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Unit 1
Open the Door to Your Future

Discuss
1. What would you like to be in the future?
2. How do you see yourself 10 years ahead?
3. What is the first step to success?
4. What do you think the elements of success are?
5. Do you think you have a positive attitude towards the future?
6. What are the challenges that may face a fresh graduate?
Kelvin, who is having problems with his classmates, is talking to his social worker at school.

**Discover Your Talents!**

**Vicki:** I’d like to start by talking about your early life - your childhood.

**Kelvin:** My childhood?

**Vicki:** Yes, I want to take you back, to remember your old days.

**Kelvin:** So we’re going back in time?

**Vicki:** Yes. I’d like to start with your upbringing, the way your parents brought you up, wasn’t it too strict?

**Kelvin:** Well, I was always told to be polite and have respect and so on, but they tried to let me make my own mistakes. I think it was because they wanted me to be able to stand up for myself.

**Vicki:** Well, yes - being independent and confident is important!

**Kelvin:** Yeah, actually, I have tried to put up with the circumstances I was going through.

**Vicki:** Anyway, what about brothers and sisters? Do you have any?

**Kelvin:** Yes, I’ve got an older brother and a younger sister.

**Vicki:** Do you get on with them?

**Kelvin:** Yes, in fact, we do, quite well - we have a great time when we see each other.

**Vicki:** Well, I see, your problem is appalling only when you get in touch with strangers.

**Kelvin:** Sometimes of course, but even my friends hardly get to understand me.

**Vicki:** Don’t just let your fantasies slip away. Open the door and discover your hidden talents.

**Kelvin:** Ok, I promise I will try hard.
How to Open the Door to Your Future!

Enjoy the Journey

Throughout our lives we continue to make many new discoveries about ourselves and the world. We may find that we change and want different things or our view of the world changes or the world may actually have changed. When faced with a changing healthcare compensation system we can experience so many emotions. If we are laid off or our hours, salary and benefits cut or if our colleagues are suffering from these things and we see our patients receiving less care, our first reaction may be that the future of our profession is in question. What if we began to view that door as the door of opportunity? The door that we can pick out and that we have complete control of designing the career that fits who we are now, where we are at now and works with the world? That is an exciting prospect! Take this time of change to set out and discover more about yourself and the world around you. This process of self-discovery can be joyful and relieve the stress you are feeling about not being in control of your destiny.

The Journey Begins

The first step is to discover who you are and what you really want to do. Begin thinking about the things you do that bring you delight. What are your favourite hobbies? Your true passion lies in this answer. It may be buried down deep by the things you tell yourself like, “I will be a boss forever – that is what I go to school for”. I give you permission to put these types of myths aside and begin to enjoy finding what you really want to do. So give up telling yourself that your career choice is a lifetime commitment – it certainly isn’t unless you choose it to be. It is also unfair to believe that the career you select is the one that fits you and brings you personal fulfillment when you get much older. You made the best choice at the time, with the information you had. Now you have the opportunity to make another choice if you want to. The final myth I want you to push aside is the one that says a career is an upward process.

It certainly doesn’t have to be. What if you were the President of a company and then found you didn’t like it? Do you think it is wrong for someone to find it doesn’t suit them and take a job further down the ladder? Career satisfaction is personal satisfaction. It is not about moving up the ladder to please others. Begin making yourself happy.

We are living in a time of tremendous restructuring in the workplace and we can choose to accept this and see our careers as cyclical, sometimes lateral and always evolving but never predictable. Realise that change is constant. As humans we have a wonderful ability to adapt and to keep gaining knowledge. It is up to us to search for and to create our own opportunities. It is critical that we listen to our own inner voices, hear our own passions and follow our own hearts. Our dreams and our wishes are what brings guidance to our deeds. Stating our needs, values, our interests and beliefs and fully realising them and acknowledging them will allow us to make up the vision for where we want to go. It is up to us where to go. We no longer get pulled along.

Embrace the Magic

Embrace the magic of this journey. Every time you listen to your heart, put aside a myth, or make a choice, you are becoming empowered. This is a wonderful journey to be enjoyed. You now have the opportunity to really get to know the “you” inside. As you take this journey, open your eyes and your heart to your assets and search for how they can transfer to a task or career that you love. The goal of the journey is to find the work you love and love the work you do so that doing it is something you would choose even without a pay check. Instead of feeling helpless and finding it difficult to accept what the present has become, take control and then assure yourself that change is a way of learning and of taking responsibility for learning. It is up to you to take action and to move yourself forward. During this journey, reach out and ask for help. Asking for help is not a sign of weakness but a sign of inner strength. Look for new resources, make new contacts and use them. You have many allies in your life.
Questions

Answer the following questions.

1. Why is it important to pick out your own door?
   ____________________________________________
   ____________________________________________

2. Is your journey of self-discovery positive or negative? Explain.
   ____________________________________________
   ____________________________________________

3. When can one have self-satisfaction?
   ____________________________________________
   ____________________________________________

4. A career is an upward process. What do you think?
   ____________________________________________
   ____________________________________________

5. What is the right concept of ‘a career’?
   ____________________________________________
   ____________________________________________

6. How can you get to know the “you” inside?
   ____________________________________________
   ____________________________________________

Discussion

Discuss the following questions with your partner then share your ideas with the pair next to you.

1. What do you usually do when you need help?
   ____________________________________________
   ____________________________________________

2. What is your goal of self-discovery?
   ____________________________________________
   ____________________________________________

3. How can you recognise your door to the future as a door of opportunity?
   ____________________________________________
   ____________________________________________

4. Have you ever got surprised when you discovered the “you” inside? If yes, say when.
   ____________________________________________
   ____________________________________________

New Words

compensation

compensate: (v.) do or give something to somebody in return / make up for shortcomings / compensation: (n.) something given or received as payment for loss or injury.

prospect

prospect: (v.) search for something desirable / prospect (n.) the possibility of future success.

destiny

destiny: (n.) an event that will inevitably happen in the future/ your overall circumstances or conditions in life including everything that happens to you.

myth

myth: (n.) a traditional story accepted as history; serves to explain the world view of a people.

commitment

commit: (v.) give entirely to a specific person, activity or cause/ cause to be admitted / commitment: (n.) the act of binding yourself to a course of action / an engagement by contract involving financial obligation / a message that makes a pledge.

fulfillment

fulfill: (v.) fill or meet a want or need / put in effect / fulfillment: (n.) a feeling of satisfaction at having achieved your desires.

lateral

lateral: (n.) a pass to a receiver up field from the passer / lateral: (adj.) situated at or extending to the side.

evolving

evolve: (v.) undergo development or evolution / gain through experience / evolution: (n.) gradual development.

Write definitions for the following words:

constant: _______________________________________
acknowledging: _________________________________
embrace: _______________________________________
empowered: _____________________________________
assets: _________________________________________
allies: _________________________________________
Phrasal verbs

Read these sentences and match the expressions in bold with their meanings from the box below.

1. The racing car **blew up** after it crashed into the fence.
2. We have to **blow** 50 balloons **up** for the party.
3. Our car **broke down** at the side of the highway in the snowstorm.
4. The woman **broke down** when the police told her that her son had died.
5. My grandparents **brought me up** after my parents died.
6. My mother walks out of the room when my father **brings up** sports.
7. Jason **called the wedding off** because he wasn’t in love with his fiancé.
8. We **called on** you last night but you weren’t home.
9. Please **fill in** the form with your name, address, and phone number.
10. I always **fill** the water jug **up** when it is empty.
11. I **picked out** three sweaters for you to try on.
12. My father usually **picks me up** home by 2.00.
13. We are **putting off** our trip until January because of the hurricane.
14. The neighbours **put the fire out** before the firemen arrived.
15. I have to **put the crib together** before the baby arrives.
16. I don’t think I can **put up with** three small children in the car.
17. My cousin is **putting aside** every penny so that she can change her car soon.
18. Dan is between jobs. He has just been **laid off**.

---

**A Choose a, b, c or d:**

1. How can you put ____ with your brother? He’s impossible!
   a on b off c up d out

2. I couldn’t _______ out all the candles of my birthday alone.
   a call b blow c lay d put

3. The meeting had to be _______ off to a later time because of the strike.
   a called b filled c laid d put

4. I couldn’t control my nerves when my friend _______ up my mistakes.
   a brought b called c laid d filled

5. I think you should put the blue sweater _______. It’s cold outside.
   a off b on c out d in

6. You have to fill _______ this application form before the interview.
   a off b up c in d on

7. The film begins at 8.30. I’ll _______ you _______ at 8.15.
   a pick up b break down c call on d pick out

8. My brother is a very sociable person. He can _______ up with any acquaintance.
   a bring b call c put d lay

9. I need to put _______ some money for hard times.
   a aside b off c out d on

10. Don’t put _______ till tomorrow what you can do today.
    a off b out c on d aside

11. I think I’ll put _______ that project until next week. I’m just too tired to do it today.
    a aside b off c out d on

12. It was a big fire and we could hardly put it _______ before the fire brigade arrived.
    a aside b on c out d off

13. There will be no press conference tomorrow. It has been _______.
    a called off b taken back c put away d blown up.

14. Don’t fill _______ the glass with water. I just need some.
    a in b up c off d on

---

a assemble b save
c dismiss d visit someone
e extinguish f tolerate
g postpone h cancel
i fill to the top j stop functioning
k get upset l explode
m open a subject n add air
o raise a child p fill blanks
q collect r choose
### Complete the sentences with a, b or c:

1. Squirrels collect nuts and put them aside
   a. so more trees will grow.
   b. for their grandchildren to inherit.
   c. so they’ll have food in winter.

2. While she was in the meeting, Judy brought up
   a. her proposal.
   b. her handbag.
   c. her breakfast.

3. If a worker is laid off, she’ll have to
   a. improve her performance
   b. take time off to recover
   c. look for another job

4. Ken and Barbie’s wedding was called off because
   a. Barbie looked so beautiful
   b. the photographer was late
   c. Ken didn’t come

5. Can we put that question aside for now and
   a. come back to it later?
   b. answer it straight away?
   c. never consider it again?

6. Kelly and Margo have just been married, and they’re
   a. already reading books on how to bring up
   b. their income.
   c. their new house.

7. The concert has been put off
   a. until a later date.
   b. for a cheaper price.
   c. to a better concert hall.

8. Before you buy the car, you’ll have to pick out
   a. some money.
   b. a colour.
   c. your driver’s licence.

9. After we had put out the fire, we
   a. watched it burn.
   b. cleaned up the mess.
   c. used a match to light it.

### Rewrite the sentences using the verb in brackets forming a phrasal verb:

1. Could you complete the form with your personal information, please? **(fill)**

   Could you fill in the form with your personal information, please?

2. My car stopped working on my way to work this morning. **(broke)**

3. The plane has exploded after the urgent unexpected landing. **(blown)**

4. Raising children requires a lot of tolerance and wisdom. **(Bringing)**

5. I’ll collect you at 7.00 so that we can go to the concert together. **(pick)**

6. We are visiting our grandma at the weekend. **(calling)**

7. Mrs Bell fainted when she lost her child in an accident. **(broke)**

8. Jack is looking for a job after he was dismissed. **(laid)**

9. We are saving out pocket money so as to surprise our mother with a gift. **(putting)**

10. If we fail to reach an agreement, I’m afraid I will have to cancel the whole project. **(call)**

11. I will ask for a holiday. I can’t tolerate my colleagues any more. **(put)**
Deduction

Present Time:

• You must be upset. I see it on your face. (near-certain = 80 %)
• He can't be rich. He hasn't got a car. (Negative = 0 %)
• It may rain today. The sky is cloudy. (uncertain but probable = 50 %)
• Something might happen out of the blue. (very uncertain but possible = 10 %)

Past Time:

• The meeting must have been cancelled. No one has arrived yet.
• You can't have called me yesterday. I was home all day and the phone didn't ring.
• I may have forgotten my cell phone. I have been looking for it.
• Someone might have borrowed my pencil. It was here a moment ago.

More Examples:

1 The bell is ringing. It must be the milkman.
2 It's 3 o'clock. It must be lunchtime!
   It can't be dinner time.
3 Amanda is not in class today. She may be ill.
4 Don't raise your voice. Someone might hear us.
5 Although the question is simple, you might not be able to answer it.
6 He couldn't reach the hotel easily. He might have mistaken the way.
7 The window is broken. A ball may have hit it.
8 She came late today. She might have overslept.
9 Joey has finished all the sandwiches. He must have been hungry.
10 The street is wet. It must have rained last night.

A For each sentence, choose between can't, might or must to fill each space:

1 Your mother ______ be a great cook. You are always so keen to get back home to eat!
2 I don't know why I am so tired these days. I ______ be working too hard. Or maybe I am not sleeping well.
3 Do you know where Carl is? He ______ be out - his car keys are on the table.
4 To give the promotion to Harold was silly. He ______ know much about this company after only a year working here.
5 Go and look in the kitchen for your gloves. They ______ be in there.
6 Oh, the phone is ringing. Answer it. It ______ be Kate. She always rings at this time.
7 That couple ______ think much of this film. They're leaving already - after only 20 minutes!
8 That's the second new car they have bought this year. They ______ be very rich!

Choose the correct answer from a, b, c or d:

1 Some people think that it ______ an asteroid that hit the earth and killed the dinosaurs.
   a must be b can't be
   c must have been d will have been
2 Sally was at home all day yesterday. She ______ at work?
   a shouldn't be b can't be
   c can't have been d must have been
3 My book was not in the bag. Someone ______ it.
   a must take b can't have taken
   c can't have d must have taken
4 He was standing in front of the cinema. He ______ waiting for somebody.
   a must be b can't be
   c should be d must have been
Rewrite the sentences using the words in brackets:

1. The Roberts may call us tonight. (last night)
2. She might have seen us yesterday. (today)
3. Nobody has arrived yet for the meeting. (may)
4. She must be indoors. (can't)
5. You can't be serious. (must)
6. He can't be late. (yesterday)
7. I phoned Harry but he didn't answer. I think he went out. (must)
8. My friend Nina was ill. She didn't go to school. (can't have)
9. Someone said that he had seen Sami at school but he was in Cairo. (Sami can't)
10. I'm sure he is at home now. (must be)
11. I think he was injured in the accident. (have been)
12. She didn't find any milk in the fridge this morning. (Someone)
13. There were fewer cars in the past. (quieter)
14. There weren't so many different diseases in the past. (healthier)
15. She was very hungry when she woke up this morning. (dinner)
16. I'm very uncertain if he had travelled or not. (might)

Use must, might or can't to complete the sentences below:

1. You ______ hate English food. It's delicious!
2. Tom ______ be working today. I have just seen him at the gym.
3. Tom ______ be working today, but I can't remember.
4. You drank three bottles of water? You ______ feel so sick!
5. Frank's quite good at grammar. He ______ know the answer for this question.
6. You studied this for four years at university! You ______ know the answer!
7. You have just slept for 10 hours! You ______ be tired again already!
8. She always gets me a present, but this year she didn't. She ______ have forgotten that it's my birthday.

Complete the sentences with a verb in the correct form:

1. I've lost one of my gloves. I must ______ it somewhere.
2. Ted wasn't at work last year. He must ______ ill.
3. They haven't lived here for long. They can't ______ many people.
4. Look! Jack is putting on his coat. He must ______ out.
5. Ann was in a difficult situation. It can't ______ easy for her.
6. Ted isn't at work today. He must ______ ill.
7. Carol knows a lot about films. She must ______ to the cinema a lot.
Class Debate

As an organised discussion, a “Debate” is a manoeuvre where participants are divided into opposing sides, generally as two teams, to discuss a topic. Take your position in one of the two groups of the class, either ‘Yes’ or ‘No’ group. Make use of your analytic and communication skills by formulating ideas, defending or attacking this controversial issue.

Does “luck” exist?

**Yes**

**voice your opinion**

Of course. Luck is a word to describe when everything is out of your control and there is nothing you can do but see what happens.

Give true examples.

 Luck exists. Luck is synonymous to chance, and chance is synonymous to possibility.

Explain.

**Yes, in a way.** In most cases, luck comes to those who work hard and do enough research for what they are doing, which helps them to take risks while others hesitate.

What do you think?

Further Opinions

•

•

•

**No**

**Voice your opinion**

I don’t believe in luck. I believe there is a reaction to every action, this isn’t luck however. People make good or bad things happen with free will.

Illustrate.

 Luck is fake. It is a supernatural force and some people are physically luckier than others, then I do not believe luck exists.

Explain why some people are considered luckier.

**No, luck does not exist.** There has been no concrete proof to show that any sort of luck exists. People have lucky charms such as a favourite pen because it gives them the sense that they will be lucky, but science has yet to prove that luck is anything but a fabrication.

How can science prove there is no luck?

Further Opinions

•

•

•

•
Language Essentials

Grammar

Prepositions (1)

Verbs & Prepositions that go together:

- care
- complain
- dream
- inform
- think
- worry

- ask
- apologise
- apply
- blame
- care
- hope
- leave
- prepare
- thank
- wait

- borrow
- discourage
- prevent
- protect
- recover
- save
- stop
- suffer

- arrive
- believe
- persist
- succeed
- interest
- specialise

- accuse
- approve
- charge
- die
- think
- smell

Examples:

1. The suspect was accused of robbing a car.
2. Sal persists in arriving at school late.
3. I’d like to specialise in political science.
4. I expect the worst but hope for the best.
5. Pessimistic people suffer from depression.
6. Do you approve of what we say?
7. All candidates are supplied with netbooks.
8. Do you complain of our report?
9. Teachers object to making trouble.
10. I once saved a little boy from drowning.
Language Essentials

A Fill in the spaces with suitable prepositions:

1. He arrived ______ the station on time.
2. It was midnight when we arrived ______ Paris.
3. What time do you leave ______ school in the morning?
4. The police accused the lady ______ driving carelessly.
5. First you have to fill ______ this form.
6. Why don't we go ______ a walk right now?
7. You must write your letter ______ ink.
8. He informed us ______ the accident.
9. We all depend ______ him.
10. You can rely ______ him. He is reliable.
11. We have to encourage good students ______ do better.
12. John's parents discouraged him ______ playing sports.
13. A young man was charged ______ stealing the coat.
14. She insists ______ coming with us.
15. Thank you ______ your help.
16. I prefer swimming ______ snorkelling.
17. I’ll congratulate you ______ your success soon.
18. He has informed us ______ everyday life in Japan.
19. Why don't you apply ______ this job?
20. She persists ______ doing her fair share in the housework.
21. We normally complain ______ the teacher ______ any problem we face.
22. As a leader, I'm always charged ______ every member.
23. I'm sure that notebook does not belong ______ you. It does not have your name.
24. I disapprove ______ that idea. It's quite insane.

B Choose a, b, c or d:

1. The head teacher accused John ______ starting the quarrel.
   a on  b of  c in  d from
2. I strongly object ______ the tone of your talk.
   a to  b with  c on  d of
3. Larry was really satisfied ______ his lawyer's words about the case.
   a from  b for  c on  d with
4. I’d like to congratulate you ______ passing the examination.
   a of  b for  c on  d from
5. I have been suffering ______ severe headaches for some time.
   a from  b of  c with  d on
6. She insisted ______ seeing the doctor at once even though she didn't have an appointment.
   a in  b on  c for  d from
7. Sam got involved ______ people who smuggle diamond out of the country.
   a with  b in  c of  d for

C Rewrite the sentences using the correct form of the verbs in brackets:

1. They are eager to share in the competition. (persist)
   ____________________________________________
2. I’m sorry, I arrived late. (apologise)
   ____________________________________________
3. She likes Spanish more than French. (prefer)
   ____________________________________________
4. A lot of books give us information about foreign languages. (inform)
   ____________________________________________
5. We are always discouraged from doing wrong. (encourage)
   ____________________________________________
6. I’m sorry, I do not agree to your opinion. (approve)
   ____________________________________________
Useful Expressions

In this unit you have investigated new horizons of self-discovery and character-building. Our potentials are mostly supported and encouraged by achievements and recommendations. Here are some examples of favourable expressions:

- Her greatest talent is in developing innovations for new ideas.
- That was mostly due to your devotion and diligence.
- John always takes an active part in problem-solving.
- You are a creative problem-solver.
- She is always cheerful and dependable.
- Tom always behaves professionally.

Here are some guiding expressions that help you form your recommendation expressions:

Making recommendations:
- I'm sure you'd enjoy/love this book.
- You really should try this restaurant.
- I can (really) recommend Mike for the project.

Giving Reasons:
- It's a very exciting/interesting book.
- You won't be able to put it down.
- The ingredients are so fresh.
- Mike has a broad range of skills.

What would you say in these situations?

1. A friend asks if you are enjoying your book. Say that you are and recommend it to your friend.

2. Your friend asks why you would recommend the book. Give a reason.

3. You have just bought a new CD by your favourite singer. Recommend it to a friend.

4. Your friend asks why you recommend the Golden Beach to spend your summer holiday.

5. Your friend wants to buy a car.


7. You recommend your partner to be the captain of the class.

8. You recommend a leader for your group.

Vocabulary

<table>
<thead>
<tr>
<th>broad-minded</th>
<th>reliable</th>
</tr>
</thead>
<tbody>
<tr>
<td>tolerant</td>
<td>rational</td>
</tr>
<tr>
<td>versatile</td>
<td>out of the ordinary</td>
</tr>
<tr>
<td>exotic</td>
<td>innovative</td>
</tr>
<tr>
<td>delicious</td>
<td>splendid</td>
</tr>
</tbody>
</table>

15
Expository Writing

When you pick up and read a non-fiction book, magazine, or newspaper article, the author uses expository writing to inform you about a topic. At school, you are required to submit exams and research papers as a means for your teachers to grade your progress. Finally, at work, people are required to produce business reports to inform their superiors and co-workers about the occurrences that take place at other levels of the company. Expository writing may include elements of narration, description, and argumentation, but unlike creative writing or persuasive writing, its primary goal is to deliver information about an issue, subject, method or idea.

Write an essay of 250 words entitled “How to achieve your goals.”
Explore Yourself

When a person says ‘I’m not much of a reader’ or ‘I don’t like to read’, often the truth is that he never learnt to read well and, since school, has let what reading skills he did have get rusty. Furthermore, he was always forced to read, so he naturally resists it. Most adults share this experience: There is some food, maybe a vegetable, you hated as a kid, haven’t eaten in a long time, and absolutely believe you don’t like. For one reason or another, you taste it for the first time in years and discover that, now, it tastes good to you! This same kind of experience can happen with anything, including this example – reading. When a person says something like ‘I’m no good with computers. It’s just too complicated for me’, often the truth is that they simply lack information, knowledge, training and assistance about that particular subject or skill.

Work Yourself Happy

Finding a career that matches your own personal interests and abilities is a wonderful process. When one knows themselves and understands their own interest, values, needs and abilities, then work becomes a way to express yourself and offer yourself to the world. It becomes a way to share your interests and your talents. While you now realised that your interests and skills can change over time, you can now begin to understand that when they do you can move on to another occupation that will again fulfill you. If work is not about a job but about doing something that makes you happy, then it is easy to understand that having different careers over the course of a lifetime is perfectly acceptable.

When you went to PT school, had you considered your interests, abilities, and values? Did you explore the alternatives thoroughly? Many times people come to a career coach without knowing how or why they ended up in a given career or unaware of what to do when their field changes or they change. If your goal is to be happy doing what you enjoy and work is just one way of expressing yourself, then you will expect work to be a wonderful and exciting place where you can be happy.

Think about your dream job, and then learn more about it. Find out how other people in that field have developed the career you want. Do a job shadow. Interview someone who is somehow related to the profession you chose to find answers to questions like these:

1. What kind of training, education and skills are required?
2. What are the real-life work conditions, the work environment and the work schedule?

Based on the work you’ve just done, define your life mission and start living it with every decision you make. Soon you’ll be able to look back and see how far you’ve come.