

THE IMPERATIVE

FORM:

+ **Sit** down

Be quiet

Please **wait** here

Please **follow** me

— **Don't talk**

Don't smoke

Please **don't touch**

Please **don't go**

USE:

We use the imperative

(i) to give instructions, e.g.

“**Insert** your card, **enter** your PIN number, **collect** your money”

(ii) to give advice, e.g.

“**Don't keep** your PIN number with your card”

(iii) to give warnings, e.g.

“**Be** careful ! **Look** out!”

(iv) to give orders, e.g.

“**Sit** down, **be** quiet and **don't move**”

MEMOS

PRESENTATION

A memo is an internal communication circulated within a business organization to inform the staff about policies and procedures. Typically, the writer, presents the reader with new information and/or persuades him/her to take action. The register is quite formal and impersonal.

1a) In English, a typical memo template looks like this:

MEMO

To:

From:

Date:

Subject:

1b) Study the conventional format of a memo. Your memos should look like this:

MEMO

To: All cleaning staff at the Royal Oxford Hotel

From: The Manager, Peter White

Date: 22 November 2025

Subject: Safety Precautions

From November 23-26, the Royal Oxford Hotel will be the venue for the Woodbine Tobacco Company's annual Sales Conference. In view of the difficulties we experienced last year, I am writing to provide the following guidelines to all cleaning staff. For the duration of the conference:

- Make sure you provide enough ash trays.
- Check beds for cigarette burns.
- Dispose of cigarette butts safely.
- Do not leave electric blankets switched on when not in use.
- Check equipment for frayed cords or other damage.
- Do not forget to report any damage to electrical switches.
- Take note of any electrical equipment other than that supplied by the hotel.
- Keep linen closets and storage cabinets clean and tidy and locked when not in use.
- Do not keep cloths and rags after prolonged use with cleaning fluids.
- Do not dry any cloths that have already been used for cleaning in dryers.
- If you discover any damage, report it to the Manager immediately.

We appreciate your co-operation in this matter.

PW

1c) This is how you should fill in the module and present your message.

MEMO

To: ← *NAME OR JOB TITLE OF THE RECIPIENT(S)*

From: ← *NAME AND/OR JOB TITLE OF THE SENDER*

Date: ← *DATE*

Subject: ← *THE SUBJECT OF THE MEMO*

THE MESSAGE



From November 23-26, the Royal Oxford Hotel will be the venue for the Woodbine Tobacco Company's annual Sales Conference. In view of the difficulties we experienced last year, I am writing to provide the following guidelines to all cleaning staff. For the duration of the conference:

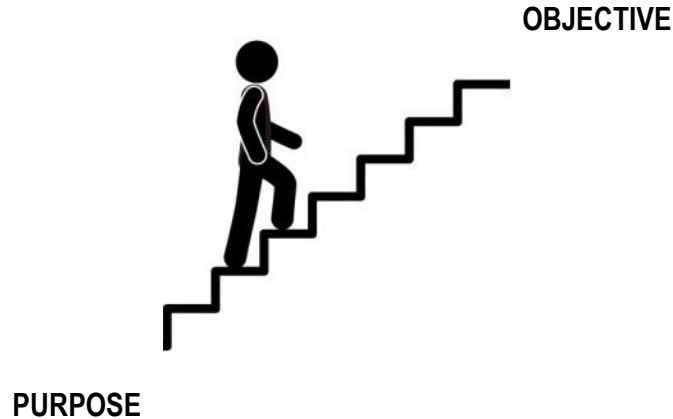
- Make sure you provide enough ash trays.
- Check beds for cigarette burns.
- Dispose of cigarette butts safely.
- Do not leave electric blankets switched on when not in use.
- Check equipment for frayed cords or other damage.
- Do not forget to report any damage to electrical switches.
- Take note of any electrical equipment other than that supplied by the hotel.
- Keep linen closets and storage cabinets clean and tidy and locked when not in use.
- Do not dry any cloths that have already been used for cleaning in dryers.
- If you discover any damage, report it to the Manager immediately.

We appreciate your co-operation in this matter.

PW ← *INITIALS OR SIGNATURE OF THE SENDER*

2) ORGANIZING THE TEXT: Five Steps From Purpose To Objective

In business, every memo has a **purpose**, which is usually to present the reader with new information and persuade him/her to take action, and an **objective**, the action they are expected to take. We can divide the rhetorical structure of a memo into five basic **Steps**.



You can use this sequence of **Steps** as a guide for writing your own memos. Now look at the steps and their explanations below. **Steps 1, 2, 3** and **5** are always necessary. **Step 4** is optional if, for example, your memo is simply providing the recipient with information.

MEMOS: The Conventional Order of Steps

Step 1: TITLE: The subject of the memo.

Step 2: EXPOSITION: Explain the situation. State the main facts and all relevant information.

Step 3: INSTRUCTIONS: Give clear, simple instructions as to what should or should not be done. Use bullet points, if necessary, to break up the information and make it easier to read.

Make sure... Do not forget to... Please ensure that... Please do not forget to...

In future, would you all please... All .. staff should .. if / when / before / after / as soon as / until...

All those concerned should / ought to / must / must not / have to... Always... If possible....

It is important / essential / vital that... Under no circumstances, should / must....

Step 4: REQUIREMENTS: Explain what you want the addressee to do next.

Please contact at the following email address Please let me have your comments...

If you need any further information... Please inform...

Thank you for your co-operation in this matter For further details, please contact...

Your co-operation in this matter is essential and will be appreciated

Step 5: IDENTIFICATION: Usually the sender's initials, first name or a signature.

2b) Now look at the message below and indicate where **Steps 1, 2, 3, 4** and **5** are in the text:

MEMO

To: All staff at Woodbine Tobacco Company

From: The Managing Director, Ronald Rizla

Date: 22 November 2025

Subject: Fire Safety Plan

Following the recent surprise inspection of the factory premises by local Health & Safety officers, I would just like to make sure that all staff are familiar with the company's Fire Safety plan and emergency procedures. In case of fire, employees should:

1. **IMMEDIATELY SOUND THE FIRE ALARM** by pressing the alarm switch in the corridor.

2. **DIAL 999** (ask for the Fire Service)

- State your name
- Give the address of the building involved and the nearest intersection
- Give information about the fire, such as which floor it is on, how fast it is spreading, the location of disabled or trapped people.

3. **IF YOU CANNOT CONTROL THE FIRE**

- **CLOSE THE DOOR** of the room involved, then
- **LEAVE THE BUILDING** using the nearest exit.
- **WALK... DO NOT RUN.** Close all doors behind you and proceed along corridors and down stairways in a quiet and orderly manner. When leaving the building, move away from the doorway to allow others to exit the building.
- **DO NOT USE THE ELEVATOR**, always use the stairs.
- **ASSIST THE DISABLED AND ELDERLY** to an area of refuge or other safe place, if possible.

4. **DO NOT GO BACK INTO THE BUILDING FOR ANY REASON** until you are advised to do so.

5. **MEET THE FIRE SERVICE AT THE BUILDING ENTRANCE** to provide information and assist.

For further details, please contact the Fire Officer, Nigel Pry.

RR

3) **WRITING**

You work in the EDP department of WMD Exports, which has just installed a brand new firewall. Now write a memo to the office staff explaining what you have done and what precautions they should take in order to protect the company's computers from viruses and other forms of malware.

MEMO

To:

From:

Date:

Subject:

Crimes and Criminals

CRIME	CRIMINAL	VERB
Abduction <i>sequestro</i>	Abductor <i>sequestratore</i>	To abduct <i>sequestrare</i>
Arson <i>incendio doloso</i>	Arsonist <i>incendario</i>	To commit arson / set fire to sth. <i>appiccare un incendio</i>
Assault <i>aggressione</i>	Assailant <i>aggressore</i>	To assault s.o. <i>aggreire q.uno</i>
Blackmail <i>ricatto</i>	Blackmailer <i>ricattatore</i>	To blackmail <i>ricattare</i>
Burglary <i>furto con scasso</i>	Burglar <i>scassinatore</i>	To burgle <i>scassinare / svaligiare</i>
Embezzelment <i>peculato / appropriazione indebita</i>	Embezzler <i>malversatore</i>	To embezzle <i>appropriarsi indebitamente</i>
Espionage <i>spionaggio</i>	Spy <i>spia</i>	To spy <i>spiare</i>
Evasion (of service of sentence) <i>latitanza</i>	Fugitive from justice <i>latitante</i>	To flee from custody / evade justice <i>latitare / essere latitante</i>
Extortion <i>estorsione</i>	Extortioner <i>estorsore</i>	To extort <i>estorcere</i>
Forgery <i>falsificazione</i>	Forger Counterfeiter <i>falsario</i>	To forge To counterfeit <i>falsificare</i>
Fraud <i>frode / truffa</i>	Fraudster Swindler <i>truffatore / imbrogione</i>	To defraud To swindle <i>frodare / truffare</i>
Hijacking <i>dirottamento</i>	Hijacker <i>dirottatore</i>	To hijack <i>dirottare</i>
Kidnapping <i>sequestro</i>	Kidnapper <i>sequestratore</i>	To kidnap <i>sequestrare</i>
Money laundering <i>riciclaggio di denaro sporco</i>	Money launderer <i>riciclatore di denaro</i>	To launder money <i>riciclare denaro</i>
Murder / homicide = <i>omicidio / assassinio</i> Manslaughter = <i>omicidio colposo</i>	Murderer <i>omicida / assassino</i>	To murder <i>uccidere / assassinare</i>
Pickpocketing <i>borseggio</i>	Pickpocket <i>borsaiolo/a</i>	To pick people's pockets <i>borseggiare</i>
Robbery <i>rapina</i>	Robber <i>rapinatore</i>	To rob <i>rapinare</i>
Shoplifting <i>taccheggio</i>	Shoplifter <i>taccheggiatore</i>	To shoplift <i>taccheggiare / rubare</i>
Smuggling <i>contrabbando</i>	Smuggler <i>contrabbandiere</i>	To smuggle <i>contrabbandare</i>
Stalking <i>stalking</i>	Stalker <i>stalker</i>	To stalk s.o. <i>fare stalking a q.uno</i>
Tax evasion <i>evasione delle tasse</i>	Tax evader <i>evasore</i>	To evade taxes <i>evadere le tasse / frodare il fisco</i>
Theft <i>furto</i>	Thief <i>ladro</i>	To steal <i>rubare</i>
Trafficking / drug trafficking / people trafficking / organ trafficking <i>traffico / di droga / di persone / di organi</i>	Trafficker <i>trafficante</i>	To traffick <i>trafficare</i>
Treason / High Treason / Treachery <i>alto tradimento</i>	Traitor <i>traditore</i>	To betray <i>tradire</i>
Vandalism / criminal damage <i>vandalismo / atti vandalici</i>	Vandal <i>vandalo</i>	To vandalize sth. <i>commettere atti vandalici</i>

THE SIMPLE PAST: to describe finished actions, states or events in the past

FORM

There are regular verbs, irregular verbs and special cases

i) REGULAR VERBS

INFINITIVE: to work

+	I <u>worked</u>	We <u>worked</u>
	You <u>worked</u>	You <u>worked</u>
	He <u>worked</u>	They <u>worked</u>
-	I <u>didn't work</u>	We <u>didn't work</u>
	You <u>didn't work</u>	You <u>didn't work</u>
	She <u>didn't work</u>	They <u>didn't work</u>
?	Did I <u>work</u> ?	Did we <u>work</u> ?
	Did you <u>work</u> ?	Did you <u>work</u> ?
	Did it <u>work</u> ?	Did they <u>work</u> ?

SPELLING

INFINITIVE	PAST	INFINITIVE	PAST
Play	Played	Stop	Stopped
Enjoy	Enjoyed	Plan	Planned
Like	Liked	Prefer	Preferred
Die	Died	Occur	Occurred
Study	Studied	Enter	Entered
Try	Tried	Limit	Limited
Travel	Travelled	Bow	Bowed
Patrol	Patrolled	Fax	Faxed

ii) IRREGULAR VERBS

INFINITIVE: to have

+	I had	We had
	You had	You had
	He had	They had
-	I didn't have	We didn't have
	You didn't have	You didn't have
	She didn't have	They didn't have
?	Did I have ?	Did we have ?
	Did you have ?	Did you have ?
	Did it have ?	Did they have ?

iii) SPECIAL CASES

	HAVE GOT	CAN	TO BE	
+	I had got You had got He had got	I could You could He could	I was You were He was	We were You were They were
-	I hadn't got You hadn't got She hadn't got	I couldn't You couldn't She couldn't	I was not You weren't She wasn't	We weren't You weren't They weren't
?	Had I got ? Had you got ? Had he got ?	Could I ? Could you ? Could she ?	Was I ? Were you ? Was it ?	Were we ? Were you ? Were they ?

1) Watch the following video.

'Unit 2 Hustle'

<https://www.youtube.com/watch?v=GJOe7mBLPao>

2) THE PRONUNCIATION OF PAST TENSE FORMS:

-st, -t, -d + ed = / Id /

-s, -sh, -ch, -x, -f, -gh, -p, -k + ed = / t /

-b, -v, -l, -m, -n, -ay, -ee, -i, -y, -r, -g, -ge + ed = / d /

Study the pronunciation rules shown above, then read the passage below aloud.

This is the story of a British criminal who **travelled** to Brazil and **burgled** a house in Rio De Janeiro. He **waited** until it was dark, then he **climbed** over the wall, **walked** through the garden and **entered** the house. He **located** a valuable painting hanging on the wall, he **removed** it from its frame with a knife and **inserted** the canvas into a cardboard tube. Then a pet monkey **started** screeching and **alerted** the security staff. The burglar **crossed** the garden again and **escaped** over the wall. He **wasted** no time and **travelled** to the airport as soon as he could, **checked** in his luggage, **smuggled** the painting onto the plane and **relaxed** in First Class. When the flight **landed** at Heathrow Airport, the Customs staff **identified** him and **stopped** him. He **accompanied** them to the Customs area where they **searched** him, his luggage and his clothes. They **discovered** nothing incriminating, so he **asked** them if he could leave. The Customs Officer **agreed** to let him go but **ordered** his men to follow him to see where he **intended** to go and what **happened** next.

Un esempio di memorizzazione "a recitazione": i verbi irregolari

I fonemi passano dalla memoria a breve termine all'archivio fonologico di lunga durata del cervello tramite un processo che potremmo chiamare "a recitazione" (dall'inglese "rehearsal" (Williams & Burden 1997: 16).

Cerca di memorizzare questi gruppi di verbi irregolari ripetendoli ad alta voce a gruppi di tre o quattro, sfruttando la similitudine tra i suoni e il loro ritmo per fissarli nella tua memoria. A questo punto, copri la seconda e/o terza colonna e metti alla prova la tua conoscenza controllando se, leggendo la forma all'infinito, sei in grado di ricordare le forme corrispondenti per le altre due colonne.

INFINITIVE	PAST	PAST PARTICIPLE	INFINITIVE	PAST	PAST PARTICIPLE
Cut	Cut	Cut	Ring	Rang	Rung
Shut	Shut	Shut	Sing	Sang	Sung
Put	Put	Put	Swim	Swam	Swum

Let	Let	Let	Sink	Sank	Sunk
Set	Set	Set	Shrink	Shrank	Shrunk
Spread	Spread	Spread	Drink	Drank	Drunk

Hit	Hit	Hit	Run	Ran	Run
Quit	Quit	Quit	Come	Came	Come
			Become	Became	Become
Cost	Cost	Cost	Begin	Began	Begun

INFINITIVE	PAST	PAST PARTICIPLE	INFINITIVE	PAST	PAST PARTICIPLE
Know	Knew	Known	Buy	Bought	Bought
Grow	Grew	Grown	Fight	Fought	Fought
Blow	Blew	Blown	Bring	Brought	Brought
Throw	Threw	Thrown	Think	Thought	Thought
Fly	Flew	Flown	Seek	Sought	Sought
Draw	Drew	Drawn	Teach	Taught	Taught
Withdraw	Withdrew	Withdrawn	Catch	Caught	Caught

INFINITIVE	PAST	PAST PARTICIPLE	INFINITIVE	PAST	PAST PARTICIPLE
Make	Made	Made	Break	Broke	Broken
Lay	Laid	Laid	Wake	Woke	Woken
Pay	Paid	Paid	Speak	Spoke	Spoken
			Freeze	Froze	Frozen

Say	Said	Said	Take	Took	Taken
Read	Read	Read	Shake	Shook	Shaken
Lead	Led	Led	Fall	Fell	Fallen
Meet	Met	Met			

Sell	Sold	Sold	Give	Gave	Given
Tell	Told	Told	Forgive	Forgave	Forgiven
Hold	Held	Held	Forget	Forgot	Forgotten

Have	Had	Had	Write	Wrote	Written
Hear	Heard	Heard	Ride	Rode	Ridden
			Rise	Rose	Risen
Find	Found	Found	Drive	Drove	Driven
Bind	Bound	Bound			

INFINITIVE	PAST	PAST PARTICIPLE
Stand	Stood	Stood
Understand	Understood	Understood

INFINITIVE	PAST	PAST PARTICIPLE
Choose	Chose	Chosen
Steal	Stole	Stolen
Eat	Ate	Eaten

Bite	Bit	Bitten
Hide	Hid	Hidden
Forbid	Forbade	Forbidden

INFINITIVE	PAST	PAST PARTICIPLE
Keep	Kept	Kept
Creep	Crept	Crept
Sleep	Slept	Slept
Sweep	Swept	Swept

INFINITIVE	PAST	PAST PARTICIPLE
Wear	Wore	Worn
Tear	Tore	Torn
Swear	Swore	Sworn
Show	Showed	Shown

Spend	Spent	Spent
Send	Sent	Sent
Bend	Bent	Bent
Lend	Lent	Lent
Mean	Meant	Meant

See	Saw	Seen
Lie	Lay	Lain

INFINITIVE	PAST	PAST PARTICIPLE
Shine	Shone	Shone
Win	Won	Won
Hang	Hung	Hung

Feel	Felt	Felt
Deal	Dealt	Dealt
Build	Built	Built

INFINITIVE	PAST	PAST PARTICIPLE
Be	Was/Were	Been
Go	Went	Gone/Been
Do	Did	Done

Get	Got	Got
Shoot	Shot	Shot

Lose	Lost	Lost
Leave	Left	Left
Light	Lit	Lit

Sit	Sat	Sat
Stick	Stuck	Stuck
Strike	Struck	Struck

47 Irregular verbs crossword 2

Complete the crossword by filling in the past tense of the verbs in the sentences below (see example):

ACROSS

- 1 It was so cold last November that the canal ...
- 2 The police finally ... the bank robbers after chasing them for several hours.
- 3 I ... up at 6.30 this morning.
- 4 Mr and Mrs Brown ... from London to Manchester last weekend.
- 5 The child ... his mother's hand as they crossed the road.
- 6 We ... in the park all afternoon.
- 7 We ... up at least fifty balloons for the party.
- 8 My parents ... £35,000 for their house.
- 9 He was so tired that he ... down for a while on the bed.
- 10 Björn Borg ... the ball into the net.

DOWN

- a She ... a long, white evening-dress to the party.
- b I ... a £5 note on my way to work this morning.
- c We ... English all the time when we were on holiday.
- d He ... his wife at a disco.
- e The child ... her finger while playing with a knife.
- f The thieves ... in the doorway until the police had gone past.
- g He ... his girlfriend a ring for her birthday.
- h The teacher ... a map of Spain on the blackboard.
- i My cousin ... an actor in 1964.
- j I thought you ... you would help me.
- k My brother ... his boat himself.

FREEZE

CATCH

WAKE

DRIVE

HOLD

SIT

BLOW

PAY

LIE

HIT

WEAR

FIND

SPEAK

MEET

CUT

HIDE

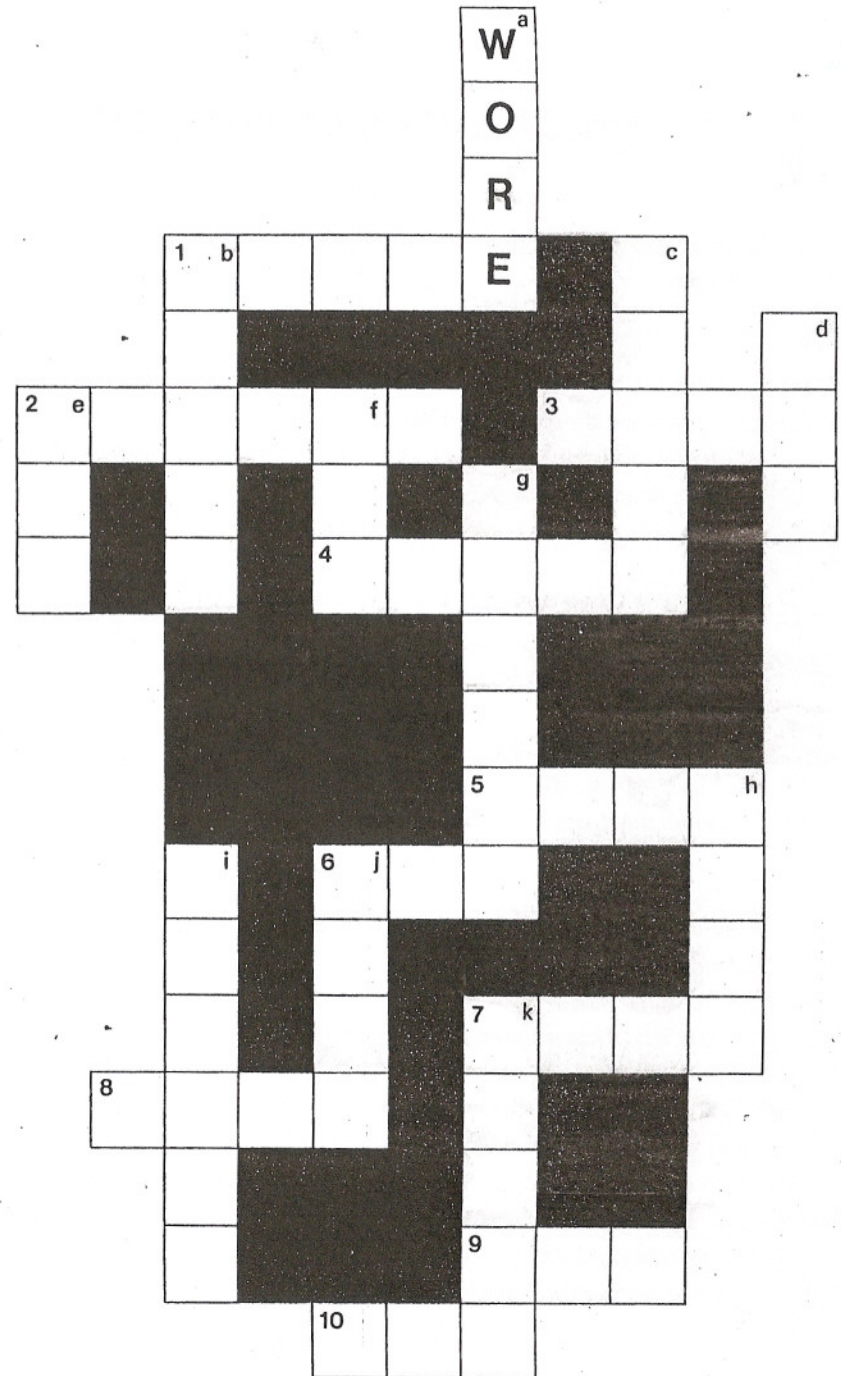
BUY

DRAW

BECOME

SAY

BUILD



Watch the Sherlock Holmes story, and answer the following questions

'Art imitates life: Sherlock & The Mona Lisa - Three Pipe Problem'

<http://www.3pp.website/2011/03/art-imitates-life-sherlock-mona-lisa.html>

1) Where did the French government take Sherlock Holmes ?

2) Why did they need him ?

3) Who is Signor Mendoza and what did he do ?

4) How did Sherlock Holmes identify him ?

5) What did Professor Moriarty plan to do with the paintings ?

6) What crime did Signor Mendoza commit ?

7) What crime did the artist commit ?

8) What crime did Professor Moriarty commit ?

4

Criminal law

THE STUDY OF LAW

Lead-in

- 1 A crime is any act, or omission of an act, in violation of a public law. There are many different crimes, or **offences**. How many of the offences in the box do you know? Choose four and tell a partner what you think they are. Then look up any words you don't know in a dictionary.

armed robbery arson assault battery bribery burglary domestic violence
drug trafficking drunk driving embezzlement extortion forgery fraud
homicide insider dealing joyriding kidnapping larceny manslaughter
money laundering obstruction of justice rape shoplifting stalking
tax evasion theft vandalism

- 2 Crimes which are typically committed by office employees and salaried professionals are known as **white-collar crimes** (or *business/corporate crimes*). Which of the crimes listed in Exercise 1 are white-collar crimes?

Reading 1: Criminal law

- 3 Read the text on page 40 and answer these questions.

- 1 How do criminal law cases and civil law cases differ in the way they are initiated?
- 2 Name the four most common categories of criminal offence.
- 3 In what way is the standard of proof different for criminal and civil cases?
- 4 What is the difference between a *felony* and a *misdemeanour*? Does your jurisdiction make such a distinction?

- 4 Match the verbs (1–6) with the nouns they collocate with in the text (a–f).

- | | |
|------------|---------------|
| 1 commit | a a suit |
| 2 resolve | b an offender |
| 3 bring | c a verdict |
| 4 render | d a crime |
| 5 sentence | e a sentence |
| 6 suspend | f a dispute |

- 5 Look at each of the verb–noun pairs in Exercise 4 and, with a partner, take turns to discuss who typically carries out each of the actions: an offender, a victim, a lawyer, the court or a judge. For each collocation there is more than one possible answer.
- 6 Footnote 2 on page 40 refers to the OJ Simpson case, which is an example of an event which gave rise to both a crime and a tort. What is the difference between a crime and a tort?

Criminal law, sometimes (although rarely) called penal law, involves the **prosecution** by the state of a person for an act that has been classified as a **crime**. This contrasts with civil law, which involves private individuals and organisations seeking to resolve legal disputes. Prosecutions are initiated by the state through a **prosecutor**, while in a civil case the **victim** brings the suit. Some **jurisdictions** also allow private criminal prosecutions.

Depending on the offence and the jurisdiction, various punishments are available to the courts to punish an **offender** (see Exercise 12). A court may **sentence** an offender **to execution, corporal punishment** or loss of liberty (**imprisonment** or incarceration); suspend the sentence; impose a fine; put the offender under government supervision through **parole** or **probation**; or place them on a **community service order**.

Criminal law commonly **proscribes** – that is, it prohibits – several categories of offences: offences against the person (e.g. assault), offences against property (e.g. **burglary**), **public-order crimes** (e.g. **prostitution**) and business, or corporate, crimes (e.g. **insider dealing**).

Most crimes (with the exception of **strict liability crimes** such as statutory rape¹ and certain traffic offences) are characterised by two elements: a criminal act (**actus reus**) and criminal intent (**mens rea**). To secure a conviction, prosecutors must prove that both actus reus and mens rea were present when a particular crime was committed.

In criminal cases, the **burden of proof** is often on the prosecutor to persuade the trier (whether **judge** or **jury**) that the **accused** is **guilty beyond a reasonable doubt** of every element of the crime **charged**. If the prosecutor fails to prove this, a **verdict** of **not guilty** is rendered. This standard of proof contrasts with civil cases, where the **claimant** generally needs to show a **defendant** is liable on the **balance of probabilities** (more than 50% probable). In the USA, this is referred to as the **preponderance of the evidence**.

Some jurisdictions distinguish between **felonies** (more serious offences, such as **rape**) and **misdemeanours** (less serious offences, such as **petty theft**). It is also worth noting that the same incident may sometimes lead to both a criminal prosecution and an **action in tort**.²

¹ In many jurisdictions, it is illegal for anyone to have sexual intercourse with a minor. This is a strict liability crime: the offender will still be guilty of a crime even if he or she believed the partner was of legal, consenting age.

² The OJ Simpson case, for instance, is a famous example of this. This case is dealt with in Exercise 11.

- 7 Complete the extract below from a law textbook by using the verbs in the box and check your answer to Exercise 6.

are tried is brought is committed is committed is fined is punished
is put is resolved was caused

A crime is a wrong which **1)** against society. The wrongdoer **2)** : he or she **3)** in prison or **4)** a sum of money. A tort, on the other hand, is a wrong which **5)** against an individual. The injured party can sue the wrongdoer and receive damages from the court. Criminal sanctions exist to make society safer and to keep people from committing certain acts. Tort remedies exist to make the injured party whole again for the harm which **6)** by the wrongdoer.

A key difference between the two is that a crime requires a criminal intent (*mens rea*), whereas a tort can result without intent to cause harm on the wrongdoer's part.

Crimes **7)** in the criminal courts. An action **8)** by a governmental body against the wrongdoer. A tort, conversely, **9)** in the civil courts; the injured party brings an action against the wrongdoer.

- 8 Give a short presentation on the main differences between a crime and a tort. Include these points: the parties, the outcomes, the terminology and procedure and the standard of proof. Refer to your own jurisdiction in your presentation.

Language use 1: Passive constructions

- 9 The textbook excerpt above contains several examples of passive verb constructions. Why do you think the passive voice is used in these sentences? In which of the examples above is the agent of the action (the subject which carries out the action) named?

- 10 Complete these rules for forming passive constructions:

- The passive consists of two verb forms. The first is a form of the auxiliary verb **1)** The second is the **2)** form of the main verb.
- Usually, the agent is not named in a passive sentence. If the agent is named, it is often expressed in a phrase beginning with the preposition **3)**

THE OJ SIMPSON CASE

<https://www.youtube.com/watch?v=PaZK6h9LQOc>

11 Complete this description of the procedural history of the OJ Simpson case using the passive forms of the verbs in brackets. Because a procedural history describes what happened in a case, all of the verbs will be in the past simple passive.

- 1 In 1994, the former American football star and actor OJ Simpson (charge) with the murder of his ex-wife Nicole Brown Simpson and her friend, Ronald Goldman.
- 2 He (try) in criminal court for murder. After a lengthy and highly publicised trial, he (acquit) the following year.
- 3 However, in a subsequent civil action in 1997, Simpson (find) liable for the wrongful death of Goldman and (sentence) to pay \$33.5 million in damages.

Key terms 1: Punishments

12 Match the following sentence halves to form explanations of punishments which are available to the courts. Why do you think the passive is used in these examples?

- | | |
|--|---|
| 1 When someone is <i>sentenced to execution</i> , | a they are put in prison for a crime. |
| 2 When someone is <i>placed on a community service order</i> , | b they are given a period of time when they must behave well and not commit any more crimes in order to avoid being sent to prison. |
| 3 When someone is <i>sentenced to imprisonment</i> , | c they have to pay an amount of money as a punishment for breaking a law. |
| 4 When someone is <i>put on parole</i> , | d they are killed as a legal punishment for a crime. |
| 5 When someone is <i>put on probation</i> , | e they are released before their prison sentence is finished, with the agreement that they will behave well. |
| 6 When someone is <i>fined</i> , | f the court requires an offender to perform unpaid work in their spare time and to contribute to their community. |

13 Discuss the punishments listed in Exercise 12 with a partner. Which are the most effective? Which are the least effective? Give reasons for your answers.

Listening 1: White-collar crime in the 21st century

You are going to hear a law professor being interviewed on a university radio station programme. Professor John Poulos is a faculty member at the University of California Davis School of Law. After practising law in California, he introduced the law school's first course on white-collar crime.

14 ◀ 4.1 Listen to the interview. Does Professor Poulos think that white-collar crime is less serious than, as serious as or more serious than violent street crime?

15 ◀ 4.1 Listen again and decide whether these statements are true (T) or false (F), according to the professor.

- 1 New technology has led to a decrease in white-collar crime.
- 2 Street crime is generally punished more harshly than white-collar crime.
- 3 Increasingly, white-collar crime is committed by employees high up in the corporate hierarchy.
- 4 The number of people who are victims of white-collar crime is significant.
- 5 White-collar crime has had little effect on the US economy.

A SCANDAL IN BOHEMIA

'Jeremy Brett as Sherlock Holmes - A Scandal in Bohemia [HD]' 00'.00"-22'.00"

<https://www.youtube.com/watch?v=pZYsVU2yt4A>

- 1) What are the two men looking for ?
- 2) Who are they and who sent them ?
- 3) How long did Dr Watson wait for his cab in the rain ?
- 4) What had Sherlock Holmes been doing while Watson was away ?
- 5) What does Sherlock Holmes need to keep him happy ?
- 6) Sherlock Holmes is the only unofficial _____ in the world.
- 7) Who is Sherlock Holmes' latest client ?
- 8) What is his nationality ?
- 9) How many men has he killed ?
- 10) Who is Irene Adler ?
- 11) What is her job ?
- 12) Why does she want revenge ?
- 13) How many days does Sherlock Holmes have in which to solve the case ?
- 14) Where does Wilhelm have to go at the weekend ?
- 15) What crimes have been committed in the story so far ?

Key Vocabulary

NOUNS:

A burglar	<i>un ladro, scassinatore</i>
A cab	<i>una carrozza da nolo, tassi</i>
A duellist	<i>un duellante</i>
An opponent	<i>un avversario</i>
An adventuress	<i>avventuriera, cortigiana</i>
A gentleman	<i>un gentiluomo</i>
A lady	<i>gentildonna, signora</i>
A betrothal	<i>una cerimonia di fidanzamento</i>
A fiancé	<i>un fidanzato</i>
A fiancée	<i>una fidanzata</i>
A mistress	<i>un'amante, concubina, mantenuta</i>

Morphine	<i>morfina</i>
Cocaine	<i>cocaina</i>
Revenge	<i>la vendetta</i>
Scientific deduction	<i>la deduzione scientifica</i>

Drugs	<i>la droga</i>
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ADJECTIVES:

Engaged	<i>fidanzato, fidanzata</i>
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PLACES: Bohemia / Warsaw / Scandinavia / The Langham Hotel

First, watch this video-clip:

'Keen Eddie S1E8 - Sticky Fingers' 00'.00"- 04'.20"

https://www.youtube.com/watch?v=x18VAhtJ_gY

What crimes and which kinds of criminal did you see?



Bank Thefts Soaring

Attempts to steal people's bank cards and PIN codes while they are using cash machines have tripled over the past year, according to official figures released today. Financial Fraud Action UK says there were 7,500 incidents in the first six months of this year, three times higher than in January-June 2013, and the numbers appear to be increasing every month. Police say the rise is partly because more secure chip-and-pin cards have reduced the opportunities for hi-tech fraud. In a practice that the police call 'shoulder surfing', thieves look over a person's shoulder while they tap in their number at cash machines and then distract them as the card comes out of the ATM, enabling the thief to snatch it.

Eighty-year-old Jacqueline Fletcher told BBC News she was watched by two thieves while she withdrew cash from an Cashpoint outside her local supermarket. Later, one of the pair asked her for some small change and stole her bank card while pretending to help her with her purse. The perpetrators then used the card to place £400 in bets at Ladbrokes, spent £60 on phone cards and withdrew £240 in banknotes.

The head of the Cheque & Plastic Crime Unit, Detective Chief Inspector Dave Carter, puts part of the blame on the introduction of more secure chip-and-pin cards and better designed cash machines. The innovations make it harder for criminal gangs to use sophisticated equipment to copy the details on cards.

"This equipment is difficult to get hold of, it's obviously illegal to possess it. It tends to be quite hi-tech and therefore it's expensive," he explained. "But tricking bank customers out of their cards depends on the tried-and-tested techniques of petty crime. This is a return to a simple distraction tactic, which it's a lot cheaper."

Jacqueline Fletcher's bank returned the cash the thieves had obtained from their ATM, but some banks refuse to pay refunds if people have been careless with their PIN codes. Police say the obvious way to frustrate thieves is to shield the PIN code pad while you are entering the number, with your spare hand. Card providers claim that significant numbers of customers still do not bother to take this precaution.

Criminals can obtain your card number in other ways, too. Phishing, for example, by infecting your computer with a programme which will read its files and register when you type in a password. Your card's PIN number and details may also be copied by a electronic device called a 'skimmer' which can be attached to cash machines. Details are then sold on hundreds of 'carding' websites, often based in Eastern Europe or China. Anyone can register for one of these sites - all you need is an email address - to get access to a global network of criminals selling details from victims over the world.

We visited a number of sites selling British card details from banks including HSBC. One seller on a Russian website offered British credit cards, with full details of the person's identity, for just £19 each. For £190, they also claimed to be able to offer access to a UK bank account with a credit limit of £8,000. Another seller on a separate Russian website boasted of having five staff working in the Republic of Ireland. Within one minute of us contacting him, he offered to sell the details on the magnetic strips of credit cards from any Irish bank. These details can be attached to blank plastic cards and used in shops in countries which don't use chip and pin, such as the USA.

Other criminals use the 'deep internet'. This is an anonymous network which is even tougher for the police to trace and requires you to download special programs. Here, we found one website, selling bundles of Visa cards and MasterCard from Holland and Germany, complete with their security codes, with credit limits of £2,000 each, for £25 per card.

Part 2. (10 marks: 1 point for each correct answer; 0 for each incorrect or non-answer).

Read the article on the opposite page, taken from The Telegraph of September 25th 2014. Now give short answers (1-12 words only) to the following questions, according to the information in the text.

1) How many bank card thefts were reported in the first six months of last year ?

2) Why is the number of bank card thefts increasing ?

3) What is the easiest and least expensive way for a criminal to gain access to your bank account?

4) How did the two criminals distract Jacqueline Fletcher ?

5) How much money did they steal from her ?

6) How much money did her bank give her back ?

7) Are banks obliged to refund the money that has been stolen from their customers in this way ?

8) What is phishing ?

9) What is skimming ?

10) How much does it cost to buy a stolen Dutch credit card plus its CVV number on the Internet ?

LAW IN PRACTICE

Lead-in

Crimes involving identity theft are becoming increasingly common. Many people think nothing of giving away personal information, and this can be abused by criminals. Lawyers can help clients who may be at risk of identity theft by placing a fraud alert on their credit file, closing bank accounts, filing a police report and checking for more instances of fraud.

23 a Discuss these questions in small groups.

- 1 How would you define identity theft?
- 2 What examples of identity theft can you think of?

b Compare your ideas with this definition given by the Identity Theft Resource Center.

Identity theft is a crime in which an impostor obtains key pieces of personal identifying information (PII), such as social security numbers and driver's licence numbers, and uses them for their own personal gain. This is called ID theft. It can start with lost or stolen wallets, stolen mail, a data breach, a computer virus, phishing, a scam or paper documents thrown out by you or a business.

Key terms 2: Identity theft

24 There are several common kinds of identity theft. Match the examples (1–6) with the definitions (a–f).

- | | |
|----------------------------|---|
| 1 bin raiding ¹ | a stealing credit/debit card numbers by using a special storage device when processing cards (often in order to make illegal copies) ² |
| 2 skimming | b fraudulently gaining access to personal information from financial institutions, telephone companies and other sources |
| 3 phishing | c taking wallets, mail and other items containing personal information without permission |
| 4 changing addresses | d pretending to be a financial institution or company and sending spam or pop-up messages to get people to reveal personal information |
| 5 stealing | e sending someone's billing statements to another location by completing a change of address form |
| 6 pretexting | f looking through rubbish for bills or other paper containing detailed information |

25 Which of the above kinds of identify theft are a problem in your country? Have you ever been the victim of any of the above?

¹ (US) dumpster diving

² Such devices first came to public attention when it was reported that restaurant employees had been using them to record information when processing cards. Restaurant patrons were advised by anti-fraud campaigners not to let their credit cards be taken away from the table. Cards are now commonly processed in front of diners using wireless devices.

Listening 2: Podcasts

The Internet provides a lot of useful information for legal practitioners who need to keep up to date with developments in the law. Specialist blogs are one example of constantly updated sources of information, and there are many law-related podcasts that can be downloaded onto an mp3 player and listened to during those spare minutes between appointments. See www.podcast.net for a comprehensive list of audio and video podcasts.

- 26** ▶ 4.2–4.5 Listen to four short clips taken from law-related podcasts. Which of the common kinds of identity theft described in Exercise 24 is being described in each?
- 27** ▶ 4.6, 4.7 Listen to the full versions of podcasts 1 and 2 and answer these questions.
- 1 Why might a victim of identity theft not realise that they have been targeted?
 - 2 What must potential creditors do when you have placed a fraud alert on your credit report?
 - 3 Phishing can involve sending email to a person in order to get them to reveal personal information. What other example of phishing is given?
 - 4 Why may banks refuse to compensate people a second time for losses caused due to phishing?
 - 5 How are banks contributing to the problem of phishing?
- 28** ▶ 4.8, 4.9 Listen to the full versions of podcasts 3 and 4 and answer these questions.
- 1 The stolen laptop contained information on how many Hewlett Packard employees?
 - a 196,000
 - b 19,600
 - c 1,960
 - 2 Why might the stolen information be inaccessible?
 - a It is impossible to extract the data.
 - b The thieves do not have the encryption key.
 - c The encryption key can no longer be used.
 - 3 According to the survey, how many bins contained both a bank account number and associated sort code?
 - a one in five
 - b 72%
 - c two in five
 - 4 How many Americans have been the victims of identity theft?
 - a 99.9 million
 - b 19.9 million
 - c 9.9 million

Speaking 2: Short presentation

The senior partner at your law firm has asked you to prepare a short presentation on some of the most common forms of identity theft. She is particularly interested in what the firm could do to reduce the risks to its staff and customers, and would also like to be prepared for the kinds of questions, concerns and legal problems the firm's clients might have.

- 29** Prepare a short presentation on the subject of identity theft, using the information in this unit and the format outlined in Unit 1 (page 15).

Language use 3: Giving advice and expressing obligation

Lawyers frequently need to give advice and to tell their clients about obligations imposed by the law.

30 Read the transcript for audio 4.6 (page 128) and find examples of the of language of advice and of obligation.

31 Read the information in the box below and complete the notes on the use of *must* and *have to* in the negative.

Giving advice

Should is often used to give advice:

You **should** then review your credit reports carefully.

Expressing obligation

Must and *have to* are used to express obligation. In statements about obligation with *must*, the obligation is usually one that the speaker imposes on him/herself. *Have to* is often used to refer to an external obligation (e.g. a law, regulation or order from another person). Compare these two sentences:
*I really **must** do something to protect myself against identity theft.*

*We now **have to** shred all documents before throwing them away.*

Must can generally be replaced by *have to*:

... potential creditors **must** / **have to** use what the law refers to as ...

Must and *have to* are used differently in the negative form. You **must** attend the meeting has the same meaning as You **have to** attend the meeting. However, compare the meanings of these two sentences:

You **mustn't** attend the meeting.

You **don't have to** attend the meeting.

You **1)** attend the meeting implies an absence of obligation. You may attend the meeting if you wish, but it is not compulsory.

You **2)** attend the meeting implies that you are prohibited from attending the meeting (e.g. confidential information will be discussed that those present do not wish you to know).

32 Decide whether these sentences are giving advice or expressing obligation. Complete them using *should*, *must* or *have to*. Remember, in some cases more than one answer may be possible.

- To register as a victim of identity theft, you obtain a registration application packet from the Department of Justice.
- Those convicted of aggravated identity theft serve an additional mandatory two-year prison term.
- We believe that banking organisations provide their customers with better information about how to prevent identity theft.
- Credit reporting companies make any requests for further information within 15 days of receiving your Identity Theft Report.
- Victims of identity theft monitor financial records for several months after they discover the crime.
- Memorise your passwords and personal identification numbers (PINs) so you do not write them down.

Speaking 3: Role-play: advising a client

33 Discuss the four cases below with a partner. Take it in turns to play the roles of the lawyer and the client.

Lawyer

When playing the role of the lawyer, take detailed notes and ask any further questions necessary using the WASP technique outlined in Unit 3. Advise your client using the language of giving advice and expressing obligation.

FOR EXAMPLE: *You should check your credit-card statements as soon as you receive them. If you see any purchases you didn't make, you should challenge them immediately.*

Client

When playing the role of the client, respond to the questions posed by the lawyer as best you can, inventing any details when necessary. Do not give all of the information at once.

- 1** You have just been forwarded several pieces of mail from a previous address. The mail includes a bill, a series of reminders and follow-up letters demanding payment for a car that you did not purchase. The most recent letter is from a lawyer representing the company from which the car was bought. He is threatening you with legal action.
- 2** Last week, your credit card was refused, although you had not used it for several months and had no outstanding debts. When you called the credit-card company, they said that the card had been used for a series of online transactions two months ago and that you are now over your limit. You have not received a statement for three months.
- 3** You have recently begun a small business employing four administrative personnel. You are concerned about the rising level of crime involving identity fraud, and wish to develop a comprehensive policy to reduce the risk to your staff and customers.
- 4** You are the CEO of a major international company. Last night, your head of customer security attended a leaving party for a colleague before travelling home on the train. When he woke up this morning, he realised that he had left his laptop somewhere between the office and home.

Writing: Letter of advice

34 Write a follow-up letter of advice based on one of your lawyer–client interviews in Exercise 33. Use the structure outlined in the email of advice in Unit 2.