

Unit 22

A Focus

2 Test tactic

C

- (A) The motorbike is in front of the bicycle.
(B) The woman is behind the car.
(C) There is a fan next to the cyclist.
(D) The cyclist is between the vehicles.
- (A) The computer is under the desk.
(B) The commuter is at a disco.
(C) The man is using the computer.
(D) The keyboard is behind the computer.

3 Tactic practice

- (A) They both have classes tonight.
(B) The people are sitting beside each other.
(C) The lamp is next to the table.
(D) The people are raising their glasses.
- (A) The guitars are being played.
(B) The guitars are on display.
(C) The cars are in a row.
(D) The cars are next to the wall.
- (A) The woman is looking at the outfit.
(B) The woman is writing down her address.
(C) The woman is getting dressed.
(D) The woman is paying for some clothes.

Understanding natural English

He walks for hours.
He works for hours.

The ship is in the water.
The sheep is near the water.

The man tastes the food.
The man tests the food.

B Mini-test

- (A) He's talking to a cashier.
(B) He's drawing a machine.
(C) He's using a bank machine.
(D) He's removing money from his wallet.
 - (A) The girl is sitting on a stool.
(B) The girl is opening the door.
(C) The girl is shelving the books.
(D) The girl putting up a poster.
- (A) She's looking down at her work.
(B) She's turning on a light.
(C) She's painting a table.
(D) She's writing on a paper.
 - (A) They are leaving a restaurant.
(B) They are making dinner.
(C) They are looking at the document.
(D) They are putting glasses on the table.
 - (A) The waiters are filling the plates.
(B) The chefs are decorating the cakes.
(C) The room is deserted.
(D) The diners are being seated.
 - (A) He's leaving a building.
(B) He's walking in the park.
(C) He's sitting on a bench.
(D) He's working at a desk.
 - (A) He's standing on the drain.
(B) He's climbing a ladder.
(C) He's putting on his boots.
(D) He's sweeping the street.
 - (A) They're looking out the window.
(B) They're waiting outside an office.
(C) They're sitting at the table.
(D) They're looking at the whiteboard.

Unit 23

A Focus

2 Test tactic

Follow up

- Can you show me how to fill out this card?
(A) Sorry, my wife has the car today.
(B) Yes, of course I showed it to him.
(C) Sure, it's actually pretty simple.
- Do you need any help handing out those papers?
(A) My paper wasn't delivered this morning.
(B) No, I can manage fine, thanks.
(C) I'm sorry, but I can't help you.

3 Tactic practice

- Could you carry these books for me?
(A) Yeah, OK. Where should I put them?
(B) Sorry, I already booked it.
(C) I don't think it's my book.
- Do you think we'll be able to get the contract?
(A) I don't believe they have laid enough track.
(B) I think the contract is fine.
(C) Frankly, I doubt our chances.

3. How did you like the show?
(A) Well, I can show you how after I finish this.
(B) Terrific! It was really well done.
(C) I saw it on Friday.
4. Can I get you anything for dessert, sir?
(A) I think I'd like the apple pie.
(B) No, it's far too hot in the desert.
(C) Yes, please get it for me.
5. I think that reducing staff is the wrong idea.
(A) Yes, a long way from here.
(B) Let me introduce you.
(C) It seems a good idea to me.

Understanding natural English

Could you carry these books for me?
Would you mind showing Kim the supply room?

B Mini-test

1. Would it be OK if I borrowed this pen?
(A) When did it happen?
(B) Sure, go right ahead.
(C) Wood, I think.
2. Can I offer you coffee or tea?
(A) No, it wasn't.
(B) I'll turn it off.
(C) I'd like some tea, please.
3. Excuse me, where's the cafeteria?
(A) Everyone says so.
(B) Just past the lobby.
(C) I'll get you one.
4. Why did he call you into the office?
(A) To discuss plans for the summer.
(B) I think so.
(C) By telephone.
5. What is your opinion of the new policy?
(A) I don't think it makes much sense.
(B) I'm afraid not.
(C) It's a beautiful place.
6. I've finished the review you asked for.
(A) When will you be finished?
(B) That was quick!
(C) A view of the city.
7. Could I take next Monday off?
(A) I'll give you mine.
(B) Sure, we aren't that busy right now.
(C) No, they couldn't do it.
8. Would you mind showing Kim the supply room?
(A) There's plenty of room.
(B) No, it must be yours.
(C) I'd be glad to.
9. What do you think's wrong with the air conditioner?
(A) That's not right.
(B) I think it needs to be cleaned.
(C) He's in great condition.
10. How can I get this chair fixed?
(A) Call the maintenance staff.
(B) Yes, I know.
(C) All of them.
11. Can I borrow your calculator?
(A) I can do it a bit later.
(B) Sorry. Carlos has it.
(C) Yes, I borrowed it.
12. Hand me over your screwdriver, will you?
(A) Sure, here you are.
(B) Yes. I'll drive.
(C) I already handled it.

Unit 24

A Focus

1 Language building

C

- M1** Hi Eric, could I ask you to draw up these contracts for me this afternoon? I have a meeting with the client this evening.
- M2** I'm afraid not, John. I'm leaving to catch a flight in about 30 minutes. Hawkins is sending me to visit the Chicago office. I only came in to get some papers.
- 1.** Why can't Eric do what the man asks?
- W** Do you need a lift to the train station? I'm going down to the market and it's not far out of my way.
- M** Thanks very much for the offer, Daphne, but I was planning to cycle down. I could certainly use the exercise.

- 2.** How is the man planning on getting to the station?
- M** Could you clean and press these two shirts and repair a tear in this jacket? I have a meeting in the morning and really need them before 11 o'clock.
- W** Well, I'm sure we can have the shirts ready, but unfortunately we won't be able to get the jacket to you before tomorrow. All repairs have to be sent out of the hotel.
- 3.** What does the woman say about the man's request?

2 Test tactic

B

- 1.**
- M1** Do you think I should get a new car? My old car seems to cost me more money in repairs each year.
- M2** I think that's not a bad idea. It might be cheaper in the long run to trade it in for a newer model.
- 2.**
- W** What are you doing for your vacation this year, Dario?
- M** I really haven't decided yet, but I was thinking of cycling across Europe.
- 3.**
- M1** I see you are applying for the sales clerk's job. Do you have any experience in sales?
- M2** Well, during college I worked as a part-time clerk in the school store and I also worked a summer as a sales assistant at a local clothing store.
- 4.**
- M1** Mr. Green, I was wondering if it was OK if I took next Friday off.
- M2** Well, we have a lot of work to do this week, Bob. It would be better if you could wait until the week after next.

3 Tactic practice

Questions 1-3 refer to the following conversation.

- M1** Hi, I'm looking to rent a place. I saw in your ad that you have some places available.
- M2** What kind of place were you looking for?
- M1** I was hoping for something with two bedrooms on the East Side, not too far from the beach.
- M2** I'm sorry, the last two-bedroom place on the East Side went about an hour ago. However, I have a nice three-bedroom apartment that you might be interested in. I could take you to see it this afternoon if you like.

- 1.** What does the first man want to do?
- 2.** What is the problem?
- 3.** What does the second man offer to do?

Questions 4-6 refer to the following conversation.

- M1** Hey, Bob, I don't suppose you could lend me some money, could you? I left my wallet at home and I don't have enough to get lunch.
- M2** I'm really sorry, Jim, but I only have a few dollars myself. Have you tried asking Darryl? He might be able to help you out.
- M1** Well, I suppose I could, but I don't really know him all that well. I'd feel a little awkward asking him for money. You couldn't ask for me, could you?
- M2** I don't think so. I'm sure he wouldn't mind if you asked him.
- 4.** What is Jim's problem?
- 5.** What does Bob do about the situation?
- 6.** What does Bob finally decide?

Understanding natural English

The meals were as good as I've had in many restaurants.

We'll notify you as soon as we locate your suitcase.

B Mini-test

Questions 1-3 refer to the following conversation.

- W** Jack, could I ask you a favor? Could you give me a ride to the airport tomorrow morning?
- M** Possibly. What time do you need to be there?
- W** My flight is at eleven so I should probably leave around 8:30.
- M** Oh, I'm sorry. I have an appointment with a client tomorrow morning at 9:00 so I'm afraid I won't be able to help you.

- 1.** What does the woman ask the man to do?
- 2.** At about what time does the woman need help?
- 3.** What does the man plan to do tomorrow?

Questions 4-6 refer to the following conversation.

- W** I've got a trip to New York coming up next month. I hear you flew with Prestige Air last time. Would you recommend that airline?
- M** I was a little disappointed. I heard the planes had wide, comfortable seats with extra room for your legs, but it wasn't the case.
- W** How about the food? Were the meals good?
- M** Yes, actually, they were as good as I've had in many restaurants.

4. What does the woman want?
5. Why does the man say about his experience?
6. What did the man especially like?

Questions 7–9 refer to the following conversation.

- W1** Can I help you?
W2 I'm having trouble with this vacuum cleaner. I'd like to return it.
W1 What seems to be wrong?
W2 It doesn't pick up much dust, and it makes a loud noise when it's operating.
W1 Please show me your sales receipt, and we should have no trouble refunding your money.
7. Where does this conversation most probably take place?
 8. What is the problem?
 9. What must the customer provide?

Questions 10–12 refer to the following conversation.

- W** Hi, I just arrived on flight 245 from Copenhagen. I waited until all the luggage came out, but my suitcase wasn't there.
M Hmm. I guess it might have been put on the wrong flight. There's a chance it won't arrive until tomorrow.
W Tomorrow! But it has all my documents in it!
M Well, I'm very sorry about this. Leave us a phone number where we can reach you, and the airline will notify you as soon as we locate your suitcase.
10. Where does the conversation probably take place?
 11. What is the woman's problem?
 12. What does the man suggest?

Unit 25

A Focus

2 Test tactic

B

Questions 1–3 refer to the following announcement.

If you are looking to create a good first impression without breaking the bank, then Seymour suits may have just what you're looking for. At Seymour, we pride ourselves on using not only the finest-quality material, but also on keeping prices affordable. You'll always know it's a Seymour suit by the patented breathable lining that gives you just the right amount of warmth in winter, but lets your skin breathe to keep you cool in those summer months. Whether it is formal, business or smart casual you are looking for, Seymour

has a suit to suit all occasions. And, as a special offer to celebrate our fiftieth anniversary, we are offering a 25 percent discount on all men's suits and shoes. Hurry now, while stocks last.

1. Why should customers choose Seymour suits?
2. How can customers tell if their suit is a genuine Seymour suit?
3. Why should customers hurry to buy the suits?

3 Tactic practice

Questions 1–3 refer to the following announcement.

Your attention, please, ladies and gentlemen, this is a customer announcement. Would a Mr. G. Heinrich traveling to Berlin please come to the information counter to collect his boarding pass? Also, we would like to ask all passengers on flight 145 to Moscow, to please make their way to gate number 12, where this flight is now ready for boarding. For your safety, we would like to remind all passengers not to leave bags unattended, and to ask passengers to report any unattended packages to airport security as soon as possible. Once again, thank you for using Wellmore Airport.

1. Why should Mr. Heinrich go to the information counter?
2. Who is told to go to gate number 12?
3. Why should passengers going to Moscow hurry?

Questions 4–6 refer to the following announcement.

Thank you for choosing LDM Hotels. For your convenience, we offer 24-hour room service, which can be accessed by dialing 1 from your room telephone. Vending machines are available on every other floor, providing refreshments as well as single-use toiletry and personal grooming products. If you wish to make an outside call, please dial 9 before entering the country or area code. Collect calls may be arranged by calling the operator. Dial 1 to be connected. For any other services, taxi appointments and inquiries, please call the concierge. Dial 2 for this service. Any laundry that requires cleaning can be taken to the housekeeper on the first floor.

4. How can guests purchase razors or toothbrushes?
5. How can outside calls be made?
6. Why might guests visit the housekeeper on the first floor?

Understanding natural English

The train was delayed by half an hour.
 They first charged only 10 cents a box.

B Mini-test

Questions 1–3 refer to the following announcement.

Welcome to the Weller Candy Museum. This tour will explain the ninety-six-year-old history of our company. We will begin in the original Weller house. I am sure you are familiar with “Candice”, the only fruit candy of its kind. Rebecca and Samuel Weller created it for their children right here in this kitchen. They wanted to make a dessert that was both sweet and healthy. The Wellers gave it as gifts to friends and family on special occasions, and soon special orders began to come in. They first charged only 10 cents a box. Now there are Weller stores throughout the world and a box costs 45 dollars. As you can see, prices have gone up a bit since then!

1. Who is probably making this announcement?
2. What is suggested about the candy?
3. What was the original price of a box of candy?

Questions 4–6 refer to the following announcement.

Now for the weather forecast. Unfortunately, the warmer-than-average temperatures and clear skies that we’ve experienced the last few days will be ending. We will be getting back to temperatures typical for this time of year. In the north, we expect clouds and light snow with a high of about 33 degrees Fahrenheit. Moving south, we expect sunny weather to start with, but clouds and some snow will be moving in later in the afternoon. At night, temperatures will drop below freezing so please be careful on those slippery roads. Finally, the outlook for the weekend: cold with more light snow, and temperatures about the same, in the low 30s. That’s all from us tonight.

4. What change in the weather is expected in the north?
5. What temperature is predicted during the day?
6. Why should drivers be careful tonight?

Questions 7–9 refer to the following announcement.

Ladies and gentlemen, the train now arriving at platform 8 is the delayed 12:35 rapid service to Boston. The train was delayed by half an hour, due to mechanical failure, and will now be leaving at 1:05. We would like to offer our sincerest apologies for any inconvenience this delay may cause. Unfortunately, we will be unable to restock the snack bar. We recommend that passengers purchase food and refreshments prior to boarding the train. Once again, our apologies for any inconvenience.

7. Where is the announcement probably being made?
8. Why was there a delay?
9. What does the speaker recommend?

Questions 10–12 refer to the following announcement.

I’m sorry, but Ms. Patel won’t have time to answer any more questions due to the late start of the presentation, which was caused by technical problems. Now, our next speaker is someone that should be familiar to any of you who attended our conference here last year. Mr. Park Sun Lim is the head of Park-Lee industries, which is now the number two producer of semi-conductors in South East Asia. He is here today to talk about recent developments in production technology that are revolutionizing his factory in Seoul.

10. Why was the first presentation delayed?
11. How might people know the next speaker?
12. What is the topic of the next presentation?