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Writing	Grammar and Practice	Vocabulary	Overview	
Part 1 Email Formal and informal language	The future, Future continuous and future perfect Part 2 Open cloze Exam techniques Use of English Part 4 Key word transformations	Personality nouns and adjectives, Confusing verbs <i>lay/lie</i> Formal and informal language, Meanings of <i>get</i>	Part 4 Multiple choice lexical cloze, Phrasal verbs with <i>bring</i> , Meanings of <i>get</i>	
Part 2 Article Creating interest	Habits, Repeated action, <i>Used to</i> Part 2 Open cloze	Phrasal verbs Comparison	Part 2 Cloze, <i>Used to</i> , Personality adjectives	
Part 2 Letter of application Punctuation	Can, be able to, Other ability structures Part 2 Open cloze Exam techniques Use of English Part 3 Word formation	Film vocabulary Noun suffixes	Part 3 Word formation, Ability expressions, Phrasal verbs with <i>turn</i>	
Part 2 Report Impersonal language	Modal verbs of obligation, don't need to needn't have, be allowed to can't Part 2 Open cloze	Part 1 Multiple-choice lexical cloze Parts of the body, Seeing verbs	Part 4 Key word transformations, Modal verbs of obligation, Phrasal verbs with <i>put</i>	
Part 2 Informal letter Creating interest	Past time, Participle clauses Part 4 Key word transformations Exam techniques Use of English Part 2 Open cloze	Negative adjectives Confusing words, Extreme adjectives	Part 2 Open cloze, Past time, Phrasal verbs	
Part 2 Short story Dramatic effect	Gerunds and infinitives Part 4 Key word transformations	Collocation Part 1 Multiple-choice lexical cloze	Part 3 Word formation, Gerunds and infinitives, Collocation	
Part 1 Formal letter Contrasting language	Passive verbs, Have / Get something done Part 2 Open cloze Exam techniques Use of English Part 1 Multiple-choice lexical cloze	Sports vocabulary Phrasal verbs with <i>come</i> Which word?	Part 4 Key word transformations, Prefixes	
Part 2 Essay Connecting ideas	Reporting statements, Reporting questions, Time and other references in reported speech, Reporting functions Part 4 Key word transformations	Compound nouns Part 3 Word formation	Part 3 Word formation, Reported and direct speech, So and such	
Part 1 Email Asking for information	Relative clauses Part 2 Open cloze	Dependent prepositions Part 4 Key word transformations	Part 4 Key word transformations, Relative pronouns, Dependent prepositions	
Part 2 Review Evaluative adjectives	Wishes and regrets, <i>I'd rather</i> and <i>It's time</i> Part 4 Open cloze	Adjective suffixes Compound adjectives	Part 3 Word formation, Wishes and regrets, <i>I'd rather</i> and <i>It's time</i>	
Part 1 Formal letter Focusing expressions	Conditionals 0, 1, 2, and 3, Mixed conditionals, <i>Unless</i> , <i>As long as, Provided that</i> Part 4 Key word transformations	Adjectives: positive or negative?	Part 2 Open cloze, Conditionals, Confusing verbs	
Part 2 Report Complex sentences	Probability and possibility Articles	Part 1 Multiple-choice lexical cloze	Part 4 Key word transformations, Articles	