

## Unit 1

## 1

1c, 2f, 3a, 4b, 5d, 6e

## 2

(possible answers)

And a man walks up behind her while she's standing on the sidewalk  
She turns and she is smiling because she knew that he was coming  
And they turn and they are waving to a taxi that is stopping  
He opens up the door and they get in and drive away.

## 3a

(possible answers)

1. I have my hair done twice a day.
2. I sometimes go shopping in Los Angeles.
3. I eat in expensive restaurants once a week.
4. I visit Julia Roberts every night.
5. I never call me agent.

## 3b

(Student's own answers here)

## Unit 2

## 1

(possible answers)

1. That colour really suits you.
2. That outfit looks very good on you.
3. Good job! You did very well.
4. You look great!

## 2

(possible answers)

**badminton:** net, racquet, shuttlecock  
**skiing:** skis, poles, boots  
**mountain climbing:** ropes, rucksack / backpack, hiking boots  
**football:** ball, boots, shin guards

## 3

1. went
2. didn't go
3. left
4. didn't call
5. thought
6. didn't finish
7. spent

## 4

Are you a desk jockey **who** has always wanted to look like superman? Pushing pencils, **which** is OK on the job, won't do it. You need a trainer **who** can tear a phone book in two and can show you **which** muscle groups to train and **which** machines to use. Our studio is for those **who** are ready to take the challenge. We have a proven method **which** has worked for hundreds. Our website has dozens of

photos of those **who** have gone before. Call Massive Bodybuilding – NOW!

## Unit 3

## 1

<i>American</i>	<i>British</i>
windshield	windscreen
fender	wing
brake lights	rear lights
hood	bonnet
gas tank	petrol tank
blinkers	indicators
tire	tyre

## 2

I've just returned from our class reunion. Too bad you couldn't make it. You wouldn't believe how much some people have changed. I know you remember Thomas. He's even **better**-looking than he was before, if you can imagine that. His new wife, however, is **more beautiful** than Cindy Crawford :-). And Mr Hardt, our old Chemistry teacher, has become even **rounder** and his beard is even **longer**. You remember Helga, don't you. She looks much **happier** now than when we were in school. And Ann looks much **better**. She was wearing something **more up-to-date**, rather than that worn-out, second-hand stuff she used to wear.

And what about me? Well, I'm **older**, maybe a little bit **wiser** and not at all **richer**. I don't know if I'm **better**-looking. I have a new boyfriend, though. More on that later ;-).

## 3

1. We have lived in Leipzig since May 2000.
2. I have worked at BMW for over seven years.
3. She has studied in the USA since 1999.
4. They have driven to Italy every summer since 1980.
5. He has smoked for 15 years.

## Unit 4

## 1

(possible answers)

## Photographer

1. You don't have to sit at a desk.
2. You must have a good camera.
3. You mustn't stay in your office all day long.
4. You don't have to wear a business suite.
5. You must be a creative person.

## 2

1. most
2. newest
3. fewest
4. longest
5. best
6. highest

## 3

The differences between working in the US and in Europe begin with the application. Most companies in Europe ask for or expect a photo with the application. In the US, **however**, asking for a photo is forbidden.

There is no national health insurance in the US. **Although** some companies might offer a health insurance program, many don't. You can buy private insurance, **but** it can be very expensive.

And then there's vacation. Workers in the US get a small amount (starting with 10 days), **but/however** they don't always take it.

In the US, women face a more difficult choice between going to work **or** having a family. Maternity leave is limited and there is no job guarantee when they return. There are advantages, **however**, to working in the USA. Companies in the US are innovative and grow quickly, **but** workers have to be flexible **or** they risk being left behind.

## Unit 5

## 1

(possible answers)

1. In the second quarter of 2002, sales grew by 10000 units.
2. In the third quarter of 2002, sales skyrocketed reaching 60000 units.
3. In the fourth quarter of 2002, sales grew to 70000 units.
4. In the 1st quarter of 2003, sales dropped/decreased to 60000 units
5. In the 2nd quarter of 2003, sales fell to 10000 units.

## 2

(possible answers)

1. **If I don't get this promotion**, I will look for a new job.
2. **If I can't leave on time**, I will call and let you know.
3. If I get the job in San Francisco, **I will work even harder on my English**.
4. **If you change paragraph three**, I will sign the contract.
5. If you can't give me a better price, **I will buy the part somewhere else**.
6. **If I don't get a raise this year**, I will give in my notice.

**3**

1. *MP3*: The other items on the list are computer hardware.
2. *telecommuter*: Telecommuter is a noun. The other items on the list are verbs
3. *I disagree*: "I disagree" is used when one has a different opinion. The other items on the list are responses to a request for permission.
4. *digital camera*: The other items on the list can be sent via the Internet.

**Unit 6****1**

*(possible answers)*

**mind**: poetry, interesting work, philosophy, education

**body**: touch, exercise, good food, dance

**soul**: meditation, prayer, love, quiet

**2**

1. We are meeting the hotel director Sunday evening.
2. John and Susan are presenting 'Wellness for Life' first thing Monday morning.
3. Mike is leading the discussion groups on Tuesday afternoon.
4. I am driving to the airport at 4.30 on Wednesday to pick up Dr Almare.
5. Dr Almare is speaking on 'Modern Vitamin Therapy' at the closing session on Thursday.

**3**

*(possible response)*

Hi Lenny,

I haven't seen you in a while. Now I know why. First, you should think about changing jobs. This one can't be good for you. You really ought to eat a healthy lunch. You should definitely stop the candy bars and espressos. And you shouldn't stay in the office so late either. On the way home, you should at least stop at the grocery store for a salad. I think we should go out to a concert this week. I know of a good one. I think you ought to go back to volleyball club and talk to them. You should exercise more not matter what. And you shouldn't take so much aspirin.

Your best friend

...

## Unit 7

**1**  
For example: newspapers, novels, magazines, comics, short stories, poems, travel guidebooks, historical books, detective stories

**2**  
Last summer while I **was staying** in Ireland I **had** a strange experience. I **was sitting** on a beach listening to the sound of the sea and reading a novel when suddenly I **heard** a little voice behind me. "What are you doing?" **asked** the voice. I **looked** around and a little man who was dressed in green and **had** a white beard **was standing** there. "Actually, I'm reading a book," I **said**, because I **was reading** my novel. "Really! Why don't you do something useful - like fishing?" I **was amazed** and as I **was thinking** what to say next, he **said**, "Does your book tell you what little people like me are called in Ireland?" "No, it doesn't," I **replied**. "Well, it can't be a very good book then!" he **said** with a laugh. And then after a pause, "I'm a leprechaun!" Then he **disappeared** behind some grass and **left** me sitting there - unable to read my novel.

**3**  
Dear Sir or Madam

I would like to **attend** your weekend Business English course in the English Bookshop on Saturday, 23<sup>rd</sup> August. I understand that the **costs** include all meals and **drinks** and also the teaching material and books. I do not need **accommodation**, as I will stay with some friends.

Please could you send me more **details** of the course and a **description** of how to get to your bookshop. I am going on an important business **trip** to London soon and I would like to practise small talk and negotiations.

I look forward to hearing from you.

Yours sincerely .....

## Unit 8

Country	Adjective	Nationality
Britain	British	The British
France	French	The French
Germany	German	The Germans
Indonesia	Indonesian	The Indonesians
Italy	Italian	The Italians
Japan	Japanese	The Japanese
Spain	Spanish	The Spanish

Switzerland	Swiss	The Swiss
Turkey	Turkish	The Turks /Turkish people
USA	American	The Americans

**2**  
1h, 2d, 3a, 4e, 5b, 6c, 7f, 8g

**3**  
I flew to Munich for a week last summer and stayed in a hotel there. It is one of the **few** very big cities in Bavaria. **Many** people live in Munich and there is **much** to see there, but there are also very **many** interesting sights outside of Munich. There are areas of great natural beauty where few people live and where there is **little** or no traffic. So after I had seen Munich a bit, I travelled each day on the train and explored this beautiful country. I can't speak German, but I had **few** problems because **many** people understand English.

## Unit 9

Thing	Verb	Adjective
The food	smells	tasty
The apple	tastes	nice
The massage	is	relaxing
The towel	feels	soft
The bell	is	loud
The beer	looks	strong
The curry	tastes	spicy
The book	sounds	interesting

**2**

1. He walked slowly down the road.
2. She looks beautiful when she wears her new dress.
3. He picks up the heavy, hard table.
4. I drive to work regularly and am always careful.
5. He is a good chef, he cooks very well.
6. He is not a good cook, he cooks very badly.
7. She goes to the office early.
8. The boss was very friendly to me after I helped him.
9. She made a delicious meal which tasted very good.
10. You will quickly start to feel better after the medicine.

**3**  
absolutely, incredibly, terribly, simply, completely, really

1. I had dinner with Sue. She's incredibly/terribly/ really nice.
2. The whole evening was absolutely/ simply/ really wonderful.
3. And the time seemed to go incredibly/terribly/ really fast.

## Unit 10

**1**  
1. on time, 2. in time, 3. a waste of time, 4. pressed for time, 5. time-saving

**2**  
1h, 2i, 3d, 4e, 5f, 6g, 7c, 8a, 9b

**3**  
(possible answers)

1. "Welcome. I hope you had a good journey. This is a restaurant I like coming to - I hope you will enjoy yourselves. Would anybody like something to drink?"
2. "We've come here to-day to discuss our future co-operation. I suggest we get down to business and start with the first topic."
3. "John what do think about this topic?"
4. "I agree. I think that is a very good idea".
5. "I'm afraid can't agree with that. But perhaps we can come back to this point later".
6. "I don't think we can decide that now. But I'd like to move on because I want to hear your opinion about ...".
7. "Thank you very much for coming. I hope you all enjoyed your meal. Now I understand your position better. I look forward to our next meeting".

## Unit 11

**1**  
square, oblong, round, oval, long, short, small, big, triangle, flat

**2**

1. It's a book
2. It's about 28 centimetres by 21 centimetres
3. It's made of paper
4. It's green and yellow
5. It's called English Elements 3

**3**  
down: put, turn, sit, take, pull  
off: turn, put, take, pull, switch

1. I take my coat off. / I take off my coat. I take it off.
2. He looked after his grandmother. He looked after her.
3. The government put up taxes / ... taxes up. They put them up.
4. The children switched the lights off / ... switched off the lights. They switched them off.
5. She told the boys to turn down the TV. She told them to turn it down.

6. The boys turned the TV off. / turned off the TV. They turned it off.
7. We decided to put off the meeting. / ... the meeting off. We decided to put it off.

## Unit 12

### 1

1. **India** uses English as a second or official language. The rest use English as a first or native language.
2. **Canada** uses English as a first language. The rest use English as a second language.
3. **Ireland** uses English as a first language. The rest use English as a foreign language.

### 2

1. "Romeo and Juliet" was written by Shakespeare.
2. This beautiful house was built by my uncle.
3. The new supermarket was opened by the manager.
4. The train was delayed by snow and ice.
5. My letters are brought to the house.
6. This office is cleaned every day.
7. The dress can't be washed.
8. My car was stolen yesterday.

### 3

*(possible answer)*

Dear Jim

Many thanks for your e-mail. I was very interested to hear that there is a job free for product manager at your company. I would like to work with e-learning products. I have heard a lot about Easylearn, but haven't they got some problems at the moment? Also the question of the salary is very important, as I am earning quite well in the firm I am working in now. So do send me more information, particularly on these two points. Please send it to my home address.

All for now

Christa