

# 1 Study helpline

## Vocabulary

1 Write the words in the correct column. Write *n* (noun), *v* (verb) or *n/v*.

assignment • become independent  
 continuous assessment • coursework  
 degree • extracurricular activity • **grade**  
**graduate** • hall of residence • lecture  
 mark • master's • notes • resit  
**student facilities** • student loan • tutor  
 tutorial • undergraduate



Studying at university	Life at university	People	Exams/Assessment
<i>graduate</i> (v) /grædʒuət/	<i>student facilities</i> (n)	<i>graduate</i> (n) /grædʒuət/	<i>grade</i> (n/v)

2 Use the word given in capitals to form a word that completes the sentence.

- You learn to be \_\_\_\_\_ when you stop living with your parents. **DEPEND**
- One way of checking a student's progress at university is by \_\_\_\_\_ assessment. **CONTINUE**
- Students have to do \_\_\_\_\_ for each of the subjects they study at university. **ASSIGN**
- A \_\_\_\_\_ is a type of class at university. **TUTOR**
- When they aren't at lectures, students can choose to do an extracurricular \_\_\_\_\_. **ACTIVE**
- In their first year at university, many students live in a hall of \_\_\_\_\_. **RESIDENT**

3 Choose the correct option, a, b or c.

- After I graduate, I'd like to continue studying and do a \_\_\_\_\_.  
 a degree      b undergraduate      c master's
- Our history \_\_\_\_ starts at 2.30 and finishes at 4.00 this afternoon.  
 a tutor      b lecture      c course
- Katie can't come out tonight because she has to \_\_\_\_ an exam tomorrow.  
 a revise      b resit      c mark
- My brother is studying for a \_\_\_\_ in physics at university.  
 a graduate      b grade      c degree
- When I read the \_\_\_\_ that I took in my tutorial, I couldn't understand them!  
 a notes      b coursework      c assignments
- I can't afford to pay for university so I've got a student \_\_\_\_.  
 a facilities      b loan      c tutor
- I work very hard on my assignments and I've got good \_\_\_\_ so far.  
 a coursework      b tutors      c grades

## VOCABULARY EXTENSION

4 Match the phrasal verbs (a-f) with the meanings (1-6). Use a dictionary to help you.

There are lots of extracurricular activities at university so I sometimes find it difficult to (a) **get down to** work. I go to lectures and (b) **take down** what the lecturer says. At the end of the day, I (c) **go over** my notes. But I sometimes (d) **hand in** assignments late because I always (e) **put off** writing them until the last minute. I don't know how I'm going to (f) **get through** my exams at the end of the year!

- read and check \_\_\_\_\_
- give work to a teacher or tutor \_\_\_\_\_
- pass \_\_\_\_\_
- start (to work) \_\_\_\_\_
- postpone, do something at a later time \_\_\_\_\_
- write (what a person says) \_\_\_\_\_

## STUDY SKILLS

What should you find out about a word when you look up words in a dictionary?

STUDY SKILLS ► page 84



1 Circle the correct alternative.

We use the present ...

- a simple/continuous to talk about routines and habits.
- b simple/continuous for actions happening now or around now.
- c simple/continuous for things that are generally or always true.
- d simple/continuous to describe states and situations in the present.
- e simple/continuous with *always*, etc. for things that annoy us.


2 Complete the sentences with the present simple or continuous form of the verb given. Then match the sentences with the rules in 1.

- 1 My friend \_\_\_\_\_ forever \_\_\_\_\_ (complain) about his course. \_\_\_\_\_
- 2 We usually \_\_\_\_\_ (have) lectures in the morning. \_\_\_\_\_
- 3 My parents \_\_\_\_\_ (understand) that I've got a lot of coursework. \_\_\_\_\_
- 4 I \_\_\_\_\_ (do) my placement now, and I love it! \_\_\_\_\_
- 5 A lot of people \_\_\_\_\_ (start) a course and then drop out. \_\_\_\_\_

3 Look at the information. Write sentences about the library using the correct present tense of these verbs.

close • construct • contain • extend • open • run

## HARELOW UNIVERSITY LIBRARY



**Opening hours**  
 Term-time: 24-hour access all week  
 Vacation-time: Weekdays, 9 am–5.25 pm

**Number of books**  
 50,000 books  
 Current building work  
 basement storage area: extension  
 new exhibition area: construction

**Librarians**  
 Dr Maria Gurther, Frederick Johnson

The library contains 50,000 books.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4 Circle the correct alternative.

- 1 I've applied/been applying to three universities.
- 2 The lecture has just finished/been finishing.
- 3 I've discovered/been discovering what I want to do.
- 4 I've seen/been seeing this film before.
- 5 I've worked/been working on this project all week.

5 Match the rules (a–e) with the sentences in 4.

- a It finished recently. \_\_\_\_\_
- b It happened at an unspecified time in the past. \_\_\_\_\_
- c It describes how many times it happened. \_\_\_\_\_
- d It emphasises the duration of an action that started in the past and continues to the present. \_\_\_\_\_
- e It describes the present result of a past action. \_\_\_\_\_

6 Complete the text with the present perfect simple or continuous form of the verbs given.

George (a) \_\_\_\_\_ just \_\_\_\_\_ (start) his second year as a university student. He (b) \_\_\_\_\_ (study) psychology up until now, but recently he (c) \_\_\_\_\_ (decide) that he wants to study something else. His tutors (d) \_\_\_\_\_ (tell) him to think very carefully before changing his course. For now, George (e) \_\_\_\_\_ (follow) his tutors' advice. He (f) \_\_\_\_\_ (go) to all his psychology lectures and he (g) \_\_\_\_\_ (think) more about what he wants to do.

GRAMMAR CHALLENGE

7 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. Use between three and six words.

- 1 I moved here six months ago. **LIVING**  
 I \_\_\_\_\_ six months.
- 2 Our teacher gives us a lot of assignments. It's very annoying. **FOREVER**  
 Our teacher \_\_\_\_\_ assignments.
- 3 I can't go out, I need to finish my research. **YET**  
 I can't go out, I \_\_\_\_\_
- 4 My friends talk about their coursework all the time. It drives me mad. **ALWAYS**  
 My friends \_\_\_\_\_ their coursework.
- 5 I read this book before so I'm not reading it again. **ALREADY**  
 I \_\_\_\_\_ this book so I'm not reading it again.
- 6 He started revising at six pm. **BEEN**  
 He \_\_\_\_\_ six pm.





## 1 Write the words in the correct column to make expressions.

an appointment • an assignment • breakfast  
**a course** • a decision • an exam • an excuse  
 friends • homework • the housework • a mistake  
 a noise • a promise • the shopping  
 someone a favour • sport • a suggestion • well

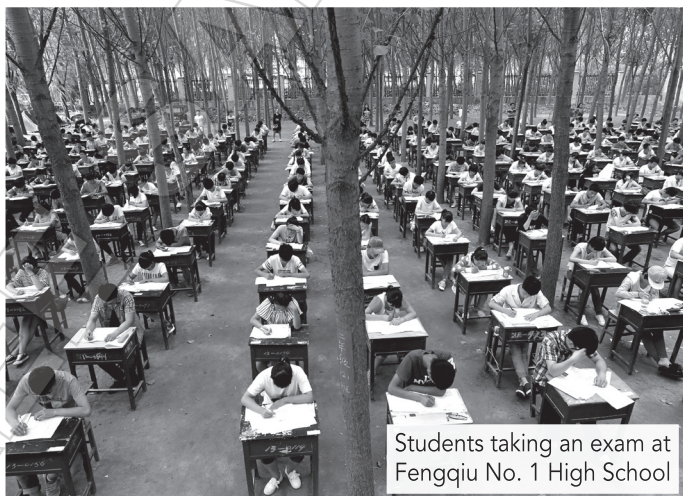
do	make
a course	

## 2 Read what happened, and write short sentences using some of the expressions in 1.

- The exam room was all quiet, then Sam dropped his pencil case on the floor.  
Sam made a noise.
- Nathan went to the wrong place for his lecture.  
 \_\_\_\_\_
- Juliet spent all day cleaning her kitchen and bedroom.  
 \_\_\_\_\_
- Harry finished his Spanish classes last week.  
 \_\_\_\_\_
- Kate won the second prize in a writing competition.  
 \_\_\_\_\_
- Lara said she couldn't go out because of a headache.  
 \_\_\_\_\_
- Ben wrote 2,000 words and handed it in to his tutor.  
 \_\_\_\_\_

## 3 01 Listen to a podcast about an exam. Tick (✓) the sentences that are true.

- Students do this exam in Japan.
- The exam lasts for a week.
- Students study hard for the exam.
- The exam is changing.



## 4 01 Listen again and choose the best answer (a-c).

- In the exam ...
  - everyone does a language.
  - arts and science students are separated.
  - only science students do maths.
- A good mark in the exam means that ...
  - they can get a good job immediately.
  - they can go to a better university.
  - they can help their family.
- The year before the exam ...
  - students do extra classes after school.
  - parents help their children to study.
  - students study to pass the exam.
- At specialised schools, students ...
  - do sports one day a month.
  - have one free day a week.
  - study more than 12 hours a day.
- On the day of the exam ...
  - students can't listen to music.
  - cars aren't allowed near the exam area.
  - ordinary people don't go to work.
- The problem with the exam is that ...
  - students can't concentrate.
  - students have to learn too much.
  - students don't analyse information.

## VOCABULARY EXTENSION

### 5 Match the verbs in bold (1-6) with their definitions (a-f).

- I think they need to **do up** the old parts of the university. \_\_\_\_\_
  - I take my mobile phone everywhere. I couldn't **do without** it. \_\_\_\_\_
  - Can you **make out** who this is in the photo? It isn't clear. \_\_\_\_\_
  - I'm going to **make** this part of my bedroom **into** an office. \_\_\_\_\_
  - I'm going to buy Adam a present to **make up for** missing his party. \_\_\_\_\_
  - I like **making up** stories and writing them on my blog. \_\_\_\_\_
- to see, hear or understand something, but with difficulty
  - to invent something that isn't true
  - to provide something good, so that something bad seems less important
  - repair or decorate (a building, etc.) so that it looks attractive
  - change something so it becomes something else
  - to succeed in living or working without something

1 Complete the sentences with the gerund or infinitive form of the verbs given.



- 1 \_\_\_\_\_ (sort out) your finances is vital.
- 2 It is important \_\_\_\_\_ (set up) a bank account.
- 3 \_\_\_\_\_ (check) the suitability of your accommodation is essential.
- 4 Set up an email account \_\_\_\_\_ (keep) in contact with lecturers and classmates.
- 5 Find out about local transport, although \_\_\_\_\_ (walk) to classes may save you money.
- 6 Learn \_\_\_\_\_ (cook) some simple, cheap meals.
- 7 If your accommodation involves \_\_\_\_\_ (share) costs with others, decide how bills will be divided amongst you.
- 8 Write a list of things you want \_\_\_\_\_ (take) with you well in advance to avoid \_\_\_\_\_ (forget) anything.
- 9 Check what you need \_\_\_\_\_ (do) before attending your first lecture.



2 Match the rules (a–e) with the sentences in 1.

- |   |       |
|---|-------|
| a The infinitive is used after certain verbs.                             | _____ |
| b The infinitive is used immediately after an adjective.                  | _____ |
| c The infinitive is used to give a reason or purpose for doing something. | _____ |
| d The gerund is used after certain verbs.                                 | _____ |
| e The gerund is used as the subject/object of a sentence.                 | _____ |

3 Match the halves to make sentences.

- |                         |                                     |
|-------------------------|-------------------------------------|
| 1 I'm qualified         | a the weather to warm up soon.      |
| 2 I'm not interested in | b to get a dog.                     |
| 3 I would never risk    | c to give first aid.                |
| 4 I've recently decided | d leaving my bike unlocked.         |
| 5 I'm expecting         | e becoming president of my country. |

4 Circle the correct alternative.

- 1 We've arranged to meet/meeting today at 4.30.
- 2 I'd like to do/doing a master's after I finish my degree.
- 3 Kim doesn't mind to cook/cooking for her flatmates.
- 4 Did you manage to hand/handing in your assignment on time?
- 5 I usually go to walk/walking at the weekends.
- 6 I'm too busy to go/going out tonight. I have to work.
- 7 Don't forget to turn/turning off your mobile before the exam.
- 8 Max admitted to borrow/borrowing my pen without asking.

GRAMMAR CHALLENGE

5 Find and correct a mistake in each sentence.

- 1 Gemma usually cycles to school for keep fit.  
\_\_\_\_\_
- 2 My teachers encouraged me doing a degree in English literature.  
\_\_\_\_\_
- 3 The bookshop owner suggested buy this new thriller – do you know it?  
\_\_\_\_\_
- 4 Oh no! I've been forgetting my password again!  
\_\_\_\_\_
- 5 Klaus promised text his parents as soon as he found out his test results.  
\_\_\_\_\_
- 6 I've done my homework for hours! I'm really tired!  
\_\_\_\_\_
- 7 Yasmin is finishing work at five o'clock on Fridays.  
\_\_\_\_\_
- 8 Have you ever considered to become a police officer?  
\_\_\_\_\_

1 Put the words in order to make questions.

- the going to like do you cinema ?  
*Do you like going to the cinema?* \_\_\_\_\_
- favourite is the day your what part of ?  
\_\_\_\_\_
- easy you is it study where to live ?  
\_\_\_\_\_
- do or outside prefer to you be inside ?  
\_\_\_\_\_
- would next you summer like what to do ?  
\_\_\_\_\_

2 Listen to five students answering the questions in 1. Decide if these statements are True (T) or False (F).

- Speaker A doesn't go to the cinema because it's expensive. T/F
- Speaker B gets up early at the weekend. T/F
- Speaker C doesn't mind sharing a room with his brother. T/F
- Speaker D likes being inside and outside. T/F
- Speaker E would like to go to Paris next summer. T/F



3 Complete the sentences with the verbs given. Then listen again to check.

- I'd rather \_\_\_\_\_ films at the cinema than at home. (watch)
- I like watching films on TV too, but I prefer \_\_\_\_\_ to the cinema. (go)
- I'd rather \_\_\_\_\_ in bed. (not stay)
- I'd rather \_\_\_\_\_ my own room. (have)
- I prefer \_\_\_\_\_ inside all weekend. (not stay)
- I prefer \_\_\_\_\_ at the weekend. (go out)
- I'd prefer \_\_\_\_\_ to a city. (not go)
- I'd prefer \_\_\_\_\_ somewhere hot. (go)

4 Find and correct the mistakes in the sentences.

- I'd rather not going to museums on holiday.  
\_\_\_\_\_
- I prefer reading than watching films.  
\_\_\_\_\_
- I rather get up early at the weekend.  
\_\_\_\_\_
- I'd prefer don't play computer games all the time.  
\_\_\_\_\_
- I'd rather be outside to be inside.  
\_\_\_\_\_
- I prefer have my own room.  
\_\_\_\_\_

5 In your notebook, rewrite the statements in 4 so that they are true for you.

STUDY SKILLS

What two things are important to speak English well?

STUDY SKILLS ► page 84



**1 Look at the expressions and write formal or informal.**

- 1 Hi, Lisa!
- 2 Dear Mr Fellows
- 3 It was great to hear from you.
- 4 All the best
- 5 Yours sincerely
- 6 Thanks
- 7 I am writing to complain about one of your products.
- 8 I would be grateful if you could send me a copy of the photograph.
- 9 I'd love a copy of that photo – can you send me one?

informal

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**2 Read the email from an English friend called Leo. Underline the points that Leo wants you to answer.**

✉
📄 📎 A ✕

**From: Leo**  
**Subject: Hi**

Hi!

I hope everything's OK. It seems a long time since I heard from you. What have you and your family been doing recently?

I'm trying to decide which universities to apply to. My main decision is about whether to study abroad or not. I've looked at some universities in Australia, and I'd love to go there to study. There are some excellent courses and I could spend my free time doing sports, which I love, as you know!

I'm also considering coming to study in your country. What do you think the advantages are for me doing that? On the other hand, I can see that staying in England is easier. Maybe you could come and study here, or we could both go and study in Australia together! What would you prefer?

1 attachment

This week I've been doing work experience. My school organised some work for me in a fashion designer's studio! It has been fantastic so far. The fashion designer is really nice and I learnt tons about fashion and making clothes. What kind of preparation for leaving school do you get? Write and tell me about it – I'd really like to know.

Write soon!

Bye  
Leo

**3 Write a reply to Leo in an informal email.**

✉
📄 📎 A ✕

**To: Leo**  
**Subject: Hi**

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## Grammar

### 1 Circle the correct alternative.

- 1 People always make/are always making friends at university.
- 2 Gina and Kevin get on/are getting on their plane to Hong Kong as we speak.
- 3 Sue is always/often using my stuff. It's very annoying.
- 4 We have/are having lectures every day at nine o'clock.
- 5 I revise/'m revising for exams at the moment.
- 6 David borrows money, but he always pays/is always paying me back.

### 2 Complete the sentences with the present perfect simple or continuous form of the verbs given.

- 1 I \_\_\_\_\_ (walk) 20 kilometres today and now I want to rest!
- 2 Jed \_\_\_\_\_ (wait) for his package to arrive for two weeks now.
- 3 \_\_\_\_\_ you \_\_\_\_\_ (finish) your breakfast yet? We need to go.
- 4 I don't want to see that film. I \_\_\_\_\_ (already see) it.
- 5 Damien \_\_\_\_\_ (look) for a job for over a year and he \_\_\_\_\_ (still not find) one.

### 3 Complete the sentences with the gerund or infinitive form of the verbs given.

- 1 I only enjoy \_\_\_\_\_ (sail) in the summer when it's hot.
- 2 I mustn't forget \_\_\_\_\_ (feed) my neighbour's cat this evening.
- 3 Sometimes, I get nervous about \_\_\_\_\_ (talk) to people I don't know.
- 4 It's too late \_\_\_\_\_ (study) now. Why don't you go to bed?
- 5 You can take a bus to class, but \_\_\_\_\_ (cycle) is better.

### 4 Circle the correct alternative.

Hi!  
 I (a) write/'m writing to say thanks for your email and sorry for not (b) to reply/replying sooner. I (c) 'm being/'ve been really busy these first few weeks at uni. I (d) go/'m going to lectures every day and I (e) have/'m having assignments to do – I (f) 've handed/been handing in two this week. But I (g) have/'m having a great time and I've (h) made/been making lots of new friends. (i) To live/Living in a hall of residence is expensive though, so I've decided (j) to move/moving out and live with friends. We (k) look/'ve been looking for a flat near the university, but we haven't (l) had/been having any luck so far. I'll let you know if we find one. Hope all is well with you!  
 Sam

## Vocabulary

### 1 Complete the sentences with these words. There is one extra word you do not need.

assessment • assignment • facilities • lecture  
 tutor • tutorial • undergraduate

- 1 Some courses have a final exam, but some have continuous \_\_\_\_\_ so all the work is very important.
- 2 The \_\_\_\_\_ marks a university student's work.
- 3 When you study for your first degree, you are an \_\_\_\_\_.
- 4 The \_\_\_\_\_ at universities often include sports centres, restaurants and IT centres.
- 5 An \_\_\_\_\_ is a piece of work you do at university.
- 6 There aren't usually many students in a \_\_\_\_\_.

### 2 Complete the words.

- 1 When you go to university, you study for a d\_\_\_\_\_.
- 2 Students go to lectures and take n\_\_\_\_\_ of what the lecturer says.
- 3 They also do c\_\_\_\_\_, which can be assignments or projects.
- 4 They give these to their tutor, who gives each piece of work a g\_\_\_\_\_ or m\_\_\_\_\_.
- 5 If a student fails an exam, they usually have one chance to r\_\_\_\_\_ it.
- 6 At the end of their course, students g\_\_\_\_\_.
- 7 They can then start work or do a m\_\_\_\_\_.
- 8 University is hard, but there are plenty of e\_\_\_\_\_ activities.

### 3 Write do or make.

- 1 How often do you \_\_\_\_\_ dinner?
- 2 Just \_\_\_\_\_ your best and you'll be fine.
- 3 Can I \_\_\_\_\_ a suggestion?
- 4 If you \_\_\_\_\_ a promise, you should keep it.
- 5 Can you \_\_\_\_\_ me a favour?
- 6 Can you \_\_\_\_\_ the shopping this week?
- 7 I need to \_\_\_\_\_ an appointment to see the dentist.
- 8 I hope you \_\_\_\_\_ well in the exam.



# 2 Nine to five

## Vocabulary

1 Decide which phrases describe the four jobs. Write at least three numbers in each of the columns.

- 1 usually work long hours
- 2 usually do shift work
- 3 usually work from 9–5
- 4 are skilled
- 5 usually work indoors
- 6 often work outdoors
- 7 are usually self-employed
- 8 are usually employees
- 9 work in dangerous conditions
- 10 mainly do paperwork
- 11 mainly do manual work
- 12 deal with lots of different people



Farmers

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Nurses

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PAs

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Firefighters

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2 Are these stages of a job usually positive or negative? Circle the correct face.

- |                         |                         |                         |
|-------------------------|-------------------------|-------------------------|
| 1 I was fired.          | <input type="radio"/> 😊 | <input type="radio"/> 😞 |
| 2 I got a promotion.    | <input type="radio"/> 😊 | <input type="radio"/> 😞 |
| 3 I was made redundant. | <input type="radio"/> 😊 | <input type="radio"/> 😞 |
| 4 I signed a contract.  | <input type="radio"/> 😊 | <input type="radio"/> 😞 |

3 Complete the job advertisement with these words. What job is it for?

deal with • experience • get a promotion  
responsible • stressful • training

You will be (a) \_\_\_\_\_ for the day-to-day operation of the restaurant and for the level of service our establishment provides. You will have to (b) \_\_\_\_\_ management, kitchen staff and customer services personnel, sometimes in (c) \_\_\_\_\_ conditions. It will be possible to (d) \_\_\_\_\_ when you have gained further (e) \_\_\_\_\_ of supervising staff in our organisation. Relevant (f) \_\_\_\_\_ will be provided through Langbergh College.

4 David wants to be a firefighter, but his dad wants him to be a doctor. Match David's responses to his dad's points.

- 1 Dad: Doctors are very well paid.  
David: c
- 2 Dad: Firefighters have to work in dangerous conditions.  
David: \_\_\_\_\_
- 3 Dad: Firefighters usually have to do night shifts.  
David: \_\_\_\_\_
- 4 Dad: Firefighters have to work outdoors, which must be hard in winter.  
David: \_\_\_\_\_

5 Dad: What about the qualifications you've got from school that you won't need if you become a firefighter?

David: \_\_\_\_\_

- a But that suits me. I don't want to work indoors all the time.
- b And so do doctors. They often have to work long hours, too.
- c But firefighters earn a good salary and get an excellent pension when they retire.
- d But I won't be a firefighter forever. I might want to go to university later in my life.
- e Yes, but doctors' work can be very stressful and difficult.

## VOCABULARY EXTENSION

5 Complete the sentences with these words. Use a dictionary to help you.

deadlines • high-powered  
job-share • perks • sick leave

- 1 An alternative to working full-time these days is to do a \_\_\_\_\_, in other words, two people do one job.
- 2 Many companies offer \_\_\_\_\_, such as a company car, on top of the basic salary.
- 3 A \_\_\_\_\_ job may seem attractive, but it can be stressful.
- 4 Some part-time jobs don't pay if a person is on \_\_\_\_\_.
- 5 One of the most stressful aspects of a job is when you have to meet tight \_\_\_\_\_.

1 Look at the heading and introduction at the top of the article and choose the correct description.

- a A documentary about unemployment
- b A series about people who work in dangerous jobs
- c A TV show about young people doing difficult jobs

2 Read about Jack and Sheena and complete the information.

	Job	Experience
Jack	_____	Positive / Negative
Sheena	_____	Positive / Negative

## WORLD'S TOUGHEST JOBS

The TV series that follows young Brits who agree to take on tough jobs in return for big money. In this week's episode ...

### NO SLEEP COUNTING SHEEP



So you think your job is bad? Spare a thought for Jack Taylor, aged 22, whose backbreaking work involved him shearing sheep in scorching temperatures in New Zealand.

Jack is one of the stars of a new show called *The World's Toughest Jobs*, and he admits that it was the most difficult month of his life. 'I won't lie, it was the most difficult thing I've ever had to do, and we'd get told off if we didn't keep up!' he says. 'We slept in a barn and were up at 4 am six days a week and often didn't get back till 8 pm.'

At the interview, Jack was told that he could make good money if he sheared 300 sheep a day. Some days he only did seven. Still, he returned home at the end of the month with £1,400 and a new sense of self-respect. 'Being able to stick with the job made me realise I could do more than I thought,' he says. Jack now has a new job, but his experience in New Zealand had such an impact that he now plans to go travelling again in the future.



It's been described as one of the most difficult jobs in the world. Sheena Southall, a 22-year-old student, was keen to test her limits when she agreed to appear on the show.

'Although I love studying, I'm always looking for an opportunity to test myself,' she says.

She saw an advert which said: 'Do you want to make some quick cash and do you want to travel?' She applied, went for an interview, and got the job. At the interview she explained how she was prepared for any challenge. Then, just as she was leaving for Singapore she found out that she was going to become a skyscraper window cleaner!

The job was challenging. She had to pull herself up and down carrying heavy water buckets and if she didn't clean the windows properly, they'd tell her to go back and do it again.

But she admits the experience has changed her. As soon as she got back, she finished her studies, graduated, and started looking for a job that would be both exciting and tough. Sheena says: 'Nothing will ever be as exciting and scary as that first day of cleaning windows up in the air, but if you don't face your fears and accept what life offers you how will you know what you're capable of? It was the best experience of my life so far.'

3 Read the article again. Are these statements True (T), False (F) or Not Mentioned (NM) in the text?

- 1 Jack often had to work more than 12 hours a day. T/F/NM
- 2 He earned more money than he expected. T/F/NM
- 3 He discovered new things about himself by doing the job. T/F/NM
- 4 He plans to travel to New Zealand again in the future. T/F/NM
- 5 Sheena agreed to appear on the show because she wanted to make money. T/F/NM
- 6 She didn't expect to be a window cleaner. T/F/NM
- 7 The people she worked with helped her a lot. T/F/NM
- 8 She thinks other young people should try doing a difficult job. T/F/NM

### CRITICAL THINKING

4 Are these possible advantages (✓) or disadvantages (X) of doing a tough job?

- 1 You learn that you are more capable than you thought.
- 2 You find out what job you want to do or don't want to do in the future.
- 3 You get injured.
- 4 It's exciting and you have a sense of achievement.
- 5 You are doing a job that you're not interested in.

5 Match the underlined words in the article with these definitions.

- 1 containers with a handle used for carrying water and other liquids \_\_\_\_\_
- 2 criticised for doing something wrong \_\_\_\_\_
- 3 extremely hot \_\_\_\_\_
- 4 physically hard and tiring \_\_\_\_\_
- 5 continue to do something \_\_\_\_\_

1 Match the sentences (1–5) with the uses (a–e).

- 1 As she was leaving for Canada, she found out ... \_\_\_\_\_
  - 2 Every day I was going to college and doing the same things. \_\_\_\_\_
  - 3 She applied, went for an interview and got the job. \_\_\_\_\_
  - 4 He was hoping he would be able to pay off his debts. \_\_\_\_\_
  - 5 She resigned from her part-time job. \_\_\_\_\_
- a one thing happened after another
  - b an activity in progress at a moment in the past
  - c scenes in a story or description
  - d finished actions or situations in the past
  - e to talk about an activity in progress that was interrupted by another action

2 Circle the correct alternative.

- 1 We waited/were waiting at the bus stop when we saw an old friend.
- 2 The sun shone/was shining when I woke up this morning.
- 3 Last Sunday, I went/was going to visit my grandparents.
- 4 When I got/was getting home, I went to my room.
- 5 I found an interesting article while I surfed/was surfing the Internet.
- 6 I didn't have/wasn't having any breakfast this morning.

3 Complete the text with the past simple or past continuous form of the verbs given.

I (a) \_\_\_\_\_ (study) French at university and I had been planning to travel when I finished, but somehow ended up working in an office. One day, I (b) \_\_\_\_\_ (sit) at my desk when I (c) \_\_\_\_\_ (happen) to notice an advert for a job in Paris. I immediately (d) \_\_\_\_\_ (stop) what I (e) \_\_\_\_\_ (do) and (f) \_\_\_\_\_ (apply). Two days later, I had an interview – and I was offered the job. My friends (g) \_\_\_\_\_ (try) to persuade me to stay at home, but I really wanted to go. I was sad to say goodbye of course, and I even (h) \_\_\_\_\_ (cry) a little, but two days later, I (i) \_\_\_\_\_ (travel) on a train to Paris to start my new job.

4 Tick (✓) the sentence which can also be written with **would**.

- 1 She **used to** love her job.
- 2 She **didn't use to** travel.
- 3 She **applied** for the job.
- 4 Their supervisor **used to** tell them off.

5 Which sentences in 4 describe ...?

- a a single event in the past \_\_\_\_\_
- b repeated past actions \_\_\_\_\_
- c past habits \_\_\_\_\_
- d a past state \_\_\_\_\_

6 Write the sentences again. Write the verb in bold with **would** if possible, or with **used to**.

- 1 We **lived** in a small town. \_\_\_\_\_
- 2 I **have** a part-time job in a shop. \_\_\_\_\_
- 3 I **went** to work every Saturday. \_\_\_\_\_
- 4 I **started** at nine in the morning. \_\_\_\_\_
- 5 I **didn't work** late. \_\_\_\_\_
- 6 I **didn't like** my job so I decided to leave. \_\_\_\_\_

GRAMMAR CHALLENGE

7 Read the text. Find and correct 12 mistakes.

A friend of mine didn't had a job and he was interested in appearing on the TV show about tough jobs. He tryed several times, but he never got an interview. One day, while he was read a newspaper, he saw an advert for a job like a fisherman in Finland. He applied at the job and he got it. He was travelled to Finland and worked there for a month. He would got up at 5 am every day and he works six days a week. He didn't liked it and so he returned home. Now he is work in an office. He didn't used to want to do paperwork, but he says that anything is better than work on a boat in Finland.







## 1 Who said what? Match the comments (a-h) with the people (1-8).

- |   |       |   |
|---|-------|---|
| 1 David wants to get ahead.               | _____ | c |
| 2 Karl wants to keep at a task.           | _____ |   |
| 3 Fran is working on a project.           | _____ |   |
| 4 Eva needs to fill in a form.            | _____ |   |
| 5 Jack wants to turn down a job offer.    | _____ |   |
| 6 Teresa wants to take over from someone. | _____ |   |
| 7 Ben wants to set up a business.         | _____ |   |
| 8 Liz needs to keep up with her work.     | _____ |   |
- a 'I need to do some research and then start writing.'  
 b 'I'm not going home until I've finished this assignment.'  
 c 'I'm going to work really hard to get a promotion.'  
 d 'When Lucie leaves, I'm going to apply for her job.'  
 e 'To apply, I need to write my details on this page.'  
 f 'I want to print T-shirts and sell them online.'  
 g 'I haven't finished my project yet. It's late again!'  
 h 'I don't think this one is right for me so I'm not going to accept it.'

## 2 03 Listen to five students talking about gap year volunteering experiences. Match the speaker with the project. There is one extra option that you do not need.



- |                     |       |               |       |
|---------------------|-------|---------------|-------|
| a disaster relief   | _____ | d tourism     | _____ |
| b conservation work | _____ | e archaeology | _____ |
| c teaching sport    | _____ | f journalism  | _____ |

## 3 03 Listen again. Choose the best statement (A-F) for each person. Use the letters only once. There is one extra opinion that you do not need.

- A I really enjoyed the work I did.  
 B Life in this place was more difficult than I expected.  
 C I found the work very hard.  
 D I chose a project related to my hobby.  
 E I think the experience will help me in my career.  
 F It didn't help me in my job, but I loved it.

Speaker 1: \_\_\_\_\_ Speaker 2: \_\_\_\_\_ Speaker 3: \_\_\_\_\_  
 Speaker 4: \_\_\_\_\_ Speaker 5: \_\_\_\_\_

## STUDY SKILLS

Why should you be careful when you look up the meaning of phrasal verbs in a dictionary?

STUDY SKILLS ► page 84

## VOCABULARY EXTENSION

### 4 Match the phrasal verbs with the meanings. Use a dictionary if necessary.

- |              |                                      |
|--------------|--------------------------------------|
| 1 drag on    | a organise or plan                   |
| 2 stick to   | b write, record                      |
| 3 draw up    | c prepare and write                  |
| 4 set up     | d continue for longer than necessary |
| 5 carry out  | e distribute to different people     |
| 6 follow up  | f do, complete                       |
| 7 send out   | g find out more or do something more |
| 8 write down | h continue with something            |

### 5 Read the tips about holding meetings. Write the correct phrasal verb from 4 in each gap.

#### HOW TO (a) \_\_\_\_\_ AND RUN A MEETING

- (b) \_\_\_\_\_ an agenda which includes topics for discussion, timings and details of participants.
- (c) \_\_\_\_\_ the agenda to all participants well before the meeting.
- (d) \_\_\_\_\_ the agenda as closely as possible.
- Don't let a discussion (e) \_\_\_\_\_ too long; there needs to be enough time for all the topics on the agenda.
- (f) \_\_\_\_\_ all the decisions made at the meeting.
- Appoint someone to (g) \_\_\_\_\_ each action agreed at the meeting.
- At the end of the meeting, review how effective it was and (h) \_\_\_\_\_ any suggested improvements at the next meeting.

1 Read the statements and choose either the past perfect simple (S) or past perfect continuous (C), or both.

- 1 It gives more importance to the duration of actions. S/C
- 2 It is formed with *had + been + -ing* form of the verb. S/C
- 3 It gives more importance to completed actions. S/C
- 4 It is used to talk about actions that occurred before another action. S/C
- 5 It is formed with *had + past participle*. S/C

2 Circle the correct alternative.

- 1 I'd never been/been going to Africa before.
- 2 I'd helped/been helping out with a local football team for a couple of years.
- 3 I'd travelled/been travelling for a couple of months when I arrived.
- 4 My parents paid part, I'd made/been making the rest of the money myself.
- 5 I'd been/been going to a developing country before.
- 6 We'd learnt/been learning about 18<sup>th</sup> century history at school, so it was all fresh in my mind.

3 Write sentences with *because*.



- 1 Her hair/wet/play football/in the rain  
Her hair was wet because she'd been playing football in the rain.
- 2 I/hungry/not eat  
\_\_\_\_\_
- 3 She/exhausted/work/since 5 am  
\_\_\_\_\_
- 4 They/late/miss/the bus  
\_\_\_\_\_
- 5 My teacher/annoyed/I/not do/my homework  
\_\_\_\_\_
- 6 Everything/white/it snow/for days  
\_\_\_\_\_
- 7 I/not recognise Sam/I/not see/him for ages  
\_\_\_\_\_

4 Complete the text with the past simple, past perfect or past perfect continuous form of the verbs in the box.

drive • finish • forget • go (x2) • have • knock  
not wake up • stay up • study • try • visit

Last summer I (a) \_\_\_\_\_ to Spain to work at a summer camp. I (b) \_\_\_\_\_ just \_\_\_\_\_ school and I wanted to do something different. I (c) \_\_\_\_\_ Spanish for three years, but I (d) \_\_\_\_\_ never \_\_\_\_\_ the country before. I almost didn't make it!

My flight was at 11 am on Saturday morning. The night before, I (e) \_\_\_\_\_ to bed very late. I (f) \_\_\_\_\_ to pack my suitcase. At seven o'clock in the morning, my mum (g) \_\_\_\_\_ on my door to wake me up. She kept knocking, but I (h) \_\_\_\_\_. In the end, she came into my room. She told me that she (i) \_\_\_\_\_ to wake me for over an hour. We (j) \_\_\_\_\_ to the airport, but when we got there, I realised that I (k) \_\_\_\_\_ my passport. Fortunately the plane was delayed and I (l) \_\_\_\_\_ time to go back home and get it.

GRAMMAR CHALLENGE

5 Write the sentences again without changing the meaning.

- 1 He left. Then I did my homework.  
After \_\_\_\_\_
- 2 I worked in Argentina. I made some good friends.  
While \_\_\_\_\_
- 3 I saw the advert. I immediately decided to apply.  
When \_\_\_\_\_
- 4 I earned some money. Then we went travelling.  
After \_\_\_\_\_
- 5 I stayed in Romania. I visited lots of interesting places there.  
While \_\_\_\_\_
- 6 We waited for two hours. The bus eventually arrived.  
After \_\_\_\_\_

1 Write these phrases in the correct column.

I see what you mean, but ... • I suppose so, but ...  
 That's a good idea. • What about you?  
 What do you think? • Yes, you're right.

Asking for opinions	Agreeing	Disagreeing

2 Look at the mind map. Match the ideas (1–5) with points on the mind map.

- You learn to be more independent.  
 \_\_\_\_\_ *travelling* \_\_\_\_\_
- It's necessary after studying hard.  
 \_\_\_\_\_
- It's an important skill in many jobs these days.  
 \_\_\_\_\_
- It's something you can talk about at interviews.  
 \_\_\_\_\_
- You earn money and get work experience.  
 \_\_\_\_\_



How useful are these ways of spending time before starting university?

3 Listen to two students doing the speaking task. What do they decide is the most useful?

\_\_\_\_\_

4 Listen again. Tick (✓) the phrases that you hear.

- What do you think about ...?
- What about ...?  Do you agree?
- Yes, I agree.  Yes, you're right.
- That's a good idea.  I think you're right.
- Maybe, but ...  I suppose so, but ...
- I see what you mean, but ...
- I agree up to a point.

5 Complete the dialogue. Use between one and three words in each gap.

Andy: I think the most useful thing you can do is work. Don't (a) \_\_\_\_\_ so?

Megan: I agree (b) \_\_\_\_\_ point, but you need to relax so that you feel fresh when you start your course.

Andy: I (c) \_\_\_\_\_ you mean, but it's important to get work experience.

Megan: That's true. What (d) \_\_\_\_\_ about travelling? I think it's a good way to relax and see the world at the same time.

Andy: I (e) \_\_\_\_\_ so, but it's expensive.

Megan: So maybe the best thing to do is to work and then travel.

Andy: Yes, I (f) \_\_\_\_\_ you.