

Contents

| | |
|---------------------|----|
| Syllabus map | 6 |
| Introduction | 11 |

Unit one 16

Problem tenses

| | |
|--------------------------------------|----|
| Entry test | 16 |
| THE BASICS | 17 |
| SECTION 1 Present Perfect | 18 |
| SECTION 2 Other Perfect forms | 20 |
| SECTION 3 Continuous forms | 22 |
| SECTION 4 The future | 24 |

Vocabulary

| | |
|--------------------------------|----|
| SECTION 5 Stative verbs | 26 |
| SECTION 6 Collocation | 28 |
| Exam practice 1 | 30 |

Unit two 32

Passives

| | |
|---|----|
| Entry test | 32 |
| THE BASICS | 33 |
| SECTION 1 Agents and objects | 34 |
| SECTION 2 Infinitives and -ing form passives | 36 |
| SECTION 3 Get and have | 38 |
| SECTION 4 Transitive to intransitive | 40 |

Vocabulary

| | |
|--|----|
| SECTION 5 Verbs commonly in the passive | 42 |
| SECTION 6 Phrasal verbs | 44 |
| Exam practice 2 | 46 |

Unit three 48

Modal verbs 1

| | |
|--|----|
| Entry test | 48 |
| THE BASICS | 49 |
| SECTION 1 Predicting | 50 |
| SECTION 2 Truth and possibility | 52 |
| SECTION 3 Necessity, duty, advice | 54 |

Vocabulary

| | |
|--|----|
| SECTION 4 Possibility, probability, certainty | 56 |
| SECTION 5 Obligations | 58 |
| Exam practice 3 | 60 |

Unit four 62

Modal verbs 2

| | |
|---|----|
| Entry test | 62 |
| THE BASICS | 63 |
| SECTION 1 Intention, willingness, frequency, habit | 68 |
| SECTION 2 Ability, permission | 70 |
| SECTION 3 Should; modals in the past | 72 |

Vocabulary

| | |
|---|----|
| SECTION 4 Frequency | 74 |
| SECTION 5 Ability, quality and achievement | 76 |
| Exam practice 4 | 78 |

Unit five 80

Subjunctives and Unreal Past; conditionals

| | |
|---|----|
| Entry test | 80 |
| THE BASICS | 81 |
| SECTION 1 Subjunctives and Unreal Past | 82 |
| SECTION 2 Real conditionals | 84 |
| SECTION 3 Unreal conditionals | 86 |
| SECTION 4 Unreal Past conditionals | 88 |

Vocabulary

| | |
|---------------------------|----|
| SECTION 5 Prefixes | 90 |
| SECTION 6 Suffixes | 92 |
| Exam practice 5 | 94 |

| | |
|---|----|
| Progress test 1 (testing contents of Units 1–5) | 96 |
|---|----|

Unit six 100*Linking clauses***Entry test** 100**THE BASICS** 101**SECTION 1** Time and reason 102**SECTION 2** Result and purpose 104**SECTION 3** Concession clauses 106*Vocabulary***SECTION 4** Purpose and effect 108**SECTION 5** Compounds 110**Exam practice 6** 112**Unit seven** 114*Adjectives and adverbs***Entry test** 114**THE BASICS** 115**SECTION 1** Adjective structures 116**SECTION 2** Inversion 118**SECTION 3** Making comparisons 120*Vocabulary***SECTION 4** Sentence adverbs 122**SECTION 5** Differences and similarities 124**Exam practice 7** 126**Unit eight** 128*Nouns and articles***Entry test** 128**THE BASICS** 129**SECTION 1** The or no article 130**SECTION 2** Singular, plural, uncountable 132**SECTION 3** Classifying 134**SECTION 4** Adjectives and verbs as nouns 136*Vocabulary***SECTION 5** Singular, plural and uncountable 138**SECTION 6** Phrasal verbs 140**Exam practice 8** 142**Unit nine** 144*Determiners and pronouns***Entry test** 144**THE BASICS** 145**SECTION 1** All, both, the whole, neither, either, no, none 146**SECTION 2** Each and every 148**SECTION 3** One(s), another, other(s), one another, each other 150**SECTION 4** Quantifiers: much, many, (a) few, etc. 152**SECTION 5** Any, some, somewhere, anywhere, etc. 154*Vocabulary***SECTION 6** Groups of and parts of 156**SECTION 7** Amount and extent 158**Exam practice 9** 160**Unit ten** 162*Noun clauses***Entry test** 162**THE BASICS** 163**SECTION 1** That-clauses 164**SECTION 2** Wh-clauses 166**SECTION 3** To-infinitive and -ing clauses 168**SECTION 4** Reference: *this, that, these, those; such; so* 170*Vocabulary***SECTION 5** Reference words and phrases 172**SECTION 6** Lack, shortage and excess 174**Exam practice 10** 176**Progress test 2** 178

(testing contents of Units 1–10)

Unit eleven

182

Relative clauses

| | |
|--|-----|
| Entry test | 182 |
| THE BASICS | 183 |
| SECTION 1 Words used with relative pronouns | 184 |
| SECTION 2 Omitting relative pronouns | 186 |
| SECTION 3 Nominal relative pronouns | 188 |

Vocabulary

| | |
|---|-----|
| SECTION 4 Nouns from phrasal verbs | 190 |
| SECTION 5 Problems and solutions | 192 |
| Exam practice 11 | 194 |

Unit twelve

196

Emphasis

| | |
|--|-----|
| Entry test | 196 |
| THE BASICS | 197 |
| SECTION 1 Fronting | 198 |
| SECTION 2 Introductory <i>there</i> and <i>it</i> | 200 |
| SECTION 3 Emphasis using <i>what</i> , <i>all</i> and <i>it</i> | 202 |
| SECTION 4 Nominalisation | 204 |

Vocabulary

| | |
|--|-----|
| SECTION 5 Intensifying and emphasising | 206 |
| SECTION 6 Negotiating and decision-making | 208 |
| Exam practice 12 | 210 |

Unit thirteen

212

Reported speech

| | |
|--|-----|
| Entry test | 212 |
| THE BASICS | 213 |
| SECTION 1 Tenses in reported speech | 214 |
| SECTION 2 Report structures | 216 |

Vocabulary

| | |
|---|-----|
| SECTION 3 Communication and interpretation | 218 |
| SECTION 4 Metaphor | 220 |
| Exam practice 13 | 222 |

Unit fourteen

224

Verb complementation 1

| | |
|--|-----|
| Entry test | 224 |
| THE BASICS | 225 |
| SECTION 1 Reflexive and reciprocal verbs | 226 |
| SECTION 2 Verbs + <i>that</i> -clauses and adjectives | 228 |
| SECTION 3 Verbs + prepositional / adverbial phrases | 230 |

Vocabulary

| | |
|--|-----|
| SECTION 4 Dependent prepositions | 232 |
| SECTION 5 Expressing knowledge and belief | 234 |
| Exam practice 14 | 236 |

Unit fifteen

238

Verb complementation 2

| | |
|--|-----|
| Entry test | 238 |
| THE BASICS | 239 |
| SECTION 1 Verbs followed by <i>-ing</i> or infinitive | 240 |
| SECTION 2 Verbs followed by infinitive | 242 |
| SECTION 3 Verbs followed by <i>as</i> | 244 |

Vocabulary

| | |
|--|-----|
| SECTION 4 Competition, opposition, disagreement | 246 |
| SECTION 5 Starting and ending | 248 |
| Exam practice 15 | 250 |

Progress test 3

252

(testing contents of Units 1–15)

Answer key

257

Syllabus map

Unit one

page 16

Grammar Problem tenses

THE BASICS

Perfect tenses; continuous tenses; the future

Vocabulary

- 1 Present Perfect** Present Perfect with other tenses; common phrases
- 2 Other Perfect forms** Past Perfect / Future Perfect; Perfect infinitives and -ing forms
- 3 Continuous forms** Perfect Continuous; Past Continuous for plans, polite requests; Continuous infinitives; Perfect Continuous passive
- 4 The future** Future forms; will in time and if-clauses; common phrases to refer to the future
- 5 Stative verbs** Uses in Continuous and non-Continuous tenses
- 6 Collocation** Meaning; grammatical forms; fixed and open

Unit two

page 32

Grammar Passives

THE BASICS

Form of, and reasons for using, the passive

Vocabulary

- 1 Agents and objects** Mention of agents; verbs with two objects; limitations of passive
- 2 Infinitives and -ing form passives** Infinitives after certain passive verbs; passive infinitives; report verbs
- 3 Get and have** Causatives; Get + -ed; I've had my car stolen, etc.
- 4 Transitive to intransitive** Changing subject without using passive; meanings of ergative verbs
- 5 Verbs common in the passive** Verbs with no agent; -ed adjective or passive; prepositions with passives; phrasal verbs
- 6 Phrasal verbs** Prepositions and particles; position of object; prepositions after passives

Unit three

page 48

Grammar Modal verbs 1

THE BASICS

Basic grammar; main uses of modals 1

Vocabulary

- 1 Predicting** Certainty; possibility; expressing opinions
- 2 Truth and possibility** True / untrue; expressing opinions; giving reasons; expressing annoyance
- 3 Necessity, duty, advice** Must, have to, should, needn't, don't have to, etc.; other verbs for necessity and advice
- 4 Possibility, probability, certainty** Likelihood: bound to, etc.; improbability
- 5 Obligations** Legal / institutional, moral, personal obligations; freedom of choice

Unit four

page 62

Grammar Modal verbs 2

THE BASICS

Main uses of modals 2; key difficulties with meanings; alphabetical list of modals

Vocabulary

- 1 Intention, willingness, frequency, habit** Intention / refusal; offers / requests; frequency
- 2 Ability, permission** Can / Could v. was / were able to; theoretical possibility; permission; register
- 3 Should; modals in the past** Special uses of should; modals in the past; modal Perfects
- 4 Frequency** Adverbs and phrases; adjectives; habits and trends
- 5 Ability, quality and achievement** Dependent prepositions; collocation; connotation; metaphor

Unit five

page 80

Grammar Subjunctives and Unreal Past; conditionals

THE BASICS

Subjunctives; Unreal Past; conditionals; alternatives to *if*; *when* and *if*

Vocabulary

- 1 Subjunctives and Unreal Past** Present and Past subjunctive; Unreal Past
- 2 Real conditionals** Verb forms; *will / won't* in *if*-clauses; mixing time references; false conditionals
- 3 Unreal conditionals** Verb forms; *would* in *if*-clauses; *If... are to / were to*
- 4 Unreal Past conditionals** Verb forms; *would have... would have*; omitting *if*, etc.
- 5 Prefixes** Functions and meaning; prefixes in non-existent words
- 6 Suffixes** Forming nouns; suffixes and part of speech; changes to stems; with multiple suffixes; suffixes that have meaning

Unit six

page 100

Grammar Linking clauses

THE BASICS

Types of clause; reasons for use; position

Vocabulary

- 1 Time and reason** Time clauses: *Ever since*, etc.; Reason clauses: *because*, etc.
- 2 Result and purpose** Result clauses: *so*, etc.; Purpose clauses: *in order to*, etc.
- 3 Concession clauses** Background information; unexpected contrast; Position of linking words
- 4 Purpose and effect** Purpose / intention; cause and effect
- 5 Compounds** Noun + noun; adjective + noun; adjective + adjective; other combinations

Unit seven

page 114

Grammar Adjectives and adverbs

THE BASICS

Position of adjectives and adverbs; adverbs from adjectives; adverbial phrases

Vocabulary

- 1 Adjective structures** Adjectives after nouns; structures after adjectives; *late, lately*, etc.
- 2 Inversion** After negative adverbs; uses
- 3 Making comparisons** Comparatives; similarities; double comparatives; preferences; *as / like*; *as if / though*
- 4 Sentence adverbs** Definition; uses
- 5 Differences and similarities** Collocation; synonyms; modifiers; linking phrases; idiomatic phrases

Unit eight

page 128

Grammar Nouns and articles

THE BASICS

Countable / uncountable; *a / an*, *the* or no article; other determiners

Vocabulary

- 1 The or no article** The with nouns always singular; nouns without articles; general or specific; adding *the*
- 2 Singular, plural, uncountable** Always plural; uncountable with *-s*; collectives; *There is / are*; uncountable or countable
- 3 Classifying** Referring to groups: plural, *the*, *a / an*; special groups
- 4 Adjectives and verbs as nouns** *The unemployed*, *the supernatural*, etc.; gerunds with / without *the*
- 5 Singular, plural and uncountable** Common phrases: *on foot*, *in all weathers*, etc.
- 6 Phrasal verbs** Meanings; meaning of particles

Unit nine

page 144

Grammar Determiners and pronouns

THE BASICS

Pronoun v. determiner;
using determiners together;
singular, plural, uncountable;
common phrases

Vocabulary

- 1 **All, both, the whole, neither, either, no, none** Uses; common phrases
- 2 **Each and every** Differences in meaning / use; singular / plural; common phrases
- 3 **One(s), another, other(s), one another, each other** Uses; common phrases
- 4 **Quantifiers: much, many, (a) few, etc.** Articles; use in negatives / questions; formality; common phrases
- 5 **Any, some, somewhere, anywhere, etc.** Uses; common phrases
- 6 **Groups of and parts of** Describing groups; informal phrases; collocation
- 7 **Amount and extent** Extent and degree; words expressing quantity

Unit ten

page 162

Grammar Noun clauses

THE BASICS

Definition; types; position

Vocabulary

- 1 **That-clauses** After nouns / adjectives / report verbs; as subject; omitting *that*; comparison with relative clauses
- 2 **Wh-clauses** Uses; with prepositions; with infinitives; *whether* and *if*; exclamations
- 3 **To-infinitive and -ing clauses** Sentence position; differences; adding subjects; common phrases
- 4 **Reference: this, that, these, those; such; so** Time / distance; referring back; common phrases
- 5 **Reference words and phrases** Types of reference: specifying, arranging, focusing, referring forward and back, etc.
- 6 **Lack, shortage and excess** The haves; the have-nots

Unit eleven

page 182

Grammar Relative clauses

THE BASICS

Defining / non-defining
relative pronouns; position
of pronouns

Vocabulary

- 1 **Words used with relative pronouns** Prepositions; relatives after pronouns / determiners / *wh*-words
- 2 **Omitting relative pronouns** When to omit; replacing clauses; descriptive clauses
- 3 **Nominal relative clauses** Definition; uses; followed by *to*-infinitive; what before a noun; contact clauses
- 4 **Nouns from phrasal verbs** Position of particle; noun v. phrasal verb
- 5 **Problems and solutions** Facing problems, finding solutions, etc.; collocation; idiomatic phrases

Introduction

Unit twelve

page 196

Grammar Emphasis

THE BASICS

Stress / intonation; stronger words; repetition; sentence adverbs; passives; other grammatical changes

Vocabulary

- 1 **Fronting** Definition; uses; fronting noun clauses; introduction phrases
- 2 **Introductory there and it** Dummy subjects; it + clause / report verb; referring forward
- 3 **Emphasis using what, all and it** What / All I am going to do is... etc.; It was Tim who ran into the office.
- 4 **Nominalisation** Definition; uses; have a talk, make a comment, etc.
- 5 **Intensifying and emphasising** Adjectives; collocation; adverbs of degree; exaggeration; adverbials, etc.
- 6 **Negotiating and decision-making** Not giving in; weighing things up; giving in

Unit thirteen

page 212

Grammar Reported speech

THE BASICS

Grammar / vocabulary changes; orders / questions; flexible changes

Vocabulary

- 1 **Tenses in reported speech** Tenses of report verb; reporting past / present tenses; reporting modal verbs
- 2 **Report structures** Types of clause; infinitive and -ing; impersonal reports; summarising; personal comments
- 3 **Communication and interpretation** Ways of speaking; phrasal verbs; idiomatic phrases
- 4 **Metaphor** Single words; compound adjectives and nouns; idiomatic phrases

Unit fourteen

page 224

Grammar Verb complementation 1

THE BASICS

Transitive / intransitive; structures after verbs; link verbs

Vocabulary

- 1 **Reflexive and reciprocal verbs** Use; verbs always / commonly reflexive; meaning changes
- 2 **Verbs + that-clauses and adjectives** Verb + that-clause; verb + describing noun / adjective
- 3 **Verbs + prepositional / adverbial phrases** Verbs of movement / position; verb + phrase / + adverb / + way
- 4 **Dependent prepositions** Verb / adjective / noun + preposition; prepositional phrases
- 5 **Expressing knowledge and belief** Collocation; common phrases

Unit fifteen

page 238

Grammar Verb complementation 2

THE BASICS

Using two verbs; preposition + -ing

Vocabulary

- 1 **Verbs followed by -ing or infinitive** Differences; perfect -ing; verb + -ing or bare infinitive
- 2 **Verbs followed by infinitive** Verb + to-infinitive / to be / Perfect Infinitive / for + object; bare infinitive
- 3 **Verbs followed by as** Defining a role or function; as + noun / adjective; defining objects; similar structures
- 4 **Competition, opposition, disagreement** Collocation; word formation; prepositions
- 5 **Starting and ending** Common phrases; phrasal verbs