

Advance Your English

A short course for advanced learners

Workbook

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Introduction

About this book

This Workbook is designed for use in conjunction with the *Advance Your English* Coursebook. It offers further practice and consolidation of the material in the Coursebook and, in some cases, development of Coursebook work.

Accompanied by its own cassette, the Workbook runs parallel to the Coursebook with 13 main units and three review units (Units 5, 10 and 16). The review units in the Workbook take the form of tests for self-assessment. These will help you check your progress.

A special feature at the end of most Workbook units is *Reading for pleasure* or *Listening for pleasure*. This is literally what it says – a text or recording which is to be enjoyed. There is no exercise or activity arising from it.

How to use this book

You can use the Workbook independently, as full answers and tapescripts are included, or it can be used as additional classroom material.

If you are working independently, you can either do the Workbook unit at the same time as the Coursebook unit or you may prefer to do the Workbook units later. Both methods have their advantages. Working in tandem with the Coursebook allows you to explore the topic more fully using related material; working after the Coursebook units will enable you to recycle what you have learnt and check how much you can remember.

Depending on how much time you have available, you can work through the whole of each Workbook unit or simply choose those areas where you would like more practice. Try to complete the tasks and exercises in the Workbook without referring to the Coursebook or answers first. Then check your answers carefully. If they are incorrect, make a note of your mistake(s) and go back and read the question again to try to understand what went wrong. Then have another look at the appropriate unit of the Coursebook. If necessary, consult a teacher about any points which still cause problems. Of course, when the answers are right, it means you have understood the Coursebook and the Workbook task and are coping well with related material.

When you are using the Workbook, you will find a good English–English dictionary, such as *Cambridge International Dictionary of English* (Cambridge University Press 1995), and a good grammar book, for example *Advanced Grammar in Use* by Martin Hewings (Cambridge University Press 1999), helpful.

Key to symbols



cassette-based tasks and tapescripts




answers on pages 46–60


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1 VOCABULARY Abbreviations

Academic achievement is often judged by the number and type of qualifications someone has. We often use abbreviations to refer to people's educational qualifications.

a  What do these British educational qualifications mean?

- 1 A levels
- 2 MA MSc MBA
- 3 GCSE
- 4 BA BSc
- 5 PhD


b  Put the qualifications in a in order, starting with the highest.

c  Complete these sentences using the abbreviations in the list. What do the abbreviations stand for? Use a dictionary for any which you do not know.


DIY Euro MP GP HQ IQ
PA PC PM VAT VIP

- 1 The sound on the new system is much clearer.
- 2 Have you seen your yet about your sore knee?
- 3 She spends a lot of time in Brussels now that she's our
- 4 You can't book Major Burlington into that little guest house; he'll expect treatment.
- 5 I hope doesn't go up in this year's budget.
- 6 That hammering is driving me mad. I'll be glad when the neighbour's projects come to an end.
- 7 The is making more public appearances in the run up to the election.
- 8 I think the bank's is in New York.
- 9 I only bought this a year ago, and it has already been superseded by a better model with a larger memory.
- 10 I took an test the other

2 GRAMMAR Infinitive or -ing form?

a  Divide these verbs into two groups – those which are followed by the infinitive and those which are followed by the -ing form.

agree	appear	avoid	beg	decide	deny	expect
fancy	give up	hope	manage	mind	offer	permit
persuade	practise	pretend	refuse	risk	suggest	

b  In this letter from a travel agent to an English-speaking customer, the writer has used the -ing form incorrectly eight times. She has also used the wrong preposition three times and the wrong word five times. Can you correct the mistakes? The first one has been done for you.

Dear Mr Burns

I am very pleased ^{to confirm} ~~confirming~~ your forthcoming travel arrangements and, with regard to this matter, enclose your invoice and financial statement. I trust you will find these being in order, but do not hesitate contacting me should you have any queries or concerns.

As settlement was made to full by the time of booking, no more payment is due.

If you are travelling abroad, it is your responsibility ensuring that you and all candidates of your party have a worthy passport and any necessary visas. If you are of any doubt, please do not hesitate contacting me.

We shall of course be delighted supplying your foreign exchange requirements and helping you with any queries you may have relating to car hire, airport hotel accommodation and airport car parking.

May I take this occasion of thanking you once again for booking with Worldwide Tours.


Yours faithfully

C. Garcia

C. Garcia

Encs: invoice
financial statement

3 READING

a  Read this article about working at home rather than travelling to a place of work every day. Six sentences have been removed from the article. Choose from sentences A–F the one which fits each gap (1–6). The first one has been done for you.


- A 'Many of the problems faced by towns and cities are the legacy of previous working patterns,' Sir Terence says.
 B The answer should be to create 'mixed use' communities, Sir Terence says.
 C Sir Terence takes the argument further still.
 D Today the trend towards working from home is growing.
 E Simon Langford, of *Home Run* magazine, says that working from home can solve the problems of more traditional office life.
 F It was the Victorians, he points out, who began the sharp division between home and work.


At home in an office of my own


The man who campaigned for cheap and stylish furniture and gave us Habitat is banging the drum again – this time on the need to integrate social and working life, the 'ultimate challenge for design in the area of work'.


In his new book, Terence Conran on Design, he argues that many urban problems have been created by the separation between home and work.





1  'When the head of the household crossed the threshold of his home at the end of the working day, he entered a cosy domain stuffed with curios and swathed with fabric and trimmings that obliterated any outward sign of function, an environment as different as possible from the workplace.' The home was intended as a refuge from work, and a place to display the status symbols that wages could buy.


2  In Britain nearly 700,000 do so. In America 12 million people are based at home full-time.

3  'Many commuters face a ghastly journey to the office every day. Train strikes and poor weather conditions make things worse. Working from home avoids this, and can increase productivity for an employer by up to 40 per cent, as well as saving costs and reducing stress for employees.'

4  The very fabric of our cities could change thanks to the fact that work need no longer be tied to the workplace, be it office block, factory or out-of-town industrial park. Here is a real chance to redefine urban space, he argues.


5  'The dormitory village, the commuter town, the featureless suburb as much as the urban slum are the products of a rigid compartmentalisation of working life and social life. The effect has been to knock the heart out of many cities and create satellite communities with no sense of vitality.'

6  Shops, workplaces, schools and leisure facilities should exist side by side, creating a 'tight bustling network and more community-based life'.

b  Explain in your own words these words and phrases as they are used in the article.

- 1 the head of the household (line 14)
- 2 crossed the threshold of (line 14)
- 3 a cosy domain (line 15)
- 4 swathed with fabric and trimmings (line 16)
- 5 obliterated any outward sign of function (lines 16–17)
- 6 to display the status symbols (lines 18–19)
- 7 commuters (line 22)
- 8 the very fabric of our cities (line 26)
- 9 dormitory village (line 30)
- 10 featureless suburb (line 30)
- 11 urban slum (line 31)



4 VOCABULARY Words connected with work

a  Using an English–English dictionary, look up the meaning of the underlined words and phrases in these sentences.



- 1 He's been on the dole for six months.
- 2 I'll have to do a crash course in Spanish before I take the job.
- 3 She's a freelance journalist.
- 4 I was surprised the probationary period is only six months. I'll soon know if they will take me on permanently.
- 5 The company is radically downsizing. Bad news for lots of employees.
- 6 Working flexitime is wonderful. I no longer sit in a traffic jam every morning.
- 7 He was made redundant at the end of last year.
- 8 She has a real flair for that branch of law.
- 9 Computer time is paid for pro rata.
- 10 A lot of top level stockbrokers are burnt out by the time they are 30.
- 11 I really feel that would be paying over the odds.
- 12 What's the going rate for a two-year-old Mercedes?



b Choose six of the words or phrases which you might find difficult to remember and use them to write six sentences or a paragraph of your own.

5 LISTENING

a   You will hear four people talking about their jobs. Listen and number the jobs in the order you hear them. Which two jobs are not mentioned?


- | | |
|---------------|--------------------------|
| chemist | <input type="checkbox"/> |
| TV newsreader | <input type="checkbox"/> |
| doctor | <input type="checkbox"/> |
| engineer | <input type="checkbox"/> |
| lawyer | <input type="checkbox"/> |
| banker | <input type="checkbox"/> |

b   Listen again and write down the key words connected with the person's job, e.g. the key words connected with a doctor might be: *patient, surgery, prescription*.



c   Listen a third time and choose a mood from the list for each speaker.

bitter incredulous resigned amused
indignant embarrassed

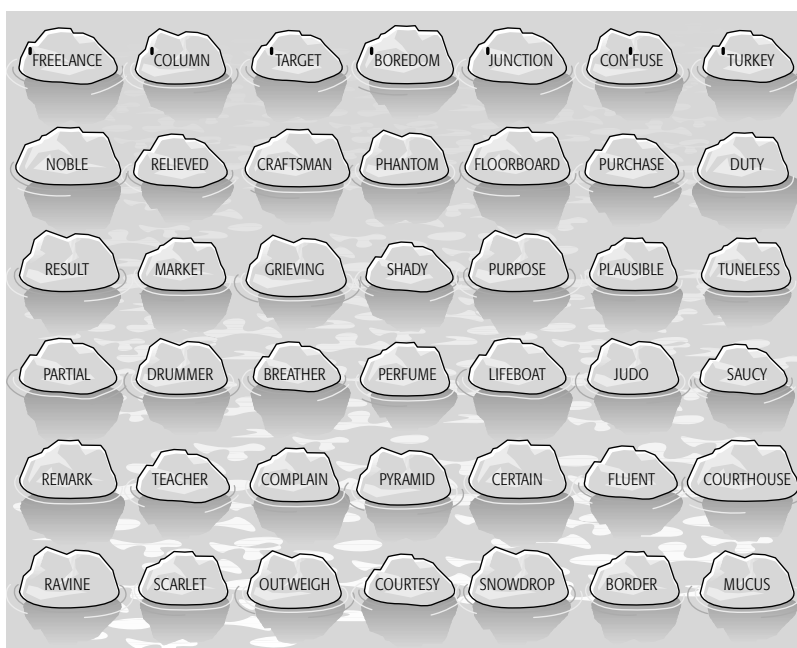
6 PRONUNCIATION Long vowels

a  Listen and repeat these words, paying particular attention to the vowel sound.

street /i:/
start /ɑ:/
walk /ɔ:/
shoes /u:/
terminus /ɜ:/

b   You are going to play *Stepping stones*. As in the Coursebook, the object of the game is to cross the river using the words as 'stepping stones'. You are allowed to step vertically or diagonally. Here you can move to the next stepping stone by choosing a word with the *same long vowel sound in the stressed syllable*. There are five routes across the river. In each line there are two words which do not contain a long vowel.

First mark the stressed syllable of each word. Listen and check your answers, then find the five routes across the river.



7 READING FOR PLEASURE

ODE TO WORK

I AM TIRED BECAUSE I AM OVERWORKED
The population of Britain is **51** million. **21** million are retired.

That leaves **30** million to do the work.

There are **19** million in school.

That leaves **11** million to do the work.

Of this total, **2** million are unemployed and **4** million are employed by the government.

That leaves **5** million to do the work.

1 million are in the armed forces

Which leaves **4** million to do the work!

From that total **3** million are employed by the County and Borough Councils

Leaving **1** million to do the work!

There are **620,000** people in hospitals and **379,998** in prison

That leaves **2** people to do the work!

You and me.

And you are sitting doing nothing reading this ...

NO WONDER I AM TIRED!!!