

Vocabulary

Personal details

1 Choose the correct alternatives.

- I'd like to do / make a degree one day.
- I don't enjoy taking / training exams.
- It would be nice to do / run my own company one day.
- Getting / Passing qualifications is important if you want a good job.
- I'm studying, but I also work part / half time.
- My brother is training as / like a lawyer.
- When I have time, I'd like to do a course / lesson in ancient history.
- My sister is passing / studying for a degree right now.

2 Decide if the sentences are correct (✓) or incorrect (x). Then correct the incorrect sentences.

- My sister is doing a course economics. ~~x~~
My sister is doing a course in economics.
- I want to study for a qualification in business.

- I have a degree English and French.

- I hope that I pass my exams this year.

- I'm training for tour guide with a local company.

- I'm taking my final exams in May.

- My mother runs her own company. She's always very busy!

- I work part of time in my local supermarket at the weekends.

3 Complete the text with the words in the box.

as for in pass run time

I'm studying ¹ for my degree in business at the moment and I'm really enjoying it. I really hope I ² _____ my exams at the end of the year! I don't know what I want to do yet when I finish. I'm working ³ _____ time at a local restaurant to help pay for my studies, and maybe I'll do a course ⁴ _____ Spanish later this year, too. Then I could travel abroad for a while after my degree.

How about you? Are you still working ⁵ _____ a lawyer? I know you said you'd like to ⁶ _____ your own company one day. Have you decided which area you'd like to work in?

Grammar

Present simple and present continuous

4 Complete the conversations with the present simple or continuous form of the verbs in brackets.

- A: What do you do (do)?
B: I _____ (be) a teacher. I work full-time in a local school.
- A: We like to get up early. We usually _____ (wake) up at five in the morning and get to work by eight.
B: Me too! I _____ (not get) up at five though! That's too early for me!
- A: My father _____ (have got) a really big family – five brothers and four sisters!
B: Wow! That's huge! I _____ (be) an only child.
- A: James _____ (take) an art course this year and he finds it really interesting.
B: That's great. I really _____ (want) to do something like that. Maybe I can join, too!
- A: I love reading in my spare time. Actually, I _____ (read) a really good novel at the moment. It's called *The Dark*.
B: Oh, I read that last year. I _____ (think) it's awful!
- A: How often _____ Jane _____ (go) to the gym?
B: Hm, she usually _____ (go) every evening, except at the weekends. She takes the weekends off!
- A: How _____ the new course _____ (go), John?
B: It's difficult. I _____ (train) to be a nurse and the hours are really long.
- A: Hurry up, Julie! We _____ (leave) now!
B: Wait! I _____ (come)!

5 There is one missing word in items 1–7. Write an x where the word is missing. Then write the missing word at the end of each sentence.

- I love my life here. I ^x living in the centre and working full time in an office. It's great! am
- Why you studying English? _____
- They taking a course in creative writing. It sounds really interesting. _____
- I never see Sara these days. She studying for a qualification in marketing and she is working really hard. _____
- What they looking at? _____
- Don't use your phone! You driving! _____
- Sorry, but we can't go to the party. We are really busy this month as we working on an important project. _____
- He not speaking to her at the moment. They had an argument. _____

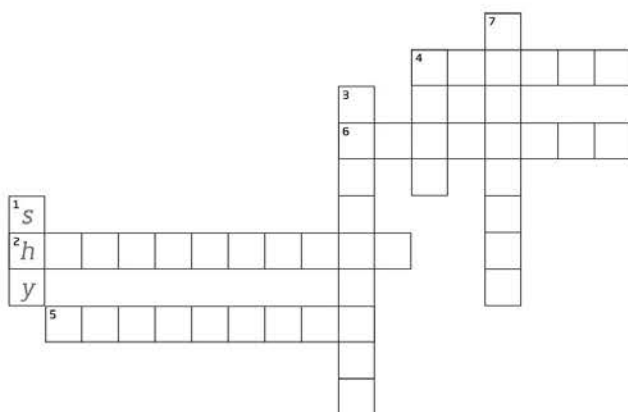
Vocabulary

Personal characteristics

1 Complete the missing words.

- Beth is so reliable. When she says she'll do something, she'll do it!
- My sister is so kind and caring. She always helps other people.
- I'm going to ask Laura for advice. She always tells the truth. She's really honest.
- As a teacher, you need to be patient. Some people learn more slowly than others and can be quite sensitive when you correct them.
- I'm seeing Paul tomorrow and I hope he's finished his part of the project. He can be so lazy sometimes!
- I get really nervous when I have to speak in front of people. I'm so shy. I wish I was more confident!
- You have to be a strong and hard-working to do well at work. You should set clear goals and think about how you're going to reach them.
- Running your own company means that you need to be organized. There's a lot to do and not a lot of time to do it.
- One of the hardest things about being a writer is being creative. It isn't always easy to think of new ideas.

2 Use the clues to complete the crossword.



Across

- If you do a lot of work, you are a hard-working person. (11)
- If you like helping people, you are a caring person. (6)
- If you want to do well at work, you are strong. (9)
- If people trust you, you are a reliable person. (8)

Down

- If you get nervous when meeting new people, you are shy. (3)
- If you plan what to do every day, you are an organized person. (9)
- If you are relaxed and don't worry about things, you are a patient person. (4)
- If you love performing, painting or drawing, you are creative. (8)

Grammar

be going to and present continuous

3 Complete the conversation with one word in each gap.

- A: We ¹ 're leaving to meet Sarah and Mike for lunch in about ten minutes. Why don't you come along?
- B: I can't. I ² am meeting my manager at one.
- A: Really! That sounds serious! What about?
- B: Well, we're ³ going to talk about my future in the company.
- A: Oh! What ⁴ are you going to say?
- B: I'm going ⁵ to ask about training to become a project manager. I'm quite nervous about it, actually!
- A: Don't be! Everybody knows that you do an amazing job.
- B: Hm, I hope you're right! Hey, some friends ⁶ are coming for dinner on Saturday. Do you want to come?
- A: Sure, sounds good. Good luck with the meeting!

4a Put the words in the correct order to make questions.

- What / to do after university / is she / going / ?
What is she going to do after university?
- are we / seeing / this week / When / Tim / ?
When are we seeing Tim this week?
- going / you leave school / What / to do / when / are you / ?
When are you going to leave school and what are you going to do?
- What / course / on Tuesday / are you / starting / ?
What course are you starting on Tuesday?
- are they / staying / next weekend / How long / ?
How long are they staying next weekend?
- is David / going / in the future / to do / What / ?
What is David going to do in the future?

b Match questions 1–6 in Exercise 4a with responses a–f.

- From Saturday afternoon until Sunday evening. 5
- He doesn't know. He's thinking about it. 6
- French, but it's actually not starting until Wednesday. 4
- I'm going to study for a degree in engineering. 3
- We're meeting him on Friday night. 2
- She's going to travel abroad for a year. 1



Vocabulary

Describing change

1 Choose the correct alternatives.

- The number of cars on the road is going up/going down. Everyone's really happy about it.
- We've got some great people here. I'm sure the situation will improve/get worse.
- It's becoming easier/harder for young people to find a well-paid job these days. Because of this, many of them are staying at home with their parents instead of renting apartments.
- Crime is rising/falling in the area because there are more police on the streets.
- More and more people are moving to cities, so the population of small towns and villages is decreasing/increasing.
- The number of accidents is rising/going down, and many people are asking what we can do to change the situation.

2 Complete the second sentence so that it means the same as the first.

- The number of people without jobs is increasing.
The number of people without jobs is rising.
- I hope the situation gets better.
I hope the situation improves.
- There aren't so many tourists coming these days.
The number of tourists is falling.
- It's becoming more difficult to find a house these days.
It's getting harder to find a house these days.
- Because of the new rules, it won't be so difficult to get a visa.
Getting a visa is getting easier.
- The number of visitors went up in January.
The number of visitors increased in January.
- There won't be so many students in the class this year.
The number of students will decrease this year.
- There won't be so much work next year.
The amount of work will decrease next year.

Grammar

will for prediction

3 Choose the correct alternatives.

The future of the classroom

In the future, the way we learn languages ¹will/does change. Technology ²will to/will get better and this will ³helping/help to make lessons more interesting and interactive. The use of digital tools such as tablets will ⁴increases/increase and fewer people will ⁵use/using textbooks.

Experts predict that the 'online classroom' will become more popular and students ⁶will/are have lessons at home, which means that people won't ⁷have/having to travel very far to school. Some people even say that robots will ⁸to replace/replace people as teachers! Whatever happens, the classrooms of the future will certainly be different!

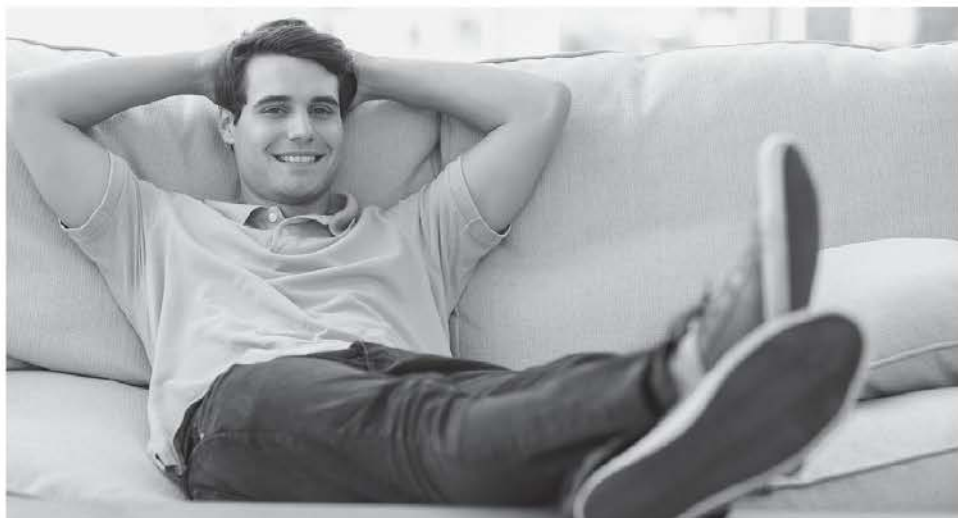
4 Complete the sentences with will or won't and the verbs in brackets.

- I don't believe the population of our country will fall (fall) in ten years' time.
- She won't go (not go) to university next year if she gets poor exam results.
- Do you think it will be (be) sunny tomorrow? Yes, I think so!
- I'm certain he will pass (pass) his exams at the end of the year. He works so hard.
- We hope that everybody will have (have) jobs in the future.
- Scientists are sure that temperatures will rise (rise) and the planet will become hotter in a few years' time.
- Robots won't replace (not replace) teachers. I'm sure of it!
- Will the weather get worse (get worse)? Yes, it will.

5 Complete the sentences with will or won't and the words and phrases in the box.

probably arrive late be angry with carry money
~~come to the party~~ go on holiday stay here

- He's pretty lazy. I don't think he will come to the party tonight.
- He didn't do his homework, so the teacher will be angry with him.
- She's not happy in the job. She will stay here long.
- We will go on holiday in the future. We'll pay for everything by card.
- If she comes to the meeting, she will probably arrive late. I hate it when she does that.
- I don't think we will carry money. We don't have the money.



Functional language

Make and respond to suggestions

1 Choose the correct response to complete the conversations.

- I'm so bored at the moment. I have nothing to do at the weekends!
 - How about taking up a hobby?
 - How about take up a hobby?
- I really need to improve my English vocabulary. I always use the same words.
 - I recommend to read in English.
 - I recommend reading in English.
- Jim is training to be an outdoor instructor at the moment.
 - Really? That sound interesting.
 - Really? That sounds interesting.
- I'm so stressed at the moment. I'm working really hard.
 - Why not try running? It's a great way to reduce stress.
 - Why not to try run? It's a great way to reduce stress.
- Why isn't Nina coming to the cinema with us this evening?
 - Oh, she's not keen in the cinema. She prefers watching films at home.
 - Oh, she's not keen on the cinema. She prefers watching films at home.
- Oh no! It's going to rain all day on Saturday!
 - Well, I don't fancy to hike then. Let's do something else.
 - Well, I don't fancy hiking then. Let's do something else.

2 Choose the correct alternatives.

- I'm not *sure/keen* camping is a good idea – the weather isn't very good at the moment. Let's book a hotel instead.
- Why *don't/not* try doing something different in the evenings, like going to an art or music class?
- You're planning a surprise party? That *sounds/sound* great! I'm sure Karen will love it!
- If you're feeling tired I recommend *watch/watching* less TV and exercising more. You'll feel much better!
- Spending time with friends is very good *for/to* your health – people who relax and socialise are usually happier and less stressed.
- I'm not keen *about/on* running. I prefer playing team sports like football and rugby.

3 Complete the conversation with the phrases in the box.

a brilliant idea here's another idea I think not try running
on doing sport sounds really interesting taking up a hobby
you to forget

- A: Hi Mel! Congratulations on your new job! It ¹ *sounds really interesting*.
- B: Thanks, Dave. I'm really happy, but it's stressful. I'm working a lot and feel really tired.
- A: How about ² _____? I think it's really important to have time for yourself. Why ³ _____?
- B: Hmm. I'm not keen ⁴ _____. I hate getting dirty!
- A: Well, ⁵ _____. What about doing a course in art or creative writing? ⁶ _____ you'll enjoy it as you are so creative.
- B: That's ⁷ _____! Thanks, Dave!
- A: No problem. I did one last year and I loved it. It really helps ⁸ _____ about everything and relax.

Listening

1 1.01 Listen to a radio programme about homeworking and choose the correct option a, b, or c.

- They discuss the positive things about working from home.
- They discuss the negative things about working from home.
- They discuss the positive and negative things about working from home.

2 Listen again and choose the correct alternatives.

- Everyone/Not everyone agrees that working from home is a good idea.
- The presenter thinks it *is usually/isn't* very difficult these days for people to meet online.
- Michael thinks it can be *useful/a waste of time* talking to colleagues outside of meetings.
- Michael thinks that working from home in winter is *good/bad* for the environment.
- The presenter suggests we could work from home only *in the summer/when it's cold outside*.
- Some business owners prefer it when they can *see/phone* their employees.
- Michael thinks that stress can have a *positive/negative* effect on how productive employees are.
- The presenter *would/wouldn't* like to work from home.

3a Decide if the sentences are true (T) or false (F).

- Michael thinks if people work at home, relationships will improve. *F*
- Michael thinks talking to colleagues helps people develop new ideas. _____
- The presenter wants fewer cars on the roads. _____
- If people work from home, we use less heating. _____
- All managers like the idea of homeworking. _____
- Happier and more motivated people are more productive. _____

b Listen again and check your answers.

Reading

1 Read the blog post. Who is it for? Choose the correct option a, b or c.

- a confident people who want to meet more friends
- b people who want advice about talking to new people
- c people who want to host parties in their home

2 Read the blog post again and answer the questions.

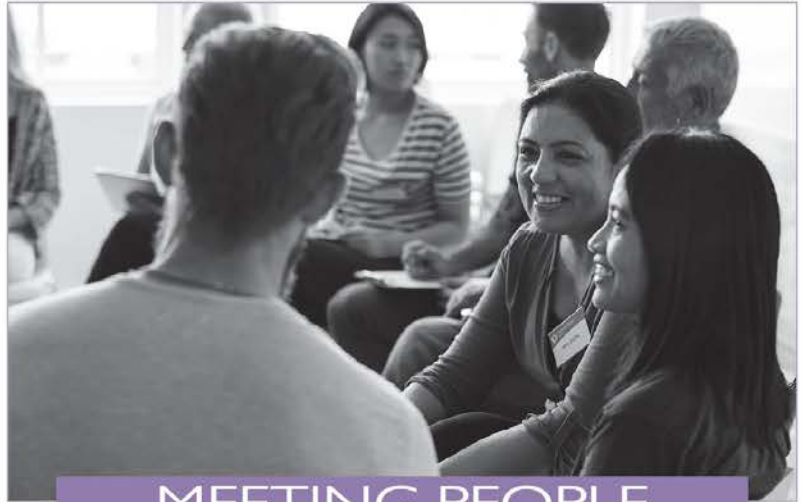
- 1 What do most people find difficult when they meet each other for the first time?
.....
- 2 What advice does the writer give about questions to ask people?
.....
- 3 Why is finding things in common a good idea?
.....
- 4 Why shouldn't you say things which aren't true to make people feel good?
.....
- 5 What two things does the writer say we should use to show interest?
.....
- 6 Why is over-politeness not recommended?
.....

3 Complete the ideas from the blog post with one word.

- 1 Ask questions to find common ground.
- 2 You can tell someone the work they do is
- 3 Don't too much. Let the other person speak!
- 4 Show that you're in what the other person is saying.
- 5 If you are too polite, people might feel

4 Find the words in bold below in the blog post and complete the definitions.

- 1 A **tip** is a piece of advice/a problem. (paragraph 1)
- 2 **Common ground** means having *similar/different* interests. (paragraph 2)
- 3 A **compliment** is made to make someone feel *good/bad*. (paragraph 3)
- 4 A **host** is the person who *receives guests in their home/is invited* somewhere. (paragraph 3)
- 5 **Insincere** behaviour suggests you are being *honest/dishonest*. (paragraph 3)



MEETING PEOPLE

- 1 We've all felt some fear when we've been invited to a party or asked to talk at a work meeting or conference. Both social and professional events can be scary for the shy and even the most confident. But why? For most people, it's the social interaction in these situations. We have to make small talk and we have to find things in common with a complete stranger – this is not easy. Need some help? Read our tips below.

ICEBREAKERS

- 2 The first thing we need is some easy questions to ask. Keep it simple at first. For example, if you're at a party, you could ask: *How do you know the host?* If it's a work conference, you could ask: *Where do you work / What department are you in? Do you know ... ?* Don't be afraid of asking personal questions – people like talking about themselves. Just make sure the questions aren't too personal! The idea is that you find some common ground to make conversation easier. As soon as you find things in common, you'll find that you suddenly have a lot of things to say to each other.

BE POSITIVE AND NICE

- 3 Most people like a compliment. Who doesn't like to be told that their job is interesting or that they tell funny jokes? If you're at a party and you don't know the host very well, start by admiring their home. You could say: *What wonderful views you have!* If it's a work event, maybe you've heard a talk by the person you're speaking to. In this case, you could be honest and say: *I heard you give a very interesting talk last year on ...* This will lead to more conversation openers. However, don't be too nice. Give people compliments about things you really like about them. If you give a false compliment, they might notice and think you're insincere.

BE A GOOD LISTENER

- 4 Sometimes when we want to give a good impression we make the mistake of speaking too much; we think we have to impress our listener, so we tell our stories and share our experiences and forget to ask about the other person. Everyone likes sharing, so make sure you ask questions to find out about your new friend and more importantly, listen! To actively listen, use words and body language to show interest. My favourites are: *Really? Wow, how interesting!* and *Well, I never knew that!* This will make the conversation a positive experience for both of you. But, remember, don't be afraid of silence – it's a normal part of conversation.

BE YOURSELF

- 5 This is the most important thing to remember. Everybody likes honesty, so don't be afraid to make jokes and be yourself! Be respectful, but don't be too polite. Over-politeness can make people feel uncomfortable. You want to make both of you feel comfortable, so be open and relaxed!

Writing

1 Read the application and answer the questions.

- What job is Ross applying for?
- Why does Ross think he would be good for the job?

Dear Mrs Barranger,

I am writing regarding the senior accountant position currently advertised on your website. Please find attached a copy of my CV.

I have worked in the industry for over 11 years, and I also have an ACCA diploma in accounting. I have developed all the necessary skills for the role that you are offering in my present position as an accountant for Synatech. In my role at Synatech, I am responsible for managing two junior accountants, and I think this makes me a very strong candidate for your senior position. I like working in a team, and enjoy helping people to develop their skills.

I would love to discuss the role with you in person. If you would like to get in touch to discuss my application and to arrange an interview, you can contact me on this email address or by phone.

I look forward to hearing from you soon.

Yours sincerely,

Ross Gardley

2 Read the Focus box. Then read the sentences below and decide if they should be placed in the beginning of an application (B), the middle (M) or the end (E).

Using paragraphs in a job application

Pieces of writing are usually organised into paragraphs. Paragraphs make it easier for a reader to find the information they need. Each paragraph usually deals with a different part of the topic, so it's easy for a reader to know where they can find the information they need. Many job applications are organised in the following way:

First paragraph: This tells the reader why you are writing.

Middle paragraph(s): This is where you communicate the main information, what makes you a good candidate for the job, including details of education and work experience.

Final paragraph: This tells the reader what you hope/want to happen next.

- I have worked with the same systems that you use at ITTX for several years. M
- Dear Mr Laconti, _____
- I would love the opportunity to discuss the role face to face. _____
- Please find my CV attached. _____
- I also work with a similar-size team in my current position at Belsander, so I don't think it would be difficult for me to adapt to the new role. _____
- You can contact me at any time at this email address or by phone. _____
- I look forward to hearing from you. _____
- I feel I am a strong candidate for the developer position. _____
- I'm writing to express my interest in the developer position which I saw advertised online. _____
- Steven Jones _____

Prepare

3 You're going to apply for a job as a fitness instructor. Read the notes below and think about what else you can say.

- saw advert – Jungle gym
- ten years' experience as an instructor
- love helping people, patient and hard-working
- can start immediately

Write

4 Write your application email. Remember to put your writing into appropriate paragraphs. Use your notes in Exercise 3 and the email in Exercise 1 to help you.

