

# Language Summary 6



DVD-ROM 6

## VOCABULARY

### 6.1 Phrases with *take* 6A 1 p48

**take responsibility for sth** say that you are responsible for something that has happened: *I take full responsibility for the accident.*

**take sb for granted** expect that somebody will always be there and never show them any special attention or care: *My children take me for granted – I never get a word of thanks.*

**take sth out on sb** make someone suffer because you are tired or angry: *Just because you're angry with your boss, don't take it out on me.*

**take sth at face value** accept something for what it appears to be rather than studying it more closely: *I took the offer at face value without checking the details.*

**take the time to do sth** spend enough time to do something well or carefully: *She took the time to talk to everyone in the room.*

**take an interest in** show an interest in something or someone: *She took an interest in his work.*

**take notice of sb/sth** pay attention to somebody or something and let them influence you (usually used in the negative with *any*, *no*, etc.): *I asked him to be quiet, but he didn't take any notice.*

**take sides** support one person or group against another in an argument: *My mother never takes sides when my brother and I argue.*

**take advantage** /əd'vɑ:ntɪdʒ/ **of sb** treat somebody badly or unfairly in order to get something from them: *Joe always uses your car – I think he's taking advantage of you.*

**take sth/sb seriously** consider a person or a situation important: *Don't take what he said too seriously.*

**not take no for an answer** not allow someone to refuse what you have offered: *It's clear she doesn't want to go out with him, but he just won't take no for an answer.*

#### TIP

- We can also *take something for granted*: *In this country we take clean water for granted.*

### 6.2 Compound adjectives describing character 6B 1 p50

**Strong-willed** people are determined to behave in a particular way, even if other people disagree with them. (P = positive)

**Self-conscious** /ˌself'kɒnʃəs/ people are shy and easily embarrassed because they think that everybody is looking at them and judging them. (N = negative)

**Laid-back** people are relaxed and appear not to be worried about anything. (P)

**Open-minded** people are happy to accept ideas and ways of life that are different from their own. (P)

**Self-centred** people are only interested in themselves and their own activities. (N)

**Narrow-minded** people don't want to accept new ideas or opinions that are different from their own. (N)

**Easy-going** people aren't easily upset, worried or annoyed by problems or other people's actions. (P)

**Big-headed** people think they are more important or cleverer than they really are. (N)

**Bad-tempered** people are often annoyed, angry or impatient. (N)

**Absent-minded** people tend to forget things. (N)

**Level-headed** people are calm and able to make sensible decisions in difficult situations. (P)

**Self-assured** people have confidence in their own abilities. (P)

#### TIP

- Notice these opposites: *strong-willed* ≠ *weak-willed*; *narrow-minded* ≠ *open-minded*; *bad-tempered* ≠ *good-tempered* (or *even-tempered*).

### 6.3 Back referencing 6C 3 p53

- When we speak or write, we often use words like *them*, *where*, *one*, etc. to refer back to people, places or things that we have mentioned earlier.
- Look at the article 'You're labelled!' on p52. Notice what words/phrases 1–20 refer to.

- 1 the first → designer
- 2 that → clothes
- 3 this → sewing labels in clothes
- 4 Before then → the late 19<sup>th</sup> century
- 5 whose → anonymous dressmakers
- 6 where → France
- 7 those → designers
- 8 their → international high street shops
- 9 Some → people
- 10 there → outside H&M, London
- 11 at the time → when people were camping
- 12 It → an article in *The Economist*
- 13 which → research from Tilburg University
- 14 such → labelled clothes
- 15 another → polo shirt
- 16 the third → polo shirt
- 17 one → video
- 18 it → shirt
- 19 their → humans
- 20 so → faking status

#### TIPS

- We use *it* to refer back to a specific thing:  
**A** *Where's my mobile phone?* **B** *Sorry, I haven't seen it.*
- We use *one* to refer back to 'one of many':  
**A** *Can I borrow your mobile phone?* **B** *Sorry, I haven't got one.*
- We often use *at that time* to refer back to a period of time:  
*I lived in Brazil in the eighties. At that time I wasn't married.*



## GRAMMAR

## 6.1 Uses of verb+ing 6A 3 p48

## We use verb+ing ...

- a after prepositions: *Before reading ...*
- b after certain verbs + object: *It's absolutely normal for commuters to spend years travelling on the same train.*
- c as part of a continuous verb form: *I was genuinely laughing out loud.*
- d after certain verbs: *We also avoid talking about money.*
- e after *despite* or *in spite of*: *Despite feeling a little defensive ...*
- f as the subject (or part of the subject) of a verb: *Talking to strangers on trains just isn't done!*
- g in reduced relative clauses: *People (who are) standing at a bus stop will often feel a need to break an uncomfortable silence by ...*
- h as an adjective: *I read this highly entertaining book.*

## TIPS

- We often use verb+ing after these verbs + object – *hear, see, watch, feel, imagine, stop, love, like, don't mind, dislike, hate*: *I often hear her **playing** the piano.*
- We can also use verb+ing as a noun: *I usually do the **cooking** and my husband does the **cleaning**.*
- We also use verb+ing after these fixed phrases: *There's no point (in) ... ; It's a waste of time ... ; It's (not) worth ... ; It's no use ... ; There's no point in telling her. She'll just get upset.*

## 6.2 Modal verbs (1); levels of certainty about the future 6B 5 p51

## MODAL VERBS

- We often use *'ll* (= will) and *won't* to show the speaker feels certain about this: *It'll cheer the patients up. He **won't** like it.*
- We often use *might*, *could* and *may* to show the speaker thinks this is possible: *I **might** go for something boring like yours. You **could** go back to blonde. He **may** like it.*

## LEVELS OF CERTAINTY ABOUT THE FUTURE

- We use these phrases when we think something will definitely happen:
  - be bound to do sth**: *I'm bound to be a bit nervous when I get there.*
  - be sure to do sth**: *You're sure to make a memorable impression on them.*
- We use these phrases when we think something will probably happen:
  - be likely to do sth**: *He's likely to have something to say about my hair.*
  - may well do sth**: *He may well have to let her.*
  - I daresay**: *I daresay I'll go for something less bright.*
- We use these phrases to say that we think something probably won't happen:
  - be unlikely to do sth**: *He's unlikely to find someone to replace her.*
  - I don't suppose**: *I don't suppose Beatrice will care what Laurie thinks.*
  - I doubt if**: *I doubt if he'll let her work in reception looking like that.*
  - I shouldn't think**: *I shouldn't think he'll care.*
- We use this phrase when we think something definitely won't happen:
  - I can't imagine**: *I can't imagine Laurie will approve.*

+ infinitive	+ subject + will + infinitive
be bound to	I daresay
be sure to	I don't suppose
be likely to	I doubt if
may well	I shouldn't think
be unlikely to	I can't imagine

## TIPS

- We can also use these phrases to talk about present situations or states: *He's bound to be home by now. She's unlikely to be awake at this time. I don't suppose you know where my wallet is.*
- We can also say *I'm sure (that) + clause*: *I'm sure (that) he'll be here on time.*

## REAL WORLD

## 6.1 Polite interruptions 6D 2 p54

## ASKING FOR PERMISSION TO INTERRUPT

Sorry to bother you, but have you got a minute?  
 Is this a good time?  
 Sorry to disturb you.  
 I was wondering if I could see you for a moment.  
 Are you busy?  
 Can I have a word?

## REFUSING PERMISSION TO INTERRUPT

Sorry (Tina), this isn't a good time.  
 I'm really up against it at the moment.  
 I'm afraid I'm a bit tied up just now.  
 I'm rather pushed for time right now.  
 I'm really rather busy right now.

## TIPS

- If we are refused permission, we often say:  
***Don't worry**, it's not important/it can wait/it's not urgent/I'll catch you later/some other time.*  
***When would be** a good time/a better time/more convenient?*
- When we want to give permission to the person interrupting us, we often say: *Yes, of course. What can I do for you? How can I help? What's the problem? or What's up? (informal).*

I was wondering if I could see you for a moment.



Sorry, this isn't a good time.

Don't worry, it can wait.



# Language Summary 7



DVD-ROM 7

## VOCABULARY

### 7.1 State verbs 7A 1 p56

**suit** acceptable for a particular person or situation: *We have holidays to suit everyone.*

**respect** have a good opinion of somebody because of their character or their ideas: *I respect my boss because he's very honest.*

**envy** /'envi/ wish that you had somebody else's abilities, lifestyle, possessions, etc.: *I envy people who can make friends easily.*

**involve** include someone or something in something: *My job involves visiting customers abroad.*

**seem** appear to be true: *Jim seems to be enjoying the party.*

**trust** believe that somebody is honest and will not cheat you or harm you: *I trust my daughter completely.*

**doubt (that)** /daʊt/ think that something may not be true: *I doubt I'll ever see him again.*

**recognise** know somebody or something because you have seen or heard them before: *I hadn't seen Louise for 20 years, but we recognised each other immediately.*

**deserve** have earned something because of your good or bad actions or behaviour: *After all that hard work, you deserve a holiday.*

**suspect** think or believe that something is true or probable: *We suspected that an employee was stealing from the company.*

**realise** understand a situation, sometimes suddenly: *He realised that he'd left his wallet at home.*

#### TIPS

- *Deserve* is often followed by the infinitive with *to*: *He deserves to be promoted.*
- *Involve* is often followed by verb+ing: *My course involves doing a lot of research.*
- *Doubt* is often followed by *if/whether*: *I doubt if/whether she'll come.*
- *Respect*, *trust* and *envy* are also uncountable nouns.
- We don't usually use state verbs in continuous verb forms.

### 7.2 Business and trade 7B 6 p59

noun for a person	noun for a thing/an idea	adjective
a politician	politics	political
a capitalist	capitalism capital	capitalist
an economist	an economy	economic economical
a developer	a developer development	developed developing
an investor	(an) investment	invested
an industrialist	(an) industry	industrial industrialised
a producer	a producer a product production	productive
a manufacturer	a manufacturer	manufactured
an environmentalist	the environment	environmental
a polluter	pollution	polluted

#### TIP

- Notice the difference between *economic* and *economical*: *Government ministers met yesterday to discuss economic policy.* (= relating to the economy of a country). *This car is very economical.* (= saves you money).

### 7.3 Word building (2): prefixes

#### 7C 3 p61

prefix	meaning	examples
pro-	for	pro-democracy, pro-war, pro-government
anti-	against	anti-nuclear, anti-war, anti-government
pre-	before	preview, pre-war
post-	after	postgraduate, post-war
under-	not enough	undervalued, underqualified, underrated
over-	too much	overestimate, overqualified, overrated
multi-	many	multinational, multicultural, multimillionaire
re-	do something again	redefined, recalculate, redecorate, rebuild
mis-	do something incorrectly	misused, miscalculate, misunderstand
ex-	used to be	ex-vice-president, ex-wife, ex-colleague, ex-smoker
self-	of/by yourself	self-reliant, self-defence, self-discipline
non-	not	non-scientific(ally), non-stop, non-smoker

#### TIP

- We always use hyphens with *pro-*, *anti-*, *ex-*, *self-* and *non-*. With the other prefixes, it depends on the word.



multimillionaire



rebuild



miscalculate



non-smoker



## VOCABULARY

## 7.4 On the phone 7D 1 p62

**a (mobile phone) contract** a written agreement between a mobile phone company and a customer

**pay-as-you-go** a system where you pay money in advance to your mobile phone company, which is then used to pay for each call you make

**run out of credit** use all the money you have on your pay-as-you-go mobile phone so that you can't make any more calls

**a (mobile phone) network** a system of phone lines or electronic signals that are connected together

**get cut off** when you lose the connection with the other person during a phone conversation

**reception** the quality of phone signals that you receive

**a ringtone** the sound or short piece of music that your mobile phone makes or plays when somebody calls you

**voicemail** an electronic telephone answering system used by companies and mobile phone users

**an answerphone** a machine in your home that records phone messages

**a payphone** a public telephone

**a landline** a phone line that you have in your home

**a smart phone** a more advanced mobile phone which works like a mini-computer

**a touch screen phone** a phone with a screen you touch to tell the phone's computer what you want to do

**predictive text** when words are suggested automatically by your mobile phone while you are writing a text message on it

**a feature** a typical quality or important part of something

## TIP

- We can say *reception* or *signal*: *The reception/signal isn't very good here. I can't get any reception/signal.*

## GRAMMAR

## 7.1 Simple and continuous aspects; activity and state verbs 7A 5 p57

## SIMPLE AND CONTINUOUS ASPECTS

- We use **simple** verb forms to describe something that is:  
repeated: *I usually **find** somewhere quiet and just read.*  
completed: *I've also **called** my parents to say goodbye.*  
permanent: *Luckily I only **live** ten minutes away.*
- We use **continuous** verb forms to describe something that is:  
in progress at a specific point in time: *Once I got so **involved** in the book I **was reading** that I missed my plane.*  
unfinished: *I've **been sitting** here for nearly five hours.*  
temporary: *I'm **doing** a part-time business management course at the moment.*

## ACTIVITY AND STATE VERBS

- **Activity verbs** talk about activities and actions. Typical activity verbs are: *play, fly, travel, listen, run, work, sit, study* and *wait*.

- We can use activity verbs in both simple and continuous verb forms: *I **play** tennis every weekend. Carla's **playing** tennis at the moment.*
- State verbs talk about states, feelings and opinions. We don't usually use these verbs in continuous verb forms: *I want a new car. not ~~I'm wanting a new car.~~*
- Common state verbs:

'be and have' verbs	be have (got) own belong possess exist
'think and know' verbs	think know believe understand remember forget mean recognise suspect realise doubt imagine suppose
'like and hate' verbs	like hate love dislike prefer want adore detest wish
other verbs	hear seem need agree hope weigh contain suit fit respect cost smell consist of deserve involve trust envy include

## VERBS WITH TWO MEANINGS

- Some verbs, such as *see, have, think* and *be*, can describe activities and states, but the meaning changes. Look at the different meanings of the verbs in these examples:  
(**pink** = activity, **blue** = state)  
*I'm supposed to **be seeing** (= meeting) my first client at 11 a.m., but I **see** (= with my eyes) the flight's been delayed.*  
*I **have** (= possess) three kids and I never get time to shop for myself, so I'm **having** (= experiencing) a great time today.*  
*I'm also **thinking of** (= considering) buying a camera, but I **think** (= have an opinion) they might be cheaper online.*  
*My youngest **is** (= permanent characteristic) usually very good, but he's **being** (= behaving) very difficult today.*

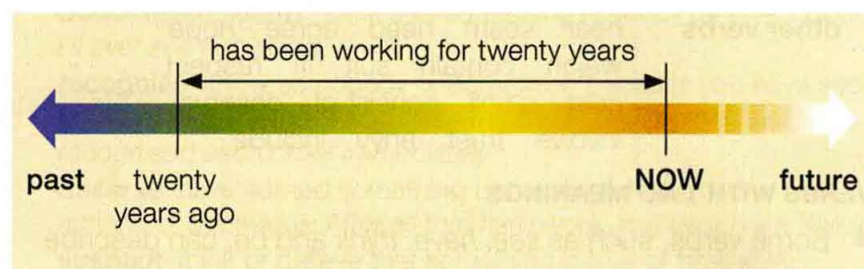
## 7.2 Present Perfect Simple and Present Perfect Continuous 7B 3 p59

- We use the **Present Perfect** to talk about things that connect the past and the present.
- We often use the **Present Perfect Simple**:
  - for states that started in the past and continue in the present: *Even Chinese people I've **known** for years are amazed at how fast things have changed.*
  - for experiences in our lives up to now: *I've **visited** many modern cities.*
  - for completed actions that happened recently, but we don't say exactly when: *I've just **got back** from my bike ride and I'm in my hotel room.*
  - with superlatives: *Shanghai is one of the most spectacular cities I've ever **seen** in my life.*
  - to talk about change: *The city authorities **have become** more and more concerned about pollution.*



## GRAMMAR

- We often use the **Present Perfect Continuous**:
  - a for longer actions that started in the past and continue in the present: *Liu Zhang **has been working** in Shanghai for twenty years.*
  - b for longer actions that have recently finished, but have a result in the present: *Today **I've been cycling** around the Pudong area of the city, and I'm both exhausted and exhilarated by the experience.*
  - c for actions that happened repeatedly in the past and still happen in the present: ***I've been coming** to China for nearly 25 years.*
- Look at this sentence and the diagram: *Liu Zhang **has been working** in Shanghai for twenty years.*



- We make the **Present Perfect Simple** with:  
subject + *have/ve* or *has/s* + past participle.  
*I've known Rob for about ten years.*  
*He **hasn't called** me since Friday.*  
*What **have** you **done** today?*
- We make the **Present Perfect Continuous** with:  
subject + *have/ve* or *has/s* + *been* + verb+ing.  
*We've been living here since 2010.*  
*She **hasn't been working** very hard.*  
*Who **have** you **been talking** to?*

## SIMPLE OR CONTINUOUS?

- We often use the **Present Perfect Simple** to say that we have completed something or that something has been completed: *I've done my homework.* (the homework is finished now).
- We often use the Present Perfect Simple with verbs that describe short actions (*break, start, find, lose, buy, stop, finish*, etc.): *I've broken my glasses.* not *~~I've been breaking my glasses.~~*
- We often use the **Present Perfect Continuous** to emphasise the action we've been doing: *I've been doing my homework.* (we don't know if the homework is finished or not).
- We often use the Present Perfect Continuous with verbs that describe longer actions (*learn, study, rain, try, play, read, wait*, etc.): *I've been learning English for six years.*
- With *work* and *live*, both forms are possible: *My sister's worked/been working here for ages. She's lived/been living in London since 2011.*

## TIPS

- We often use these words with the Present Perfect Simple and Present Perfect Continuous: *for, since, just, yet, already, still, ever, never, recently, lately.*
- We also use the Present Perfect Simple with *this week/month*, etc. and *this morning/evening*, etc. if it is still that time of day.
- We can't use the Present Perfect with words/phrases that talk about a finished time period (*last year, in 1992, a week ago*, etc.).

## HOW LONG? OR HOW MANY?

- We usually use the Present Perfect Continuous to talk about how long something has been happening: *My company has been building skyscrapers here since 1993.*

To make questions for this meaning, we use *How long*:  
*How long has your company been building skyscrapers here?*

- We usually use the Present Perfect Simple to talk about how many things have been completed: *This year we've built five new apartment blocks.*

To make questions for this meaning, we use *How many* (+ noun): *How many new apartment blocks have you built this year?*

## TIP

- For state verbs we must use the Present Perfect Simple with *How long*: *How long have you had your car?* not *~~How long have you been having your car?~~*

## REAL WORLD

## 7.1 Problems on the phone 7D 3 p63

## TALKING ABOUT PHONE PROBLEMS

There's a bit of a delay on the line.  
Sorry, you're breaking up a bit.  
I didn't catch all of that.  
I'm just about to run out of credit.  
Sorry, it's a bad line.  
You'll have to speak up a bit.  
The reception isn't very good here.  
Sorry, I didn't get any of that.  
I keep losing you.  
Sorry, we got cut off.  
I think my phone's about to die.

## ASKING PEOPLE TO CALL YOU BACK

Shall I call you back on (the hotel's) landline?  
Would you like me to phone you back?  
Do you want me to give you a ring later?

## TIP

- *Break up* = lose part of the signal; *speak up* = speak louder.



# Language Summary 8



DVD-ROM 8

## VOCABULARY

### 8.1 Dealing with money

8A 1 p64

invest money in something	≠	spend money on something
be in credit	≠	be overdrawn
get into debt	≠	get out of debt
buy/get something on credit	≠	pay cash for something
get a loan	≠	repay a loan
have a good credit rating	≠	have a bad credit rating
get a high interest rate	≠	get a low interest rate
have a current account	≠	have a savings account
be well off	≠	be short (of money)
take/get money out of an account	≠	put money into an account

**invest (money) in sth** put money in a bank account, business, etc. in order to make more money

**be in credit** have money in your bank account

**be overdrawn** /əʊvə'drɔ:n/ when you have spent more money than is in your bank account

**debt** /det/ money which is owed to another person or organisation

**buy/get sth on credit** a way of buying something now and paying for it in the future

**a loan** /ləʊn/ an amount of money that is borrowed, often from a bank, which must be paid back in the future

**a credit rating** a measure of somebody's ability to pay back money, based on their financial history

**an interest rate** the amount of money charged by a bank, credit card company, etc. for borrowing money, or the amount of money you earn when you keep your money in a bank account

**a current account** a bank account that you can get money from at any time

**a savings account** a bank account which earns a good rate of interest

**well off** having a lot of money

#### TIPS

• We can also say *be in debt*: *Lorna's terrible with money – she's always in debt.*

• In more formal situations we often use *withdraw money* (= take money out of your account) and *deposit money* (= put money into your account): *I'd like to withdraw £100. I deposited £100 into your account yesterday.*

### 8.2 Phrasal verbs (3): money 8B 1 p66

**pay sb/sth back** or **pay back sb/sth** pay somebody the money that you owe them: *Can I borrow £10? I'll pay you/it back tomorrow.*

**pay sth off** or **pay off sth** pay back money that you owe on a loan, etc.: *I've finally paid off my student loan.*

**a mortgage** /'mɔ:ɡɪdʒ/ the amount of money you borrow from a bank or a similar organisation in order to buy a house: *We've got a £250,000 mortgage.*

**take sth out** or **take out sth** arrange to get a loan, mortgage, etc. from a bank or other financial company: *We took out a loan to buy a car.*

**go down** become lower in price, value, amount, etc.: *Prices have gone down.*

**come to sth** be a total amount when some numbers are added together: *The house repairs came to about £1,000.*

**put sth down (on sth)** or **put down sth (on sth)** pay part of the cost of something and promise to pay the rest later: *I've put £10,000 down on a new flat.*

**a deposit** an amount of money that is given in advance as part of a total payment for something: *I'll leave a £500 deposit and pay the rest next week.*

**come into sth** receive money or property from a relative who has died: *Rosie came into a lot of money when her aunt died.*

**take sth off** or **take off sth** reduce the price of something by a particular amount: *The shop took £50 off the table because it was damaged.*

**save up (for sth)** keep money so that you can buy something in the future: *She's saving up for a new bike.*

**rip sb off** or **rip off sb** cheat somebody by making them pay too much money for something: *£8 for an ice cream? He's ripping people off.*

#### TIP

- *Rip somebody off* is an informal verb. The noun is a *rip-off*.



save up for something



rip somebody off

### 8.3 Synonyms 8C 3 p68

- We often use synonyms to avoid repeating words or phrases when we are speaking or writing.

work out	figure out	simple	straightforward
exact	precise	especially	particularly
problem	dilemma	usually	generally
appropriate	acceptable	normal	customary
compulsory	obligatory	strange	odd
certainly	definitely	watch	observe
insulted	offended	extra	additional
chase	pursue	differ	vary
discover	find out	difficult	complicated
simply	just	for example	such as



## GRAMMAR

8.1 Wishes (1); *I hope ...* ; *It's time ...* 8A 4 p64

## WISHES IN THE PRESENT

- We often use ***I wish ...*** to talk about imaginary situations in the present or the future. This is often used to talk about the opposite to what is true or real: *I wish I had my own car.* (I don't have my own car, but I would like to).
- We use ***wish + Past Simple*** to make wishes about states:  
*I wish I knew where she was.*
- We use ***wish + Past Continuous*** to make wishes about actions in progress now or to refer to a future event:  
*I really wish you were coming to the gig.* (= the gig is in the future).  
*I wish it weren't raining.* (= it's raining now).
- We use ***wish + could + infinitive*** to make wishes about abilities or possibilities: *I just wish we could get a recording contract.*
- We use ***wish + would + infinitive*** to make wishes about things other people, organisations, etc. do that we would like to change. This is often used to show annoyance or impatience about things that are outside our control: *I wish you'd stop talking about that accident.*
- We can't use ***wish + would + infinitive*** to talk about ourselves:  
*I wish I had a job.* not *I wish I would have a job.*

## TIPS

- We can say *I wish ...* or *If only ...* : *I wish we could get a recording contract.* = *If only we could get a recording contract.*
- We often use the second conditional to give reasons for wishes:  
*If I didn't have to go to work, I'd help you.* (see **GRAMMAR 3.1**)
- We can say *I wish I/he/she/it was ...* or *I wish I/he/she/it were ...* : *I wish I was/were a few years younger.*

## I HOPE ...

- We use ***I hope ...*** to talk about things that we want to happen in the future: *I hope she comes home.*
- *I hope ...* is followed by a clause (subject + verb + ...):  
*I hope they enjoy themselves.*
- Compare these sentences:  
***I hope*** *she comes home.* The speaker thinks she might come home. This is a real possibility.  
***I wish*** *she'd come home.* The speaker doesn't think she will come home. This is an imaginary situation.

## TIPS

- *I hope ...* is often followed by *will + infinitive*: *I hope he'll understand.*
- We also use *I hope ...* to talk about the past: *I hope you didn't tell Terry what happened.*

## IT'S TIME ...

- We often use ***It's (about) time + subject + Past Simple*** when we are being critical or we want to show that we are annoyed or frustrated that something hasn't happened yet: *It's time you learnt how to cook for yourself, Dad.*  
We use *about* to add emphasis: *It's about time you stood on your own two feet.*
- We use ***It's time + infinitive with to*** to say that something should happen now: *It's time to go.*

8.2 Wishes (2); *should have* 8B 5 p67

- We often use ***wish + Past Perfect Simple*** to make wishes about the past. These wishes are used to express regret and are often the opposite of what really happened: *I wish I hadn't taken five at the same time.* (Anna took five dogs out and they fought. She regrets it now.)
- We can also use ***should/shouldn't have + past participle*** to talk about regrets in the past:  
*I shouldn't have worried about anything.* (Lucy did worry. She regrets that.)

## TIPS

- We can also use the third conditional for regrets: *If I'd known about this before, I'd have done it years ago.* (see **GRAMMAR 3.2**)
- We can use *I wish ...* or *If only ...* to make wishes about the past: *I wish I'd been there.* = *If only I'd been there.*

## REAL WORLD

## 8.1 Apologising 8D 3 p70

## APOLOGISING

I'm sorry that this is such short notice.  
I'm really sorry. I'm afraid (I forgot to collect your dry cleaning).  
I'm sorry about (last Saturday).  
I'm sorry for (not being more sympathetic).

## GIVING REASONS FOR YOUR ACTIONS OR BEING SELF-CRITICAL

I didn't realise (it was today).  
I had no idea (the other actor would be this late).  
I thought (you knew each other) for some reason.  
I didn't mean to (hit you).  
I shouldn't have (lost my temper).  
I can't believe (I shouted at you).

## RESPONDING TO AN APOLOGY

Don't worry about it.  
No need to apologise.  
Oh, that's alright.  
Never mind.  
It doesn't matter.  
Forget about it.

- After *I'm sorry (that)* we use a clause.
- After *I'm sorry about* we usually use a noun.
- After *I'm sorry for* we usually use verb+ing.

## TIP

- Notice the difference between *I didn't mean it.* (I didn't mean something that I said) and *I didn't mean to.* (I didn't mean to do something that I did).



# Language Summary 9



## VOCABULARY

### 9.1 The cinema 9A 1 p72

**release** make available for people to see or buy: *The film was released in the US months before it was released in the UK.*

**a critic** a type of journalist who gives his/her opinion about something, particularly films, books, plays, etc.: *My brother's the theatre critic for 'The Times'.*

**a rave review** an article in a newspaper, magazine or online written by a critic who thinks a new film, book, play, etc. is excellent: *Her latest film got rave reviews.*

**subtitled** /'sʌb.tɪtaɪld/ when a film or a TV programme has a printed translation of what the actors are saying at the bottom of the screen: *Most foreign films in the UK are subtitled.*

**dubbed** /dʌbd/ when the voices you hear in a film or TV programme are actors speaking in a different language, not the original actors: *Most American TV programmes in my country are dubbed.*

**a remake** a film that has the same story, and often the same title, as one that was made earlier: *Have you seen the remake of Hitchcock's 'Psycho'?*

**a sequel** /'si:kwəl/ a film, book, etc. that continues the story of an earlier one: *'Godfather II' is probably the greatest sequel ever made.*

**be set in** take place in a particular place or period of time: *The film is set in New York in the 1930s.*

**special effects** pieces of action in a film, TV programme, etc. that are created by using special equipment or on a computer: *'Avatar' has the most amazing special effects I've ever seen.*

**a cast** all the actors and actresses in a film, play or TV programme: *The new Kathryn Bigelow film has a fantastic cast.*

**a plot** the story of a film, book, play, etc.: *The plot was great but the acting wasn't very good.*

**a trailer** a short extract from a film, TV programme etc. which is used as an advert for that film, TV programme etc.: *I saw the trailer for Penélope Cruz's latest film. It looked good.*

**shoot (a film or TV programme)** use a camera to record a film or take a photograph: *'The Lord of the Rings' was shot in New Zealand.*

**a soundtrack** the recorded music from a film, which you can buy as a CD or download: *I often listen to the soundtrack of 'Mama Mia' when I'm driving.*

**a costume** a set of clothes worn by actors in a film, play, TV drama, etc.: *A friend of mine designed the costumes for that film.*

#### TIPS

- The noun for *subtitled* is *subtitles*: *Does this DVD have subtitles?*
- We can also say that a film is *dubbed* into another language: *I couldn't understand a word – the film was dubbed into Chinese.*

### 9.2 Entertainment adjectives 9B 1 p74

**far-fetched** /fɑ:'fetʃt/ extremely unlikely to be true

**predictable** happening in a way that you expect, not in an interesting or unusual way

**moving** having a strong effect on your emotions, usually so that you feel sadness or sympathy

**sentimental** dealing with emotions such as love and sadness in a way that seems exaggerated and unrealistic

**gripping** so exciting that it holds your attention completely

**memorable** likely to be remembered because it is very good, enjoyable or unusual

**overrated** thought to be better than it is (opposite: **underrated**)

**scary** /'skeəri/ frightening

**weird** /wiəd/ strange, unusual, unexpected or unnatural

**hilarious** /hɪ'leəriəs/ extremely funny

### 9.3 Homonyms 9C 6 p77

- Homonyms are words with the same spelling and pronunciation, but different meanings (*light, left, right* etc.).

**state** 1 (noun) the mental, emotional or physical condition that somebody or something is in: *He's in no state to go to work. He's very ill.* 2 (noun) a part of a country: *Which US state is Hollywood in?*

**handle** 1 (verb) deal with something: *He can handle most problems on his own.* 2 (noun) a part of an object that is used to hold, carry or move it: *I broke the handle on the window.*

**case** 1 (noun) a particular example or situation of something: *It was a typical case of food poisoning.* 2 (noun) a container for keeping things in: *Have you seen my camera case?*

**point** 1 (noun) an idea, opinion or piece of information that is said or written: *That was an interesting point John made.* 2 (noun) a particular time: *At that point I left the meeting.*

**last** 1 (adjective) to make a strong negative statement about someone or something: *He was the last person I wanted to see.* 2 (adjective) the most recent or nearest to the present: *I went to see Landy's new exhibition last week.*

**examination** 1 (noun) when somebody looks at a person or a thing carefully in order to discover something about him, her or it 2 (noun) a set of medical tests

**mind** 1 (noun) the part of a person that enables them to think 2 (verb) be unhappy, upset or annoyed if something happens

**sense** 1 (noun) a general feeling or understanding of something 2 (noun) a clear meaning that is easy to understand

**sack** 1 (noun) a large bag made of strong material 2 (verb) tell somebody to leave their job, usually because he/she has done something wrong

**change** 1 (countable noun) when something becomes different 2 (uncountable noun) money that is in coins rather than notes



## GRAMMAR

## 9.1 The passive 9A 4 p72

## PASSIVE VERB FORMS

- In a passive sentence the focus is on what happens to somebody or something rather than on who or what does the action: *In 2010 Kathryn Bigelow **was given** an Oscar for best director.*
- We often use the passive when we don't know who or what does the action: *55 Oscars **were stolen**.* (We don't know who stole them).
- To make the passive we use: subject + *be* + past participle.

passive verb form	be	past participle
Present Simple	am/are/is	held
Present Continuous	am/are/is being	shown
Past Simple	was/were	given
Past Continuous	was/were being	driven
Present Perfect Simple	have/has been	broadcast
Past Perfect Simple	had been	nominated
<i>be going to</i>	am/are/is going to be	awarded

## TIP

- In passive sentences we can use 'by + the agent' to say who or what does the action. We only include the agent when it is important or unusual information: *52 of the Oscars were found in some rubbish **by a man called Willie Fulgear**.*

## OTHER PASSIVE STRUCTURES

- After certain verbs (e.g. *enjoy*) we use *being* + past participle: *Everyone **enjoys being told** they are good at what they do.*
- After certain verbs (e.g. *want*) we use *to be* + past participle: *Most of us **want to be rewarded** in some way.*
- After prepositions we use *being* + past participle: *Every actor **dreams of being nominated** for an Oscar.*
- After *the first/second/last* (+ noun) we use *to be* + past participle: ***The first Academy Awards ceremony to be televised** was in 1953.*
- After *have to* and *used to* we use *be* + past participle: *The ceremony **had to be postponed** in 1938 because of a flood. Newspapers **used to be given** the winners' names in advance.*
- After modal verbs we use *be* + past participle: *The names **wouldn't be published** until afterwards.*

## TIP

- We can use all modal verbs (*can, must, will, could, might, etc.*) in passive verb forms: *He **can't be trusted**.*

9.2 *as, like, such as, so, such* 9B 3 p75

## AS, LIKE, SUCH AS

- We use *like* + clause to say that things happen in a similar way: *Peter Harris was great, **like** he always is.*
- We use *like* + noun (or pronoun) to say that something is similar to something else: *It really was more **like** a bad dream.*
- We use *as* + noun to say that somebody has a particular job: *I quite **like** James Pearson **as** a critic.*

- We use *such as* or *like* to introduce examples: *Critics **such as** James Pearson loved it. Even though it has actors in it **like** Peter Harris and Maddy Benson?*
- We also use *as* + noun to say what something is used for: *And they just had these boxes on the stage which were used **as** train compartments.*

## TIP

- We can also use *as* + clause to say that things happen in a similar way: *Peter Harris was great, **as** he usually is.*

## SO, SUCH

- We use *so* and *such* to give nouns, adjectives and adverbs more emphasis.
- We use *so* + adjective: *The plot was **so** far-fetched.*
- We use *such* (+ adjective) + noun: *It had **such** a good cast.*
- We use *so* + *much* or *many* + noun: *I can't understand why it's getting **so much** attention. **So many** critics loved it.*

## TIP

- With *so* and *such* we often use '(that) + clause' to say what the consequence is: *The play was so slow (that) I **actually fell asleep**.*

## REAL WORLD

## 9.1 Making and responding to suggestions 9D 3 p78

## ASKING IF THE PERSON IS FREE

Are you doing anything (this evening)?  
Have you got anything on (this Saturday)?  
What are you up to (on Sunday)?

## MAKING A SUGGESTION

I thought we could give (that new club) a try.  
I wouldn't mind (going to that). How about you?  
Do you feel like (going for an Indian meal)?  
Do you fancy (going to hear them play)?

## POLITELY REFUSING A SUGGESTION

I'm sorry, but I don't feel up to (going to a club).  
Some other time, perhaps.  
I'd rather give (that) a miss, if you don't mind.

## SAYING YOU HAVE NO PREFERENCE

I'm easy. Whatever you like.  
I really don't mind. It's up to you.  
I'm not bothered either way.  
It's all the same to me.

- *Wouldn't mind, feel like, fancy* and *feel up to* are followed by verb+ing, a noun or a pronoun: *I **wouldn't mind going** to that.*
- *I'd rather* is followed by the infinitive: *I'd rather **give** that a miss, if you don't mind.*



# Language Summary 10



DVD-ROM 10

## VOCABULARY

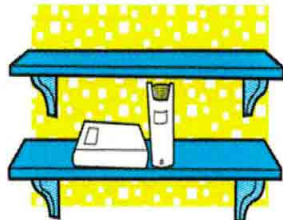
### 10.1 Household jobs 10A 1 p80



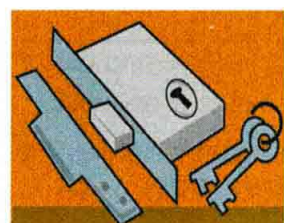
a battery



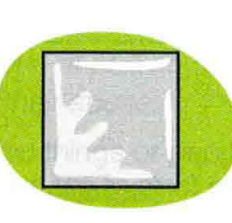
a light bulb



shelves



a lock



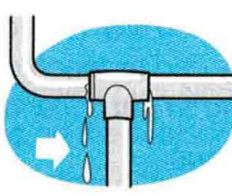
a tile



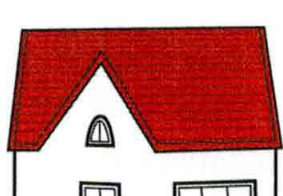
a burglar alarm



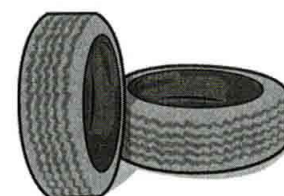
a duvet /du:vet/



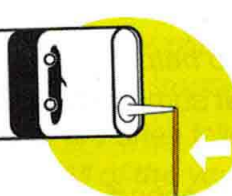
a leak



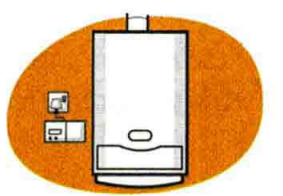
a roof



tyres /taɪəz/



oil



a boiler

**put sth up** or **put up sth** put something on a wall or build something: *I put up some new tiles in the kitchen.*

**put sth in** or **put in sth** put a piece of equipment into your home so that it is ready to use: *Bill's putting in some new lighting in the kitchen.*

**fix** repair something that is broken or not working properly: *When are you going to fix the roof?*

**decorate** make the inside of a building more attractive by painting the walls, putting up wallpaper, etc.: *I'm going to decorate the bathroom next.*

**replace** get something new to put in the place of something that has been broken, stolen, etc.: *I think it's time to replace the boiler, it's over 15 years old.*

**dry-clean** clean clothes with chemicals instead of water: *This skirt needs to be dry-cleaned.*

**service** examine a car, boiler, etc. and fix it if necessary: *My boiler is serviced every year.*

### TIPS

- The singular of *shelves* is a *shelf*.
- *Leak* is also a verb: *Oh no! The roof is leaking!*
- We can say *fix*, *repair* or *mend*: *I'll fix/repair/mend the roof.*
- **DIY** /di:ə'waɪ/ = do it yourself (making or repairing things yourself instead of buying them or paying somebody else to do them): *My husband is very good at DIY.*
- *Service* is also a noun: *When did your car last have a service?*

### 10.2 Adjectives for views and behaviour

#### 10B 1 p82

**fair** it is right to do or say something: *It's fair to say we often criticise young people.* (opposite: **unfair**)

**biased** unfairly preferring one person or group of people over another: *Many articles written about young people are extremely biased.*

**threatening** when you believe someone is going to harm you: *Public transport employees often have to deal with threatening behaviour.*

**abusive** using rude and offensive words: *They have to deal with abusive language from young people.*

**resentful** feel angry and upset because you think something is unfair: *No wonder young people feel resentful when all they get is bad press.*

**reasonable** fair and sensible: *It's reasonable to be suspicious when groups of young people gather together.* (opposite: **unreasonable**)

**disciplined** obeying rules which control your behaviour: *Young people with a very disciplined home-life are less likely to get into trouble.*

**prejudiced** /predʒʊdɪst/ having an unfair and unreasonable dislike of someone or something: *Many adults are prejudiced against young people and don't give them a chance.*

**unruly** difficult to control: *Teachers are often unable to control unruly behaviour in class.*

**objective** based on facts rather than feelings or beliefs: *The media isn't objective when it reports about the youth of today.*

### 10.3 Compound nouns and adjectives

#### 10C 2 p84

**a (nervous) breakdown** a period of mental illness: *In a crisis a woman isn't more likely to have a breakdown than a man.*

**self-obsessed** (adj) only interested in yourself and your own activities: *He's so self-obsessed, he only ever talks about himself.*

**an attention span** a period of time in which you can be interested in something: *Men generally have a shorter attention span than women.*

**good-humoured** (adj) friendly or in a good mood: *Men tend to be more good-humoured.*

**widespread** (adj) existing or happening in many places: *The widespread belief that women talk more than men is in fact true.*

**a drawback** a disadvantage or the negative part of a situation: *One of the drawbacks of working in a hotel is the unsocial hours.*

**high-powered** (adj) having a very important and powerful job: *Anne was a high-powered accountant in the city.*

**a daydream** pleasant thoughts you have when you're awake and you forget what you're doing: *Women do a lot of daydreaming.*

**downhearted** (adj) unhappy and lacking in hope, especially because of a disappointment or failure: *Women are more subject to feeling depressed and downhearted than men.*



## VOCABULARY

## TIPS

- Compound nouns are usually written as one word or two words: *a workplace, attention span*, etc.
- Compound adjectives are usually spelt with hyphens: *self-obsessed, good-humoured*, etc.

## STRESS ON COMPOUND NOUNS AND ADJECTIVES

- The stress on compound nouns is fixed. It is usually on the first word unless the compound word is an adjective + noun when it is usually on the second word: *attention span, drawback, sitting room, house hunting* but *central heating*
- The stress on compound adjectives can sometimes change, depending on whether they come before a noun or not: *He's self-obsessed. He's a very self-obsessed person. Her job is very high-powered. She's got a high-powered job in the city.*

## GRAMMAR

### 10.1 have/get something done, get somebody to do something, do something yourself 10A 4 p81

## HAVE/GET SOMETHING DONE

- We use **have/get something done** when we pay somebody else to do a job: *We usually **have** the decorating done professionally. I still **get** my car serviced at the local garage.*

## TIP

- *Get something done* is usually more informal than *have something done*.

## POSITIVE

- We make the **positive** form of *have/get something done* with: subject + *have* or *get* + something + past participle.
- We can use *have* or *get* in any verb form, for example:  
Present Continuous: *Now I'm **having** the kitchen **painted**.*  
Present Perfect Simple: *I've **had** lots of things **done** recently.*  
Past Simple: *There was a leak in the bathroom so I **got** that **fixed**.*  
Past Perfect Simple: *I'd never **had** my washing machine serviced **before**.*  
*will* + infinitive: *I'll **get** the glass **replaced** sometime this week.*

## NEGATIVES AND QUESTIONS

- We make the **negative** and **question** forms of *have/get something done* by using the correct form of *have* or *get*. Look at these examples:  
*Rick **doesn't have** his car serviced regularly.*  
*not Rick ~~hasn't his car serviced~~ regularly.*  
***Does Rick have** his car **serviced** regularly?*  
*not ~~Has Rick his car serviced~~ regularly?*  
*Jason **didn't have** his bathroom **painted** last week.*  
***Did Jason have** his bathroom **painted** last week?*  
*Charlotte **isn't getting** her boiler **replaced**.*  
***Is Charlotte getting** her boiler **replaced**?*

## GET SOMEBODY TO DO SOMETHING

- We use **get somebody to do something** when we ask somebody that we know to do the job. If it's a friend or family member, we probably don't pay them: *I **get** my husband **to do** most things round the house.*

## POSITIVE

- We make the **positive** form of *get somebody to do something* with:  
subject + *get* + somebody + infinitive with *to* + something
- We can use *have* or *get* in any verb form, for example:  
Past Simple: *I **got** my dad **to teach** me how to do things.*  
*be going to*: *I'm **going to get** a friend **to come** and help.*

## NEGATIVES AND QUESTIONS

- We make the **negative** and **question** forms of *get somebody to do something* by using the correct form of *get*:  
*I **didn't get** anyone **to help** me.*  
***Are you going to get** somebody **to fix** it?*

## TIP

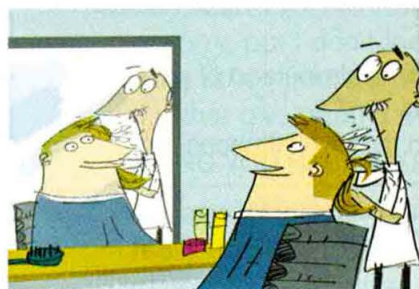
- We can also say *pay somebody to do something*:  
*I usually pay somebody to do the garden.*

## DO SOMETHING YOURSELF

- We use **do something myself, yourself**, etc. when we do the job without any help from other people: *I do most things round the house myself.*
- The reflexive pronouns are: *myself, yourself, himself, herself, itself, ourselves, yourselves, themselves.*

## TIP

- We often use reflexive pronouns to emphasise that we do something instead of somebody else doing something for us: *I actually put some shelves up myself last weekend.*



He's having his hair cut.



She's decorating the kitchen herself.



## 10.2 Quantifiers 10B 3 p83

### DIFFERENCES IN MEANING

- Both of and either of refer to two things or people: *I've got two sons and **both of** them have been stopped from entering shops.*
- Everyone, every, any of, anyone, all of and anything refer to more than two things or people: *Nowadays, **everyone** is talking negatively about 'the youth of today'.*
- Each can refer to two or more things or people: *I've read two articles on the subject recently, and **each** article suggests ... . And **each** time I see biased reporting ... .*
- No one, neither of, none of and no refer to a zero quantity: ***No one** is safe from their abuse.*
- Neither of refers to two things or people: ***Neither of** them has a record of unruly behaviour.*
- No one, none of and no refer to more than two things or people: ***None of** their friends do.*

### DIFFERENCES IN FORM

- Every and each are followed by a singular countable noun: *Every TV **programme** on the subject ... .*
- Both of, neither of and either of are followed by the, my, etc. + a plural countable noun, or the pronouns you, us or them: *I don't think **either of** my sons deserve such negative treatment.*
- We can also use both of, neither of and either of + us/you/ them: *Both of **them** have been stopped from entering shops.*
- Any of, all of and none of are often followed by the, my, etc. + a plural countable noun: *All of **the** young people I know ... .*
- No is always followed by a plural, singular or uncountable noun: *No TV **programmes** report that. There's no **electricity**.*
- We can also use any of, all of, all and none of with uncountable nouns: *Don't touch any of the **food**.*
- Everyone, every, no one, each and anything are followed by a singular verb form: *No one **is** safe from their abuse.*
- All of, both of, neither of, either of and none of are followed by a plural verb form: *All of my sons' friends **are** polite.*

### WHEN TO USE OF

- We must use of with any, both, either, neither and all when they are followed by a pronoun: *I spoke to both of them. not ~~I spoke to both them.~~*
- We can leave out of with any, both, either, neither and all when they are followed by (the, my, etc.) + a plural countable noun: *Both (the) places were lovely. or Both of the places were lovely. not ~~Both of places were lovely.~~*

### EVERY OR EACH?

- We use every when we think of people or things as **part of a group**: *Every employee has an ID card. (= all the people).*
- We use each when we think of people or things **separately**: *Check each person's ID. (= check their IDs one by one).*
- We usually use every for a **large** number and each for a **small** number: *I've been to every country in Europe. They have three children and each one has green eyes.*

### ALL OR ALL (OF)?

- We use all + a plural countable noun to refer to a **group in general**: *All young people have problems.*
- We use all (of) my, the, etc. + plural countable noun to refer to a **specific group**: *But all (of) the young people I know are polite.*

### EITHER (OF), NEITHER (OF), NONE OF AND NO

- We can use either of in positive and negative sentences: *Either of these places are fine. I don't like either of them.*
- We must use a singular noun after either and neither without of: *Neither match was very good. not ~~Neither matches was very good.~~*
- We can use a singular verb form after either of, neither of and none of: *Neither of his parents has visited him this month.*
- We must use a positive verb form after neither (of), none of and no: *None of my friends have a car. not ~~None of my friends doesn't have a car.~~*

### ANY, ANYTHING, ANYONE, ETC.

- We usually use any (of), anything, anyone, etc. with negative verb forms: *I **haven't got** any money. They **didn't do** anything.*
- We can also use any (of), anything, anyone, etc. with a positive verb form to mean 'it doesn't matter which': *Read **any of** the articles (= it doesn't matter which article) written today on the subject and **anyone** (= it doesn't matter who) can see that young people ... .*

## REAL WORLD

### 10.1 Adding emphasis 10D 3 p86

- Look at these common patterns for introductory phrases that add emphasis:

The thing	I	(don't) like	about ...	is ...
One thing		love		
What		hate		
		admire		

***The thing I don't like about** this house **is** there aren't enough places to store things.*

***One thing I love about** you **is** you always laugh at my jokes.*

***What I like about** the house **is** it's cosy.*

The thing that	amazes	me about ...	is ...
One thing that	annoys		
What	worries		
	upsets		

***The thing that amazes me about** your mother **is** she still can't read a map.*

***One thing that annoys me about** you **is** you never give me time to look at a map.*

***What worries me about** the lack of storage space **is** I have to leave all my stuff around everywhere.*

### TIP

- We can also say *What irritates/bothers me about ... is ...* : *What irritates me about her is she's always late.*



# Language Summary 11



## VOCABULARY

### 11.1 Work collocations 11A 1 p88

make a living	have a lot of work on
do sth for a living	be on the go
work freelance	get down to work
be made redundant	work on an interesting project
be out of work	give a talk

**make a living** earn the money that you need to live  
**freelance** doing work for several different companies rather than for just one company  
**be made redundant** lose your job because your employer doesn't need you any more  
**be out of work** be unemployed  
**have a lot of work on** have a lot of work that you need to do  
**be on the go** be very busy and active  
**get down to sth** finally start doing something that needs a lot of attention  
**a project** /'prɒdʒekt/ a piece of work which is completed over a period of time

#### TIPS

- We can say *make a living* or *earn a living*.
- We usually use *do something for a living* in questions: *What does your brother do for a living?*
- We can *give a talk*, *give a lecture* or *give a presentation*.

### 11.2 Business collocations 11B 1 p90

close a branch	do business with somebody
take over a company	set up a new company
go out of business	go bankrupt
make a profit or a loss	import products from another country
expand the business	export products to another country
go into business with somebody	run a chain of restaurants

**a branch** a shop, office, etc. that is part of a larger company  
**take sth over** or **take over sth** to get control of a company, business, etc.  
**go out of business** stop doing business because your company has been unsuccessful  
**a profit** money that you make when doing business (opposite: **a loss**)  
**expand** become larger in size, number or amount  
**go into business with sb** start a business with somebody  
**set sth up** or **set up sth** formally start a new business, company, system, etc.  
**go bankrupt** become unable to pay your debts  
**import** buy or bring in products from another country (opposite: **export**)  
**a chain** a number of shops, hotels, restaurants, etc. owned or managed by the same person or company

### 11.3 Verb patterns (2): reporting verbs

#### 11C 3 p93

mention explain point out <b>admit claim</b> <b>agree promise recommend</b> insist suggest	+ <i>that</i> + clause
<b>agree offer promise</b> threaten refuse <b>claim</b>	+ ( <i>not</i> ) + infinitive with <i>to</i>
remind advise persuade warn invite	+ object + ( <i>not</i> ) + infinitive with <i>to</i>
deny <b>recommend</b> <b>suggest admit</b>	+ verb+ <i>ing</i>
apologise (for) <b>insist (on)</b>	+ preposition + ( <i>not</i> ) + verb+ <i>ing</i>
blame (sb for) accuse (sb of)	+ object + preposition + ( <i>not</i> ) + verb+ <i>ing</i>

Rob mentioned **that the profits were up 20% last month**.  
 He agreed **to run** the shop on his own for the first year.  
 I reminded **him to sort out** the staff wages.  
 He denied **doing** anything wrong.  
 He apologised **for not telling** me sooner.  
 He blamed **me for not letting** him hire enough staff.

#### TIPS

- The reporting verbs in **blue** in the table show the form of the verbs in **blue** in Mike's email on p92.
- The reporting verbs in bold in the table have more than one verb pattern.
- *Deny* has a negative meaning. We say *He denied stealing the money*, not *He denied not stealing the money*.

**point out** tell somebody some information, often because you think they have forgotten it or don't know it  
**claim** say something is true, even though you can't prove it and other people might not believe it  
**deny** /di'naɪ/ say that something is not true, usually because somebody has said that you've done something wrong  
**insist** say repeatedly that something is true or that you want something to happen, often when other people disagree with you  
**blame** say that somebody is responsible for something bad that has happened  
**accuse** say that somebody has done something wrong

### 11.4 Advertising 11D 1 p94

**advertising** the business of trying to persuade people to buy products or services  
**publicity** the attention somebody or something gets from appearing in newspapers, on TV, etc.  
**a slogan** a short, memorable phrase used in advertising  
**a logo** a design or symbol used to advertise something



**an advertising campaign** /kæm'peɪn/ a series of advertisements for a particular product or service

**an advertising budget** /'bʌdʒɪt/ the amount of money available to spend on an advertising campaign

**the press** all the newspapers and magazines in a particular country

**the media** /'mi:diə/ all the organisations that provide information to the public (newspapers, TV stations, etc.)

**a leaflet** a piece of paper that advertises something or gives you information

**a free sample** a small amount of a product that is given away free

**design** /dɪ'zaɪn/ make or draw plans for a new product, building, etc.

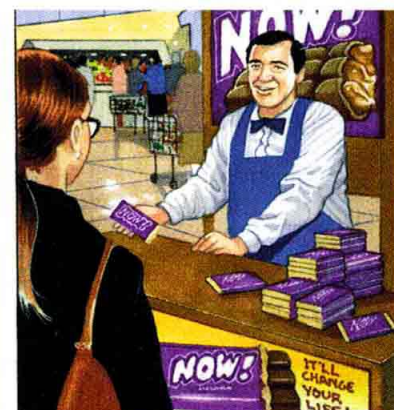
**launch** /lɔ:ntʃ/ make a new product, book, etc. available for the first time

**viral marketing** product promotion that relies on customers telling other people about the product through their social networks

**billboard** a large sign in a public place used for advertising something



She's handing out leaflets.



He's giving away free samples.

#### TIP

- We can say *an advertisement*, *an advert* or *an ad*.

## GRAMMAR

### 11.1 Describing future events; Future

#### Perfect 11A 3 p88

##### DESCRIBING FUTURE EVENTS

- We use the **Present Continuous** to talk about an arrangement in the future: *I'm having lunch with my boss tomorrow.*

We make the Present Continuous with:  
subject + *am/are/is* + verb+*ing*.

- We use the **Future Continuous** to talk about something that will be in progress at a point in time in the future: *Sorry, I'll be interviewing people for our graduate trainee programme then.*

We make the Future Continuous with:  
subject + *'ll* (= *will*) + *be* + verb+*ing* (see **GRAMMAR 5.2**).

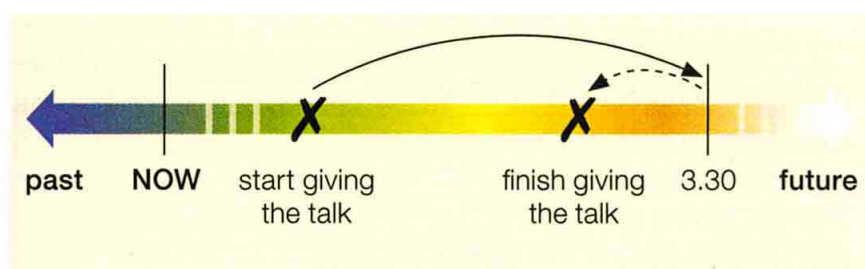
- We can use ***will be in the middle of something*** to describe an action that will be in progress at a point of time in the future: *I'll be in the middle of a meeting at four.*
- We can use ***will be on my, his, etc. way to somewhere*** to say that a person will be travelling at a point of time in the future: *I'll be on my way to Southampton at eleven.*

#### TIP

- We can also use *be in the middle of something* and *be on my, his, etc. way to somewhere* to talk about the present: *I can't talk now, I'm in the middle of cooking.*

#### FUTURE PERFECT

- We use the **Future Perfect** to talk about something that will be completed before a certain time in the future: *I'll have arrived by lunchtime.* (= some time before lunchtime).
- Look at this sentence and the diagram: *I'll have finished giving the talk by three thirty.*



#### POSITIVE AND NEGATIVE

- We make the **positive** and **negative** forms of the Future Perfect with: subject + *will* or *'ll/won't* + *have* + past participle.

*I'll have done it by midday.*

*I won't have done it by ten o'clock.*

#### QUESTIONS

- We make **questions** in the Future Perfect with: (question word) + *will* + subject + *have* + past participle.  
*What time will you have finished?*

#### TIPS

- We often use *by* with the Future Perfect to mean 'before this time': *I'll have left the office by six o'clock.*
- We also use *by the time* + clause, *by this time next week, month, etc.* and *by the end of the day, week, etc.* with the Future Perfect: *Hurry up! The film will have started by the time we get there.*

### 11.2 Reported speech 11B 4 p91

#### REPORTED SENTENCES

- Look at these pairs of sentences. Notice the way the second speaker reports what the first speaker said.

MIKE → DAISY "I **have** something interesting to tell you."

DAISY → MIKE "You said that **you had** something interesting to tell me."

ROB → MIKE "**I'm planning** to set up my own business."

MIKE → DAISY "Rob told me that **he was planning** to set up his own business."

ROB → MIKE "**I've been looking** for a good location since August."

MIKE → DAISY "He said **he'd been looking** for a good location since August."



## GRAMMAR

- We usually change the verb form in reported speech.

verb form in direct speech	verb form in reported speech
<b>Present Simple</b> I have an idea.	<b>Past Simple</b> He said he had an idea.
<b>Present Continuous</b> I'm leaving.	<b>Past Continuous</b> He said he was leaving.
<b>Present Perfect Simple</b> I've done it.	<b>Past Perfect Simple</b> He said he'd done it.
<b>Present Perfect Continuous</b> I've been working.	<b>Past Perfect Continuous</b> He said he'd been working.
<b>Past Simple</b> I woke up late.	<b>Past Perfect Simple</b> He said he'd woken up late.
<b>Past Continuous</b> I was sleeping.	<b>Past Perfect Continuous</b> He said he'd been sleeping.
<b>Past Perfect Simple</b> I'd seen it before.	<b>no change possible</b> He said he'd seen it before.
<b>Past Perfect Continuous</b> I'd been waiting.	<b>no change possible</b> He said he'd been waiting.
<b>am/is/are going to</b> I'm going to do it.	<b>was/were going to</b> He said he was going to do it.
<b>will</b> I'll call them.	<b>would</b> He said he'd call them.
<b>can</b> I can do it.	<b>could</b> He said he could do it.
<b>must</b> I must go.	<b>had to</b> He said he had to go.

## TIPS

- The modal verbs *could*, *should*, *would*, *might* and *ought to* don't change in reported speech.
- Say doesn't have an object: *I said (that) not I said her (that).* Tell must have an object: *I told him (that) not I told (that).*
- The Past Simple doesn't have to change to the Past Perfect Simple. It can stay in the Past Simple.
- We don't have to change the verb form if the reported sentence is about something general or is still in the future: "I've got a car." → He said he's got a car. "I'm going to Africa next year." → She said she's going to Africa next year.
- We sometimes change time expressions in reported speech: *tomorrow* → *the next day*; *next Monday* → *the following Monday*; *this week* → *last week*; *last month* → *the month before*, etc.

## REPORTED QUESTIONS

- Look at these pairs of sentences. Notice the way the second speaker reports the first speaker's question.
- |              |                                                                     |
|--------------|---------------------------------------------------------------------|
| ROB → MIKE   | "Do you want to go into business with me?"                          |
| MIKE → DAISY | "Rob asked me if I wanted to go into business with him."            |
| ROB → MIKE   | "Can you come up with the other half?"                              |
| MIKE → DAISY | "He wanted to know whether I could come up with the other half."    |
| MIKE → ROB   | "How long will it take for the business to make a profit?"          |
| MIKE → DAISY | "I asked how long it would take for the business to make a profit." |

- We make reported questions with:

(He) asked (me) | question word | + subject + verb  
(He) wanted to know | if/whether

- In reported questions the word order is the same as in positive sentences: *I asked where he was.* not ~~*I asked where was he.*~~
- We use *if* or *whether* when we report questions without a question word.
- We don't use the auxiliaries *do*, *does* and *did* in reported questions: "What do you think?" → *He asked me what I thought.* not ~~*He asked me what I did think.*~~

## TIPS

- In reported questions, the changes in verb forms are the same as in reported sentences.
- We can use an object with *ask*:  
*He asked ...* or *He asked me ...*

## REPORTED IMPERATIVES AND REQUESTS

- To report imperatives, we use:  
*told* + object + (not) + infinitive with *to*.  
ROB → MIKE "Don't talk to anyone else about it."  
MIKE → DAISY "Rob told me not to talk to anyone else about it."
- To report requests, we use:  
*asked* + object + (not) + infinitive with *to*.  
ROB → MIKE "Can you meet me in Brighton on Saturday?"  
MIKE → DAISY "He asked me to meet him in Brighton on Saturday."

## REAL WORLD

## 11.1 Discussion language (3) 11D 4 p94

## PUTTING FORWARD NEW IDEAS

One thing we could do is (use ...)  
I wonder if it'd be a good idea (to have ...)  
I know! Why don't we (give ...)?  
I've got an idea. How about (giving ...)?

## REACTING POSITIVELY TO IDEAS

That sounds like a good idea.  
Well, it's worth a try.  
Yes, that makes sense.  
Yes, that could work.

## REACTING NEGATIVELY TO IDEAS

Personally, I'd rather we didn't (use a celebrity).  
OK, maybe we should avoid (using celebrities).  
The main problem with (TV ads) is that ...  
I'm not sure that's such a good idea.

## SUMMARISING AND RECAPPING

So what you're saying is that ...  
Am I right in thinking that ... ?  
Are you saying that ... ?  
Can we just go over this again?



# Language Summary 12



DVD-ROM 12

## VOCABULARY

### 12.1 Colloquial words/phrases 12A 1 p96

**What's up?** What's the matter/problem?: *You look worried. What's up?*

**stressed out** worried and anxious: *I'm very stressed out about work.*

**bug sb** annoy or worry somebody: *Getting junk mail really bugs me.*

**crazy** stupid or silly: *You must be crazy to leave your job.*

**chuck sth out** or **chuck out sth** throw something away: *I've chucked out all my old records.*

**hang on a sec (= second)** wait for a short time: *Hang on a sec, I can't find my keys.*

**pop into somewhere** go to a particular place for a short time: *She's just popped into the library.*

**mess sth up** or **mess up sth** do something wrong or badly: *I really messed up that exam.*

**chill out** relax: *Adela's chilling out in the garden.*

**telly** television: *I've just got a new telly.*

**a quid** (plural: **quid**) a British pound: *My jacket only cost twenty quid.*

**the loo** (informal) the toilet: *Excuse me, where's the loo?*

**trendy** fashionable: *He lives in a trendy area of Bristol.*

**a mate** a friend: *Sally's my best mate.*

**pretty** quite, but not extremely: *I thought the film was pretty good.*

**fancy sb** find somebody attractive: *I really fancy her – she's gorgeous.*

**a guy** a man: *Who was that guy you were talking to?*

**a hassle** something that is annoying because it causes problems or is difficult to do: *Changing banks is a hassle.*

#### TIP

- We can also say *pop out* (= go out) and *pop over/round* (= go and visit somebody): *I'm just popping out. Tom's just popped over to say hello.*

### 12.2 Vague language expressions

#### 12B 1 p98

- When we can't or don't want to be precise about a number, size, distance, time etc. we use certain expressions to show what we are saying is not an exact number, time etc.

#### APPROXIMATELY

**somewhere in the region** /'ri:dʒən/ *of I spend somewhere in the region of €50 a month on train fares.*

**roughly** /rʌfli/ *It's roughly 25km from home to here.*

**-odd** *There were about fifty-odd people at the party.*

**give or take** *It takes me an hour to get to work, give or take 10 minutes.*

**or so** *I'm going to visit my sister in a week or so.*

**-ish** *After class I get home about 8.30ish*

**around** *I go to bed around 11p.m.*

#### A LARGE AMOUNT

**tons of** (informal) *I've got tons of work to do.*

**loads of** (informal) *Loads of my friends have bikes.*

**the vast majority of** *The vast majority of people in my country rent their homes.*

**a great deal of** *A great deal of my time is spent answering emails.*

**a huge amount of** *Some people I know spend a huge amount of money on clothes.*

#### TIPS

- We can use *around* and *about* with age, time or number. *She's about/around 30. I'll see you about/around 9 p.m. I've got about/around eight pairs of shoes.*
- We can use *-odd* after age or number but not after time. *He's 50-odd. We need 40-odd chairs.* not *I'll arrive at ten-odd.* We usually use *-odd* with numbers that can be divided by ten.
- We can use *-ish* with age, time and some adjectives. *She's fiftyish.* not *She's fifty-twoish.* *See you about eightish.* *She's tallish. He's got reddish hair.*
- We can say *loads of* or *a load of*. *I've got loads of/a load of work to do this evening.*

### 12.3 Idioms 12C 3 p101

- An idiom is an expression (usually informal) which has a meaning that is different from the meanings of the individual words. The words are in a fixed order.

**be a far cry from sth** be completely different from something

**keep an eye out for sb/sth** watch for somebody or something to appear

**take sth with a pinch of salt** not believe something to be accurate or true

**pull sb's leg** tell somebody something that isn't true as a joke

**be a piece of cake** be very easy to do

**recharge sb's batteries** do something to get new energy and enthusiasm

**in the middle of nowhere** a long way from any towns, villages or other houses

**out of the blue** completely unexpectedly

**give sb food for thought** make you think seriously about a topic

**break the ice** make people more relaxed in a new situation

**make sb's day** make somebody extremely happy

**sleep like a log** sleep very well without waking



make somebody's day



sleep like a log



## GRAMMAR

## 12.1 Modal verbs (2): deduction in the present and the past 12A 4 p97

- We often use the modal verbs *must*, *could*, *might*, *may* and *can't* to make deductions in the present and the past.
- When we believe something is true, we use **must**.
- When we think something is possibly true, we use **could**, **might** or **may**.
- When we believe something isn't true, we use **can't**.

## TIP

- When we know something is definitely true or is definitely not true, we don't use a modal verb: *I **had** it when I left the café because I called Mum. OK, so you **didn't** leave it in the café.*

## DEDUCTIONS IN THE PRESENT

- To make deductions about a state in the present we use: modal verb + infinitive.  
*It **might be** in the bathroom.*  
*Yeah, of course, but it **must be** switched off.*
- To make deductions about something happening now we use: modal verb + *be* + verb+ing.  
*But someone **might be using** it to phone Australia!*

## DEDUCTIONS IN THE PAST

- To make deductions about a state or a completed action in the past we use: modal verb + *have* + past participle.  
*Or someone **could have taken** it from your bag.*  
*So you **may have left** it on the table.*  
*You **can't have left** it in the bar.*  
*That guy in the club **must have stolen** it.*
- To make deductions about a longer action in the past we use: modal verb + *have* + *been* + verb+ing.  
*He **might have been waiting** for a chance to steal my phone.*

## TIP

- We can also use *couldn't* instead of *can't* to make deductions in the past: *You **couldn't have left** it in the bar.*



## 12.2 Modal verbs (3): past forms and related verbs 12B 4 p99

## WOULD HAVE, COULD HAVE, SHOULD HAVE

- We use **could have + past participle** to say something was possible in the past, but didn't happen: *They **could have decided** to leave all their money to their children, but they haven't.*
- We use **should have + past participle** to criticise people's behaviour in the past: *Some people felt she **should have left** at least some of that to her children.*
- We use **would have + past participle** to imagine something in the past that didn't happen: *Many people **would have reacted** differently.*

## TIPS

- We often use *would/could have + past participle* as part of a third conditional: *If you'd told me about the meal, I **would/could have gone**.* (see GRAMMAR 3.2)
- We also use *should have + past participle* with *I* to talk about regrets: *I **should have listened** to your advice.* (see GRAMMAR 8.2)

## NEEDN'T HAVE, DIDN'T NEED TO

- We use **needn't have + past participle** to talk about things people did in the past that weren't necessary: *She **needn't have given** it all away. (= she did give it all away, but this wasn't necessary).*
- We usually use **didn't need + infinitive with to** to talk about things people didn't do in the past because they weren't necessary: *She **decided** that her daughters **would be** alright and she **didn't need to leave** them her money (= she didn't leave them her money because she thought it wasn't necessary).*

## TIP

- It is also possible to use *didn't need + infinitive with to* to talk about things people did in the past, but weren't necessary. Usually the context makes it clear whether the person did the action or not.

Compare these sentences:

*He **didn't need to wait** for her, so he went straight home.*

(He didn't wait for her.)

*He **didn't need to wait** for her, but he had nothing better to do.*

(He waited for her.)

## COULD, WAS/WERE ABLE TO

- We usually use **could** to talk about a general ability in the past: *My sister **could speak** three languages before she was ten.*  
*She **could give** away millions of pounds every year.*
- We usually use **was/were able to** to talk about ability at one specific time in the past: *Due to her vast wealth, Leona Helmsley **was able to leave** \$12 million to her dog.*

## TIPS

- We usually use *could* with verbs of the senses (*see, hear, etc.*): *We **could see** the lake out of our hotel window.*
- *Was/Were able to* is similar in meaning to *managed to*: *Gates **was able to/managed to build** his business empire.*
- In the negative form, *couldn't* and *wasn't able to* can both be used in all situations, although *couldn't* is more common: *I **couldn't find** my wallet. = I **wasn't able to find** my wallet.*