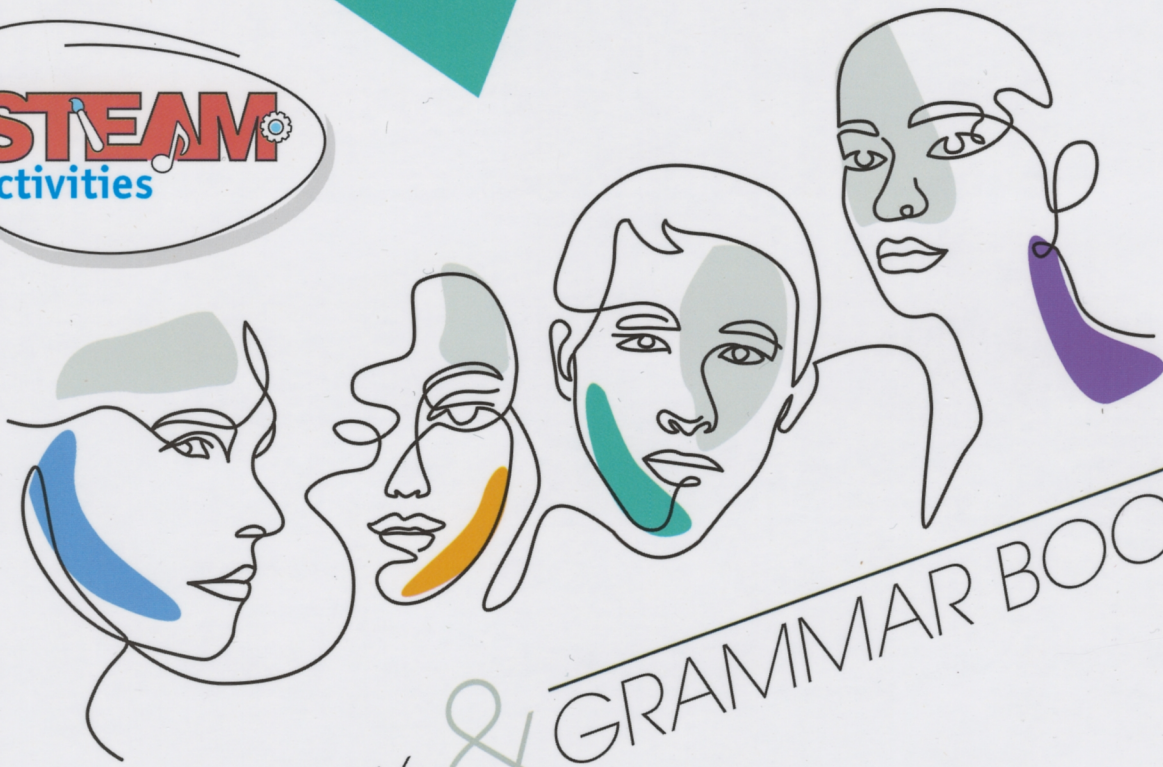


# MINDS

Jenny Dooley



WORKBOOK & GRAMMAR BOOK  
Student's

# B2+



Express Publishing



# L MINDS

Jenny Dooley



WORKBOOK & GRAMMAR BOOK  
*Student's*

B<sub>2</sub><sup>+</sup>



**Express Publishing**

## Published by Express Publishing

Liberty House, Greenham Business Park, Newbury,  
Berkshire RG19 6HW, United Kingdom  
Tel.: (0044) 1635 959 759  
email: [inquiries@expresspublishing.co.uk](mailto:inquiries@expresspublishing.co.uk)  
[www.expresspublishing.co.uk](http://www.expresspublishing.co.uk)

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Design and Illustration © Express Publishing, 2025

STEAM Activities © Konnie Karma 2025

Colour Illustrations: Roberta, Andrew Simons © Express Publishing, 2025

Music Arrangements by Express Studio © Express Publishing, 2025

First published 2025

Made in EU

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ISBN 978-1-3992-1707-1 Workbook & Grammar Book Student's  
ISBN 978-1-3992-1708-8 Workbook & Grammar Book DigiBooks app  
ISBN 978-1-3992-1710-1 Workbook & Grammar Book Student's with DigiBooks app



# Acknowledgements

## Author's Acknowledgements

I want to thank my colleagues and friends who helped me so much in carrying out the research and gave me advice and valuable input. Special thanks to my children for their support and imagination. This book would not have been possible without them.

I would also like to thank all the staff at Express Publishing who have contributed their skills to producing this book. Thanks for their support and patience are due in particular to: Megan Lawton (Editor in Chief); Mary Swan and Connie Ale (senior editors); Michael Sadler and David Clarke (editorial assistants); Richard White (senior production controller); the Express design team; Express studio (recording producers); and Kevin Harris, Cathy Mills and James Hutton as well as those institutions and teachers who piloted the manuscript, and whose comments and feedback were invaluable in the production of the book.

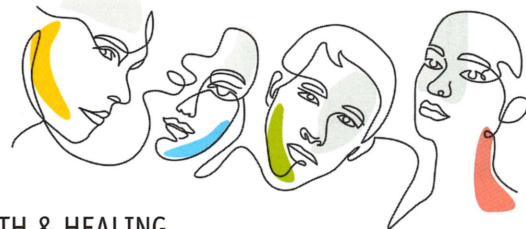
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## IRREGULAR VERBS

# 1a READING

## Getting to work on CLIMATE CHANGE



Climate change is already affecting many aspects of our lives. The effects of an unstable climate can often lead to rising food prices at the supermarket and disruptions to travel, not to mention the direct impact of extreme weather events like storms and heatwaves on our homes. But there's one aspect of climate change you probably haven't considered: how it will impact your work life.

The main driver of the climate crisis is air pollution, which causes respiratory illness. The associated rise in temperature from all the greenhouse gases trapped in the atmosphere also enables the spread of disease-causing insects to places where they weren't previously found, and extends season allergy for those affected by seasonal allergies. All of these things result in employees taking more sick days off work, or in reduced productivity as they struggle with these conditions.

Higher temperatures also influence how efficiently people work. Research shows that productivity levels in manual jobs, such as farming and building, are halved once the thermometer hits 33-34°C. However, intense heat is highest in urban environments, and people working in offices and shops are also at risk of becoming less productive if their workplace doesn't have a cooling system. Researchers are calling this fall in production 'heat-induced labour loss' – and it's increasing.

Climate-related weather events also damage agricultural land, industrial infrastructure and business assets. According to research, financial losses from such events totalled \$313 billion in 2022. To us, the impacts of such events seem short-lived, but for those affected, the situation doesn't improve once the news channels stop covering the story. People who lose their jobs because a flood, wildfire or hurricane has destroyed local industry usually find it difficult to **get back on their feet** again.

### 1 ★ Read the article. For questions 1-4, tick (✓) the correct box.

- Climate change isn't always the reason for the high cost of food.  
True  False
- Disease-causing insects are spreading due to the extended allergy season.  
True  False
- What happens when temperatures exceed 34°C?  
 A Manual workers begin to be affected.   
 B Production falls for half of the workforce.   
 C Manual workers are 50% less productive.
- What does the writer imply about the effects of climate-related weather events?  
 A They have an ongoing impact on local people.   
 B They aren't as bad as news channels make out.   
 C They rarely last a long time.

### 2 ★★ Read the text. Answer the questions.

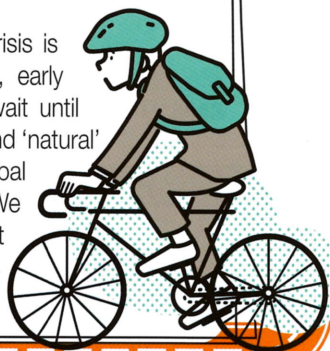
- What does the writer believe is the root cause of climate change?
- In what two ways does the increase in seasonal allergies affect work?
- What is 'heat-induced labour loss'?
- Why does work related to climate change create jobs?

### 3 ★★★ Read the text. For questions 1-4, choose the best option (A, B, C or D).

- What is the main idea in the first paragraph?  
 A People don't realise that climate change is already affecting them.  
 B The high cost of food is the most noticeable effect of climate change.  
 C People haven't fully understood how far-reaching the effects of climate change are.  
 D Climate change affects some people more than others.
- Which workers are increased temperatures most likely to affect?  
 A Those with respiratory illnesses.  
 B Those who struggle to work with medical conditions.  
 C Those who work in urban environments.  
 D Those who engage in physical work.
- What does the writer say about the handling of climate-related weather events?  
 A News channels only report the disaster and not the long-term impacts.  
 B News coverage negatively affects the people involved.  
 C The economic cost is greater than it should be.  
 D Too much attention is given to the financial losses.
- Which of the following is closest in meaning to **get back on their feet** in the fourth paragraph?  
 A succeed in a professional career  
 B recover after a difficult situation  
 C rebuild after a disaster  
 D return to paid employment

But there is good news for the jobseekers of the future. Most people agree that the only way out of the current climate crisis is to implement a low greenhouse gas economy, which means making major changes to infrastructure worldwide – and will involve a lot of work. In fact, research suggests that more jobs will be created than lost as a result of climate change. For example, building bicycle-only routes creates 2.8 times as many jobs as traditional road construction, and installing solar energy systems creates 1.5 times as many jobs as the fossil fuel industry. Best of all, ecosystem regeneration creates 3.7 times more jobs than producing oil and gas. The reason is that jobs like construction work, installation of sustainable energy systems and reforestation are labour-intensive, whereas a lot of the traditional systems have become automated over the years.

However, if solving the climate crisis is going to benefit the job market, early planning is essential. We can't wait until rising temperatures, air pollution and 'natural' disasters have decimated global industries before we take action. We need to tap into the potential that saving the planet has for the economy before it's too late.



## EMPLOYMENT

### 1 ★ Choose the correct option.

- They hire students **in/on** a short-term basis during the summer.
- Beth has secured a **temporary/minor** position at the ad agency until she starts her degree course in September.
- Josh is hoping for a pay **rise/slip** as he's still on minimum wage.
- Start/Entry** -level positions don't usually pay well, but they're a good way to get your foot in the door.
- We believe it's important to build good **relations/contracts** with our clients.

### 2 ★ Complete the sentences. Use: *contract, promotion, internship, reference, bonus.*

- A: How was your summer **1)** \_\_\_\_\_, Helen?  
 B: It was great! Thanks for giving me such a good **2)** \_\_\_\_\_, Mr Harris. I think it really helped me to secure the position.
- A: No problem. Was everyone at the company pleased with your work?  
 B: Absolutely. I made so many sales that, last month, I got a(n) **3)** \_\_\_\_\_ for my hard work.
- A: Well done. So, what's next for you?  
 B: Well, they've offered me a full-time job! It's actually a(n) **4)** \_\_\_\_\_ – one level up from the intern job I had. I'll have my own team! I'm signing the **5)** \_\_\_\_\_ tomorrow.
- A: That's excellent news, Helen! Congratulations!

### 3 ★★ Complete the gaps. Use: *freelancer, occupation, perk, scheme, trainee, vacancy.*

We are looking for an enthusiastic **1)** \_\_\_\_\_ to join our team on a permanent basis. If you are successful, you will receive:

- ⊙ full training on the job
  - ⊙ a competitive salary
  - ⊙ access to our company's health insurance
- 2)** \_\_\_\_\_

**Interested?** Apply for this **3)** \_\_\_\_\_ online before 12th June.

**4)** \_\_\_\_\_ required for web design project; six-month contract. Applicants must be web designers by **5)** \_\_\_\_\_ and have at least 5 years' experience. Although temporary, the successful candidate will still enjoy many of the benefits of permanent employees, including the **6)** \_\_\_\_\_ of a company car.

### 4 ★★ Match the words in the two columns.

- |  |                     |
|--|---------------------|
| <b>1)</b> <input type="checkbox"/> part-time     | <b>a</b> qualities  |
| <b>2)</b> <input type="checkbox"/> conflict      | <b>b</b> position   |
| <b>3)</b> <input type="checkbox"/> disciplinary  | <b>c</b> resolution |
| <b>4)</b> <input type="checkbox"/> leadership    | <b>d</b> contractor |
| <b>5)</b> <input type="checkbox"/> permanent     | <b>e</b> job        |
| <b>6)</b> <input type="checkbox"/> self-employed | <b>f</b> action     |

### 5 ★★★ Choose the correct option.

New message \_ ↻ ✕

Hi Mike,

Guess what! I'm working on an archaeological dig! It's common for archaeologists to engage in this **1) scheme/practice/perk**, as there is a lot of work to do on an active site, and students like me are always keen to help. I've got a **2) superior/junior/senior** position, of course, as I'm still studying, and they're paying me **3) by/with/for** the day. However, it's fair **4) promotion/resolution/compensation** for my work as this is also a great **5) learning/onboarding/contract** experience for me. It's a chance to put what I've learnt into practice, and also build contacts **6) within/through/on** the field of study. Archaeology jobs usually ask for **7) temporary/full-time/previous** experience, so it will help me when I start applying for jobs next year too, not to mention the fact that I feel more **8) good-natured/self-assured/level-headed** about my abilities and instincts after working on an actual dig.

What have you been up to this summer? Write back and let me know.

Amy

# 1c GRAMMAR IN USE

## ADJECTIVES/ADVERBS/ INTENSIFIERS

### 1 ★ Choose the correct option.

- 1 Julia is **tired/tiring** after working non-stop since 8 am.
- 2 I'm having a **two-day/two days** meeting in Rome.
- 3 You have to listen beyond his **silk/silky** delivery for the actual terms of the contract.
- 4 He greeted the employees in a **live/lively** manner.
- 5 It's a waste of money to buy real **gold/golden** cufflinks.
- 6 He's worried about the **high/highly** cost of the project.
- 7 She **is never/never is** sceptical about new ideas.
- 8 This software is used **wide/widely** in our industry.
- 9 Chiara is the only **Italian-speaking/Italian-spoken** member of our team.
- 10 They were **deep/deeply** sorry to announce the job cuts.

### 2 ★★ Choose the correct word in bold to complete the gaps.

- 1 It was a(n) \_\_\_\_\_ bad quarter – I've never seen such low sales figures. (**exceptionally/highly**)
- 2 Did you get the promotion? That's \_\_\_\_\_ wonderful news! (**completely/really**)
- 3 The office was \_\_\_\_\_ destroyed in the fire. Luckily, we store our clients' data on back-up servers in another location. (**totally/extremely**)
- 4 I'm \_\_\_\_\_ sorry that your idea was rejected. (**terribly/entirely**)
- 5 The whole team was \_\_\_\_\_ exhausted after the big push to meet the deadline. (**very/utterly**)
- 6 I believe this is a(n) \_\_\_\_\_ exciting opportunity. (**absolutely/rather**)

### 3 ★ Choose the correct sentence.

- 1 a I asked for Ruby because she works efficient.  
b I asked for Ruby because she works efficiently.
- 2 a They were entirely responsible for the research.  
b They were entire responsible for the research.
- 3 a Your presentation was completely impressive.  
b Your presentation was extremely impressive.
- 4 a Max studied hard the night before his written test.  
b Max studied hardly the night before his written test.
- 5 a Katie has applied for a three-month internship.  
b Katie has applied for a three-months' internship.
- 6 a The new healthcare package is very amazing – what a great perk!  
b The new healthcare package is absolutely amazing – what a great perk!
- 7 a Giving legal advice is often well-paid work.  
b Giving legal advice is often paid well work.

### 4 ★★ Replace the words in bold with words in the list.

- reasonably • entirely • rather • soon
- very • recently

- 1 Bill had a **pretty** awful time at work yesterday.  
\_\_\_\_\_
- 2 Our presentation was **completely** ruined thanks to the power cut. \_\_\_\_\_
- 3 Have you had a performance review **lately**? \_\_\_\_\_
- 4 Leon is **really** keen on starting his own business.  
\_\_\_\_\_
- 5 Jen earns a **fairly** good salary at the moment, but she expects it to rise in the future. \_\_\_\_\_
- 6 I'll have those reports on your desk **shortly**. \_\_\_\_\_

### 5 ★★★ Use the words in the lists to complete the gaps. There is an extra word for each text.

## My First Day

• rightly • stone • dimly-lit • rather • stony

I found myself in a 1) \_\_\_\_\_ back office where a manager with a 2) \_\_\_\_\_ expression gave me 3) \_\_\_\_\_ vague instructions and then left me to my own devices. I 4) \_\_\_\_\_ complained and demanded to have some proper training. *Lev, 23*

• well-dressed • humiliating • humiliated • late • deeply

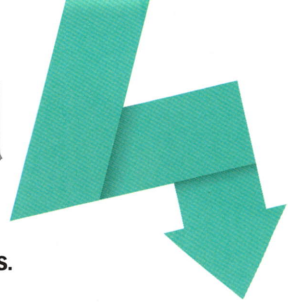
I made sure not to be 5) \_\_\_\_\_, of course, and I was 6) \_\_\_\_\_, but my department had a long acronym and when I introduced myself at reception, I forgot the order of the letters! It was 7) \_\_\_\_\_ embarrassing. I felt so 8) \_\_\_\_\_! *Chloe, 19*

• good-natured • two-week • right away • pretty • absolutely

After a 9) \_\_\_\_\_ training course, I was 10) \_\_\_\_\_ excited about my first day at the office. It turned out I was working with some 11) \_\_\_\_\_ people who made me feel at home 12) \_\_\_\_\_. *Anna, 20*

• soon • state-of-the-art • just • extremely • exhausting

I've 13) \_\_\_\_\_ started a new job. It's a long commute from my house, but the 14) \_\_\_\_\_ journey is worth it. I work with 15) \_\_\_\_\_ equipment and I consider myself 16) \_\_\_\_\_ fortunate. *Carl, 22*



## COMPARISONS

### 1 ★ Choose the correct option.

- I'm afraid my supervisor isn't **more understanding as/ the most understanding as/as understanding than/ as understanding as** yours.
- That was **the more intense/the most intense/by far the intense/as intense** interview I've ever experienced!
- Becky was **too tired/enough tired/tired enough/ more tired** to complete the project.
- The slower the system, the **fewest/few/far fewer/ fewer** cases we can process in the same amount of time.
- This cobot is **almost/nowhere/just/even** near as advanced as we'd hoped it would be.
- I think it's slightly **easier/easy/as easy/easiest** to book appointments using the new system.
- I'll take over. I can package these orders up **most quickly/ as quickly/a little quickly/more quickly** than you; I've had a lot of practice!
- I don't know half as **much than/more than/much as/ many as** Darren about AI.

### 2 ★★ Choose the correct option.



Technology is helping businesses expand by leaps and bounds, but it's not all as **1)** \_\_\_\_\_ it seems. By **2)** \_\_\_\_\_ the most feared consequence for today's big businesses is a ransomware attack. Some of the **3)** \_\_\_\_\_ attacks in recent years have targeted the British Library, the City of Columbus and the Port of Seattle. They are **4)** \_\_\_\_\_ malware attacks that simply wipe data because, with ransomware, hackers steal data. Then, unless the company pays the ransom, the hackers leak the data on the dark web. As hackers usually demand far **5)** \_\_\_\_\_ money than companies can afford to pay, data breaches are almost inevitable.

Critics argue that large companies don't have **6)** \_\_\_\_\_ against these types of attacks, but the fact is attempts are prevented every day. Sometimes, however, hackers move **7)** \_\_\_\_\_ for experts to stop them. Every day, it's a challenge for companies to stay a little **8)** \_\_\_\_\_ ahead.

- |                              |                              |
|------------------------------|------------------------------|
| 1 <b>A</b> safe as           | <b>C</b> safest as           |
| <b>B</b> safer than          | <b>D</b> safe than           |
| 2 <b>A</b> nowhere           | <b>C</b> far                 |
| <b>B</b> much                | <b>D</b> twice               |
| 3 <b>A</b> larger            | <b>C</b> far larger          |
| <b>B</b> large               | <b>D</b> largest             |
| 4 <b>A</b> more serious than | <b>C</b> as serious than     |
| <b>B</b> as much serious as  | <b>D</b> by far serious than |
| 5 <b>A</b> more              | <b>C</b> as                  |
| <b>B</b> much                | <b>D</b> than                |
| 6 <b>A</b> protection enough | <b>C</b> the most protection |
| <b>B</b> more protection     | <b>D</b> enough protection   |
| 7 <b>A</b> more quickly      | <b>C</b> too quickly         |
| <b>B</b> the most quickly    | <b>D</b> as quick as         |
| 8 <b>A</b> farthest          | <b>C</b> more farther        |
| <b>B</b> farther             | <b>D</b> far                 |

### 3 ★★★ Find and correct the mistakes.

- We can't finish this project enough fast to meet the deadline. \_\_\_\_\_
- It's getting harder and hardest to find candidates with the right experience. \_\_\_\_\_
- To my mind, he's the less promising candidate of all. \_\_\_\_\_
- Do you think a career in medical research would be more interesting as working as a doctor? \_\_\_\_\_
- Using AI to sort the applications is certainly the quickest solution, but is it the better? \_\_\_\_\_
- The feedback we received was worst than we expected. \_\_\_\_\_
- Do you really think hiring more staff is the more economical idea? \_\_\_\_\_
- Working alongside a robot was the stranger experience of my life. \_\_\_\_\_

## TRANSFORMATIONS (Review)

### 4 ★★★ Complete the second sentence using the word in bold. Use between two and five words.

- Advertising was more straightforward before social media. **AS**  
Advertising isn't \_\_\_\_\_ used to be before social media.
- In my opinion, a team of people would work more efficiently than the automated system. **LESS**  
In my opinion, the automated system \_\_\_\_\_ than a team of people.
- This line of business makes a lot of profit for those who invest. **HIGHLY**  
This line of business is \_\_\_\_\_ for investors.
- Her office is much taller than any other building in the city. **BY**  
Her office is \_\_\_\_\_ building in the city.
- I'm in complete agreement with you. **AGREE**  
I \_\_\_\_\_ with you.
- Their decision was announced to the public last week. **PUBLICLY**  
They \_\_\_\_\_ last week.
- I've never attended such a difficult interview. **MOST**  
That was \_\_\_\_\_ I've ever attended.
- Most people consider Zara to be an expert in AI. **WIDELY**  
Zara is \_\_\_\_\_ an expert in AI.
- Like everyone else, Oliver is keen to learn. **JUST**  
Oliver is \_\_\_\_\_ as everyone else.
- If we had a bigger warehouse, we could ship more orders. **BIGGER**  
The \_\_\_\_\_ orders we can ship.

# 1e VOCABULARY

## 1 ★ Fill in: *from, off, out, under, with.*

- 1 Ken was 68 when he retired \_\_\_\_\_ the civil service.
- 2 Our team is \_\_\_\_\_ pressure to come up with a new idea by Friday.
- 3 Is it too late to call \_\_\_\_\_ the conference? Half the speakers have come down with the flu!
- 4 Please be patient \_\_\_\_\_ the new recruits while they learn how we do things here.
- 5 Stella pushed herself too hard and she eventually burnt \_\_\_\_\_ and had to take some time off to recover.

## 2 ★ Choose the correct option.

- 1 We **gained/got** ground in the first few years, but now our sales figures are declining.
- 2 I know it's a tight deadline, but if we all knuckle **down/off**, we can meet it.
- 3 You need a staff card to **take/gain** access to this lab.
- 4 I'm afraid we haven't got any of the blue ones **on/in** stock at the moment.
- 5 Frank **quit/abandoned** his job because his manager treated him unfairly.

## 3 ★★ Choose the correct option.

- 1 Lewis learnt later that he was the only **colleague/applicant/customer/buyer** for the job.
- 2 Come on! We can't slack **out/down/over/off** – we need to keep working hard until the end of the day.
- 3 They **discontinued/retired/quit/abandoned** the product because it was faulty.
- 4 We try to give **candidates/colleagues/comrades/consumers** the best value for their money.
- 5 How much of your monthly **benefits/earnings/profits/money** do you spend on bills?
- 6 Dan and Brian have been business **customers/candidates/buyers/partners** since they started their software company together in 2017.
- 7 A lot of influencers are talking about protein, so I think we should **put/gain/get/go** on the bandwagon and create our own line of protein shakes.
- 8 Kelly was absent **from/to/in/for** work yesterday due to illness.

## 4 ★★★ Find and correct the mistakes.

- 1 I'm afraid we'll have to call out the meeting as Mr Smith is unable to attend. \_\_\_\_\_
- 2 James specialises on business relations. \_\_\_\_\_
- 3 Ms Harris retired of her position last month. \_\_\_\_\_
- 4 If you continue to work such long hours, you'll burn yourself off. \_\_\_\_\_
- 5 Can't cope from stress at work? Talk to your manager. \_\_\_\_\_
- 6 The company seems to be getting ground under the new management. \_\_\_\_\_
- 7 All the employees are welcome to contribute with the discussion. \_\_\_\_\_
- 8 I start work at 10:00 and knock out at 6:00. \_\_\_\_\_

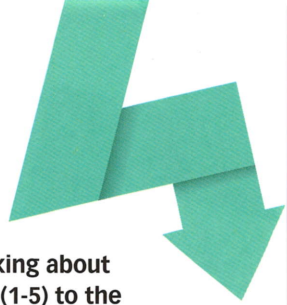
## REVIEW


## 5 ★★★ Complete the gaps with the correct word and choose the correct option.

**We're hiring!**




Bassett & Lyle & Jones is a top law firm and we're looking for a 1) **part-time/long-time/full-time/minor** receptionist to work 2 pm till 6 pm on weekdays. The ideal 2) **employer/vacancy/candidate/contact** will be highly organised with experience 3) \_\_\_\_\_ a similar role. They will be responsible 4) \_\_\_\_\_ greeting clients and making sure that no one 5) **makes/takes/gains/enters** access to our offices without proper authorisation. They will need to be able to cope 6) \_\_\_\_\_ the stress of the day-to-day administration of a busy law firm, and may occasionally be required to fill in 7) \_\_\_\_\_ their 8) **companions/consumers/comrades/colleagues** on the morning shift in the event of illness. 9) **Promotions/Perks/Permits/Pensions** include a parking space, an annual 10) **bonus/profit/reference/receipt** and use of the company nursery. Apply online.




**1**  ★ Listen to an interview with an HR manager. Decide if the statements (1-10) are true or false. Tick (✓).

- |  | T                        | F                        |
|--|--------------------------|--------------------------|
| 1 Hayley Oliver owns one of the biggest companies in the city.                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 HR managers have many different roles.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 HR managers are responsible for organising training sessions.                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 When there is a grievance, Hayley expects team managers to sort it out.          | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 Staying calm is a desirable quality for an HR employee.                          | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 Hayley became interested in her current career after she completed her master's. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 She found it easy to find a paid position as soon as she left university.        | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 Hayley has worked for several companies over the years.                          | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 Her current employer paid for her to get a new qualification.                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 Hayley believes basic maths skills aren't important in a career in HR.          | <input type="checkbox"/> | <input type="checkbox"/> |

**2**  ★★ Listen to five people talking about their jobs. Choose from the list what each person (1-5) might say about what they appreciate most (A-H). Three options are extra.

- A "I have a wide range of opportunities."
- B "My job challenges me to find solutions to problems."
- C "I enjoy the peace of working alone."
- D "I can work at whatever time of day I like."
- E "I have built a network of like-minded professionals."
- F "I turned my passion into my career."
- G "I help people discover who they really are."
- H "My current job could lead me to another career."

- |           |                          |
|-----------|--------------------------|
| Speaker 1 | <input type="checkbox"/> |
| Speaker 2 | <input type="checkbox"/> |
| Speaker 3 | <input type="checkbox"/> |
| Speaker 4 | <input type="checkbox"/> |
| Speaker 5 | <input type="checkbox"/> |

**3**  ★★★ Listen to five people talking about their jobs and match each speaker (1-5) to the viewpoints (A-H). Three options are extra.

Which speaker ...

- A talks about how successful their peers have been in the world of work?
- B makes a prediction about the future of technology in education?
- C expresses concern about the legal issues connected with new technology?
- D talks about approaching a problem in a different way from their colleagues?
- E mentions how their job helps other professionals to do theirs?
- F expresses a desire to change careers in the near future?
- G discusses a misconception about their job?
- H explains how they use technology to grow their business?

- |           |                          |
|-----------|--------------------------|
| Speaker 1 | <input type="checkbox"/> |
| Speaker 2 | <input type="checkbox"/> |
| Speaker 3 | <input type="checkbox"/> |
| Speaker 4 | <input type="checkbox"/> |
| Speaker 5 | <input type="checkbox"/> |



# 1g SPOKEN ENGLISH

## CLARIFYING, JUSTIFYING & CONCEDED ARGUMENTS

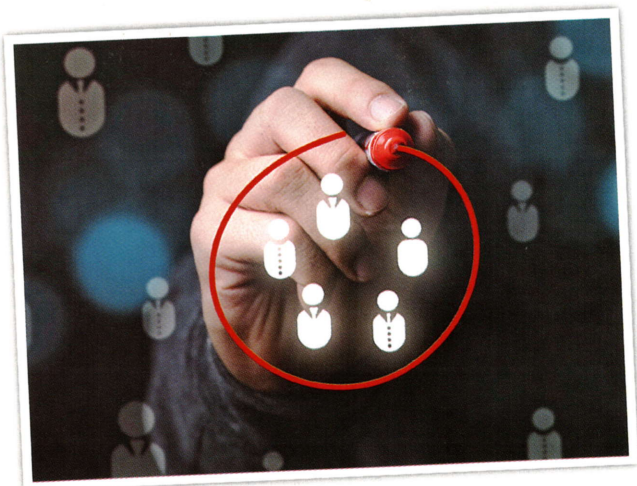
### 1 ★ Match the exchanges.

- 1 I just don't think I'd be suited to that kind of work.
- 2 What about when you leave school?
- 3 You could look for outdoor jobs.
- 4 Don't you think teaching has many benefits?
- 5 Martin lost his job last Friday.

- a That's easy. I'll do an internship.
- b That's true to some extent, but I prefer research.
- c Are you serious? What happened?
- d Such as?
- e What do you mean?

### 2 ★★ Choose the correct option.

- 1 **A:** Jacob needs to improve his performance in interviews.  
**B:** a Are you serious?  
b In what way?
- 2 **A:** I'm a little confused.  
**B:** a What I'm getting at is experience is important.  
b What do you mean by gaining experience?
- 3 **A:** Helen could get a certification in HR.  
**B:** a I'd like to explain that.  
b Yeah, sure.
- 4 **A:** You have a point, but what about the cost?  
**B:** a That's easy. She can get funding.  
b I see it that way, too.
- 5 **A:** What do you mean?  
**B:** a All I'm saying is that the job market is hard to navigate.  
b That's true to some extent.



### 3 ★★ Complete the exchanges. Use: elaborate, make, suppose, follow, explain.

- 1 **A:** As far as I'm concerned, the benefits of qualifications depend on the industry.  
**B:** I don't quite \_\_\_\_\_. Are you saying another qualification would help me or not?
- 2 **A:** In what way would an IT course help her?  
**B:** I'd like to \_\_\_\_\_ that IT is important in almost all jobs these days.
- 3 **A:** A good cover letter is important in securing an interview.  
**B:** Could you \_\_\_\_\_ on that?
- 4 **A:** An internship could increase her chances of getting a full-time position.  
**B:** I \_\_\_\_\_ so.
- 5 **A:** He needs to imply that he isn't bothered about the outcome.  
**B:** But that doesn't \_\_\_\_\_ sense.

### 4 ★★★ Put the dialogue in the correct order.

- A That makes sense. And he should write a cover letter that's relevant to each job.
- B That's true to some extent, but I just think every experience is a learning experience. All I'm saying is that Duncan can gain skills wherever he volunteers.
- C You've got a point, but what about after that? What about finding somewhere to volunteer?
- D Hey! Did you hear that Duncan wants to volunteer?
- E I suppose so. But the point I'm making is that he should do something that helps others while also helping him achieve his overall life goals.
- F That's good news, but he has to be sensible. Firstly, he needs to take a good look at his schedule.
- G That's easy. There are websites that list volunteer opportunities by locality. He should find something in the local area to reduce travel time.
- H So, you're saying he should find a volunteer job related to medicine? Don't you think that any voluntary work would look good on his CV?
- I What do you mean by look at his schedule?
- J Yeah, sure. That would make it clear why he's a good fit for the opportunity. He should also be thinking about his future career as a doctor, though.
- K I mean he should see how much time he needs for study and extra-curricular activities. That will help ensure he doesn't put too much pressure on his time.

### 1 ★ Read the essay and put the paragraphs in the correct order.

**A** Furthermore, working in two distinct environments has been shown to increase productivity. Working remotely, employees have control over their schedule, and this motivates them, whereas in the office they have the option to collaborate, discuss ideas and receive feedback.

**B** All things considered, I strongly believe that hybrid working is superior to remote or office-based working. It has positive effects on diversity and productivity, provided the workflow and environment are properly managed. Hybrid working has the potential to become the future of business.

**C** Nevertheless, there are some people who argue that switching between two work modes can cause disruption. In particular, some people may require an 'adjustment period' when switching between the office and home, which can waste valuable work time. However, once employees become familiar with the new way of working, these problems disappear.

**D** There is an ongoing debate about whether remote or office-based working is better, isn't there? I personally feel that hybrid working is the future of business, as it is the best of both worlds.

**E** First of all, hybrid working increases diversity. It allows employees to be flexible and create a positive work-life balance, which attracts candidates from all walks of life. In this way, companies create a workforce with a range of different viewpoints, ideas and opinions to take the business forward.

### 2 ★ Complete the table with ideas from the essay in Ex. 1.

VIEWPOINTS	REASONS/EXAMPLES
1	
2	
3	

### 3 ★★ Complete with: *account, doubt, reason, view, agree, hand.*

- I fully \_\_\_\_\_ that volunteer work enhances a person's CV.
- For this \_\_\_\_\_, commuting to the office causes stress.
- Without a \_\_\_\_\_, working from home has become easier.
- On the other \_\_\_\_\_, the lack of face-to-face interaction makes people feel lonely.
- In my \_\_\_\_\_, there are certain types of jobs that cannot be done remotely.
- Taking everything into \_\_\_\_\_, volunteering has benefits for both the volunteer and the organisation.

### 4 ★★ Read the rubric. List the notes under the headings: Viewpoints – Reasons/Examples.

In English class, you have had a class discussion about working in an office. Now your teacher has asked you to write an essay.

**Some people believe working in an office improves people's well-being.**

**Do you agree?**

Write about: *relationships – mental health – .....*  
(your own idea)

Write an essay (150-220 words) using all the notes and giving reasons for your point of view.

- better communication
- physically leaving their place of work helps employees to draw a distinct boundary between home and work life
- does not apply to everyone
- digital communication isn't as effective as face-to-face interaction
- better mental health
- stress of commuting
- separates work stresses from family time
- some people enjoy their daily commute
- difficult for new colleagues to build relationships through email or video calls

### 5 ★★ Use the completed list from Ex. 4 to complete the essay.

Well-being at work is important, isn't it? Some people believe working in an office improves well-being. I fully agree that office environments offer many positive benefits. To start with, office workers enjoy **1)** \_\_\_\_\_ with their colleagues. It's true that digital communication is more advanced than it has ever been, but it still **2)** \_\_\_\_\_. In particular, it's very **3)** \_\_\_\_\_. Secondly, although supporters of remote working often cite work-life balance as its main benefit, office work can actually help people have **4)** \_\_\_\_\_. Physically leaving their place of work at the end of the day helps **5)** \_\_\_\_\_, and to **6)** \_\_\_\_\_. On the other hand, the **7)** \_\_\_\_\_ is a major drawback for office workers. However, this does not apply to everyone, and some people even **8)** \_\_\_\_\_, particularly those who combine it with getting some exercise, such as those who walk or cycle to work. Taking everything into account, it seems clear that working in an office can improve people's well-being. Office workers enjoy the benefits of stronger relationships and better mental health. In the years to come, will remote workers be making a return to the office environment?

### 6 ★★★ **OPTIONAL** Write your own essay for the rubric in Ex. 4.



When he was 21 years old, Daniel Black was cycling to work when he was knocked off his bike by a speeding motorist. The accident left him paralysed from the waist down, and he also lost the use of his right arm. Even after he left hospital 19 months later, he still needed expensive 24-hour care, but his friends and family rallied<sup>1</sup> around Daniel. It took them four years, but they raised £22,000 for a potentially life-changing surgery. The technique that doctors were going to use on Daniel was brand-new, but it was possible that the surgery would allow Daniel to walk again.

However, before he booked in for his operation, Daniel's mum showed him an article about a five-year-old boy, Brecon Vaughan. Brecon had a serious illness and, like Daniel, he needed surgery to help him walk. Like Daniel, his friends and family were raising money for his operation. Daniel was immediately moved by Brecon's story and asked his mum to dip into his own funds and give £1,000 towards Brecon's campaign. But he couldn't stop thinking about the young boy. Daniel knew exactly what he was going through, but Brecon had been in that condition since the day he was born. "I'd had 22 years of walking before my accident whereas Brecon had never known what it was like even for 22 seconds," he said. That's why Daniel decided to give all his own money to Brecon's cause.

Brecon's surgery required £60,000 so, with his generous donation, Daniel supplied a third of the money. Not only that, but the publicity Brecon's cause received after Daniel's selfless act meant that donations from all over the country came flooding in. The total stood at £11,000 on the day Daniel read the article, but three weeks later, Brecon's campaign had reached its target!

People were amazed that Daniel gave up his chance to walk again to help another person. This act of generosity earned him a Pride of Britain award, which was presented by none other than Brian May, the lead guitarist of the British band Queen. Daniel, who used to play the guitar in a band before his accident, was thrilled to meet the rock legend, but he wasn't too fussed about the award itself.

**1 ★ Read the text. For questions 1-3, answer in complete sentences.**

- Why does the article say Daniel's surgery was only 'potentially' life-saving?  
\_\_\_\_\_
- What similarities did Daniel see between Brecon and himself?  
\_\_\_\_\_
- Why did Daniel choose to donate all his funds to Brecon's campaign?  
\_\_\_\_\_

**2 ★★ For questions 1-3, tick (✓) the correct box.**

- Daniel's generosity inspired other people to donate.  
True  False
- Brecon's campaign raised £11,000 on the day the article about it appeared.  
True  False
- Daniel was thrilled to receive a Pride of Britain award.  
True  False

**3 ★★★ Read the text. For questions 1-5, choose the best option (A, B, C or D).**

- Daniel's family and friends began raising money to pay for
  - the bills for his 19-month hospital stay.
  - the care he needed at home.
  - research into a new technique.
  - an experimental operation.
- Daniel's situation was similar to Brecon's in that
  - they both needed life-changing surgery.
  - they were both able to walk with support.
  - they were both injured in serious accidents.
  - they both needed surgery to regain the use of their arms.
- Daniel received the Pride of Britain award because
  - he raised money for Brecon with a famous musician.
  - he supplied most of the money Brecon needed.
  - he put Brecon's surgery before his own.
  - he created the publicity for Brecon's campaign.
- Daniel may use the money from his JustGiving campaign to
  - get treatment at UKSCF.
  - fund research into stem cells.
  - donate to a different organisation.
  - set up his own charity.
- The writer implies that Daniel believes
  - Brecon is the only person he has really helped.
  - people shouldn't thank him for his generosity.
  - his contribution is a small part of a larger cause.
  - the Vaughans have fully expressed their gratitude.

"I don't see myself as worthy of an award," he said, "because, to me, it wasn't really anything that major. If more people did more of these sorts of good things, then it wouldn't be that big of a deal."

No one else seemed to agree with Daniel, though; they all thought his sacrifice was a very big deal indeed, especially Brecon and his parents. "What Daniel has done is brilliant," said Brecon's mum, Mrs Vaughan.

Four days after the Pride of Britain awards ceremony, Brecon was on a plane from his home in Wales to the USA where he had his operation. Two years later, after two surgeries and lots of intense physiotherapy, Brecon was walking to school and even taking part in running races.

But what about Daniel? Well, his story isn't over yet. Through the crowdfunding site JustGiving, he has started another campaign with a target of £50,000. The aim is still to raise the money for his own operation that might one day enable him to walk again – but there's a chance he'll repeat his charitable act and donate all the funds to UKSCF. This is a charity that was set up to investigate the potential of stem cells. Their research could help millions of people, from those suffering from spinal cord injuries like Daniel's, to those with diabetes, cancer, dementia and eye disease.

Ever humble, Daniel writes on his JustGiving page that the money he is raising is only "a drop in the ocean". But, for Brecon Vaughan and his family, Daniel's generosity has been more like a tsunami. "I don't think it is even possible to say how grateful we are," said Mr Vaughan. "How do you even start saying thank you for something like that?"

<sup>1</sup> join in a common cause

## DISASTERS & EMERGENCY RESPONSE – REASONS FOR GIVING

### 1 ★ Choose the correct option.

- After the river burst its banks, the **tsunami/flooding** became even more severe.
- A ball of ice 5 cm in diameter cracked Ellen's car windscreen during the **hailstorm/hurricane**.
- Ash drifted down onto the city after a **volcanic eruption/mudslide** on a nearby island.
- No rain has fallen for two months, and the government has declared a **drought/wildfire**.
- The hurricane left a **generator/trail** of destruction behind as it swept across the island.
- The charity has established relief **centres/supplies** close to all major camps.

### 2 ★ Complete the sentences. Use: *act, belonging, example, heart, impact, support*.

- A: I saw you on the news, Eric. I didn't know you were involved in charity work!
- B: Well, I grew up in foster care, and that particular charity's work really gave me a sense of **1)** \_\_\_\_\_ at a time in my life when nothing seemed permanent. So, it's a cause that is close to my **2)** \_\_\_\_\_.
- A: Well, you're setting a great **3)** \_\_\_\_\_ and I wanted to show my **4)** \_\_\_\_\_, so I did a fundraiser at work. Here – we collected about £520 for your charity.
- B: Thank you so much! The kids will definitely see the **5)** \_\_\_\_\_ of a generous donation like this.
- A: Well, you know what they say: one **6)** \_\_\_\_\_ of generosity inspires another.

### 3 ★★ Complete the gaps using the verbs *administer, evacuate, launch, provide, restore, distribute* in the correct form.

- Their organisation is going \_\_\_\_\_ an appeal to raise money for the victims of the hurricane.
- Our top priority is to \_\_\_\_\_ power supplies to the community.
- The tents \_\_\_\_\_ temporary shelter while we found accommodation for the families who had lost their homes.
- Julia is a qualified nurse, so she can \_\_\_\_\_ emergency care to anyone who needs it.
- We need volunteers to \_\_\_\_\_ bottles of water to everyone in the camp.
- The government \_\_\_\_\_ the population from the area two days before the volcano erupted.

### 4 a) ★★ Match the words in the two columns.

- |                            |              |   |              |
|----------------------------|--------------|---|--------------|
| <input type="checkbox"/> 1 | humanitarian | a | container    |
| <input type="checkbox"/> 2 | food         | b | operation    |
| <input type="checkbox"/> 3 | widespread   | c | assistance   |
| <input type="checkbox"/> 4 | shipping     | d | flooding     |
| <input type="checkbox"/> 5 | water        | e | purification |
| <input type="checkbox"/> 6 | rescue       | f | parcels      |

### b) ★★ Use the phrases in Ex. 4a to complete the sentences.

- The donated clothes arrived from abroad in a huge \_\_\_\_\_.
- They used drones to assist the \_\_\_\_\_.
- Three weeks of heavy rain have caused \_\_\_\_\_ across south-east England.
- The charity exists to provide \_\_\_\_\_ to people after natural disasters.
- You need to use a \_\_\_\_\_ unit as the water isn't safe to drink.
- The people don't have enough to eat, so we need to deliver \_\_\_\_\_ to them as quickly as possible.

### 5 ★★★ Choose the correct option.

A volcanic eruption in the Pacific Ocean last week triggered a(n) **1) earthquake/mudslide/tsunami** which swept across the sea and struck the coast of an inhabited island. Local authorities are using **2) generators/bulldozers/rescue boats** to clear the debris and charities are already on the ground. "We've **3) distributed/established/administered** a relief centre here, but we are in **4) desperate/emergency/widespread** need of clothes and **5) hygiene/humanitarian/household** items," says charity worker Elouise Green. "Anything you can give will **6) set/make/show** a difference, so please help us." For the most **7) hazardous/risky/vulnerable** in society, however, this is just the beginning. The wave of saltwater has destroyed agricultural land near the coast, meaning it will be very difficult to **8) regrow/restore/provide** crops in the years to come.

## TRANSITIVE/INTRANSITIVE VERBS

### 1 ★ Decide which sentence is correct.

- 1 a The flood destroyed in seconds.  
b The flood destroyed the bridge in seconds.
- 2 a The drought resulted in a famine in the region.  
b The drought resulted a famine in the region.
- 3 a The mudslide disappeared twenty homes.  
b Twenty homes disappeared under the mudslide.
- 4 a The volcano erupted itself in the early hours of the morning.  
b The volcano erupted in the early hours of the morning.
- 5 a The hurricane caused the temporary shelters to collapse.  
b The temporary shelters caused to collapse by the hurricane.
- 6 a We want to establish here a relief centre.  
b We want to establish a relief centre here.
- 7 a Climate change is contributing to the growing number of cases of extreme weather.  
b Climate change is contributing the growing number of cases of extreme weather.
- 8 a The rescue operation was lasted for seven days.  
b The rescue operation lasted for seven days.

### 2 a) ★★ Use the verbs in the list in the correct tense to complete each pair of sentences.

- increase • leave • move • finish • improve

- |     |  | T                        | I                        |
|-----|--|--------------------------|--------------------------|
| 1 a | The volunteers _____ their training session at 9 pm yesterday.               | <input type="checkbox"/> | <input type="checkbox"/> |
| b   | The volunteers' training session _____ at 9 pm yesterday.                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 a | Last month's social media campaign _____ donations.                          | <input type="checkbox"/> | <input type="checkbox"/> |
| b   | Following last month's social media campaign, donations _____.               | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 a | They had to _____ after the temporary shelter flooded.                       | <input type="checkbox"/> | <input type="checkbox"/> |
| b   | They had to _____ the temporary shelter after it flooded.                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 a | The charity _____ food security in the region recently.                      | <input type="checkbox"/> | <input type="checkbox"/> |
| b   | Thanks to the charity's efforts, food security in the region _____ recently. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 a | They _____ the camp to higher ground yesterday.                              | <input type="checkbox"/> | <input type="checkbox"/> |
| b   | The camp _____ to higher ground yesterday.                                   | <input type="checkbox"/> | <input type="checkbox"/> |

- b) ★★ Now decide which verb in each pair of sentences is transitive (T) / intransitive (I). Tick (✓).

### 3 ★★★ Decide if the verbs in bold are transitive (T) or intransitive (I) and complete the object (direct/indirect), as in the examples.

- A Sam **1) worked** hard to complete the project. The manager **2) had promised** him a bonus if he **3) delivered** it on time.

Verb	Direct Object	Indirect Object
1 T I	–	–
2 T I	<i>him</i>	<i>a bonus</i>
3 T I	<i>it</i>	–

- B The organisation **1) is distributing** clean water to everyone affected by the disaster. Thousands of people **2) have given** them donations since the appeal **3) appeared** on TV last week.

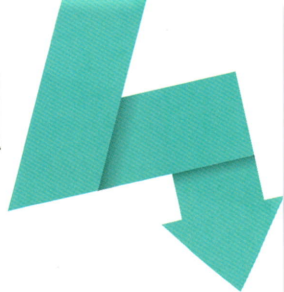
Verb	Direct Object	Indirect Object
1 T I		
2 T I		
3 T I		

- C A massive earthquake **1) occurred** at 5:17 this morning. Emergency services **2) are conducting** rescue operations and international charities **3) are sending** the country aid.

Verb	Direct Object	Indirect Object
1 T I		
2 T I		
3 T I		

- D Alex **1) brought** Sarah three bags of second-hand clothes to **2) contribute** to her efforts to **3) collect** supplies for the victims of the mudslide.

Verb	Direct Object	Indirect Object
1 T I		
2 T I		
3 T I		



## PAST SIMPLE VS PAST CONTINUOUS – FUTURE IN THE PAST

- 1** ★ Choose the correct option.
- “Did Emma operate/Was Emma operating the drone at 11 o'clock this morning?” No, she **didn't/wasn't**.”
  - While Max was distributing food parcels, Eve **administered/was administering** medication to the injured.
  - “Did you feel/Were you feeling the earthquake yesterday afternoon?” “Yes, I **did/was**.”
  - Gabriel **pulled/was pulling** the child into the rescue boat, started the engine and sped to safety.
  - Kelly was **point/about** to switch off the TV when the report about the mudslide came on.
  - I knew we **wouldn't/weren't** be able to set up all the temporary shelters before noon.
  - They were **going/go** to go on holiday to the island, but the volcano erupted.
  - Bella was due to **start/starting** her volunteer placement last week, but she wasn't feeling well enough.

**2** ★★ Put the verbs in brackets into the **past simple** or the **past continuous**.

What **1** \_\_\_\_\_ (you/do) at 4:30 yesterday afternoon when the hailstorm **2** \_\_\_\_\_ (begin)? I had the TV on, but I **3** \_\_\_\_\_ (not/watch) it – I was sleeping on the sofa when the noise **4** \_\_\_\_\_ (wake) me up. I had no idea what it was!



I **5** \_\_\_\_\_ (cycle) home with Pete when a huge hailstone **6** \_\_\_\_\_ (hit) me on the shoulder! We remembered that video about dangerous hailstorms from geography last month, so we immediately got off our bikes, **7** \_\_\_\_\_ (lock) them up and ran into a nearby shop. We were watching through the window as hailstones the size of golf balls **8** \_\_\_\_\_ (fall) outside. It was crazy!



**3** ★★ Complete the second sentence so that it means the same as the first, using the correct word in brackets.

- I intended to take the books to the charity shop, but Wendy called me. **(GOING/WOULD)**  
I \_\_\_\_\_ to the charity shop, but Wendy called me.
- Dan was supposed to be speaking at the conference about disaster relief, but he came down with the flu. **(POINT/DUE)**  
Dan \_\_\_\_\_ at the conference about disaster relief, but he came down with the flu.
- Alice nearly signed up for the charity run, but then she realised she was busy that day. **(WOULD/POINT)**  
Alice \_\_\_\_\_ for the charity run, but then she realised she was busy that day.

**4** ★★★ Choose the correct option.

Odisha is a province on the east coast of India which often experiences cyclones. On 29th October 1999, a 'super-cyclone' **1** \_\_\_\_\_ which killed over 10,000 people and **2** \_\_\_\_\_ 1.5 million homeless. **3** \_\_\_\_\_ the people were trying to recover from the disaster, the death toll **4** \_\_\_\_\_ as waterborne diseases spread. It was clear the same thing **5** \_\_\_\_\_ happen again in the future, so organisations began working together on the National Cyclone Risk Mitigation Project (NCRMP). By adding evacuation roads and bridges, cyclone shelters and protecting the coast, they hoped the NCRMP **6** \_\_\_\_\_ lives. It was put to the test on 12th October 2013 **7** \_\_\_\_\_ Cyclone Phailin arrived with winds over 200 km/h and waves 3 metres high. However, thanks to the improvements, which **8** \_\_\_\_\_ for the safe evacuation of a million people, the death toll was 99.6% less than in the 1999 cyclone.

- |                                |                     |
|--------------------------------|---------------------|
| <b>1</b> A occurs              | C occurred          |
| B was occurring                | D is occurring      |
| <b>2</b> A was leaving         | C is leaving        |
| B leaves                       | D left              |
| <b>3</b> A While               | C When              |
| B What                         | D With              |
| <b>4</b> A still rose          | C still was rising  |
| B was still rising             | D rises             |
| <b>5</b> A was on the point of | C will              |
| B was going to                 | D was about to      |
| <b>6</b> A would save          | C will save         |
| B was due to save              | D was going to save |
| <b>7</b> A as                  | C just              |
| B while                        | D when              |
| <b>8</b> A was allowing        | C allowed           |
| B were allowing                | D allows            |

## TRANSFORMATIONS (Review)

**5** ★★★ Complete the second sentence using the word in bold. Use between two and five words.

- Lisa started writing her report on the drought at 6:30 and she finished at eight o'clock. **WRITING**  
At seven o'clock last night, \_\_\_\_\_ on the drought.
- The number of people going without food has declined thanks to the charity's good work. **REDUCED**  
The charity's good work \_\_\_\_\_ of people going without food.
- Volunteering was Andy's intention, but he found he didn't have the time with his new job. **GOING**  
Andy \_\_\_\_\_, but he found he didn't have the time with his new job.
- Better organisation could help the funds flow from wealthy areas to poorer ones. **MOVE**  
Better organisation could help \_\_\_\_\_ from wealthy areas to poorer ones.
- Our schedule included clearing the roads, but the floodwater was still too high. **DUE**  
We \_\_\_\_\_ the roads, but the floodwater was still too high.

## 1 ★ Fill in: on, out, out of (x2), up for, in.

- 1 **A:** There's a problem – we can't find a way to deliver the food parcels to the camp safely.  
**B:** Don't worry. We can sort that \_\_\_\_\_.
- 2 **A:** The charity ran out of donations and has a problem with funding.  
**B:** OK. Maybe we can all pitch \_\_\_\_\_ and help make a plan to raise the money.
- 3 **A:** \_\_\_\_\_ interest, how much does it cost to join your charity?  
**B:** It's absolutely free.
- 4 **A:** I admire Rosa Parks because she stood \_\_\_\_\_ herself and people like her.  
**B:** I agree. It's people like her who change the world.
- 5 **A:** How did you become involved with this charity?  
**B:** Well, I went to the first meeting simply \_\_\_\_\_ curiosity.
- 6 **A:** These jeans are too small for me now.  
**B:** Why don't you pass them \_\_\_\_\_ to your sister?

## 2 ★ Choose the correct option.

- 1 Can we **make/do** a donation to the children's charity?
- 2 They needed help with preparing food parcels, so I decided to **pitch/get** in.
- 3 Six years after the hurricane devastated their town, some people are still living **out of/in** extreme hardship.
- 4 Let's round **on/up** everyone so we can start carrying out the health checks.
- 5 They have to drink this water **in/out of** necessity even though they know it isn't clean.
- 6 Can you **make/do** me a favour and find me a first aid kit?

## 3 ★★ Choose the correct option.

- 1 Evan and Sarah are **rounding up/standing up/handing out/pitching in** hygiene kits.
- 2 The charity has **made/done/got/gone** wonders for the homeless people in our town.
- 3 I'd like to **do/have/show/make** a contribution to your organisation, please.
- 4 She feeds all the cats in the village **out of/in/for/from** kindness.
- 5 The earthquake **passed/did/went/made** so much damage to the stadium that they couldn't repair it.
- 6 I think it's important to help those living **with/into/from/in** extreme hardship.
- 7 A disaster relief charity is **having/making/doing/looking** an appeal for volunteers to join its mission.
- 8 After the flooding hit the coastal town, many houses were left **on/in/with/from** poor condition.

## REVIEW

## 4 ★★★ Complete the gaps with the correct word and choose the correct option.



Our charity offers humanitarian **1) assistance/involvement** in times of crisis, and now we're **2) doing/making** an appeal asking teenagers across the country to get **3) \_\_\_\_\_** us. Every pound you donate will go **4) \_\_\_\_\_**:

- **5) establishing/conducting** rescue operations after natural disasters
- helping those **6) \_\_\_\_\_** desperate need of emergency **7) care/action**
- handing **8) \_\_\_\_\_** food parcels and hygiene kits to people in temporary shelters

Only through your **9) acts/impacts** of generosity can we continue our good work, so please **10) show/administer** your support by visiting our website and making a donation today.