

# UNIT 3 Vocabulary practice



## Personality

### 1 Complete the table.

noun	adjective
<i>innocence</i>	innocent
assertiveness	
	impatient
	shy
frustration	
	sensitive
nervousness	

### 2 Write the adjectives from exercise 1 next to the correct definition.

not guilty: *innocent*

- unable to wait patiently: .....
- disappointed at a lack of success: .....
- not confident: .....
- confident / self-assured: .....
- being concerned about other people's feelings: .....
- worried / scared: .....

### 3 Choose A or B to complete the text.

Your body language can reveal a lot about what you're really thinking:

- Standing with your hands on your hips can be seen as a sign of A.
- Sitting with your hands behind your head is sign that you feel (1) .....
- Showing an open palm is a sign of (2) ..... or (3) .....
- Having your arms crossed over your chest is a sign that you might be (4) .....
- Putting your hands together behind your back is a sign of (5) .....

A aggression

B aggressive

- A confidence B confident
- A openness B open
- A innocence B innocent
- A defensiveness B defensive
- A frustration B frustrated

## each other / one another

### 4 Choose the correct options.

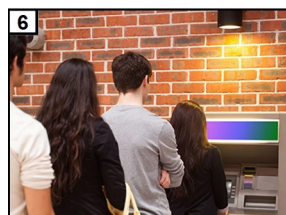
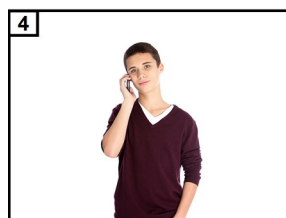
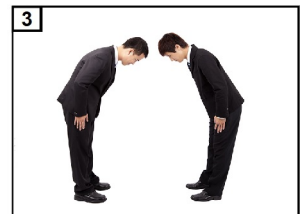
As soon as they **looked** / **trusted** at each other, they fell in love.

- Dimitri and Saul find it hard to **understand** / **play** one another.
- The children have been **copying** / **playing** with each other very nicely.
- Why aren't you **smiling** / **trusting** at one another in the photo?
- Friends must be able to **smile** / **trust** one another.
- The students were **copying** / **laughing** each other in the test.
- They **laughed** / **smiled** with each other during the day.

## Gestures & manners

### 5 Match the words in the box with the pictures.

answer the phone bow hold hands hug  
kiss queue ~~shake hands~~ wave



*shake hands*

- .....
- .....
- .....
- .....
- .....
- .....
- .....

# UNIT 3 Grammar practice



## Ability & requests

1 Complete the questions with the correct forms of **can**, **can't** and **be able to** and the verbs in bold.

Can you play the piano? (you / play)

- ..... Arabic? (he / speak)
- ..... well when you were a child? (you / swim)
- The music that you're playing is a bit loud –  
..... it down, please?  
(you / turn)
- I'm quite cold – ..... the window, please? (you / shut)
- They're starving – ..... a sandwich, please? (they / have)

## Obligation, prohibition & advice

2 Choose the correct options.

### Understanding cultural etiquette

How **should** / **may** you behave when you're in China?

- You (1) **should** / **might** greet people formally, starting with the eldest person first.
- You (2) **can** / **mustn't** look people directly in the eyes because this is thought to be disrespectful.
- If you're invited to somebody's house, you (3) **shouldn't** / **couldn't** arrive late and you (4) **should have** / **ought to** take a small present for your host.
- When eating, you (5) **could** / **should** try everything that you're offered, but you (6) **don't have to** / **must be** finish all the food in your bowl.

## Possibility & certainty

3 Order the words to form sentences.

working / tomorrow / I / might / night. / be / late

*I might be working late tomorrow night.*

- nervous / his / must / interview. / be / He / very / about  
.....
- offended / Kim / we / take / present. / be / may / don't / if / a  
.....
- be / She / happy / can't / looking / job. / if / for / another / she's  
.....
- might / if / bored / People / you're / think / you / early. / leave  
.....

## Modal perfects

4 Choose A, B or C to complete the sentences.

I'll call him because he **B** got our message about tonight.

- A could have      B may not have  
C shouldn't have

1 Carlo didn't say much – he ..... been feeling shy.

- A shouldn't have      B needn't have  
C must have

2 You ..... told me you were going to the cinema – you know I love Robert Pattinson.

- A can't have      B shouldn't have  
C could have

3 I shook hands instead of bowing in Japan – I ..... read about etiquette before I went.

- A should have      B shouldn't have  
C needn't have

4 They're going to Brazil on holiday – in fact they ..... left already.

- A may have      B couldn't have  
C shouldn't have

5 He ..... passed his driving test. He looked really sad.

- A might have      B can't have      C must have

6 He didn't answer me, so he ..... heard what I said.

- A might have      B should have  
C may not have

5 Complete the sentences with the phrases in the box.

can't have had    could have stolen  
couldn't have won    might have stayed  
should have gone    shouldn't have eaten  
~~shouldn't have stayed~~

I'm very tired – I **shouldn't have stayed** up late last night.

1 We ..... on holiday when the weather was nice.

2 I ..... that seafood because it didn't taste good.

3 They ..... at home today. I'm not sure.

4 Katie didn't smile at the party last night. She ..... a good time.

5 I can't find my mobile phone. I suppose someone ..... it.

6 He didn't practise at all this month, so he ..... the match.

# UNIT 3 Vocabulary practice

## Personality

- 1 Complete the sentences with antonyms of the adjectives in the box.

confident guilty ~~insensitive~~ nervous  
patient secretive

My brother is very *sensitive* – he always cares about what people think.

- The man said he was ..... He didn't commit the crime.
- My worst quality is that I hate waiting for anything – I'm very .....
- Jan's sister is very ..... – she always tells him everything.
- He doesn't like meeting new people. He feels very .....
- Philip can be forceful when it comes to getting what he wants – he's very .....

- 2 Translate the sentences into your language.

- Diane is very self-conscious and nervous when she goes for interviews.  
.....  
.....
- Paul gets frustrated with himself because he's not very assertive.  
.....  
.....
- Sally was very defensive when someone asked about her innocence.  
.....  
.....
- Sylvia is sensitive and doesn't like talking about her feelings.  
.....  
.....

## each other / one another

- 3 Correct the underlined mistakes in the sentences.

- Tom and John smiled at one other. *another*
- Peter and I understand every other. ....
  - My mother and Simon trust two another. ....
  - Fiona and Theo looked at each another. ....
  - Harry and Leah played to one another. ....
  - The teacher told them not to copy one other. ....
  - The children laughed to each other while they played. ....

## Gestures & manners

- 4 Complete the dialogue with the correct forms of the verbs in the box.

bow ~~greet~~ kiss hold shake

- A: We've got a Korean exchange student coming to stay – do you know how I should *greet* him?
- B: Yes, when you're meeting somebody for the first time, you should (1) ..... hands and (2) ..... from the waist at the same time.
- A: Should I tell him about etiquette in Spain?
- B: Yes, otherwise, he might be quite surprised to see people (3) ..... on the cheek when they say hello. He might also think it's strange to see couples (4) ..... hands in the street.

## Consolidation

- 5 Correct the mistakes in the prepositions. Two sentences are correct.

Maisie and Jenna looked ~~on~~ one another. *at*

- The girls were laughing on the TV show.  
.....
- Pete and John were talking at each other.  
.....
- Please go in with your story; it's very interesting.  
.....
- I'm not very good with giving talks to crowds.....
- You will have to interact with customers in this job.  
.....
- I'm very proud with my work .....
- I'd like to have my friends round this weekend.  
.....
- I'll drop you on at the station. ....

- 6 Replace the underlined words with the correct forms of the phrasal verbs in the box.

interact with bump into come over ~~go back~~ pick up go without

Vanessa returned home early. *went back*

- The actors will talk to the audience during the show.  
.....
- Why don't you visit my house tonight?  
.....
- They didn't have any chocolate for a month.  
.....
- Joe unexpectedly saw Tina at the cinema.  
.....
- I've collected the children from school today.  
.....

# UNIT 3 Grammar practice



## Ability & requests

- 1 Complete the sentences with the correct forms of **can**, **could** or **be able to**. Sometimes there is more than one possible answer.

I *used to be able to* play the piano really well when I was a child, but now I *can't* remember anything at all!

- ..... you pass me the salt, please?
- I'm sorry, but I ..... go to Geneva next week. I'm too busy.
- I ..... remember his name – what is it?
- Will you ..... email me when you're on holiday?
- I ..... hear what you were saying earlier – ..... you give me the message again, please?

## Obligation, prohibition & advice; possibility & certainty

- 2 Complete the text with the words in the box.

~~can reveal~~ may help might tell ought to make  
should make sure should notice shouldn't use

### Body language

A person's body language *can reveal* what they are really trying to say. These tips (1) ..... you to understand other people's body language.

- You (2) ..... the differences between what people say and what they do with their bodies and faces – for example, somebody (3) ..... you they're happy while frowning.
- In some countries you (4) ..... eye contact to show that you are interested in what a speaker is saying.
- You (5) ..... that your own tone of voice is appropriate – if you're saying sorry, you (6) ..... a happy tone of voice.

## Modal perfects

- 3 Complete the sentences with the correct forms of the verbs in bold. Use an affirmative or negative modal perfect.

I *shouldn't have offered* a hamburger to my sister who is vegetarian. (**should / offer**)

- I ..... my right hand for eating in India because the left hand is considered unclean. (**should / use**)

- He showed the bottom of his foot in the United Arab Emirates – he ..... that this is rude. (**can / realize**)
- They ..... the 'thumbs up' gesture in the Middle East because it's very offensive in some countries in that region. (**should / use**)
- His etiquette was perfect during his trip to China – he ..... about correct forms of behaviour before he went. (**must / read**)
- She ..... her Greek friend because she didn't eat much when she had dinner at his house. (**may / offend**)

## Consolidation

- 4 Complete the sentences with the correct forms of the verbs in the box. Sometimes there is more than one possible answer.

attend come ~~finish~~ not answer live meet  
~~read~~ understand think

This book is absolutely amazing – you *must read* it when I've *finished* it.

- Yesterday all the students in the final year ..... a compulsory course on exam skills.
- I've lived in Spain since 2017 so I ..... most things which people say to me.
- He said that he ..... Carlo before, but he wasn't sure.
- I'm not sure what I'm doing next Friday, but I ..... to your party.
- You ..... me now; you ..... about it.

- 5 Rewrite the sentences with the words in bold. Sometimes there is more than one possible answer.

It's possible that I'll come to college tomorrow. (**may**)

*I may come to college tomorrow.*

- It's essential that students arrive on time for their exam. (**must**)  
.....
- It was wrong of the tourist to wave with her left hand in Indonesia. (**shouldn't**)  
.....
- 'I don't think you should go to the doctor for this', said Neil. (**needn't**)  
.....
- It's possible that Sara missed her bus tonight. (**could**)  
.....
- There's no way you missed all the posters about the festival! (**can't**)  
.....
- We have a lot to do so we should start now. (**ought to**)  
.....

# UNIT 3 Writing practice

## Writing skills: step 1

### 1 Choose the correct options to complete the formal sentences.

- 1 I **look forward to hearing from you / really want to hear from you.**  
Yours faithfully, Mark Smith.
- 2 I **would be grateful / It would be great** if you could contact me at the above address.
- 3 I am sorry to tell you that we are not recruiting any part-time staff **right now / currently.**
- 4 Please refer to my letter **about / regarding** the job advertisement.
- 5 I **was wondering if it would be possible / want to know if it's possible** to visit your office next week.
- 6 I **appreciate your assistance / am happy that you helped me** with my problem.

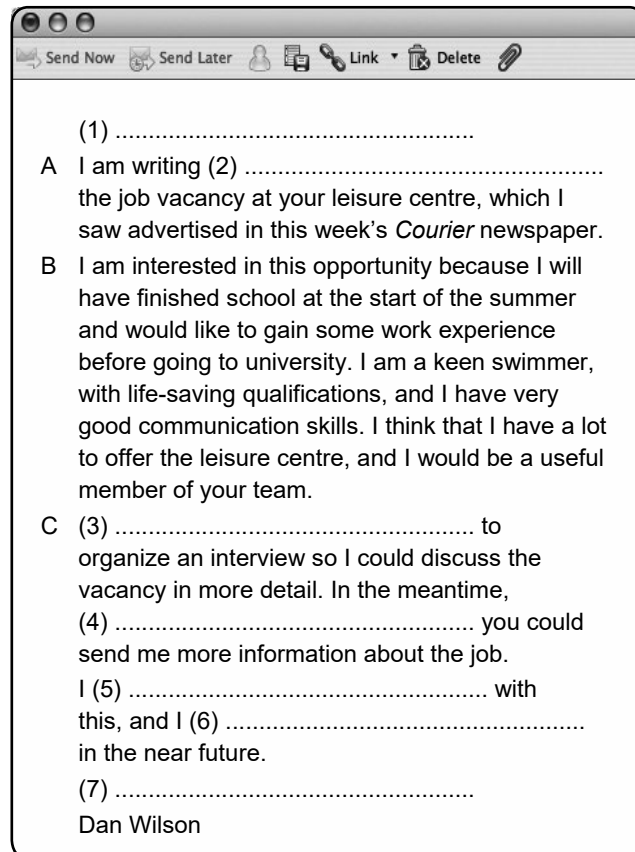
### 2 Complete the sentences with the formal expressions from exercise 1.

- 1 I ..... to visit the manager tomorrow.
- 2 You have been very helpful. I really .....
- 3 Please could you contact me by email?  
I ..... you.
- 4 I am interested in learning more and ..... if you could send me an information pack.
- 5 I am writing ..... the job that was advertised on your website.
- 6 I am ..... studying at university and will graduate this summer.

## Writing skills: step 2

### 3 Read the email and match paragraphs A–C with 1–3.

- 1 A description of Dan's skills .....
- 2 The reason why Dan is writing .....
- 3 Extra information that Dan wants .....



The screenshot shows an email client window with a toolbar at the top containing icons for 'Send Now', 'Send Later', a contact icon, a document icon, a 'Link' dropdown, a 'Delete' icon, and a reply icon. The email body contains the following text:

(1) .....

A I am writing (2) ..... the job vacancy at your leisure centre, which I saw advertised in this week's *Courier* newspaper.

B I am interested in this opportunity because I will have finished school at the start of the summer and would like to gain some work experience before going to university. I am a keen swimmer, with life-saving qualifications, and I have very good communication skills. I think that I have a lot to offer the leisure centre, and I would be a useful member of your team.

C (3) ..... to organize an interview so I could discuss the vacancy in more detail. In the meantime, (4) ..... you could send me more information about the job. I (5) ..... with this, and I (6) ..... in the near future.

(7) .....

Dan Wilson

### 4 Complete the email with the correct words and phrases.