

WORKBOOK with key and online audio

Lindsay Warwick

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Free-time activities

1 Replace the words in bold with the words and phrases in the box.

> fancy grew on me hopeless hype is very encouraging let off steam nothing beats taken to

1	I didn't like fishing at first, but it became more and more likeable
2	I'm really stressed out. I need to get rid of this energy
3	My brother loves surfing, but I've never begun to like this sport.
4	I feel like doing something fun later. What do you think?
5	I'm very bad at baking. Can you make the cake?
6	
7	I like watching cycling, but there isn't anything better than cycling yourself.
8	
Cc	omplete the conversations using the

prompts in brackets.

•	•
1	A: What
	(you / fancy / do) this evening?
	B: Something energetic. I'm furious with
	my boss and need to
	(let / steam).
2	A: I don't know why I'm taking this
	course. I'm
	(hopeless / it).
	B: But you're improving little by little.
	That
	(encouraging).
3	A: I thought I'd love karate from the start,
	but it took me a while to
	(take / it).
	B: Yeah, I know what you mean. I wasn't
	keen at first, but it's definitely
	(grow / me).
4	A: (beat) a
	lazy Sunday morning.

B: No. It's the only part of the week

(switch).

when I can completely

Grammar

Cleft sentences

3	Cc	Complete each sentence with one word.		
1l've discovered since starting yoga is how stressed l			e starting yoga is how stressed I am.	
	2	The most important	_ ľve learnt doing judo is discipline.	
	3	One thing Iunderst aren't racing wear those tight c	and about cycling is why people who lothes.	
	4	= =	ut cooking is the idea of feeding people.	
		5best thing about gardening is seeing your plants grow.		
			it does is help you switch off.	
	7	The thingI dislike mone answer.	ost about crosswords is getting all but	
	8	What I dislike about hiking	when it suddenly starts to rain.	
4	Pι	Put the words in the correct order to make sentences.		
	1 love about / thing / about / is / I / the / online gaming / teamwork			
	2	is / about games / don't unders the thing / I / that	tand / their addictive quality /	
	3	found / how friendly / what / w	hen playing online / people are / is / I've	
	4	4 like most about gaming / I / ability / the thing that / to switch off / is / th		
	_	is / different worlds / enjoy / ex	ploring / L/what / doing	

5 Complete the cleft sentences using the words in brackets.

6 dislike / how much time / is / it takes up / what / I

Phil P Yesterday at 10.21

In an attempt to get fit, I'm going to take up running and try to do a 5 km run in July. While I'm looking forward to it, what 1 (worries) I'm 45 years old and have never actually done much running. How can I make sure I don't make a fool of myself at the race? All tips gratefully received!



Comments

Marcela K 10.33 (helped) was an app. It told me how far to run every day so I could build up my distances over a few weeks. **Elsi R** 11.42 I took up running in my 40s, too. What 3____ my body wasn't as strong as it was in my 20s. I tried running every day but in the end had to take two days' rest a week to let my muscles mend. **Benji W** 12.06 I gave it a go a few months back but didn't last long. I just didn't have the motivation. What 4 (suggest) getting a running partner. That way, you can't make excuses when you just don't fancy it. **Willis S** 15.17 One thing I did when I started running 5____ (alternate) walking and running until, eventually, I could run all the way. What 6___

(great) was that I could take it step by step – literally!

Helping people

1	Match	the	sentence	halves
---	-------------------------	-----	----------	--------

1	Ric just asked for
2	My brother has been a real
3	I had to pull
4	I can't find my phone and am getting
5	I'm sorry to say that we're mourning
6	Mohammed always acts as a
7	The B&B was fantastic, so we gave them a rave

- a over with a flat tyre earlier.
- **b** the loss of our grandfather.
- c the bill.
- d desperate now.
- e review.
- **f** comfort to me since I got sick.
- g mentor to new apprentices.

2 Choose the correct option a, b, c or d.

- 1 A: I've got tickets to a local gig tonight. Do you want to come?
 - **B:** Oh no, I've just offered to babysit for my sister. What a shame. I don't want to ¹_____ her down now I've agreed to it.
- 2 A: Bill, can I ask you to share your computer 2 for a minute? I can't work out how to add a new account.
 - B: No problem. Happy to help.
- **3** A: Have we got enough petrol?
 - B: Yeah, don't worry. We won't run out and be left on the side of the motorway.
- **4 A:** The engineering company down the road is ⁴____ an apprenticeship if you're interested.
 - B: Oh, right. Yeah, I am.
 - **A:** I know the boss. He's a great 5_____ to all the young employees. I'll put in a good word for you.
- **5** A: I saw Mary the other day. She's still feeling 6____
 - **B:** It's not surprising really. It's only been a year since she lost her husband.
 - A: She said her kids have been a real ⁷ to her, but she still feels lonely.
- 1 a make b allow c let d permit
- 2 a understanding b information c familiarity d expertise
- 3 a lost b stranded c abandoned d homeless
- 4 a presenting b giving c offeringd providing
- **5 a** quide **b** mentor **c** helper **d** coach
- 6 a down b unsatisfactory c unwantedd sympathetic
- **7 a** ease **b** calm **c** advantage **d** comfort

Grammar

Narrative tenses

3 Choose the correct alternatives.

- 1 How long *did you live/had you been living* in London when you decided to move?
- 2 I was sure that Jason and I had met/were meeting on a previous occasion.
- 3 We *tried/were trying* to get the photocopier to work yesterday, but couldn't manage it.
- **4** Steve gave us a call when his plane landed to say he'd *arrived/been arriving*.
- 5 Neither driver *had driven/ was driving* very fast when the accident occurred.
- **6** My mum was going/went to find a new skirt while I looked for some new sunglasses.

4 Correct the mistake in each sentence.

- 1 We were just got onto the motorway when we heard there was a five-hour traffic jam up ahead.
- 2 Ilooked up and was seeing a huge bird heading towards my ice cream.
- **3** Greg had been sitting at the computer for hours before he'd finally been realising the time.
- 4 We were asking Mariella to help us, but she refused.
- **5** I looked everywhere for James, but he was already leaving.

5 Complete the comments with the correct past form of the words in the box.

buy drive find out have lose not/get raise sleep support

Community Challenge Awards

We're giving awards to those people in our area who helped to make our community a better place to live last year. Who do you think deserves an award and why? Tell us here.

I'd like to nomina	ate my 16-year-old sister	Sabeena. Last
year, she 1	that she was losing	g her hearing.
She ²	angry or go into a depre	ession. Instead,
she organised se	everal events and 3	over
£25,000 for a ch	nildren's charity she 4	for years
Pretty special, I'd	d say.	

Rohan

Before my colleague Mikael firs	t came to work with us, he
5 a bad year. He 6	his job and home
in the same week and 7	
My boss saw him on the streets	s one day and gave him a
job and a place to stay. Once N	
he wanted to help others, so la	ıst year he 8an
old bus with his savings, and p	
it. On cold winter evenings, he	9round the area,
offering homeless people a place	ce to sleep. All that after a
full day's work!	

Carlin

At work

1 Complete the phrases with words in the box.

and on about somet	hing at	t someone	fault
into little pieces m	neeting	the finger	of blame
up with a solution	workers	5	

1	be at
	come
	fellow
	go on
5	have a go
6	point
	a pointless
	smash something

Choose the correct alternatives.

- 1 What a surprise! The photocopier's at fault/jammed again.
- 2 My boss consistently distracts/undermines my work.
- 3 Two phones and a tablet? How many *gadgets/tools* does one person need?
- 4 Has anyone *come/gone* up with an idea for the party?
- **5** I had a *go/try* at Jen today for bringing in stinky food!
- **6** Don't point the *finger/hand* of blame at me. I didn't do it!
- 7 No one's *at/in* fault. It's just one of those things.
- 8 Stop *coming/going* on and on about the meeting. It wasn't that bad!

3 Complete the conversation with phrases in the box.

at fault came up with distracts fellow workers going on and on had a go at irritation pointed the finger of blame pointless smashing it into little pieces

My work is driving me mad.

Why?

Edie keeps ¹____about how she gets all the boring work when it's not true.

That's annoying. Does she moan to your or just you?

Just me! It's a minor ³ , I guess, but she ⁴ me from my own work.

Still, it's not as bad as all the ⁵ meetings I have to attend!

My boss 6 me
today about a mistake with an order. I don't think
that I was 7 , but a
colleague 8 at me.

That's not nice.

I know. I 9_____ a good solution and was just fixing it when my computer crashed. Honestly, I was very close to 10____.

Language focus

Exaggeration

4	Match the	sentence	halves.

Т	im starving. Seriously,
2	I'm not walking. It's miles
3	Phew! It's like
4	I've told you time
5	It looked as if
6	Stop distracting
7	That cloud is like
8	He still forgot his hat. Honestly, I
а	his head was going to explode.
b	an oven in here.
С	me every ten seconds.
d	must have reminded him a million times!
е	and miles away.
f	I could eat a horse.
g	and time again not to do that!
h	a big fluffy pillow.

5 Complete the conversations with one word in each gap. The first letter is given.

1 A: What's for supper? I'm ¹d

	B: Me too. Let's get a tal	keaway. I could 2m
	a kebab.	
2	A: All he does is go on a	nd on about his ex-girlfriend.
	He's 3 1 a b	roken record.
	B: Hmm, not what you v	vant from a new boyfriend, is it?!
3	A: Stop messaging me 4	e five minutes, Mum!
	B: But I haven't seen yo	u for weeks and 5w .
	I worry about you.	
4	A: I laughed and 61	when Tom got wet.
	B: I know, me too. He 7	like a drowned rat.

6 Complete the second sentence with the word in brackets so that it's an exaggerated version of the first.

υ.	ackets so that it's an exaggi	crated version or the mist.
1	It's cold in here.	
	lt's	in here. (Arctic)
2	I'm really bored today.	
	I'm	today. (dying)
3	I've been sitting here for a lor	ng time.
	ľve	
4	Dan was really angry.	
	Dan looked	me. (kill)
5	I would love a cup of tea.	
		a cup of tea. (murder)
6	The library's really far from h	ere.
	The library's	here. (miles)
7	Andrea is always talking abou	ut her famous uncle.
	Andrea always	about her
	famous uncle. (on)	
8	I've called the company lots of	times but I can't get through.

I've called the company _____but I can't get through. (again)

Fights and disputes

1 Complete the sentences with words in the box.

	lows clear compromise escalates made uarrelling side terms
1	Whenever Tamara and I argue, you always with her.
2	I can hear the neighboursagain.
3	Sam and I had a huge fight yesterday, but weup today.
4	I think we need to talk and the air.
5	Let's all calm down before this argument
6	My brother and I haven't been on speaking for quite some time.
7	I don't agree with your plan, but I'm willing toso we're both happy.
8	We had a big argument and almost came to

English in action

Negotiate solutions to disputes

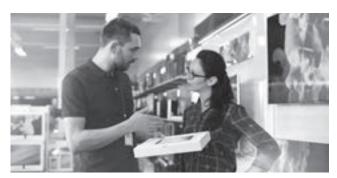
Put the words in the correct order to make sentences and questions.

1	me / got / kidding / to be / you've
2	all of this / sorry / I'm / awfully / about
3	to step aside / have to / I'm / ask you / going to
4	shout / you / please / at me / not / could / ?
5	whoever's / talk to / we / in charge / could / ?
6	a way / to reach / must be / a compromise / there
7	at the moment / the manager / afraid / isn't around / I'm
8	any easier / you're / not / this / making / really

3 Choose the correct alternatives.

- **1** I know this isn't *down/over* to you, but it's unacceptable.
- **2** With all due *respect/honour*, that's your problem.
- **3** I do *learn/understand* that you might be upset, but please calm down.
- **4** Is there really *anything/nothing* you can do?
- **5** Please don't *lift/raise* your voice at me. I'm just doing my job.
- **6** There must be some *failure/mistake*.

- 4 Complete the conversations with phrases a-e. Decide if the phrases seek compromise (S), express annoyance (E) or deal with anger (D).
 - **1** A: I'm afraid the toy you want is out of stock.
 - **B:** But I promised one to my niece. If I turn up empty-handed, she's going to be devastated. ?
 - **2 A:** I'm sorry, sir, but we don't have a record of your booking and we're fully booked for the whole weekend.
 - **B:** ²____! I definitely booked and have the confirmation email here to prove it.
 - **3 A:** Your chef's food was some of the worse I've ever eaten and you want to charge me this much?
 - B: 3 , madam, I'm sure we can sort this out.
 - **4 A:** If you didn't tell us that you were vegan when you booked your seat, then I'm afraid we won't have a vegan meal for you.
 - **B:** 4 have a vegetarian meal, instead?
 - 5 A: This is unacceptable. 5 , please?B: I'm afraid the manager's not around at the moment.
 - a You've got to be kidding me
 - **b** Well, would it be possible to
 - c Is there really nothing you can do
 - **d** Could we talk to whoever's in charge
 - e If you could just try and calm down a bit
- 5 Complete the conversation using the prompts in brackets.
 - **A:** I bought this vacuum cleaner last week. I was told it'd pick up cat hair, but it doesn't. I'd like a refund, please.
 - **B:** I'm sorry, we can't offer one. The vacuum cleaner isn't actually faulty.
 - A: 1_____(you / kidding)! One of your colleagues recommended it. It's not my fault I bought it.
 - B: 2 (sorry / this), but it's our policy.
 - A: Well, it's a bad policy. 3 (talk / whoever / charge), please?
 - B: 4 (afraid / manager / around) at the moment.
 - **A:** Well, this is completely unacceptable. I can't afford to buy a vacuum cleaner that I only use four times!
 - B: 5 (understand / might / upset), but 6 (please / not shout)?
 - A: Sorry. I know 7 (it / not down / you) personally. There 8 (must / way / reach / compromise)



Reading

- 1 Read the title of the article on page 9. What do you think the article will be about?
 - a Acts of kindness which hadn't been necessary.
 - **b** Acts of kindness which didn't end well for the helper.
 - c Acts of kindness which weren't actually very helpful.
- Now read the introduction to the article and check

	your answerr		
3	Match the stories in the article with headings a Katy Amir Mason Sophia		
	b c	Never employ a friend. Getting into trouble at work. A good night ruined. A costly favour.	
4	Re 1	ead the article again. Which writer made a decision based on a family resemblance?	
		helped someone with no pause for thought? provided more than usual in his/her role?	
	4	was happy to provide a service due to being nearby? attempted to justify his/her version of events?	
		misplaced his/her trust in someone? was unable to claim financial compensation?	

- 5 Complete gaps 1–4 in the article with the sentences. There are two extra sentences.
 - **a** Either way, it put me off doing good deeds in future.
 - **b** No one was to blame except me, but it was still infuriating.

8 has a suspicion about a person's behaviour?

- c It cost me more than money.
- **d** I made sure I stuck to company policy after that.
- e It took me a while to get over that both personally and commercially.
- f I would never admit such an error again.

6	Find these words/phrases in the article. Then match
	them with their definitions below

				peeked	piled up	COIT
1	good a	nd hones	t			
2	devast	ated				
3	left by	its owner				
4	get mo	ney by de	eceiving s	omeone		
5	arrang	ed severa	l things o	n top of or	ne another	
6	put a la	arge quan	tity of so	mething ir	ito a vehicle	
7	looked	quickly a	t somethi	ng you sho	ouldn't see	
8		-	,		npany you pa ng bad happ	-

Complete the stories with the correct form of the

words/phrases f	rom Exercise 6.
It ended up jum	cat home to feed it. ping on top of my TV and knocking it n smashed and I had to
last year. He loo really good caus money for me a he didn't work fo	y collecting money for charity in town ked 3 and it was a se so I gave him £20. That was a lot of the time. Anyway, I later found out that or a charity at all and had me out of my money. I was
After he'd driven	terday a TV onto a van. off, I found out that the guy was a ust helped him to steal it.
Maddy, yester	rdayat my elderly neighbour's billson her kitchen

table. They were all late demands, so I took photos of them and paid them all for her. She was furious with me when she found out and never spoke to me again.

When a good deed backfires

No good deed goes unpunished, or so the saying goes. Here, four people share their experiences of when their kindness blew up in their faces.

Katy

A colleague asked me to help her move some stuff from her old place to her new place. Her car was in the garage for days, so she couldn't do it herself. As she didn't live far from me, I agreed. The day in question started off well. We loaded all her boxes in my car, drove the short distance to her flat and then piled them up in her flat. Easy. Unfortunately, as I was reversing out of the car parking space behind her flat, I hit a low wall that I hadn't noticed and caused £450 worth of damage to my car. As I was at fault, I couldn't claim for it on the insurance without losing my no-claims bonus, so I ended up having to pay it myself. 1



Amir

Some mates and I were on our way to a club when we saw an abandoned wallet. We peeked inside to see if we could see any identification and managed to find a telephone number. Without hesitation, we called it and arranged for the owner – who was really grateful by the way – to come and pick it up. When she arrived, she immediately opened up the wallet and accused us of stealing £300. There'd been no cash inside and we told her that, but she claimed not to believe us. She called the police and we spent an hour getting questioned. Fortunately, the officers believed us and we were released. To this day, I still don't know if she was trying to con us into giving her money, or whether someone else had taken the money. 2

Mason

I run my own company. One day, an old friend from university got in touch. He was having a hard time and was desperate for some work. He was a decent guy, so after some consideration, I created a position for him and offered him a good salary and the use of a car. Over the next few years, I went out of my way to help him. I gave him several bonuses and also lent him money when he and his partner were struggling financially. After about four years, he called me up to tell me that he'd had a job offer elsewhere and would be leaving. I was gutted. Not only was he supposedly a friend, but he was also a really good employee and it'd be hard to replace him. I threw him a huge leaving party on his last day. A week later, I discovered that he'd taken half my clients with him. 3

Sophia

I was working in a shop when an old man came in and tried to buy a pair of orthopaedic slippers with a voucher. I wasn't supposed to accept it, but he reminded me of my grandad, so I let him do it. It didn't make all that much difference to the company and the guy looked like he really needed them. Anyway, a week later, my manager called me into his office and had a go at me for breaking the rules. Apparently, the man had come in a few days later, asking for a refund. As soon as my boss saw the receipt, he knew what had happened. I tried to explain my side of things, but he was having none of it. The meeting ended with me getting an official warning, which went on my record. 4

Listening

1 1.01 Listen to the first part of a radio discussion. What is your answer to the question?



2 1.02 Listen to the full discussion. Are the sentences true (T) or false (F)?

- 1 Bella says that people in their early 20s start to do things by themselves.
- 2 Richie says that people in their early 20s have enough money to have adventures.
- 3 The report suggests that people in their 30s enjoy having a routine.
- **4** Bella says that people with young children can only focus on a few things.
- 5 The research participants said they felt less physically able to do new things.
- **6** Bella says that people start to realise they might get injured when they're in their 50s.
- 7 Neuroscientists say that we don't make poor judgements until we become adults.
- 8 The main reason people over 50 are more active is because they are financially able to do more.

3 Listen again and complete the sentences with the word you hear.

1	That seems to be when we spread our	·
2	You don't usually have the	to go out and o

- all that much.

 3 By the time you get to 30, you've ______yourself at
- work and in your social life.

 4 They can't just jump at the ______ of doing an
- extreme sport, for example.
- **5** We start to realise that doing something too adventurous could cause us _____.
- **6** We probably haven't spent 30 years doing physically manual labour.

4 Match the phrases in the box with their definitions.

cause harm establish yourself jump at the chance physically demanding spread your wings the means

L	the money/income
2	eagerly accept to do something
3	needing a lot of effort from your body

4 start to have an independent life

5 set yourself up financially and professionally

6 make damage or injury happen

Writing

Read the information and choose the correct alternatives.

- 1 A higher/lower percentage of universities offer online lectures than don't.
- **2** Online lectures have proved *popular/unpopular* with students.
- **3** Lecturers *agree/disagree* about introducing online lectures.

A 65% of universities now offer online lectures, but are they more effective?

The government has announced that 65% of universities across the country now record lectures so that students can choose to watch them online, and 51% choose to do so. However, one study has revealed that students who watched the same lectures online were 11% less likely to gain a high grade than those who attended the lecture in person. They were also 14% more likely to drop out of the course.

B Science department

	lecturers	management	students
Total	53	10	1,067
In favour	26	8	678
Don't know	3	0	32
Against	24	2	357

C Online lectures are great. You can watch them at a time convenient to you and you can pause them, go back and re-watch something you didn't catch, or pause it and look something up that you want to check. To be honest, I chose my university because they offered online lectures.



For lecturers, it's much harder to form relationships with students who don't attend in person. We're unable to question them and check if they've understood the lecture or not.

Additionally, if universities do away with in-person lectures altogether, it'll mean pay cuts for all the lecturers.

That'll make life very difficult for them.



Read a report by an employee at a university. What does the writer say the university should do?

- a Only provide online lectures.
- **b** Temporarily offer in-person and online lectures.
- c Only give in-person lectures.

Report on the proposal to introduce online lectures at West Anglia University

Introduction

The purpose of this report is to consider the advantages and potential problems of introducing online lectures for all students in the science departments of the university. As preparation for writing this report, research into the topic has been carried out and both staff and students have been interviewed.

Background

Currently, ¹around two-thirds of universities offer online lectures as an alternative to attending lectures face-to-face with around half of students choosing to watch them.

Potential advantages

• ²greater autonomy for students

By having the choice of when to watch the lecture and how to watch it, students gain greater control over their learning.

• 3a reduction in costs

This relates to the cost of paying lecturers. If the university moves towards having only online lectures, money will be saved at a time when funding is being cut.

Potential problems

4reduced connection between lecturers and students

Both lecturers and students may feel they build less of a rapport when lectures are online and not face-to-face.

• ⁵possible reduction in quality

Research has shown that students who watch lectures online are more likely to withdraw from the course and may be less able to obtain a high grade.

Views of staff and students

⁶Management were overwhelmingly in favour, as were the majority of students. Lecturers were almost evenly split. ⁷Some lecturers were concerned that moving towards a model of online lectures only would reduce their income.

Conclusions and recommendations

Considering all of the above, it is recommended that a one-term trial of online lectures be introduced for the science department, after which research can be conducted to find out how successful they are. If they prove to be effective, they can continue to be offered, with a view to moving to online only lectures in 2–3 years' time.

3	Read the report again. Are the sentences true (T) or
	false (F)?

1	The report has clear headings.	
2	The report uses informal, continuous text.	
3	The report includes bullet points.	
4	The report provides a one-side argument.	

5 The report includes contractions (e.g. *isn't*).

4 Match the parts of the report in bold 1–7 with texts A–D in Exercise 1. Then read the Focus box.

Changing the register of spoken information

When taking information from various sources and putting it into a report or essay, it is important to express the information in the correct register. Spoken comments need to be expressed in a more formal register using reporting verbs such as *comment*, *suggest*, *be concerned* and *indicate*.

Some people commented/suggested that ... A few people were concerned that ... Several people indicated that ...

Prepare

5 You're going to write a report. Read the information and plan arguments for and against the proposal.

A company is looking into the possibility of closing down its office and asking all staff to work from home. The managing director of the company has asked you to conduct research and write a short report about the topic. Your report should include details of the results of your research and a recommendation.

	management	employees
Total	6	28
In favour	4	12
Don't know	0	2
Against	2	14

'I think it'll save us money on office costs, but it's going to be harder to get teams together to discuss work.' Manager

'Working from home means no commute, saving time and money. However, I might get distracted!'

Employee

Research has shown that employees are more productive at home, despite the fact that there may be distractions. Academic research paper

Write	
6 Write your report. When you have finished, check these things and edit your report if necessary.	
The report has clear headings.	
It has an introduction, main body and conclusion.	
There is a balance of views and a recommendation.	
The report uses an appropriately formal register. It includes bullet points, where appropriate.	