

VOCABULARY

Feelings

A Choose the correct options (a, b or c) to complete the sentences.

- 1 Work is really stressful at the moment. I just feel so ___ all the time.
a relieved b awkward c tense
- 2 How can you eat like that? I'm ___ just watching you.
a thrilled b disgusted c overwhelmed
- 3 I was ___ to discover that he had stolen money from me.
a horrified b thrilled c tense
- 4 We were all ___ to hear that Jim had got back safely.
a relieved b disgusted c furious
- 5 My daughter was so ___ when she passed all her exams.
a horrified b devastated c thrilled
- 6 Sometimes I just feel so ___ by the amount of work I've got to do.
a overwhelmed b relieved c awkward
- 7 I think we all felt really ___ that there was nothing we could do to help.
a impressed b frustrated c disgusted
- 8 If I lose my job because of this, I will be ___ with you!
a relieved b stunned c furious
- 9 Barcelona were ___ by Liverpool's last-minute winner.
a thrilled b overwhelmed c stunned
- 10 Actually, I was really ___ by his level of commitment.
a impressed b furious c relieved

B Complete the text with the adjectives in the box.

frustrated impressed relieved stunned tense thrilled

It had been a difficult year at work and Jake (who never won anything) was ¹ _____ when he found out that he had won a foreign holiday in a competition. When he arrived, he loved everything about the place – the hotel, the countryside and the beach, which was only five minutes' walk away. He was particularly ² _____ by the food at a local restaurant and used to go there every evening to try out different dishes.

One evening, as he was eating, Jake thought the staff seemed a little ³ _____. They were polite to him, but they didn't seem as relaxed as usual, and one of the waiters looked quite angry. Jake didn't pay much attention – after all, nobody is bright and cheerful all the time – but a little while later, he thought he heard raised voices in the kitchen. Soon after, there was shouting, but more alarmingly, a lot of smoke coming from the kitchen. Jake was ⁴ _____ because he couldn't understand what they were saying, but the message soon became clear – the restaurant was on fire and they had to get out fast! While the staff battled in vain to put out the fire, Jake and the other customers looked on from a safe distance, most of them too ⁵ _____ to even speak.

The following day, they learnt that one of the waiters had thrown a pan of hot oil across the kitchen, and that was what had caused the fire. Everyone was shocked when they saw the damage – there was nothing left of the restaurant – but they were all ⁶ _____ to hear that there were no injuries.

GRAMMAR

Question forms

A Reorder the words to make questions.

- 1 where / could / nearest / is / the / you / me / tell / bank
_____?
- 2 is / your / name / I / ask / what / can
_____?
- 3 are / what / about / you / thinking
_____?
- 4 there / you / happened / what / when / got
_____?
- 5 meal / the / you / like / didn't / about / what
_____?
- 6 today / is / the / lesson / taking / who
_____?
- 7 know / you / do / lives / he / where
_____?
- 8 that / you / repeating / mind / would
_____?

B Rewrite the direct questions as indirect questions.

- 1 When is the test?
Could you tell me when _____?
- 2 What is your name?
Do you mind telling _____?
- 3 How old are you?
Can I ask you _____?
- 4 Where do we have to go?
Do you know _____?
- 5 Where do I sign my name, please?
Excuse me. Could you tell me _____?
- 6 Please sit down over there.
Would you mind _____?
- 7 What is your address?
Can I ask you _____?
- 8 What time is it?
Do you know _____?

C Complete the questions with the correct form of the words in brackets.

- 1 You've got to be joking! Why _____
(you / not tell) me this before?
- 2 What _____ (you / talk / about)?
I finished it last week!
- 3 Can you tell me what _____
(happen / yesterday)?
- 4 _____ (you / know) the
manager personally?
- 5 So, you said your holiday wasn't great – what _____
(you / not / like) about it?
- 6 You're not from here, are you? Where _____
(you / grow up)?
- 7 Who _____ (you / talk / to)
outside earlier?
- 8 _____ (who / you / go) to Brussels
with tomorrow?

PRONUNCIATION

Intonation in yes/no and wh- questions



A Circle the arrows to predict which intonation will be used in each question. Then listen and check.

- 1 Do you need any help with your bags? [↗] / [↘]
- 2 What time would you like to meet? [↗] / [↘]
- 3 Do you want anything else to eat? [↗] / [↘]
- 4 What seems to be the problem? [↗] / [↘]
- 5 How long have you been living at
your current address? [↗] / [↘]
- 6 Are you ready to go? [↗] / [↘]
- 7 Have you asked her about it? [↗] / [↘]
- 8 How much do I owe you? [↗] / [↘]



B Listen again and repeat.



GRAMMAR

Tense review

A Choose the correct options to complete the sentences.

- 1 What *were you doing* / *did you do* between three and five o'clock yesterday?
- 2 I made sure *I'd* / *I've* done all the housework before I left this morning.
- 3 Apparently *he works* / *he's working* this Saturday so he can't come.
- 4 Sorry, I can't stop – I *have to* / *had to* pick the kids up in half an hour.
- 5 I met her while I *was travelling* / *had travelled* around Southeast Asia.
- 6 You aren't going to believe this – *I've* / *I'd* passed all my exams! Isn't that great?
- 7 Conditions were terrible – it was freezing cold and it *rained* / *was raining* heavily.
- 8 I *grew* / *have grown* up in France, but strangely I've never been to Paris.

B Complete the sentences with the correct form of the verbs in the box. Use contractions where possible.

close finish leave live see sell out

- 1 This is ridiculous – I can't believe he _____ the report yet!
- 2 I _____ just _____ the house when the phone rang.
- 3 Apparently, all of the tickets _____ by the time she got there.
- 4 We'd better hurry up – the shop _____ at 4 pm on Sundays.
- 5 Actually, I _____ him on Friday – you should come along.
- 6 I _____ in New York for eight years, but never went to the Empire State Building.

C Complete the interview with the correct form of the verbs in brackets. Use contractions where possible.

Interviewer: So would you say you ¹ _____ (face) a lot of challenges in your life up to now? What was your childhood like, for example?

Joe: Well, actually – something pretty crazy happened to me while I was growing up. My parents came to get me from school one day and told me that our house ² _____ (burn) down – there was nothing left of it. I was nine years old. That was quite a challenge.

Interviewer: Wow! That must have been awful. It ³ _____ (sound) like a devastating experience, especially for someone so young.

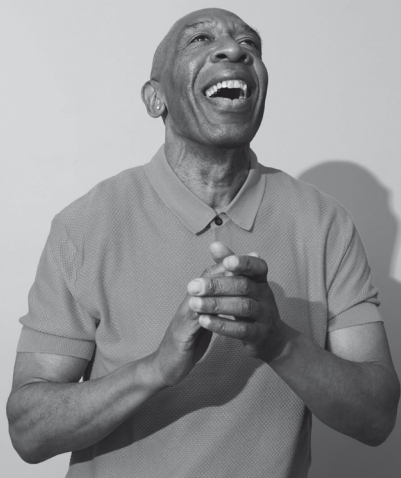
Joe: Yes but, in a funny way, I think I was young enough to get over it – it would be much worse to go through that now.

Interviewer: I see. Apart from that one extreme event, was your childhood a happy one?

Joe: Let me think ... Yes, I ⁴ _____ (have) a happy childhood. Things got a bit difficult later, though. I ⁵ _____ (not be) very happy at university, so I left. That was quite tough because I ⁶ _____ (look) for a job for at least six months before I found one. But I think I ⁷ _____ (go) through my biggest challenge at the moment, actually. It isn't easy getting started in my profession – especially when you're a foreigner.

Interviewer: No, I guess it isn't. I ⁸ _____ (not think) about that. Good point.





VOCABULARY

Personality adjectives; Noun suffixes

A Match the beginnings of the sentences (1–8) to the endings (a–h). Use the adjectives in bold to help you.

- 1 Elias is so **stubborn**! He can ... _____
 - 2 The manager is pretty **optimistic** about the target. He thinks ... _____
 - 3 Don't be so **self-centred**. You should ... _____
 - 4 He is talented, but he's **arrogant** too. He ... _____
 - 5 She's incredibly **witty** actually. After five minutes with her, I ... _____
 - 6 I worry about Kelly being so **naïve**. I'm afraid ... _____
 - 7 I think I'm an **open-minded** person – I'm always ready ... _____
 - 8 Freya is very **down-to-earth**. You'd never know ... _____
- a is always telling people how great he is.
 b people will hurt her feelings.
 c that she was rich.
 d never admit when he's wrong.
 e think about others for a change.
 f to hear different viewpoints.
 g the team should reach it by July.
 h can't stop laughing.

PRONUNCIATION

Connected speech: final consonant and initial vowel

A Listen and draw () to show the connected speech.

1.2

- 1 You can't always get what you want in life.
- 2 Alex isn't an easy person to get to know.
- 3 Actually, he's not at all like his brother.
- 4 Marco will support us whatever we end up doing.
- 5 Everyone at work has been really understanding about it.

B Complete the sentences with the noun form of the adjectives in the box.

arrogant confident determined different loyal
 optimistic responsible stubborn

- 1 I wish I had had the _____ to speak up when I see something like that.
- 2 His _____ when he was talking about his successes was very annoying.
- 3 The team's _____ paid off in the end when they got the victory they needed.
- 4 When everything started to go wrong, Carl began to lose some of his natural _____.
- 5 It is the company's aim to encourage brand _____ so that you keep buying their products.
- 6 I'm sorry, but the break in is your fault. It was your _____ to make sure the office was locked up.
- 7 Can you tell the _____ between these two photos? They both look the same to me.
- 8 His _____ prevented him from apologising and saving his job.

B
1.3

B Read the sentences. Draw () to join the words where one word ends with a consonant and the next begins with a vowel. Then listen and check.

- 1 How far is it to your house – will it take long to walk?
- 2 My job is much better now that I work from home on Wednesdays.
- 3 He was generally thought of as lazy and disruptive.
- 4 I think I've done the best I can on this project.
- 5 I think it's important to talk to people we don't agree with.

C
1.3

C Listen again and repeat.

READING

A PREDICT Look at the title of the article and the pictures. What do you think these four famous people had in common?

B SCAN Read *Through thick and thin* quickly to check your answers to Exercise A.

C SKIM FOR MAIN IDEAS Read the article again. Choose the correct sub-headings (a–f) to complete the article. There are two extra headings you do not need to use.

- a Don't let failure stop you
- b Inspiration can strike when you least expect it
- c Physical strength can be beneficial
- d Discipline and training is key
- e Bravery will help you achieve
- f Be prepared to take new paths

D READ FOR DETAIL Read the article again and answer the questions. Underline the parts of the text that gives you the answers.

- 1 What effect did Demosthenes's initial failure have on him?
- 2 What methods did he use to improve his speech?
- 3 How successful was Spielberg's first film?
- 4 What was his first big break?
- 5 What was Lincoln's first occupation?
- 6 Which occupation led him to a career?
- 7 Why did Frida Kahlo change the way she dressed as a child?
- 8 Did she always want to be an artist?

E REFLECT Think about the answers to these questions.

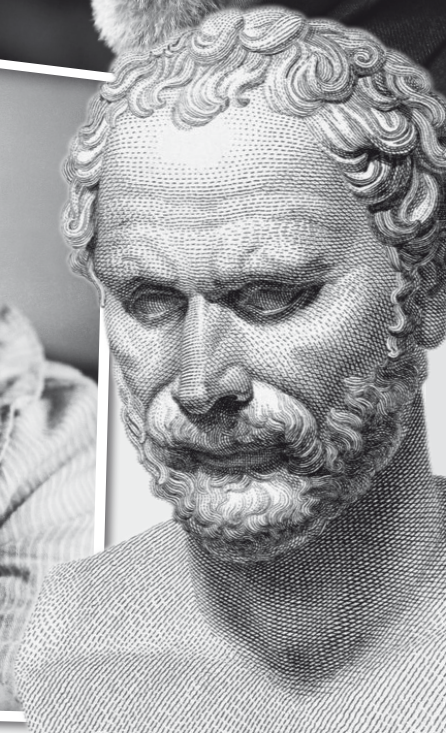
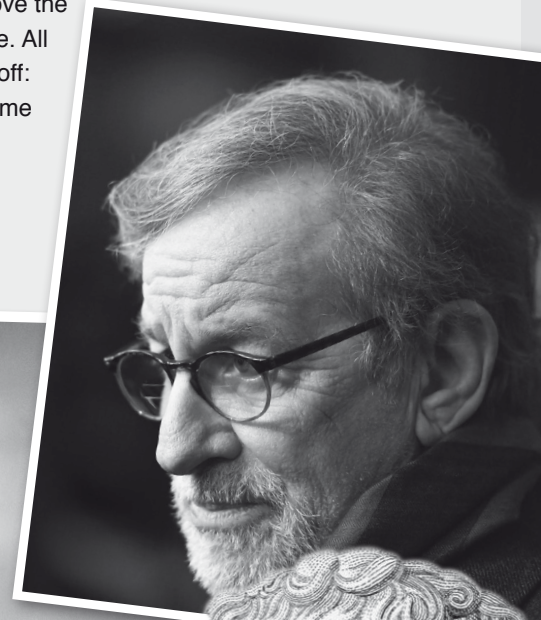
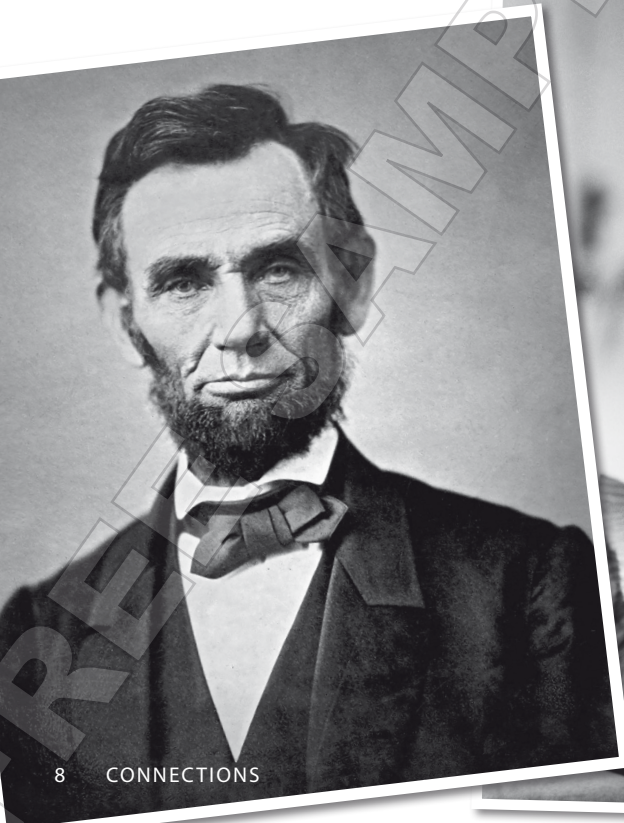
- 1 Which of the stories do you find the most inspiring? Why?
- 2 Apart from the four lessons highlighted in the article, what other things do you think are key to success?

Through **Thick** and **Thin**

When life gets too much for us, reading about people who have struggled against the hard circumstances of their birth and upbringing can put things into perspective. Here are four lessons from inspiring figures who never gave up:

1 _____

If you had a stammer, you probably wouldn't choose public speaking as a profession. Demosthenes – an ancient Greek politician – managed to overcome his speaking difficulties to become the greatest orator of his time. His first attempt at public speaking was a disaster, but criticism just made him more determined. He shut himself away, read a lot and practised speaking day and night. It is said that he would fill his mouth with small stones and practise speaking with a knife held between his teeth to get rid of his stammer and improve the strength of his voice. All his hard work paid off: he went on to become one of the leading political figures in Athens.



2

Steven Spielberg may not have been born into poverty or suffered a physical disability, but his path to success wasn't easy. The grandson of Ukrainian immigrants, Steven was bullied as a child, and his parents' divorce while he was at high school was a further blow. He dreamt of being a film-maker, but his first commercial film made a profit of only \$1, and his first TV programme was considered so bad that it had to be re-shot by someone else. A year later, he was given a second chance, and this time, there were calls for him to be fired. He admitted that if he hadn't then been given the chance to direct the film *Duel*, he might well have given up. Then came *Jaws* and the rest is film history.

3

Abraham Lincoln was born in 1809 to poor and probably illiterate parents. His mother died when he was nine years old and Lincoln was immediately put to work on the family farm. He had little formal education, but it is said that he would walk for miles just to borrow books. For a few years, he was a manual labourer and was said to be good at using an axe. Life was tough, but these years strengthened him. He then moved to the town of New Salem, where he tried a variety of jobs – shopkeeper, postmaster, general store owner – mostly unsuccessfully. It was when he decided to become a lawyer and later to go into politics that he finally found his life's work.

4

The challenges faced by the world-famous artist Frida Kahlo started from an early age. When she was just six years old, she caught polio which left her right leg shorter and much thinner than the left – something she wore long skirts to disguise. Perhaps because of her illness, Kahlo dreamt of becoming a doctor, but her ambitions were cut short when, at the age of 18, she was involved in a serious traffic accident. Kahlo's injuries kept her in bed for months and left her in serious pain for the rest of her life. However, it was during her recovery that Kahlo found her true calling – painting. Although she was unable to get out of bed, she could see her reflection in a mirror opposite where she slept and, as a result, many of her paintings were self-portraits – a style for which she became famous.

Glossary

- illiterate (adj)** somebody who is not able to read or write
orator (n) somebody who makes formal speeches in public or is good at public speaking
polio (n) a serious disease that causes loss of control or feeling in your muscles
stammer (n) a speech difficulty where words or sounds are repeated

LISTENING

A You are going to listen to a podcast about a social issue in the UK. Make a list of the top five social issues (e.g. housing, lack of jobs, etc) facing your country.



B LISTEN FOR GIST Listen to an extract from the podcast and choose the best title (1, 2 or 3).

- 1 The effects of social isolation and loneliness on an ageing population
- 2 Government introduces new strategy to tackle loneliness in British society
- 3 Top tips to help you tackle social isolation in your own community



C LISTEN FOR MAIN IDEAS Listen to the full podcast. Put the following topics in the order they are discussed.

- ___ The decision came about because of recent research.
- ___ The new minister will develop a strategy based on input from many groups.
- ___ British government appoints a minister for loneliness. Give practical help to those in need.
- ___ Try to develop new relationships with your neighbours.
- ___ Young people are lonelier than older people.



D LISTEN FOR DETAIL Listen to the podcast again. Choose the correct options (a, b or c) to complete the sentences.

- 1 The idea of a minister for loneliness ...
 - a is the British Prime Minister's most unusual idea.
 - b is unique to the UK.
 - c will definitely solve the problem.
- 2 According to the Cigna survey, the loneliest people in the USA are aged ...
 - a 16 and under.
 - b between 18 and 22.
 - c 75 and over.
- 3 The minister for loneliness will ...
 - a talk to people who feel lonely.
 - b help charities which deal with loneliness.
 - c work with different organisations to solve the problem.
- 4 The first step to helping others is to ...
 - a use social media to reach out to people.
 - b take time to get to know people around you.
 - c start a conversation with a stranger.
- 5 Older people appreciate practical help because ...
 - a most of them can't drive.
 - b they find practical matters quite boring.
 - c it gives them a chance to communicate with others.

E REFLECT Think about the answers to these questions.

- 1 Do you think the appointment of a 'minister for loneliness' is a good idea? Why/Why not?
- 2 What other ways can you think of to bring people together and tackle the problem of loneliness?

WRITING

A Skim the letter and answer the questions.

- 1 What is the purpose of the letter?
- 2 Who is the letter for?
- 3 Why does the writer begin with *Dear Sir/Madam*?

B STRUCTURING FORMAL LETTERS Read the letter again. Put the functions in the order they appear.

- ___ request for information
- ___ sign-off
- ___ request for a response
- ___ purpose of the letter
- ___ salutation or greeting

To: roboticsclub@email.com
From: ajkhatri@mail.co.uk

Dear Sir/Madam,

¹I want to know a bit more info about joining your robotics club. I was looking for a club to join and the projects on your website looked the most interesting. However, I have a few questions I would like to ask before I sign up.

²So first things first, how often do you get together and where? I was also wondering if the venue is fully equipped or whether I should bring any of my own tools or parts to the meetings. ³I also want to know how much I have to pay to be a member and how often. Lastly, are your members all qualified in robotics, ⁴or do you let anybody join? I am studying electronics at college but have a keen interest in robotics and subscribe to several magazines on the subject.

⁵Let me know by the end of the week, OK – either by email or telephone. Thank you in advance for your help.

Yours faithfully,

Arjan Khatri

C Replace the sentences (1–5) with their more formal equivalents (a–e).

- a or do you accept people with related skills?
- b I am writing to enquire about membership of your robotics club.
- c I would be grateful if you could let me know before your next meeting.
- d Could you also tell me if there is a membership fee and if it is a one-off or weekly/monthly payment?
- e I would like to know how often the club meets, and where.

WRITING PRACTICE

A PREPARE Read the task below and make notes about who you are writing to, what you need to know and what action you expect them to take.

You are keen to join the local sailing club. Write a letter of enquiry and find out:

- when and how often they meet
- how much previous experience is necessary
- how the club ensures your safety
- what equipment you need.

B PLAN Organise your notes from Exercise A into a plan for a letter of enquiry.

C WRITE Write your letter of enquiry in 150–250 words. Use your plan to help you.

D EDIT Edit your letter. Check:

- spelling and punctuation
- all of the information in the task has been covered
- an appropriate structure/ tone has been used.



VOCABULARY

Health and fitness

A Complete the article with the nouns in the box.

anxiety calories cholesterol depression obesity stress

Staying healthy as a student

BY EMILY FISCHER | 15 OCT



When you are under a lot of ¹ _____ – for example, when you have a lot of studying to do – you need to make sure that you look after yourself both mentally and physically.

Mentally, you could find yourself suffering from ² _____, worrying about even the simplest of things. If left untreated, this could lead to ³ _____. Many sufferers are so unhappy that they find it difficult to lead a normal life and it can be incredibly difficult to overcome.

Physically, a lot of people tend to overeat, consuming far more ⁴ _____ than they can burn off.

If this continues, it can lead to ⁵ _____, which has its own set of complications. Stress and overeating can both cause an increase of ⁶ _____ in the blood, which in turn can cause problems, particularly for the heart.

B Choose the correct options to complete the sentences.

- Mental / Physical* health issues, such as anxiety and depression, can have serious consequences on your quality of life.
- Not all *calorie / processed* foods are unhealthy, but many of them have added chemicals, salt or sugar which you might want to avoid.
- The average *life / age* expectancy for women in the UK is around 80 years, while for men it is a little less.
- Giving up smoking greatly *levels / reduces* the risk of serious illness and, in fact, some health benefits can be measured almost immediately.
- Keeping fit and healthy helps to slow the *ageing / disease* process, as well as helping you feel younger.
- This workout is designed for people with an average *lack / level* of fitness.
- A little bit of stress helps us get things done, but if you *benefit / suffer* from constant anxiety, it can make it difficult to lead a normal life.
- I'm actually taking my holiday a little earlier this year as I know I'll be *under / in* a lot of pressure over the summer period.

GRAMMAR

Present perfect simple and present perfect continuous

A Choose the correct options to complete the sentences.

- I've *read / been reading* that book you gave me. I've only finished the first few chapters, but it's pretty good.
- I've *been staying / stayed* with Jo all week because they're doing some work on my flat.
- I've *been losing / lost* five kilos already, but I want to lose at least five more.
- Where on Earth have you been? I've *phoned / been phoning* you all day!
- Paris? Yes, I've *been / been going* there lots of times. What do you want to know?
- I've *tried / been trying* to finish this project for well over a week now.
- We've *been spending / spent* every summer in Portugal since we got married there 20 years ago.
- We've *done / been doing* this for hours. Maybe we should take a break?
- I'm really tired actually. I *haven't slept / haven't been sleeping* very well recently.
- He *has written / has been writing* six best-selling novels in the past decade.

B Complete the sentences with the present perfect or present perfect continuous form of the verbs in brackets. Use contractions where possible.

- _____ (I / finish) everything I needed to do for today. Can I go home now?
- Your hands are black! What _____ (you / do) this morning?
- I need to be careful with my diet. I think _____ (I / put on) a little weight since the summer.
- One good thing I've managed to do for my health is that _____ (I / give up) smoking.
- _____ (We / work) this all week without a break. I'll be glad when we finish it.
- I wasn't happy with the service that company provided so _____ (I / stop) using them.
- _____ (Mia / cycle) to work while her car is being fixed.
- Apparently, _____ (he / already / go) to the gym three times this week!

C Complete the sentences with the present perfect simple or continuous form of the verbs in the box.

break call clean finish go (x2) stay wait

- I can't play on Saturday because I _____ my leg!
- I _____ David all morning, but he isn't answering his phone.
- I _____ writing the report yet.
- We _____ to the gym for over a year now.
- Apparently he _____ the downstairs bathroom, but not the one upstairs.
- We _____ for you since six o'clock!
- Phil _____ to Hungary three times.
- For the last week, I _____ at Tim's place.

PRONUNCIATION

Connected speech: present perfect continuous



A Listen and circle the sentences you hear (a or b).

2.1

- a I'm trying to reach him.

b I've been trying to reach him.
- a He's drinking too much coffee.

b He's been drinking too much coffee.
- a I've been looking at places to stay on the island.

b I'm looking at places to stay on the island.
- a They've been talking about buying a new car.

b They're talking about buying a new car.
- a We've been spending more time together as a family.

b We're spending more time together as a family.



B Listen and complete the sentences.

2.2

- _____ living in France for four years now.
- _____ working part time in a café.
- _____ eating a lot less junk food recently.
- _____ spending more time with her family.
- _____ talking about returning to the UK.



C Listen again and repeat.

2.2



GRAMMAR

used to, would, get used to, be used to

A Are these sentences correct or incorrect? Rewrite the incorrect sentences.

- I'm still not used to living in the countryside.
- He didn't used to have such long hair.
- We would to sit out on the balcony and talk all night.
- I found it really difficult to get use to wearing contact lenses at first.
- You'll have to be used to working longer hours now you've got your new job.
- Being the youngest in my family, I soon used to being told what to do.
- I've lived here for 12 years now and I'm still not used to driving on the left!
- What would you do in the summer when you were a child?
- I think I'm slowly getting use to such a long commute.
- I'd always play football for hours after school in the park.

B Complete the conversation with the correct forms of *used to, would, get used to* or *be used to*.

Natasha: Is this you in the photo?

Dimitri: Yes. It's a bit embarrassing.

Natasha: You ¹ _____ be so sweet!

Dimitri: Thank you. Wait a minute. Are you saying that I'm not sweet anymore?

Natasha: Well, it was a long time ago – I'm sure I'm not the first person to point it out to you! You must ² _____ it by now!

Dimitri: One thing I can't ³ _____ is the fact that I don't feel any older. I mean, I look at photographs of me and I think, 'I don't look like that, do I?'

Natasha: Oh, I ⁴ _____ that years ago. Now, I just don't let anyone take my photo!

Dimitri: You know, when I was younger, I ⁵ _____ often wonder what I would look like when I grew up. I sometimes ⁶ _____ imagine I would look like my dad. I guess I do as I get older.

Natasha: I know, right? People ⁷ _____ say that I looked like my mum – but they do now! It's hard ⁸ _____ growing older. Oh well – we can't change the ageing process I guess.

PRONUNCIATION

Catenation: *used to*

A Listen to the sentences. Which sound is omitted in *used to* – /d/ or /t/?

- He used to be a professional footballer.
- I'm slowly getting used to life in Japan.
- You must be used to the food here by now!



B Listen and repeat the sentences.

- I can't get used to doing everything on my own.
- I'm not used to having to cook for myself.
- My mum used to take care of things like that.
- We always used to eat lovely food at family gatherings.
- She's used to getting everything her own way.
- Have you got used to driving on the left yet?





VOCABULARY

Adverbs of stance; Adverb + adjective collocations

A Choose the correct adverbs to complete the sentences.

- Naturally* / *Simply*, we all want to find a solution as soon as possible.
- Five years ago, there were plenty of jobs. *Merely* / *Sadly*, this is no longer the case.
- Social media has *undoubtedly* / *apparently* affected the way we communicate with each other.
- I didn't do a lot in my old job. I was *naturally* / *merely* there to make the coffee and answer the phone.
- She is a very unpleasant person and, *undoubtedly* / *frankly*, I don't want her on my team.
- Merely* / *Admittedly*, I made a mistake, but we're all human, aren't we?
- Do you remember Sharon? Well, *frankly* / *apparently*, she's now married and living in New Zealand!
- I'm sorry, but what's being reported in the press *merely* / *simply* isn't true.

B Replace the phrases in italics with adverbs from Exercise A.

- I accept that* I don't do as much to help the environment as I probably should.
- To be completely honest*, I don't like her attitude.
- The money they're offering is *just* to keep us quiet.
- Of course*, we will let you know if anything changes.
- He's just bought a Ferrari, *from what people say*.
- Although I wish it wasn't necessary*, I have to leave my job.

C Complete the email with the adjectives in the box.

concerned disappointed easy likely ridiculous

TO ALL DEPARTMENT MEMBERS

From Chang

To my mind, the proposal to ban personal use of the internet in the office is absolutely ¹ _____, and I'm bitterly ² _____ with the management's decision. Naturally, I'm deeply ³ _____ about the invasion of privacy that this might cause, but, frankly, it is ridiculously ⁴ _____ for a manager to see if an employee is spending hours on social media and, in such cases, to take disciplinary action. There is no need for such drastic measures and I think it is highly ⁵ _____ that the staff will react very badly to the new rule.

READING

- A PREDICT** You are going to read an article about self-help books. What do you think makes them effective? What are some of the potential issues?
- B SCAN** Read *How helpful is self-help?* quickly. Which of your ideas from Exercise A are discussed?
- C READ FOR GIST** Read the article again. Choose the best summary (1, 2 or 3) of the writer's argument.
- 1 People rely too heavily on self-help books these days.
 - 2 Self-help books may offer some useful advice, but only you can drive real change.
 - 3 The majority of self-help books contain very practical and useful advice.



How helpful is self-help?

The self-help industry is still booming, offering support for everything from giving up caffeine to managing depression. But is it doing more harm than good? | By Daniel Edwards

When I was younger, change seemed much easier. If you wanted to get fit, you went for a run. If you didn't like your job, you got another one. It's just common sense, isn't it? Well, to a point, yes: do something outside your comfort zone often enough and you'll soon get used to the discomfort. You may even become good at it. But as we all know, advice is always easier to give than to follow, and change can be scary.

Enter the quick fix – the self-help book. Over the past 20 years, self-help content has exploded, with books, blogs, vlogs, podcasts, all dedicated to giving advice. But whether the huge popularity of the industry proves it is effective is difficult to say. Can we really prove a cause and effect relationship between the book and the reader's happiness? Perhaps they started one title, found it didn't work and tried another. Perhaps other parts of their life – like their job or relationship – just got better. It's impossible to say for certain what led to their happiness.

However, good self-help books do give a clear picture of a problem and how to deal with it. At least you learn something, even if you don't follow the advice given, and it might make you more sympathetic to people with a similar issue. They can also be a source of comfort when facing life-changing experiences such

as a death in the family or a divorce. I think we can all agree that knowing how others have coped in similar situations can give you the strength to carry on. Also, they are undoubtedly cheaper than paying for a therapist or other professional help.

While some self-help content does provide good advice, many are, without doubt, full of unscientific nonsense. I can see how a title like 'Think Yourself Famous' might be attractive, but in reality, we can't just get what we want simply by thinking about it. Another problem is that many of them don't consider social and economic circumstances. If you have the time and the money, a nice home and a loving family, then it becomes that much easier to make positive changes in your life. Whether the idea that it takes 10,000 hours of practice to master something is true or not, at least it makes you realise that some time and effort are required.

The boom of the self-help industry is driven by people's desire for quick solutions to difficult problems. It's also pretty interesting that we only seem to turn to self-help when the economy is bad. However, one thing is clear – whatever inspires you to make a change, only you can make it happen. Which, if you think about it, isn't all that different to how things used to be.

- D IDENTIFY ASSUMPTIONS** Read the article again. Underline parts of the text that match the assumptions (1–5).

- 1 Taking someone's advice is more difficult than giving it to others.
- 2 Hearing about the similar experiences of others can be helpful.
- 3 A lot of self-help books are factually inaccurate.
- 4 Your current situation can affect what you can achieve.
- 5 People don't need self-help books when the country is doing well.

- E REFLECT** Think about the answers to these questions.

- 1 Do you believe that self-help books can actually bring about change in people's lives? Why/Why not?
- 2 In the conclusion, the writer claims that more people turn to self-help when the economy is bad. Why do think this happens?

LISTENING

A You are going to listen to an interview about making lifestyle changes. Which of the following techniques do you think would help? Why?

- Log your progress in a written diary or online blog.
- Involve a friend or family member in your plans.
- Reward yourself with a special treat when you reach your goal.

B **LISTEN FOR GIST** Listen to the interview. Put the techniques in the order they are mentioned.

- 2.5
- ___ Use social media to log your progress.
 - ___ Set realistic goals.
 - ___ Ask friends and family for support.
 - ___ Focus on one change at a time.
 - ___ Make a detailed plan of action.

C **LISTEN FOR REASONS** Listen to the interview again. Choose the correct options (a, b or c) to complete the sentences.

- 2.5
- 1 People often fail to achieve their goals because they aren't ...
 - a detailed enough.
 - b motivating enough.
 - c challenging enough.
 - 2 Many people struggle with fitness goals because they ...
 - a try to make too many changes at once.
 - b don't set achievable targets.
 - c can't fit them into their schedules.

3 Gudrun's kind of list helps her clients to ...

- a prioritise their goals.
- b track their overall progress.
- c clearly define their goals.

4 Many people avoid support networks because they ...

- a don't know how to explain their issues.
- b don't want to be judged by friends and family.
- c don't want to admit they have a problem.

5 Writing about your goals on Facebook will ...

- a help you stay motivated.
- b mean you're less likely to fail.
- c earn you more likes and comments.

6 One of Gudrun's clients tracked their daily progress to ...

- a share with his family.
- b encourage others to do the same.
- c help him stick to his goal.

D REFLECT Think about the answers to these questions.

- 1 Which of the methods discussed in the interview do you think would work best for you? Why?
- 2 What other methods can you think of that might affect lasting change?



WRITING

- A** Think about your habits when working or studying. How do you avoid getting distracted? Make a list of five techniques you use.
- B** Read *How to stop putting things off*. Were any of your techniques from Exercise A mentioned?



How to stop putting things off

The poet Edward Young called procrastination 'the thief of time' because it is the one thing you can never get back. Whatever excuses you find for putting off tasks, it always leads to worry and stress. We all do this at one time or another, depending on the difficulty of the task. But ¹ let it become a habit. Here are some tips to help you!

What's the problem?

Emotions are often the cause of procrastination. If it is fear or boredom that's stopping you from getting started, follow these rules:

- Take time to think about your real reason for putting off the task. Is there really a problem? Or is that just an excuse?
- If negative emotions are the issue, ² replace them with a can-do attitude. Do some physical activity. Believe me, it works!

Getting started

Once you've identified the problem, take the following steps to get started:

- ³ break a big task down into smaller stages that are easier to manage.
- Put it in writing! A written plan of action will give you confidence to see the task through.

Keep going

Now you've begun, follow these simple rules to keep working:

- ⁴ there are no distractions. Turn your phone off, or put it into flight mode so you can't check your emails or go on social media.
- ⁵ any negative thinking now that you have got started.
- ⁶ congratulate or even reward yourself when you complete each part of the task.

Job done

Congratulations! You got your work done. It feels good, doesn't it? I'm sure you feel more confident and you'll no doubt sleep much better tonight.

- C GIVING ADVICE** Read the article again. Complete the sentences (1–6) with the words and phrases (a–f).

- Avoid
- It's a good idea to
- whatever you do, don't
- Remember to
- Make sure
- try to

- D** Rewrite the advice using the words in bold.

- Making a plan before you start is always helpful.

Try to _____.

- Doing some physical exercise will help a lot.

It's a good idea _____.

- Try not to use your mobile after 10 pm.

Avoid _____.

- Breaking tasks down into stages is very important.

Make sure you _____.

- Remember to reward yourself.

Whatever you do, don't _____.

WRITING PRACTICE

- A PREPARE** You are going to write an article giving advice about public speaking. Use the following questions to make notes:

- Would you be nervous if you had to give a speech? How would you control your nerves?
- What kind of preparation do you think is needed before making a speech?
- What advice would you give to someone who has to speak in public for the first time?

- B PLAN** Organise your notes from Exercise A into a plan for an article.

- C WRITE** Write your article in 150–250 words. Use your plan to help you.

- D EDIT** Edit your article. Check:

- spelling and punctuation
- use of expressions to give advice
- appropriacy of ideas (e.g. Is the advice clear? Is it good advice?).

Glossary

procrastination (n) delaying something that must be done, usually because it is boring or unpleasant