

LANGUAGE CHARTS

INTRODUCTORY SECTION: CHOOSING THE RIGHT LANGUAGE

1 Asking Someone to Do Something (see page xviii)

$\begin{Bmatrix} \text{Could} \\ \text{Would} \end{Bmatrix}$ you *DO* . . . * (please)?
Do you think you could *DO* . . . *? <polite>
I wonder if you could possibly *DO* . . . * <tentative>
Would you mind *DOING* . . . *? <rather formal>
 $\begin{Bmatrix} \text{Can} \\ \text{Will} \end{Bmatrix}$ you *DO* . . . * (please)? <direct>
Do me a favour and *DO* . . . *, (will you)? <direct: informal>

SECTION ONE: MEETING PEOPLE

PART ONE: GREETINGS AND INTRODUCTIONS

2 Greeting People (see page 3)

Hello (X). How are you?
Good $\begin{Bmatrix} \text{morning} \\ \text{afternoon} \\ \text{evening} \end{Bmatrix}$ (X). How are you? <slightly formal>
Hi (X). How are $\begin{Bmatrix} \text{things?} \\ \text{you doing?} \\ \text{you keeping?} \end{Bmatrix}$ <informal>

3 Answering Greetings (see page 3)

Very well, thank you. How are you?
Fine, thanks. And you? <slightly informal>

4 Greeting Guests (see page 3)

Good $\begin{Bmatrix} \text{morning.} \\ \text{afternoon.} \\ \text{evening.} \end{Bmatrix}$ $\begin{Bmatrix} \text{I'm so pleased you could come.} \\ \text{It's so nice of you to come.} \end{Bmatrix}$ <slightly formal>
Hi. Nice to see you. <informal>

5 Answering Greetings to a Guest (see page 3)

It was very kind of you to invite me/us.
Thanks for asking me/us. <slightly informal>
Hi!
Hello! <direct: informal>

6 Introducing People (see page 3)

X this is Y. Y is + INFORMATION
X $\begin{Bmatrix} \text{may I introduce} \\ \text{I'd like you to meet} \end{Bmatrix}$ Y. Y is + INFORMATION <slightly formal>

* Forms of the verb *to do* when written like this show the verb form that has to be used, for example: Would you mind *opening* the window, Could you *open* the window, etc.

7 Answering Introductions (see page 3)

Hello!

Pleased to meet you.

How do you do? <slightly formal>

Hi! <very informal>

8 Introducing Yourself (see page 3)

{How do you do?}
{Hello.} My name's X. I'm + INFORMATION

Good {morning.
afternoon.
evening.} Allow me to introduce myself. My name's X.
I'm + INFORMATION <formal>

Hi! I'm X. I'm + INFORMATION <informal>

9 Meeting People Unexpectedly (see page 3)

Well, hello (X). This is a pleasant surprise. How are you?

{Hi, (X). Fancy meeting you here.}
{Well, if it isn't X.} How are {things?
you doing?
you keeping?} <informal>

PART TWO: PERSONAL INTERESTS

10 Asking About Personal Interests (see page 6)

{Do you take much interest in}
{Are you interested in} {X?
DOING...?}

Do you happen to take much interest in {X?
DOING...?} <slightly formal>

Are you into {X?
DOING...?} <very informal>

11 Expressing Personal Interest (see page 6)

Yes, actually, I {am.
do.}

Well, yes, to a certain extent. <tentative: slightly formal>

Well, yes, but... <tentative>

Oh yes, very much.

12 Expressing Lack of Personal Interest (see page 6)

Well, not really (actually), no.

Well, I'm not particularly keen on it, actually. <tentative>

13 Expressing Preference (see page 6)

I prefer {X
DOING...}

I'm rather more interested in {X
DOING...} <polite>

I tend to {prefer
be rather more interested in} {X
DOING...} <tentative>

I like {X
DOING...} better <direct>

PART THREE: LIKES AND DISLIKES

14 Stating Likes (see page 10)

I'm {rather
quite} keen on {X
DOING...}

(Personally) {I find {X
DOING...}
I think X is} rather good.*

I tend to be quite keen on {X
DOING...} <tentative>

I really like {X
DOING...} (very much).

15 Agreeing with Likes (see page 10)

So {do
am} I (actually).

Oh yes, I {am
do} too.

Yes, {it's great*, isn't it.}
me too.} <informal>

16 Disagreeing with Likes (see page 10)

Oh, {do you?
really?
are you?} (I must say it's not something I know very much about.) <polite>

Oh, {are
do} you? I {I'm not
don't} really. <rather direct>

17 Stating Dislikes (see page 10)

(Personally), {I don't find {X
DOING...} very good.*
I think X is rather boring.*}

(Personally), I'm not {over
particularly} keen on {X
DOING...} <tentative>

I (really) don't like {X
DOING...} <direct>

I can't stand {X
DOING...} <very blunt>

18 Agreeing with Dislikes (see page 10)

Neither {am
Nor can
do} I (actually).

(Yes) I would tend to agree with you there. <tentative>

Yes, it's awful*, isn't it?

* Other words and phrases can be used here, e.g. really fantastic, rather terrible, quite enjoyable, extremely interesting, etc.

19 Disagreeing with Dislikes (see page 10)

Oh really?

Oh, {can't
don't
aren't} you? I {quite like
'm quite keen on} {*X*
DOING . . .}, myself, actually.

Oh, {don't
can't
aren't} you? I {(really) like
'm really keen on} {*X*
DOING . . .}, myself. <direct>

SECTION TWO: PLANS AND CHOICES

PART ONE: SOCIAL PLANS

20 Asking about Social Plans (see page 25)

Are you doing anything *TIME*?

Have you made any {plans
arrangements} for *TIME*?

I was wondering if you {were doing anything
had made any plans for} *TIME*? <tentative>

What are you doing *TIME*? <direct>

Have you got anything {fixed up for
on} *TIME*? <informal>

21 Saying No Definite Plans (see page 25)

Nothing {in particular,
special} no. (Why?)

{Not
Nothing} {as yet, no.
as far as I know.} (Why?)

22 Stating Changeable Plans (see page 25)

Well, I {was going to
had planned to} *DO* . . .

Well, actually, I {was thinking of *DOING* . . . <slightly tentative>
had intended to *DO* . . . <slightly formal>

23 Stating Definite Plans (see page 25)

Well, as a matter of fact, I'm *DOING* . . .

Well, actually, {I'm *DOING* . . .
I've arranged to *DO* . . .}, I'm afraid. <tentative>

(Yes) I'm *DOING* . . . <very direct>

PART TWO: INVITATIONS

24 Extending Invitations (see page 28)

Would you like to *DO* . . .?

Would you be interested in *DOING* . . .?

I was (just) wondering if you would {like to *DO* . . .?
be interested in *DOING* . . .?} <tentative>

{What
How} about *DOING* . . .? <informal>

25 Accepting Invitations (see page 28)

{That's very kind of you.
That sounds very nice.} Thank you.

That sounds very nice (but I'm not sure if I can). Could I let you know? <tentative>
I will if I can. <tentative : rather informal>

Yes, {that would be {lovely.
I'd love to. {marvellous.} Thanks. <direct>

Yes, {great!
fantastic!} <informal>

26 Refusing Invitations (see page 28)

That's very {nice
kind} of you, {but I'm afraid + REASON
I'd {love
like} to,

{It's very kind of you to invite me,
Thank you (very much) for the invitation,} but {I'm not sure if I can.
I don't really think I can.} <tentative : formal>

{I can't, I'm afraid.
Not really, thanks all the same.} You see + REASON <direct>

PART THREE [A]: SUGGESTIONS

27 Asking for Suggestions (see page 33)

What* would you like to *DO* . . .?

What* do you suggest we *DO* . . .?

Is there anything† in particular you would like to *DO* . . .? <tentative>

What shall we *DO* . . .? <direct>

What do you fancy *DOING* . . .? <very informal>

28 Making Suggestions (see page 33)

Shall we *DO* . . .?

How does the idea of *DOING* . . . appeal to you?

{You
We} could *DO* . . . <slightly tentative>

If I might make a suggestion, {you
we} could *DO* . . . <very tentative : formal>

I suggest {you
we} *DO* . . . <polite>

Let's *DO* . . .

{What
How} about *DOING* . . .? } <direct : informal>

Why don't {you
we} *DO* . . .? }

29 Showing Indecision When Asked for a Suggestion (see page 33)

{ I don't mind, really. } { What* would you like to *DO* . . . ? }
 { I'm not really sure. } { What* do you suggest? }
 { } { Is there anything† you can suggest? <polite> }
 { It's all the same to me. }
 { I'm not (really) bothered. <rather blunt> } { What* do you fancy }
 { I'm easy. } { *DOING* . . . ? <informal> }

PART THREE [B]: ALTERNATIVE SUGGESTIONS

30 Agreeing to a Suggestion (see page 35)

That { 's
sounds like } good** idea.

That's certainly { a possibility.
not a bad idea. } <tentative>

Yes { great!
fine! } <direct: informal>

31 Disagreeing with a Suggestion (see page 35)

That's { a good idea } but { I'd rather not. }
 { not a bad idea } { I'm afraid . . . }
 I'd like to, but I'm afraid . . . <slightly tentative>
 { We } could do, but . . . <tentative>
 { You }
 I don't think { I can. } <direct>
 { it's possible. }
 I must say I'd rather not. <quite strong>

(+ REASON)

32 Making an Alternative Suggestion (see page 35)

Couldn't $\left\{ \begin{smallmatrix} \text{you} \\ \text{we} \end{smallmatrix} \right\} DO \dots$ instead?
 Wouldn't you rather $DO \dots$?
 Wouldn't it be rather better†† if $\left\{ \begin{smallmatrix} \text{you} \\ \text{we} \end{smallmatrix} \right\} DID \dots$? $\langle \text{rather formal} \rangle$
 Might I suggest that $\left\{ \begin{smallmatrix} \text{you} \\ \text{we} \end{smallmatrix} \right\} DO \dots$ instead? $\langle \text{tentative: formal} \rangle$
 (I must say,) I'd rather $DO \dots$ $\langle \text{direct} \rangle$
 Why don't $\left\{ \begin{smallmatrix} \text{we} \\ \text{you} \end{smallmatrix} \right\} DO \dots$ instead? $\langle \text{direct: informal} \rangle$

PART FOUR: CHOICE AND PREFERENCE

33 Offering a Choice (see page 39)

What would you $\left\{ \begin{array}{l} \text{prefer to do;} \\ \text{rather } \left\{ \begin{array}{l} \text{do;} \\ X \text{ did;} \end{array} \right\} \end{array} \right\} DO \dots \text{ or } DO \dots ?$

$\left\{ \begin{array}{l} \text{We} \\ \text{You} \end{array} \right\}$ could either $DO \dots$ or (possibly) $DO \dots$; which would you prefer? $\langle \textit{polite} \rangle$

There's X or Y ;

$\left\{ \begin{array}{l} \text{We} \\ \text{You} \end{array} \right\}$ can $DO \dots$ or $DO \dots$; $\left. \vphantom{\left\{ \begin{array}{l} \text{We} \\ \text{You} \end{array} \right\}} \right\}$ it's up to you! $\langle \textit{direct : informal} \rangle$

† Other words with *any* are possible here e.g. anywhere, anyone, any NOUN, etc.

** Other words can be used here, e.g. excellent, fantastic, etc.

†† Other comparatives can be used here, e.g. more comfortable, nicer, etc.

34 Expressing Positive Preference (see page 39)

(Personally), I'd $\left\{ \begin{array}{l} \text{prefer to } DO \dots \\ \text{rather } \left\{ \begin{array}{l} DO \dots \\ X \text{ } DID \dots \end{array} \right\} \end{array} \right.$

(Well actually,) I think I'd $\left\{ \begin{array}{l} \text{prefer to } DO \dots \\ \text{rather } \left\{ \begin{array}{l} DO \dots \\ X \text{ } DID \dots \end{array} \right\} \end{array} \right\} \langle tentative \rangle$

(Frankly), I'd (much) rather $\left\{ \begin{array}{l} DO \dots \\ X \text{ } DID \dots \end{array} \right\}$ myself. $\langle very \text{ direct} \rangle$

35 Expressing Indifference (see page 39)

I really don't mind. { I'd rather you chose.
Why don't you decide? }

Well, both ideas sound very attractive.* <tentative>

It's up to you! <direct>

It's all the same to me! <very direct : informal>

I'm easy! <very informal>

36 Expressing Negative Preference (see page 39)

I'd rather $\left\{ \begin{array}{l} \text{not } DO \dots \\ X \text{ didn't } DO \dots \end{array} \right\}$ (myself) actually.
I'd prefer not to $DO \dots$

Well, actually, I'm not particularly keen on $\left\{ \begin{array}{l} X \\ DOING \dots \end{array} \right\}$ $\langle \text{tentative: polite} \rangle$

$\left\{ \begin{array}{l} \text{Frankly,} \\ \text{To be honest,} \end{array} \right\} \left\{ \begin{array}{l} \text{I'm not keen on } \left\{ \begin{array}{l} X \\ DOING \dots \end{array} \right\} \langle \text{rather direct} \rangle \\ \text{I don't fancy } \left\{ \begin{array}{l} X \\ DOING \dots \end{array} \right\} \langle \text{direct: informal} \rangle \end{array} \right.$

SECTION THREE: OPINIONATING

PART ONE: OPINIONS

37 Asking for Opinions (see page 57)

What's your opinion of X?
 What do you think of X?
 How do you feel about X?
 I was wondering { what your opinion of X was? <tentative>
 where you stood on the question of X? <formal>
 What do you reckon to X? } <informal>
 What about X?

38 Expressing Personal Opinions (see page 57)

As far as I'm concerned, In my opinion, { From my point of view, } { Personally, }	I think (that)	} + SENTENCE
It would seem to me that	} <tentative>	
As far as I'm able to judge,		
As I see it,		
Frankly, I think }		
I reckon	<informal>	

* Other words can be used here, e.g. very interesting, O.K., good, etc.

39 Expressing Agreement (see page 57)

I'd go along with you {on that.
there. }

I take your point.

(Yes) I'd tend to agree with you {there.
on that. } <tentative>

I couldn't agree more! <direct: strong>

I'm with you {on that.
there. } <informal>

40 Expressing Disagreement (see page 57)

Do you really think so?

I wouldn't go along with you {on that.
there. }

I'm not really sure if I would {agree
go along } with you {on that.
there. } <tentative>

I wouldn't agree. <direct>

I can't accept that. <direct: strong>

You {can't be serious.
must be joking. } <very strong: informal>

PART TWO: CLARIFICATION

41 Asking for Clarification (see page 61)

I'm sorry, {I don't quite understand what you mean by X.
could you explain what you mean by X? }

I'm afraid I'm not really very clear about what you mean by X. } <tentative>

I'm sorry, but could you possibly explain what you mean by X? } <rather blunt>

What (exactly) do you mean by X?

42 Giving Clarification (see page 61)

(Well), {what I'm trying to say is that . . .
the point I'm trying to make is that . . . }

(Well), I {think
suppose } what I mean is that . . . <tentative>

What I mean is that . . . } <direct>

What I'm saying is that . . . } <informal>

All I'm trying to say is that . . . } <strong: blunt>

(Well), {to be frank . . .
frankly . . . }

PART THREE: ATTACK AND RESPONSE

43 Attack (see page 64)

Wouldn't you agree . . .

Isn't it (also) true (to say) . . .

Isn't it just possible . . .

Might it not (also) be true . . . } <tentative> } that + SENTENCE

Surely you'd admit . . .

Don't you think . . . } <direct>

TAG QUESTIONS

X is . . . isn't it?

X doesn't . . . does it? } <direct>

and other tag question forms

44 Response (see page 64)

I {see
take } your point,

Possibly,

Maybe so,

I'd agree with you to a certain extent, <tentative> } but ATTACK

That may well be, <direct>

Fair enough, } <informal>

Okay,

PART FOUR: SUGGESTING COURSES OF ACTION

45 Suggesting Courses of Action (see page 71)

{Surely
Don't you think } it would be a good idea if X DID . . .

Wouldn't it be possible for X to DO . . . <tentative>

I would only suggest that X {could
might } DO . . . <rather formal>

{Don't you think
Surely } X should DO . . . <direct>

It's {about
high } time X DID . . . <direct: very strong>

46 Suggesting Alternative Courses of Action (see page 71)

Wouldn't it be better* if X DID . . .?

Mightn't it be rather better* if X DID . . .? <tentative>

On the contrary, surely X should DO . . .? <direct: quite strong>

47 Reinforcing Suggestions about Courses of Action (see page 71)

And (in fact) it seems to me that X could also DO . . .

And perhaps it might also be possible for X to DO . . . <tentative>

And {furthermore
moreover } X should also DO . . . <slightly formal>

And what's more X should also DO . . . <direct>

* Other words and phrases can be used here, e.g. more sensible, cheaper, etc.

SECTION FOUR: HELP

PART ONE [A]: ADVICE

48 Asking for Advice (see page 87)

What* d'you suggest I should *DO* . . . ?

Could you give me some advice (about . . .) ?

I was wondering if you could (possibly) give me some advice (about . . .) *<tentative: polite>*

What* shall I *DO* . . . ? *<direct>*

What* would you *DO* . . . *{* in my position? *<direct>*
{ if you were me? *<informal>*

49 Asking for More Exact Information (see page 87)

{ Sorry, *{* I'm afraid *}* I'm not quite clear (about) what you mean (by . . .)

I'm sorry, but could you possibly explain in a little more detail? *<polite>*

What (exactly) do you mean (by . . .) ? *<direct>*

50 Giving More Exact Information (see page 87)

Well, (actually), the *{* thing *{* point *}* is (this) . . . *}*
Well, what I mean is . . . *<direct>* *}* + SENTENCE
Well, *{* to be frank *{* frankly *}* . . . *<strong: blunt>* *}*

51 Giving Advice (see page 87)

Personally, *{* I would advise you to *DO* . . . *{* I think your best course would be to *DO* . . . *<slightly formal>*

(You may not agree with me, but) it might be a good idea if you *DID* . . . *<tentative>*

I suggest you *DO* . . . *<direct>*

I think you should *DO* . . . *<direct>*
(If I were you) I'd *DO* . . . *<direct: informal>*

PART ONE [B]: TAKING ADVICE

52 Accepting Advice (see page 91)

That (certainly) *{* sounds *{* seems *}* like *{* a good idea. *{* good advice. *}* Thank you.

That's certainly a possibility. *<slightly tentative>*

{ Right. *{* Yes. *}* I'll *{* do *{* try *}* that. Thanks. *<direct: informal>*

* Other WH- questions (who, how, where, etc.) can be used.

53 Rejecting Advice (see page 91)

I'm not sure I *{* can *{* 'd be able to *}* do that. You see + EXCUSE

Isn't there anything else* I *{* can *{* could *}* *DO* . . . ?

I'm sure that's excellent advice, only + EXCUSE *<tentative>*

(I'm afraid) *{* that's not really possible. *}* *<direct>*
{ that's out of the question. *}* *<direct: strong>*

PART TWO [A]: OFFERS

54 Expressing Willingness to Help (see page 93)

Is there anything I can *DO* . . . ?

If there's anything I can do, I'd be (only too) happy to help.

Is there any way I could (possibly) be of help? *<tentative>*

Can I *{* do anything? *{* help? *}* *<direct>*

55 Offering Help (see page 93)

Would you like me to *DO* . . . ?

Could I *DO* . . . (for you)?

I could *DO* . . . (for you), if you like.

If it would be of any *{* help, *{* use, *}* I *{* could *DO* . . . *{* 'd be happy to *DO* . . . *}* *<tentative>*

Do you want me to *DO* . . . ? *<direct>*

Shall I *DO* . . . (for you)? *<direct>*

56 Asking Someone to Do Something (see page 93)

{ Could *{* Would *}* you *DO* . . . (please)?

Do you think you could *DO* . . . ? *<polite>*

I wonder if you could possibly *DO* . . . *<tentative>*

Would you mind *DOING* . . . ? *<rather formal>*

{ Can *{* Will *}* you *DO* . . . (please)? *<direct>*

Do me a favour and *DO* . . . , (will you)? *<direct: informal>*

57 Accepting Offers of Help (see page 93)

That would be very kind of you. Thank you.

I would be extremely grateful if you *{* could. *{* would. *}* *<tentative: polite>*

That'd be great†. Thanks. *<direct: informal>*

58 Rejecting Offers of Help/Expressions of Willingness to Help (see page 93)

{ That's very kind of you, *{* Thank you (very much) for offering, *{* It's very kind of you to offer, *}* but I think *{* I can manage. *{* it'll be all right. *}*

No, it's all right thanks. (I can manage.) *<direct>*

* Other phrases with *any* (anywhere else, anyone else, any other NOUN etc.) can be used.

† Other words are also possible, e.g. marvellous, lovely, etc.

59 Expressing Unwillingness to Help (see page 96)

I'd $\begin{cases} \text{like} \\ \text{love} \end{cases}$ to help, $\begin{cases} \text{but I'm afraid} \\ \text{only} \end{cases}$ + EXCUSE

I $\begin{cases} \text{really} \\ \text{do} \end{cases}$ wish I could help you, but I'm afraid + EXCUSE <polite>

I'm afraid I can't DO . . . <direct>

60 Expressing Indifference (see page 96)

$\begin{cases} \text{Oh, that's all right.} \\ \text{Please don't worry.} \end{cases}$ (I'm sure) I can manage.

(Oh well) $\begin{cases} \text{not to worry.} \\ \text{never mind.} \end{cases}$ <direct: rather informal>

KEY**INTRODUCTORY SECTION****2 Practice** (Suggested answers)

1) *c*: I wonder if you could possibly open the window. 2) *f*: Do me a favour and pass me my cigarettes, will you? 3) *c*: I wonder if you could possibly come round the day after. 4) *b*: Do you think you could phone back in an hour? 5) *a*: Could you bring me an ashtray please?

3 Cast Conversations (Suggested answers)

a) Do me a favour and pick some books up for me on the way home, will you? *b*) Do you think you could come to a meeting in my office at 11 o'clock tomorrow? *c*) Could you lend me a fiver? *d*) I wonder if you could possibly turn the gramophone down. *e*) I wonder if you could possibly help me with the science exam. *f*) Can you get me a cup of coffee and a ham sandwich?

SECTION ONE**PART ONE****2 Cast conversations** (Suggested answers)

a) 1 Hi, David, how are things? 2 Fine thanks, and you? *b*) 1 Graham, this is Susan; she's giving the party. 2 Pleased to meet you. *c*) 1 Hi, Carol, nice to see you! 2 Hello! *d*) 1 Hello, my name's Wood. 2 Pleased to meet you. *e*) 1 Hello Mr Wood, how are you? 2 Very well thank you, and you? May I introduce my wife. Dear, this is Susan Grey, one of our reporters. 3 How do you do? 4 Pleased to meet you. *f*) 1 Well hello Mr Cromer, this is a pleasant surprise. How are you? 2 Fine thanks, and you?

PART TWO**1 Manipulation Drill**

a) 1 Do you take much interest in politics? 2 Yes, actually, I do. *b*) 1 Are you interested in dancing? 2 Well yes, to a certain extent. *c*) 1 Do you happen to take much interest in pop music? 2 Well, I'm not particularly keen on it, actually. 3 I tend to prefer listening to classical music. *d*) 1 Are you into jazz? 2 Well yes, but I like pop better. *e*) Are you interested in playing tennis? 2 Well not really, no. *f*) 1 Do you happen to take much interest in the cinema? 2 Yes I do, but I'm rather more interested in going to the theatre.

2 Cast Conversations (Suggested answers)

a) 1 Are you into astrology? 2 Well yes, but . . . *b*) 1 Do you take much interest in astrology? 2 Well yes, but I'm rather more interested in palmistry. *c*) 1 Do you happen to take much interest in opera? 2 Well yes, to a certain extent, but I tend to prefer more modern music. *d*) 1 Are you interested in politics? 2 Oh yes, very much.

PART THREE**1 Manipulation Drills**

a) I'm rather keen on going to horror films. *b*) I find Westerns rather boring. *c*) I

don't find watching television very interesting. *d*) I'm not particularly keen on watching documentaries. *e*) Personally I don't find documentaries very enjoyable. *f*) I can't stand cowboy films. *g*) I'm not over keen on watching violent films. *h*) I can't stand people smoking in cinemas. *i*) I think documentaries are far more interesting than musicals.

2 Cast Conversations (Suggested answers)

a) 1 I really like the 'Hope and Anchor'. 2 Yes, me too. *b*) 1 Personally I don't find modern teaching methods very effective. 2 Oh really? I quite like them myself. *c*) 1 Personally, I think modern fashions are rather ridiculous. 2 Yes, I do too. *d*) 1 I'm rather keen on 'Dilemma'. 2 Oh are you?

EXTENSIVE LISTENING 1

1 General Comprehension (Suggested answers)

a) Because she has got to meet someone later on. *b*) She's in publishing. *c*) That the book is going to be in the best-sellers' list. *d*) Because it is pretty hot.
b) *a*) Recently. *b*) Social documentaries. *c*) Two months. *d*) After college. He worked in the sales department.
c) *a*) Mrs Holly asks for a gin and tonic with ice. Mr Holly asks for a whisky on the rocks. *b*) At French evening classes. *c*) She is planning to have a holiday in France next year. *d*) She does not like lying on a beach with a lot of other English people on a package holiday. *e*) Crowds everywhere with people on the beach playing music and guitars.

3 Reading Between the Lines

a) *a*) true *b*) false *c*) false *d*) true
b) *a*) false *b*) true *c*) false *d*) true
c) *a*) true *b*) false *c*) true *d*) false *e*) false *f*) true

INTERSECTION A

PART ONE

1 Manipulation Drill

a) 1 Hello John, you don't look very well. 2 I don't feel very well. I'm afraid I've got a cold. *b*) 1 Hello James, you're looking terrible. 2 On the contrary, I'm feeling fine. *c*) 1 Hello Mary. I hope everything's going well in your new job? 2 Oh yes, I really like the work. 3 Oh, I am pleased to hear that. *d*) 1 Hello Jane, how are things going? 2 Terrible! I crashed my car this morning. 3 Oh! How awful!

PART TWO

1 Manipulation Drill

a) 1 Isn't it sad about John? 2 Yes, it's terrible, isn't it? *b*) 1 I hear you've just passed your driving test; congratulations! 2 Congratulations on passing your driving test! *c*) 1 Terribly sad about Mary failing her exam. 2 Yes it is, but what a good thing Julia passed. 3 Yes, isn't it? *d*) 1 Michael was here yesterday. 2 Oh, what a pity! I'd've come round if I'd known. *e*) Isn't it fortunate that David noticed that policeman? *f*) I wish I'd known about the party, I'd've loved it!

SECTION TWO

PART ONE

1 Manipulation Drill

a) 1 Have you made any arrangements for this evening? 2 Not as yet, no. Why? *b*) 1 What are you doing tomorrow evening? 2 Well, actually, I was thinking of doing some work. *c*) 1 I was wondering if you were doing anything on Saturday. 2 Well, actually, I've arranged to go to my mother's, I'm afraid. *d*) 1 Have you got anything fixed up for Saturday evening? 2 Nothing in particular. *e*) 1 Have you made any plans for next Sunday? 2 Well, as a matter of fact, I'm going out with a friend. *f*) 1 I was wondering if you had made any arrangements for this evening. 2 Well, I was going to bed early.

2 Cast Conversations (Suggested answers)

a) 1 Are you doing anything for lunch tomorrow? 2 Not as far as I know. *b*) 1 Have you got anything fixed up for this evening? 2 Yes, I'm going out with David.
c) 1 Have you made any plans for next weekend? 2 Well I was going to go to the country.

PART TWO

1 Manipulation Drill

a) 1 Would you like to come to the cinema? 2 That's very nice of you, but I'm afraid I'm not feeling very well. *b*) 1 I was wondering if you would be interested in coming round for a meal. 2 That sounds very nice, but I'm not sure if I can. Could I let you know? *c*) 1 How about having a drink? 2 I can't I'm afraid. You see I've got some work to do. *d*) 1 I was wondering if you would like to have a meal. 2 Yes, that would be marvellous. *e*) 1 Would you be interested in coming to the Natural History Museum? 2 Thank you for the invitation, but I'm not sure if I can.
f) 1 Would you like to go to the theatre? 2 Yes, I'd love to, thanks.

2 Cast Conversations (Suggested answers)

a) 1 Would you like to come to a party next Thursday? 2 Yes that would be marvellous, thanks. *b*) 1 How about having a meal this evening? 2 I can't I'm afraid. You see I'm playing in a folk club. *c*) 1 I was just wondering if you'd like to go to the cinema. 2 I'd like to, but I'm afraid I'm having dinner with my mother. *d*) 1 Would you be interested in coming for a drink? 2 That sounds very nice, thank you.

PART THREE A

1 Manipulation Drill

a) 1 What would you like to do this evening? 2 I don't mind really. What would you like to do? *b*) 1 Is there anywhere in particular you would like to go? 2 I'm not really sure, is there anywhere you can suggest? *c*) 1 Where do you suggest we should go for a meal? 2 Shall we go to the pub? *d*) 1 What film do you fancy seeing? 2 I don't mind really. What film would you like to see? *e*) 1 When do you suggest we go on holiday? 2 We could go in August. *f*) 1 If I might make a suggestion we could go to the sea. *g*) 1 How shall we spend this evening? 2 I'm easy.

2 Cast Conversations (Suggested answers)

a) 1 What do you fancy doing this evening? 2 It's all the same to me. What do you fancy doing? *b*) 1 Where do you suggest we hold the party? 2 I suggest we hold it in the Mayfair hotel. *c*) 1 Where would you like to go for lunch? 2 I don't mind

really. Where would you like to go? *d*) 1 Is there any time in particular you'd like to meet again? 2 I suggest we meet next Friday at 11 o'clock.

PART THREE B

1 Manipulation Drill

a) 1 Shall we have a drink? 2 That's not a bad idea, but I'd rather not, thanks. I've got a headache. *b*) 1 I suggest we take a tent. 2 Wouldn't it be rather better if we hired a caravan? *c*) 1 How does the idea of camping appeal to you? 2 That's certainly a possibility. *d*) 1 We could hitch-hike. 2 We could do, but I don't think I'd like to. *e*) 1 What about going to the seaside? 2 Couldn't we camp by a lake instead? *f*) 1 Why don't we go walking in the hills? 2 I must say I'd rather not. *g*) 1 I suggest we go camping. 2 Why don't we stay at home instead? *h*) 1 Shall we have a drink? 2 Might I suggest that we have a meal instead? *i*) 1 We could have a meal. 2 I'd like to, but I'm afraid I've only just eaten.

2 Cast Conversations (Suggested answers)

a) 1 That sounds like an excellent idea. 2 Couldn't we go to the London Steak House instead? 3 That's a good idea, but I'd rather not. *b*) I must say I'd rather not. *c*) 1 Why don't we go to Morocco instead? 2 I don't think I can. I haven't got enough money. 3 Yes, great. *d*) 1 Couldn't we see a play instead? 2 We could do, but I'd rather not.

PART FOUR

1 Manipulation Drills

a. *a*) What would you prefer to do, watch the news on television or listen to the radio? *b*) There's the cinema or the night club; it's up to you. *c*) We could either visit you this evening or visit you tomorrow. Which would you prefer? *d*) What would you rather we did; visit you this evening or tomorrow? *e*) We can watch the news on television or listen to the radio. It's up to you.

b. *a*) Personally I'd prefer to watch television. *b*) It's all the same to me. *c*) Well, actually, I think I'd rather you visited me tomorrow. *d*) I'd rather not listen to the radio myself. *e*) I'm not very keen on going to the night club. *f*) Well, both ideas sound interesting. *g*) Well, I'm not particularly keen on going to the cinema. *h*) I'd rather go to the night club. *i*) I'd rather not go to the night club either. *j*) I don't fancy either.

2 Cast Conversations (Suggested answers)

a) 1 What would you prefer to do? Have Thursday or Friday off? 2 Personally I'd prefer Thursday. *b*) 1 Well, there's the fifteenth or the twenty-second; it's up to you. 2 To be honest I don't fancy either. I'd prefer the twenty-ninth. *c*) 1 What would you rather do; an article on the local schools or one about the council meeting? 2 Well, actually, I think I'd rather do the one on the local schools. *d*) 1 We can go to the 'Hope' or the 'Crown'. It's up to you. 2 Frankly, I don't fancy either. I'd much rather we went to the 'Excelsior Café'.

EXTENSIVE LISTENING 2

1 General Comprehension (Suggested answers)

a. *a*) Jane Phillips *b*) Some friends
b. *a*) Yes *b*) No *c*) Yes *d*) He has not given her enough notice and she has half an arrangement to go to a concert. *e*) She accepts immediately.
c. *a*) To pay Jane back for the dinner party. *b*) i) Jane Phillips is going to the Bay Tree Folk Club and Colin Blackmore will be away. ii) Jane Phillips has something

on. *c*) At the 'Kung Fu' restaurant a week on Sunday. *d*) At the 'Old Boot' pub at about 7.30.

3 Reading Between the Lines

a. *a*) true *b*) false *c*) true *d*) false *e*) false *f*) true *g*) true *h*) false
b. *a*) false *b*) true *c*) false *d*) true *e*) true *f*) false *g*) true

INTERSECTION B

PART ONE

1 Manipulation Drill

a) 1 I'm terribly sorry I'm late; I'm afraid I got held up at the office. 2 That's quite all right. *b*) 1 I do apologise for spilling wine on the carpet. 2 These things happen; it can't be helped. *c*) 1 I'm terribly sorry about this but I'm afraid I've lost the book you lent me. 2 Oh dear, that's a pity! *d*) 1 I'm afraid I seem to have broken your record player. I'm really sorry. 2 I didn't mean to, really! 3 Oh well, not to worry. *e*) 1 I'm afraid I've forgotten your name, sorry. 2 I quite understand. Please don't worry.

PART TWO

1 Manipulation Drill

a) I'm terribly sorry, but I don't think I'll be able to go to the theatre with you after all. *b*) I'm afraid I can't manage Thursday evening. I'm sorry. *c*) You know I said I'd go to the cinema on Thursday evening, well I'm afraid I can't now. *d*) I hope this doesn't put you out too much, but I'm afraid I won't be able to come to the opera after all.

PART THREE

1 Manipulation Drill

a) 1 The trouble with Mike is that he's always borrowing money. 2 Yes it is a problem, isn't it? 3 Really? I can't say I've noticed. *b*) Do you think you could knock before you come in next time? *c*) Oh Jane, I do wish you hadn't told Mary what I said. *d*) 1 I'm beginning to get rather tired of Mike borrowing money all the time. 2 I think I can understand how you feel. 3 I can see what you mean, but of course he's in real financial trouble at the moment.

PART FOUR

1 Manipulation Drill

a) Excuse me, I'm afraid my watch has stopped. *b*) I suggest you leave it with us and we'll see what can be done. *c*) Excuse me, there appears to be something wrong with my watch. *d*) Well I'm afraid there isn't much we can do about it, actually. *e*) Excuse me there seems to be something wrong with the vacuum cleaner I bought here. *f*) Oh, I am sorry about that, I'll change it.

SECTION THREE

PART ONE

1 Manipulation Drills

a. *a*) 1 How do you feel about the proposed new art gallery? 2 As far as I'm

concerned, it's unnecessary. *b)* 1 What's your opinion of Carlos Begonyou's new painting? 2 It would seem to me that it's below his usual standard. *c)* 1 I was wondering where you stood on the question of the council's proposal for a new art gallery. 2 From my point of view, it's a waste of money. *d)* 1 What do you think of Carlos Begonyou's earlier work? 2 Personally I think that it's very exciting. *e)* 1 I was wondering what your opinion of Begonyou's more recent work was? 2 I reckon it's horrible. *f)* 1 What do you think of the council's plans for a new art gallery? 2 As I see it, there are more important things to spend money on. *g)* 1 What's your opinion of this painting? 2 As far as I'm able to judge, it's really quite interesting. *b. a)* 1 I'd go along with you there. 2 I'm not really sure if I'd go along with you there. *b)* 1 I couldn't agree more! 2 You must be joking! *c)* 1 Yes I'd tend to agree with you on that. 2 Do you really think so? *d)* 1 I'm with you there. 2 I can't accept that. *e)* 1 I take your point. 2 I wouldn't agree.

2 Cast Conversations (Suggested answers)

a) 1 What do you reckon to this magazine 'Feline'? 2 I reckon it's sexist. 3 I'm with you there. *b)* 1 What do you think of my boss? 2 It would seem to me that he's a bit difficult. *c)* 1 Frankly I think it's awful. 2 I'm not sure I'd go along with you on that. *d)* 1 What's your opinion of John Smith? 2 In my opinion, he's extremely intelligent. 3 I'd go along with you there.

PART THREE

1 Manipulation Drill

a. a) Cities are too noisy, aren't they? *b)* People who live in cities are usually nervous, aren't they? *c)* City life can be very enjoyable, can't it? *d)* City people aren't very friendly, are they? *e)* Cities have become hectic places, haven't they? *f)* Noise in cities causes stress, doesn't it? *g)* City life might get better, mightn't it? *h)* Cars should be banned from city centres, shouldn't they? *i)* City living will soon become intolerable, won't it? *j)* Some people prefer living in cities, don't they?

2 Cast Conversations (Suggested answers)

a) 1 Wouldn't you agree that censorship should be abolished? 2 Possibly, but surely you'd admit that pornography affects morality. *b)* 1 Don't you think that children should be allowed to leave school at fifteen? 2 I see your point, but a lot of children develop late, don't they? *c)* 1 Wouldn't you agree that Jones has been acting very strangely recently? 2 Well I'd agree with you to a certain extent, but he has been under a lot of pressure recently.

PART FOUR

1 Manipulation Drill

a) 1 Surely it would be a good idea if the government gave more money for education. 2 Wouldn't it be more sensible if children were allowed to leave school at the age of fifteen. *b)* 1 Wouldn't it be possible for more practical subjects to be taught? 2 And in fact it seems to me that children could also study modern languages instead of classical ones. *c)* 1 It's about time more children were encouraged to go to university. 2 On the contrary, surely they should be given more practical training. *d)* 1 Don't you think teachers should encourage their students to study practical subjects? 2 And might it not be rather wiser if the government gave more money to science departments? *e)* 1 I would only suggest that we should train more teachers. 2 And furthermore we should train them better.

2 Cast Conversations (Suggested answers)

a) 1 It's about time vandals were put in prison. 2 Mightn't it be rather better if the parents were made to pay for the damage? *b)* 1 Surely lorries should be banned from towns during the day. 2 Wouldn't it be a good idea if children were taught better road sense. 3 Yes, and what's more, parents should also punish their children if they cause accidents. *c)* 1 Don't you think it would be a good idea if people ate less? 2 Wouldn't it be more sensible if they ate healthier food. 3 Wouldn't it be possible for people to stop eating meat? 4 Well yes, and in fact it seems to me that people could also not drink so much.

EXTENSIVE LISTENING 3

1 General Comprehension (Suggested answers)

a. a) For smoking in the studio, a no-smoking area. *b)* Sally Green is the chairperson of the local branch of A.T.T. She has called the meeting to discuss the union's attitude to the dismissal. *b. a)* Because he is a nuisance to the management. *b)* In order to weaken the union. *c)* The right to sack somebody who has broken an agreed rule. *d)* The union accepted the rule about smoking in the studio, but they did not accept that a person smoking in the studio should be automatically dismissed. *e)* The union has to look after the interests of its members within broad limits. *f)* Going on strike. *c. a)* I really think strike action is too extreme in this case. *b)* It is powerful enough to get its way eventually. *c)* As though they were shop-floor people. *d)* They owe it to him because he has done a lot for the union in the past. *e)* He will support the majority view.

3 Reading Between the Lines

a. a) false *b)* true *c)* true *d)* true *e)* false *f)* false *g)* false
b. a) false *b)* false *c)* false *d)* true *e)* true

INTERSECTION C

PART ONE

1 Manipulation Drills

a. a) By the way, talking of Charles, how is he? *b)* Incidentally, on the subject of transport, what do you think of the new high-speed trains? *c)* Incidentally, on the subject of novels, have you read the new one by Martha Colson? *d)* By the way, talking of children, how's your nephew? *b. a)* Cars should be banned from cities, and furthermore we should stop factories polluting the atmosphere. *b)* Mr Smith is very kind, and on top of that he's got a real sense of humour. *c)* There's a lot of rubbish on television, and what's more television encourages people to be lazy. *d)* Smoking is a waste of time and that's not all; smoking damages your health. *c. a)* 2: Yes, but there again so is life. *b)* 2: Yes, but on the other hand, they didn't like the old one either. *c)* 2: Yes, but one mustn't forget that the child did give him a lot of provocation.

SECTION FOUR

PART ONE A

1 Manipulation Drills

- a.** *a)* 1 Can you give me some advice about what to wear for my interview? *2* Well I suggest you wear a suit. *b)* 1 What shall I say? *2* Well, personally I would advise you to be very careful. *c)* 1 I was wondering if you could give me some advice about what to wear. *2* Well it might be a good idea if you wore a suit. *d)* 1 What would you wear if you were me? *2* Well personally I think your best course would be to wear a suit. *e)* 1 What would you say if you were in my position? *2* Well if I were you I wouldn't talk about your last job.
- b.** *a)* 2 What exactly do you mean? *3* Well, to be quite frank, I've got the sack. *b)* 2 Sorry I'm not quite clear what you mean by resting. *3* Well, the thing is this, I'm not acting in any plays at the moment. *c)* 2 I'm sorry, but could you possibly explain in a little more detail? *3* Well, actually, the point is that I'm a policeman.

2 Cast Conversations (Suggested answers)

- a)* 1 What kind would you get if you were me? *2* I'd get a second-hand one from Premier garages. *b)* 1 I was wondering if you could give me some advice about one of the girls in my class. *2* I'm sorry, but could you possibly explain in a little more detail? *3* Well, the thing is this, she's always falling asleep in class. *4* I suggest you find out if there's anything wrong with the girl. *c)* 1 I think my son's too young to get married. What do you suggest I do? *2* Sorry, I'm not clear about what you mean by too young. *3* Well, to be frank, he's too young to take the responsibility. *4* Well, you may not agree with me, but it might be a good idea if you didn't interfere in your son's life.

PART TWO A

1 Manipulation Drill

- a)* 1 If it would be of any help, I could do some cooking. *2* That would be very kind of you. *b)* 1 Is there anything I can get? *2* No, it's all right thank you, I can manage. *c)* 1 I could go to the shops for you if you like. *2* I would be extremely grateful if you would. *d)* 1 Can I do anything? *2* Do me a favour and get some glasses. *e)* Do you think you could move some furniture? *f)* 1 Is there any way I could be of help? *2* Yes, I wonder if you could possibly go to the shops for me. *g)* 1 Shall I buy some beer? *2* Thank you very much for offering, but I think it'll be all right. *h)* 1 If it would be of any help, I could prepare the food. *2* It's very kind of you to offer, but I think I can manage.

2 Cast Conversations (Suggested answers)

- a)* 1 Is there any way I could be of help? *2* Yes, do you think you could phone my husband and ask him to come? *b)* 1 Can I do anything? *2* No it's all right, thanks. *c)* 1 If it would be of any help, I could meet him. *2* It's very kind of you to offer, but I think it'll be all right. *d)* 1 Can I help? *2* I wonder if you could possibly make supper.

EXTENSIVE LISTENING 4

1 General Comprehension (Suggested answers)

- a.** *a)* In the Midlands. *b)* Jake MacNeill is the headmaster of the local school and Miss Strether is the other teacher there. *c)* It intends to close the school. *d)* Ten miles from Witton.

- b.** *a)* He is asking them for advice about how to prevent the school closing. *b)* It is part of the scheme of rationalisation and cut-backs in education. *c)* The children may be getting a better deal where they are going than in a small school. *d)* Call a meeting of parents of the pupils at the school. *e)* Spare time and money. *f)* Retire and enjoy his retirement.
- c.** *a)* Peter Bowen, a local farmer; Kate Milligan, a local journalist; Philip King, the landlord of the local pub. *b)* Raising money initially, and secondly getting publicity for the school. *c)* To publish an article if she (Kate) wrote one. *d)* Some sort of petition. *e)* He is so busy at the moment, he could not spare the time. *f)* Organising a bazaar. *g)* Kate Milligan's editor. *h)* Put out some advance notice about the bazaar.

3 Reading Between the Lines

- a.** *a)* false *b)* false *c)* true *d)* false *e)* true *f)* false
- b.** *a)* false *b)* true *c)* true *d)* true *e)* false *f)* false *g)* true *h)* true