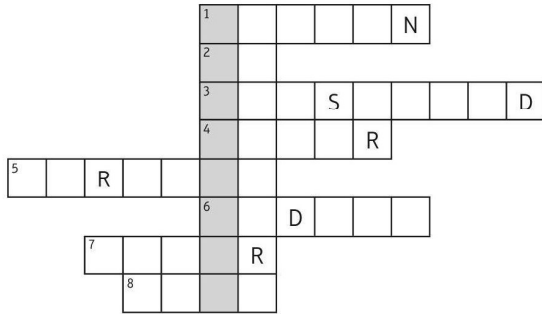


VOCABULARY

PHRASES WITH NAME

- 1 Complete the puzzle. Then reveal the key word to discover one of the world's most common names.



Clues

- My married name is Lee, but my _____ name is Howarth.
- With such famous parents it's hard to live _____ to my name.
- All actors who go to Hollywood want to be _____ names.
- My grandfather, George, was named _____ the King of England.
- Theodorakopoulos? Is that a Greek _____?
- My name's Max J. Hart. My _____ name is Joseph.
- Following the accusation, I felt I needed to _____ my name.
- After ten years in the job, it's time I _____ a name for myself.

GRAMMAR

THE CONTINUOUS ASPECT

- 2 **A** Read the article. Find and correct seven mistakes with the continuous aspect.

What's in a name?

People in the book business are always saying how difficult it is to think of a great title. There are so many books published these days that it's getting harder and harder. Recently, I'm walking through the aisles of a bookshop – I was hoping to find something for my grandmother's birthday – when I was noticing some very odd titles, some so clever that I had no idea what the book was about. If you've been working on your masterpiece for years, it seems such a shame that the book might get lost because of a poor title. Publishers are always telling would-be authors to keep the title short and descriptive, but I think there's more to it. The title is the first thing the reader is seeing and it has to be catchy. Jane Austen called one of her books *First Impressions*. I wonder if it would have been as famous if she hadn't been changing the title to *Pride and Prejudice*. William Golding wrote a novel called *Strangers from Within*. That's OK, but I'm preferring what it later became – *Lord of the Flies*. Famously, Paul McCartney had been working on a melody when he decided to give it the working title *Scrambled Eggs*. Fortunately, The Beatles changed it. *Yesterday* is now a classic. Anyway, I think of writing a book called *How to Name your Book*. It's something I've planned for at least ten minutes and I'm expecting it to make me millions.

B Read the blog again. Underline seven examples of the continuous aspect used correctly. Why is the continuous used in these examples? Match them with uses a)–e).

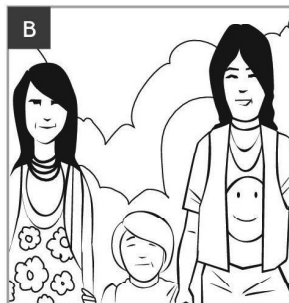
- to describe a background action that was in progress when another (shorter) action happened
- to talk about something that is incomplete, temporary or still in progress (often emphasising the length of time)
- to talk about situations that are in the process of changing
- to emphasise repeated actions (that may be annoying)
- for plans that may not be definite

- 3 Underline the correct alternative.

- When she saw Jan, she knew immediately that he had *cried/been crying*.
- Dad, I *wondered/was wondering* if I could borrow your car this weekend.
- We'd already *eaten/been eating* all our food and we still had two more days of travel.
- Because of the poor economy, it *is getting/gets* more difficult to find work.
- Are you free tomorrow? I *hope/was hoping* you might help me with my tax forms.
- I've *owned/been owning* six houses in my lifetime, but this is by far the best.
- This room is filthy! What have you *been doing/done* all morning?
- At the first signs of trouble, animals *always move/are always moving* to higher ground.
- The boss *always tells/is always telling* us to work hard, but she does nothing.
- You should ask Don. He may *know/be knowing* some good restaurants.
- Helga and I *are thinking/think* of moving to Spain. What do you reckon?
- Look at this car. We've *tried/ been trying* to fix it for weeks!

LISTENING

4 A Look at the pictures. How might these be connected to stories of people's names?



B **1.1** Listen to six people talking about their names and check your answers.

C Answer the questions, then listen again to check.

- Why did Speaker 1 'revert to Felipe'?
What name is on his official documents?

- What did Speaker 2 think of her real name?
What did she do later?

- What did Speaker 3's parents decide to do?
What problem did they discover later?

- How do you spell Speaker 4's name?
What part of the body does it sound like?

- What is good and bad about Speaker 5's name?
What does he say about his parents?

- Why does Speaker 6 describe her name as 'a nightmare'? Where is her surname from?

D Complete the summary with the expressions in the box.

are absolutely baffled of a compromise
the mists of time now plain old
an act of defiance a mixed blessing

Speaker 1, Felipe, changed his name as
1 _____, a way to rebel against authority.

Speaker 2 had a long 'hippy' name, but is
2 _____ Summer Davies, which is much simpler.

Speaker 3, David Donald, got his name as a result
3 _____ between his parents, who wanted to call him different names.

Speaker 4 says people 4 _____ by her name because the pronunciation differs from the way it is spelt, which makes it confusing.

Speaker 5 says his name is 5 _____
– there are good and bad things about being called James Bond.

Speaker 6 says the origins of her surname have been lost in 6 _____ – she doesn't know when or how the story of her surname was forgotten.

WRITING

A PERSONAL PROFILE; LEARN TO PLAN YOUR WRITING

5 A Read the advertisement and think about the personal and professional qualities required for the job.

GST Adventure Camp Summer job: Ontario, Canada

Instructors needed for children's summer camp, June 18–July 22

The mission of GST Adventure Camp is to teach new skills, develop children's confidence and teach the value of cooperation. The children are aged 6–16.

Applicants must be proficient in all kinds of outdoor activities, e.g. camping, fishing, swimming, kayaking, rock climbing.

Please send a CV and personal profile stating your interests, skills and experience with children of all ages. Also tell us about your character. Applicants must be 18+.

All camps are held in and around Beaverton, Ontario, by Lake Simcoe.

B Read this outline of a personal profile for the job. What information is irrelevant? What information is missing? Read the advertisement again to help you.

Introduction: my background, age

Interests: outdoor living, e.g. fishing, cooking; collecting stamps from different countries

Skills: good climber, swimmer and sailor; proficient in Word, Excel, PowerPoint

Experience: worked for Dream Campers, July 2014, looking after fifteen eight-year-olds.

C Write a personal profile for the job (200 words).

VOCABULARY

PERSONALITY

- 1** Complete the sentences with the words in the box. You don't need to use all the words.

thoughtful perceptive obsessive inspirational obstinate
over-ambitious conscientious neurotic solitary mature
prejudiced apathetic insensitive inquisitive open-minded

- 1 Clara has always been particularly _____. She's always asking questions.
- 2 I can't believe that he didn't realise how upset you are. How _____ of him.
- 3 I know that we can rely on them to get the job finished on time. They are very _____.
- 4 I'm quite a _____ person so I love having a weekend with no social engagements.
- 5 I was prone to being rather _____ as a child. I would regularly refuse to do what I was told.
- 6 My mother is completely _____. She worries about the most ridiculous things.
- 7 I'm not sure that Kevin is really _____ enough to make the right decision. He seems very young for his age.
- 8 You mustn't be _____ and take on impossible tasks. Make sure that your goals are achievable.
- 9 My grandmother is extremely _____ about what women should and shouldn't do. She thinks it's terrible that I'm an engineer.
- 10 She's obviously very _____. She knew exactly what we were talking about and made a few comments that nobody else would have thought of.
- 11 He has wonderfully original ideas. He's _____ to work with.
- 12 I'm not sure what the problem is, but Tomas seems very _____ in his work recently. He's just not getting round to doing it.

GRAMMAR

DESCRIBING HABITS

- 2** Circle the correct option to complete the sentences.

- 1 I have a _____ to get people's names mixed up.
a) tendency b) inclined c) prone
- 2 Aaliya _____ hours in the bathroom getting ready. It drives me crazy.
a) tend to spend b) will spend c) is spending
- 3 Grandad is _____ to getting lost and being brought home by the police.
a) prone b) inclined c) tending
- 4 I mostly _____ to read when I'm on holiday.
a) have tendency b) tend c) am tending
- 5 They would keep _____ me to move offices. So, in the end, I left.
a) to ask b) ask c) asking
- 6 People _____ sending me emails asking for advice.
a) always b) always are c) were always

- 3** Find and correct the mistake in nine of the sentences.

- 1 My mobile phone company keeps call me every day. It's driving me crazy.
- 2 Beatrix is always ask us to come and visit.
- 3 I'll always have a coffee as soon as I wake up.
- 4 My aunt would coming and collect us from school and take us to her house for the weekend.
- 5 As rule, I like to try a recipe out on my family first, before I invite people round to eat it.
- 6 I have an incline to be rather disorganised.
- 7 I tend agree with everything they say. It makes things easier.
- 8 I'll generally read through everything at least twice before signing.
- 9 Nine times of ten, he'll be home by 6.30, but occasionally he'll get stuck in traffic.
- 10 She's forever leaving the car unlocked – it'll get stolen one day.
- 11 My brother used to apathetic about his studies but he's much more conscientious now.
- 12 As a teenager, I was always argue with my parents.

READING

- 4 A** Read the article opposite. Choose the best summary.

- A People who don't smile enough at work are trying to conceal their own incompetence.
- B You can improve your success at work by smiling more to ingratiate yourself with others.
- C Too much smiling can make you appear incompetent.

- B** Read the article again. Are the statements true (T) or false (F)?

- 1 The writer smiled to get out of difficult situations in previous jobs.
- 2 Smiling at customers to cover up your incompetence can be a good habit to acquire.
- 3 The journalist interviewed successful businesswomen regarding the key to their success.
- 4 She was not particularly surprised by what they told her.
- 5 There is a stereotype which assumes that if you are being nice to someone, you are probably not very competent at your job.
- 6 Using direct language, rather than soft language, in your emails may help to affirm your authority and give an air of competence.

Take that *smile* OFF your face

Are you too nice for your own good? When I had my first job as a waitress in a restaurant, I soon learnt that the best way to get myself out of trouble was to smile sweetly at every possible opportunity. 'I'm so sorry,' I beamed, when I dropped the plate on the floor and it smashed into **smithereens**. 'There must have been a misunderstanding. I'll sort it out straightaway,' I smiled, having served chicken kiev to a strict vegetarian. It came naturally. Smiling was a necessary part of the job, dealing with customers – but when I look back at the experience now, I can see that what I was actually doing was desperately covering up for my own inadequacies, my incompetence. I had no idea what I was really supposed to be doing, so I'd smile nicely and hope I would get through the day alive. And it quickly became a habit that stuck.

In fact, it's a habit that has stayed with me for nearly twenty years. Recently, I interviewed a group of top businesswomen about what they felt was the key factor in their success. Was it their acute **business acumen**, their nerves of steel in the boardroom, their ability to spot an opportunity when it arose? I was completely **caught off guard** and quite **taken aback** when one woman, Miriam, a highly successful manager of a top football club, explained to me how she had survived and prospered in a particularly male-dominated environment. 'You have to learn to stop smiling,' she said. 'You don't need to make people like you all the time. You just have to do your job and do it well. And the job isn't just about being nice.'

It's so simple but I had never really stopped to notice. You see, by smiling, what you're really doing is trying to ingratiate yourself with the other person. It's a submissive gesture. And in business, people who appear warm and friendly may be perceived as being less competent compared to others who appear cold, hard and **aloof**. In fact, there have been numerous studies done demonstrating the stereotype that people tend to see warmth and competence as inversely related. If there is an apparent **surplus** of one trait, then it is assumed that there will be a **deficit** of the other.

The effect is not just limited to smiling, either. Think about all the emoticons and soft language we use to make our emails more 'friendly'. After my meeting with Miriam, I frantically searched back through my recent correspondence and found, to my dismay, that my emails were littered with apologies and covert requests. 'I'm terribly sorry to have to ask you ...', 'Do you think you could possibly ...?', 'I wondered if it might be all right to just ...?'. So, I've taken an executive decision. From now on I will be more assertive and direct with the people I work with. I've removed all **niceties** from my emails – and I've wiped that permanent smile from my face.

Thanks for reading! 😊

C Complete the sentences with the words and phrases in bold from the article. Use the definitions in brackets to help you.

- I was completely _____. I didn't expect it at all. (surprised)
- The new manager walked into the room. And without any _____ at all, he started the meeting. (polite social behaviour)
- He took a hammer and smashed the plate into _____. (many very small pieces)
- I've always been afraid to talk to her. She seems very _____. (distant and remote)
- If, at the end of the month, there are any _____ funds, we can use them to hold a celebration dinner. (extra)
- I was rather _____ by the suggestion. (shocked)
- With his remarkable _____, I'm sure he will be fantastically successful. (insight into business)
- It was an attempt to reduce the budget _____. (the amount by which a sum of money falls short of a reference amount)

VOCABULARY PLUS

IDIOMS FOR PEOPLE

5 Complete the conversations with the words in the box.

body box horse kid neck sheep soul ways

- A:** Who told you about Ali and Pietro getting married? It was supposed to be a secret.

B: Sorry, Anne told me. She can be a bit of a busy _____.
- A:** I'm so glad Pilar is coming tonight. She'll get everyone going.

B: Yes, she tends to be the life and _____ of the party.
- A:** All my family are academics but I left school when I was fifteen.

B: Yeah, you've always been the black _____ of the family.
- A:** She hasn't stopped talking for the last two and a half hours!

B: I know. She's a terrible chatter _____.
- A:** I'm not sure how the team will respond to these new ideas.

B: Do you think they're a bit set in their _____?
- A:** You didn't tell me that Andreas was in a rock band!

B: I didn't know. He's quite a dark _____.
- A:** I can't work out how this computer program works.

B: Why don't you ask Dan? He's a whizz _____ when it comes to computers.
- A:** He's one of our customers but he seems to enjoy complaining.

B: Are you saying he's a pain in the _____?

VOCABULARY

IMAGES

1 Underline the correct alternative.

- The image of the exhausted soldiers was frighteningly *iconic*/*striking*.
- He found the portraits of the boys on the beach *provocative*/*evocative* of his childhood holidays.
- We went to an exhibition of *revealing*/*iconic* portraits by unknown photographers.
- The close-up *revealing*/*captures the beauty* of the model, doesn't it?
- I find her work shocking. It's too *provocative*/*iconic*.
- Dorothea Lange took some of the most *captures the beauty*/*iconic* pictures of 1930s USA.

FUNCTION

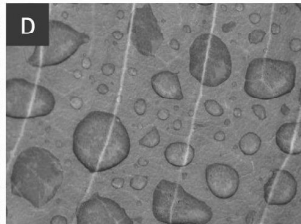
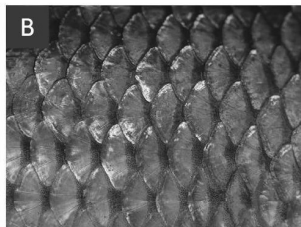
SPECULATING

2 Match the beginnings of conversations 1–6 with the responses a)–f).

- Do you think there's any chance that we'll win the cup?
- What's that on the horizon? Can you see?
- Have you got the time on you?
- What do you think about that hotel over there?
- It's Mahbek. He wants to know when we'll get there.
- Have you seen the queue?

- Yes, it gives me the impression that we might have to wait for some time.
- I'd say that it's definitely expensive. Look at those chandeliers!
- No, I haven't. But I'd hazard a guess that it's about lunchtime.
- If I had to make a guess, I'd say we'll be with him in an hour.
- I reckon there's a fair chance of it, yeah. We've played well all season.
- I wonder if it could be a fishing boat.

3 Look at the pictures. Make two sentences about each one using the prompts.



1 guess / could / be

2 hazard / guess / that

3 wonder / if

4 reckon / it

5 seems / to / me

6 gives / impression / that

7 pretty sure / it

8 had / make / guess / say

LEARN TO

USE VAGUE LANGUAGE

4 A 1.2 Listen to the conversation. Are the statements true (T) or false (F)?

- Anna is on her way to visit Francesca.
- They are planning to go out to eat somewhere.
- Anna can't stand spicy food.

B Listen again. What exactly do they say? Complete the extracts.

- I'll see you here at about _____ then.
- I need to pick up a _____ of things ...
- I've got plenty of _____ to be getting on with here.
- I've just got to finish some work and sort the kitchen out and stuff _____.
- Do you want me to bring anything, you _____, ...
- ... any kind of food or _____ like that?
- Oh, there's one _____ I was going to ask.
- Are you OK with spicy food? You know, chilli and _____?

C Find examples of vague language in the sentences above and write them under the headings below.

vague nouns: (e.g. *thing, stuff, bit, something*)

quantifiers: (e.g. *one or two, a few, a couple of, a lot*)

vague numbers: (e.g. *around, about fifty, more or less*)

generalisers: (e.g. *sort of, kind of, you know*)

list completers: (e.g. *and stuff, and so on, or something*)