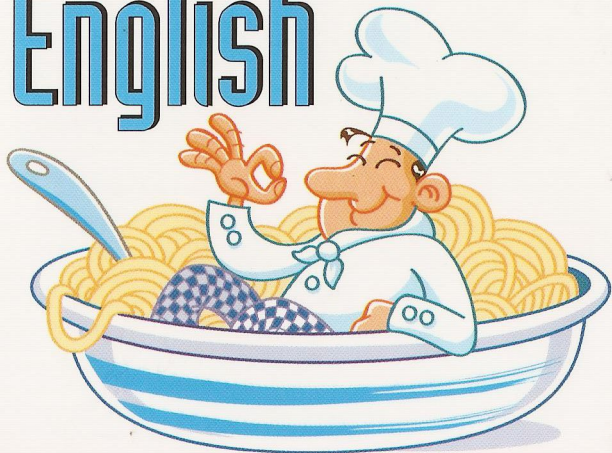


Common Errors in English



PENGUIN QUICK GUIDES

Common Errors in English

Paul Hancock

Penguin Quick Guides Series Editors:
Andy Hopkins and Jocelyn Potter



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Getting started

How can this book help you?

Everyone who learns English makes the same mistakes at first, and this book shows you examples of these mistakes and how to correct them. Many of the mistakes are illustrated, so you can see exactly what people are really saying when they make them! This helps you to understand why they're wrong, and to stop making them.

What's in this book?

There are ten chapters covering different areas, such as travel, work, education and family. Each chapter has five sections and altogether there are more than 300 examples of typical mistakes, including confused words, prepositions and grammar. There are also **Review** exercises to give

you more practice in noticing mistakes and saying what you want to say correctly.

Why is it called a *Quick Guide*?

The explanations of the mistakes are short and simple. Each page can be studied on its own, and because there are not too many examples on one page, you can choose any page and spend a few minutes learning about those mistakes. You'll learn more by doing some quick study like this regularly. Try looking at a few mistakes every day and see how you begin to remember them.

How to use the book

- Choose a section which interests you. Enjoy the illustration and then read the explanation and the other examples on that page.

The following symbols are used:

- ✗ a sentence containing an error
 - ! a sentence that is not incorrect but is often used incorrectly
 - ✓ a correct sentence.
- Look at the mistakes again and cover the explanations so that you can't see them. Can you remember why it's a mistake and how to correct it? Keep testing yourself like this until you remember and are ready to move on to another section.
 - Do the **Review** exercises and check the **Answers** section at the back of the book.
 - Go to the **Index** and write down the examples in your own language.

I hope you find the book both useful and amusing!



Moving around

1

Away from home

stranger

foreigner

usual

common

strange

foreign

- ✗ It was interesting to have class discussions with other **strangers**.

Strangers are people you've never met before. People of other nationalities are **foreigners**, but this is often used negatively, so avoid it.
We don't want foreigners here!

- ✓ It was interesting to have class discussions with **people from other countries**.

- ✗ John is a very **usual** name in Britain.

For *many* examples of something, say **common**, not **usual**.

- ✓ John is a very **common** name in Britain.



There were a lot of strange students in the class.

- ✗ There were a lot of **strange** students in my class. Something **strange** is not normal and makes you uncomfortable. Students from other countries are **foreign** students.
- ✓ There were a lot of **foreign** students in my class.

Travel

! I love travel.

When you are speaking generally, it is more common to say:

✓ I love travelling.

travel

journey

trip

tour

street

road

flight

✗ I'm going on a business travel next week.

Travel is uncountable (without *a*). You can *go on* or *make a journey*. If you go and come back after a short time, it's called a **trip**.

✓ I'm going on a business trip next week.

✗ We went on a journey round the city by bus.

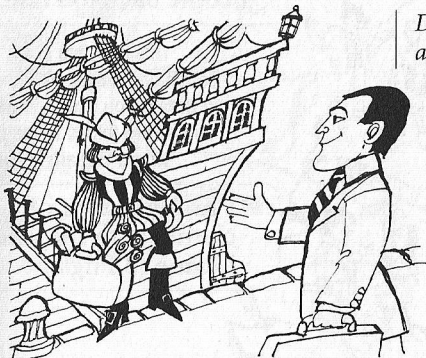
If you visit a lot of different places by bus, it is called a **tour**.

✓ We went on a bus tour round the city.

✗ The streets between Oxford and Bath are beautiful.

Streets are in towns and villages, with houses on them. Between towns, there are **roads**.

✓ The roads between Oxford and Bath are beautiful.



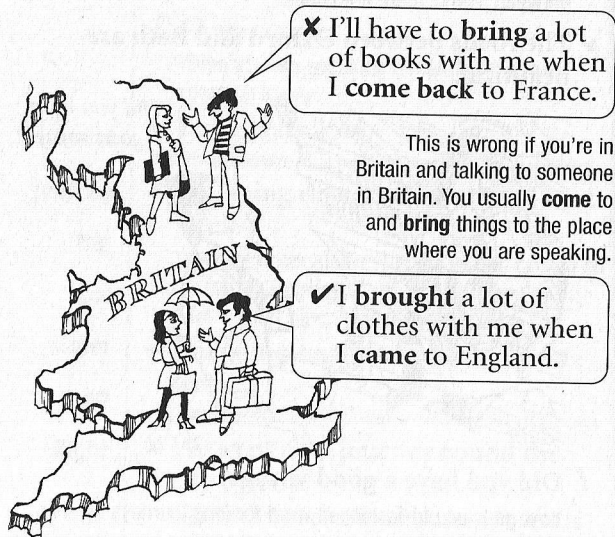
Did you have a good voyage?

! Did you have a good voyage?

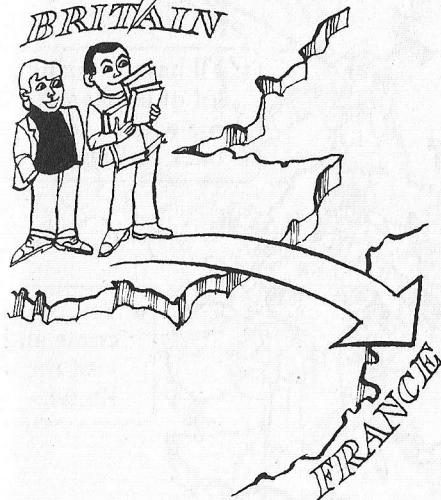
Voyage is an old-fashioned word for long journeys by ship.

✓ Did you have a good journey/flight?

Here and there



✓ I'll have to **take** a lot of books with me when I **go back** to France.



come
(back)

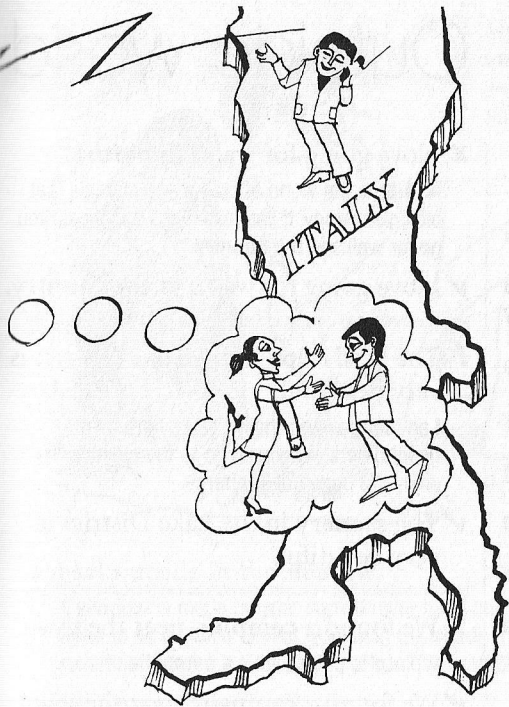
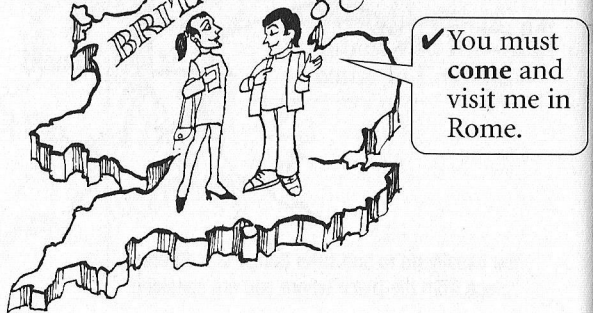
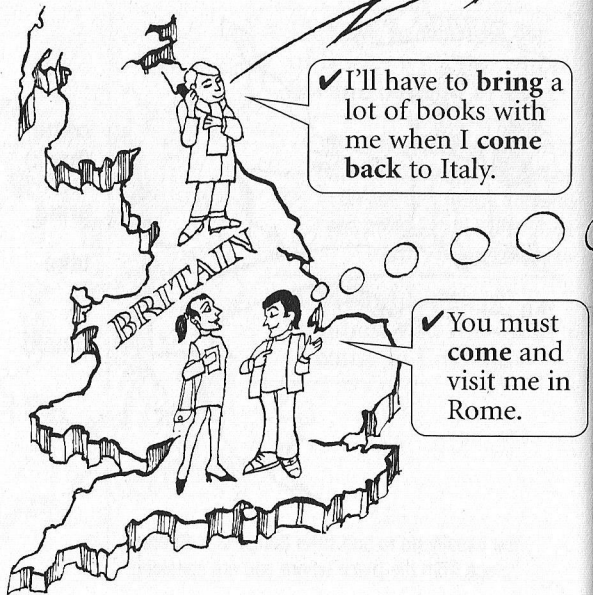
bring

take

go
(back)

You usually **go** to and **take** things to a different place from the place where you are speaking.

If you're talking to someone about a time when you will be in another place, you can use **come** and **bring**.



Outside world

nature

- ✗ I love going for walks in **nature**.

Nature is the world of plants and animals that biologists study. If you love fields and trees, you go for walks in **the country**.

the
country

- ✓ I love going for walks in **the country**.

landscape

- ! The **landscape** in the Lake District is very beautiful.

scenery

Landscape is normally used by artists or geographers. When you go to the country you enjoy the beautiful **scenery**.

camping

campsite

- ✓ The **scenery** in the Lake District is very beautiful.

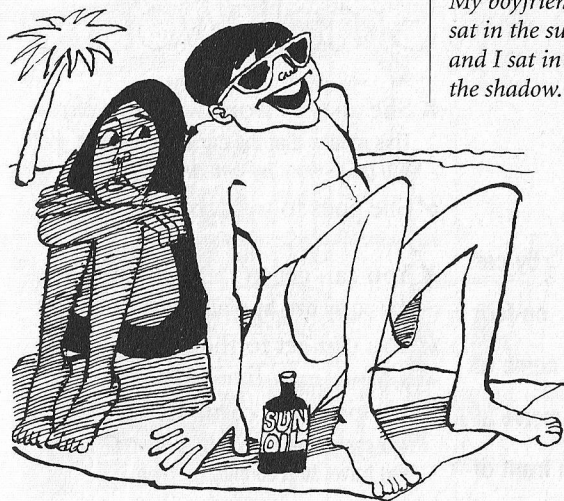
shadow

shade

- ✗ We found a **camping** near the town.

A place to put a tent is a **campsite**.

- ✓ We found a **campsite** near the town.



*My boyfriend
sat in the sun
and I sat in
the shadow.*

- ✗ I sat outside in the **shadow**.

A **shadow** is made by your body or your hand and is too small to sit in. If it's too hot, you sit in the **shade** (made by something bigger – a building or a tree, for example).

- ✓ I sat outside in the **shade**.

Small words

- ✗ She goes to work **with her car**.
This means that the car accompanies you!
You go to work **by car** (without *my, her*, etc.).

- ✓ She goes to work **by car**.

- ✗ You can get to the hotel **by foot**.
You go **by car, by plane**, etc., but **on foot**.

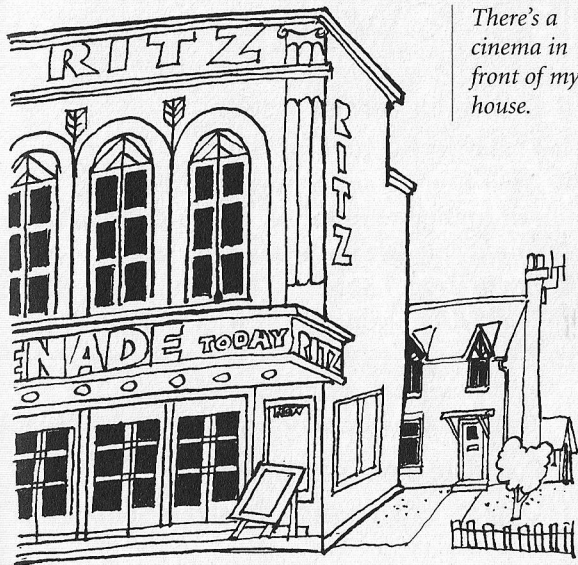
- ✓ You can get to the hotel **on foot**.

- ✗ I hope you'll **come in Spain** soon.
You can come and go **in** a room or house.
You travel **to** a country or town.

- ✓ I hope you'll **come to Spain** soon.

- ✗ She **arrived to** the office late.
You can never arrive **to** a place. You can arrive **in** a town or country, or **at** other places.

- ✓ She **arrived late at** the office **in** Pisa.



There's a cinema in front of my house.

- ! There's a cinema **in front of** my house.
If there's a cinema on the other side of the road, say:
✓ There's a cinema **opposite** my house.

Review 1

A Choose the correct answer.

- 1 I really love (*travel/travelling*).
- 2 I enjoy long train (*voyages/journeys*).
- 3 I'm coming to Rome on a business (*trip/travel*).
- 4 Could you give me a (*tour/journey*) of the city?
- 5 I'm in Lyon. I hope you can (*go/come*) here soon.
(*Take/Bring*) your family with you.
- 6 We often have (*strangers/foreigners/people from other countries*) staying with us.
- 7 Those clothes are very (*usual/common*) in Japan.

B Complete these sentences.

- 1 Only the English sit in the sun in summer.
The locals sit in the
- 2 Are you coming car or foot?
- 3 I went America last year.
- 4 They arrived the station just in time.



School and work

2

Education

student

child

professor

teacher

learn

teach

class

classroom

✗ When I started school aged seven, there were 20 **students** in my class.

Students are older learners, over 16 and usually at university. In school there are **schoolchildren** or just **children** (**pupils** is more formal).

✓ ... there were 20 **children** in my class.

✗ My school **professors** were friendly.

Only universities have **professors** or **lecturers**. Schools have **teachers**.

✓ My school **teachers** were friendly.

✗ My English teacher **learnt** me a lot. Teachers **teach** you things and you **learn** them.

✓ My English teacher **taught** me a lot.



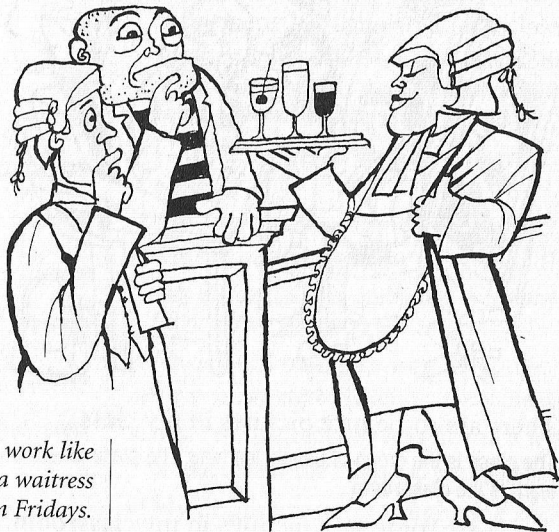
There are some nice pictures in my class.

✗ There are some nice pictures in my **class**.

The **class** is the group of people learning. The place where you learn is the **classroom**.

✓ There are some nice pictures in my **classroom**.

Work and jobs



*I work like
a waitress
on Fridays.*

✗ I **work like** a waitress on Fridays.

In **work like**, *like* means *similar to* e.g. *I work like a slave!* To tell someone your position at work, use **as**.

✓ I **work as** a waitress on Fridays.

✗ I have a good **work**.

Work is uncountable. You can finish **some work** and then do some different work. A **job** (architect, teacher etc.) is the same every day.

✓ I have a good **job**.

✗ I go **to my work** by bicycle.

You go **to work**, without *my, your, his* etc.

✓ I go **to work** by bicycle.

! What's your **occupation**, David?

Occupation is a formal word, usually used in writing (official forms etc.). Use **job**.

✓ What's your **job**?/What do you do?

work as

work

job

occupation

Companies

There are
two chiefs
in my
office.



✗ There are two **chiefs** in my office.

You can have a *chief executive*, or *chief accountant*, but a **chief** is usually the leader of a tribe of American Indians. At work you have a **boss** or a **manager**.

✓ There are two **managers** in my office.

✗ The **labourers** have asked the **managers** for more money.

In industry, pay and conditions are discussed by **workers** and **management**.

✓ The **workers** have asked the **management** for more money.

✗ I **work in** a finance company.

Use **in** to say where exactly you work in a company, e.g. *in the accounts department*.

To tell someone about your employer:

✓ I **work for** a finance company.

✗ I work in the **personal** department.

Personal means connected with your private life, e.g. *Can I ask you a personal question?*

The department that helps individuals at work is the **personnel** department.

✓ I work in the **personnel** department.

chief

manager

worker

management

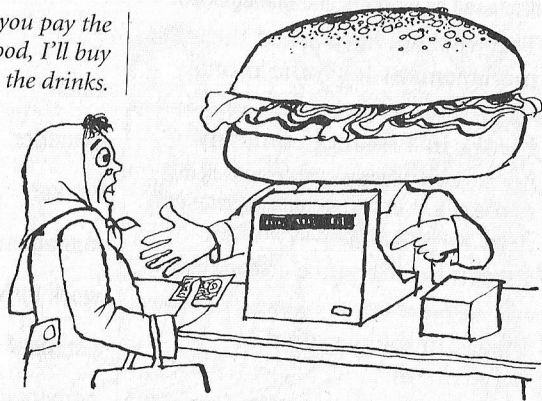
work in/for

personal

personnel

Money

If you *pay* the food, I'll buy the drinks.



- ✗ If you **pay** the food, I'll buy the drinks.
You have to **pay** someone **for** something when you buy it. (You can *pay the bill* and *pay tax* because you don't buy these things.)
- ✓ If you **pay for** the food, I'll buy the drinks.

- ✗ Doctors get a good **wage**.
Some workers, usually doing physical jobs, get a *weekly wage*. Most people nowadays, especially professionals, get a *monthly salary*.

✓ Doctors get a good **salary**.

- ✗ We'll have to **rise** the price of this product.

A price **rises** when it increases, but if someone increases a price, they **raise** the price.

- ✓ We'll have to **raise** the price of this product.

- ✗ The **price of living** is very high in London.

You pay a **price** in order to have something. To say how expensive a city or country is, we say:

- ✓ The **cost of living** is very high in London.

pay for

wage

salary

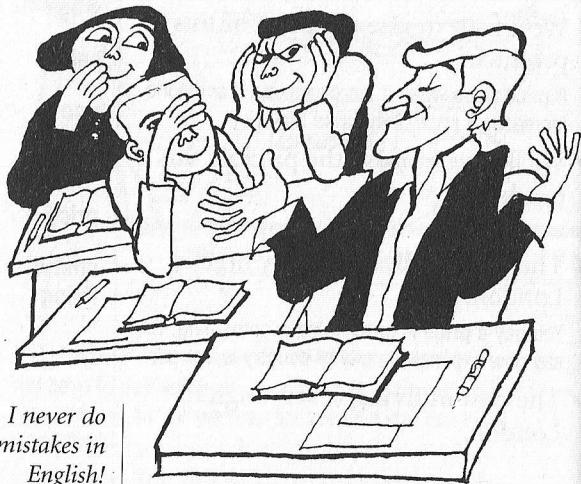
rise

raise

price

cost of living

Words that go together



I never do mistakes in English!

X

We don't **do** a mistake.

We don't **make** an exercise.

We don't **make** an exam.

We don't **make** an interview.

✓

We **make** a mistake.
We **make** a speech.
We **make** a phone call.

We **do** an exercise.
We **do** a job or some work.
We **do** business with somebody.

We **take** an exam.
We **take** a course.
We **take** a day off work.

We **have** an interview.
We **have** a lesson.
We **have** a meeting.

make

do

take

have

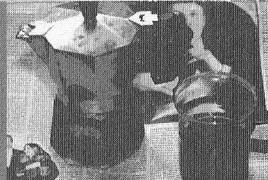
Review 2

A Choose the correct answer.

- 1 My geography (*professor/teacher*) at school was very nice. She (*taught/learnt*) us a lot.
- 2 What (*do you do/are you doing*)? – I work (*in/for*) a television company.
- 3 Jane has two (*jobs/works*). She works (*like/as*) a secretary and in a café.
- 4 He's the (*chief/boss*), but he goes (*to his/to*) work by bicycle.
- 5 Teachers get a good (*salary/wage*) in Japan, but the (*cost/price*) of living is also higher there.

B Complete these with *make, take or have*.

- 1 Can you this exam without any mistakes?
- 2 If you that exam, you'll an interview to test your spoken English.
- 3 I can't a phone call now, we're a meeting.



Home life

3

Family

✗ I **am born** in Madrid.

In English we see this only as a past action.

✓ I **was born** in Madrid.

✗ Your children are much taller – they really have **grown up**.

To **grow up** means to become an adult and act like one.

✓ I want to be a nurse when I **grow up**.

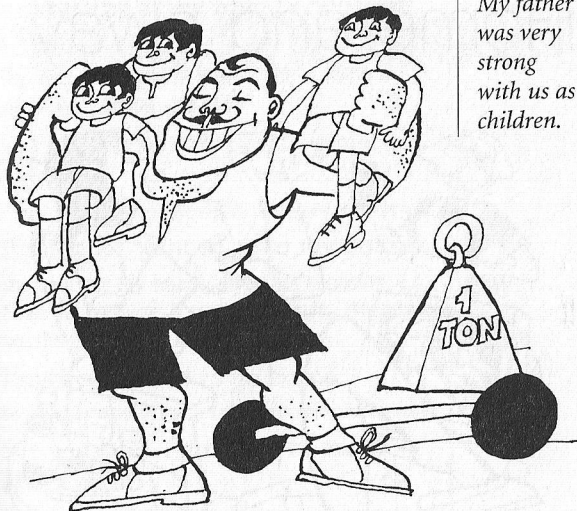
When children get *physically bigger*, say:

✓ Your children are much taller – they really have **grown**.

✗ I have many **parents** in my town.

You can only have two **parents**. Other family members are **relatives**.

✓ I have many **relatives** in my town.



My father was very strong with us as children.

✗ My father was very **strong** with us as children.

If someone is **strong**, it's a physical characteristic. A person who makes children follow rules is **strict**.

✓ My father was very **strict** with us as children.

Home and away



*I'm resting
at my
friend's house
all week.*

✗ I'm **resting** at my friend's house all week.

You **rest** when you're tired. If you're living in someone's house, use **stay**.

✓ I'm **staying** at my friend's house all week.

✗ I'm tired. I want to go to **my house**.

You only say **my house** if you are choosing, e.g. *Shall we go to my house, or to yours?* When you are tired, you want to go **home**.

✓ I'm tired. I want to go **home**.

! See you later. I'll **return home** at about eight.

Return home and **arrive home** are formal. Informally you can say:

✓ I'll **be home** at about eight. (I'll **get home**/I'll **come home** ...)

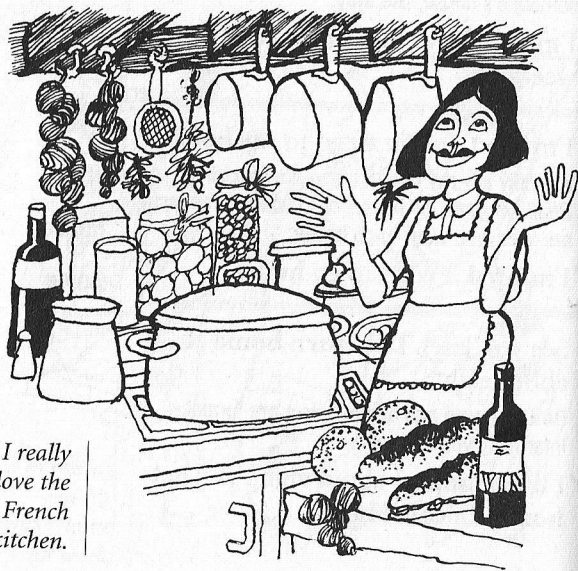
rest

stay

house

home

Guests for dinner



*I really
love the
French
kitchen.*

✗ I really love **the French kitchen**.

The **kitchen** is the room where you cook! You can say **French cuisine**, but you usually say:

✓ I love **French food**. (without *the*)

✗ My sister is a very good **cooker**.

A **cooker** is a machine (gas or electric)! A person who cooks is a **cook**.

✓ My sister is a very good **cook**.

! The guests will be here soon. I'll just **clean** the living room.

We usually **clean** using water. You can quickly **tidy** a room by putting everything in its place.

✓ I'll just **tidy** the living room.

kitchen

food

cooker

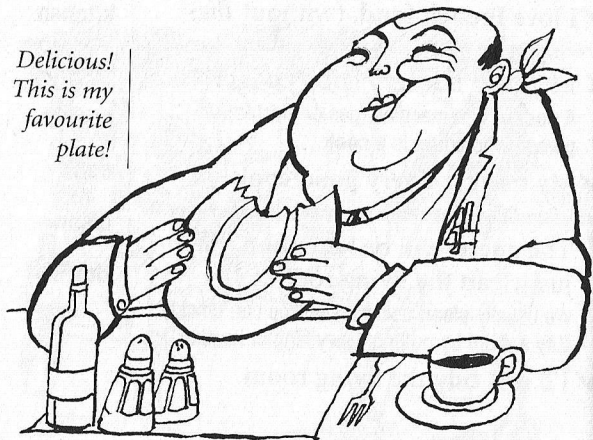
cook

clean

tidy

Meals

Delicious!
This is my
favourite
plate!



✗ Delicious! This is my favourite **plate**!

The thing you put food on is called a **plate**. When you cook food in a particular way, it's called a **dish**.

✓ This is my favourite **dish**!

! Pizza followed by ice-cream – that's my favourite **food**.

Food is what you buy and can use to make your favourite **meal**. A meal can have one, two, three or more **courses**.

✓ Pizza followed by ice-cream – that's my favourite **meal**.

✗ Would you like some **desert**?

A **desert** is a place that's all sand, e.g. *the Sahara desert*. The sweet thing you eat at the end of a meal is the **dessert**.

✓ Would you like some **dessert**?

✗ We don't usually **eat a breakfast**.

All meals are without a (*breakfast, lunch and dinner*). Also, you usually say you **have breakfast**, not **eat it**.

✓ We don't usually **have breakfast**.

plate

dish

meal

desert

dessert

have

breakfast

Small words

care
about

- ✗ When my mother went to work, my aunt **cared about** us.

To **care about** someone means to have feelings for them. If you're physically responsible for someone you **take care of** them.

take
care of

- ✓ ... my aunt **took care of** us.

married
to

- ✗ I didn't know that Anna was **married with** Paul.

You can **live with** someone, but you are **married to** somebody.

good at

look for

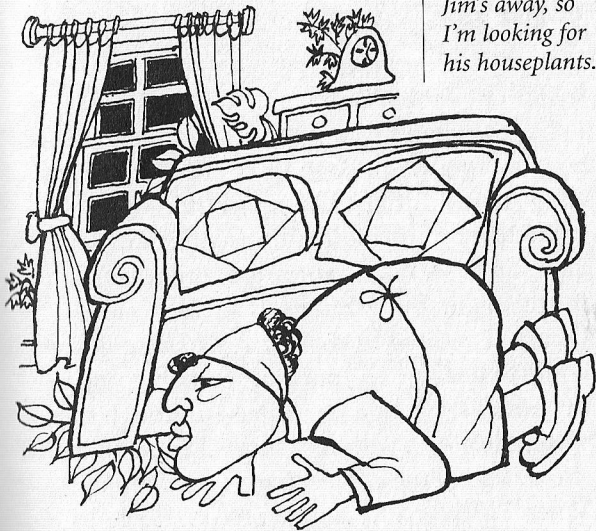
- ✓ I didn't know that Anna was **married to** Paul.

look
after

- ✗ My sister is very **good in** cooking.

People are good or bad **at** something.

- ✓ My sister is very **good at** cooking.



*Jim's away, so
I'm looking for
his houseplants.*

- ✗ Jim's away, so I'm **looking for** his houseplants.

If you **look for** something, you try to find it. If you are responsible for something, you **look after** it.

- ✓ ... so I'm **looking after** his houseplants.

Review 3

Complete the gaps.

I (1) born in Lisbon. My mother had to leave
(2) very early to go to work and she didn't
(3) home until late, so my grandmother
looked (4) us children during the day.
Sometimes we (5) at my grandmother's house
for the night, but when I was small, I cried
because I wanted to go (6) Later, I enjoyed
going to her (7) , much more than going to
my other (8) houses, because although she
was quite (9) with us when we behaved badly,
she was good (10) playing with children.
When I grew (11) and left (12) to go to
university, my grandmother was very sad. She
was very happy when I got married
(13) a boy who lived near her house!

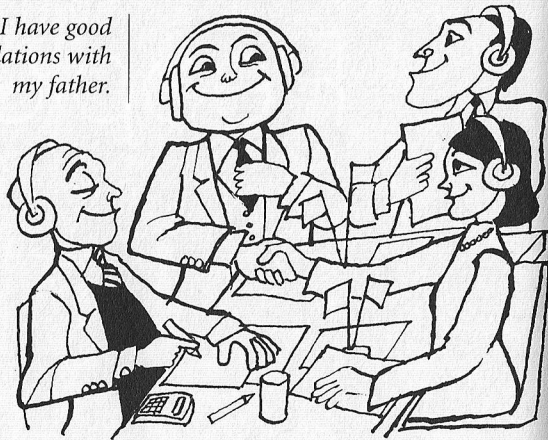


People

4

Character

I have good relations with my father.



✗ I have **good relations** with my father.

In politics, countries can have good relations with each other. With family and friends you have a **good/bad relationship**.

✓ I have a **good relationship** with my father.

✗ I've never met your sister – **how is she?**

You only ask *How is she?* if you know her. The answer might be *She's fine/very well*. To ask about the character of someone you don't know, ask:

✓ ... **what's she like?**

✗ I enjoyed meeting your brother at the party – he's very **sympathetic**.

A **sympathetic** person understands your problems and feels sorry for you. A person who is easy to like, is very **nice** or **likeable**.

✓ ... he's very **nice**.

✗ It takes a few days to **know** new people.

First you have to **get to know** new people. After that, you **know** them.

✓ It takes a few days to **get to know** new people.

relations

relationship

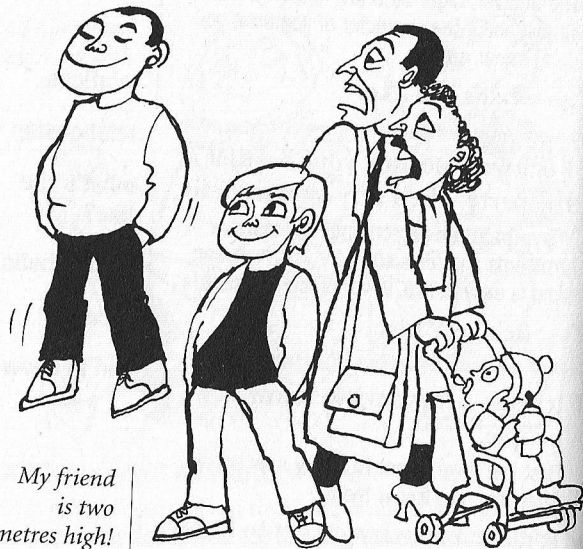
what's she like?

sympathetic

nice

get to know

Describing people



My friend
is two
metres high!

✗ My friend is two metres **high!**
You can talk about a person's **height**, but you say someone is two metres **tall**.

✓ My friend is two metres **tall!**

✗ I'm very tall, but my mother and father are both quite **small**.

Small is the opposite of **big** or **large**. The opposite of **tall** is **short**.

✓ ... my mother and father are both quite **short**.

✗ I've got brown **hairs**.

You only say **hairs** if you can count them, e.g. *There are two hairs in my soup!* The **hair** on your head is usually uncountable.

✓ I've got brown **hair**.

✗ My daughter **has 16 years**.

You can **have** years of experience, but you say someone **is 16 (years old)**.

✓ My daughter **is 16**.

high

tall

small

short

hairs

hair

Clothes

✗ This **trouser** is nice.

You can say a **pair of trousers**, or **these trousers** (plural).

✓ **These trousers** are nice.

trousers

✗ That dress really **matches** you.

match

Your jacket can **match** your trousers, if the colours are similar. If something you wear looks good on you, it **suits** you.

suit

fit

✓ That dress really **suits** you.

cloth

✗ This is the right size – it **suits** me perfectly.

clothes

If something you wear is the right size, you say it **fits** you.

✓ This is the right size – it **fits** me perfectly.



I hope I can find a nice cloth to wear.

✗ I hope I can find a **nice cloth** to wear.

A **cloth** is a piece of material. People wear **clothes**, but there is no singular. You have to say *a dress, a suit* etc. In formal language you can talk about an item of clothing.

✓ I hope I can find **some nice clothes** to wear.

Communication

✗ I **watched** a car accident yesterday.

To **watch** also means you decide to give your attention to something for some time. You **see** something even if you don't want to.

watch

✓ I **saw** a car accident yesterday.

see

✗ He **said me** that I was wrong.

You usually use **say** without *me, you* etc.: *He said that I was wrong.* You can talk about what someone **said to you**: *He said hello to me.* If someone gives you information, you say *He told me that I was wrong* (without **to**).

say

tell

explain

hear

listen to

✓ He **said** that I was wrong./He **told me** that I was wrong.

✗ She **explained me** the problem.

You have to say:

✓ She **explained** the problem **to me**.



I often
hear jazz
at home.

! I often **hear** jazz at home.

When you **hear** something, you don't decide to, it just comes to your ears. When you decide to give your attention for a longer period of time, you **listen to** something.

✓ I often **listen to** jazz at home.

Small words

Peter reminded me of the chicken in the oven.



✗ Peter **reminded me of** the chicken in the oven.

If you are **reminded of** someone or something, you think of it because there's a similarity, e.g. *Peter reminds me of my brother – they have very similar faces.* If you want to be sure someone doesn't forget something, you **remind** them **about** it.

✓ Peter **reminded me about** the chicken ...

✗ I put the tent up all **by my own**.
If there is nobody to help you, you do things **on your own** or **by yourself**.

✓ I put the tent up all **on my own**.

! Our secretary is **thinking about** leaving.

If you're **thinking about** something, it is happening in your head at this moment, e.g. *You look worried, Steven. What are you thinking about?* If you have a plan but you're not sure about it yet, you are **thinking of** doing it.

✓ Our secretary is **thinking of** leaving.

✗ That's my friend on the other side of the street. I'll **shout at** him.

You **shout at** someone when you're angry. To attract someone's attention, you **shout to** them.

✓ ... I'll **shout to** him.

remind
me of

remind
me about

on my
own

think
about

think of

shout

Review 4

Complete each sentence with these phrases.

- 1 a good relationship/good relations
 - a) Britain has with Argentina now.
 - b) Barbara has with her boss.
- 2 How is she?/What's she like?
 - a) I don't know Jimmy's wife.
 - b) I'm looking forward to seeing Mary again.
- 3 sympathetic/nice
 - a) Trevor listens to your problems – he's very ...
 - b) Jill has many friends – she's a very person.
- 4 fits/suits
 - a) You look good in that jacket. It really you.
 - b) This shirt is the right size. It me perfectly.
- 5 hear/listen to
 - a) I think I somebody crying!
 - b) Jack's playing piano at the pub this evening and we're going to him.

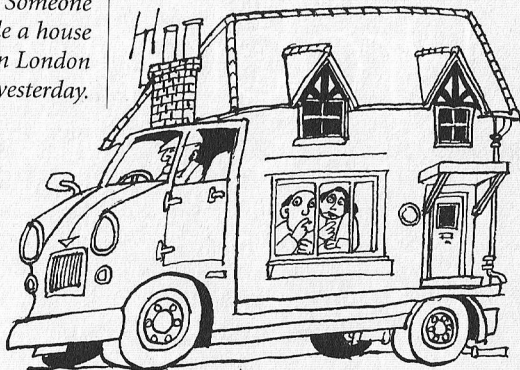


Problems

5

Losing things

Someone
stole a house
in London
yesterday.



- ✗ Someone **stole** a house in London yesterday.
If you **steal** something, you *take it away*. Burglars **burgle** houses, robbers **rob** banks and thieves **steal** things from people.
- ✓ Someone **burgled** a house yesterday.

- ✗ I've **forgotten** my lunch at home!
You can say *I've forgotten to bring my lunch!* but you **leave** things in another place.

✓ I've **left** my lunch at home.

- ✗ Annette **remembered** me to bring some cups.

You **remember to do** something, but you **remind another person** to do it.

✓ Annette **reminded** me to bring some cups.

- ✗ I hope I will learn a lot because I don't want to **lose my time**.

If you don't spend your time usefully, you **waste time**.

✓ ... I don't want to **waste my time**.

steal

rob

burgle

forget

leave

remember

remind

waste
time

Difficult feelings



Young children are often frightening.

! Young children are often **frightening**. If someone or something is **frightening**, **boring**, **tiring** etc., they are *causing* the feeling. If you are getting the feeling from someone or something, you are **frightened**, **bored**, **tired** etc.

✓ Young children are often **frightened**.

✗ My boss is difficult to work for – she's always very **nervous**.

Nervous means *worried* and *lacking confidence* (usually before something important, like an exam). If someone *always* has a difficult character, you can say they are **bad-tempered**.

✓ My boss is difficult to work for – she's always very **bad-tempered**.

✗ His singing is **making me nervous**! If someone has a bad habit, it can **get on your nerves** or **annoy** or **irritate** you.

✓ His singing is **getting on my nerves**.

frightening

frightened

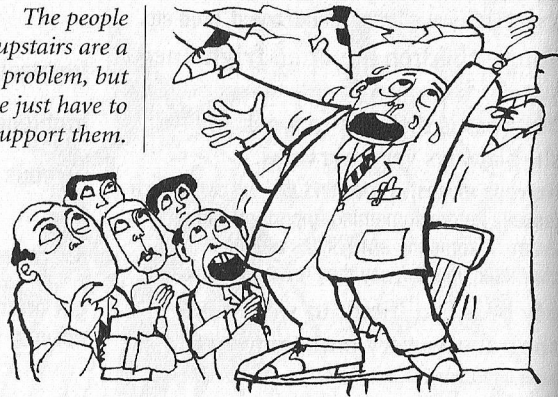
nervous

bad-tempered

get on my nerves

Life's difficulties

The people upstairs are a problem, but we just have to support them.



! The people upstairs are a problem, but we just have to **support** them.

If you have to live with something you don't like, you **put up with** it (**tolerate** is formal). **Support** means to hold something up.

✓ ... but we just have to **put up with** them.

✗ Please don't invite Robert to the party, I really **can't suffer** him.

If you dislike someone very strongly, you **can't stand** or **can't bear** them.

✓ ... I really **can't stand** him.

✗ They have a big **difficulty** with their teenage son.

You have **difficulty** or **difficulties** with something, but you can't have a **difficulty**. Use a **problem** instead.

✓ They have a big **problem** with their teenage son.

✗ The new system has **made** many **troubles** at work.

Trouble is usually uncountable, so you can't use it with *many*. You would say that something has **caused** a lot of **trouble**.

✓ The new system has **caused** a lot of **trouble** at work.

support

put up with

can't stand

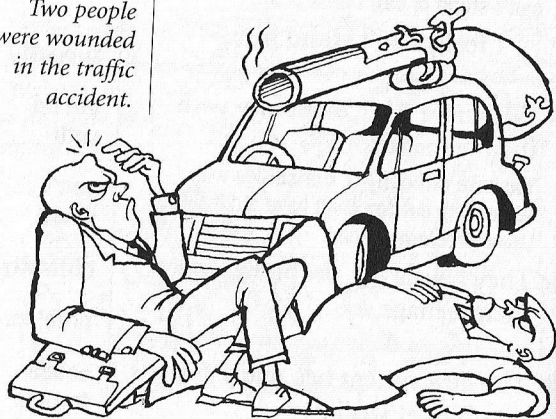
difficulty

problem

cause trouble

Medical problems

Two people
were wounded
in the traffic
accident.



- ✗ Two people were **wounded** in the traffic accident. People are **wounded** in a fight or war, by guns or knives etc. If people's bodies are damaged in an accident, they are **injured**.
- ✓ Two people were **injured** in the traffic accident.

! Anna has been **sick** for three days. If someone has been **sick**, it usually means they have vomited food from their stomach. When someone is not at work because of illness they are **off sick**, but generally say:

✓ Anna has been **ill** for three days.

✗ The injured were **cured** at City Hospital.

People can be **cured** of a *disease*, if the disease disappears completely. But all people in hospital are **treated** by doctors.

✓ The injured were **treated** at City Hospital.

✗ The doctor gave me a **receipt** and I took it to the pharmacy.

You get a **receipt** when you pay in a shop. A doctor gives you a **prescription**. **Pharmacy** is a formal word. We usually say the **chemist's**.

✓ The doctor gave me a **prescription** and I took it to the chemist's.

wounded

injured

sick

ill

cure

treat

receipt

prescription

Small words



The police
are searching
the missing
teenager.

✗ The police are **searching** the missing teenager.

To **search** someone or something means to examine every part of it to look for something, e.g. *The customs officer searched the car for drugs.* If something is missing, you **search for**, or look for it.

✓ The police are **searching for** the missing teenager.

! We practised **throwing** the ball at each other.

You throw something **at** someone aggressively, e.g. *Never throw stones at people!* If you want to be helpful, you can throw something **to** somebody.

✓ She **threw** the ball **to** me.

! The man was **killed by** a knife.

The man was killed **with** a knife, **by** the person using it.

✓ The man was **killed with** a knife.

search

search for

throw at

throw to

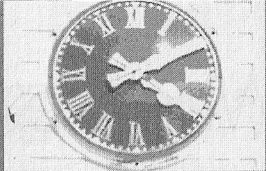
kill by

kill with

Review 5

Choose the correct word(s).

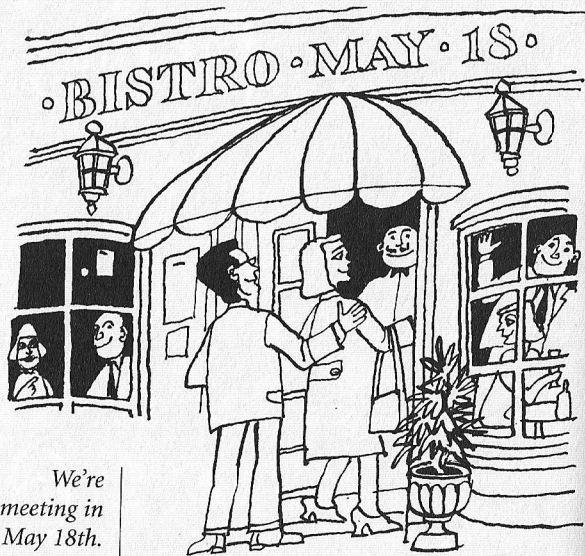
I find my work very (1) *interested/interesting* so I don't mind (2) *putting up with/supporting* the other people in the office. One of my colleagues is a very (3) *nervous/bad-tempered* person and another one really (4) *gets on my nerves/makes me nervous* with his stupid jokes. It's the boss I really can't (5) *suffer/stand*, though, because she's always (6) *making/causing* trouble. Last week her personal assistant was so (7) *ill/sick* that she ended up being (8) *treated/cured* in hospital. But the only thing the boss could talk about was what a big (9) *difficulty/problem* it is when people are off work!



Time

6

When exactly?



We're
meeting in
May 18th.

- ✗ I'll see you **in Monday** morning.
You say **in the morning**, but **on Monday**,
so you say **on Monday morning**.
- ✓ I'll see you **on Monday** morning.

- ✗ We're meeting **in May 18th**.
You say **in May** but **on the 18th**, so you say
on May 18th.
- ✓ We're meeting **on May 18th**.

- ✗ Your grandmother is coming **on**
next Thursday.
You don't use a preposition before **next**.
- ✓ Your grandmother is coming **next**
Thursday.

- ! The conference is **next Thursday**
– **the day after tomorrow**.
If you're talking about **this** week, you say
this Thursday. **Next Thursday** is the
following week.

on
Monday

in May

on May
18th

next
Thursday

the day
after
tomorrow

Planning time

*I've written
my doctor's
appointment
in my
agenda.*

AGENDA

'Skopso' Production Team Agenda for Meeting 18/2/01

- 1 January's production figures
- 2 Targets for March
- 3 New product plans
- Doctor's appointment
Tuesday 3.15
- 4 Any other business

✗ I've put my doctor's appointment in my **agenda**.

An **agenda** is a list of things to be discussed at a meeting.
You write your appointments in a **diary**.

✓ I've put the appointment in my **diary**.

✗ Top managers have busy **timetables**.
Timetables are for buses or trains and schools.
People have busy **schedules**.

✓ Top managers have busy **schedules**.

✗ We've received the **schedule** for
your tour of Germany.

The plan for travelling to many places on a tour
is called an **itinerary**.

✓ We've received the **itinerary** for
your tour of Germany.

! I'm afraid the manager is **occupied**
at the moment.

We say a place (e.g. an office) is occupied
when people are in it. **Occupied** is rather
formal for people. We say they are **busy** or
unavailable.

✓ I'm afraid the manager is **busy** at
the moment.

agenda

diary

timetable

schedule

itinerary

occupied

busy

Periods of time

I usually go skiing for the winter.



! I go skiing **for** the winter.

For tells you how long something happens, **during/in** tells you when it happened.

✓ I go skiing for two weeks **during/in** the winter.

✗ She's lived here **since** three years.

Use **since** to say when a present action began, e.g. *since 1997, since Monday*. To talk about periods of time (*how long*), use **for**, e.g. *for three years, for four days*.

✓ She's lived here **for** three years.

✗ They went to live in the States **before two years**.

To say how long something happened *before now*, use **ago**.

✓ They went to live in the States **two years ago**.

! David's been here **since six months ago**.

We don't usually use **since** with **ago**. You can say either of these.

✓ David came here six months **ago**.

✓ David's been here **since July**.

for
during
since
ago

Night time

We often go for a meal in the night.



! We often go for a meal **in the night**.

If something happens **in the night**, it's when you are sleeping (or it wakes you up). You can go for a meal **in the evening** (between about 6 pm and 10 pm).

✓ We often go for a meal **in the evening**.

! What time do you go to bed **in the evening**?

You usually do things **in the evening**, and go to bed **at night**.

✓ What time do you go to bed **at night**?

✗ Did you go out **yesterday night**?

We never say *yesterday night* or *last evening*. We say **yesterday evening**, which is earlier than **last night**.

✓ Did you go out **yesterday evening/last night**?

✗ **Goodnight**, Mr Stevens. Can I introduce you to my wife?

Goodnight means **goodbye** when you leave someone at night. When you meet someone formally in the evening, you say **Good evening**.

✓ **Good evening**, Mr Stevens. Can I introduce you to my wife?

night

evening

yesterday evening

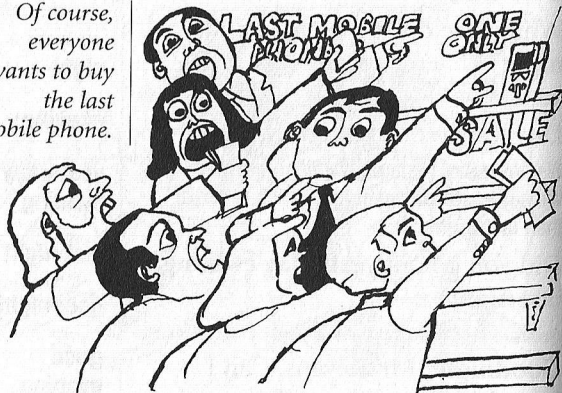
last night

goodnight

good evening

New and old

Of course, everyone wants to buy the last mobile phone.



- ✗ Of course, everyone wants to buy **the last** mobile phone.
The mobile phone with the newest developments is the **latest** mobile phone.
- ✓ Everyone wants **the latest** mobile phone.

- ✗ We bought this computer system last year and it's already **old-fashioned**.

Old-fashioned means belonging to an older period. Something can be quite new, but if it's not the latest technology, it's **out of date**.

- ✓ Our computer system is **out of date**.

- ! Mr Zapdos is the **actual** President.

Actual means **real** (not imagined or planned) e.g. *They said the bridge would cost £4m, but the actual cost was £6m.* The President now is the **current** or **present** President.

- ✓ Mr Zapdos is the **current** President.

- ✗ They lived in Rome for a few years, but **actually** they're in Pisa.

Actually means **in fact** and is used to correct a wrong idea, e.g. *She's not my wife – she's my girlfriend, actually.* To say what someone is doing **now** ...

- ✓ ... they're in Pisa **at the moment**.

last

latest

old-fashioned

out of date

actual

current

actually

at the moment

Review 6

Complete each sentence with these words.

1 in/on

- a) I'll see you the morning.
- b) She's leaving Monday morning.

2 agenda/diary

- a) I'll check her birthday – it's in my
- b) This is important. Put it on the for the next meeting.

3 during/for

- a) I was in England three weeks.
- b) He learnt to swim the summer.

4 for/since

- a) I've been working here three years.
- b) He's lived in France 1998.

5 Goodnight/Good evening

- a) and welcome to the Royal Albert Hall.
- b) ! Sleep well!

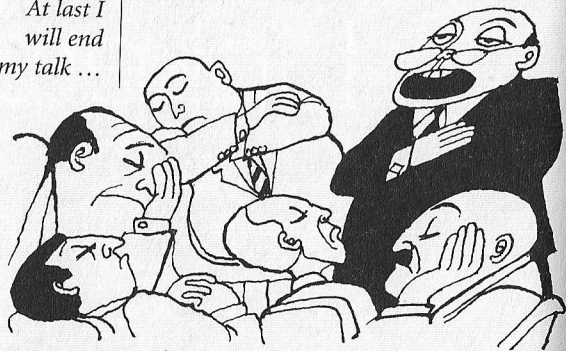


Linkers

7

Begin and end

At last I
will end
my talk ...



✗ **At first** we had soup.

At first tells you how something begins, but it changes and doesn't finish this way.

✓ **At first** it was easy, but then it became difficult.

For an action that happens and finishes before another one, say

✓ **First** we had soup.

✗ We spent two hours trying to find the restaurant. **At the end** we went home.

You can only say **at the end** (or **beginning**) of something, e.g. a book/film, or a holiday. If a situation changes and ends in an unexpected way, you can use **in the end**.

✓ We spent two hours trying to find the restaurant. **In the end**, we went home.

! **At last**, I will end my talk with some statistics.

At last means that you have waited too long for something.

✓ We waited over 25 minutes at the bus stop. **At last**, a bus came.

For the last of a number of actions, use **finally**.

✓ **Finally**, I will end my talk with some statistics.

at first

first

at the end

in the end

at last

finally

One after another

- ✗ **After switching** the light on, the computer stopped working.

You can only use **After ...ing** if the *same subject* does both actions in the sentence.

- ✓ **After switching** the light on, I closed the curtains.

You have to use both subjects if they are different, and past tenses as usual.

- ✓ **After I** switched the light on, the computer stopped working.

- ✗ We saw a really good film. **After**, we went for a pizza.

After talking about one action, introduce another with **After that**, or **Afterwards**.

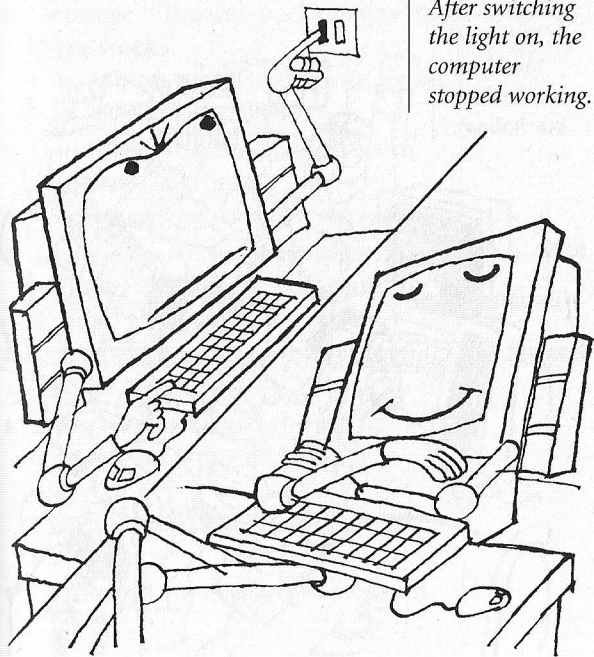
- ✓ We saw a really good film. **Afterwards**, we went for a pizza.

after
...ing

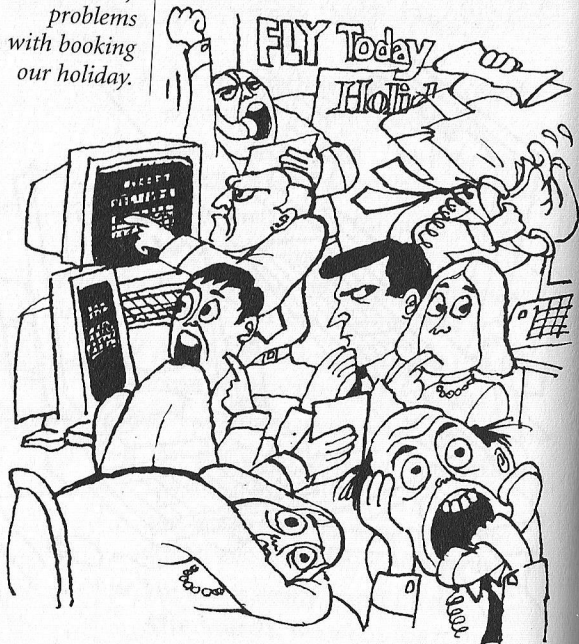
after that

afterwards

After switching the light on, the computer stopped working.



There were
so many
problems
with booking
our holiday.



✗ Goodbye. I'll come back again **after three weeks**.

To say how long before something will happen in the future, use **in ... (time)**.

✓ Goodbye, I'll come back again **in three weeks' time**.

✗ There were so many problems with booking the holiday. **After all**, we decided to cancel it.

After all means you shouldn't forget this important point:

✓ I don't think Daniel should be allowed out late – **after all**, he's only 16.

If things happen to make you change plans, say:

✓ **In the end** we decided to cancel it.

in ... time

after all

in the end

Saying more

Sally's coming.
Furthermore,
she's bringing
Jane.



! Sarah speaks German well. She speaks French **also**.

Also usually comes before the verb (but after *to be*).

✓ Sarah speaks German well. She **also** speaks French.

At the *end* of a sentence, you can use **too** or **as well**.

✗ Great! Sally's coming to the party. **Furthermore**, she's bringing Jane!

Furthermore is used in more formal language to introduce another idea.

✓ The proposed bridge would be more efficient. **Furthermore**, it would have cost advantages.

When you're speaking informally, it's better to use **What's more ...**

✓ Great! Sally's coming to the party. **What's more**, she's bringing Jane!

also

furthermore

what's
more

Opposite ideas

Your mother's starting to look old. On the other side, she's still beautiful.



✗ Your mother's starting to look old. **On the other side**, she's still beautiful.

An argument does have two sides, but we say:

✓ ... **On the other hand**, she's still beautiful.

✗ The film was too long. **Although** I did enjoy it.

Although links opposite ideas *in one sentence*.

✓ **Although** the film was too long, I did enjoy it.

✗ It's a nice car, **however** it's expensive.

Use **but** in informal language: *It's a nice car, but it's expensive*. **However** (more formal) goes with the second opposite idea in another sentence.

✓ We understand your problem. **However**, we can't help.

✗ **Despite of** the problem, we managed to finish on time.

Don't use **of** after **despite**.

✓ **Despite** the problem, we ...

Or you can say:

✓ **In spite of** the problem, we ...

on the other hand

although

however

despite

in spite of

Why?

✗ My mother spilt ketchup on my dress
so that I had to wear a different one.

So that means to do one thing because you want another thing to happen. Use **so** (with a comma (,)) before it) for a result that perhaps no-one wanted.

✓ My mother spilt ketchup on my dress,
so I had to wear a different one.

so that

so

to do

for doing

✗ I came here **for learning** English.

If you want to say *why* you do something, use **to do**, not **for doing**.

✓ I came here **to learn** English.

✗ This knife is **to cut** meat.

You can use **for doing** to explain what something is used for.

✓ This knife is **for cutting** meat.



My mother
spilt ketchup
on my dress
so that I had
to wear a
different one.

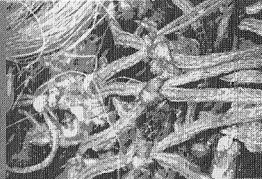
Review 7

A Correct the words in italics, if necessary.

- 1 *At first* we went to a pub and *afterwards* we went to a disco.
- 2 We spent an hour waiting for a bus. *At the end* we decided to walk.
- 3 Those are all the practical problems, and *at last* there is the question of cost.
- 4 I'm going to France *in three weeks' time*.
- 5 You shouldn't expect her English to be good – *after all*, she's only been learning it for a year.

B Choose the correct answer.

- 1 My PC crashed, (*so/so that*) I called the helpline.
- 2 I went to town (*for doing/to do*) my shopping.
- 3 This is called a hole-punch, because it's (*to punch holes/for punching holes*).
- 4 Yes, it was cheap, but that wasn't the reason (*off/for*) buying it.



Grammar

8

Review 7

A Correct the words in italics, if necessary.

- 1 At *first* we went to a pub and *afterwards* we went to a disco.
- 2 We spent an hour waiting for a bus. *At the end* we decided to walk.
- 3 Those are all the practical problems, and *at last* there is the question of cost.
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- 4 Yes, it was cheap, but that wasn't the reason (*off/for*) buying it.



Grammar

8

In the middle?

Present simple and continuous
Past simple and continuous Stative verbs

✗ **I work** in Scotland this week.

This temporary activity will finish after a period of time, so use present continuous.

✓ **I'm working** in Scotland this week.

✗ **I'm understanding** this grammar now.

To **understand** something is permanent. Use present simple.

✓ **I understand** this grammar now.

Use past continuous when you need to say that something happened in the middle of the action.

✓ **I was living** in Italy **when I met** my wife.

For two past actions after each other, use two past simples.

✓ **I lived** in Italy for two years. **Then I came** here.



*I'm
selling
computers.*

! **What are you doing?** – **I'm selling** computers.

The present continuous here describes what is happening at the moment. For permanent routines, e.g. someone's job, use present simple.

✓ **What do you do?** – **I sell** computers.

Past and present

Past simple/present perfect
Present perfect simple and continuous

- ✗ I've been in London yesterday.
To talk about a particular time in the past, use past simple.
- ✓ I was in London yesterday.

- ! How long are you in Cambridge? – Since May.
If you say *How long are you in Cambridge?* you are talking about time that includes the future, e.g. *Until May*. For time including the past and present, use present perfect.
- ✓ How long have you been in Cambridge? – Since May.

- ✗ I've lived here since three years.
You say **for** a period of time and **since** a point in time.
- ✓ ... for three years; ... since 1998.



I've been painting three rooms today.

- ✗ I've been painting three rooms today.
To say how much you have done, use present perfect simple.
- ✓ I've painted three rooms today.
To describe activity over a period of time, use continuous.
- ✓ I've been painting all afternoon.

Changing habits

used to do to be used to doing



I'm used to driving on the left.

! I came to England in 1986. I **used to drive** on the left.

If you **used to do** something, it's a past habit that you don't do any more.

✓ I **used to drive** a French car, but I sold it.

If something was once a difficult change, but feels normal now, use *to be used to + ing*.

✓ I came to England in 1986. I'm **used to driving** on the left.

! In Brazil people **are used to drinking** a lot of coffee.

Again, use present simple to talk about people's usual way of life.

✓ In Brazil people **drink** a lot of coffee.

Use *to be used to doing* only when there is a change that makes life difficult.

✓ I can't drink coffee here in England because I'm **used to drinking** Brazilian coffee.

Futures

Will, going to and present continuous as future
When + present simple



*I'll visit our
Lisbon office
next week!*

! I'll visit our Lisbon office next week!

If you use **will** to talk about future plans, it means you are deciding the plan at the moment you are speaking.

✓ **The phone's ringing. I'll get it.**

For plans you have already made, there are two possibilities:

✓ **I'm going to visit** our Lisbon office next week.

This means you've decided the plan (in your head) but *may* not have arranged it with the people in Lisbon yet.

✓ **I'm visiting** our Lisbon office next week.

This means you've definitely arranged the visit with the people in Lisbon.

✗ **When he will arrive** tomorrow, I'll speak to him.

Use a present tense after **when** to talk about the future. Use **will** for the other future action.

✓ **When he arrives** tomorrow, I'll speak to him.

If ...

Conditionals

! **When I win the lottery, I'll buy that car.**

Unless you're extremely optimistic, you probably mean:

✓ **If I win the lottery, I'll buy that car.**

It's not very likely, so you should say:

✓ **If I won the lottery, I'd (would) buy that car.**

✗ **If I will see him, I'll give him your message.**

You mustn't use **will** after **if**. Use a present tense and then use **will** in the other part of the sentence.

✓ **If I see him, I'll give him your message.**

✗ **If you would come, you would meet him.**

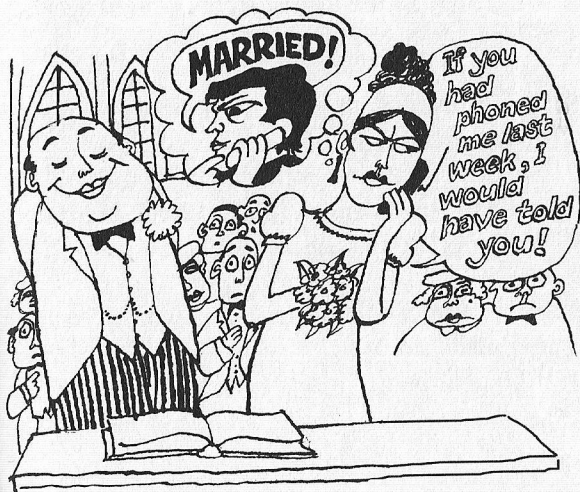
Don't use **would** after **if**. Use a past tense and **would** in the other part of the sentence.

✓ **If you came, you would meet him.**

✗ **If you phoned me last week, I would told you.**

When imagining a different past, you need more than the past simple. Use past perfect, and **would have (done)** in the other part of the sentence.

✓ **If you had phoned me last week, I would have told you.**



Review 8

Are these verbs correct? If not, correct them.

- 1 *I live* in London for a couple of months.
- 2 What do you do? *I'm working* in a bank.
- 3 *We've seen* all the tourist sights yesterday.
- 4 *She's interviewed* 11 people so far this morning.
- 5 I've just spoken to Jim. *He's coming* to dinner on Saturday night.
- 6 I've just checked the schedule. *I'll meet* the company president at 10 o'clock on Tuesday.
- 7 We'll meet you at the airport when *you will arrive*.
- 8 If *they would offer* me the job, I would definitely accept it.
- 9 If I had known, I *would have told* you.

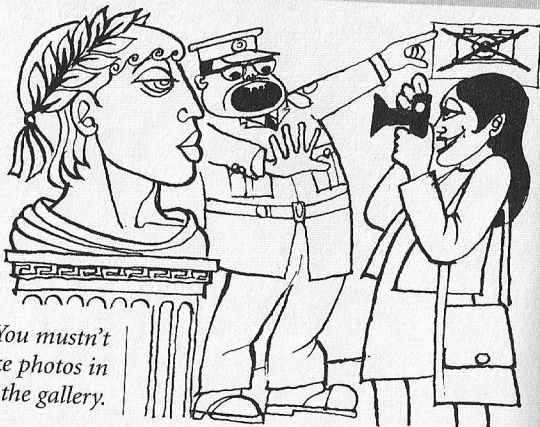


Grammar 11

9

You mustn't get this wrong!

*Don't have to/mustn't Must/have to
Mustn't be/can't be*



*You mustn't
take photos in
the gallery.*

- ✗ You **don't have to** take photos in the gallery.
If you **don't have to** do something, you can choose whether you want to do it or not.
- ✓ You **don't have to** come if you don't want to.
If you can't choose, say:
- ✓ You **mustn't/can't** take photos in the gallery.

- ✗ I **must to go** home soon.
Don't use **to** after **must** (or other modal verbs, e.g. *can't, should, might*).

- ✓ I **must go** home soon.

- ✗ I **must go** to the doctor's yesterday.
The past of **must** is **had to**.

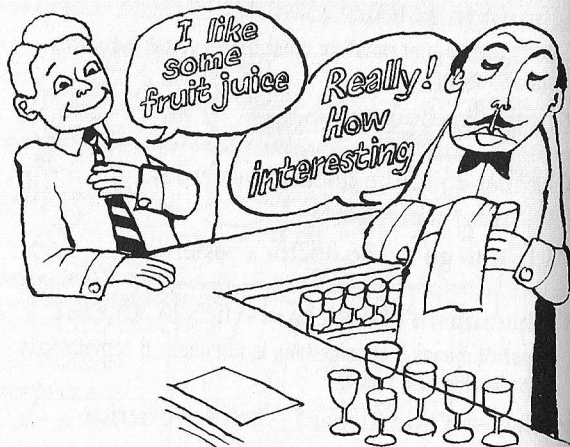
- ✓ I **had to go** to the doctor's yesterday.

- ✗ That **mustn't be** Richard – he's in America.
Mustn't means that something is forbidden. If something is not possible, use **can't**.

- ✓ That **can't be** Richard – he's in America.

Do you or would you?

I like/I'd like *Prefer/rather*



! **I like** some fruit juice. – Really! How nice.

If you **like** something, it means *always, generally*.

✓ **Do you like** fruit juice? – **I like** apple juice.

When offering or asking for something now, use **would like**.

✓ **I'd like** some fruit juice, please. – **Would you like** apple or orange?

✗ **I prefer** to walk today.

I prefer means always, generally. For one particular decision, use **would prefer**.

✓ **I'd prefer** to walk today.

✗ **I prefer** milk **than** cream.

When you are comparing two things with **prefer**, use **to**.

✓ **I prefer** milk **to** cream.

✗ **I'd rather prefer** to work with Anne.

You can't use **rather** and **prefer** together.

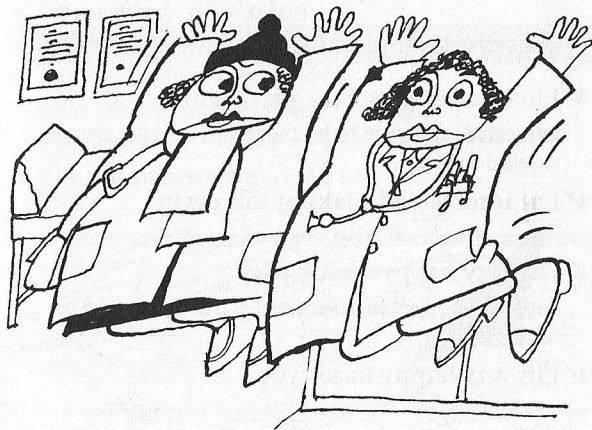
✓ **I'd rather work/I'd prefer to work** with Anne.

To or -ing? 1

Stop, remember, try to do/doing
Suggest + -ing. Suggest that ...

- ✗ My boss told me I must **stop to sleep** at work.
This means you stop doing another activity, *in order* to sleep.
 - ✓ I worked for most of the night – I just **stopped** (working) **to sleep** for two hours.
 - ✓ My boss told me I must **stop sleeping** at work.
-
- ✗ Please **remember locking** the door.
You **remember doing** something *afterwards*. *Before*, say:
 - ✓ Please **remember to lock** the door.
-
- ✗ Have you **tried to take** some aspirin?
This means you don't know if you can do it. If something is easy, but you don't know what the result will be, use **try + -ing**.
 - ✓ Have you **tried taking** an aspirin?

The doctor
suggested
taking exercise.



- ✗ The doctor **suggested taking** exercise.
If you **suggest doing** something, you are one of the people who will do it!
- ✓ He **suggested that I (should) take** exercise.

To or -ing? 2

Adjectives and verbs followed by *to* + verb/-ing

- ✗ I'm **interested to take** this exam.

Interested is followed by **in**, and prepositions are always followed by **doing**.

- ✓ I'm **interested in taking** this exam.

- ✗ I'm very **happy seeing** you.

Happy is an adjective. Adjectives are usually followed by **to do**.

- ✓ I'm very **happy to see** you.

- ✗ She **wants that I go**.

Verbs followed by a person (*me, you, him* etc.) are followed next by **to do**.

- ✓ She **wants me to go**.

- ✗ I **promised helping** him.

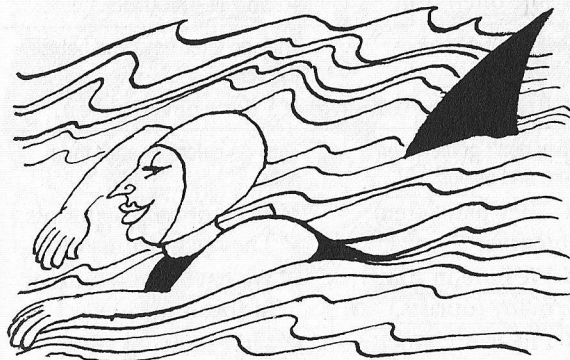
Some verbs are usually followed by **to do**:
promise, decide, hope, agree, refuse, manage.

- ✓ I **promised to help** him.

- ✗ I **enjoy to swim** in the sea.

Some verbs are usually followed by **doing**:
enjoy, spend time, finish, keep, avoid, practise.

- ✓ I **enjoy swimming** in the sea.



Word order

Position of adverbs

Adverbs can be of time (*today*), frequency (*often*), quantity (*very much*) and place (*in the garden*).

They don't go before *to be*:

✗ She often is ill.

They go after *to be*:

✓ She is often ill.

They don't go before *have + verb*:

✗ I never have seen it.

They go after *have* and before the verb:

✓ I have never seen it.

They don't go between a verb and object:

✗ They play often tennis.

They go before or after them both:

✓ They often play tennis.

✓ They play tennis often.

✗ We have in Ibiza many tourists.

✓ We have many tourists in Ibiza.

✗ I like very much dancing.

✓ I like dancing very much.



We have many tourists in Ibiza.

Review 9

Choose the correct verb form.

- 1 don't have to/mustn't
 - a) You can take this exam if you want, but you ..
 - b) You tell anybody about this, it's a secret.
- 2 like/would like
 - a) I an ice-cream please.
 - b) I most foreign food, especially Indian.
- 3 eating/to eat
 - a) I stopped meat when I was 21.
 - b) We walked for 4 hours and then we stopped ..
- 4 going/to go
 - a) I remember to ballet classes when I was a child.
 - b) Did you remember to the supermarket on the way home?
- 5 to use/using
 - a) Have you tried this shampoo? It's really nice.
 - b) Try your left hand – I know it's difficult.



Grammar



10

Good and well

Too/very Enough Such/so Adjectives and adverbs



Your garden
is too
beautiful.

✗ Your garden is **too** beautiful.

Too + adjective means there's a problem: *This sofa's too big to go in the room.*

✓ Your garden is **very** beautiful.

✗ He works **slow**.

You say someone is **slow** – *adjectives* tell you how someone is, looks, or seems. *Adverbs* tell you how someone *does* something.

✓ He works **slowly**.

✗ Are you **enough hungry** to eat all this?

Enough goes before nouns: *enough money, enough chairs*. But it goes after adjectives: *hungry enough, big enough*.

✓ Are you **hungry enough** to eat all this?

✗ Your house is **such tidy**.

Such + adjective come *before* the noun they describe.

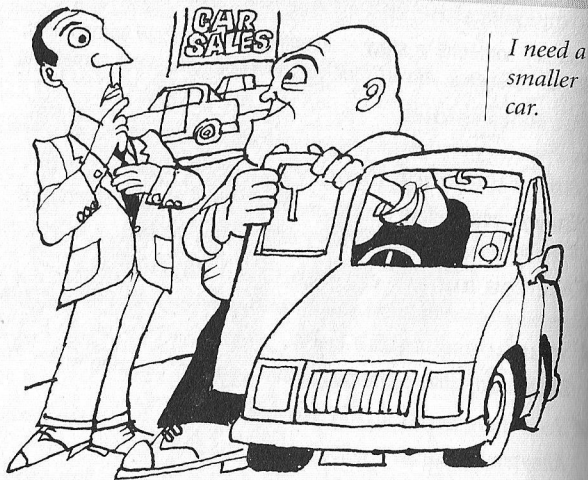
✓ You have **such a tidy house**.

After nouns, use **so** + adjective.

✓ Your house is **so tidy**.

Good and better

Comparative and superlative adjectives



✗ Everything is **more cheap** in this shop.
To compare short adjectives, e.g. *cheap*, *big*, *small*, say **cheaper**, **bigger**, **smaller**.

✓ Everything is **cheaper** in this shop.

✗ I prefer this car – it's **comfortabler**.

With long adjectives, e.g. *comfortable*, *interesting*, use **more comfortable**, **more interesting**.

✓ I prefer this car – it's **more comfortable**.

✗ I need a **more smaller car**.

Don't use **more** and **-er** together.

✓ I need a **smaller car**.

✗ He's **very taller** than I am.

Use **very** with adjectives, e.g. *very tall*, but **much** before comparatives.

✓ He's **much taller** than I am.

Much or many?

Little/few/a few **Much/a lot of**



There were
very little
people on
the train
today.

✗ There were very **little** people on the train today.
Little with *plural nouns* means *small*, e.g. *Look at those lovely little dogs.* **Little** with *uncountable nouns* means *not much*, e.g. *I've got very little free time today.* With countable nouns, the opposite of many is **few**.

✓ There were very **few** people on the train today.

✗ My new computer has been great – I've had **a few** problems with it.

A few means quite a lot. **Few** means not enough, or less than you expected.

✓ My new computer has been great – I've had **few** problems with it.

✗ He has **much** money.

Don't use **much** in positive sentences, use it in negatives and questions.

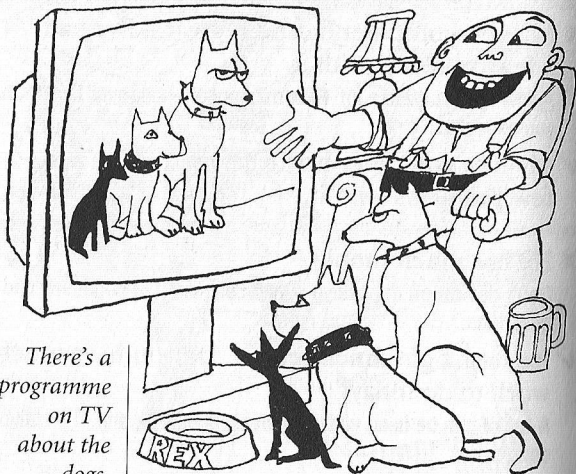
✓ He hasn't got **much** money. Do you have **much** work to do today?

A lot of can be used with negatives, questions and in positive sentences.

✓ He has **a lot of** money.

A and the

Articles



There's a programme on TV about the dogs.

✗ There's a programme on TV about **the dogs**.

The dogs means some particular dogs. A TV programme would be about dogs in general, *without the*.

✓ There's a programme on TV about **dogs**.

✗ **The life** can be difficult sometimes.

In English we don't use **the** for abstract ideas such as *life, happiness, love*. Use no article.

✓ **Life** can be difficult sometimes.

✗ Chris's mother went to **prison** to visit him.

If someone goes to prison, they are a criminal (a student goes **to university** or **to school**). If you visit the building but don't receive the service, you go **to the prison** (the university or the school).

✓ Chris's mother went to **the prison** to visit him.

✗ We had **a good weather** yesterday.

You can't use **a** before **weather** and other common uncountable nouns such as *advice, work, information, permission, accommodation* and *furniture*.

✓ We had **good weather** yesterday.

Too many words!

Negatives Pronouns To be



Nobody
can't fly.

✗ **Nobody can't fly.**

You can't use two negatives (**nobody** and **can't**) together – it would make a positive!

✓ **Nobody can fly.**

✗ **My brother he** likes football.

You don't need to say **he** after you've said **my brother**.

✓ **My brother** likes football.

✗ **I'm** agree.

Agree is a verb, not an adjective, so you don't need **to be** before it.

✓ **I** agree.

✗ This is the book **which I bought it**.

If you use **which** to give information about something, you don't need to say **it**.

✓ This is the book **which I bought**.

Review 10

A Correct the mistakes in these sentences.

- 1 I like your house – it's too big.
- 2 I can't believe that you can read so quick.
- 3 Do you think the room is enough warm?
- 4 My salary is more higher than it used to be.
- 5 I've got much work to do today.

B One word in each sentence is unnecessary. Underline it.

- 1 The money isn't the most important thing in life – but it helps!
- 2 I'm going to travel for a year before I go to the university.
- 3 He gave me an advice on buying a car.
- 4 My parents they never go out.
- 5 I think you are agree?
- 6 Those are the CDs which you lent me them.

Index

- actual** /æktʃʊəl/ p83
The actual cost of the bridge was £6m. _____
- actually** /æktʃʊəli/ p83
It looks small but actually it's quite big. _____
- after all** /ɑ:ftə:ɔ:l/ p91
He can't drive. After all, he's only 15. _____
- after ...ing** /ɑ:ftə ...ɪŋ/ p88
After seeing the film, we ate. _____
- after that** /ɑ:ftə ðæt/ p88
We saw a film. After that, we ate. _____
- afterwards** /ɑ:ftəwədz/ p88
We had lunch. Afterwards we slept. _____
- agenda** /ədʒendə/ p76
Here's the agenda for the meeting. _____
- ago** /əgəʊ/ p79
I got this computer six months ago. _____
- also** /ɔ:lsəʊ/ p93
Ian speaks French. He also speaks Thai. _____
- although** /ɔ:lðəʊ/ p95
Although the film was long, I liked it. _____

- arrive at** /əraɪv ət/ p22
She arrived at the office at 4 pm. _____
- at first** /ət fɜ:st/ p86
At first it was easy, but then it wasn't. _____
- at last** /ət lɑ:st/ p87
I waited an hour. At last, a bus came. _____
- at the end** /ət ði end/ p87
We went home at the end of the film. _____
- at the moment** /ət ðə məʊmənt/ p83
They're living in Rome at the moment. _____
- bad-tempered** /bæd tempəd/ p65
She's so angry and bad-tempered. _____
- born** /bɔ:n/ p38
I was born in Rome. _____
- boss** /bɒs/ p30
I work for myself. I'm my own boss! _____
- bring** /brɪŋ/ p16
I'll bring it with me when I come back. _____
- burgle** /bɜ:gəl/ p62
He burgles houses. _____

- busy** /bɪzi/ p77
I'm afraid he's busy. Can you call later? _____
- buy** /baɪ/ p32
I'll buy the drinks. _____
- by** /baɪ/ p22
She goes to school by train. _____
- camping** /kæmpɪŋ/ p20
We went camping in Italy. _____
- campsite** /kæmpsait/ p20
We spent the night at a campsite. _____
- can't stand** /kɑ:nt stænd/ p67
I can't stand that man! He's awful! _____
- care about** /ker əbaʊt/ p46
I care about the environment. _____
- cause trouble** /kɔ:z trʌbəl/ p67
The changes have caused a lot of trouble. _____
- chief** /tʃi:f/ p30
She's the chief executive of a company. _____
- child** /tʃaɪld/ p26
There are only 16 children in her class. _____

- class** /klæs/ p27
There are ten of us in the English class. _____
- classroom** /kla:sru:m/ p27
Two new classrooms have been built. _____
- clean** /kli:n/ p43
I can't clean the car. There's no water. _____
- cloth** /klɒθ/ p55
Here's a cloth – clean the windows! _____
- clothes** /kləʊðz/ p55
He likes designer clothes. _____
- come back** /kʌm bæk/ p16
I'll come back from the party at ten. _____
- come to** /kʌm tə/ p17/22
I came to this country with no money. _____
- common** /kɒmən/ p12
John is a very common name. _____
- cook** /kʊk/ p43
I'm quite a good cook. _____
- cooker** /kʊkə/ p43
We've got a gas cooker. _____

Your language

cost of living /kɒst əv lɪvɪŋ/ p33*The cost of living is very high.* _____**cure** /kjʊə/ p69*Those pills have cured me!* _____**current** /kʌrənt/ p83*Kathy Freeman is the current champion.* _____**desert** /dezət/ p45*The desert is hot and dusty.* _____**despite** /dɪspaɪt/ p95*Despite the rain, we had a good time.* _____**dessert** /dɪzɜ:t/ p45*No dessert for me – I'm getting fat.* _____**diary** /daɪəri/ p76*I write in my diary every day.* _____**difficulty** /dɪfɪkəlti/ p67*He was having difficulty breathing.* _____**dish** /dɪʃ/ p44*Delicious! This is my favourite dish!* _____**do** /du:/ p35*Have you done the washing?* _____

Your language

during /dʒʊərɪŋ/ p78*I take two weeks off during August.* _____**evening** /i:vnɪŋ/ p80/81*We often go for a walk in the evening.* _____**explain** /ɪkspleɪn/ p56*She explained the problem.* _____**finally** /fəməli/ p87*Finally, I will end my talk with a joke.* _____**first** /fɜ:st/ p86*First we had soup.* _____**fit** /fɪt/ p54*It doesn't fit – it's a bit big.* _____**flight** /flaɪt/ p15*Our flight took off late.* _____**food** /fu:d/ p43*I love Indian food.* _____**for** /fɔ:/ p78*I'm going to Bali for two weeks.* _____**for doing** /fə du:ɪŋ/ p96*This knife is for cutting meat.* _____

foreign /fɔːrɪn/ p13*Oxford has a lot of foreign students.***foreigner** /fɔːrɪnə/ p12*We're all foreigners somewhere.***forget** /fəˈɡet/ p63*I've forgotten to bring my lunch.***frightened** /fraɪtənd/ p65*I get frightened in crowded places.***frightening** /fraɪtənɪŋ/ p65*I find high mountains very frightening.***furthermore** /fɜːðəˈmɔː/ p93*It's expensive. Furthermore it's ugly.***get on my nerves**

/get ɒn maɪ nɜːvz/ p65

*Your singing is getting on my nerves.***get to know** /get tə nəʊ/ p51*You have to get to know people here.***go** /gəʊ/ p17*I'm going to France next week.*

Your language

go back /gəʊ bæk/ p17*I'm going back to my home town.***good at** /gʊd ət/ p46*Bob is very good at cooking.***good evening** /gʊd ɪːvɪnɪŋ/ p81*Good evening. How are you?***goodnight** /gʊd naɪt/ p81*Goodnight. Sleep well.***grow** /grəʊ/ p38*You're so tall! How you've grown!***grow up** /grəʊ ʌp/ p38*I grew up in Venice.***hair** /heə/ p53*He's got blond hair.***hairs** /heəz/ p53*There are some hairs in my soup!***have** /hæv/ p35*We're having a meeting on Saturday.***have breakfast** /hæv brekfəst/ p45*I have breakfast very early.*

Your language

- hear** /hiə/ p57
I heard a bird singing.
- high** /haɪ/ p53
That mountain is 5,000 metres high.
- home** /həʊm/ p41
I like coming home after a holiday.
- house** /haʊs/ p41
My house was built 100 years ago.
- however** /haʊevə/ p95
I understand. However, I can't help.
- ill** /ɪl/ p69
I've been ill for weeks.
- in front of** /ɪn frʌnt əv/ p23
There's a tree in front of the window.
- injured** /ɪndʒəd/ p68
She was injured in the accident.
- in May** /ɪn meɪ/ p75
We're on holiday in May.
- in spite of** /ɪn spaɪt əv/ p95
We enjoyed it in spite of the rain.

Your language

- in the end** /ɪn ði end/ p87/91
It was raining. In the end we didn't go.
- in ... time** /ɪn ... taɪm / p91
I'll come back in three weeks' time.
- itinerary** /aɪtɪnərəri/ p77
Here's the itinerary for your trip.
- job** /dʒɒb/ p29
What's your job? What do you do?
- journey** /dʒɜːni/ p14
The journey takes two hours by car.
- kill by** /kɪl baɪ/ p71
He was killed by a drunk.
- kill with** /kɪl wɪð/ p71
He was killed with a knife.
- kitchen** /kɪtʃən/ p43
We usually eat in the kitchen.
- landscape** /lændskeɪp/ p20
He likes to paint landscapes.
- last** /lɑːst/ p82
We've got one left. This is the last one.

Your language

Your language

last night /lɑːst naɪt/ p81

Where were you last night?

latest /leɪtəst/ p82

This is the latest model. It's just arrived.

learn /lɜːn/ p26

I learnt a lot from my music teacher.

leave /liːv/ p63

I've left my lunch at home!

listen to /lɪsən tə/ p57

I listened to the radio.

look after /lʊk ɑːftə/ p47

I'll look after the dog when you're away.

look for /lʊk fə/ p47

I'm looking for my dog. Where is he?

make /meɪk/ p35

I never make mistakes.

management /mænɪdʒmənt/ p31

The management agreed to pay them.

manager /mænɪdʒə/ p30

My manager is younger than me!

Your language

married to /mærid tə/ p46

Anna's married to a Frenchman.

match /mætʃ/ p54

My jacket and trousers match.

meal /miːl/ p45

Will you stay for a meal?

nature /neɪtʃə/ p20

Pollution is damaging to nature.

nervous /nɜːvəs/ p65

He's too nervous to drive abroad.

next Thursday /nekst θɜːzdi/ p75

She's coming next Thursday.

nice /naɪs/ p51

I like him. He's nice.

night /naɪt/ p80/81

He often wakes up in the night.

occupation /ɒkjuːpeɪʃən/ p29

What's your occupation?

occupied /ɒkjuːpaɪd/ p77

Room 4 is occupied at the moment.

old-fashioned /əʊld fæʃənd/ p83

Her clothes are so old-fashioned! _____

on May 18th /ɒn meɪ di eɪtiːnθ/ p75

The meeting's on May 18th. _____

on Monday /ɒn mʌndeɪ/ p75

It starts on Monday. _____

on my own /ɒn maɪ əʊn/ p59

I live on my own. _____

on the other hand

/ɒn ði ʌðə hænd/ p94

I'm old. On the other hand, I'm happy. _____

on /ɒn/ p22

He goes to work on foot. _____

opposite /ɒpəzɪt/ p23

My house is opposite the park. _____

out of date /aʊt əv deɪt/ p83

This computer is useless. It's out of date. _____

parent /peərənt/ p38

My parents are both from Scotland. _____

pay for /peɪ fə/ p32

You pay for the food. _____

personal /pɜːsənəl/ p31

Can I ask you a personal question? _____

personnel /pɜːsənəl/ p31

She works in the personnel department. _____

plate /pleɪt/ p44

Be careful – don't drop those plates! _____

prescription /prəskrɪpʃən/ p69

Take this prescription to the chemist's. _____

price /praɪs/ p33

The price of food is going up. _____

problem /prɒbləm/ p67

They have a problem with their son. _____

professor /prəfesə/ p26

Professor Jones taught me at university. _____

pupil /pjuːpəl/ p26

The primary class has about 30 pupils. _____

put up with /pʊt ʌp wɪð/ p67

You have to put up with problems. _____

raise /reɪz/ p33*I asked my boss to raise my salary.* _____**receipt** /rɪsɪ:t/ p69*I've paid but I haven't had a receipt.* _____**relations** /rɪleɪʃənz/ p50*Spain and Italy have good relations.* _____**relationship** /rɪleɪʃənʃɪp/ p50*I have a good relationship with Ted.* _____**relative** /relətɪv/ p38*I've got relatives in the US.* _____**remember** /rɪmembə/ p63*I remembered to set the video.* _____**remind** /rɪmaɪnd/ p63*Remind me to call Josie later.* _____**remind me about**

/rɪmaɪnd mi əbaʊt/ p58

He reminded me about collecting John. _____**remind me of** /rɪmaɪnd mi əv/ p58*This reminds me of our last holiday.* _____**rest** /rest/ p41*I was so tired. I just rested all day.* _____**rise** /raɪz/ p33*Petrol prices are rising daily.* _____**road** /rəʊd/ p15*The road to Chamonix is closed.* _____**rob** /rɒb/ p62*They robbed the bank.* _____**salary** /sæləri/ p33*I get paid a monthly salary.* _____**say** /seɪ/ p56*He said that I was wrong.* _____**scenery** /si:nəri/ p20*The scenery in the Alps is wonderful.* _____**schedule** /ʃedju:l/ p77*Top managers have busy schedules.* _____**search** /sɜ:tʃ/ p71*The police searched the teenagers.* _____**search for** /sɜ:tʃ fə/ p71*They searched everywhere for their cat.* _____

Your language

see /si:/ p56*I saw an accident.***shade** /ʃeɪd/ p21*It's too hot. Let's sit in the shade.***shadow** /ʃædəʊ/ p21*She sat in the shadow of the house.***short** /ʃɔ:t/ p53*She's quite short – about 1.5 metres.***shout** /ʃaʊt/ p59*Stop it! Don't shout at me!***sick** /sɪk/ p69*I ate something bad and was sick.***since** /sɪns/ p79*She's lived here since 1999.***small** /smɔ:l/ p53*My car's quite small.***so** /səʊ/ p96*I got there late, so I missed the start.***so that** /səʊ ðæt/ p96*I went upstairs so that I could be alone.*

Your language

stay /steɪ/ p41*I stayed at my friend's house last night.***steal** /sti:l/ p62*They stole £2,000.***strange** /streɪndʒ/ p13*He's a bit strange. I don't like him.***stranger** /streɪndʒə/ p12*He's a stranger. He's new here.***street** /stri:t/ p15*The station's at the end of our street.***strict** /strikt/ p39*My father's strict. I have to stay in.***strong** /strɒŋ/ p39*My father was a very strong man.***student** /stju:dənt/ p26*Most students live away from home.***suit** /sju:t/ p54*That dress looks great. It suits you.***support** /səpɔ:t/ p67*Millions support Manchester United.*

Your language

sympathetic /sɪmpəθetɪk/ p51

She was very sympathetic about it.

take care of /teɪk keɪ əv/ p46

He's my only son – take care of him!

take /teɪk/ p17

I'm taking him to Italy.

take /teɪk/ p35

She's taking her exams next week.

tall /tɔ:l/ p53

He's almost two metres tall.

teach /ti:tʃ/ p26

She teaches chemistry at a girls' school.

teacher /ti:tʃə/ p26

He's a teacher at a secondary school.

tell /tel/ p56

He told me that I was wrong.

the country /ðə kʌntri/ p20

I go for long walks in the country.

the day after tomorrow

Your language

/ðə deɪ ɑ:ftə təmɔrəʊ/ p75

I'll see you the day after tomorrow.

think about /θɪŋk əbaʊt/ p59

I'm thinking about last night's match.

think of /θɪŋk əv/ p59

I'm thinking of changing my job.

throw at /θrəʊ ət/ p71

They threw stones at the windows.

throw to /θrəʊ tə/ p71

Throw the ball to me!

tidy /taɪdi/ p43

What a mess! Can you tidy your room?

timetable /taɪmteɪbəl/ p77

Have you got a train timetable?

to do /tə du:/ p96

I came to England to learn English.

tour /tʊə/ p14

He went on a tour round Oxford.

travel /trævəl/ p14

I love travelling.

Your language

treat /tri:t/ p69*The doctor's treating me for back pain.* _____**trip** /trip/ p14*I'm going to Paris on a business trip.* _____**trousers** /traʊzəs/ p54*I think I'll wear my green trousers.* _____**usual** /ju:ʒuəl/ p12*I'll have my usual drink, please.* _____**wage** /weɪdʒ/ p33*I get paid weekly. My wage isn't bad.* _____**waste time** /weɪst taɪm/ p63*I don't want to waste my time.* _____**watch** /wɒtʃ/ p56*We watched the TV last night.* _____**what's more** /wɒts mɔ:/ p93*It's cold. What's more, it's wet.* _____**what's she like?** /wɒts ʃi: laɪk/ p51*Your sister? What's she like?* _____**work** /wɜ:k/ p29*I started work at the age of 14.* _____

Your language

work as /wɜ:k əz/ p29*I work as a waitress in the evenings.* _____**work for** /wɜ:k fə/ p31*I work for a computer software company.* _____**work in** /wɜ:k ɪn/ p31*I work in the transport department.* _____**worker** /wɜ:kə/ p31*Workers work and managers manage!* _____**wounded** /wu:ndəd/ p68*Five soldiers were shot and wounded.* _____**yesterday evening**

/jestədi i:vniŋ/ p81

Did you go out yesterday evening? _____

Answers

Review 1

A 1 travelling 2 journeys 3 trip 4 tour 5 come/Bring
6 people from other countries 7 common

B 1 shade 2 by/on 3 to 4 at

Review 2

A 1 teacher/taught 2 do you do/for 3 jobs/as
4 boss/to 5 salary/cost

B 1 take/making 2 take/have 3 make/having

Review 3

1 was 2 home 3 get/come 4 after 5 stayed 6 home
7 house 8 relatives' 9 strict 10 at 11 up 12 home
13 to

Review 4

1 a) good relations b) a good relationship

2 a) What's she like? b) How is she?

3 a) sympathetic b) nice

4 a) suits b) fits

5 a) hear b) listen to

Review 5

1 interesting 2 putting up with 3 bad-tempered
4 gets on my nerves 5 stand 6 causing 7 ill 8 treated
9 problem

Review 6

1 a) in b) on

2 a) diary b) agenda

3 a) for b) during

4 a) for b) since

5 a) Good evening b) Goodnight!

Review 7

A 1 First/afterwards 2 In the end 3 finally
4 in three weeks' time 5 after all

B 1 so 2 to do 3 for punching holes 4 for

Review 8

1 I am living 2 I work 3 We saw 4 correct 5 correct

6 I'm meeting 7 you arrive 8 they offered 9 correct

Review 9

1 a) don't have to b) mustn't

2 a) would like b) like

3 a) eating b) to eat

4 a) going b) to go

5 a) using b) to use

Review 10

- A
- 1 I like your house – it's very big.
 - 2 I can't believe that you can read so quickly.
 - 3 Do you think the room is warm enough?
 - 4 My salary is higher than it used to be.
 - 5 I've got a lot of work to do today.
- B
- 1 The money isn't the most important thing in life – but it helps!
 - 2 I'm going to travel for a year before I go to the university.
 - 3 He gave me an advice on buying a car.
 - 4 My parents they never go out.
 - 5 I think you are agree?
 - 6 Those are the CDs which you lent me them.

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Paul Hancock is a teacher and teacher-trainer. He is the author of *Is That What You Mean?* from Penguin English.

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