StartUp

GSE Global Scale of English

A2+ 34-43

Ken Beatty, Series Consultant

Robin N. Longshaw HM Austin



3

Pearson

array Language Center

LESSON 2 TALK ABOUT REASONS FOR BEING LATE



ALBA PARDO
@AlbaP
The trouble with being on time is that no one is there to appreciate it. 😂

1 VOCABULARY Reasons for being late

A ▶09-07 Listen. Then listen and repeat.


I had to work late.


I got stuck in traffic.


My car broke down.


My train was delayed.


I lost my keys.


I got lost.


I got stuck in bad weather.


I had an accident.


I overslept.


I missed the bus.

B ▶09-08 Listen to the sentences. Write the correct reason for being late from 1A.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

C PAIRS Brainstorm. Think of three more reasons for being late.

2 GRAMMAR Indirect questions

COACH

Use indirect questions to be polite or if you're not sure the person will know the answer to the question.

Direct *wh-* questions				Indirect questions			
***Wh-* word**	**Auxiliary verb**	**Subject**	**Main verb**		***Wh-* word**	**Subject**	**Verb**
Where	**is**	he?		I wonder	where	he	**is**.
Why	**isn't**	she	**answering**?	I don't know	why	she	**isn't answering**.
When	**did**	you	**plan** to leave?	Can you tell me	when	you	**planned** to leave?

In *yes / no* questions, use *if* or *whether* before the subject.

Direct *yes / no* questions			Indirect questions			
Auxiliary verb	**Subject**	**Main verb**		***If / Whether***	**Subject**	**Verb**
Is	he	**here** yet?	Do you know	**if**	he	**is here** yet?
Were	they	**late**?	Can you tell me	**whether**	they	**were late**?

Notes

- Indirect questions often appear after introductory phrases, such as *I wonder*, *I don't know*, *Can / Could you tell me*, *Do you know*, *I'd like to know*, or *Would you mind explaining*.
- We always use statement word order in indirect questions. The subject always comes before the verb.

>> FOR PRACTICE, GO TO PAGE 150

3 PRONUNCIATION

COACH

A ▶09-10 Listen. Notice the different vowel sounds spelled by the letter *a*. Then listen and repeat.

/eɪ/	/æ/	/ɑ/	/ə/
late	cab	car	address

The letter *a*

In stressed syllables and words with one syllable, the letter *a* usually has the sound /eɪ/ (*late*) or /æ/ (*cab*). When the letter *a* comes before *r*, however, it usually has the sound /ɑ/ (*car*). In unstressed syllables, the letter *a* often has the sound /ə/ (*address*).

B ▶09-11 Write each word in the correct column in 3A. Then listen and check your answers.

sofa traffic train bad armchair
table accident apartment artwork delayed

C PAIRS Add one more word to each column in 3A.

4 CONVERSATION

A ▶09-12 Listen or watch. Circle the correct answers.

1. Mario ***missed the bus*** / ***overslept*** / ***lost his keys***.
2. The cab driver ***got stuck in traffic*** / ***went to the wrong address*** / ***got stuck in bad weather***.
3. Mario couldn't call for help because he ***lost his phone*** / ***forgot his phone*** / ***forgot Alba's number***.



B ▶09-13 Listen or watch. Complete the conversation.

Teo: You look worried. Is everything OK?
Alba: I'm just worried about Mario. I wonder _____ .
Teo: I'm sure he's OK. Maybe he overslept.
Alba: I don't think so. Maybe he got lost, or maybe he is stuck in traffic.
Teo: Could be. Does he know _____ ?
Alba: Yes, he knows where it is. I'm going to call him.

CONVERSATION SKILL
Ask if there is a problem

If you want to ask someone if he or she is having a problem, say: *Is everything OK?, Are you all right?, Is there a problem?, Is something the matter?*, or *What's wrong?* **A:** What's wrong? **B:** My friend is really late! Listen to or watch the conversation in 4A again. Underline the questions that you hear above.

C ▶09-14 Listen and repeat. Then practice with a partner.

D PAIRS Make new conversations. Use these words or your own ideas.

his car broke down
lost his keys
stuck in bad weather

5 TRY IT YOURSELF

A MAKE IT PERSONAL Think about a time you were late. When did it happen? What happened and why? What did you do? Take notes.

B PAIRS Tell your partner about the time you were late. Ask questions.

A: I was late for my first day at work.
B: Oh, no. What happened?
A: I lost my keys and I didn't know where they were. So I...

☐ I CAN TALK ABOUT REASONS FOR BEING LATE.

LESSON 2 TALK ABOUT YOUR WORK EXPERIENCE



MANDY WILSON
@MandyW
I learn so much by listening to people at job interviews!

1 VOCABULARY Work experience

A 10-08 Listen. Then listen and repeat.


manage a team


train new employees


create a budget


give a presentation


write a report


communicate with team members


resolve a problem


meet a deadline

B 10-09 Listen to the descriptions. Number the pictures in 1A.

C PAIRS Look at the tasks in 1A. Brainstorm 3–5 jobs that need these skills.
Managers need to create budgets.

2 GRAMMAR Present perfect with *for* and *since*; *how long* and *ever*

COACH

Use the present perfect with *for* and *since* to talk about something that began in the past and continues up to now.

Present perfect statements with *for* and *since*					
Subject	***Have / Has***	***Not***	**Past participle**		***For / Since***
I / We / They	**have**		**worked**	there	**for** six months.
He / She	**has**	**not**	**been**		**since** 2017.

To ask about something that began in the past and continues up to now, use *how long*.

Question with *how long*					Short answers
How long	***Have***	**Subject**	**Past participle**		
How long	**have**	you	**worked**	there?	**For** a few weeks. / **Since** last month.

To ask about something that happened at a non-specific time in the past, use *ever*.

Question with *ever*					Short answers	
Have	**Subject**	***Ever***	**Past participle**		**Affirmative**	**Negative**
Have	you	**ever**	**managed**	a team?	Yes, I **have**.	No, I **haven't**.

Notes

- Use *for* + a length of time to show how long something lasted.
- Use *since* + a point in time to show when something started.
- Use the simple past, not the present perfect, to refer to events that happened at a specific time in the past. *He **has given** a presentation on this topic.* = exact time is not clear
  *He **gave** a presentation on this topic **in March**.* = *in March* is a specific time in the past

>> FOR PRACTICE, GO TO PAGE 153

3 PRONUNCIATION

COACH

A ▶10-11 Listen. Notice the weak and contracted pronunciations of *have* and *has*. Then listen and repeat.

A: How long have you been a manager?
B: I've been a manager for six months.
A: How long has she worked there?
B: She's worked there for two years.

Weak and contracted pronunciations of *have* and *has*

Have and *has* usually have a weak or contracted pronunciation when they come before another word. When *have* and *has* come *after* another word, the *h* is often silent. Notice that the contracted form of *has* sounds the same as the contracted form of *is*.

B ▶10-12 Listen. Circle the word you hear. Then listen and repeat.

1. I / I've had a lot of different jobs.
2. I / I've studied computer science.
3. I / I've worked in a restaurant for two years.
4. I / I've managed a business.
5. I / I've lived in another country.
6. I / I've trained other employees.

C PAIRS Talk about the statements in 3B. Which statements are true for you?

4 CONVERSATION

A ▶10-13 Listen or watch. Circle the correct answers.

1. Joanne started as a marketing ***manager*** / ***analyst*** / ***assistant***.
2. She has managed two small teams since she ***started her career*** / ***became an analyst*** / ***became a team leader***.
3. Problem-solving is a ***big*** / ***fun*** / ***small*** part of her job.
4. She feels proudest about ***her first project*** / ***being a team leader*** / ***meeting her deadlines***.



B ▶10-14 Listen or watch. Complete the conversation.

Mandy: How long _____ at your current job?
Joanne: I've worked there for five years.
Mandy: OK. Have you ever managed a team?
Joanne: Yes, I've managed two small teams _____ I started.
Mandy: That's great. What's the hardest part of being a team leader?**Joanne:** For me, it's having to solve all of the problems that come up.

C ▶10-15 Listen and repeat. Then practice with a partner.

D PAIRS Make new conversations. Use the words in 1A or your own ideas.

5 TRY IT YOURSELF

A MAKE IT PERSONAL Look at the list of jobs and skills in 1C. Choose one job from the list.

B ROLE PLAY Student A, you are a candidate applying for this job. Student B, you are the interviewer. Ask about his or her experience.

A: Have you ever given a presentation?
B: Yes, I've given many presentations since I was hired.

☐ I CAN TALK ABOUT MY WORK EXPERIENCE.

LESSON 3 GIVE MORE DETAILS ABOUT YOUR WORK EXPERIENCE



MANDY WILSON
@MandyW

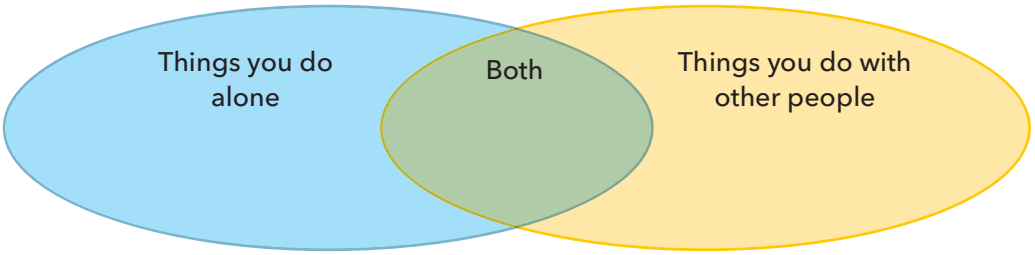
The average interview is 40 minutes long but 33% of managers know within the first 90 seconds if they're going to hire that candidate.

1 VOCABULARY Soft skills

A ▶10-16 Listen. Then listen and repeat.

give feedback: to tell someone how well they have or haven't done something, and usually how they can improve
manage your time: to use your time in a productive and useful way
stay focused: to pay attention to a specific thing
think outside the box: to think creatively using original ideas
show leadership: to take actions that show you are good at leading people
work as a team: to work with a group of people, as on a project
work independently: to do your job by yourself, without supervision
think critically: to use logic to think carefully about something
deal with conflict: to help solve problems between people
handle challenges: to manage problems or tasks that are difficult or complicated
build good relationships: to develop positive connections with other people

B Put the soft skills from 1A in the correct category.



C PAIRS Compare your answers in 1B. Add another soft skill to each category.

2 GRAMMAR Information questions with the present perfect

COACH

To ask information questions with the present perfect, use a question word + *have / has* + the past participle.

Question word	*Have / Has*	Subject	Past participle	
What	have	you	**tried**	to change?
Why		we	**waited**	so long?
Where		they	**worked**	in the past?
Who	has	he	**worked**	with on a team?
How		she	**dealt**	with conflict?
When		he	**shown**	leadership?

Notes

- It's possible to use *what* + a noun. ***What problems*** *have you solved?*
- It's possible to use *how* + *much / many* + a noun.
  How much time *have we spent on this project?* ***How many interviews*** *have you had?*

>> FOR PRACTICE, GO TO PAGE 154

3 CONVERSATION



A ▶10-18 Listen or watch. Circle the correct answers.

1. What does Joanne say is one of her strengths?
   a. She is very positive.
   b. She is very friendly.
   c. She is very creative.
2. Why does Joanne think feedback is important?
   a. It helps her understand how to improve.
   b. It helps her think critically.
   c. It helps her resolve problems.
3. What difficult situation did Joanne have at work?
   a. She wasn't giving good feedback to her team members.
   b. She had some team members who weren't getting along.
   c. She didn't know how to build good relationships.
4. What did she do to resolve this conflict?
   a. She helped them to see each other's point of view.
   b. She met with them as a group to discuss the issue.
   c. She divided up the team.

CONVERSATION SKILL
Express an opinion

To express an opinion, say: *In my opinion…, It seems to me (that)…, I feel that…, In my experience…, I believe (that)…, I think (that)…,* or *I find (that)…*

A: Tell me about your strengths, Joanne.

B: I believe that I deal with challenges well.

Listen to or watch the conversation in 3A again. Underline the expressions that you hear above.

B ▶10-19 Listen or watch. Complete the conversation.

Mandy: What are your strengths?

Joanne: I welcome feedback and I use it to make my work better. I think that's very important.

Mandy: Can you give me an example? _____ you used feedback?

Joanne: Sure. I share my ideas with my colleagues and I ask for feedback. I use their ideas to improve my work.

Mandy: That's interesting. Are there any work skills you're still working on? _____ you done specifically?

Joanne: I've worked hard to manage my time better. I've learned that it's OK to sometimes let things go.

C ▶10-20 Listen and repeat. Then practice with a partner.

D PAIRS Make new conversations. Use the words in 1A or your own ideas.

4 TRY IT YOURSELF

A MAKE IT PERSONAL What soft skills do you have? What are your strengths? Take notes.

B PAIRS Tell a partner about your soft skills and strengths. Ask questions to get more information.

A: In my opinion, I manage my time well.
B: When have you used this skill?

☐ I CAN GIVE MORE DETAILS ABOUT MY WORK EXPERIENCE.

Audio Scripts

WELCOME UNIT

Page 2, Ex. 1B

1. A: OK everyone. Ask your partner the questions on page 14.
   B: I'm sorry. I don't understand. Can you explain that?
   A: Sure. Turn to page 14. Work in pairs. Ask your partner the questions.
2. A: Could I borrow a pen please?
   B: Did you say a pen?
   A: Yes, a pen. Thanks.
3. A: Excuse me, Sue. What's the word for this in English?
   B: That? That's an outlet.
   A: An outlet? Thanks.
4. A: When you finish, please check your answers with a partner.
   B: Sorry. Do you mean first we should work alone?
   A: Yes, that's right.
5. A: Class, please look at the article on page 8 and read it to yourselves.
   B: Sorry. I don't understand.
   A: What I mean is you shouldn't read aloud. Read silently.
6. A: OK everyone. Open your books to page 52.
   B: I'm sorry. What page?
   A: Page 52.

UNIT 1

Page 125, Grammar, Ex. A

1. A: What are you doing next summer?
   B: I'm visiting my family in Mexico.
2. A: Is Alex still living in Miami?
   B: No, he's teaching English in Japan for a month.
3. A: Can Susie join us for dinner later?
   B: No, she's playing chess at the center tonight.
4. A: Why isn't Mark here?
   B: He's working at the café.
5. A: Are Brian and Kathy still looking for a new house?
   B: Yes. They're still living in an apartment in the city.
6. A: Are you busy at the moment?
   B: A little. I'm finishing my homework.
7. A: What's Karen doing these days?
   B: She's working at her parent's restaurant this summer.
8. A: When are you leaving for your vacation?
   B: In two weeks.

Page 7, Ex. 4A

Sarah: Hi, Mario! It's good to see you! When you did arrive in town?
Mario: A few hours ago. Just in time for our meeting this afternoon. How are you doing?
Sarah: I'm good, thanks. What are you doing these days? Are you still in Quito?
Mario: Yes, but my wife and I are looking for a new house. She's six months pregnant, so we really need to find a bigger place.
Sarah: Oh, wow! That's so exciting! Congratulations.
Mario: Thanks. I've been busy! I'm taking an online class now, too.
Sarah: Oh, yeah? What kind of class are you taking?
Mario: A programming class. I'm learning a lot about computer software.
Sarah: That sounds interesting,
Mario: It is. So, what's going on with you?
Sarah: Well, I'm taking a class, too. I'm studying Japanese! I want to visit Japan so I'm trying to learn the language.
Mario: That's really cool!
Sarah: Yeah. Things have been busy at the Toronto office so I could use a break.
Mario: Have you been to Japan before?
Sarah: No, I haven't. I want to go in the spring during *sakura* season.
Mario: *Sakura* season?
Sarah: *Sakura* is the Japanese word for cherry blossoms.
Mario: I didn't know that.
Sarah: Yep. The cherry blossoms bloom around that time and they only last for a couple of weeks in each city. It's supposed to be a fun time to visit.
Mario: That sounds amazing. What part of Japan are you going to?
Sarah: I plan to fly into Tokyo and will spend a few days visiting different parts of the city. I also hope to visit Kyoto. I want to see all of the shrines and temples.
Mario: Sounds great. Take lots of pictures!
Sarah: Definitely.

Page 7, Exs. 4B and 4C

Sarah: So, what are you doing these days?
Mario: I'm taking an online class.

Sarah: That's great.
Mario: Yeah, it's pretty interesting. What's going on with you?
Sarah: Well, I'm studying Japanese.
Mario: That's really cool!

Page 126, Grammar, Ex. A

1. David was upset when he heard the news.
2. Oscar looked for a new job after he got married.
3. Kevin took some classes before he found a new job.
4. Dina applied to graduate school after she graduated from college.
5. Miriam started her own business before she got engaged.
6. Nora adopted a pet when she moved to a larger apartment.
7. Jim and Ann moved to a new house after they had a baby.
8. Mark changed careers when he got a certificate in teaching.

Page 9, Ex. 4A

Sarah: So, what else is new? How's your family doing?
Mario: They're good, thanks. I *am* a little worried about my brother Eddie, though. He quit his job when his office moved to another city.
Sarah: Really? I thought he liked his job.
Mario: He did, but he didn't want to drive two hours to get to the office.
Sarah: Oh. Is he OK?
Mario: Yeah, he's fine. But he was pretty upset when he first heard the news.
Sarah: That's too bad. So, what's he doing?
Mario: He's living with my parents now, and he's looking for a new job.
Sarah: Well, I'm sure he'll find something soon.
Mario: Thanks. I think so, too. So, what's going on with you? How's your husband doing?
Sarah: Mark is doing well. He started his own business after he lost his job at the bank a while ago.
Mario: I'm sorry to hear that. But wow, I mean, good for him! What kind of business?
Sarah: A café.
Mario: That's a big change!
Sarah: It is. But he's an amazing cook. And he took some business classes before he opened the café.
Mario: I'm happy for both of you. It's a lot of work to own your own business.
Sarah: Yeah, it is. I'm helping him when I can but I have my job at TSW, too. And our ten-year-old son, and our dog . . .
Mario: I don't know how you do it all, Sarah.
Sarah: I don't know either! We're having fun, but I don't sleep a lot.
Mario: Well, with my new baby coming, in a few weeks we *both* won't be getting any sleep!

Page 9, Exs. 4B and 4C

Sarah: How's your brother?
Mario: OK. He quit his job when his office moved.
Sarah: Oh. That's too bad.
Mario: Yeah. He's doing alright. How's your husband?
Sarah: He's great. He started his own business after he took some classes.
Mario: Wow! Good for him.

Page 127, Grammar, Ex. A

A: What do you want to do tonight?
B: Why don't we go to a concert?
A: Let's not go to a concert. They are so loud! I want to do something quiet.
B: OK. Why don't we go on a walking tour of the city?
A: No, it's too cold. Let's do something indoors.
B: Hmm. Let me think. Do you like art? Why don't we go to a museum?
A: I don't really like museums.
B: OK. I know! Let's go shopping.
A: OK, sounds great. Do you want to have dinner first? Let's go to a sushi place.
B: We always get sushi. Let's not have sushi again.
A: Why don't we try that new French restaurant?
B: Perfect!

Page 11, Ex. 3A

Mario: Do you have any plans for tonight? It is Friday after all. Do you want to go sightseeing? There's always something interesting to see.
Sarah: Sorry, I have plans. I'm meeting an old friend. Why don't we do something tomorrow?
Mario: Sure. What do you want to do?
Sarah: Let's go on a tour. Why don't we try one of those bus tours?
Mario: OK. That sounds great!
Sarah: I think there's a bus tour that starts in Chinatown. Why don't we meet there?
Mario: OK. Oh, and I want to get my mother-in-law something. Do you need to go souvenir shopping, too?
Sarah: Let me see.
Mario: Wow. That's a lot of key chains.
Sarah: Wait.
Mario: So you don't need to go.

Sarah: No, we can go. Let's go after the tour. I need to get something for my husband and son.
Mario: But who are all those souvenirs for then?
Sarah: They're all for me, Mario!
Mario: Oh, right! OK.
Sarah: After we go souvenir shopping, do you want to go to dinner? My husband told me about this great restaurant in Chinatown.
Mario: Sounds like a plan. He is a chef now after all.
Sarah: Why don't I make a reservation? Oh, my goodness!
Mario: What?
Sarah: They're completely booked! We can get a reservation next *month* if you want to go *then*!

Page 11, Exs. 3B and 3C

Mario: Do you want to go sightseeing tonight?
Sarah: Sorry, I have plans. Why don't we do something tomorrow?
Mario: Sure. What do you want to do?
Sarah: Let's go on a tour.
Mario: OK. That sounds great.

Page 16, Exs. 1A and 1B

Hi everyone! It's Yu. Here's what I've been up to lately. I'm still studying engineering, but I'm also working at a lab on the weekends. Here's the lab. I'm not living with my parents anymore. I'm living in the dormitory at the university. Here's a picture of my dorm room. On the weekends, I love spending time with my friends. We like to play cards or sing karaoke. What's going on with you these days?

UNIT 2

Page 128, Grammar, Ex. A

1. **A:** This is delicious chili. Did you make this?
   B: No. It's from a can.
   A: Mmm. It's great. It tastes like chicken.
   B: Actually, it's turkey chili.
2. **A:** That blanket is beautiful!
   B: Thanks. I made it for Ellen's baby.
   A: It's perfect! This material feels like silk. Ellen will love it.
3. **A:** Try this shampoo. It smells like strawberries.
   B: I like the smell of strawberries, but not for my hair.
   A: OK, how about this one? It smells like roses.
   B: It's nice, but that's not shampoo. It's lotion.
4. **A:** What's that noise? It sounds like a fire alarm or something.
   B: I know, right? It's only Mario's alarm clock.
   A: Wow, it's so loud!
5. **A:** Hey, is that Jenny over there? She's talking to our professor.
   B: No, it's her sister, Jackie.
   A: Wow. She looks a lot like her sister.
6. **A:** What's going on next door? Are they having a party?
   B: No, that's just my neighbor. He plays the guitar and practices all day.
   A: I don't know. I hear a lot of people. It sounds like a party to me.

Page 19, Ex. 4A

Lucas: Eric, thanks for helping me today with the new ads for Costa Rica.
Eric: I'm happy to help. Let's get started. What are we working on?
Lucas: I'm having a problem with the shampoo ad. I don't know what to include.
Eric: Well, let's think about the shampoo. How would you describe it?
Lucas: Hmm. What about this? It smells like coconuts, and it feels like honey.
Eric: It feels like *honey*? I don't know about that. Honey is really thick. I definitely don't want honey in *my* hair.
Lucas: OK. How about, it smells like coconuts, and it feels like silk?
Eric: Hmm. I'm not so sure. *It* feels like silk? What about, after you use it, your *hair* feels like silk?
Lucas: That's better.
Eric: What else can we say?
Lucas: Use it and you'll look like a movie star.
Eric: Yes, I can imagine that.
Lucas: Now we need an image.
Eric: What are you going to draw?
Lucas: A woman on a beach with palm trees around her—she has long hair and she's smiling.
Eric: That looks perfect. In fact, that looks a lot like Sofia what's-her name. Maybe we should get a celebrity to be the spokesperson.
Lucas: Good idea!

Page 19, Exs. 4B and 4C

Eric: How would you describe the shampoo?
Lucas: How about this? It smells like coconuts, and it feels like silk.
Eric: Hmm. I'm not so sure. What about, after you use it, your *hair* feels like silk?
Lucas: That's better. What else could we say?
Eric: How about, use it and you'll look like a movie star?
Lucas: Good idea!

Page 20, Ex. 1B

1. Joe was so excited to see the new movie that he practically pushed me out of the way to get on line.
2. Sue always has something negative to say in meetings. She's really hard to get along with.
3. Carlos lied to his parents about his car accident, but they found out what really happened. He felt terrible.
4. The students worked hard and won an important prize for their chemistry project. They're really happy with themselves.
5. Andre likes helping his friends and family. He is always there to lend a hand.
6. Liz screamed and ran out of the room when she saw the mouse.

Page 129, Grammar, Ex. A

1. A: Hi, there! I'm Mike. Are you ready to buy a new car?
   B: Hi, Mike. I'm Jim. Thank you, but I'm only looking right now. I'm not buying a car today.
2. A: Are you sure? We have a great sale. It ends tonight. I'm happy to help you.
   B: Thanks, Mike, but cars cost a lot of money. I just want to look around today.
3. A: Of course, Jim. I'm happy to show you some of our best-selling cars. Let's start over here. This is our most popular sports car.
   B: It's beautiful, but I'm really surprised to see the price. Is it really that much?
4. A: OK, then. So maybe not a sports car. Why don't we look at the sedans? They're small and affordable.
   B: Perfect! It's important to know about the gas mileage, too.
5. A: Oh, look! It's your lucky day! This model gets really great gas mileage. It's a very popular model at a lower price.
   B: Nice! That looks like a good car for me. I'm anxious to do some research on it.
6. A: Are you sure you aren't ready to buy it today? I'm willing to give you an extra discount.
   B: No, not today. I need to read customer reviews and safety reports before I'm ready to buy. Thanks for all your help!

Page 21, Ex. 4A

Eric: Hi, Min-ji. I heard you were looking for me.
Min-ji: Hey, Eric. I just wanted to check in with you. How's the Costa Rica project going?
Eric: I think it's going well! Lucas is a great guy.
Min-ji: Well, that's good to hear.
Eric: Yeah. He's a very talented illustrator, and he's always eager to help.
Min-ji: Oh, good. And what are the new freelancers in Colombia like?
Eric: They're very hardworking, and they have a lot of creative ideas.
Min-ji: That's good. I'm glad to hear it. I know the old freelancers were a *little* difficult to work with.
Eric: Yes, that's true. The only problem with our new team is that sometimes it's hard to meet. Everyone's so busy!
Min-ji: Well, sure. And also, there's a fourteen-hour time difference.
Eric: Exactly. When I get to work, they're already asleep!
Min-ji: That's right! And when you leave work, they're just arriving at their desks.
Eric: I'm lucky that everyone on the team is very flexible.
Min-ji: You're right about that!

Page 21, Exs. 4B and 4C

Min-ji: How's the project going?
Eric: It's going well! Lucas is a great guy. He's always eager to help.
Min-ji: Oh, good. And what are the new freelancers like?
Eric: They're very hardworking, and they have a lot of creative ideas.
Min-ji: I'm happy to hear that. I know the old freelancers were difficult to work with.

Page 130, Grammar, Ex. A

1. Pedro worked really hard today.
2. Amanda doesn't swim very well.
3. John does his work very carefully.
4. Emily got to her office fairly quickly this morning.
5. Dr. Lee speaks to her patients honestly.
6. Ethan did his homework carelessly.
7. When Martin gave his presentation, he spoke softly.
8. Bella finished the assignment pretty easily.

Page 23, Exs. 3A, 3B, and 3C

Managers usually don't enjoy telling their employees that they're doing a bad job, but it doesn't have to be a negative experience for you or your employees. Today on *Working Smarter,* we're going to talk about how to give employees feedback—or information about how well they are working—honestly and in a way that helps employees do better at their jobs.

Before you give feedback, make sure you think very carefully about your goals for the conversation. The goal of giving feedback is to help improve someone's performance at work, not to complain or to make him or her feel bad.

Of course, it's much easier to give feedback when you have employees who work well. You'll likely have many positive things to say, and you might not be able to think of even *one thing* they need to improve. That's great! However, you should always ask them what they think about their work. In other words, let *them* give feedback to *you*. An employee may want to improve in areas that you haven't noticed. Or some may want to take classes to do their jobs better or to further their careers. Make a plan together.

But what do you do when an employee is working pretty carelessly or completes his or her tasks too slowly? This can be a difficult process, even for experienced managers.

Start with something positive. Your employees will feel more comfortable and will be open to what you have to say, which means they will listen to your ideas and suggestions. But don't go overboard and give too much positive feedback if there are many things that need to be changed. You need to have a clear message. And remember, don't be afraid to tell them what they aren't doing well. Give specific suggestions so they know exactly what they need to do. For example, say, "I want you to spend more time talking to clients. That way, you'll know more about what they need, and the company can better meet those needs."

Later, follow up with your employees. That is, talk to them again to see if they are making changes, or if they need more help. You should follow up a few days after your first conversation, so your feedback is still fresh.

If you use these ideas to give the right kind of feedback, all of your employees—good and bad—will do better at work, and will feel better in the workplace. Your business will do better, too.

Page 28, Exs. 1A and 1B

Hi everyone! It's Fatma. I want to tell you about my running shoes, the Glider. They're my new favorite. Why? First, these shoes look like something from the future. They have a really fun design. Also, they're great for running because they're so light, and you can move quickly and easily in them. Lastly, they're just really comfortable. You feel like you're walking on clouds when you wear them. The material inside is very soft like a fluffy sock. So, if you're looking for a great pair of running shoes, you should get a pair of these.

UNIT 3

Page 131, Grammar, Ex. A

1. My sister bought me a dog for my birthday. I was so surprised!
2. James went to the beach last weekend. It was very relaxing.
3. Ana doesn't like her chemistry class. She thinks it's boring.
4. Nora worked hard all day and had a lot of meetings. She's really tired.
5. We couldn't stop talking about the movie. The ending was shocking.
6. Jane's boss started talking about how well she was doing during a meeting. Jane was embarrassed by all the attention.
7. My friends went surfing last weekend. They saw dolphins in the water. They were so excited!
8. I read a book about Robert Kennedy last week. It was very interesting.

Page 31, Ex. 4A

Alba: Hi, Sarah. How was your weekend? Did you do anything fun?
Sarah: Yes, I did! It was exciting, actually.
Alba: Yeah? Why? What did you do?
Sarah: On Saturday, I went sightseeing with Mario. We took a bus tour around the city. We saw so many cool things!
Alba: Fun!
Sarah: It was. The city has so many interesting neighborhoods.
Alba: I know. I took a bus tour the last time I visited. I loved it! What did you do after?
Sarah: We went souvenir shopping and we went out for a late dinner.
Alba: Where did you go?
Sarah: To a wonderful Chinese restaurant. I was a little embarrassed, though!
Alba: Why were you embarrassed?
Sarah: The restaurant gave us chopsticks but I don't know how to use them. I kept dropping my food! Finally the waiter brought me a fork.
Alba: Chopsticks can be tricky to use. Anyway, it sounds like it was a great day.
Sarah: It was.
Alba: What'd you do on Sunday?
Sarah: On *Sunday,* I had brunch with some friends and went to an art museum. I'm tired today.
Alba: I'll bet. Try to do something relaxing tonight.
Sarah: Well, I don't know if you'd call it *relaxing,* but I'm going for a run after work.
Alba: Oh, OK.
Sarah: And then I'm going to work out at my hotel gym and go for a swim.
Alba: Sarah, all of your relaxing is making me tired.

Page 31, Exs. 4B and 4C

Alba: How was your weekend?
Sarah: It was exciting. On Saturday, I went sightseeing and then I went souvenir shopping.
Alba: Oh, fun!
Sarah: And on Sunday, I had brunch with some friends. I'm tired today.
Alba: I'll bet. Try to do something relaxing tonight.

Page 132, Grammar, Ex. A

1. **A:** Have you eaten breakfast yet?
   B: Yes, I have.
2. **A:** What did you do last Friday?
   B: Not much. I did homework and some chores around the house.
3. **A:** Have you tried the new Japanese restaurant by our office?
   B: No, I haven't. Have you?
4. **A:** How many countries have you been to?
   B: Let's see. I've been to China, Japan, Russia, Egypt, France, England, Canada, Mexico, and Brazil.
5. **A:** Where were you yesterday?
   B: I was out sick. Did I miss anything?
6. **A:** Did you hang out with Ingrid at the party last night?
   B: No, not really. I saw her there, but we didn't talk.
7. **A:** Have you met Brianna?
   B: Yes, we've met, but I haven't met her husband yet. Have you?

Page 33, Ex. 4A

Sarah: What about you, Alba? What did you do this weekend?
Alba: Well, I certainly wasn't as busy as you were!
Sarah: Probably not.
Alba: It was a nice weekend, though. I went for a walk in the park. Everything was so green and there were so many beautiful flowers everywhere.
Sarah: Oh, that reminds me. You have a garden, right? Have you been to the Botanical Gardens? They have flowers from all over the world.
Alba: No, I haven't. I was planning to go, but I've been so busy this week.
Sarah: That's too bad. So, what else did you do?
Alba: I went to the theater. I saw a play–*A Streetcar Named Desire*. Have you seen it?
Sarah: No, I haven't but I've heard so much about it. How was it?
Alba: It was amazing! I want to see it again. You should go.
Sarah: Wow! Maybe I can see it next time I'm in town.
Alba: I always go to the theater when I'm here. I love it! Oh, before I forget–I heard your husband is opening a café! That's so great!
Sarah: Thanks! We've both been so busy. This work trip has been like a vacation for me. Oh. I've got to go.
Alba: Me, too. It was fun catching up though.
Sarah: Absolutely! Talk later!

Page 33, Exs. 4B and C

Sarah: What did you do this weekend?
Alba: I went for a walk in the park. It was nice to do something outdoors.
Sarah: Oh, that reminds me. Have you been to the Botanical Gardens?
Alba: No, I haven't. I was planning to go, but I've been so busy this week.
Sarah: Well, maybe next time. So, what else did you do?
Alba: I went to the theater. Have you been?
Sarah: No, I haven't but I'd like to go.

Page 34, Ex. 1B

1. You just moved to a new city. You don't know anyone yet.
2. You bought a new video game. Your brother loses it.
3. You got a job at a great company. The salary is excellent.
4. Your roommate brings home a big box. It's making a strange noise.

Page 133, Grammar, Ex. A

1. They were able to get tickets.
2. Lina couldn't remember her customer's name.
3. Julie wasn't able to sleep last night.
4. I couldn't find a parking spot.
5. Ethan was able to finish the project yesterday.
6. Michael couldn't open the box.
7. Leslie was able to go to the party last night.
8. We weren't able to find the restaurant.

Page 35, Exs. 3A, 3B, and 3C

Last weekend, something really strange happened. The weather was great, so my friend Tony and I decided to go for a hike in the mountains. But we got lost–can you believe it? We've been to the area lots of times, and as kids, we could always find our way around by using a map. But somehow, we forgot the map and I guess we walked off the trail. Anyway, after a couple of hours, we found this little town that we'd never seen before. It looked like a really interesting

place and we were curious, so we stopped to look around.

Now, Tony is a very calm guy, and he doesn't get upset very often. But when we got to the center of town, he seemed a little upset. I could tell that something was wrong and it made me feel nervous. (I'm not a calm guy at all!) I asked him, "Are you OK?" and he said, "Yeah, I guess so. I just feel like I've been here before. It's strange." I laughed a little, but I could see he was serious. That made me feel even more nervous!

We were hungry, so we looked for a restaurant. After a few minutes, we were only able to find one—the only restaurant in the whole town! It was dark and quiet, and the walls were decorated with lots of old photos. The owner told us they were from hundreds of years ago. Tony sat quietly looking around the room until he saw something on the wall, right behind me. He seemed very surprised and a little scared so I turned to see what he was looking at. It was a picture of a man who looked exactly like him, except that he was wearing old-fashioned clothes. Now, this is what made me really scared. I couldn't believe it. Tony has a scar on his left cheek. The man in the photo had the same scar.

Tony couldn't stand at first so he just sat there looking stunned. Then, he stood up and ran out of the restaurant, fast. I, of course, followed him. I didn't want to be left behind in that creepy place! I couldn't catch up with him at first—I was getting angry about it, too. But finally, I found him at the beginning of the trail. He said, "Jack, let's go home. I don't want to spend another minute here!"

Tony didn't say a word all the way home. His face was white and he was shaking. He told me later that he wasn't able to speak because he was so upset. He felt as if it was his own ghost in the picture. I was kind of glad we left the restaurant before I could see mine! Even then, I wasn't able to sleep that night because I was so frightened.

Page 40, Exs. 1A and 1B

Hi, it's Ana. I had a busy weekend! On Saturday, I went to the beach with my friends. The water was so clear and there were lots of colorful fish. And the weather that day was beautiful. We had such a great time.

On Sunday, I went to a concert. I've been to a lot of different concerts, but this was my first outdoor concert. We were able to get seats pretty close to the stage, so we had a good view of the band. They played a lot of great songs and the lead singer was amazing.

Overall, I had a really exciting weekend!

UNIT 4

Page 134, Grammar, Ex. A

1. Where can I buy some apples?
2. Do we have any sugar?
3. Can you stop by the store? We have no milk.
4. Would you like some cookies?
5. There is no dressing on this salad.
6. I'm going to have some soup for lunch.
7. Are there any restaurants in this building?
8. There aren't any burgers left.

Page 43, Ex. 4A

Mandy: That was a long meeting! I'm so hungry.
Mario: Me, too.
Mandy: Did you hear my stomach growling? It was so loud! Come on. Let's have something to eat. Lunch is ready.
Mario: Great. So, how long have you lived in New York, Mandy?
Mandy: I was born here. I've never lived anywhere else.
Mario: Wow. You're a true New Yorker!
Mandy: I guess I am! Look at this buffet. Everything looks so good. I'm going to have some salad. Would you like some?
Mario: Um. No thanks. I don't really care for salad.
Mandy: OK. Look, there's some hot food, too. I think I'll have some tomato soup.
Mario: Hmm. What's that over there?
Mandy: It's a grilled vegetable wrap.
Mario: Oh. I don't really like vegetables. Um. Is there any meat? Maybe a roast beef or chicken sandwich?
Mandy: Let's see. No, I'm sorry! There aren't any.
Mario: That's OK. Um. I think I'll have a burger.
Mandy: Oh, good. I'm glad there was something here for you.
Mario: Mmm. Delicious. I love hamburgers.
Mandy: You know, I think that's a veggie burger, Mario.
Mario: Really? It's good! I guess I *do* like vegetables.

Page 43, Exs. 4B and 4C

Mario: Let's have something to eat.
Mandy: OK. I'm going to have some salad. Would you like some?
Mario: No, thanks. Are there any chicken sandwiches?
Mandy: Let's see. No, I'm sorry! There aren't any.
Mario: That's OK. Um . . . I think I'll have a burger.

Page 44, Ex. 1B

1. **A:** What do you need from the store?
   B: I need a half-pound of tomatoes, please.

A: Anything else?
B: Yes. A bag of sugar.

2. A: Did you buy anything for dessert?
   B: Yes. I bought a pint of ice cream and a box of cookies.
3. A: Would you like anything to drink?
   B: Could I have a glass of soda with a slice of lemon, please?
4. A: This cake is delicious. What's in it?
   B: It's made with a quart of blueberries and about one cup of butter.

Page 135, Grammar, Ex. A

1. I need some honey for this recipe.
2. Jason is making some coffee.
3. Let's make veggie burgers.
4. They ate a lot of oatmeal cookies.
5. Would you like some salad?
6. Should we order some pizza for the party?
7. Did you add blueberries to the dessert?
8. This recipe says we need a lot of milk.

Page 45, Exs. 4A, 4B, and 4C

A: Do you want to live to be 100 years old? It's possible! Every year, there are more and more centenarians, or people who are 100 years old or older. In fact, in some parts of the world, there are large numbers of centenarians. These areas are called "Blue Zones." We're talking to nutritionist Emily Brown about how these people are living so long. Emily, it's great to talk to you.

B: Thanks, Laura! Well, there are many reasons why centenarians live so long, but scientists think diet is one of the most important. Let's look at two of these Blue Zones—Okinawa, Japan, and Sardinia, Italy.

A: OK.

B: People in Okinawa and Sardinia eat very different foods, but they are similar in the *way* they eat. For example, in both cultures, they don't eat much meat. But they *do* both eat a lot of vegetables every day—in fact, most of their diet is vegetables. They are alike in that way.

A: What kind of vegetables do they eat? And what are their health benefits?

B: Okinawans' favorite vegetable is the purple sweet potato. This vegetable has a lot of antioxidants. Antioxidants are vitamins and minerals that keep people healthy and help slow down aging. Many people in Okinawa grow sweet potatoes in their own gardens. They eat more than a pound every day!

A: How many times a day do people in Blue Zones eat vegetables?

B: Sometimes they eat them at all of their meals! In Sardinia, for example, people often have a large bowl of minestrone soup, for lunch or dinner. Minestrone is made from dried beans, fresh vegetables, tomatoes, and olive oil. These ingredients contain many different vitamins, minerals, and antioxidants.

A: And what do they drink? I'm sure they drink a lot of water, right? How much?

B: You're right—they drink plenty of water, but that's not the only thing they drink. In Sardinia, people almost always have a glass of wine at lunch and dinner. Whereas in Okinawa, they generally prefer a cup of jasmine tea. But both of these drinks also have high levels of antioxidants.

A: So, antioxidants are one of the keys to reaching 100. Are there any other keys to living longer?

B: There are. Eat fewer calories—a tradition in Okinawa says to eat until you are only 80% full. And in each area, the biggest meal is in the middle of the day. The smallest is in the evening.

A: So, we should eat a bigger lunch and a smaller dinner—and no huge burgers or gallons of ice cream! That doesn't sound too hard. Emily, thanks again for being here with us.

B: It was my pleasure, Laura.

Page 46, Ex. 1B

1. It's round and made of meat. We often eat it on a bun with ketchup and cheese.
2. It's a large fruit that is cut into smaller pieces for eating. It's very sweet. It's green on the outside and pink on the inside.
3. It's long and made of meat. We often eat it on a bun with mustard or ketchup.
4. It's a side dish that's made with a sweet sauce. It's cooked in the oven.
5. It's a drink made from lemons, water, and sugar.
6. It's a side dish and it's often made with pasta, mayonnaise, and vegetables.
7. It's a type of meat often served covered in barbecue sauce. It's messy to eat!
8. It's a sweet yellow vegetable. It's long and often served with butter. You hold it with your hands to eat.
9. It's a side dish and it's often made with cabbage and mayonnaise.
10. It's a type of baked fruit dessert. It's sweet and it's served in slices, often with ice cream.
11. It's a side dish and it's often made with potatoes and mayonnaise.

Page 136, Grammar, Ex. A

1. A: I bought some blueberries at the farmer's market.
   B: Oh, no! You bought blueberries, too? I bought three pints today at the supermarket.
   A: What are we going to do with all these blueberries?
2. A: Hello. Mario's restaurant.
   B: Hello, I need to make a dinner reservation for this evening.
   A: We only have one table left. It's a table for six.
   B: Hmm. That won't work. We have nine people.
3. A: How many watermelons did you buy?
   B: Two. Do you think that's all we need?
   A: Yes, I think so.
4. A: That looks like a lot of tomatoes!
   B: They were on sale today, so I got a lot.
   A: We can't eat all of those. We should give some to our neighbor.
5. A: How much sugar did you add?
   B: Two cups. Is that right?
   A: Oh, no! The recipe said only one cup.
6. A: Could you run to the store?
   B: Of course. What do you need?
   A: Bread. I want to make some sandwiches, but there's only one slice of bread left.
7. A: Wow, what is this?
   B: It's lemonade for the barbecue. I made four gallons.
   A: But we only have three people coming. We'll never finish it all.
8. A: Do you want a little more honey in your tea?
   B: Mmm. No, thanks. This tastes perfect.

Page 47, Ex. 3A

Mandy: Do we have everything for the barbecue on Saturday? I know we have enough hamburgers, but what else do we need?
Hailey: Don't worry! I planned everything!
Mandy: OK. So we have enough hot dogs? And ribs?
Hailey: No, but I'll add them to the shopping list.
Mandy: And do we have baked beans?
Hailey: Not yet, but OK - three cans of beans. Anything else?
Mandy: We need a dozen ears of corn on the cob.
Hailey: Yum! I love corn on the cob. I think twelve is too many, though. Let's get six. What else do we need?
Mandy: Wait. I thought you planned everything.
Hailey: Yeah, I planned to have a barbecue. You're coming and other people are coming.
Mandy: OK. But you forgot about the food. It's a good thing you're my sister, or I'd be pretty mad at you right now!
Hailey: So, anything else?
Mandy: Coleslaw, potato salad, macaroni salad, and lemonade to drink. And some blueberry pie.
Hailey: Mandy, slow down! That's too much food! We're only having four people over!
Mandy: I know, but we don't know what they'll want. And we need enough food!
Hailey: But that's more than enough. And all that food is going to be expensive.
Mandy: Well . . .
Hailey: Look, I'm sure everyone would be happy to bring something. Why don't we ask people to bring some food? Layla makes great potato salad.
Mandy: OK, I guess we could do that. And Tom lives near the farmer's market. He can get the corn.
Hailey: That's a good plan. And we can buy the other things.
Mandy: Sounds good.

Page 47, Exs. 3B and 3C

Hailey: What do we need for the barbecue? I'm making a list.
Mandy: We have enough hamburgers. What about hot dogs?
Hailey: OK. Hot dogs. What else?
Mandy: Well, we need some corn on the cob. Let's get twelve.
Hailey: That's too many. Let's get six. Anything else?
Mandy: Coleslaw, potato salad, and macaroni salad.
Hailey: That's too much food.

Page 52, Exs. 1A and 1B

Hi everyone. It's Yu-jin. I want to make my favorite meal, Japchae, or Korean glass noodles. Here's what I have. OK. I have a package of noodles, a bag of carrots, three cups of spinach, two green onions, a bottle of sesame oil, a bottle of soy sauce, and a jar of sesame seeds. I don't have any mushrooms or beef. I need a half-pound of each. I guess I need to go shopping again since I don't have all the ingredients.

UNIT 5

Page 137, Grammar, Ex. A

1. A: Do you think it's OK to leave my laptop in my car overnight?
   B: No. You shouldn't leave your laptop there.

2. A: My roommate can log in with my account. I gave him my password.
   B: That's not good. You shouldn't share your password with anyone.
3. A: This place has free WiFi, but I'm not sure how to connect. There are so many names on this list.
   B: You could ask the receptionist for the correct name.
4. A: I'm worried about Caroline. She's an hour late.
   B: You should probably call her. You have her number, don't you?
5. A: I just got a new phone. I don't know how to download apps.
   B: I have the same phone. I could show you how if you'd like.
6. A: Where did James put my charger?
   B: I have no idea. You should ask him.
7. A: Natasha dropped her phone again and she cracked the screen.
   B: Her phone case is very thin. She could use a new one.
8. A: I can't go to the party because I don't have a car.
   B: I could give you a ride if you want.

Page 55, Ex. 3B

1. click, close
2. start
3. problem, program, presentation
4. screen
5. fix
6. connect
7. link
8. plug
9. speakers

Page 55, Ex. 4A

Eric: Thanks for meeting to get ready for the presentation, Lucas. There's a lot to do!

Lucas: No problem, Eric. We worked so hard on the shampoo ad. So, of course we want everything to go well.

Eric: Right. Speaking of which, I'm actually having a technical issue. I want to show our presentation, but I can't get anything to play on the screen. It won't connect! What should I do?

Lucas: OK. I've had this problem before. First, I think you should close the presentation and unplug the cable.

Eric: Uh-huh. OK. Ouch! I just hit my head really hard.

Lucas: Are you OK?

Eric: Yeah, I'm fine.

Lucas: OK. Now, restart the computer.

Eric: Should I try to connect to the screen again?

Lucas: No, not yet. Plug the cable in to the computer first.

Eric: OK, I understand.

Lucas: *Now* try to connect to the screen. Do you see your desktop on the screen?

Eric: Yes, I do!

Lucas: OK, good. Now, you should start the presentation. Turn on the sound to make sure it's working, too.

Eric: Got it. It's working!

Lucas: Great!

Eric: So, what about the people who are joining us online? Do they have the latest software?

Lucas: Hmm. I'm not sure.

Eric: We should probably send everyone an email so they can download it before the meeting.

Lucas: That's a good idea.

Eric: And we could include a link to the website in the email, so they can just click on it. Oh, and we should bring the number for Tech Support, in case we have any problems.

Lucas: Yes, good idea. Thanks, Eric.

Eric: No problem.

Page 55, Exs. 4B and 4C

Eric: I can't get our presentation to play. What should I do?

Lucas: You should unplug the cable. Then plug it in again.

Eric: Uh-huh.

Lucas: If that doesn't fix the problem, you could restart your computer.

Eric: Got it.

Page 56, Ex. 1B

1. I have my headphones on, but I can't hear you.
2. I added a wireless network, but every time I click on the link nothing happens!
3. My computer keeps turning off by itself. I think my monitor is broken.
4. I can hear you, but I can't see you on my screen!
5. I'm typing on my keyboard, but nothing is happening.

Page 138, Grammar, Ex. A

1. Oh, no! You should leave. It's almost 5:00. Traffic may be very bad.
2. Let's go to the coffee shop. I think they have free Wi Fi.
3. These headphones are really old. I have to get some new ones.

4. You should restart your computer. Maybe that will solve the issue.
5. I think there's a problem with your hard drive. You should call Tech Support.
6. I think I'm going to cancel the presentation. I don't think we're ready yet.
7. Do you have a webcam? You'll need it for our video call tomorrow.
8. Is this the right password? It's not working.

Page 57, Exs. 3A and 3B

1. Hi, Yuki. This is Mary in Tech Support. I understand that your speakers aren't working. It may be because of the volume level. First, click on the sound icon on your desktop. Then, change the volume level as needed. That will probably solve the issue. Call me back if you need more help.
2. Hi Tom, this is Junior. You reported that your laptop screen is frozen. Your laptop is new so it won't be a serious issue. First, try restarting the computer. After that, try logging in again. Please call me back if that doesn't work.
3. Hi Sarah, this is Mary from Tech Support. You reported that you can't get online from the main conference room. It may be because you're no longer connected to the Internet. To start, check the Wi Fi connection. Next, add the correct wireless network. And finally, make sure the password is correct. You might have to restart your computer after that. Let me know if you still need help.
4. Hello Sam, this is Junior in Tech Support. I got your message. I understand that you can't do your presentation since there is no microphone in your meeting room. First, you should check with Carla, in Reception. She should have a microphone and will help you. If she isn't there, then please call me back. I might be able to find another one.
5. Hi Julio, this is Mary. I got your message that your computer keeps crashing. Your hard drive may be full. To start, delete any files that you don't need. Then, remove any programs that you no longer use. And finally, restart your computer. That will solve the problem. Let me know if you need any more help.
6. Hi Katie, this is Junior. You said you're having trouble making a video call with your computer. It may be that your webcam is off. First, make sure that the webcam is turned on. Then, check that the cables are plugged in correctly. If you need more help, please call me.

Page 139, Grammar, Ex. A

1. A: Hi, Lily. Our new co-worker Tim is here today. I'll introduce you to him later.
   B: Actually, I've already met him so you don't need to introduce us. He was here yesterday.
2. A: Did you invite Kevin to our meeting? He needs to be there.
   B: Oh, no! I forgot.
3. A: Do I have to order lunch for our meeting tomorrow?
   B: No, you don't have to. But can you get some drinks and light refreshments?
4. A: Why did we cancel the presentation for tomorrow?
   B: Sorry, that was my fault. I didn't reserve a room, and now everything is full. I need to reschedule.
5. A: How many copies of the presentation did you make?
   B: I made 20 copies.
   A: There are only 10 people coming. You didn't have to make that many.
6. A: Is Carlos coming to the presentation?
   B: Yes, he definitely needs to be there. Some of the clients only speak Spanish, and Carlos is our only Spanish speaker.
7. A: I need to replace my headphones. These are broken.
   B: You have to talk to Claire. She's the only person in our office who can purchase new equipment.
8. A: I have a doctor's appointment in the morning. Can I be a little late tomorrow?
   B: No, we're meeting with our new clients first thing in the morning. So you need to be on time.

Page 59, Ex. 3B

1. What do we need to do?
2. I have to write an agenda.
3. I need to send invitations to the guests.
4. I'll have to send a link to the website.
5. I don't have time to do everything.
6. I don't need to make photocopies.

Page 59, Ex. 4A

Victor: Lucas, we need to organize a meeting tomorrow with the owners of a new beach resort in Belize. They want to work with us on their new campaign. They might be our next big client!

Lucas: Tomorrow? Are they coming to San José or are we having a video conference?

Victor: They're coming here. Can you help me plan it since we don't have a lot of time?

Lucas: Sure. I guess I need to reserve a meeting room first.

Victor: Yes, that's right. And could you make sure the room has a projector and a screen?

Lucas: OK.
Victor: Once the room is set up, I can check the equipment. I'll ask Marta from Tech Support for help.
Lucas: Good idea. It will be faster if she helps. So, do I have to create a presentation for the meeting?
Victor: No, you don't have to. I'm going to do that.
Lucas: Sounds good. Is there anything else? Do I have to send a meeting invitation?
Victor: Yes, please. The meeting's at 11:00. Send an invite to everyone in our department and I'll get you a list of the people from the resort.
Lucas: OK. I'm on it.
Victor: Can you think of anything else?
Lucas: What about refreshments? Do I need to order anything to eat?
Victor: Yes. You don't need to order lunch, but I would get some drinks and some snacks.
Lucas: Got it. OK, I'm going to get started. I'll reserve the room first and . . .
Victor: Oh, you're kidding!
Lucas: What is it?
Victor: They just canceled the meeting.

Page 59, Exs. 4B and 4C

Victor: Let's talk about what we need to do for the meeting.
Lucas: Sure. I guess I need to reserve a meeting room.
Victor: Yes, that's right.
Lucas: OK. Do I have to create a presentation?
Victor: No, you don't have to. I'm going to do it.
Lucas: Is there anything else?
Victor: Yes. We have to order refreshments.

Page 64, Exs. 1A and 1B

Hi everyone. It's Ahmed. Do you have a favorite app that you use to learn English? There are a lot of apps out there but my favorite is the Pearson Practice English app. I use it to learn English when I'm on the go.

I love this app because it's fast and easy to use. All you have to do is open the app and choose the unit that you want to study. Click on the icon to download the unit. Download the unit when you're online. Then, click on the lesson and activity. You can practice many of the skills from the course.

This app is really helpful because I can use it for some quick practice when I'm on the bus or in between classes. I can even pick and choose which skills I want to practice. The app also includes all of the audio and video from the Student Book.

You should check it out. You will love it, I promise.

UNIT 6

Page 140, Grammar, Ex. A

1. **A:** Why aren't you eating your salad?
   B: I'm trying, but this dressing is so sour! I'm not sure I can finish it.
2. **A:** That birthday cake looks really small.
   B: Really? I can cut it into ten, maybe twelve, slices. How many people did you invite?
   A: Twenty-five.
   B: Uh-oh! I'll go get another cake.
3. **A:** Where are you going?
   B: To the kitchen. I need to warm up my coffee in the microwave.
4. **A:** This soup is good! It's a little sweet, but it's not very rich. Can we add more cream?
   B: Sure. Does it also need a little more salt?
   A: No, I don't think so.
5. **A:** Don't eat those cookies yet!
   B: Why not?
   A: I just took them out of the oven. They're too hot! They need to cool for a few minutes.
6. **A:** We need to cancel the picnic for tomorrow.
   B: Oh, no! Why?
   A: Didn't you see the weather report? It's going to be cold and rainy all afternoon.
7. **A:** I'd like to apply for a job at your restaurant.
   B: How old are you?
   A: I just turned 16.
   B: I'm sorry. You have to be 18 to work here.

Page 67, Ex. 4A

Alba: How's your salad, Sarah?
Sarah: It's good! I love the dressing. It's both sweet and sour. How's the curry?
Alba: Oh, it's delicious! But I don't really like the tea. It's too bitter. Mmm. I can't wait to try the soup, though.
Sarah: Yeah, me, too. I heard the soups here are really tasty.
Alba: What's wrong? Is there something wrong with the soup?
Sarah: It's too hot for me!
Alba: It is? I don't think it's hot.
Sarah: You don't? My mouth is burning!
Alba: It is? My soup is barely warm enough to eat.
Sarah: No, I don't mean "hot" like "temperature," I mean "hot" like "spicy."
Alba: Oh, of course! I love spicy food, so I didn't think about that. Actually, I don't think it's spicy enough.
Sarah: Wow. Yeah, well, spicy food is not my thing.
Alba: So what is "your thing"?
Sarah: I like to snack. And, yes, I know it's not good for me.

Alba: Well, everyone snacks sometimes. What kind of snacks do you like?
Sarah: I like tortilla chips, pretzels, French fries—anything salty.
Alba: I like salty foods, too, but I definitely have more of a sweet tooth when it comes to snacks.
Sarah: In that case, should we get some dessert? The sticky rice with mango sounds amazing.
Alba: Great idea!

Page 67, Exs. 4B and 4C

Sarah: How's the curry?
Alba: It's delicious! But I don't really like the tea. It's too bitter.
Sarah: That's too bad.
Alba: How do you like the soup?
Sarah: It's OK, but it's too spicy.
Alba: Really? I don't think it's spicy enough.

Page 68, Ex. 1B

1. My sister helps me with everything. I want to give her something to say thank you, and I know there's a rock band she really likes.
2. My friend Sam was in my class last year, but we don't see each other much anymore. I want to get her something small for her birthday.
3. He's been my boyfriend for five years, and I really love him. He's usually late to meet people because he doesn't pay attention to the time.
4. My uncle is moving into a new house. He needs a lot of new things to decorate, but I'm not sure exactly what to buy.
5. My mom is also my best friend. She loves plants and flowers, but she never buys any for herself.
6. My cousin's graduation is next week and I'd like to get her something special. She loves clothes and jewelry.

Page 141, Grammar, Ex. A

1. **A:** Alice is getting married this Saturday. Susie and I got a card from all of us. Could you please sign it?
   B: Sure! Thanks for getting it.
2. **A:** Happy birthday! Are you going anywhere special tonight?
   B: No, I'm staying home. My husband and kids are cooking dinner.
   A: Oh, how nice! I hope you have a wonderful evening.
3. **A:** My parents' twenty-fifth wedding anniversary is coming up. I need to buy them something silver.
   B: Really? Why silver?
   A: It's an old tradition in the US and Canada. I'm not sure why.
4. **A:** Emma and Ryan invited me over to a dinner party. Should I bring a gift?
   B: No, you don't have to buy a gift, but it would be nice to bring some flowers.
   A: Great idea. Thanks!
5. **A:** Hi, Tim. Would you like to go to a concert tomorrow night? I'm going with some friends from work, and we have an extra ticket.
   B: Sure. Sounds fun! Thanks.
6. **A:** Time to go to bed, kids.
   B: Already? Can we stay up a little longer?
   A: No, you need to get in bed now. Pick out a book, and I'll read you a story before you go to sleep.
7. **A:** I love your sweater.
   B: Thanks! My aunt made it.
   A: Wow, she's really talented.
8. **A:** My sister's graduation is next weekend.
   B: Have you bought her a gift yet?
   A: No, not yet. I'll probably get her a suitcase. She loves to travel.

Page 69, Ex. 4A

Sarah: Wow, your necklace is beautiful!
Alba: Oh, thank you. My kids gave it to me for Valentine's Day.
Sarah: What a nice gift! My son gave me a card he made at school. He was very proud of it.
Alba: When my kids were younger, they gave me handmade gifts, too. I love them.
Sarah: You're right. Handmade gifts are really sweet.
Alba: I'm guessing your husband didn't give you a handmade gift for Valentine's Day.
Sarah: No, he didn't. He cooked me a wonderful dinner though, and he got me a very cool watch.
Alba: Nice.
Sarah: And I got him a gift card to use at his favorite kitchen store. He always shops there. He loves food.
Alba: That was thoughtful. I love giving gifts. I got my boyfriend tickets to a concert. And he bought *me* a bunch of roses and some chocolate-covered strawberries.
Sarah: Wow! Aww! I love flowers . . . and chocolate!
Alba: Yes, the flowers were beautiful. But I couldn't eat the chocolate. I'm actually very allergic to strawberries!
Sarah: Oh, no! Poor guy. Did he feel bad?
Alba: He was pretty embarrassed, but it didn't really matter. I mean, he didn't *know* that I was allergic! And it's the thought that counts.

Sarah: Definitely. Oh, we'd better get the check soon. Our meeting starts in a few minutes.

Alba: Oh, right. Excuse me . . .

Page 69, Exs. 4B and 4C

Sarah: How was Valentine's Day? Did you get anything special?

Alba: It was good. My boyfriend gave me some roses.

Sarah: Aww. That's sweet. My husband got me a watch.

Alba: Nice! And what did you get him?

Sarah: I bought him a gift card.

Page 142, Grammar, Ex. A

1. Jane was traveling for business when she met her husband.
2. We were cooking dinner when our neighbor unexpectedly stopped by.
3. Were you sleeping when I called?
4. Was it raining when you left this morning?
5. We took a taxi to work yesterday because the trains weren't running.
6. Why were you laughing when Bob came in?
7. Where was Mary going when we saw her yesterday?

Page 71, Exs. 3A, 3B, and 3C

Do you believe in fate? That things happen for a reason? I never did, until a couple of years ago, when a series of strange events happened to me over the course of a week. And because of that, I now believe that things happen for a reason.

It was Monday morning, and I was taking the train to work. For some reason, I looked up and out the window toward another train in the station. I saw someone holding my favorite book, The Elephant Vanishes. It's not a book you see every day, so I was surprised. Just at that moment, the man put his book down, and looked out his window. He saw me, and smiled. My heart beat a little faster, but I thought, "Well, he's cute, but I'll never see him again."

That evening, I stopped at the supermarket to buy something for dinner. I was waiting to pay for my groceries, when all of a sudden I saw the man from the train in the line next to me. He was buying the same kind of pizza as I was. Now, I thought, "This is a little strange, but I'm sure it's just a coincidence. He probably lives near here. And he just happens to have good taste in pizza!"

A few days passed but I didn't see the "mystery man" again. To be honest, I was beginning to think I had imagined him! Then on Thursday, I went to a concert with a few friends. We sat down and I couldn't believe it. The man from the train and the supermarket was sitting next to me! We laughed when we saw each other. We talked and talked during the rest of the concert . . . I don't even think we heard any music! By the time the concert was over, it was like we had known each other for years.

Later, I said goodbye to my friends. Mike—that's the mystery man's name—and I went to get something to eat. We talked for another six hours! We started dating, and eventually we got married. So now when people ask me if I believe in fate, the answer is definitely "Yes!"

Page 76, Exs. 1A and 1B

Hi, it's Andre. We celebrated my brother Oscar's birthday last month. We had a great time! People were eating, talking, and laughing all through the party. My brother loves spicy food, so we had Thai food for dinner. The food was too spicy for me, so I was glad we had enough sweet lemonade to drink. Later in the evening, we had birthday cake. The cake was delicious, but it was really rich! My brother got a lot of nice gifts. I gave him a handmade scarf and my parents gave him a camera. He was so surprised! He was still smiling when the party ended.

UNIT 7

Page 143, Grammar, Ex. A

1. **A:** Where should we eat tonight? Didn't we talk about going to that new North African restaurant?
   B: Yes, it sounds interesting. They give you a special tea at the end of your meal. Let's eat there.
2. **A:** Do you have any plans for the summer, Caroline?
   B: Yes, I have a lot going on this summer. I'm really excited about taking a vacation with my family.
3. **A:** Hey, John. How's work going?
   B: It's OK, I guess. I'm just a little tired of traveling. I had to travel for work five times last month! It was too much. I'm exhausted.
4. **A:** Do you have any exciting weekend plans, Jennifer?
   B: Actually, no, and I'm really happy about that! This week was so busy at work. I know it doesn't sound exciting, but I'm really looking forward to staying home.
5. **A:** Why do you look so nervous, Bruno?
   B: I just saw our travel schedule for today. I'm nervous about going on a boat tour because I usually get sea sick. I really don't want to go.
6. **A:** Maria, there's a new exhibit at the art museum tonight. Would you like to come with us?

B: That sounds great, Susie! Thank you so much for inviting me.

7. A: Your trip to the pyramids sounds amazing, Amy. I'm interested in seeing all of your pictures from your trip.
   B: Are you sure you want to see *all* of my pictures, Katie? I took hundreds!

Page 79, Ex. 3B

1. I'm going to Japan in the summer.
2. I'm going to take cooking classes.
3. I want to learn to make sushi.
4. My friend and I want to go hiking.
5. We're talking about going to Canada.
6. I think we're going to go in August.

Page 79, Ex. 4A

Mario: Hey, did I tell you I'm going to a meeting in Mexico City next week?
Eric: Yes, you did and I'm so jealous! I'm interested in learning more about Mexico City. I've been to Mexico, but only to some of the beach resorts.
Mario: It's a wonderful city, and it has so much history! I go a couple of times a year for meetings, and the team always plans some interesting activities for us.
Eric: What kinds of things have you done?
Mario: We've gone on guided tours of the Frida Kahlo Museum and the National Museum of Anthropology, and we visited the pyramids at Teotihuacán.
Eric: That sounds fascinating!
Mario: Yes, it was! Here. I'll show you a picture.
Eric: Wow. That's so cool.
Mario: They're some of the biggest pyramids in the world and no one knows who built them. You can even take a tour of the pyramids in a hot air balloon! I really want to do that sometime.
Eric: I definitely have to go! Do you have anything fun planned for this visit?
Mario: Yes! We talked about going to a restaurant where every dish on the menu includes insects.
Eric: Huh. That's unusual. I'd be a little worried about eating something like that.
Mario: I've heard they're very tasty. I'm actually pretty excited about trying them!
Eric: OK! I look forward to hearing all about it.
Mario: You bet! I'll send you some pictures, too.

Page 79, Exs. 4B and 4C

Mario: I'm going to Mexico City next week. Have you ever been there?
Eric: No, but I'm interested in visiting. What are you going to do?
Mario: We talked about going to an unusual restaurant. Every dish on the menu includes insects.
Eric: That sounds interesting.
Mario: Yes. I'm excited! We're also going to visit some museums.
Eric: Well, I look forward to hearing all about it.

Page 80, Ex. 1B

1. There are too many people here—I can't move!
2. Don't swim in that lake—it's full of garbage.
3. This building was finished two years ago, and it has these cool large screen TVs everywhere.
4. Nobody was at the restaurant—it was completely quiet.
5. Nothing bad ever happens in this city.
6. The building was built over 4,000 years ago.
7. People from all over the world want to visit this city.
8. You shouldn't walk around there by yourself at night.

Page 144, Grammar, Ex. A

1. A: My parents are visiting this weekend. I'd like to show them around the city.
   B: That's great, Yuki. You should take them to all the famous historic buildings.
   A: I don't know. Those places are touristy and crowded. My parents love old buildings, but they hate big crowds.
2. A: How was your trip to the Grand Canyon?
   B: It was great, Mike, but it was too crowded there. I also went camping in the desert. I enjoyed that much more.
   A: Really? I'm interested in visiting the Grand Canyon, but I don't think I'd like to go to camping.
3. A: What's your favorite city?
   B: That's a hard question, John. I guess my favorite is Athens, Greece because the people are so friendly, and the city is full of ancient buildings and monuments.
   A: It sounds amazing. I'd love to go there someday. I want to see the city, and I want to eat Greek food!
4. A: Silver Lake is so beautiful. Maybe we can go swimming there next week.
   B: I don't know, Magda. I don't think you would like to swim there. The water is polluted. It's really not safe.
   A: You're right. I wouldn't like that. I had no idea! The water doesn't *look* dirty.
5. A: Thanks for showing me around today. I know we don't have a lot of time. Could you take me to the three most popular tourist attractions?
   B: Are you sure, Brenda? There are some very interesting places that not many people

know about. Wouldn't you prefer to go somewhere like that?

A: No, not really. I'd prefer to see famous places.

6. A: We have lots of restaurants. What kind of food do you like, Sam? There's Mexican, Chinese, Italian, and Japanese.

B: I like everything. It doesn't really matter what kind of food we get, but I prefer some place clean and modern.

Page 81, Ex. 3A

Mario: You like to travel, right, Eric?

Eric: I love to travel! But I'm not interested in visiting the touristy places. I prefer places that are not well known. In fact, I have a long list of places I want to visit.

Mario: Like where?

Eric: I'd love to go to a place called "the Door to Hell."

Mario: "The Door to Hell?" That doesn't sound very safe! Where is it?

Eric: In Central Asia.

Mario: OK, I need to look this up. What is it like?

Eric: It's this big crater—you know, a huge hole in the ground—that's always on fire.

Mario: On fire? Wow. Why do you want to go *there*?

Eric: I don't know. It's just so *different*! There's no other place on Earth like it! It's in the middle of the desert.

Mario: Gee. I wonder why it's not well known!

Eric: Ha ha.

Mario: OK, so now you've got me curious. What other places would you like to visit?

Eric: Um, I'd like to visit Patagonia.

Mario: Patagonia! That's in Chile and Argentina, right?

Eric: That's right. There are glaciers, and caves where you can see ancient animal bones. I'd like to go soon—I'd hate to go after it gets even more popular.

Mario: I think you and I have different ideas about what popular means, Eric!

Eric: Ha ha.

Mario: Well, I should be going now. I need to get ready for my trip to Mexico City. I still have *so* much to do!

Eric: Sure. I'll talk to you soon, Mario.

Page 81, Exs. 3B and 3C

Mario: You like to travel, right?

Eric: Yes, I do! I like to visit places that are not well known.

Mario: Really? Like where?

Eric: I'd love to go to Patagonia.

Mario: Patagonia? Wow. I'd love to hear more about it.

Eric: OK, sure. But I'm so sorry, I have to go now. I'll tell you more later.

Page 145, Grammar, Ex. A

1. A: Is Mt. Everest a lot taller than Mt. Kilimanjaro?

   B: Yes, by almost 10,000 feet!

2. A: I think Lake Superior is the largest lake in the world.

   B: No. Lake Superior is pretty big, but the Caspian Sea is the largest lake in the world.

3. A: What's the difference between a lake and a pond?

   B: I'm not sure, but I think lakes are usually bigger. Ponds are often pretty small.

4. A: Which desert is the hottest—the Arabian, the Mojave, or the Sahara?

   B: It's definitely the Sahara.

5. A: Where's your hotel? Is it on the coast?

   B: No, it's a couple of miles away from the coast. The hotels on the coast cost too much. They're the most expensive hotels in this city.

6. A: Did you see this list on this blog?

   B: Yes, I can't believe Calgary, Canada is the cleanest city in the world.

Page 83, Exs. 4A and 4B

A: Hello and welcome to "Five Questions", the quiz podcast! I'm Max Taylor, and today's topic is world geography. Our contestants are Marc Stevens, from Chicago, and Lola Mendez, from Miami. Hi, Marc and Lola!

B: Hi, Max!

C: Hey, Max.

A: OK. Let's get started. First question. What's the smallest country in the world? Lola!

C: Vatican City!

A: Correct! Vatican City is less than half a square mile and has a population of under 1,000 people. It's near the Tiber River and it's about one-eighth of the size of Central Park in New York City. It's also the home of the world's biggest church, St. Peter's Basilica.
Question two . . . What is the name of the largest freshwater lake in the world?
Yes, Marc.

B: Lake Baikal?

A: No, I'm sorry. The answer is, Lake Superior, in North America. It covers 31,700 square miles and crosses the border between Canada and the United States. Lake Baikal, in Russia, is the deepest lake, but it doesn't cover as much area.
Question three . . . In which country can you find South America's highest mountain?
Yes, Marc.

B: Argentina.

A: That's right! Aconcagua, which is 22,838 feet tall, is in Argentina. It's one of the seven highest mountains in the world, and it's the only one outside of Asia.
Here's question four. Which of these rivers is longer, the Nile or the Yangtze?
Back to you, Lola.

C: The Nile.

A: Correct! The Nile, in Africa, is longer than the Yangtze, in Asia—4,258 miles long versus 3,917 miles long. However, the longest river in the world is the Amazon (in South America), which is 4,345 miles long.
OK, here's question five. What is the name of the largest sand desert in the world?
Marc, your answer, please.

B: The Sahara Desert!

A: Yes, Marc! The world's largest desert is the Sahara, in Africa. It covers about 3.5 million square miles—which is about the size of the US. However, it's not the hottest place on earth. That record belongs to Death Valley, in California. The temperature there often reaches 129 degrees F!
So, that makes our final score, Lola, two and Marc, two. You'll both receive our prize today—a two-year subscription to World Bulletin magazine!
Thanks for joining me on Five Questions, and remember—if you don't know the answer, guess!

Page 88, Exs. 1A and 1B

Hi everyone! It's Paula. I'm looking forward to your group's visit to La Paz, here in Bolivia. You said you were interested in seeing some of Bolivia's more unknown places. I'd love to take you to Valle de la Luna, or Moon Valley. It's very close to the city of La Paz. Parts of the mountains there have been washed away by water, so you feel like you're walking on the moon. I'd also like to take you to famous Lake Titicaca. It's up in the mountains, and is one of the highest lakes in the world. And it is the largest lake in South America. Let me know what you think of these ideas!

UNIT 8

Page 146, Grammar, Ex. A

1. Who plays drums for that band?
2. What instruments does Bianca play?
3. What are you listening to on the radio?
4. Who is wearing the green jacket?
5. Who sings that really sad song?
6. What's a bassist?
7. Who is the guitarist for that band?
8. Who does Mark Davis play the saxophone with?

Page 91, Ex. 3B

1. That's great.
2. You're kidding!
3. Wonderful!
4. Great.

Page 91, Ex. 4A

Lucas: Hey, Mandy! It's good to see you.
Mandy: It's nice to see you, too! I heard you were coming to the office.
Lucas: Yeah, it's great to be here. So, what are you listening to?
Mandy: This? It's one of my favorite songs.
Lucas: Oh, yeah? Who sings it?
Mandy: You probably haven't heard of them. They're a Canadian rock band. They're called Talking Hearts.
Lucas: You're kidding! They're a great band.
Mandy: You know them? They're not very famous. How did you hear about them?
Lucas: I have a friend in Vancouver. She loves them. She sent me some of their music.
Mandy: Cool! Hey, did you know they're on their first world tour?
Lucas: No, I didn't.
Mandy: And they just released a new album.
Lucas: Oh, yeah? What's it called?
Mandy: "Dreaming." Here. listen.
Lucas: This is a cool song. That guitar solo is great. Who's the guitarist again?
Mandy: His name is Joe Ramos. He's amazing. So, what other bands do you like?
Lucas: Well, I listen to a lot of British bands, too, like The Clouds.
Mandy: How cool! I like their drummer, Emma Taylor.
Lucas: I do, too. She's so talented. She plays the bass and the piano, too.
Mandy: If she learns to play the guitar, she could be a one-woman band!
Lucas: Yeah, she could!

Page 91, Exs. 4B and 4C

Lucas: What are you listening to?
Mandy: A band called Talking Hearts. Here. Listen.
Lucas: Cool. I like this song. I love the guitar solo.
Mandy: Yeah. Me, too. It's amazing.
Lucas: Who's the guitarist?
Mandy: His name is Joe Ramos.

Page 92, Ex. 1B

1. I'm going to see my favorite team tomorrow night. I'm excited because they're playing at the new stadium.
2. The dancers were amazing, and the costumes were really beautiful. They told a whole story without saying any words.

3. I saw so many paintings and sculptures by this new artist—some of them were really strange, but most of them were beautiful and original.
4. We really enjoyed the singing, even though we didn't understand the language. The orchestra was excellent, too.
5. Everyone laughed so much! The performers were really funny, and I loved the jokes they told.
6. We always get popcorn and sit close to the screen. I like horror films, but my friends don't.

Page 147, Grammar, Ex. A

1. A: We're both really busy this weekend, but we should get tickets to the baseball game. It's the last game of the season.
   B: You're right. Let's not miss it. We won't be able to go to another game until next spring.
2. A: Why do you want to go to the art gallery tonight? Didn't we go there last weekend?
   B: Yes, but there's a new art show tonight. It looks interesting.
3. A: Do we have to go to a musical? I really don't like musicals very much.
   B: No, we can do something else. Why don't we go to a movie or the comedy club instead?
4. A: I have an extra ticket to the ballet. Would you like to go?
   B: Sure! I've never been to the ballet.
5. A: Are we going to the opera this weekend?
   B: No, we can't. Tickets sold out weeks ago.
6. A: Did you enjoy the movie?
   B: No, not really. The actors were great, but the movie was too scary for me.
7. A: We got stuck in traffic and missed the first half of the show.
   B: Oh, that's too bad! It was an awesome show. At least you didn't miss the whole thing.

Page 93, Ex. 4A

Lucas: You know, I'd love to go to a Talking Hearts show.
Mandy: So would I. I think they're going to be in New York soon. Let me just check. Cool! There are a few shows this week. Will you be in town all week?
Lucas: Yes! I decided to stay until Saturday because of our late meeting on Friday.
Mandy: Great. Are you free on Wednesday night?
Lucas: Oh, no. I'm sorry. I'm afraid I'm busy that night. I'm meeting some friends.
Mandy: Oh, OK. What about *Thursday* night?
Lucas: Thursday night works for me.
Mandy: Great! They just added this show, so I'm sure we can still get tickets. Oh, that reminds me. My boyfriend loves them too, so he'll probably want to come with us.
Lucas: Sure. I'd love to meet him.
Mandy: Let me see. The show starts at 8:00, so we should have dinner before we go.
Lucas: OK.
Mandy: I know! Let's eat at Pasha Café because it's near the club. Oh, do you like Turkish food?
Lucas: Sure.
Mandy: We can meet there at 6:30.
Lucas: OK. Do you mind buying the tickets? I'll pay you later.
Mandy: No problem.
Lucas: This is turning out to be a busy week. Guess what I'm doing on Friday night?
Mandy: I have no idea. What?
Lucas: I'm going to a basketball game. The Knicks are playing the Golden State Warriors. I can't wait!
Mandy: No way! I'll be there, too.
Lucas: How funny! Maybe I'll see you there.

Page 93, Exs. 4B and 4C

Mandy: Do you want to see a show on Wednesday?
Lucas: I'd love to, but I can't because I'm meeting some friends.
Mandy: Oh, OK. There's another one on Thursday night. Are you free?
Lucas: Yes, I am.
Mandy: Great. They just added this show, so I'm sure we can still get tickets.
Lucas: Sounds good. I'm in.

Page 148, Grammar, Ex. A

1. A: Alex, it seems like you *live* at the gym! How often do you work out?
   B: I work out every day, but I only go to the gym every Monday, Wednesday, and Saturday.
2. A: You look different. Have you lost weight?
   B: I hope so! I joined a new exercise group. We run from 5:00 to 6:00 in the morning, Monday through Friday.
3. A: Did you do anything fun last weekend?
   B: Yes, I went hiking with some friends. I work all week, so I try to spend time outdoors on Saturdays or Sundays.
4. A: Did you get my message last night?
   B: I saw it this morning. I always turn off my phone at night because I don't want to look at a screen 24 hours a day.
5. A: I'm trying a new diet. I eat only fruits and vegetables during the week. On weekends, I eat whatever I want.

B: That sounds unhealthy! You should follow a balanced diet every day.

6. A: You meditate every morning, right?
   B: No, not anymore. I used to meditate regularly, but now only a couple times a month.

Page 95, Exs. 3A, 3B, and 3C

A: Hello, everyone. I'm David Duran. Today on Wellness Weekly, I'm speaking with Anika Rai, a psychologist who studies the effects of too much screen time. She's going to tell us about some of the negative effects and give us some tips for reducing our screen time and adding healthy habits to our routines.
B: Thanks for having me, David.
A: Anika, why is it important for people to put down their devices?
B: The average adult in the U.S. spends more than ten hours a day using electronic devices. That's over 60 hours a week! This can cause real health problems.
A: Wow. Can you tell us more about some of these problems?
B: Sure. Take sleep, for example. In my opinion, one of the most serious problems is that people aren't getting enough sleep. Let me explain. People are going to bed with their devices instead of just relaxing or reading a book.
A: OK.
B: The light that comes out of our devices keeps us awake, so the longer we use them, the harder it is to fall asleep. That's why it's important to stop using phones, tablets, and computers at least 30 minutes before bed-time so you can start to relax.
A: Interesting . . .
B: Another issue that we're seeing is that too much screen time can change a part of the brain that helps people care for others. However, this is especially true for kids, because their brains haven't finished developing yet. For instance, kids who spend a lot of time on devices may not be learning how to have good relationships with other people. Parents should limit kids' screen time, depending on their age. Even adults need to be careful about this. Many people have plenty of friends online, but not enough in real life.
A: But kids these days don't want to put down their phones or tablets.
B: Yes, that's right. And actually, parents are often on their phones as well, and this sends a message to children that it's OK. Parents have to remember to limit their time, too.
A: So, what can we do to help both ourselves and our children avoid too much screen time?
B: Well, here are a few small ideas that will change your life in a big way. Instead of picking up your phone or tablet, think about something new that you'd like to try. For example, you could start a new hobby or take a course.
A: Uh-huh. OK.
B: Another idea is to spend more time with family and friends. It doesn't have to be anything special. Catching up around the dinner table every day is a great way to build stronger relationships. In fact, the more you spend time with other people, the more you remember how important it is to socialize . . . just basic things like laughing, seeing people's faces, and hearing about people's lives.
A: Right. That makes sense.
B: And finally, do something for yourself– meditate, get outdoors, go for a swim, or just find some quiet time every day. In general, it's always a good idea to focus on yourself for part of the day.
A: Thanks so much for being here Anika. This is all very interesting and helpful information. Until next week, everyone. Be well!

Page 100, Exs. 1A and 1B

Hi! It's Rina. I'm really busy, but I want to stay healthy, too. So, I always make sure to exercise, spend time with friends, and relax. This is a park near my home. Because I like to spend time outdoors, I go for a run in the park three times a week. It's a great way to get some exercise. On the first Friday of every month, I go to an art gallery with friends, so we can walk, talk, and look at all of the art together. These are my friends. I always feel less stressed after getting together with them. Last, every evening before I go to bed, I play my guitar for a little while to relax.

UNIT 9

Page 102, Ex. 1B

A: Wow, this couch is huge!
B: Yeah, it is. We won't have space for too many other things in the living room.
A: Well, let's put the couch over here. And we can put the end table by the couch.
B: OK. And will the TV stand fit?
A: Yes, I think so. But we need to put the bookcase and armchair in the bedroom.

Page 149, Grammar, Ex. A

1. Could someone help me move this desk?
2. What time does your train leave?
3. I'm getting a new couch next month. Do you want my old one?
4. Why did you buy all that fabric?

5. I broke my favorite picture frame. Can you buy me a new one?
6. You don't have a bookcase. Where are you going to put all these books?

Page 103, Ex. 3A

Teo: Hi, Alba. How are you? What are you doing out here?
Alba: Oh, hey, Teo! I'm meeting Mario. He's on his way here from his hotel.
Teo: Of course! There's a team meeting this afternoon, right?
Alba: Yes, there is. Ugh. It's only Monday, and I'm already exhausted!
Teo: Busy weekend?
Alba: Yes, but not in a good way! My cousin's apartment flooded during the storm yesterday, so now she's staying with me.
Teo: Oh. I'm sorry to hear that.
Alba: Thanks. I'm helping her clean up. Her apartment is a mess.
Teo: How terrible!
Alba: I know. And unfortunately, a lot of her furniture was ruined. She's going to go furniture shopping next weekend, so I told her I would help her with that, too.
Teo: That's really good of you.
Alba: She has a ton of things to buy.
Teo: Like what? What does she need?
Alba: Well, her coffee table and her TV stand are OK. But she has to get a couch, a bookcase, an armchair, an end table, a floor lamp, curtains—the list is as long as my arm! It's going to be expensive.
Teo: Ah, I just thought of something. My friend is going to move overseas soon and he's selling some of his furniture. Maybe your cousin can take a look at what he has.
Alba: That's a great idea.
Teo: I'll give him a call later today. I think he'll be around this weekend. I can go with you. OK?
Alba: That would be wonderful! Can you ask him if we can do it on Saturday morning?
Teo: Sure! I'll let you know what he says.
Alba: Perfect! Thanks so much, Teo.

Page 103, Exs. 3B and 3C

Alba: I'm going to go furniture shopping with my cousin this weekend.
Teo: Oh yeah? What does she need?
Alba: She needs a couch, a bookcase, and a table.
Teo: My friend is selling some of his furniture. Do you want to take a look?
Alba: That's a great idea!
Teo: I think he'll be around this weekend. I'll give him a call.
Alba: Perfect. Thanks so much.

Page 104, Ex. 1B

1. We waited for such a long time. The train was over an hour late!
2. She looked everywhere, but she couldn't find them! She couldn't use her car, and had to take the bus.
3. It was raining hard, and we didn't have our umbrellas. We had to go inside and wait for a bit.
4. He slowed down, but her car still hit him. Luckily, they were both OK.
5. There were so many cars on the road. She couldn't get to the appointment on time.
6. He forgot to set his alarm this morning. He was late for the doctor.

Page 150, Grammar, Ex. A

1. He wants to know why James has to work late.
2. They wonder where everyone went.
3. They aren't sure what time the meeting starts.
4. Can you tell me whether Luisa is in the office today?
5. Do you know whether the train is delayed?
6. I lost my keys. I can't remember where I put them!

Page 105, Ex. 4A

Teo: You look worried. Is everything OK?
Alba: I *am* a little worried. I wonder where Mario is! He's always on time.
Teo: He might be stuck in traffic. You know how bad traffic is.
Alba: Maybe. I'm going to call him. That's strange. I can't understand why he isn't answering his phone.
Teo: When was he supposed to be here?
Alba: Half an hour ago.
Teo: And does he know which building to come to? Maybe he got lost.
Alba: No, I sent him a message with our new address.
Mario: Hi, Alba. Sorry I'm late. Oh, hi, Teo!
Teo: Hi, Mario.
Alba: Mario! We were worried! Are you all right?
Mario: I'm fine. You'll never believe why I'm late. It's a little embarrassing, actually.
Alba: What happened?
Mario: OK. So, the first thing that happened is that I overslept. I didn't have time for breakfast or even coffee.
Alba: You? No coffee? Mario is famous for drinking a LOT of coffee!

Mario: Yes. Can you imagine? I left without having coffee! I got in my cab, and I told the driver the address, but I wasn't really paying attention.
Teo: Well, it sounds like you were sleeping with your eyes open.
Mario: Exactly. After I got out of the cab, I realized where I was!
Alba: Where were you?
Mario: The old building! I had given the driver the wrong address! So, then I had to hail another cab to take me here.
Alba: I'm so sorry!
Mario: Yeah, and of course I wanted to call you, but then I realized I didn't have my phone. I forgot it in my hotel room. I'm so sorry.
Alba: Well, you're here now. Let's go inside and get you a cup of coffee!

Page 105, Exs. 4B and 4C

Teo: You look worried. Is everything OK?
Alba: I'm just worried about Mario. I wonder where he is.
Teo: I'm sure he's OK. Maybe he overslept.
Alba: I don't think so. Maybe he got lost, or maybe he's stuck in traffic.
Teo: Could be. Does he know where the meeting is?
Alba: Yes, he knows where it is. I'm going to call him.

Page 151, Grammar, Ex. A

1. **A:** Where are our family albums?
   B: I think they're in the bedroom upstairs.
2. **A:** It's way too cold in the house!
   B: Really? I think it's comfortable.
3. **A:** Excuse me. Can you tell me where the furniture department is?
   B: The furniture department? It's on the third floor.
4. **A:** We have fifteen minutes. Let's stop for coffee.
   B: OK. Let me check my app. I'll see if there's a coffee shop nearby.
5. **A:** Is Victor in class right now?
   B: No. I just saw him. He's at the library.
6. **A:** Do you want to eat outside?
   B: Yes! I think I see an empty table.

Page 107, Ex. 4A

Anyone who has a cat knows that they're like ninjas, those Japanese warriors that are almost invisible. They can jump from the floor to a high table. They move without making any noise. Sometimes you don't even know they're right behind you. Best of all, they can hide so well that you might never find them.

Page 107, Exs. 4B and 4C

Anyone who has a cat knows that they're like ninjas, those Japanese warriors that are almost invisible. They can jump from the floor to a high table. They move without making any noise. Sometimes you don't even know they're right behind you. Best of all, they can hide so well that you might never find them.

A couple of months ago, my wife and I moved into a new house. It's much bigger than our old house, with an attic, a basement, and a big garage. We were excited, but our cat, Tiger, wasn't. When we got to the house, I could see him trying to hide in the corner of his carrier with his ears flat against his head. As soon as the movers headed toward their truck and we opened his carrier, he disappeared.

At first we weren't worried. We thought he was upstairs. But when it was time for his dinner and we called him, he didn't come to the kitchen—and he never misses a meal! So, we started to look for him. First we searched downstairs. We looked under all the furniture in the living room, under the stairs towards the back of the house, and in the small bathroom. We even went back into the kitchen, but he wasn't there.

Then we went upstairs, and looked in the bedrooms—and in all of the closets. Tiger wasn't anywhere! The attic door was locked, so we knew he wasn't up there, and there was no way he could get outside and on to the roof.

My wife was upset and I was exhausted. We went back downstairs to have dinner. She kept saying, "He's lost!" And all I could say was, "If he's outside, he'll come home soon."

We went into the kitchen, and there was Tiger, eating his dinner. He was covered in dirt, and there were leaves and little feathers stuck in his fur. I said, "Where have you been, Tiger?" I could swear he was smiling at me, but he didn't make a sound! I guess we'll never know where he was all that time . . .

Page 112, Exs. 1A and 1B

Hi, it's Boris. I want to redecorate the living room in my apartment. It's a small space, and I share it with two roommates, so I have to be creative. I'm going to put a small table here in the entryway. Then I'll have a place to put my keys when I walk in the door. For my living room, I'm going to get a bigger sofa. Then we can all sit and relax when we come home. I'm also going to get a small dining table and chairs. I'll put them near the kitchen over here so we can eat our meals there. Thanks for watching!

UNIT 10

Page 152, Grammar, Ex. A

1. They have a new designer on their team, don't they?
2. You don't have any open positions, do you?
3. Lisa is a manager, isn't she?
4. I can put Jim down as a reference, can't I?
5. She wasn't a candidate for the management position, was she?
6. We're interviewing candidates next week, aren't we?
7. Greg didn't work in Human Resources, did he?

Page 115, Ex. 4A

Mandy: Hello. You're here for the Market Researcher interview.
Joanne: Yes, I am. Hi. I'm Joanne Martin.
Mandy: Hi Joanne. I'm Mandy Wilson. Welcome to TSW Media. Thanks for coming in for the interview today.
Joanne: Thank you. I'm happy to be here.
Mandy: You didn't have any trouble finding the office, did you?
Joanne: Oh, no, not at all. Thank you. It was easy to find.
Mandy: Here, let me take your coat, Joanne.
Joanne: Great, thanks.
Mandy: You've already stopped by Human Resources, haven't you?
Joanne: Yes, I have. I gave them a copy of my résumé and cover letter.
Mandy: Great. I have a copy of them as well. Would you like anything to drink? Some water? A cup of coffee?
Joanne: Oh, no, thanks. I don't need anything right now.
Mandy: OK then. Follow me. Here we are. Please have a seat.
Joanne: Thank you.

Page 115, Exs. 4B and 4C

Mandy: Thanks for coming in for the interview today.
Joanne: I'm happy to be here.
Mandy: You didn't have any trouble finding the office, did you?
Joanne: No, not at all. Thank you.
Mandy: Great. I have a copy of your résumé and cover letter. Let's get started.

Page 116, Ex. 1B

1. I work with a lot of different people. Yesterday, I had to help two co-workers who were arguing.
2. After the project is finished, we're going to write about what went well and the things that could be improved.
3. Andrew's job is to show new employees how to use certain computer programs.
4. I'm in charge of a group of people at my company.
5. We need to decide how much money we will need to do the work.
6. You have to send this proposal to the client by tomorrow night. We have to send it to them on time!
7. I have to speak in front of a large group of people next week. I'm so nervous!
8. Make sure to email everyone about the latest design changes.

Page 153, Grammar, Ex. A

1. How long have you worked there, Jane?
2. I've been in this job since 2018.
3. How long have you managed a team?
4. When did you start writing this report?
5. John has worked in Guatemala for six years now.
6. We've been working on this project since last month.
7. When was our deadline?

Page 117, Ex. 3B

1. I've had a lot of different jobs.
2. I studied computer science.
3. I worked in a restaurant for two years.
4. I've managed a business.
5. I lived in another country.
6. I've trained other employees.

Page 117, Ex. 4A

Mandy: So, Joanne, tell me a little about your experience. How long have you been at your current job?
Joanne: I've worked at Parrot Creative for five years. I started as a marketing assistant.
Mandy: Oh, yes. I see.
Joanne: The head of the marketing department really liked my work and, after a year, I became a market research analyst.
Mandy: That's great! And how do you like working for Parrot?
Joanne: I really enjoy it. But they are a small company and I'm ready for a bigger challenge. I'm looking to grow my career.
Mandy: That makes sense. Have you ever managed a team?
Joanne: Yes, I have. I've managed two small teams since I became an analyst. I also train new employees.
Mandy: Great. And what's the hardest part of being a team leader?
Joanne: Well, for me it's having to resolve all the problems that come up. Problem-solving

can be tough, but it's a really important part of my job.

Mandy: Do you have an example?

Joanne: Sure. My last project involved new branding for a small airline. We had very demanding deadlines.

Mandy: Deadlines can be tough!

Joanne: My team worked really hard but they were stressed out. I was able to hire some extra freelancers so that we could meet those deadlines.

Mandy: And did you?

Joanne: Yes, we did, and the team was much happier.

Mandy: What have you felt the proudest about?

Joanne: On my first project as a team leader, the client kept changing their minds, and we were really frustrated.

Mandy: Yes, I can imagine.

Joanne: But we were still able to come up with a really creative marketing campaign, and the project turned out better than anyone expected. We even won a few awards.

Mandy: That's impressive.

Joanne: Thank you.

Page 117, Exs. 4B and 4C

Mandy: How long have you been at your current job?

Joanne: I've worked there for five years.

Mandy: OK. Have you ever managed a team?

Joanne: Yes, I've managed two small teams since I started.

Mandy: That's great. What's the hardest part of being a team leader?

Joanne: For me, it's having to solve all of the problems that come up.

Page 154, Grammar, Ex. A

1. **A:** You seem unhappy at your job.
   B: That's true. But they just made some changes, so I'm hopeful.
   A: Oh, good. What have they changed?
2. **A:** Have you ever had a problem with a manager?
   B: Yes. My last manager told me things about other people that I know aren't true.
   A: How often has that happened?
3. **A:** Are you still looking for a new designer?
   B: No, we just hired someone yesterday. She has a lot of experience.
   A: Great! Where has she worked before?
4. **A:** We still haven't chosen a team leader.
   B: Chris may be interested, but no one has talked to him.
   A: So, why haven't we spoken to him yet?
5. **A:** When are we getting a new manager?
   B: I'm not sure. We're having trouble finding someone good.
   A: How long has the position been open?
6. **A:** I'll show you around the office and introduce you to your new co-workers.
   B: Sounds great. I've already met a few people here.
   A: Terrific. Who have you met so far?
7. **A:** You look really tired.
   B: I am! I'm looking for a new job. I've been in interviews all week.
   A: How many interviews have you had?

Page 119, Ex. 3A

Mandy: It sounds as though you've enjoyed your work at Parrot. So, what would you say are your strengths?

Joanne: First, I'm very creative. I always come up with new ways to do things.

Mandy: That's important!

Joanne: And second, I welcome feedback and I use it to make my work better. I think that's very important.

Mandy: Can you give me an example? How have you used feedback?

Joanne: Sure. When I start a new marketing campaign, I share my ideas with my colleagues and I ask for feedback. I use their ideas to make the campaign better.

Mandy: That sounds great. And, have you ever been in any difficult situations at work?

Joanne: Yes! I'm sure most people have! I've had to deal with conflict among team members.

Mandy: I see. So, how have you dealt with conflict? Can you explain?

Joanne: Sure. Well, I noticed that two people on my team weren't working together well and I spoke to each of them privately.

Mandy: Did that help?

Joanne: Yes. I found out what was going on and I was able to help each of them understand the other person's point of view. I believe it made a big difference!

Mandy: I'm sure it did. Now, tell me about something that you still want to improve about yourself. For example, are there any work skills you're still working on?

Joanne: Yes. I've worked hard to manage my time better.

Mandy: Time management is often a problem! What have you done specifically?

Joanne: Well, for me, the problem is that I can always see ways to improve what we've done. I've had to accept that sometimes our work is fine as it is. I just don't have the time to make it even better.

Mandy: Oh!

Joanne: I've learned that it's OK to sometimes let things go.

Mandy: That's a hard lesson to learn. Well, Joanne, it's been wonderful talking with you. We'll contact you very soon with our decision.

Joanne: Thank you, Mandy. It was a pleasure.

Page 119, Exs. 3B and 3C

Mandy: What are your strengths?

Joanne: I welcome feedback and I use it to make my work better. I think that's very important.

Mandy: Can you give me an example? How have you used feedback?

Joanne: Sure. I share my ideas with my colleagues and I ask for feedback. I use their ideas to improve my work.

Mandy: That's interesting. Are there any work skills you're still working on? What have you done specifically?

Joanne: I've worked hard to manage my time better. I've learned that it's OK to sometimes let things go.

Page 124, Exs. 1A and 1B

Hi, Alex here. My dream job is to own my own restaurant. I already have a lot of skills and experience. For example, I've been the assistant manager of a large restaurant for five years. During that time, I've trained over 25 new employees. Also, I've communicated with the staff to resolve problems and handle challenges. I've built good relationships with my team, and we are now one of the most popular restaurants in the city. I don't have a lot of experience in marketing, so I'm going to take a marketing class this fall.