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Vocabulary C1

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Vocabulary

Specific topics

Addresses and phone numbers

- ➡ An American **address** includes — in order — the name of a person or business; a street number and name (sometimes followed by an apartment number); and a city, state (usually abbreviated), and ZIP (postal) code. ('USA' should follow on correspondence of foreign origin.)

Example:

Jane McFadden
6020 Franconia Road
Pittsburgh, PA 15238
Auralog Inc.
3344 East Camelback #107
Phoenix, AZ 85018
USA

Note: When addresses are included in sentences, commas replace line breaks.

Example:

Write to me at 25 Canute Drive,
Richmond, VA 23234.

- ➡ In clauses, '**at**' precedes house **numbers**, '**on**' precedes **streets**, and '**in**' precedes **cities** and **states**.

Example:

He lives **at number 32**.
The shop's **on State Street**.
She works **in Philadelphia**.

Note: When a house number precedes a street name, '**on**' is **not** used.

Example: He lives at number 32, State Street.

- ➡ American **telephone** numbers are **ten digits** long.

Example: (805) 569-9102

- ➡ The area code (i.e., the number's first three digits) refers to (part of) a state; the following three digits refer to (part of) a municipality or metropolitan area.
- ➡ The international prefix for the **USA**, Canada, and most Caribbean nations is **1**.

'To let'

<p>▶ Permission is expressed using 'let' + object + infinitive without 'to.'</p>	<p>Example:</p> <ul style="list-style-type: none"> They let their child do what he wants.
<p>▶ 'Let' can also be used as an imperative auxiliary.</p>	<p>Example:</p> <ul style="list-style-type: none"> Let her do what she likes. Let me just deal with this lady first.

Note:

- ▶ A sentence formed with **let** to express permission **cannot be used** in the passive. The expression **'to be allowed to'** is therefore used.

Example:

- The child **is allowed to** do what he wants.

- ▶ The infinitive without 'to' may be **implied**.

Example:

- She would like to go to India but her parents won't **let** her.

'To let'– Exercise – Fill in the blanks

I'd need a fax _____ in my room, and email _____.

You _____ won't get that for _____ than \$200 a night. So if we _____ \$200, what would you _____?

If I _____ you, I'd _____ the Marrion.

O.K., I'll _____ you make the _____.

say - let - access - machine - less - definitely - recommend - were - go for - reservations

'To let'– Exercise – Word order

me - then - Beckett, - speak - let - Mrs. - to - !

Percentages

<p>➡ Percentages are expressed using number + '%' or 'percent.'</p>	<p><u>Example:</u></p> <ul style="list-style-type: none">• We've reduced the size by about 20% (percent).
<p>➡ When used as adjectives, percentages precede the nouns they modify.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none">• We'll have to pay a 40% deposit.• It's 100% coverage.

Percentages– Exercise – Word order

more - ten - usually give - don't - a - percent - than - We - discount.

'To write'

The verb 'to write' may precede:

<p>➡ An indirect object, where the latter refers usually to a person</p>	<p>Example:</p> <ul style="list-style-type: none"> • I'm writing to my parents. • I write her every week.
<p>➡ A direct object</p>	<p>Example:</p> <ul style="list-style-type: none"> • I was writing a love letter.

'To write' – Exercise – Fill in the blanks

It's time _____ go home.

It's time _____ a coffee.

It's no use _____ over spilt milk.

It's no good _____ it on, there's a power outage.

It's time to _____.

It's not worth _____ him an email.

to - for - crying - turning - get up - writing

'To write' – Exercise – Sentence practice

Rewrite as in the example:

Dave's writing (his sister).	Dave's writing to his sister.
Jane's writing (the company).	
Ken's writing (the chairman).	
Wendy's writing (her cousin).	

Expression of preference

Two related expressions are used to speak of **preference**:

<p>▶ 'Would prefer' ('d prefer) precedes a nominal group, a gerund, or an infinitive.</p> <p>Note: In sentences containing 'would prefer', negations are placed before the main verb (an infinitive).</p>	<p>Example:</p> <ul style="list-style-type: none"> • We would prefer one payment. • Would you prefer staying at home? • I'd prefer to talk to someone else. <p>Example:</p> <ul style="list-style-type: none"> • I'd prefer not to meet him.
<p>▶ 'Would rather' is used mainly in speech. It precedes an infinitive without 'to' when only one subject is present (i.e., the verb takes the same subject as does 'would rather'), and a past subjunctive otherwise.</p> <p>Note: When only one subject is present, negations precede the infinitive. Where there are two subjects, negations are applied to the conjugated verb.</p>	<p>Example:</p> <ul style="list-style-type: none"> • Would you rather be in a compartment? • We'd rather he went now. <p>Example:</p> <ul style="list-style-type: none"> • She'd rather not stay alone. • I'd rather we didn't invite him.

Expression of preference— Exercise – Sentence practice

Rewrite as in the example:

We'd rather he came.	We'd prefer him to come.
They'd rather we sent a free sample.	
I'd rather you tried to understand.	
We'd rather she shed some light on it.	

Approximation

You may use **expressions of approximation** when you can't or don't want to specify an exact quantity, amount or number.

<p>➡ To express that the real number or amount is close to the number or amount quoted, use the adverbs approximately, about, around, and roughly. You can also use the phrases let's say and I would (I'd) say.</p>	<p>Example:</p> <ul style="list-style-type: none"> • We employ approximately 120 people. • Our company has about 30 distributors in France. • Sales went up by around 3% last month. • Roughly $\frac{1}{4}$ of our production is sold in the European Union. • We're operating at, let's say, 50% capacity because of the strike. • I'd say we can finish the job in a week.
<p>➡ To say that the real number or amount is a little higher than the number or amount quoted, you can use the expressions more than, just over, at least.</p>	<p>Example:</p> <ul style="list-style-type: none"> • We now get more than 200 orders a day. • Because we have hired so many new staff, we can now fill orders in just over a week. • It takes at least three days to ship the computers from our warehouse.
<p>➡ To say that the real number or amount is a little lower than the number or amount quoted, you can use the expressions less than, just under, close to, nearly, and practically.</p>	<p>Example:</p> <ul style="list-style-type: none"> • Less than half the staff works at our head office. • The meeting took just under an hour. • Close to 50 employees work in our U.K. subsidiary. • It cost nearly \$3000 to renovate our offices. • Practically all our employees have completed training on the new computer system.
<p>➡ To add more variety, you can use the following expressions to say that the number or amount in question is close to the number or amount quoted:</p> <ul style="list-style-type: none"> • more or less in the region of • something like thereabouts • give or take a few along the lines (of) 	<p>Example:</p> <ul style="list-style-type: none"> • We have something like ten days of vacation this summer. • She has more or less the same responsibilities as I do.

Vocabulary - C1 level

Note: The expressions '**something like**' and '**something along the lines of**' can also be applied to a noun or noun phrase to **express uncertainty**.

Example:

- His job involves **something along the lines of** design. (I'm not quite sure what he does, but I know it's similar to design.)

Approximation– Exercise – The right word

We will need _____ a month to ship your order. The normal time span for delivery is six to eight weeks.

just under - close to - less than - at least

Persuasive suggestions

To **make suggestions** in a **persuasive manner**, you can use constructions that involve **both** the **speaker** and the **listener**.

<p>➔ To make someone feel implicated in something, you can use the pronoun we. Notice that we may be used even when a suggested action only involves a single person. In the examples below, possible implied meanings are in brackets.</p>	<p>Example:</p> <ul style="list-style-type: none"> • Why don't we look over the contract now? (Would you like me to look over the contract now?) • We might think about adjusting the budget. (Maybe I should adjust the budget.) • I really think we need to finish this report by tonight. (I really think you need to finish this report by tonight.)
<p>➔ Another way to make persuasive suggestions is to use constructions with let. Although these are imperative constructions, they are frequently used to make suggestions in a softer way.</p> <p>➔ Let me is persuasive because it implicitly asks for permission, indirectly involving the listener.</p> <p>Note: Let me is followed by the infinitive. The expression allow me to + infinitive can also be used.</p>	<p>Example:</p> <ul style="list-style-type: none"> • Let me show you our new catalog. • If you'll just let me give you a presentation of our new product, I'm sure you'll find it fits your needs. <p>Example:</p> <ul style="list-style-type: none"> • Allow me to give you a tour of our offices.
<p>➔ To involve the listener in a suggestion, you may also use the construction let's (let us) + infinitive.</p> <p>➔ Similar to the use of we in suggestions, let's allows the listener to feel implicated even when only the speaker is performing an action.</p>	<p>Example:</p> <ul style="list-style-type: none"> • Let's see how much money you could save with our new service. • Let's think about your delivery options now.

Persuasive suggestions– Exercise – Text transformation

Rewrite the text using the most persuasive option:

(Now I'm going to show you / Why don't we look at) this latest model? (Let me / I'll) show you some of its features, such as its new security system. (Here's / Allow me to show you) how it works. Also, (we can look at / I can show you) the different combinations of features you can purchase so that you get the best deal to fit your needs.

Telephone calls

To **communicate effectively over the telephone**, you should be prepared to **ask for** important information and to **give** several **key details**.

<p>Introduce Yourself:</p> <ul style="list-style-type: none"> ➡ After politely greeting the recipient of your call, the first step is to introduce yourself. ➡ When making a professional telephone call, state your name and professional information (what company you work for, and sometimes, your job title). ➡ Introductions range from very formal to informal depending on how well you know the person you are calling. When making an informal call to someone who knows you, you may choose to state your name only. ➡ Some common ways to introduce yourself are shown in the examples below. 	<p><u>Example:</u></p> <ul style="list-style-type: none"> • Good morning. My name is Dara Fielding and I'm calling from MisselinWorks. • Hi, this is Holden Stafford, Marketing Director at GZZ Limited. • Good afternoon, this is Sybil Schreiber, Barbara Gossard's assistant. • Hello, Janis speaking. (less formal). • Hi, it's Keith from Sanson & Honders. (less formal) • Hi Stanley. It's Marina. (informal)
<p>Ask to Speak to Someone:</p> <ul style="list-style-type: none"> ➡ After introducing yourself, you may ask to speak to someone in particular, or ask to be connected to an extension number. ➡ To make the request in a polite manner, you can use modals such as can, could, and may. ➡ The expression I'm looking for is sometimes used, but you should avoid it in very formal contexts. <p>Note: You may ask to speak to someone before introducing yourself.</p> <p>When making an informal professional call, you can use the expressions Is X in? or Is X around?</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> • Can I please speak to David Thorne? • I'd like to talk to Merri Forster, please. • May I speak with the Marketing Director, please? • Could you please connect me to extension 209? • I'm looking for Brendan Craig. Is he available? <p><u>Example:</u></p> <ul style="list-style-type: none"> • Can I speak to the HR manager, please? This is Bryce Larson. <p><u>Example:</u></p> <ul style="list-style-type: none"> • Hi, this is Jerry. Is Kathryn in? • Hello, it's Priscilla. Is Martin around?

Vocabulary - C1 level

Call Objective:

- ➡ After introducing yourself and perhaps asking to speak to someone, you should state the objective of your call. You may wait for the call recipient to ask you for this information, or you may state it immediately.
- ➡ Also note that if the person you wish to speak to answers the phone, you may simply introduce yourself and state the objective of your call.
- ➡ You can use expressions such as I'm calling about, it's concerning, it's regarding, and my call concerns.

Example:

- I'm calling about our meeting next week.
- Can I speak to Andrew Sullivan?
- It's concerning a fax.
- My call concerns the conference we're organizing together.
- Hi Diana. It's Yasmin. I'm calling because I have a few questions about the report.

Leave a message:

- ➡ If the person you are trying to reach is not available, you may wish to leave a message. The call recipient may ask you whether you want to leave a message, or you may suggest it yourself. You can use expressions such as please tell him/her or could you let him/her know to begin your message.

Example:

Call recipient: I'm sorry. Ms. Kidd isn't at her desk. Would you like to leave a message?

Caller: Sure. Could you please tell her I have a few questions about the meeting, and ask her to call me back as soon as possible?

Caller: Can I please leave a message with Nina?

Call Recipient: Of course.

Caller: Please tell her I would like to discuss the project with her, and that I'll call her back this afternoon.

Call recipient: Tyler isn't available right now. Can I take a message?

Caller: Yes, thank you. Could you just let him know I'm returning his call? I'll be at my office all day, so he can reach me here.

Vocabulary - C1 level

<p>Polite closings:</p> <p>➡ When ending a call, you should always thank your correspondent. You may use polite closings such as thank you for your time and let's be in touch soon.</p> <p>➡ When you are the recipient of a telephone call, you should be prepared to effectively answer the caller's questions and to provide appropriate information. Below are some tips on how to successfully respond to a basic professional telephone call.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> • Thank you so much, Amanda. I'll talk to you soon. • Thanks for your time. Have a great afternoon. • I appreciate your time, Jana. Let's be in touch soon. • Thanks a lot, Ben. Enjoy the rest of your day. • Thanks so much, Eric. Bye.
<p>Polite greetings:</p> <p>➡ When answering a professional telephone call you should respond with a polite greeting. This may include saying your name, the company name, and/or an expression such as may I help you? You may also ask immediately whether the caller wishes to be connected to a specific extension or person. Below are some common examples of polite greetings.</p>	<p><u>Example:</u></p> <p>Good morning, this is Gretchen. How may I help you?</p> <p>Hello, Karen Blum speaking. How can I help you?</p> <p>Good afternoon, Emily Lawrence Cosmetics, Taylor speaking.</p> <p>Hello, this is the operator. Who may I connect you to?</p> <p>Hi, this is Toby. What can I do for you? (less formal)</p>
<p>The Call Objective:</p> <p>➡ Unless the caller immediately announces a reason for calling, you may ask for this information after polite greetings have been exchanged and the caller has asked to speak to someone in particular. However, you should generally skip this step when you are already familiar with the caller.</p>	<p><u>Example:</u></p> <p>Caller: Can I please speak to Mr.Vance?</p> <p>Call Recipient: May I ask why you're calling, please?</p> <p>Caller: Hi, this is Stephen Hill. Is Raquel Weinberg in?</p> <p>Call Recipient: May I tell her why you're calling?</p>

Vocabulary - C1 level

<p>Note: If you are the person the caller is attempting to reach, you may respond by saying This is he, This is she, This is (your name), or simply Speaking.</p>	<p>Example: Caller: Hi, this is Tyrone. Can I speak to Mitchell, please? Call recipient: This is Mitchell (or: This is he). Caller: May I speak to Ms. Evans, please? Call recipient: Speaking.</p>
<p>Connect the Call/Convey Availability:</p> <p>▶ If the caller wishes to speak to someone other than you, the next step is to let the caller know you will be connecting him or her to the appropriate person. If you know in advance that the person the caller wishes to reach is unavailable or absent, you should say so in a polite manner.</p>	<p>Example:</p> <p>Caller: Is Fiona Plum in? Call recipient: Just one moment please. I'll put you through.</p> <p>Caller: May I please speak to the Human Resources director? Call recipient: I'm going to try to connect you. Would you mind holding, please?</p> <p>Caller: Hello, this is Tricia Waters. Is Pat Chen available? Call recipient: I think she just stepped out of the office, but I'll check for you. Hold the line, please.</p> <p>Caller: Good morning. Can I speak with Jason? Call recipient: Jason's in a meeting at the moment.</p> <p>Caller: Hi, this is Abdul. Can I speak to Karl, please? Call recipient: Sorry Abdul, but Karl just left for lunch. (informal)</p> <p>Caller: Hi Barbara, this is Celine. Is Thomas in? Call recipient: Just a second. I'll check for you. (informal)</p>

Vocabulary - C1 level

<p>Messages:</p> <p>➡ When you are not able to connect a caller to the appropriate person, you may ask if the caller wishes to leave a message.</p> <p>➡ Once the caller has relayed a message, you should respond with a polite expression such as Okay, I'll be sure to tell him/her you called.</p>	<p><u>Example:</u></p> <p>Would you like to leave a message? Can I leave a message for her? Ms. Jacoby's line is busy. Do you want to leave a message on her voicemail? I'm sorry, but Laura just left the office. Can I take a message for you?</p>
<p>Polite closings:</p> <p>➡ You should always close a call with a polite thank you. Below are some common polite closings.</p>	<p><u>Example:</u></p> <p>Thanks for calling, Mr. Leroy. I'll make sure to give her the message. Thanks and have a great day. Bye. Thanks again, Ms. Gerrard. I'll get in touch with you soon. Ok, thanks, Kelly. I'll get back to you as soon as I can. (less formal) Thanks, Sonia. Talk to you in a few days. (informal)</p>

Telephone calls– Exercises – The right word

1. Mr. Jorgensen is out of the office today. Would you like to _____?

hold the line - be patient - leave a message - speak to him

2. I'm afraid Mr. Peterson's line is _____. Would you like to leave him a message?

free - available - absent - busy

Words and expressions

'To be left' - 'To have left'

'To be left' and 'to have left' express the same idea but are used in different ways.

<p>▶ The passive 'to be left' is formed using subject + 'be left.'</p>	<p><u>Example:</u></p> <ul style="list-style-type: none">• The weather was bad.• Few people were left on the streets.
<p>▶ The active 'to have left' takes a direct object which precedes 'left.' The resulting form is subject + 'have' + direct object + 'left.'</p>	<p><u>Example:</u></p> <ul style="list-style-type: none">• Do you have any tea?• I only have coffee left.• Do you have any rooms left?

'To be left' - 'To have left' – Exercise –Word order

think - tickets - for - there - left - Sibelius - the - I - a - few - are - concert.

'To hope' + dependent clause

➡ 'To hope' may be followed by a **future** or by a **present simple** referring to the future. The latter case is the more common.

Example:

- She **hopes** he'll come.
- I **hope** my card **won't** get swallowed up this time!
- He **hopes** the traffic's all right.
- I **hope** the water's deep enough!

'To hope' + dependent clause – Exercise –The right word

I hope this won't prevent you _____ us?

to paying - to pay - paying - from paying

'To hope' + dependent clause – Exercise –Sentence practice

Answer the question as in the example:

Has Harry remembered to bring the sales projections?	I hope he has remembered to bring the sales projections.
Are they giving us ten percent off?	
Are the technicians working overtime?	
Can we install the system in under a day?	

'Kind of' followed by a noun

<p>➔ 'Kind of' + noun may be used with or without an indefinite article. 'Kind of a / an' + noun carries a general, vaguer meaning.</p>	<p>Example:</p> <ul style="list-style-type: none"> • What kind of a man is he? • What kind of aircraft are we flying in?
<p>➔ You can use 'kind of a / an' + noun to ask for a more precise definition or description of something.</p>	<p>Example:</p> <ul style="list-style-type: none"> • What kind of service do you offer? • What kind of an office plan do you have? Open space or individual offices? • What kind of experience does the position require? • What kind of a problem are you experiencing?
<p>➔ 'Kind of a / an' + noun may also be used to describe or define something in an approximate, rather than a precise, way.</p>	<p>Example:</p> <ul style="list-style-type: none"> • I have a copy of the report ready, but it's kind of a semi-final version. • Negotiating is kind of a challenge, but I enjoy it.
<p>➔ To compare something to another in an approximate or partial way, you can use the expression 'kind of like a / an' + noun.</p> <p>➔ Often, this expression is followed by a 'but' clause.</p>	<p>Example:</p> <ul style="list-style-type: none"> • What is that? It looks kind of like an agenda, but is much bigger. • The new briefcase is kind of like a traditional one, but has more modern features.
<p>➔ You can use the expressions sort of and type of in much the same way as kind of.</p> <p>Note: When referring to something plural, kind of, sort of, and type of become kinds of, sorts of, and types of.</p>	<p>Example:</p> <ul style="list-style-type: none"> • What sort of investment do you want to make? • What type of a consultant do you plan to hire? • It's sort of an issue, but there's no need to worry. <p>Example:</p> <ul style="list-style-type: none"> • What kinds of clients do you generally work with?

Vocabulary - C1 level

➔ **Other expressions** useful for **describing or defining something** in an **approximate** way are:

- 'a kind of a / an' + noun
- 'a sort of a / an' + noun
- 'a type of a / an' + noun
- 'some kind of a / an' + noun
- 'some type of a / an' + noun
- 'some sort of a / an' + noun

Example:

- I think Deborah is carrying **some kind of an office chair**.
- The new company restaurant has **a type of a patio** where employees can eat outside.
- Gabriel is working on **some type of presentation**.
- The technical team is having **some sort of a problem**. I don't know the details, though.

'Kind of' followed by a noun – Exercise – Sentence practice

Form a question based on the final part of the sentence:

It's filter coffee.	What kind of coffee is it?
It's a one-year contract.	
It's a trade magazine.	
It was written on a yellow folder.	

Expressions of condition

To express that something, such as an **action** or **decision**, depends on something else, you may use several **expressions of condition**. Some of the more common among these are **to depend on**, **to be a matter of**, and **to be a question of**.

These expressions are often constructed with **whether** or with **question words** such as **how**, **when**, **what**, **why**, **how much**, **how many**, or **how long**. You can use **whether** to talk about something being dependent on **two possible choices**.

Also notice that **expressions of condition** are often **preceded** by the **pronouns it** or **that**.

<p>➡ To depend on</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> • Person 1: Can you recommend a hotel in the area? • Person 2: Well, it depends on how much you want to spend. • Person 1: Would you suggest that I rent a bike or a car? • Person 2: That depends on whether you want to travel outside the city or not.
<p>➡ To be a matter of</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> • Person 1: Can we negotiate a price that will fit my budget? • Person 2: It's a matter of how many pages you need done. • Whether or not we complete the project on schedule is a matter of discipline. • Person 1: Do you think you'll be able to come to the meeting? • Person 2: It's a matter of when I can book a flight.
<p>➡ To be a question of</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> • Whether or not the launch is successful is a question of timing and luck. • Person 1: Do you think the product design is appealing? • Person 2: I do. But it's really a question of what customers are going to think, isn't it?

Expressions of condition – Exercise –The right word

Depending _____ how big your budget is, you could take a helicopter tour of the city.

of - on - in - for

Expressions of condition – Exercise –Word order

matter - of - want - to - you - much - a - it's - how - spend

Not to be confused

'For' - 'Since' - 'Ago'

A - For and **since** are often used after a **main clause** in the **present perfect**.

For + expression of length of time	
<p>➔ For is always followed by a noun phrase.</p>	<p>Example: I've lived in Detroit for five years. He's been studying at Stanford University for two years.</p>
Since + point of departure (precise moment)	
<p>➔ Since introduces a noun phrase or a dependent clause indicating a point of departure (date for example).</p> <p>➔ When since is followed by a dependent clause, the verb of the clause is, according to the context, either in the preterite or the present perfect.</p>	<p>Example:</p> <ul style="list-style-type: none"> • I've been learning English since I was eleven years old. • I haven't talked to her since I've been back. • She's been playing the violin since 1987.

B - Ago is **preceded** by a **noun phrase** describing a **point in time**.

The verb of the sentence is in the **preterite**.

Example:

- The couple **met two years ago**.
- He **arrived three hours ago**.

'For' - 'Since' - 'Ago' – Exercise – Fill in the blanks

He's _____ driving since this morning.

She _____ driving for five hours before she stopped.

I started speaking English five years _____.

We've been in competition with them _____ almost five years.

We've been planning the launch _____ last month.

How long ago _____ you reserve your exhibition stand?

did - been - since - was - for - ago

'Next' - 'The next'

<p>➡ 'Next' + expression of time (e.g. a day of the week, 'week', 'month', 'year', 'term', or 'time') is used without an article and indicates a future time (relative to the moment of speech or writing).</p>	<p>Example:</p> <ul style="list-style-type: none"> • Next time, give yourself an hour or more to get to the airport. • We've planned a 10% increase for next year. • Next Friday I'm on vacation.
<p>➡ 'The next' is used with the same expressions of time as is 'next'. However, the former expression indicates a future time relative not to the moment of speech or writing, but to some other (past or future) moment which is mentioned or understood.</p>	<p>Example:</p> <ul style="list-style-type: none"> • I'll spend the first week in Paris and the next two weeks in Rome. • She said she was leaving the next day.
<p>➡ 'The next' can also indicate a period that is beginning or about to begin at the moment of speech or writing.</p> <p>Note: 'The next few days' is a common expression.</p>	<p>Example:</p> <ul style="list-style-type: none"> • The next school year is going to be easy. (School begins tomorrow.) • Can you put me on the next flight? <p>Example:</p> <ul style="list-style-type: none"> • You'll get your checkbook in the mail within the next few days.

'Next' - 'The next' – Exercise – Fill in the blanks

We _____ need to have these phones as _____ as possible.

I was _____ by the _____ of the _____.

That only gives us two _____. I don't think we can _____ that. I'll have to see _____ many we have in _____.

We can _____ 90 by the end of the month.

The _____ we can deliver by the fifteenth of _____ month.

weeks - manage - next - really - end - month - rest - how - supply - stock - hoping - soon

'Next' - 'The next' – Exercise – Word order

city - your - visiting - is - I - our rep - next - think - week.

'Last' - 'Later' - 'Latter'

<p>➡ The adjective 'last' indicates a time before the moment of speech or writing.</p> <p>Note: 'Last' can be used as an adverb.</p>	<p>Example:</p> <ul style="list-style-type: none"> • I met your manager at last week's fair. • Remember, we had no snow last year. <p>Example:</p> <ul style="list-style-type: none"> • When he last came, he was ill.
<p>➡ 'The last' refers to the final item in a series.</p>	<p>Example:</p> <ul style="list-style-type: none"> • I bought the last dress they had. • I didn't get the last number! • See Mr. Warcock in the last office on your right.
<p>➡ The comparative adverb 'later' is followed by 'than' + clause unless its reference point is the moment of speech or writing (in which case 'than' + clause may be omitted).</p>	<p>Example:</p> <ul style="list-style-type: none"> • You arrived later than expected. • Could you please call back later?
<p>➡ 'Later' can also be used as an adjective.</p>	<p>Example:</p> <ul style="list-style-type: none"> • Please call back at a later date.
<p>➡ The pronoun 'the latter' refers to the second of two elements mentioned.</p>	<p>Example:</p> <ul style="list-style-type: none"> • I can come by car or by train. • I think I'll take the latter.

'Last' - 'Later' - 'Latter'– Exercise –Word order

the - picked - up - them - told - carrier - I'm - last - week.

'For how long' - 'Since when'

A - 'For': 'how long... (for)'

<p>➔ 'For' introduces nominal groups expressing duration.</p>	<p>Example:</p> <ul style="list-style-type: none"> • We've been traveling for almost a month now.
<p>➔ Statements containing 'for' answer questions containing 'how long... (for)'.</p>	<p>Example:</p> <ul style="list-style-type: none"> • How long have you been traveling for? • How long have you been waiting?

B - 'Since': 'since when'

<p>➔ 'Since' introduces a nominal group or subordinate clause expressing a precise past time.</p>	<p>Example:</p> <ul style="list-style-type: none"> • It has been snowing since Monday.
<p>➔ Statements containing 'since' answer questions containing 'since when'.</p>	<p>Example:</p> <ul style="list-style-type: none"> • Since when has it been snowing?

'For how long' - 'Since when' – Exercise –Text transformation

Form questions using the expressions "for how long"/"since when":

Our company has been a market leader for some time. We have been offering a refined, enhanced product for many years. Since our product launch three years ago we've been coming to show our line at the trade fair. My colleagues and I have been giving demonstrations of our latest product since this morning. Since the doors opened, our stand has attracted a considerable amount of visitors.

'To remember' - 'To remind'

<p>➔ Past actions may be recalled using 'to remember' + gerund or 'to remember' + nominal group. 'To remember' takes the thing remembered as its object.</p>	<p>Example:</p> <ul style="list-style-type: none"> • He remembered locking the door. • I remember my first day at work.
<p>➔ 'To remember' + infinitive evokes a future action someone must not forget to do.</p>	<p>Example:</p> <ul style="list-style-type: none"> • Remember to post the letter.
<p>➔ 'To remind' takes as its direct object the person who is reminded of (or to do) something.</p> <p>➔ Such sentences may be constructed using 'to remind' + object + 'of' + noun, or 'to remind' + object + infinitive.</p>	<p>Example:</p> <ul style="list-style-type: none"> • He reminded her of her promise. • Remind me to phone him.

'To remember' - 'To remind' – Exercise – Fill in the blanks

I need _____ of your name.

I can't _____ it.

She _____ me of her sister. I made an effort _____ it.

_____ me to call her. Otherwise I'll never _____.

remind - reminded - remember to - remember - to remember - to be reminded

'To remember' - 'To remind' – Exercise – Word order

of - the - me - remind - can - details - you - ?

Vocabulary - Solutions

Specific topics – Solutions

'To let' - Solutions

'To let'– Exercise – Fill in the blanks

I'd need a fax **machine** in my room, and email **access**.

You **definitely** won't get that for **less** than \$200 a night.

So if we **say** \$200, what would you **recommend**? If I **were** you, I'd **go for** the Marrion.

O.K., I'll **let** you make the **reservations**.

.....

'To let'– Exercise – Word order

Let me speak to Mrs. Beckett, then!

.....

Percentages – Solutions

Percentages– Exercise – Word order

We don't usually give more than a ten percent discount.

.....

'To write' – Solutions

'To write'– Exercise – Fill in the blanks

It's time **to** go home.

It's time **for** a coffee.

It's no use **crying** over spilt milk.

It's no good **turning** it on, there's a power outage. It's time to **get up** .

It's not worth **writing** him an email.

'To write'– Exercise – Sentence practice

Rewrite as in the example:

Dave's writing (his sister).	Dave's writing to his sister.
Jane's writing (the company).	Jane's writing to the company. Jane is writing to the company. Jane's writing the company. Jane is writing the company.
Ken's writing (the chairman).	Ken's writing to the chairman. Ken is writing to the chairman. Ken's writing the chairman. Ken is writing the chairman.
Wendy's writing (her cousin).	Wendy's writing to her cousin. Wendy is writing to her cousin. Wendy's writing her cousin. Wendy is writing her cousin.

Expression of preference – Solutions

Expression of preference– Exercise – Sentence practice

Rewrite as in the example:

We'd rather he came.	We'd prefer him to come.
They'd rather we sent a free sample.	They'd prefer us to send a free sample.
I'd rather you tried to understand.	I'd prefer you to try to understand.
We'd rather she shed some light on it.	We'd prefer her to shed some light on it.

Approximation - Solutions

Approximation– Exercise – The right word

We will need **at least** a month to ship your order. The normal time span for delivery is six to eight weeks.

Persuasive suggestions – Solutions

Persuasive suggestions– Exercise – Text transformation

Rewrite the text using the most persuasive option:

(Now I'm going to show you / Why don't we look at) this latest model? (Let me / I'll) show you some of its features, such as its new security system. (Here's / Allow me to show you) how it works. Also, (we can look at / I can show you) the different combinations of features you can purchase so that you get the best deal to fit your needs.

Why don't we look at this latest model? Let me show you some of its features, such as its new security system. Allow me to show you how it works. Also, we can look at the different combinations of features you can purchase so that you get the best deal to fit your needs.

Telephone calls - Solutions

Telephone calls– Exercises – The right word

1. Mr. Jorgensen is out of the office today. Would you like to **leave a message**?
2. I'm afraid Mr. Peterson's line is **busy**. Would you like to leave him a message?

Words and expressions - Solutions

'To be left' - 'To have left' - Solutions

'To be left' - 'To have left' – Exercise –Word order

I think there are a few tickets left for the Sibelius concert.

'To hope' + dependent clause – Solutions

'To hope' + dependent clause – Exercise –The right word

I hope this won't prevent you **from paying** us?

'To hope' + dependent clause – Exercise –Sentence practice

Answer the question as in the example:

Has Harry remembered to bring the sales projections?	I hope he has remembered to bring the sales projections.
Are they giving us ten percent off?	I hope they're giving us ten percent off. I hope they are giving us ten percent off.
Are the technicians working overtime?	I hope the technicians are working overtime. I hope they're working overtime. I hope they are working overtime.
Can we install the system in under a day?	I hope we can install the system in under a day. I hope we can install it in under a day.

.....

'Kind of' followed by a noun - Solutions

'Kind of' followed by a noun – Exercise –Sentence practice

Form a question based on the final part of the sentence:

It's filter coffee.	What kind of coffee is it?
It's a one-year contract.	What kind of contract is it?
It's a trade magazine.	What kind of magazine is it?
It was written on a yellow folder.	What kind of folder was it written on?

.....

Expressions of condition - Solutions

Expressions of condition – Exercise –The right word

Depending **on** how big your budget is, you could take a helicopter tour of the city.

Expressions of condition – Exercise –Word order

It's a matter of how much you want to spend.

.....

Not to be confused - Solutions

'For' - 'Since' - 'Ago' – Solutions

'For' - 'Since' - 'Ago' – Exercise – Fill in the blanks

He's **been** driving since this morning.

She **was** driving for five hours before she stopped.

I started speaking English five years **ago**.

We've been in competition with them **for** almost five years.

We've been planning the launch **since** last month.

How long ago **did** you reserve your exhibition stand?

.....

'Next' - 'The next' – Solutions

'Next' - 'The next'– Exercise –Fill in the blanks

We **really** need to have these phones as **soon** as possible.

I was **hoping** by the **end** of the **month**.

That only gives us two **weeks**. I don't think we can **manage** that.

I'll have to see **how** many we have in **stock**.

We can **supply** 90 by the end of the month.

The **rest** we can deliver by the fifteenth of **next** month.

'Next' - 'The next'– Exercise –Word order

I think our rep is visiting your city next week.

.....

'Last' - 'Later' - 'Latter' - Solutions

'Last' - 'Later' - 'Latter' – Exercise –Word order

I'm told the carrier picked them up last week.

.....

'For how long' - 'Since when' – Solutions

'For how long' - 'Since when' – Exercise –Text transformation

Form questions using the expressions "for how long"/"since when":

Our company has been a market leader for some time. We have been offering a refined, enhanced product for many years. Since our product launch three years ago we've been coming to show our line at the trade fair. My colleagues and I have been giving demonstrations of our latest product since this morning. Since the doors opened, our stand has attracted a considerable amount of visitors.

For how long has our company been a market leader? For how long have you been offering a refined, enhanced product? Since when have you been coming to show your line at the trade fair? Since when have you and your colleagues been giving demonstrations of your latest product? Since when has your stand attracted a considerable amount of visitors?

.....

'To remember' - 'To remind' – Solutions

'To remember' - 'To remind' – Exercise –Fill in the blanks

I need **to be reminded** of your name.

I can't **remember** it.

She **reminded** me of her sister.

I made an effort **to remember** it.

Remind me to call her.

Otherwise I'll never **remember to**.

'To remember' - 'To remind' – Exercise –Word order

Can you remind me of the details?

.....

ENGLISH

SPANISH

FRENCH

GERMAN

ITALIAN

DUTCH