

PUPIL'S BOOK (Unit 1) A new start

Find words or phrases in the notice that have these meanings.

- 1 not compulsory -----
- 2 with similar attitudes -----
- 3 take part (in) -----
- 4 area of interest -----
- 5 able to be seen -----

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Use the words and phrases in unit 1 to complete the sentences below

- 1 There are lots of good paintings ----- at the museum this week.
- 2 I don't know much about biology. It's not really my ----- .
- 3 This part of the form is ----- . You don't have to fill it in.
- 4 Luckily, I live in a shared house with ----- people.
- 5 Unfortunately, his English isn't good enough to ----- in academic discussions.

Replace the underlined parts of the sentences with words or phrases from unit 1 .

- 1 I only need one more card to make a complete group. -----
- 2 We often get bored with the same everyday things we do regularly . -----
- 3 I know a lot about the subject, so I'm quite sure that I'll succeed. -----
- 4 I'm not sure why she feels tired, but I think stress may be a part of the reason. -----
- 5 She isn't a great singer yet, but she has great possibilities for the future. -----
- 6 He's very good at making artistic things. Apart from writing poetry and songs, he paints wonderful pictures. -----
- 7 With its wheels in the soft ground, the car was completely unable to move. -----
- 8 I'm sure he isn't really ill. I think it's just an untrue reason for not working hard . -----

PUPIL'S BOOK (Unit 2) Under pressure

Replace the underlined parts of the sentences below with words or phrases from unit 2.

- 1 With all the new products available to buy nowadays, it's very hard to decide which to buy.
- 2 She's starting to notice the impact of things that she says and does on other people. _____
- 3 Studying before an exam can be very stressful, but it's necessary. When asked to say what they want in the future, most people say health and happiness are the most important.
- 4 If you're finding a job difficult, it's important that you don't give up. _____
- 5 There's no purpose in trying to open the door. It's locked. _____
- 6 Young babies expect to be given food whenever they want it. Some parents give their children something good if they do well in exams. _____

Match the words with their meanings.

WORDS FROM THE TEXT	MEANINGS
1 convinced	a around the present time
2 nowadays	b connected with yourself
3 fees	c not wanting to wait
4 inevitable	d sad because of an unexpected result
5 personal	e money you pay for a service
6 disappointed	f impossible to avoid
7 impatient	g sure or certain that something is true

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Use the words to complete the sentences below.

- 1 Don't be so -----, I'll be finished soon.
- 2 We all make mistakes sometimes, so it's ----- that you will too.
- 3 There are some problems with this idea. I'm not really ----- it will work.
- 4 He was ----- because he thought he would get better results than he did.
- 5 She didn't go to a private school because her parents couldn't afford the -----.
- 6 The form asks for a lot of ----- details like age and nationality.
- 7 Students have more money worries ----- than they had in the past.

Use the nouns in the box to make other on + noun phrases in the sentences below.

order the way purpose business request arrival duty time

- 1 On ----- at the hotel, please go to the reception desk .
- 2 Police officers only have to wear uniforms when they're on -----.
- 3 The book you need is on ----- and will probably be here next week .
- 4 This isn't a holiday. We're here on -----.
- 5 He hates people being late, so make sure you're on -----.
- 6 He stopped to buy a newspaper on ----- home .
- 7 I don't believe it was an accident. I think he did it on -----.
- 8 We will be pleased to send you more details on -----.

PUPIL'S BOOK (Unit 3) A funny thing happened

Match the words and phrases from the stories with their meanings.

WORDS AND PHRASES FROM STORIES	MEANINGS
1 kept in touch	a without hair
2 mentioned	b immediately
3 patting	c said something about
4 error	d stayed in contact
5 straight	e someone you don't know
6 colleague	f hitting gently
7 bald	g mistake
8 stranger	h someone you work with

Use the words and phrases to complete the sentences below.

- 1 While he was away, he ----- with his family by email.
- 2 Instead of stopping for a coffee, I went ----- home.
- 3 I remember she ----- the name of a book yesterday, but I can't remember the title.
- 4 He looks older than he is because he's almost completely -----.
- 5 I've no idea who he was. He was just a -----.
- 6 While I was ----- my friend's cat, it bit me .
- 7 I see him every day, but he isn't a friend of mine. He's just a -----.
- 8 It's hard to speak another language without making a single -----.

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Rewrite the sentences using the phrasal verbs in the box. Change the form of the verb if needed.

catch up put up turn out

- I didn't realise who she was at first, but we discovered that we'd been at school together.
I didn't realise who she was at first, but it _____ that we'd been at school together.
- He was visiting the town for a few days, so I let him stay in my flat.
He was visiting the town for a few days, so I _____ him _____ in my flat.
- We hadn't seen each other for years, so having a meal together was a good chance to talk about news and events.
We hadn't seen each other for years, so having a meal together was a good chance to _____ with each other.

Replace the underlined parts of the sentences with words or phrases from unit 3.

- I was surprised to meet him by chance so far away from his home town. _____.
- She has a lot of things that she knows about this subject because she's studied it for years. _____.
- Most people are not willing to answer questions about their age. _____.
- Of the two pieces of advice I've just given, the last one I mentioned is more important. _____.
- He didn't expect to find his friend's name by chance in the newspaper. _____.

Complete the sentences using the words in the box with either co- or mis- as prefixes.

worker use behave operation pilot lead heard writer

- She only gets angry when students _____ in class.
- Please keep phone conversations quiet to avoid disturbing your _____ s.
- Students sometimes _____ words that look the same as a word in their own language but have a different meaning.
- Both their names are on the front of the book because they are the _____ s.
- I thought he said he was from Australia, but I think I _____ because he's actually Austrian.
- _____ often gets better results than everyone working alone to solve a problem.
- He flew the plane alone, without a _____.
- Information in adverts isn't usually untrue, but it can _____ people and give them the wrong idea.

PUPIL'S BOOK (Unit 4) The shrinking world

Complete the definitions with words from unit 4 .

- If you are _____ to something, you can't stop yourself from doing it.
- A _____ problem isn't a problem yet, but might become one in the future.
- If things _____, they are different in different situations.
- If an action or idea is _____, it is the correct thing to do or believe.
- A feeling of _____ happens when we stop thinking properly because we are frightened.
- _____ is what you feel when you are afraid.
- If you are _____ of doing something, you have the necessary ability to do it.

Match the words from the text with their meanings.

WORDS FROM THE TEXT	MEANINGS
1 motivated	a limits
2 citizens	b system of connections
3 trend	c dividing lines
4 network	d difficult to get to
5 hub	e caused or encouraged
6 restrictions	f people who live in a country
7 remote	g central point
8 borders	h movement, fashion or change

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Use the words to complete the sentences below.

- 1 There are _____ on how many books you can borrow from the library.
- 2 Most companies are _____ by the need to make a profit.
- 3 A government's first duty is to protect its _____.
- 4 During our train journey we crossed four international _____.
- 5 There is a _____ towards smaller and smaller telephones.
- 6 I think there's a problem with the phone _____ because I can't make any calls.
- 7 The capital city is a _____ for road and rail travel to the rest of the country.
- 8 He lives in a _____ house, far away from the nearest town.

PUPIL'S BOOK (Unit 5) Making friends

Replace the underlined parts of these sentences with words or phrases from unit 5.

- 1 It's hard to describe what friendship is really like. _____
- 2 Some people say that they are your friends, but aren't really friends at all. _____
- 3 He's just pretending to be friendly. His feelings aren't real. _____
- 4 150 is considered to be the largest number of friends most people can have. _____
- 5 All my friends are approximately the same age. _____
- 6 It was a long journey because we had to get to London by going through Paris. _____
- 7 There is no way to be sure that what he says is true. _____
- 8 My brother and I have a lot of ideas and opinions that we share. _____
- 9 We didn't plan or arrange to arrive at the same time. _____

Match the words and phrases with their meanings.

WORDS AND PHRASES FROM TEXT	MEANINGS
1 lasting	a opposite ends
2 acquaintance	b first
3 initial	c continuing for a long time
4 inflexible	d secretly
5 extremes	e show how good you are
6 impress	f someone you know (but not very well)
7 boast	g not wanting to change
8 in confidence	h be too proud

Use the words and phrases to complete the sentences below.

- 1 Please remember that what I've told you is _____, so don't tell anyone.
- 2 My _____ idea was that he wasn't very nice, but now I know him better.
- 3 It's not polite to _____ about how clever or rich you are.
- 4 He seems to change between two _____: Sometimes he can't stop talking, but sometimes he doesn't say anything at all.
- 5 Tell the interviewers about your exam results. That will _____ them.
- 6 I'm not _____. If anyone has a better plan, I'll listen to it.
- 7 She's not a close friend of mine, just an _____.
- 8 Reading stories to children helps to create a _____ love of literature.

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PUPIL'S BOOK (Unit 7) The world of work

Choose the correct meaning for these words. Circle A or B.

- 1 revealed A repeated B shown
2 fantasy A unreality B excellence
3 job security A having a job that isn't dangerous B being sure that you won't lose your job
4 outweighs A is heavier than B is more important than
5 stage fright A feeling nervous before appearing in public B gradually becoming more afraid
6 make a living A feel more alive than before B earn enough money to survive
7 charity A non-profit organization B taking great care

Find words in unit 7 that have these meanings.

- 1 having or getting a job _____
2 from beginning to end of _____
3 giving good value _____
4 different parts working together _____
5 possibilities for the future _____
6 causing a lot of argument _____
7 ignore, not pay attention to _____

Use the words to complete the sentences below.

- 1 It's good to have an interesting hobby, but don't _____ your studies.
2 Learning is something that should continue _____ your life.
3 He has lots of different ideas about what to do, but no _____ plan.
4 A lot of students and teachers disagreed with the school's _____ decision to have a longer working day.
5 It's not _____ spending money on a new computer if the old one still works.
6 The Minister said the _____ for future economic recovery were good.
7 Graduates are more likely than non-graduates to find _____ in the future.

Look at the phrases made with the word job and use them to replace the underlined parts of the sentences

- 1 Your possibility of getting a job in future will be better if you choose technical subjects. _____
2 The problem is that I have no guarantee that my work will continue _____
3 He refused to do it because it wasn't part of his list of duties involved in his job. _____
4 It's important to know how to write a good letter or form to try and get a job. _____
5 For her, feeling happy about what she does is more important than a high salary. _____
6 Because of economic problems, there aren't as many chances to get work. _____



Look at the example. Then complete the sentences with a word and preposition from the boxes.

Nouns / verbs / adjectives

protect expert ~~aware~~ satisfied
choose suitable

Prepositions

in for from with between of

- 1 The careers adviser can make students _____ job opportunities.
2 This job isn't really _____ older people.

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- 3 They have to wear special clothes to _____ them _____ injury.
- 4 You may have to _____ job satisfaction and a high salary.
- 5 He isn't _____ his present job so he wants to apply for another.
- 6 The school brought in an _____ careers advice.

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PUPIL'S BOOK (Unit 8) In business

Find words highlighted in unit 8 that have these meanings.

- 1 send to other places _____
- 2 try _____
- 3 relating to pictures _____
- 4 part of a country's economy _____
- 5 at the moment _____
- 6 event that made a big difference _____
- 7 profits _____
- 8 not having (enough) _____
- 9 concerned with helping people _____
- 10 managing _____

Use the words to complete the sentences below.

- 1 After months of trying to find a solution, they finally made a _____.
- 2 A good transport system is needed to _____ products around the country.
- 3 He made a lot of mistakes because of his _____ of experience.
- 4 Several _____ organisations have sent medical supplies to the area.
- 5 The country's financial _____ has done better than other areas of the economy.
- 6 _____ explanations are easier to understand than written words.
- 7 ICT start-ups are _____ growing faster than any other kind of company.
- 8 The _____ on this kind of investment are quite low at the moment.
- 9 Don't forget that _____ your own company is hard work.
- 10 It was a good _____, but it didn't quite succeed.

Look at the different uses of the word market and complete the definitions.

- 1 You need to do _____ to find out if people will buy your product.
- 2 _____ is a way of letting people know about your product.
- 3 People buy and sell national currencies on the _____.
- 4 Your _____ tells you how much of the market you have compared with your competitors.
- 5 The _____ of a product is how much you can sell it for.
- 6 A product described as _____ is a more expensive luxury item.



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Match the phrasal verbs with their meanings. Then join them into one-word nouns and use them to complete the sentences below.

PHRASAL VERBS	MEANING
1 take over 2 cut back 3 break down 4 take off 5 hand over 6 stand by	a leave the ground b stop working properly c be ready if needed d reduce spending e get control f give responsibility to someone else

- We were spending too much so we've had to introduce some _____s.
- The _____ period between the old manager and the new one was a difficult time.
- There was a misunderstanding because of a _____ in communications.
- Please fasten your seat belt during _____ and landing.
- If this printer doesn't work, there's another one on _____.
- We need to stop this _____ of our business by a larger company.

match the phrases 1–4 with their meanings.

PREPOSITION + NOUN PHRASE	MEANING
1 in business 2 on business 3 in time 4 on time	a for business reasons b with enough time, not missing something c at the right time d working in the business field

Replace the underlined parts of the sentences with a phrase made from in or on + a word in the box.

Sale advance writing danger receipt debt

- You can pay for the goods when you get them. You don't need to pay before. _____
- Borrowing can be a problem. You don't want to find yourself owing people money. _____
- The company is in the risky situation of having to close. _____
- The new product will be available to buy from next month. _____
- You have to apply for this job with a letter, not by phone or email. _____

Complete the sentences with a word or phrase in the box.

Marketing market research upmarket

- He filled his house with expensive, _____ furniture.
- The company has a large department _____, with over 20 people working in it.
- It's important to do lots of _____ to see who might buy the new product.

Complete the sentences with a phrase made from in or on + a word in the box.

business advance writing time (x2) debt

- We bought tickets _____ in case there weren't any left on the day.
- I'm sorry, but the manager is away _____ until next Thursday.
- I hope we get there _____ to see the beginning of the film.
- He borrowed a lot of money and now he's _____.

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5 I can't agree to this on the phone; I need to see it _____ .

6 She's always _____ , never late even by a minute.

Match words 1–6 with a–f in the box to make noun phrases. Then use the phrases to replace the words in brackets.

1 There was a problem with the plane just after _____ (leaving the ground).

2 Sorry we're late, but we had a _____ (problem with the car's engine).

3 There's been a _____ (reduction) in government spending this year.

4 Some jobs were lost after the _____ (getting control) by the other company.

5 After months of work, the police had a _____ (sudden solution to the problem).

6 We need to have another plan as a (second possibility) _____ in case of problems.

1 break	a down
2 take	b over
3 break	c by
4 cut	d off
5 stand	e back
6 take	f through

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