

Contents

Thanks and acknowledgements	5	30 On the road	66
Introduction	6	31 Notices and warnings	68
Learning		Education and study	
1 Learning vocabulary	8	32 Classroom language	70
2 Keeping a vocabulary notebook	10	33 School education	72
3 Using a dictionary	12	34 Studying English and taking exams	74
4 English language words	14	35 University education	76
The world around us		Work and business	
5 Country, nationality and language	16	36 Jobs	78
6 The physical world	18	37 Talking about your work	80
7 Weather	20	38 Making a career	82
8 Animals and insects	22	39 Working in an office	84
People		40 Running a company	86
9 The body and movement	24	41 Business and finance	88
10 Describing appearance	26	Leisure and entertainment	
11 Describing character	28	42 Sport and leisure	90
12 Feelings	30	43 Competitive sport	92
13 Family and friends	32	44 Books and films	94
14 Growing up	34	45 Music	96
15 Romance, marriage and divorce	36	46 Special events	98
Daily life		Tourism	
16 Daily routines	38	47 Air travel	100
17 The place where you live	40	48 Hotels and restaurants	102
18 Around the home	42	49 Sightseeing holidays	104
19 Everyday problems	44	50 Holidays by the sea	106
20 Money	46	Communication and technology	
21 Health	48	51 Newspapers and television	108
22 Clothes	50	52 Phoning and texting	110
23 Fashion and buying clothes	52	53 Computers	112
24 Shopping	54	54 Email and the Internet	114
25 Food	56	Social issues	
26 Cooking	58	55 Crime	116
27 City life	60	56 Politics	118
28 Life in the country	62	57 Climate change	120
29 Transport	64	58 War and violence	122

Concepts

- 59** Time 124
60 Numbers 126
61 Distance, dimensions and size 128
62 Objects, materials, shapes and colour 130
63 Containers and quantities 132

Functional language

- 64** Apologies, excuses and thanks 134
65 Requests, permission and suggestions 136
66 Opinions, agreeing and disagreeing 138
67 Likes, dislikes, attitudes and preferences 140
68 Greetings, farewells and special expressions 142

Word formation

- 69** Prefixes: changing meaning 144
70 Suffixes: forming nouns 146
71 Suffixes: forming adjectives 148
72 Nouns and verbs with the same form 150
73 Compound nouns 152

Phrase building

- 74** Word partners 154
75 Fixed phrases 156
76 Fixed phrases in conversation 158
77 Verb or adjective + preposition 160
78 Prepositional phrases 162
79 Phrasal verbs 1: form and meaning 164
80 Phrasal verbs 2: grammar and style 166

Key verbs

- 81** *Make, do and take:* uses and phrases 168
82 Key verbs: *give, keep and miss* 170

- 83** *Get:* uses, phrases and phrasal verbs 172

- 84** *Go:* meanings and expressions 174

- 85** The senses 176

Words and grammar

- 86** Uncountable nouns 178

- 87** Verb constructions 1 180

- 88** Verb constructions 2 182

- 89** Adjectives 184

- 90** Prepositions: place and movement 186

- 91** Adverbs 188

Connecting and linking

- 92** Time and sequence 190

- 93** Addition and contrast 192

- 94** Reason, purpose, result, condition 194

Style and register

- 95** Formal and informal English 196

- 96** Completing forms and CVs 198

- 97** Writing an essay 200

- 98** Formal letters 202

- 99** Informal emails and letters 204

- 100** Abbreviations 206

- Answer key** 208

- Phonemic symbols** 247

- Index** 248

- How to use the CD-ROM** 263