

## 1A Finding a job

### Reading 1 p.8

3

1 A 2 C 3 D 4 B 5 A 6 B 7 D 8 B 9 C 10 D

### Vocabulary p.10

1a

1 high salary 2 main priority 3 tight deadlines 4 heavy workload 5 close-knit community 6 wide variety

2a

1 severely 2 the opportunity for something 3 a list 4 your business 5 a good impression 6 a speech

3a

1 e: take *in* your stride 2 d: been taken aback *by* 3 b: take no notice *of* 4 c: take pleasure *in* 5 f: took pity *on* 6 a: taken advantage *of* 7 h: taken exception *to* 8 g: take pride *in*

4a

1 main 2 make 3 aback 4 heavy 5 stride 6 wide

4b

**snapped up:** taken quickly; **have stood me in good stead:** have been very useful; **from all walks of life:** a wide variety of people, from a range of backgrounds; **part and parcel:** a necessary part of something; **crop up:** happen unexpectedly

### Use of English 1 p.11

3b

3a/b 1 division 2 deceptive/deceiving 3 informally 4 employees 5 additional/added 6 productive 7 recruitment 8 competitors

### Listening 1 p.12

2

Divided into three parts: before and during the interview (and after the interview, depending on time).

3

1 c 2 a 3 d 4 e 5 b

Examples of discourse markers: *Right, well; And obviously; Another important point; Related to that; Finally.*

4c

1 folder 2 success 3 appropriate 4 practice run 5 (doing) research

5c

1 eye contact 2 body language 3 fifty seconds 4 energy

### Language development 1 p.13

1b

1 past simple 2 past continuous 3 past perfect 4 past perfect continuous 5 present simple 6 present perfect continuous 7 present continuous 8 present perfect simple

1d

*used to, would; would (improvise)* could be replaced by *used to*, but *used to (have)* can't be replaced with *would* in this context as *would* can't be used to talk about discontinued states.

2

1 is, have ever been 2 have been, joined 3 has had, got 4 had stopped, was called 5 have had, owned 6 sent, got

3

1 sacked 2 correct (*was daydreaming* is also correct) 3 started 4 correct (*had rejected* is also correct) 5 gave 6 correct

4a

1 took place 2 had already seen 3 arrived 4 had been snowing 5 turned up 6 had been celebrating 7 had recorded/recorded 8 went on 9 are still buying/still buy

### Writing 1 p.14

1a

1 to complain about the lack of parking facilities at the college 2 it is more formal because it is written to somebody in authority at the college

1b

1 on this occasion 2 express my dissatisfaction 3 rationale for encouraging 4 to enable them 5 be reliant 6 are doubtless aware, 7 imposed 8 in the immediate vicinity of 9 I must urge you to 10 solution to

2

1 completed 2 acquire 3 unable 4 receive 5 assistance/aid/award 6 enable 7 number 8 vouch 9 contact  
10 response/reply

3

**Suggested answers:**

F complex structures, linking words

I phrasal verbs, contracted forms, idiomatic expressions, missing pronouns, dramatic punctuation

## 1B Learning experiences

### Listening 2 p.15

2

1 run-down 2 impressive, hi-tech, light, airy

3

1 run-down 2 (world) map 3 radio program(me) 4 history  
5 teachers 6 art 7 social workers 8 careers

### Speaking p.16

1a

**Suggested answers:**

1 A, C 2 B 3 B 4 C 5 B 6 A 7 B 8 A

1b

Word stress: apprehensive, directionless, disillusioned, distracted, engaged, inspired, intimidated, motivated, muddled, overwhelmed, passive, pressurised, relieved, self-conscious, well-supported

1 overwhelmed 2 pressurised 3 intimidated 4 distracted  
5 apprehensive 6 motivated 7 well-supported 8 relieved

1d

2 syllables: engaged, inspired, muddled, passive, relieved

3 syllables: distracted, overwhelmed, pressurised, self-conscious

4 syllables: apprehensive, directionless, disillusioned, motivated, well-supported

5 syllables: intimidated

3b

1 Talk/answer a question briefly about your partner's photos.

2 About a minute

3c

A lecture, learning to ski with a personal tutor

4a

**Examples:**

1 they are both situations in which people are learning.

2 in one photo a teacher is teaching a large number whereas in the other the learner has a personal tutor. 3 are sitting passively, the person in the other photo seems to be actively engaged.

4 overwhelmed/intimidated by the amount of information they're receiving. 5 apprehensive because it is her first time on skis.

6 the instructor is showing her how to position her legs; a lot of information being thrown at the students; quite difficult to create enthusiasm in a lecture situation.

4b

I suppose, I suspect, I guess

### Language development 2 p.18

1

1 The focus is on the person who has something done to them rather than the 'doer' (the person who does it). The doers' names are not known or not important. They can be omitted or put at the end of the sentence using *by*. The passive can sound rather formal and impersonal.

2 We can focus on **new information** by putting it at the end of the sentence.

2a

1 must be given an identity card. 2 are being started deliberately and they're spreading very quickly. 3 is said to be the greatest drummer alive. 4 will be sent out in six weeks. 5 can be done about it without a receipt. 6 has been decided that three students will be interviewed. 7 has just been given to me by my grandmother.

3a

1 is perceived 2 allows 3 to be recorded 4 is emailed  
5 being opened 6 starts 7 submitted 8 is highlighted 9 can be heard  
10 remark/ have remarked 11 give/are giving  
12 tend 13 to be given 14 explain/are explained (they may refer to the teachers or to the suggestions)

5a

**Example:** Good quality feedback ...

5b

**Suggested answers:**

1 the programme, we have decided that the number of destinations should be slightly reduced. 2 is anticipated that this year there will be a huge increase in the response to our advertisement. 3 is currently being developed by the marketing department. 4 selected as the Capital of Culture this year, Liverpool remains/must remain one of our key destinations. 5 reservations are recommended in order to/so as to avoid disappointment.

## Use of English 2 p.19

## 2a

1 to promote social change 2 because of their brilliance and exuberance 3 the name, because the players are no longer so young

## 2c

1 as 2 under 3 like 4 few 5 on/upon 6 addition 7 no 8 themselves

## Writing 2 p.20

## 1

1 Examples: asking for a refund; requesting funds; asking for leave of absence 2 Examples: present your argument clearly and neatly; don't apologise or be conceited – remember you are the one asking for a favour; don't be too pushy

## 2

1 an international student; a local company 2 to persuade the person reading to allow a later start date; understanding 3 have to include the points listed; have to invent the reason and the proposed solution 4 neutral (semi-formal) 5 clear, with persuasive rationale for the postponement

## 3a

**Suggested answers:**

Cut: no need to re-advertise

Reason you are not available: father has had an accident; very tightly-knit family; need to go back shortly and arrange home care  
Offer reassurance: really keen to make role as assistant systems analyst into career with company; won't happen again; father wants to be independent; sister returning home from university course abroad

Propose a solution: could spend a few days with present engineer before I leave

## 3b

**Suggested answers:**

Paragraph 2 (reasons you are not available): father has had an accident, very tightly-knit family therefore need to return shortly to arrange home care for him

Paragraph 3 (offer reassurance): keen to make career with company; one-off situation as father wants to be independent and sister will be returning home soon

Paragraph 4 (propose a solution): suggest spending a few days with current engineer before taking unpaid leave

## 4a

1 on his own, recently had 2 quite an independent 3 should 4 totally, such a 5 soon after 6 predicament, solution

## 4b

**Suggested answers:**

1 (I was a successful) applicant/candidate for the post/position of systems engineer. 2 (It is with) great regret (that I must) ask for a delay of two weeks. 3 (The unfortunate incident) has incapacitated him and I must return home. 4 (He is extremely) concerned not to be a burden to me/in case he is a burden to me. 5 (It would be only natural) for you to assume that this could be a recurring problem. 6 (You were very) insistent that I start work on 1st March. 7 (In the) circumstances, I would be only too happy to spend some time in the company before I leave. 8 (Should you) wish to discuss the matter, please don't hesitate to contact me.

## 6

**Sample answer:**

Dear Sir/Madam,

I was recently a successful applicant for the post of assistant systems engineer with your company with a start date of 1st March. However, it is with regret that I must request a short delay of two weeks in my taking up the post. My father lives on his own and recently had an accident which has incapacitated him, and I must return home soon to help him make the final arrangements for his home care. Most of this he has already done himself and he is determined to be independent, but I cannot responsibly be totally absent at such a difficult time.

Of course, I am extremely anxious about how you may react to this news since it would be only natural for you to assume that this could be a recurring problem, but let me assure you that this will not be the case. Fortunately, my sister is returning home from her university course abroad in June and is planning to live close to our father and give support. My father is also very concerned that he should not be a burden to me and that I should further my career.

I know that you were insistent that I start work at the beginning of March because the current assistant is leaving shortly afterwards and, quite rightly, you wanted there to be a handover period. Under the circumstances, I would be happy to spend a few days unpaid with the current post holder before I leave. I hope you will understand my predicament and will accept my suggested solution.

Yours sincerely,

Mario Boschi

[266 words]

## Review

1 I A 2 B 3 A 4 D 5 D 6 C

2 I by 2 in 3 about 4 of 5 of 6 into 7 on 8 by

3 I aback 2 crop 3 stood 4 snapped 5 stride

6 overwhelmed

4 I will have been closed 2 are being repainted 3 was expected 4 have been hoping 5 will be invited/are going to be invited/have been invited 6 can be seen 7 has been

8 have been circulating 5 I has been working/has worked

2 was offered 3 was 4 had run away 5 was never found

6 wanted 7 carries 8 is hidden 9 is never left 10 ties