Berlitz English
Language for life.
Welcome to Berlitz English!

Congratulations! You have chosen the fastest, the most effective, and the most enjoyable way to learn English.

To get the most out of your English classes we urge you to —

- attend all scheduled classes
- complete all the Practice activities
- practice speaking English at every opportunity
- visit English sites on the Internet
- read English magazines, books, and newspapers
- watch movies and news programs in English
- challenge yourself to speak better and better!

If there is anything we can do to make your learning more successful and enjoyable, please let us know. We'll do everything we can to help you reach your goal.

We wish you the very best of success in your English studies!

The Berlitz Staff
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By the way, my name's Phil.

Introducing yourself
Renewing and making friendships
Planning a social activity
Following up on a contact

Contrast of the simple present and present progressive tenses
Verbs not commonly used in the progressive form

INTRODUCING YOURSELF

Phil: Excuse me. Is anyone sitting here?
Dave: No, please, have a seat.
Phil: Thanks. My name's Phil Evers. I'm new to the company. I just started yesterday.
Dave: Nice to meet you, Phil. I'm Dave Watkins. And this is Carol Meyers.
Carol: Hi. Nice to meet you, Phil.
Dave: So what department are you in?
Phil: The design department. How about you two?
Dave: I'm in sales.
Carol: And I'm in marketing.
Phil: Carol in marketing! Shelley asked me to get together with you to talk about the changes you'd like us to make to the new ad designs.
Carol: Great. I'll check my calendar when I get back to my desk and give you a call.
Contrast of simple present and present progressive tenses

**SIMPLE PRESENT**
I *work* in the sales department. I *travel* two or three days every week to visit clients. We *live* in Manchester. We don't *get* to London very often.

**PRESENT PROGRESSIVE**
Flight 207 is *boarding*. The passengers are *going* through the final security check. What are you *working* on? — I'm *finishing* the report for Mr. Yoshida.

- What do you *do* at your job?
  - I'm a project manager. I *manage* schedules and budgets.

- What are you *doing* now?
  - I'm working on the budget for our next project.

Now it's your turn!
1. Alfredo *tries* to exercise every day. He *tries* to lose weight. (try)
2. Ms. Spencer *stays* late at the office tonight. She *stays* late on Wednesdays. (stay)
3. Tina *calls* her parents every Saturday at this time. She *calls* them now. (call)
4. I *buy* a new suit for work. I usually *buy* my clothes at Thurston's. (buy)
5. Flights from this airport never *leave* on time. We *leave* an hour behind schedule. (leave)
6. David and Susan often *listen* to music after dinner. Tonight they *listen* to jazz. (listen)

Verbs not commonly used in the progressive form

Elena *wants* to go to Singapore this summer.
Brian *doesn't remember* Elsa's phone number.
I *doubt* the flight will be on time.

Other verbs:
I *admire* his work ethic.
She *prefers* to travel alone.
We *recognize* that there are design issues.
We *appreciate* your concern.
That car *belongs* to the company.
I *bet* you're a great golfer.
Renewing and making friendships

2 Catching up with acquaintances and friends

FORMAL
- How have you been?
- It's wonderful to see you again.
- Are you still working at ...?
- Do you still live in ...?
- Are you still in touch with ...?
- We should get together sometime.

INFORMAL
- How's it going?
- You look great!
- How are things at ...?
- So what's new in ...?
- How's ... doing these days?
- Do you have time for a drink?

3 WORD PLAY Asking someone how they are

<table>
<thead>
<tr>
<th>Very Formal</th>
<th>How do you do?</th>
<th>How are you?</th>
<th>How have you been?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>How's it going?</td>
<td>How're you doing?</td>
<td>What's new?</td>
</tr>
</tbody>
</table>

4 Making new friends

Alma: Hi. Did you just join the club?
Tracy: I started last month.
Alma: You're going to love it. It's a good club.
Tracy: I love it already! They offer some great classes.
Alma: The yoga instructor is fabulous.
Tracy: Really? I was thinking of signing up.
Alma: You should. I'm in the Tuesday night class.
Tracy: That's the class I was hoping to join.
Alma: By the way, my name's Alma.
Tracy: I'm Tracy. So, see you Tuesday in yoga class?
Alma: Definitely. Nice to meet you, Tracy.
Planning a social activity

7 It’s good to see you again.

Andrew: Hey, Claudia, it’s good to see you again.
Claudia: It’s nice to see you, too, Andrew.
Andrew: How are things going?
Claudia: Pretty well. How about you?
Andrew: Fine. Say, Claudia, do you still play tennis?
I’m always looking for tennis partners.
Claudia: I play a little. Not as often as I’d like.
Andrew: Would you like to play sometime?
Claudia: Only if you promise to go easy on me.
Andrew: I promise!

8 Are you free Friday night?

THEATER, MUSIC & PERFORMANCE

FINAL WEEKS
“A must see!”
-Daily Tribune
Shakespeare’s
HAMLET
Auburn Street Theater
Tickets: 800-134-4544

THE PERFORMANCE OF THE YEAR
Gwen Danvers is
AIDA
Directed by Adam Larson
Sat 8, Sun 3 & 7
Tickets: $35, $45, $60
800-039-6200

- Would you like to see a movie tonight?
- Sure. What’s playing?
- Let’s get together this weekend!
- OK. How about dinner Saturday night?
- Are you doing anything on Saturday?
- Sorry. I’m busy. How’s Friday for you?
- Are you free Friday night?
- Sorry, I have plans.

9 CULTURE CORNER

Snail mail or e-mail?

According to Net Value (www.netvalue.com), a company that researches on-line user behavior, e-mail has become the written form of communication of choice. In January 2002, households in the U.K. sent 550 million e-mails compared to 258 million letters sent by standard mail.

What kind of invitations do you send by mail? Do you ever use e-mail for invitations?
ON THE PHONE  Following up on a contact

Mr. Nagao: Hiroshi Nagao.
Mr. Wilson: Hello, Mr. Nagao. My name is James Wilson. I'm calling from RLT, Ltd. in London. Taro Yamada suggested I contact you.
Mr. Nagao: Oh, yes, Mr. Wilson. Yamada-san said you might be calling. I understand you'd like to open an office here in Osaka. How can I help?
Mr. Wilson: I'll be visiting Osaka in two weeks and, as you can imagine, we have a number of questions about operating there. I'd love to discuss them with you.
Mr. Nagao: Let's see. I'm free on Wednesday, the 14th. Would you like to meet for lunch?
Mr. Wilson: That would be wonderful. Shall I come to your office?
Mr. Nagao: Yes. Is 12:30 convenient for you?
Mr. Wilson: That's perfect. Thank you, Mr. Nagao. I'll see you on the 14th.
Mr. Nagao: I look forward to meeting you, Mr. Wilson. Good-bye.

ON THE NET

From: Jun Li <junli@sonic.com>
To: Eva Machado <eva.machado@altcc.com>
Subject: Opportunities in Brazil

Dear Ms. Machado,
My colleague Mark Fairman suggested that I contact you. We are interested in pursuing several business opportunities in Brazil, and Mark mentioned that you have done a good deal of consulting on similar projects.
Would you be available for a telephone conversation some time this week so that I could outline Sonic's plans and discuss some possible roles for you and your organization?
I look forward to speaking with you.
Best regards, Jun Li

Let me give you my card.
You are meeting someone new. Introduce yourself and present your business card.
A. You are in your office. A colleague is introducing you to a new person in your department.
B. You are at the health club. You'd like to set up a tennis game with another member.
Now you can ...

A. Introduce yourself

Excuse me. Is anyone sitting here?

B. Renew and make friendships

How have you been?

How's it going?

C. Plan a social activity

Are you free this weekend?

D. Follow up on a contact

Ted Boyd suggested I contact you.

Don't forget!
So how was Greece?

**Topics**
- Travel
- Historical sites
- Architectural wonders

**Objectives**
- Discussing a trip
- Describing famous sites
- Asking for recommendations

**Grammar**
- Contrast of simple past and past progressive tenses

**DISCUSSING A TRIP**

Andrea: Hi, Dan. How was your trip?
Dan: It was wonderful. We had a great time.
Andrea: You went to Greece, right?
Dan: Well, we flew to Italy and spent a couple of days in Venice. Then we took a ferry over to Greece and spent a week there.
Andrea: That sounds great. So how was Greece?
Dan: Beautiful! Between the ancient architecture, the friendly people and the delicious food, it was the perfect vacation for us.
Describing famous sites

What's it like?

One of Japan's greatest treasures is the Daibutsu, or the Great Buddha, located in Kamakura. Construction of the huge bronze statue began in 1252 and was completed more than a dozen years later. Standing – or rather sitting – more than eleven meters tall and weighing 125 metric tons, the Daibutsu is the second largest statue of Buddha in Japan. One of his eyebrows alone measures more than a meter in length!

What is it made of?

The Taj Mahal, considered one of the most beautiful buildings in the world, is located outside the city of Agra, India. This mausoleum was built during the 1630s and 1640s in memory of the wife of the Mughal emperor, Shah Jahan.

The building is made of pure white marble. Its massive central dome is its most distinctive feature. A reflecting pool mirrors the Taj in dramatic fashion.

What do you know about it?

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The building is made of pure white marble. Its massive central dome is its most distinctive feature. A reflecting pool mirrors the Taj in dramatic fashion.

When big and beautiful just won't do

BEYOND BIG huge massive immense BEYOND BELIEF unbelievable incredible amazing

BEYOND BEAUTIFUL stunning exquisite breathtaking
### Focusing on language

**6. Years and centuries**

- In 1789
- From 1927 to 1941
- Between 1632 and 1643
- The 1500s = the 16th century
- The 30s / 1930s = the years from 1931 to 1939
- Early 1800s = from approximately 1800 to 1825
- Mid 1800s = around 1850
- Late 1800s = from approximately 1875 to 1899

Columbus discovered the Americas in 1492.
Victoria was Queen of Great Britain from 1837 to 1901.
There was no better place for an artist than Paris in the 1920s.

#### 7. Contrast of simple past and past progressive tenses

While we *were visiting* the pyramids at Chichén Itzá, it *started* to rain.

An eagle *flew* past our group as the tour guide was *telling* us about the history of the Maya people.

I *read* about India and the Taj Mahal last night.
My friend *called* me at 8 o'clock from the train station.

*While I was reading* about India, my friend *called* me from the train station.
*When my friend called* me from the station, I *was reading* about India.
*While I was reading* about India, my friend *was waiting* for his train.

Now it's your turn!

1. We _____ to work when the storm ______.  
   (drive, begin)
2. Oscar _____ Elaine while she _____ dinner last night.  
   (call, have)
3. Ms. Bauer _____ her order to the waiter while he _____ for his pencil.  
   (give, look)
4. While Mrs. Martin _____ the news, her husband _____ dinner.  
   (watch, prepare)

### PRONUNCIATION PLUS

Past tense endings: /t/ /d/ /ed/

We *stayed* at a nice hotel in Rome. Our first morning we *discussed* tour options with the concierge. We *looked* at three or four brochures he gave us. The hotel *provided* a tour guide for two of the tours. The concierge *arranged* for us to join an afternoon tour of the Colosseum. The tour guide *pointed* out many fascinating details.
Asking for recommendations

You should check out the Green Mill!

A. Green Mill Lounge  B. Steppenwolf Theatre  C. Michigan Avenue  D. John Hancock Building, Chicago

TIP! check out = take a look at

We'd like to do some shopping.

Asking ...
- We'd like to ...
- Where can we ...?
- We want to ...
- Where's the best place ...?

Recommending ...
- You should ...
- Why don't you ...?
- You might try ...
- I like to go to ...

Is there someplace nice in the area?

Concierge: Hello. May I help you?
Mr. Kessler: Hi. My wife and I are going to the Steppenwolf Theatre tonight. I was wondering if you could recommend a restaurant in the area.

Concierge: There are lots of great spots on North Halsted Street. If you're looking for something cozy and relaxed, I'd recommend Café Bernard. The food is outstanding. If you like more excitement, try Café Babareeba. They serve wonderful Spanish tapas and the atmosphere is very lively.

Mr. Kessler: They both sound terrific. It's going to be hard to choose between them.

Concierge: Perhaps you might let your wife decide ...
Mr. Kessler: Now that's an excellent idea!
What do you remember from the tour?

A1. The Great Wall of China is ______ kilometers long.
A2. It's the only man-made structure visible from ______.

B1. There are ______ pyramids near Giza in Egypt.
B2. The pyramids are made of great blocks of ______.
B3. One historian has said that it took ______ men ______ years to build the Great Pyramid.

C1. Machu Picchu is located high in the Andes of ______.
C2. The site was discovered by the _____ Hiram Bingham in 1911.
C3. Some two hundred ______ still stand at the site today.

**CULTURE CORNER**

Are these signs used in your country?
At what sites?

How important do you think it is to protect historical sites, ancient ruins and works of art?

Should tourists be given more or less access to sites?

**WORD PLAY**

"When in Rome, do as the Romans do."
Now you can ...

A  Discuss a trip

So how was your trip?

B  Describe famous sites

What's it like? What did you see there?

C  Ask for recommendations

- Try Michigan Avenue.

- I suggest the Sears or the Hancock Tower.

Check it out!

www.berlitzenglish.com
Scott: So what did you do this weekend?
Donna: Not much. Oh, we did try that new Indian restaurant Friday night.
Scott: Oh, yeah? How was it?
Donna: The food was fantastic. But the service wasn’t the best. It was pretty crowded. I don’t think they were expecting to become so popular so fast.
Scott: Do you think we should give it a try?
Donna: Yeah, I think so. You might wait forty-five minutes for your dinner, but the food is worth the wait.
2 Is everything all right here?

- How is everything?
  - Delicious.
- Would you like another glass of wine?
  - Yes, please.

3 Getting the waiter's attention

Excuse me ...

- Could I have a glass of water?
- We'd like some bread, please.
- Could I have a clean fork?
- Another cup of coffee, please.
- Check, please.

4 How was your meal?

- How was your lunch?
  - Great!
- Our table was ready for us as soon as we arrived.
- The waiters were very attentive.
- The food was fabulous!
- The presentation was beautiful.
- The chicken was cooked to perfection!
- Everything was just right.
- I can't wait to go back again.

- How is your steak?
  - It's a little undercooked.
  - Oh, I'm so sorry. I'll take it back. We'll take care of it.
  - Thank you.

- Did you enjoy your dinner?
  - No, it was terrible!
- We waited almost forty minutes for a table!
- The service was slow. It seemed as though the waiters were ignoring us!
- The food was terrible.
- The soup was cold.
- The chicken was overcooked.
- It was a complete disaster.
- We'll never go there again!
Contrast of simple present, simple past, and present perfect tenses

Mr. Kim has eaten at the Royal Garden every Tuesday for years. He likes to go there because the restaurant is across from his office. He almost always orders the lunch special. Today he ordered the fish of the day, but he sent it back because it was undercooked. The waiter apologized to Mr. Kim for the problem. In all his visits to the Royal Garden, this is the first time that Mr. Kim has complained about his food.

We enjoyed the food but didn’t like the service. We go to a lot of restaurants, and we have never experienced such poor service!

Ms. Yamada asked the waiter to bring more rice. The waiter returned to the table, but he forgot the rice again. He has forgotten three times!

— Have you eaten at Enrico’s?
— Yes, we tried it last week.
— How did you like the food?
— I’ve never tasted better!

— We went to Café Maurice last week.
— What did you think?
— We loved it. Have you been there yet?
— Not yet, but we’d like to go next week.

Making comparisons

Who does it best?

<table>
<thead>
<tr>
<th></th>
<th>Colonial Inn</th>
<th>North Bistro</th>
<th>Marty's Grill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avg. wait time</td>
<td>30 minutes</td>
<td>15 minutes</td>
<td>no wait</td>
</tr>
<tr>
<td>Service</td>
<td>good</td>
<td>excellent</td>
<td>slow</td>
</tr>
<tr>
<td>Food</td>
<td>delicious</td>
<td>OK</td>
<td>good</td>
</tr>
<tr>
<td>Desserts</td>
<td>superb</td>
<td>good</td>
<td>don't bother</td>
</tr>
<tr>
<td>Prices</td>
<td>$$$$</td>
<td>$$$$</td>
<td>$$</td>
</tr>
<tr>
<td>Ambiance</td>
<td>charming</td>
<td>cozy</td>
<td>lively</td>
</tr>
</tbody>
</table>

The average wait time at the Colonial Inn is longer than at the North Bistro. Of the three restaurants, the North Bistro has the best service. Marty’s Grill has the lowest prices of the three.
Discussing a bill

7 Who is paying for the meal?

A. Bill _____
   John _____

B. Alicia _____
   Helen _____

C. customer _____
   restaurant _____

D. Alberto _____
   Peter _____
   Wexton, Ltd. _____

8 Could you explain this charge?

- Excuse me. Could you explain this charge on our bill?
- Yes, we include a 15% gratuity for any party of eight or more.
- Oh, I see. Thank you.

9 TIP!

| gratuity = tip |
| party = group |

CULTURE CORNER

Tipping Customs

In the U.S., people are expected to tip 15-20% of a restaurant bill, more if service is superior. The tip is often included in the bill for large groups.

In the UK, people generally tip 10% of a restaurant bill. In many cases, the bill will indicate that a charge for service is included, in which case diners are not expected to tip. However, in such cases, some diners leave an additional cash tip for the server.

"I tip waiters twenty per cent, but actors ten per cent."
ON THE PHONE

Mr. Richardson: Hello.
Restaurant
Employee: Hello. I'd like to speak to Dave Richardson.
Mr. Richardson: Speaking.
Employee: Mr. Richardson, I'm calling from Gallagher's Steakhouse. You had lunch at our restaurant today, right?
Mr. Richardson: Yes, I did. Is there a problem?
Employee: One of the servers found a briefcase with your name on it.
Mr. Richardson: Oh, my! You're right! I left in a hurry and forgot it at the table. Could I pick it up after work?
Employee: Certainly. We'll be here until 10:30 tonight.
Mr. Richardson: Great. I should be there between 6:30 and 7:00.
Employee: OK. We'll see you then.
Mr. Richardson: Thanks a lot for calling.

Calling about a lost item

- Hello. I think I left a pair of black leather gloves at your restaurant today. I'm calling to see if anyone found them.
- Just a moment, I'll check ... I'm sorry. They're not in our lost-and-found area. Where were you sitting?
- At the corner table near the stairway.
- Hold just a moment. I'll check there ... Yes, I found them.
- Oh, great. Thank you! I'll come by to pick them up in an hour.
- Fine. We'll hold them at the register for you.

WORD PLAY Two-word verbs

pick up the check
clear up the problem
figure out the tip
check out the new restaurant

- Who picked up the check last time?
- Did you figure out how much to tip?

pick the check up
clear the problem up
figure the tip out
check the new restaurant out

- I picked it up.
- Yes, I figured it out.
Chapter Check

Now you can ...

A Talk about a dining experience

B Get good service

C Describe meals

D Discuss a bill

E Call about a lost item

---

Pacifica Restaurant
1473 Merritt Street • Los Angeles, CA • 213-778-4161

<table>
<thead>
<tr>
<th>TABLE</th>
<th>GUESTS</th>
<th>DATE</th>
<th>TOTAL**</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>10</td>
<td>Aug 14 10:22 pm</td>
<td>632.11</td>
</tr>
</tbody>
</table>

- May I help you?
- ...

---

See you there!

www.berlitzenglish.com
How did you get into that?

**Topics**
Career paths
Career choices

**Objectives**
Talking about career plans
Talking about career paths
Talking about career changes

**Grammar**
Adjective + preposition + gerund
Clauses with so (that) vs. (and) so

---

**1. TALKING ABOUT CAREER PLANS**

**Vince:** You’re not really going to leave us, are you, Gina?

**Gina:** Sorry, Vince, but I am. I never really planned to stay here for three years. This was my first job out of school.

**Vince:** Has it been that long?

**Gina:** Yes, it has. I took the job while I was trying to decide whether or not to go to grad school.

**Vince:** And now you’re ready?

**Gina:** Let’s say that this job has opened my eyes. I want to get an MBA. I think that will give me more options.

**Vince:** Well, best of luck to you, Gina. We’re going to miss you.
Talking about career paths

2 How did you get into that?

- How did you get into engineering?
  - I've always liked building things. When I was little, I used to take everything in the house apart and put it back together.

- Why did you decide on accounting?
  - Well, actually, accounting chose me. It's the family business. My father is an accountant; my grandfather was, too.

- When did you become a marketing coordinator?
  - Last October, my position in the design department was eliminated. When the opportunity to work with Mr. Shaw and his team came up, I jumped at it.

- How did you end up as a consultant?
  - I was burned out at my job. I took a few months off, considered all my options and decided I wanted to go into business for myself.

3 What are the most important factors to consider in a job offer?

Tammy: To me, possibilities for professional growth and a chance to work with experts in my field are most important.

Brad: I look mainly at the starting salary and the opportunities for advancement.

Carla: I'm most concerned about the position of an organization in its industry and its long-term prospects. I also look for solid leadership in a company.
### adjective + preposition + gerund

<table>
<thead>
<tr>
<th>Character</th>
<th>Trait</th>
<th>Preposition</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adam Gould</td>
<td>responsible for</td>
<td>reporting</td>
<td>financial results to the president.</td>
</tr>
<tr>
<td></td>
<td>interested in</td>
<td>traveling</td>
<td>to other countries.</td>
</tr>
<tr>
<td></td>
<td>nervous about</td>
<td>giving</td>
<td>his presentation to the board of directors.</td>
</tr>
<tr>
<td>Ulla Kerber</td>
<td>capable of</td>
<td>managing</td>
<td>the entire department.</td>
</tr>
<tr>
<td></td>
<td>happy about</td>
<td>being</td>
<td>promoted.</td>
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<tr>
<td></td>
<td>good at</td>
<td>solving</td>
<td>problems.</td>
</tr>
<tr>
<td>Eric and I</td>
<td>concerned about</td>
<td>meeting</td>
<td>our deadline.</td>
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<tr>
<td></td>
<td>used to</td>
<td>working</td>
<td>together.</td>
</tr>
<tr>
<td></td>
<td>tired of</td>
<td>staying</td>
<td>late night after night.</td>
</tr>
</tbody>
</table>

- Are you worried about something?
- Yes, I'm worried about finishing the report for Mr. Garcia on time.

### so (that) vs. (and) so

**To show purpose, use so (that):**
- We're taking a taxi so (that) we'll make it to the play on time.
- Mr. Perkins exercises thirty minutes every day so (that) he will lose weight.
- Ms. Lin worked late so (that) she could finish her presentation notes.

**To show result, use (and) so:**
- We took a taxi, (and) so we made it to the play on time.
- Mr. Perkins exercised thirty minutes every day, (and) so he lost weight.
- Ms. Lin worked late, (and) so she was able to finish her presentation notes.

- Did you try to contact me?  
  - Yes, I called so we could go over the budget.

- What happened?  
  - I overslept, so I missed my flight.

### Business abbreviations in spoken English

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEO</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>CFO</td>
<td>Chief Financial Officer</td>
</tr>
<tr>
<td>CTO</td>
<td>Chief Technology Officer</td>
</tr>
<tr>
<td>VP</td>
<td>Vice President</td>
</tr>
<tr>
<td>HQ</td>
<td>Headquarters</td>
</tr>
<tr>
<td>HR</td>
<td>Human Resources</td>
</tr>
<tr>
<td>R&amp;D</td>
<td>Research and Development</td>
</tr>
<tr>
<td>IT</td>
<td>Information Technology</td>
</tr>
</tbody>
</table>
Talking about career changes

7 Did they choose to change careers?

JUNICHI
1. yes no yes no yes no yes no
2. yes no yes no yes no yes no

NORA

M aria

H ans

8 Moving up

To: US Division - ALL
From: Glenn Crowley
Subject: Promotion / Karen Shipley

Dear Colleagues,
I am happy to announce the promotion of Karen Shipley to the position of Controller of Overseas Operations. This is effective immediately.
Karen brings a wealth of accounting experience to this position. She began her career at Pierce Waterton, eventually attaining the rank of Senior Auditor there. Karen joined our organization in 1994 as the Senior Accountant reporting to Bill Donahue. Karen will report to me in her new position.
Please join me in congratulating Karen on this well-deserved promotion.
Glenn Crowley
VP, Overseas Operations

9 Offering congratulations

To: Karen Shipley
From: Emil Baralt
Subject: Re: Promotion / Karen Shipley

Karen,
Just a quick note to wish you the best in your new position. Congratulations!
Emil
ON THE PHONE

voicemail: This is Wendy Cooper. I'm either on the phone or away from my desk. Please leave a message and I'll call you back as soon as I can.

Rachel Smith: Hi, Wendy. It's Rachel. I have great news about the job search! Give me a call when you have a sec.

voicemail: Hello. You have reached the office of Rachel Smith in Corporate Finance. Please leave a message.

Wendy Cooper: Hi, Rachel. It's Wendy. Sorry I missed you. I was on the other line when you called. I'm going to be tied up in meetings the rest of the day, but I'm dying to hear your news. Call me on my cell anytime after 6:00. Ciao!

CULTURE CORNER

The Fastest-Growing Occupations (U.S.)

<table>
<thead>
<tr>
<th>OCCUPATION</th>
<th>% CHANGE 2000-2010</th>
</tr>
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<tbody>
<tr>
<td>Computer software engineers</td>
<td>100%</td>
</tr>
<tr>
<td>Computer support specialists</td>
<td>97%</td>
</tr>
<tr>
<td>Network &amp; computer systems administrators</td>
<td>82%</td>
</tr>
<tr>
<td>Desk-top publishers</td>
<td>67%</td>
</tr>
<tr>
<td>Personal and home care aides</td>
<td>62%</td>
</tr>
<tr>
<td>Fitness trainers &amp; aerobics instructors</td>
<td>40%</td>
</tr>
<tr>
<td>Special education teachers</td>
<td>37%</td>
</tr>
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</table>

Source: Monthly Labor Review, November 2001

These are expected to be some of the fastest-growing professions in the U.S. in the first decade of the 21st century. What are the fastest-growing occupations in your country? Do you know anyone who has changed jobs to work in these fields?

Choice or chance?

A career is years in the making. Knowing what your talents are and where your interests lie are critical factors in building a career.

- What are you good at? I'm good at analysis and working with details.
- What are you interested in? I'm interested in telecommunications.
Now you can...

A  Talk about career plans
   So what are your plans?
   How did you get into that?
   How did you end up choosing that?

B  Talk about career paths

C  Talk about career changes
   Why did you change careers?

See you there!

www.berlitzenenglish.com
Happy New Year!

Topics
New Year's celebrations
Traditions
Holiday foods and activities

Objectives
Talking about New Year's Eve
Describing traditions
Talking about New Year's activities

Grammar
Contrast of present perfect and present perfect progressive tenses

1 TALKING ABOUT NEW YEAR'S EVE

Mr. Kim: Excuse me, Ms. Cole. Could I ask you something?
Ms. Cole: Of course, Mr. Kim. What is it?
Mr. Kim: I've just been invited to a New Year's party at a friend's house. I've been living in this country for three years, but I've never been to one before. Can you tell me what to expect?
Ms. Cole: It's probably a New Year's Eve party. What time are you supposed to be there?
Mr. Kim: He said to come anytime after 9:00 p.m.
Ms. Cole: Then it is a New Year's Eve party. The guests may dress up a little. Your friend will probably serve hors d'oeuvres and champagne. At midnight, everyone will shout "Happy New Year!" then hug or kiss each other.
Mr. Kim: That's not so different from what we do in Korea. By the way, should I bring a gift?
Ms. Cole: You could bring a bottle of champagne if you'd like.
What do you do for New Year's?

- Do you eat anything special on New Year's Eve?
  - In most parts of Italy, we eat *zampone*, which is a kind of sausage cooked in lentils. We eat this at midnight. It's supposed to bring wealth in the new year. The more you eat, the wealthier you'll be!

- Sounds like a good excuse to eat! What else do you do on New Year's Eve?
  - Well, we make *toasts*, and we hug and kiss each other for good luck. And we set off a lot of fireworks. It gets pretty crazy at midnight.

- In Japan, we usually spend New Year's with family. There are special foods that we eat, like soup with rice cakes. We like to relax, visit friends and relatives, play games, and watch TV.

- Don't you go to the temple?
  - Some families do. At midnight many temples ring the bells 108 times. But most people feel that sunrise on the first day of the new year is more important. One year, we climbed Mt. Fuji to see the sun come up. That was spectacular.

- In the U.S., we look at the new year as a chance for a new beginning or, as we say, to turn over a new leaf.

- I think that's true in many countries.

- My favorite part of New Year's is the *countdown* to midnight. I usually get together with friends. At the stroke of midnight, we throw confetti and hug and cheer. We also drink a glass of champagne and make toasts. A lot of people make New Year's resolutions.

- What's a resolution?
  - It's a promise to yourself to make a change in your life, such as, I'm going to exercise more or I'm going to quit smoking.

- Are you going to make a resolution this year?
  - Probably, but I don't know why I bother. I always break my resolutions!
3 Contrast of present perfect and present perfect progressive tenses

**PRESENT PERFECT**

My brother has had several different jobs. He has lived all over the world. Interestingly, he has never worked in the United States.

**PRESENT PERFECT PROGRESSIVE**

Since 1998, Helen has been working in Paris, where she has been managing our European sales office. She will be back in New York next month.

We’ve always gone to my grandparents’ house on New Year’s Day. We’ve been going there since I was a baby.

We’ve been invited to a New Year’s Eve celebration at my boss’ house. From what I understand, he’s been throwing New Year’s parties for his staff for years.

**Now it’s your turn!**

1. I can’t eat another bite. I ______ too much already. (eat)
2. We ______ the party immensely. Thank you so much for inviting us. (enjoy)
3. Mmm. These rice cakes are delicious. I ______ them all night long. (eat)
4. You ______ to our parties every year. It won’t feel like New Year’s without you! (come)
5. Where ______ you ______? I ______ to reach you for the past three hours. (be, try)

4 PRONUNCIATION PLUS

**NOUNS**

We got the go-ahead for the party.
We’re late because of a traffic tie-up.
The countdown to midnight is so exciting.
From the beach the sunrise is spectacular.
What a turnaround!
We have a lot of clean-up to do.

**VERBS**

Now we can go ahead with our plans.
All the guests were tied up.
Let’s count down to midnight together.
The sun rises at 6:52 a.m.
He’s really turning things around this year.
Oh, do we have to clean up now?
Talking about New Year's activities

5 What do people do in your country?

1. Most Taiwanese ___________________________.
2. Many New Zealanders _________________________.
3. In Mexico, people ___________________________.

6 Let's do something special!

- Have you made any plans for New Year's Eve?
- Not yet. Why?
- Well, I just happen to have two tickets to a Branford Marsalis concert. Interested?
- Yes. I'd love to go!
- How does dinner beforehand at Lutèce sound?
- That sounds like the perfect evening – I'm so excited!
ON THE PHONE  Planning a special night

What's Happening Around Town

BRAZIL NIGHT – Celebrate with people who know how to party! Rio de Brazil Restaurant. Live entertainment and special New Year’s Eve menu. For reservations: 745-501-3000.

FIREWORKS BY THE RIVER – Join the mayor for a spectacular display of fireworks. Festivities begin at 10:30 p.m. Riverfront Park, Directions & Parking: 800-199-4422.


THE LAUGH FACTORY COMEDY CLUB – The most fun of this year and the next — don’t miss it! Fri & Sun at 8, Sat at 7:30 & 10. For more info: #745-337-6868.

WORD PLAY  Saying yes / no emphatically

YES
- A few of us are going out for a drink. Would you like to join us?
- Sure.
  Love to.
  Count me in.
  Would I ever!

NO
- Any interest in going for a walk in the rain tonight?
- Not really.
  No way.
  Count me out.
  You’ve got to be kidding.

New Year’s on TV

Live from New York!

On New Year’s Eve, many Americans tune their televisions to what’s happening in Times Square in New York City to watch the countdown to the New Year.

How will you spend the final seconds of this year and the first few of next year?
Now you can ...  

A Talk about New Year's Eve  

B Describe traditions  

C Talk about New Year's activities  

What's Happening Around Town  

BRAZIL NIGHT — Celebrate with people who know how to party! Rio de Brazil Restaurant Live entertainment and special New Year's Eve menu. For reservations: 745-501-3000.  

MOVIE MARATHON — Gangster films of the '40s and '50s. See classics! Shows at 3, 5, 7, 9:30, 11:30, Metropolis Cinema, 3rd & Howard Streets, 745-560-031.  

FIREWORKS BY THE RIVER — Join the mayor for a spectacular display of fireworks. Festivities begin at 10:30 p.m. Riverfront Park, Directions & Parking: 900-199-4422.  

THE LAUGH FACTORY COMEDY CLUB — The most fun of this year and the next — don't miss it! Fri & Sun at 8, Sat at 7:30 & 10, For more info: 745-337-6868.  

Do you eat anything special on New Year's Eve?  

Do you have any New Year's traditions?  

Check it out!  

www.berlitzenglish.com
Chapter 6
Review

Now You Can...!

- Talk about New Year's activities
- Describe traditions
- Talk about New Year's Eve
- Talk about career changes
- Talk about career paths
- Talk about career plans
- Call about a lost item
- Discuss a bill
- Describe meals
- Get good service
- Talk about a dining experience
- Ask for recommendations
- Describe famous sites
- Discuss a trip
- Follow up on a contact
- Plan a social activity
- Renew and make friendships
- Introduce yourself
ACTION MODULE 1 - ROLE CARD A

Ms. Lee suggested I contact you
You work as a manager of exports at Star Industries at the company headquarters in Singapore. Star Industries will be opening an office in Seoul, Korea, at the end of the year. You are responsible for finding a location for the new office.

A colleague, Maggie Lee, has suggested that you call her friend, Mr. Choi, who works in real estate. His office is in Seoul.

Call Mr. Choi, introduce yourself, and ask if he can help you in the company's search for a new office and possible warehousing facility.

ACTION MODULE 2 - ROLE CARD A

Planning a vacation
You are planning to take a vacation in five or six months. You haven't yet decided where to go. You'd like to go to someplace unusual, where there are interesting historical sights.

One of your colleagues travels a lot and visits very interesting places. You see this colleague in the employee lunchroom. Walk up to the table and ask your colleague for some advice on travel destinations.

ACTION MODULE 3 - ROLE CARD A

I don't like to complain, but ...
You are a customer at Bradley's Restaurant. You have just finished your meal. This restaurant was recommended to you by a colleague who spoke very highly of the food and the service. While you enjoyed the food, you found that the service was not good at all.

The problems included the following: You waited fifteen minutes to receive a menu. You waited another fifteen minutes for the waiter to take your order. You waited almost an hour for the food to arrive, and when your dinner finally came, the waiter brought the wrong order.

You have decided to complain about the poor service. You have told your waiter that you would like to speak to the manager. The manager is approaching your table now.
ACTION MODULE 1 - ROLE CARD B

Ms. Lee suggested I contact you

Your name is Choi. You work for RPT Real Estate in Seoul, Korea.

RPT is a large real estate firm that manages both commercial and residential properties. You manage the residential division of the company.

You recently received an e-mail from Maggie Lee, an old friend, who recommended that one of her colleagues get in touch with you regarding a commercial real estate deal. Several years ago you worked in RPT’s commercial division. You know one of the agents there quite well. Her name is Ms. Kwon. You often refer commercial inquiries to her.

Your phone is ringing. Answer it.

ACTION MODULE 2 - ROLE CARD B

Planning a vacation

You love to travel and have visited many exciting and exotic countries. You’ve just returned from a trip to Guatemala, where you visited the ancient Mayan temples and pyramids of Tikal and explored the lush rain forest of the country. It was a great trip. You’ve already begun planning your next trip: a visit to...

You’re having lunch in the company lunchroom. One of your colleagues is approaching your table. Invite your colleague to join you.

ACTION MODULE 3 - ROLE CARD B

I don’t like to complain, but ...

You are the manager of Bradley’s, a nice restaurant with a reputation for fine service. The restaurant has been extremely busy tonight. Two of your waiters are new, and things have not gone as smoothly as they usually do.

One of your new waiters has told you that the customer at Table 6 would like to speak with you. Go to Table 6 and speak to the customer.

If the customer is unhappy with the service, consider offering something on the house.
**ACTION MODULE 4 - ROLE CARD A**

Talking about a career change
You're not satisfied in your current job. You're making quite a lot of money now, but you're not happy. You're tired of the frequent travel required for your job. You would like to do something more creative.

A career change would probably mean that you would have to go back to school.

You have a friend who changed careers a few years ago. You asked your friend to meet you at a café so that you could share your thoughts and ask for advice. It's time for your get-together.

**ACTION MODULE 5 - ROLE CARD A**

An open house
You received an invitation from an American friend to an open house for New Year's Day. You have never been to an open house.

Join us to celebrate the New Year!

WHEN: January 1, 1:00-5:00 p.m.
WHERE: 178 Sierra Parkway
WHO: Alan and Nora McLain
718-555-0711

Ask one of your colleagues what an open house is. You'd like to know what time to arrive, how long you should stay, if you should bring a gift and, if so, what to bring.
**ACTION MODULE 4 - ROLE CARD B**

**Talking about a career change**

One of your friends is thinking of making a career change. Your friend called and asked if the two of you could meet today at a café.

Five years ago you left your job at a major corporation to start your own business. Your friend would like to hear about your experiences and ask you for some advice.

It will be helpful for your friend if you explain how the change affected your life in both positive and negative ways. Be sure to mention how it affected your personal life, your financial situation, and your level of satisfaction in your work. Help your friend identify the pros and cons of changing careers and of staying in the same job.

It's time for your get-together with your friend.

---

**ACTION MODULE 5 - ROLE CARD B**

**An open house**

One of your colleagues has received an invitation to an open house for New Year's Day. Your colleague has never been to an open house and would like to know about American customs.

Explain that an open house is an informal party. One can go to an open house any time between the hours listed and can stay for a little while or until the end of the party. Both a short visit and a longer stay are considered equally polite.

Your colleague may be worried about what kind of gift to take. Explain that a gift for a New Year's open house is not required but, of course, it would be a kind gesture. Flowers, chocolates, or a home-made sweet or dessert are appropriate gifts. If the host drinks alcohol, a bottle of wine is also appropriate.

Explain to your colleague that because it's an informal party on a holiday, husbands and wives usually go together.
Your Turn

1 A: Tell the class about someone you met for the first time recently or someone you renewed a friendship with. Where did you meet? Do you think you will see the person again? Did you make plans to keep in touch?

B: Ask a classmate about a social activity she is planning. Then tell the class about your classmate's activity.

2 A: Tell the class about a trip you have taken. Where did you go? Did you enjoy your trip? Did you see any famous places? If so, what were the places like?

B: Ask a classmate about a famous place he has been to. Find out what it was like and if he would recommend that you go there. Tell the class about the place your classmate described and share the reasons you would like / not like to visit the place, as well.

3 A: Tell the class about a recent dining experience. Where did you go? How was your meal? Would you recommend the restaurant? Why? / Why not?

B: Ask a classmate to compare two restaurants where she has eaten. Which restaurant had better service? Which restaurant had better food? Ask her to compare the atmosphere of the two places. Tell the class about the restaurants your classmate compared. If you have been to these restaurants, tell the class whether you agree with your classmate or not.

4 A: Share with the class your opinions about choosing a career. What factors should enter into the decision? In your opinion, what are the most important factors when choosing a job?

B: Ask a classmate about his own career path. What is his current position? Who does he report to? Has he ever made a career change? If so, why? Tell the class about your classmate's career choices.

5 A: Share with the class what you typically do for New Year's Eve and New Year's Day. Do you enjoy this holiday? Why? / Why not? Who do you usually spend it with? Do your friends or family have any holiday traditions? Do you eat any special foods?

B: Ask a classmate about what she does on New Year's Eve and New Year's Day. Have either of you ever spent the holiday in another country? How was it different from your usual celebration? Report your findings to the class.
**CHAPTER 1 - ROLE CARD A**

**Poor Memory**
You're meeting someone for the first time. Ask the person's name and start a conversation with him.

You often have difficulty remembering names. You forget this person's name several times during your conversation. You mistakenly call him by another name at least once.

Apologize to the person and try to remember his name.

**CHAPTER 2 - ROLE CARD A**

**An Anniversary Cruise**
Your parents will be celebrating their 50th wedding anniversary in six months, and you'd like to send them on a cruise as a present.

You are going to visit a travel agency to get some information and, if all the details can be worked out, you will also book the trip.

Your parents have health concerns that need to be considered as you make plans for them. Your mother has a skin condition; she should not stay in the sun for more than thirty minutes at a time. Your father has a heart problem; he must avoid strenuous exercise, such as walking up hills or walking for more than fifteen minutes at a time.

Go into the agency and find out about cruise options for your parents.

**CHAPTER 3 - ROLE CARD A**

**Catch of the Day**
You're having dinner in a seafood restaurant and have ordered the catch of the day.

The fish doesn't taste the way you expected, but you have continued eating. You thought that either the spices or the sauce must be causing the "unusual" flavor.

You have nearly finished your meal, and you are beginning to feel ill.

Call the waiter and explain how you're feeling.
**CHAPTER 1 - ROLE CARD B**

**Poor Memory**
You have a difficult name and people frequently have trouble remembering / pronouncing it. Introduce yourself to the person in front of you and engage her in conversation.
Try not to become annoyed or offended if the person to whom you’re speaking has difficulty remembering / pronouncing your name.

**CHAPTER 2 - ROLE CARD B**

**An Anniversary Cruise**
You are a travel agent, specializing in cruises to the Caribbean. You have wonderful packages for single adults and senior citizens. You have been in business for seventeen years.
A potential client is walking into your office right now. Greet the client.

**CHAPTER 3 - ROLE CARD B**

**Catch of the Day**
You are a waiter in a seafood restaurant. Earlier in the evening one of the customers at the restaurant became ill while eating the catch of the day. The restaurant manager was certain that the customer was having an allergic reaction. He insisted that the fish was fresh.
Now another diner in your restaurant is calling you to her table. As you walk to her table, you notice that she has a similar expression on her face to that of the earlier customer, who became sick. You have just recalled that this customer also ordered the catch of the day.
Speak to the customer.
CHAPTER 4 - ROLE CARD A

Time for a Change

You've been in banking for ten years. While you have enjoyed your job at times, the last few years have not been as rewarding as in years past. The industry has changed and so have you.

You would like to change careers, but you're not sure how to go about it. You have many interests and talents and are eager to pursue them.

You have made an appointment with a career specialist. Knock on the door of the specialist's office.

CHAPTER 5 - ROLE CARD A

An Upcoming Birthday

One of your best friends will be celebrating an important birthday next month.

You'd like to organize a surprise party at your house for your friend. You've contacted many of your mutual friends and they have all agreed that a surprise party is a terrific idea.

Now you need to confirm whether or not your friend is going to be available that day. You must also find a way to get your friend to come to the party without mentioning it. It is, after all, a surprise party.

Call your friend and suggest a quiet dinner or some other activity for that evening. Suggest meeting at your place in advance.
CHAPTER 4 - ROLE CARD B

Time for a Change
You are a career counselor and specialist. You have been in this business for twenty years. You enjoy your work very much. You particularly enjoy meeting people of different backgrounds and interests.
You listen to clients very carefully and usually work with them for several weeks to develop strategies for change and eventual success in their work. You have developed an extensive network of contacts. When you do not have personal knowledge of a field or industry, you are able to use your network to put clients in touch with experts in such fields.
It is time for your next appointment. Open the door and greet your newest client.

CHAPTER 5 - ROLE CARD B

An Upcoming Birthday
You will be celebrating your birthday next month. One of your best friends always remembers your birthday and has, in the past, taken you out to lunch or dinner to celebrate.
Because this year is an important birthday, you suspect that your friend is preparing something special for you, but you don't know what.
Your telephone is ringing. Answer it.
<table>
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<th>Vocabulary Index</th>
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Expressions Index

Any interest in ...? (5)
Are you doing anything on Saturday? (1)
Are you free Friday night? (1)
Are you still in touch with ...? (1)
Are you still working at ...? (1)

Best of luck to you. (4)
Count me in/out. (5)

Do you still live in ...? (1)
Don't bother! (3)
Don't get me wrong! (4)

Everything was just right! (3)

Go easy on me. (1)

Happy New Year! (5)
Hold just a moment. (3)
How are things at ...? (1)
How are you? (1)
How did you end up as ...? (4)
How did you get into ...? (4)
How do you do? (1)
How have you been? (1)
How is everything? (3)
How're you doing? (1)
How's it going? (1)

I can't eat another bite. (5)
I can't wait to go back! (3)
I've never tasted better. (3)
I look foward to meeting you. (1)
I look foward to speaking with you. (1)
Is there someplace nice in the area? (2)

It was a complete disaster! (3)
It was a great break for me. (4)
It's a chance to turn over a new leaf. (5)
It's my treat. (3)
It's on the house. (3)
It's wonderful (good) to see you again. (1)
It's worth the wait. (3)

Let me get this / pick this up. (3)
Let's get together. (1)

Nice to see you, too. (1)
No way. (5)

Should we give it a try? (3)
... suggested I contact you. (1)

This one's on me. (3)

We enjoyed the party immensely! (5)
We'll take care of it. (3)
What are you good at? (4)
What are you interested in? (4)
What do you have in mind? (5)
What do you know about it? (2)
What do you recommend? (2)
What is it made of? (2)
What's it like? (2)
What's new? (1)
What's playing? (1)
What's up? (1)

When did you become a ...? (4)
Where can we ...? (2)
Where do you suggest ...? (2)
Where's the best place ...? (2)
Why did you decide on ...? (4)
Why don't you ...? (2)
Would I ever! (5)
Would you like to join us? (5)
Would you like to ...? (1)

You look great! (1)
You've got to be kidding. (5)
CHAPTER 1

Simple present and present progressive
- Simple present is used to state the present (He works for Sony.), the habitual (She wears glasses.), the instant (I apologize for being late.), and the future using a time marker (The flight leaves at 3:00 tomorrow.).
- Present progressive is used to describe something happening right now (She’s talking on the phone.), or in the future (I’m flying to Chicago on Tuesday.), something that happens over a period of time (She’s studying French this year.), or something temporary (He’s working in Taiwan for the next six weeks.).
- Non-action or stative verbs (admire, respect, recognize) are not usually used in the progressive form.
- Verbs of emotion such as hate, want, love, like are stative verbs.

CHAPTER 2

Review of simple past tense
- The simple past is used to talk about actions or events that happened at a specific time in the past that are now completed. (He went to Beijing.)
- It can be used with temporal expressions. (He went last week.)
- The simple past of regular verbs is formed with -d or -ed.
- Many verbs are not regular: be/was, go/went, swim/swam, build/built.

Review of past progressive tense
- The past progressive tense is used to talk about an on-going action in the past. (I was reading the newspaper at 4:00.)
- The action may / may not continue after that. (I was still reading the newspaper at 5:00. vs. I wasn’t reading the newspaper at 5:00. I stopped at 4:30.)
- The past progressive is used with the simple past to describe an action in the past that was interrupted by another action. (I was reading a book when the telephone rang.)
- When introduces the interrupting action. While introduces the action that was interrupted. (While I was reading, the telephone rang.)
- Two past progressives can be used together to indicate simultaneous action in the past. (While I was eating, my friend was watching TV.)

CHAPTER 3

Contrast of simple present, simple past, and present perfect tenses
- Simple present is used to talk about the present (He works for Sony.), the habitual (She wears glasses.), and the future (The flight leaves at 3:00 tomorrow.).
- Simple past is used to talk about events that happened at a specific time in the past (He worked for Sony in 1998.) that are completed (He called me yesterday.).
- Present perfect is used to talk about something that began in the past and continues into the present (He has worked for Sony for three years.), or has some current relevance (We’ve just decided to go out to dinner.).

Comparatives and superlatives
- Comparative forms are used to express the difference between two people, places, or objects. (The wait time is longer at X than at Y. The waiters are nicer at X, too.)
Grammar Index

- **Superlative forms** are used to single out a person, place, or object when more than two are being compared. (This is the best food / the nicest restaurant / the friendliest waiter.)
- The comparative of one-syllable adjectives and two-syllable adjectives ending in -y is formed by adding -er to the adjective: nicer, friendlier, cozier. The superlative is formed by adding -est to the adjective: the nicest, the friendliest, the coziest.
- The comparative of most adjectives with two or more syllables is formed using more or less: more delicious. The superlative is formed using the most or the least: the least delicious.
- Superlatives are often used with of and in: That’s the best restaurant in Tokyo. He’s the friendliest waiter of them all.

**CHAPTER 4**

**Adjective + preposition + gerund**
- There are many common adjective + preposition combinations (responsible for, good at).
- The adjective + preposition expression is generally preceded by a form of to be (he is responsible for ...; they are responsible for ...).
- Because these collocations regularly occur, it is useful to associate them and learn them together; i.e. responsible is typically followed by for.
- Prepositions are followed by nouns. A gerund is a verb form (verb + ing) that functions as a noun.

**Clauses with so (that) vs. (and) so**
- **So (that)** is used to join two phrases to show purpose.
- The first clause typically presents the action. (We’re working overtime these days.)
- The second clause typically presents the purpose of the action / the intended result. (We’re working overtime these days so that we can meet our deadline.)
- **(And) so** is used to join two phrases to show result.
- The first clause typically presents an action. (We worked overtime.)
- The second clause typically presents the result of the action in the first clause. (We worked overtime and so we met our deadline.)
- Various tenses and verb forms can be used: We have taken a taxi so that we can make it to the play on time. We took a taxi so that we could make it to the play on time. // We work overtime and so we meet our deadlines. We have worked overtime and so we have met our deadlines.

**CHAPTER 5**

**Contrast of present perfect and present perfect progressive tenses**
- The **present perfect** is used to talk about an event that happened at an indefinite time in the past or when the exact time of the action in the past is unimportant. (I have read three books.)
- The present perfect is used with ever in questions to ask about whether something has occurred anytime up to the present. (Have you ever been to Paris?)
- The present perfect emphasizes the result of a completed action. (I’ve written a report. = I’ve finished writing it.)
- The **present perfect progressive** indicates that an action began in the past and is not finished. (I have been working on a report [and I am still working on it].)
- With some verbs the present perfect and the present perfect progressive mean the same. (I have studied / have been studying English for two years.)
- The present perfect progressive puts more emphasis on the duration of an action. (I have been waiting for two hours.)
1 Complete the conversation using the words in the box.

- Hi, my name's Don Larson.
- Hello, I'm Carla Matthews. Are you ______ to the company?
- Yes, I ______ on Monday.
- ______ I'm in the ______ department. And you?
- I work with the Internet ______.

2 Choose the best response.

1. - How have you been? - ______
2. - Are you still in touch with Li Chang? - ______
   a. Yes, he arrived last week. b. Yes, I moved there Friday. c. No, not anymore.
3. - It's wonderful to see you again. - ______
   a. Same here. b. Me, too. c. I'm doing great.
4. - What's up? - ______
   a. I'm at the office. b. Nothing much. c. How do you do?

3 Write two ways to greet a former co-worker whom you haven't seen in several months.

1. __________________________________________
2. __________________________________________

4 Complete the sentences. Use the correct form of the verb in parentheses.

1. What do you usually ______ on Sundays? (do)
2. I ______ Elena's work ethic. She always gives her best effort. (admire)
3. Tanya ______ on the design for a new sales brochure. (work)
4. We ______ to take vacation in the fall when it's cooler. (prefer)
5. Your attention, please. Flight 623 ______ at Gate 27B. (board)
6. Scott's not here right now. He ______ to the airport. (drive)
7. Dave's boss ______ his attention to details. (appreciate)
8. I ______ we will make it to the meeting on time. (doubt)
5 Write a short paragraph about someone you admire. Explain why you admire this person.

6 TRACK 32: Listen and fill in the blanks to complete the conversation.

Alex: Maria! It’s good __________ to see you again.
Maria: It’s __________ to see you, too, Alex.
Alex: So how have you __________?
Maria: __________ good! How’s everything with you?
Alex: Great. I started a new __________ last week.
Maria: Congratulations! Where are you working?
Alex: At a __________ company. I have to tell you how I got the job – it’s quite __________.
Maria: I’d love to hear it. __________ we grab a cup of coffee?

7 Match the question with the best response.

1. ______ Are you free on Saturday?  
   a. No, Sunday is wide open for me.
2. ______ Would you like to have dinner after class?  
   b. Yes, I am. How about Monday instead?
3. ______ Are you busy this Friday?  
   c. Sure. Where do you want to eat?
4. ______ Are you doing anything Sunday?  
   d. I would be, but I’ve already seen it.
5. ______ Are you interested in the Degas exhibit?  
   e. Sorry, I’m going to a party on Saturday.

8 TRACK 33: Listen to the conversation and complete the sentences below.

1. ______ just joined the company.  
   a. Chris Zoldi  b. Miki Sasaki
2. She works in the ______ department.  
   a. accounting  b. real estate
3. Gail suggested that Miki talk to Chris about ______.  
   a. apartments  b. nice ones
4. Miki is anxious to ______ the hotel.  
   a. find  b. leave
1. Choose the best response.

1. So how was Switzerland?  
   a. It was wonderful.  
   b. Well, thank you.  
   c. Didn’t you go to Italy?

2. What did you enjoy most?  
   a. I flew to Mexico last month.  
   b. I like to go on trips.  
   c. The mountains were amazing.

3. What’s Japan like?  
   a. The flight was very smooth.  
   b. It’s incredible!  
   c. We go there often.

4. Do you know when the Eiffel Tower was built?  
   a. It’s exquisite.  
   b. In 1889, I think.  
   c. It’s stunning, isn’t it?

2. Put the words in the correct order. Remember to punctuate your sentences correctly.

Example: in / very impressive / Kamakura / was / the Great Buddha

The Great Buddha in Kamakura was very impressive.

1. amazing / an / the Guggenheim Museum / in / building / is / Bilbao

2. iron / made / the Eiffel Tower / is / of

3. like / top / a lot of / Mount Fuji / to / tourists / go / the / of / to

4. stone / the Great Pyramids / made / Giza / of / are / of

3. Complete the sentences using the words in the box below.

- gigantic  
- incredible  
- breathtaking  
- exquisite

1. Did you notice the details of the stained glass windows? They’re ______.

2. The ______ Petronas Towers in Kuala Lumpur reach far into the Malaysian sky.

3. Venice is an ______ architectural achievement.

4. The view from the plane over Mount Kilimanjaro was ______.

4. Fill in the blanks with the correct forms of the verbs in parentheses. Use the simple past and the past progressive tenses.

1. While Simon _____ his suitcase, the taxi _____ to take him to the airport. (pack, arrive)

2. When the phone _____, Elaine _____ a documentary on TV. (ring, watch)

3. While the tour guide _____, the tourists _____ photos. (talk, take)

4. Tim _____ to catch his plane when somebody _____ the flight was canceled. (run, say)
5 Complete the sentences with in, from, to, or between.

1. Mr. Sanchez worked in Germany ________ 1999 ________ 2002.
2. The gift shop closes ________ 12:30 and 1:30.
3. Ursula Berger was in Morocco ________ 1987.
4. ________ 2001 and 2003, Mr. Laurenti went to Russia nine times.
5. Michael and Elizabeth went to Australia ________ September.
6. Albert is at his desk every day ________ 10 a.m. ________ 6 p.m.

6 TRACK 34: Listen. Then write four sentences using the simple past and the past progressive tenses.

Example: When Mr. Martin arrived home, Mrs. Martin was cooking dinner.

1. ________________________________
2. ________________________________
3. ________________________________
4. ________________________________

7 Match each question with the best response.

1. _____ What were you doing last night? a. When we arrived at the airport.
2. _____ Where did you stay in Italy? b. He called the tour company last night.
3. _____ When did the snow begin? c. While she was studying at Yale.
4. _____ When did the concierge arrange the tour? d. I was working.
5. _____ When was Sarah staying with you? e. At a beautiful hotel in Rome.

8 Complete the conversations using the sentences in the box.

- I think you’d like the Science Museum. — We’d like to do some shopping.
- You might try the bar at the hotel. — There’s a fabulous trattoria near here.

1. — ________________________________
   — You should try the new mall near the train station.

2. — Where can we get some good Italian food?
   — ________________________________

3. — What museum would you recommend?
   — ________________________________

4. — Where’s a good place to hear some jazz?
   — ________________________________
1. **Complete the questions to make a conversation.**

   *Example: - What did you do Saturday night?*

   - We went to the new Indian restaurant.

   1. - ____________ the food?
      - It was fabulous, especially the appetizers.

   2. - ____________ for a table?
      - Not long. Only about fifteen minutes.

   3. - ____________ the service?
      - It was excellent. The waiters were very attentive and friendly.

   4. - ____________?
      - Definitely. You won’t be disappointed.

2. **Match the questions in column 1 with the responses in column 2.**

   1. _____ Would you like another glass of wine?  
      a. The fish of the day was excellent.

   2. _____ How was your lunch?  
      b. It was a little cold and a bit salty.

   3. _____ Did you have dessert?  
      c. The waiters were too slow!

   4. _____ How was the soup?  
      d. No, I just had coffee.

   5. _____ What did you think of the service?  
      e. No, thank you. I’ve had enough.

3. **Circle the sentences that express that the restaurant experience was good. Underline those that express that the experience was bad.**

   The waiters were attentive.  
   The fish wasn’t very fresh.

   My steak was overcooked.  
   The service was slow.

   The food was outstanding.  
   The ambiance was cozy and relaxing.

   We’ll never go there again.  
   The desserts were amazing!

4. **Write a short paragraph about a recent restaurant experience. Try to include descriptions of the meal, the service and the ambiance of the restaurant.**

   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
5. Fill in the blanks with the correct form of the verbs in parentheses.

A. Almost every day Tanya _______ (eat) at the company cafeteria where she _______ (work). She _______ (work) at the company since 1998. Needless to say, the cafeteria staff _______ (know) her quite well.

B. Mr. and Mrs. Martinez _______ (go) to Luigi's last Friday for the first time. They _______ (enjoy) the food immensely. So far this month, they _______ (try) four restaurants and _______ (decide) they _______ (like) Luigi's the best.

C. Last night during dinner, Philippe Desgranges _______ (complain) to the manager of the restaurant where he _______ (have) dinner. He _______ (eat) out quite often, and he _______ (never have) such slow service. The manager of the restaurant _______ (apologize) to Philippe.

6. What is important to you in choosing a restaurant? Read the list below. Number each item from 1 (not important) to 5 (very important).

   _______ service   _______ wait time   _______ price
   _______ location   _______ serves wine / beer   _______ interesting menu
   _______ great desserts   _______ ambiance   _______ decor

7. TRACK 35: Listen to the conversation and answer the questions below.

   1. The man and the woman are going out for _______.
      a. lunch          b. dinner

   2. Rinaldi's serves _______.
      a. Italian cuisine          b. chocolate pie

   3. It's _______ to get a table at Rinaldi's.
      a. difficult          b. impossible

   4. _______ serves excellent food.
      a. Hamlet Inn          b. Rinaldi's

   5. The man likes the _______ pie at the Hamlet Inn.
      a. chocolate          b. pasta

8. TRACKS 36 - 38: Listen to the conversations. Fill in the blanks below with the correct word or words.

   1. – I'll take care of the check.
      – Oh, no you don't, Bob. This is _____________.
      – Come on. Let me get this one.
      – No, no. It's my turn. You always _____________ the check.

   2. – Are you the manager?
      – Yes, I am. Is something _____________?
      – I don't mean to _____________, but the food has not been very _____________ tonight.
      – I'm so sorry. Could I offer you coffee or dessert – _____________?

   3. – Dinner is my treat, Bill.
      – That's very generous of you, Roger, but you really don't have to do that.
      – Please. I _____________.

Level 5 Practice

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1. Complete the sentences using the words in the box.

<table>
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<th>ended up</th>
<th>get into</th>
<th>jumped at</th>
<th>decide on</th>
<th>eliminated</th>
<th>burned out</th>
<th>came up</th>
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</table>

1. I’d like to change careers. What did you have to do to __________________ sales?
2. Jorge became a consultant last year after his job was __________________.
3. I thought you were studying to be an engineer. When did you __________________ accounting?
4. Lucy Grant __________________ staying at IBM for years because they took such good care of her.
5. When the opportunity for increased responsibilities __________________, Lars ____________ it.
6. Sylvia was so _______________ at work that she decided to quit and try another line of work.

2. Track 39: Listen to the conversation. Then answer the questions.

1. How long has Teresa worked at her current job?

2. Why did Teresa decide on this job?

3. Why is she unhappy?

4. What does Alex tell her to do?

3. What is important in a job? Number the factors below from 1 (most important) to 9 (least important). Feel free to add a tenth factor to the list.

_____ opportunities for professional growth
_____ opportunities for promotion
_____ employer’s position in industry
_____ quality of employer’s leadership
_____ amount of travel required

_____ salary
_____ size of company
_____ location of job
_____ colleagues
_____ other ________________

4. Complete each sentence with the correct preposition: at, in, to, about, of, for.

1. Mr. Lin is nervous __________ meeting the new management team at ArcLox.
2. Ms. Rogers is interested __________ traveling to Europe.
3. Who is responsible __________ invoicing clients?
4. Most of our employees are capable __________ producing much better results in their work.
5. Berta Monteiro couldn’t get used __________ working at night, so she changed jobs.
6. Are you good __________ finding solutions to problems?
Fill in the blanks with either **and so** or **so that** to complete the sentences.

1. Tom Ryan is working late tonight ____________ he can meet our deadline.
2. I went to sleep early last night ____________ I feel much more rested today.
3. Kim recently bought an apartment in the city ____________ she has shortened her commute.
4. Martina takes long walks in the park every day ____________ she can lose weight.
5. We need to finish the meeting a little early ____________ we can catch the next flight out.

Listen and choose the best response for each line of dialogue.

1. a. Yes, I like my position very much.  
   b. No, my job was cut.  
2. a. He'll call later.  
   b. Great. I got the job!  
3. a. I'm not really interested in that.  
   b. I work for a start-up company.  
4. a. I report to the new VP.  
   b. I had an opportunity I couldn't pass up.  
5. a. No, it's a new career.  
   b. Because I needed a new job.  
6. a. It was a great company.  
   b. Problem-solving.  
7. a. I'm very reliable.  
   b. Yes, it was the right decision.  
8. a. Not at all. It was very smooth.  
   b. Yes, it was the right decision.

Write an e-mail message to a friend who just received a promotion. Congratulate your friend and ask him/her to meet you next week to celebrate the promotion. Add any details you think are important.

Write three things that you do well.

Example: I'm good at organizing my work.

1.  
2.  
3.  
Practice  CHAPTER  5

1  Complete the conversation using the words in the box.

midnight  Eve  holiday  spend  stroke  plans  invitation

- Do you have any _____________ for New Year's?
- I've been invited to a party on New Year's _____________ . Then I'll _____________ New Year's Day with my family.
- What time does the party start?
- I think the _____________ said 8:00 p.m. What about you? What are you going to do?
- I'm going to a party, too. You know, I always get excited at the _____________ of _____________.
- Me, too. Well, if I don't see you before then, have a nice _____________ !

2  Write the questions to complete the conversation about New Year's.

Example:  - What ________ do you usually do for New Year's?
          - My family gets together at my grandmother's house.

1. - Do _________________ ?
   - Yes, we eat some traditional dishes on New Year's Day.

2. - What _________________ ?
   - At the stroke of midnight, we make toasts and hug and kiss each other.

3. - Do _________________ ?
   - Yes, last year I resolved to quit smoking.

3  Complete the sentences below using the correct form of the verb in parentheses. Use either the present perfect or the present perfect progressive tense.

1. Where _________________ you _________________ ? (be)
2. I _________________ about Paul all day. I hope he's OK. (worry)
3. Mr. Patel _________________ to send a fax for the past twenty minutes. (try)
4. We _________________ not _________________ the Jeffersons since their New Year's Eve party. (see)
5. We _________________ here for more than an hour. (wait)

4  Add since or for to complete the sentences.

1. Elizabeth Perkins has been living in Portugal _____________ June 1.
2. Our family has vacationed in Hawaii every year _____________ 1998.
3. The company has been buying property in Europe _____________ about five years.
4. Richard and Sylvia have been discussing the project _____________ 10:00 a.m. They'll probably continue _____________ another two hours.
Practice

5 TRACKS 48 - 50: Listen and write the missing words in the blanks below.

1. In Poland, as in other countries, New Year’s is a chance for people to get together and — something the Polish love to do. I like to go to the main square in the city with my — just before midnight. The city is so pretty at night, and everyone is so happy. To me, it’s the perfect way to — one year and — the next.

2. In Argentina, we eat many wonderful foods at New Year’s. My — is pan dulce, which is a delicious — and very sweet — kind of —. At midnight, on New Year’s Eve, we make — and set off —. After midnight, a lot of young people go out to clubs to — and have fun. It’s always a big, big —.

3. I love the — to midnight on New Year’s Eve. It’s always — to me. In Germany, we kiss each other and — each other a Happy New Year. Last year I — to make some changes in my life in the New Year, and they worked out very well. I’m looking — to another great year.

6 Write a short paragraph about what you usually do for the New Year’s celebration. Include at least one sentence about any special foods you eat.

7 TRACK 51: Listen to the conversation and answer the questions.

1. What are Brian and his friends planning to do first on New Year’s Eve?

2. Where do they expect to go after that?

3. Why isn’t Tina going to the concert with Brian and their friends?

4. What is the group of friends planning to do after Jenny’s party?

8 Match each question with the best response.

1. _______ Do you want to go to the beach on Saturday? a. Oh, yes — count me in!
2. _______ We’re going to lunch. Are you interested? b. Not really. I’ve got things to do at home.
3. _______ I’ve got tickets for Shiver on Friday. Interested? c. No way. It’s too dangerous!
5. _______ How about trying skydiving with us? e. Definitely. I’m starving!
**CHAPTER 1**

Exercise 1
new; started; Welcome; IT; group

Exercise 2
1. b  2. c  3. a  4. b

Exercise 3
Answers will vary.

Exercise 4
1. do  2. admire  3. is working  4. prefer  5. is boarding  6. is driving
7. appreciates  8. doubt

Exercise 5
Answers will vary.

Exercise 6
to see; nice; been; Pretty; job; publishing; story; Why don't

Exercise 7
1. e  2. c  3. b  4. a  5. d

Exercise 8
1. b  2. a  3. a  4. b

**CHAPTER 2**

Exercise 1
1. a  2. c  3. b  4. b

Exercise 2
1. The Guggenheim Museum in Bilbao is an amazing building.  2. The Eiffel Tower is made of iron.
3. A lot of tourists like to go to the top of Mount Fuji.  4. The Great Pyramids of Giza are made of stone.

Exercise 3
1. exquisite  2. gigantic  3. incredible  4. breathtaking

Exercise 4
1. was packing; arrived  2. rang; was watching  3. was talking; were taking
4. was running; said

Exercise 5
1. from; to  2. between  3. in  4. Between  5. in  6. from; to

Exercise 6
Answers will vary.

Exercise 7
1. d  2. e  3. a  4. b  5. c

Exercise 8
1. We'd like to do some shopping.  2. There's a fabulous trattoria near here.  3. I think you'd like the Science Museum.  4. You might try the bar at the hotel.
CHAPTER 3

Exercise 1
Answers may vary slightly. Possible answers:
1. How was the food? 2. Did you wait long for a table? 3. How was the service? 4. Should we give it a try?

Exercise 2
1. e 2. a 3. d 4. b 5. c

Exercise 3
Good: The waiters were attentive. The food was outstanding. The ambiance was cozy and relaxing. The desserts were amazing!

Bad: My steak was overcooked. We'll never go there again. The fish wasn't fresh. The service was slow.

Exercise 4
Answers will vary.

Exercise 5
A. eats; works; has worked; knows
B. went; enjoyed; have tried; have decided; like
C. complained; was having; eats; has never had; apologized

Exercise 6
Answers will vary.

Exercise 7
1. b 2. a 3. a 4. b 5. a

Exercise 8
1. my treat; pick up 2. wrong; complain; good; on the house 3. insist

CHAPTER 4

Exercise 1
1. get into 2. eliminated 3. decide on 4. ended up 5. came up; jumped at 6. burned out

Exercise 2
1. She's worked at her current job six months. 2. She decided on this job because she thought she would have a lot of contact with customers. 3. She's unhappy because she sits at the computer all day. 4. He tells her to talk to her boss and Human Resources.

Exercise 3
Answers will vary.

Exercise 4
1. about 2. in 3. for 4. of 5. to 6. at

Exercise 5
1. so that 2. and so 3. and so 4. so that 5. so that

Exercise 6
1. b 2. b 3. a 4. b 5. b 6. a 7. b 8. a
CHAPTER 5

Exercise 1
plans; Eve; spend; invitation; stroke; midnight; holiday

Exercise 2
Answers may vary slightly. Possible answers:
1. Do you eat anything special?  2. What do you do at the stroke of midnight?
3. Do you make resolutions?

Exercise 3
1. have ... been  2. have been worrying  3. has been trying  4. have ... seen
5. have been waiting

Exercise 4
1. since  2. since  3. for  4. since; for

Exercise 5
1. celebrate; friends; end; begin  2. favorite; bread; toasts; fireworks; dance; party
3. countdown; exciting; wish; decided; forward

Exercise 6
Answers will vary.

Exercise 7
1. They're planning to hear some music.  2. After that they expect to go to Jenny's house for a party.
3. She's going to be tied up till about 9:30.  4. They're planning to check out the new dance club downtown.

Exercise 8
1. d  2. e  3. a  4. b  5. c

Exercise 8
Ld 2.e 3.a 4. b 5. c
CHAPTER 1

ACTIVITY 1 | TRACK 1
- Excuse me. Is anyone sitting here?
- No, please, have a seat.
- Thanks. My name's Phil Evers. I'm new to the company. I just started yesterday.
- Nice to meet you, Phil. I'm Dave Watkins. And this is Carol Meyers.
- Hi. Nice to meet you, Phil.
- So what department are you in?
- The design department. How about you two?
- I'm in sales.
- And I'm in marketing.
- Carol in marketing! Shelley asked me to get together with you to talk about the changes you'd like us to make to the new ad designs.
- Great. I'll check my calendar when I get back to my desk and give you a call.

ACTIVITY 10 | TRACK 2
- Hiroshi Nagao.
- Hello, Mr. Nagao. My name is James Wilson. I'm calling from RLT, Ltd. in London. Taro Yamada suggested I contact you.
- Oh, yes, Mr. Wilson. Yamada-san said you might be calling. I understand you'd like to open an office here in Osaka. How can I help?
- I'll be visiting Osaka in two weeks and, as you can imagine, we have a number of questions about operating there. I'd love to discuss them with you.
- Let's see. I'm free on Wednesday, the 14th. Would you like to meet for lunch?
- That would be wonderful. Shall I come to your office?
- Yes. Is 12:30 convenient for you?
- That's perfect. Thank you, Mr. Nagao. I'll see you on the 14th.
- I look forward to meeting you, Mr. Wilson.
- Good-bye.

CHAPTER 2

ACTIVITY 1 | TRACK 3
- Hi, Dan. How was your trip?
- It was wonderful. We had a great time.
- You went to Greece, right?
- Well, we flew to Italy and spent a couple of days in Venice. Then we took a ferry over to Greece and spent a week there.
- That sounds great. So how was Greece?

ACTIVITY 8 | TRACK 4
We stayed at a nice hotel in Rome. Our first morning we discussed tour options with the concierge. We looked at three or four brochures he gave us. The hotel provided a tour guide for two of the tours. The concierge arranged for us to join an afternoon tour of the Colosseum. The tour guide pointed out many fascinating details.

ACTIVITY 9 | TRACK 5 | A
- Where can we hear some good live music?
- You should go to the Green Mill at Lawrence and Broadway.
- What kind of music do they play there?
- Oh, all kinds — jazz, big band, blues, piano, swing. Every night is special at the Green Mill.

TRACK 6 | B
- We'd like to see a play while we're in town. What do you recommend?
- Why don't you see what's playing at Steppenwolf?
- Steppenwolf? I've heard of that.
- A lot of Hollywood stars got their starts there. And most of them are still involved with the theater in one way or another.

TRACK 7 | C
- We want to do some shopping this afternoon. Where do you suggest we go?
- Start with Michigan Avenue. There's plenty of shopping there.

TRACK 8 | D
- Excuse me. Where's the best place to get a good view of the city?
- Sears Tower is taller, but to my mind the best view is from the John Hancock Building.
- Is that far from here?
- That's it right there. It's about five more blocks up Michigan.

ACTIVITY 12 | TRACK 9 | A
The Great Wall of China is nearly 6,500 kilometers long. It's the only man-made structure that is visible from space. Parts of this ancient defensive wall date from the 4th century B.C. The Great Wall was originally built of earth and stone. Brick was later added to the outer wall in some areas.
TRACK 10 | B
The Great Pyramid is the largest and the oldest of the three pyramids near Giza, Egypt. It was built as a burial tomb for King Khufu, who ruled from 2551-2528 B.C. The pyramid was built of huge blocks of stone. Some weighed as much as 14 tons. According to the Greek historian Herodotus, it took 100,000 men 20 years to build this massive structure.

TRACK 11 | C
Machu Picchu is the site of an ancient Incan city. It is nestled between two steep mountain peaks more than 2000 meters above sea level in the Andes of south central Peru. Because of its hard-to-reach mountain location, the site had been forgotten by the world until 1911, when the explorer Hiram Bingham came upon it. Some 200 stone buildings remain of what Peruvians sometimes call the Sacred City.

CHAPTER 3

ACTIVITY 1 | TRACK 12
- So what did you do this weekend?
- Not much. Oh, we did try that new Indian restaurant Friday night.
- Oh, yeah? How was it?
- The food was fantastic. But the service wasn't the best. It was pretty crowded. I don't think they were expecting to become so popular so fast.
- Do you think we should give it a try?
- Yeah, I think so. You might wait forty-five minutes for your dinner, but the food is worth the wait.

ACTIVITY 7 | TRACK 13 | A
- Check, please.
- Here you are. I'll take that when you're ready.
- Thanks.
- Bill, this one's on me.
- Oh, no you don't, John. It's my turn.
- All right. Thanks, Bill.

TRACK 14 | B
- Lunch is my treat today, Alicia.
- Thanks, Helen. That's sweet of you.

TRACK 15 | C
- How was everything tonight?
- Are you the manager?
- Yes, was there a problem?
- Well, the service was disappointing.
- I'm sorry to hear that. What was the matter?
- We sat for almost a half-hour before the waiter brought our drinks.
- Oh, I see.
- Then we waited almost an hour for our dinner to arrive.
- I'm so sorry. May I have your bill? Dinner is on the house tonight. Please accept my apologies on behalf of the entire staff.

TRACK 16 | D
- Let me get this, Alberto.
- Oh no, Peter. You always pick up the check.
- Yes, but lunch was my idea.
- Listen, you've done a lot for Wexton. My boss will be thrilled that we've found a small way to show our appreciation.
- Well, thank you, Alberto. And a thank you to Wexton, too.

ACTIVITY 10 | TRACK 17
- Hello.
- Hello. I'd like to speak to Dave Richardson.
- Speaking.
- Mr. Richardson, I'm calling from Gallagher's Steakhouse. You had lunch at our restaurant today, right?
- Yes, I did. Is there a problem?
- One of the servers found a briefcase with your name on it.
- Oh, my! You're right! I left in a hurry and forgot it at the table. Could I pick it up after work?
- Certainly. We'll be here until 10:30 tonight.
- Great. I should be there between 6:30 and 7:00.
- OK. We'll see you then.
- Thanks a lot for calling.

CHAPTER 4

ACTIVITY 1 | TRACK 18
- You're not really going to leave us, are you, Gina?
- Sorry, Vince, but I am. I never really planned to stay here for three years. This was my first job out of school.
- Has it been that long?
- Yes, it has. I took the job while I was trying to decide whether or not to go to grad school.
- And now you're ready?
- Let's say that this job has opened my eyes.
I want to get an MBA. I think that will give me more options.
- Well, best of luck to you, Gina. We’re going to miss you.

**ACTIVITY 6 | TRACK 19**
1. She’s CEO of a Fortune 500 company.
2. As CFO, he’s responsible for all the company’s financial operations.
3. The CTO is looking into remote network software.
4. Did you meet the new VP for Sales and Marketing?
5. Please get in touch with Mr. Albin at HQ right away.
6. You can get all the information on medical and dental insurance from HR.
7. The team in R&D has come up with a new prototype.
8. They were hired as graphic designers in the IT Department.

**ACTIVITY 7 | TRACK 20 | Junichi**
I changed careers a few years back. It wasn’t by choice, though. During a difficult period financially, the company I was working for closed several of its offices. I was one of about 2,000 people who were laid off. I decided to go back to school and pick up some new skills to make myself more marketable. For a year, I took classes at night while I worked at a temporary day job.

**TRACK 21 | Nora**
I realized one day that I’d been doing pretty much the same thing for thirteen years. Don’t get me wrong; I enjoyed being a lawyer. I think I was just ready for a new challenge. Everybody thought I’d lost my mind when I announced that I was leaving the firm to become a chef. Everybody, that is, except my husband Bill. Now here I am, hundreds of cooking classes and many burned fingers later, assisting one of the best chefs in town. It’s been a lot harder than I thought it would be, but I’ve never looked back.

**TRACK 22 | Maria**
I had an opportunity I couldn’t pass up. I was working for a small company doing a little bit of everything. One day one of our clients asked me if I wanted to work for the good guys. I thought he was joking. He wasn’t. Two months later, I became the manager of purchasing for his company. I’m really happy at my new job. It was a great break for me.

**TRACK 23 | Hans**
I changed careers two years ago. I used to work as a computer programmer, and I was good at it. But I started having trouble with my hands, my wrists and my neck. I did some reading about repetitive stress injuries and tried to adjust my work station. But my pain didn’t go away. As much as I hated to do it, I started looking for a different line of work, one where I wouldn’t be at a computer so much. Now I work in event planning at a downtown hotel. While I do spend some time at the computer every day, it’s never more than 20 to 30 minutes at a time. The rest of the time, I’m out in the hotel meeting with clients, caterers, and florists. I miss programming, but I don’t miss the pain at all!

**ACTIVITY 10 | TRACK 24**
- This is Wendy Cooper. I’m either on the phone or away from my desk. Please leave a message and I’ll call you back as soon as I can.
- Hi, Wendy. It’s Rachel. I have great news about the job search! Give me a call when you have a sec.

**TRACK 25**
- Hello. You have reached the office of Rachel Smith in Corporate Finance. Please leave a message.
- Hi, Rachel. It’s Wendy. Sorry I missed you. I was on the other line when you called. I’m going to be tied up in meetings the rest of the day, but I’m dying to hear your news. Call me on my cell anytime after six. Ciao!

**CHAPTER 5**

**ACTIVITY 1 | TRACK 26**
- Excuse me, Ms. Cole. Could I ask you something?
- Of course, Mr. Kim. What is it?
- I’ve just been invited to a New Year’s party at a friend’s house. I’ve been living in this country for three years, but I’ve never been to one before. Can you tell me what to expect?
- It’s probably a New Year’s Eve party. What time are you supposed to be there?
- He said to come anytime after 9:00 p.m.
- Then it is a New Year’s Eve party. The guests may dress up a little. Your friend will probably serve hors d’oeuvres and champagne. At midnight, everyone will shout “Happy New Year!” then hug or kiss each other.
- That’s not so different from what we do in Korea. By the way, should I bring a gift?
- You could bring a bottle of champagne if you’d like.
ACTIVITY 4 | TRACK 27
We got the go-ahead for the party. Now we can go ahead with our plans. We're late because of a traffic tie-up. All the guests were tied up. The countdown to midnight is so exciting. Let's count down to midnight together. From the beach the sunrise is spectacular. The sun rises at 6:52 a.m. What a turnaround! He's really turning things around this year. We have a lot of clean-up to do. Oh, do we have to clean up now?

ACTIVITY 5 | TRACK 28
- What do you do for New Year's, Yujun?
- We put lucky sayings on red strips of paper. We also buy new clothes and furniture. We see New Year's as a fresh start. Of course, we eat a big dinner with the family. We have many dishes; we like to have a large, whole fish.

TRACK 29
- How about New Year's in New Zealand, Thomas?
- Well, people get together for parties. It's very informal. We usually end up at the beach along with thousands of other people. The beaches are absolutely packed. It's the biggest party of the year.

TRACK 30
- What do you do, Rosa?
- We eat a lot of special food like shrimp and fish. My favorite part is eating grapes just before midnight. We eat twelve grapes in the last twelve seconds before the stroke of midnight. Then we toast, hug, and have a big dinner.

ACTIVITY 7 | TRACK 31
- Hello.
- Hi, Felicia. It's Ana.
- Hi, Ana.
- Are you doing anything New Year's Eve?
- No. How about you?
- Me, neither. I was thinking we should get together for a night on the town.
- Sounds great. What do you have in mind?
- Well, I've got the newspaper right in front of me, and there is a lot of great stuff going on. There's a Brazil night at Rio de Brazil restaurant. We could go to the Laugh Factory Comedy Club. Or how about a marathon of gangster movies at the Metropolis Cinema? And, of course, there's always the spectacular fireworks display by the river.
- That's a lot to choose from. Why don't we go to the Comedy Club and then celebrate midnight at the fireworks!
- Sounds great to me!

PRACTICE: CHAPTER 1
EXERCISE 6 | TRACK 32
Listen and fill in the blanks to complete the conversation.
- Maria! It's good to see you again.
- It's nice to see you, too, Alex.
- So how have you been?
- Pretty good. How's everything with you?
- Great. I started a new job last week.
- Congratulations! Where are you working?
- At a publishing company. I have to tell you how I got the job — it's quite a story.
- I'd love to hear it. Why don't we grab a cup of coffee?

EXERCISE 8 | TRACK 33
Listen to the conversation and complete the sentences below.
- Excuse me. Are you Chris Zoldi?
- Yes, I'm Chris.
- Hi, I'm Miki Sasaki. I just started a few days ago. I work in accounting.
- Oh, welcome! I'm sure you're going to like it here.
- I like it a lot already. Thanks. Gail suggested I talk to you. I'm looking for an apartment, and she said you live in a really nice one.
- That was kind of her. I'm pretty happy with it. You know, the company who runs it owns several properties in town.
- Do you think I should give them a call?
- Definitely. It's Morris Real Estate ... Here — let me dig up the number for you.
- I really appreciate your help. The hotel is starting to get expensive.
PRACTICE: CHAPTER 2

EXERCISE 6 | TRACK 34
Listen. Then write four sentences using the simple past and the past progressive tenses.

Henry Martin started his drive home from work at 5:45 last night. He arrived home at 6:30. His wife Helen started cooking dinner at 6:20 p.m. Tim, their son, did his homework from 4:00 to 6:00. Then he watched TV until dinnertime. Barbara, Tim’s sister, worked at her after-school job from 4:00 to 6:00. Mr. Martin picked Barbara up on his way home from work.

PRACTICE: CHAPTER 3

EXERCISE 7 | TRACK 35
Listen to the conversation and answer the questions below.
- Do you want to go to Rinaldi’s for dinner? I’m in the mood for Italian food.
- Hmm, I don’t know. The last time we went there it took almost an hour to get a table. Why don’t we go to the Hamlet Inn instead? It’s so much faster.
- Well, their food isn’t as good as Rinaldi’s, but you’re right about it being less crowded.
- And weren’t you the one who was raving about their chocolate pie?
- Yep, that was me. OK, you’ve convinced me. The Hamlet Inn it shall be.

EXERCISE 8 | TRACK 36 | One
Listen to the conversations. Fill in the blanks below with the correct word or words.
- I’ll take care of the check.
- Oh, no you don’t, Bob. This is my treat.
- Come on. Let me get this one.
- No, no. It’s my turn. You always pick up the check.

TRACK 37 | Two
- Are you the manager?
- Yes, I am. Is something wrong?
- I don’t mean to complain, but the food has not been very good tonight.
- I’m so sorry. Could I offer you coffee or dessert — on the house?

TRACK 38 | Three
- Dinner is my treat, Bill.
- That’s very generous of you, Roger, but you really don’t have to do that.
- Please. I insist.

PRACTICE: CHAPTER 4

EXERCISE 2 | TRACK 39
Listen to the conversation. Then answer the questions.
- Alex, I don’t think this job is right for me.
- Why do you say that?
- Well, I took it because I thought I would have a lot of contact with customers, but mostly I just sit at the computer all day.
- You’ve only been at it for about six months, right?
- Yes, but that’s long enough for me to see that I’m going to burn out fast if I have to keep doing this all day.
- Listen, there are a lot of opportunities here. I think you should talk to your boss and to Human Resources. See what they have to say before you make any big decisions.
- OK. I’ll give it a try.
- Let me know how it goes, OK?

EXERCISE 6 | TRACK 40 | One
Did you choose to change careers?

TRACK 41 | Two
How did the job search go?

TRACK 42 | Three
Have you considered becoming a software engineer?

TRACK 43 | Four
Why did you change careers?

TRACK 44 | Five
Do you regret changing careers?

TRACK 45 | Six
Why did you stay at the same company for such a long time?

TRACK 46 | Seven
What are you good at?

TRACK 47 | Eight
Was it a difficult career change for you?
In Poland, as in other countries, New Year's is a chance for people to get together and celebrate — something the Polish love to do. I like to go to the main square in the city with my friends just before midnight. The city is so pretty at night, and everyone is so happy. To me, it's the perfect way to end one year and begin the next.

In Argentina, we eat many wonderful foods at New Year's. My favorite is pan dulce, which is a delicious — and very sweet — kind of bread. At midnight, on New Year's Eve, we make toasts and set off fireworks. After midnight, a lot of young people go out to clubs to dance and have fun. It's always a big, big party.

I love the countdown to midnight on New Year's Eve. It's always exciting to me. In Germany, we kiss each other and wish each other a Happy New Year. Last year I decided to make some changes in my life in the New Year, and they worked out very well. I'm looking forward to another great year.

Listen to the conversation and answer the questions.
- Hello.
- Hi, Tina. It's Brian.
- Hi, Brian, how's it going?
- Good. Listen, a few of us are thinking about going out on New Year's Eve. Are you interested in joining us?
- What do you have in mind?
- Well, we were planning to go hear some music around 8, 8:30. Jenny's inviting everyone to her house for a party at 10:30. After that, we were thinking we'd check out that new dance club downtown.
- I'm going to be tied up till about 9:30 or so. Would it be OK if I met you all at Jenny's?
- Sure. Whatever works best for you. Do you want us to pick you up before we head over there?
- No. Thanks. I'll catch up with you there.
- Great. All right, Tina. I'll see you Friday night then.
- OK, Brian. Thanks for the call. Bye.