

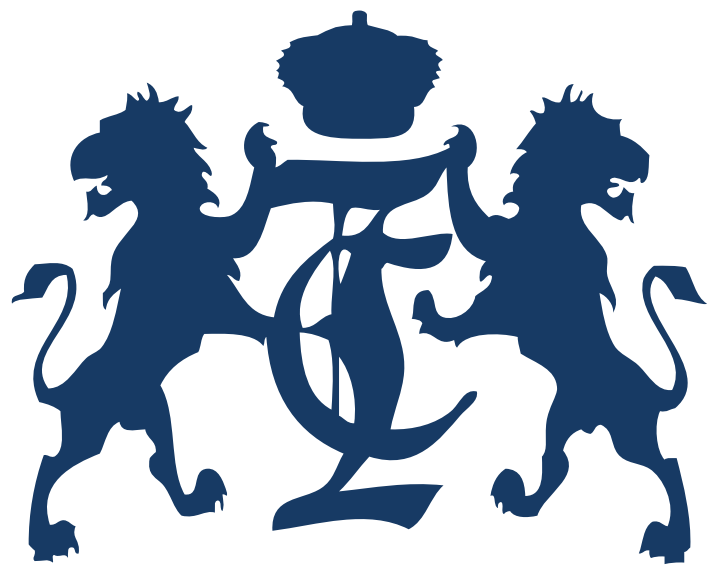


**B1-III**

# Global English

2nd  
edition

*B1 level according to the Common European Framework of  
Reference for Languages (CEFR)*



CAMBRIDGE INSTITUTE

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**GLOBAL ENGLISH  
LEVEL: B1.III**



## LISTENING: I LOVE THE BEACH

### Mark - from Australia

I live close to Brisbane and I'm about an hour drive from Byron Bay, which is one of the most famous beaches in Australia. It's a surfers' heaven and it's got a magnetic appeal for travelers. There are buskers on the streets and lots of pubs, quaint little cafes and bookshops to choose from. It's like the unofficial hippy capital, so there are a lot of laid back people who call it home. There's also a festival called the Byron Bay Bluesfest every year that attracts some of the biggest names in World Music. In summer a lot of people from Sydney go there to hang out and catch some rays. The only problem is that it gets a bit touristy at peak times.

### Jake - South Africa

Hi, I'm Jake from Cape Town in South Africa and the most famous beach where I come from is called Boulders Beach. Here you can find one of the things that South Africa is most famous for, and that's penguins on a beach. There's a community of 3,000 jackass penguins living there, and you'll always see them waddling in and out of the sea. The landscape is pretty picturesque too. It's like something from a postcard; really spectacular. There are specially constructed viewing boardwalks on the nearby Foxy Beach where you can take in the scenery. Boulders Beach is a part of the virtually unspoiled Tabletop Mountain National Park, so it's worthwhile going there to check out some of the scenery that South Africa is famous for.

### Alice - Republic of Seychelles

Hi, my name is Alice from the Republic of Seychelles, a former French colony in Africa. I live on the third largest island, la Digue, and the beach I live closest to is world famous. It's called Anse Source d'Argent and if you ever get the chance you should go there. It will take your breath away. The sand is a mix of salt-white and flamingo pink. It's said to be one of the most photographed beaches in the world as it has the look of an exotic tranquil paradise. The water there is very calm and shallow as it's located in the middle of a reef, so it's ideal for snorkeling, and the undersea life boasts a rich variety of species of fish and coral.

The nearby restaurant, Lanbousir, serves up a variety of food as well, much of the Creole dishes the area is famous for. If you want to try something you've never had before, you can try the fruitbat curry, which is one of the local delicacies, or you can make up your own picnic from the supermarket which is just five minutes away and go and explore the granite boulders and a little further inland.

### Diego - from Mexico

My name's Diego and I live close to Lovers' Beach which is in Baja California South of Mexico. It's at the tip of the Baja California Peninsula, where the Sea of Cortez meets the Pacific Ocean. It's a romantic destination and the dramatic landscape is pretty impressive. There are these rock formations which spring out of the sand, and the water there is turquoise. The only problem is it's not easy to access. You have to take a boat to get there. It's kind of remote, like a secluded cove away from civilization. In fact it used to be a hiding place for pirates a few hundred years ago because it was so well hidden. The other thing you have to keep in mind is that the beach is kind of small and the sea can get pretty rough, so you should always pre-book your return transport, because after 4.30pm boats are pretty scarce and there are no telephones or internet cafes on the beach and mobile phone network coverage is pretty much non-existent.



## VOCABULARY: AT THE BEACH

### Unspoiled/unspoilt

Natural, clean, not destroyed by humans.

### Tranquil

Calm, peaceful, quiet.

### Exotic

Foreign; not native, from another part of the world, very different.

### Delicacy

Luxury food that is rare, of high quality, and expensive.

### Busker

Someone who plays music or performs in a public place for money (to busk: verb).

### Snorkelling

Swimming underwater with the use of a snorkel and mask to breathe and see.

### Laid back

Having a relaxed or casual character or atmosphere, easygoing.

### Scarce

Hard to find, absent or rare.

### Remote

Located far away, distant, hidden or secluded.

### Waddle

To take small steps, rocking back and forth with each step, the way a duck walks.

### Secluded

Separated or removed from places where there are people, screened from view.

### Shabby

In a bad condition, usually clothes.

### Crowded

Filled with a crowd, full of people.

### Lively

A place full of people, a lack of space in the surrounding area.

### Quaint

Charmingly odd, especially in an old-fashioned way, unfamiliar or unusual in character, strange.

### Picturesque

A scene or landscape that looks beautiful.



**Cove**

A small sheltered bay in the shoreline of a river, sea or lake.

**Bay**

A body of water partially enclosed by land, but with a wide mouth, which accesses the sea.

**Reef**

A strip or ridge of rocks near the sea's surface, creating waves.

**To spring**

To jump or make a quick movement.

**Shallow**

A part of a body of water with little depth. The opposite of deep.

**Scenery**

A view or views of natural features, especially open country.

**Rough**

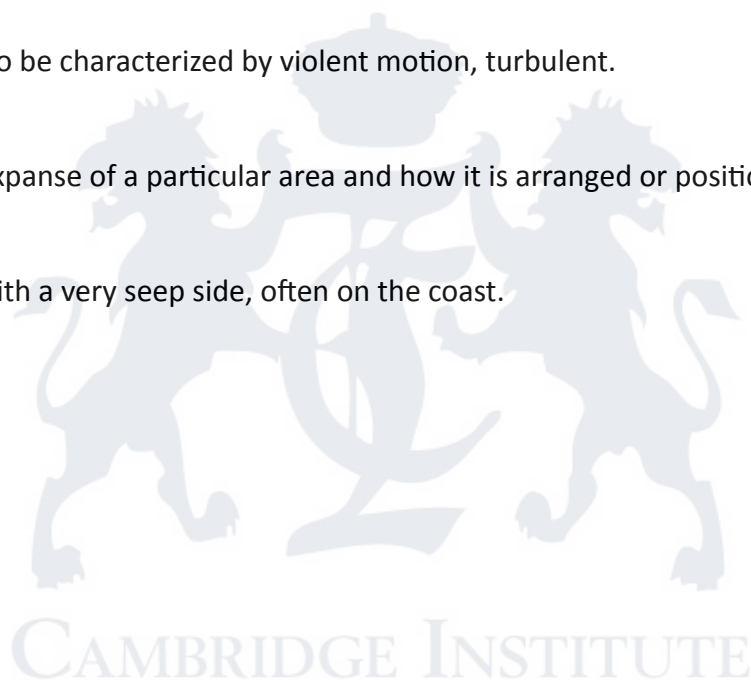
In relation to water, to be characterized by violent motion, turbulent.

**Landscape**

The view or a large expanse of a particular area and how it is arranged or positioned.

**Cliff**

A high area of rock with a very steep side, often on the coast.





## VOCABULARY: PHRASAL VERBS (OFF & UP)

A phrasal verb consists of a verb and a preposition or adverb that modifies or changes the meaning from the original meaning of each part.

### Break off

To end something. / To separate a smaller piece from a bigger piece.

*They **broke off** their engagement after three months.*

*He **broke off** a piece of his candy and gave it to his sister.*

### Call off

To cancel.

*Tuesday's match has been **called off** because the pitch is flooded.*

### Cut off

To disconnect.

*They **cut off** our internet because the direct debit didn't go through from my account.*

### Lay off

To fire someone or make them redundant.

*80 workers at the factory have been **laid off** because of cost cutting measures.*

### Live off

To use someone or something to provide the money or food that you need to live.

*She's been **living off** her parents for the last two years.*

### Pay off

To return money that is owed. / To get a successful result thanks to something you did.

*Four years after leaving college, I was finally able to **pay off** my student loan.*

*Studying all night for the exam really **paid off**.*

### Put off

To postpone. / To make someone dislike something or someone.

*I've been **putting off** going to the dentist for the last few months, but now I've got a really bad toothache, so I have to go this week.*

*The way he talked to me really **put me off**.*

### Take off

To become successful over a short period of time. / The action of a plane leaving the ground.

*Their new tablet device has really **taken off**. A lot of people have bought one in the last few months.*

*The plane took off at midnight.*



**Write off**

To accept a loss.

The bank has had to **write off** some of the loans they made to companies that are now bankrupt.

**Act up**

To behave poorly, to reoccur, to not work properly.

*My back has been **acting up** lately. I injured it a couple of years ago, but it was fine for a while. I'll have to go to the physio again.*

**Add up**

To make sense. / Mathematical process.

*It doesn't **add up**. Why would she be stealing money when she gets paid so well for her job? He **added up** all the expenses and realized he wasn't going to make any money.*

**Blow up**

To explode or destroy something or to become angry.

*Don't mention anything about the car he bought from the second hand car salesman. He always **blows up** about it.*

**Break up**

To separate into pieces. / To finish a relationship.

*The satellite **broke up** as it passed through the earth's atmosphere. John **broke up** with Helen after 7 years together.*

**Bring up**

To mention. / To raise a child or children.

*Don't **bring up** the war. Once he gets started he never shuts up about it. I was **brought up** to be humble and listen to my parents' advice.*

**Cheer up**

To become happier or to make someone happier.

*We tried to **cheer her up**, but she was still pretty upset about what had happened.*

**Come up**

To be mentioned, to approach or draw near.

*Guess who **came up** in conversation today? Our old school-friend James! Whatever happened to him?*

**Dress up**

To put on formal or nice clothing.

*We're all getting **dressed up** for the wedding.*

**Drink up**

To finish a drink.

***Drink up!** We're closing in 5 minutes.*



**End up**

To arrive at a destination or result which was unplanned or unexpected.

*We **ended up** winning after losing for the whole match.*

**Give up**

To quit, stop or abandon something.

*I **gave up** smoking two years ago and I haven't smoked a cigarette since.*

**Grow up**

To change from a child to an adult, or to be more mature.

*Grow up! It's time you got a job and **moved out** of the house.*

**Keep up**

To maintain a good condition, to persist or persevere, to stay informed about something or to keep the pace in a race.

*I'm trying to **keep up** with the news in England while I'm in Spain.*

**Look up**

To find information in a book or another source.

*I'm going to **look up** this word in the dictionary. I'm not sure what it means.*

**Make up**

To invent a story, to put make up on.

*He wasn't in school yesterday and when the teacher asked him where he was, he **made up** a story about having to go to the hospital with food poisoning.*

**Put up**

To raise/build, to accommodate or provide shelter for.

*He had nowhere to stay, so we **put him up** for the month of August.*

**Set up**

To start, to organize or to configure.

*I **set up** a meeting for Friday in the staff room, because there are a few things we need to discuss.*

**Turn up**

To increase in level or to arrive somewhere.

*I had to **turn up** the volume of the TV, because I couldn't hear anything with my neighbours playing their music so loud.*

**Use up**

To use all of something.

*They **used up** all the ink in the printer, so when I went to print I wasn't able to.*



## GRAMMAR: FIRST AND SECOND CONDITIONAL

### 1ST CONDITIONAL

First conditional sentences are used in English to express real or possible situations that can happen in the present or in the future. There are two possibilities of constructing the conditional:

1. If you write the condition at the beginning of the sentence, you have to write a comma to separate it from the result.

*If you take the train (,) you will arrive early.*

#### CONDITION: IF + PRESENT SIMPLE

If it doesn't rain,

If I don't work on Friday,

If you study hard,

If he can't come to the party,

*We will go shopping if we have enough money.*

#### RESULT: WILL + BARE INFINITIVE

we will go to the beach.

we will watch a film.

you will pass your exams.

I will call James.

#### RESULT: WILL + BARE INFINITIVE

He will play the match

She won't take the new job

My mother will cook paella

Tim will throw a party

#### CONDITION: IF + PRESENT SIMPLE

if he feels better.

if she doesn't earn more money than now.

if she has all the ingredients.

if he passes his driving test.

#### Note

Remember that the 'bare infinitive' is the infinitive without 'to'.

### 2ND CONDITIONAL

Second conditional sentences are used in English to talk about hypothetical or unreal situations that can happen in the present or in the future.

Again, there are two possibilities of constructing the conditional:

1. If you write the condition at the beginning of the sentence, you have to write a comma to separate it from the result.

*If I were rich (,) I would have a private plane.*

#### CONDITION: IF + PAST SIMPLE

If I won the lottery,

If I were you,

If he had more hair,

If we took the bus,

#### RESULT: WOULD/COULD/MIGHT + BARE INFINITIVE

I could buy a house in California.

I would tell him the truth.

he wouldn't wear a hat.

we would arrive late.

#### Note

Remember that in the second conditional, we always use 'were' with any personal pronoun.

*If he were rich, he would live in Manhattan.*



*If I were older, I could be independent.*

2. If you write the result at the beginning, you don't have to write a comma.

*We wouldn't go to the theatre if the actors weren't good.*

**RESULT: WOULD / COULD / MIGHT + BARE INFINITIVE**

I would go on holiday

She could study abroad

My mother could be relaxed

Peter would call Anna

**CONDITION: IF + PAST SIMPLE**

if I had enough money.

if she knew how to speak English.

if she worked less hours.

if he had her number.

## GRAMMAR: THIRD CONDITIONAL

### Structure:

In the 3rd conditional sentence, the tense in the 'if' clause is the past perfect, and the tense in the main clause is **would have + past participle**

#### If Clause IF + PAST

*If it had rained,  
If you had worked harder,*

#### Main Clause PERFECT PERFECT CONDITIONAL

*you would have got wet.  
you would have passed the exam.*

### Function:

*In these sentences, the time is past, and the situation is contrary to reality. The facts they are based on are the opposite of what is expressed.*

*3rd conditional sentences are truly hypothetical or unreal, because it is now too late for the condition or its result to exist. There is always an unspoken "but..." phrase.*

### Example:

*If I had arrived earlier, I would have taken that flight. (But I didn't, so I have missed the flight).*

*If I'd known you were coming, I'd have baked a cake. (But I didn't know, and I haven't baked a cake).*

*I would have bought you a present if I'd known it was your birthday.*

*If they'd had a better goalkeeper, they wouldn't have lost the game.*

*Would you have bought an elephant if you'd known how much they eat?*

### Note

Both would and had can be contracted to 'd, which can be confusing. Remember that you NEVER use would in the IF-clause. Moreover, "would" is always followed by a bare infinitive whereas "had" is followed by a past participle. Therefore, in the example above, "If I'd known" must be "If I had known", and "I'd have baked" must be "I would have baked".



## Unit 2. Money, Money, Money!

### LISTENING: A BANK STORY

Professor Davis: Good afternoon, students. I'd like to begin today's lecture with a short history of banking. But before I start, can anyone tell me what the primary function of a bank is? Yes, Lydia?

Lydia: A bank is a business that takes your money from you and then charges you fees!

Professor Davis: Well, that's part of it, but banks don't make a lot of money from charging fees to the general public. In reality, the way banks really make their money is through reinvesting the money that you have in your savings accounts in bigger commercial enterprises. Banks charge interest on these loans and investments which can translate into impressive profits. Does anyone know where modern banking system originated from?

Daniel: Um, I thought that banking first started during the Renaissance. I think maybe in Italy somewhere? That's what I heard, anyway.

Professor Davis: You're exactly right. The oldest operating bank has its headquarters in Siena, Italy; although it has branches all over Europe. It's been operating continually since 1472. Quite impressive in a sector that can be risky at times. Speaking of risk, can anyone think of any large-scale crises that have occurred throughout history?

Lydia: The Great Depression is the most famous. I read a terrific book all about it. It said that the Great Depression was a worldwide financial crisis but it originated on a day in 1929 known as Black Tuesday. That's when the stock market crashed in the United States.

Professor Davis: Very good. The Great Depression lasted over a decade and resulted in a 25% unemployment rate for Americans. Can anyone explain what happened in the most recent mortgage crisis of the 2000's?

Daniel: Yeah, banks were offering high-interest mortgages to people who couldn't afford to pay. The banks were foreclosing on properties that had essentially lost their value when the housing bubble burst. Big banks were fighting bankruptcy so governments across the world had to bail out these banks to prevent a complete financial collapse.

Professor Davis: Nice summary, Daniel! Well, an interesting thing about mortgages is that...



## VOCABULARY: MONEY PHRASES

### **Bills (US)/(bank)notes (UK)**

Money made out of paper.

### **Coins**

Money made out of metal.

### **Check (US)/cheque (UK)**

A written order, usually on a printed form, directing a bank to pay money.

### **Debit card/ATM card**

A plastic card that allows you to withdraw money from a cash machine.

### **Credit card/plastic (informal)**

Bank card that you can use to borrow money from the bank to pay for things, but have to pay it back later.

### **ATM machine (automated-teller machine)/cash machine/money machine**

An electronic machine where you can withdraw money from your bank account.

### **Withdraw**

To take money out from a bank account.

### **Deposit**

To put money into an account.

### **Balance**

The total money in an account.

### **Bank statement**

A monthly record given to customers to track their account balance, withdrawals, deposits, etc.

### **Current account/checking account**

A checking account (or current account) is a deposit account held at a bank or other financial institution, for the purpose of securely and quickly providing frequent access to funds on demand, through a variety of different channels. Banks give checks to use and the money is withdrawn from this account.

### **Overdraft**

When there is not enough money in the charged account, this is the preapproved amount of money that covers the additional money needed. Displayed as red because it is a credit (money owed).

### **(Transaction) Fee/charge**

A fee that the bank charges for certain financial movements. For example, most banks charge a transaction fee for making a purchase in a different currency.

### **Foreclosure/to foreclose**

To take back property because the money owed for the property cannot be paid.



**Investment/to invest**

To use money to try to make more money.

**Interest rate**

The agreed rate or percentage of borrowed money. For example, someone borrows \$100 with a yearly 2% interest rate. At the end of the year, they would owe \$102 instead of \$100.

When money is in a savings account, banks pay interest on that money. For example, if someone has \$1000 in their savings account and the yearly interest rate is 2%, they would then have \$1020 at the end of the year.

**Exchange rate**

A number that is used to calculate the difference in value between money from one country and money from another country.

**Mortgage**

Money borrowed from the bank to purchase a house.

**Loan**

An amount of money borrowed from the bank.

**Debt**

Money that is owed.

**Payslip/Paystub**

Document that shows how much you have earned at work each month.

**Stock market**

The business or activity of buying and selling stocks.

**Budget**

An amount of money available for spending that is based on a plan for how it will be spent.

**Retail (banking)**

The business of selling things directly to customers for their own use.

**Profit**

Money businesses make after they pay all of their expenses/costs.



## MONEY PHRASES

### To be broke/skint

To have no money (informal).

### To pay in cash

To pay for something with physical money.

### To pay by (credit) card

To pay for something with credit.

### To cash a check

To get money in exchange for a paper check.

### To borrow

To request something (i.e. money from a bank) but promising to return it.

### To go bankrupt

When someone is unable to pay money borrowed.

### To be able to afford something; to be affordable

To have enough money to buy something; a thing that is possible to buy because it is not too expensive for that person.

### To owe

When you need to give back something that you've borrowed.

### To take out a loan

To formally request a certain amount of money from a financial institution.

### To be well off

To be quite wealthy.

### To be hard up

To not have much money.

### A steal/bargain

Something that is sold at a low price and is a good deal.



## GRAMMAR: AGREEING / DISAGREEING

### Using short answers

There are many ways in the English language to agree or disagree with a statement that someone has made. Below are several examples listed in descending order of formality.

	So do I!
I hate Mondays!	I do too!
	Me too!
	Neither do I!
I don't like Mondays!	I don't either.
	Me neither.

The construction of the first statements in both boxes is as follows:

**So + auxiliary verb + subject**

**Neither + auxiliary verb + subject**

We use the **So do I** construction in a positive sense to show that we feel the same way as another person, or have performed the same action. We use **Neither do I** in negative constructions. The auxiliary often takes the first person singular but not always. See the examples below:

*He flew to Paris last summer. - So **did** she.*  
*I'd love to visit Thailand some day. - So **would** I.*  
*I'm going to the cinema tomorrow. - So **am** I.*

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## GRAMMAR: AGREEING / DISAGREEING PHRASES

### Using neither, either or too

In our *I Hate Mondays!* example you might notice that we say *I do too!*

It is **not** possible to say *I do either!*

This is because the word ‘**either**’ means **also, too, as well** in negative situations only. We cannot use this word in a positive sentence. **Too, also, as well** are all used to agree to a positive statement.

*I can't swim.*

*I can't swim, **either**.* (**Not** I can't swim, too).

*I can swim.*

*I can swim, too.* (**Not** I can swim, **either**).

In the negative construction *I don't like Mondays!* we say *I don't either!*

It's **not** possible to say *I don't too!* or *I don't neither!*

The word ‘**neither**’ means ‘**not either**’. We can use this word as a shortened way to agree to a negative statement.

*I can't dance.*

*Me **neither** = I can't dance, **either**.*

*I don't think tomatoes taste very good.*

*Me **neither** = I don't think tomatoes taste very good, **either**.*

### Constructions formed by both... and, neither... nor, either... or

#### Both... and

We use this construction to positively claim that two subjects have something in common. The verb uses a plural conjugation.

***Both** Steve **and** Dan love ice cream.*

#### Either... or

‘Either... or’ is used in sentences in a positive sense meaning “one or the other, this or that, he or she, etc.” Verb conjugation depends on the subject (singular or plural) closest to the conjugated verb.

***Either** your mother **or** your sisters need to be at the wedding.* (Second subject plural).

***Either** Henry **or** Helen is going to visit next summer.* (Second subject singular).

#### Neither... nor

‘Neither... nor’ is used in sentences in a negative sense meaning “not this one nor the other, not this nor that, not he nor she, etc.” Verb conjugation depends on the subject (singular or plural) closest to the conjugated verb.

***Neither** Juliana **nor** Rose lives in Europe.* (Second subject singular).

***Neither** you **nor** my other friends are going to change my mind.* (Second subject plural).



## Other useful phrases used to agree and disagree

### Expressing agreement

*I agree with you 100 percent.*  
*I couldn't agree with you more.*  
*You're absolutely right.*  
*Absolutely.*  
*That's exactly how I feel.*  
*Exactly.*  
*I'm afraid I agree with Henry.*  
*I have to side with Juliet on this one.*  
*No doubt about it.*  
*You have a point there.*  
*I was just going to say that.*

### A bit more informal:

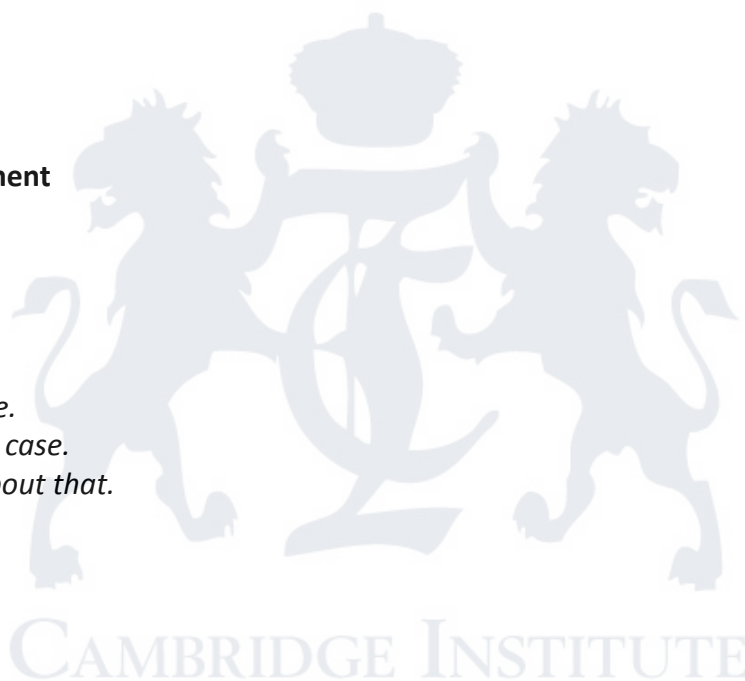
*That's so true.*  
*That's for sure.*  
*Tell me about it!*

### Expressing disagreement

*I don't think so.*  
*I'm afraid I disagree.*  
*I beg to differ.*  
*Not necessarily.*  
*That's not always true.*  
*That's not always the case.*  
*No, I'm not so sure about that.*

### A bit stronger:

*No way.*  
*I totally disagree.*  
*I'd say the exact opposite.*





## VOCABULARY: PHRASAL VERBS RELATED TO MONEY

### To be ripped off (v) / a rip off (n)

When someone charges you too much for something.

### To save up (for something)

To accumulate money.

### To pay off

- (1) To complete payment on a debt.
- (2) To produce a result you want.
- (3) To pay someone to do something illegal or dishonest for you.

### To run out (of something)

To not have any more of something.

### To bail out

- (1) To help a business, organization, etc. by giving or lending money.
- (2) To help someone solve a problem or leave a difficult situation.
- (3) To pay money for someone to be released from prison.

### To write off

- (1) To say officially that (money that is owed to you) will not be paid or does not need to be paid.
- (2) To take away from the total amount that is used to calculate taxes.
- (3) To consider someone or something to be lost, hopeless, unimportant, etc.

### To cash in

- (1) To obtain money for (something that you own).
- (2) To take advantage of something in order to make money.

### To shop around

- (1) To visit several different places where a thing is sold in order to find the most suitable item or service for the lowest price.
- (2) To be in search of something better, e.g. a job, a girlfriend, and so on.

### To chip in

- (1) To give something (such as money) to help a person, group, or cause.
- (2) To add your comment or opinion to a conversation or discussion.

### To put down

- (1) To give an amount of money as a first payment when you are buying something that costs a lot of money.
- (2) To say critical or insulting things about someone or something.
- (3) To add someone or something to a list.
- (4) To put something in place on the floor or ground.

### To pay back

- (1) To return money that someone allowed you to borrow.
- (2) To punish or hurt someone who did something bad to you.
- (3) To do something good for someone who did something good for you.

### To add up

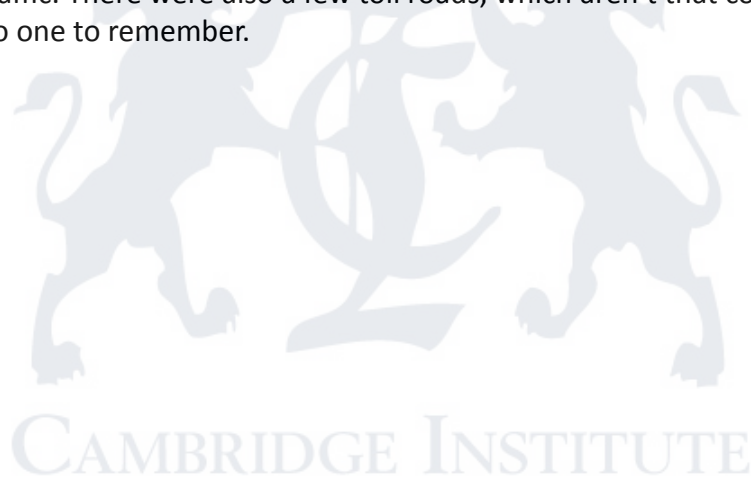
- (1) To be added together and equal the expected or correct total.
- (2) To make sense: to seem to be logical or true – often used in negative constructions.
- (3) To slowly increase and become a large number or amount.



### LISTENING: I DROVE TO...

Michael: Well, I just got back from my vacation in England and it was definitely an interesting experience. I decided to travel from London to Manchester and rented a car. It was one of the most unique experiences that I've ever had. There are the obvious differences with the United States in that you drive on the left hand side of the road in England, and that you sit on the right hand side of the car. But, there was even more to it than that. I can drive a manual transmission but I didn't realize that the gearstick was on my left hand side, which made changing gears a little difficult. Also, in England you give the right-of-way to the passenger on the right, whereas in the United States you give it to the passenger on the left. Roads in England tend to not be as wide in the United States. The country is full of beautiful landscapes but next time I'll make sure to rent an automatic.

Charles: Well I spent my holiday in California and decided to make the drive from Los Angeles to San Francisco. As most Americans drive automatic transmissions I decided to give it a shot, which felt strange having a free hand and not needing to move my feet so much. Of course, I drove on the right hand side of the road and was seated on the left in the vehicle. The roads in the United States are much wider than those in England. Also, the petrol is considerably cheaper there. In England we have many more roundabouts, and I was surprised by the amount of traffic lights I encountered. In England we cannot turn on a red light, which is allowed in the United States, so long as you make a full stop and look for traffic. There were also a few toll roads, which aren't that common in England. My experience was also one to remember.





## GRAMMAR: QUESTION TAGS

Question tags are extra little questions added at the end of a statement to get an agreement or confirmation from the other person. After a negative statement we add a positive question, and after a positive statement we add a negative question.

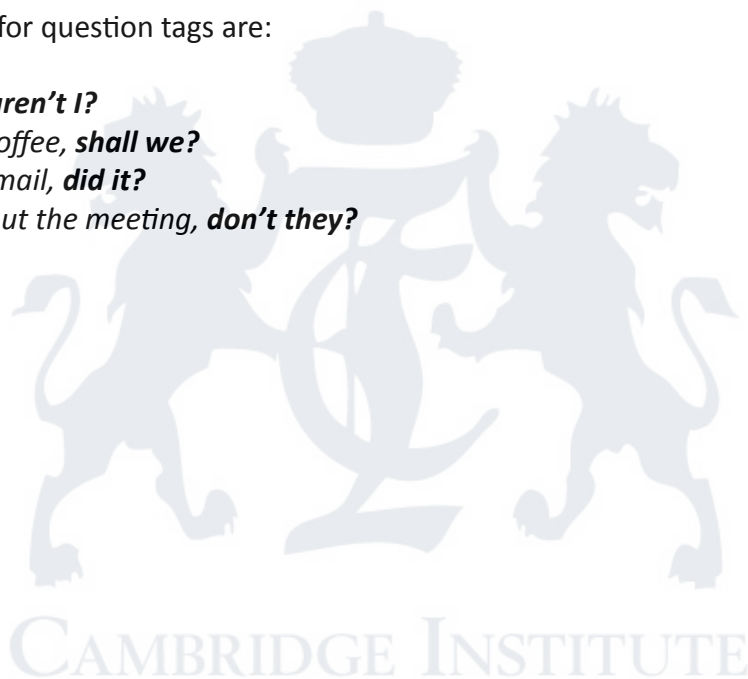
*You finished the activity, **didn't you?***  
*Silvia isn't coming, **is she?***  
*John smokes, **doesn't he?***  
*Richard doesn't like bean sprouts, **does he?***

Question tags always use the auxiliary/verb tense used in the statement.

*She will travel tomorrow morning, **won't she?***  
*You shouldn't be here now, **should you?***  
*They haven't finished the report yet, **have they?***

Some irregular cases for question tags are:

*I'm quite intelligent, **aren't I?***  
*Let's go for a cup of coffee, **shall we?***  
*Nothing came in the mail, **did it?***  
*Everybody knows about the meeting, **don't they?***





## VOCABULARY: DIFFERENCES IN SPELLING

Here is a short list of the most common differences in spelling between British and American English.

### Note

There are more differences, but these are the most important and the most useful for students of English.

British	American
<b>-ise</b>	<b>-ize</b>
Apologise	Apologize
Organise	Organize
Realise	Realize

British	American
<b>-re</b>	<b>-er</b>
Centre	Center
Metre	Meter
Theatre	Theater

British	American
<b>-or-</b>	<b>-our-</b>
Favour	Favor
Colour	Color
Neighbour	Neighbor





## READING: UK vs USA SYSTEM

The United States has its foundations as an English colony but many differences have arisen between the two nations since their split at the end of the 18th century. They share a common language but one can easily tell apart an American from an Englishman by his accent. There are other obvious differences, such as history and country size. England has buildings that reflect centuries of existence whereas America is very young in comparison. The United States is known for its vast expanses; England would fit entirely in the U.S. state of Michigan.

So, where else can we find areas of contrast? English people who come and settle in the United States have observed many dissimilarities between the two cultures. For example, according to some English people, Americans are said to be outwardly friendly. They will talk to random people and make jokes with strangers but having a deeper bond with them may be a bit more difficult to obtain. On the other hand, it might be a bit of a challenge to initially make friendly connections with English people. Other peculiarities in behaviors also exist. The English are known for their sarcasm and wit whereas Americans are known for their enthusiasm and often optimistic outlook on things.

Cities in England and America are also places of contrast. English cities have excellent transport systems and are known to be constructed in a manner in which nothing is incredibly far away. Many people walk when doing errands or use various forms of public transport, which connect them to all the vital areas of a city. The United States though, is the land of the car. Cities are often spread out and work, schools and stores can all be far away from one another.

Lastly, the United States does not have a king or queen. The country gained its independence by fighting against the English crown. The English government is actually part of The United Kingdom of Great Britain and Northern Ireland. It consists of England, Wales, Scotland and Northern Ireland and is a constitutional monarchy. The most important figure is its prime minister, who holds both legislative and executive powers. The monarchy plays a role but it is mostly limited to ceremonies and formalities. The government of the United States on the other hand, is a constitutional republic that consists of three separate branches: the executive, the legislative and the judicial. Thus, despite a common language, there are many differences between England and the United States, whether it be in history, behavior or government.

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### READING: THE ORCHESTRA

An orchestra is a type of musical group that has around fifty band members and is led by a conductor. Although orchestras don't usually play 'rock n roll' music and people probably won't dance when they go see this type of band, the lovely sounds of an orchestra are very popular across the globe.

Orchestras always include a wide variety of musicians playing all types of different instruments. The instruments of an orchestra can be divided into the following four categories: string, brass, woodwind and percussion. The string section usually includes such instruments as the violin, the cello, the bass and the piano, which also fits into the percussion section.

Next, the brass section will have tubas, trumpets and trombones. Then, the woodwind division might include flutes, clarinets and sometimes saxophones. Finally, the percussion section will normally have drums, tambourines, and cymbals. Sometimes an orchestra will include a harpist or a guitarist, which don't belong to any of the categories.

At the head of the orchestra is a conductor who is in charge of directing all the musicians so that they keep the correct tempo. The conductor also indicates to the orchestra when to play quieter or louder. He does this by moving his arms around in grand gestures, every movement indicating to the musicians a different command.

Orchestras will usually play classical music but there are more contemporary orchestras that prefer to play modern pop-style music. This will depend on the preference of the musicians. Although many people have never been to see an orchestra perform live, we have all heard them play as they often create and perform the music in movies, musicals and at ballet performances.

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## VOCABULARY: COLLOCATIONS

### Put on a concert

To organise a concert.

*“Black Keys” will be **putting on a concert** in town this summer.*

### Give a concert

When a musician plays music to an audience.

*My favourite local band will be **giving a small concert** at the Black Cat Café on Friday.*

### Play in / at

The place in which a band performs.

*Nirvana **played** their last concert **in** Munich, Germany.*

*My band regularly **plays at** local bars and pubs.*

### Go to a concert

To attend a music event.

*My friends and I love **going to rock concerts**.*

### Sell-out a concert

When a concert venue sells all of its tickets for an event.

*Due to their popularity, “Pearl Jam” concerts regularly **sell-out** in venues that can hold up to 20 000 people.*

### To be a sellout

An idiom which means that an artist has gone against their previous beliefs to make money.

*That band **is such a sellout!** They’ve started doing commercials for “Powerade” when they had said they would never make money selling products.*

### Record an album

When a band or singer is in the process of creating a new album.

*Artists often spend several months **recording a new album** before releasing it.*

### Release an album / a single

When a band or singer starts selling a new album or a song to the public

*It has become more common for artists to **release their first single** on iTunes.*

### On tour

A period of time when a band or artist is travelling frequently to play several concerts.

*Often when a band is **on tour**, they will play their shows, party and travel to the next venue. They usually go months without seeing their families.*



**Hit single**

A song that becomes very popular.

*“You shook me all night long” was a **hit single** for AC/DC.*

**See someone (play) live**

To go to a concert.

*I saw Spiral Fire **play live** for the first time this summer and I didn't think they were very good.*

**Go / get onstage**

The act of being on the venue's stage.

*He was known as a shy and quiet guy, but as soon as he **got onstage** he became a rock star!*

**Play in a band**

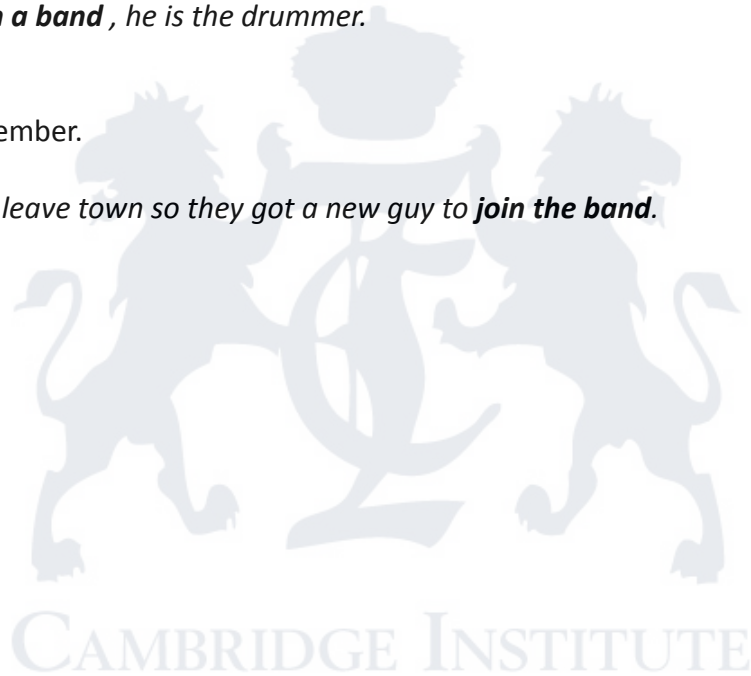
To be a band member.

*My boyfriend **plays in a band**, he is the drummer.*

**Join a band**

To become a band member.

*Their guitarist had to leave town so they got a new guy to **join the band**.*





## GRAMMAR: PRONUNCIATION - SENTENCE STRESS

Sentence stress puts the emphasis on a certain word in a sentence. Similarly to syllable stress, if the emphasis is not put on the right word it will sound strange, especially to a native speaker. That is why it is so important to learn exactly where to put the emphasis in a sentence.

We put stress on certain words in sentences to show importance. Verbs, nouns, adverbs or adjectives (content words) will often be stressed; whereas articles, pronouns or auxiliary verbs (structure words) will not.

The location where the stress is placed in a sentence will vary based on what the speaker is trying to put focus on.

*I didn't **see** it.* (when the sentence is simple, there will often be only one possible stress)

*I **think** its **ten** o'clock.* (think or ten could be stressed based on what is most important to the speaker)

### Contrastive sentence stress

When someone is correcting something that has been said, any word could be stressed, not only content words

Speaker 1: *I can't **believe** they crashed Brad's car.* (normal sentence stress)

Speaker 2: *No, they didn't crash **Brad's** car, they crashed **Mary's** car.* (contrastive sentence stress)

Speaker 1: *Wow, they are **really nice** for helping that **poor** child.* (normal sentence stress)

Speaker 2: *Well, **they** didn't **do** anything, their **parents** did.* (contrastive sentence stress)

Speaker 1: *Did John go out?*

Speaker 2: ***No, Mary** went to the dentist to get her cavity filled.* (Mary will be stressed to ensure that the listener understands that it was Mary (not John) that went to the dentist)

Speaker 1: *Did Mary go to the doctor's?*

Speaker 2: ***No, Mary** went to the **dentist** to get her cavity filled.* (dentist will be stressed to put focus on where Mary went)

Speaker 1: *Did Mary get her teeth pulled out?*

Speaker 2: ***No, she** went to get her **cavity** filled.* (cavity will be stressed to focus on what actually happened at the dentist's)



## LISTENING: INTERVIEW WITH A ROCK STAR

Host: Thank you everyone for joining us this evening. We are here with the guitarist of “Skull Bones” an amazing heavy metal group that is currently on a world tour and will be on stage tonight in our local stadium. So Jimmy, thank you for joining us.

Jimmy: Oh thanks for having me. But please, call me Crush.

Host: Ok Crush, tell me about your tour. How has it been?

Jimmy: Well we’ve been travelling for the last 5 months. We’ve been all over Europe. They really love our music over there. A few weeks ago we got here to Australia and will be playing shows all over the country for the next few weeks.

Host: I am sure all the Australians will be happy to hear about all the tour dates across the nation. Now tell us about the show. Are you guys playing older songs or songs from the new album?

Jimmy: Well obviously we have to play all our hit singles, those are the songs that everybody already knows and likes, but this tour is mainly to promote our new record, so we mainly play songs from there.

Host: Well, I look forward to hearing you guys play. Which song is your favourite to play?

Jimmy: I really love to play ‘Deadly Love’. The crowd always goes wild and there is a very good guitar solo, which I love doing.

Host: Ah, I know which solo you are talking about and I love it. Well Crush, good luck at your show tonight. I will be there in the 4th row. I look forward to seeing it.

Jimmy: Thanks, hope you enjoy the show.

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**GRAMMAR: FORMAL GREETINGS AND LANGUAGE**

On a day-to-day basis, many English speakers find themselves using informal English. Informal English is often meant to bring speakers together, subtly communicating that all are on the same social standing. However, certain situations such as meetings or job interviews require formal English. Please find some basic advice below on how to make your language sound a bit more professional. You should greet someone using their full name and title in formal speech. If don't know someone's name you can call a man Sir and a woman Madam, Ma'am, or Miss (a young lady).

*"Excuse me, ma'am! I think you dropped this!"* (Very formal, mature and polite)

Shortened salutations should be avoided as well as "delaying expressions" such as I mean, you know, well, so, like, um, etc. Vague words and expressions are also discouraged (kind of, thing, stuff,)

*So, I thought we could, you know, go to the movies later.* (highly informal)

*There are, like, 5 movies playing.* (highly informal)

*This blogging thing is getting kind of old.* (highly informal)

Below you can find examples of phrases that are generally used in informal and formal speech. Notice that many of the informal phrases are written phonetically to express the different pronunciation used. We often use the modal verbs **would**, **could**, and **may** when making formal requests or when giving advice. And always remember to say **please** and **thank you** with whoever you are talking to!

**Greetings/introductions/parting salutations****Informal Speech**

Hi, Dave!

Bye, bye!

Night!

Nice to meet you!

(Possible answers to above question)

You too!

Same here!

What's up?

What's happenin'?

(Possible answers to above question)

Not much!

Nothing!

How's it goin'?

How are things?

How ya doin'?

(How are you doing?)

**Formal speech**

Hello/Good morning/Good afternoon  
/Good evening, Mr. Smith!

Goodbye!

Goodnight!

It's a pleasure to meet you!

It was a pleasure to have met you!

It has been a pleasure!

(Possible answers to above question)

Likewise!

The pleasure was all mine!

How are you?

How have you been spending your time?

(Possible answers to above question)

Oh, I've been keeping busy!

How have you been?

How are you?

How do you do?

(usually used after an introduction)



(Possible answers to above question)  
Not bad, (what about) you?  
Pretty good, thanks.

(Possible answers to above question)  
I'm very well, thank you.  
I'm well, thank you very much for asking.  
I'm fine, how are you?

### Making requests/suggestions

#### Informal Speech

Hey, got a minute?  
Can you come over here and help me  
for a sec (second)?

(Ya) wanna go to the movies?  
(Do you want to go to the movies?)

Do me a favor and look this over for me!

I wouldn't mind another cup of tea.  
I reckon you should go to New York.

#### Formal speech

Would you mind helping me, please?  
Could you assist me, please?

Would you like to go to the movies?  
/Would you like to accompany  
me to the movies?

I'm sorry to trouble you, but could you  
please take a look at this for me?

May I have another cup of tea?  
I think it would be best if you  
went to New York.

### Exclamations/Responses

#### Informal Speech

Oh my god/goodness/gosh!  
That's great!  
That's so cool!  
Awesome!/Sweet!  
Hey, that's great!  
That sucks! (quite informal)

#### Formal speech

What excellent news!  
How fantastic!  
I'm very happy for you!  
I'm glad to hear it!  
That's really quite impressive!  
How terrible! I'm very sorry to hear that!

#### Informal Speech

To get  
To get in touch  
Because of  
Many  
And  
I'm sorry that

#### Formal speech

To receive  
To contact  
Due to (the fact that)  
Several  
As well as  
I'm afraid that...



## LISTENING: CVs AND INTERVIEWS

Jackie: You're listening to Hartford University's student radio station The Buzz. I'm Jackie and today I have a professional Career Coach Tom Brennan in the studio with me. He's going to give us some advice about creating CV's and preparing for interviews so that our listeners out there can land their dream job. Welcome to the show, Tom.

Tom: Thanks for having me, Jackie.

Jackie: So let's start with the CV. What is the biggest mistake that job seekers make when submitting CV's to prospective employers?

Tom: Well, there are a lot of little tricks but what many people do is make one CV and then send it to every job they are interested in. I think it's okay to have a master copy of your CV but it's imperative that you adjust that CV to every single job that you apply for. You need to realize that in this job market employers often see dozens and dozens of CV's. Your CV has to pop out. You want that potential employer to quickly glance over your CV and think, "This person might be exactly what we're looking for. Let's bring him or her in and see."

Jackie: What specific things can someone change on their CV to better their chances for an interview?

Tom: What a lot of people do is overlook the specific skills that they have learned at their previous jobs. Initially some people might think that if you have previous experience working at H&M, for example, that it's not relevant when applying for an administrative job. But you have to be inventive and think, "Well, I actually learned a lot of customer service skills there. And I had to be very organized with the cash register and the paperwork." The point of your CV is to highlight specific, and relevant, skills that you can apply to your new job.

Jackie: What about the interview? What can you do to prepare?

Tom: If you're lucky enough to be called in for an interview, be prepared. You need to do research about the company online and learn as much as you can about it before the interview. This shows the interviewer that you are hardworking and that you're really interested in the position. If you walk into the interview and are asking questions about opening hours, for example, that doesn't come across very well.

Jackie: What about your appearance?

Tom: Appearance is very important when applying for a job. Employers want employees that look professional. But be careful, you want to also come across as confident and comfortable. You should try to be as relaxed as possible at the interview. Another important strategy is to anticipate the questions you will be asked so that you can brainstorm different responses that you might want to give.

Jackie: Well, thanks for coming in Tom! I'm sure many graduating students are very grateful to you for your advice.

Tom: No problem at all! Thanks for having me.



## VOCABULARY: COVER LETTER

A cover letter is often the first document that a potential employer will see when you apply for a job. If it sounds too generic or if there are many grammar mistakes and typos, your entire CV may be overlooked. Below are some helpful words and expressions that could be used in your cover letter:

To perform/performance	I have performed in-depth calculations... I received awards for my performance in...
Analysis	I analyzed consumer behavior to...
Significant	I made significant changes in...
Superior	My superior knowledge of Sub-Saharan Africa...
Effective	I proved to be very effective at...
To develop	I developed many programs to...
To implement	I implemented a system...
To create	I created many projects...
To promote	I promoted productivity by...
To possess	I possess the ability to...
To apply	I applied knowledge that I gained from...
To deliver	I delivered consistent results...
To play a key role in	I played a key role in the merging of....
To point out	I would like to point out that...
In addition	In addition to this skill set, I...

*I am writing to express my interest in the General Manager position at Starbucks.*

*I would like to express my interest in the General Manager position at Starbucks. Henry Alexander, one of your Product Managers, has told me great things about the company ...*

*This position strongly appeals to me because...*

*I am particularly well-qualified for this position, which is shown in both my previous experience and personal qualities.*

*My combination of technical expertise and interpersonal skills, make me the perfect person for this position.*

*I would be a perfect addition to your team due to the fact that...*

*A copy of my résumé/CV has been enclosed for your review./Please find my CV attached (to this email) for your consideration./I have attached my CV for your consideration.*

*If I can provide you with any further information on my background and qualifications, please let me know.*

*I would enjoy the opportunity to meet with you to explore how I can contribute to your organization.*

*Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity/very exciting position.*



## WRITING: CREATING A COVER LETTER

Writing a great cover letter is very important because it is the first thing an employer sees. It shows that you are interested enough in the position, so you should spend time crafting a carefully worded and edited letter which expresses your wish to work for their company. Conversely, a sloppy cover letter with typos and misspellings can show a potential employer your lack of real interest.

The basic function of a cover letter is to express interest and state that you would be a good candidate to consider in the available position. You must start by referencing the position you are seeking. In the body of the letter it's recommended that you reference specific skills requested in the job offer and give examples as to how you have acquired these skills. It's not necessary to provide specific details about your work history; that will be provided in your CV. Don't forget to thank the hiring manager for their time and follow up within a week to see if you might have qualified for an interview.

### Sample Cover Letter:

Dear Hiring Manager,

I am writing in reference to the Administrative Assistant job opening at Academic Minds academy. I am a highly capable and experienced administrative assistant professional with over 3 years experience in the field of academics. In addition to my administrative skills, I offer significant abilities and experience in customer service, staff management, and event planning.

My background, qualifications, and work experience have enabled me to get along well with others, to make necessary adjustments to meet deadlines, and to successfully coordinate many tasks in a fast-paced environment. My business skills, attention to detail, and general enthusiasm have all served to make me an above-average administrator. My approach to my work goes beyond my job description, as I am always looking for ways to improve efficiency and reduce costs. I am adept at negotiating with vendors and contractors, and my technical skills allow me to develop improvements to business and data management processes. In addition, I am recognized for my ability to effectively communicate with clients, customers, and management.

My CV, which you will find attached to this letter, should serve to give you an idea not only of my past achievements but of my potential for making a significant contribution to your company. I look forward to speaking with you about this position in more detail. Thank you for your time.

Yours faithfully,

John Smith

---

John Smith  
255 Park Ave  
Raleigh, NC 27592  
Email: John.Smith@email.com  
Cell: (555) 555-5555  
LinkedIn: linkedin.com/in/johnsmith



**Now You: Please create a cover letter for the situation below.**

Your name is Sam White and you have been a manager at Starbucks for a year. Before becoming a manager you worked as a cashier and barista for 2 years. Previously you worked at Zara as a cashier for a year and a half. You studied at the Universidad Complutense in Madrid and acquired a degree in International Business in 2006. You are fluent in English and Spanish and have volunteered at the local animal shelter for the last 4 years. You possess basic computer skills and you can easily navigate MS Word, MS Excel, and Photoshop.

**The position**

Office Manager for Dynamic Athletic Performance Center (sports massage, acupuncture, chiropractic, personal training).

**Desired qualifications include:**

- Great communication and interpersonal skills: relationship building, phone courtesy, customer service focus, team orientation.
- Well organized: systematic, attentive to detail, accurate, thorough with follow-up.
- Excellent grammar, with good writing and proofing skills.
- Knowledge of Quickbooks, Excel, and Illustrator.

**Responsibilities include:**

- General Office Maintenance.
- Schedule Clients/Patients.
- Filing.
- Greet Clients/Patients.
- Answer Phone.
- Make reminder phone calls.
- Assist Directors and support rest of staff.

Position is located in San Francisco and is full time. Knowledge of Spanish a plus!

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## WRITING: CREATING A CV

When applying for a job it is very important to make your CV as impressive as possible. Employers will use this document to decide whether or not it is worth their time to call you in for an interview. It should showcase your abilities and experience in detail and should relate to the position that you are seeking to obtain. Make sure that it is clear and concise with bullets to make reading and scanning easier.

It is usually advisable to start with your work experience. Exceptions may be if you are a recent graduate and you have very little experience in the workforce or if you're in the field of science where education can be seen as more valuable. Your experience should be listed starting with the most recent position held. Leave out jobs unrelated to the position you are applying for because this can seem like you're filling your CV full of fluff because you have no real experience to provide.

When listing previous jobs, it's important to start with your title and continue to list the place of work and dates the position was held. After this practical information, you need to use powerful action verbs to state the duties and high-impact accomplishments that you have performed while in this position. You should try to vary the verbs and structure of the sentences to avoid repetition. Relevant information is usually focused on how you saved the company time and money through efficiency, how you were able to troubleshoot problems, your ability to work well with others, and anything else that can highlight your competence as an employee.

In the Education section, you'll want to list your most recent degree first. As for the rest of your CV, the most important information is usually listed first. Start with the name of the university, followed by degree obtained, honors awarded, grade point average and date the degree was awarded. In this section you should also list other certificates and licenses you possess.

The next section of your CV should list any other skills that you possess. When applying for a job in business or administration, this section should bring attention to your aptitude for computers and languages. Computer skills usually include mastery of operating systems, web development programs, and applications related to organizing information, giving presentations, etc. It is a general rule that if you have a level of knowledge that is lower than proficient, especially in languages, it is probably not worth putting on your résumé.

If you have studied any languages for a long period of time, you may want to include a separate Language Skills section in your CV. Include languages spoken, from most proficient to least. Words often used to describe levels are: conversant in, proficient in, fluent in, etc. You can also include language-related experiences and certifications to show employers your complete abilities.

Other sections that could be included in your CV include: Awards, Accomplishments, Publications, Volunteer Activities, etc. This is where you could list scholarships received, conferences attended, research done, presentations given, professional memberships, and anything else that you think is relevant. Remember, the sections of your CV and the order that you choose largely depends on the field in which you are applying in and your own personal experience. The most important parts of your professional life should be first so that your potential employer won't miss your valuable skills because they've stopped scanning your CV!



## Sample CV

John Smith  
 255 Park Ave  
 Raleigh, NC 27592  
 (555) (555 -5555)  
 John.Smith@email.com

### Experience

#### Office Manager

Writer's Guild of New York, New York, NY  
 June 2007 – Present

- Maintenance of office library, including cataloging, distribution, and record keeping.
- Member management, including email reminders, member roster, and records of financial dues.
- Management of summer interns including interviewing, delegation of tasks, and scheduling.
- Assist with planning and execution of all social events.
- Assuring office is neat, and stocked with necessary tools for functionality.

#### Administrative Assistant

Provincetown Town Hall, Provincetown, MA  
 September 2003 - June 2004

- Assisted clientele as they entered office.
- Answered phones, e-mails, and various other administrative duties.
- Performed filing, data management, drafting and editing short office memos.

#### Office Assistant

Cape Cod Community College, Hyannis, MA  
 October 2002 - May 2004

- Ran office errands, performed data entry, managed internship and alumni updates.
- Scheduled appointments and assisted students with registration.

### Education

San Francisco State University  
 Bachelor of Arts in English, GPA 3.5  
 May 2002

### Skills

- Mastery of PowerPoint, Access, Adobe Photoshop, and Excel.
- Experience with QuickBooks and with maintaining office budget.
- Ability to work with several operating systems, including Windows, Mac OSX and Linux.
- Fluent in English (native language) and Spanish. Conversant in Russian.



**Now You: Create a CV for the situation below.**

Your name is Sam White and you have been a manager at Starbucks for a year. Before becoming a manager you worked as a cashier and barista for 2 years. Previously you worked at Zara as a cashier for a year and a half. You studied at the Universidad Complutense in Madrid and acquired a degree in International Business in 2006. You are fluent in English and Spanish and have volunteered at the local animal shelter for the last 4 years. You possess basic computer skills and you can easily navigate MS Word, MS Excel, and Photoshop.

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- Answer Phone.
- Make reminder phone calls.
- Assist Directors and support rest of staff.

Position is located in San Francisco and is full time. Knowledge of Spanish a plus!

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## VOCABULARY: JOB INTERVIEW QUESTIONS

Typical interview questions and suggested response examples:

### 1. Q: Tell me about yourself.

This is often the first question that is asked at an interview. You should give a general overview of your work experience and education. It's often common to add a few personal details, such as hobbies and interests. The more active and energetic you seem, the better!

**Possible answers:**

- I was born and raised in Madrid, Spain...
- I attended the University of Melbourne...
- I have worked for 12 years as a consultant at...
- I enjoy playing tennis, hiking....

### 2. Q: Can you tell me about your responsibilities at your last job?

At this point you want to go into specifics. Try to focus on the skills that are related to the new job that you are seeking. Avoid starting every sentence with "I" by using the passive voice or introductory clauses.

**Possible answers:**

- I advised customers...
- In addition to organizing the Christmas work party, I....
- The clients were presented with...., that I formulated on a monthly basis.
- I was responsible for...
- Quarterly reports were mandatory, and I was in charge of distributing....

### 3. Q: What is your greatest strength?

This is your time to shine as you highlight your skills and assets. You should sound confident in your abilities and back up your strengths with concrete examples.

**Possible examples:**

- I'm an excellent communicator...
- I have very good interpersonal skills./I work well with people.
- I work well under pressure. In my previous job, I...
- I'm organized and reliable...
- I'm a great problem solver. For example, one time my team and I were working on this project and...



#### 4. Q: What is your greatest weakness?

This is a common question asked on interviews and it's a really tricky one! Many interviewees are not sure whether to tell the truth or lie outright. Perhaps the safest bet is to find a happy medium, highlighting a small flaw in your character. The important part is to state the ways that you are working on improving this weakness.

##### Possible answers:

- I work too hard/am very active and get frustrated when my co-workers are not doing their expected amount of work. However, I'm aware of this problem and am working to...
- I tend to spend too much time making sure the customer is satisfied. However, I began setting time limits for myself and...





## READING: MADARIN CHINESE

We hear it all the time: if you want to be competitive in today's business market, you must speak English. Millions of dollars are spent on English classes every year. Eager students spend endless hours perfecting their pronunciation, increasing vocabulary and improving their listening skills. However, a new rival has arrived. A formidable contender in today's business world: Mandarin Chinese.

So, should we all cancel our digital subscriptions to the New York Times and the Guardian and start reading the 中文門戶網站? Maybe not quite yet. While China's economy has undoubtedly experienced impressive economic improvements over the past ten years, many experts question whether or not the world's most shining business talents will have to start the arduous task of learning Mandarin. This does not change the fact that over 30 million foreigners are studying the language.

Those that argue that we should think before jumping on the Mandarin bandwagon point out that the Chinese are already learning English on a massive level. Many Chinese children are exposed to English as early as nursery school and Chinese adults who cannot speak English are told that professional careers are out of their reach. Many wealthy Chinese now study at universities in America, Britain, and Australia, communicating the necessity to speak Mandarin in business situations quite unnecessary.

When Chinese companies do business with foreign companies, they simply ensure that their employees can speak English proficiently, much like the rest of the business world. It is much more cost-effective to hire local graduates who have studied English and will work for 130€ a month as opposed to foreigners who demand higher pay. The pay received does not seem to be worth the years of difficult study and the sheer cost of arriving in China. Which brings us to our next point: Chinese can take years and years for an adult to master.

The Foreign Office in the UK gives its students 4 times as much time to learn Chinese than it does all the Romantic languages such as Italian, French or Spanish. Mandarin's intricate characters, lack of structured grammar, and 4 tone speech patterns are all challenging concepts for most Westerners. It's estimated that someone with a good aptitude for learning languages could possibly learn operational Chinese after 3 years of full time study, and that is an extremely conservative estimate. Is it really worth the time, energy and money? Could that time be better used, perhaps, to get a law degree, an MBA or to learn French and Spanish?

It all comes down to the reason for studying Mandarin. Do you enjoy learning languages? Are you just someone who just enjoys doing something that tedious? If your goal is to start doing business, it's a worthwhile venture to do your research beforehand. Of course it always helps to speak the mother tongue of your business partners. It shows that you care enough about the culture to invest a significant amount of time in order to learn the language. In practice, however, it may be little more than a novelty for your business partners. A business meeting does not seem to be the time to hone your language skills.

So should parents be enrolling their children in bilingual schools in order to learn Chinese? Chinese lessons and bilingual English/Chinese classrooms are growing trends in much of the US and the UK. Despite the arguments above, Chinese is still the most widely spoken language in the world, beating out native English speakers by half a billion people. However this number is misleading as English has a real cultural influence in approximately 115 countries, where Mandarin Chinese's sphere of influence encompasses 5 countries. Then again, what sounds more impressive on a résumé, fluent in French or fluent in Chinese?



### VOCABULARY: COLLOCATIONS WITH HOUSEHOLD CHORES

#### Do/wash the dishes

To clean dirty plates, cutlery and cooking equipment by hand.

*When I cook dinner, my girlfriend **does the dishes** after we eat.*

#### Load the dishwasher

To put the dishes and utensils into the dishwasher.

*Whenever I **load the dishwasher**, I always get myself dirty.*

#### Wipe down the counter

To clean the countertop.

*Jack, make sure you **wipe down the counter** after you finish cooking.*

#### Sweep the floor

To clean the floor with a broom.

*After John dropped sugar all over the place, he **swept the floor** and made sure there wasn't a grain left under the tables and cabinets.*

#### Mop the floor

To clean the floor with a mop and water.

*My mum **mops the floor** every Sunday morning; she uses water, baking powder and vinegar.*

#### Do the laundry

To put dirty clothes into the washer and then hang it to dry or put it in the dryer.

*Whenever my mother comes to visit, she **does the laundry** for us.*

#### Fold the laundry/clothes

To fold the laundry after it's been washed.

*After my dad **folds all our laundry**, he puts it in our rooms and we put it away.*

#### Water the plants

To pour water on the plants.

*We need to **water our plants** at least once per week, otherwise they get too dry.*

#### Set the table

To place the dishes, utensils, glasses, etc. onto the table before a meal.

*"Kids, come and **set the table**, dinner is almost ready."*



**Clear the table**

To remove dishes and leftover food from the table after a meal.

*Whoever is in charge of **clearing the table** has to put the leftovers into containers, then into the fridge.*

**Mow the lawn**

To push a machine called a lawnmower over the grass to cut it when it gets too long.

*My mum always wears rubber boots when she **mows the lawn**.*

**Take the trash out**

To take the trash from inside the house and throw it in the outside trash can/bin.

*My dad and I **take the trash out** every Monday night because the garbage truck passes early every Tuesday morning.*

**Make your bed**

To arrange the sheets and covers of the bed so that everything lies flat, creaseless and neat.

*If I **make my bed** every morning for a week my parents give me pocket money.*

**Shovel the driveway**

To remove the snow from the driveway.

*My older sister and I **shovel the driveway** after each snowfall in winter.*

**Walk the dog**

To take the dog for a walk outside.

*The whole family goes to **walk our dog**, Rover, every night after supper.*



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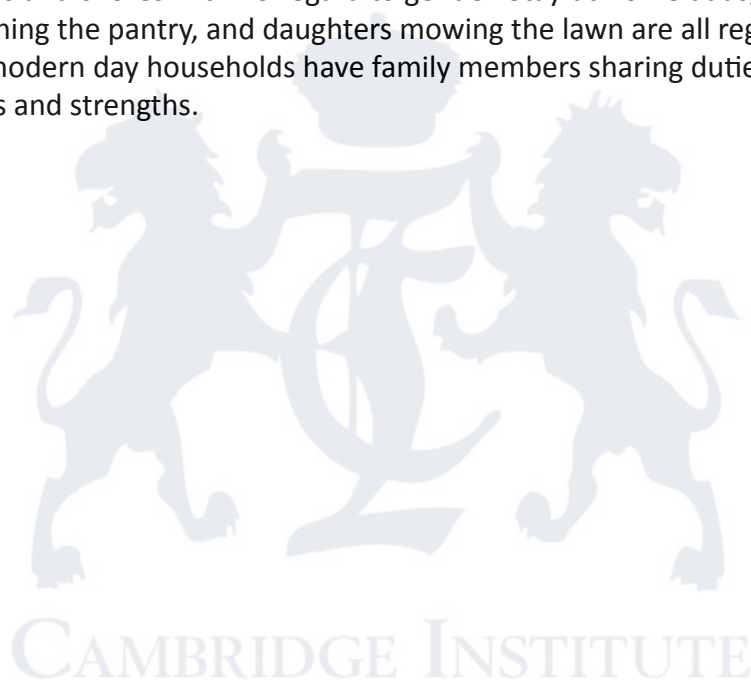


## READING: CHANGING ROLES IN THE HOUSEHOLD

If you went back in time, to say the 1950s America, and appeared in a typical household during dinner time it would be clear who was in charge of household chores. In those times, the man of the house went to work every day to make the money to support the family. Then at the end of his shift he would go home to be cared for by his wife. The wife, who also had the role of mother, cleaner, cook, first aid attendant, seamstress and teacher, would be in charge of managing and attending to everything that happened within the home.

Now let's move forward a few decades, when double income families became the norm in the United States. Once it became more common for both mums and dads to go to work each day, chores started being divided up between parents. Mums were often in charge of all kitchen and indoor cleaning tasks, whereas dads were more frequently responsible for mowing the lawn, shoveling the driveway, taking out the trash and fixing the car. Chore division was therefore very much based on each parent's gender.

Although both these situations can still be found nowadays, much more commonly we are seeing families who share tasks and chores with no regard to gender. Stay-at-home dads, working single mums, boyfriends cleaning the pantry, and daughters mowing the lawn are all regular occurrences in the 21st century. Our modern day households have family members sharing duties based on likes and dislikes, as well as goals and strengths.





## VOCABULARY: GENDER-NEUTRAL WORDS

There are some words in the English language that, although still commonly used today, are not very inclusive of a certain sex. A perfect example of this is policeman. A few decades ago practically all police officers were male, therefore this word, policeman, was acceptable. Since there are now more modern roles and jobs for both sexes, it is important to use gender neutral or appropriate gender terms that respect and include both men and women.

The words in the “Commonly used words” column are words that you will probably hear in English TV shows or movies or read in books or newspapers, but an effort should be made by all to use the appropriate word to include both genders.

### COMMONLY USED WORDS

### WORDS THAT SHOULD BE USED (polite)

	MALE	FEMALE	NEUTRAL
landlord (person that is in charge of a building)	landlord	landlady	renter, lesser
widow, widowed man (someone whose spouse is dead)	widower	widow	-
salesman/saleswoman (someone who sells something)	-	-	clerk, sales representative
Air hostess/stewardess, steward (attendant in a plane)	-	-	flight attendant
male nurse	-	nurse	nurse
foreman (boss of a construction site)	-	-	supervisor
businessman/businesswoman	-	-	businessperson
fireman/firewoman (person who puts out fires)	-	-	firefighter
mankind (to refer to all humans on the earth)	-	-	humankind, humans, people
weather man (person on the news who says the weather)	-	-	weather forecaster
cleaning lady/cleaning man	-	-	cleaner
man-made (a product made by humans)	-	-	artificial, handmade, synthetic
congressman/congresswoman (a person in congress)	-	-	congressperson
cameraman/camerawoman (a person filming a show or movie)	-	-	Camera operator, camera person
spokesman/spokeswoman (person who speaks on behalf of a company or person)	-	-	Spokesperson, representative for...
housewife, house-husband	stay at home dad	stay at home mum	



## LISTENING: SELF-HELP BOOK CONVERSATION

Julie: Hey Scott, have you ever heard of this book: Men are from Mars and Women are from Venus?

Scott: No, Julie I haven't. Why? What is it about... how alien women are?

Julie: Ha-ha! So funny! No, it talks about the differences between men and women...

Scott: Wait a minute; don't you always talk about gender equality? I always thought you were trying to tell me you didn't think there were differences between men and women or that both have to be exactly the same in everything.

Julie: Not at all. I would never say that. There are plenty of differences between the sexes. Each gender has different strengths, weakness and ways of seeing and analyzing distinct situations, but in the end each sex is just as good and important as the other. And this book helps people understand those differences better in order to communicate more efficiently, and have better relationships with members of the opposite sex.

Scott: So what kinds of differences are mentioned in the book?

Julie: Well, each chapter talks about a distinct circumstance that is dealt with differently by each sex. For example, chapter three is called "Men Go to Their Caves and Women Talk". It discusses the ways in which each sex faces problem-solving and explains that generally men would prefer to sit quietly alone and meditate on a certain dilemma while women would prefer to chat about it with their peers until the problem's solution seems evident.

Scott: Oh I definitely see that happening with us. So what is the reference to the different planets all about?

Julie: The author tells his audience to imagine women and men as spatial beings from different planets who, although born on different planets with different ways of being, must learn to co-exist within the same universe.

Scott: I can definitely understand that analogy; I certainly have moments where I feel as though women are very alien...



## GRAMMAR: POLITE AND IMPOLITE INTERRUPTIONS

An interruption is when someone breaks into a conversation to say something. You use different styles of phrases depending on whom you are interrupting and what the interruption is about.

### Polite and formal interruptions:

Polite interruptions will be used in professional settings, with strangers or in any other context where you want to be especially respectful. The following phrases are common:

*I'm sorry to interrupt, but...*

*Excuse me, I don't want to interrupt, but...*

*Pardon me, but...*

*I don't mean to interrupt but...*

*Before we move on, I'd like to...*

*Before we move on, may I add...*

*I'd also like to add...*

*I'd like to bring up...*

*Can I just add...*

*May I say that...*

### Impolite or informal interruptions:

Although it is always recommended to be kind to others, there are moments people talk over you even though you need to express your thoughts. There are sometimes situations in which less formality or politeness is required. For these times, the following phrases are common:

*Wait a minute,*

*Hold on!*

*Can I just say...*

*But like I said...*

*Were you not listening, I said... (very forceful)*

*If I could just butt in here...*

*But listen!*

*Well actually...*

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### VOCABULARY: WILD ANIMALS AND INSECTS

Honey bee / Bumble bee  
Butterfly  
Insects  
Eagle  
Camel  
Chimpanzee  
Orangutan  
Monkey  
Peacock  
Crocodile  
Giraffe  
Elephant  
Cheetah  
Lion  
Tiger  
Zebra  
Rhinoceros  
Ostrich  
Deer  
Kangaroo  
Koala bear  
Panda bear  
Polar bear  
Penguin  
Seal



### VOCABULARY: FLOWERS

Daffodil  
Daisy  
Rose  
Tulips  
Orchid  
Sunflowers

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## READING: ANIMALS NEAR EXTINCTION

Some of the world's most intriguing, attractive, and loved animals include: tigers, chimpanzees, orangutans, rhinos, and panda bears. Unfortunately, all of these animals are on the most endangered species list. Endangered species are animals that have almost become extinct, which means there are very few of them left on the planet. The reason why these animals have been so greatly reduced in numbers is mainly due to the careless hunting and collecting of these animal's different body parts. We have to make sure that we don't allow these animals to disappear. They are part of the planet's eco-system and without them there would be disastrous consequences.

One of the easiest things we can do to protect these animals is eliminate the demand for their body parts on the global market. If everyone stopped buying products made from elephant tusks then poachers\* would no longer hunt elephants. If people stopped buying rugs and fur coats made from exotic tiger fur, then the number of tigers killed every day for their precious fur would be reduced greatly.

It is time to call upon all of us to do our part to ensure the safety and survival of every species on the planet. Who would want to live in a world without these magnificent animals anyway?

\*poachers are people who illegally hunt, capture and kill animals.





## GRAMMAR: IRREGULAR PLURALS

Generally when making a noun plural we simply add 's' to the end of the word, but there are different classes of nouns which have irregular ways of becoming plurals.

Here is a list of those categories of nouns and how to make them plural:

ENDING OF WORD	HOW TO MAKE IT PLURAL	
-ch, -sh, -s and -x	Add -es	bus - buses match - matches fox - foxes bush - bushes
-o	Add -es <u>Exception:</u> Sometimes you can just add -s	tomato - tomatoes potato - potatoes piano - pianos radio - radios
- consonants + y	Remove y and add -ies	family - families baby - babies
-f or -fe	Change the f/fe to v and add -es	wife - wives leaf - leaves

**The following nouns do not have a rule, but are irregular:**

foot - feet  
tooth - teeth  
man - men  
woman - women  
child - children  
mouse - mice  
ox - oxen  
goose - geese  
person - people  
cactus - cacti  
octopus - octopi/octopuses

**The following nouns are the same singular and plural:**

sheep - sheep  
deer - deer  
fish - fish

## WRITING: ABOUT THE ZOO

Write a letter to your imaginary pen pal, Jim, telling him/her about your trip to the zoo with your family. Tell Jim what you liked, didn't like, and how you felt about the animals in captivity.



## LISTENING: ANIMALS OF THE CHINESE ZODIAC

Justin: Laura, have you ever heard of the Chinese zodiac?

Laura: No Justin I haven't, what is it?

Justin: Well, in the Chinese zodiac there is a twelve year cycle where each year is represented by a certain animal. Every twelve years it's the same animal again. Some years are represented by the ox and some by the rabbit, or the tiger. Based on what year you are born in, you are represented by a certain animal. I was born in 1983, so I am from the year of the pig, which is perfect because I love to eat.

Laura: Ha! You sure do. And so what's my animal? I was born in 1988.

Justin: Ah, that's a good year. You are from the year of the dragon.

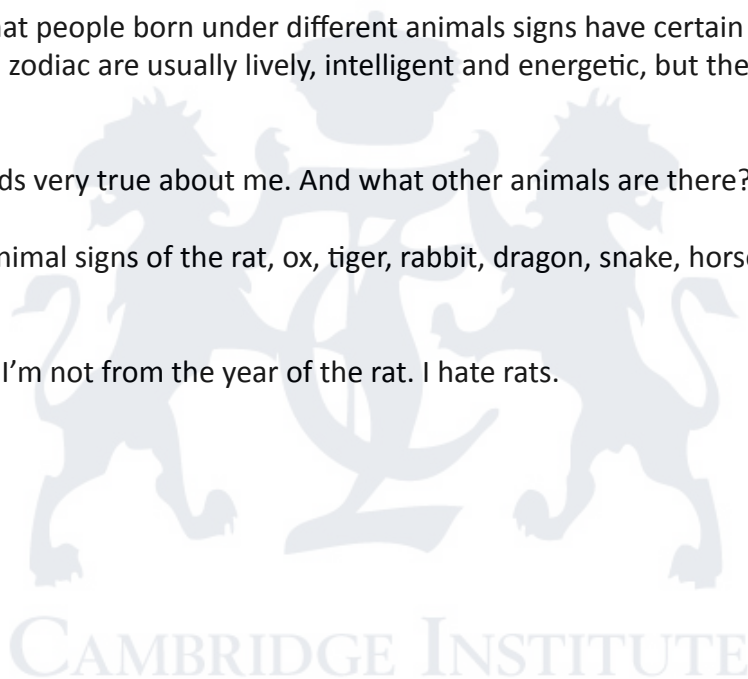
Laura: I don't throw fire out of my mouth like dragons do. And so what does that mean?

Justin: Well, they say that people born under different animals signs have certain characteristics. People with the dragon zodiac are usually lively, intelligent and energetic, but they can be a bit impatient.

Laura: Ah, that all sounds very true about me. And what other animals are there?

Justin: Well there are animal signs of the rat, ox, tiger, rabbit, dragon, snake, horse, sheep, monkey, rooster, dog and pig.

Laura: Well I am happy I'm not from the year of the rat. I hate rats.





### LISTENING: BREAKING NEWS REPORT

Announcer: This is WCBC breaking news.

Jenna (Anchor 1): This just in – there’s a moose on the loose! Now, seeing a moose in the wild is one thing – in fact, it would be really cool! But, seeing it as you drive through downtown Burlington is another thing entirely.

Dan (Anchor 2): Well that’s exactly what happened this morning when a young moose wandered into the metropolitan area to take a stroll. WCBC’s Blake Benton has just had a close encounter with the moose. He’s live with us downtown – so Blake, this animal was pretty scared, wasn’t it?

Blake (Reporter 1): It was, and as you can see behind me here, cars are moving up and down Battery Street as usual, but this was not the case just a few moments ago when the moose ran across traffic and headed towards the park. Police have just arrived to the scene and are doing their best to protect the moose, as well as Burlington residents, from any harm that might result from the moose’s unpredictable behavior. Now, this animal is quite large, despite only being a year old, and could be very dangerous for moving vehicles, especially in the frightened state that it is in. Authorities are advising the public not to approach the moose if seen, and to contact their local law enforcement agency concerning its whereabouts. Back to you guys in the studio.

Jenna (Anchor 1): Wow, I guess you never know what you can expect to see on your daily commute! Let’s hope that the young animal can get back to its proper environment where it is safe from harm.

Dan (Anchor 2): In other news, Burlington Town Center has just raised the price for parking yet again, and residents are outraged by the increase. This is the third time in two years that the mall has raised prices and one has to wonder whether it will affect future use of the garage. In January of 2012 a parking pass was just one dollar an hour and has since risen to five dollars an hour as from yesterday. Will this trend continue? How will it affect street parking and traffic congestion? Becky?

Becky (anchor 3): Well Dan, that’s a good question...



## VOCABULARY: COLLOCATIONS

### Discover something new

To find, see or become aware of something for the first time.

*NASA thinks that they may have **discovered something new** about the surface of Mars.*

### Sue for damages

To take someone or an institution to a legal court demanding them to cover the cost of damages or harm that they caused.

*The landlord said he was going to **sue Jeff for the damages** that were caused during the party last night.*

### Take someone to the hospital

To transport someone to the hospital.

*You should **take Fred to the hospital**; his fever is over 40 degrees.*

### Take hostages

To hold people (prisoners) against their will, usually in hopes to exchange their freedom for money or to threaten other people.

*The assailants **took hostages** when they saw it was impossible to escape.*

### Release the hostages

To free people that were being held captive.

*The bank robbers finally **released the hostages** after four terrifying days of captivity.*

### Send troops

To order and send military personnel into geographical areas for a certain purpose.

*The military **sent more troops** into the area of conflict.*

### Invade a country

To enter a country or region with a large number of troops, intending to occupy the land (military action).

*It was the second time in 50 years in which their **country had been invaded**.*

### Flee the city

To leave (escape) the city due to some kind of danger, usually disease or invasion.

*Innocent people **are fleeing the city** due to the country's civil war.*

### Publish results/a report

To release information in any form of writing to the public (newspapers, magazines etc.)

*The marine biologist **has published the results** of her investigation on the humpback whale's migrating journey to the Caribbean for the mating season.*



**Protest against something**

An action expressing disapproval of something. An objection to something.

*People for Ethical Treatment of Animals (PETA) is **protesting against** the way the circus treats its performance animals.*

**Take part in a demonstration**

To participate in a protest.

*Martin Luther King Jr. is known for **taking part in** many non-violent **demonstrations** during the Civil Rights Movement of the 60s.*

**Call off a strike**

To cancel or end a protest of employees against their employers.

*The transit employees **called off the strike** because they finally reached an agreement with the upper management about better working conditions and a pay raise.*

**Meet a target**

When a specific goal or benchmark is reached or completed. In business, such targets are set for: company sales, profits, costs, and etc.

*If the company meets **all the targets** set in each category, everyone will get bonuses.*

**Carry out a survey**

To ask people at random to answer questions on a questionnaire. The purpose is to determine the public's general opinion or habits on particular topics and issues.

*The research team is **carrying out a survey** to determine/analyze what the public thinks of the new product.*

**Suffer from an illness**

To currently be negatively affected by a disease or sickness.

*My cousin is **suffering from a** strange **illness**. The doctors don't understand what it is.*



## GRAMMAR: RATHER/PREFER/WOULD LIKE/WANT

**Rather prefer, would like** and **want** all help us communicate wishes, desires and preferences, although all are used in different situations.

When using the modal verb **would**, the conjugation does not change for different subject pronouns and nor for different tenses (present/past/future). However, **would** is normally contracted to “d”, except in formal situations or to emphasis preference.

Full form	Contracted form
I would	I'd
You would	You'd
We would	We'd
He would	He'd
She would	She'd
It would	It'd
They would	They'd

**Rather** and **prefer** are both used to express a preference, but **prefer** is more formal. When making questions, do not use **do + prefer/rather** (e.g. ~~Do you rather~~ eat or sleep?).

Instead, use **would + rather/prefer** (e.g. *Would you rather eat or sleep?*) without “do”. The grammatical structure of **would rather** is different to that of **would prefer to**.

**Structure: Would rather** is usually followed by a bare infinitive

### Subject pronoun + would rather + bare infinitive

*I would rather die than eat KFC.*  
*I'd rather know the truth.*

**Structure: Would prefer** is usually followed by the infinitive/gerund of a verb, or a noun phrase

### Subject pronoun + would prefer + to infinitive/gerund/noun phrase

*I'd prefer to eat KFC than McDonalds. (to infinitive)*  
*I would prefer going on holiday to staying at home. (gerund)*  
*I'd prefer the blue fish. (noun phrase)*  
*Do you want to walk to the store or go by car?*  
*I'd rather (I would rather) go by car.*  
*We'd prefer (we would prefer) walking to the store.*  
*She'd prefer (she would prefer) to walk to the store.*

**Note:** **would rather** is more common in spoken English than **would prefer**, which is used more in writing.

**Would like** and **want** mean the same but in terms of register sound very different. It is very important to understand how these are understood in order to use the correct one in each situation.



**Want** is used to express desires. However, be careful! It can sound very rude and childish, especially in formal settings, and should never be used as a request with people who are not close friends or family, unless you are very angry or upset. You would also never say: “~~would~~ you want...?” to question someone’s preference, you’d say: “do you want...?” or “would you prefer/rather...?”.

Note: English speakers often pronounce **want to** as “wanna”, which is only acceptable in informal spoken contexts. It is never written.

### Desires/Offers:

*I want to go to China someday.* (not rude)  
*I really want a new puppy.* (not rude)  
*I want to travel around France, not Italy.* (not rude)  
*Do you want me to clean the house?* (not rude)  
*Do you want an ice-cream?* (not rude)

### Demands/Requests:

*Waiter, I want soup.* (sounds extremely rude and inappropriate)  
*I want the report* (sounds extremely rude and inappropriate)  
*Mummy, I want pizza!* (rude and childish)  
*Hi, I want a loaf of bread.* (slightly rude, sounds unusual)  
*I want you to clean the bathroom.* (sounds slightly rude and threatening)  
 Compare with a more socially correct way of communicating desires:  
*I’d like soup, please waiter.* (polite)  
*I’d like the report, thanks.* (polite)  
*Mummy, can I have some pizza?!* (polite)  
*Hi, I’d like a loaf of bread.* (polite)  
*I’d like you to clean the bathroom.* (polite)

“**Would like**” means the same thing as “**want**”, but it is much more polite and courteous. It can also be used to express dreams, possibilities or ambitions. “**I’d like...**” can be used in the same way as the request “**Can I have...**”

*I’d like to go to Antarctica one day.* (a dream/future desire)  
*I’d like a coffee and my daughter would like a hot dog, please.* (polite request)  
*Would you like to go to the beach this weekend?*



## READING: LIFE OF A JOURNALIST

The life of a journalist can be exciting and often dangerous, or it can be quiet and simple. Journalism takes many forms; journalists do tasks ranging from reporting live at war zones, to sitting quietly behind a desk editing newspaper articles. In more recent years, online journalism has also become a large part of the field, allowing people to learn about current events as they happen.

Not all journalists are required to travel across the world to bring reports of natural disasters or international crises. In fact, many reporters work locally bringing important weather updates, or information about events happening in their town and region. Whether or not a journalist travels internationally, it's fair to say that a field reporter's life is constantly filled with opportunities to try new things. Being a member of the press means a reporter often gets access to areas, or events that most people can't attend; they get to preview the latest technologies, or view the latest films before they are available to the general public.

It is important to note, however, that not all journalists are field reporters. Editors are an integral part in the field of journalism because they are responsible for creating or reviewing written articles. Why is this so important? Think about it. In our modern society, people are spending more and more time online, and on their mobile devices. Whether you're searching for the latest celebrity news, or simply reviews for local restaurants, you'll find yourself on the internet reading through articles written and edited by journalists. These journalists may not get to travel to exotic places frequently, but they still contribute significantly to our society.

In conclusion, the life of a journalist is not only filled with challenges but also with great rewards. Even if a journalist is not away from home, reporting from a faraway land, they are keeping us informed of local events on our televisions, mobile phones and tablet devices. At the end of the day, regardless of how they choose to provide us with information, a journalist can feel a sense of satisfaction in knowing that they have helped keep people safe from an on-coming storm, or just helped them decide whether or not to purchase the latest iPhone.

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### VOCABULARY: FOCUS

#### Carbon dioxide (CO<sub>2</sub>)

A colourless, odourless gas that is released every time a human or animal breathes out, and when carbon is burned. It is also absorbed by plants.

#### Emissions

These are the chemicals and toxins that are released into the atmosphere from factories etc.

#### Greenhouse Effect

This is the phenomenon where the earth's atmosphere (carbon dioxide, water vapour, methane, etc.) doesn't let heat from the sun escape. The gases in the atmosphere allow incoming sunlight to pass through but absorb heat radiated back from the earth's surface.

#### Greenhouse Gases

These are any of the atmospheric gases that contribute to the greenhouse effect.

#### Icecaps

A layer of ice that covers a mountain top or other large area on the poles of the earth.

#### Renewable Energy

Energy which comes from natural resources such as sunlight, wind, rain, tides, and geothermal heat. Unlike resources like oil, these won't ever run out.

#### Fossil fuels

A natural fuel such as coal or gas that was formed underground from the remains of plants and animals.

#### Global Warming

This is the gradual increase in the temperature of the earth's atmosphere believed to be due to the greenhouse effect.

#### Shale

Soft, finely stratified sedimentary rock that formed from consolidated mud or clay and can be split easily into fragile plates.

#### Shale gas

This is a natural gas extracted from shale. It has become an increasingly important source of natural gas, but there are concerns about its effect on the environment.

#### Carbon footprint

The amount of carbon dioxide released due to the consumption of fossil fuels by a particular person, group, etc.

#### Acid rain

Precipitation, such as rain, snow or sleet containing relatively high concentrations of acid-forming chemicals, as a result of atmospheric pollution. It causes environmental harm to forests and lakes.



**Ozone layer**

A layer in the earth's stratosphere at an altitude of about 10 km containing high concentrations of ozone (O<sub>3</sub>), which absorbs most of the UV rays reaching the earth from the sun.

**Aerosols**

A substance enclosed under pressure and able to be released as a fine spray.

**Endangered species**

Species which are under threat of extinction, where the members of the species have decreased significantly in number due to environmental factors, hunting, etc.

**Smog**

Fog or haze intensified by smoke or other atmospheric pollutants usually forming in the air above cities or industrialized zones.

**Climate change**

Changes in the earth's weather, especially wind patterns and rainfall and an increase or decrease in temperature. Scientists have linked this as a result of human actions (burning fossil fuels).

**Oil-slick**

When an oil tanker is damaged and oil spills into the sea.





## READING: THE ARCTIC

The icecap in the Arctic is now smaller than it has been at any point since scientists began accurately measuring it from space.

Yesterday, satellite data had been released showing sea ice floating in the Arctic Ocean has reached a new low, retreating further than it has since records started more than 30 years ago. The previous record, set in 2007, was broken on Sunday, with still two or three weeks of the melt season remaining, suggesting that the ice will retreat even further before it finishes.

Since satellite recordings began in 1979, the six lowest sea-ice extents have all occurred in the past 6 years, from 2007 to 2012, but this year has been particularly rapid, with the contributing factor being the intense storm over the Arctic region this August.

The majority of scientists now believe the melting ice is due to global warming, though there are still some skeptics. The increase in levels of carbon dioxide in the atmosphere caused by man-made climate change seems to be the only plausible explanation for the continued loss of Arctic sea-ice.

It was originally predicted that the Arctic would be free of summer sea-ice by the end of the century, but later models suggested it would occur as early as 2030. Researchers never predicted the swiftness of the observed loss of sea ice, which is now down to about 4% from a high of 8% in 1980. The level of Arctic ice naturally rises and falls in the seasons, but the decreases being seen more recently could lead to important changes in the Arctic environment. One change has been the opening up of shipping lanes, which could lead to new oil and gas exploration within the region, triggering political tensions as well as further release of carbon dioxide from the burning of fossil fuels.

Scientists have already been observing a link between disappearing sea ice and the release of methane from beneath the Arctic Ocean, a greenhouse gas that is over 20 times more potent than CO<sub>2</sub>. Flying overhead, large plumes of methane were recorded coming from areas where ice had melted.

“Let’s be clear about what today means” said Dr Sauven. “Our planet is warming up at a rate that puts billions of people’s future in jeopardy. “These figures are the effect of man-made global warming caused by our reliance on dirty fossil fuels.”



## GRAMMAR: BE USED TO / GET USED TO

Look at these sentences:

**A:** *When I moved to Spain, it was strange to eat dinner at 10, but now I am used to it, and it isn't a problem any more.*

**B:** *When I moved to Spain, it was strange to eat dinner at 10, but I am getting used to it, and little by little it is getting easier.*

In which of the sentences is the speaker totally comfortable with eating at 10, and in which of the sentences is the speaker going through the process of becoming more accustomed to eating at 10?

### Answer:

In sentence A the speaker is totally comfortable, and in sentence B the speaker is going through the process.

### Grammar Explanation

**To be used to + ing** is used to talk about something that is either no longer strange or never was strange.

**Getting used to + ing** is used to talk about the process of becoming accustomed to something new.

In steps, first you get used to something, and then you are used to something.

*It took three years to get used to waking up early, but now I am used to it and I don't need an alarm clock.*

### Note

Do not confuse these with "used to + infinitive", which we use to talk about **past habits** and **states**.

*I used to drink five cups of coffee a day, but now I drink only 2.*

To used to is only used for the past, but to get used to and to be used to is used for the past, present and future.



## LISTENING: STEVEN JEFFRIES

Interviewer: Good evening. Today we have leading Environmentalist, Steven Jeffries, and he's going to talk to us about ways to reduce our carbon footprint. Good evening Steven.

Steven: Hello. Yes, well it's a very relevant subject. We're petitioning governments and corporations to reduce their carbon footprint, but there's a lot that individuals can do to lessen their impact on the environment too.

Interviewer: Really, like what?

Steven: Well, like simple things like taking the stairs instead of the lift or cycling to work instead of getting the bus, or walking down to the shops instead of taking the car.

Interviewer: What about turning off the lights and the computer? There's a trend in offices to leave things on overnight isn't there?

Steven: Yes, we're asking companies to make sure their staff are environmentally friendly. It comes from the top down. If there's no company policy, then staff just won't do it. Some will, but most won't.

Interviewer: But people at home can help too, can't they? By unplugging things, and things like that...

Steven: Yes, televisions and computers and other household items use power even if you're not using them, so it's a good idea to turn those off, and unplug them if you're not using them.

Interviewer: What about electric cars or hybrid vehicles?

Steven: Yeah, of course. It's only now that they're really becoming feasible. There are recharging points for electric cars, and hybrid cars, that is a car that's part electric, part petrol fueled, are now pretty much affordable. All of these things help. And if you do have a petrol car, make sure it's unleaded and another little tip is to make sure the tires are well inflated, which helps the car run more efficiently.

Interviewer: What else can we do?

Steven: Well, using your clothes line instead of a tumble dryer. And using a microwave instead of a cooker is actually a much more efficient way of cooking.

Interviewer: Really? I didn't know that. I guess taking a shower instead of a bath is another one.

Steven: Yeah, we emphasize all these kinds of things. Our job is mainly to create awareness out there. If you think about it, all the things we're talking about are just commonsense, and most of them actually save your money as well. You're cutting down on your electricity, petrol and water charges.

Interviewer: So there's something in it for our listeners as well.

Steven: Of course, as well as making sure our world is a cleaner, safer place to live.

Interviewer: Well, we've just run out of time. We're going to take an ad break in a moment, so thanks for coming in to talk to us Steven. We've learned a lot today.

Steven: No problem. Thanks for having me.



## VOCABULARY: PHRASAL VERBS WITH OUT

### Stand out

To stand out means to be easy to see or notice because of being or looking different.

*In her bright clothes, she really **stood out** from the crowd, and I think that's why they picked her for the play.*

### Check out

To look at/ admire, to officially move out of your hotel room.

*It was really obvious that the young guys sitting on a bench in the park were **checking out** all the girls.*

### Work out

For something to be successful or end pleasantly, to calculate or figure out something, to go to the gym.

*I'm trying to **work out** why she would go out with that guy when she told me she didn't like him.*

### Wear out

To use something so much that it becomes damaged and cannot be used any more.

*I **wore out** my jogging shoes this year while training for the marathon, so I have to buy new ones now.*

### Break out

To escape.

*He **broke out** of jail after disguising himself as a guard.*

### Ask out

To invite someone on a date.

*He's thinking of **asking her out**, but he hasn't told her yet, so don't say anything.*

### Fall out

To have an argument with someone, or stop talking to someone because you don't get on with them. Also for hair, teeth, buttons to become loose or unattached.

*No we're not talking anymore. We've **fallen out** recently.*

### Give out

To distribute to people, also to shout or reprimand others.

*His parents **gave out** to her after they heard she left school early on Friday.*

### Hang out

To spend time relaxing (usually with others).

*We all **hung out** with the band after the concert.*

### Sort out

To organize something or resolve a problem.

*I'm trying to **sort out** my budget for the month at the moment.*



### VOCABULARY: PHRASAL VERBS FOR CLEANING AND ORGANISING

#### Throw out

To put something in the garbage.

*After a few weeks of organizing my closet, I finally **threw out** all the clothes that were ripped or stained.*

#### Give away

To give something to someone for free, usually to get rid of it / To reveal or tell something that was supposed to be a secret.

*I also **gave away** all the clothes that no longer fit me to my sister.  
John **gave away** that there was a surprise for his friend when he told him to not be home before 8:00 p.m.*

#### Sort out

To solve a problem or to organize.

*I could have **sorted out** my shopping addiction sooner had I realised I had a problem.  
After months of avoiding the mess in the entrance I finally **sorted out** the pile of junk mail.*

#### Sort through

To look through a lot of things to either organize them or to find something.

*I **sorted through** all my old shoes looking for the red high heels I had lost.*

#### Clear out

To empty or organize a certain space or area.

*Bianca finally **cleared out** her garage to make room for her secret space rocket project.*

#### Take something out

To remove something from a certain place.

#### To put something back

To return something to its original location.

*Whenever Mark **takes something out** of the fridge he makes sure to **put it back** exactly where he took it from.*

#### Put something away

To place something back where it belongs.

*Rose always has to tell her kids to **put their toys away** before supper.*



**Get rid of**

To throw something in the garbage or give it away.

*Jim is finally going to **get rid of** all his university textbooks that he never uses.*

**Tidy up**

To clean up a space or area.

*It is my husband's duty to **tidy up** the basement every week.*

**Take out**

To remove, bring/carry outside.

*It is my son's chores to **take out** the trash and recycling every week.  
I **take out** the dog for a walk every morning.*

**Clean up**

The act of making a place clean and tidy.

*It is important to organize a weekly **cleanup** in our home, otherwise it gets very messy.*

**Clean out**

To take everything out of someplace to clean thoroughly and in depth.

*Last weekend I finally **cleaned out** my car, I had coffee cups in there from one month ago.*

**Come across**

To find by accident. / To give a certain image of yourself.

*Looking through the gigantic mess on the floor beneath the wardrobe I **came across** my lucky hat.  
The waiter **came across** as rude when he talked to us, but it became clear later that he was just having a bad day.*

**Clean up after someone**

To clean up somebody else's mess.

*My girlfriend is such a slob, I always have to **clean up after her** when I come home from work.*



## LISTENING: ORGANISING A GARAGE SALE

Helen: Well John it's that time of year again, time for a good cleanup of the entire house, top to bottom. Maybe we could do it this weekend?

John: Oh man, I hate spring cleaning.

Helen: Don't be so negative. It's not that bad. Plus, it's a good opportunity get the house organized again, especially after those long winters stuck inside the house with all our stuff. It's nice to get rid of things we no longer need or use.

John: I guess so.

Helen: And just think, after all the cleaning, we'll do our annual garage sale. All our neighbors will pay us to take things we don't even use anymore.

John: Well although I hate the cleaning part, I do like making some money selling all my old junk.

Helen: So when do you want to start sorting through our stuff?

John: Whenever, but I think we should do the garage sale soon. I am going to use the money I make to get myself some new tools and clothes.

Helen: New stuff that we'll have to sort through next year. Anyways, I was thinking that this year we could get rid of all the kids' old clothes and toys that they don't use anymore. I know it'll be like pulling teeth, but they just have too much stuff and don't even use half of it.

John: Ok, I'll convince them to get rid of some of their stuff if you get rid of all those shoes you don't even wear anymore.

Helen: Uh, yes, I guess maybe I can get rid of a few pairs... but only if you take charge of tidying up the attic and also cutting the lawn so that we can put all the tables up in the front yard for the sale.

John: Fine. It's a deal! Can you ask your sister to make those cool "Garage" signs again? They worked really well last year to get a lot of people to come and buy our stuff.

Helen: I still have her signs from last year. Some things are just worth keeping.



## VOCABULARY: CONTAINERS

Containers are objects in which things can be stored or kept. The following words are all different types of containers:

Box  
Bottle  
Bag (shopping)  
Bag (backpack)  
Water bottle  
can (tin)  
Can (drink)  
Tupperware  
Envelope  
Jug  
Basket  
Bowl  
Carton  
Tube  
Bin  
Jar





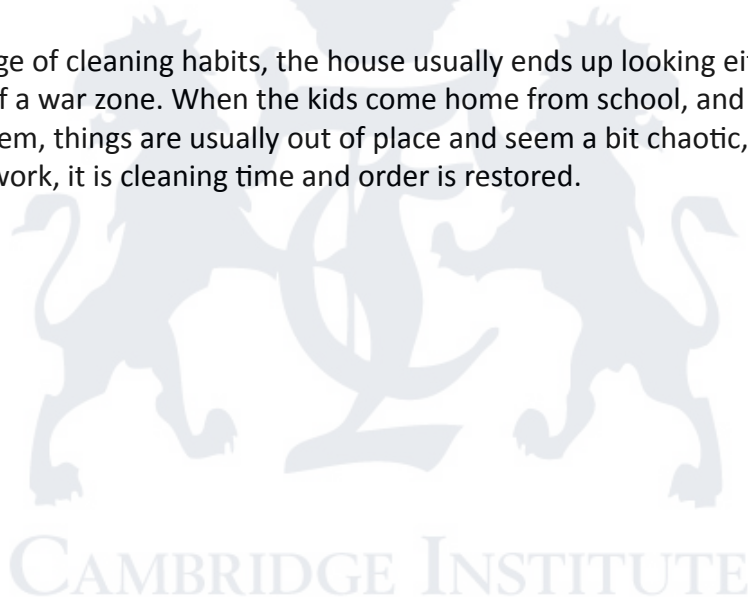
## READING: NEAT FREAK

Carmen's friends sometimes call her a neat freak. She is obsessed with having her living spaces perfectly organized and tidy. When any item is out of place, it really irritates her. She spends hours every day cleaning up her home and office, and then usually does a major cleanup of her home on Saturday.

On a daily basis she hand washes and dries the dishes before putting them away, sweeps and mops the floor, and dusts the furniture. Usually twice per week she washes, irons, folds and puts away both her and her kids' laundry. Additionally, she cleans and disinfects everything in both of the bathrooms and also vacuums the entire house. Finally, on Sundays she goes as far as washing the walls, scrubbing the oven, and clearing out all the cupboards to wipe down the shelves.

The most ironic part of this situation is that Carmen's children, Molly and Frank, are complete slob. Molly's room is always a pigsty and every time Frank eats anything he makes a mess all over himself and the table. Although this bothers Carmen enormously, she tries not to let herself get too upset about it, as they are only kids after all. Instead, she tries to show them how enjoyable and satisfying cleaning can be. She tries to teach them the joys of sweeping, mopping or dusting. Since they still didn't seem to understand this pleasure, Carmen created two rules: Molly's mess must stay in her bedroom and little Frank's mess can only be on his face or the table.

With such a wide range of cleaning habits, the house usually ends up looking either spic and span or like something out of a war zone. When the kids come home from school, and only the babysitter is there to look after them, things are usually out of place and seem a bit chaotic, but as soon as their mum gets home from work, it is cleaning time and order is restored.





## GRAMMAR: IRREGULAR VERBS IN THE PAST

Past participles are used in several different ways: with perfect verb tenses (present, past and future) with the passive voice and with the 3rd conditional verb tense.

For regular verbs the past participle is created by adding –ed to the end of the verb:

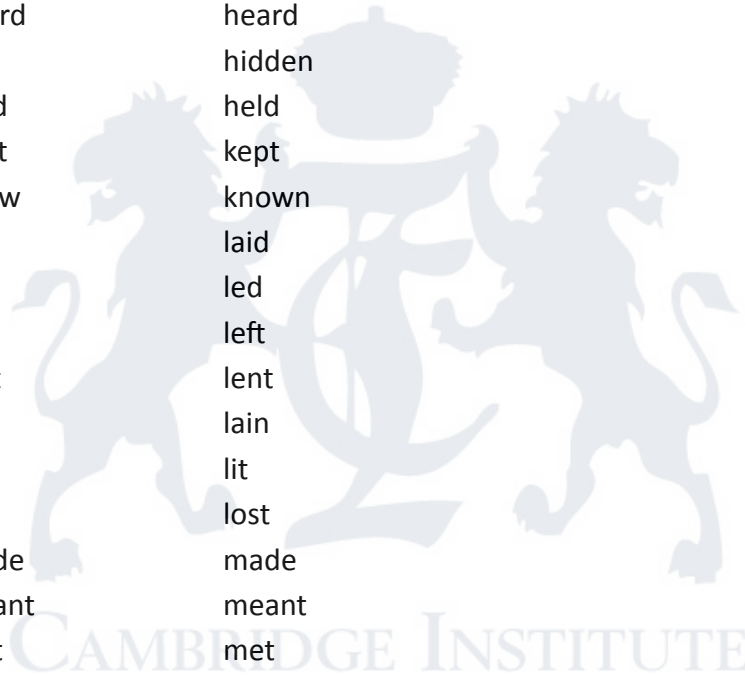
Verb	Past participle	Grammatical construction
To start	have started	(present perfect)
To love	...had loved	(past perfect)
To listen	...will have listened	(future perfect)
To believe	It was believed that...	(passive)
To stop	...would have stopped	(3rd conditional)

Unfortunately, the list of irregular verbs for the past participle is quite large and there is no rule for these irregularities; they must simply be learnt by heart. These are generally the same verbs that are irregular in the past simple.

Infinitive	Past Simple	Past Participle
arise	arose	arisen
babysit	babysat	babysat
be	was / were	been
beat	beat	beaten
become	became	become
bend	bent	bent
begin	began	begun
bind	bound	bound
bite	bit	bitten
bleed	bled	bled
blow	blew	blown
break	broke	broken
breed	bred	bred
bring	brought	brought
build	built	built
buy	bought	bought
catch	caught	caught
choose	chose	chosen
come	came	come
deal	dealt	dealt
dig	dug	dug
do	did	done
draw	drew	drawn
drink	drank	drunk
drive	drove	driven
eat	ate	eaten
fall	fell	fallen



feed	fed	fed
feel	felt	felt
fight	fought	fought
find	found	found
fly	flew	flown
forbid	forbade	forbidden
forget	forgot	forgotten
forgive	forgave	forgiven
freeze	froze	frozen
get	got	gotten
give	gave	given
go	went	gone
grow	grew	grown
hang	hung	hung
have	had	had
hear	heard	heard
hide	hid	hidden
hold	held	held
keep	kept	kept
know	knew	known
lay	laid	laid
lead	led	led
leave	left	left
lend	lent	lent
lie	lay	lain
light	lit	lit
lose	lost	lost
make	made	made
mean	meant	meant
meet	met	met
pay	paid	paid
ride	rode	ridden
ring	rang	rung
rise	rose	risen
run	ran	run
say	said	said
see	saw	seen
sell	sold	sold
send	sent	sent
shake	shook	shaken
shine	shone	shone
shoot	shot	shot
show	showed	shown





sing	sang	sung
sink	sank	sunk
sit	sat	sat
sleep	slept	slept
slide	slid	slid
speak	spoke	spoken
spend	spent	spent
spin	spun	spun
stand	stood	stood
steal	stole	stolen
stick	stuck	stuck
sting	stung	stung
strike	struck	struck
swear	swore	sworn
sweep	swept	swept
swim	swam	swum
swing	swung	swung
take	took	taken
teach	taught	taught
tear	tore	torn
tell	told	told
think	thought	thought
throw	threw	thrown
understand	understood	understood
wake	woke	woken
wear	wore	worn
win	won	won
withdraw	withdrew	withdrawn
write	wrote	written

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The verbs in this list may be regular or irregular, depending on whether British or American English is being used. In British English, the ending is always with 't', but in American English, the 'ed' ending is also common.

#### Verb

burn  
dream  
learn  
smell

#### Past Simple

burned OR burnt  
dreamed OR dreamt  
learned OR learnt  
smelled OR smelt

#### Past Participle

burned OR burnt  
dreamed OR dreamt  
learned OR learnt  
smelled OR smelt



This final list of verbs stays the same in the present and past simple.

<b>Verb</b>	<b>Past Simple</b>	<b>Past Participle</b>
broadcast	broadcast	broadcast
bet	bet	bet
cost	cost	cost
cut	cut	cut
hit	hit	hit
hurt	hurt	hurt
let	let	let
put	put	put
quit	quit	quit
read	read	read
set	set	set
shut	shut	shut
spread	spread	spread





### READING: DECIDING WHAT TO STUDY AFTER HIGH-SCHOOL

Choosing what to study after high school is a very difficult decision for any young adult. There are many reasons why this decision is so difficult:

**1. The wide variety of career options.** There are hundreds of different career choices and this can be quite overwhelming to confront. Career options vary from accountant, marine biologist, to pharmacist all the way to plumber.

**2. The wide variety of schools.** With study abroad programs becoming more popular, youths have a huge number of national colleges and universities to choose from and also thousands of international options as well.

**3. Unsure of future goals at such a young age.** For many youths, that major life changing decision is sometimes made as young as fifteen years old. However, at this age, youths are still maturing and growing, and have many doubts about what they want to do for the rest of their lives because they are still unsure about who they are as a person.

Although there are many reasons which make facing this decision challenging, there are a lot of things that can be done to make the choice easier:

**1. Visit a guidance counselor.** Many high schools have professional guidance counselors who help guide students in all aspects relating to academic study and future careers.

**2. Speak with a professional.** To avoid making the wrong choice, speaking with a professional already working in the youth's field of interest is often a useful approach. It helps the student find out important details about what life would be like if they studied for that career, and what type of job they could get.

**3. Visit the campus.** Once a student has decided what to study and is deciding where to study the course, it is always a good idea to visit the school's campus before committing to studying there for several years. This helps to give the student a good idea of what life will be like while studying within the institution and living in the city where the school is located.

**4. Get informed about the job market.** It is essential to know which professions are in high demand in the job market before choosing a degree program. Otherwise a student could finish their studies and find out that there aren't any jobs available in that field.



## GRAMMAR: CAPITALISATION

In English there are specific circumstances where letters must be capitalised. Besides at the beginning of a sentence, the first letters of words in the following situations must be capitalised:

### Proper nouns:

People's names – *John Smith, Marie Wilson*

Places – *Rome, Australia, Golden Gate Bridge, Everest*

### Months, days of the week and holidays:

*Monday, January, February, Christmas*

### First person pronoun, I:

*Although I love ice cream...*

### Languages, ethnic groups, nationalities and religions:

*Marcy speaks fluent French.*

*Marcy is French and Catholic.*

### The first word in a quote:

*My dad said, "Where do you're think you're going?"*

### North, South, East, West when referring to a place, not when referring to a direction:

*I went to the South for a holiday.*

*In order to get to Madrid we must drive south down the highway.*

### The names of specific buildings, note that when speaking of a building in general no capital is required:

*I studied at Carleton University*

*My university was in Miami, Florida.*

### The names of geographical features when they refer to specific places, note that when making a general reference to the geographical features, no capital is required:

*The Sahara Desert is one of the largest in the world.*

*I dislike living in the desert, it is too dry.*

### Titles that come before proper names:

*I would love to meet President Barack Obama.*

*The president of France said...*



**All the content words of a title:** (nouns, adjectives, adverbs, verbs, pronouns)

*I just finished reading Pride and Prejudice.*

**All the words in the name of** an organization, business or institution: (except prepositions, conjunctions, and articles)

*The National Institute for Woman's Health.  
Hewlett-Packard Company is often simply referred to as HP.*

**All the letters of an acronym:**

*The FBI is an internationally recognized agency.*

**Note:** When writing emails, text messages or using social media writing in capitalised letters suggests yelling. For example, if you write: 'WHERE ARE YOU?' to a friend by text message, it appears as though you are upset and yelling at them.





## VOCABULARY: Focus

### Admission

The act of allowing someone to enter a school or an event. Schools usually allow admittance into a program based on grades, exam scores, experience, and/or payment of fees.

*The **Admissions** Department contacted me to let me know I was accepted into the Arts program.*

### Application

The form that is filled out in order to apply to study at an institution, get a job, or for some other request.

*When preparing my university **application**, I had to send in all my grades from high school.*

### Campus

The grounds and surrounding spaces of a college or university.

*The **campus** of Oxford University in England is supposed to be very beautiful.*

### Credit

The value of a completed college or university course, courses are usually worth 3 credits each.

*This internship Shannon is currently doing is actually giving her three **credits** towards her degree.*

### Diploma

A document issued by an institution to confirm a student's completion of study.

*When Ryan finally received his **diploma** in music he hung it on the wall.*

### Distance education

Courses taken without being physically present in the classroom, usually completed online.

*Distance education is a good option for people who are working full time or have kids.*

### Faculty

The different departments of an institution.

*In my university the **Faculty** of Arts is the one with the most students.*

### Graduation

A ceremony to celebrate all the students or professionals who have finished a degree or completed an academy.

*My mum invited all my uncles, aunts and cousins to my **graduation**.*

### Internship

A job placement that is obtained by a student or recent graduate in order to gain experience.

*After studying finance for 4 years, doing this **internship** will really help me understand what a job in this field will be like.*



## Semester

A school year is usually divided into 2 semesters which are usually about 4-5 months in duration.

*I can't wait for the **semester** to be over so that I can go spend the summer in France.*

## Exam vs. test vs. quiz

These are the different types of assessment given at school to evaluate a student's knowledge of certain chapters or everything learnt during the term of a course. **Exams** are recognized as the most serious type of assessment and only happen once or twice per semester. **Tests** on the other hand, happen more frequently and are a method of discovering the level of student knowledge about a particular unit or chapter of a course. Finally, **quizzes** are small tests which occur regularly within a unit of study to help support the subject but have little value on a final grade.

*The end of term **exam** for my geography course is worth 50% of my final grade.*

*In music class we have practical and written **tests** every month.*

*My maths teacher loves giving us **quizzes**; she gives us one almost every week.*





## VOCABULARY: TYPES OF POST-SECONDARY PROGRAMS

### Certificate program

A short course which requires less than a year's study. Careers that require a certificate are usually related to practical trades rather than academic studies and are usually completed in smaller colleges.

*Paula studied in a **certificate program** for six months to become a hairdresser.*

### Associate's degree

Sometimes called a diploma, this is a 1–3 year program often completed in a community college.

*In order to become a social worker, Sally will have to obtain an **associate's degree**.*

### Bachelor's degree

A 3-4 year program completed in a university. This the minimum post-graduate qualification.

*Julie wasn't sure what she wanted to do with her life, but thought that getting a **bachelor's degree** in Political Science would be a good first step.*

### Master's degree

A two-year program which is done after acquiring a bachelor's degree, which usually requires students to do a research thesis influenced by other people's work.

*One of the most common master's degrees for youth today is an MBA, a **master's** in business administration.*

### Doctorate

A 4-6 year program which is done after completing/receiving a master's degree. It requires students to apply for independent funding and complete an original research thesis.

*In order to become a veterinarian it is necessary to have a **doctorate**.*

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## LISTENING: STUDENT LIFE

Charles: Hey guys, how's it going?

Tina: Oh hey Charles, we're good. Sarah and I were just talking about how great of an experience going off to college has been.

Sarah: Yeah, I've only been here four months but I am really enjoying the experience. Living on my own, being exposed to so many new ideas and people, all my classes and professors, it's just all so great.

Charles: Yeah, I guess. I am enjoying it too but the change has been a bit hard for me. I like living on my own, but I kind of miss my brothers and my mom. Also, I am finding my classes really hard. I feel like I spend all my free time studying and there is just always more homework and studying to do.

Tina: Wow, sounds like it's been quite a readjustment for you eh Charles?

Charles: I guess so... But I'll be ok. I'm sure I'll get used to it. Well, I better... I still have three and a half years to go before I get my bachelor's degree. I am determined though, and I will get it done. Then once I'm finished I'll go back to my small town and settle down there. One thing I do really enjoy here is all the sports clubs they have available on campus for the students. I'm already part of the wrestling team. What about you Tina, how do you like college life?

Tina: Well, as I was just telling Sarah, I am enjoying it a lot but I just feel like maybe I didn't choose the right major. I do like economics, which is what I am studying, but I can't imagine working in that field for my whole life. It's just not what I am passionate about. So, I'm thinking of changing my major to biology. I'm going to go to speak to the guidance counselor about all this tomorrow after class. The sooner I can get my major changed the better, I don't want to have to do another semester in a program I don't enjoy. But, I mean, beside all that, I think my favourite part of being here is living on the grounds of our beautiful campus, I take walks around its beautiful parks and old buildings every day.

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## VOCABULARY: COLLOCATIONS RELATED TO EDUCATION

### Go to class

*I **go to class** every morning Monday to Friday.*

### Take a test/exam

*I have **to take a test** in Physics next Wednesday.*

### Sit an exam

*I'm happy that I only have **to sit one exam** for this course.*

### Pass a quiz/test/exam

*I was so happy when I heard I **passed my test** with 85%. I have never scored that high before!*

### Fail a quiz/test/exam

*My mum was very upset with me when she found out I **failed my exam**.*

### Do/take a quiz

*In Mathematics class every Friday, we **do a short quiz**.*

### Start college/university/high school

*I am very excited about **starting college** this fall.*

### Finish college/university/high school

*After 4 years of studying Marketing, I will be **finishing university** this spring.*

### Get a degree

*It took me three years to complete all the requirements in Business Administration to **get my degree**.*

### Do your homework

*Bill makes sure to **do his homework** before going out to meet his friends.*

### Write a report/essay

*Tim is going to **write his Psychology essay** about the behavior of liars.*

### Hand in an assignment

*My teacher was upset that I **handed in my assignment** late.*



