

**1 Form questions. Then get into pairs and interview your partner. Take turns. (p. 1)**

- |                                  |   |
|----------------------------------|---|
| 1 How old are you?               | 5 What are your favourite hobbies?      |
| 2 Where do you live?             | 6 What did you do in your holidays?     |
| 3 What does your best friend do? | 7 Do you have any brothers and sisters? |
| 4 Which school do you attend?    | 8 What is your mobile phone number?     |

**2 Write down suitable questions. Sometimes there is more than one possibility. The first one (0) has been done for you. Compare your results with a partner. (p. 1)***Sample questions:*

- |  |  |
|--|--|
| 1 What do you normally have for breakfast?       | 4 When does he usually start working?    |
| 2 How do you get to school every day?            | 5 What does she normally wear at school? |
| 3 What does your dad always read in the morning? | 6 How does she always get to work?       |

**3 Fill in the gaps with an appropriate article (a, an, the or no article). Compare your results with a partner. (p. 2)**

- |              |          |              |
|--------------|----------|--------------|
| 1 the, the   | 4 an     | 7 no article |
| 2 no article | 5 a      | 8 the        |
| 3 the        | 6 a, the | 9 no article |

**4 Present tense simple or present tense continuous? Choose the correct form. Compare your results with a partner. (pp. 2–3)**

- |   |  |
|---|--|
| 1 Tom <b>works</b> as a receptionist.                         | 8 I <b>am writing</b> an e-mail to my penfriend in the US at the moment. |
| 2 I always <b>go</b> to school by train.                      | 9 Do you sometimes <b>go</b> to the cinema on Saturdays?                 |
| 3 Listen! A bird <b>is singing</b> in the tree.               | 10 Susan and John are studying for the Biology test right now.           |
| 4 I never <b>drink</b> any alcohol.                           |  |
| 5 We <b>watch</b> TV every day.                               |  |
| 6 He normally <b>goes</b> to bed at 10 pm.                    |  |
| 7 My mother usually <b>has</b> a cup of coffee for breakfast. |  |

**1 Fill in the correct future forms (*will*-future or *going-to* future). Compare your results with a partner. (p. 1)**

- |                     |                       |                     |
|---------------------|-----------------------|---------------------|
| 1 will miss         | 5 will ask            | 9 will get          |
| 2 is going to rain  | 6 will be             | 10 is going to take |
| 3 is going to marry | 7 will arrive         |                     |
| 4 will be           | 8 are you going to do |                     |

**3 Comparison of adjectives: Fill in the grid. Compare your results with a partner. (p. 1)**

good	better	the best
tall	taller	the tallest
few	fewer	the fewest
happy	happier	the happiest
little	less	the least
beautiful	more beautiful	most beautiful
thin	thinner	the thinnest
exciting	more exciting	most exciting
bad	worse	the worst
nice	nicer	the nicest

**4 Compare the data of these three world-famous buildings. Write down sentences. The first one (0) has been done for you. Compare your results with a partner (p. 2)**

*Sample answers:*

- 1 The Taipei 101 is older than the Burj Khalifa.
- 2 The CN Tower is the oldest of the three world-famous buildings.
- 3 The CN Tower is higher than the Taipei 101.
- 4 The Burj Khalifa is the tallest of the three famous buildings.
- 5 The Taipei 101 is smaller than the CN Tower.
- 6 The Burj Khalifa has more storeys than the Taipei 101.
- 7 The CN Tower has the most storeys.
- 8 The Taipei 101 cost more than the Burj Khalifa.
- 9 The CN Tower was cheaper than the Taipei 101.

**1 Join the following sentences to make one sentence. Use *who / which / where*. The first one (0) has been done for you. Compare your results with a partner. (p. 1)**

- 1 We go to Kos, which is a great holiday destination, every summer.
- 2 The car is a fantastic invention which has made transport much easier.
- 3 Einstein was a brilliant scientist who I really admire.
- 4 The guests who arrived yesterday are very friendly.
- 5 Sarah, who is my neighbour, is very nice.
- 6 I bought a new smartphone which is good quality.
- 7 They built a new house at the end of the street which is very modern.

**2 Find at least five different places for each preposition. Fill in the grid. An example has been given for each preposition. Compare your results with a partner. (p. 1)**

**in:** a detached house, the backyard, a cottage, a block of flats, a bungalow

**at:** school, the entrance, each window, home, at the table

**on:** an island, the third floor, the phone, the plate, the window

**3 Have a look at the floor plan and label the rooms (A–E) and the pieces of furniture appropriately. Compare your results with a partner. (p. 3)**

**A** living room: 1 TV console, 2 floor lamp, 3 blinds, 4 couch, 5 coffee table, 6 carpet

**B** bedroom: 1 wardrobe closet, 2 bedside table, 3 bed

**C** bathroom: 1 shower, 2 toilet, 3 washbasin, 4 washing machine 5 bathtub 6 mirror

**D** study: 1 desk lamp, 2 bookshelf, 3 armchair, 4 curtain, 5 office chair, 6 desk

**E** dining room / kitchen: 1 oven, 2 stove, 3 dishwasher, 4 cupboard, 5 sink, 6 table, 7 drawer, 8 refrigerator

**4 Have a look at the picture and write down sentences using the following prepositions *in / at / on / in front of / behind / next to / opposite*. The first one (0) has been done for you. (p. 3)**

- 1 The vase is next to the folders.
- 2 The vase is on the books.
- 3 The pens are in the pen holder.
- 4 The folders are in the filing cabinet.
- 5 There are some books in the bookshelf.
- 6 The laptop is on the desk.
- 7 There are some pictures next to the books in the bookshelf.

## Review: Unit 4

## Past moments in life (p. 1)

**1 Fill in the verbs in the correct form. Use the past tense simple. Compare your results with a partner. (p. 1)**

1 broke, 2 met, 3 arrived, got, 4 went, 5 watched, 6 was, 7 found, 8 bought

**3 Write sentences by matching the short sentences from box A and box B. Use connecting words like *and* / *because* / *but* / *or* / *so*. An example (0) has been given. Compare your results with a partner. (p. 1)**

- 1 It is a large city, **so** you've to take care not to get lost.
- 2 She went to the window **and** opened it.
- 3 I was an hour late **because** the traffic was heavy.
- 4 I jumped into the lake **and** swam to the other side.
- 5 I bought a book **but** I didn't read it.
- 6 Do you want me to join you **or** shall I wait here?
- 7 Joe does a lot of sports, **so** he is very fit.
- 8 Do you want to go out **or** are you too tired?

## Review: Unit 5

## Welcome to our hotel (p. 1)

**1 Fill in *for* or *since*. Compare your results with a partner. (p. 1)**

1 since, 2 for, 3 since, 4 for, 5 since, 6 Since, 7 for, 8 for, 9 for, 10 since

**2 Make up sentences / questions in the present perfect tense simple. The first one (0) has been done for you. Compare your results with a partner. (p. 1)**

- |   |  |
|---|--|
| 1 Have you ever gone skateboarding?         | 5 Have you ever written a poem?                        |
| 2 Have you finished your homework yet?      | 6 I have never gone bungee-jumping.                    |
| 3 She has just talked to the hotel manager. | 7 I have not been on TV so far.                        |
| 4 Has she already met a famous person?      | 8 The tourists have not booked a sightseeing tour yet. |
|   | 9 Have you ever stayed at a boutique hotel?            |

**3 Complete the sentences (1–10). Use the words from the box. Compare your results with a partner. (p. 2)**

- |                     |                  |              |
|---------------------|------------------|--------------|
| 1 registration form | 5 backpackers    | 9 lobby      |
| 2 holiday makers    | 6 boutique hotel | 10 cloakroom |
| 3 spa treatments    | 7 twin beds      |              |
| 4 half board        | 8 bunk beds      |              |

**6 You work at a five-star hotel in Vienna, which is reopening in two weeks. You have been asked by the hotel manager to write the FAQs. Write down six questions and the answers (p. 3)**

*Sample answers:*

FAQ 1 When is check-in / check-out time?

FAQ 2 Can I leave my luggage?

FAQ 3 Is there free Wi-Fi?

FAQ 4 Do you allow pets?

FAQ 5 Are there prices per room or per person?

FAQ 6 Is there a shuttle service from the airport?

## Review: Unit 6

## Shop until you drop (p. 1)

**1 Fill in the gaps using *much / many / a lot of*. Compare your results with a partner. (p. 1)**

1 much, 2 Many / A lot of, 3 many / a lot of, 4 much, 5 many, 6 much, 7 much, 8 much, 9 a lot of / many, 10 many, 11 much, 12 much

**2 Get into pairs and complete the shopping dialogue. Fill in the appropriate phrases from the VocabBooster. Then act it out in class. (p. 1)**

1 May I help you	3 Which colour	6 suits you
2 size are you looking for	4 about this	7 on the first
	5 fitting rooms are	

**3 Write down the appropriate container. Compare your results with a partner. (p. 2)**

1 box  
2 bottle  
3 cup  
4 tin  
5 box  
6 carton  
7 can  
8 jar

## Review: Unit 7

## A table for two (p. 1)

**1 Complete the sentences (1–9). Use the words from the box. Sometimes there is more than one possibility. Compare your results with a partner. (p. 1)**

1 well-located, 2 home-cooked, 3 delicious, 4 spacious, 5 well-selected, 6 mouth-watering, 7 healthy, 8 seasonal, 9 attentive

**2 Have a look at the words and find the odd one out. Compare your results with a partner. (p. 1)**

1 saucer, 2 corkscrew, 3 tumbler, 4 doily, 5 service napkin

## Review: Unit 8

## What's on your plate? (p. 1)

**1 Complete the sentences (1–7). Use the gerund. The first one (0) has been done for you.**

**Compare your results with a partner. (p. 1)**

1 drinking, 2 going, 3 sipping, 4 eating, 5 having, 6 cooking, 7 preparing

**2 Talk about your personal eating habits. Complete the sentence halves (1–6). Have a look at the Trouble-free grammar box on page 92. The first one (0) has been done for you. Compare your results with a partner. (p. 1)**

1 drinking apple juice; 2 having some chocolate because I'm stressed out; 3 having breakfast with my family on Sundays; 4 eating icecream in summer; 5 going out for dinner with my best friend, 6 not eating any meat

**3 Match the verbs with the following prepositions *like / in / up / of / on*. Then write down meaningful sentences using all the gerund expressions. Compare your results with a partner. (pp. 1-2)**

1 in; 2 like; 3 of; 4 on; 5 on; 6 on; 7 up

## Review: Unit 9

## Follow the rules (p. 1)

**1 Fill in the missing verbs. Mind the tenses. Sometimes there is more than one possibility.**

**Compare your result with a partner. (p. 1)**

1 washes, dry

4 mow

7 prepare / make

2 did

5 water

8 empty

3 vacuum / Hoover / clean

6 laid / set

9 clean / Hoover

**2 Complete the sentences (1–8). Use *do not have to / does not have to / did not have to* and one of the verbs from the box. Mind the tenses. The first one (0) has been done for you.**

**Compare your result with a partner. (p. 1)**

1 don't have to hurry

5 doesn't have to care

7 didn't have to do

2 didn't have to walk

about

8 didn't have to wait

3 don't have to stay

6 doesn't / didn't have to

4 don't have to work

help

**4 Fill in *have to / be allowed to / must not / should / should not*. Mind the tenses.**

**Sometimes there is more than one possibility. Compare your results with a partner. (pp. 1–2)**

1 should

4 have to

8 have to / should

2 has to / should

5 are not allowed to

10 should

3 aren't allowed to /

6 have to

should not / must not

7 must not

**5 What are the advantages and disadvantages of having to follow rules – either at school, at work or at home? Collect some ideas and write them down in the grid. Then prepare a speech which you give in class. Speak for about three minutes. Use the phrases from the LanguageBox. (p. 2)**

advantages	disadvantages
rules help students at school to be more successful and to perform better, rules at work prevent employees from getting injured, rules at home help teenagers to have more structure	too many rules may motivate teens to break the rules, people might rebel against the rules, it's exhausting to always follow the rules, rules restrict your personal freedom

**1 Have a look at the sentences and circle the correct word (*some* or *any*). Compare your results with a partner. (p. 1)**

1 some, 2 any, 3 any, 4 some, 5 any, 6 some, 7 Some, 8 any

**2 Have a look at the VocabBooster. Match the words in A with the appropriate definitions / synonyms in B. Compare your results with a partner. (p. 1)**

1 sweet = having a taste of salt or spices and not sweet

2 sour = having a sharp, sometimes unpleasant, taste or smell, like a lemon

3 salty = containing salt or tasting like salt

4 bitter = having an unpleasantly sharp taste

5 umami = having a taste of salt or spices that is not sweet

6 savoury = having a pleasant savoury taste found in foods such as meat, cheese and tomatoes

7 pungent = having a strong and sharp taste

**3 Have a look at the pictures (1–20). Reconstruct the words by adding the missing vowels (*a, e, i, o, u*). Compare your results with a partner. (pp. 1–2)**

1 garlic, 2 onion, 3 leek, 4 radishes, 5 arugula / rocket, 6 fennel, 7 celery stalks, 8 spinach, 9 asparagus; 10 parsnip, 11 lettuce, 12 green beans, 13 lentils, 14 chickpeas, 15 knob celery, 16 horseradish, 17 turnip, 18 beet root, 19 savoy cabbage, 20 cauliflower

**4 Use the following words to make up meaningful sentences. Compare your results with a partner. (p. 2)**

*Sample answers:*

1 Where can I get handmade cheese, please?

2 Visitors can also buy juicy fruits at the local market.

3 Mum told me to buy some freshly baked bread.

4 Do you sell smoked bacon?

5 I'd like a bunch of seedless grapes, please.

6 Excuse me, where can I get organic vegetables?

7 We also offer potted plants from the Netherlands that would look very beautiful in your garden.

8 Enjoy the freshly caught fish specialities in the local restaurants.

9 The flower stall also sells aromatic herbs.

## Review: Unit 11

## The meat of the matter (p. 1)

**1 Have a look at the words and find the odd one out. Compare your results with a partner. (p. 1)**

1 chuck, 2 cow, 3 lobster, 4 wing, 5 knuckle

**2 Have a look at the words (1–7) and use them in a sentence. Write the sentences down. Then get into pairs and read your sentences to each other. Take turns. (p. 1)**

*Sample answers:*

1 Vegans get all the protein they need from nuts, seeds, beans and cereals.

2 Meat from factory farms can contain residues from antibiotics.

3 A healthy diet provides you with all essential nutrients.

4 An omnivore eats a variety of food.

5 *Diabetes Type 2* is a so-called lifestyle disease.

6 In my opinion, factory farms need to be continually monitored and regulated.

7 Butter and cream contain a lot of saturated fats.

**3 Have a look at the pictures (1–12). Reconstruct the words by adding the missing vowels (a, e, i, o, u). Compare your results with a partner. (p. 1)**

1 pike, 2 crayfish, 3 pikeperch fillet, 4 catfish, 5 cod fillet, 6 mussels, 7 pickled herring, 8 clam, 9 char, 10 octopus, 11 sole 12 carp

## Review: Unit 12

## No games, just sports (p. 1)

**1 Fill in *so* or *such*. Compare your results with a partner. (p. 1)**

1 such, 2 such, 3 so, 4 such, 5 so, 6 so, 7 such, 8 so, 9 so, 10 such, 11 so, 12 such

**2 Have a look at the following fact sheets and complete them. Use the words from the VocabBooster on page 130. An example has been given. Compare your results with a partner. (p. 1)**

**Fact sheet: Squash**

place: court, equipment: racket, ball, trainers, drinking bottle

**Fact sheet: Hockey**

place: pitch, equipment: hockey sticks, ball, goal, skin pads, trainers, training suit

**Fact sheet: Kickboxing**

place: ring, equipment: gloves, gum shield, helmet, training suit

**Fact sheet: Cross-country skiing**

place: slope / ski trail, equipment: sticks, cross-country skis, goggles, gloves



**1 Being addicted has a great impact on a person's life. Get into pairs and think of various consequences. Have a look at activity 1 on page 139 and complete the grid. Then get together with a partner and compare your findings. (p. 1) Possible solutions**

consequences for the individual		consequences for the addict's social life
physical consequences	psychological consequences	
gaining weight, rise of heart rate and blood pressure, getting bad eyesight, suffering from, diabetes, having bad breath	getting aggressive, becoming a criminal, suffering from withdrawal, symptoms, having nightmares	losing his/her friends, going broke, losing friends, work performance may suffer, overdrawing the bank account, losing the job

**2 Read the sentences (1–4) and tick the correct answer. Sometimes both options are possible. Explain the difference. Compare your results with a partner. (p. 1)**

- 1 He is an expert in behaviour therapy. He may/must be able to help you with the problem.
  - may (You are not sure if he can help)
  - must (As he is an expert, you are sure that he can help.)
- 2 I have heard that Ms Olson is broke. She might have to sell her house and other belongings.
  - might  must
- 3 Where is Lucy? – I don't know. She could be at the soccer pitch or in the park.
  - could  must
- 4 We need to find a solution to the problem. It is going to be really tough. I guess, it can't/might not be as easy as you think.
  - can't (You have found the solution easily but you are not sure about it.)
  - might not (You think it is not easy to find a solution.)
- 5 Do not ring the doorbell when you get there. Their little baby may be sleeping.
  - must be  may be
- 6 How did the thieves get in? – We do not know yet. The old couple might have forgotten/must have forgotten to lock the door.
  - might have forgotten (You do not know exactly.)
  - must have forgotten (You definitely know because this is the only possibility the thieves could get in.)
- 7 I called him but there was no answer. He may have/must have left for Dublin earlier than expected.
  - may have (You do not know exactly if he has already left for Dublin)
  - must have (You definitely know that he is travelling to Dublin.)

## Review: Unit 14

## At the café (p. 1)

1 Fill in the active or passive form of the verbs. Use the present tense or past tense. Compare your results with a partner. (p. 1)

- |              |            |                  |
|--------------|------------|------------------|
| 1 is         | 5 is drunk | 9 was introduced |
| 2 is made    | 6 brought  | 10 are sold      |
| 3 stimulates | 7 was sold | 11 is            |
| 4 was shown  | 8 entered  |                  |

2 Complete the sentences with an appropriate word from the box. Compare your results with a partner. (p. 1)

- |           |             |                 |
|-----------|-------------|-----------------|
| 1 apology | 4 unique    | 7 interruption  |
| 2 gossip  | 5 grumpy    | 8 apricot jam   |
| 3 shabby  | 6 green tea | 9 whipped cream |

## Review: Unit 15

## Going green (p. 1)

1 Tick the correct verb to fill the gap in each sentence. Compare your results with a partner. (p. 1)

- |         |             |               |
|---------|-------------|---------------|
| 1 speak | 4 is saying | 7 tell        |
| 2 say   | 5 tell      | 8 saying; say |
| 3 tells | 6 talking   |               |

2 Complete the sentences. Use the appropriate words/phrases from the box to make meaningful collocations. Compare your results with a partner. (p. 1)

- 1 separate
- 2 organic
- 3 leave
- 4 make use of
- 5 replaced with
- 6 use of energy
- 7 limit
- 8 public transport

## Review: Unit 16

## Delicacies and dietary habits (p. 1)

### 1 Fill in the correct form of the adjectives. Compare your results with a partner. (p. 1)

- |                  |               |                  |
|------------------|---------------|------------------|
| 1 the strongest  | 4 the nicest  | 7 faster         |
| 2 more expensive | 5 older       | 8 richer         |
| 3 the worst      | 6 the tallest | 9 more difficult |

### 2 Make comparisons. Use as many different structures from the *Trouble-free grammar box* on page 173 as possible. There is more than one correct answer. The first one (0) has been done for you. Compare your results with a partner. (p. 1)

- 0 My dog is faster than my cat. / My cat is not as fast as my dog. / My cat is as fast as my dog.
- 2 Caroline is more creative than her best friend. / Caroline is (not) as creative as her best friend.
- 3 My mum is older than my dad. / My dad is (not) as old as my mum.
- 4 My Maths teacher is (not) as friendly as my English teacher. / My English teacher is friendlier than my Maths teacher.
- 5 Reading is more exciting than watching TV. / Reading is (not) as exciting as watching TV.
- 6 Jim is the smartest of all.
- 7 Chris is sportier than John. / John is (not) as sporty as Chris.
- 8 Katie is the most talented in class.

### 3 Complete the sentences (1–8) with an appropriate word from the box. Mind the tenses. Compare your results with a partner. (p. 2)

- 1 rash
- 2 obey
- 3 salty
- 4 prosperity
- 5 gluten
- 6 suffocated
- 7 faith
- 8 harmful

## Review: Unit 17

## Time for change (p. 1)

### 1 Use the past tense simple and the present tense simple to make meaningful sentences. The first one (0) has been done for you. Compare your results with a partner. (p. 1)

- 1 worked, 2 started, 3 liked, 4 spent, 5 cared, 6 smoked, 7 broke up

*Sentences: Students' individual answers*

### 4 Choose the correct form. Then get into pairs. Ask each other and give creative answers. (p. 2)

- 1 What do you find **annoying**?
- 2 How often do you feel **excited**?
- 3 Are you ever **frightened**?
- 4 What has been your most **terrifying** experience ever?
- 5 Can you think of anything **amazing**?
- 6 Have you ever felt **confused**?
- 7 What do you find **boring**?
- 8 When was the last time you were **disappointed**?

## Review: Unit 18

## Tourism in Austria (p. 1)

**1 Complete the sentences (1–8). Use the appropriate words from the box. Sometimes there is more than one possibility. Compare your results with a partner. (p. 1)**

- |                                   |                         |                 |
|-----------------------------------|-------------------------|-----------------|
| 1 flood                           | 4 landslide / avalanche | 8 thunderstorms |
| 2 hail / frost /<br>thunderstorms | 5 avalanche             | 9 slush         |
| 3 hail                            | 6 black ice             |                 |
|                                   | 7 fog / thunderstorms   |                 |

**2 Have a look at the sentences (1–9). Choose the correct word (adjective or adverb). Compare your results with a partner. (p. 1)**

- 1 definitely
- 2 easy
- 3 carefully; good
- 4 good
- 5 slow
- 6 well
- 7 heavily
- 8 hard
- 9 absolute

## Review: Unit 19

## Advertise your image (p. 1)

**1 Have a look at the sentences and fill in the correct adverbs. Compare your results with a partner. (p. 1)**

- 1 directly
- 2 late
- 3 near
- 4 pretty
- 5 freely
- 6 widely
- 7 hardly
- 8 free
- 9 hardly
- 10 nearly
- 11 lately
- 12 hard

**1 Make up meaningful conditional I sentences. Match the beginnings with the appropriate sentence endings. Then write the sentences down in your notebook. Compare your results with a partner. (p. 1)**

- 1 If you are ready before seven, you will manage to attend the wine tasting session.
- 2 I will not order any longer at the local wine merchant if he increases prices for bottled wine.
- 3 He will buy bar utensils if he is asked to mix cocktails at his best friend's birthday party.
- 4 She will order a beer brewing kit online if it is cheaper than in a local shop.
- 5 If the guests ask for a refreshing summer drink the waiter will show them the drinks menu.
- 6 The tourist will definitely have the chance to drink *Jagatee* if they visit Austria in December.
- 7 If the brewer uses too much tannin the beer will taste bitter.
- 8 I will recommend soda water with lemon if you ask me for a refreshing non-alcoholic summer drink.

**3 Have a look at the words and find the odd one out. Compare your results with a partner. (p. 2)**

- |              |                   |             |
|--------------|-------------------|-------------|
| 1 mead       | 4 gunfire         | 7 club soda |
| 2 stout      | 5 orange soda     | 8 porter    |
| 3 ginger ale | 6 strong red wine |             |

**5 Get into pairs. Which questions need to be asked in order to recommend the perfect bottle of wine to a guest? Write them down. Then present your findings in class. Take turns. (p. 2)**

*Sample answers*

- 1 What kind of food would you like to have?
- 2 Would you like something local? / Would you like an exotic wine?
- 3 Would you like something lighter or something full-bodied?
- 4 Would you like something fresh and fruity or something savoury and complex?
- 5 What wines have you tried in the past that you have enjoyed?

**1 Fill in the correct prepositions. Use *at/for/from/in/of/on*. (p. 1)**

1 of, 2 on, 3 in, 4 in, 5 on; for, 6 of; of, 7 of, 8 from; to, 9 of; from, 10 at

**2 Alex has just arrived in New York. Read his thoughts (1–5) and give appropriate pieces of advice. Use the phrases from the *Trouble-free grammar* box on page 230. The first one (0) has been done for you. Compare your results with a partner. (p. 1) *Sample answers***

- 1 If I were Alex, I would look for it in the hotel room again.
- 2 Alex should call his insurance company and inform them about the accident.
- 3 Alex should call the hotel manager and apologise for being late.
- 4 If I were Alex, I would call my parents as soon as possible.
- 5 It's a good idea to go to the tourist information center and ask for a map.

**3 Get into pairs. One of you is Person A, who has just started working with a partner company in Shanghai and is having some problems. One of you is B who is trying to give some good advice. Use the phrases from the *Trouble-free grammar* box on page 230. Take turns. (p. 2)**

*Sample answers*

- 1 If I were you, I would inform my line manager immediately.
- 2 You should call him and inform him about being late.
- 3 It's a good idea to call the insurance company and inform them about the accident.
- 4 If I were you, I would talk to him/her again and sort things out.
- 5 You should ask a colleague for his/her copy and make a copy for yourself.
- 6 It's a good idea to talk to your boss immediately and apologise for the mistake.

**1 Have a look at the VocabBooster. Match the words in A with the appropriate definitions/synonyms on B. Compare your results with a partner. (p. 1)**

- 1 part-time = working fewer hours than normal
- 2 to be employed = to have a job, to work
- 3 wage = a payment especially on an hourly, a daily, or a weekly basis or by piece of a product
- 4 parental leave = a paid period off work to care for a child / your children
- 5 full-time = working the full number of hours considered normal or standard in a country
- 6 regular working hours = starting and finishing work at the same time every day
- 7 to be unemployed = to have no job
- 8 salary = a fixed regular monthly payment
- 9 flexi-time = an employee can choose, within limits, the hours for starting and leaving work each day
- 10 work overtime = to work extra hours
- 11 promotion = getting a higher position at a job
- 12 further training = special courses after work

## Review: Unit 23

## Getting down to business (p. 1)

**3 Complete the sentences (1–9) with an appropriate word from the box. Compare your results with a partner. (p. 1)**

- |              |                 |            |
|--------------|-----------------|------------|
| 1 stationary | 4 glue stick    | 7 overdue  |
| 2 cartridge  | 5 gratitude     | 8 supplier |
| 3 recipient  | 6 business card | 9 invoice  |

## Review: Unit 24

## Meals and courses (p. 1)

**1 Have a look at the sentences (1–9) and tick the correct preposition of time. Compare your results with a partner. (p. 1)**

1 on, 2 at, 3 on, 4 in, 5 in, 6 on, 7 in, 8 at, 9 AE: at / BE: on

**2 Complete the sentences (1–9) with an appropriate word from the box. Compare your results with a partner. (p. 1)**

- |               |            |                 |
|---------------|------------|-----------------|
| 1 ingredients | 4 required | 7 evening gown  |
| 2 anniversary | 5 porridge | 8 complementary |
| 3 Scones      | 6 tuxedo   | 9 commemorates  |