Really Usefu English Words

PENGUIN *QUICK* GUIDES

## Really Useful English Words

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Penguin Quick Guides Series Editors: Andy Hopkins and Jocelyn Potter



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Quality high-quality • old-fashioned • reliable • stylish well-made Bargain store closing-down sale · discount · pricey · reduce special offer How to pay bank card • cash • cheque • credit card • loan Complaining complain • credit note • exchange • faulty receipt · refund Travel and transport The airport baggage hall · boarding pass · check-in desk customs • departure lounge • passport control Railway station change · direct · first-class · return · single standard Holiday hotel air conditioning · double room en suite · minibar · single room · suite Fun in the sun barbecue · cruise · excursion · picnic sightseeing • sunbathing Getting home bomb scare · delay · divert · strand · strike Friends and family 59 Names first name · maiden name · middle name nickname · surname Relations brother-in-law • half-sister • step-brother step-mother • step-sister Mates classmate · colleague · flatmate · room-mate · workmate Relationships boyfriend · ex-husband · fiancé/fiancée partner · wife-to-be Feelings can't stand • fall out with • fancy • make up

6 Sport
Win, lose or draw draw • equalise • lead • lose • score • win
The place to go ice rink • golf course • ground • stadium
swimming pool • tennis court
Hitting it golf club • ice hockey stick • pool cue
table tennis bat • tennis racket
Sporting types assistant referee • coach • manager
referee • umpire

Dad and the lads catch · head · hit · kick · pass · throw

7 Health and medicine

83

Feeling bad cough • flu • sore throat • temperature • virus

Aches and pains earache • headache • pain • stomach ache
toothache

At the doctor's blood pressure • blood sample • chest
examine

Diagnosis broken • dislocated • pulled • sprained • twisted

Treatment bandage • injection • operation • plaster
prescription

**Weather** 

95

Hot or cold? boiling hot • chilly • freezing • mild scorching

Wet or dry drizzle • heavy rain • light rain • shower torrential rain

Windy weather breeze • gale • high wind • hurricane light wind

Visibility bright · dull · foggy · overcast · sunny Snow and stuff blizzard · hail · sleet · slush · snowdrift

#### 9 Work 107

A new job accept • apply • offer • promote • turn down Making a living deal with • do for a living • in charge of make a living • run

**Company man** company director • manager • skilled unskilled • white-collar

Nine to five flexi-time • full-time • job share • nine-to-five part-time • shifts

All gone away early retirement • make redundant maternity leave • resign • sack • sick leave

#### 10 Global village

119

131

On TV cable • commercial • public • satellite • terrestrial
On the phone call back • hold the line • leave a message
put through • try a number

**Sunday papers** editorial • feature • magazine • quality sports section • tabloid

Films dub • set • shoot • show • subtitle

**Technology** cybercafe • digital camera • download e-mail address • online

#### Index

Answers 159



#### How can this book help you?

Do you want to learn more English words? Can you say some of what you want to say ... but not all of it, because you don't know enough words? Do you wonder where you can find the words you need? *The Penguin Quick Guide to Really Useful English Words* gives you the words that you're looking for.

#### What's in this book?

There are over 250 really useful English words. Each chapter looks at a different area of real life – for example, food, clothes or travel. At the end of every chapter you'll find exercises to help you remember what you've learned. And you can check your answers at the back

of the book. The key words in the book are also listed in the **Index**.

#### Why is this book called a Quick Guide?

Because it takes you straight to the words you need. For instance, we all like to eat, so why not turn to the first chapter, *Food*, starting on page 11? But don't expect to find the names of different types of food. You probably know most of these already. Instead, there are words that help you to talk about food – when you buy it in a shop or a restaurant, when you cook it and when you eat it.

This is a *Quick Guide*. You don't need to spend hours studying it. Just open it for ten minutes every day – and see how quickly you learn.

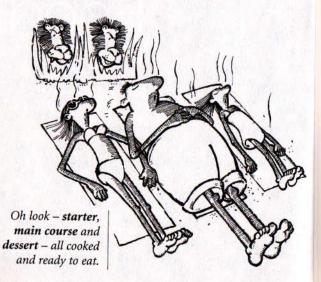
- Choose a subject that interests you. Maybe you're sitting on a bus, a train or a plane.
   Look at *Travel and transport*, starting on page 47. Read the chapter and find words that go with what you're doing.
- Answer the questions in the Review section at the end. Then go to the Answers section at the back of the book. Were you right?
- Now go to the Index. Read the sample sentences – and write down the words in your own language.

I hope you enjoy using the book. Good luck!



Food

# In the restaurant



WAITER: Would you like to see the dinner menu, sir?

MAN: Thank you. Hmm ... I think for a **starter** I'll have Soup of the Day.

WAITER: Yes, sir. Today the soup is -

MAN: And for the main course, well, I had a snack about an hour ago, and a heavy lunch before that. Is the Chef's Special quite light?

WAITER: Yes, sir. Today it's -

MAN: No, don't worry – I'll eat it anyway. And for **dessert**I'll have Fruits in Season.

dinner

starter

main course

snack

lunch

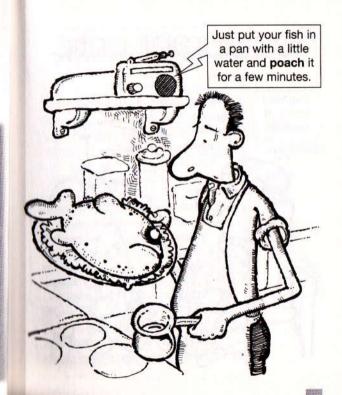
dessert

# How to cook fish

Fish



fry grill poach steam bake Many people fry fish in a little oil, but there are many other ways of cooking it. You can grill it – but remember that the grill needs to be really hot before you put the fish under it. Or you can poach it. Just put your fish in a pan with a little white wine and water, and heat it gently for a few minutes. And a simple method is to steam it – wrap it in foil and place it over some boiling vegetables. 10–15 minutes should be long enough. Or why not just brush some oil or melted butter over the fish and bake it in the oven?



#### Restaurant critic



## Eating Out

This week: The Kings Head, Cardiff Bay

The chicken soup was so salty that I couldn't taste anything else. The steak was overcooked until it was very dry, and the sauce which was supposed to be spicy was actually quite bland. The vegetables had been boiled until they were soft - they were really disgusting. And the apple pie which I had for dessert was sour - this chef has never heard of sugar. Apart from all that, it was a nice meal. The restaurant was charming, the staff were very helpful and the coffee was really delicious.

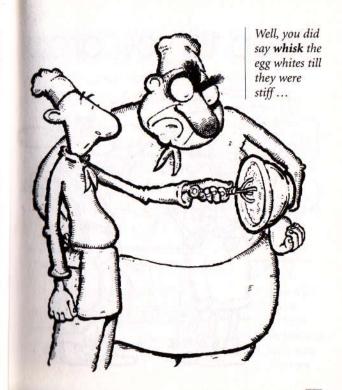
salty
overcooked
spicy
bland
disgusting
sour

### Cheese soufflé

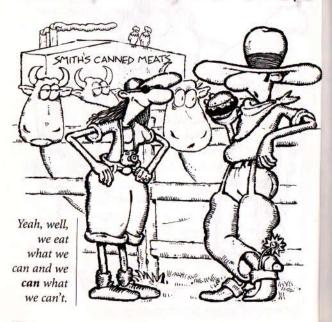
melt stir simmer grate beat

whisk

Melt 25g of butter in a saucepan, add 25g of plain flour and stir for two minutes over a medium heat. Now slowly stir in 50ml of milk and let it simmer gently for three minutes, stirring occasionally. Grate 75g of hard cheese and stir this in with a little salt and pepper. Separate three eggs into yolks and whites. Beat the yolks and stir them in too. Now whisk the egg whites until they are stiff, beat a couple of spoonfuls into the sauce and carefully stir in the rest. Put the mixture in a buttered soufflé dish and bake at 190°C for 30-35 minutes.



## Shop till you drop



MUM: Now, we need some bars of -

BILLY: Chocolate?

MUM: No, soap. And a few tins of -

BILLY: Lemonade? Coke? Fizzy

orange?

мим: Soup. Nice healthy soup.

BILLY: Can we have some cans too?

MUM: Very funny. They're the same

thing. Now, I also want a big

packet of -

BILLY: Chocolate biscuits?

MUM: No, washing powder, and a

tube of toothpaste.

MILLY: Mum, you're no fun at all!

bar tin

can

oun

packet

tube

#### Review 1

#### A Match these words with the descriptions.

starter snack dessert lunch sour bland

- 1 A meal in the middle of the day.
- 2 Some food you eat between meals.
- 3 It means an acid taste like lemon.
- 4 It means the food has very little taste.
- 5 You might begin a meal with this ...
- 6 ... and end with this.

#### B Match 1-5 with a-e.

1 Cook in hot oil.

a) steam

2 Cook in a hot oven.

- b) fry
- 3 Cook in very hot water.
- c) grill
- 4 Cook above very hot water.
- d) bake
- 5 Cook near something very hot.
- e) boil



## Clothes

2

#### Witness



OFFICER: What did they look like?
WOMAN: One of them had a red
and white **spotted** shirt, a **plain** jacket and **striped** 

trousers. Terrible!

OFFICER: And the other one?

woman: He was even worse – a striped sweater – blue and pink. And **checked** trousers – can you believe it?

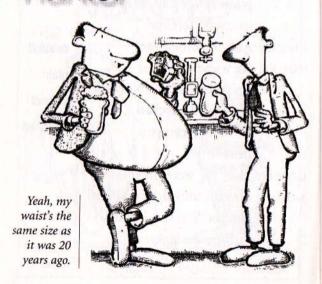
OFFICER: How big were the men? WOMAN: Sorry, I only noticed their

clothes. You see, I'm a

fashion designer.

spotted plain striped checked

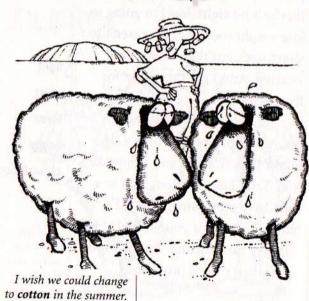
# The bargain hunter



Look at these jeans! Only three pounds, so I got two pairs. OK, they're a bit tight, but I'm going to lose weight soon. No, they aren't too short - it's just these shoes I'm wearing. And I got this jacket for five pounds. Wait - I'll slip it on too. Yes, I admit it's quite loose. No, it isn't baggy - it's only a size bigger than normal, and I can take it in. Yes, I know it's long, but you can't have everything. And the blouse was only a pound. Tight? No - I'd say close-fitting. And with my figure, that's not a problem.

tight
short
loose
baggy
close-fitting

## Material rap



I don't like **wool**, it isn't cool, It makes you sweat a lot. And **cotton**'s just impossible, Unless your iron's hot.

I don't like **suede** in any shade Of brown or green or grey And get no joy from **corduroy** Please take the stuff away!

What I like is nylon,
Top and trousers too,
With shirt and socks and
underwear
In matching shades of blue.
Though people turn their heads
and stare
I'm so relaxed that I don't care.

wool cotton suede corduroy nylon

## Garden party



BILL: They're *your* friends. Tell me what to wear.

IANE: Well, they'll be fairly informal.

BILL: So just my normal clothes?

IANE: No, I said informal, not scruffy.

BILL: I am not scruffy. Casual,

maybe. And I'm not going to try to look **trendy** to please your posh friends ...

Want you to look smart for once.

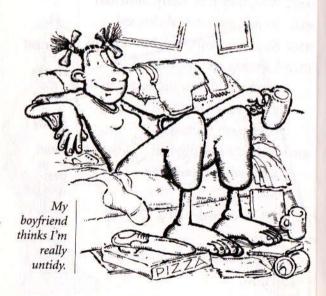
BILL: I'll be over-dressed. I'll feel stupid.

IANE: If you look OK, nobody will know.

informal scruffy casual trendy

overdressed

## Life at the top



Most nights, I get home from work quite late, and I'm really, really tired. If my shoes have laces, I never bother to untie them. I always think it's easier to do that before you put them on. So I just kick them off. Then I unzip my skirt. Usually I don't really take it off - I just let it fall to the floor. I undo the buttons on my blouse and slip it off - and sometimes it ends up on the floor too. After that I put on a T-shirt and a pair of loose trousers and pour myself a drink. My boyfriend thinks I'm really untidy - I wonder why?

untie
put on
unzip
take off
undo
slip off

#### Review 2

#### A Choose one word for each pattern.

plain checked spotted striped

- 1 with vertical lines from top to bottom
- 2 with small squares
- 3 with lots of dots
- 4 with no pattern, all one colour

#### B Match 1-3 with its opposite, a-c.

1 tight

a) short

2 long

b) loose

3 scruffy

c) smart

#### C Complete these with the correct material.

- 1 .... is light, strong and synthetic.
- 2 .... is warm and comes from sheep.
- 3 .... comes from a plant.



3

## Where to shop



GEORGE: The problem with life today is that nobody goes to the **high street shops** any more.

MARIA: What do you mean?

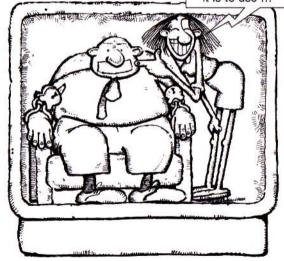
GEORGE: Well, we all just drive to out-of-town shopping centres, and go to supermarkets or superstores.

MARIA: Well, you can get things much cheaper there than at the corner shop or a town centre department store.

high street shop shopping centre supermarket superstore corner shop department store

#### Quality

Now, let me show you just how easy it is to use ...



And this is the very latest slimming device to appear on the market. It may look a little old-fashioned at first glance, but it's a high-quality item, scientifically designed for maximum comfort and safety. It's well-made, from the finest materials, and it's a stylish addition to any home. It's also extremely reliable - it'll go on working for years if you take care of it. Now, let me show you just how easy it is to use ...

oldfashioned highquality well-made stylish reliable

## Bargain store



IIM: Right, we need lots of bargains tomorrow. Put 'reduced – £15 each' on all these sweaters.

BERT: That's still a bit **pricey**, isn't it? They normally sell at £16.

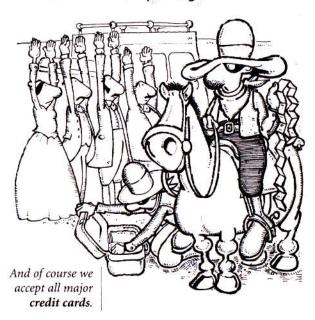
IIM: OK, let's make them a special offer – £30 for two. And a 5% discount to anyone who buys more than ten.

BERT: But boss, who's going to buy more than ten sweaters?

IIM: The same sort of idiot who believes we're having our third closing-down sale in six months!

reduce
pricey
special
offer
discount
closingdown
sale

#### How to pay



ASSISTANT: How are you paying?

CAROL: Sorry, I don't have cash

with me.

ASSISTANT: We accept all major

credit cards.

CAROL: I've come without my

purse, and my cards are

in it. Will you take a

cheque?

ASSISTANT: Do you have a bank

card?

CAROL: Sorry, that's in my

purse, too. I wonder ...

could we arrange a

loan?

ASSISTANT: For a pair of tights?

cash

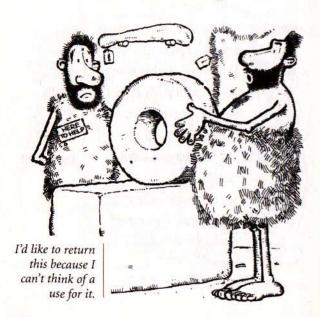
credit card

cheque

bank card

loan

## Complaining



ALAN: I don't like to **complain**, but I bought this camera last week and it's stopped working.

ASSISTANT: Mmm – yes, it's **faulty**. Do you have your **receipt**? We can either **exchange** the camera or offer you a **credit note**. You can use it for anything in the shop.

ALAN: No, I'd rather have a refund.

ASSISTANT: I'm afraid that isn't company policy, sir.

ALAN: But it is the law – and I'm a law student. So refund my money or I'll see you in court. OK?

complain
faulty
receipt
exchange
credit note
refund

#### Review 3

#### A Match each description with a shop.

corner shop department store high street shop supermarket

- 1 shop on the town's main street
- 2 small shop on any street in town
- 3 large shop that mainly sells food
- 4 large shop that sells almost everything

#### B Match these words with the descriptions.

cash loan discount faulty refund reliable

- 1 a reduction in the usual price
- 2 your money returned to you
- 3 works well for a long time
- 4 money that you borrow
- 5 not working well
- 6 coins and banknotes



## Travel and transport

4

#### The airport



I stood in the queue right behind him at the check-in desk. He was carrying a small package and I watched him check in two suitcases and get his boarding pass. Then I followed him through passport control and into the departure **lounge**. I had a seat beside him on the plane – I'd asked for that - and when we arrived I followed him to the baggage hall then here to customs. His suitcases are here but we can't find the package anywhere.

check-in desk

boarding pass

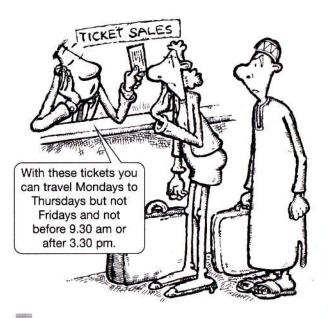
passport control

departure lounge

baggage hall

customs

### Railway station



A: How much is a **return** to Stockford, coming back next Friday?

B: £118. A single's half that price – £59.

A: Is that the **first-class** price?

B: No, that's a **standard** ticket. Do you want first class?

A: Er ... no, standard's fine. What time's the next train?

B: In about two hours – at 4.15.

A: Is it **direct**?

B: No, you'll have to **change** at Allchurch.

return
single
first-class
standard
direct
change

## Holiday hotel

single room

double

suite

en suite

minibar

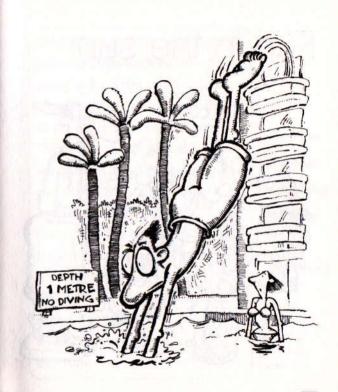
air conditioning

#### Sunlife Hotel

76 single rooms
50 double rooms

3 suites

All with en suite bathroom, minibar, direct dial telephone, satellite TV and air conditioning.



#### Fun in the sun

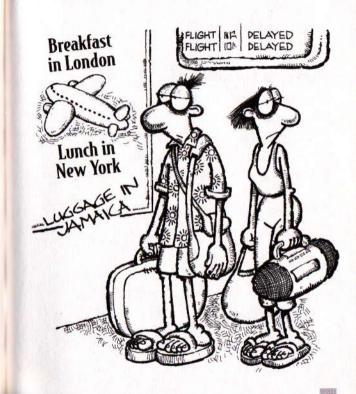


Hi! I'm Lee, your SunFun Tours rep – and this week we're really going to have fun in the sun! This evening there's a coach excursion to the beach for a barbecue. Tomorrow morning you'll enjoy sunbathing by the pool, then in the afternoon we have a short **cruise** around the islands. finishing with a **picnic** at the local Roman ruins. On Wednesday morning your coach will take you into town for some sightseeing and shopping, then in the evening a local folk-dancing group will entertain you ...

excursion
barbecue
sunbathing
cruise
picnic
sightseeing

# Getting home

strike strand bomb scare divert But the flight home was awful ... first of all we were delayed because of a strike somewhere and we were stranded at the airport. Then there was a bomb scare, so we had to go outside in the rain ... and then, hours later, we finally took off, but when we arrived the plane couldn't land because of fog, so we were diverted to another airport. The whole journey was a nightmare!



#### Review 4

#### A Complete 1-8 with a-h.

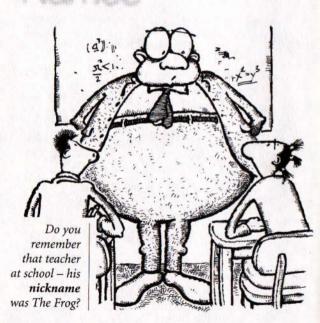
- 1 Cruise: A holiday ....
- 2 Excursion: A short journey ....
- 3 Delayed: The plane left later ....
- 4 Customs: They sometimes open ....
- 5 Diverted: The plane is sent to a ....
- 6 Strike: Workers stop work for ....
- 7 Stranded: At the airport but you can't ....
- 8 Barbecue: A meal cooked outside on ....
  - a) an open fire.
- e) on a ship.
- b) for pleasure.
- f) different airport.
- c) more money.
- g) your suitcases.
- d) travel or leave.
- h) than expected.



# Friends and family

5

#### Names



MAN: Hello. I'd like to check something in my account.

BANK: What's your account number, please? And your **surname**?

MAN: It's 1136538 and my family name's Jones.

BANK: And your first name, Mr Jones?

MAN: John. Well, that's my **middle name**. I hate my first name.

BANK: Yes, I have it on the screen – Hector. Now, I need your mother's maiden name.

MAN: It's James – before she married she was Cheryl James. But everybody used her **nickname** – Charlie. My dad thought she was a man at first.

surname

first name

middle name

> maiden name

nickname

#### Relations



ken: You know, I've got two
brothers-in-law. One of them,
my wife's youngest brother, is
still at primary school. But the
other one, my sister's husband,
has just retired.

IAN: Really? My father's just married again, and my step-mother already had two kids, so now I have a step-brother and a step-sister.

sue: Is that so? My mum remarried too, and then had another baby, so I've got a half-sister.

brotherin-law

stepmother

stepbrother

stepsister

halfsister

#### Mates

ROSE: So Tim's a colleague of yours?

STUART: Well, a **workmate** – we don't have 'colleagues' in the garage.

ROSE: Who's that he's talking to?

STUART: That's Liam. We were **roommates** on holiday last year.

ROSE: Who's the other guy?

stuart: Joe? Oh, he used to be a flatmate – and we were classmates at school.

BOB: So ... they're all your 'mates'?

STUART: No - I can't stand any of them.



colleague

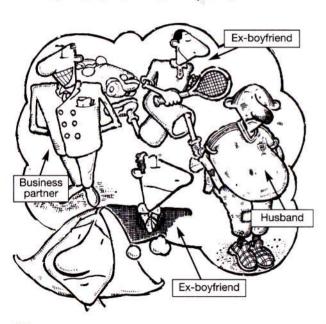
workmate

room-mate

flatmate

classmate

#### Relationships



Oh, hi Mum and Dad. This is Steve, my ... partner.

Partner? You mean you work together?

GAIL: No, I mean ... he's ...

MUM: I think she means boyfriend. How nice!

GAIL: Well, a bit more than boyfriend ...

Your fiancé? You're engaged?

GAIL: No, we live together.

So soon? I saw your ex-husband only last week. He was with his new wife-to-be. Such a nice guy, Clive.

partner

boyfriend

fiancé/ fiancée

ex-husband

wife-to-be

## Feelings

I can't stand my sister. She makes me so mad. She spies on my boyfriends, And then she tells Dad.

can't stand

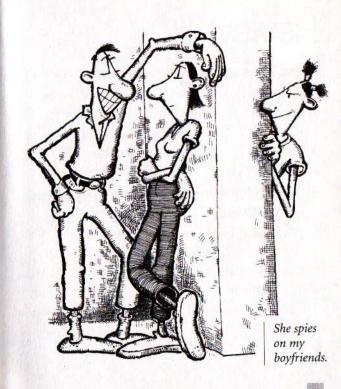
fancy

fall out with

make up

I fancy her boyfriend, But he fell out with me, The day I told Dad That she came in at three.

We might **make** it **up**And then he might see
That he shouldn't have chosen
My sister ... but me!



## Review 5

#### A Use these words in the sentences.

ex-husband maiden half-brother nickname

- 1 She kept her .... name after marriage.
- 2 His .... is Lofty because he's so tall.
- 3 He's my .... same dad, different mums.
- 4 He's her .... now they got divorced.

#### B Which relation are these people to me? Match 1–10 with a–d.

- 1 My wife's sister
- 2 My husband's mother
- 3 My wife's father
- 4 My husband's brother
- 5 My brother's wife
- a) sister-in-law
- b) brother-in-law

- 6 My husband's father
- 7 My wife's mother
- 8 My sister's husband
- 9 My wife's brother
- 10 My husband's sister
- c) mother-in-law
- d) father-in-law



# Sport

6

# Win, lose or draw



And you join us at a tense moment in this game. Rangers were leading Rovers by one goal to nil. But young Sanchez has just equalised and ... oh, he's scored again! That went straight through Bill Smith's legs and Rovers are ahead! Last Saturday they **lost** to City, but then drew with United in midweek. Today they might just win, especially with Bill Smith in goal. It really is time that man retired!

lead
equalise
score
lose
draw

win



## The place to go



JUAN: Jill, where's the football stadium?

JILL: There's no stadium here. The local **ground** is up that road, past the **tennis courts** and the **ice rink**. Why?

JUAN: I'm meeting my girlfriend there. Her father owns the club.

JILL: Stan Magee? You won't see him today. He'll be at the **golf** course.

JUAN: We're not going to the game anyway. We're off to the swimming pool.

stadium
ground
tennis
court
ice rink
golf
course
swimming

pool

## Hitting it





golf club

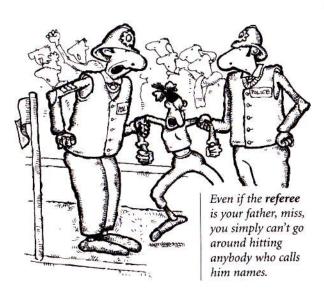
pool cue

tennis racket

table tennis bat

ice hockey stick

## Sporting types



... and another advantage of being a referee is that it keeps me fit. You run a long way during a game unlike, say, a tennis umpire, who spends all the time sitting down. Even if I'm working as an assistant referee - what we used to call a linesman - I run up and down the touchline for an hour and a half. And, of course, I get to meet all the famous players, as well as the managers and coaches.

referee umpire assistant referee manager coach

#### Dad and the lads



Now catch the ball, Tommy - there - oh, don't drop it! Now kick it back to daddy. No, kick it, don't throw it! Now, I'll kick it to you ... now you pass it to Sammy. OK, Sammy, kick it back to me - really hit it hard. OK, now, we're going to practise something else - I'll throw it and you head it back. Don't be silly, of course it doesn't hurt! Ready?

catch kick throw pass hit head



#### Review 6

#### A Put these words into pairs.

football course ice court swimming pitch tennis pool golf rink

#### B Fill in the missing words.

went ahead equalised win lost head ground passed

A tense game at the City (1) .... today. The visitors, United, (2) .... in the 11th minute when Andic (3) .... to Minck and he scored. City (4) .... ten minutes later when Kiselyov jumped up to (5) .... a high ball into the net. It looked like United might (6) .... when they got a penalty in the final minute, but Miller missed. Then Anson of City scored in injury time, so United (7) .... for the third week in a row.



# Health and medicine

7

## Feeling bad



TESS: Oh, hi Bert - how are you?

BERT: Not too good. I've got a bad cough and a sore throat.

TESS: Your voice sounds a bit strange. Have you got a temperature?

BERT: I don't think so – well, maybe
I feel a little hot.

TESS: It might be flu.

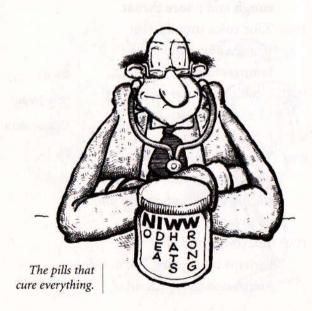
BERT: Yeah, possibly. But I won't bother the doctor. He'll just tell me to take an aspirin and go to bed.

TESS: Yes, you're probably right.

Perhaps it's a **virus**. I've heard there's one going round.

cough
sore throat
temperature
flu
virus

## Aches and pains



ALF: I keep getting these headaches.

DOCTOR: I see. When did they start?

ALF: Over a week ago. And I've got earache too, in my left ear.

DOCTOR: Well, I'll have a look at it.

ALF: I've got a **pain** in my right leg as well – did I tell you about that?

DOCTOR: No, Mr Gibb, you didn't.

ALF: And my **stomach ache** is so bad. I don't think I can go in to work this week. Worst of all, I've got **toothache**.

DOCTOR: Well, you'll have to see the dentist about that.

headache earache pain stomach ache

toothache

#### At the doctor's



LUCY: So what did the doctor do?

EVAN: Well, she **examined** me. She put a thermometer in my mouth and took my temperature. She said it was normal.

LUCY: Did she listen to your chest?

EVAN: Oh yes. She said I should stop smoking, but apart from that, it was OK. Then she took my **blood pressure**.

LUCY: Fine too? Good. Anything else?

EVAN: Well, I asked if she wanted to take a **blood sample** but she said it wasn't necessary. It seems I'm perfectly healthy.

examine

chest

blood pressure

blood sample

## Diagnosis



NURSE: I've seen the X-rays, and the Swiss doctor was right – your ankle isn't **broken**.

EMMA: Really? But it hurts a lot.

NURSE: Yes, it's badly **sprained**. Now, how's your shoulder – the one you **dislocated**?

EMMA: It's getting better – it's still a bit sore, though. But the **pulled** muscle in my leg has improved.

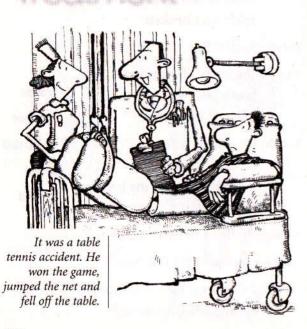
NURSE: And you twisted your knee?

EMMA: Yes, but that's OK now.

NURSE: I wonder – have you thought about giving up skiing?

broken sprained dislocated pulled twisted

#### Treatment



Mr Bonard, is it? Well, your arm is broken, but it's only a small crack, so there's no need to put it into plaster. I'm just going to give you an injection to take the pain away - there you are. Now we'll wait a few minutes and then I'll bandage it. No, of course you won't need an operation. I'll give you a prescription. Take it to the chemist's and get some painkillers in case you have trouble sleeping. That's all - and try not to use your arm for about six weeks.

plaster
injection
bandage
operation
prescription

#### Review 7

#### A Which of these can be followed by ache?

arm ear eye head knee leg stomach tooth

#### B Make pairs with 1-10 and a-j.

flu

a) thermometer

2 cloth

b) injection c) shoulder

listen

sore

d) bandage

5 pulled

e) chemist f) muscle

6 needle

blood

g) pressure

dislocated

h) chest i) virus

9 prescription 10 temperature

j) throat



## Weather

## Hot or cold?



SUE: Brr! It's really freezing outside.

SAM: Yes, it is a bit chilly.

sue: Chilly? It's so cold my nose almost dropped off. I don't understand you, Sam.

Remember when we were in Spain, it was boiling hot, and you said it was quite mild really.

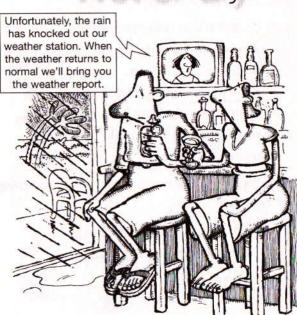
SAM: Yes, I suppose it was fairly warm.

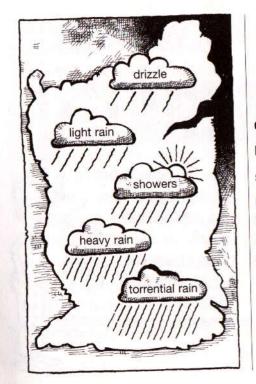
SUE: Fairly warm? It was **scorching**!

The temperature was above fifty!

freezing
chilly
boiling
hot
mild
scorching

## Wet or dry





drizzle light rain shower heavy rain torrential rain

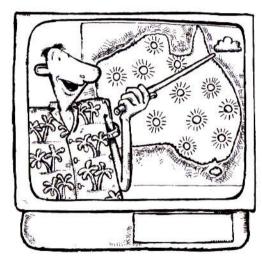
## Windy weather



And now the weather forecast for weekend sailors. Saturday will begin with breezes in most areas. Later in the morning it will become more windy, with light winds in the south and some high winds further north. Make sure you're back on land by the evening, because there's a chance of gales, especially in the islands. Now, we're expecting a hurricane on Sunday morning, so, if possible, get your boat out of the water. Then go home and hide in the cellar for at least 24 hours. Sorry about that.

breeze light wind high wind hurricane gale

## Visibility



So it looks like winter this year is going to be on Wednesday.

JAKE: Hello – 228 1665 – Jake here.

CARA: Jake, hi! It's me. How are you?

JAKE: Well, I'm missing you, and the weather's bad. It's been **foggy** 

all day.

CARA: Really? It's quite bright here.

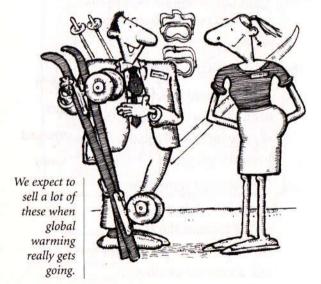
JAKE: Well, it would be in Spain. It's been **dull** for ages here – the sky is **overcast** all the time. Everything's grey.

CARA: Well, we had some rain yesterday – but it was fairly sunny most of the time.

Anyway, I didn't phone you to talk about the weather ...

foggy bright dull overcast sunny

## Snow and stuff



And now the weather report for skiers. Some snow fell on the lower slopes this morning, but as the day warmed up this changed into sleet. In some southern resorts it actually rained, turning the snow on the ground into slush. But then the temperature dropped suddenly and the rain became hail. On the upper slopes the wind is rising quickly and any snow falls might become blizzards. Already, the wind is piling the snow up there into large snowdrifts. All in all, it isn't really a good day for skiing.

sleet slush hail blizzard snowdrift



## Review 8

#### A Find pairs of words or phrases that have a similar meaning.

boiling hot chilly drizzle dull freezing gale hurricane light rain overcast scorching

#### B Match these words with the definitions below.

blizzard sleet breeze snowdrift slush hail

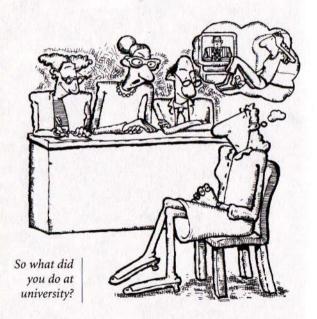
- 1 frozen rain
- 2 freezing rain
- 3 big snowstorm
- 4 very light wind
- 5 pile of snow made by wind
- 6 very wet snow on the ground



Work

9

## A new job



HELEN: Hey, I've been offered a job.

NIGEL: I didn't know you'd **applied** for one.

HELEN: Yes. I had an interview last week and they want me.

NIGEL: Are you going to accept it?

HELEN: Well, it's sixty miles away. I'd have to move.

NIGEL: Don't **turn** it **down** because of me. We can still see each other at weekends.

HELEN: Yes, and they said that if I get **promoted** I can move back here.

offer apply

accept

turn

down

promote

## Making a living



JESS: So what do you do?

SEAN: Oh, I play a bit of football.

JESS: No, I mean what do you **do for a living**? What's your job?

SEAN: Well, that's what I meant, really – I play football ... for United. That's how I make a living.

JESS: Really? I'm in sport too. My company **deals with** sports publicity.

SEAN: Are you the people in charge of publicity for United?

JESS: Oh, sorry, I don't know. I only work there – I don't **run** the company.

do for a living

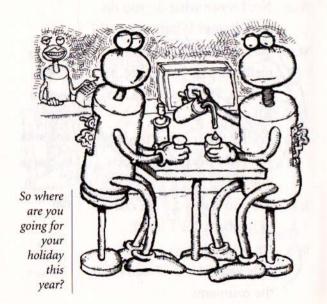
make a living

deal with

in charge of

run

## Company man



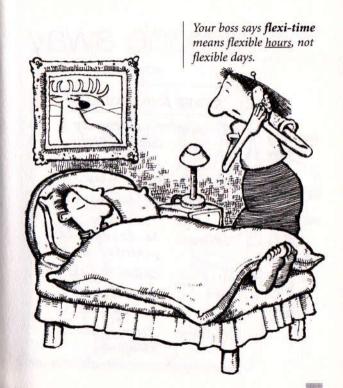
There won't be any place for unskilled workers soon. Everything will be done by computers and robots. Even skilled workers will be rare. So if you want to get a job you'd better get some qualifications. Then you can be a white-collar worker, and if you work hard you could become a manager. You might even end up as a company director.

unskilled skilled whitecollar manager company director

#### Nine to five

nine-to-five
part-time
full-time
shift
flexi-time
job share

Actually, I've never had a nine-to-five job. I've done most things - I've worked part-time, sometimes two jobs at once. And I've done full-time, but that was working shifts, mainly at night. In my last job I was on flexi-time - I could start or finish when I wanted, within limits. Now I've got a job share arranged with one of my friends. Of course, I do other things as well ...



## All gone away

STAFF AVAILABILITY

Mrs Brown: On maternity

leave till June.

Early retirement starts today. Mr Lin:

On sick leave till Mr Smith:

next week.

Made redundant Ms Green:

yesterday.

called in sick. Mrs Khan:

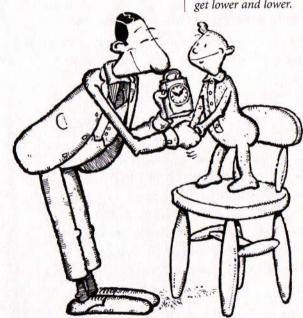
sacked on Mr Jones: Monday.

Too much to do -

Ms Black:

resigned!

In the 21st century the retirement age will get lower and lower.



leave early

maternity

retirement

sick leave

make redundant

sack

resign

#### Review 9

#### Write a word or words in each space.

early retirement maternity leave promoted sacked turn down runs sick leave part-time shift applied

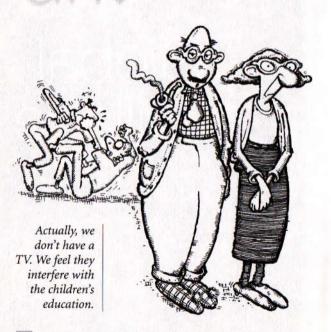
- 1 Arthur's very ill. He's on .... now.
- 2 Joe was .... he insulted the boss.
- 3 I've .... for a new job in Canada.
- 4 Who .... the shop when he's away?
- 5 I start at 11 pm, on the night-....
- 6 Don't .... that job. It's a good one.
- 7 He only works mornings he's ....
- 8 Alan was .... to manager last week.
- 9 She's having a baby. She's on ....
- 10 He took .... and left work at 50.



# Global village

10

## On TV



PAUL: How many TV channels do you get in your country?

LISA: Oh, quite a few – five terrestrial channels and lots of satellite ones.

PAUL: Are they any good?

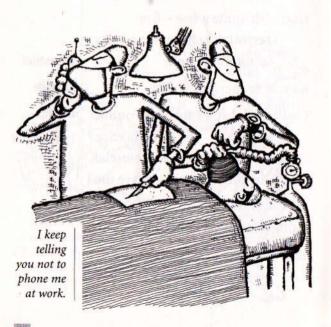
LISA: Well, two of them are **public** channels – you pay a licence fee. The rest are **commercial** channels – but they have too many soaps and game shows.

PAUL: Do you get cable TV?

LISA: No, not in my part of town.

terrestrial
satellite
public
commercial
cable

## On the phone



PAM: Hello. Can I help you?

SUE: Could you **put** me **through** to David Rix in Finance, please?

PAM: I'll **try** his **number**. Ringing for you now ... no, there's no reply. Would you like to **hold** the line?

SUE: No. Could I leave a message?

Ask him to call me back on my mobile. I'm going out.

PAM: That's fine ... if you could just tell me your name, please?

put through

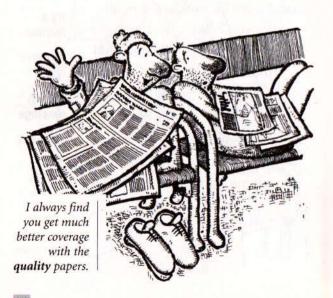
try a number

hold the line

leave a message

call back

## Sunday papers



KEN: Have you finished with the paper?

ANN: Wait – I'm reading the editorial.

KEN: Hurry up! I'm stuck here with a tabloid. It's full of gossip. I want to look at a quality newspaper.

ANN: Read the Sunday **magazine**. It's on the table.

KEN: I don't want lifestyle **features**.

I want to know what's going
on. I'll read the **sports section**until you've finished.

tabloid quality magazine features sports section

#### Films



PAULA: It's a great film. It's **set** in Russia at the time of the Revolution ...

JUDY: It's a Russian film, then?

PAULA: No – it's French, actually, but it's been **dubbed** into English.

So I'll have to read off the screen?

PAULA: No, dubbed, I said – not subtitled. There are some beautiful scenes. It was shot in St Petersburg.

JUDY: So when is it being shown?

set dub subtitle shoot show

## Technology

So this is a cybercafe!

ALAN: OK, smile everybody! Thanks.

digital camera KARL: Can I have a copy of the photo?

ALAN: Well, it's a digital camera.

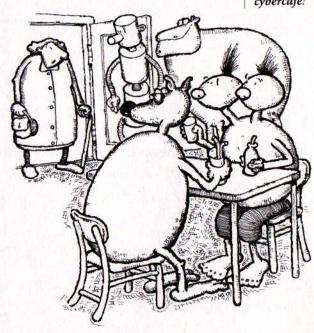
Do you have an e-mail

address?

KARL: Yes.

ALAN: OK, I'll e-mail it to you.

KARL: Great. I'll go to a cybercafe, get online and download it.



e-mail address

online

cybercafe

download

#### Review 10

#### A Make pairs with 1-5 and a-e.

1 PC

- a) terrestrialb) tabloid
- 2 dubbed 3 quality
  - c) commercial
- 4 public
- d) subtitled
- 5 satellite

e) cybercafe

#### B Complete these sentences.

leave hold put call download shot set

- 1 He's in? OK, .... me through to him.
- 2 Can you .... the line for a minute?
- 3 Do you want to .... a message?
- 4 Ask her to .... me back, please.
- 5 I need to .... a file from the internet.
- 6 The film was .... in Texas in 1870 but it was actually .... in Spain.



Index

	Your language
accept v /əksept/ Will you accept the job?	eer esser
air conditioning n /eə kəndıʃənɪŋ/ Can you turn up the air conditioning?	V
apply v /əplaɪ/ I applied for two jobs last week.	0 <u></u>
assistant referee n/əsistənt refəri: An assistant referee saw the foul.	/
paggage hall n /bægɪdʒ hɔ:l/ Your suitcases are in the baggage hall.	
oaggy adj /bægi/ I don't like baggy trousers.	
Dake v /beɪk/ Bake it in the oven for 35 minutes.	
oandage n /bændıdʒ/ You need a bandage on that cut.	·
oank card n /bænk ka:d/ I've lost my bank card.	
oar n /ba:/ Two bars of chocolate, please.	Ti-

<b>barbecue</b> n /ba:bikju:/ There's a barbecue on the beach.	
beat v/bixt/ Beat the egg whites for two minutes.	
bland adj /blænd/ This is too bland – add more chilli.	
<b>blizzard</b> n/blizəd/ We get blizzards here in the winter.	
<b>blood pressure</b> $n$ /blad pre $\int a$ / The nurse took my blood pressure.	3
blood sample n /blad sæmpəl/ The doctor took a blood sample.	
<b>boarding pass</b> n/bo:din pæs/ Get your boarding pass at desk B.	-
<b>boiling hot</b> adj/boiling hot/ It's boiling hot – everyone's swimming.	\$);
bomb scare n/bom skeə/ We left because of a bomb scare.	£
<b>boyfriend</b> n /boifrend/ She's marrying her boyfriend.	
representative incursaments and the experience - PARRAL SECTIONS (CONTROL	Total Control of the

catch v/kæt[/ Catch the ball and throw it back. change v/t[eɪndʒ/ Do I have to change trains on the way? checked adi/t[ekt/ He wore a red and white checked shirt. check-in desk n/tsek in desk/ Take your luggage to the check-in desk. cheque n/t[ek/ Can I pay by cheque? chest n /t [est/ Open your shirt. I'll listen to your chest. chilly adj /t[Ili/ Put a coat on - it's chilly outside. classmate n/klæsmeit/ She was one of my classmates at school. close-fitting adj /klaus fitin/ He looks good in close-fitting clothes. closing-down sale n/klauzin daun seil/ There's a closing-down sale at the shop.

	Your language
<b>coach</b> $n$ /kəut $\int$ / This team badly needs a new coach.	Parameter Control
<b>colleague</b> <i>n</i> /kɒli:g/ We're colleagues but we're not friends.	
<b>commercial</b> adj/kəmɜ:ʃəl/ The commercial channels show adverts	
<b>company director</b> <i>n</i> /kʌmpəni dan Her father's a company director.	rektə/
<b>complain</b> v/kəmpleɪn/ I want to complain about the food.	
corduroy n /kɔ:dərɔɪ/ I don't like corduroy – it feels too rough	i
<b>corner shop</b> n/kɔ:nə ʃɒp/ I'll get some milk from the corner shop.	×
<b>cotton</b> n /kptn/ Cotton shirts need so much ironing.	V
<b>cough</b> n/kof/ I've got a bad cough.	£
credit card n /kredit ka:d/ Can I pay by credit card?	

credit note n /kredit nout/	
Use this credit note in any of our shops	
cruise n /kru:z/ They went on a cruise in the Pacific.	
customs n /kAstəms/ Customs searched my bags.	
cybercafe n /saibə kæʃei/ I'll download it at a cybercafe.	
<b>deal with</b> v/di:l wið/ The police deal with terrible problems.	
<b>delay</b> v /dıleı/ The plane was delayed by bad weather.	
<b>department store</b> n /dipartment store. That department store sells everything.	
<b>departure lounge</b> <i>n</i> /dipa:tʃə laundʒ We waited in the departure lounge.	<i></i>
<b>dessert</b> n /dɪzɜ:t/ We'll have fruit for dessert.	
digital camera n/dɪdʒitəl kæmərə/ There's no film in a digital camera.	
9790 9770	

<b>drizzle</b> n /dr1zəl/ I don't mind real rain but I hate drizzle.	
dub v /dʌb/ The film was dubbed in French.	
dull adj /dʌl/ The weather's dull and cloudy.	
<b>earache</b> n /1əre1k/ I'm not deaf – I've just got earache.	
<b>early retirement</b> n/3:li ritaiəmənt/ He took early retirement at 50.	
editorial n/edito:riəl/ This paper's editorial is about the war.	
<b>e-mail address</b> <i>n /i:meɪl ədres/ Give me your e-mail address.</i>	
<b>en suite</b> adj /on swiit/ Every room has an en suite bathroom.	r.
<b>equalise</b> v/i:kwəlaız/ It's 1-1. Rovers equalised a minute ago.	
<b>examine</b> v /1kzæmɪn/ The doctor examined my foot.	ř.

exchange v / ikst [eind3/

Can you exchange this TV, please?

excursion n / ikska: [ən/

The beach excursion has been cancelled.

ex-husband n/eks hasband/ She remarried her ex-husband

fall out with v/fo:l aut wið/

Please don't fall out with her.

fancy v /fænsi/

He really fancies her older sister.

faulty adj /fplti/

This camera is faulty.

feature n /fi:t[ə/ I read a feature about drugs.

fiancé/fiancée n /fipnsei/ That's her fiancé - they're engaged.

first-class adj /f3:st klæs/ There are no first-class seats.

first name n /fast neim/ My first name's Arthur.

flatmate n /flætmeit/

We were flatmates at college. flexi-time n /fleksitam/

I'll get up later - I'm on flexi-time.

flu n /flu:/

Mr Barclay's not in today – he's got flu.

foggy adj /fpgi/ It isn't always foggy in London.

freezing adi /fri:zɪŋ/

Let's go inside - it's freezing out here. fry v/frai/

Fry it in a little oil.

full-time adj /ful taim/ She's a full-time writer.

gale n/geil/ You can't sail in a gale.

golf club n/qplf klab/ He hit the burglar with a golf club.

golf course n/golf kois/

He lives next to a golf course.

grate v/greit/

Grate the cheese and sprinkle it on top. grill v /gril/ Grill the meat until it's brown ground n /graund/ The football ground's around the corner. hail n/heil/ The hail was bouncing off my umbrella. half-sister n /ha:f sista/ My half-sister and I get on well. head v /hed/

I've got a really bad headache. heavy rain n/hevi rem/ We're expecting heavy rain so take care.

**high street shop** n /har strict  $\lceil pp / \rceil$ Prices in high street shops are rising. **high wind** n /har wind/

A high wind blew a tree down.

high-quality adj /har kwoliti/ This is a high-quality machine.

hit v/hit/

Hit the hall harder!

hold the line v /hould do lam/ He's engaged – please hold the line.

hurricane n/harrken/

There's a hurricane warning, so stay in. ice hockey stick n /ais hoki stik/

He broke his ice hockey stick. ice rink n /ais rink/

They went skating at the ice rink.

in charge of prep /in t[a:d3 əv/ She's in charge of the shop.

informal adj /mfo:məl/ Wear informal clothes – no suit or tie.

injection n /Ind3ek[ən/

I need an injection before I go abroad. job share n/dzpb [eə/

Mary and Beth have a job share.

	Your language		Your language
<b>kick</b> v /kɪk/ Iones kicked the ball into the crowd.		maiden name n/meidən neim/ Is Smith her maiden name?	9
<b>ead</b> v /liːd/ They were leading 2–1.	<u> </u>	<b>main course</b> n/mein ko:s/ We had steak for the main course.	
eave a message v/li:v ə mesɪdʒ/ Would you like to leave a message?		make a living v/meik ə liviŋ/ You'll never make a living out of poetry	<i>!</i>
ight rain n /laɪt reɪn/ It's just light rain – no need to worry.		make redundant v/meik ridandən Fred was made redundant last week.	t/
ight wind n /laɪt wɪnd/ It's a light wind but we can still sail.		make up v/meik Ap/ Stop fighting, you two, and make it up.	0
oan n /ləʊn/ I got a loan to buy a new car.		manager n/mænidʒə/ I'd like to speak to the manager, please.	
Oose adj /lu:s/ I'd like a loose shirt for the beach.		maternity leave n/mətɜ:nɪti li:v/ She's on maternity leave.	(4 <u></u>
<b>ose</b> v /lu:z/ My team lost by two goals to one.		<b>melt</b> v /melt/ Melt the butter in a pan and add milk.	
unch n /lʌntʃ/ Can we have lunch at one-thirty?		middle name n/midl neim/ John's my middle name.	8
magazine n /mægəzi:n/ I like the photos in this magazine.		<b>mild</b> adj /maɪld/ The weather is very mild.	

over-dressed adi /əuvədrest/ You'll look over-dressed with a tie packet n /pækit/ Get me a packet of cornflakes, will you? \_\_\_\_\_ pain n/pein/ Lie down if you've got a pain. part-time adj /pait taim/ She worked part-time for a year. partner n /pa:tnə/ Lucy's my partner – we're not married. pass v/pas/ Foster passed the ball back to Cook. passport control n /passport kentreul/ They arrested him at passport control. picnic n /piknik/ The weather's wonderful for a picnic. plain adj /plein/ She wore a plain blue skirt. plaster n /pla:stə/ Your arm's broken. You'll need plaster.

receipt a localed

Your language

loach the egg in hot water.	Can you give me a receipt please?	
can't play with a bent pool cue.	reduce v /rɪdju:s/ This shirt is reduced from £15 to £10.	
rescription n /prəskrıpʃən/ ake this prescription to the chemist's.	<b>referee</b> n /refəri:/ The referee decided to send Bob off.	
ricey adj /prassi/ They're not cheap – they're very pricey	refund n /ri:fʌnd/ It doesn't work so I want a refund.	
Tharlie was promoted to manager.	reliable adj /rılaıəbəl/ My car isn't reliable – it's broken down	
public adj /pʌblɪk/ public TV channels are free.	resign v /rɪzaɪn/ I resigned from my job last week.	
oull v /pol/ He has a pulled muscle.	return n /rɪtɜːn/ A return to London please.	
vut on v /pot on/ Vait – I'll just put on my shoes.	room-mate n /ru:m meit/ I had a room-mate at university.	
out through ν /pot θru:/  Ar Fry? I'll put you through to him.	run v /ɪʌn/ He ran a huge company for ten years.	
uality adj /kwɒlɪti/ t's a quality paper but it's very boring	sack v/sæk/ Joe was sacked for being late.	
8		

	Your language
<b>salty</b> adj /solti/ The Dead Sea is very salty.	9 <u>2</u>
<b>satellite</b> n /sætəlaɪt/ Every house has satellite television.	07 <del>21</del>
scorching adj /skɔ:tʃɪŋ/ Let's go inside – it's scorching out here.	·
<b>score</b> v /skɔ:/ Lee scored two goals in two minutes.	7
scruffy adj /skrʌfi/ You look so scruffy – tidy yourself up.	8
<b>set</b> v /set/ The film was set in Russia.	
<b>shift</b> n /ʃɪft/ The workers do three shifts a day.	
<b>shopping centre</b> <i>n</i> / Jopin sentə/ The shopping centre has 30 shops.	
short adj /ʃɔːt/ That skirt is too short for a funeral.	8
shoot v /ʃuːt/ Tom Hanks' last film was shot in Italy.	i'

THOUSE THE STATE OF THE STATE O	Your language
<b>show</b> v /ʃəʊ/ The film was shown twice last week.	
<b>shower</b> n / ʃauə/ There are usually showers in April.	
sick leave n/sik li:v/ He was on sick leave after the accident.	Section 1
sightseeing n /saɪtsi:ɪŋ/ I hate sightseeing – I'll be swimming.	
<b>simmer</b> v/simə/ Reduce the heat and simmer the soup.	1
single adj/sɪŋgəl/ Just a single – I'm not coming back.	
single room n /singəl ru:m/ Two people can't sleep in a single room	•
<b>skilled</b> adj/skild/ You have to train to be a skilled worker	:
<b>sleet</b> n /slixt/ It's cold. The rain's turning into sleet.	
<b>slip off</b> v /slip of/ Let me slip off my jacket and sit down.	

	Tour language
slush n/slas/ It's too warm – you can't ski on slush.	-
smart adj /smo:t/ These soldiers don't look very smart.	
<b>snack</b> n /snæk/ I'd like a snack – a sandwich perhaps?	
<b>snowdrift</b> n/snəudrift/ There were snowdrifts beside the road.	7
<b>sore throat</b> n/so: θrəut/ He's not coming. He's got a sore throat.	39
<b>sour</b> adj /savə/ Put some more sugar in – this is sour.	
<b>special offer</b> n/speʃəl ofə/ They're half price — it's a special offer.	
<b>spicy</b> adj/spatsi/ I like Indian food because it's so spicy.	
<b>sports section</b> n/sports sekfən/ I only want the sports section.	
<b>spotted</b> adj/spotəd/ He wore a red and white spotted tie.	

Your language

sprained adj/spreind/	
Your wrist is sprained – it isn't broken.	to the little of
<b>stadium</b> n /steɪdiəm/ The Olympic stadium is magnificent.	
<b>standard</b> adj /stændəd/ Is that a standard or a first-class ticket? .	
<b>starter</b> n /sto:tə/ I'll have the soup as a starter.	
<b>steam</b> v /sti:m/ If you steam fish it keeps its flavour.	
step-brother n /step brʌðə/ My step-brother's surname is different.	
step-mother n /step mxðə/ I liked my new step-mother.	
<b>step-sister</b> n /step sistə/ We're not related – she's my step-sister.	
<b>stir</b> v /st3:/ Stir the milk into the flour and butter.	
stomach ache n/stʌmək eɪk/ Prawns always give me a stomach ache.	

	Your language
<b>strand</b> v /strænd/ We were stranded at Rome for hours.	
an aga war war an	
strike n /straɪk/ The teachers are on strike again.	72-2
striped adj /straipt/ The prisoners wear striped uniforms.	£
stylish adj /staɪlɪʃ/ That new dress isn't stylish at all.	
<b>subtitle</b> v /sʌbtaɪtəl/ This film was subtitled very badly.	
<b>suede</b> adj /sweid/ Suede jackets don't look good on me.	( <del>)</del>
<b>suite</b> n /swi:t/ The hotel has five luxury suites.	,
<b>sunbathing</b> n /sʌnbeɪðɪŋ/ Sunbathing can be dangerous.	
sunny adj /sʌni/ I like gardening on sunny days.	
<b>supermarket</b> n/supema:kit/ Nobody speaks to you in supermarkets.	005 <del>5</del>

superstore n /supəsto:/
We got our furniture in the superstore.
surname n /s3:neim/ Is Lee your surname or your first name?
<b>swimming pool</b> n/swiming puil/ The swimming pool is 25 metres long.
table tennis bat n/terbəl tenrs bæt/ Table tennis bats come in many colours.
tabloid n/tæbloid/ There's a lot of rubbish in the tabloids.
take off v /teik of/ He's too tired to take off his clothes.
temperature n /tempərətʃə/ Take Bob's temperature – he looks ill.
tennis court n /tenɪs ko:t/ There are very few grass tennis courts.
tennis racket n /tenis rækət/ Wooden tennis rackets are out of date.
terrestrial adj /tərestriəl/ We have terrestrial TV channels.

	rour language
<b>throw</b> ν /θτου/ He can throw a football 50 metres.	-
tight adj /taɪt/ This skirt's tight – I've put on weight.	
tin n/tin/ We'd better get some tins of soup, too.	
toothache n /tu:θeɪk/ Toothache? Well, go to the dentist.	Parameter and the second
torrential rain n /tərenfəl rem/ There is often torrential rain here.	
<b>trendy</b> adj /trendi/ She's so trendy – always fashionable.	
try a number v/trai ə nʌmbə/ Could you try Mark's number, please?	
<b>tube</b> n /tju:b/ We need a new tube of toothpaste.	
turn down v /tɜːn daʊn/ I turned down the job. I didn't want it.	
<b>twist</b> v /twist/ I twisted my knee when I fell.	

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Your language

win v/wɪn/

I think the best team won.

wool n/wol/

We get wool and meat from sheep.

workmate n/wɜ:kmeɪt/

I liked my workmates in the factory.

#### Answers

#### Review 1

A 1 lunch 2 snack 3 sour 4 bland 5 starter 6 dessert

B 1b 2d 3e 4a 5c

#### Review 2

A 1 striped 2 checked 3 spotted 4 plain B 1b 2a 3c

C 1 nylon 2 wool 3 cotton

#### Review 3

A 1 high street shop 2 corner shop 3 supermarket 4 department store

B 1 discount 2 refund 3 reliable 4 loan 5 faulty 6 cash

#### **Review 4**

le 2b 3h 4g 5f 6c 7d 8a

#### **Review 5**

A 1 maiden 2 nickname 3 half-brother 4 ex-husband

B 1a 2c 3d 4b 5a 6d 7c 8b 9b 10a





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#### **Review 6**

A football pitch ice rink swimming pool tennis court golf course

B 1 ground 2 went ahead 3 passed 4 equalised 5 head 6 win 7 lost

#### Review 7

A ear, head, stomach, tooth

B 1i 2d 3h 4j 5f 6b 7g 8c 9e 10a

#### **Review 8**

A boiling hot/scorching; chilly/freezing; drizzle/light rain; dull/overcast; gale/hurricane

B 1 hail 2 sleet 3 blizzard 4 breeze 5 snowdrift 6 slush

#### Review 9

1 sick leave 2 sacked 3 applied 4 runs 5 shift 6 turn down 7 part-time 8 promoted 9 maternity leave 10 early retirement

#### Review 10

A 1e 2d 3b 4c 5a

B 1 put 2 hold 3 leave 4 call 5 download 6 set/shot

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