This isn't mentioned.
- (C) The platform kiosks are open.
- (D) This isn't mentioned.
9. (A) Correct. The speaker says *Passengers are invited to take advantage of the platform kiosks, where sandwiches and other refreshments are available.*
- (B) The speaker says *we will not be able to resupply the buffet car as scheduled.*
- (C) A café isn't mentioned.
- (D) Refreshments are available from the kiosks.

10. (B) Correct. The speaker says *Due to the late start of today's presentation following the fire alarm this morning, lunch is now scheduled to start at 1:30.*
- (A) This isn't mentioned.
 (C) There is a quick announcement, but this isn't the reason for the delayed lunch.
 (D) They may have questions, but this isn't the reason for the delayed lunch.
11. (A) Correct. *The speaker says our next speaker is someone that should be familiar to any of you who attended our conference here last year.*
- (B) His *company* is the number two producer, not him.
 (C) The developments in production technology are revolutionizing the factory, but Mr. Park Sun Lim isn't described as a revolutionary.
 (D) He is the head of Park-Lee industries, but this isn't the main reason that people would know him.
12. (C) Correct. *The speaker says He is here today to talk about recent developments in production technology that are revolutionizing his factory in Seoul.*
- (A) The factory is being revolutionized, but it isn't new.
 (B) The fire alarm happened earlier at the conference, it is not connected with the next presentation.
 (D) *Semi-conductors* are mentioned, not conducting a symphony.

C Learn by doing

Activity File 4.4a

"Why" questions

- Why is the manager concerned about sales?
 (B) They have decreased in the last few months.
- Why are travelers advised to avoid the region?
 (A) Governments are worried about their safety.
- Why is there a delay in releasing the new product?
 (E) The latest model is still under development.
- Why did the visit have to be rearranged?
 (C) There was a clash with the annual general meeting.
- Why did the President miss the opening address?
 (D) His plane took off late.

Activity file 4.4b

"How" questions

- How can guests arrange transport to the airport?
 (F) By contacting the concierge.
- How is the new product different from the old model?
 (H) There are a lot of innovations.
- How will the weather be at the weekend?
 (G) Much the same as today.
- How does the manager feel about the delay?
 (J) It is a potential problem.
- How can travelers find out about friends or family in the area?
 (I) By contacting the emergency number.

D Further study

Student's own answers

Unit 5.4

Part 5: Incomplete sentences

A Strategy

1 Language building

A

- O
- S
- S
- O
- S
- O

B

- her
- we
- it*
- him
- he
- them

**Be careful with sentences with multiple clauses. The pronoun may be acting as the subject of a subordinate clause, though it isn't the main subject of the sentence.*

C

1. P
2. A
3. P
4. A
5. A
6. P

D

1. mine
2. her
3. yours
4. their
5. my
6. his

2 Test tactic

1. A
2. D
3. C
4. D
5. A
6. C

3 Tactic practice

1. (C) Correct. *anywhere*
(A) *Any-* not *some-* is used with questions.
(B) *Place* would need to be preceded by *a* or *any*.
(D) *Many* is used with plurals.
2. (B) Correct. *she*
(A) *Her* is an object pronoun, but a subject pronoun is needed here.
(C) *Hers* is a possessive pronoun.
(D) *She'll* is a future form and would not precede the simple past.
3. (D) Correct. *him*
(A) *He* is a subject pronoun, but an object pronoun is needed here.
(B) *Me* is the wrong object pronoun because it doesn't fit the meaning.
(C) *His* is a possessive pronoun.
4. (A) Correct. *any*
(B) *Many* is used with a plural, not an uncountable noun.
(C) *Some* isn't used with a negative.
(D) *A lot* would need to be followed by *of*.
5. (C) Correct. *Both*
(A) *Either* is followed by *or* not *and*.
(B) *Did* in this position would only be used with a question.
(D) *Can* in this position would only be used with a question.

6. (D) Correct. *Each*
(A) *No one* isn't followed by *of*.
(B) *Either* isn't used with a plural.
(C) *Any* doesn't fit the meaning of the sentence.

B Mini-test

1. (C) Correct. *anything*
(A) *Something* isn't used with a negative.
(B) *What* doesn't fit the meaning of the sentence.
(D) *Way* doesn't fit the meaning of the sentence.
2. (D) Correct. *receptive*
(A) *Receivable* is usually only used in a business context (*accounts receivable*).
(B) An adjective not a noun is needed here.
(C) An adjective not a noun is needed here.
3. (C) Correct. *ensure*
(A) *Start* doesn't fit the meaning of the sentence.
(B) *Put in place* would fit here, but *place* doesn't.
(D) *Give* doesn't fit the meaning of the sentence.
4. (A) Correct. *their*
(B) A possessive adjective is needed, not a subject plus verb form.
(C) A possessive adjective is needed, not a noun.
(D) The indefinite article makes the meaning too general.
5. (A) Correct. *mine*
(B) *This* makes the meaning too general.
(C) *Some* makes the meaning incomplete.
(D) *Other* doesn't fit the meaning of the sentence.
6. (B) Correct. *repayment*
(A) *Borrowing* doesn't fit the meaning of the sentence.
(C) *Returning* is a verb form not a noun.
(D) The context refers to repayment of money, not *loan*.
7. (B) Correct. *several*
(A) The plural verb form *were* indicates that a plural determiner is needed.
(C) *Any* is used with questions and negatives, not positive statements.
(D) *Much* is used with uncountables.

8. (C) Correct. *Few*
 (A) *Total* doesn't fit the meaning of the sentence.
 (B) *Head* doesn't fit the meaning of the sentence.
 (D) *Job* doesn't fit the meaning of the sentence.
9. (D) Correct. *has*
 (A) The position is current, so the past tense doesn't fit.
 (B) *Can* is followed by the infinitive, not the past participle (*held*).
 (C) *Will* is followed by the infinitive, not the past participle (*held*).
10. (A) Correct. *neither*
 (B) *Both* would be followed by a plural verb form.
 (C) *All* would be followed by a plural verb form.
 (D) *Either* doesn't fit with *particularly*.
11. (D) Correct. *renewing*
 (A) A continuous verb form is needed here.
 (B) A verb not a noun is needed here.
 (C) A continuous verb form is needed here.
12. (B) Correct. *liable*
 (A) *Literal* is an adjective used to describe meaning, so it doesn't fit here.
 (C) *Limited* is used to describe a restriction, so it doesn't fit here.
 (D) *Licensed* would refer to permission to drive, not to arrangements about damage.

C Grammar practice

1. she
2. she
3. she
4. she
5. It
6. she
7. she
8. It
9. she
10. she
11. she
12. it
13. she
14. She
15. it
16. it
17. she
18. it
19. she
20. Someone
21. my
22. someone

23. her
24. someone
25. his
26. they*
27. it
28. They
29. their
30. they
31. Someone
32. my
33. Someone
34. my
35. Someone
36. my
37. she
38. She

**They* is used to refer to more than one unknown person or to a single person if we aren't sure if they are male or female.

Unit 6.4

Part 6: Text completion

A Strategy

1 Language building

Time

A

1. at
2. since
3. for
4. in
5. on

Follow up

1. at
2. on
3. in
4. for
5. since

Position

B

Student's own answers

Direction

C

1. into
2. to
3. along
4. around
5. across
6. through

2 Test tactic

A

1. E because
2. C but
3. D or
4. A and
5. B nor

B

1. (B)
2. (A)
3. (C)

3 Tactic practice

1. (A) Correct. *to*
(B) This fits grammatically, but doesn't make logical sense.
(C) This doesn't fit grammatically.
(D) This fits grammatically, but doesn't make logical sense.
2. (A) Correct. *at*
(B) This doesn't fit grammatically.
(C) This fits grammatically, but the context refers to a specific time, not a period of time.
(D) This doesn't fit grammatically.
3. (B) Correct. *and*
(A) The clause refers to additional information, not contrasting information.
(C) The clause doesn't give a reason.
(D) The clause isn't a question or *if*-clause.
4. (D) Correct. *by*
(A) This fits grammatically, but the context refers to when something is *concluded by*.
(B) *In the end* is a correct expression but not *in the end of the month*.
(C) *On the end of the month* is not a correct expression.

B Mini-test

1. (A) Correct. *visiting*
(B) The infinitive doesn't follow the subject.
(C) The sentence isn't in the past simple.
(D) *Who* would be needed before the verb.
2. (D) Correct. *in*
(A) *While* doesn't fit with *the last fifty years*.
(B) *Since* combines with a specific point in time, not a period of time.
(C) *For the last fifty years* would combine with the present perfect continuous, not the present perfect simple (*has ... undergone*).

3. (A) Correct. *through*
(B) *Spreading* does not combine with *to*.
(C) *Spreading along* could be used to refer to a linear subject (e.g. *houses spreading along a road*) but not to a subject such as *land*.
(D) *Spreading* does not combine with *without*.
4. (C) Correct. *agriculture*
(A) The definite article would be needed before the word *environment*.
(B) The text refers to *agricultural purposes* and *greenery*, not industry.
(D) The text doesn't refer to money or *investment*.
5. (B) Correct. *at*
(A) *For* indicates a length of time.
(C) *By* means not later than a specific time.
(D) *In* means during a period of time.
6. (C) Correct. *upon*
(A) Decisions are *based upon* or *on*, not *around* something.
(B) *For* doesn't combine with *based*.
(D) *With* combines with *which*, but not with *based*.
7. (C) Correct. *Before*
(A) *As long as* doesn't combine with *begins*, because it refers to a period of time and not a point in time.
(B) *During* doesn't combine with *begins*, because it refers to a period of time and not a point in time.
(D) *While* doesn't combine with *begins*, because it refers to a period of time and not a point in time.
8. (A) Correct. *follow up on*
(B) *Take care of* means *look after*, so it doesn't fit the meaning.
(C) *Look out for* can mean to *try to avoid something bad happening*, so it doesn't fit the meaning.
(D) *Give out* means *hand out*, so it doesn't fit the meaning.
9. (B) Correct. *on*
(A) *At* doesn't combine with a date.
(C) *In* doesn't combine with a specific date, only a month or a season.
(D) *Around* could combine with a date, but would refer to a vague arrangement, so it doesn't fit the context.

10. (A) Correct. *at*
 (B) *On* doesn't combine with *airport*.
 (C) *From* doesn't combine with *meet*.
 (D) *Met by ...* would need to be followed by a person, not *the airport*.
11. (C) Correct. *Before*
 (A) *While* would refer to something happening at the same time as something else, so it doesn't fit the context.
 (B) *During* cannot be followed by a subject pronoun.
 (D) *Since* would not be followed by the present simple used for a single action.
12. (D) Correct. *to meeting you*
 (A) *Be looking forward to* is followed by a present participle.
 (B) *Be looking forward* is always followed by *to*.
 (C) *Be looking forward* is always followed by *to*.

C Grammar practice

1. for
2. on
3. As
4. to
5. at
6. at
7. about
8. through
9. at
10. so
11. or
12. around
13. before

Unit 7.4

Part 7: Reading Comprehension

A Strategy

1 Test tactic

A

The table identifies the total number of four different kinds of *Effron* vehicles sold in particular sales periods in 2005.

B

1. A
2. C
3. E
4. B
5. D

C

1. (A)
2. (B)
3. (B)
4. (A)
5. (B)
6. (B)

2 Test tactic

A

1. text 1
2. text 2
3. text 1
4. text 1
5. text 2

B

1. (C)
2. (A)
3. (C)
4. (B)
5. (B)

3 Tactic practice

1. (A)
2. (A)
3. (D)
4. (A) Correct. The advertisement says that the hotel is a *mere five minutes from the beautiful blue waters of the Aegean*.
 (B) *Two miles* is the distance Mr. Clayton had to walk to the nearest town.
 (C) *One hour* isn't mentioned.
 (D) *100 meters* isn't mentioned.
5. (C) Correct. The advertisement states that *Tours include ... a boat trip to nearby Turkey*.
 (A) *A suite room* isn't mentioned.
 (B) *A private bathroom* is mentioned, but not a private beach.
 (D) *Historic ruins* aren't mentioned.

6. (D) Correct. He lists several details about the hotel that the advertisement described and the ways in which these failed to live up to expectations.
 (A) He says *I feel very disappointed about the trip.*
 (B) He says *The hotel's restaurant was excellent.*
 (C) He says the Jacuzzi was *not there at all.*
7. (B) Correct. He says *The hotel's restaurant was excellent.*
 (A) He says *I was led to believe that all rooms in the hotel had a balcony with a view of the beach ... but (my room) faced away from the sea.*
 (C) He says *we took the tour to Turkey, but were left on the boat.*
 (D) He says *my family had to walk about two miles into the nearest town to eat, as there was no evening bus service.*
8. (B) Correct. He says he would *appreciate some compensation.*
 (A) *A free vacation* isn't mentioned.
 (C) *An apology* isn't mentioned.
 (D) *A new catalogue* isn't mentioned.

B Mini-test

1. (C) Correct. On the bill there are four main courses, four drinks, four desserts and four coffees.
 (A) The pasta dishes are cheaper than the pizza dishes.
 (B) There are only two mineral waters on the bill.
 (D) Service isn't included in the bill, but we don't know whether or not they left a tip.
2. (D) Correct. At \$18.95 this was the most expensive single item.
 (A) The spaghetti vongole is \$14.95.
 (B) The total for cappuccinos is \$19.80, but they are only \$4.95 each.
 (C) The total for red wine is \$25.70, but they are \$12.85 each.
3. (C) Correct. Under *room type* the form says *twin*. Under *special requests* it says *balcony*.
 (A) *Twin* is indicated on the form, not *double*.
 (B) *Private bath* is specified under *special requests*.
 (D) *Twin* is indicated on the form, not *double*.
4. (B) Correct. The initials on the form are *JBT*.
 (A) *Fletcher* is the name of the guests.
 (C) *Fletcher* is the name of the guests.
 (D) This would give the initials *JPA* not *JBT*.
5. (A) Correct. This group has the highest percentage in 2003 (45%) and 2004 (55%).
 (B) This group (recruits) accounts for 20% in 2003 and 15% in 2004.
 (C) This group (high school graduates) accounts for 20% in 2003 and 10% in 2004.
 (D) This group (former employees) is not included in the list as they no longer work for the company.
6. (C) Correct. This group increased from 0% to 5%.
 (A) This group (rehires) stayed the same (10%).
 (B) This group (high school graduates) showed a decrease (from 20% to 10%).
 (D) This group (others) stayed the same (5%).
7. (D) Correct. In 2003, most recruits were university graduates, not high school graduates.
 (A) It increased from 45% to 55%.
 (B) It remained constant at 10%.
 (C) It dropped from 20% to 15%.
8. (A) Correct. The first line of the text confirms this: *This is just a quick note to let you all know the arrangements for next week's Christmas party.*
 (B) The memo does encourage people to car-pool, but this is not the main purpose.
 (C) The memo doesn't ask for help.
 (D) The party hasn't happened yet. The *thanks* mentioned refers to the advice about car-pooling and personal belongings.
9. (B) Correct. The party is in the evening, so clearly it is open.
 (A) The memo states that *there is sufficient parking space for only 100 vehicles.*
 (C) The memo states that *the number of lockers available is limited.*
 (D) The party is a *private function*, so this must be true.
10. (C) Correct. He says *I will be able to attend*, and then asks about tickets for his brother and wife.
 (A) He asks about the price of extra tickets for the party not for a movie.
 (B) He says *I will be able to attend.*
 (D) He doesn't ask Arnold Derringer if he would be able to attend.

11. (C) Correct. He asks, *can you let me know how much I should pay for their tickets?*
(A) He mentions the correct date.
(B) He doesn't ask for directions.
(D) He doesn't mention car-pooling.
12. (C) Correct. He says *I'll be in my office until the 17th*, so this is when he needs to know by.
(A) *The 21st* is the date of the party.
(B) *The next day or two* isn't mentioned.
(D) The party is held before Christmas Day, so this can't be correct.

C Reading in action

A

1. A high-level secretary and a secretarial position in a film company.
 2. Three to five years for the first job, two years for the second job.
 3. Good communication skills, reasonable computer skills and the ability to type 80 wpm (words per minute) are required for the first job. The ability to speak French and Spanish is also mentioned as an advantage. For the second job, secretarial skills and word processing is mentioned.
 4. The first job requires a higher level of experience, and specifically experience working with top management. The second requires general secretarial skills and a knowledge of the movie business.
1. I am writing in reply
 2. very excited to hear
 3. a secretary
 4. have been responsible
 5. secretarial duties
 6. good at word processing
 7. my enthusiasm for the job
 8. my knowledge of