

## How to survive your first day in a new office

Everybody gets nervous on their first day at any job, but these tips can help you to get it right...



Wake up early, have breakfast, wash, and get dressed. Wear smart work clothes, but not too smart. Check the weather forecast to make sure your clothes are right, and if you're driving, check traffic reports to see if there are any problems.

**TOP TIP:** 1 \_\_\_\_

Plan to arrive at least ten minutes early, but not more than 20 – you don't want to look too enthusiastic. Say hello to people, smile, and use this time to ask questions.

**TOP TIP:** 2 \_\_\_\_ If you can't, admit it and say 'Sorry, I've forgotten your name.'

Offer to make coffee or to bring water for your colleagues.

**TOP TIP:** 3 \_\_\_\_ If it's very bad, people will always remember it. If it's very good, they'll always ask you to make it.

Don't be the first person to ask about lunch. Wait to see what everybody else does.

**TOP TIP:** 4 \_\_\_\_

Be prepared to have problems. Many bosses give new employees some difficult work on their first day to see how they manage.

**TOP TIP:** 5 \_\_\_\_ If you can't, don't be afraid to ask for help.

If you go to a meeting, listen, keep quiet and take notes.

**TOP TIP:** 6 \_\_\_\_ You don't want to annoy other people on day one.

Don't think that staying late will impress your boss. It won't, at least not on your first day. Go home.

**TOP TIP:** 7 \_\_\_\_ If you made any mistakes, make sure you don't make them again tomorrow.

## 1 READING

- a Imagine that somebody you know is starting a new office job tomorrow. Think of two important tips you could give him or her to make the first day go well.

Do \_\_\_\_\_

Don't \_\_\_\_\_

- b Now read the article. Are your tips there?

- c Read *Top tips* A–G. Then read the article again, and put them in the correct place (1–7).

A **Don't make it either very well or very badly.**

B **Try to remember everybody's name.**

C **If they invite you to go with them, go!**

D **Decide what to wear the night before.**

E **Think about everything that you've learned today.**

F **Keep your good ideas for the next meeting.**

G **Try to solve the problem yourself first.**

- d Which tip do you think is the most important? Do you think any of the tips could also be useful for the first day in a new class or on a course?

## 2 LISTENING

- a 7.1 Listen to Simon and Claire describing their first day at work. What problems did they have? What advice from the article in 1 would you give them?



- b Listen again. Answer with **S** (Simon), **C** (Claire), or **B** (both of them).

Who...?

- 1  wasn't expecting to work on his / her first day
  - 2  didn't have the training to do the job
  - 3  made a wrong decision because of his / her interview
  - 4  couldn't answer the questions that people asked him / her
  - 5  felt bad when he / she spoke to the boss
  - 6  never had the same problem again
- c Have you ever had a problem on your first day in a new job, or in a new class or school? What was it?

### 3 VOCABULARY & GRAMMAR

verbs + infinitive; uses of the infinitive with *to*

- a Complete the missing verbs from the article.

- 1 Pl \_\_\_\_\_ to arrive at least ten minutes early.
- 2 O \_\_\_\_\_ to make coffee.
- 3 You don't w \_\_\_\_\_ to annoy other people on day one.
- 4 Tr \_\_\_\_\_ to solve the problem yourself first.

- b **V** p.244 **Vocabulary Bank Verb forms**  
Do Part 1.

- c Match sentences a–c to rules 1–3.

- a  Check the weather forecast **to make sure** your clothes are right.
- b  Decide what **to wear** the night before.
- c  ...don't be afraid **to ask** for help.

Use the infinitive with *to*...

- 1 after adjectives
- 2 to give a reason for doing something
- 3 after a question word, e.g. *who*, *what*, *how*

- d **G** p.224 **Grammar Bank 7A**

- e **C** **Communication** *How to survive...*  
**A** p.190 **B** p.196 Read and re-tell two more *How to survive...* articles.

- f Do you think the tips you have read in this lesson are appropriate in your country? If not, why not?

### **SPEAKERS OF SPANISH**

**Go online** for extra Vocabulary > work

## 4 PRONUNCIATION & SPEAKING weak form of *to*, linking

- a **7.4** Listen to three sentences. Is *to* stressed? How is it pronounced?

I want to come. It's difficult to say. Try not to be late.

### **7.4** Linking words with the same consonant sound

When a word ends in a consonant sound and the next word begins with the same sound, we often link the words together and only make the consonant sound once. This happens when a word ends in /t/ before *to*, so, e.g. *want to* is pronounced /'wɒntə/.

- b **7.5** Listen and complete questions 1–10 with three or four words.

- 1 Have you ever \_\_\_\_\_ something new and failed?
- 2 How important is it to know \_\_\_\_\_?
- 3 How long do you usually spend deciding \_\_\_\_\_ in the morning?
- 4 Have you ever \_\_\_\_\_ your phone during a class or concert?
- 5 Where are you \_\_\_\_\_ for your next holiday?
- 6 Are you \_\_\_\_\_ next weekend?
- 7 Would you like \_\_\_\_\_ in another country?
- 8 Have you ever \_\_\_\_\_ when you weren't?
- 9 Do you think it's important \_\_\_\_\_ at school?
- 10 Do you think it's possible \_\_\_\_\_ with an ex-boyfriend or girlfriend?



- c Work in pairs. **A** ask **B** the first five questions. **B** give as much information as you can. Swap roles for the last five questions.

## 5 WRITING

With a partner, write a *How to survive...* article. Choose one of the titles below, and try to think of at least four tips. Organize your tips in a logical order. Start each one with an imperative, e.g. *Don't be late*, *Wear the right clothes...* Then explain why.

- How to survive...**
- a job interview
  - a party where you don't know anyone
  - a family holiday



**G** uses of the gerund (verb + -ing) **V** verbs + gerund **P** -ing, the letter o

## 1 VOCABULARY & GRAMMAR

verbs + gerund; uses of the gerund

- a Talk to a partner. Is there a book, a film, or a song that makes you feel happy? What is it?
- b Read about *Happiness is...*, and look at the Instagram posts. Tick (✓) the ones you most agree with. Then compare with a partner.
- c Look at the first cartoon. Which verb form do we use after the verb 'finish'?

d **V** p.244 **Vocabulary Bank Verb forms** Do Part 2.

e Look at the cartoons again. Find an example of a gerund (verb + -ing):

- 1 after a preposition \_\_\_\_\_
- 2 used as a noun \_\_\_\_\_
- 3 in the negative form \_\_\_\_\_

f **G** p.224 **Grammar Bank 7B**




g Write your own continuation for *Happiness is...*

h Work in small groups. Read your idea to the group. Do you agree with the other students' ideas of happiness?

### **SPEAKERS OF SPANISH**

Go online for extra Vocabulary > happiness

Illustrators **Ralph Lazar** and **Lisa Swerling** got the idea for *Happiness is...* while sitting together one day in a hot tub at their home in California. Lisa had just finished answering all her emails, and she said 'Happiness is having an empty inbox'. Ralph replied 'Happiness is getting into a hot tub'. They began to list things which made them happy, and illustrated them. Later they asked people on Facebook 'What makes you happy?' and Ralph drew and posted on Instagram the ones they liked best...

<p><b>HAPPINESS IS</b></p>  <p>...when a song ends the exact moment you finish parking.</p>	<p><b>HAPPINESS IS</b></p>  <p>...a free coffee refill without asking.</p>	<p><b>HAPPINESS IS</b></p>  <p>...fitting in to jeans that you haven't worn for a very long time, and THEN, finding money in one of the pockets.</p>
<p><b>HAPPINESS IS</b></p>  <p>...sitting next to someone nice on a plane.</p>	<p><b>HAPPINESS IS</b></p>  <p>...finding a delicious food with no calories or fat or cholesterol.</p>	<p><b>HAPPINESS IS</b></p>  <p>...landing in a new country.</p>
<p><b>HAPPINESS IS</b></p>  <p>...reading a really good book and then finding it's a series.</p>	<p><b>HAPPINESS IS</b></p>  <p>...finding the other ear ring.</p>	<p><b>HAPPINESS IS</b></p>  <p>...not having to set the alarm for the next day.</p>

Adapted from a website

## 2 LISTENING & SPEAKING

- a You're going to listen to part of a radio money programme about the Bank of Happiness in Tallinn, the capital of Estonia. What do you think the bank does?



Airi Kivi from the Bank of Happiness

- b **7.8** Listen once. How does the bank work? Choose the correct description.
- You pay money into the bank, and receive help in return.
  - You help somebody, and the bank pays you.
  - You help somebody, and then somebody else helps you.
- c Listen again and choose a, b, or c.
- Tallinn is one of the world's smart cities because \_\_.
    - the people who live and work there use a lot of technology
    - the people are very clever
    - the government wants the people to be more intelligent
  - The Bank of Happiness makes it possible for people to \_\_.
    - borrow money cheaply
    - get services without paying for them
    - buy property in other countries
  - Which of the following could you post on the Bank of Happiness?
    - I'm looking for a partner.
    - I need somebody to lend me €1,000.
    - I need somebody to give me English lessons.
  - Airi Kivi started the Bank of Happiness because she wanted \_\_.
    - people to help each other
    - to make people richer
    - to help people who didn't have jobs
  - In the Bank of Happiness, if somebody takes your dog for a walk \_\_.
    - you then need to take their dog for a walk
    - you don't need to do anything for them
    - you need to do something for them
  - The principle of the Bank is that \_\_ makes people happy.
    - having a lot of money and possessions
    - having a lot of friends
    - helping other people
- d Answer the questions with a partner.
- Do you think the Bank of Happiness is a good idea? Do you think it could work in your country?
  - Have you heard of any similar projects? Do they work well?
  - Imagine you're a member of the bank. What can you offer to do? What would you like other people to do for you?

## 3 PRONUNCIATION

-ing, the letter o

- a **7.9** Listen and repeat some words ending in -ing.



singer

shopping	nothing
boring	ironing
going	doing

- b Listen again. How is the letter o pronounced in the six words in a? Match them to the sound pictures. Then practise saying the words.



1 phone



2 horse



3 computer



4 clock



5 boot



6 up

- c **7.10** Listen to the pairs of words. Can you hear the difference?
- a bang b bank      3 a sing b sink
  - a thing b think      4 a ping b pink
- d **7.11** Now listen to four sentences. Which word in c did you hear?



### SPEAKERS OF SPANISH

Go online for extra Pronunciation > /ɔ:/, /u:/, /ʊ/

## 4 SPEAKING

- a Choose five things to talk about from the list below.

### SOMETHING...

- you don't mind doing in the house
- you like doing with your family
- you don't feel like doing at weekends
- you spend too much time doing
- you are very good (or very bad) at doing

### SOMEWHERE...

- you love going to in the summer
- you don't like going to alone
- you are thinking of going to this weekend
- you dream of going to in the future
- you hate going to

- b Work in pairs. **A** tell **B** about the five things. Say why. **B** ask for more information. Then swap roles.

*I don't mind cooking. I quite like it, and I often cook at weekends.*



Go online to review the lesson



## 1 SPEAKING

Talk in small groups.

### Have you ever...

- spoken to a tourist in English? When? Why?
- needed to speak in English on the phone? Who to? What about?
- sent an email in English? Who to? What was it about?
- seen a film or video clip in English? Which? How much did you understand?
- read a book or magazine in English? Which one(s)?
- asked for directions in English in a foreign city? Where?
- used an app or website to improve your English? Which one?

## 2 READING

- a Are people from your country good at learning languages? Why (not)? Do you think British people are good at learning your language?

### Topic sentences

Paragraphs usually begin with a topic sentence. This tells you what the paragraph is about.

- b Read an article about a language learning experiment. Complete each paragraph with a topic sentence, A–F.

- A So what happened after four weeks?  
 B But what happens when a Brit tries to learn a new language after leaving school?  
 C Max decided to learn Spanish.  
 D Motivation is obviously a problem.  
 E The British are famous for being bad at learning languages.  
 F The situation in British schools doesn't help either.

- c Read the article again. Answer the questions with a partner.

- 1 What two examples does the writer give to show that the British are bad at learning languages?
- 2 Why does he / she think that British people aren't motivated to learn languages?
- 3 What reason do many schoolchildren give for not wanting to study a foreign language?
- 4 How did a British newspaper try to find out if the British really are bad at learning languages?
- 5 Why did Max decide to learn Spanish? How did he learn?
- 6 What did he do when he finished the course?



## Are the **BRITISH** really so **bad** at learning languages?

- 1 **E** That's been true for a long time. In any city around the world you can hear British tourists asking for the restaurant menu in English. Sometimes they try to say a couple of phrases in the local language, but they stop making an effort as soon as they discover that the waiter knows a little English. Some British people who live abroad often spend all their time with other Brits, and never learn the language at all.
- 2 **G** Many British people think 'I don't have to learn a foreign language because everyone speaks English nowadays'. This is partly true. In many multinational companies, for example, employees have to speak English as it is the company's official language of communication.
- 3 **G** Children only have to learn a language until they are 14. After that, they don't have to continue if they don't want to. Thirty per cent of young people say that they don't want to carry on with a foreign language because 'it's too difficult'.
- 4 **G** A newspaper decided to find out by sending Max, one of its journalists, on an intensive language course. He then had to go to the country and do some 'tests' to see if he could 'survive' in different situations.
- 5 **G** 'I'd like to visit Spain and Latin America in the future. If I go, I don't want to be the typical Brit who expects everyone else to speak English.' He did a one-month intensive course at a language school in London.
- 6 **G** When his course finished he went to Madrid for the weekend to do his tests. A teacher called Paula met him there and gave him a mark out of ten for each test and then a final mark for everything.



### 3 GRAMMAR *have to, don't have to, must, mustn't*

- a 7.12 Listen to Max talking about the tests and complete the gaps.

**THE TESTS**

**You have to**

- order a drink and a <sup>1</sup> \_\_\_\_\_ in a bar, ask how much it is, and understand the price.
- ask for directions in the street (and <sup>2</sup> \_\_\_\_\_ them).
- get a <sup>3</sup> \_\_\_\_\_ to a famous place.
- leave a message on somebody's voicemail.

**THE RULES**

- You **mustn't** use a <sup>4</sup> \_\_\_\_\_ or phrase book app.
- You **must** only <sup>5</sup> \_\_\_\_\_.
- You **mustn't** use your <sup>6</sup> \_\_\_\_\_ or mime, or write anything down.

- b Look at the **highlighted** phrases. Which phrases mean...?

- 1 Do this. It's important. \_\_\_\_\_
- 2 Don't do this. It's a bad idea. \_\_\_\_\_

- c Now look at an extract from the article in 2. Does the **highlighted** phrase mean...?

- 1 I don't need to do this
- 2 I can't do this

Many British people think 'I **don't have to** learn a foreign language because everyone speaks English nowadays'.

- d p.224 Grammar Bank 7C

- e Communication What are the rules? A p.191 B p.196 Complete the rules.

### 4 LISTENING

- a 7.15 Look at Max's tests again. Which test do you think was the easiest for him? Which do you think was the most difficult? Listen and check your answers.

- b Listen again. Mark the sentences **T** (true) or **F** (false). Correct the **F** sentences.

- 1 The waiter didn't understand Max.
- 2 The bill was €6.90.
- 3 The chemist's was the first street on the right.
- 4 The driver understood the name of the stadium.
- 5 Max made a grammar mistake when he left the voicemail message.
- 6 Max's final mark was eight.
- 7 Max says you can learn the language in a month.

- c How well do you think you could do Max's four tests in English? What do you have to say...?

- 1 to order a drink and a sandwich and ask the price
- 2 to ask somebody in the street for directions, e.g. to the nearest chemist's
- 3 to tell a taxi driver where you want to go
- 4 to leave a voicemail message that you have called and would like the person to call you back

**SPEAKERS OF SPANISH**  
Go online for extra Listening

### 5 VOCABULARY & PRONUNCIATION

adjectives + prepositions; stress on prepositions

#### Adjectives + prepositions

Some adjectives are usually followed by certain prepositions, e.g. *The British are famous **for** being bad **at** learning languages.* It's useful to learn the prepositions with the adjectives.

- a Complete the sentences with a preposition from the list.

at (x2) for (x2) from in of (x2) to with

#### Languages

- 1 Do you think you're good \_\_\_\_ learning languages?
- 2 Is there anything about learning English that you're bad \_\_\_\_? What?
- 3 Do you think listening to pop music is good \_\_\_\_ your English? Why (not)?
- 4 Are you afraid \_\_\_\_ going to places where you don't speak the language? Why (not)?
- 5 What English-speaking countries are you most interested \_\_\_\_? Why?

#### Tourism

- 6 Which towns or cities in your country are full \_\_\_\_ tourists in the summer?
- 7 What tourist attractions is your country famous \_\_\_\_?
- 8 Are people in your country usually nice \_\_\_\_ tourists?
- 9 Do you get angry \_\_\_\_ tourists who don't try to speak your language? Why (not)?
- 10 Are people in the capital city very different \_\_\_\_ people in the rest of the country?

- b 7.16 Listen and check.

- c 7.17 Listen to questions 1 and 2, and 3 and 7 again. In which questions are **at** and **for** a) stressed and b) unstressed?

- d Ask and answer all the questions in a with a partner.

**SPEAKERS OF SPANISH**  
Go online for extra Pronunciation > rhythm and stress

### 6 WRITING

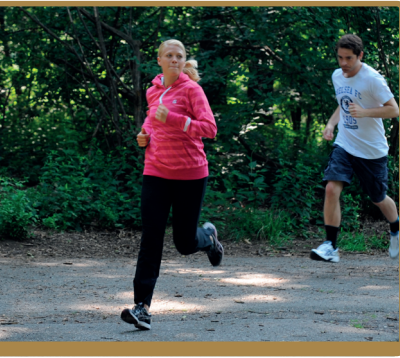
p.203 Writing A formal email Write an email asking for information.

Go online to review the lesson

going to a pharmacy V feeling ill

## 1 ▶ RUNNING IN CENTRAL PARK

a **7.18** Watch or listen to Rob and Jenny. Are they enjoying their run?



b Watch or listen again and answer the questions.

- 1 How does Rob say he feels?
- 2 What does Jenny say about Central Park?
- 3 Is Rob happy he came to New York?
- 4 What is Rob tired of doing?
- 5 What does Jenny invite him to do?
- 6 How many more times are they going to run round the park?

## 2 ▶ VOCABULARY feeling ill

a Match the phrases and photos.

What's the matter?

- I have a headache. /'hedeɪk/
- I have a cough. /kɒf/
- I have flu. /fluː/
- I have a temperature. /'temprətʃə/
- I have a bad stomach. /'stʌmək/
- I have a cold.



b **7.19** Watch or listen and check. Then cover the phrases and practise with a partner.

What's the matter? ( I have a headache.

## 3 ▶ GOING TO A PHARMACY



a **7.20** Cover the conversation below and watch or listen. Circle the correct answer.

- 1 Rob thinks he has a *cold* / *flu*.
- 2 The pharmacist gives Rob *ibuprofen* / *penicillin*.
- 3 He has to take the medicine every *four hours* / *eight hours*.
- 4 It costs \$16.99 / \$6.99.

b Watch or listen again. Complete the **You hear** phrases.

You hear	You say
Good morning. Can I help you?	I'm not feeling very well. I think I have flu.
What are your symptoms?	I have a headache and a cough.
Do you have a 1 _____?	No, I don't think so.
Are you allergic to any drugs?	I'm allergic to penicillin.
No 2 _____. This is ibuprofen. It'll make you feel 3 _____.	How many do I have to take?
4 _____ every four hours.	Sorry? How often?
5 _____ every four hours. If you don't feel better in 6 _____ hours, you should see a doctor.	OK, thanks. How much is that?
That's \$6.99, please.	Thank you.
You're 7 _____.	



**British and American English**  
*pharmacy* = American English (and sometimes British English)  
*chemist's* = British English  
*drugs* = *medicine* in American English  
*drugs* = *illegal substances* in British and American English

- c **7.21** Watch or listen and repeat the **You say** phrases. Copy the rhythm.
- d Practise the conversation with a partner.
- e **In pairs**, role-play the conversation.
- A (book closed) You don't feel very well. Decide what symptoms you have. Are you allergic to anything?
- B (book open) You are the pharmacist. You begin *Can I help you?*
- f Swap roles.

#### 4 **DINNER AT JENNY'S APARTMENT**



- a **7.22** Watch or listen to Rob and Jenny. Mark the sentences **T** (true) or **F** (false).
- Rob broke up with his girlfriend a year before he met Jenny.
  - Jenny hasn't had much time for relationships.
  - Jenny knew that Rob wasn't feeling well in the morning.
  - Rob wants to go back to his hotel because he's tired.
  - Jenny is going to call a taxi.
- b Watch or listen again. Say why the **F** sentences are false.
- c **7.23** Read the information box about *have got*. Watch or listen and repeat the phrases.

**have got**  
 We sometimes use *have got* instead of *have* to talk about possession.  
*I've got a busy day tomorrow.*  
*Have you got any children? Yes, I have. I've got a girl and a boy.*  
*No, I haven't. I haven't got children.*  
 See **appendix** p.251.

- d Ask and answer with a partner. Use *Have you got...? Yes, I have. / No, I haven't.* Give more information if you can.
- A any pets a bike or motorbike a garden  
 B any brothers and sisters a car a laptop
- Have you got any pets?*  
 (Yes I have. I've got two dogs.)
- e Look at the **Social English** phrases. Can you remember any of the missing words?

**Social English**

- Rob** That was a lovely \_\_\_\_\_.
- Rob** That isn't very \_\_\_\_\_ for you.
- Jenny** I'm \_\_\_\_\_ you're feeling better.
- Rob** I think I \_\_\_\_\_ get back to the hotel now.
- Rob** I'm \_\_\_\_\_ I'll be fine.
- Rob** Thanks again for a \_\_\_\_\_ evening.

- f **7.25** Watch or listen and complete the phrases. How do you say them in your language? Then watch or listen and repeat the phrases.
- g Complete conversations A–F with **Social English** phrases 1–6. Then practise them with a partner.

A	My cold has completely disappeared.	<input type="checkbox"/>
B	<input type="checkbox"/> Thanks so much for inviting me.	It was a pleasure.
C	It's getting late. <input type="checkbox"/>	Shall I call you a taxi?
D	Do you think you'll be OK for tonight?	<input type="checkbox"/> Don't worry.
E	This is my third coffee this morning.	<input type="checkbox"/> You won't sleep tonight.
F	I hope you enjoyed the party.	We certainly did. <input type="checkbox"/>

#### CAN YOU...?

- describe symptoms when you feel ill
- get medicine at a pharmacy
- talk about possessions with *have got*



**G** uses of the infinitive with to    **V** verbs + infinitive: *try to, forget to, etc.*    **P** weak form of to, linking

## 1 VOCABULARY verbs + infinitive

a Circle the correct verb.

# A lesson for Charlie

Charlie didn't really like his job, so he <sup>1</sup>*started* / *pretended* to apply for new jobs. A few weeks later, a company called him and <sup>2</sup>*needed* / *offered* to give him an interview. Charlie <sup>3</sup>*didn't want* / *didn't remember* to tell his boss, so he <sup>4</sup>*pretended* / *hoped* to be ill. He told his boss that he had a stomach ache, and that he <sup>5</sup>*tried* / *needed* to go to the doctor. He <sup>6</sup>*promised* / *learnt* to call his boss later and tell him how he was feeling. Charlie was really hoping to get the job, so he was a bit nervous. He <sup>7</sup>*promised* / *planned* to drive to the interview, but when he saw that there was a lot of traffic, he <sup>8</sup>*decided* / *hoped* to get the Underground. He was very late, and he <sup>9</sup>*forgot* / *tried* to turn his phone off. Unfortunately, it rang while he was in the interview. The interview didn't go well, and on the way home, his boss saw him. It was a terrible day, and Charlie <sup>10</sup>*tried* / *learnt* not to lie to his boss again and to prepare well for job interviews.

b Complete the conversations with a verb from the list.

clean    close    go    improve    learn    stay    tell    rain

- 1 A Do I look OK for my interview?  
B Not really! You need to clean your shoes.
- 2 A Can you drive?  
B No, but I'm planning to \_\_\_\_\_ this year.
- 3 A Why did you talk to Sophie about this?  
B Don't worry, she's promised not to \_\_\_\_\_ anybody.
- 4 A Are you going to go to evening classes?  
B Yes, I want to \_\_\_\_\_ my French.
- 5 A Did you remember to \_\_\_\_\_ the window?  
B I'm not sure. I think so.
- 6 A What's the weather like where you are?  
B Not very nice. It's starting to \_\_\_\_\_.
- 7 A What's Helen going to do when she leaves school?  
B She's hoping to \_\_\_\_\_ to university.
- 8 A Have your parents moved house yet?  
B No, they've decided to \_\_\_\_\_ where they are.

## 2 GRAMMAR uses of the infinitive with to

a Complete the sentences with the adjective and the correct form of the verb.

- 1 important / not say  
It's important not to say \_\_\_\_\_ the wrong thing at an interview.
- 2 difficult / talk  
Do you find it \_\_\_\_\_ to my mum?
- 3 easy / buy  
It's \_\_\_\_\_ presents for my nephew – he's only two.
- 4 great / hear  
Thanks for calling. It was \_\_\_\_\_ from you.
- 5 fun / be  
It's \_\_\_\_\_ with your family.





**b Complete the sentences with the infinitive (with to) of a verb from the list.**

find not finish not tell rent  
see take out wash-up

- John's very polite. He offered to wash up after the meal.
- Thanks for coming. We hope \_\_\_\_\_ you again soon.
- She wasn't enjoying the lasagne, so she decided \_\_\_\_\_ it.
- My boyfriend is unemployed. He needs \_\_\_\_\_ a job.
- I'll tell you what she said, but please promise \_\_\_\_\_ anybody.
- They want to live together. They're planning \_\_\_\_\_ a flat.
- You forgot \_\_\_\_\_ the rubbish last night. It's still in the kitchen.

**c Complete the sentences with a word from the list + to and the verb in brackets.**

how how many how much  
what when where who

- Lucy gave me her address, but I don't know how to get there. (get)
- My brother is always busy so I don't know \_\_\_\_\_ him. (call)
- My mum asked me to get some eggs, but she didn't say \_\_\_\_\_. (buy)
- We'd like to travel around the world, but we don't know \_\_\_\_\_ first. (go)
- Sally wants to go to university, but she doesn't know \_\_\_\_\_. (study)
- Who's going to be here for lunch? We're having pasta, but I need to know \_\_\_\_\_. (make)
- We've got an extra ticket for the concert, but we don't know \_\_\_\_\_. (take)

**d Read the conversations. Re-order the words to make answers.**

- What countries would you like to visit?  
like / New / I'd / visit / to / Zealand  
I'd like to visit New Zealand.
- What are you planning to do this weekend?  
tennis / to / I'm / friends / my / play / with / hoping  
\_\_\_\_\_.
- What are you doing tonight?  
to / planning / stay / in / I'm  
\_\_\_\_\_.
- Are you learning anything that is very difficult at the moment?  
learn / trying / Japanese / to / I'm  
\_\_\_\_\_.
- Why are you learning English?  
get / to / a / job / better  
\_\_\_\_\_.
- What do you find difficult about English?  
difficult / vocabulary / it's / to / remember  
\_\_\_\_\_.

**e Answer the questions in d about you.**

- I'd like to visit \_\_\_\_\_.
- I'm hoping to \_\_\_\_\_.
- I'm planning \_\_\_\_\_.
- I'm \_\_\_\_\_.
- To \_\_\_\_\_.
- It's \_\_\_\_\_.

**3 PRONUNCIATION** weak form of to, linking

**a** 7.1 Listen and write six sentences.

- It started to rain as soon as we left.
- \_\_\_\_\_.
- \_\_\_\_\_.
- \_\_\_\_\_.
- \_\_\_\_\_.
- \_\_\_\_\_.

**b** 7.1 Listen again and repeat the sentences. Copy the rhythm.

## 1 VOCABULARY verbs + gerund

### a Match sentences 1–5 to a–e.

- 1 He hates doing housework.   c    
 2 He feels like going for a run.         
 3 He doesn't mind cooking all the meals.         
 4 He's stopped playing football.         
 5 He loves being with his friends.

- a He doesn't do it any more.  
 b It isn't a problem for him to do it.  
 c ~~He really doesn't like it.~~  
 d He wants to do it now.  
 e He really likes it.

### b Circle the correct words.

- 1 Jenny never goes to parties because she *doesn't mind* / *doesn't enjoy* meeting new people.  
 2 Please don't *start* / *go on* eating until everyone has their food.  
 3 I can go with you, but I need to *stop* / *spend* an hour doing homework first.  
 4 My dad always gets to the airport very early because he *hates* / *loves* arriving late.  
 5 I really *start* / *love* taking photos. It's probably my favourite hobby.  
 6 My brother doesn't do much sport, but he *spends* / *likes* watching it on TV.  
 7 Let's hire a car when we get there. I *don't mind* / *don't like* driving.  
 8 I'm going to *go on* / *stop* studying English next year. I'm really enjoying the classes.  
 9 I don't *like* / *feel like* going out tonight. I'm too tired.  
 10 **A** Why did you *stop* / *start* going to the gym?  
**B** It was too boring!

## 2 GRAMMAR uses of the gerund (verb + -ing)

### a Complete the sentences with the -ing form of the verb in brackets.

- 1 I hate *being* (be) late for meetings. I think it's really rude.  
 2 We stopped            (study) German because we didn't like the classes.  
 3 James is celebrating because he's finished            (write) his book.  
 4 I'm bored. I feel like            (go) for a walk.  
 5 I don't mind            (get) up early in the morning.  
 6 Kate really enjoys            (listen) to music while she's running.



### b Match sentences 1–6 to a–f.

- 1 Do you ever think about   c    
 2 Read the instructions before         
 3 He started his speech by         
 4 I'm not very good at         
 5 Miriam left the party without         
 6 I'm really looking forward to

- a using the machine for the first time.  
 b seeing you tonight.  
 c ~~stopping work and retiring?~~  
 d thanking everybody for coming.  
 e saying goodbye to me.  
 f parking my dad's car. It's very big.



c Complete the text with the *-ing* form of the verbs from the list.

drive feel go have imagine leave listen not get up  
not talk read send stay take turn off walk work write

# What makes you feel good?

We asked our readers, and here's what they said.

- <sup>1</sup> *Writing* \_\_\_\_\_ and then <sup>2</sup> *sending* \_\_\_\_\_ a funny email or message to my friends. And of course, <sup>3</sup> \_\_\_\_\_ their faces when they read it.
- I really like <sup>4</sup> \_\_\_\_\_ my car at night when there's no traffic, <sup>5</sup> \_\_\_\_\_ to my favourite music. I feel completely free.
- <sup>6</sup> \_\_\_\_\_ in bed on Sunday morning and <sup>7</sup> \_\_\_\_\_ the newspaper. <sup>8</sup> \_\_\_\_\_ until about 12 and then <sup>9</sup> \_\_\_\_\_ my dog for a long walk.
- I enjoy <sup>10</sup> \_\_\_\_\_ to the gym and really <sup>11</sup> \_\_\_\_\_ hard, then <sup>12</sup> \_\_\_\_\_ a long hot shower followed by a nice cold drink. There's nothing better.
- I love <sup>13</sup> \_\_\_\_\_ alone in the mountains, <sup>14</sup> \_\_\_\_\_ the wind in my hair and <sup>15</sup> \_\_\_\_\_ to anyone.
- <sup>16</sup> \_\_\_\_\_ my computer at the end of the day and <sup>17</sup> \_\_\_\_\_ work! It's the best moment of the day. I love it!



d How do you feel about the following activities?  
Circle the best answer for you, a, b, or c.

1 Going to the gym

- a 😊 b 😐 c 😡

2 Chatting to my friends on social media

- a 😊 b 😐 c 😡

3 Being alone

- a 😊 b 😐 c 😡

4 Walking on the beach

- a 😊 b 😐 c 😡

5 Going shopping for clothes

- a 😊 b 😐 c 😡

6 Getting up late

- a 😊 b 😐 c 😡

e Use your answers in d to write sentences. Say what you love, don't mind, or hate doing.

- I \_\_\_\_\_ going to the gym.
- I \_\_\_\_\_ chatting to my friends on social media.
- I \_\_\_\_\_.
- \_\_\_\_\_.
- \_\_\_\_\_.
- \_\_\_\_\_.

### 3 PRONUNCIATION *-ing*, the letter o

a ▶ 7.2 Listen and complete the sentences.

- There's *nothing* \_\_\_\_\_ to eat.
- This film is really \_\_\_\_\_.
- I hate \_\_\_\_\_.
- We're \_\_\_\_\_ this afternoon.
- What are you \_\_\_\_\_?

b ▶ 7.2 Listen again and repeat the sentences.

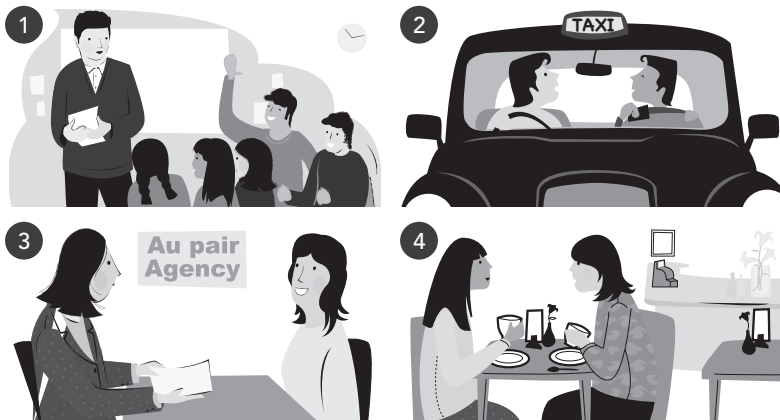
c ▶ 7.3 Listen to four sentences. Write the number of the sentence next to the correct picture.



d ▶ 7.3 Listen again and repeat the sentences.

## 1 GRAMMAR *have to, don't have to, must, mustn't*

a Look at the pictures. Complete the conversations with the correct form of *have to*.



- 1 A Do teachers in your country *have to* look smart?  
B Not very smart. They \_\_\_\_\_ wear formal clothes, but they \_\_\_\_\_ look tidy.
- 2 A \_\_\_\_\_ British taxi drivers \_\_\_\_\_ work night shifts?  
B Yes, we sometimes \_\_\_\_\_ work at night, but we \_\_\_\_\_ work every night.
- 3 A \_\_\_\_\_ I \_\_\_\_\_ cook meals?  
B No. You \_\_\_\_\_ do the cooking, but you \_\_\_\_\_ help the children to eat.
- 4 A \_\_\_\_\_ your daughter \_\_\_\_\_ travel abroad in her job?  
B No, she \_\_\_\_\_ travel abroad, but she \_\_\_\_\_ speak foreign languages.

b What do these signs mean? Write sentences with *must* or *mustn't*.



- 1 You must \_\_\_\_\_ pay in cash.  
2 \_\_\_\_\_ turn left here.  
3 \_\_\_\_\_ make a noise.  
4 \_\_\_\_\_ use your phone.  
5 \_\_\_\_\_ stop here.  
6 \_\_\_\_\_ play football here.

c Complete the sentences with *mustn't* or *don't have to*.

- 1 The museum is free. You don't have to \_\_\_\_\_ pay.  
2 You have to wear smart clothes. You \_\_\_\_\_ wear jeans.  
3 The speed limit is 120 km/h. You \_\_\_\_\_ drive faster.  
4 Your hours will be 9–5 Monday to Friday. You \_\_\_\_\_ work at weekends.  
5 That river is dangerous. You \_\_\_\_\_ swim in it.  
6 It's a very small flat. You \_\_\_\_\_ clean it every day.

d Complete the second sentence so it has a similar meaning to the first sentence. Use the **bold** verb in the positive or negative form.

- 1 Our school has no uniform.  
**have**  
We don't have to \_\_\_\_\_ wear a uniform at our school.
- 2 The rules say we must be at school by 8.  
**have**  
We \_\_\_\_\_ be at school by 8.
- 3 It's very important that you start doing some exercise.  
**must**  
You \_\_\_\_\_ start doing some exercise.
- 4 For homework tonight, you can leave exercise 1, but do exercises 2 and 3.  
**have**  
For homework tonight, you \_\_\_\_\_ do exercise 1, but do exercises 2 and 3.
- 5 It's important that you don't eat any chocolate on this diet.  
**must**  
You \_\_\_\_\_ eat any chocolate on this diet.

## 2 VOCABULARY adjectives + prepositions

a Complete the sentences with a word from the list.

bad at (x2) bad for good at (x2) good for

- 1 My sister's always been *bad at* \_\_\_\_\_ maths. She hates numbers.
- 2 Wow! You're very \_\_\_\_\_ English. Where did you learn it?
- 3 I really like playing the guitar, but I'm not very \_\_\_\_\_ it.
- 4 Everybody knows that smoking is \_\_\_\_\_ you.
- 5 Our school football team is great, but we're very \_\_\_\_\_ rugby. We've lost every match this year.
- 6 Cycling is lots of fun, and it's \_\_\_\_\_ you, too.

b Complete the sentences with a word from the list.

for from in of (x2) to with

- 1 The town of Pisa in Italy is famous *for* its leaning tower.
- 2 I'm very different \_\_\_\_\_ my younger brother. Sometimes people can't believe we're brothers.
- 3 We went to a nightclub which was full \_\_\_\_\_ tourists.
- 4 People always get angry \_\_\_\_\_ my uncle because he drives so slowly.
- 5 My husband is afraid \_\_\_\_\_ flying, so we always travel by car or train.
- 6 I love going to Italy because I'm very interested \_\_\_\_\_ old churches.
- 7 Jack's parents were very nice \_\_\_\_\_ me when I stayed with them.

c Complete the tips with the words in brackets and the correct prepositions.

- 1 If you're *interested in* \_\_\_\_\_ visiting museums, Berlin has some great ones, and the Alte Nationalgalerie is \_\_\_\_\_ amazing paintings. (full / interested)
- 2 New York is \_\_\_\_\_ its top restaurants. If you're \_\_\_\_\_ spending too much money, there are lots of cheaper places to eat, too. (afraid / famous)
- 3 In most countries, people who live in the country are \_\_\_\_\_ people in cities. They're often friendlier and much \_\_\_\_\_ tourists. (nice / different)
- 4 Hiring a car in a new city can be difficult. Even if you're quite \_\_\_\_\_ driving, it's easy to make mistakes, and other drivers can get \_\_\_\_\_ you. (good / angry)

d Read the teacher's notes on students in an English class and then write the reports.

	Marc	Hugo	Ana
<b>Good at</b>	grammar	speaking	speaking
<b>Bad at</b>	listening	doing homework	grammar
<b>Interested in</b>	writing	reading English magazines	watching English / American films
<b>Must</b>	check work	work harder	read more

- 1 *Marc's worked quite hard this year. He's good at \_\_\_\_\_ grammar, but he's still quite bad at listening. He's interested in writing, but he must check his work.*
- 2 I haven't been happy with Hugo this term. He's good at speaking, but \_\_\_\_\_
- 3 In some ways, Ana is doing well in class. \_\_\_\_\_

e Write your report and say how well (or badly) you think you are doing in your English class.

I'm good at \_\_\_\_\_.

I'm bad at \_\_\_\_\_.

I'm interested in \_\_\_\_\_.

I must \_\_\_\_\_.

## 3 PRONUNCIATION stress on prepositions

a Tick (✓) the sentences where the preposition is stressed.

- 1 What's she famous **for**?
- 2 Why are you angry **with** him?
- 3 There's nothing to be afraid **of**.
- 4 I'm quite good **at** tennis.
- 5 Sugar is bad **for** your teeth.
- 6 You're always full **of** great ideas.
- 7 What are you interested **in**?
- 8 They weren't very nice **to** me.

b 7.4 Listen and check. Then listen again and repeat the sentences.



## 1 VOCABULARY feeling ill

Re-order the letters to make words that complete the sentences.

- 1 Daniel feels terrible. He thinks he has *flu* \_\_\_\_\_ (ulf).
- 2 I need to buy some tissues. I have a \_\_\_\_\_ (lcto).
- 3 That fish wasn't very nice, and now I have a \_\_\_\_\_ (dba ochmsta).
- 4 You feel very hot. I think you have a \_\_\_\_\_ (emretupetra).
- 5 Please turn that music down. I have a \_\_\_\_\_ (chaeheda).
- 6 Kate's had a bad \_\_\_\_\_ (oguhc) for three weeks now.

## 2 GOING TO A PHARMACY

Complete the conversation with words from the list.

allergic better every have help much often symptoms take well



- A Good afternoon. Can I <sup>1</sup> *help* you?  
 B I'm not feeling very <sup>2</sup> \_\_\_\_\_.  
 A What are your <sup>3</sup> \_\_\_\_\_?  
 B I have a bad cough.  
 A Do you <sup>4</sup> \_\_\_\_\_ a temperature?  
 B No, I don't.  
 A Are you <sup>5</sup> \_\_\_\_\_ to any drugs?  
 B No, I don't think so.  
 A Take these cough sweets. They'll make you feel <sup>6</sup> \_\_\_\_\_.  
 B How many do I have to <sup>7</sup> \_\_\_\_\_?  
 A Take one <sup>8</sup> \_\_\_\_\_ three hours.  
 B Sorry? How <sup>9</sup> \_\_\_\_\_?  
 A One every three hours.  
 B OK, thanks. How <sup>10</sup> \_\_\_\_\_ is that?  
 A That's \$4.50, please.

## 3 HAVE GOT

Complete the conversations with the correct form of *have got*.

- 1 A *Have you got any aspirin?* \_\_\_\_\_  
 B Sorry, we haven't got any aspirin, but we've got some ibuprofen.
- 2 A \_\_\_\_\_?  
 B Yes, my brother's got two children, a girl and a boy.
- 3 A Have you got any pets at home?  
 B No, we \_\_\_\_\_.
- 4 A What sort of car \_\_\_\_\_?  
 B I've got a Mini.
- 5 A \_\_\_\_\_?  
 B I've got one sister, but I haven't got any brothers.
- 6 A Have you got a printer?  
 B Yes, I \_\_\_\_\_.

## 4 SOCIAL ENGLISH

Complete the conversations.

- 1 A That was a *lovely* \_\_\_\_\_ meal. And my cough has gone, too!  
 B I'm gl\_\_\_\_\_ you're feeling better.
- 2 A Can I have some more cake, please?  
 B There isn't any more. Anyway, too much cake isn't very good f\_\_\_\_\_ you.
- 3 A I think I sh\_\_\_\_\_ get back to the hotel now.  
 B Shall I drive you back?  
 A No, I'll walk. I'm s\_\_\_\_\_ I'll be fine.  
 Thanks again for a gr\_\_\_\_\_ evening.

# Can you remember...? 1-7

## 1 GRAMMAR

Circle a, b, or c.

- The weather isn't great, but it was \_\_\_\_ last year.  
a bad   b worse   c the worst
- We want to go to Slovenia because \_\_\_\_ there before.  
a we've never been   b we weren't   c we went
- I have problems sleeping because I drink \_\_\_\_ coffee.  
a enough   b too much   c too many
- Do you think \_\_\_\_ tomorrow? It's cold enough.  
a it'll snow   b it's snowing   c it snows
- Do you know \_\_\_\_ can come to the party?  
a which   b what   c who
- In the UK you \_\_\_\_ carry your passport or ID with you, but you can if you want to.  
a haven't   b mustn't   c don't have to







## 2 VOCABULARY

Circle the word or phrase that is different.

- enjoy like love hate
- interesting depressing relaxing exciting
- heart muscle harbour liver
- dangerous clean crowded polluted
- bald moustache beard long
- hire a car do the ironing sunbathe go sightseeing

## 3 PRONUNCIATION

Circle the sound that is different.

 singer	1 thing sing thank ring
 zebra	2 likes reads feels knows
 girl	3 guarantee gate gift general
 boot	4 going doing moving losing
 up	5 enough blood put shut
 tree	6 easy break mean beach

## 4 GRAMMAR & VOCABULARY

Read the article. Circle a, b, or c.

### Bhutan *Kingdom of happiness*

The mountain kingdom of Bhutan is a very small country with a population of only 800,000 people.

Countries usually want <sup>1</sup> \_\_\_\_ more cars and planes, build more houses and roads, and have more teachers and doctors, because this all improves the economy. However, in Bhutan, King Jigme Wangchuck decided <sup>2</sup> \_\_\_\_ the 1970s that other things were more important and the government had to think about what makes people happy.

The people of Bhutan are now healthier, and they live longer than they did before. The country has <sup>3</sup> \_\_\_\_ roads, schools and hospitals, but the people also believe <sup>4</sup> \_\_\_\_ looking after the environment. In fact, it's one of the <sup>5</sup> \_\_\_\_ polluted countries in the world.

Education is also very important. Almost 100% of children go to primary school. The children have lessons in maths and science, and they also learn about farming and the environment. The teachers say that school mustn't just be about <sup>6</sup> \_\_\_\_ exams; it should be about teaching students to be good people.

The people of Bhutan want to keep their special culture. Some <sup>7</sup> \_\_\_\_ ideas and inventions have come to Bhutan, but they've come <sup>8</sup> \_\_\_\_ . Bhutan finally got TVs, but that <sup>9</sup> \_\_\_\_ only in 1999. Only a small number of tourists can visit, and they <sup>10</sup> \_\_\_\_ to pay \$250 each a day just to be there.

- |             |           |             |
|-------------|-----------|-------------|
| 1 a making  | b to make | c to making |
| 2 a on      | b in      | c at        |
| 3 a better  | b well    | c best      |
| 4 a at      | b in      | c for       |
| 5 a less    | b last    | c least     |
| 6 a winning | b passing | c failing   |
| 7 a modern  | b crowded | c quiet     |
| 8 a slow    | b slowly  | c more slow |
| 9 a was     | b is      | c has been  |
| 10 a has    | b must    | c have      |