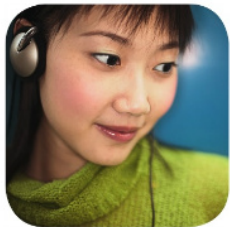


# Lifestyle

English for work, socializing & travel

## Intermediate Coursebook



SELF-STUDY CD-ROM  
WITH MP3 AUDIO FILES

Iwonna Dubicka & Margaret O'Keeffe

## Pearson Education Limited

Edinburgh Gate  
Harlow  
Essex CM20 2JE  
England  
and Associated Companies throughout the world.  
www.pearsonelt.com/lifestyle  
© Pearson Education Limited 2010

The right of Iwonna Dubicka and Margaret O'Keeffe to be identified as authors of this Work has been asserted by them in accordance with the Copyright, Designs and Patents Act 1988.

All rights reserved; no part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise without the prior written permission of the Publishers.

First published 2010

ISBN-13: 978-1-4082-37144

Set in: Avenir Book 9/11pt  
Printed in Slovakia by Neografia

## Acknowledgements

The publishers and authors would like to thank the following people and institutions for their feedback and comments during the development of the material:

### Reporters:

**Argentina:** Virginia López Grisolia; **France:** Stephen Gibbs, John Hession; **Germany:** John Sydes; **Italy:** Claire Maxwell; **Poland:** Agnieszka Tyszkiewicz-Zora; **Spain:** Nigel Patrick McGloin

### Focus group participants and school visits:

**France:** Joan Beguin, Nadia Fairbrother, John Fayssoux, John Hession, Margaret Kelle, Christine Mckimm, Philippe Ponasse, Sylvia Renaudon, Rosa Rodriguez, Jane Sheridan, Joanne Telser, Karl Willems

**Italy:** Finbar Anslow, Jodette Ceratto, Patricia di Bein, Paula Fleetwood, Shaun Hirst, Karen Maddick, Nora Nagy, Mike Riley, Andrea Serra, Lara Statham, Suzanne Turner, Claire Wheatley

**Spain:** Annie Waterworth, Carmen Sanz, Caroline Veitch, Chris Rowland, Maggie Lazlo, Natalia Judith Laso Martin

### Pilots:

**France:** Misia Addou, Fiona Delaney, David Alan Ware

We are grateful to the following for permission to reproduce copyright material:

### Text

Extract on page 18 adapted from 'For Jet-Setters, A New Way to Get a Restful Night, 15 January 2009, copyright © 2009 Reuters. Reprinted with permission from Reuters. Reuters content is the intellectual property of Reuters or its third party content providers. Any copying, republication or redistribution of Reuters content is expressly prohibited without the prior written consent of Reuters. Reuters shall not be liable for any errors or delays in content, or for any actions taken in reliance thereon. Reuters and the Reuters Sphere Logo are registered trademarks of the Reuters group of companies around the world. For additional information about Reuters content and services, please visit Reuters website at www.reuters.com. License# REU-5937-MES; Extract on page 18 adapted from ITN 24 Sept 2008, <http://www.itnsource.com/shotlist/RTV/2008/09/24/RTV3131708/>, copyright © ITN Source; Extract on page 23 adapted from Dubai city guide, www.DubaiCityGuide.com, copyright © Cyber Gear LLC; Extract on page 36 adapted from 'Easy ways to improve your brain power', 09 March 2007, www.dumblittleman.com, copyright © Dumb Little Man; Extract on page 39 adapted from James Cash Penny's interview technique, <http://48days.faithsite.com/content.asp?CID=18761>, copyright © Dan Miller, www.48days.com; Extract on page 48 adapted from 'Career Change: Banker-turned-photojournalist', *The Telegraph*, 30 December 2008 (Williams, S.), copyright © Telegraph Media Group Ltd 2008; Extract on page 54 adapted from 'The Guardian Social Entrepreneurship Awards', *The Guardian*, 7 July 2009, Copyright © Guardian News & Media Ltd 2009; Extract on page 56 adapted from 'Top ten UK companies: Happy and P&G show the way ahead', *Financial Times*, 2 May 2007 (Murray, S.), copyright © Sarah Murray; Extract on page 73 adapted from 'Humour across the globe, It's all about timing and Fun facts' by Prof. Richard Wiseman, retrieved on 20 October 2002, www.laughlab.co.uk, reproduced with permission; Extract on page 76 adapted from 'Elevator pitch: desk space genie hits the right note for downsizing office sharers', *The Guardian*, 1 May 2009, Copyright © Guardian News & Media Ltd 2009; Extract on page 79 adapted from PB Copy, www.pbcopy.com, reproduced with permission; Extract on page 79 adapted from 'Powering a Clean Energy Revolution'; 'Green Employee Programs', www.google.com and 'Google thinks green to power its business' www.computerworld.com, granted with permission from Google; Extract on page 80 adapted from Simple Green Products: 'We don't need to go green', we're already there', www.simplegreen.com, copyright © Sunshine Makers, Inc.; Extract on page 82 adapted from 'The Smart Ed - the future of eco-friendly-cars', *The Telegraph*, 18 November 2008 (Pickles, A.), copyright © Telegraph Media Group Ltd 2008; Extract on page 86 adapted from Meguro

office, November 2007, <http://www.nendo.jp/en/works/detail.php?y=2007>, Designed by Nendo; Extract on page 86 adapted from Alinta Call Centre, 08/25/2007, www.arkispecs.com, reproduced by permission of HBO and Acorn Photos; Extract on page 86 adapted from 'New Exelon Headquarters Receives Highest Environmental Rating by U.S. Green Building Council' 23 April 2007 www.exeloncorp.com, copyright © 2009 Exelon Corporation. All rights reserved. Used by Permission; This work may not be copied, used or distributed in any way without prior written permission of Exelon Corporation; Extract on page 88 adapted from 'Japanese embrace the mobile phone novel', *The Independent*, 8 February 2008 (McNeill, D.), copyright © The Independent 2008; Extract on page 97 adapted from 'Organisations and people, Managing and working remotely' edited by Andy Lake, 2009, copyright © www.flexibility.co.uk, the online journal of flexible work; Extract on pages 102-3 adapted from Ethics Case Study Detail Case # 29: 'Money and Friendship, Fifth Intercollegiate Ethics Bowl', Association for Practice and Professional Ethics, 2000, <http://ethics.sandiego.edu/resources/cases/Detail.asp?ID=29>; Extract on page 120 adapted from 'The Drucker Difference. Drucker's Take On Making Mistakes' by Rick Wartzman, 19 June 2008, [http://www.newamerica.net/publications/articles/2008/druckers\\_take\\_making\\_mistakes\\_7318](http://www.newamerica.net/publications/articles/2008/druckers_take_making_mistakes_7318), copyright © New America Foundation; Extract on page 124 adapted from 'Cost of living drives Britons into cowboys' arms', *Building*, 20 August 2008 (Griffiths, S.), www.building.co.uk, copyright © UBM Information LTD, 2008; Extract on page 124 adapted from Consumer complaints online www.iRipoff.com as advertised on <http://www.youtube.com/watch?v=O-Drs1YuARc>, copyright © www.iRipoff.com; Extract on page 128 adapted from 'Elevator pitch: Fashion site Stitsh combines retail with street cool', *The Guardian*, 27 April 2009 (Kiss, J.), Copyright © Guardian News & Media Ltd 2009.

### The Financial Times

Extract on page 61 adapted from 'How to get hired after being jobless for three years', *Financial Times*, 26 March 2009 (Dear Lucy blog), copyright © Financial Times 2009; Extract on pages 70-71 adapted from 'Bags of fun puts humour into recession busting strategy', *Financial Times*, 19 June 2009 (Friedman, V.), copyright © Financial Times 2009.

In some instances we have been unable to trace the owners of copyright material, and we would appreciate any information that would enable us to do so.

### Illustration Acknowledgements

(Key: b-bottom; c-centre; l-left; r-right; t-top)

Ned Jolliffe (Eye Candy Illustration) 26, 29, 32-33, 74, 115, 125; Richard Allen (Eye Candy Illustration) 108, 109, 111, 114, 153, 156.

### Picture Credits

The publisher would like to thank the following for their kind permission to reproduce their photographs:

(Key: b-bottom; c-centre; l-left; r-right; t-top)

**4 Getty Images:** Laurence Dutton (t/icon insert). **iStockphoto:** (bl). **Masterfile UK Ltd:** Noel Hendrickson (t). **5 Getty Images:** Eileen Bach (tc/2); Judith Haeusler (tl/1); LaCoppola-Meier (tr/icon insert); Tim Platt (tr/3); Wonderlust Industries (tc/icon insert). **6 Getty Images:** Laurence Dutton. **6-7 Photolibary.com:** Kordcom Kordcom (b). **8 Alamy Images:** Mark Bassett (bl). **Corbis:** Dennis Galante (tr). **Getty Images:** Chris M. Rogers (main photo); Wonderlust Industries (bc). **10 Getty Images:** William King (b). **11 Getty Images:** Nico Kai. **12 Getty Images:** Andy Ryan (t); Jill Wächter (b). **Masterfile UK Ltd:** Elisabeth Cölfen (c). **13 Getty Images:** LaCoppola-Meier (tl); Sara Wight (tr). **14 Alamy Images:** Michael Belardo (t/icon insert). **Getty Images:** Hans Strand (tl); Robert Daly (bl); Shannon Fagan (br). **15 Alamy Images:** Jon Bower Dubai 2 (tr/icon insert). **Corbis:** AHMED JADALLAH/Reuters (tc/icon insert); Julian Smith/epa (tr/icon insert). **Getty Images:** Alvis Uptitis; David Sacks (tr); Tony Metaxas (tl). **Reuters:** Scapix Sweden (tl/icon insert). **16 Getty Images:** Panoramic Images. **17 Alamy Images:** Chris Pancewicz (b); Michael Belardo (c). **18 62°NORD AS:** Steve Royset (c). **18-19 Reuters:** Scapix Sweden (b). **Rex Features:** Lars Stroschen (t). **20 Corbis:** Fernando Bizerra Jr/epa. **22 Alamy Images:** Caro (cr). **Photolibary.com:** Giuseppe Masci (cl). **23 Alamy Images:** Jon Bower Dubai 2 (main photo). **Corbis:** AHMED JADALLAH/Reuters (tc); Julian Smith/epa (d). **Photolibary.com:** Jochen Tack (tr). **24 Getty Images:** Kai Stiepel (t/icon insert). **iStockphoto:** (c). **Photolibary.com:** (b); Amanda Heywood (t). **25 Getty Images:** Hans Neleman (r). **Photolibary.com:** Tim Hill (tl/icon insert). **Science Photo Library Ltd:** PETER MENZEL (tr/icon insert). **26 Photolibary.com:** Andrew Watson (l); Hauke Dressler (b). **27 Getty Images:** Kai Stiepel. **28 Corbis:** Steve Prezant (r). **29 Photolibary.com:** Tim Hill (b). **30 Getty Images:** Jupiterimages (r); Xavier Bonghi (l). **31 Science Photo Library Ltd:** PETER MENZEL. **32 Photolibary.com:** Kelly Engstrom (bl). **34 Masterfile UK Ltd:** Noel Hendrickson (tr/icon insert). **35 Getty Images:** Hans Strand (tl/icon insert). **Photolibary.com:** Amanda Heywood (tr/icon insert). **36 Corbis:** Caetano Barreira/Reuters (t); Robert Llewellyn. **37 Corbis:** Frank Rothe (tr/icon insert). **Getty Images:** Dan Kenyon (tl/icon insert); David Sacks (tc/icon insert). **38 Getty Images:** Adri Berger (c). **Masterfile UK Ltd:** Steve Craft (br). **39 Getty Images:** Simon Watson. **Masterfile UK Ltd:** Masterfile (bl). **40 Getty Images:** Dan Kenyon (tl); Jamie Grill (cl). **Photolibary.com:** Image100 (bl). **41 Corbis:** LWA-Sharie Kennedy Williams. **42 Corbis:**

Chuck Savage (bc) (c). **Getty Images:** Colin Hawkins (t). **42-43 Getty Images:** David Sacks. **44 Corbis:** Frank Rothe (cl); Mike Chick (cr). **Getty Images:** Mark Scott (c). **45 Alamy Images:** imagebroker (b). **46 Corbis:** Victor Fraile (c). **Getty Images:** Mike Flokis/Stringer (cr). **Reuters:** (t). **Writer Pictures:** Marion Etlinger (cl). **47 Getty Images:** buero monaco (tl/icon insert); David Woolley (cl/icon insert); Ghislain & Marie David de Lossy (tr/icon insert); Siri Stafford (t/icon insert). **48 Corbis:** Andreas Altwein/dpa (t). **49 Getty Images:** Win Initiative (b). **50 Getty Images:** buero monaco (t). **Photolibary.com:** White Star / Monica Gumm (bl). **52 Alamy Images:** Epicscotland (b). **Getty Images:** David Woolley (t). **53 Getty Images:** Siri Stafford. **54 STILL Pictures The Whole Earth Photo Library:** Joerg Boethling (c). **55 Getty Images:** Ghislain & Marie David de Lossy (tl); Henrik Sorensen (cr); Kin Images (cl). **Masterfile UK Ltd:** Eyecandy Pro (tr). **56 Getty Images:** Paul Giamou. **Kobal Collection Ltd:** Radical Media (t/icon insert). **57 Corbis:** Hulton-Deutsch Collection (tl/icon insert). **Getty Images:** Colin Hawkins; Jaimie Travis (tr/icon insert). **Photolibary.com:** Sylvain Grandadam (tc/icon insert). **58-59 Kobal Collection Ltd:** Radical Media (t). **59 Kobal Collection Ltd:** Radical Media (c). **60 Corbis:** Hulton-Deutsch Collection (tl); Rolf Bruderer (tr). **61 Getty Images:** Tom Montgomery (br). **62 Getty Images:** Britt Erlanson (cl). **63 Masterfile UK Ltd:** Leanne Pedersen (tl). **Photolibary.com:** Sylvain Grandadam (tr). **64 Corbis:** Gregory Kramer (tr). **Getty Images:** Simon Stanmore (tl). **65 Getty Images:** Jaimie Travis (b). **66 Corbis:** Caetano Barreira/Reuters (t). **67 Getty Images:** Paul Giamou (tr/icon insert). **Reuters:** Dominic Ebenbichler (tl/icon insert). **68 Corbis:** Erik Dreyer (t). **Getty Images:** Steve Finn/Staff (bc). **Kobal Collection Ltd:** WALT DISNEY / THE KOBAL COLLECTION / MOUNTAIN, PETER (cl). **Rex Features:** c.Paramount/Everett (cr). **TopFoto:** PA Photos (t/icon insert). **69 Alamy Images:** Garry Gay (tl/icon insert); Ianni Dimitrov (tc/icon insert); Photos 12 (br); Simon Price (b). **Corbis:** Mario Anzuoni/Reuters (bc). **70 Alamy Images:** Coaster (t). **iStockphoto:** (cl) (c) (bc) (b). **TopFoto:** PA Photos (tr). **71 Alamy Images:** Handipix (cr). **Photolibary.com:** Beauty Photo Studio (bl); Chad Ehlers (br); Heather Brown (cl). **72 Alamy Images:** Garry Gay (tr). **73 Corbis:** Chris Collins (br). **75 Alamy Images:** Ianni Dimitrov (tr). **77 Photolibary.com:** Fabio Cardoso (tr). **78 Corbis:** John-Francis Bourke (t). **iStockphoto:** (t/icon insert). **79 Alamy Images:** Bob Elam (cr); Ricardo Demurez (tl/icon insert); Tom Wood (tl/icon insert). **Getty Images:** Richard Drury (tr/icon insert). **80 iStockphoto:** (d) (a) (g) (h) (e) (f) (b) (c). **80-81 iStockphoto:** (b). **82 Alamy Images:** Tom Wood (tr). **83 Alamy Images:** Ricardo Demurez (br). **85 Getty Images:** Richard Drury (t). **iStockphoto:** (c) (b). **86 Designed by Nendo, photograph by Daici Ano:** Nendo (br). **Photolibary.com:** Chris Gasgoine (t). **87 Designed by Nendo, photograph by Daici Ano:** Nendo (b). **Getty Images:** Michael Rosenfeld (t). **88 Corbis:** Jed Share and Kaoru (t). **89 Alamy Images:** Sam Bloomberg-Rissman (tl/icon insert). **Corbis:** Kevin Dodge (tr/icon insert). **iStockphoto:** (b). **Plainpicture Ltd:** Goran Asner/Johner (tc/icon insert). **90 iStockphoto:** (bl) (bc) (cr). **91 iStockphoto:** (cr) (bc) (br). **Reuters:** Gil Cohen Magen (t). **92 Alamy Images:** Sam Bloomberg-Rissman (b). **94 Getty Images:** Baerbel Schmidt (cl). **Masterfile UK Ltd:** Cultura RM (tl). **Photolibary.com:** (bl). **95 Getty Images:** Vital Pictures (b). **96 Plainpicture Ltd:** Goran Asner/Johner (bl). **97 Corbis:** Kevin Dodge (cr). **98 Corbis:** Erik Dreyer (t/icon insert). **99 Corbis:** Jed Share and Kaoru (tr/icon insert); John-Francis Bourke (tl/icon insert). **100 Corbis:** Ashley Cooper (t); JLP/Deimos (tr/icon insert). **101 Getty Images:** Hans Neleman (t/icon insert). **Plainpicture Ltd:** Jim Erickson. **102 Corbis:** JLP/Deimos (b). **Getty Images:** Alex Mares-Manton (t). **104 Getty Images:** Hans Neleman (b). **106 Getty Images:** Reza Estakhrian (c). **107 Photolibary.com:** Howard Grey (br). **108 Corbis:** Edward Bock (br). **Getty Images:** Scott Gilbert (bl). **109 Corbis:** George H.H. Huey (tr). **110 Amélie Grysole, 2009, agrysole@yahoo.fr:** Amélie Grysole (b). **Corbis:** Tim Pannell (t). **111 Corbis:** Emely (tl/icon insert). **Photolibary.com:** Chris McLennan (tc/icon insert); Suzanne Long (tr/icon insert). **Rex Features:** Michael Fresco (br). **112 Photolibary.com:** Matilde Gatoni (b). **115 Corbis:** Emely (tl). **116 Masterfile UK Ltd:** Masterfile (cl). **118 Photolibary.com:** Chris McLennan (bc); Don Fuchs (bl); Jan & Rhys Hanna (br). **119 Getty Images:** James Oliver (tr). **Photolibary.com:** Suzanne Long (b). **120 Corbis:** CORBIS (tr). **Getty Images:** Michael Grecco (t). **121 iStockphoto:** (tl). **Press Association Images:** AP (b). **122 Getty Images:** Michael Grecco (b). **123 Corbis:** Patrik Giardino (cr). **126 Getty Images:** Cary Wolinsky (tr); Toby Maudsley (tl). **iStockphoto:** (cl/top centre left) (c). **127 Getty Images:** altrendo images (tc/centre left). **iStockphoto:** (tr) (tc). **128 www.stitsh.com:** Dom Fendius (bl). **130 Corbis:** Ashley Cooper (t/icon insert). **131 Corbis:** CORBIS (tr/icon insert); Tim Pannell (cl/icon insert). **135 Getty Images:** Ghislain & Marie David de Lossy (tl); Henrik Sorensen (br); Kin Images (cl). **Masterfile UK Ltd:** Eyecandy Pro (tr)

**Cover images:** *Front:* Corbis: Newmann br; **Photolibary.com:** Javier Larrea Randy Faris cl; Tim DeFrisco Vivek Sharma  
All other images © Pearson Education

Every effort has been made to trace the copyright holders and we apologise in advance for any unintentional omissions. We would be pleased to insert the appropriate acknowledgement in any subsequent edition of this publication.

# Lifestyle

English for work, socializing & travel

## Intermediate Coursebook



Iwonna Dubicka & Margaret O'Keeffe

Unit	Grammar	Word Focus	Communication strategies	Interaction
<b>1</b> <b>Quality time</b> p4–13	Tense review p4 Present tense question forms p6	Free-time activities p8	Making suggestions p10	Life coaching p12 <i>Time stealers</i> <i>Roleplay a coaching situation</i>
<b>2</b> <b>Globetrotters</b> p141–123	<i>will</i> and <i>going to</i> p14 Present continuous for future plans p16	Compound nouns p18	Agreeing and disagreeing p20	Five days in Dubai p22 <i>An itinerary</i>
<b>3</b> <b>Be my guest</b> p24–33	Base form with <i>to</i> or <i>-ing</i> form p24 Quantifiers p28	Food and entertaining p26	Saying 'no' p30	The visit p32 Board game: <i>entertaining</i>
<b>Review 1–3</b> p34–35				
<b>4</b> <b>Learning curve</b> p36–45	<i>can</i> , <i>could</i> and <i>be able to</i> p36 Comparatives and superlatives p40	Personal characteristics p38	Building on ideas p42	Training solutions p44 <i>A training issue</i>
<b>5</b> <b>Getting on</b> p46–55	Present perfect and past simple p46 <i>used to</i> p48	Conversation topics p50	Socializing p52	Choosing a candidate p54 <i>Four finalists</i>
<b>6</b> <b>Rule of thumb</b> p56–65	<i>can</i> , <i>have to</i> , <i>must</i> , <i>need to</i> and <i>should</i> p56 Obligation in the past p58	Writing emails 1 p60	Giving advice p62	Helping new people p64 <i>First day at work</i> <i>An induction programme</i>
<b>Review 4–6</b> p66–67				



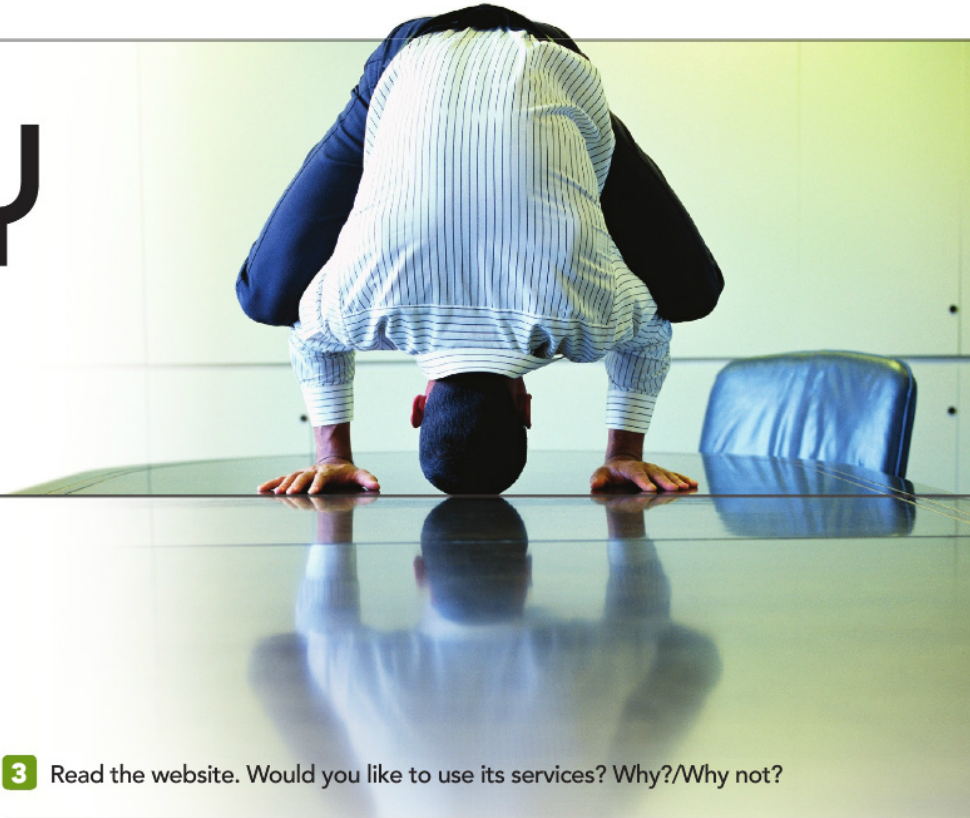
Unit	Grammar	Word Focus	Communication strategies	Interaction
<b>7</b> Tell us a story p68–77	Past continuous p68 Past tenses p70	Humour p72	Storytelling p74	Presentations p76 <i>Prepare a presentation</i> <i>Elevator pitch</i> <i>Tell an anecdote</i>
<b>8</b> Green chic p78–87	Zero and first conditionals p78 Second conditional p82	Products p80	Problem solving p84	Planning a green office p86 <i>Refurbishing a sustainable office</i>
<b>9</b> IT generation p88–97	Passive forms p88 Active or passive p90	Telephoning p92	Making requests p94	Remote manager p96 <i>Working virtually</i>
<b>Review 7–9</b> p98–99				
<b>10</b> Right and wrong p100–109	Third conditional p100 <i>should have</i> p102	Collocations with <i>blame, fault, make, do</i> p104	Saying sorry p106	Doing the right thing p108 <i>Challenges at work</i>
<b>11</b> Working together p110–119	Relative pronouns p110 Present perfect continuous p114	Writing emails 2 p112	Networking p116	Team-building p118 <i>Planning an event</i>
<b>12</b> Trial and error p120–129	Reported speech p120 Embedded questions p122	Consumer vocabulary p124	Dealing with complaints p126	Online entrepreneurs p128 Board game: <i>Online business</i>
<b>Review 10–12</b> p130–131				

# 1

- A** Tense review
- B** Present tense question forms
- C** Free-time activities
- D** **Communication strategies** Making suggestions
- E** **Interaction** Life coaching



# Quality time



## Tense review

**Reading:** Got things to do

- 1** Is your life busy at the moment or do you have plenty of free time?
- 2** Look at the to-do list. Do you have any similar jobs to do? What other jobs are on your to-do list? Which jobs on your list will you enjoy doing and which will you dislike? Why?

**3** Read the website. Would you like to use its services? Why?/Why not?

## to do



- Complete tax form ✓
- Reply to emails ✓
- Take clothes to cleaners
- Submit expenses ✓
- Make dentist's appointment
- Plan trip to Athens ✓
- Look for cheaper car insurance ✓
- Sell the old printer on eBay
- Buy Jim and Jenny's wedding present ✓
- Pay gas bill ✓
- Clean out garage

### Have you got too much to do and no time to do it?

**Gottajobtodo.com** helps thousands of people like you every month. It's as easy as one, two, three. Here's how it works.

#### 1 Post a job ad on our site

It doesn't matter what it is – no job's too big or too small. You can give all your boring chores to our assistants.

#### 2 Choose your assistant

Individuals and companies reply to your ad and bid a price. You just select the one you want to do your job.

#### 3 Sit back and relax

Let someone else get on with it. You can put your time and energy into more important projects instead.

In the past our assistants have done everything you can imagine. They've painted houses, filled in tax forms, researched better rates for car insurance, taught kids English, built websites, and even bought Aunty Freda's birthday gift. Last year more than 100,000 people found the help they needed at **Gottajobtodo.com**.

So tell your friends and family you're going to have a lot more time to spend together. We have thousands of assistants waiting to bid on your jobs, so you'll have time to begin those projects you've always wanted to do. You're going to love **Gottajobtodo.com**

**4** Find words and phrases in the website text which match these definitions.

- |                               |   |
|-------------------------------|---|
| <b>1</b> it's not important   | <b>4</b> an offer made at a stated price                    |
| <b>2</b> routine boring tasks | <b>5</b> do something on your own without help              |
| <b>3</b> advertisement        | <b>6</b> searched carefully for facts for a thing or person |

**5** Look at the three numbered paragraphs in the website. Which tenses are used? Past, present, future or a mixture?



### Listening: Assistants



6 What do you think the people in these photos are thinking? What kind of assistant do you think they'd like to have?

7 1.1 Listen to the people in exercise 6. Find out if you are right.

8 Listen again and complete the sentences.

- 1 It always \_\_\_\_\_ longer to get home on Tuesdays.
- 2 I'm \_\_\_\_\_ exhausted but I'd better go.
- 3 I'm \_\_\_\_\_ the minutes this evening.
- 4 I think \_\_\_\_\_ these ones ... or the other ones.
- 5 No, the other ones \_\_\_\_\_ my toes.
- 6 I'm \_\_\_\_\_ him at home next time.
- 7 Well, that new diet \_\_\_\_\_.
- 8 I've \_\_\_\_\_ good at dieting.

### Grammar: Tense review

9 Look at the sentences in exercise 8. Which tenses are they talking about?

- a past time
- b present time
- c future time
- d mixture

*It always takes longer to get home on Tuesdays.*  
– They are talking about present time.

10 Compare your answers with a partner. Do you agree? Then find examples of these verb forms in the sentences in exercise 8.

### Grammar: Tense review

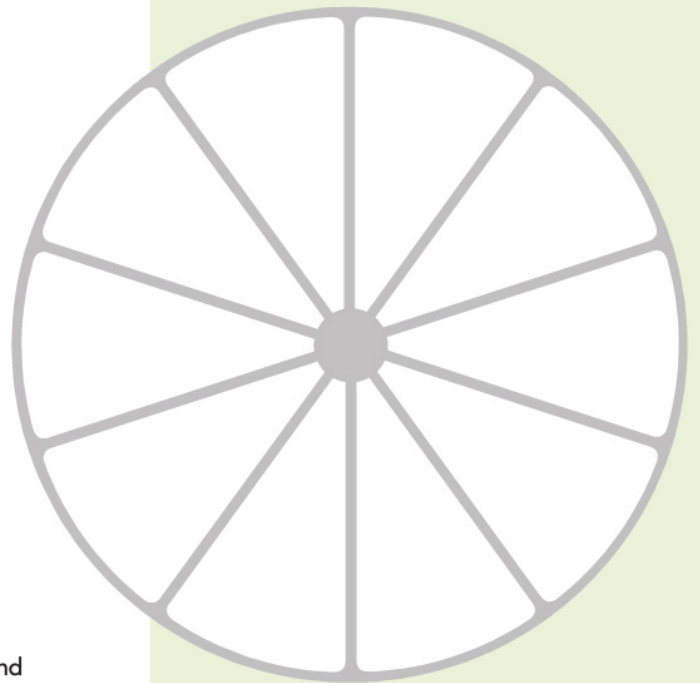
- a the present simple
- b the present continuous
- c the will future
- d the going to future
- e the present continuous for future
- f the past simple
- g the past continuous
- h the present perfect

>> For more information on the English tense system, see page 160.

### Speaking: Past, present and future

11 Write an example of each of these things in the sections of the circle below.

- a routine job you do every day
- a job you didn't have time to do yesterday
- a project you're working on at the moment
- what you were doing at 6 p.m. last night
- a job you think you will do tomorrow
- something you've wanted to do for ages, but you haven't had time
- the name of a place where you've never been to but you've always wanted to go
- something you plan to do this weekend
- something you're going to do as soon as you get home
- something you hate doing but have to do



12 Work in pairs. Show each other your circles. Take it in turns to ask questions about the things you have written and develop conversations.

- A: *Why have you written 'fix door bell'?*
- B: *That's a job I plan to do this weekend. My front doorbell isn't working.*
- A: *Is it broken then?*
- B: *I'm not sure. I'm going to replace the batteries and see.*


### TALKING POINT

- Are you good at organizing your time? Do you use any kind of planner?
- Do you think modern technology has helped people organize themselves better? Why?/Why not?

# 1 Present tense question forms

## Listening: Commuting

**1** How do you get to work or school in the mornings? How long does your journey take? Is it generally stressful or peaceful? Why?

**2**  **1.2** Listen to a radio interview with some commuters on a train. Make notes on the activities they mention.

Name	What they usually do	What they are doing now
Mario		
Alissa		
Steve		
Wanda		

**3** Look at the questions the interviewer asked the commuters. Underline the present simple and present continuous forms. Which questions include both forms? Ask and answer the questions with a partner.

- 1 What do you usually do while you're commuting?
- 2 What book are you reading at the moment?
- 3 Does it take you long to get to work?
- 4 Do you listen to music while you're commuting?
- 5 What are you daydreaming about at the moment?
- 6 Are you studying for any exams at the moment?

## Grammar: Present tense question forms

**4** Look at the table and answer the questions.

### Present tense question forms

#### Present simple

(yes/no questions)

*Do you usually **take** the train?*

*Does he usually **take** the train?*

(Wh- questions)

*What **do** you usually **do**?*

*What **does** he usually **do**?*

#### Present continuous

(yes/no questions)

*Is he/she **studying** for exams at the moment?*

*Are you **studying** for exams at the moment?*

(Wh- questions)

*What **is** he **doing** now?*

*What **are** you **doing** now?*

Which tense do we use to talk about:

- a short-term or temporary activities?
- long-term situations?

**>> For more information on the present simple and present continuous, see page 161.**



**5** Here are some things commuters sometimes do to pass the time on trains. Think of five more to add to the list.

- think about the day ahead
- eat snacks
- draw pictures
- study a language
- do crosswords and puzzles
- look out of the window at the scenery
- sleep
- chat with other travellers
- brush or comb their hair

**6** Work in groups. What do you normally do on long journeys? Which are the best ways to pass the time and why?

**7** Sometimes we just have to wait for things to happen. In your groups, discuss the best way to pass the time in these situations.

- 1 While you're standing in a long queue at the airport.
- 2 While you're waiting for red lights to turn green.
- 3 While you're listening to recorded music on the phone, waiting for someone to answer.
- 4 While you're waiting for your dentist to see you.
- 5 While you're waiting for your computer to boot up.

**A:** *What do you usually do when you are standing in a queue at the airport?*

**B:** *I usually watch the other people in the queue.*

**A:** *What about you?*

**B:** *I sometimes close my eyes and meditate or I read something.*

## Speaking: Making changes

**8** Look at the list below. Which of these aspects of your life would you like to change?

- get more sleep
- lose weight or get fitter
- save money
- find a new job or place to live
- study more English
- learn something new
- become a better parent / husband / wife / boss / employee
- something else (what?)

**9** Work in groups. You are going to discuss making changes to your life. Follow the instructions below. Then report back to the class. Which people are making the most changes to their lives?

- 1 Tell one another what you want to do and why.
- 2 Explain what you're doing to try to change the situation.
 

**A:** *Are you trying to find a new job?*

**B:** *Yes. I work for a bank at the moment but I have a degree in journalism. I want to be a reporter.*

**A:** *Are you looking for jobs in television or radio?*

**B:** *I'm answering ads for both. And I'm networking more so I make more contacts.*

## Writing: Responding to a radio show

**10** You are on a daily commute to work and you see the radio's website about commuting. The radio station has invited listeners to email them about what they do while they commute. Send an email to the radio station. Include information about what you usually do and what you are doing now.

### TALKING POINT

- Are you generally a patient person? Why?/Why not?
- Do you think things like doing breathing exercises or yoga could improve your life? Why?/Why not?

# 1 Free-time activities

## Reading: Activity Superstore

1 Look at the photos of some activities that are advertised on a website. Match the photos with the name of the sport or activity.

flying lessons aqua sphering spy academy fashion shoot

2 Work in pairs. Student A: Read the first two adverts. Student B: Read the last two adverts. Match the name of the activity in exercise 1 to the adverts.

3 Try to remember the essential information about the activities and explain them to your partner.



# A Dream Come True

1 \_\_\_\_\_

Ever wondered what it's like inside a washing machine? Then aqua sphering is just the thing for you! It's the latest extreme activity where you roll down a hill in a huge plastic bubble with thirty litres of water. The ball can reach speeds of up to 50km per hour. It's exhilarating and terrifying at the same time. You'll love it!

**Price €73.**

2 \_\_\_\_\_

If you fancy yourself as the next James Bond then our Spy Academy is for you! You'll learn how to use specialist spy gadgets\* such as hidden cameras and listening devices\*. You'll play with some of the famous Bond vehicles such as the moon buggy, and you'll also receive expert advice on how to escape the enemy. Note: No weapons used.

**Price €112.**

3 \_\_\_\_\_

This activity will leave you looking and feeling truly amazing. Relax as top professionals create your new look. Your day will start with an interview with a top stylist, followed by stunning make-up and then an incredible up-to-date hairstyle. Then enjoy a fashion photo shoot capturing your fabulous look.

**Price €157.**

4 \_\_\_\_\_

We offer you a great range of flying activities to choose from. You can experience the thrill\* of taking the controls yourself in a flying lesson, enjoy spectacular views from a balloon, or keep your feet firmly on the ground with a flight simulator\*. We have something for everyone.

**Price €123-€337.**

*gadgets:* small, useful machines or tools

*devices:* machines or tools that do a special job

*thrill:* sense of excitement

*flight simulator:* a machine that tries to copy the experience of flying an aircraft, used to train pilots



## Word focus: Free-time activities

- 4** Name something you like doing in your free time. Did you like doing this when you were younger? In what ways have your leisure activities changed over time?
- 5** What do you think most young Europeans aged 15–30 do in their free time? Read the text and find out if you are right.

### Young Europeans are still reading books

The two most common leisure activities among young Europeans are taking exercise (45% – going for a walk, a bike ride, practising sports, etc.) and meeting friends (40% – eating, dancing, having a drink, hanging out, etc.).

Roughly one in five (21%) young adults say using the internet or playing video games is one of their preferred activities. Watching television is mentioned by 19%, listening to music by 17% and going to the cinema, theatre or concerts by 16%. Perhaps it's surprising these days, but more young people (one in four) mention reading a book.

- 6** Do you think the statistics would be similar in your country? Why?/Why not?
- 7** Complete the notes on *-ing* forms in the table with the examples from the text. Then find more examples of *-ing* forms in the text.

#### *-ing* forms

*-ing* forms can be:

**1** parts of a continuous verb form  
Young Europeans are still \_\_\_\_\_ books.

**2** adjectives  
Perhaps it's \_\_\_\_\_.

**3** used like a noun  
\_\_\_\_\_ television is mentioned by 19%.

When *-ing* forms are used like nouns, we call them gerunds.

>> For more information on *-ing* forms, see page 172.

- 8** Tick (✓) the leisure activities you like doing. Are there any you have never tried? Add some more activities that you like doing to the list.

running playing chess skiing cycling swimming  
yoga playing computer games climbing  
making jewellery singing doing puzzles  
visiting museums/art galleries gardening diving  
photography shopping birdwatching  
going for a walk doing up old cars

## Speaking: Choosing an activity

- 9** How do you and your family relax in your free time? Do you have a specific hobby or interest?

- One of my/our free-time interests is ...
- I'm/We're into ...
- I/We like / enjoy ... ing.
- I am/We are keen on ...
- I/We spend a lot of time ...

- 10** Discuss these statements. Which ones are true for you and why?

- 1 I try to find new ways to relax in my free time.
- 2 I'm bored with the traditional hobbies and activities.
- 3 I'd like to try a new sport or activity.
- 4 I'd like to do as many new things as possible before I retire/die.

- 11** Work in pairs. Look at the adverts in exercise 2 and choose the most appropriate activity for each of these people. Give your reasons. What other activities do you think they might like?

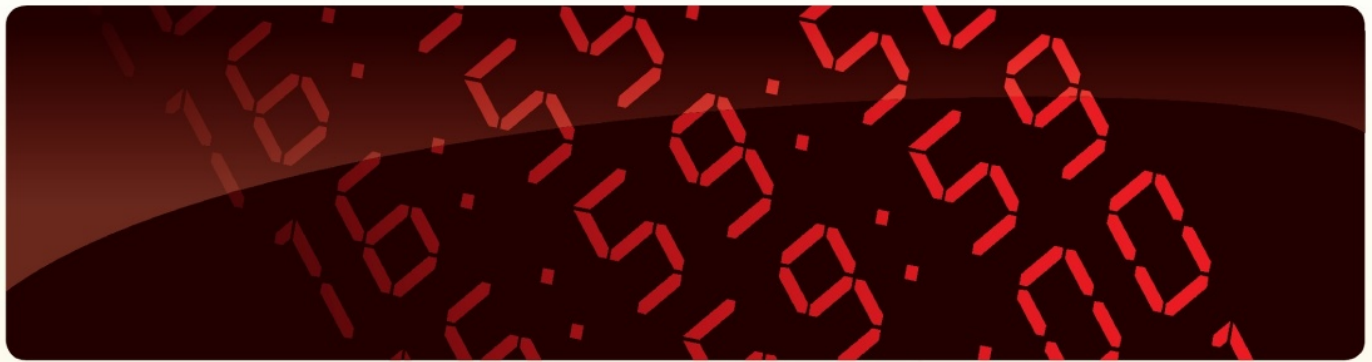
- 1 Your friend Helena loves adventure sports. She's really into skiing and diving.
- 2 Baz works with you. He's a shy person who likes computer games. It's his 30th birthday and you and your colleagues want to organize a group activity.
- 3 It's your parents' wedding anniversary and you want to find an activity they would like to do together. Your mother is keen on photography. Your father likes doing up old cars.
- 4 Your younger sister passed all her exams and you want to give her something special to celebrate. She loves clothes and shopping.
- 5 Your brother works in Research & Development for a pharmaceutical company. He enjoys gardening in his free time.
- 6 Nigel loves gadgets and finding out how machines work. You want to give him a surprise present.

## Writing: Giving a dream

- 12** Write an email to a friend or family member who has something to celebrate and say you want to give them a *Live the Dream!* activity. Tell them what it is and why you think they'd like it.

### TALKING POINT

- What other activities or sports would you like to do in your lifetime?
- What dream activity would you like to receive as a present from someone?



## Listening: Issues with a project

**1** A deadline is a date or time by which you have to do or complete something. Do you ever have deadlines at work? What for? Do you or your colleagues ever have problems meeting deadlines? Why?

**2** Read an email about a deadline. What is the deadline for?

**Subject: Project status**

Hi Valerie  
 I'm just writing to warn you that we're running about two weeks behind schedule with the new website. I know we wanted it by 1 May, but it won't be ready in time. I propose we delay the site launch by another month. What do you think?  
 All the best  
 Jay

**3** Find words and phrases in the email which mean the following.

- 1 be prepared before the deadline
- 2 tell someone about something before it happens so they are not worried or surprised
- 3 later than planned
- 4 wait until a later time to do something
- 5 when a new product or service becomes available

**4** **1.3** Valerie talks to Jay about his email. Listen to their conversation. Who says what? Write V for Valerie and J for Jay.

- 1 Who says why the project is behind schedule?
- 2 Who wants to launch the site on 1 May?
- 3 Who wants to recruit an expert to work on the project?
- 4 Who doesn't want to pay someone to help?

**5** Do you think Jay's suggestion was a good one? Why?/Why not?

**6** Try to remember the missing words from this part of the conversation. Then listen again and check your answers.

**Valerie:** *Is there any way we can have the site ready for the first of May? It's very important.*

**Jay:** *1 \_\_\_\_\_ someone to help us? What do you think?*

**Valerie:** *Well, it's an 2 \_\_\_\_\_ idea. Do you 3 \_\_\_\_\_ getting someone from another department?*

**Jay:** *No, I mean hiring an external contractor. We could have the site ready in time then.*

**Valerie:** *Oh, I see.*

**Jay:** *My brother-in-law's a very good web designer. 4 \_\_\_\_\_ him?*

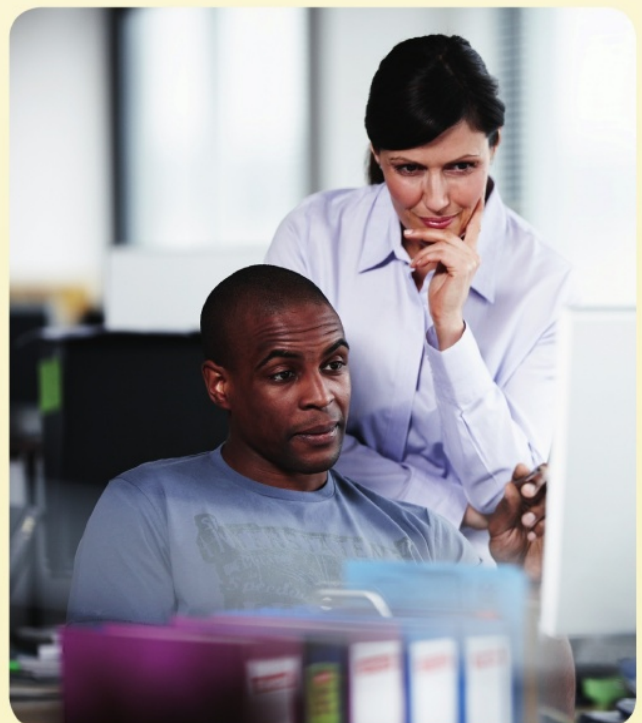
**Valerie:** *Um, I 5 \_\_\_\_\_ . It sounds expensive.*

**Jay:** *I 6 \_\_\_\_\_ to him today if you like.*

**Valerie:** *7 \_\_\_\_\_ at some other options first.*

**Jay:** *Oh, OK.*

**Valerie:** *8 \_\_\_\_\_ a bit later to discuss this again?*



## Speaking: Making suggestions

**7** Find five expressions for making suggestions in exercise 6.

**8** Complete these suggestions in the table by putting the verbs in brackets in the correct form.

### Making suggestions

- 1 What about \_\_\_\_\_ (delay) the launch date by a month?
- 2 Let's \_\_\_\_\_ (add) adverts to the site.
- 3 We could \_\_\_\_\_ (get) a contractor to do the work.
- 4 How about \_\_\_\_\_ (meet) after lunch?
- 5 Why don't we \_\_\_\_\_ (look) at some more options?



*propose, recommend, suggest* are all verbs that are formal and more common in written than spoken English.

I **propose** we delay the site launch by another month. (written)

What about **delaying** the site launch by another month? (spoken)

**9** Read about some more written suggestions. What do you think these people actually said? Use the spoken expressions in exercise 8.

- 1 Sally proposed we introduce a blog on the website.
- 2 Tom recommended adding staff photos to the site.
- 3 Juan suggested we work late to finish the project in time.
- 4 Anna recommended web training for the whole department.
- 5 Jean-Philippe proposed ending the meeting earlier than planned.
- 6 Gudrun suggested we cancel next week's meeting.

**10** Valerie tries to reject Jay's suggestions politely. Look at what Valerie thinks in the table and match it to what she says in exercise 6.

### Responding to suggestions

Valerie thinks ...	Valerie says ...
I don't like that idea.	_____
No, we're not going to pay for a contractor.	_____
I don't want Jay to talk to his brother-in-law.	_____

**11** Do people say similar things in your language when they want to be polite? Think of examples when you have to reject other people's suggestions politely.

**12** Work in pairs or small groups. Take it in turns to present one of these problems.

**1** Read your problem and then explain it to your partner(s). Ask *Have you got any suggestions?* and try to collect as many ideas as you can.

**2** If you like an idea, respond positively and say things like *Good suggestion!* or *Great idea!* If you don't like it, be polite.

The hospital you work for is hosting ten visiting doctors from Australia next month. You're responsible for arranging their weekend activities. You need to plan things to do with them on Friday night, Saturday and Sunday.

You're organizing a 'Bring your child to work day'. It's a day when employees' children will accompany their mum or dad to work, and learn a little about what they do. You need to plan eight hours of entertaining and safe activities for 25 children aged 6–10 and 35 children aged 11–16.

You've noticed your colleagues are putting on weight and in need of exercise. They all work long hours and spend far too long sitting at their desks. How can you encourage everyone to take more exercise?

One of your colleagues spends a lot of time stopping by people's desks for long social conversations that interrupt your work and the work of others nearby. When you complain, he just laughs. You've also complained to your boss, but she doesn't seem to care.



## Reminder

Grammar reference  
pages 161 and 162

In the present simple we use *do* or *does* to form questions.

*Does it take long to commute to the office?*

In the present continuous we change the word order to form questions.

*Are you doing anything to change the way you work?*


When we respond to suggestions that we don't like or aren't sure about, we try to sound polite.

*A: How about asking your boss for help?*

*B: Well, it's an interesting idea.*

### Listening: Interview with a life coach

**1** What would you most like to change about a) your job and b) your life?

**2**  **1.4** Listen to an interview with a life coach, Nancy Bailey. Are these statements true (T) or false (F)?

#### What is coaching?

**1** Life coaches help people to identify life issues that they want to change.


**2** Our clients are mainly company executives.


**3** We can help people with their career choices.

**4** We usually meet clients for an hour every week.

**5** The client has to be in the same country as the coach.

**6** It takes about a year to get results from coaching.

**3**  Listen again and correct the false statements in exercise 2.

**4**  **1.5** Listen to phone conversations with two of Nancy's clients. What life changes is she helping them with?



#### Joe

Sales Manager

Manages a team of 30 staff

Life issue:

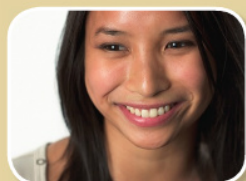
\_\_\_\_\_

#### Kim

Assistant in an  
import-export firm

Life issue:

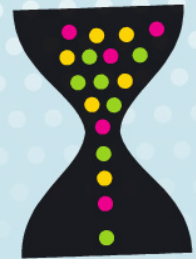
\_\_\_\_\_



**5** 'Time stealers' are common things that waste time at work. Tell your partner two things you do that waste time at work. Make some suggestions to help each other stop wasting time.

**6** Nancy sent Joe information on 'time stealers' to help him manage his time better. Read the text. With a partner make suggestions to help Joe manage his time.

## TIME STEALERS



These are the most common things that waste time at work. Tick (✓) the top five which are the major obstacles to your own time management – your 'time stealers'.

- 1** Interruptions – telephone, email and visitors
- 2** Meetings
- 3** Tasks you should delegate
- 4** Procrastination\* and indecision
- 5** Dealing with team members
- 6** Crisis management
- 7** Lack of\* information or technical knowledge
- 8** Unclear communication, objectives and priorities
- 9** Lack of planning
- 10** Stress and fatigue
- 11** Inability to say 'No'
- 12** Desk management and personal disorganization

Fortunately, there are strategies you can use to manage your time, be more in control and reduce stress.

*procrastination*: delaying doing things you have to do  
*lack of*: when there isn't enough of something

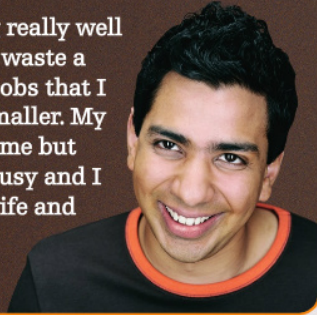
**7** Work in pairs. Prepare a short talk for the rest of the class with strategies and suggestions to help people manage their time better.

## Speaking: Change we need

**8** Read these comments from two of Nancy's clients. What aspect of their lives do they want to change or plan?

### Vikram

My catering business is doing really well and I'd like to expand it. But I waste a lot of time doing lots of little jobs that I did when the company was smaller. My business is very important to me but at the same time I'm always busy and I just want to see more of my wife and kids. I also have a very long commute to work.



### Ruth

I work for an advertising agency as an admin. assistant. It's not very well-paid or interesting work. I left school at 18 and I don't have a degree. I'd like to get a better job but I'm not well-qualified. I really think I could be doing more creative work.



**9** Look at the completed forms for Vikram and Ruth. Read the information and roleplay the telephone conversations between the client and the life coach.

Name: *Vikram Singh*

**1** For each of the following life areas, how would you rate your life out of 10? (10 being you can't imagine it could possibly be any better)

Health & stress *6*

Money *8*

Own business or career *10*

Family & relationships *5*

Learning and growth *7*

Confidence *5*

**2** Which two areas are you prepared to improve over the next 6 months?

*time management, stress relief*

**3** Please write down one thing you would like to have or achieve, but are not sure if or how you can have it?

*more family time*

Name: *Ruth De Jesu*

**1** For each of the following life areas, how would you rate your life out of 10? (10 being you can't imagine it could possibly be any better)

Health & stress *6*

Money *8*

Own business or career *3*

Family & relationships *5*

Learning and growth *3*

Confidence *4*

**2** Which two areas are you prepared to improve over the next 6 months?

*learning, career opportunities*

**3** Please write down one thing you would like to have or achieve, but are not sure if or how you can have it?

*A more interesting creative job*

#### Student A:

You are Vikram, one of Nancy's clients. Your life coach, Nancy, phones to talk about your situation. Respond to Nancy's questions and suggestions and make some suggestions of your own.

You are Nancy, the life coach. Phone your client, Ruth and ask questions about the form she has completed. Make suggestions for ways to improve your client's life.

#### Student B:

You are Nancy, the life coach. Phone your client Vikram and ask questions about the form he has completed. Make suggestions for ways to improve your client's life.

You are Ruth, one of Nancy's clients. Your life coach, Nancy, phones to talk about your situation. Respond to Nancy's questions and suggestions and make some suggestions of your own.

**10** **1.6** Listen to Vikram and Ruth. What has changed in their lives? How could Nancy help them now?

## Writing: A way forward

**11** Imagine you are Nancy. Write an email to either Vikram or Ruth and suggest a way forward.

- A** will and going to
- B** Present continuous for future plans
- C** Compound nouns
- D** **Communication strategies** Agreeing and disagreeing
- E** **Interaction** Five days in Dubai



# Globetrotters

## will and going to

### Listening: Hong Kong Airport

- 1** Discuss these questions.
- 1 How often do you travel for work or holidays?
  - 2 Where do you usually go?
  - 3 What are your plans for your next holiday/business trip?
- 2** **1.7** Listen to two travellers taking part in a passenger survey at Hong Kong Airport. What does the interviewer give to each traveller?



- 3** Read the interviewer's questions in the survey. Listen again and take notes to answer the questions.

1 Where are you travelling to today?		
2 What are you going to do there?		
3 Where are you going to stay?		
4 What are you going to do at the airport today?		
5 Will you buy anything special for yourself? What will you buy?		

Traveller 1	Traveller 2

### Grammar: will and going to

- 4** Look at the sentences in the table from the first conversation and answer the questions.

#### Talking about the future

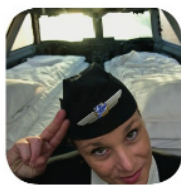
- a I'm **going to** meet the sales and marketing managers.
- b I'll probably check my email.
- c Then, I'm **going to** charge my cellphone.
- d I think I'll get a head and shoulder massage.

Which sentences are about:

- 1 firm intentions and plans that have already been made?
- 2 decisions that have just been made or are being made now?

>> For more information on the future, see page 166.

- 5** Look at the audio script of conversation 2 on page 143. How many times does the second passenger use *will* or *going to*? How certain does he sound about each plan or decision?



### Speaking: Plans and intentions

**6** Work in pairs. Look at the information for two more travellers that Hong Li interviews. Look back at the questions in exercise 3. What other questions could you ask?

**7** Work with a different partner. Roleplay the two interviews in exercise 6. Take it in turns to be Hong Li and the traveller.

**8** Work in pairs. Look at these travel situations and decide what to do.

- You arrive at the check-in desk with ten kilos of excess baggage and no money to pay for it.
- Your flight is delayed until tomorrow morning. Your budget airline won't provide you with a hotel and you don't want to pay for accommodation yourself.
- You are in airport departures and someone has stolen your ticket, passport, wallet and mobile phone.
- You are stuck in a taxi in traffic getting to the airport and you're going to miss your flight home.
- You have won a competition. You have five minutes to fill a shopping basket with anything you want from the duty-free store.
- You are waiting at the carousel for your luggage and it doesn't appear. All the other passengers have their luggage.

**9** Compare your plans with the rest of the class. Who has the best plan?



**Zhi Peng**

**Definite plans:**

- Holiday with wife in Vancouver for three weeks
- Go to a family wedding there
- Stay with daughter and son-in-law
- Take ferry to Vancouver Island
- Do Tai Chi in Stanley Park

**Possibilities:**

- Try rafting
- Play golf

**What he plans to do at the airport:**

- Watch CNN in the TV lounge
- Possibly visit the duty-free shops



**Tyler**

**Definite plans:**

- Go to Thailand
- Travel round South East Asia with friends
- Spend a year there
- Ride an elephant in Thailand
- Learn to dive in Indonesia

**Possibilities:**

- Learn some Thai and Indonesian
- Go trekking in the jungle

**What she plans to do at the airport:**

- Update her travel blog in the internet café
- Possibly buy some good sunglasses



*Travel* is most often used as a verb but can also be an uncountable noun. We don't say 'a travel'.

*Where are you **travelling** to today?* (verb)

*Is business **travel** important for your job?* (noun)

A **trip** is a short journey or a short period of time in a place.

*And what is the purpose of your **trip**?*



**TALKING POINT**

- What do you like/dislike about travelling?
- What was your most memorable trip?

## 2 Present continuous for future plans

### Reading: Home exchange stories

#### 1 Discuss these questions.

- 1 Have you ever rented a room or apartment? When? What was it like?
- 2 Have you ever rented a holiday home?
- 3 Have you ever thought about exchanging homes with someone else for a holiday in a different town or country?
- 4 Can you think of any advantages and disadvantages in exchanging homes with someone else?

#### 2 Read two readers' stories about home exchange in the *LA Times*. Who has had more positive experiences?

My wife, Shannon, and I have done three home swaps\*. As we don't have any children it is fairly easy to arrange. The first, in London, was not so good. The house was cold and uncomfortable and there wasn't much furniture. Because of this first experience, we always ask for lots of photos of the home interior. In future, we will also make sure we're in the center of town, or a short bus ride to the center. I really don't want to use a car, because I have to drive so much in Los Angeles.

**Carl**, Ventura

We have exchanged homes 15 times and it has always been wonderful. We always exchange cars as well, which has saved us quite a bit of money. Having a base\* makes it possible to plan short trips.

We like exchanges with families that also have children. It's great to arrive and have books, toys, bicycles, snow gear, etc., to borrow. And we love not having to eat out all the time. It's fun to experience life in a different country.

**Sandra**, Indian Wells

*swap*: exchange  
*base*: main place to stay

#### 3 Look at the readers' stories again. What advantages and disadvantages are mentioned?

#### 4 Carl in Ventura reads Nicole's advert. Do you think Carl and his wife Shannon will like it? Give your reasons. What questions do you think the couple would ask Nicole and how would she reply?

Our home is located in Paris in the eleventh district – a perfect location to visit the city! We are planning a holiday in LA this spring. We are two adults and one child (three years old). The apartment is 70 sq m. It's on the seventh floor and there is a balcony with a great view of the neighbourhood. There are two bedrooms, a large living room, a shower room, and a well-equipped kitchen.

**Nicole**



### Grammar: Present continuous for future plans

#### 5 Look at Carl's email about his holiday arrangements. Complete the table and find examples in the email.

Hi Nicole

Guess what? It's all organized! Shannon and I are flying to London on May 23rd – it's cheaper than going direct to Paris and we want to see the city anyway. We're staying in a hotel in Piccadilly for three nights. We got a good deal through the airline.

Then we're taking the Eurostar to Paris. I got the train tickets online. So we're not arriving in Paris until about noon on May 26th and we're leaving on the morning of June 6th.

We'll probably take a few day trips from Paris. Is there anywhere you'd recommend? What time will you be home this evening? I'll phone you for some first-hand advice if you don't mind.

All the best

Carl

#### Future forms: Present continuous or will?

1 We use a) \_\_\_\_\_ to talk about plans and arrangements that are already decided and organized. We often use it with a definite place or time.

*Shannon and I are flying to London on May 23rd.*

*We're* 1 \_\_\_\_\_.

*We're* 2 \_\_\_\_\_.

*We're not* 3 \_\_\_\_\_.

*We're* 4 \_\_\_\_\_.

2 When there is no specific plan or arrangement we generally use b) \_\_\_\_\_.

*We'll probably* 5 \_\_\_\_\_.

*What time* 6 \_\_\_\_\_.

3 We also use c) \_\_\_\_\_ to talk about decisions that have just, or only recently, been made.

*I'll* 7 \_\_\_\_\_.

>> For more information on future forms, see page 166.