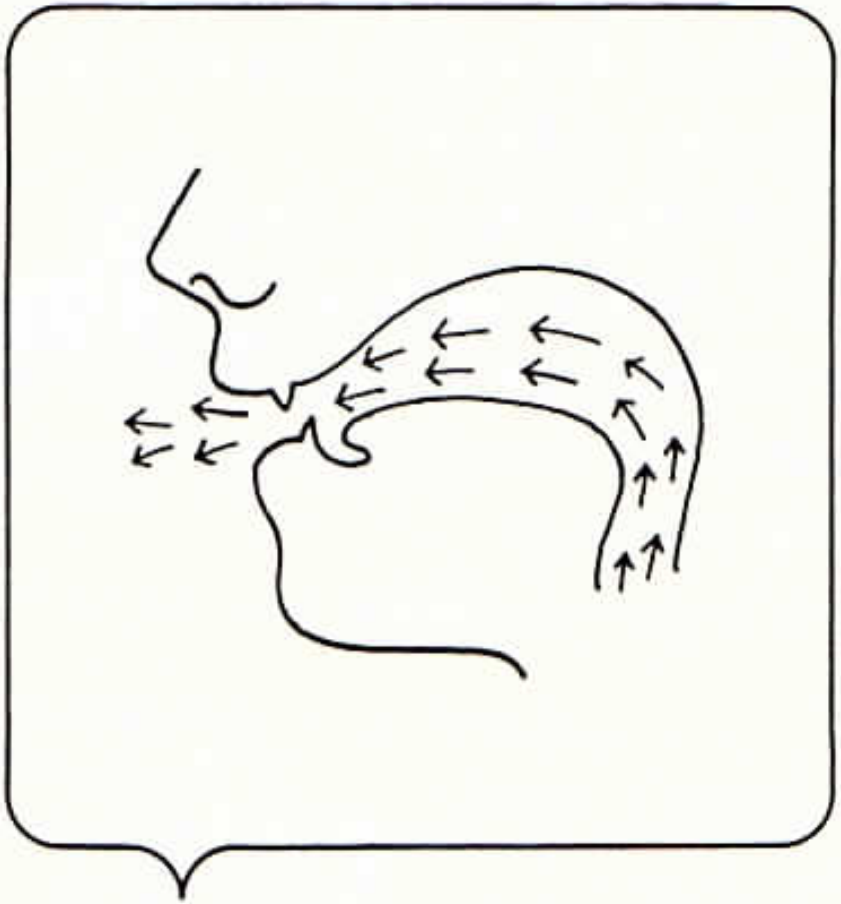
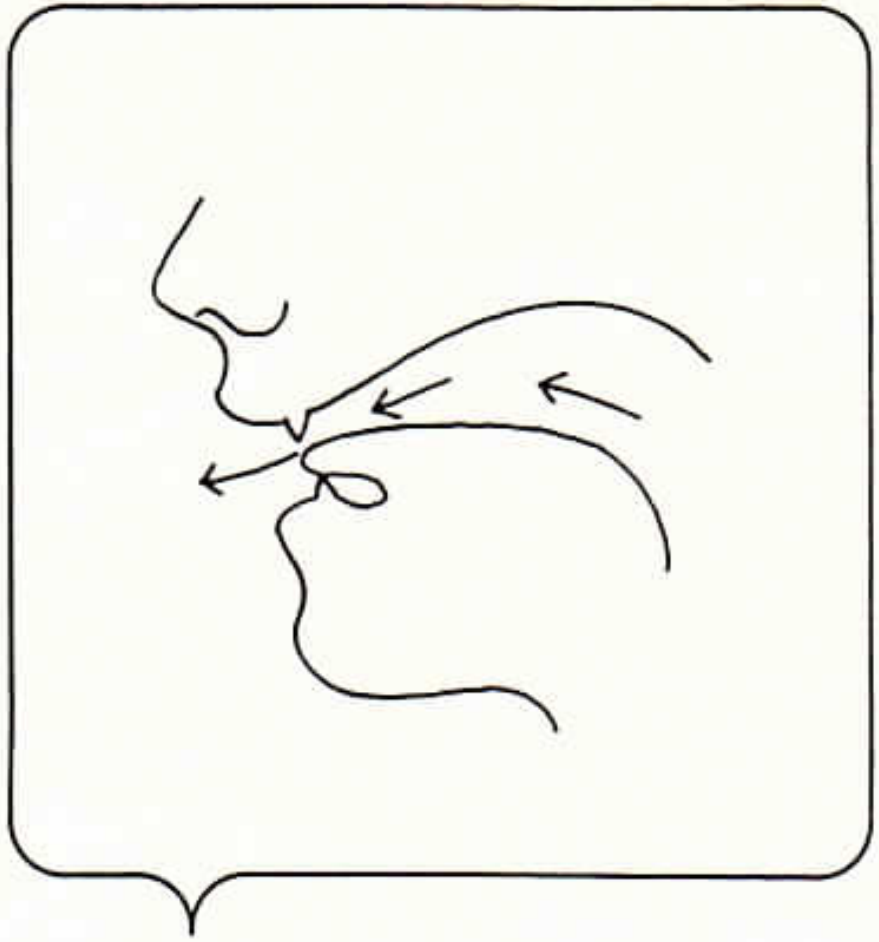
Unit 40 h hat



Push a lot of air out very quickly.
Do not touch the roof of your mouth with your tongue.

Unit 41 θ thin



Put your tongue between your teeth.
Blow out air between your tongue and your top tee

Numbers / Times / Prices / Dates / Fractions / Decimals

1) Write these numbers in words:

0 zero / nought / 'oh'	1 ……	2 ……	3 ……	4 ……
5 ……	6 ……	7 ……	8 ……	9 ……

2) Now practise saying these phone numbers with a partner:

0246 1723598	0733 84415	0348 692751	0041 8326 511997
0019 035 785624	0327 590608	051 9564788	0721 220 439 7685

3) Write these numbers in words:

0	10		
1	11		
2	12	20	24 .....
3	13	30	43 .....
4	14	40	97 .....
5	15	50	71 .....
6	16	60	35 .....
7	17	70	56 .....
8	18	80	69 .....
9	19	90	82 .....

4) Now practise saying these times with a partner:

11.55	5.35	18.10	4.30	10.15	17.02	23.25	2.45
7.05	9.30	6.20	12.00	3.25	1.35	8.40	15.50

5) Write these numbers in figures:

A hundred ……	A thousand……	A million ……
A billion ……	Ten million ……	A hundred thousand ……
Ten thousand ……	A hundred million ……	A trillion .....

6) Now practise saying the following with a partner:

a) Numbers:

13	30	14	40	15	50	16	60	17	70	18	80	19	90
33	54	89	11	66	73	511	999	856	101	3,654	1,509	95,767	
501,203		697,405		71,212,605			31,269,745			547,296,813		367,194,528	

b) Decimal Currencies:

£25	60p	£31.75	$32	50c	$19.95	€45	99c	€1.75	£8bn	$17tr	€90m

c) Dates:

12 April		21 May		February 2		March 1		4 July		August 31		January 10	8 June
1961	1815	1492	1066	1564	1616	1776	1300	2000	2001	2015	1865	1943	1290
21/10/61		31/12/99		4/6/09		7/9/02		30/11/04		14/1/72		29/09/14	

d) Fractions:

½	⅓	¼	⅛	⅔	¾	⅞	10 ½	5 ¾	6 ⅝	12 ⅔

e) Decimals:

5·8	41·532	8·907	68·4%	95·672 pc	17.308 pc	99·999%

100 .....

1,000 .....

10,000 .....

100,000 .....

1,000,000 .....

10,000,000 .....

100,000,000 .....

1,000,000,000 .....

1,000,000,000,000 .....

123

987

465,123

546,987

879,465,123

312,546,987

DECIMAL CURRENCIES

€1 = one euro	one euro = one hundred cents
€10 = ten euros	25c = twenty-five cents
€10.25 = ten euros twenty-five	

$1 = one dollar	one dollar = one hundred cents
$12 = twelve dollars	50c = fifty cents
$12.50 = twelve dollars fifty	

£1 = one pound	one pound = one hundred pence
£46 = forty-six pounds	99p = ninety-nine pence
£46.99 = forty-six pounds ninety-nine	

AT THE CINEMA

‘Elementary Unit 2’
https://www.youtube.com/watch?v=7TT_puEGlTQ

1) Which film do Chris and Louise want to see?

2) How much are the tickets?

3) What time does the film start?

4) On which screen is it?

5) Which film do Alison and Josh want to see?

6) How much are the tickets?

7) When does the film start?

8) On which screen is it?

An evening out

7 **a)** Look at adverts A–C. Which is for:

1 a cinema? 2 a concert? 3 an exhibition?

b) R2.12 Listen and write the missing times 1–5 on the adverts.

A

TGL The Lewisham Gallery

Molesworth St, Lewisham SE13

Modern Art in Europe
April 2nd–May 25th

Opening times:
10.00–[1]..... Mon–Fri
10.00–[2]..... Sat & Sun
[a]£.....
(Students/Children [b]£.....)

Ticket office: 020 8960 2424
www.lewishamgallery.org.uk

B

LIVE

Mary Colgan
at the Camden Apollo

Thursday 4th/Friday 5th April
at [3]..... p.m.
Tickets [c]£..... and
[d]£..... (plus booking fee)

From the box office or by
credit card on 0870 636 3200
or book online at
www.ticketstoday.co.uk

C

The Ritz

Catford, London SE6
Films for all the family April 5th–11th

Sons and Daughters (12)
3.25, [4]....., 8.50

Good Times, Bad Times (15)
[5]....., 5.10, 8.30

Tickets: [e]£..... adults, [f]£..... children.

For more information phone 0870 505 2000
www.ritzcatford.co.uk

8 **a)** Work in pairs. How do you say these prices?

£20 £7.50 40p £29.99 €9 €6.50 $35 50c

b) R2.13 P Listen and check. Listen again and practise.

c) R2.14 Listen and write the ticket prices a)–f) on the adverts.

9 **a)** Kate is at the cinema. Match the ticket seller's part of the conversation a)–d) to Kate's sentences 1–4.

KATE

1 Two tickets for *Sons and Daughters*, please.
2 Yes, please. How much is that?
3 Here you are. What time is the film?
4 Right. Thanks a lot.

TICKET SELLER

a) £13, please.
b) You're welcome. Enjoy the film.
c) Two adults?
d) Ten to nine.

b) R2.15 Listen and check.

c) Practise the conversation in pairs.

Real World Asking about prices

10 **a)** Write *is* or *are* in the gaps.

1 How much ..... that?
2 How much ..... the tickets?
3 How much ..... the concert?
4 How much ..... these books?

b) Check in RW2.3 p125.

11 Work in pairs. Student A → p105.
Student B → p113. Follow the instructions.

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

January

February

March

April

May

June

July

August

September

October

November

December

ORDINAL NUMBERS

1st		11th		21st	twenty-first
2nd		12th	twelfth	22nd	
3rd	third	13th	thirteenth	23rd	
4th	fourth	14th		24th	
5th		15th		25th	
6th		16th		26th	
7th		17th		27th	
8th		18th		28th	
9th	ninth	19th		29th	
10th		20th	twentieth	30th	thirtieth
				31st	thirty-first

SPEAK OUT INTERMEDIATE UNIT 3: The Virtual Revolution

‘Speakout Intermediate BBC DVD PREVIEW Unit 3 with substitle’
https://www.youtube.com/watch?v=JQLuT_4pXqo

1) How many people use the World Wide Web ?

2) How does Bill Gates describe the Internet ?

3) How does Steve Wozniak describe the Internet ?

4) How does Al Gore describe the Internet ?

5) How many British people use the Internet ?

6) How much money is spent shopping online ?

7) How many people use dating websites every month ?

The Web / the Internet	Wealth	To level / levelling
Realms of knowledge	Values	To tweak
Web addicts	An outfit	

Now watch Unit 1: Second Life

‘The Second life’
https://www.youtube.com/watch?v=eARX76sosnE

1) How much does it cost to take part in ‘Second Life’ ?

2) What is an Avatar ?

3) How many people inhabit the virtual world known as ‘Second Life’ ?

4) Where do the Avatars’ owners come from ?

Now make some predictions about the future based on what you have seen.

NUMBERS, DATES, PRICES etc.

In groups of two, ask and answer the following questions

1) What is your phone number?

2) How old are you?

3) What time is it?

4) What is your address?

5) On which floor do you live?

6) What is the date today?

7) What was the date yesterday?

8) When is your next English lesson?

9) What is your date of birth?

10) How much does a cup of coffee cost?

11) How much is a train ticket or a bus ticket to Macerata?

12) What is the population of your town?

13) What is the population of Italy?

14) What is the rate of inflation at the moment?

15) What is the unemployment rate at the moment?

16) How many Italians have died of the Covid-19 Coronavirus?

COUNTABLE NOUNS

+	There	are	some	chairs	
			a lot of		
			several		
			a few		
—	There	aren't	any	chairs	
			many		
			enough		
	There	are	no	chairs	
?	Are	there	any	chairs	
			many		
			enough		
	How many			chairs	are there?

UNCOUNTABLE NOUNS

+	There	is	some	water	
			a lot of		
			a little		
			hardly any		
—	There	isn't	any	water	
			much		
			enough		
	There	is	no	water	
?	Is	there	any	water	
			much		
			enough		
	How much			water	is there?

PART-TIME WORK

'SO UI U02 DVDclip'

https://www.youtube.com/watch?v=3h5QY9P2NoM&list=PL4i94XvGdq13GoiRGYAc2ZJza427X6WNe&index=2

1) What is Rob Sinclair's job ?

2) How many hours does he work, per week ?

3) Why did he decide to work part time ?

4) How many hours a week does Richard Steele work ?

5) How many days does he work per week ?

6) Why did he decide to work part time ?

7) How old is Bernard Brody ?

8) How many hours a week does he work ?

9) Why did he decide to work part time ?

10) How many men work part time now ?

11) How many men worked part time 20 years ago ?

DISCUSSION

Have you ever worked part time ?

If you were in Rob, Richard or Bernard's position, would you work part time ?

What would be the advantages and disadvantages of part-time work in each case ?

MONITORING APPS

1) How many wireless health and fitness apps are available to ordinary consumers now ?

2) How many wireless health and fitness apps will be available in a few years' time ?

3) Where can ordinary consumers buy wireless health and fitness technology ?

4) These devices can measure the following aspects of your health and fitness:

i) How …….. steps you took during the day.
ii) How …… food you ate.
iii) How ……..….. people you met.
iv) How ……..……..…… hours you slept last night.
v) …….. kind of brain activity occurred while you slept.
vi) ……..…… healthy your heart is.
vii) How ……..……. alcohol is in your bloodstream.
viii) ……..……. high you can jump.

DISCUSSION

Do you use any wireless health and fitness apps ?

If so, how many ?

If not, which ones would be most useful for you, do you think ?

Which ones would be most useful for young people ?

Which ones would be most useful for middle-aged people ?

Which ones would be most useful for old people ?

Vocabulary Containers

1 **a** Work in pairs. Match the containers in A to the things in B. Find at least two things for each container. Then check in VOCABULARY 8.2 p145.

A

a bottle of a bag of a tin of a box of
a can of a carton of a jar of a packet of

B

milk honey tuna biscuits sweets cat food orange juice
beer jam marmalade ketchup soup chocolates
potatoes beans olive oil tissues lemonade crisps

b Work with your partner. What other words can you use with the containers in **1a**?

a packet of cigarettes *a tin of dog food*

2 **a** Work in new pairs. Test your partner on the phrases in **1a** and **1b**.

milk a bottle of milk or a carton of milk

b Tell your partner which things in **1a** are in your kitchen.

Speaking and Listening

3 Work in groups. Discuss these questions.

1 Are there any recycling laws in your country? If so, what are they?
2 Can you recycle things where you live? If so, what do you recycle?
3 What do you throw away that could be recycled?

4 **a** Look at the picture. Which things from **1a** can you see in the kitchen?

b CD2 31 Listen to James, Val and Pete. Choose the correct answers.

1 Val and Pete *don't have anything/have something* to eat.
2 James *recycles some/doesn't recycle any* of his rubbish.
3 The UK recycles *70%/40%* of its rubbish.
4 British people throw away *3/7* times their own body weight in rubbish every year.
5 Parts for fridges can be made from *tins/plastic bottles*.
6 James *is/isn't* going to recycle in the future.

5 **a** Work in pairs. Who says these sentences, Val, Pete or James?

1 Oh, there's a bit of pasta left if you're hungry. *James*
2 Well, I've found some coffee, but there's no sugar.
3 There's enough milk for two cups, but not enough for three.
4 There are plenty of tins of cat food in the cupboard.
5 Too much rubbish is just thrown away.
6 Hardly any people in our building recycle stuff.
7 And there aren't enough places to recycle in this city.
8 Look, there's loads of paper and several plastic bottles.
9 Well, there's plenty of information on the internet.
10 Yes, too many people just don't make the effort.
11 I've got a few friends who recycle things.
12 We made a little progress there, I think.

b CD2 31 Listen again and check.

HELP WITH GRAMMAR
Quantifiers

6 **a** Look at the words in pink in **5a**. Are they countable nouns (C) or uncountable nouns (U)?

b Look at the words/phrases in blue in **5a**. Write them in the table.

quantity	plural countable nouns (*bottles*, *tins*, etc.)	uncountable nouns (*rubbish*, *stuff*, etc.)
nothing	not any no	not any _____
a small quantity	not many hardly any _____ _____	not much _____ _____ _____
a large quantity	a lot of/lots of loads of _____	a lot of/lots of _____ _____
more than we want	_____	_____
less than we want	_____	_____
the correct quantity	enough	_____

c Look at these sentences. Then choose the correct words in the rules.

*I've found **some** coffee.* *There isn't **any** sugar.*
*Is there **any** milk?* *There's **a lot of** stuff here.*
*I haven't got **many** cups.* *Is there **much** rubbish?*

- We usually use *some/any* in positive sentences.
- We usually use *some/any* in negative sentences and questions.
- We don't usually use *a lot of/much or many* in positive sentences.

d Check in GRAMMAR 8.2 p146.

HELP WITH LISTENING
Quantifiers

7 **a** CD2 32 Listen and write the sentences you hear. You will hear each sentence twice.

b How many words are there in each sentence? Contractions (*there's*, etc.) count as two words.

c Work in pairs. Compare sentences. Underline the quantifiers in each sentence.

8 CD2 33 PRONUNCIATION Listen again and practise. Copy the linking.

I think there's a bit of milk in the fridge.

9 **a** Choose the correct words/phrases.

1 There are *no/any* recycling bins in my street.
2 I probably drink *too much/too many* coffee.
3 I got *too many/hardly any* sleep last night.
4 I know *a few/a little* words in other languages.
5 I know *a bit of/several* people from the UK.
6 I always have *many/plenty of* time to do my homework.
7 I haven't got *enough/several* money to go on holiday.
8 I've been to *some/any* interesting places.
9 I probably eat *too much/too many* sweets.
10 I usually have *several/a little* milk in my tea.

b Tick the sentences in **9a** that are true for you.

c Work in pairs. Take turns to say your true sentences. Ask follow-up questions if possible.

Get ready ... Get it right!

10 Write four good things and four bad things about the town or city you are in now. Use these ideas and your own. Use the quantifiers from **6b** in your sentences.

rubbish recycling bins traffic cycle lanes
parks public transport places to park
pollution shops places to go at night
cinemas art galleries noise at night

There's too much rubbish in the streets.
There aren't enough recycling bins.

11 **a** Work in groups. Tell the other students your sentences. Discuss your ideas. Do you agree? Then choose the two best and two worst things about this town or city.

b Tell the class the two best and two worst things about this town or city.

TESLA

Headquarters in Palo Alto

Formerly	Tesla Motors, Inc. (2003–2017)
Type	Public
Traded as	• Nasdaq: TSLA • NASDAQ-100 component • S&P 500 component
ISIN	US88160R1014
Industry	• Automotive • Energy storage • Energy production
Founded	1 July 2003;
Headquarters	Palo Alto, California USA
Key people	• Elon Musk CEO • Robyn Denholm Chairwoman • Zach Kirkhorn CFO
Products	• Electric vehicles • Tesla batteries • Solar panels and roofs
Production output	▲509,737 vehicles (2021)[2] ▲3,022 MWh batteries (2020)[3] ▲205 MW solar (2021)[3]
Revenue	▲US$31.536 billion (2021)[4]
Operating income	▲US$1,994 million (2021)[4]
Net income	▲US$721 million (2021)[4]
Total assets	▲US$52.148 billion (2021)[4]
Total equity	▲US$22.225 billion (2021)[4]
Owner	Elon Musk (21%)[5]
Number of employees	▲70,757(2021)[6]
Subsidiaries	• SolarCity • Tesla Grohmann Automation • Maxwell Technologies • DeepScale • Hibar Systems • SilLion
Website	www.tesla.com

10 Facilities

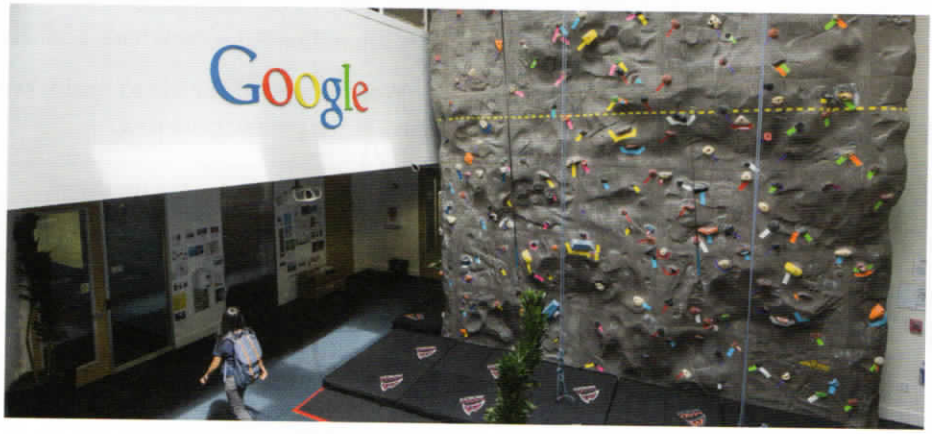
Starting point

1 Work with a partner. List as many places of work as you can in two minutes.

2 Which ones would you most like to work in? Which ones would you least like to work in? Give reasons for your answers.

Working with words | Describing a place of work

1 What do you know about Google's offices? What kinds of facilities do you think they have?



2 Read the article and answer the questions.

1 How did the company change its workplace?
2 What facilities does it provide?
3 What are the advantages of this kind of workspace?

GOOGLE OFFICES

When Google decided to remodel its London Headquarters, it began by knocking down the walls and getting rid of any **old-fashioned** office furniture. Into the empty space, they mixed **hi-tech** video-conferencing facilities alongside **spacious** breakout areas, including one which has grass, deckchairs and even a rowing boat – good for one-to-one meetings.

'You won't find private offices. We prefer **open-plan** spaces,' explains Nelson Mattos, Vice President for Product and Engineering. 'Our experience is that a **comfortable**, open and **fun** environment encourages creativity and openness. Open spaces make chance interactions more likely, and chance interactions often lead to the greatest ideas.'

Many of these chance interactions probably take place in the **futuristic** corridor that links the different spaces. Along its walls are whiteboards with the notes and scribbles left by employees. At one end, there's a **state-of-the-art** presentation suite which looks like a small cinema – it even has film posters on the walls.

And for employees who need a break from this **stress-free** environment, there's a gym, and a games room with pool table and video games console. If you like music, there's even a **fully-equipped** music room where colleagues can jam together. The company believes it all goes towards generating new ideas and keeping employees at the top of their game.

Glossary

to jam *(v)* to play music with other people

at the top of your game *(idiom)* to be the very best at what you do

3 Which of the facilities at Google does your workplace have? Which facilities would you like to have? Why?

4 Match the adjectives in **bold** from the text in **2** to definitions 1–9. One answer matches two adjectives.

1 out-of-date _____
2 the most modern and up-to-date _____
3 few or no walls separating workspaces _____
4 lots of room, not cramped _____
5 relaxing _____
6 pleasant (to be in) _____
7 in the style of science fiction _____
8 not boring _____
9 has everything _____

5 Work with a partner. Take turns to describe your place of work. Use some of the facilities below and adjectives in **4**.

breakout area stores factory showroom offices presentation suite warehouse coffee area canteen video-conferencing meeting rooms

6 ▶10.1 Listen to two people talking about workspaces and facilities. What adjectives do they use to describe them?

Speaker 1: _____ _____ _____
Speaker 2: _____ _____ _____ _____

7 The speakers use these adverbs to intensify the adjectives. Write them in the correct position on the scale, from weak to strong.

very *really* *fairly* *not very* *extremely* *pretty* *not exactly*

8 ▶10.1 Listen again and match the adverbs in **7** to the adjectives in **6**.

» For more exercises, go to **Practice file 10** on page 124.

9 Work with a partner. Take turns to describe the following, using adverb + adjective combinations.

- Your ideal place of work
- Your favourite building in the world
- Part of the building you work in which you don't like so much
- A place where you often relax

10 Work with a partner. You are going to talk about some different types of places of work. **Students A** and **B**, turn to **page 140**.

Tip | *like*

We use *like* in different ways to describe something.

What you enjoy:
*I **like** listening to music while I work.*

Appearance:
*It looks **like** a cinema.*

Asking for general description:
*What are your offices **like**?*
A bit old-fashioned.

Language at work | Quantifiers

1 What kind of health and safety rules do you have at work? How do they protect employees?

2 Read part of an information leaflet about workplace health and safety facilities. Write the following headings in 1–3:

Health *Safety* *Welfare*

Employers must provide the right workplace facilities for everyone in your workplace. These include:

1 _____	2 _____	3 _____
• Drinking water	• Suitable lighting	• Clearly marked fire exits
• A place to store clothing	• A clean workspace	• Windows that can be opened in all rooms
• Somewhere to take breaks	• Comfortable seating	

3 ▶10.2 Listen to two conversations between a health and safety inspector and an employer. Tick (✓) the items in the leaflet they discuss.

4 ▶10.2 Complete the sentences with the quantifiers from the list. Then listen again and check.

much *some* *a little* *a lot of* *not many* *any* *a few* *any* *many*

1 _____ *employees* cycle to work and get changed in here.
2 How _____ *people* use this facility?
3 There isn't _____ *space* for 20.
4 We also have _____ *lockers* along the wall outside.
5 Are there _____ *places* for staff to go during their breaks?
6 This room has a table and _____ *chairs*.
7 To be honest, _____ *staff* use it.
8 It doesn't have _____ *windows*.
9 Perhaps _____ *paint* on the walls might improve it.

5 Put the nouns in *italics* from **4** into these categories.

1 Countable nouns _____
2 Uncountable nouns _____

6 Complete the information in the *Language point* with the quantifiers from **4**. Use the quantifiers more than once.

LANGUAGE POINT

1 quantifiers used with countable nouns *some, many,* _____
2 quantifiers used with uncountable nouns _____
3 talk about small quantities/amounts _____
4 talk about large quantities/amounts _____
5 ask questions about quantities/amounts _____
6 make negative statements about quantities and amounts _____

» For more information, go to **Grammar reference** on page 125.

7 Underline the correct words in *italics*. In one sentence, both words are correct.

1 How *much / many* free time do employees have at lunchtime?
2 There's *many / a lot of* extra space in my office. Most of the cupboards are empty.
3 Do you have *much / any* facilities for people with children?
4 *A few / A little* people were interested in your suggestion for starting a choir but most didn't reply.
5 Since the café closed, we don't have *some / any* good places to go for lunch.
6 There's *some / a few* space over there for chairs and a table.
7 There's only *a few / a little* coffee left in the jar. Can we order some more?
8 Not *many / a lot of* companies have facilities for musical instruments.

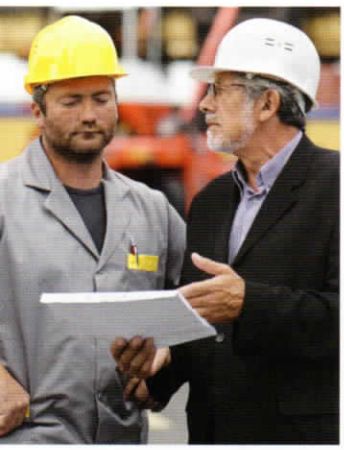
» For more exercises, go to **Practice file 10** on page 125.

8 Work with a partner. Take turns to ask and answer questions about these facilities for staff in your workplace.

- Lockers and storage facilities
- Water coolers
- Areas to relax
- Exercise facilities (e.g. a gym)
- Places to eat and make drinks
- Parking spaces
- Meeting rooms
- Other?

Example: *A Do you have any lockers for employees?*
B No, there aren't any lockers for employees but there is a lot of space next to everyone's desk.

Practically speaking | How to use *too* and *enough*



1 ▶ 10.3 Listen to a conversation with a health and safety inspector in a factory. What facility are they discussing? Write *too* or *enough* in the sentences.

1 This room isn't big _____.
2 We don't have _____ lockers.
3 The room is _____ dark.
4 There are _____ few chairs.

2 Look at the sentences in **1**. Do we use *too* or *enough* ...?

a before an adjective _____
b after an adjective _____
c before *much/many/few/little* + noun _____
d before a noun to say whether there is/isn't the correct quantity _____

3 Work with a partner. Describe each situation with *too* or *enough*.

- Fifty people work in this building. It was designed for 35.
- These files need about 100 GB. My laptop has 50 GB of spare memory.
- The sun is very bright today. I can't see my computer screen.
- I'm freezing. Why is the air conditioning on?
- The staff are all chatting. We need to find them some more work to do.
- There are three empty shelves in the storeroom. Three boxes of stationery have just arrived.

Example: *This building is too small. / This building isn't big enough.*

4 Make three more sentences about your company facilities with *too* and *enough*. Tell your partner.

Business communication | Making suggestions and recommendations

1 How do you make suggestions in your company? By email or comment forms? Do you use a suggestion box?

2 Complete the comments from a suggestion box with expressions from the list.

why don't *have you thought about* *we could always* *couldn't we do*

COMMENT FORM

Because so many parents work here now, 1 _____ *we have a crèche for young children? Then we wouldn't have so many problems with childcare. And* 2 _____ *see our children at lunchtimes, which would also be good for motivation.*

COMMENT FORM

I don't want to complain about the new relaxation room – it's extremely comfortable and spacious! But 3 _____ having some entertainment in there? I read about employees at one company where they have a special room called an Anarchy Zone. They can play computer games, table football, or watch TV. 4 _____ something like that?

Key expressions

Suggesting

What/How about (+ verb + *-ing*)?
Why don't we (+ verb)?
Maybe we should (+ verb)
Perhaps we could (+ verb)
Couldn't we (+ verb)?
Have you thought about (+ verb + *-ing*)?
We could always (+ verb)

Recommending / Expressing doubt

I think we should consider (+ noun / + verb + *-ing*)
We might be better off (+ verb + *-ing*)
It's probably worth (+ verb + *-ing*)
I'd recommend (+ that / + *-ing*)
It would be better to (+ verb)
It might prove (+ adjective)
I have a few reservations about (noun / + verb + *-ing*)
I'd rather not (+ verb)

Responding

I really like it.
It's/That's a good idea.
Sorry, but I don't think that would work.
I'm not sure.
Great.
Exactly.

3 ▶10.4 The facilities manager is discussing the suggestions in **2** with an architect. Listen and answer the questions.

1 Why can they only choose one of the ideas?
2 Which one do they choose and why?

4 Choose the correct words in *italics*.

1 Well, it might prove *difficult / difficulties* to have both.
2 I think we should consider *have / having* …
3 Besides, I have a few *reserves / reservations* about …
4 You might be *better / the best* off without it …
5 I'd rather not *have / having* it.
6 I'd recommend *to put / putting* it here.

5 ▶10.4 Listen again and tick (✓) the responses you hear in the meeting.

I really like it. ☐
Good idea. ☐
Sorry, but I don't think that would work. ☐
I'm not sure. ☐
Great! ☐
Exactly. ☐

» For more exercises, go to **Practice file 10** on page 124.

6 Work with a partner. An architect is redesigning your office space. Turn to **page 140.**

7 Work in small groups. After redesigning your offices, imagine that your company lets you have an Anarchy Zone – an area to relax and forget about work for a few minutes – with four items in it.

1 Make suggestions for what you would put in your Anarchy Zone. For example, a TV, computer games, books, etc. Give reasons for these suggestions. Respond to others' ideas. Decide on the four items you will have in the zone.
2 Present your final recommendation to the rest of the class.
3 Comment on the other groups' recommendations.

10 | Practice file

Working with words

1 Read these comments from people talking about their places of work. Match the adjectives from the list to the comments.

fully-equipped ~~*open-plan*~~ *comfortable* *spacious* *old-fashioned* *state-of-the-art* *futuristic* *fun*

1 'With the old offices everyone was in separate rooms with closed doors. Now you can see everyone.' _____*open-plan*_____

2 'The architect must have liked science fiction. The new headquarters looks like a spaceship has just landed!' _____

3 'Our new factory has the most modern equipment in the world.' _____

4 'Since we replaced the old computers with laptops, there's so much more room to work in.' _____

5 'I complained about my chair because I kept getting a sore back. This new one is so much better for sitting in for long periods.' _____

6 'I have everything I need in my office. A computer, a photocopier, a fax and a coffee machine.' _____

7 'We have a room for staff with lots of computer games, a pool table and even a trampoline. I believe that adults need to behave like children sometimes.' _____

8 'We don't have many computers in our office. A lot of work is still done using pens and paper!' _____

2 Underline the correct words in *italics* to complete the sentences.

1 That bright red colour on the walls *isn't exactly / is very* relaxing. I was thinking of a light green or something instead.

2 It's going to be difficult to change the dates. They're *fairly / not very* flexible.

3 My flight was 12 hours overnight. I'm *really / exactly* tired.

4 We've had some *extremely / pretty* good ideas so far but I think we can do better. Let's keep brainstorming.

5 The negotiations went *fairly / extremely* well. We didn't get everything we wanted, but neither did they. I still think we might get what we want in the end, though.

6 This new software is *very / not very* easy to use. I learnt all the basic functions in less than an hour.

7 We're all *not exactly / extremely* happy with your performance this year, so I see no need for you to make any changes.

Business communication

1 Complete the second sentences so that they have the same meaning as the first sentences.

1 I'm not sure it's a good idea to do this.
I have a few reservations _____*about doing this*_____.

2 How about changing the colour?
Why don't we _____?

3 Let's ask them to make a better offer.
I think we should consider _____.

4 I don't think we'll be able to convince them of our proposals.
It might prove _____.

5 Perhaps we could provide some chairs.
Couldn't _____?

6 We could always have music in the factory.
Have you thought about _____?

7 Do you mind if I don't come?
I'd rather _____.

8 I'd recommend looking at this again tomorrow morning.
I'd recommend that _____.

2 Complete the missing words in the conversations.

1 A What do you think of this idea?
B Great. I r*eally* l*ike* it.

2 A It seems like a bad plan to me.
B No! It's a g_____ i_____.

3 A Maybe we should change the office round so that everyone shares desks.
B Sorry, but I don't think that w_____ w_____.

4 A This new system seems slower than the old one.
B I agree. Replacing the old one m_____ p_____ to be a bad idea!

5 A These new meeting rooms are very large but I don't like the colour.
B We c_____ a_____ repaint them.

6 A Let's cancel the order for new desks.
B Yes, I like the old ones. B_____, we can't really afford them.

Language at work

GRAMMAR REFERENCE

Quantifiers

Form

Quantifiers (e.g. *much, many, some, any, a little, a lot of, a few*) come before nouns.

*There are **a few problems** with the order.*
*We don't have **much time**.*

Use

The quantifier you use depends on the type of noun (countable or uncountable) that follows it.

1 Countable nouns have a singular and plural form (usually ending in *-s*, but some plurals are irregular). Uncountable nouns only have one form.
Countable nouns: *chair (chairs), employee (employees), man (men), child (children)*
Uncountable nouns: *time, money, information, coffee*

2 Use *some, any, a lot of* with countable AND uncountable nouns.
*There are **a lot of** employees in this factory.*
*There's **a lot of** money in my bank account.*

3 Use *many* and *a few* ONLY with plural countable nouns.
***How many** employees are there? Only **a few**.*

4 Use *much* and *a little* ONLY with uncountable nouns.
***How much** information do you have? Only **a little**.*

5 *Any, much* and *many* are mostly used in questions or negative statements.
*How **much** money do you need?*
*Do you have **any** problems?*
*There aren't **many** employees in this company.*

6 *Some* is mostly used in questions or positive statements.
*Could you give me **some** help?*
*I've got **some** work for you to do.*

7 *A lot of* can be used with questions, negative statements and positive statements.
*He gets / doesn't get **a lot of** support in his job.*
*Do you get **a lot of** emails every day?*

8 To make a comparison with countable or uncountable nouns you can use *more*.
*I need **more** time to work on this!*
*We need **more** clients!*

9 To make the comparative of *little / not much* with uncountable nouns, use *less*.
*My new boss has **little** time for my questions.*
*My new boss has **less** time for my questions than my old boss.*

10 To make the comparative of *few / not many* with countable nouns, use *fewer*.
*The company does**n't** deal with **many** clients.*
*The company deals with **fewer** clients than ours.*

1 Correct the sentences which have mistakes. Tick (✓) the correct sentences.

1 Do you have any ~~informations~~ about these people? *information*
2 How many people do you employ? _____
3 Sorry, I don't have much time. Let's be quick. _____
4 A little customers have complained about the increase. _____
5 I'm afraid we don't have many paper in stock. _____
6 There isn't much demand for this line any more. _____
7 Give him any more time to finish this. _____
8 I've got fewer space in my new office than in my old one. _____
9 A lot of people said they preferred the taste of this one. _____
10 I'd like a little help with that, please. _____

2 Two people are checking the store cupboard at work. Complete their conversation with a suitable quantifier.

A So, how [1] *many* boxes of paper clips do we have in stock?
B Well, we only have a [2] _____, so we should probably order some more.
A How about ink cartridges? I don't think there are [3] _____ left.
B Well, there's an extra box of them here, but we'll need [4] _____ more, sooner or later.
A OK. What about the coffee machine? How [5] _____ coffee is there?
B There's a [6] _____ of that, but there aren't [7] _____ packets of tea.
A Right, so that's paper clips, ink cartridges and tea. Anything else?
B Well, we don't have [8] _____ at the moment, but a [9] _____ people in the office have asked me if we can have biscuits for the tea breaks.

Unit 10 | Working with words, exercise 10

Look at this website with offices to rent. Take turns to choose a property and describe it to your partner. Use different adverbs and adjectives to describe it. Your partner must guess which property it is.

TOP OFFICE RENTALS

Property 1
Fallows Court Offices

5 individual offices on 3rd floor of four-floor building.

Location: Off motorway. Excellent parking. 1 km from mainline station.

Built: 2015

Facilities: Conference room, Reception area, Shared kitchen on 2nd floor. No shops or cafés near.

Property 2
High Towers

Open plan office for approximately 15 staff.
3 individual offices.

Location: City centre. Bus stop outside. No parking.

Built: 1998

Facilities: Shops and cafés nearby. Membership of local gym.

Property 3
Watson's Wharf

50 cubical offices with 2 large breakout areas on 5th floor. Previously used as call centre.

Built: 2002

Location: 3 km from city centre with cycle path. Parking and bus stop.

Facilities: Canteen on ground floor. Also use of locker room and showers.

Property 4
The Old Warehouse

2 open plan areas with 5 offices and conference room.

Built: Original warehouse built in 1910, renovated in 2003.

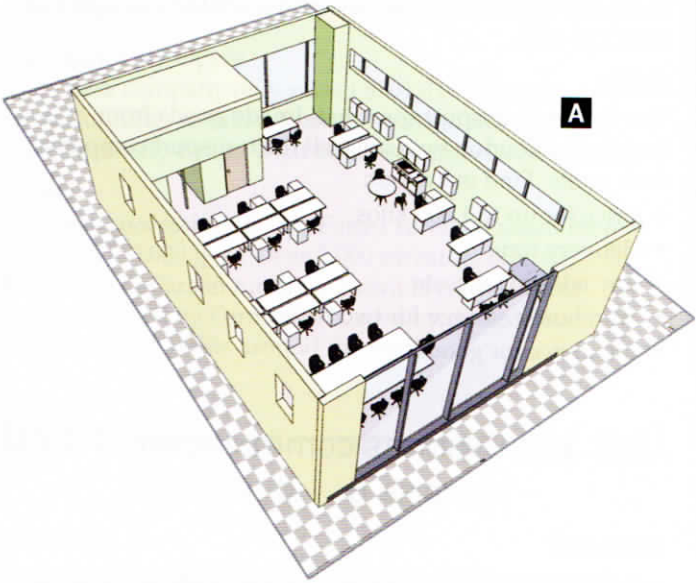
Location: 0.5 km from airport. Shuttle bus from city centre (25 minutes). Parking.

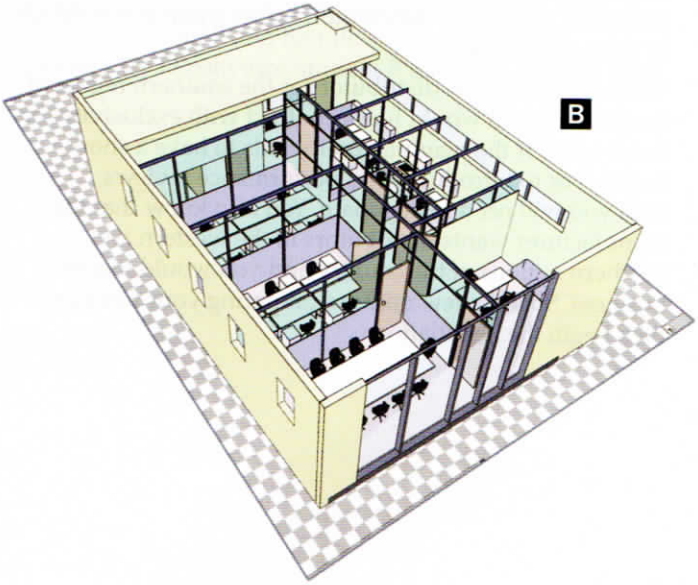
Facilities: Canteen. Small shared gym and changing rooms with showers. Fitness classes held three evenings a week.

Unit 10 | Business communication, exercise 6

1 An architect is redesigning your office space. Look at these two styles of office and read about some advantages and disadvantages for each in the table. Can you add any more?

	Style A	Style B
Advantages	friendly, easy to communicate	good for concentration, private
Disadvantages	noisy, harder for private conversation	not as social, old-fashioned





2 Now prepare and give your recommendation for one of the office styles using the expressions from **4**. Student A, promote style A. Student B, promote style B. Respond to the recommendation you hear. Try to come to an agreement with your partner.

Example: **A** *I'd recommend having an open-plan office because …*

B *I think we should consider building closed offices because …*