Vocabulary

First learn the words you will need to study how to make the sounds in this section.

Your mouth

I This is your mouth.



2 Open your mouth



3 Close your mouth.

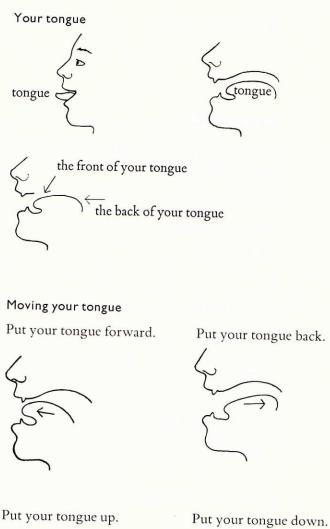


4 Open your mouth a little.



5 Open your mouth a little more.





Put your tongue forward and up.

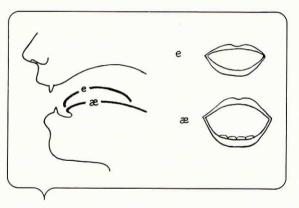
Put your tongue down and back.



Practise i:

Practise a: eat, easy, he, we, she ask, answer, arm, car

Unit 4 æ man





First practise the sound e (see page 9). Then open your mouth a *little* more.

Practice 1 Listen and repeat: sound 1 sound 2 X axe MANAGER pen pan men man Hello! said sad bag beg bread Brad

Test Tick the words you recognise in the sentences you hear:

1 a) pen; b) pan 2 a) men; b) man

3 a) said; b) sad

4 a) gem; b) jam

5 a) pet; b) pat

6 a) bed; b) bad ***

Practice 2 Listen and repeat:

apple Anne camera
perhaps Amsterdam lavatory
passenger Alice travelling
hijacker Miss Allen handbag
jacket left hand

Diaglogue A bad hijacker

black slacks



Hostess Bradley: Alice! Perhaps that passenger is a hijacker!
Hostess Allen: Which passenger, Anne? That sad man with the camera? He's wearing black slacks and a jacket.

Hostess Bradley: No. That fat lady with the big black handbag in her left hand.

Hostess Allen: Is she standing next to the lavatory?

Hostess Bradley: Yes. She's travelling to Amsterdam. Hostess Allen: You're mad, Anne, I don't understand.

Hostess Bradley: You see, when she went into the lavatory she

didn't have that handbag in her hand, and now she's . . .

Miss Bradley

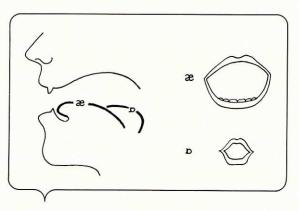
Fat lady: (clapping her hands) EVERYBODY STAND!

I'm a hijacker. And in this handbag I have a . . .

Handbag: BANG!

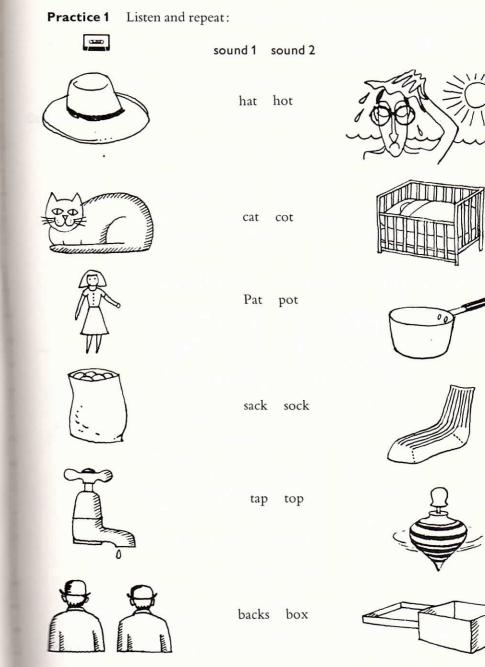


Unit 8 p clock



First practise the sound æ (see page 12). Then put your tongue slightly back and bring your lips slightly forward.

p is a short sound.



Test Tick the words you recognise in the sentences you hear: I a) cat; b) cot (TED)

2 a) sack; b) sock

3 a) tap; b) top

4 a) Tammy; b) Tommy

5 a) baddie; b) body

6 a) black; b) block

Practice 2 Listen and repeat:

(T=D)

off got sorry often bottle holiday on want horrible

'Onwash' what's wrong washing a long job Mrs Bloggs popular

TV advertisement for 'Onwash' Dialogue





Voice A: What's wrong with you, Mrs Bloggs?

Mrs Bloggs: What's wrong with me? I want a holiday from this

horrible job of washing socks!

Voice B: Buy a bottle of 'Onwash', Mrs Bloggs!

Voice C: 'Onwash' is so soft and strong.

You don't want lots of hot water with 'Onwash'. Voice D:

Voice A: It's not a long job with 'Onwash'.

Voice B: Use 'Onwash' often.

Voice C: You won't be sorry when you've got 'Onwash'.

Voice D: Everybody wants 'Onwash'. Everybody: 'Onwash' is so popular!

- A canner, exceedingly canny,
 One morning remarked to his granny:
 "A canner can can,
 Whatever he can,
 But a canner can't can a can, can he?"
- I once fell in love with a blonde,
 But found that she wasn't so fond,
 Of my pet turtle Odle,
 Whom I'd taught to yodel,
 she dumped him outside in the pond.
- A crossword compiler named Moss, Who found himself quite at a loss, When asked, "Why so blue?" Said, "I haven't a clue, I'm 2 Down to put 1 Across."
- 4. The incredible Wizard of Oz, Retired from his business because, Due to up-to-date science, To most of his clients, He wasn't the Wizard he was.

<u>Listening Comprehension: Discussing an Itinerary</u>

Listen to this conversation between a secretary and her boss and answer the questions below.
1) What is the boss's surname?
2) What time is her flight to India?
3) What is the flight number?
4) How is she getting to Heathrow airport?
5) Which Indian city is she flying to?
6) What time does she arrive in India?
7) On which day of the week will she meet Mr Shah?
8) At what time will she meet Mr Shah?
9) Will anyone else be at the meeting, apart from Olivia and Mr Shah?
10) Who is she meeting on Wednesday?
11) On which day of the week does she fly back to London?
12) At what time does she fly back to London?
13) What is the number of the return flight?
14) At what time does she arrive at Heathrow Airport?

15) What time is the sales meeting in London?

5) TAKING MESSAGES

5a) When your boss or your colleagues are out, it may be part of your job to take messages for them. Obviously, your messages should be simple, clear and accurate. To make sure that they have all the information that they need, it is a good idea to keep a pad like the one shown below next to the telephone.

TO:	
CALLER:	
MESSAGE:	
DATE/TIME:	

5b) GRAMMAR POINT

When you take a message, you should transform direct speech into indirect or reported speech by altering the form of the verb, as shown below.

DIRECT SPEECH INDIRECT SPEECH

Simple Present Simple Past

"I am from Seattle." \rightarrow He said he was from Seattle.

Present Continuous Past Continuous

"I am moving to New York." \rightarrow She said she was moving to New York.

Present Perfect Past Perfect

"The photocopier has stopped working." \rightarrow He said the photocopier had stopped working.

Simple Past Perfect

"I forgot." \rightarrow He said he had forgotten.

Simple Future

"I will / shall resign." \rightarrow He said he <u>would</u> resign.

Future Continuous

"I will / shall be interviewing all \rightarrow She said she would be interviewing all

the candidates on Monday." the candidates on Monday.

NB. Might, Should, Ought to, Used to & Would remain unchanged.

5c) Certain pronouns (e.g. $I \rightarrow he/she$) plus the words shown below will also need to be changed.

This \rightarrow That These \rightarrow Those Here \rightarrow There Now \rightarrow Then Come \rightarrow Go or Went

 $Today \rightarrow That \ Day$ Yesterday $\rightarrow The \ Day \ Before$ $Tomorrow \rightarrow The \ Next \ Day$

Next Year \rightarrow The Following Year Last Year \rightarrow The Year Before Ago \rightarrow Before

2) Taking Messages Now report what Miss Miller and her secretary said using indirect speech.
i) "You're flying to Bombay at 21.55 on Monday evening."
The secretary told Miss Miller that
ii) "You must check in two hours before the flight departs."
The secretary said
iii) "How am I getting to Heathrow airport?"
Miss Miller asked
iv) "I've arranged for a car to pick you up from the office at 18.30."
The secretary replied that
v) "What time will the flight get into Bombay?"
Miss Miller asked
vi) "Has the meeting with the directors been arranged for Wednesday?"
Miss Miller wanted to know
vii) "I will phone the embassy to ask if they have sent off your visa yet."
The secretary promised that
viii) "Could you order me some travellers' cheques ?"
Miss Miller asked
ix) "I have to be back in London for the sales meeting on Thursday."
Miss Miller said
x) "Well, don't forget that you will be leaving for New York early on Friday morning."
The secretary reminded Miss Miller that

5ď) The following	reporting ve	rbs are also us	seful. As you	can see, they	fall into	particular p	atterns.

Не	said suggested demanded proposed insisted stated added	that I <u>should</u> (not) <u>write</u> to you.	dire suggerire pretendere / esigere proporre insistere dichiarare aggiungere
Не	promised agreed threatened	(not) to tell my father.	promettere convenire / acconsentire minacciare
She	offered refused	to pay for the meal.	offrire rifiutare
He	told asked advised ordered invited warned reminded	me (not) to go to the meeting.	dire chiedere / domandare consigliare ordinare invitare avvertire chiedere a qualcuno di ricordare qualcosa
She	admitted denied apologized for	taking the money	ammettere negare / smentire scusarsi / chiedere scusa

6) PRACTICE ACTIVITY

You are at work. Take the following five messages for your colleagues.

i) "This is Ian Parker speaking. Could you tell John Taylor that I will come to pick him up tonight at eight p.m.?"

TO:	
CALLER:	
MESSAGE:	
DATE/TIME	
DATE/TIME:	

TO:					
10.					
CALLER:					
MESSAGE:					
DATE/TIME:					
			***	0 " ()	
s Mr Bond here. Ple	ease ask Ms Lopez if she	is free to have din	ner with our new	Cuban client t	tonight."
TO:					
CALLER:					
MESSAGE:					
WILSSAGE.					
s Sarah Green. Co TO:	ould you tell Mr Ash that I w	vill be flying to Cai	ro at nine o'clock	tomorrow mo	rning."
TO: CALLER:	uld you tell Mr Ash that I w	vill be flying to Cai	ro at nine o'clock	tomorrow mo	rning."
s Sarah Green. Co	uld you tell Mr Ash that I w	vill be flying to Cai	ro at nine o'clock	tomorrow mo	rning."
is Sarah Green. Co TO: CALLER:	uld you tell Mr Ash that I w	vill be flying to Cai	ro at nine o'clock	tomorrow mo	rning."
is Sarah Green. Co TO: CALLER:	uld you tell Mr Ash that I w	vill be flying to Cai	ro at nine o'clock	tomorrow mo	rning."
is Sarah Green. Co TO: CALLER:	uld you tell Mr Ash that I w	vill be flying to Cai	ro at nine o'clock	tomorrow mo	rning."
is Sarah Green. Co TO: CALLER:	ould you tell Mr Ash that I w	vill be flying to Cai	ro at nine o'clock	tomorrow mo	rning."
is Sarah Green. Co TO: CALLER: MESSAGE:	uld you tell Mr Ash that I v	vill be flying to Cai	ro at nine o'clock	tomorrow mo	rning."
is Sarah Green. Co TO: CALLER: MESSAGE:	uld you tell Mr Ash that I v	vill be flying to Cai	ro at nine o'clock	tomorrow mo	rning."
is Sarah Green. Co TO: CALLER: MESSAGE: DATE/TIME:					
is Sarah Green. Co TO: CALLER: MESSAGE: DATE/TIME:	Bush from Andrew Pitt. Ple				
is Sarah Green. Co TO: CALLER: MESSAGE: DATE/TIME:					
is Sarah Green. Co TO: CALLER: MESSAGE: DATE/TIME: nessage is for Mrs by Friday."					
is Sarah Green. Co TO: CALLER: MESSAGE: DATE/TIME: nessage is for Mrs by Friday."					
is Sarah Green. Co TO: CALLER: MESSAGE: DATE/TIME: nessage is for Mrs by Friday." TO: CALLER:					
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is Sarah Green. Co TO: CALLER: MESSAGE: DATE/TIME: nessage is for Mrs by Friday." TO: CALLER:					

ii) "This is Jane White. Could you let Mr Jones know that ZTV has signed the contract, as expected."

DIRECT & INDIRECT SPEECH

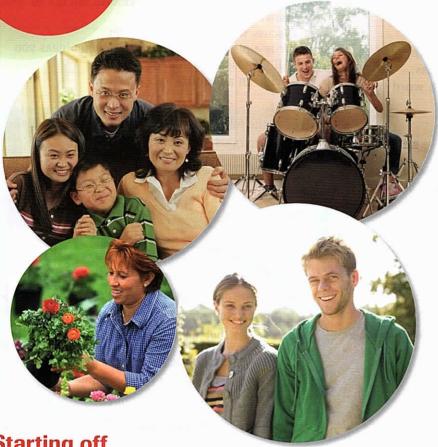
1)	Watch	this video-clip.				
ʻfa	ce2fac	e Second edition - Real World Unit 3 (Pre-intermediate)				
htt	https://www.youtube.com/watch?v=O1mroidqMsY					
2)	Answe	r the following questions using reported speech:				
	(i)	What did David ask Carol to do?				
	(ii)	What did Carol tell her husband, Matt?				
	(,	Triat dia Galer teli nel naccana, matt.				
	(iii)	What did Carol ask Jackie?				
	(iv)	What did Amy tell Jackie?				

11C Spy school verb patterns: reporting verbs			
Sentence cards			
Would you like to come and work for the CIA?	l'II get you a job with the British Secret Service, I promise.		
Yes, it's true. I've read all your private emails.	l'II introduce you to the head of MI6, if you like.		
Don't go home tonight. You're being followed by a man in a black coat.	6 Why don't we write a book about spying?		
Don't forget to change the password on your computer every day.	8 I <i>won't</i> tell you what my real name is.		
If you tell anyone where you got your new passport, I'll have to kill you.	OK. I'll meet you outside the American Embassy at midnight.		
Spy memory test			
the head of MI6 a book the American Embassy t 1invited 2promised 3admitted 4offered 5warned			

https://www.youtube.com/watch?v=bl9c8Oi_7Lw
1) Listen to the introduction and complete this sentence:
"We work, we, consume and, we don't know"
2) At the beginning of the video-clip, what does the narrator, Mark Easton, recommend?
3) What has Daniel Kahneman discovered after a lifetime of studying happiness?
4) What does Tim Jackson suggest?
5) What does the narrator, Mark Easton, tell us at the end of the video-clip?
6) WRITING Now summarize the contents of the video-clip using appropriate reporting verbs.

'Speak Out Upper Intermediate DVD Unit 2 issues'

Unit 10 Secrets of the mind



Starting off

- 1 Work in pairs. Find ten different things which make people happy by matching the words and phrases below.
 - being admired.
 - 2 being part of
 - 3 doing really well
 - 4 falling
 - having enough money to
 - 6 having lots of
 - 7 having lots of time to spend
 - living
 - not having to
 - 10 winning at

- a a loving family
- at school or university
- by the people around you
- d do what you feel like
- in a nice neighbourhood
- g in love
- on your hobbies
- sports
- work too hard
- Which of these do you think are essential for happiness? Which do you think are not so important?
- Are there any other important things which make people happy?

Reading Part 1

1 You will read an article by a psychologist about happiness. Read the article quickly to find out what he thinks makes people happy.

The secrets of happiness

Mihaly Csikszentmihalyi has devoted his life to studying happiness. He believes he has found the key.

- I've been fascinated by happiness most of my life. When I was a small boy, I noticed that though many of the adults around me were wealthy and educated, they were not always happy and this sometimes led them
- 10 to behave in ways which I, as a child, thought strange. As a result of this, I decided to understand what happiness was and how best to achieve it. It was not surprising, then, 15 that I decided to study psychology.
 - On arrival at the University of Chicago fifty years ago, I was disappointed to find that academic psychologists were trying to understand human behaviour
- 20 by studying rats in a laboratory. I felt that there must be other more useful ways of learning how we think and feel. Although my original aim had been to achieve happiness for
- 25 myself, I became more ambitious. I decided to build my career on trying to discover what made others happy also. I started out by studying creative people such as musicians, artists and
- 30 athletes because they were people who devoted their lives to doing what they wanted to do, rather than things that just brought them financial rewards.
- 35 Later, I expanded the study by inventing a system called 'the experience sampling method'. Ordinary people were asked to keep an electronic pager for a week which
- 40 gave out a beeping sound eight times a day. Every time it did so, they wrote down where they were, what they were doing, how they felt and how much they were concentrating. This
- 45 system has now been used on more than 10,000 people and the answers are consistent: as with creative people, ordinary people are happiest when concentrating hard.
- 50 After carrying out thirty years of

research and writing eighteen books, I believe I have proved that happiness is quite different from what most people imagine. It is not something that can be bought or collected. People need more than just wealth and comfort in order to lead happy lives. I discovered that people who earn less than £10,000 are not generally as happy as people whose incomes are above that level. This suggests that there is a minimum amount of money we need to earn to make us happy. But below and above that dividing line. people's happiness has very little to do with how much 60 poorer or richer they are. Multi-millionaires turn out to be only slightly happier than other people who are not so rich. What is more, people living in poverty are often quite happy.

I found that the most obvious cause of happiness is intense 65 concentration. This must be the main reason why activities such as music, art, literature, sports and other forms of leisure have survived. In order to concentrate, whether you're reading a poem or building a sandcastle, what you need is a challenge that matches your ability. The way to remain continually happy therefore, is to keep finding new opportunities to improve your skills. This may mean learning to do your job better or faster, or doing other more difficult jobs. As you grow older you have to find new challenges which are more appropriate to your age.

I have spent my life studying happiness and now, as I look back, I wonder if I have achieved it. Overall, I think I have and my belief that I have found the keys to its secret has increased my happiness immeasurably.

Adapted from The Times

- 2 For questions 1–3, the sentences in the article which give you the answers have been underlined. Read the questions and the underlined sentences. Then choose the answer (A, B, C or D) which you think fits best according to the underlined sentences.
 - 1 What does 'this' in line 12 refer to?
 - A the writer's decision to study psychology
 - B the writer's interest in happiness
 - C the writer's observations of adults
 - D the writer's unhappy childhood
 - 2 What did he consider was wrong with psychology 50 years ago?
 - A Psychologists were trying to achieve the wrong objectives.
 - B Psychologists were using the wrong scientific methods.
 - C Psychologists were not making sufficient progress with their experiments.
 - D Psychologists were carrying out experiments on animals.

- 3 Why did he concentrate on creative people to begin with?
 - A They were obviously happier than other people.
 - B They had greater freedom than other people.
 - C They had clear aims in life.
 - **D** They did not try to become happy by making money.
- 3 Now, for questions 4–8, choose the answer (A, B, C or D) which you think fits best according to the text.
 - 4 The 'experience sampling method' showed in general
 - A creative people are happier than ordinary people.
 - **B** ordinary people and creative people are equally
 - C people's happiness depends on who they are with.
 - D people are happier when they are very focused on an activity.
 - 5 What does the writer say about money and happiness?
 - A Below a certain level of income, people are not so happy.
 - B Poor people are often happier than rich people.
 - C There is no relationship between money and happiness.
 - **D** It is necessary to have money in order to be happy.
 - 6 What is that dividing line in line 59?
 - A a level below which people do not live so comfortably
 - **B** a line dividing poor countries from rich ones
 - C a line which divides happy people from unhappy
 - D a line dividing millionaires from poor people
 - 7 According to the writer, people concentrate more when they are doing
 - A something which they find easy.
 - B something which they find difficult but possible.
 - C something which they find too difficult.
 - D more and more things all the time.
 - 8 What impression do you have of the writer of the
 - A He has become happier by studying happiness.
 - B He has been unhappy most of his life.
 - C He has always been a happy person.
 - **D** He has only been happy for short times.

Exam advice

- Find where the question is answered in the text and read that section carefully.
- Then read each of the four alternatives with the question.
- Underline the words in the text which gave you the answer.

HECTOR AND THE SEARCH FOR HAPPINESS

1) On his journey, Hector makes various discoveries about the nature of happiness. Which ones do you agree with?

Hector: 1. Comparing your life with someone else's life can spoil your happiness.

Hector: 2. A lot of people think happiness means being richer or more important.

Hector: 3. Many people only see happiness in their future.

Hector: 4. Happiness could be the freedom to love more than one person at the same time.

Hector: 5. Sometimes happiness is not knowing the whole story.

Hector: 6. Avoiding unhappiness is not the road to happiness.

Hector: 7. Happiness is finding your vocation.

Hector: 8. Happiness is being loved for who you are.

Hector: 9. Fear is an impediment to happiness.

Hector: 10. Happiness is feeling completely alive.

Hector: 11. Happiness is knowing how to celebrate.

2) Now, working in groups, add some advice of your own about how to achieve happiness.