



Answer key

Unit 1

Vocabulary

1 1 c 2 f 3 e 4 h 5 b
6 g 7 a 8 d

2 1 abroad
2 long-haul
3 landing
4 departure
5 take-off
6 arrival
7 local
8 short-haul

3 1 stay
2 holiday
3 budget
4 rented
5 hostel
6 breakfast
7 coach
8 luxury

Grammar

1 1 hard, the hardest
2 better, the best
3 smaller, the smallest
4 bigger, the biggest
5 more expensive, the most expensive
6 easier, the easiest
7 more fun, the most fun
8 cheaper, the cheapest
9 worse, the worst
10 more formal, the most formal

2 1 d 2 b 3 h 4 f 5 a
6 g 7 e 8 c

3 1 smaller than
2 the biggest
3 better than
4 easier than
5 the most organised
6 more fun / the most fun
7 the best
8 the most important

4 1 c 2 e 3 h 4 a 5 g
6 d 7 b 8 f

Reading

1 b

2 1 Dave
2 Melissa
3 Barnaby
4 Melissa
5 Dave
6 Melissa
7 Dave, Barnaby
8 Barnaby

3 1 F - 'Companies like these have their own in-house planners who organise all their work events.'

2 F - 'you could do a shorter course', 'You could also volunteer or get an internship with an events management company.'

3 T

4 T

5 F - 'You can work for an events management company or for a large corporation', 'Or you can work independently, as a freelance planner.'

6 F - 'Most internships are unpaid or very low paid'

Functional language

1 1 long
2 doing
3 about
4 know
5 come
6 live
7 about
8 prefer
9 you

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

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

B 1 E 2 E 3 S 4 S 5 E
6 E 7 S 8 E 9 E 10 S

Writing

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

2 1 ask
2 for
3 We need to
4 needs
5 would
6 confirm
7 let
8 forward

3 Model answer

To: The Manager, Stille Hotel

From: Matteo Hasler

Subject: Venue facilities for a conference dinner

Dear Sir/Madam,

I am writing to enquire about possible venues for a conference dinner in one of your hotels.

We are looking for a venue for

200 guests to celebrate our company's 10th anniversary.

We would like to start with drinks and canapés in the garden. Dinner needs to be inside at round tables of ten to twelve people. We would

like a three-course meal with vegetarian and vegan options. We would also like to book a band and we need to have enough space for dancing.

Please can you confirm that there is a microphone and good sound system for speeches?

And finally, could you let me know what your best price is per person?

I look forward to hearing from you.

Kind regards,

Matteo Hasler, Events Manager

Unit 2

Vocabulary

1 1 c 2 e 3 h 4 g 5 a
6 f 7 d 8 b

2 1 locate
2 convenient
3 access
4 facilities
5 links
6 Rents
7 close
8 studio

3 1 Rents
2 facilities
3 close to
4 links
5 car park
6 studio
7 headquarters
8 access

Grammar

1 1 c 2 f 3 e 4 b 5 d
6 a

2 1 a 2 b 3 a 4 a 5 b
6 a 7 b 8 b

3 1 enough
2 too
3 many
4 much
5 not
6 too
7 not
8 too

Listening

1 1 b 2 a 3 b 4 c 5 c 6 a

2 1 T
2 F - 'We know that over fifty percent of new restaurants fail in their first year.'
3 F - 'It's a very difficult business to get right.'
4 T

- 5 F – 'Too many similar restaurants in the area means too much competition and it might be difficult to get enough people to come to your restaurant.'

6 T

- 3 1 business location
2 first
3 number
4 high
5 price
6 competition
7 rent

Functional language

- 1 1 So what you're saying is you need someone immediately?
2 Can you just confirm that for us, please?
3 Can I just check you're looking for someone with an MBA?
4 Yes, you mentioned the benefits, but could you be more specific?
5 You need someone with experience, is that right?
6 What do you mean by the right person?
7 When you say experienced, do you mean someone older?
8 Does that mean you need more than one person?

- 2 1 e 2 b 3 g 4 d 5 h
6 a 7 f 8 c

- 3 1 want
2 look
3 like
4 aim
5 everyone
6 see
7 reason
8 volunteer
9 moving
10 go back

Writing

- 1 1 WFH
2 COB
3 ASAP
4 TBC
5 BTW
6 EOD
7 FYI
8 ETA
2 1 a 2 c 3 c 4 b 5 c
6 a

- 3 1 TBC
2 rearrange
3 EOD
4 WFH
5 Appointment
6 FYI
7 Thanks
8 See

- 4 **Model answer**
(Words in brackets are optional)
Hi Lee,
(The) Report is almost ready. (I) Will
Need the sales figures for last
month to finish it – can you
send (them) please? (I) Will
finish (it/(the) report) by EOD
and send (it) to you.
BTW, (you) remember I'm WFH
tomorrow (, don't you)?
See you next week!
Paulo

Unit 3

Vocabulary

- 1 1 e 2 g 3 a 4 h 5 c
6 f 7 b 8 d

- 2 1 VAT
2 butcher's
3 bakery
4 branches
5 charge
6 profit
7 serve
8 pharmacy

- 3 1 charge
2 made
3 serve
4 shop
5 order
6 branch
7 pay
8 costs

Grammar

- 1 1 bought
2 went
3 Were there
4 there were
5 was
6 Did you see
7 saw
8 did you buy
9 decided
10 paid
2 1 They met the Manager last
week but they didn't meet
the Finance Director.
2 I didn't think the report was
very interesting.
3 Rafael rang when you were
out.
4 Nami wrote a report on our
sales in Asia last year.

- 5 Sarah heard the news when
she was at work.
6 Hans tried on lots of suits but
he didn't buy any of them.

- 3 1 was writing
2 were having
3 was answering
4 was ordering
5 was talking
6 was trying on
7 were talking
8 was checking

- 4 1 c 2 e 3 b 4 f 5 a 6 d

Reading

- 1 1 Embaixada
2 Livraria Ler Devagar
3 Feira da Ladra
4 Livraria Bertrand
5 Embaixada
6 Feira da Ladra

- 2 1 easy
2 in the centre of
3 isn't
4 many
5 aren't
6 newest
7 two
8 is a huge

- 3 c

Functional language

1A/B

- 1 Why don't **we** ask Julie to
make some calls?
2 Someone **to** help with calls
would really speed things
up.
3 Let **me** see if I can get IT to
give you some support.
4 Having some help from
IT would **make** a big
difference.
5 I'll see **if** Tariq can increase
the budget.
6 An extra ten or fifteen
percent **would** be a big
help.
7 What **if** we give you an
extension?
8 What else **can** we do to help
you get it done on time?
9 How **about** getting
someone to check the sales
figures again?

- 2 1 off
2 in
3 get
4 on
5 hand
6 at
7 sum
8 on
9 brings
10 up

- 3** a Start
b Continue
c Repeat
d Stop
- 4** 1 First of all
2 Secondly
3 Then
4 Finally

Writing

- 1A** 1 The price is reasonable, the location is very convenient and there is a car park.
2 We usually stay at the Hotel Atlantico once or twice a month.
3 Yes. The Hotel Atlantico is easy to get to, you can always park and the rooms are comfortable.
4 Our company had a marketing and sales conference.
5 Room service is a bit slow sometimes and some of the rooms are quite dark.
6 We last stayed at the hotel ten days ago.

B a 2 b 6 c 4 d 1 e 5
f 3

- 2** 1 2, 4, 6
2 1
3 5
4 3

- 3** 1 We go to Daisy's restaurant once a month.
2 We had dinner there a week ago.
3 I had dinner with my boss and the Sales Manager to discuss our new sales strategy.
4 The food is excellent and the atmosphere is great.
5 The service is sometimes slow later in the evening and some of the tables are too small.
6 Yes, I'd recommend Daisy's for lunch or an early dinner.

Unit 4

Vocabulary

- 1** 1 fixed
2 shift
3 retired
4 intern
5 staff
- 2** 1 Flexible
2 working
3 life
4 employees
5 employers
6 intern

- 3** 1 shifts
2 staff
3 unemployed
4 retired
5 employer
6 employees
7 self-employed
8 temporary

Grammar

- 1** 1 have you learnt/learned
2 have taught
3 haven't received
4 Has your boss ever given
5 has worked
6 hasn't found
7 have enjoyed
8 Has Gabi had

- 2** 1 Have you ever broken
2 Have you ever driven
3 Have they ever met
4 Has Nadia ever given
5 Have you ever won
6 Has Ji-Sung ever written

- 3** 1 c have
2 e haven't
3 a haven't
4 f has
5 d haven't
6 b has

- 4** 1 has
2 broken
3 never
4 bought
5 flown
6 ever written
7 haven't
8 met

Listening

- 1** 2, 3, 4, 6
- 2** 1 F - ('I have a lot of expenses - rent, food, clothes, books')
2 T
3 F - ('It's good. ... I've never had a problem, really. And I've enjoyed it.')
4 T
5 F - ('I don't deliver meals or pizza or anything like that.')
6 T

- 3** 1 physics
2 oil
3 rent
4 exams
5 friends
6 accident
7 documents
8 gig

- 4** a

Functional language

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

- 2** 2, 3, 4, 5, 6, 7

- 3** 1 I'm calling about
2 to postpone it
3 short notice
4 do you mind if
5 check my schedule
6 out for me
7 it forward
8 Which is better
9 to confirm
10 so flexible

Writing

- 1** 1 on Thursday 21st March at 4.30 p.m.
2 plans for the new interns arriving next month
3 in the offices in Berlin
4 an hour and a half, from 4.30 until 6 p.m.
5 stay for dinner

- 2** 1 email
2 able
3 at
4 far
5 unable
6 in
7 forward
8 best

3 Model answer

Dear Takashi,
This is to confirm our meeting on Wednesday 3rd October at 2.30 p.m. to present our new marketing plans. The meeting will take place in the conference centre. The meeting will last until 4.30 p.m. and I would like to invite you to tea or coffee afterwards. Feel free to call me if you have any questions. I look forward to seeing you on Wednesday.
Kind regards,
Patricia

Unit 5

Vocabulary

- 1** 1 c 2 e 3 g 4 f 5 a
6 d 7 b

- 2** 1 cashless economy
2 penny
3 mobile wallets
4 cash dispenser
5 petty cash
6 short of cash
7 cash flow
8 financial system

- 3** 1 Payment
2 currency
3 revenues
4 crunch
5 register
6 on delivery
7 withdraw
8 in hand

Grammar

- 1** 1 pay off
2 will spend
3 don't
4 walk
5 stop
6 go down
7 will do
8 doesn't

- 2** 1 need
2 pays
3 sell
4 will lend
5 will save
6 will ask
7 is
8 will need

- 3** 1 I'll pay cash if they don't accept credit cards.
2 If we need a bigger office, we'll move.
3 I'll borrow from the bank if I need more money to pay employees' salaries.
4 They'll save a lot of money if they don't employ many people.
5 If we don't get a loan, we won't buy the office space.
6 If he raises his prices, we won't shop there anymore.

Reading

- 1** 1 cash
2 credit card
3 cash
4 cash
5 credit card
6 credit card

- 2** a 6 b 3 c 1 d 4 e 2
f 3 g 1 h 4 i 5

- 3** 1 T
2 F
3 F

Functional language

- 1** 1 Is that OK with everyone? (Is everyone OK with that?)
2 I'd like you to be the presenter.
3 If you don't mind, I'd like Kamal to do it.
4 How would you like to develop the project plan with Camilla?
5 How would you feel about swapping with Martin?
6 I was thinking you could chair the team meetings.
7 If you're both happy to give the presentation, then that's fine by me.
8 Perhaps you and Marta could swap and she can create the PowerPoint for us.

- 2** 1 d 2 f 3 a 4 h 5 c
6 g 7 e 8 b

- 3** 1 c 2 f 3 h 4 d 5 g
6 a 7 e 8 b

Writing

- 1** 1 d 2 f 3 a 4 h 5 c
6 g 7 b 8 e

- 2** 1 raised
2 Unfortunately
3 increase
4 avoid
5 suffer
6 agree
7 rise
8 price
9 hesitate
10 supplying

- 3** **Model answer**
Dear Sir/Madam,
As you know, we have not increased our prices for three years. Unfortunately, because of the increase in wool prices worldwide, we now need to increase our prices by 6 percent from 10th October. We have tried to avoid any increase but the quality of our wool will suffer if we do not raise prices. We are sure you will agree that quality is very important so we need to continue to provide the best wool for your clothing business. We are keeping the increase small so that our prices still remain competitive. Enclosed with this letter is a new price list. If you have any questions, please do not

hesitate to contact us.
We thank you for your business and look forward to supplying you in the future.
Yours faithfully,
Marzena Woźniak

Unit 6

Vocabulary

- 1** 1 trust
2 reliable
3 experienced
4 dealing with
5 cooperate with
6 management
7 agreement
8 respect

- 2** 1 agree
2 communicate
3 managed
4 didn't trust
5 argued
6 cooperate

- 3** 1 disagree
2 respect
3 cooperation
4 argue
5 conflict
6 reliable
7 agreement
8 experienced

Grammar

- 1** 1 something
2 Someone
3 everywhere
4 Someone
5 something
6 somebody
7 everything
8 Everybody

- 2** 1 someone/somebody
2 something
3 somewhere
4 somebody/someone
5 Everybody
6 somewhere
7 something
8 everywhere

- 3** 1 everything
2 Everybody/Everyone
3 everywhere
4 somebody/someone
5 everyone/everybody
6 something
7 Everything
8 somewhere

Listening

- 1** 1 It's expanding / getting bigger.
2 They need to make new members of staff feel they are part of the company.

- 3 ways of making everyone feel part of the team, ways of getting everyone to work together
- 4 They are too busy.
- 5 a challenge / a team-building activity
- 6 one or two new employees with two or three employees who already work there

2 1 b 2 b 3 a 4 b 5 c 6 c

- 3 1 T
- 2 F - ('We're also planning to employ more staff in the office: two more people in marketing, one more in production ...')
- 3 T
- 4 F - (She only asks them to 'suggest ways of making everyone feel part of the team' and 'ways of getting everyone to work together'.)
- 5 F - ('We could do it after our usual update on a Friday.')
- 6 F - (There is a prize ('The most interesting or unusual or the funniest could win a prize - something small, like a box of chocolates.'), so it is competitive.)

Functional language

- 1 1 how
2 bright
3 bad
4 out
5 hope
6 like
7 how
8 feel
9 behind
10 learn
- 2 1 and 8
- 3 1 subject, why
2 problem, about
3 wondering, manage
4 means, also
- 4 a iv b ii c iii d i
- 5 1 b 2 a 3 d 4 c

Writing

- 1 1 to
2 for
3 in
4 would
5 by
6 I'd like
7 Could
8 mind
9 think
10 for

- 2 1 if
2 think
3 like
4 Can/Could/Would
5 mind

3 Model answer

Hello team,
I'm writing to let you know that we've decided to look for a new cotton supplier for our cotton shirts. Unfortunately, the quality of the cotton that our current supplier is sending us isn't good enough. This means we'll need to find another supplier in six months' time. Lisa, would you mind making a list of cotton suppliers in China, India and Brazil and choose six to visit next month? Then, can you make appointments to visit them? If possible, I'd like Enrique and Julio to visit the factories and write a report comparing prices, quality and how quickly they can deliver. Could Julio take photos of the factories and products too, please? After that, we'll have a meeting to decide which supplier to choose. Finally, we'll need to inform our present supplier of our decision to stop using their cotton. Enrique, would you do that? I'd be grateful if I could have a list of suppliers on my desk by the end of next week. Is that possible?
Thank you for your hard work, team!
Best,

Unit 7

Vocabulary

- 1 1 product
2 challenges
3 designers
4 function
5 feedback
6 solutions
7 improvements
8 sketch
- 2 1 c 2 e 3 b 4 f 5 a 6 d
- 3 1 give feedback on a prototype
2 purchase a finished product
3 make improvements to the function of a product
4 deal with problems and design challenges
5 make the product commercially available
6 produce a final design for testing

Grammar

1 1 d 2 b 3 a 4 c

- 2 1 can't
2 can, have to
3 need to
4 can, has to
5 have to, don't need to
6 can't, needs to
7 don't have to
8 can't

- 3 1A Can 1B can
2B Can/Do 2B can't/don't
3A Do, have to / need to
3B don't
4A Does, have to / need to
4B doesn't
5A Do, have to / need to
5B do
6A Can 6B can't

- 4 1 Rita doesn't have to / need to finish the report today.
2 Tom and Henry have to / need to bring their passports.
3 Bella can't travel during the sales conference.
4 Carlos doesn't have to / need to interview all the candidates.
5 Valerie can help you with your presentation.
6 Liz and Brian can't go to the meeting.

Listening

- 1 3, 5, 6, 7, 8
- 2 1 scientists
2 can't
3 amusing
4 money
5 can
6 care homes
7 are
8 human communication
- 3 1 hospitality
2 China, India, Australia (in any order)
3 toys
4 food, medicine(s) (in any order)
5 common
6 robot dog
- 4 Marina is a bit more positive.

Functional language

- 1 1 begin
2 by
3 Then
4 that
5 step
6 done
7 you
8 Once
9 steps
10 last

- 2** 1 check
2 hear
3 switch
4 move
5 noise
6 blank
7 bit
8 using
9 cutting
10 from
- 3** 1 c 2 d 3 e 4 f 5 a
6 b 7 j 8 g 9 h 10 i

Writing

- 1** 1 C 2 A 3 B
- 2** 1 transport
2 sales
3 factory
4 marketing
5 plastics
6 cardboard
- 3** 1 long-term
2 training
3 late
4 bad atmosphere
5 new
6 new product design
7 new
8 improve
9 improve
10 HQ
- 4 Model answer**
New product research
Why?
• continue to make profit
• customers buying other products
What?
• what customers want
• customer opinions of traditional sauces
• new ingredients
• healthier options

Unit 8

Vocabulary

- 1** 1 e 2 c 3 f 4 b 5 d 6 a
- 2** 1 damage
2 impact
3 pollution
4 destroyed
5 polluting
6 destruction
7 damaging
8 protect
- 3** 1 protecting
2 protection
3 conservation
4 conserve
5 reduce
6 reduction
7 recycles
8 Recycling

Grammar

- 1** 1 I think you should walk to work.
2 You shouldn't drive your car every day.
3 People should use public transport more.
4 You could hire a car when you need to drive somewhere. / When you need to drive somewhere you could hire a car.
5 He could share rides instead of driving on his own. / Instead of driving on his own he could share rides.
6 You shouldn't park on the pavement.
7 They could buy an electric car.
8 The government should introduce more cycle lanes.
- 2** 1 d 2 h 3 f 4 b 5 e
6 g 7 a 8 c
- 3** 1 should
2 could/should
3 could/should
4 could/should
5 should
6 could
7 shouldn't
8 Should

Reading

- 1** 1 a 2 b 3 c 4 b
- 2** 1 common
2 destroying
3 an architect
4 shop owners
5 popular
6 has
7 transport
8 fewer
- 3** b

Functional language

- 1** 1 positive
2 with
3 with
4 areas
5 improve
6 out
7 have
8 impact
9 fair
10 went
- 2** 2, 3, 7

- 3** 1 hear
2 helpful
3 agree
4 appreciate
5 try
6 problem
7 good
8 idea
- 4** 1 Are there any more questions?
2 Sorry, I don't have the answer.
3 So Hans asked where the new offices are, right?
4 Sorry, you're asking where they are. Is that right?
5 I'm sorry, I'm not sure what you mean.
6 It's a good question, thanks.
7 Does that answer your question?
8 I'm not sure about that.

Writing

- 1** 1 d 2 c 3 f 4 a 5 g
6 e 7 b

- 2** 1 d 2 c 3 a 4 b

3 Model answer

Update on proposed solutions

As you know, the company would like to become more 'eco-friendly' and has identified a number of issues in our offices that are not helpful to the environment. We invited all staff to make suggestions and we can now share some simple ideas that can help a little. Firstly, we would like everybody to turn off their lights and computers at the end of the day to reduce our electricity bill. Secondly, we plan to turn the heating and air conditioning down because our offices are too cold in summer and too hot in winter. In addition, we are going to encourage car sharing or working from home to increase the amount of car parking available for staff. Finally, to reduce food waste, we are going to ask canteen staff to do research to find out how many people want meals every week. We are holding a meeting next Thursday to discuss the changes in more detail and answer any questions you have.

Pronunciation

Unit 1

1.2

1 1 b 2 a 3 b 4 b

3 1 a 2 b 3 b 4 a 5 a

4 1 a An informal meal is easier

than a formal meal.

b An informal meal is easier than a formal meal.

2 a For you, are any of the skills more important – or less important?

b For you, are any of the skills more important – or less important?

3 a Was the circus event more difficult than your usual events?

b Was the circus event more difficult than your usual events?

4 a The Metropole Hotel has a bigger dining room.

b The Metropole Hotel has a bigger dining room.

5 a Today's weather is worse than yesterday's weather.

b Today's weather is worse than yesterday's weather.

1.3

1 1 b 2 b 3 a 4 a 5 a

6 b 7 a

2 1 b Where do you come from?

2 b How are you today?

3 a Which do you prefer, London or Dublin?

4 a What do you know about the project?

5 a How was your journey?

6 b When did you arrive?

7 a What do you think about the weather?

Unit 2

2.1

1/2

1 syllable	2 syllables	3 syllables
based	advice	companies
close	arrive	important
near	design	interesting
nice	people	location
skilled	product	salaries
space	quiet	services

3/4

1 product 2 important

3 funding 4 design

5 services 6 advice

7 arrive 8 cities

9 intern 10 distances

11 vehicles 12 location

13 people 14 quiet

15 salaries 16 companies

17 interesting 18 hospital

2.2

1 1 Do you know what a nature walk is?

2 There are family rooms at the hotel.

3 Two new conservation projects are starting.

4 I don't think the air conditioning is working.

5 What facilities are there in the conference rooms?

6 Is the town centre very far from here?

7 The hotel offers great dining experiences.

8 What dessert options are there?

2 1 nature 2 family

3 conservation 4 air

5 conference 6 centre

7 dining 8 dessert

3 1 nature walk

2 family rooms

3 conservation projects

4 air conditioning

5 conference rooms

6 town centre

7 dining experiences

8 dessert options

Unit 3

3.2

1/2

/aɪ/ as in price: advised

arrived cried

/eɪ/ as in face: came played

paid

/iː/ as in feel: agreed

believed

received

/ɜː/ as in stir: heard learnt

served

/ɔː/ as in north: caught saw

thought

3 /aɪ/ i ie

/eɪ/ a ai ay

/iː/ ee ei ie

/ɜː/ ea e

/ɔː/ au aw ou

4 1 saw 2 heard

3 had 4 agreed

5 sent 6 arrived

7 spent 8 liked

9 paid 10 received

3.3

1 1 I can't believe it.

2 Are you making any progress?

3 We can postpone the deadline.

4 What if I give you an extension?

5 Who's going to deal with accounts?

6 I've definitely made up my mind.

7 I'll see what I can do.

8 I could give you an assistant.

9 Can I talk to you for a moment?

10 I could help you with some of the figures.

11 Perhaps we should plan the schedule.

12 Can you give me a little more time?

2 In sentences 1–6 the missing words are the stressed words, mainly content words. In sentences 7–12 the missing words are unstressed words, mainly grammatical words.

Unit 4

4.1

1 1 BrE 2 AmE 3 AmE

4 BrE 5 BrE 6 BrE

7 AmE 8 BrE 9 AmE

10 AmE 11 BrE 12 BrE

3 1 BrE 2 BrE 3 AmE

4 BrE 5 BrE 6 AmE

7 BrE 8 AmE

4.2

1 1 She's sold a few cars.

2 We've won a prize.

3 The lesson started.

4 I've heard about you.

5 I've finished it.

3 1 She's worked

2 have you seen, I bought, 's started.

3 Have you heard, 's sold

4 I've (never) met, I have read

5 Has (this book) helped, it has

6 I've, received

Unit 5

5.2

1 1 home, spend

2 online, money

3 credit, debt

4 live, earning

5 walk, bus

6 walk, fitter

7 house, living

8 interview, job

9 now, holiday

10 down, us

5.4

1/2

- 1 thirty-three percent
- 2 ninety-eight point four
- 3 sixty-nine point six eight percent
- 4 twenty-two point six percent
- 5 sixteen- to twenty-one-year-olds
- 6 oh point three percent / nought point three percent / zero point three percent
- 7 from nineteen ninety to two thousand and six
- 8 a hundred and seventy-nine point four six
- 9 nineteen eleven
- 10 sixteen thirty-seven
- 11 oh eight six, two two seven, oh four oh nine
- 12 room six oh three

3

- 1 1991; 1993
- 2 55%
- 3 12.25; 14.40
- 4 1998; 2000; 2006
- 5 80%; 20-30
- 6 25%
- 7 8.34%; 2011
- 8 75%; over-60
- 9 2001; 2018; 50%
- 10 67.03%
- 11 201; 210; 302; 320; 401; 418
- 12 092 336 2060

Unit 6

6.1

1/2

- 1 really 2 listen 3 metres
- 4 city 5 finding

3

- 1 believe 2 climb
- 3 clear 4 reliable
- 5 speak 6 bike
- 7 high/hj 8 realise
- 9 busy 10 here
- 11 complete 12 meeting

Unit 7

7.2

1

- 1 can move
- 2 can give you
- 3 I can't find
- 4 can't remember, can ask
- 5 can buy, you can
- 6 can't check in, can we, We can
- 7 Can I have, can't, you can
- 8 We can't, can we, we can

2

- 1 A robot is a machine that can (**W**) move and do some of the work of a person.
- 2 The receptionist can (**W**) give you all the information you need.
- 3 I can't find the information I'm looking for. (no weak or strong form of 'can')
- 4 If you can't remember your reservation number, you can (**W**) ask at reception.
- 5 **A:** Do you know if I can (**W**) buy a ticket here?
B: Of course you can (**S**).
- 6 **A:** We can't check in after midnight, can (**S**) we?
B: We can (**S**). We can (**W**) check in any time at all.
- 7 **A:** Can (**W**) I have breakfast here?
B: You can't, but you can (**W**) go to a café round the corner.
- 8 **A:** We can't stay in our room until the afternoon, can (**S**) we?
B: I think we can (**S**), if we pay a late check-out fee.

7.3

1

Version 3 is clearest and most effective.

2

This coffee machine – is really easy to use. – Firstly – you switch it on here, – then you put your water in here – and your coffee beans in here. – When you've done that – you just press this button – and wait for your coffee. – When it's ready – you'll see a green light here, – and you can add milk or sugar – by pressing these two buttons here. – Don't forget – to switch the machine off – when you've finished.

Unit 8

8.1

2/3

- 1 conserve 2 Earth
- 3 could 4 bookings
- 5 include 6 solutions
- 7 pollution 8 local
- 9 oceans 10 hotel

8.2

1

- 1 should 2 shouldn't
- 3 should 4 shouldn't

2

- 1 We could (**W**) try and reduce congestion.
- 2 We should (**W**) reduce traffic on the roads.
- 3 We could (**S**) use electric cars, but they don't really solve the problem.
- 4 Do you recycle plastic? I think you should (**S**).
- 5 Could (**W**) you travel to work without your car?
- 6 Well, yes, I probably could (**S**).
- 7 I think I should (**W**) probably buy a bike.