

# Unit Summaries

Unit Summaries contain lists of key vocabulary and functional expressions, as well as grammar extensions for each unit. For Grammar Focus models, please refer to the appropriate unit page.

## 1 THAT'S WHAT FRIENDS ARE FOR!

### KEY VOCABULARY

<p><b>Nouns</b> <i>People</i> boss (best) friend guy parent partner person roommate spouse</p> <p><b>Other</b> accomplishment ad appointment argument belief compliment conversationalist date gum housework</p>	<p>mind party problem quality sense of humor view (= opinion)</p> <p><b>Pronouns</b> all anyone anything one others someone something yourself</p> <p><b>Adjectives</b> <i>Personalities</i> ambitious cool direct</p>	<p>easygoing egotistical generous high-strung honest independent modest moody opinionated patient (un)reliable rude serious sociable stingy</p> <p><b>Other</b> depressed different (from) disgusting easy fun</p>	<p>ideal interested irritating mad other perfect similar (to) straightforward strong upset</p> <p><b>Verbs</b> <i>Modals</i> can/could will/would</p> <p><b>Other</b> arrange arrive chew criticize embarrass</p>	<p>enjoy express find get (along (with)/ angry/annoyed) go out (with) have (a sense of humor/ in common) hope look for make (a big deal) steal take out treat trust upset worry</p>	<p><b>Adverbs</b> actually completely easily especially even (more) fairly just (= exactly) pretty still yet</p> <p><b>Prepositions</b> during (a movie) like</p> <p><b>Conjunctions</b> when while</p> <p><b>Interjection</b> right</p>
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### EXPRESSIONS

#### Expressing likes and dislikes

What kind of . . . do you like?  
I like people who/that . . .  
I'd prefer someone who/that . . .  
I like/love (it when) . . .  
I'd really like to . . .  
I don't mind it when . . .

**Asking for more information**  
What else?

#### Complaining

I can't stand it when . . .  
I think it's disgusting when . . .  
It bothers me when . . .  
I hate it when . . .

**Making an offer**  
Let me . . .

#### Expressing agreement and disagreement

For me, . . . / I think . . .  
I agree. / I'm not sure I agree.  
I feel the same way.

**Expressing approval**  
Oh, good.  
Great!

### GRAMMAR EXTENSION Someone/somebody and anyone/anybody

*Someone/Somebody* are usually used in affirmative sentences, and *anyone/anybody* are usually used in negative sentences.

I want to go out with **someone** who has a good sense of humor.  
I don't want to go out with **anyone** who doesn't have a good sense of humor.

In questions, *anyone/anybody* are usually used.

Have you been out with **anybody** nice lately?

*Someone/Somebody* are sometimes used when the answer is expected to be "yes."

Would you like to go out with **somebody** nice?

## KEY VOCABULARY

## Nouns

Jobs/Occupations/  
Careers

(secret) agent  
archaeologist  
artist  
assistant  
astronaut  
author  
baby-sitter  
chef  
counselor  
director  
dog walker  
(hiking trail) guide  
(dance) instructor  
intern  
journalist  
landscaper  
(criminal) lawyer  
lifeguard  
movie star  
(telephone) operator  
(house) painter  
park ranger  
politician

tour guide  
tutor

## Places

amusement park  
(summer) camp  
company  
construction site  
museum  
(movie) set  
(cruise) ship  
(movie) theater

## Other

(dis)advantage  
animal  
children  
computer  
couple (of)  
(the) elderly  
event  
hour  
Internet  
interview  
landscaping  
(job) lead

life

magazine  
media  
money  
news  
newspaper  
orchestra  
popcorn  
(medical) research  
situation  
(Public) speaking  
summer  
tan  
TV  
world

## Pronouns

anybody  
anything  
nothing

## Adjectives

awful  
boring  
challenging  
dangerous

difficult

exciting  
famous  
fantastic  
fascinating  
freelance  
great  
hard  
important  
interactive  
interesting  
nerve-racking  
part-time  
physically  
challenged  
rewarding  
wealthy

## Verbs

Modals  
have to  
must

## Other

choose  
conduct

cover

design  
direct  
earn  
get to  
have got  
pay  
save  
seem  
sell  
sound  
travel

## Adverbs

again  
kind of  
many  
more  
(all) over  
probably

## Conjunctions

as  
but

## EXPRESSIONS

## Asking for and giving an opinion

What do you think?

As far as I'm concerned, . . . .

How about this/tha?

In my opinion, . . . /It seems/sounds . . . .

Doesn't that sound . . . ?

It sure does.

## Adding information

In addition, . . . .

Further, . . . .

On the other hand, . . . .

For example, . . . .

## Expressing surprise

Really?

Are you kidding?

## Expressing enthusiasm

Wow!

Good news!

That's great!

## Making a suggestion

Let's . . . .

## GRAMMAR EXTENSION Parallel structures

Structures joined by *and*, *but*, or *or* must have the same grammatical forms.

infinitive

infinitive

I like to work with people and to solve problems.

gerund

gerund

I like working with people and solving problems.

noun

noun

He can't decide if he should study law or medicine.

base-form verb

base-form verb

He can't decide if he should go to college or find a job.

Comparative structures must also have the same grammatical forms.

singular noun

singular noun

A landscaper earns more than a lifeguard.

plural noun

plural noun

Lifeguards don't earn as much as landscapers.

gerund

gerund

Landscaping is better paid than lifeguarding.

## KEY VOCABULARY

## Nouns

airport  
 (mountain) bike  
 (video) camera  
 CD (player)  
 desk  
 dollar  
 espresso  
 fax machine  
 laptop  
 library  
 jacket  
 (phone) number  
 pencil  
 ride  
 suit  
 (bow) tie  
 tire  
 trip  
 wedding  
 weekend

## Adjectives

broke  
 busy  
 careful  
 flat  
 free (= not busy)  
 late  
 nice  
 underwater  
 whole

## Verbs

accept  
 burrow  
 bring  
 compliment  
 decline  
 deny (an accusation/  
 permission/ a problem/  
 yourself)  
 dive  
 drive  
 finish  
 get (home)

## give

have (a party)  
 lend  
 look at  
 make (an impression/  
 a comment)  
 need  
 offer (an apology/  
 an explanation/a gift/  
 a reason)  
 pick up  
 promise  
 read  
 receive (an apology/  
 a compliment/a gift/an  
 invitation/ permission/a  
 phone call/a request)  
 refuse (a favor/a gift/  
 an invitation/an offer/  
 a phone call)  
 reject  
 return (a compliment/a  
 favor/a gift/a phone call)  
 sit

## take back

try (to)  
 use  
 videotape

## Adverbs

before  
 out  
 tomorrow  
 tonight

## Prepositions

at (five)  
 behind (me)  
 on (Saturday)

## Interjections

all right  
 by the way  
 gee  
 of course  
 uh-huh  
 um  
 yeah

## EXPRESSIONS

## Talking on the telephone

Hi, . . . This is . . .  
 ● Oh, hi, . . . What's up?

## Leaving telephone messages

Hello?  
 Hello. May I speak to . . . please?  
 I'm sorry, . . . 's not in right now.  
 Would you like to leave a message?  
 Yes, please.

## Making, accepting, and declining requests

Could you please . . . ?  
 I'd like to, but . . . /I'd be glad to.  
 Is it OK if I . . . ?  
 ● Of course.  
 Do you mind if I . . . ?  
 Go right ahead! /I'm sorry, but . . .  
 Would it be OK if I . . . ?  
 Fine. No problem.  
 Would you mind if I . . . ?  
 That's OK, I guess.

I wonder if . . .

Sure, that's fine.

I was wondering if you'd mind . . .  
 Not at all.

## Thanking someone

Thanks a million./Thanks!  
 Sure.

## Making indirect requests

Could you tell . . . (that) . . . ?  
 Would you ask . . . to . . . ?  
 Can you tell . . . (not) to . . . ?  
 Can/Could you ask . . . if/whether . . . ?  
 Please ask . . . if/whether . . .  
 Can/Could you ask . . . what/when . . . ?

## Apologizing

Oh, I'm sorry.

## GRAMMAR EXTENSION Possessives to modify gerunds

A possessive noun or pronoun is used to modify a gerund (verb + *-ing* used as a noun).

Would you mind my borrowing your car?  
 I was wondering if you'd mind our using your  
 swimming pool while you're gone.

Most teachers don't like their students' using  
 classmates' notes.  
 Dan got angry at Mary's asking to borrow his comb.

## 4 WHAT A STORY!

### KEY VOCABULARY

#### Nouns

##### Events

coincidence  
disaster  
emergency  
lucky break  
misfortune  
mystery  
predicament  
triumph

##### Other

achievement  
alien  
ambulance  
(job) applicant  
bank  
boat  
bus  
card  
chimney  
coast  
copy  
couple  
crew  
destruction  
diver  
(revolving) door  
doorbell  
driver  
elevator  
ey  
(pet) fair  
foot  
flight  
floor  
freeway

gas  
girlfriend  
gold (bar)  
help  
highway  
illusion  
key  
letter  
(driver's) license  
light  
locker  
mailbox  
man  
million  
motorist  
pain  
passenger  
pilot  
pizza  
plane  
police  
(coral) reef  
robbery  
shipwreck  
shock  
sky  
snake  
story  
stuff  
success  
surprise  
thief  
town  
trouble  
trunk  
turbulence  
twin

wallet  
whal  
yacht

#### Pronoun

each other

#### Adjectives

all  
another  
apart  
bad  
connected  
first  
half  
identical  
lucky  
puzzling  
quick  
random  
same  
strange  
sudden  
true  
understood  
unfavorable  
unexplained  
year-old

#### Verbs

*Modal*  
be able to

*Other*  
believe  
break into  
carry

come back  
contain  
cross  
discover  
drop  
encounter  
end  
escape  
film  
fine  
fly  
forget  
get (caught/locked  
out/stuck)  
get in/out  
guess  
head for  
hit  
involve  
leave  
let  
light up  
(un)lock  
lose  
mail  
make (a phone call/  
an announcement)  
miss  
open  
pick up  
put  
reach  
require  
reunite  
ring  
rob

run out (of)  
sail  
settle down  
shop  
sink  
speed  
start up  
stop  
take off  
work out

#### Adverbs

about  
after  
ago  
around  
away  
finally  
hardly  
just  
luckily  
only  
quite  
separately  
somewhat  
suddenly

#### Prepositions

off  
through

#### Conjunction

even though

### EXPRESSIONS

#### Reacting to a story

What happened?  
Is that true?  
Don't tell me!

#### Expressing concern

Oh no!

#### Sympathizing

I'm sorry. That's terrible!

#### Exclaiming

What a (pain/. . .)!

#### Agreeing

Exactly.

### GRAMMAR EXTENSION Past perfect

Use the past perfect to express an activity that was finished before another activity or time in the past.

The plane **had already taken off** when the pilot realized there was a problem. = First, the plane took off. Then the pilot realized there was a problem.

When *before* or *after* appears in the sentence, the simple past can often be used instead of the past perfect.

The plane **took off** (or **had taken off**) before the pilot realized there was a problem.  
After the plane **took off** (or **had taken off**), the pilot realized there was a problem.

## KEY VOCABULARY

## Nouns

birthday  
cooking  
concern  
country  
custom  
dessert  
dog  
expense  
family  
father  
flower  
food  
gift  
hospital  
host  
hotel  
houseguest  
language  
mom  
relative  
service  
shrine  
temple  
tip  
while

## Pronouns

ones  
oneself

## Adjectives

## Feelings

anxious  
calm  
(un)comfortable  
confident  
curious  
embarrassed  
enthusiastic  
fascinated  
nervous  
secure  
sure (of oneself)  
suspicious  
uncertain  
worried

## Other

all right  
far (from)  
foreign  
new  
OK  
only

## Verbs

## Modal

might

## Other

check (with)  
dress  
eat out  
expect  
feel  
get (engaged)  
have (a baby)  
hug  
keep (in mind)  
miss  
marry  
mention  
move  
plan  
realize  
remember  
share  
smoke  
stay  
take (photographs)  
thank

## Adverbs

a little  
abroad  
along  
also  
appropriately  
certainly  
early  
ever  
maybe  
(the) most  
never  
there

## Prepositions

by (bus/train)  
for (a while/example)  
in (public)  
near  
without

## Interjection

wow

## EXPRESSIONS

## Expressing emotions

I don't think I could ever . . .  
I don't think I'd mind . . .

## Asking for permission

Is it all right to . . . ?

## Describing expectations

You're supposed to . . .  
You aren't supposed to . . .  
You're expected to . . .  
It's the custom to . . .  
It's not acceptable to . . .

## Giving advice/Emphasizing a point

One of the most important things to remember is . . .  
Another thing to keep in mind is . . .  
One thing people don't often realize is . . .

## Telling someone something surprising

Guess what!

## Expressing an opinion/a feeling

Oh, how (nice/awful/ . . .)

## GRAMMAR EXTENSION Noun phrases with where

*Where* can be used in a relative clause referring to a place. If *where* is used, the preposition (*in*, *to*, etc.) is dropped.

Argentina is a country **where** I'd like to live. = Argentina is a country that I'd like to live **in**.  
Argentina is a country **where** I'd like to go. = Argentina is a country that I'd like to go **to**.

## KEY VOCABULARY

## Nouns

## Appliances

air conditioner  
central heating  
electric blanket  
fan  
food processor  
hair dryer  
iron  
oven  
refrigerator  
stove  
telephone  
television  
washing machine

## Other

apartment  
back  
bedroom  
blade

burn  
button  
carpet  
CD  
chip  
clothes  
collar  
control  
crack  
credit  
curtain  
damage  
dent  
dial tone  
fountain pen  
gas  
hole  
jacket  
jeans  
kitchen  
lamp shade

leaf  
lightbulb  
(jacket) lining  
living room  
pair (of)  
pitcher  
place  
receipt  
refund  
scratch  
shirt  
stain  
sunglasses  
tablecloth  
tear  
temperature  
tenant  
vase  
vegetable  
wall  
wastebasket

water  
window  
wood

## Pronouns

everything

## Adjectives

## Past participles

chipped  
cracked  
damaged  
dented  
(well) made  
scratched  
stained  
torn  
worn

## Other

clean

dull  
freezing (cold)  
high  
next  
loose

## Verbs

afford  
burn  
buy  
chop  
come off  
cook  
cool down  
drain  
empty  
exchange  
fix  
heat up  
leak  
notice

paint  
point out  
repair  
replace  
return  
shampoo  
show  
smell  
seek  
turn on  
undo  
stand  
wash  
work (= function)

## Adverbs

even (when)  
over  
right away/now

## Conjunction

though

## EXPRESSIONS

## Offering help

Can I help you?/What can I do for you?  
I'd like . . .

## Describing problems

Is there something the matter with it?/

What's wrong with it?

It's torn/stained/damaged/scratched/  
cracked/chipped/worn.

What exactly is the problem?

It has a tear/a hole/a stain/some damage.

There are a lot of scratches.

There's a crack.

It's leaking./It has a leak.

## Speaking truthfully about a problem

Well, to be honest, . . .

## Expressing a preference

I'd rather . . .

## Beginning a series of things

First of all, . . .

## Adding information

In fact, . . . / . . . in fact.

## GRAMMAR EXTENSION Compound adjectives

Past participles are often made into compound adjectives by adding *well*, *badly*, or *half*. Sometimes these compounds are written with a hyphen, and sometimes they are two separate words.

## With well

Use a hyphen when the adjective comes before the noun, but not when it follows the noun.

This **well-made** chair comes from the Philippines.

Most chairs from the Philippines are **very well made**.

## With badly

Never use a hyphen with an adverb ending in *-ly* + adjective.

Why are they selling such **badly scratched** furniture?

This furniture is **badly scratched**.

## With half

Always use a hyphen with *half*-compounds.

These **half-chopped** vegetables came out of the food processor.

The vegetables came out of the food processor only **half-chopped**.

KEY VOCABULARY

Nouns

World problems  
acid rain  
(skin) cancer  
crime  
drug trafficking  
drunk driving  
dumping  
famine  
global warming  
government  
corruption  
(the) homeless  
incurable diseases  
inflation  
overcrowding  
overfishing  
political unrest  
pollution  
poverty  
unemployment

The earth

air  
coal  
farm(land)  
fish

(rain) forest  
lake  
ocean  
oil  
ozone layer  
plant  
river  
soil  
wildlife

Other

accident  
amount  
automobile  
bottle  
case  
center  
CFC  
chemical  
city  
company  
contribution  
executive  
factory  
garbage  
government  
growth

hair spray  
health  
housing  
landfill  
law  
livestock  
management  
member  
paper  
product  
program  
publicity  
quality  
reduction  
run (a story)  
school  
(TV) station  
supply  
training  
transportation  
trash  
waste  
way

Adjectives

agricultural  
educational  
free  
huge  
illegal  
industrial  
major  
old  
protective  
public  
rare  
terrific  
top  
underground  
unemployed

Verbs

become  
build  
clean up  
contaminate  
control  
create  
cutdown  
deplete  
develop

ispose (of)

eat up  
ignore  
improve  
increase  
lessen  
lower  
pollute  
pump  
recycle  
reduce  
run  
think about  
threaten  
work on

Adverb

outside

Prepositions

against (the law)  
as a result of  
because of  
due to  
into  
on (the street)

EXPRESSIONS

Describing problems

The ... are being ... by ...  
(The) ... is being ... because of/due to ...  
The ... have been ... through ...  
(The) ... has been ... as a result of ...

Offering solutions

One thing to do about it is to ...  
Another way to stop them is to ...  
The best way to help is to ...

Talking about what will happen

What if ... ?  
Well, then ...

Identifying something

What's the name of ... ?  
It's called ...

Getting someone's attention

Excuse me.

Expressing approval/disapproval

I think what you're doing is ...

Expressing a regret

I wish I could ...

GRAMMAR EXTENSION Present continuous of be

The continuous is used mainly for deliberate actions, so the verb be is rarely used in the continuous. Here are some exceptions.

In passive sentences

The ozone layer is being depleted.

With certain adjectives to imply that the subject is acting in this way

Companies are being irresponsible when they dump dangerous wastes into our water. (= They're acting irresponsibly.)

That country is being careless with its forests and rivers. (= It's acting carelessly.)

## KEY VOCABULARY

## Nouns

Community college  
courses

art  
auto repair  
carpentry  
literature  
music appreciation  
(landscape)  
photography  
poetry  
religion  
science  
video

## Language learning

accent  
dialog  
grammar  
idiom  
pronunciation  
translation  
vocabulary  
writing (skills)

## Personal qualities

artistic appreciation  
communication skills

competitiveness  
concern for others  
cooperation  
courtesy  
creativity  
perseverance  
self-confidence  
tolerance

## Other

catalog  
choir  
cookbook  
craft  
dancer  
equipment  
guitar  
hobby  
ingredient  
(musical) instrument  
knowledge  
mother  
motorcycle  
piece of paper  
play  
recipe  
short story  
shower

(job) skill  
software (program)  
sport  
tape  
tutor  
type (of)  
violin  
word

## Pronouns

either  
ourselves

## Adjectives

daytime  
evening  
expensive  
fresh  
native  
private  
right (= correct)  
shy  
useful  
warm

## Verbs

attempt  
attend

dance  
have got  
hire  
join  
loarn (about)  
perform  
play  
provide  
register (for)  
ride  
sign up (for)  
sing  
sleep  
spend (money)  
stick  
study  
take (a class/a course [on])  
volunteer

## Adverbs

correctly  
fast

## Prepositions

at (night)  
in (class/the day)  
on (= about)

## EXPRESSIONS

## Asking about preferences

Would you rather ... or ... ?

I'd rather (not) ...

Would you prefer to ... or ... ?

(I think) I'd prefer ... to ...

I'd prefer (to) ...

Do you want to ... ?

I'd rather not./I'd prefer not to.

## Asking for personal information

How's (your French class/...) going?

Not bad.

## Talking about learning methods

You could ... by ...

That's a good idea.

I ... by ...

Maybe I should try that!

A good way to ... is by ...

## Admitting something

To tell you the truth, ...

## GRAMMAR EXTENSION Would rather

When you talk about what you want to do, the structure is *would rather* + base form of the verb.

I'd rather study at home than go to the library.

When you talk about what you want someone else to do, use *would rather* + simple past.

Note that the meaning is still present or future.

Would you rather your daughter went to college or found a job?

I'd rather she went to college, but I'd rather that she didn't go too far away.

Do you mind if I open the window?

I'd rather you didn't.



## KEY VOCABULARY

## Nouns

## Occupations

car detailer  
fortune-teller  
genealogist  
headhunter  
hypnotherapist  
interior designer  
party planner  
personal shopper  
photographer

## Other

advice  
bookstore  
celebration  
ceremony  
chat room  
checkup  
clothing  
commuter  
concentration  
dating service  
decoration  
dress  
fingernail  
fitness

fortune  
gas station  
grocery  
habit  
history  
horoscope  
hypnosis  
level  
(shopping) mall  
marriage  
meal  
meditation  
memory  
muscle  
night  
palm  
personal ad  
phone book  
photo  
sandwich  
shyness  
smoke  
soda  
stomach  
swimming pool  
temper  
vending machine

watch  
wife

## Pronoun

mine

## Adjectives

## Feelings

frustrated  
happy  
tired

## Other

active  
future  
medical  
professional  
psychological  
reasonable  
single

## Verbs

argue  
check (out)  
clean  
control  
deliver

exercise  
get (in shape)  
list  
organize  
overcome  
overeat  
polish  
predict  
push (oneself)  
quit  
relax  
serve  
trace  
train  
treat

## Adverb

socially

## Prepositions

a (minute)  
by (television)  
for (\$3.75)  
over (the telephone)

## EXPRESSIONS

## Talking about things you need to have done

Do you know where I can have someone ... ?

You can have ... / You can get ... to ...

Do you know where I can have ... ?

You can have/get ...

## Asking for and giving advice

What can I do?

What about ... ?

Have you thought about ... ?

Why don't you ... ?

Maybe you could ...

● One thing you could do is (to) ...

It might be a good idea to ...

## Replying to advice

That's not a bad idea.

Actually, I've tried that.

## Urging someone to do something

Come on.

## Expressing frustration

This has got to stop!

## GRAMMAR EXTENSION Word order in passive causatives

When we talk about things we want someone else to do for us, we use the structure *have something done*. Notice that the past participle comes after the object.

You can have your car fixed at Joe's Garage.

↑     ↑     ↑  
have   object   past  
                         participle

Do you think I should have my hair cut?

↑     ↑     ↑  
have   object   past  
                         participle

# 10 THE PAST AND THE FUTURE

## KEY VOCABULARY

### Nouns

#### Events

assassination  
catastrophe  
demonstration  
discovery  
expedition  
exploration  
explosion  
invention  
revolution  
transformation

#### Space travel/ exploration

launch  
moon  
satellite  
shuttle  
takeoff

### Other

answer  
band  
century  
composer  
creation  
discrimination  
existence  
(public) figure  
hand  
human  
ice cap  
jail  
keyboard  
leader  
minister  
music  
polio  
population  
president  
quiz  
rock ('n' roll)  
segregation

singer  
thought  
vaccination  
vaccine  
voice command

### Pronouns

everyone  
none

### Adjectives

advanced  
amazing  
cellular  
coastal  
correct  
false  
peaceful  
polar  
popular  
powerful  
respected  
together

### Verbs

age  
be born  
begin  
climb  
come down  
come out (with)  
fit  
hear about  
kill  
knight  
land  
lead  
melt  
occur  
participate (in)  
prevent  
recognize  
shoot  
take (time)  
take over  
translate  
transmit

### Adverbs

fairly  
not ever  
perfectly  
recently  
so far  
together  
up

### Prepositions

above  
around (the world)  
for (44 years)  
in (existence/1989)  
to (jail)  
within (20 years)

## EXPRESSIONS

### Talking about historical events

When did ... begin?

During the ... s. / In the ... s. / About ... years ago.

How long was the ... ?

From ... to ... / For ... years.

How long has the ... been in existence?

Since ... / For about the last ... years. /

For over ... years.

### Talking about the future

They're coming out with ...

It will be able to ... You won't need to ...

### Saying you do something well

I'm good at ...

### Offering to solve a problem

Let me give it a try.

### Making a prediction

Computers are going to take over our lives one of these days.

Soon everyone will be using ...

Within ... years, they will have found a way for us to ...

By then, maybe even ... will have disappeared. / But ...

### Expressing an opinion

Isn't it (great / ... )!

### Expressing and agreeing with an opinion

I don't believe ...

I don't either.

## GRAMMAR EXTENSION Future continuous

Use the future continuous to say someone will be in the middle of doing something at a certain time in the future.

Next year I'll be in college. I'll probably be studying night and day.

Also use the future continuous to talk about things that are already planned.

I haven't seen you in years. How will I recognize you?  
I'll be wearing a big orange hat.  
I'll be going to the mall later. Do you need anything?  
Will you be having dinner with us tonight?  
No, I'll be working until at ...

## KEY VOCABULARY

## Nouns

bank account  
business  
child  
decision  
degree  
economics  
goal  
high school  
importance  
kid  
paycheck  
pet  
promotion  
regret  
relationship  
teenager  
turning point  
value

## Pronoun

myself

## Adjectives

*Behavior*  
ambitious  
argumentative  
carefree  
immature  
naive  
rebellious  
selfish

sensible  
sophisticated  
tolerant

## Other

hard  
overweight  
own  
practical  
young

## Verbs

appreciate  
change  
find out  
get (sick)  
go back  
graduate  
major (in)  
make (friends)  
save (money)  
take care (of)  
tend (to)  
think of

## Adverbs

not . . . anymore  
part time

## Preposition

at (this job)

## EXPRESSIONS

## Describing yourself in the past

By the time I was in high school. . . .  
The moment I got my first job. . . .  
Before I had my first job. . . .  
Once you have a job. . . .  
After I finished high school. . . .  
As soon as I graduated. . . .  
Until you graduate. . . .

## Describing regrets about the past

I should have . . . / I shouldn't have . . .

## Describing hypothetical situations

If I had . . . , I would have . . . .  
If I had . . . , I wouldn't be . . . .

## Asking for clarification

What do you mean?

## Asking about someone

What does . . . do?  
He's/She's a(n) . . . .

## GRAMMAR EXTENSION Wish to express regrets about the past

*Wish* is often used with *could have* + past participle or the past perfect (*had* + past participle) to say that you regret something that happened or didn't happen in the past. (*Would have* is not usually used after *wish*.)

I wish (that) I could have traveled more.

Do you ever wish (that) you had learned to play a musical instrument?

I wish (that) we hadn't had to spend so much time in school.

## 12 THE RIGHT STUFF

### KEY VOCABULARY

#### Nouns

*Businesses*  
(clothing) boutique  
coffee bar  
dance club  
discount clothing store  
hair salon  
health club  
megastore  
music store  
sporting goods store  
supermarket

#### Other

advertising  
airline  
chef  
choice  
concept  
decor  
entrepreneur  
fast food  
feature  
gimmick  
lighting  
location  
mustache  
price  
reason

record  
(calculated) risk  
safety  
sort (of)  
style  
wait

#### Adjectives

*Qualities for success*  
athletic  
cheap  
clever  
dynamic  
entertaining  
excellent  
friendly  
hard-working  
informative  
intelligent  
patent  
persuasive  
tough

#### Other

brand new  
crowded  
favorite  
fit  
funny (= strange)

"hip"  
"in"  
latest  
low  
modern  
packed  
profitable  
risky  
special  
talented

#### Verbs

attract  
come up (with)  
keep up (with)  
last  
maintain  
print  
save (time)  
succeed  
teach

#### Adverbs

absolutely  
anyway  
anywhere  
generally  
worldwide

### EXPRESSIONS

#### Describing the purpose of something

In order to . . . , you need to . . . .  
(In order) for a/an . . . to . . . , it has to . . . .  
To . . . , it's a good idea to . . . .

#### Describing features

A nice thing about . . . is the . . . .  
Another nice thing is that . . . .

#### Giving reasons

I like . . . because . . . .  
It's so popular because of the . . . .  
The reason people . . . is to . . . .

#### Hypothesizing

I think it might . . . .  
This could be . . . .

#### Enumerating considerations

There are three things to consider: First of all, . . . .  
Next, . . . . Finally, . . . .

#### Accepting an invitation

I thought you'd never ask!

### GRAMMAR EXTENSION Expressing opposition

Words like *because* express cause or reason; other words show opposition or contrast.

#### With adverb clauses

Even though he's worked very hard, his restaurant is a failure.  
Although the prices are reasonable, people don't like the place.  
Though it's in a great location, the restaurant has very few customers.

#### With prepositions

His restaurant is a failure despite his hard work.  
People don't like the place in spite of the reasonable prices.  
The restaurant has very few customers regardless of the great location.

## KEY VOCABULARY

## Nouns

*Points of view*

assumption  
conclusion  
criticism  
excuse  
prediction  
suggestion  
warning

*Other*

anniversary  
answering machine  
boyfriend  
casino  
dict  
engagement  
field  
invitation  
laughter  
leash  
locksmith  
pajamas  
rabbit  
radio  
raise

## ring

road  
rose  
tow truck  
walk

## Pronouns

both  
themselves

## Adjectives

close  
inconsiderate  
open  
pleased

## Verbs

advise  
break down  
break off  
break up  
burst (into laughter)  
carry  
catch (a bus)  
dent  
explain

## fight

fire  
get married  
have (on one's mind)  
invite  
run after  
rush  
show up  
sleepwalk  
turn up  
wake up

## Adverbs

alone  
only  
simply  
slowly  
today  
yesterday

## Preposition

on (a diet/the road)

## Conjunction

however

## EXPRESSIONS

## Expressing curiosity

I wonder what happened.

## Asking for and telling time

What time is it now?  
It's ...

## Offering to do something

Why don't I ... ?

## Saying you can't be exact

... or something.

## Expressing approval of someone's action

... did the right thing.

## GRAMMAR EXTENSION Past modals

Past modals (modal + *have* + past participle) can be used to express many different ideas.

*Advisability*

I'm exhausted. I shouldn't have watched that movie on TV. I should have gone to bed after the news.

*Impossibility*

Where's my umbrella? I didn't take it to work today, so I couldn't have left it there.

*Uncertainty (less than 50% certainty)*

Where could Joe be? Do you think he could have/might have/may have forgotten all about our date?

*Expectation (90% certainty)*

She studied really hard, so she should have/ought to have done well on her exams.

*Assumption (95% certainty)*

It's old in here. Someone must have forgotten to close the window.

## KEY VOCABULARY

## Nouns

*Movies*  
action  
actor  
angle  
costume  
critic  
detail  
director  
ditor  
film  
location  
outline  
review  
scene  
screen  
script  
set  
set  
special effect  
studio  
take  
treatment

## Multimedia

camera operator  
computer programmer  
foreign correspondent  
gossip columnist  
graphic designer  
media specialist  
on-call technician  
photo editor  
sportswriter  
stunt person  
webpage designer

## Other

aspect  
assistant  
box  
budget  
(rock) concert  
fashion show  
foot  
(talk show) host  
industry  
journalism  
knowledge  
magic show  
millions (of)  
order  
publishing  
stage  
stagehand  
talent scout  
thousands (of)  
tycoon  
(TV) show  
(TV) sitcom  
(= situational comedy)

## Pronoun

several

## Adjectives

common  
final  
full  
live  
main  
mechanical  
ready  
sarcastic

## Verbs

add  
appear  
complete  
compose  
distribute  
divide  
expand  
get to  
handle  
interview  
pick  
prepare  
rehearse  
research  
saw (in half)  
select  
shoot (a [movie] scene)  
stand in (for)  
stick out  
write out

## Adverbs

as soon as  
once  
physically  
relatively  
separately  
sometimes

## Prepositions

for (free)  
in (order)  
on (stage)

## EXPRESSIONS

## Explaining or identifying someone

... is the person who/that ...

## Asking for an explanation

Why is that?

## Saying you haven't decided yet

It depends.

## Talking about an opportunity

I get to ...

## GRAMMAR EXTENSION Non-defining relative clauses

A non-defining relative clause adds more information to a noun. Unlike defining relative clauses, they can be omitted in a sentence without causing confusion. Non-defining clauses are used more often in writing than in speaking. Never use *that* with non-defining clauses.

## For people (with who or whose)

My favorite talk show host, who is very funny, just made a new movie.

I like that talk show host, who is very funny.

My favorite talk show host, whose program is on every afternoon, just made a new movie.

## For things (with which)

Special effect , which often cost millions of dollars, help movies tell stories.

Most people love movies with lots of special effects, which often cost millions of dollars.

## KEY VOCABULARY

## Nouns

## Social issues

AIDS  
alcohol abuse  
child/day care  
downsizing  
ethnic conflict  
gun control  
health care  
homelessness  
illiteracy  
street crime

## Other

bill  
cafeteria  
CD-ROM  
consumption  
criminal  
employer  
fur  
gambling  
hamburger  
handgun  
(health) insurance  
rent  
sale  
security alarm  
son

## sugar

(sales) tax  
telemarketing  
threat

## Adjectives

affordable  
disposable  
entertaining  
exhausted  
fur  
handgun  
high-rise  
off (= free)  
run-down

## Verbs

abolish  
allow  
disturb  
go off  
make (ends meet)  
pass  
permit

## Adverbs

anymore  
next door

## EXPRESSIONS

## Making a recommendation

People ought to/should be required to . . . .  
People shouldn't be allowed to . . . .  
Something has to be done to . . . .  
A rule has to be made to . . . .  
Laws must be passed to . . . .  
People mustn't be permitted to . . . .

## Giving an opinion

I feel that . . . .  
I don't think that . . . .  
In my opinion, . . . .

## Saying you already know something

Tell me about it.

## Acknowledging an opinion and offering a different one

That sounds interesting, but I think . . . .  
That's not a bad idea. On the other hand, I feel that . . . .  
You may have a point. Nevertheless, I think . . . .

## Asking for and giving reasons

Do you? Why?/Don't you? Why not?  
Well, because . . . . And another thing . . . .  
Why do you say that?  
Because I think that . . . .

## Talking about the past

. . . used to . . . when I . . . .

## GRAMMAR EXTENSION Tag questions

In tag questions, the pronoun for *this/that* is *it*; the pronoun for *those/those* is *they*.

This has to be solved soon, doesn't it?  
Those aren't serious problems, are they?

The pronoun for indefinite pronouns *everything, something, anything*, and *nothing* is *it*; the pronoun for *everyone/everybody, someone/somebody, anyone/anybody*, and *no one/nobody* is *they*.

Everything that can be done has been done, hasn't it?  
Nothing is easy, is it?  
Everyone should have health insurance, shouldn't they?  
No one can ignore the problem of homelessness, can they?

Notice that we use *aren't I?* in spoken English; *am I not?* is the tag used in very formal English.

I'm invited to your party, aren't I?

## KEY VOCABULARY

## Nouns

anxiety  
charity  
death  
debt  
education  
failure  
grade  
joy  
milestone  
paramedic  
part  
partner  
praise  
punishment  
relaxation  
relief

reward  
sadness  
society  
stress

## Pronoun

own  
  
Adjectives  
challenging  
frustrating  
gifted  
nonprofit  
realistic  
regular  
rewarding  
strange

## Verbs

accomplish  
achieve  
deal with  
manage (to)  
pay off

## Adverbs

ahead  
extremely

## Preposition

on (a regular basis)

## EXPRESSIONS

## Describing challenges, frustrations, and rewards

The most challenging/frustrating/rewarding thing about . . . is . . .

## Describing past accomplishments

I've managed to/I managed to . . .  
I've been able to/I was able to . . .

## Talking about future accomplishments

What do you hope you'll have achieved?  
I hope I'll have . . .  
I'd like to have . . .

## Expressing birthday wishes

Happy birthday.

## GRAMMAR EXTENSION Hope

Use *hope* followed by an infinitive (*to* + base verb), a continuous infinitive (*to* + *be* + present participle), or a perfect infinitive (*to* + *have* + past participle) to talk about something that you want to do in the future.

I hope to travel around Europe next year. (= I hope I'll do that.)

I hope to be traveling around Europe next year. (= I hope I'll be doing that.)

I hope to have traveled around Europe by next year. (= I hope I'll have done that.)

Use *hope* followed by a noun clause to talk about what you or someone else hopes is happening, will happen, will have happened, happened, has happened, etc.

We hope (that) you're learning a lot today.

We hope you'll learn a lot next year.

We hope you'll have learned a lot by the time you're 21.

We hope you learned a lot yesterday.

We hope you've learned a lot so far this year.