Technical English
Vocabulary and Grammar

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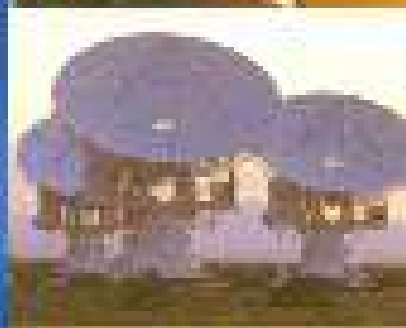

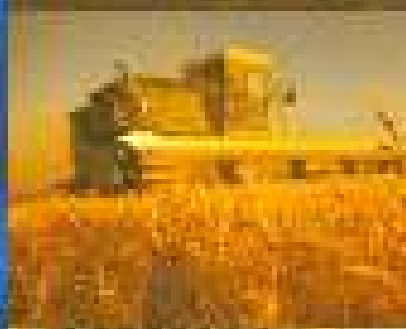

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Introduction

[illegible]

[illegible]

- [illegible]
- [illegible]
- [illegible]

[illegible]

- [illegible]
- [illegible]
- [illegible]

[illegible]

[illegible]

1. [illegible]
2. [illegible]
3. [illegible]

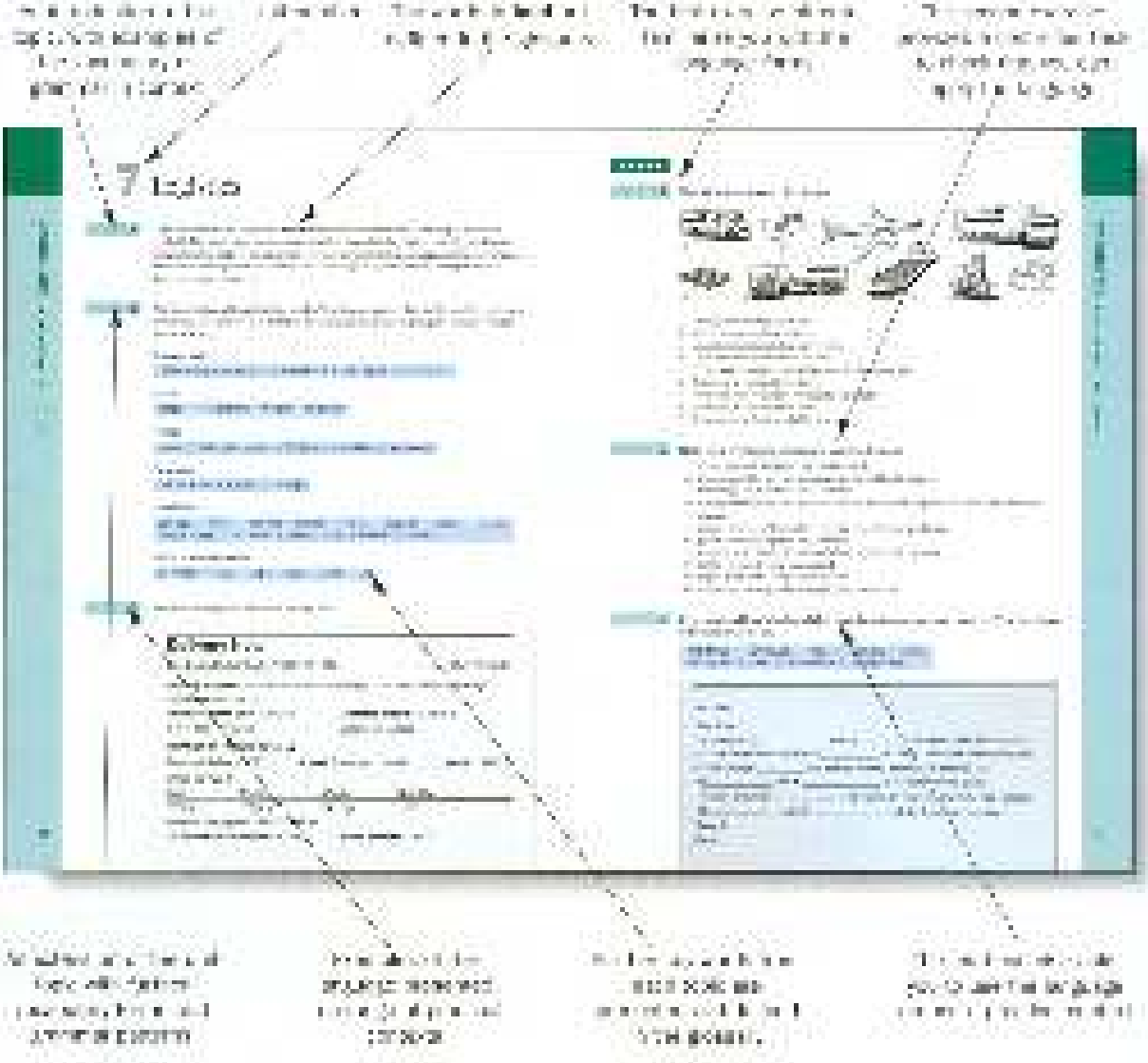
Using the material

[illegible]

[illegible]

1. [illegible]
2. [illegible]
3. [illegible]

[illegible]



1 Production 1

A

B

Production plan

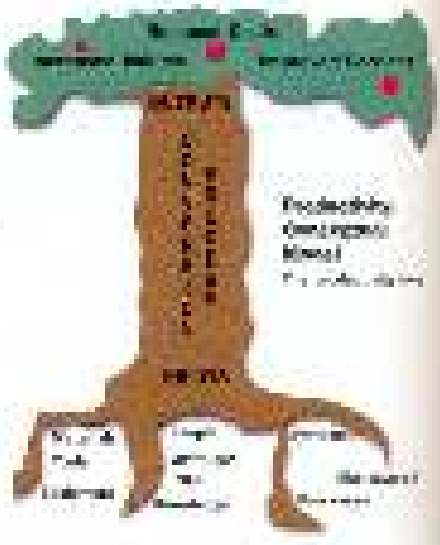
Process

Resources

Stock

Maintenance

C



TASKS

1 Match the words that go together and then complete the sentences below.

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	process
[illegible]	[illegible]
[illegible]	[illegible]
raw	products
[illegible]	manufacturing

1. [illegible] __________ [illegible]
2. The manufacture of paper [illegible]
3. [illegible] __________ [illegible]
4. [illegible] __________ [illegible]
5. [illegible] __________ [illegible]
6. [illegible] __________ [illegible]
7. This company began in a [illegible]
8. The manufacturing process [illegible] responsibility [illegible]

2 Complete the sentences below. The first letter of the missing word has been given.

1. A quantity of goods [illegible] __________.
2. [illegible] __________
3. [illegible] __________
4. [illegible] __________
5. [illegible] __________
6. [illegible] __________.

3 Here is part of a memo from a company director to the production manager. Complete it with words from the box.

[illegible]

MEMO

From: [illegible] To: [illegible] Re: [illegible]

[illegible] __________ [illegible] __________ [illegible] __________ [illegible] __________ [illegible] __________ [illegible] __________ [illegible]

[illegible] __________ [illegible] __________ [illegible] __________ [illegible] __________ [illegible]

2 Production 2

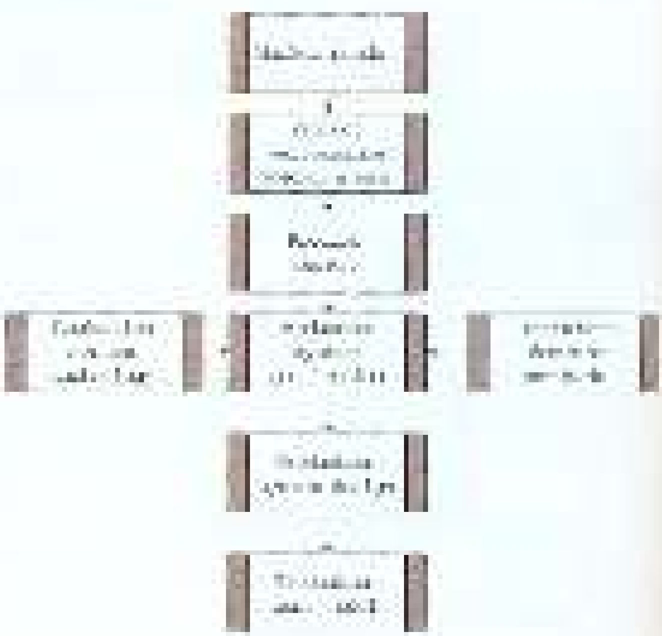
A

B

Planning

Work organisation

C



TASKS

1 Choose the correct answer to fill in the blanks.

1 Never talk to the staff in the factory unless you're the company's [illegible] ____.
a) supervisor b) shutdown c) [illegible]
2 Make sure you [illegible] the new delivery of [illegible] and check the ____.
a) prototype b) update c) stock
3 We regret [illegible] cancellations and [illegible] some of the machine ____.
a) [illegible] b) [illegible] c) [illegible]
4 The production manager [illegible] the [illegible] ____ of the machine every week.
a) set up b) schedule c) assign
5 Never [illegible] before signing any [illegible] agreement. Always get [illegible] legal [illegible].
a) work b) [illegible] c) [illegible]
6 [illegible] [illegible] [illegible] ____.
a) work b) delivery c) [illegible]

2 Match the words and phrases with their definitions.

workload	[illegible]
workforce	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
throughput	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

3 The works manager is showing a group around the factory. He has not [illegible] something. Write the [illegible] in the correct order.

We've had a [illegible] (1) [illegible] (2) [illegible] (3) [illegible] (4) [illegible] (5) [illegible] (6) [illegible] (7) [illegible] (8) [illegible] (9) [illegible] (10) [illegible] (11) [illegible] (12) [illegible] (13) [illegible] (14) [illegible] (15) [illegible] (16) [illegible] (17) [illegible] (18) [illegible] (19) [illegible] (20) [illegible] (21) [illegible] (22) [illegible] (23) [illegible] (24) [illegible] (25) [illegible] (26) [illegible] (27) [illegible] (28) [illegible] (29) [illegible] (30) [illegible] (31) [illegible] (32) [illegible] (33) [illegible] (34) [illegible] (35) [illegible] (36) [illegible] (37) [illegible] (38) [illegible] (39) [illegible] (40) [illegible] (41) [illegible] (42) [illegible] (43) [illegible] (44) [illegible] (45) [illegible] (46) [illegible] (47) [illegible] (48) [illegible] (49) [illegible] (50) [illegible] (51) [illegible] (52) [illegible] (53) [illegible] (54) [illegible] (55) [illegible] (56) [illegible] (57) [illegible] (58) [illegible] 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[illegible] (997) [illegible] (998) [illegible] (999) [illegible] (1000) [illegible]

3 Research and development 1

A

[illegible]

B

[illegible]

Types of research

[illegible]

Research professionals

[illegible]

General terms

[illegible]

[illegible]

C

[illegible]

verb	noun (process)	noun (person)	adjective
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]

[illegible]

TASKS

1 Match the term with the correct definition.

applied research	the study of [illegible] principles
[illegible]	the study of [illegible] and their relationship to one another
pilot study	[illegible] possible result
[illegible]	finding out how scientific theory can be used in practice
[illegible]	[illegible]
product development	a new technique or idea
[illegible]	the process of [illegible] happens [illegible]
analysis	[illegible]

2 Use the word in brackets to form a word which fits in the sentence.

1. [illegible] of [illegible]
2. They have [illegible] to [illegible]
3. [illegible] highly [illegible] (technique, analyse)
4. The [illegible] (innovate)
5. [illegible]
6. [illegible]
7. [illegible]
8. [illegible]
9. [illegible]
10. [illegible] (experiment)
11. The [illegible] experiments.
12. Many [illegible] experiments.

3 The following email has been sent by the R and D department. Complete it using words from the list.

[illegible]

Dear [illegible]

[illegible] preliminary meeting with [illegible] regarding her (1) __________ [illegible] (2) __________ [illegible] (3) __________ [illegible] (4) __________. Could you arrange [illegible] (5) __________ [illegible] (6) __________ [illegible]

[illegible] (7) __________ [illegible]

Regards

[illegible]

4 Research and development 2

A

If you want to get feedback on [illegible] qualitative research. Qualitative research uses open-ended interviewing to explore and understand the attitudes, opinions, feelings and behaviour of individuals or a group of individuals. Qualitative research has many applications, including:

- [illegible] products/services and pricing
- identifying [illegible]
- exploring alternative communication messages
- understanding why customers buy and use a product or service
- evaluating the impact of advertising or public relations campaigns

B

Research is based on a wide range of activities – from detailed analysis to product [illegible]

Research activities

analyse • conduct • consult • determine • develop • discover • evaluate • experiment • explore • find • identify • improve • innovate • investigate • modify • project • search for • study • survey • test • trial

Measuring the results

accurate • correlation • deviation • distribution • frequency • mean • recommendations • median • mode • norm • random • reliability • sample • standard • statistics • validity • variable • variance

Reporting the results

feedback • report • response

C

The following words can be used as both nouns and verbs:

study • test • trial • experiment

We plan to conduct a study of consumer attitudes.
We are going to study consumer attitudes.
We tested [illegible] our new advertising campaign.
We did [illegible] advertising campaign.
The [illegible] results.
We also [illegible] the product [illegible]
We are evaluating the reliability of the experiment.
It is important to experiment with new processes.

Note [illegible] verb and noun patterns:

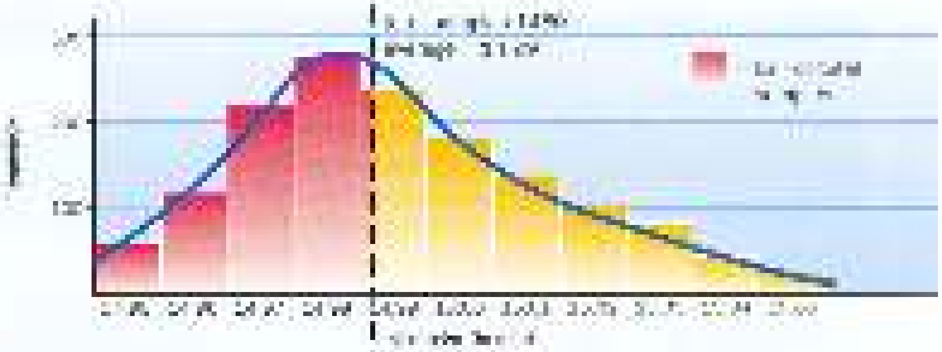
Verb	Noun ending	Noun
[illegible]	-ation	[illegible]
[illegible]		[illegible]
evaluate		evaluation
identify	-ification	identification
modify		modification
[illegible]	-ment	[illegible]
develop		development
improve		improvement

TASKS

1 Choose the correct word from the list to complete the following.

[illegible]

[illegible]



2 Complete the following sentences with an appropriate verb from the vocabulary list opposite. You will have to put the verb in the correct form.

1 They ____ [illegible]
2 The temperature [illegible]
3 Following the [illegible] ____ [illegible]
4 [illegible] ____ [illegible]
5 Scientists [illegible] to ____ [illegible]
6 They are trying to ____ [illegible]

3 Put the following sentences in the correct order to describe the steps in the process of developing a new drug.

a [illegible]
b [illegible]
c [illegible]
d [illegible]
e [illegible]
f [illegible]
g [illegible]
h [illegible]

Vocabulary · professional activities

5 Information technology 1

A

Information systems collect, organize, store, process, retrieve and display information in different formats [illegible] [illegible] very fast, automatic manipulation of digital data and [illegible]

[illegible] hardware: [illegible] digital [illegible] software [illegible] development of computer systems [illegible]

B

[illegible]

Models and types of computer

desktop • laptop • mainframe • notebook • server • terminal • workstation

Computer hardware

CPU [illegible] • hard disk drive • [illegible] • keyboard • [illegible] • modem • mouse • RAM (random access memory) • scanner • screen • storage devices

Software

[illegible] • browser • database • [illegible] • email • graphics [illegible] • search engine • spreadsheet • word processing

C

Many words in the field of IT come from American English [illegible] following spellings:

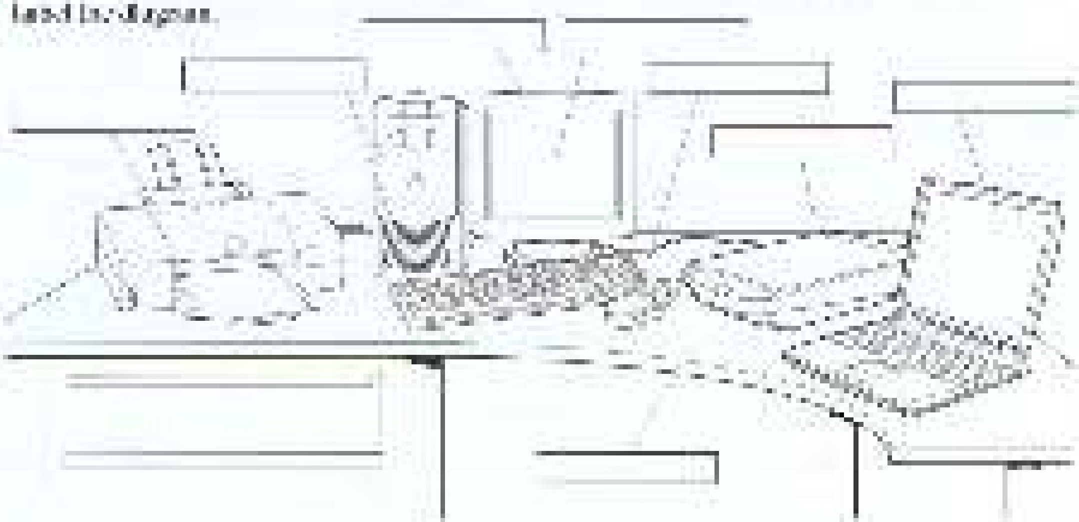
British English	American English
programme	program
analogue	analog

The [illegible] of IT [illegible]

two words	single word
lap top	laptop
note book	notebook
work station	workstation
desk top	desktop

TASKS

1 Label the diagram.



2 Combine one word from A and one word from B and match it with the appropriate definition in C.

A	B	C
storage	[illegible]	[illegible]
central	information	[illegible] information is stored
software	processing unit	these enable a computer to perform word processing, [illegible]
[illegible]	card	[illegible]
digital	[illegible]	[illegible]
expansion	[illegible]	a group of electronic machines connected by cables or other means which can exchange information and share equipment such as printers and disk drives
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible] video, sound, pictures and [illegible]

3 Complete each gap in the following text with a phrase from the table above.

1 [illegible] __________ __________ [illegible]
2 [illegible] __________ .
3 [illegible] __________ .
4 Digital [illegible] and __________ [illegible]
[illegible]
5 [illegible] __________ __________ [illegible]
6 [illegible] __________
7 [illegible] __________
8 [illegible] __________ [illegible]
[illegible]

6 Information technology 2

A

A network is linked
- [illegible]
- physical connections
- computer programs

used to link two or more computers.
Network users can:
- share files, printers and other resources
- send electronic messages
- run programs on other computers

[illegible] computer networks can also be interconnected, globally, through gateways. The biggest network is the World Wide Web. [illegible]

B

[illegible]

Network connections

[illegible]

Network operation

[illegible]

C

[illegible]

[illegible]

prefix	meaning in prefix	examples of use
inter-	between	internet, interconnect, interactive, international
intra-	within	intranet, e.g. company intranet
trans-	across	transmit, transfer, transaction
co-/com-/con-	with	[illegible], compatible, connect, configure
up-	up (to internet)	upload
down-	down (from internet)	download, downtime, i.e. when the network is down (not working)

TASKS

1 Choose the correct word in each of the following.

1. [illegible] ____
   a) [illegible] b) [illegible] c) [illegible]
2. [illegible] ____ [illegible]
   a) [illegible] b) [illegible] c) [illegible]
3. [illegible] ____
   a) [illegible] b) [illegible] c) [illegible]
4. [illegible] ____
   a) [illegible] b) [illegible] c) [illegible]
5. [illegible] ____
   a) [illegible] b) [illegible] c) [illegible]
6. [illegible]

   a) a website b) a web page c) the World Wide Web

2 Complete the words in the following sentences by adding the prefix [illegible]

1. [illegible] ____ [illegible]
2. [illegible] ____ [illegible]
3. [illegible]
4. [illegible]
5. [illegible]
6. [illegible]
7. [illegible]
8. [illegible]

3 Here is a list of instructions for someone wanting to set up a small network. Put the instructions in the correct order.

a. Make wiring and layout plans for your network.
b. Hook up the network cabling by connecting everything to the hub.
c. [illegible]
d. [illegible]
e. [illegible]
f. [illegible]
g. [illegible]
h. Install driver software for the adapter [illegible] files.
i. [illegible]
j. [illegible]

Vocabulary

7 Logistics

A [illegible]

B [illegible]

Documentation

[illegible]

Goods

[illegible]

Storage

[illegible]

Packaging

[illegible]

Distribution

[illegible]

Means of transportation

[illegible]

C [illegible]

Delivery Note

[illegible] YORK [illegible] Ref: [illegible]

Delivery address: [illegible] Republic of [illegible]

[illegible]

Purchase order date: [illegible] **Purchase order no.:** [illegible]

Order date: [illegible] **Order no.:** [illegible]

TRANSPORTATION DETAILS

Terms of delivery: [illegible] Volume Gross wt.: [illegible] Net wt.: [illegible]

ITEM DETAILS

[illegible]	Material	Weight	Quantity
[illegible]	[illegible]	240 kgs	[illegible]

Material description: [illegible]

[illegible] **Batch number:** [illegible]

TASKS

1 Match the sentences with the pictures.

1 [illegible] by truck.
2 Milk is transported in a tanker.
3 Goods [illegible] by ship.
4 [illegible]
5 [illegible]
6 [illegible]
7 [illegible] fruit and vegetables [illegible]
8 The goods are packed on a pallet.
9 [illegible] forklift truck.

2 Find a word or phrase in the opposite page which means:

1 [illegible]
2 [illegible]
3 [illegible]
4 a place where large quantities of materials, equipment or goods are stored until they are needed.
5 [illegible]
6 [illegible]
7 [illegible] distribution of goods from producer to consumer
8 in the process of being transported
9 [illegible]
10 [illegible]

3 [illegible] Fill in the blanks with words from the box.

[illegible]

[illegible]

We have put (1) ______ the (2) ______ [illegible] goods [illegible] for you. We have used our usual (3) ______, [illegible]. The [illegible] have been packed [illegible] (4) ______ [illegible]

(5) ______ (6) ______ [illegible] with the goods.

The [illegible] should be (7) ______ [illegible] on Thursday and [illegible]

(8) ______ [illegible] (9) ______ [illegible]

[illegible]

[illegible]

8 Quality

Vocabulary

A

B

Defect prevention

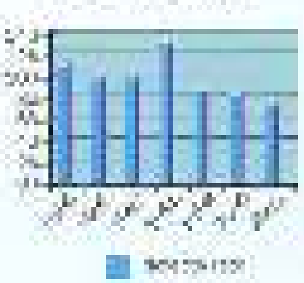
Continuous process improvement

Customer focus

C

Pareto chart

Vertical bar chart



Pie chart

TASKS

1 Choose the correct word in the following sentences.

1 Please check/control/test the quality of the goods before they leave the factory.
2 We expect to receive/make/take delivery of the goods by the end of the month.
3 We aim to check/define/identify the problem before we start looking for a solution.
4 The CEO's duties include/involve/participate in the day-to-day running of the company.
5 We're looking for a person who will report/answer/handle the daily invoices.
6 We have had problems with the machine because/so/therefore it is very old.
7 We have to/must/should wear safety goggles when we are working in the factory.
8 The new system will lead to/result/cause a reduction in the number of employees.
9 The cost of living and the taxes are relatively low/cheap/inexpensive in this country.
10 Improving brand quality is/has/will be/will become a priority.

2 Choose the most suitable word 1 to complete each of the following sentences in A and then match it with the most suitable ending in B.

A	B
We're looking for a person who will ...	... to help us to increase our sales.
We're looking for a product that will ...	... with the highest customer satisfaction.
We want a product that will ...	... the greatest value for money.
At the same time, Japanese manufacturers started trying to ...	... meet our requirements on the first delivery.
Customer satisfaction is the ...	... to increase our profits.
The new CEO must make ...	... cost reductions in the short term.

3 Complete the text below with the best of each pair of words. Then match it with the corresponding boxes.

1 a/an / one	2 a / one	3 a / one	4 a / one	5 a / one	6 a / one	7 a / one	8 a / one
9 a / one	10 a / one	11 a / one	12 a / one	13 a / one	14 a / one	15 a / one	16 a / one

MEMO

From: _____ To: _____ Re: _____

As you know, we have had a lot of _____ in the last few months. Our main problem is _____ and we have had to _____ a lot of _____ as a result. We have also had a lot of _____ from our customers.

We will introduce a new system of _____ which will be _____ by the end of the month. We aim to reduce the number of _____ by 50% and to _____ the number of _____ by 25%. We will also be _____ a new _____ which will _____ the number of _____ we have to _____. We hope that this will _____ our _____ and _____ our _____.

9 Health and safety

A

B

C

TASKS

1 Choose the correct word in each sentence.

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]
5. [illegible]
6. Please wear protective gloves when [illegible]/handling chemicals.
7. [illegible]
8. [illegible]
9. [illegible]
10. [illegible]
11. Prevent [illegible] contact with skin and eyes.
12. [illegible]

2 Complete the following sentences with a form of the word in brackets.

1. [illegible] ____________ (protect)
2. [illegible] ____________ [illegible]
3. [illegible] ____________ (explode)
4. [illegible] ____________ [illegible]
5. [illegible] ____________ [illegible]
6. ____________ [illegible]
7. [illegible] ____________ [illegible]
8. [illegible] ____________ [illegible]
9. [illegible] ____________ (tight)
10. [illegible] ____________ (test)

3 The manager in charge of [illegible] is explaining [illegible] to some new employees. Complete what he says by filling the blanks with the correct word from the box.

[illegible]

MANAGER: [illegible] (1) ____________ [illegible] (2) ____________ [illegible] (3) ____________ [illegible] (4) ____________ [illegible] (5) ____________ [illegible] (6) ____________ [illegible]

EMPLOYEE: [illegible]

MANAGER: [illegible] (7) ____________ [illegible] (8) ____________ [illegible] (9) ____________ [illegible] (10) ____________ [illegible]

Vocabulary [illegible]

10 Engineering

A [illegible] principles of physics, chemistry, and mathematics [illegible] fluid mechanics, thermodynamics, [illegible] and rate processes, and systems analysis.

[illegible] structures, apparatus, machines, manufacturing processes and works.

[illegible]

See also [illegible] Construction (15).

B [illegible]

Branches of engineering

[illegible]

[illegible] • industrial
mechanical • mining • [illegible]

Equipment in engineering

[illegible]

Processes in treating metals

[illegible]

C Notice the following adjective endings:

-al • chemical • mechanical • physical • structural
[illegible]

Notice the following noun endings:

[illegible]

[illegible] • thermodynamics

TASKS

1 Match the following verbs with the correct definition.

[illegible]	[illegible]
[illegible]	[illegible] e.g. steel
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
galvanize	[illegible] e.g. steel
[illegible]	[illegible] e.g. car components
[illegible]	[illegible]
[illegible]	[illegible] e.g. car components
[illegible]	to polish or sharpen by rubbing on a rough surface, e.g. stone
[illegible]	[illegible]

2 Complete the following sentences with a form of the words in the box [illegible]

1 In the ____________ industry [illegible]

2 [illegible] ____________ [illegible]

3 [illegible] ____________ [illegible]

4 [illegible]

5 [illegible]

6 [illegible] ____________ [illegible]

3 Here is an extract from a speech made by a careers adviser to a group of students [illegible] the box.

mechanical • chemical • civil • physics • [illegible] • electronic [illegible]

[illegible] ____________ [illegible] Three Gorges Dam [illegible] ____________ engineering [illegible] ____________ engineering [illegible] ____________ and [illegible] ____________ engineering [illegible] computers, controllers, power and [illegible] systems [illegible] ____________ [illegible] ____________ [illegible] ____________ [illegible]

Vocabulary Company profiles

11 Automotive

A

[illegible]

[illegible]

B

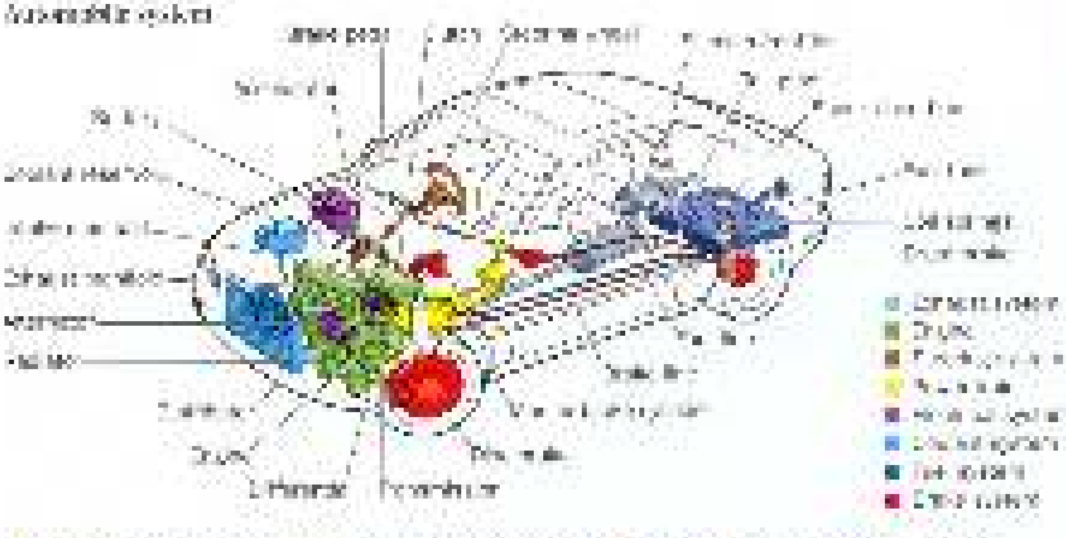
[illegible]

Models

[illegible]

[illegible]

Automobile systems



C

[illegible]

[illegible]

TASKS

1 There are several stages in the process of developing a new car. Put the following steps in the correct order.

a [illegible]

b [illegible]

c [illegible]

d [illegible]

e [illegible]

f [illegible]

g [illegible]

h [illegible]

i [illegible]

2 Match the part of the car with its function.

[illegible]	forces brake fluid
[illegible]	provides the power
[illegible]	[illegible]
fuel tank	[illegible]
[illegible]	produces electricity
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	used by the driver to turn the car
[illegible]	holds fuel
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

3 [illegible] newspaper article [illegible]. Fill in the blanks with words from the page opposite. The first letter is given to help you.

[illegible]

12 Chemical

A

[illegible]

B

[illegible]

C

[illegible]

ending	meaning	example of use	meaning
[illegible]	[illegible]	[illegible]	[illegible]

TASKS

1 Match the chemical with the correct description.

[illegible]	[illegible]
[illegible]	compound of oxygen and another element
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	the simplest olefin. It is a colourless [illegible] gas that is used to make plastics
[illegible]	[illegible] plastics [illegible]
[illegible]	[illegible]
[illegible]	compounds containing chlorine [illegible]
[illegible]	inorganic compounds [illegible]
[illegible]	[illegible]

2 [illegible] opposite page.

1. [illegible] ______
2. [illegible] ______
3. [illegible] ______
4. [illegible] ______
5. [illegible] ______
6. [illegible] ______
7. [illegible] ______
8. [illegible] ______

3 Here is the first part of [illegible] chemical [illegible]. Complete the text with the [illegible] words.

[illegible] quantities of chemicals are used today. [illegible] ______ [illegible] ______ [illegible] ______ [illegible]

[illegible] ______ [illegible] ______ [illegible] ______ [illegible] ______ [illegible]

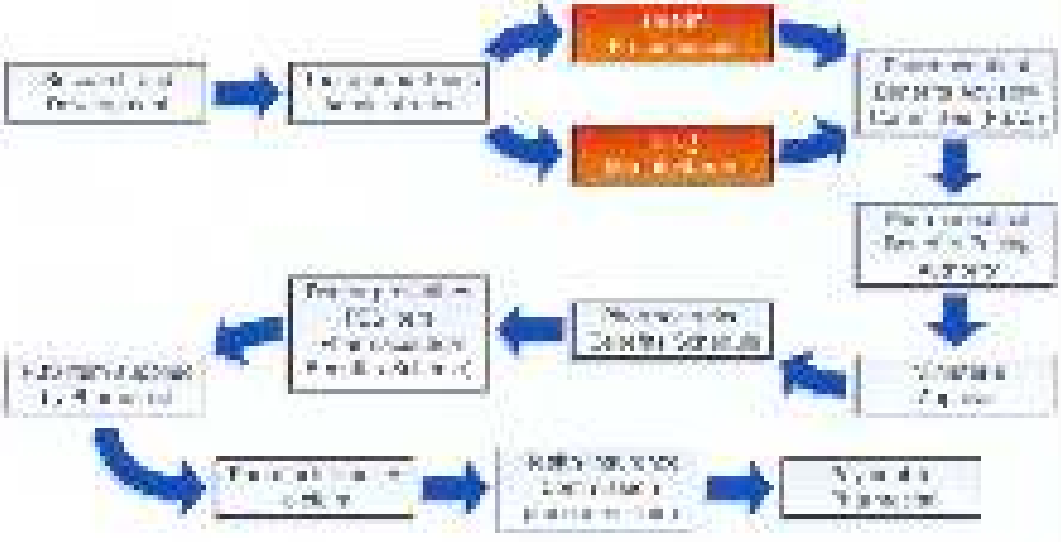
[illegible] ______ [illegible] ______

13 Pharmaceutical 1

A

B

C



TASKS

1 [illegible]

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]
5. [illegible]
6. [illegible]
7. [illegible]
8. [illegible]

2 [illegible]

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]
5. [illegible]
6. [illegible]
7. [illegible]
8. [illegible]
9. [illegible]

3 [illegible]

[illegible]

[illegible]

[illegible]

14 Pharmaceutical 2

A [illegible]

[illegible]

- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]

B [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

C [illegible]

[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

TASKS

1 [illegible]

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]
5. [illegible]
6. [illegible]
7. [illegible]
8. [illegible]

2 [illegible]

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]
5. [illegible]
6. [illegible]
7. [illegible]
8. [illegible]
9. [illegible]
10. [illegible]

3 [illegible]

[illegible]

[illegible]

15 Construction

A [illegible]

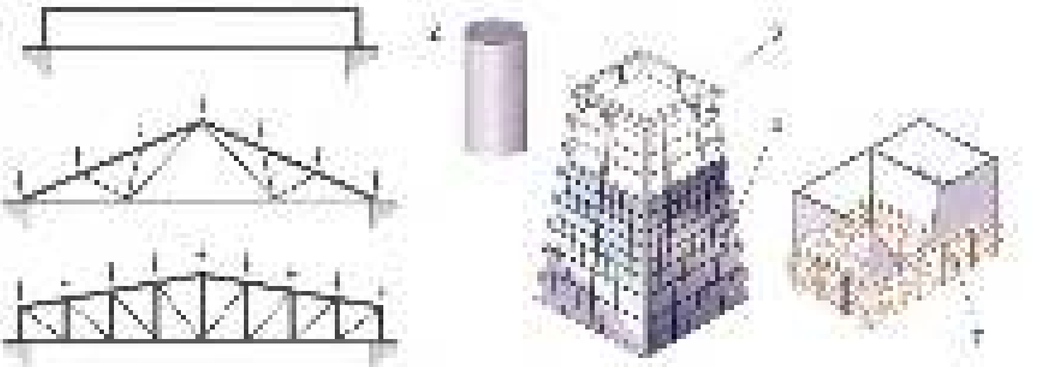
B [illegible]

C [illegible]

TASKS

1

2



1 ____________
2 ____________
3 ____________
4 ____________
5 ____________
6 ____________
7 ____________

3

16 Electrical

A

[illegible]

[illegible]

- electronic circuits
- control systems
- computer design
- communications
- solid-state electronics
- medical imaging systems
- radar
- fibre optics

[illegible]

B

[illegible]

[illegible]

[illegible]

C

[illegible]

- [illegible]
- [illegible]
- [illegible]

TASKS

1 [illegible]

1 [illegible]

2 [illegible]

3 [illegible]

4 [illegible]

5 [illegible]

6 [illegible]

7 [illegible]

8 [illegible]

2 What is being described? Find a word or phrase from the page opposite.

1 [illegible]

2 [illegible]

3 [illegible]

4 [illegible]

5 [illegible]

6 The study of how [illegible] are [illegible] and used.

7 [illegible]

8 [illegible]

9 [illegible]

10 [illegible]

3 Complete the text below with words from the page opposite. The first letter of the missing words has been given.

[illegible] (1) [illegible] ______ [illegible] (2) [illegible] ______ [illegible] (3) [illegible] ______ [illegible] (4) [illegible] ______ [illegible] (5) [illegible] ______ [illegible] (6) [illegible] ______ ______ [illegible] (7) [illegible] ______ [illegible]

[illegible] (8) [illegible] ______ [illegible] (9) [illegible] ______ [illegible] (10) [illegible] ______ [illegible] (11) [illegible] ______ [illegible] (12) [illegible] ______ [illegible]

17 Electronics 1

A

[illegible]

B

[illegible]

C

[illegible]

Noun	Verb	Adjective
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

TASKS

1 Choose the correct words in the following sentences.

1 Some students are trying to complete / make an exercise.

2 In the end of the lesson / At the end of the lesson we have a break.

3 Children in the developed countries / developed countries enjoy a high standard of living.

4 The main reason for the increase in the number of people living in poverty / poor people is the lack of jobs.

5 The teacher asked us to open / unfold our books on page 10 and look at the first / the biggest picture.

6 Children in developed countries / developed countries are more likely to suffer from obesity / overweight / heavy.

7 Exercise is important to stay healthy / make someone unhealthy. It helps to prevent / avoid / stop heart disease, which / who / where kills millions of people each year.

8 Eating a diet / dieting rich in fruit and vegetables / vegetarian and exercising regularly / regularly can help you to lose / reduce weight.

2 Use the words in bold to form words that fit in the sentences.

1 The main cause of illness in the world is _____ in the _____ (**dirty**) through poor hygiene.

2 Computer games can be a cause of _____ (**addict**) for some children.

3 Some developing countries like Bangladesh are _____ (**risk**) to natural disasters such as floods and cyclones.

4 It is difficult to _____ (**clear**) a lot of money.

5 Children in _____ (**develop**) countries should enjoy a high standard of living.

6 Because of the poor sanitation in the city, the _____ (**spread**) of infectious diseases is common.

7 The _____ (**cause**) of cholera is the bacteria vibrio cholerae.

8 Some people in developing countries are very _____ (**poor**).

9 _____ (**cause**) is a common illness through _____ (**eat**) the undercooked meat of infected animals.

10 It is important to _____ (**wash**) your hands before meals.

3 Complete the text about exercise by choosing words from the box.

> cycle • exercise • fat • healthy • reduce • prevent • obesity
> regularly • stress • run • walk • diet • happy • weight

Exercise is important for a healthy lifestyle. It helps to _____ weight problems and _____ heart disease. The main reason for _____ is eating too much food and not doing enough exercise. You don't have to _____ a marathon or go to the gym to get fit. There are many simple exercises you can do at home and everyday activities you can do outside.

Most doctors recommend that you do at least 30 minutes of _____ every day. Taking the stairs instead of the lift, _____ to work or school instead of taking the car or bus and walking the dog are all good ways to get more exercise into your daily routine.

Exercise can also help you to relax and reduce _____. It releases chemicals in the brain called endorphins which make you feel _____. Regular exercise can also help you to lose _____ and keep your body in shape.

18 Electronics 2

A [illegible]

- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]

B [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

C [illegible]

Scope and responsibilities

Senior Electronics Design Engineer

The Senior Electronics Design [illegible]

- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]

TASKS

1 Put these words and phrases into one of the three categories below.

[illegible]

devices	functions	applications

2 Choose one word from A with one word from B to complete the sentences below.

A	B
space	[illegible]
[illegible]	goods
[illegible]	[illegible]
[illegible]	[illegible]
navigation	[illegible]
personal	[illegible]

1 ______________ [illegible] space.
2 [illegible] ______________
3 Many people [illegible] ______________ at home.
4 [illegible] ______________
5 Ships and [illegible] ______________ [illegible]
6 ______________ [illegible]
[illegible]

3 [illegible] Complete them with words from the box.

[illegible]

[illegible] ______________ **Electronics Technician**

[illegible] ______________ [illegible]

[illegible] ______________ [illegible]

[illegible] ______________ [illegible]

19 Energy

A

The UK's energy system has changed dramatically over the 20th century.

In the first half of the twentieth century:

- coal was the dominant fuel in industry, [illegible] power plants and in homes [illegible]
- town gas [illegible] produced in larger towns [illegible] from coal

In the second half of the 20th century:

- coal continued to be of central importance for electricity generation, although its [illegible] share of [illegible]
- nuclear power plants began to be commissioned from the mid-1950s
- the electricity industry was consolidated into [illegible] monopolies, during the 1950s
- the high voltage electricity transmission network was created to [illegible] electricity over long distances [illegible] big power plants
- electricity distribution networks [illegible] in importance and [illegible]
- during the 1960s and 1970s there was a move to a nationwide natural gas network for heating [illegible], commerce and domestic [uncertain]
- demand for transport fuels increased considerably [uncertain]
- gas-fired central heating [illegible] replaced open coal fires in homes [uncertain]
- the use of electrical appliances [illegible]

B

Today we are seeing increasing interest in [illegible] renewable sources of energy which [illegible] clean and cheap [illegible] energy, using [illegible]

Sources of energy

renewable	non-renewable
sun • water	fossil fuels: coal, oil, natural gas, petroleum
wave • wind	[illegible] • [illegible] • [illegible]

Types of energy

[illegible]

Equipment to produce energy

[illegible]

C

Study the sentences below.

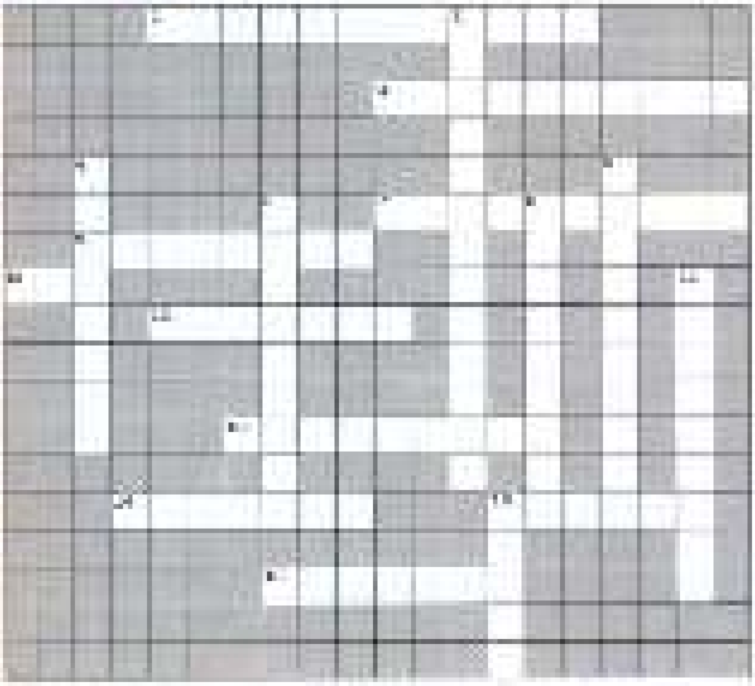
In 1950, the energy system between industry and domestic [illegible] fuelled with coal. Today domestic natural gas is the UK's [illegible] source of energy. Developments in technology are gradually [illegible] the cost of generating electricity from alternative and renewable sources. The [illegible] price of natural gas are contributing to making homes and [illegible] more [illegible].

TASKS

1 Rearrange the letters to name the sources of energy.

1 [illegible] 2 [illegible] 3 [illegible] 4 [illegible] 5 [illegible] 6 [illegible]

2 Complete the crossword with words from the opposite page.



Across

1 When a nuclear plant [illegible] is ________.
3 The flow of electrons produces this type of energy.
7 This heat comes from the earth itself.
9 This is a fossil gas [illegible]
10 Almost all the energy we use comes from this.
12 The waste of nuclear power stations contains a radioactive fuel such as ________.
13 These turn the energy in wind into electricity.
14 The kind of energy in things that [illegible] moving [illegible]
15 [illegible] hydroelectric power station together with its dam and reservoir.
16 [illegible] nuclear [illegible]

Down

2 [illegible]
4 This energy is associated with electric current.
5 Exhaust gases from vehicles and power stations [illegible] contribute to this effect.
6 This type of fuel is used to power all sorts of vehicles.
8 This power comes from the [illegible] movement of a liquid.
11 [illegible]
15 This type of energy comes from the sun.

3 Complete the following text about power using the words from the box.

barrage • gas • non-renewable • produce • solar • wave • [illegible]
power stations • reservoirs • renewable • tidal • coal • turbines

Most large power stations burn (1) ________ [illegible] millions of years ago. The first type of fossil fuel to be used in large quantities was (2) ________. Today, it is increasingly expensive to mine, however. Many (3) ________ still burn it but (4) ________ [illegible] (5) ________ have now largely replaced coal. These fuels are all (6) ________ [illegible] (7) ________ [illegible] (8) ________ power technology [illegible] (9) ________ [illegible] (10) ________ [illegible] (11) ________ power systems [illegible] (12) ________ power. Electricity can be generated when tidal water passes through turbines positioned in a (13) ________.

20 Civil engineering 1

vocabulary common prefixes

A Civil engineering is the engineering work performed by civil engineers primarily for public use. It includes the professional engineering and planning of physical works in the private and public sectors and the management of engineering projects. Civil engineering includes the design and maintenance of roads, bridges, canals, railroads, airports, water supply systems, sewage, irrigation, harbors, docks, tunnels, dams, and buildings.

Civil engineers must have a thorough knowledge of surveying, the properties and mechanical characteristics of materials, mechanics of structures and soils, and of principles and their practical application. Civil engineers are involved in the prevention and limitation of damage by the environment, as well as repairing damage caused by human activity. Civil engineers plan, design, construct, supervise, operate, maintain, test, and evaluate power stations, water distribution systems, sewage treatment systems, pipelines, water and wastewater treatment facilities, bridges, overpasses, tunnels, roads, railroads, airports, ports, harbors, dams, irrigation projects, and buildings.

B Arrange the following words and phrases into the correct columns in the table below.

Roads

[redacted]

Bridges

[redacted]

Roads, bridges and other structures

[redacted]

Civil engineering jobs and equipment

[redacted]

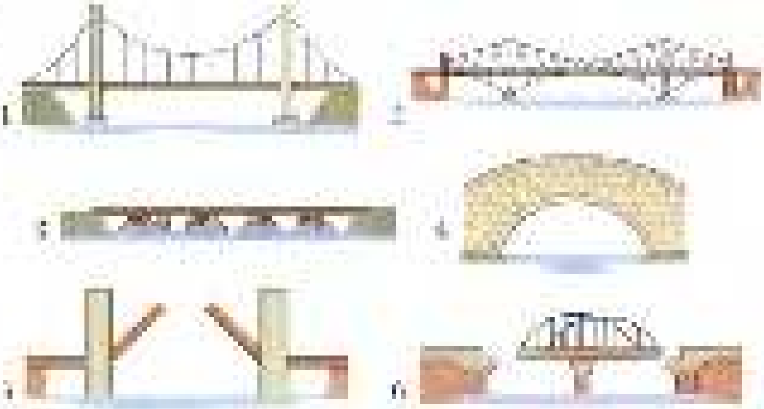
C Here is the table of contents of the book *Golden Gate Bridge*. Can you guess the missing numbers?

[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]		
[redacted]	[redacted]		
[redacted]	[redacted]		

TASKS

1 Name the bridges opposite. Choose from the following:

[illegible]



2 What is being described? Choose from the words on the opposite page.

1. This structure is built across a river to hold back the water to produce power, ... [illegible] ... controlled flooding.
2. This structure is built along the banks of a river ... [illegible] ... to hold back water and prevent flooding.
3. [illegible]
4. [illegible]
5. [illegible]
6. [illegible]
7. [illegible]
8. [illegible]
9. [illegible]
10. [illegible]
11. [illegible]
12. [illegible]

3 A civil engineer is showing an international visitor around. Complete the text with words from Roads from the opposite page.

ROADS

Here we are on one of our town streets. As you can see the road is ... [illegible] (1) ________ [illegible] ... the side. The highest part of the road ... (2) ________ ... (3) ________ ... under the surface of the road. ... (4) ________ ... (5) ________ for pedestrians ... edged with (6) ________ ... (7) ________ ... (8) ________ ... (9) ________ road ... (10) ________ ... (11) ________ ... under the road.

[illegible]

21 Civil engineering 2

A

The functions of civil engineers fall into three categories:

1. before construction: **feasibility studies**, **site investigations**, and **designs**
2. during construction: *dealing with clients, consulting engineers, and contractors*
3. after construction: maintenance

Any major civil engineering project starts with a feasibility study [illegible]. Once a scheme has been approved, a more comprehensive site investigation is usually necessary to evaluate the **load-bearing qualities and stability of the ground**. This field is called **soil mechanics**. The design of engineering works may require the application of **principles of hydraulics**. [illegible] **specifications**, **drawings**, and legal documents to get competitive **tender prices**. In a turnkey or package contract, the **building contractor** undertakes to finance, design, specify, construct, and **commission** the whole project. **Maintenance** is normally carried out by the contractor as part of the agreement. If there are [illegible].

B

Now look at the following key elements about the main construction phases:

Preliminary feasibility study:
A series of [illegible]

Secondary feasibility study:
A process to determine the best of the two or three remaining schemes. Rough dimensions are put onto preliminary [illegible] in order that a more accurate **costing** can be [illegible].

Feasibility study factors:
cost • aesthetic appeal • maintenance • ecology • disruption

Preliminary design:
Dimensions and [illegible], analysed [illegible] with estimated prices and construction [illegible].

Detailed design:
[illegible] to determine the **final details** and **final phases** [illegible].

After [illegible] **technical drawings** are done. The result of these calculations is a **finished design** [illegible] problems. Once the detailed design is complete, construction can begin.

C

Read the list of the essential **duties and responsibilities** of a civil engineer below.

- supervise detailed and [illegible] research and analysis
- [illegible] support for less experienced staff
- [illegible] including detailed and [illegible] spreadsheet analyses
- assist in [illegible] and [illegible] activities including the development of draft work plans and analysis
- [illegible] client communications [illegible]

TASKS

1 Match the following words and phrases with their definitions.

feasibility study	building or item of equipment which is built, supplied, or installed complete and ready to operate
site investigation	work to be carried out after the project to ensure problems are solved
[illegible]	detailed plans of proposed structures
soil mechanics	dimensions and measurements
specifications	extensive investigation to evaluate the load-bearing qualities and stability of the ground
technical overview	meeting [illegible] to assess both technical and economic aspects of a project
commission a project	offer of a bid for an engineering contract
[illegible]	process which reduces the costs of a project [illegible]
tender	study of the proposed location to assess geology of the area
turnkey project	to order a plan to be carried out

2 Put the following tasks into the appropriate phase of construction.

[illegible] • [illegible] • [illegible] • concluding engineering contract with contractors • feasibility study • detailed design • maintenance • employment of consulting engineer • preliminary site investigation

Phase	Tasks
Before construction	
During construction	
After construction	

3 The following extract is from a letter written by a qualified civil engineer in response to a job advertisement. Complete the extract by unscrambling the letters in brackets.

I am writing in connection with the job advertisement for a civil (a) __________ engineer, which appeared in today's *Civil Engineering*.

I have a degree in (b) __________ and civil engineering. After graduation, I worked for four years at Locks Engineers in the field of (c) __________ [illegible] consulting. During my time there, I specialized in (d) __________ [illegible] as well as in (e) __________ [illegible]. I am [illegible], especially in the following areas:

- development of (f) __________ [illegible]
- (g) __________ soil investigation
- [illegible] (h) __________ [illegible]

22 Mining

vocabulary: extract • minerals

A Mining is the process of removing valuable minerals from the earth's crust – the land and the sea. The process includes the digging of minerals from the earth. For example, people in different types of mines dig underground mines to extract coal, iron ore, and other kinds of minerals. There are several types of surface mining, such as the open-cast method, strip mining, and quarrying. The skills you can learn are:

• [illegible] • the mining method you employed • the minerals produced

There are typically four stages to mining:

- prospecting – looking for mineral deposits
- exploring – assessing the size, value, and economic viability of the deposit
- developing – preparing the deposit for extraction
- exploiting – extracting the minerals

Mining is an extremely dangerous activity. The health and safety of the workers and the protection of the public are achieved by applying strict [illegible] regulations.

B Various professions are employed in mining operations around the world. Here are some of the jobs that you may find in a mine. Can you match the jobs with the descriptions?

Prospecting and mining

[illegible] • [illegible] • [illegible] • [illegible] • [illegible] • [illegible] • [illegible] • [illegible] • [illegible]

Mineral processing and refining

[illegible] • [illegible] • [illegible] • [illegible] • [illegible] • [illegible] • [illegible]

Materials movement and transportation

[illegible] • [illegible] • [illegible] • [illegible] • [illegible]
[illegible] • [illegible] • [illegible]

Building and maintaining mines

[illegible] • [illegible] • [illegible] • [illegible] • [illegible] • [illegible]

What do they do?

[illegible] • [illegible] • [illegible] • [illegible] • [illegible] • [illegible] • [illegible]
[illegible] • [illegible] • [illegible] • [illegible] • [illegible] • [illegible] • [illegible]
[illegible] • [illegible] • [illegible] • [illegible] • [illegible] • [illegible] • [illegible]

C Fill in the comparative of the percentage of different grades of coal.

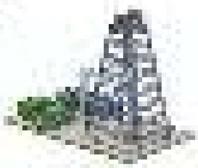
Peat is the lowest grade of coal. It is composed of 10% water, 5% carbon, and 85% volatile materials. Because it has a high water content, it is not commonly used as fuel. The second lowest grade of coal is lignite. It is known as brown coal and is made up of [illegible] water, [illegible] carbon, and [illegible] volatile materials. The next highest grade of coal is [illegible] bituminous coal. It is formed when the weight of overlying sediment, the depth of burial, and the length of time are right. [illegible] The highest and rarest grade of coal, called anthracite, is almost [illegible] pure carbon. It contains [illegible] carbon, [illegible] volatile materials, and [illegible] water.

TASKS

1 Match the following words and phrases with their definitions.

[illegible]	[illegible] exploitation
[illegible]	[illegible]
[illegible]	an open or surface mineral working, usually for the extraction of building stone, such as slate and limestone
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	remove soil and/or rock materials from one location and transport them to another
[illegible]	[illegible]
[illegible]	the naturally occurring material from which a mineral or minerals of economic value can be extracted
[illegible]	[illegible]

2 Label the following items of mining equipment with words from the box.

1

2

3

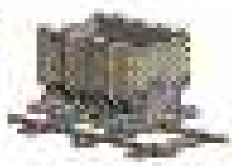
4

5

6

7

8

9


[illegible]

3 Rearrange the letters to complete the short descriptions of the activities of different mining professionals.

[illegible]

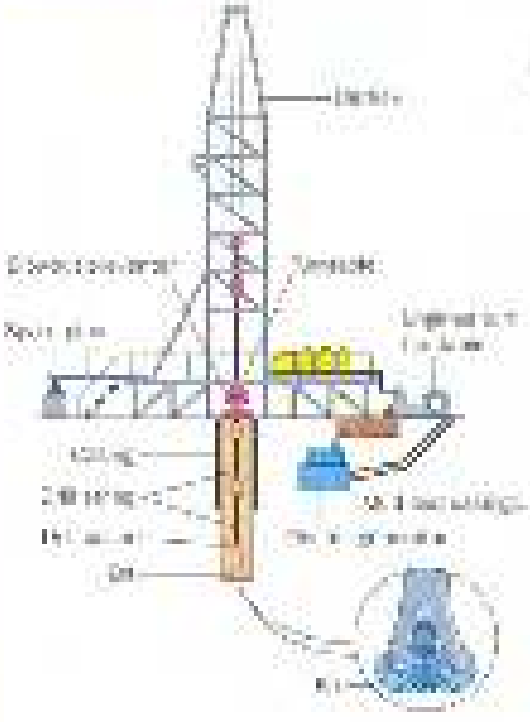
23 Petroleum 1

vocabulary company profiles

A

B

C

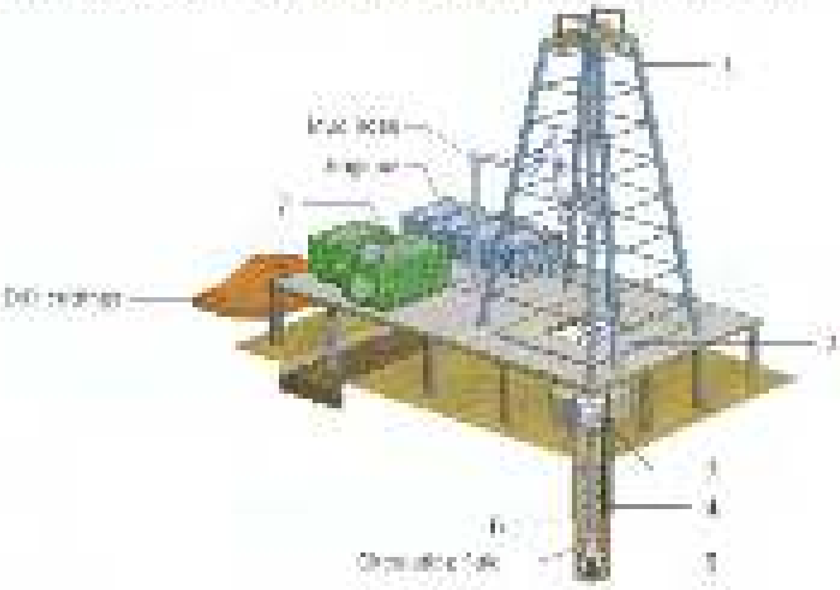


TASKS

1 Match the following words and phrases with their definitions.

derrick	a hole drilled into the earth to recover oil or gas
drill	a pipe made of steel inserted into a hole to [illegible] oil
[illegible]	a structure that holds all the necessary equipment for drilling
flammable	an offshore structure from which wells are drilled
offshore	[illegible]
[illegible]	exploration and production activities for oil and natural gas
reservoir	[illegible] in oceans, seas or large lakes
rig	rock formation containing oil and/or natural gas
[illegible]	[illegible]
spill	to [illegible] a solid or liquid

2 The following diagram shows the main parts of an oil rig. Label the parts.



3 The following text describes the eight basic steps to drill [illegible] [illegible]. The steps are mixed up and some of the letters of the following words are also mixed up. Number the steps in the correct order and then rearrange the jumbled words.

___ [illegible] (a) ________ [illegible]

[illegible] (b) ________ [illegible]

[illegible] (c) ________ [illegible] (d) ________ [illegible] (e) ________ [illegible]

[illegible] (f) ________ [illegible] (g) ________ [illegible]

___ [illegible] (h) ________ [illegible]

___ [illegible] (i) ________ [illegible]

___ (j) ________ [illegible] (k) ________ [illegible]

___ (l) ________ [illegible]

24 Petroleum 2

A

[illegible]

[illegible]

[illegible]

B

[illegible]

Refining

[illegible]

Transporting

[illegible]

Users of petroleum fuel

[illegible]

Petrochemicals from petroleum (→ 12)

[illegible]

C

[illegible]

Noun	Verb	Adjective
refinery	refine	[illegible]
separation	separate	separable
distillation	distil	distilling/distilled
heat	heat	hot
vapour	vaporize	vaporous
[illegible]	lubricate	lubricating/lubricated
synthetics	synthesize	synthetic
pollution/pollutant	pollute	polluting/polluted
spillage	spill	spilt
explosion	explode	explosive

TASKS

1 Find 15 petroleum-related products in the word square opposite.

P	A	O	T	M	Y	P	R	O	P	I	N	C	K	[illegible]
[illegible]	P	K	[illegible]	[illegible]	C	A	I	[illegible]	V	R	Y	H	I	Y
A	V	I	C	G	S	R	U	K	L	W	T	H	E	L
S	D	A	T	L	W	A	X	O	R	T	Q	L	L	E
T	A	K	C	N	R	P	T	P	S	T	H	O	L	Y
I	Q	I	Z	W	C	H	X	R	S	H	I	N	S	I
G	R	L	F	W	Z	I	T	R	C	F	K	A	C	R
T	T	E	F	A	I	N	T	R	C	T	L	P	P	R
A	S	D	M	A	T	E	X	P	L	O	S	I	V	E
K	P	F	P	P	H	I	H	I	W	W	X	F	I	P
A	T	D	R	S	G	P	P	Z	J	J	L	M	P	L
G	D	Y	F	H	U	P	A	R	R	T	D	T	H	J
[illegible]	F	E	R	T	I	L	I	Z	E	R	U	H	S	R
W	S	K	R	R	U	A	K	[illegible]	[illegible]	S	[illegible]	R	I	S

2 Complete the following sentences by adding a word derived from the word given.

1 At the first stage in the refining process, crude oil is heated and petroleum products are initially ______. separate

2 ______ are [illegible] used to remove oil [illegible] from the [illegible]. [illegible]

3 ______ [illegible] crude oil [illegible]. [illegible]

4 [illegible]. hot

5 [illegible] the ______ [illegible] valuable products. [illegible]

6 Synthetic materials provide [illegible] ______ [illegible] compared to [illegible]. lubricate

7 [illegible] generate most of the ______ in industrialised countries. pollute

8 In a ______ the various components present in crude oil are separated and converted into usable products. refine

3 Petroleum refineries and transport [illegible]. In the following extract from the chairman's [illegible] of your presentation some words are missing. Complete the extract using appropriate words from the box below. You should use each word once.

refineries • distillation • [illegible] • [illegible] • [illegible] • [illegible]
[illegible] • [illegible] • [illegible] • [illegible] • [illegible] • [illegible]

I [illegible] (1) ______ [illegible] (2) ______ [illegible] (3) ______ [illegible] (4) ______ [illegible] (5) ______ [illegible] (6) ______ [illegible] (7) ______ [illegible] (8) ______ [illegible] (9) ______ [illegible] (10) ______ [illegible]

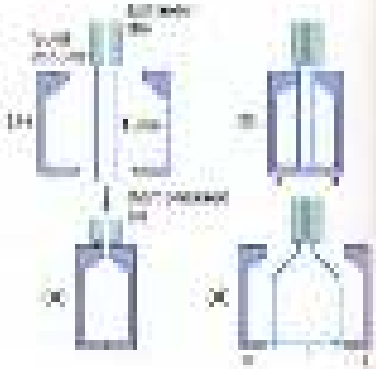
25 Plastics

A

B

C

Ram moulding



Screw moulding

TASKS

1 Are the following statements about plastics true or false? If false, correct the information.

1 Polymers are made of [illegible] ( )
2 [illegible] ( )
3 [illegible] ( )
4 [illegible] ( )
5 [illegible] ( )
6 [illegible] ( )

2 Below is a table showing a list of plastic articles and the types of plastic used. The middle column shows how the plastic is made. Choose the correct method from the list in the box.

[illegible] • blow moulding • [illegible] • injection moulding

Article	How made	Plastic
bucket	a	polyethylene
shoe sole	b	polyurethane
ballpoint pen	c	nylon
electric cable	d	PVC
ruler	e	nylon
plastic bag	f	polyethylene
water tank	g	PVC
milk bottle	h	polyethylene
audio cassette	i	[illegible]

3 Below is the contents page from a training book on plastics. On the left is the title of each chapter, on the right a short description of the contents of each chapter. Link the chapter title to the correct contents.

1 Introduction to plastics
2 Physical properties
3 Thermoplastics
4 Thermosets
5 [illegible] of plastics
6 Plastic products
7 Extrusion processes
8 Injection moulding process
9 Blow moulding
10 Environmental aspects of plastics

a [illegible]
b [illegible]
c [illegible]
d [illegible]
e [illegible]
f [illegible]
g [illegible]
h [illegible]
i [illegible]
j [illegible]

vocabulary [illegible]

26 Agroindustry

A

Agroindustry is the business sector that encompasses the farming, processing and transporting of food and food-related products. In a wide sense, it covers [illegible] aspects of agriculture and the food industry, including:

- food production and supply
- animal feed
- dairy farming and products
- food and drink for [illegible]

Agroprocessing can be divided into:

- upstream industries which are engaged in the initial processing of agricultural commodities such as rice milling and flour milling, leather tanning, oil pressing, and fish canning
- downstream industries which [illegible] further manufacturing operations on intermediate products made from agricultural materials. Examples are bread and biscuit making, textile spinning and weaving, paper production, and clothing and footwear manufacturing.

Agribusiness covers businesses that:

- supply farm inputs, such as fertilizers, pesticides or equipment
- are involved in the marketing of farm products, such as warehouses, processors, wholesalers, transporters, and retailers.

Finally, agriculture is the art, science and industry of managing the growth of plants and animals for human use. In a broad sense agriculture includes cultivation of the soil, growing and harvesting crops, breeding and raising livestock, dairying, and forestry.

B

Agricultural engineering is the application of engineering to agriculture, food production systems, processing systems, and conservation of land and water resources. It covers:

conservation • drainage • food engineering • post-harvest handling
power and machinery development • processing of commodities
[illegible]
[illegible]

Agricultural chemistry deals with the chemical compositions and changes involved in the production, protection, and use of crops and livestock:

additives • animal feed supplements • fertilizer • fungicide
herbicides • insecticides • plant growth regulator • soil chemistry

Food processing and preservation covers the techniques used to transform raw [illegible] and [illegible]:

canning • dehydration • drying • fermentation • food preservation
freezing • irradiation • [illegible] • [illegible] • refrigeration
[illegible] • smoking • [illegible] • thermal processing

C

Below are the contents pages of a food hygiene training course – [illegible] for food handlers in the catering, food retail or food processing environments.

- Introduction to food hygiene
- Food poisoning
- Bacteriology
- Prevention of contamination and food poisoning
- Personal hygiene
- Premises equipment and pest control
- Cleaning and disinfection
- Legislation

TASKS

1 [illegible]

[illegible]

2 [illegible]

A	B	C
[illegible]	[illegible]	[illegible]
fish	baking	[illegible]
flour	drying	[illegible]
[illegible]	freezing	[illegible]
[illegible]	grinding	[illegible]
[illegible]	manufacturing	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

3 Below are the details of a course in food hygiene. [illegible]

FOOD HYGIENE COURSE DETAILS

Introduction to food hygiene	[illegible]
Food handling	[illegible]
Bacteriology	[illegible]
Prevention of contamination	[illegible]
Premises	[illegible]
Cleaning and disinfection	[illegible]
Staff	[illegible]
Legislation	[illegible]

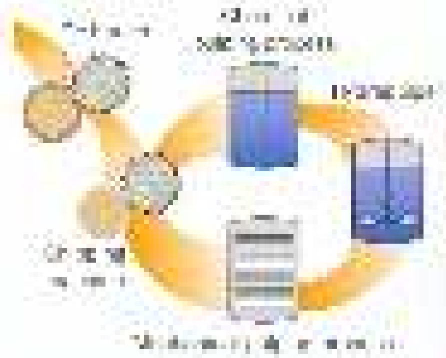
27 Pulp and paper

A

[illegible] wrapping and packaging products. [illegible] raw materials [illegible] wood pulp [illegible]

[illegible] chopped [illegible] There are two types of pulping [illegible] chemical and mechanical. [illegible] ground [illegible] additives such as dyes and bleach may be added. [illegible] papermaking [illegible]

Finally [illegible] The finished paper [illegible] large rolls [illegible]



B

[illegible]

Paper grades

[illegible]

Paper properties

[illegible]

[illegible]

[illegible]

C

Paper has many uses. [illegible]

[illegible]

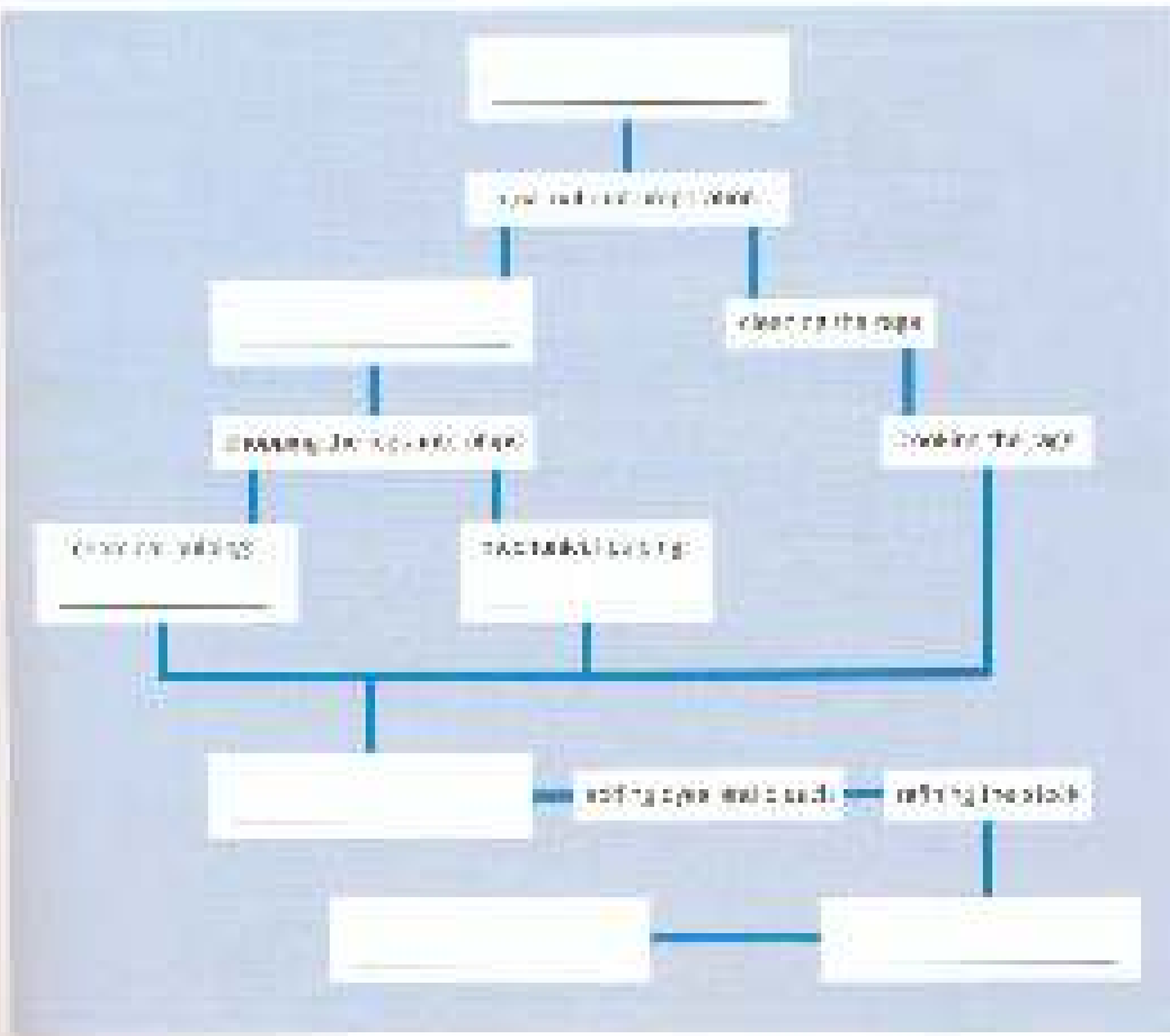
TASKS

1 Match the following words with their definitions. [illegible]

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

2 Organize the following stages in the papermaking process in the correct order in the flowchart. [illegible]

[illegible]



Vocabulary [illegible]

28 Telecoms 1

A

[illegible]

[illegible]

B

[illegible]

wire transmission

[illegible]

radio transmission

[illegible]

optical transmission

[illegible]

C

[illegible]

Course Contents

Part 1: Operating Systems

Part 2: Analogue Communications

Part 3: [illegible]

Part 4: [illegible]

Part 5: Digital Electronics

Part 6: Telecommunications Networking

Part 7: Fundamentals of Optical Communications

Part 8: Data Communications Networking

TASKS

1 Match each of the following words with its definition.

[illegible]	[illegible] bits or [illegible]
[illegible]	[illegible]
[illegible]	a system in which data is [illegible]
digital	a system in which data is [illegible] varying voltage
[illegible]	a thin piece of metal for conducting electric current
frequency modulation	a wave suitable for modulation by an information-bearing signal
[illegible]	an [illegible] electromagnetic [illegible] physical [illegible] through a medium
[illegible]	[illegible] or standard of performance
[illegible]	[illegible] of the input
[illegible]	[illegible] the amplitude of the carrier wave
[illegible]	[illegible] voltage [illegible]

2 The following words are taken from [illegible] radio and optical. Link each term with the most appropriate mode of [illegible].

[illegible]

[illegible] ________________________________

[illegible] ________________________________

[illegible] ________________________________

3 The following extract is taken from a description for a telecommunications technology course. Complete the [illegible] from the box.

[illegible]

Telecommunications Technology Certificate Course

Course Name	Course Details
[illegible]	[illegible] ________ of [illegible]
[illegible]	[illegible] ________
Analogue Communications	[illegible]
Digital Electronics	________ [illegible]
[illegible]	[illegible] ________ [illegible]
[illegible]	[illegible] ________ [illegible]
Data Communications Networking	[illegible]

29 Telecoms 2

A

[illegible]

[illegible]

[illegible]

B

[illegible]

Telephone

[illegible]

Television

[illegible]

C

[illegible]

The MobiPhone World

[illegible]

TASKS

1 [illegible]

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]
5. [illegible]
6. [illegible]

2 Match a word in the left-hand column with a word on the right to form phrases from the field of telecommunications.

Now complete the following sentences using phrases from the table opposite.

1. The telephone can be used to pay bills and ______ from ______.
2. [illegible] ______ [illegible]
3. [illegible] ______ [illegible]
4. [illegible] ______ [illegible]
5. ______ [illegible]

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

3 Below is an extract from the review of the newly released [illegible] World. Complete the text using the words/phrases in the box below.

[illegible]

[illegible]

Vocabulary

Vocabulary

30 Textiles

A

[illegible]

- [illegible]
- [illegible]

[illegible]

- [illegible]
- [illegible]

[illegible]

- [illegible]
- bleaching
- [illegible]

[illegible]

[illegible]

- [illegible]
- [illegible]

B

[illegible]

Fibres

[illegible]

Techniques and processes

[illegible]

Qualities of fibres

[illegible]

C

[illegible]

Washing  [illegible]

Bleaching  [illegible]

Ironing  [illegible]

Dry cleaning  [illegible]

Tumble drying  [illegible]

TASKS

1 Find eighteen textile-related products in the word square opposite.

[illegible]

2 Classify the following fabrics as to their fibre type: natural (N) or synthetic (S). Then choose from the box opposite which characteristics best describe each fabric.

Fabric	Fibre type	Characteristics
cotton		a
linen		b
nylon		c
polyester		d
silk		e
wool		f

- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]

3 Below are the instructions for how to look after your fabrics. Complete the texts using the words below.

dry-cleaned • drying • hand washed • machine-washed • [illegible]

[illegible]

COTTON

[illegible] ________ [illegible]

LINEN

[illegible] ________

SILK

[illegible] ________ [illegible]

NYLON

[illegible] ________ [illegible] ________ [illegible]

POLYESTER

[illegible] ________ [illegible] ________ [illegible]

Vocabulary

31 Present tenses

A Sample sentences

B Form

	Positive	Negative	Question
Present simple: *be*			
Present simple: other verbs			
Present continuous			
Present perfect simple			
Present perfect continuous			

Present perfect

	Positive	Negative	Question
Present perfect simple or continuous			
Present perfect simple passive			
Present perfect continuous passive			

Note the present perfect and have got in American use

C Uses

The present tenses and present time

The present tense to describe

1 a situation or action that is true or happening
at the moment of speaking (the present moment)

2 a habit or routine

The present tense in other uses

A present tense form can be the present

How do I get to the station?

The present perfect to describe

1 a situation or action starting in the past
that continues to the present (up to now)

2 a recent action or event in the past when there is a result
now (for example, a present situation)

TASKS

1 Choose the correct verb form in each of the following.

1. In this process, the mixture is heated/is heating to 120°C.
2. Once the cells are dissolving/have dissolved, the flask is removed.
3. [illegible]
4. [illegible]
5. [illegible]

2 A journalist is asking some questions. Complete the answers by putting the verb in brackets into the appropriate present tense in the active or passive.

1. A: [illegible]
   B: No. They ___are___ normally ___made___ [illegible]
2. A: [illegible]
   B: [illegible] ________ [illegible] ________ [illegible]
3. A: [illegible]
   B: [illegible] ________ [illegible] ________ [illegible]
4. A: [illegible]
   B: We ________ [illegible] ________ [illegible]
5. A: [illegible]
   B: We ________ [illegible] ________ [illegible]
6. A: [illegible]
   B: [illegible] ________ [illegible]
7. A: [illegible]
   B: [illegible] ________ [illegible]

3 Complete the following text with the correct form of the verbs in brackets.

[illegible] (1) ________ [illegible] (2) ________ [illegible] (3) ________ [illegible] (4) ________ [illegible] (5) ________ [illegible] (6) ________ [illegible] (7) ________ [illegible] (8) ________ [illegible] (9) ________ [illegible] (10) ________ [illegible]

32 Past tenses

A

B Form

Past simple and past continuous

	Positive	Negative	Question

Past perfect

	Positive	Negative	Question

C Uses

TASKS

1 Some of the following sentences are incorrect. Find the mistakes and correct them.

1 Neither Mr nor Mrs Parker are in their office.

2 Either my secretary or I are going to be in the office.

3 Each of the students has their own desk.

4 Mr Brown, as well as his colleagues, is going to attend the meeting.

5 The report, which was finished yesterday, has been sent to the client.

6 Before he retires, he will be spending the afternoon working in the garden.

7 Each person must provide their own pencil, paper, etc. for the meeting. Refreshments will be served.

8 Everybody except Mr Smith and Mrs Jones have arrived.

9 Neither Angela nor Jane have been to the new office.

10 Each of the students in the IT section has their own computer.

11 Either Mr Smith or Mrs Jones are going to be in the office.

2 Make pairs from questions and answers using the words given.

1 Where are the spare pens given out?

2 Who is the report written by?

3 Who was the new office designed by?

4 Who was appointed chairman of the committee?

5 Who is the new office manager?

6 Where are the spare pens given out?

7 Who is the report written by?

8 Who was the new office designed by?

9 Who was appointed chairman of the committee?

10 Who is the new office manager?

3 Complete the following report from a sales team leader to the sales director with the correct form of the verb in brackets.

On Friday morning (9.30) I _____ (arrive) at the office and _____ (find) my colleagues _____ (already / be) there. Each _____ (be) responsible for _____ (a) different area and _____ (have) to _____ (visit) a number of customers. Before I _____ (leave) the office, I _____ (ask) my colleagues _____ (tell) me what they _____ (plan) to do during the day. Each _____ (have) to _____ (write) a report of their activities. Everybody _____ (be) very busy and _____ (work) hard. Before I _____ (go) home, I _____ (check) my e-mail and _____ (find) that I _____ (receive) several messages. Each _____ (require) a different response. I _____ (spend) the evening _____ (write) letters.

33 Future forms

A Sample sentences

B Form

C Uses

TASKS

1 [illegible]

1 [illegible]
2 [illegible]
3 [illegible]
4 [illegible]
5 [illegible]
6 [illegible]

a [illegible]
b [illegible]
c [illegible]
d [illegible]
e [illegible]
f [illegible]

2 [illegible]

1 [illegible]
a [illegible]
b [illegible]

2 [illegible]
a [illegible]
b [illegible]

3 [illegible]
a [illegible]
b [illegible]

4 [illegible]
a [illegible]
b [illegible]

5 [illegible]
a [illegible]
b [illegible]

3 [illegible]

[illegible]

[illegible]

34 Conditionals

Grammar uses

A Sample sentences

[illegible]

B Form

[illegible]

Conditional	if clause	main clause
I	present simple	[illegible]
II	past simple	[illegible]
III	past perfect	[illegible]
[illegible]	present simple	present simple

[illegible]

C Uses

[illegible]

Conditional I

[illegible]

Conditional II

[illegible]

Conditional III

[illegible]

[illegible]

Notes

[illegible]

TASKS

1 Match two parts of [illegible] conditional sentences. [?]

1 If [illegible] tests produce positive results.
2 If [illegible] is cooled to [illegible]
3 [illegible]
4 If you want to study the files from the internet. [?]
5 [illegible]
6 If you want to [illegible]
[illegible]
7 If the [illegible]
8 [illegible]

a [illegible]
b [illegible]
c [illegible] specifications [illegible]
[illegible]
d [illegible]
e [illegible]
f it becomes brittle and will break. [?]
g [illegible]
h [illegible]

2 Complete these sentences using the words in brackets. [?]

1 [illegible] ______________ [illegible]
2 [illegible] ______________ [illegible]
3 In the event of a [illegible] ______________ [illegible]
4 [illegible] ______________ [illegible]
5 [illegible] ______________ [illegible]
6 [illegible] ______________ [illegible]
7 As long as [illegible] ______________ [illegible]
8 [illegible] ______________ [illegible]

3 Two site workers are discussing the weather. Complete the conversation with the correct form of the verbs in brackets. [?]

A [illegible] ______________ [illegible]

B [illegible] ______________ [illegible]
[illegible]

A [illegible] ______________ [illegible]
[illegible]

B [illegible]
[illegible] ______________ [illegible]
[illegible]

A [illegible] ______________ [illegible]
time [?]

B [illegible] ______________ [illegible]
[illegible]

A Provided [illegible] ______________ [illegible]
[illegible] ______________ [illegible]
[illegible] ______________ [illegible]

Grammar uses

35 Verb phrases

Grammar uses

A Sample sentences

[illegible]

B Form

[illegible]

C Uses

[illegible]

1 The same meaning

[illegible]

2 A different meaning

[illegible]

3 A slight difference of meaning

[illegible]

Notes

[illegible]

TASKS

1 [illegible]

1 [illegible]
 a [illegible]
 b [illegible]

2 [illegible]
 a [illegible]
 b [illegible]

3 [illegible]
 a [illegible]
 b [illegible]

4 [illegible]
 a [illegible]
 b [illegible]

5 [illegible]
 a [illegible]
 b [illegible]

2 [illegible]

[illegible]

1 [illegible] __________ [illegible]
2 [illegible] __________ [illegible]
3 [illegible] __________ [illegible]
4 [illegible] __________ [illegible]
5 [illegible] __________ [illegible]
6 [illegible] __________ [illegible]
7 [illegible] __________ [illegible]
8 [illegible] __________ [illegible]

3 [illegible]

To: [illegible]
From: [illegible]
Re: [illegible]

MEMO

[illegible]

36 Active vs passive

A Sample sentences

[illegible]

B Form

[illegible]

C Uses

[illegible]

1 [illegible]

2 [illegible]

[illegible]

1 [illegible]

TASKS

1 In the following sentences underline the verbs and say if they are active or passive.

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]
5. [illegible]
6. [illegible]
7. [illegible]

2 Here is a list of changes which have taken place in a town between 1990 and today. Use these notes and the verbs given to write sentences to describe these changes.

Example: Four hotels have been built.

1990	today	verb
no hotels	four hotels	build
wet land	drained land	drain
small library	new library [illegible]	open
three factories	no factories	close
[illegible]	river clean	clean
few offices	new office block	build
no parks	two parks	establish
no airport	plans for airport	plan

3 In the following description of how plastics are shaped, put the verbs in brackets in the correct form.

injection moulding | laminating | blow moulding | [illegible]

[illegible]

37 Causation

A Sample sentences

[illegible]

B Form

[illegible]

1 [illegible]

[illegible]

2 [illegible]

[illegible]

3 [illegible]

[illegible]

C Uses

[illegible]

TASKS

1

2

3

38 Obligation and requirements

A Simple sentences

B Form

C Uses

TASKS

1

Choose one or more words for each picture. There are more words than you need.

a You must wear this when working here.

b You must not smoke here.

c Authorised personnel only here.

d You must not drink here.

e A warning sign which says 'poisonous'.

f Refers to what to do in case of a fire.

g You must wear safety glasses here.

h An explosive substance.

2 Read the text below and choose the correct words for the missing spaces.

1 Successful ____ are the ones who are able to fit in with other people.

2 The success of the work ____ depends on how well the people ____ together.

3 When a business runs ____ of money, it goes ____ and closes down.

4 Only ____ people can be trusted with large amounts of money.

5 Without ____ communication, it is very difficult to keep ____ of the movements of components.

6 Children are more ____ to learning languages.

3 Fatima is a secretary working for Rose and Thornton, a small engineering company. Rose explains to Fatima how to complete the return for the Value Added Tax form. Complete the text below using the correct form of the words in brackets.

```
receipt + permit + customer + building + cross + accounts
purchase + supply + value (2) + payment
```

Rose: Fatima, I'm sorry but I'm really busy this morning and I don't have time to explain how to fill in the VAT return. Can you do it yourself? I've got the ____ (1) and the ____ (2) here. Just look at the ____ (3) and the ____ (4) and you should be able to work out what to do. Oh, and don't forget to check the ____ (5) carefully before you ____ (6) them. We don't want to pay ____ (7) tax on anything we're not entitled to, do we?

Fatima: No, I suppose not. Is there anything else I should do?

Rose: Yes, you'll need to check the ____ (8) and ____ (9) to see how much we've spent on ____ (10) and how much we've received from ____ (11). Then you'll have to work out the ____ (12) between the two.

Fatima: Is that all?

Rose: Not quite. You'll also have to check the ____ (13) to see how much we've received from ____ (14) and how much we've spent on ____ (15). Then you'll have to work out the ____ (16) between the two.

Fatima: Is that all?

Rose: Not quite. You'll also have to check the ____ (17) to see how much we've received from ____ (18) and how much we've spent on ____ (19). Then you'll have to work out the ____ (20) between the two.

Fatima: Is that all?

Rose: Not quite. You'll also have to check the ____ (21) to see how much we've received from ____ (22) and how much we've spent on ____ (23). Then you'll have to work out the ____ (24) between the two.

Fatima: Is that all?

Rose: Not quite. You'll also have to check the ____ (25) to see how much we've received from ____ (26) and how much we've spent on ____ (27). Then you'll have to work out the ____ (28) between the two.

Fatima: Is that all?

Rose: Not quite. You'll also have to check the ____ (29) to see how much we've received from ____ (30) and how much we've spent on ____ (31). Then you'll have to work out the ____ (32) between the two.

Fatima: Is that all?

Rose: Not quite. You'll also have to check the ____ (33) to see how much we've received from ____ (34) and how much we've spent on ____ (35). Then you'll have to work out the ____ (36) between the two.

Fatima: Is that all?

Rose: Not quite. You'll also have to check the ____ (37) to see how much we've received from ____ (38) and how much we've spent on ____ (39). Then you'll have to work out the ____ (40) between the two.

Fatima: Is that all?

Rose: Not quite. You'll also have to check the ____ (41) to see how much we've received from ____ (42) and how much we've spent on ____ (43). Then you'll have to work out the ____ (44) between the two.

Fatima: Is that all?

Rose: Not quite. You'll also have to check the ____ (45) to see how much we've received from ____ (46) and how much we've spent on ____ (47). Then you'll have to work out the ____ (48) between the two.

Fatima: Is that all?

Rose: Not quite. You'll also have to check the ____ (49) to see how much we've received from ____ (50) and how much we've spent on ____ (51). Then you'll have to work out the ____ (52) between the two.

Fatima: Is that all?

Rose: Not quite. You'll also have to check the ____ (53) to see how much we've received from ____ (54) and how much we've spent on ____ (55). Then you'll have to work out the ____ (56) between the two.

Fatima: Is that all?

Rose: Not quite. You'll also have to check the ____ (57) to see how much we've received from ____ (58) and how much we've spent on ____ (59). Then you'll have to work out the ____ (60) between the two.

Fatima: Is that all?

Rose: Not quite. You'll also have to check the ____ (61) to see how much we've received from ____ (62) and how much we've spent on ____ (63). Then you'll have to work out the ____ (64) between the two.

Fatima: Is that all?

Rose: Not quite. You'll also have to check the ____ (65) to see how much we've received from ____ (66) and how much we've spent on ____ (67). Then you'll have to work out the ____ (68) between the two.

Fatima: Is that all?

Rose: Not quite. You'll also have to check the ____ (69) to see how much we've received from ____ (70) and how much we've spent on ____ (71). Then you'll have to work out the ____ (72) between the two.

Fatima: Is that all?

Rose: Not quite. You'll also have to check the ____ (73) to see how much we've received from ____ (74) and how much we've spent on ____ (75). Then you'll have to work out the ____ (76) between the two.

Fatima: Is that all?

Rose: Not quite. You'll also have to check the ____ (77) to see how much we've received from ____ (78) and how much we've spent on ____ (79). Then you'll have to work out the ____ (80) between the two.

Fatima: Is that all?

Rose: Not quite. You'll also have to check the ____ (81) to see how much we've received from ____ (82) and how much we've spent on ____ (83). Then you'll have to work out the ____ (84) between the two.

Fatima: Is that all?

Rose: Not quite. You'll also have to check the ____ (85) to see how much we've received from ____ (86) and how much we've spent on ____ (87). Then you'll have to work out the ____ (88) between the two.

Fatima: Is that all?

Rose: Not quite. You'll also have to check the ____ (89) to see how much we've received from ____ (90) and how much we've spent on ____ (91). Then you'll have to work out the ____ (92) between the two.

Fatima: Is that all?

Rose: Not quite. You'll also have to check the ____ (93) to see how much we've received from ____ (94) and how much we've spent on ____ (95). Then you'll have to work out the ____ (96) between the two.

Fatima: Is that all?

Rose: Not quite. You'll also have to check the ____ (97) to see how much we've received from ____ (98) and how much we've spent on ____ (99). Then you'll have to work out the ____ (100) between the two.

39 Cause and effect

A Sample sentences

B Form

C Uses

TASKS

1 Match one part of a sentence from A and one from B to form sentences of cause and effect.

A	B
The equipment was faulty.	[illegible]
There is now a backlog of orders.	[illegible]
[illegible]	Consequently, [illegible] resources.
[illegible]	[illegible]
Computer software has been made easier to use.	[illegible]
They have set up a computer network.	That's the reason he had an accident.
[illegible]	As a result of [illegible] breakdowns.
[illegible]	[illegible]
He was not following safety regulations.	[illegible]

2 The following sentences contain a mistake. Find the mistake and correct it.

1. [illegible]
2. [illegible] injured [illegible]
3. [illegible]
4. [illegible] “[illegible]”
5. [illegible]
6. [illegible]

3 Here is part of a dialogue between an architect and someone who is interested in a local housing development. Fill in the blanks with a word from the box.

result · because · why · [illegible]

A: [illegible] ______ [illegible] ______ [illegible] ______ [illegible].

B: Why does [illegible]?

A: [illegible] ______ [illegible] ______ [illegible].

B: I see. How [illegible]?

A: [illegible] ______ [illegible] ______ [illegible].

B: [illegible]?

A: That's [illegible] ______ [illegible] ______ [illegible] ______ [illegible].

40 Ability and inability

A Sample sentences

[illegible]

B Form

[illegible]

1 [illegible]

2 [illegible]

3 [illegible]

4 [illegible]

[illegible]

1	2	3	4
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]

C Uses

[illegible]

Note:

1 [illegible]

2 [illegible]

3 [illegible]

TASKS

1 [illegible]

A	B
[illegible]	[illegible]

2 [illegible]

1 [illegible]
2 [illegible]
3 [illegible]
4 [illegible]
5 [illegible]
6 [illegible]
7 [illegible]
8 [illegible]

3 [illegible]

[illegible]

41 Scale of likelihood

A Sample sentences

[illegible]

B Form and uses

[illegible]

certainty (100%)
probability (75%)
possibility (50%)
[illegible] (25%)
[illegible] (0%)

Words and phrases

[illegible]	[illegible]
probably	[illegible]
possibility	[illegible]
[illegible]	[illegible]

C Uses

1 [illegible]

2 [illegible]

3 [illegible]

TASKS

1 Put the following words in the correct order to form sentences.

1 The power / can't / wind / run / the / of / entirely / nobody
2 Can't / that / more / are / energy / people / produce / it / ?
3 The power / to / wouldn't / be / a / practical / solution / very / it / big / is
4 Do / plan / to / use / the / this / ? / you
5 They / to / by / energy / wind / use / entirely
6 The / world's / needs / solar / our / energy / may
7 They / on / to / where / propose / plan / to / a / power / build / they

2 Look at the following sentences and say if the meaning does not change, is opposite or is unrelated.

The fuel method for making electricity is the most polluting.
Oil is the most environmentally friendly method for producing electricity.

1 Fossil fuels are the cheapest and most environmentally friendly energy source.
2 Fossil fuels are the most expensive and polluting source of energy.
3 Coal produces more pollution than oil.
4 Wind power is more reliable than solar power.
5 Solar panels are relatively inexpensive to install.
6 Wind power is the most reliable source of energy.
7 Coal is the most environmentally friendly fuel.
8 Oil is the most polluting fuel source of energy.
9 Fossil fuels are the least environmentally friendly source of energy.

3 Complete the following text with the correct form of the verbs in the box. Use the table in Part 1 on page 116 to help you.

A generation of _____ (1) energy is the ultimate goal for scientists working on renewable energy sources. Many scientists believe that fossil fuels are (2) _____ (3) to run out in the next few centuries. Others say that we (4) _____ (5) to find new sources of energy. In the next century, (6) _____ (7) fossil fuels will be nearly impossible to find. The future of nuclear power is also unclear. It (8) _____ (9) to be a very powerful but expensive energy. Today, people (10) _____ (11) to be more environmentally aware. Governments (12) _____ (13) to develop more power plants that use renewable energy sources, such as wind and solar. _____ (14) in the future, the world (15) _____ (16) to run out of fossil fuels. _____ (17) a new source of energy (18) _____ (19) to be found. Many (20) _____ (21) that wind power will provide. The US Department of Energy (22) _____ (23) that wind power (24) _____ (25) by 2020. In addition, people (26) _____ (27) to be more environmentally aware. Governments (28) _____ (29) to develop more power plants that use renewable energy sources, such as wind and solar. _____ (30) in the future, the world (31) _____ (32) to run out of fossil fuels. _____ (33) a new source of energy (34) _____ (35) to be found. Many (36) _____ (37) that wind power will provide. The US Department of Energy (38) _____ (39) that wind power (40) _____ (41) by 2020. In addition, people (42) _____ (43) to be more environmentally aware.

42 Relative clauses

A Sample sentences

B Form

C Uses

TASKS

1 Choose the appropriate relative pronoun in each of the following sentences.

1 A lecturer is someone who / which has an appetite for knowledge.

2 An encyclopedia is a book that / where you can look up facts about things and other cultures.

3 An invention is something / a place that changes the way people live or work.

4 Many inventors / inventions take years to perfect.

5 Many of the inventors / inventions that we now take for granted were considered ridiculous.

6 We are now in the digital age, which / where information is stored and transmitted electronically.

7 The company that / which I work for is a multinational with offices in over 50 countries.

8 The printing press is a machine which / that has had a huge impact on the world.

2 In the following article, underline the main verbs and write a letter (a–e) over each one to identify its tense.

a present simple b past simple c present perfect d past perfect e future

There are a lot of conspiracy theories about the Internet. Some people think that it was invented by the US government as a way of spying on people. However, this is incorrect. Many people do not realise that the Internet was originally developed by scientists in order to share information. In the early 1960s, computers were very large and very expensive. Only a few universities had one. Researchers wanted a way to share information between computers. The Internet was the result. Nowadays, it is used by billions of people around the world. Many people think that the Internet is a force for good in the world. It has helped to create a global community. However, there are some people who think that the Internet is a force for evil. They say that it has led to an increase in crime. They also say that it has led to a decrease in privacy. Governments are also worried about the Internet. They say that it has led to a decrease in their power. They say that it has led to a decrease in their ability to control their citizens. They say that it has led to a decrease in their ability to collect taxes. They say that it has led to a decrease in their ability to enforce laws. They say that it has led to a decrease in their ability to protect their citizens. They say that it has led to a decrease in their ability to maintain order. They say that it has led to a decrease in their ability to maintain peace. They say that it has led to a decrease in their ability to maintain stability. They say that it has led to a decrease in their ability to maintain security. They say that it has led to a decrease in their ability to maintain safety. They say that it has led to a decrease in their ability to maintain law and order. They say that it has led to a decrease in their ability to maintain public order. They say that it has led to a decrease in their ability to maintain public safety. They say that it has led to a decrease in their ability to maintain public security. They say that it has led to a decrease in their ability to maintain public peace. They say that it has led to a decrease in their ability to maintain public stability. They say that it has led to a decrease in their ability to maintain public law and order. They say that it has led to a decrease in their ability to maintain public order and safety. They say that it has led to a decrease in their ability to maintain public order and security. They say that it has led to a decrease in their ability to maintain public order and peace. They say that it has led to a decrease in their ability to maintain public order and stability. They say that it has led to a decrease in their ability to maintain public order and law. They say that it has led to a decrease in their ability to maintain public order and safety and security. They say that it has led to a decrease in their ability to maintain public order and safety and peace. They say that it has led to a decrease in their ability to maintain public order and safety and stability. They say that it has led to a decrease in their ability to maintain public order and safety and law. They say that it has led to a decrease in their ability to maintain public order and safety and security and peace. They say that it has led to a decrease in their ability to maintain public order and safety and security and stability. They say that it has led to a decrease in their ability to maintain public order and safety and security and law. They say that it has led to a decrease in their ability to maintain public order and safety and security and peace and stability. They say that it has led to a decrease in their ability to maintain public order and safety and security and peace and law. They say that it has led to a decrease in their ability to maintain public order and safety and security and peace and stability and law. They say that it has led to a decrease in their ability to maintain public order and safety and security and peace and stability and law and order.

3 Use the verbs in brackets to complete the following sentences.

Some of the sentences are in the passive. Which are they? Which tense is used in each case?

Example: My car (stolen) last week. My car was stolen last week.

1 The university (produce) a prospectus which (contain) the following information: _____.

2 (There / be) a bank. The bank (be) open _____ in the morning.

3 (There / be) a large amount of information. Computers (store) many details which _____.

4 (CDs / first / invent) in the 1980s. They (become) (very / popular) in the 1990s.

5 Do you know how the artificial heart (work)? _____ (it / run) on electricity or petrol?

6 The manager's assistant (phone) to tell me that the meeting (cancel). The manager (not / responsible) for anything.

7 (Some / people) work in the city. They (use) _____ (be / responsible) for making sure that the trains (run) on time.

43 Subordinate clauses of result and purpose

A Simple sentences

B Form

C Uses

TASKS

1 Match the following sentences with the numbers in the text.

1 They are made of concrete and glass and are very tall and very modern.

2 Once they were the property of rich people and were built in the countryside.

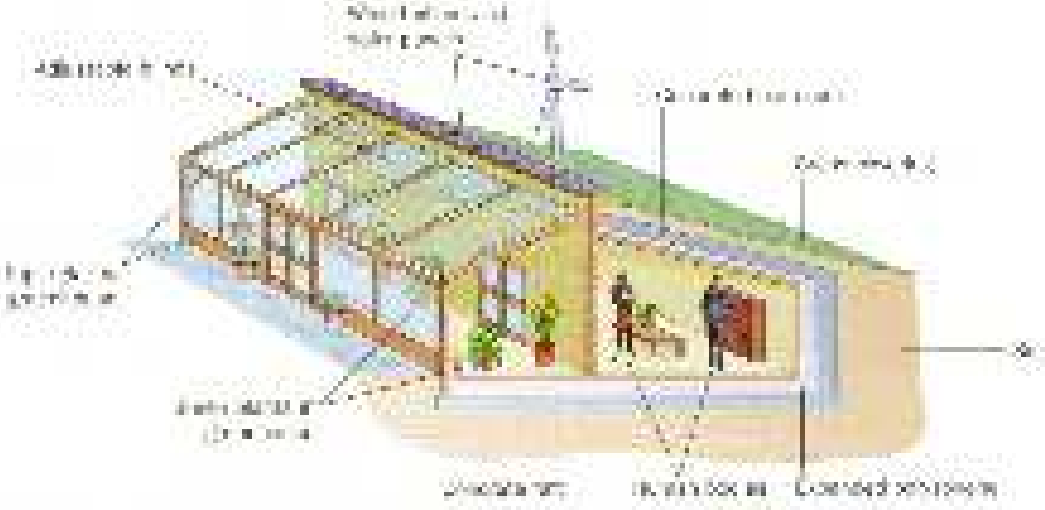
3 Some of them are very big and have many rooms. They were built in the 19th century.

4 Their architecture has been inspired by ancient Greek and Roman styles and they are usually painted white.

5 They are very tall. They were very expensive to build and are usually found in the city centre.

6 They are usually found in the suburbs and they have a garden and a garage.

2 Use the words in the box to label the features of an ecological house in the picture below. Complete the following description using the words you have chosen.



solar panels • rain water tank • wind turbine • garden • insulation • double glazed windows

An ecological house is a house that uses _____ to produce its own energy. Solar panels are _____ on the roof to produce _____ and a _____ is used to collect rain water. Some houses also have a small _____ in the garden to produce energy. Ecological houses are also _____ to keep the heat in and they have _____ to reduce heat loss. Some houses also have a _____ to produce energy.

44 Countable and uncountable nouns

A Sample sentences

[illegible]

B Form

[illegible]

countable [illegible] uncountable

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

1. [illegible]
2. [illegible]

[illegible]

[illegible]

3. [illegible]

C Uses

[illegible]

TASKS

1 Decide if the following nouns are countable or uncountable and write them in the appropriate column below.

[illegible]

Countable	Uncountable

2 Complete the sentences with suitable nouns from the box. Make them plural if necessary.

[illegible]

1 The European Community has prepared guidelines on waste.
2 [illegible] ____________ [illegible]
3 [illegible] ____________ at the factory.
4 [illegible] ____________ .
5 [illegible] ____________
6 [illegible] ____________ [illegible]
7 [illegible] ____________ [illegible]
8 [illegible] ____________ [illegible]

3 In each of the numbered lines below there is a mistake. Underline the mistake and write in the correction.

1 [illegible]
2 [illegible]
3 [illegible]
4 [illegible]
5 Coal, salt and [illegible]
6 [illegible]
7 [illegible]
8 [illegible]
9 [illegible]

Grammar uses

45 Comparison of adjectives

A Sample sentences

B Form

positive	comparative	superlative

C Uses

TASKS

1 Complete the table.

adjective	comparative	superlative
accurate	more accurate	the most accurate
easy		
reliable		
hard		
pretty		
bad		
far		
economical		
few		

2 Each of the sentences below contains a mistake. Find the mistake and correct it.

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]
5. [illegible]
6. [illegible]
7. [illegible]
8. [illegible]

3 Use the information from the table to complete the sentences which follow.

Bridge	Type of bridge	Length of span in metres	Built
Humber Bridge, England	suspension	1410	1981
Golden Gate Bridge, USA	suspension	1280	1937
Verrazano Narrows, USA	suspension	1298	1964
Quebec Bridge, Canada	cantilever	549	1917
Firth of Forth Railway Bridge, Scotland	cantilever	521	1890
Commodore John Barry, USA	cantilever	501	1974
New River Gorge, USA	steel arch	518	1977
Sydney Harbour Bridge, Australia	steel arch	503	1932

The Humber Bridge is the 1) ______ (long) suspension bridge in the world. It is 2) ______ (long) than the Golden Gate Bridge in the USA [illegible] 3) ______ [illegible]. The Verrazano Narrows Bridge in the USA is 4) ______ [illegible]. The Golden Gate Bridge is much 5) ______ (old) than the Humber Bridge. The 6) ______ (long) cantilever bridge is the Quebec Bridge in Canada. It is 28 metres 7) ______ (long) than the Firth of Forth Railway Bridge in Scotland which is over 100 years 8) ______ (old). The 9) ______ (new) cantilever bridge is the Commodore John Barry, which is also the 10) ______ (short). The Sydney Harbour Bridge is 11) ______ (short) and 12) ______ (old) than the New River Gorge.

46 Adjectives and adverbs

A Sample sentences

[illegible]

B Form

[illegible]

1 [illegible]

[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]

2 [illegible]

[illegible]

3 [illegible]

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

4 [illegible]

[illegible]

[illegible]

[illegible]

C Uses

[illegible]

1 [illegible]

2 [illegible]

[illegible]

[illegible]

1 [illegible]

[illegible]

[illegible]

2 [illegible]

[illegible]

[illegible]

3 [illegible]

[illegible]

4 [illegible]

[illegible]

TASKS

1 [illegible]

[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]		

2 [illegible]

1 [illegible] ____________ [illegible] ____________ [illegible]

2 [illegible] ____________ [illegible] ____________ [illegible]

3 [illegible] ____________ [illegible] ____________ [illegible]

4 [illegible] ____________ [illegible] ____________ [illegible]

5 [illegible] ____________ [illegible] ____________ [illegible]

6 [illegible] ____________ [illegible] ____________ [illegible]

3 [illegible] **below.**

The number of people who work in the textile (1) **manufacture/manufacturing** industry in the UK has fallen (2) **considerable/considerably** over the last 50 years. Today, it employs (3) **approximate/approximately** [illegible] people. [illegible] (4) **important/importantly** [illegible] (5) **increasing/increasingly** [illegible] (6) **industrial/industrially** applications. [illegible] (7) **increasing/increasingly** [illegible] (8) **wool/woollen** [illegible] (9) **constantly/constant** over the last 15 years. The UK also has a (10) **significant/significantly** silk industry, [illegible] (11) **annual/annually**. The UK [illegible] (12) **excellent/excellently** [illegible] (13) **technical/technically**. The UK's [illegible] (14) **extreme/extremely** [illegible] (15) **important/importantly** [illegible] (16) [illegible] industry.
The [illegible] (17) **relative/relatively** [illegible] (18) **significant/significantly**. [illegible] (19) **particular/particularly** [illegible] (20) **high/highly** [illegible] market.

47 Prepositions of time

A Sample sentences

B Form

C Uses

TASKS

1 Check the following sentences [illegible]. Find the mistakes and correct them.

1 [illegible]
2 [illegible]
3 [illegible]
4 [illegible]
5 [illegible]
6 [illegible]
7 [illegible]
8 [illegible]

2 Complete the following telephone conversation by adding the correct preposition of time. If no preposition is needed, leave the space blank.

[illegible]

3 Look at the Gantt chart and complete the memo. If no preposition is needed, leave the space blank.

[illegible]

48 Prepositions of place

A Simple sentences

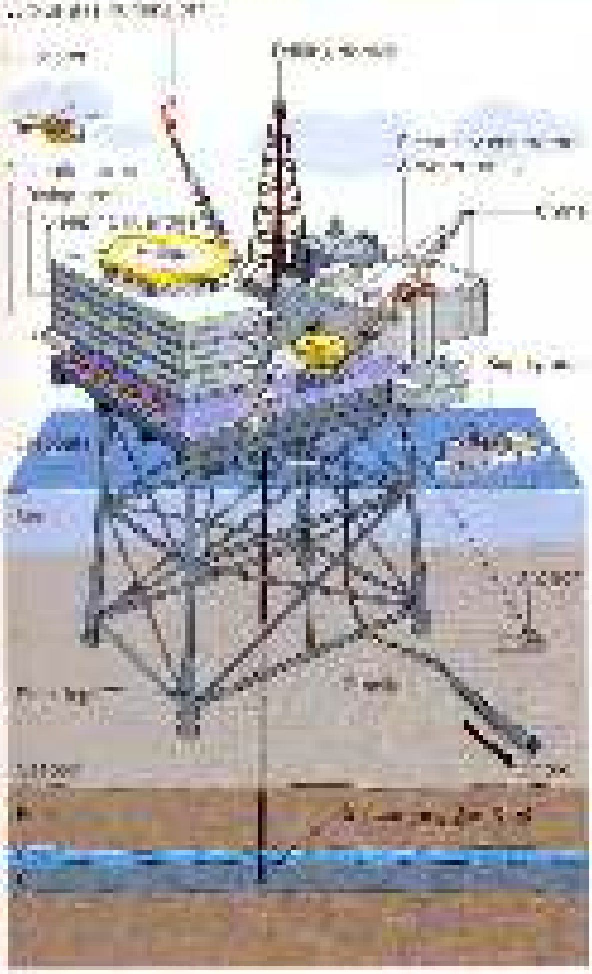
B Form

C Uses

TASKS

1

2



49 Quantifiers

A Sample sentences

[illegible]

B Form

[illegible]

C Uses

[illegible]

TASKS

1 Put the following in order from the most to the least.

1 [illegible] of our clothing is made of silk.
2 [illegible] of our clothing is made of silk.
3 [illegible] of our clothing is made of silk.
4 [illegible] of our clothing is made of silk.
5 [illegible] of our clothing is made of silk.
6 [illegible] of our clothing is made of silk.
7 [illegible] of our clothing is made of silk.
8 [illegible] of our clothing is made of silk.

2 Complete the sentences with the word given in brackets.

1 [illegible] ______ people [illegible] ______ [illegible]
[illegible]
2 ______ [illegible]
[illegible] ______ [illegible]
3 [illegible] ______ [illegible] ______
[illegible]
4 [illegible] ______ [illegible]
[illegible] ______ [illegible]
5 At present, [illegible] ______ [illegible] ______
[illegible]
6 In the [illegible] ______ [illegible]
______ [illegible]

3 The table below shows how the methods of transportation used by a company have changed over a period of 40 years. Complete the text below with words from the table [illegible].

Year	1970	1980	1990	2000	2010
Rail	100%	85%	60%	40%	5%
Road	0%	15%	35%	40%	70%
Air	0%	0%	5%	20%	25%

In 1970 ___all___ transportation was carried out by rail. (1) ______ goods were carried by road [illegible]. Ten years later, (2) ______ goods were transported by [illegible] (3) ______ [illegible] goods were being transported by [illegible] (4) ______ goods being transported [illegible]. In 1990 [illegible] (5) ______ ______ goods were still being transported by [illegible] (6) ______ [illegible]
(7) ______ [illegible] being [illegible] By the year 2000, (8) ______ [illegible] transported by [illegible] (9) ______ by road and (10) ______ [illegible].
By the year 2010 [illegible] (11) ______ goods will be [illegible] by rail
(12) ______ [illegible] (13) ______ will [illegible] by air

50 Contrasting ideas

A Sample sentences

[illegible]

B Form

[illegible]

1 [illegible]

[illegible]

[illegible]

[illegible]

2 [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

3 [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

C Uses

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

TASKS

1 Complete the following sentences by choosing a suitable ending from the box.

- [illegible]
- [illegible]
- [illegible]
- there are places in the country where it [illegible]
- [illegible]
- [illegible]

1. [illegible] ...
2. Although [illegible] ...
3. These [illegible] ...
4. [illegible] ...
5. [illegible] ...
6. [illegible] ...

2 Complete the following text by using one of the words in the box.

whereas • however • but • despite • while

[illegible] (1) ________ [illegible] (2) ________ [illegible] (3) ________ [illegible] Bridge in Scotland held the record for the longest [illegible] years. The [illegible] Bridge is made of [illegible] (4) ________ the [illegible] Bridge in [illegible] is made of pre-stressed concrete. [illegible] (5) ________ [illegible] bridge.

3 A small company is looking for a new site to build a new factory. The Director is discussing three possible sites. Join the sentences in A and B using the connectors in C to form part of his speech.

[illegible]

A	B	C
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	although [illegible]
[illegible]	[illegible]	although
[illegible] the mountains.	[illegible]	however
There is a large labour market.	[illegible]	even though
Site 1 is close to road and rail [illegible].	Site 2 is close to the airport.	while
[illegible]		[illegible]
Site 2 is [illegible]	Site 3 is [illegible]	whereas
[illegible]	[illegible]	despite
[illegible] for new industrial buildings.		[illegible]

Glossary of grammatical terms

This is a list of the grammatical terms used in this book.

Active A verb or verb phrase is in the active voice when the subject is the doer of the action. *Compare* **passive**.

Auxiliary verb The verb *be*, *have* and *do* when used in the following circumstances:
- to form the perfect and pluperfect tenses, e.g. *I have finished*, *I had finished*
- to form the passive voice, e.g. *I was beaten*
- to form the future tense, e.g. *I will go*
- to form the conditional mood, e.g. *I would go if I could*
- to form the interrogative, e.g. *Do you like it?*
- to form the negative, e.g. *I do not like it*
- to form the emphatic, e.g. *I do like it*

Clause A group of words which contains a subject and a verb. There are two kinds of clause: the main clause, which can stand on its own as a sentence, and the subordinate clause, which cannot stand on its own as a sentence.

Collective noun A word which is singular in form but refers to a group of people or things, e.g. *team*, *crowd*, *flock*.

Command A sentence which tells someone to do something, e.g. *Stop!*, *Go away!*, *Shut the door!*

Comparative The form of an adjective or adverb used when comparing two things, e.g. *bigger*, *more quickly*.

Complement A word or group of words which completes the meaning of a verb, e.g. *He is a doctor*. *She looks tired*.

Conditional The mood of a verb used to express a condition which may or may not be fulfilled, e.g. *I would go if I could*. *If I had known, I would have told you*.

Conjunction A word which joins words, phrases or clauses, e.g. *and*, *but*, *because*, *although*.

Continuous A verb form which expresses continuing action, e.g. *I am writing*, *I was writing*, *I will be writing*.

Dangling participle A participle which has no noun or pronoun to refer to, e.g. *Looking out of the window, the sea was calm*.

Declarative A sentence which makes a statement, e.g. *I like cheese*.

Definite article The word *the*.

Demonstrative A word which points out the person or thing referred to, e.g. *this*, *that*, *these*, *those*.

Determiner A word which is used before a noun to show how the noun is being used, e.g. *a*, *the*, *some*, *my*, *this*, *every*.

Direct object A noun or pronoun which receives the action of the verb, e.g. *I like cheese*. *She hit him*. *Compare* **indirect object**.

Direct speech The actual words spoken by someone, e.g. *"I like cheese," she said*. *Compare* **indirect speech**.

Ellipsis The omission of words which are understood but not actually written or spoken, e.g. *Tea or coffee?* (= *Would you like tea or coffee?*).

Exclamation A word or group of words which expresses surprise, pain, anger, etc., e.g. *What!*, *Ouch!*, *How lovely!*

Finite verb A verb which is not an infinitive or participle, e.g. *I like*, *he likes*, *I liked*, *I will like*.

Future A verb form which refers to something that will happen in the future, e.g. *I will go*, *I will be going*, *I will have gone*.

Future perfect A verb form which refers to something that will have been completed by a certain time in the future, e.g. *I will have finished by 5 o'clock*.

Future perfect continuous A verb form which refers to something that will have been going on for a certain length of time by a certain time in the future, e.g. *I will have been working here for 10 years by next June*.

Gerund A word ending in *-ing* which is used as a noun, e.g. *Swimming is fun*. *I like reading*.

Imperative The mood of a verb used to express a command, e.g. *Stop!*, *Go away!*, *Shut the door!*

Indefinite article The words *a* and *an*.

Indirect object A noun or pronoun which is affected by the action of the verb but is not the direct object, e.g. *I gave her the book*. *She told me a story*.

Indirect speech The words spoken by someone reported rather than quoted directly, e.g. *She said that she liked cheese*. *Compare* **direct speech**.

Infinitive The form of a verb which is preceded by *to*, e.g. *to go*, *to eat*, *to sleep*.

Interjection A word or group of words which expresses surprise, pain, anger, etc., e.g. *What!*, *Ouch!*, *How lovely!*

Interrogative A word which is used in asking questions, e.g. *who*, *what*, *which*, *where*, *when*, *why*, *how*.

Intransitive A verb which does not have a direct object, e.g. *I arrived late*. *She laughed*. *Compare* **transitive**.

Irregular A verb which does not form its past tense and past participle by adding *-ed* to the infinitive, e.g. *go*, *went*, *gone*; *sing*, *sang*, *sung*.

Main clause A clause which can stand on its own as a sentence. *Compare* **subordinate clause**.

Modal verb The verbs *can*, *could*, *may*, *might*, *must*, *ought*, *shall*, *should*, *will*, *would* and sometimes *dare* and *need*. Modal verbs are always used with another verb, e.g. *I can swim*. *You must go*.

Noun A word which refers to a person, place, thing or idea, e.g. *Mary*, *London*, *table*, *love*.

Noun phrase A group of words which acts as a noun, e.g. *the old man*, *a nice cup of tea*.

Object A noun or pronoun which is affected by the action of the verb, e.g. *I like cheese*. *She hit him*. *Compare* **subject**.

Participle A word which is formed from a verb and is used in forming tenses or as an adjective, e.g. *going*, *gone*, *eaten*.

Passive A verb or verb phrase is in the passive voice when the subject is the receiver of the action, e.g. *I was beaten*. *The cheese was eaten by the mouse*. *Compare* **active**.

Past A verb form which refers to something that happened in the past, e.g. *I went*, *I was going*, *I had gone*.

Past participle The form of a verb used in forming the perfect and pluperfect tenses and the passive voice, e.g. *I have finished*, *I had finished*, *I was beaten*.

Past perfect continuous A verb form which refers to something that had been going on for a certain length of time by a certain time in the past, e.g. *I had been working here for 10 years by last June*.

Perfect A verb form which refers to something that has been completed by the present time, e.g. *I have finished*.

Perfect continuous A verb form which refers to something that has been going on for a certain length of time by the present time, e.g. *I have been working here for 10 years*.

Personal A pronoun which refers to the person speaking (*I*, *we*), the person spoken to (*you*) or the person or thing spoken about (*he*, *she*, *it*, *they*).

Phrase A group of words which makes sense but does not contain a subject and a verb, e.g. *in the house*, *running down the hill*.

Pluperfect A verb form which refers to something that had been completed by a certain time in the past, e.g. *I had finished by 5 o'clock*.

Positive The form of an adjective or adverb used when describing one thing, e.g. *big*, *quickly*. *Compare* **comparative**, **superlative**.

Possessive A word which shows ownership, e.g. *my*, *mine*, *your*, *yours*, *his*, *her*, *hers*, *its*, *our*, *ours*, *their*, *theirs*.

Preposition A word which is used before a noun to show how it is related to another word, e.g. *in the house*, *under the table*, *after dinner*.

Present A verb form which refers to something that is happening now, e.g. *I go*, *I am going*, *I have gone*.

Present participle The form of a verb ending in *-ing* used in forming the continuous tenses, e.g. *I am going*, *I was going*, *I will be going*.

Pronoun A word which is used instead of a noun, e.g. *I*, *you*, *he*, *she*, *it*, *we*, *they*, *me*, *him*, *her*, *us*, *them*.

Proper noun A word which is the name of a person, place, thing or idea, e.g. *Mary*, *London*, *Monday*, *January*.

Question A sentence which asks something, e.g. *Do you like cheese?*, *Where do you live?*

Reflexive A pronoun which ends in *-self* or *-selves*, e.g. *myself*, *yourself*, *himself*, *herself*, *itself*, *ourselves*, *themselves*.

Relative A word which refers to a noun or pronoun mentioned earlier in the sentence, e.g. *I like cheese which is made in France*. *The man who lives next door*.

Simple A verb form which refers to something that happens or happened, e.g. *I go*, *I went*. *Compare* **continuous**, **perfect**.

Subordinate clause A group of words which contains a subject and a verb but cannot stand on its own as a sentence, e.g. *because he was late*, *although I like it*. *Compare* **main clause**.

Subordinating conjunction A word which introduces a subordinate clause, e.g. *because*, *although*, *if*, *when*.

Subject A noun or pronoun which is the doer of the action of the verb, e.g. *I like cheese*. *She hit him*. *Compare* **object**.

Superlative The form of an adjective or adverb used when comparing more than two things, e.g. *biggest*, *most quickly*.

Tense A verb form which refers to a particular time, e.g. *I go*, *I went*, *I will go*.

Transitive A verb which has a direct object, e.g. *I like cheese*. *She hit him*. *Compare* **intransitive**.

Verb A word which is used to say what someone or something does or is, e.g. *I like cheese*. *She is a doctor*.

Verb phrase A group of words which acts as a verb, e.g. *is running*, *has been eating*.

Vocative A word or group of words which is used to address someone, e.g. *Mary, come here!*, *Ladies and Gentlemen*.

Answer key

Unit 1

Exercise 1

1 quality control	6 technical problem
2 [illegible]	7 [illegible]
3 [illegible]	8 [illegible]
4 [illegible]	9 [illegible]
5 [illegible]	10 [illegible]

Exercise 2

1 [illegible]	4 [illegible]
2 [illegible]	5 [illegible]
3 [illegible]	6 [illegible]

Exercise 3

1 [illegible]	5 [illegible]
2 [illegible]	6 [illegible]
3 [illegible]	7 [illegible]
4 [illegible]	8 [illegible]

Unit 2

Exercise 1

a 2 c 3 e 1 g 4 i 5

Exercise 2

modern	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

Exercise 3

1 [illegible]	5 [illegible]
2 [illegible]	6 [illegible]
3 [illegible]	7 [illegible]
4 [illegible]	8 [illegible]

Unit 3

Exercise 1

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

Exercise 2

1 [illegible]	7 [illegible]
2 [illegible]	8 [illegible]
3 [illegible]	9 [illegible]
4 [illegible]	10 [illegible]
5 [illegible]	11 [illegible]
6 [illegible]	12 [illegible]

Exercise 3

a [illegible]	e [illegible]
b [illegible]	f [illegible]
c [illegible]	g [illegible]
d [illegible]	h [illegible]

Unit 4

Exercise 1

a [illegible]	g [illegible]
b [illegible]	h [illegible]
c [illegible]	i [illegible]
d [illegible]	j [illegible]
e [illegible]	k [illegible]
f [illegible]	l [illegible]

Exercise 2

1 [illegible]	4 [illegible]
2 [illegible]	5 [illegible]
3 [illegible]	6 [illegible]

Exercise 3

b 3 d 2 f 1 h 4 j 5

Unit 5

Exercise 1

Exercise 2

[illegible]

Exercise 3

1 [illegible]	4 [illegible]
2 [illegible]	5 [illegible]
3 [illegible]	6 [illegible]

Unit 5

Exercise 1

1 [illegible]

Exercise 2

1 [illegible]	a [illegible]
2 [illegible]	b [illegible]
3 [illegible]	c [illegible]
4 [illegible]	d [illegible]

Exercise 3

[illegible]

Unit 7

Exercise 1

[illegible]

Exercise 2

1 [illegible]	m [illegible]
2 [illegible]	n [illegible]
3 [illegible]	o [illegible]
4 [illegible]	p [illegible]
5 [illegible]	q [illegible]

Exercise 3

a [illegible]	f [illegible]
b [illegible]	g [illegible]
c [illegible]	h [illegible]
d [illegible]	i [illegible]
e [illegible]	

Unit 8

Exercise 1

1 [illegible]	6 [illegible]
2 [illegible]	7 [illegible]
3 [illegible]	8 [illegible]
4 [illegible]	9 [illegible]
5 [illegible]	10 [illegible]

Exercise 2

[illegible]

Exercise 3

a [illegible]	g [illegible]
b [illegible]	h [illegible]
c [illegible]	i [illegible]
d [illegible]	j [illegible]
e [illegible]	k [illegible]
f [illegible]	l [illegible]

Unit 9

Exercise 1

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

Exercise 2

1 [illegible]	6 [illegible]
2 [illegible]	7 [illegible]
3 [illegible]	8 [illegible]

Exercise 3

a [illegible]	f [illegible]
b [illegible]	g [illegible]
c [illegible]	h [illegible]
d [illegible]	i [illegible]
e [illegible]	j [illegible]

Unit 11

Exercise 1

[illegible]

Exercise 2

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

Exercise 3
[illegible]

Unit [illegible]
Exercise 1
[illegible]

Exercise 2
[illegible]

Exercise 3
[illegible]

Unit [illegible]
Exercise 1
[illegible]

Exercise 2
[illegible]

Exercise 3
[illegible]

Unit [illegible]
Exercise 1
[illegible]

Exercise 2
[illegible]

Exercise 3
[illegible]

Unit [illegible]
Exercise 1
[illegible]

Exercise 2
[illegible]

Exercise 3
[illegible]

Unit [illegible]
Exercise 1
[illegible]

Exercise 2
[illegible]

Exercise 3
[illegible]

Unit [illegible]
Exercise 1
[illegible]

Exercise 2

1 [illegible]
2 [illegible]
3 [illegible]
4 [illegible]
5 [illegible]
6 [illegible]
7 [illegible]
8 [illegible]
9 [illegible]
10 [illegible]

Exercise 3

a [illegible]
b [illegible]
c [illegible]
d [illegible]
e [illegible]
f [illegible]
g [illegible]
h [illegible]
i [illegible]
j [illegible]

UNIT 18

Exercise 1

[illegible]

Exercise 2

1 [illegible]
2 [illegible]
3 [illegible]
4 [illegible]
5 [illegible]
6 [illegible]

Exercise 3

a [illegible]
b [illegible]
c [illegible]
d [illegible]
e [illegible]
f [illegible]

UNIT 19

Exercise 1

[illegible]

Exercise 2

[illegible]

Exercise 3

[illegible]

UNIT 20

Exercise 1

[illegible]

Exercise 2

[illegible]

Exercise 3

a [illegible]
b [illegible]
c [illegible]
d [illegible]
e [illegible]
f [illegible]
g [illegible]
h [illegible]
i [illegible]
j [illegible]

UNIT 21

Exercise 1

[illegible]

Exercise 2

Phase	Tasks
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

Exercise 3

a [illegible]
b [illegible]
c [illegible]
d [illegible]
e [illegible]
f [illegible]
g [illegible]
h [illegible]

UNIT 22

Exercise 1

[illegible]

Exercise 2

1 [illegible] 2 [illegible] 3 [illegible] 4 [illegible] 5 [illegible] 6 [illegible] 7 [illegible] 8 [illegible] 9 [illegible]

Exercise 3

a [illegible] b [illegible] c [illegible] d [illegible] e [illegible] f [illegible] g [illegible]

Unit 23

Exercise 1

[illegible]

Exercise 2

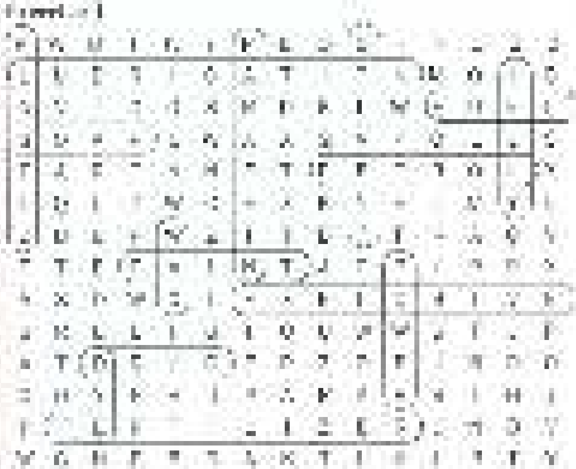
1 [illegible] 2 [illegible] 3 [illegible] 4 [illegible] 5 [illegible] 6 [illegible] 7 [illegible]

Exercise 3

1 [illegible]
2 [illegible]
3 [illegible]
4 [illegible]
5 [illegible]
6 [illegible]
7 [illegible]
8 [illegible]

Unit 24

Exercise 1



Exercise 2

1 [illegible] 2 [illegible] 3 [illegible] 4 [illegible] 5 [illegible] 6 [illegible] 7 [illegible] 8 [illegible]

Exercise 3

a [illegible] b [illegible] c [illegible] d [illegible] e [illegible] f [illegible] g [illegible] h [illegible] i [illegible] j [illegible] k [illegible] l [illegible]

Unit 25

Exercise 1

1 T
2 [illegible]
3 [illegible]
4 T
5 [illegible]
6 T

Exercise 2

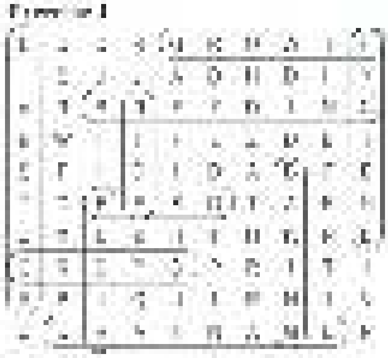
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

Exercise 3

[illegible]

Unit 26

Exercise 1



Exercise 2

[illegible]

Exercise 1

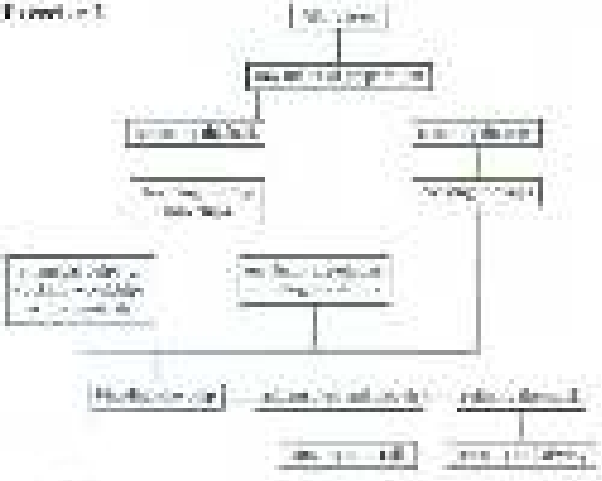
Introduction	[illegible]
natural hygiene	[illegible]
[illegible]	[illegible]
food combining	[illegible]
[illegible]	[illegible]
Exercise and relaxation	[illegible]
Fasting	[illegible]
Cleansing and detoxification	[illegible]
Stress	[illegible]
Digestion	[illegible]

Unit 22

Exercise 1

bill	[illegible]
bank	[illegible]
city	[illegible]
pay	[illegible]
[illegible]	[illegible]
save	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
cash	[illegible]

Exercise 2



Unit 23

Exercise 1

[illegible]	[illegible]
[illegible]	[illegible]

Exercise 2

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

Exercise 3

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

Unit 24

Exercise 1

1 [illegible]	[illegible]
2 [illegible]	[illegible]
3 [illegible]	[illegible]

Exercise 2

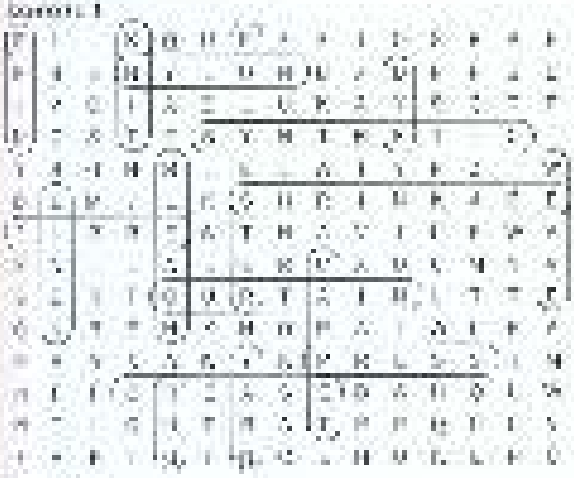
[illegible]

Exercise 3

a [illegible]	[illegible]
b [illegible]	[illegible]
c [illegible]	[illegible]
d [illegible]	[illegible]
e [illegible]	[illegible]

Unit 30

Exercise 1



Exercise 2

Table	Table type	Characteristics
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

Exercise 3

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

Unit 31

[illegible]

Exercise 2

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

Exercise 3

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

Unit 32

Exercise 1

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

Exercise 2

1 [illegible]
2 [illegible]
3 [illegible]
4 [illegible]
5 [illegible]
6 [illegible]
7 [illegible]
8 [illegible]
9 [illegible]
10 [illegible]

Exercise 3

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

Unit 33

Exercise 1

[illegible]

Exercise 2

[illegible]

Exercise 3

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

Unit 34

Exercise 1

[illegible]

Exercise 3

1 [illegible]
2 [illegible]
3 [illegible]
4 [illegible]
5 [illegible]
6 [illegible]
7 [illegible]
8 [illegible]

Exercise 4

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

Unit 35

Exercise 1

[illegible]

Exercise 2

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

Exercise 2

a [illegible]	g [illegible]
b [illegible]	h [illegible]
c [illegible]	i [illegible]
d [illegible]	j [illegible]
e [illegible]	k [illegible]
f [illegible]	l [illegible]

Unit 36

Exercise 1

1 [illegible]
2 [illegible]
3 [illegible]
4 [illegible]
5 [illegible]
6 [illegible]
7 [illegible]

Exercise 2

[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

Exercise 3

a [illegible]	h [illegible]
b [illegible]	i [illegible]
c [illegible]	j [illegible]
d [illegible]	k [illegible]
e [illegible]	l [illegible]
f [illegible]	m [illegible]
g [illegible]	n [illegible]

Unit 37

Exercise 1

1 [illegible]	7 [illegible]
2 [illegible]	8 [illegible]
3 [illegible]	9 [illegible]
4 [illegible]	10 [illegible]
5 [illegible]	11 [illegible]
6 [illegible]	12 [illegible]

Exercise 2

1 [illegible]
2 [illegible]
3 [illegible]
4 [illegible]
5 [illegible]
6 [illegible]
7 [illegible]
8 [illegible]

Exercise 3

[illegible]

Unit 38

Exercise 1

[illegible]

Exercise 2

1 [illegible]	4 [illegible]
2 [illegible]	5 [illegible]
3 [illegible]	6 [illegible]

Exercise 3

[illegible]

Unit 39

Exercise 1

[illegible]

Exercise 2

1 [illegible]
2 [illegible]
3 [illegible]
4 [illegible]
5 [illegible]
6 [illegible]
7 [illegible]
8 [illegible]

Exercise 3

[illegible]

Exercise 4

a [illegible]	f [illegible]
b [illegible]	g [illegible]
c [illegible]	h [illegible]
d [illegible]	i [illegible]
e [illegible]	j [illegible]

Unit 40

Exercise 1

[illegible]

Exercise 2

1 [illegible]	9 [illegible]
2 [illegible]	10 [illegible]
3 [illegible]	11 [illegible]
4 [illegible]	12 [illegible]

Exercise 3

a [illegible]
b [illegible]
c [illegible]
d [illegible]
e [illegible]
f [illegible]
g [illegible]
h [illegible]

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]
5. [illegible]
6. [illegible]
7. [illegible]

Unit 43

Exercise 1

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]
5. [illegible]
6. [illegible]
7. [illegible]

Exercise 2

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]
5. [illegible]
6. [illegible]
7. [illegible]
8. [illegible]

Exercise 3

[illegible]

1. [illegible]	7. [illegible]
2. [illegible]	8. [illegible]
3. [illegible]	9. [illegible]
4. [illegible]	10. [illegible]
5. [illegible]	11. [illegible]
6. [illegible]	12. [illegible]

Unit 44

Exercise 1

1. [illegible]	5. [illegible]
2. [illegible]	6. [illegible]
3. [illegible]	7. [illegible]
4. [illegible]	8. [illegible]

Exercise 2

[illegible]

Exercise 3

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]
5. [illegible]
6. [illegible]
7. [illegible]

Exercise 4

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]
5. [illegible]
6. [illegible]
7. [illegible]

Unit 45

Exercise 1

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]
5. [illegible]

Exercise 2

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]
5. [illegible]
6. [illegible]
7. [illegible]
8. [illegible]
9. [illegible]
10. [illegible]

Unit 46

Exercise 1

[illegible]

Exercise 2

1. [illegible]	5. [illegible]
2. [illegible]	6. [illegible]
3. [illegible]	7. [illegible]
4. [illegible]	8. [illegible]

Exercise 3

1. [illegible]	5. [illegible]
2. [illegible]	6. [illegible]
3. [illegible]	7. [illegible]
4. [illegible]	8. [illegible]
5. [illegible]	9. [illegible]

Unit 45

Exercise 1

adjective	comparative	superlative
[illegible]	[illegible]	[illegible]
nice	nicer	the nicest
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

Exercise 2

1 —
2 [illegible]
3 [illegible]
4 —
5 [illegible]
6 —
7 [illegible]
8 [illegible]

Exercise 3

a [illegible]	g [illegible]
b [illegible]	h old
c old	i [illegible]
d [illegible]	j [illegible]
e [illegible]	k [illegible]
f [illegible]	l [illegible]

Unit 46

Exercise 1

[illegible]

Exercise 2

1 [illegible]
2 [illegible]
3 [illegible]
4 [illegible]
5 [illegible]
6 [illegible]
7 [illegible]
8 [illegible]

Exercise 3

a [illegible]	g [illegible]
b [illegible]	h [illegible]
c [illegible]	i [illegible]
d [illegible]	j [illegible]
e [illegible]	k [illegible]
f [illegible]	l [illegible]
g [illegible]	m [illegible]
h [illegible]	n [illegible]
i [illegible]	o [illegible]
j [illegible]	p [illegible]
k [illegible]	q [illegible]
l [illegible]	r [illegible]
m [illegible]	s [illegible]
n [illegible]	t [illegible]
o [illegible]	u [illegible]

Unit 47

Exercise 1

1 [illegible]	5 [illegible]
2 [illegible]	6 [illegible]
3 [illegible]	7 [illegible]
4 [illegible]	8 —

Exercise 2

[illegible]

Exercise 3

[illegible]

Exercise 4

[illegible]

Unit 48

Exercise 1

Text 1

[illegible]

Text 2

[illegible]

Exercise 2

[illegible]

Unit 49

Exercise 1

100%

Exercise 2

1 [illegible]	4 [illegible]
2 [illegible]	5 [illegible]
3 [illegible]	6 [illegible]

Exercise 3

[illegible]

Unit 50

Exercise 1

1 [illegible]
2 [illegible]
3 [illegible]
4 [illegible]
5 [illegible]
6 [illegible]

Exercise 2

[illegible]

Exercise 3

[illegible]

Checklist

[illegible]

PROFESSIONAL ACTIVITIES

1 Production 1
2 Production 2
3 Research & Development 1
4 Research & Development 2
5 Information technology 1
6 Information technology 2
7 [illegible]
8 [illegible]
9 [illegible]

COMPANY PROFILES

10 [illegible]
11 [illegible]
12 [illegible]
13 Pharmaceuticals 1
14 Pharmaceuticals 2
15 [illegible]
16 [illegible]
17 [illegible]
18 [illegible]
19 [illegible]
20 [illegible]
21 [illegible]
22 [illegible]
23 [illegible]
24 [illegible]
25 [illegible]
26 Agriculture
27 [illegible]
28 [illegible]
29 [illegible]
30 [illegible]

1 Production 1

[illegible]

2 Production 2

[illegible]

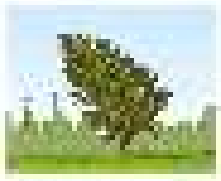
3 Research & Development 1

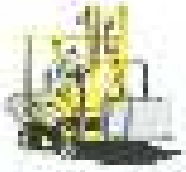
[illegible]

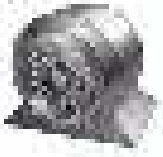
4 Research & Development 2

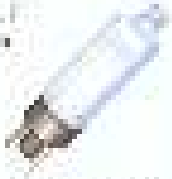
[illegible]

Glossary









- *Technical English: Vocabulary and Grammar* is a reference and practice book for learners of technical English at intermediate level and above
- Helps learners increase their knowledge of technical vocabulary and grammar
- 30 units cover key technical vocabulary drawn from:
  Professional activities – *health and safety, production and quality*
  Company profiles – *automotive, pharmaceutical, mining and telecoms*
- 20 units review core grammar in technical contexts
- The glossary covers and defines 1500 key technical terms
- For classroom and/or self-study use

A multilingual glossary to accompany this book is available on our website at

www.summertown.co.uk

[illegible]

[illegible]