

Unit 1 Language summary

Nouns

art studio
exhibition
going-away party
kickboxing
sculpture
talented artist
the love of your life

Time expressions

all of a sudden
currently (= these days)
lately (= recently)
later this year
one day
on the day of (the speech)

Adjective

thrilled

Verbs

Verb + to + verb

agree to do
decide to do
expect to do
happen to do
intend to do
offer to do
seem to be

Verb + verb + -ing

consider doing
finish doing
imagine doing
miss doing
(not) mind doing
spend (time) doing

Verb + particle + -ing

end up doing
keep on doing

Verb + preposition + -ing

plan on doing
think about doing

Verb + to + verb / verb + -ing

with same meaning

begin doing / to do
bother doing / to do
continue doing / to do
hate doing / to do
like doing / to do
love doing / to do

Verb + to + verb / verb + -ing

with different meaning

remember doing
(= remember you did)
remember to do
(= not forget to do)
stop doing
(= end an action or habit)
stop to do
(= stop in order to do)
try doing (= experiment)
try to do (= make an effort)

Expressions

Check this out.
I can't get through the day
without . . .
. . . in case anything
happens.

Other verbs

barbecue
buy yourself a treat
do something for fun
face a challenge
fall in love with
get in (pretty good) shape
knock on the door
lean over and say something
let (a visitor) in
look over at (someone)
stick together
surf
take (long weekends) off
transfer an employee to
another city
wander around (a
neighborhood)

Indefinite adverbs

anywhere else
someplace

Linking words

in case

Asking interview questions

How long have you been living here?
Have you ever lived in another country?
What kind of music are you listening to currently?
What's your favorite way of spending (an evening)?
When did you last (buy yourself a treat)?
What did you do for your last birthday?
What's the nicest thing anyone has ever done for you?
Who or what is the greatest love of your life?
What were you doing at this time yesterday?

Telling how things happened

How did you end up working for this company?
I spent three years teaching at a high school and
I intended to keep on working there.
I wasn't planning on changing jobs, but one day
I happened to see an ad online.
I remember thinking, "Should I bother to apply for it?"
But it seemed to be the perfect job for me, so I decided
to go for it.
I tried applying for the job – I didn't expect to get it.
I started working here two months later. I can't imagine
working anywhere else now.
I miss working with teenagers, but you can't have it
both ways.

Challenges and opportunities

Take every opportunity you get in life.
It was a big challenge for me to . . .
I tried very hard to . . .

Introducing a story

It's a long story. . . .
Remember that time (we were hiking)?
My friend is always getting into funny situations, and one
time she was invited to a party . . .

Highlighting key moments in a story

We were on this trail, and it was getting dark.
Then Bryan says, "Where are we?"
It was that bad – we couldn't see a thing.
There were all these trees around us.
And we're thinking, "Oh, no."
And we're both getting kind of scared.
All of a sudden, we hear this weird noise . . .

Concluding a story

And the rest is history.
It was just like in a movie.
To make a long story short, . . .

Unit 2 Language summary

Nouns

Colors

bright color
pastel color
pastels
solid color

adjective or noun

dark green
deep blue
light green
navy blue
neon green
royal blue
turquoise

Materials

cashmere
cotton
denim
leather
polyester
rubber
silk
suede
wool

Clothes

scarves (scarf)
sneakers
turtleneck
V-neck

Other

a background in design
comfort
e-reader
full price
look
looks
luxury
makeover show
romance
sale rack
science fiction (sci-fi)
song lyrics
tablet
vitamin drinks

Adjectives

Styles

baggy
boot-cut
fitted
flared
long-sleeved
short-sleeved
skinny
tight

Patterns

floral-print
plaid
polka-dot
striped

Other

available
choosy
in (fashion)
just right
plain
scruffy
stylish

Verbs

Appearance

care about your appearance
color your hair
give a friend a makeover
give someone the chance to (choose a new look)
have similar tastes (in clothes)
pay attention to (how you look)
wear makeup

Shopping for clothes

fit
have a huge selection of
look around before you decide
make a good choice
spend money on yourself
try (a jacket) on

Comparisons

as little . . . as
just as . . . as
(not) as . . . as
(not) as many . . . as
(not) as much as
(not) as much . . . as

Other

do all the tourist things
explore
have a big collection of books
have broad tastes in music / food / books
know everything
put thought into something
see the sights

Expressions

Overall, I think . . .

Comparing styles

Bright colors look better on him than pastels.
Pastels don't look as good on him as bright colors.
She doesn't wear as many bright colors as she should.
I don't like short hair as much as long hair.
These pants are just as comfortable as my jeans.

Talking about taste and style

He doesn't pay as much attention to his appearance as he should.
They gave him the chance to choose a new look.
He tried as hard as he could to find the right style.
He doesn't look as scruffy as he did.
I spend as little time as possible on my makeup.
I wouldn't usually wear this much makeup.
I don't like pastels that much.
I like that dress on you. It suits your personality.
With clothes, are looks as important as comfort?

Shopping

Those (tops) are available in a range of colors.
That (jacket) looks good on you.
It's not on sale. It's full price.

Expressing an opinion

Isn't this jacket great?
Don't you think it's great?
Don't you just love this scarf?

Suggesting an idea

This would look good on you, don't you think?
Isn't it a little expensive?
Don't you think that color is too bright?

Showing surprise

Oh, isn't it on sale?
Don't you like it?

Talking about tastes in things

I read all kinds of stuff, from romance to science fiction.
She has a ton of music and as much stuff for the kitchen as she could ever want.
I like to look for something really unusual.
Are you good at choosing colors and fabrics? – No, not at all.

Summarizing what people say

She seems to have a lot of different interests.
Sounds like she has everything she needs.
Sounds like your mother's a walking encyclopedia.

Moving on to a new aspect of a topic

Now, do you have similar tastes?
Now, do you like to do all the tourist things?

Language for writing: Punctuation

I wear every color under the sun – sometimes all at once!
My clothes are fun, colorful, and unusual.

Unit 3 Language summary

Nouns

Traditions

festival
folk music
handicrafts
manners
national anthem
national costume
national sport
proverb
symbol
typical dish

Adjectives

acceptable
appropriate
customary
impolite
inappropriate
polite
rude
traditional

Verbs

Traditions: passive verbs

be carved out of (ice)
be exported
be held
be made into (jewelry)
be made locally
be made of (gold / silver)
be made out of (wood)
be made with (rice / vegetables)
be painted by hand
be served with (hot sauce)
be sold all over the world

Behavior

bargain with street vendors
cut in line
have an argument
hold hands in public
keep your voice down
point at people
show affection in public
stand too close to people
stare at a person
take (your shoes) off
tip a cab driver
wait your turn
walk around barefoot

Eating at restaurants

ask for a box for leftovers
give / leave a tip
take a friend with you
take a phone call during dinner
talk with your mouth full
(not) show up at all

Living abroad

feel homesick
go back home
have a curfew
remind you of home

Greeting

bow
kiss
shake hands

Irregular past / past participle

shook / shaken (shake)

Adverbs

abroad
absolutely
certainly
definitely
honestly
just
locally
of course

Expressions

(from) all over the world
In fact, . . .
To be honest, . . .
To tell you the truth, . . .

Talking about traditional things

This dish is made with rice. It's eaten cold.
This festival is held every February.
It's worth visiting the local markets.
These earrings are made locally.
The ice festival is worth seeing.
The statues are carved out of ice.
Emeralds are mined near our city.
We're known for our chocolate.

Talking about manners and behavior

It's acceptable (not) to . . .
It's good / bad manners to . . .
It's customary to . . .
It's impolite (not) to . . .
It's considered rude to . . .
Eating food in public is bad manners.
Not shaking hands is impolite.
People might stare at you for not shaking hands.
You can offend people by cutting in line.
You shouldn't walk into someone's home without taking off your shoes.

Sounding more direct

Now that you live abroad, what do you miss about home?
I don't miss much about home. In fact, I don't miss anything. I definitely don't miss the food.
What did you bring with you to remind you of home?
Actually, I didn't bring anything.
What would you miss if you moved back home?
I'd absolutely miss the food if I moved back home.
To be honest, it would be weird to speak my own language. I just don't see a challenge in that.
To tell you the truth, living back home would be boring. I honestly don't know what I would do.

Showing your ideas are not surprising

If I moved abroad, I'd miss my friends and, of course, my family.

Showing you agree or understand

I'm really homesick.
Of course. That's normal when you move abroad.

Unit 4 Language summary

Nouns

Social types

extrovert
introvert
party person
people person
social animal

Social events

barbecue
family reunion
fancy wedding
surprise party
wedding reception

Adjective

ambitious

Verbs

Modality

be supposed to (= have to / should)
be supposed to (= they say)
was / were going to
was / were supposed to

Inseparable phrasal verbs

get around to (buying a gift)
get away with (wearing jeans)
get off work early
get out of (an invitation)
get out of (going to a party)
get over (feeling embarrassed)
get over (an argument)
get through (an event)

Expressions with get

get going
get home
get ready at the last minute
get the feeling that . . .
get to know
get used to (dressing up)

Plans and social events

call a meeting
cancel plans
celebrate your birthday
come and get someone
dress up (for a fancy wedding)
find it hard to (get through the day)
give / throw a party
hurry
look forward to something
make something / anything special
stay out late
tell a white lie (to get out of an invitation)
walk in late
wear formal clothes

Social style

be good at small talk
be the center of attention
engage in chitchat
keep a low profile
talk one on one
think of yourself as a social animal / an individual

Other

work your way up
(in an organization)

Adverbs

anyway
instead
somehow

Linking words

as (= because)
as (= being)
as (= while / during the time when)

Expressions

anyone in particular
at the last minute
By the way, . . .

Discussing common opinions and forecasts

The party is supposed to be a barbecue.
It's supposed to rain later.
What's that new theater supposed to be like?

Saying what's expected

He's not supposed to eat chocolate – he's on a diet.
I'm not supposed to stay out late (but maybe I will).
I'm supposed to be studying (but I'm not).
We're supposed to be there by 7:00.

Saying what was expected or planned

He was going to give us directions (but he didn't).
I was supposed to study, but I went out instead.
I wasn't supposed to go out, but I did anyway.
My friends were supposed to pick me up at 6:00 (but they never showed up).

Talking about social events

I couldn't get out of going to the party – I had to go.
I didn't get around to buying a birthday gift.
My mother will never get over it if we walk in late.
She'll never get over feeling embarrassed.
I'll never get through this wedding reception.
I'm not very good at small talk.
Parties aren't really my thing.

Getting ready for social events

I'll never get used to dressing up for fancy weddings.
Can I get away with wearing jeans to the party?
If you need a ride, I'll come and get you.
We have to get going or we'll be late. Let's hurry.

Conversational expressions

I don't get it.
Oh, come on!
All I know is that . . .

Using so in conversation

When you're not sure and you want to check
So parties aren't your thing, huh?
So you're not going to go?

Starting a topic

So, have you planned your next vacation?
So, there's another work party on Friday.

Closing a topic

So, yeah. I'll just say I have other plans.
So it was great.

Pausing for someone to draw a conclusion

I'd rather talk one on one, so . . .
I've never had a surprise party, so . . .

Unit 5 Language summary

Nouns

Crimes / offenses

armed robbery
burglary
cyber crime
graffiti
jaywalking
kidnapping
killing
minor offense
murder
robbery
shoplifting
speeding
stealing
vandalism
white-collar crime

Crime prevention

deterrent
invasion of privacy
metal detector
security camera

Punishments

community service
complex issue
fine
life in prison
penalty

Criminals / offenders

burglar
jaywalker
kidnapper
murderer
robber
shoplifter
vandal

Adjectives

intrusive
responsible
R-rated (movie)

Adverbs

again and again
altogether
at some point
basically
far too
relatively
severely
strictly

Verbs

Passive of modal verbs

could be (changed)
have to be (done)
must be (done)
ought to be (changed)
should be (banned)
shouldn't be (allowed)

Get passive

get (caught)
get (robbed)

Laws and regulations

ban a movie
be against the law
pass a law

Results of crime

get hurt
get killed
get robbed

Irregular past / past participle

caught / caught (catch)
stole / stolen (steal)

The age of majority

be allowed to (vote at 18)
be encouraged to (vote)
be given your freedom
be made to (vote)
engage in (new activities)
get involved in an accident
learn from your mistakes
manage your own finances
quit school
raise the age limit
raise the legal age (for)
skip school
turn 18

Enforcing the law

be / get arrested for (jaywalking) → arrest someone for . . .
be / get caught (shoplifting) → catch someone (shoplifting)
be / get enforced → enforce a law
be / get stopped for speeding → stop a driver for speeding
be in favor of security cameras
be recorded
give (someone) a false sense of security
prevent accidents
put (police) on the streets
reduce crime
solve a crime

Punishments

be / get convicted of a crime
be / get fined for speeding
be / get punished severely
be / get sentenced to life in prison
be / get sent to prison (for 15 years)
be put on probation
clean up (graffiti)
go to jail / prison
hold someone responsible
lose your (driver's) license
pay for the damage

Crimes and offenses

break into (a home)
cause an accident
commit armed robbery
have a gun without a license
just cross the street anywhere
kidnap someone
kill someone
rob a person
speed
steal from a company
take someone captive

Talking about the age of majority

Something must be done about R-rated movies.
Movies with violent scenes should be banned.
The law ought to be changed.
The legal age for driving could easily be changed.
They should pass a law that says . . .
You shouldn't be allowed to marry at 18.
Young people have to be given their freedom.

Talking about crime and punishment

How should vandals be punished?
What penalty should you get for jaywalking?
Laws against speeding should be enforced strictly.
People who get caught speeding should be arrested if they cause accidents.
Some murderers get sentenced to 15 years in prison.
It's a complex issue.

Talking about security issues

I think security cameras make people feel safer and help the police solve crimes. They're a good deterrent.
They're intrusive and they're an invasion of privacy.

Organizing your views

There are two problems . . .
I'm not sure about that, for two reasons . . .
First (of all), . . . Second (of all) / Secondly, . . .
(Number) One, . . . Two, . . .
A, . . . B, . . .
The thing is . . . / Another thing is . . .
The point is . . . / Basically, . . .

Showing someone has a valid argument

That's true.
You've got a point there.
I never (really) thought of it that way.

Unit 6 Language summary

Nouns

Love and marriage

bride
husband-to-be
soulmate
unmarried man
unmarried woman
wife-to-be

Sleep and dreams

bad dream
insomnia
nightmare
recurring dream
talking in your sleep

Other nouns

chess
forum

Adjectives

close (friend)
colorful (characters)
crazy
silly
strange
superstitious
weird

Verbs

Coincidences

appear out of nowhere
call out of the blue
run into (an old friend)
unexpectedly

Strange experiences

experience telepathy
have déjà vu
read someone's mind
see a UFO (unidentified flying object) in the sky
tell what someone is thinking

Irregular past / past participle

swept / swept (sweep)

Superstitions

believe in (superstitions)
come into money
disappear
dream of (a snake)
find a four-leaf clover
make your own (good) luck
pick (coins) up
put (clothes) on inside out
put shoes on the table
see a crow in the morning
sweep over someone's feet
with a broom
throw salt over your shoulder
walk under a ladder

Other verbs

become a member of (a club)
get in touch (with)
get / receive someone's mail
have a chance (to go somewhere)
have company
hear from someone
set up camp
show up (at a restaurant)

Sleep and dreams

be afraid of the dark
come true
have a nightmare

Adverbs

just (= only)
just (= really)
unexpectedly

Time expressions

after (seeing)
before (starting)
soon after (arriving)

Frequency expression

occasionally

Expressions

all her married life
It turned out that . . .
off the wall
out of nowhere
out of the blue

Saying what happened before a past event

I had set up camp and was cooking, and this van appeared out of nowhere with two guys in it.
It was nice to have company because I hadn't spoken to anyone in days.
My boyfriend was showing me photos of an old friend that he hadn't seen in years because he'd moved away.
And then the phone rang . . .

Coincidences and strange events

One thing that sticks in my mind is (that) . . .
It turned out that one of the guys had graduated from the same college as I did.
You'll never believe it – he just called out of the blue.
It's a small world! / Small world, huh?
Life is full of coincidences.

Superstitions

It's good luck / bad luck to . . .
It's lucky / unlucky to . . .
You'll have good luck if you throw a pinch of salt over your shoulder.
Your wish will come true if . . .
If a bride wears pearls, she'll cry all her married life.
If you pick up coins, you will come into money.
If you put your clothes on inside out, you'll get a nice surprise.
If you sweep over an unmarried woman's feet with a broom, she'll never get married.

Showing you're the same

So do I. / So am I. / So did I. / So have I. / So was I.
Neither do I. / Neither am I. / Neither did I. /
Neither have I. / Neither was I.

Repeating ideas to make your meaning clear

I often have the same dream, too – you know, a recurring dream.
I always have pleasant dreams. They're never bad or scary.

Using just to make things stronger and softer

Stronger

I just love all those TV shows about telepathy.
I often have weird dreams, I mean, just off the wall.

Softer

It's just a little strange.
Coincidences are just events that you notice more than others.

Sleep and dreams

I dream I'm sitting in a garden, waiting for someone.
I always have pleasant dreams.
It's silly to be afraid of the dark.

Language for writing: Sequencing events

Before starting college, she had never ridden a bicycle.
Soon after arriving on campus, she joined a cycling club.
She almost turned around and left after seeing all the other cyclists with their racing bikes.

Unit 7 Language summary

Nouns

Shops and services

camera store
copy shop
dry cleaner's
garage
hairdresser
hair salon
interior designer
optometrist

Other nouns

brakes
ceiling fan
dishwasher
doorknob
hammer
memory card
microwave
screwdriver
showerhead
washer
water damage

Verbs

Repairs and maintenance

need (adjusting)
need to be (replaced)

Causative

get someone to do something
have someone do something

Causative passive

get something done
have something done

Nouns

Damage

dent
hole
leak
scratch
stain
tear

Adjectives

Damage

dented
leaking
loose
scratched
stained
torn

Doing things yourself

cut your own hair / bangs
do your own car repairs
do your own decorating
fix something yourself
iron your own clothes

Home maintenance

be (a half hour) slow
build a new house
decorate a house
fall off
file (papers)
flood (the apartment)
make a funny noise
pick (curtains) out
repair (water damage)
replace (a washer)
tear a curtain
tune (a piano)

Irregular past / past participle

built / built (build)
tore / torn (tear)

Car maintenance

adjust the brakes
break down
change a tire
do routine things like put
oil in the car
have a flat tire
service a car
take a look at (a car)

Technical problems

adjust (the TV screen)
be dead (a battery / phone)
fall apart
flicker on and off
get a shock
keep (flickering)
recharge (a cell phone)
turn on
upgrade (computer memory)

Expressions

I'll never try that again.
It saves me money.
Not anymore.

Doing things yourself

Once I cut my own hair. I'll never try that again!
Do you do your own repairs to save money?
Not anymore! Once I tried fixing the dishwasher myself and I flooded the apartment.

Using professional services

I get my brother to repair my car.
I have a hairdresser cut my hair.
I had a plumber come to the house to fix a leak.
I paid to have someone fix my dishwasher.
I got my hair cut at a hair salon.
I had my house decorated professionally.

Talking about home maintenance problems

My dishwasher flooded the entire apartment.
It cost me a fortune to have the damage repaired.
The doorknob is loose – it's going to fall off.
The filter needs cleaning / needs to be cleaned.
The air conditioner is making a funny noise.
There's a leak in the shower – it's leaking.
It's just a washer that needs replacing / to be replaced.

Talking about car problems

My car keeps breaking down. I need to get it fixed.
The brakes need adjusting / need to be adjusted.
My car is dented – there's a big dent in the door.

Talking about technology problems

The TV keeps (flickering).
The microwave isn't working. It won't (turn off / on).
My phone needs recharging / needs to be recharged.
Something's wrong with the lamp. I got a shock from it.
This clock is a half hour slow and that clock stopped!
There's a scratch on this DVD – it's scratched.

Damage to clothes

I have a coffee stain on my shirt. / My shirt is stained.
I have a tear / a hole in my jacket. / My jacket is torn.

Using "short" sentences

Done. (= That's done.)
Just broke a nail. (= I just broke a nail.)
Left a bit. (= Move that picture to the left a bit.)
Love it. (= I love it.)
Ready? (= Are you ready?)
Hurry up.
There you go.
Want some help? (= Do you want some help?)

When things go wrong

Ooh! / Uh-oh! / Shoot!
Oops! / Whoops!
Ouch! / Ow!
Ugh! / Yuck!

Unit 8 Language summary

Nouns

Qualities

aggression
confidence
determination
flexibility
honesty
intelligence
realism
self-discipline
self-esteem
sensitivity
sympathy

Emotions

anger
depression
grief
guilt
happiness
hate
jealousy
sadness
shame

Adverbs

almost
either way
emotionally
normally

Adjectives

Qualities

aggressive
confident
decisive
determined
emotional
flexible
honest
impulsive
intelligent
motivated
optimistic
positive
realistic
rude
self-disciplined
sensitive (to)
sympathetic

Emotions

angry
ashamed
depressed
(feel) guilty
jealous
sad
stressed out
upset

Verbs

Expressing anger

be off somewhere sulking
control your anger
express anger in private
hang up on someone
have a fight
have an argument
lose your temper
mope
sulk
upset (someone)
yell at someone

Expressing emotions

cope with aggression
criticize
have no sympathy for
have something on your mind
hug someone
hurt someone's feelings
laugh out loud
make a complaint
manage your emotions

Other verbs

achieve your goals
annoy
apologize
borrow (a book)
break down
die (= battery run down)
get off (the elevator)
get tied up in (traffic)
set goals for yourself
swerve (to avoid someone)
tell someone what to do

Talking hypothetically about the past

would have / wouldn't have (lost my temper)

Saying what was the right thing to do

should have (apologized)
shouldn't have (yelled)

Talking about missed opportunities

could have (hung up)
couldn't have (done much else)

Speculating about the past

couldn't have (forgotten) (= It's not possible.)
may / might have (forgotten) (= maybe)
may / might not have (remembered) (= maybe not)
must have (gotten tied up in traffic) (= I bet . . .)

Inconsiderate behavior

block the doors (on the subway)
cause an accident
cut in line
get someone's order wrong
hit a car
knock (a person) over
throw litter (out of a car)
make excuses
make (too much) noise
push ahead of people to get a seat
push (on the subway) to get past people
scratch another car / vehicle
spill (coffee) on someone
take someone's parking spot

Talking hypothetically about the past

Normally, I would have been more polite.
What would you have done in that situation?
I would have hung up. I wouldn't have gotten mad.
Would you have lost your temper?
No, I probably wouldn't have.

Talking about missed opportunities

Could she have been more polite?
I feel she could have.
What else could she have done?
She couldn't have done much else.

Saying what was the right thing to do

What should she have done?
She should have said no politely.
Should she have yelled at him?
No, she really shouldn't have.

Speculating about the past

They must have gotten tied up in traffic.
She could have tried to call and not gotten through.
They may / might not have remembered.
No, they couldn't have forgotten! It's not possible.

Sharing experiences

I had a similar experience. / I had that happen to me.
That's like . . . / That reminds me of (the time I . . .)
Speaking of (rude people), . . .

Language for writing: A letter of apology

I feel I should apologize for (arguing at your party last night).
I just wanted to say I'm sorry for (getting into an argument).
I promise I will (listen to your advice) in the future.
I promise not to (get into an argument at your house) again.
It was totally my fault.

Unit 9 Language summary

Nouns

Love and marriage

diamond ring
fiancé (male)
fiancée (female)

Possessions

belongings
inventory (of)

Other nouns

application
billionaire
budget
checklist
conveyor belt
market researcher
saver
shopping center
shredding machine
spender
treat

Adjectives

enormous
reliable
risky
materialistic
systematic
thrifty

Verbs

Dealing with possessions

accumulate possessions
be attached to something
bury things underground
destroy your possessions
give (stuff) away
granulate
have a (huge) collection
have all the latest gadgets
(not) have room for things
(not) live without something

Managing money

get things under control
give yourself an allowance
for special treats
go through (a checklist)
have / make a budget
keep track of (what you spend)
stick to a monthly budget

Saving / investing money

invest money in stocks / bonds
open a savings account
pay interest
put (money) away for a rainy day
set aside (money)

Borrowing money

apply for (a credit card)
borrow money from (the bank)
fill out an application for (a loan)
get into debt / be in debt
get out of debt
have / take out a loan
pay (money) back
pay (a debt / a loan) off

Spending money

charge (clothes) to a credit card
pay a bill on time
pay by check / in cash
pay for (something) on credit cards
take (a jacket) back to the store
use a credit card
waste money

Earning money

have a source of income
make a fortune
pay off (= be successful)
pay (the best) salary
sell something online

Irregular past / past participle

stuck / stuck (stick)

Adverbs

apparently
evidently

Time expression

in the past month

Expressions

According to . . .
by mistake (= accidentally)

Reporting what people ask or say

He said (that) his goal was to destroy his possessions.
He said (that) he had been making an inventory.
He said (that) his father had given him a nice present.
She told me (that) she couldn't throw anything away.
She said (that) she would buy less in the future.
They told us (that) the store is closed on Sundays.
She asked how I usually paid for things.
She asked what my main source of income was.
She asked me how much money I could spend on treats.
She wanted to know if / whether I had a credit card.
As my friend said, "Money can't buy happiness."

Talking about possessions

Do you think you're materialistic?
What's your most valuable possession?
I could never live without (my violin).
I'm very attached to my books.
My goal is to destroy all my possessions.

Managing money

I always put money away for a "rainy day."
I filled out an application to open a bank account.
My savings account pays good interest.
Investing in the stock market can be risky.

Reporting the content of a conversation

Max was saying that Jeff and Lee aren't getting along that well.
My friend was telling me she bought a computer online.
A classmate of mine was telling me about his computer class.

Reporting without identifying the source

Apparently, they're having money problems.
I've heard he's worth billions.
Evidently, the honeymoon and the diamond ring were paid for
on credit cards.
I heard they're pretty wealthy.
I was told (that) . . . / They say (that) . . .

Language for writing: Reporting

She added / concluded that she loved her violin.
She remembered / recalled that she had lost her violin once.
She said / told me / explained that her violin was valuable.

Language for writing: Quoting

"I love my violin," she added / concluded.
"My violin is valuable," she said / told me / explained.

Unit 10 Language summary

Nouns

blues singer
lead singer
music critic
online sensation
opera singer
opera voice
publicity
stage fright
tenor
video-sharing website
viral star

Adjectives

catchy
English-born
most-watched
up-and-coming

Expression

Give it a chance.

Verbs

Hypothetical statements in the past

If he had / hadn't (won), he . . .
. . . could have (gotten) . . .
. . . might (not) have (had) . . .
. . . would have (done) . . .
. . . wouldn't have (become) . . .

Performing

get a standing ovation
have a gig
have a singing career
perform in front of people
sing a set of pop songs

Childhood and background

have a difficult childhood
spend your early years (moving from town to town)

Becoming famous

be a contestant (on a game show)
be in the headlines
be in the right place at the right time
be onto something
change your lifestyle
enter a contest
find a way to (become a singer)
get an early start (as an actor)
get discovered
get (your name) known
have connections
have enough nerve to (sing in public)
have the confidence to (be a singer)
make headlines
produce a video
receive media attention
record a podcast
record music
take off (a career takes off)
win a talent show / talent contest

When things don't work out

drop out of sight
get a lot of bad press
go downhill
take time off from (acting)

Talking hypothetically about the past

What would have happened if he had stayed in school?
Would he have become a singer?
If he had stayed in school, maybe he would have done something entirely different.
If he hadn't won a talent contest, he might not have had the confidence to become a singer.
If he had continued his education, he could have gotten formal training.

Becoming famous

That actress got discovered in a club by a producer.
She was in the right place at the right time.
Her career really took off.
She got her first movie role by having connections.
I'd be famous by now if I had gotten an earlier start.
You might like acting. You should give it a try.

When things don't work out

He got a lot of bad press after he got arrested.
His career has really gone downhill.
He's dropped out of sight.

When you're not sure and you want to check

That singer won the talent show this year, didn't she?
She's a blues singer, isn't she?
You haven't seen her show yet, have you?

When you're sure and think someone will agree

He's kind of dropped out of sight, hasn't he?
I guess I'm a little out of touch, aren't I?
It's amazing, isn't it?
It's not easy to become famous, is it?
That wasn't too smart, was it?

Giving encouraging advice

My acting teacher doesn't give me enough feedback.
You could look for another class, couldn't you?
It would be good to talk to her, wouldn't it?
I'm thinking of dropping out of the class.
You should at least give it a chance, shouldn't you?

Talking about fame and social responsibility

They do a lot of charity concerts.
He's raised a lot of money for charity.

Unit 11 Language summary

Nouns

Trends in employment

benefit
child-care center
contacts
desk sharing
flexible hours
health insurance
incentive
internship
IT (information technology) staff
paternity leave
productivity
promotion
telecommuting
unpaid work
working parents

Other trends

advances in technology
aging population
bottled water
consumer pressure
economic boom
economy
fast-food chains
housing shortage
hybrid vehicle
junk food
local farmers
obesity
organic food
processed food
traffic congestion
tracking devices

unemployment
urban development
work / life balance

Environmental problems

air / water pollution
carbon dioxide levels
drought
endangered species
(gas) consumption
garbage
global warming
landfill
nuclear waste disposal
the burning of (coal / oil)
the depletion of (oil) reserves
toxic chemicals
water shortage

Environmentally friendly things

biodegradable packaging
energy-saving lightbulb
rechargeable battery
solar / wind power

Adjectives

biodegradable
environmentally friendly
family-friendly
harmful (to)
hopeless
overwhelming

Quantity expression

a bathtubful of (water)

Vague expressions

and so forth
and so on
etc.

Verbs

Trends in employment

attract good employees
be a good fit (for a job)
improve a résumé
lay (a worker) off
offer benefits to employees
outsource a job to another country
recruit workers overseas
save on costs
take (time) off
treat people equally

Other trends

be obsessed with (losing weight)
knock (a building) down

Environmental problems and solutions

conserve energy / oil / gas / water
consume less energy / electricity
contaminate the ocean / a river
cut down on (water) consumption
deliver bills online
lack safe drinking water
pollute the environment
protect the environment
recycle glass / plastic / metal

Irregular past / past participle

laid off / laid
off (lay off)
rose / risen (rise)

Describing trends

decline / decrease
go up / grow
increase / rise

Linking words

Contrasts

although / even though
despite / in spite of

Reasons

as a result of
because
because of
due to

Purpose

(in order) to
so (that)

Alternatives

instead of

Adverbs

increasingly
overseas
partly
widely

Trends in cities, education, employment

A lot of new hotels and offices have been built.
University tuition fees have just been increased.
Students aren't being given enough financial support.
There's a big demand for / a shortage of skilled workers.
They're being recruited overseas.
Jobs are being outsourced to other countries.
A lot of people have been laid off.
Internet access is being made available all over.

Talking about the environment

Climates are changing as a result of global warming.
Global warming is due to increased levels of carbon dioxide in the atmosphere.
Turn down the heat in order to save energy.
Ride a bicycle to work instead of driving.
Although it costs more, buy biodegradable products.
Toxic cleaning products are harmful to rivers.
Recycle garbage so that it doesn't end up in a landfill.

Even though many people lack safe drinking water, we continue to waste it.
People water lawns despite / in spite of water shortages.

Referring back in the conversation

As you said / were saying . . .
Going back to what I said / was saying, . . .
Like you said / were saying . . .
You / I mentioned (saving on costs) earlier.

Using vague expressions

Companies offer flexible hours and things like that.
We use email, web conferencing, and so forth / and so on / etc.

Language for writing: Describing trends

We're spending more and more time on our smartphones.
We're spending less time / fewer hours on our laptops.
People increasingly use their phones for a variety of functions.
The use of laptops is decreasing / declining.
The number of smartphones is increasing / growing.

Unit 12 Language summary

Nouns

Areas of work

<i>Construction industry</i>	<i>Media and communications</i>	<i>Other</i>
architecture	advertising	counseling
carpentry	editing	design
plumbing	entertainment	engineering
trades	interpreting	hotel and tourism
<i>Medicine and health care</i>	journalism	law
dentistry	photography	management
nursing	public relations	marketing
pediatrics	publishing	sales
physical therapy	the media	social work
psychiatry	translating	teaching
psychology	<i>Financial sector</i>	telemarketing
surgery	accounting	travel industry
	finance	zoology
	financial analysis	
	financial services	

Jobs

accountant	financial analyst	psychologist
architect	interior designer	publisher
camp counselor	interpreter	sales rep
carpenter	lawyer	(representative)
civil engineer	manager	salesperson
construction worker	nurse	social worker
contractor	pediatrician	stockbroker
counselor	personal trainer	surgeon
dentist	photographer	tax adviser
designer	physical therapist	telemarketer
editor	plumber	translator
	psychiatric nurse	zoologist
	psychiatrist	

Verbs

Future continuous

may (not) be (graduating)
might (not) be (graduating)
will / won't be (working)

Future perfect

will / won't have graduated
(by next year)
will / won't have retired
(by then)

Developing a career

apply for an internship
attend a job fair
be cut out for something
choose a career
end up with a job you love
find out your strengths and weaknesses
get hired
get into (medicine)
get some work experience
graduate from (medical school)
graduate with a degree in (nursing)
interview for a job
make a career out of (something)
make a good first impression
make contacts
network
prepare a résumé
see a career counselor
start / finish your degree
take a personality test

Time expressions

by then
five years from now

Adverb

hopefully

Expressions

for free
for sure
In addition, . . .
in the field of . . .
It's revealing when . . .

Future activities and events

I'll be starting a degree this fall.
I'll be graduating in four years.
I'll be working as a nurse four years from now.
I won't be working in this job a year from now.
I may be working in publishing next year.
Or I might be working in the construction industry.

Looking back from the future

Hopefully, I'll have graduated by this time next year.
I probably won't have found a job by then.

Introducing important information

Something my friend did was (to) . . .
The best part was (that) . . .
The best thing to do is (to) . . .
The good thing about the job is (that) . . .
The main thing you need is . . .
The reason I ask is (that) . . .
What I heard / read was (that) . . .

What I thought was good was (that) . . .
What I was going to tell you / say was (that) . . .
What I would do is (to) . . .
What I'm saying is (that) . . .
What my friend did was (to) . . .
What you need is . . .

Involving people in what you're saying

I don't know if you're familiar with . . .
I don't know if you've (ever) heard of . . .
I don't know if you've (ever) seen . . .

Language for writing: Application letters

As you can see from the attached résumé, . . .
My strongest qualification for this position is that . . .
It was my responsibility to . . .
I would welcome the opportunity to meet with you.
Thank you for your time and consideration.