

PUPIL'S BOOK (Unit 1) A new start

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

- 1 not compulsory optional
- 2 with similar attitudes like-minded
- 3 take part (in) participate (in)
- 4 area of interest field
- 5 able to be seen on show

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

- 1 There are lots of good paintings on show at the museum this week.
- 2 I don't know much about biology. It's not really my field.
- 3 This part of the form is optional. You don't have to fill it in.
- 4 Luckily, I live in a shared house with like-minded people.
- 5 Unfortunately, his English isn't good enough to participate 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. set
- 2 We often get bored with the same everyday things we do regularly. routines
- 3 I know a lot about the subject, so I'm quite sure that I'll succeed. confident
- 4 I'm not sure why she feels tired, but I think stress may be a part of the reason. factor
- 5 She isn't a great singer yet, but she has great possibilities for the future. potential
- 6 He's very good at making artistic things. Apart from writing poetry and songs, he paints wonderful pictures. creative
- 7 With its wheels in the soft ground, the car was completely unable to move. stuck
- 8 I'm sure he isn't really ill. I think it's just an untrue reason for not working hard. excuse

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.
on the market
- 2 She's starting to notice the impact of things that she says and does on other people. becoming aware of
- 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.
Exam revision have the highest priority
- 4 If you're finding a job difficult, it's important that you don't give up. persevere
- 5 There's no purpose in trying to open the door. It's locked. point
- 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. on demand reward

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 **impatient** , I'll be **finished** soon.
- 2 We all make **mistakes** sometimes, so it's **inevitable** that you will too.
- 3 There are some **problems** with this idea. I'm not really **convinced** it will work.
- 4 He was **disappointed** 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 **fees** .
- 6 The form asks for a lot of **personal** **details** like age and nationality.
- 7 Students have more money worries **nowadays** 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 **arrival** **at the hotel**, please go to the reception desk .
- 2 Police officers only have to **wear uniforms** when they're on **duty** .
- 3 The **book** you need is on **order** and will probably be here next week .
- 4 This isn't a **holiday**. We're here on **business** .
- 5 He hates people being **late**, so make sure you're on **time** .
- 6 He stopped to buy a newspaper on **the way** **home** .
- 7 I don't believe it was an **accident**. I think he did it on **purpose** .
- 8 We will be pleased to **send** you more details on **request** .

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 **kept in touch** with his family **by email**.
- 2 Instead of stopping for a coffee, I went **straight** **home**.
- 3 I **remember** she **mentioned** 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 **bald** .
- 5 I've **no idea** who he was. He was just a **stranger** .
- 6 While I was **patting** 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 **colleague** .
- 8 It's hard to speak another language without making a **single** **error** .

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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 **turned out** 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 **put** him **up** 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 **catch up** 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. **run into**
- She has a lot of things that she knows about this subject because she's studied it for years. **knowledge**
- Most people are not willing to answer questions about their age. **reluctant**
- Of the two pieces of advice I've just given, the last one I mentioned is more important. **the latter**
- He didn't expect to find his friend's name by chance in the newspaper. **come across**

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 **misbehave** in class.
- Please keep phone conversations quiet to **avoid disturbing** your **co-workers**.
- Students sometimes **misuse** **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 **co-writers**.
- I thought he said** he was from Australia, but I think I **misheard** because he's actually Austrian.
- Co-operation** often gets better results than everyone working alone to solve a problem.
- He flew the **plane** alone, without a **co-pilot**.
- Information in adverts isn't usually **untrue**, but it can **mislead** **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 **addicted** to something, you **can't stop** yourself from doing it.
- A **potential** problem isn't a problem yet, but might become one in **the future**.
- If things **vary**, they are **different** in different situations.
- If an action or idea is **justified**, it is the **correct** thing to do or believe.
- A feeling of **panic** happens when we stop thinking properly because we are **frightened**.
- Fear** is what you feel when you are **afraid**.
- If you are **capable** 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 restrictions on how many books you can borrow from the library.
- 2 Most companies are motivated by the need to make a profit.
- 3 A government's first duty is to protect its citizens.
- 4 During our train journey we crossed four international borders.
- 5 There is a trend towards smaller and smaller telephones.
- 6 I think there's a problem with the phone network because I can't make any calls.
- 7 The capital city is a hub for road and rail travel to the rest of the country.
- 8 He lives in a remote 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. the nature of
- 2 Some people say that they are your friends, but aren't really friends at all. claim
- 3 He's just pretending to be friendly. His feelings aren't real. genuine
- 4 150 is considered to be the largest number of friends most people can have. regarded as
- 5 All my friends are approximately the same age. roughly
- 6 It was a long journey because we had to get to London by going through Paris. via
- 7 There is no way to be sure that what he says is true. guarantee
- 8 My brother and I have a lot of ideas and opinions that we share. in common
- 9 We didn't plan or arrange to arrive at the same time. happened to

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 in confidence, so don't tell anyone.
- 2 My initial idea was that he wasn't very nice, but now I know him better.
- 3 It's not polite to boast about how clever or rich you are.
- 4 He seems to change between two extremes: 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 impress them.
- 6 I'm not inflexible. If anyone has a better plan, I'll listen to it.
- 7 She's not a close friend of mine, just an acquaintance.
- 8 Reading stories to children helps to create a lasting 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 **employment**
- 2 from beginning to end of **throughout**
- 3 giving good value **worth**
- 4 different parts working together **co-ordinated**
- 5 possibilities for the future **prospects**
- 6 causing a lot of argument **controversial**
- 7 ignore, not pay attention to **neglect**

Use the words to complete the sentences below.

- 1 It's good to have an interesting hobby, but **don't neglect** your studies.
- 2 Learning is something that should **continue throughout** your **life**.
- 3 He has lots of different ideas about what to do, but no **co-ordinated plan**.
- 4 A lot of students and teachers disagreed with the school's **controversial decision** to have a longer working day.
- 5 It's not **worth spending money** on a new computer if the old one still works.
- 6 The Minister said the **prospects for future** economic recovery were good.
- 7 **Graduates** are more likely than non-graduates to find **employment** 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. **job prospects**
- 2 The problem is that I have no guarantee that my work will continue **job security**
- 3 He refused to do it because it wasn't part of his list of duties involved in his job. **job description**
- 4 It's important to know how to write a good letter or form to try and get a job. **job application**
- 5 For her, feeling happy about what she does is more important than a high salary. **job satisfaction**
- 6 Because of economic problems, there aren't as many chances to get work. **job opportunities**



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 **aware of** job opportunities.
- 2 This job isn't really **suitable for** **older people**.

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

PUPIL'S BOOK (Unit 8) In business

Find words highlighted in unit 8 that have these meanings.

- 1 send to other places **distribute**
- 2 try **attempt**
- 3 relating to pictures **graphic**
- 4 part of a country's economy **sector**
- 5 at the moment **currently**
- 6 event that made a big difference **breakthrough**
- 7 profits **returns**
- 8 not having (enough) **lack**
- 9 concerned with helping people **humanitarian**
- 10 managing **running**

Use the words to complete the sentences below.

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

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

- 1 You need to do **market research** to find out if people will buy your product.
- 2 **Marketing** is a way of letting people know about your product.
- 3 People buy and sell national currencies on the **financial markets**.
- 4 Your **market share** tells you how much of the market you have compared with your competitors.
- 5 The **market value** of a product is how much you can sell it for.
- 6 A product described as **upmarket** 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	a leave the ground
2 cut back	b stop working properly
3 break down	c be ready if needed
4 take off	d reduce spending
5 hand over	e get control
6 stand by	f give responsibility to someone else

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

match the phrases 1–4 with their meanings.

PREPOSITION + NOUN PHRASE	MEANING
1 in business	a for business reasons
2 on business	b with enough time, not missing something
3 in time	c at the right time
4 on 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. **on receipt** **in advance**
- Borrowing can be a problem. You don't want to find yourself owing people money. **in debt**
- The company is in the risky situation of having to close. **in danger**
- The new product will be available to buy from next month. **on sale**
- You have to apply for this job with a letter, not by phone or email. **in writing**

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

Marketing market research upmarket

- He filled his house with **expensive**, **upmarket** furniture.
- The company has a large **department** **Marketing**, with over 20 people working in it.
- It's important to do lots of **market research** 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 advanced** in case there weren't any left on the day.
- I'm sorry, but the manager is **away** **on business** until next Thursday.
- I hope we get there **in time** **to** see the beginning of the film.
- He **borrowed** a lot of **money** and now he's **in debt**.

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

6 She's always **on time** _____ , **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 **take-off** _____ (leaving the ground).

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

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

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

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

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

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

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