



Speaking | Listening | Writing | Reading | **Grammar | Vocabulary**

# Grammar-Vocabulary WORKBOOK

*A complementary resource to your online TELL ME MORE Training*

## Vocabulary C1

## Forward

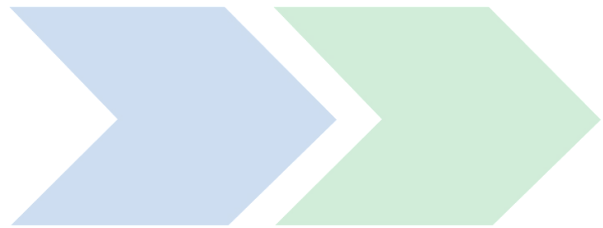
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## Vocabulary

### Specific topics

#### Addresses and phone numbers

- ▶ An American **address** includes — in order — the name of a person or business; a street number and name (sometimes followed by an apartment number); and a city, state (usually abbreviated), and ZIP (postal) code. ('USA' should follow on correspondence of foreign origin.)

**Example:**

Jane McFadden  
6020 Franconia Road  
Pittsburgh, PA 15238  
Auralog Inc.  
3344 East Camelback #107  
Phoenix, AZ 85018  
USA



**Note:** When addresses are included in sentences, commas replace line breaks.

**Example:**

Write to me at 25 Canute Drive,  
Richmond, VA 23234.

- ▶ In clauses, '**at**' precedes house **numbers**, '**on**' precedes **streets**, and '**in**' precedes **cities** and **states**.

**Example:**

He lives **at number 32**.  
The shop's **on State Street**.  
She works **in Philadelphia**.

**Note:** When a house number precedes a street name, '**on**' is **not** used.

**Example:** He lives at number 32, State Street.

- ▶ American **telephone** numbers are **ten digits** long.

**Example:** (805) 569-9102

- ▶ The area code (i.e., the number's first three digits) refers to (part of) a state; the following three digits refer to (part of) a municipality or metropolitan area.
- ▶ The international prefix for the **USA**, Canada, and most Caribbean nations is **1**.

## 'To let'

<p>▶ Permission is expressed using 'let' + <b>object</b> + <b>infinitive without 'to.'</b></p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>They <b>let their child do</b> what he wants.</li> </ul>
<p>▶ 'Let' can also be used as an imperative auxiliary.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li><b>Let her do</b> what she likes.</li> <li><b>Let me just deal with</b> this lady first.</li> </ul>

### Note:

- ▶ A sentence formed with **let** to express permission **cannot be used** in the passive. The expression **'to be allowed to'** is therefore used.

**Example:**

- The child **is allowed to** do what he wants.

- ▶ The infinitive without 'to' may be **implied.**

**Example:**

- She would like to go to India but her parents won't **let** her.

### 'To let' – Exercise – Fill in the blanks

I'd need a fax \_\_\_\_\_ in my room, and email \_\_\_\_\_.

You \_\_\_\_\_ won't get that for \_\_\_\_\_ than \$200 a night. So if we \_\_\_\_\_ \$200, what would you \_\_\_\_\_?

If I \_\_\_\_\_ you, I'd \_\_\_\_\_ the Marrion.

O.K., I'll \_\_\_\_\_ you make the \_\_\_\_\_.

say - let - access - machine - less - definitely - recommend - were - go for - reservations

### 'To let' – Exercise – Word order

me - then - Beckett, - speak - let - Mrs. - to - !

## Percentages

<p>▶ <b>Percentages</b> are expressed using <b>number + '%'</b> or <b>'percent.'</b></p>	<p><b>Example:</b></p> <ul style="list-style-type: none"><li>• We've reduced the size by about <b>20% (percent)</b>.</li></ul>
<p>▶ When used as adjectives, <b>percentages precede</b> the <b>nouns</b> they modify.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"><li>• We'll have to pay a <b>40% deposit</b>.</li><li>• It's <b>100% coverage</b>.</li></ul>

### Percentages– Exercise – Word order

more - ten - usually give - don't - a - percent - than - We - discount.



## 'To write'

The verb 'to write' may precede:

<p>▶ An <b>indirect object</b>, where the latter refers usually to a person</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I'm writing <b>to my parents</b>.</li> <li>• I write <b>her</b> every week.</li> </ul>
<p>▶ A <b>direct object</b></p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I was writing a love letter.</li> </ul>

## 'To write' – Exercise – Fill in the blanks

- It's time \_\_\_\_\_ go home.  
 It's time \_\_\_\_\_ a coffee.  
 It's no use \_\_\_\_\_ over spilt milk.  
 It's no good \_\_\_\_\_ it on, there's a power outage.  
 It's time to \_\_\_\_\_.  
 It's not worth \_\_\_\_\_ him an email.

to - for - crying - turning - get up - writing

## 'To write' – Exercise – Sentence practice

Rewrite as in the example:

Dave's writing (his sister).	Dave's writing to his sister.
Jane's writing (the company).	
Ken's writing (the chairman).	
Wendy's writing (her cousin).	



## Expression of preference

Two related expressions are used to speak of **preference**:

<p>▶ <b>'Would prefer' ('d prefer)</b> precedes a <b>nominal group</b>, a <b>gerund</b>, or an <b>infinitive</b>.</p> <p><b>Note:</b> In sentences containing <b>'would prefer'</b>, <b>negations</b> are placed before the main verb (an <b>infinitive</b>).</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• We <b>would prefer one payment</b>.</li> <li>• <b>Would you prefer staying</b> at home?</li> <li>• I'd <b>prefer to talk</b> to someone else.</li> </ul> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I'd <b>prefer not to meet</b> him.</li> </ul>
<p>▶ <b>'Would rather'</b> is used mainly in <b>speech</b>. It precedes an <b>infinitive without 'to'</b> when only one subject is present (i.e., the verb takes the same subject as does <b>'would rather'</b>), and a <b>past subjunctive</b> otherwise.</p> <p><b>Note:</b> When only one subject is present, <b>negations precede the infinitive</b>. Where there are two subjects, <b>negations</b> are applied to the <b>conjugated verb</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• <b>Would you rather be</b> in a compartment?</li> <li>• We'd <b>rather he went</b> now.</li> </ul> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• She'd <b>rather not stay</b> alone.</li> <li>• I'd <b>rather we didn't invite</b> him.</li> </ul>

## Expression of preference– Exercise – Sentence practice

*Rewrite as in the example:*

We'd rather he came.	We'd prefer him to come.
They'd rather we sent a free sample.	
I'd rather you tried to understand.	
We'd rather she shed some light on it.	

## Approximation

You may use **expressions of approximation** when you can't or don't want to specify an exact quantity, amount or number.

<p>➔ To express that the real number or amount is <b>close to</b> the number or amount quoted, use the <b>adverbs approximately, about, around, and roughly</b>. You can also use the phrases <b>let's say</b> and <b>I would (I'd) say</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• We employ <b>approximately 120</b> people.</li> <li>• Our company has <b>about 30</b> distributors in France.</li> <li>• Sales went up by <b>around 3%</b> last month.</li> <li>• <b>Roughly</b> <math>\frac{1}{4}</math> of our production is sold in the European Union.</li> <li>• We're operating at, <b>let's say</b>, 50% capacity because of the strike.</li> <li>• <b>I'd say</b> we can finish the job in a week.</li> </ul>
<p>➔ To say that the real number or amount is a <b>little higher</b> than the number or amount quoted, you can use the expressions <b>more than, just over, at least</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• We now get <b>more than 200</b> orders a day.</li> <li>• Because we have hired so many new staff, we can now fill orders in <b>just over</b> a week.</li> <li>• It takes <b>at least</b> three days to ship the computers from our warehouse.</li> </ul>
<p>➔ To say that the real number or amount is a <b>little lower</b> than the number or amount quoted, you can use the expressions <b>less than, just under, close to, nearly, and practically</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• <b>Less than</b> half the staff works at our head office.</li> <li>• The meeting took <b>just under</b> an hour.</li> <li>• <b>Close to</b> 50 employees work in our U.K. subsidiary.</li> <li>• It cost <b>nearly</b> \$3000 to renovate our offices.</li> <li>• <b>Practically</b> all our employees have completed training on the new computer system.</li> </ul>
<p>➔ To add more <b>variety</b>, you can use the following expressions to say that the number or amount in question is <b>close to</b> the number or amount quoted:</p> <ul style="list-style-type: none"> <li>• <b>more or less in the region of</b></li> <li>• <b>something like thereabouts</b></li> <li>• <b>give or take a few along the lines</b> (of)</li> </ul>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• We have <b>something like</b> ten days of vacation this summer.</li> <li>• She has <b>more or less</b> the same responsibilities as I do.</li> </ul>

## Vocabulary - C1 level

**Note:** The expressions '**something like**' and '**something along the lines of**' can also be applied to a noun or noun phrase to **express uncertainty**.

**Example:**

- His job involves **something along the lines of** design. (I'm not quite sure what he does, but I know it's similar to design.)

### Approximation– Exercise – The right word

We will need \_\_\_\_\_ a month to ship your order. The normal time span for delivery is six to eight weeks.

just under - close to - less than - at least



## Persuasive suggestions

To **make suggestions** in a **persuasive manner**, you can use constructions that involve **both** the **speaker** and the **listener**.

<p>➔ To make someone <b>feel implicated</b> in something, you can use the <b>pronoun we</b>. Notice that <b>we</b> may be used even when a suggested action only involves a <b>single person</b>. In the examples below, possible <b>implied meanings</b> are in <b>brackets</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• Why don't <b>we</b> look over the contract now? (Would you like <b>me</b> to look over the contract now?)</li> <li>• <b>We</b> might think about adjusting the budget. (Maybe I should adjust the budget.)</li> <li>• I really think <b>we</b> need to finish this report by tonight. (I really think <b>you</b> need to finish this report by tonight.)</li> </ul>
<p>➔ Another way to make <b>persuasive suggestions</b> is to use constructions with <b>let</b>. Although these are <b>imperative</b> constructions, they are frequently used to make suggestions in a softer way.</p> <p>➔ <b>Let me</b> is persuasive because it implicitly <b>asks for permission</b>, indirectly involving the listener.</p> <p><b>Note:</b> <b>Let me</b> is followed by the <b>infinitive</b>. The expression <b>allow me to + infinitive</b> can also be used.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• <b>Let me</b> show you our new catalog.</li> <li>• If you'll just <b>let me</b> give you a presentation of our new product, I'm sure you'll find it fits your needs.</li> </ul> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• <b>Allow me to give</b> you a tour of our offices.</li> </ul>
<p>➔ To involve the listener in a suggestion, you may also use the construction <b>let's (let us) + infinitive</b>.</p> <p>➔ Similar to the use of <b>we</b> in suggestions, <b>let's</b> allows the listener to feel implicated even when only the speaker is performing an action.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• <b>Let's see</b> how much money you could save with our new service.</li> <li>• <b>Let's think</b> about your delivery options now.</li> </ul>

## Persuasive suggestions– Exercise – Text transformation

**Rewrite the text using the most persuasive option:**

(Now I'm going to show you / Why don't we look at) this latest model? (Let me / I'll) show you some of its features, such as its new security system. (Here's / Allow me to show you) how it works. Also, (we can look at / I can show you) the different combinations of features you can purchase so that you get the best deal to fit your needs.

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## Telephone calls

To **communicate effectively over the telephone**, you should be prepared to **ask for** important information and to **give** several **key details**.

<p><b>Introduce Yourself:</b></p> <ul style="list-style-type: none"> <li>➔ After <b>politely greeting</b> the <b>recipient</b> of your call, the <b>first step</b> is to <b>introduce yourself</b>.</li> <li>➔ When making a <b>professional telephone call</b>, state your <b>name</b> and <b>professional information</b> (what company you work for, and sometimes, your job title).</li> <li>➔ Introductions range from <b>very formal</b> to <b>informal</b> depending on how well you know the person you are calling. When making an <b>informal call</b> to <b>someone who knows you</b>, you may choose to state your <b>name only</b>.</li> <li>➔ Some common ways to <b>introduce yourself</b> are shown in the examples below.</li> </ul>	<p><b><u>Example:</u></b></p> <ul style="list-style-type: none"> <li>• Good morning. <b>My name is Dara Fielding and I'm calling from MisselinWorks.</b></li> <li>• Hi, <b>this is Holden Stafford, Marketing Director at GZZ Limited.</b></li> <li>• Good afternoon, <b>this is Sybil Schreiber, Barbara Gossard's assistant.</b></li> <li>• Hello, <b>Janis speaking.</b> (less formal).</li> <li>• Hi, <b>it's Keith from Sanson &amp; Honders.</b> (less formal)</li> <li>• Hi Stanley. <b>It's Marina.</b> (informal)</li> </ul>
<p><b>Ask to Speak to Someone:</b></p> <ul style="list-style-type: none"> <li>➔ <b>After</b> introducing yourself, you may ask to <b>speak to someone</b> in particular, or ask to be <b>connected</b> to an <b>extension number</b>.</li> <li>➔ To make the request in a <b>polite manner</b>, you can use <b>modals</b> such as <b>can, could, and may</b>.</li> <li>➔ The expression <b>I'm looking for</b> is sometimes used, but you should <b>avoid</b> it in <b>very formal</b> contexts.</li> </ul> <p><b>Note:</b> You may ask to speak to someone <b>before</b> introducing yourself.</p> <p>When making an <b>informal</b> professional call, you can use the expressions <b>Is X in?</b> or <b>Is X around?</b></p>	<p><b><u>Example:</u></b></p> <ul style="list-style-type: none"> <li>• Can I please speak to David Thorne?</li> <li>• I'd like to talk to Merri Forster, please.</li> <li>• May I speak with the Marketing Director, please?</li> <li>• Could you please connect me to extension 209?</li> <li>• I'm looking for Brendan Craig. Is he available?</li> </ul> <p><b><u>Example:</u></b></p> <ul style="list-style-type: none"> <li>• Can I speak to the HR manager, please? This is Bryce Larson.</li> </ul> <p><b><u>Example:</u></b></p> <ul style="list-style-type: none"> <li>• Hi, this is Jerry. <b>Is Kathryn in?</b></li> <li>• Hello, it's Priscilla. <b>Is Martin around?</b></li> </ul>

## Vocabulary - C1 level

### Call Objective:

- ▶ **After introducing yourself** and perhaps **asking to speak to someone**, you should **state the objective** of your call. You may **wait** for the call recipient to **ask you** for this information, or you may **state it immediately**.
- ▶ Also note that if the person you wish to speak to **answers the phone**, you may simply **introduce yourself and state the objective of your call**.
- ▶ You can use expressions such as **I'm calling about**, **it's concerning**, **it's regarding**, and **my call concerns**.

### Example:

- **I'm calling about** our meeting next week.
- Can I speak to Andrew Sullivan?
- **It's concerning** a fax.
- **My call concerns** the conference we're organizing together.
- Hi Diana. It's Yasmin. **I'm calling** because I have a few questions about the report.

### Leave a message:

- ▶ If the person you are trying to reach is **not available**, you may wish to **leave a message**. The call recipient may **ask you** whether you want to leave a message, or you may **suggest it yourself**. You can use expressions such as **please tell him/her** or **could you let him/her know** to begin your message.

### Example:

**Call recipient:** I'm sorry. Ms. Kidd isn't at her desk. Would you like to leave a message?

**Caller:** Sure. **Could you please tell her** I have a few questions about the meeting, and ask her to call me back as soon as possible?

**Caller:** **Can I please leave a message with Nina?**

**Call Recipient:** Of course.

**Caller:** **Please tell her** I would like to discuss the project with her, and that I'll call her back this afternoon.

**Call recipient:** Tyler isn't available right now. Can I take a message?

**Caller:** Yes, thank you. **Could you just let him know** I'm returning his call? I'll be at my office all day, so he can reach me here.

# Vocabulary - C1 level

<p><b>Polite closings:</b></p> <p>➔ When <b>ending a call</b>, you should always <b>thank your correspondent</b>. You may use <b>polite closings</b> such as <b>thank you for your time</b> and <b>let's be in touch soon</b>.</p> <p>➔ When you are the <b>recipient of a telephone call</b>, you should be prepared to effectively <b>answer the caller's questions</b> and to <b>provide appropriate information</b>. Below are some <b>tips</b> on how to successfully respond to a <b>basic professional telephone call</b>.</p>	<p><b><u>Example:</u></b></p> <ul style="list-style-type: none"> <li>• Thank you so much, Amanda. I'll talk to you soon.</li> <li>• Thanks for your time. Have a great afternoon.</li> <li>• I appreciate your time, Jana. Let's be in touch soon.</li> <li>• Thanks a lot, Ben. Enjoy the rest of your day.</li> <li>• Thanks so much, Eric. Bye.</li> </ul>
<p><b>Polite greetings:</b></p> <p>➔ When answering a professional telephone call you should respond with a <b>polite greeting</b>. This may include <b>saying your name</b>, the <b>company name</b>, and/or an expression such as <b>may I help you?</b> You may also ask immediately whether the caller wishes to <b>be connected</b> to a specific <b>extension</b> or <b>person</b>. Below are some <b>common examples</b> of polite greetings.</p>	<p><b><u>Example:</u></b></p> <p><b>Good morning, this is Gretchen. How may I help you?</b></p> <p><b>Hello, Karen Blum speaking. How can I help you?</b></p> <p><b>Good afternoon, Emily Lawrence Cosmetics, Taylor speaking.</b></p> <p><b>Hello, this is the operator. Who may I connect you to?</b></p> <p><b>Hi, this is Toby. What can I do for you? (less formal)</b></p>
<p><b>The Call Objective:</b></p> <p>➔ Unless the caller immediately announces a <b>reason for calling</b>, you <b>may ask for this information after</b> polite greetings have been exchanged and the caller has asked to speak to someone in particular. However, you should generally <b>skip this step</b> when you are already <b>familiar with the caller</b>.</p>	<p><b><u>Example:</u></b></p> <p><b>Caller:</b> Can I please speak to Mr.Vance?  <b>Call Recipient:</b> May I ask why you're calling, please?</p> <p><b>Caller:</b> Hi, this is Stephen Hill. Is Raquel Weinberg in?  <b>Call Recipient:</b> May I tell her why you're calling?</p>



## Vocabulary - C1 level

<p><b>Note:</b> If you are the person the caller is attempting to reach, you may respond by saying <b>This is he, This is she, This is (your name)</b>, or simply <b>Speaking</b>.</p>	<p><b>Example:</b></p> <p><b>Caller:</b> Hi, this is Tyrone. Can I speak to Mitchell, please?</p> <p><b>Call recipient:</b> <b>This is Mitchell (or: This is he).</b></p> <p><b>Caller:</b> May I speak to Ms. Evans, please?</p> <p><b>Call recipient:</b> <b>Speaking.</b></p>
<p><b>Connect the Call/Convey Availability:</b></p> <p>➔ If the caller wishes to speak to someone other than you, the next step is to <b>let the caller know</b> you will be <b>connecting</b> him or her to the appropriate <b>person</b>. If you <b>know in advance</b> that the person the caller wishes to reach is <b>unavailable or absent</b>, you should <b>say so in a polite manner</b>.</p>	<p><b>Example:</b></p> <p><b>Caller:</b> Is Fiona Plum in?</p> <p><b>Call recipient:</b> <b>Just one moment please. I'll put you through.</b></p> <p><b>Caller:</b> May I please speak to the Human Resources director?</p> <p><b>Call recipient:</b> <b>I'm going to try to connect you. Would you mind holding, please?</b></p> <p><b>Caller:</b> Hello, this is Tricia Waters. Is Pat Chen available?</p> <p><b>Call recipient:</b> <b>I think she just stepped out of the office, but I'll check for you. Hold the line, please.</b></p> <p><b>Caller:</b> Good morning. Can I speak with Jason?</p> <p><b>Call recipient:</b> <b>Jason's in a meeting at the moment.</b></p> <p><b>Caller:</b> Hi, this is Abdul. Can I speak to Karl, please?</p> <p><b>Call recipient:</b> <b>Sorry Abdul, but Karl just left for lunch. (informal)</b></p> <p><b>Caller:</b> Hi Barbara, this is Celine. Is Thomas in?</p> <p><b>Call recipient:</b> <b>Just a second. I'll check for you. (informal)</b></p>

## Vocabulary - C1 level

<p><b>Messages:</b></p> <p>➡ When you are <b>not able</b> to <b>connect a caller</b> to the appropriate person, you may <b>ask</b> if the caller wishes to <b>leave a message</b>.</p> <p>➡ Once the caller has relayed a message, you should <b>respond with a polite expression</b> such as <b>Okay, I'll be sure to tell him/her you called</b>.</p>	<p><b><u>Example:</u></b></p> <p>Would you like to leave a message? Can I leave a message for her? Ms. Jacoby's line is busy. Do you want to leave a message on her voicemail? I'm sorry, but Laura just left the office. Can I take a message for you?</p>
<p><b>Polite closings:</b></p> <p>➡ You should always <b>close a call</b> with a <b>polite thank you</b>. Below are some common <b>polite closings</b>.</p>	<p><b><u>Example:</u></b></p> <p>Thanks for calling, Mr. Leroy. I'll make sure to give her the message. Thanks and have a great day. Bye. Thanks again, Ms. Gerrard. I'll get in touch with you soon. Ok, thanks, Kelly. I'll get back to you as soon as I can. (less formal) Thanks, Sonia. Talk to you in a few days. (informal)</p>

## Telephone calls– Exercises – The right word

1. Mr. Jorgensen is out of the office today. Would you like to \_\_\_\_\_?

hold the line - be patient - leave a message - speak to him

2. I'm afraid Mr. Peterson's line is \_\_\_\_\_. Would you like to leave him a message?

free - available - absent - busy



## Words and expressions

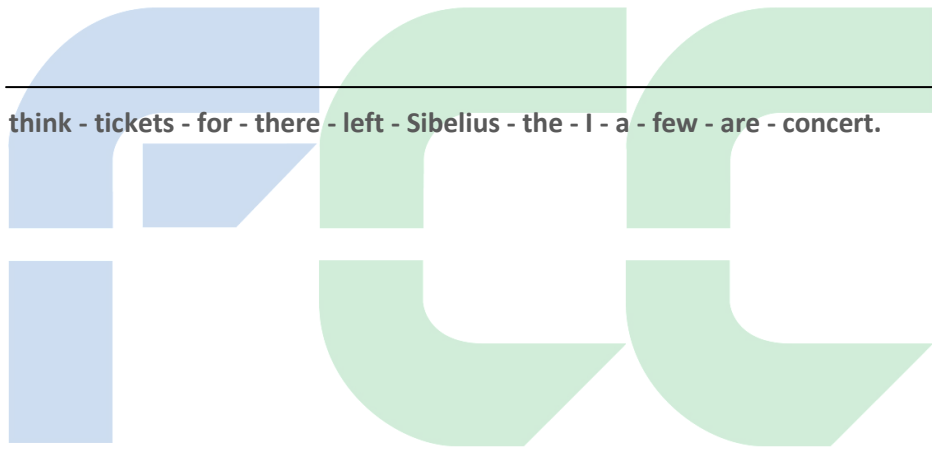
### 'To be left' - 'To have left'

'To be left' and 'to have left' express the same idea but are used in different ways.

<p>▶ The <b>passive 'to be left'</b> is formed using <b>subject + 'be left.'</b></p>	<p><b>Example:</b></p> <ul style="list-style-type: none"><li>• The weather was bad.</li><li>• <b>Few people were left</b> on the streets.</li></ul>
<p>▶ The <b>active 'to have left'</b> takes a <b>direct object</b> which precedes '<b>left.</b>' The resulting form is <b>subject + 'have' + direct object + 'left.'</b></p>	<p><b>Example:</b></p> <ul style="list-style-type: none"><li>• Do you have any tea?</li><li>• I only <b>have coffee left.</b></li><li>• Do <b>you have any rooms left?</b></li></ul>

### 'To be left' - 'To have left' – Exercise – Word order

think - tickets - for - there - left - Sibelius - the - I - a - few - are - concert.



## 'To hope' + dependent clause

- ▶ 'To hope' may be followed by a **future** or by a **present simple** referring to the future. The latter case is the more common.

### Example:

- She **hopes** he'll come.
- I **hope** my card **won't** get swallowed up this time!
- He **hopes** the traffic's all right.
- I **hope** the water's deep enough!

## 'To hope' + dependent clause – Exercise –The right word

I hope this won't prevent you \_\_\_\_\_ us?

to paying - to pay - paying - from paying

## 'To hope' + dependent clause – Exercise –Sentence practice

Answer the question as in the example:

Has Harry remembered to bring the sales projections?	I hope he has remembered to bring the sales projections.
Are they giving us ten percent off?	
Are the technicians working overtime?	
Can we install the system in under a day?	

## 'Kind of' followed by a noun

<p>➔ 'Kind of' + noun may be used with or without an <b>indefinite article</b>. 'Kind of a / an' + noun carries a <b>general</b>, vaguer meaning.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• What <b>kind of a man</b> is he?</li> <li>• What <b>kind of aircraft</b> are we flying in?</li> </ul>
<p>➔ You can use 'kind of a / an' + noun to ask for a <b>more precise definition</b> or <b>description</b> of something.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• What <b>kind of service</b> do you offer?</li> <li>• What <b>kind of an office plan</b> do you have? Open space or individual offices?</li> <li>• What <b>kind of experience</b> does the position require?</li> <li>• What <b>kind of a problem</b> are you experiencing?</li> </ul>
<p>➔ 'Kind of a / an' + noun may also be used to <b>describe or define something</b> in an <b>approximate</b>, rather than a <b>precise</b>, way.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I have a copy of the report ready, but it's <b>kind of a semi-final version</b>.</li> <li>• Negotiating is <b>kind of a challenge</b>, but I enjoy it.</li> </ul>
<p>➔ To <b>compare something to another</b> in an <b>approximate</b> or <b>partial</b> way, you can use the expression 'kind of like a / an' + noun.</p> <p>➔ Often, this expression is followed by a <b>'but' clause</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• What is that? It looks <b>kind of like an agenda</b>, but is much bigger.</li> <li>• The new briefcase is <b>kind of like a traditional one</b>, but has more modern features.</li> </ul>
<p>➔ You can use the expressions <b>sort of</b> and <b>type of</b> in much the same way as <b>kind of</b>.</p> <p><b>Note:</b> When referring to something <b>plural</b>, kind of, sort of, and type of become kinds of, sorts of, and types of.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• What <b>sort of investment</b> do you want to make?</li> <li>• What <b>type of a consultant</b> do you plan to hire?</li> <li>• It's <b>sort of an issue</b>, but there's no need to worry.</li> </ul> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• What <b>kinds of clients</b> do you generally work with?</li> </ul>

# Vocabulary - C1 level

➔ **Other expressions** useful for **describing or defining something** in an **approximate** way are:

- 'a kind of a / an' + noun
- 'a sort of a / an' + noun
- 'a type of a / an' + noun
- 'some kind of a / an' + noun
- 'some type of a / an' + noun
- 'some sort of a / an' + noun

**Example:**

- I think Deborah is carrying **some kind of an office chair**.
- The new company restaurant has **a type of a patio** where employees can eat outside.
- Gabriel is working on **some type of presentation**.
- The technical team is having **some sort of a problem**. I don't know the details, though.

## 'Kind of' followed by a noun – Exercise – Sentence practice

*Form a question based on the final part of the sentence:*

It's filter coffee.	What kind of coffee is it?
It's a one-year contract.	
It's a trade magazine.	
It was written on a yellow folder.	

## Expressions of condition

To express that something, such as an **action** or **decision**, depends on something else, you may use several **expressions of condition**. Some of the more common among these are **to depend on**, **to be a matter of**, and **to be a question of**.

These expressions are often constructed with **whether** or with **question words** such as **how**, **when**, **what**, **why**, **how much**, **how many**, or **how long**. You can use **whether** to talk about something being dependent on **two possible choices**.

Also notice that **expressions of condition** are often **preceded** by the **pronouns it** or **that**.

<p>➔ <b>To depend on</b></p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> <li>• <b>Person 1:</b> Can you recommend a hotel in the area?</li> <li>• <b>Person 2:</b> Well, it <b>depends on</b> how much you want to spend.</li> <li>• <b>Person 1:</b> Would you suggest that I rent a bike or a car?</li> <li>• <b>Person 2:</b> That <b>depends on</b> whether you want to travel outside the city or not.</li> </ul>
<p>➔ <b>To be a matter of</b></p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> <li>• <b>Person 1:</b> Can we negotiate a price that will fit my budget?</li> <li>• <b>Person 2:</b> It's <b>a matter of</b> how many pages you need done.</li> <li>• Whether or not we complete the project on schedule <b>is a matter of</b> discipline.</li> <li>• <b>Person 1:</b> Do you think you'll be able to come to the meeting?</li> <li>• <b>Person 2:</b> It's <b>a matter of</b> when I can book a flight.</li> </ul>
<p>➔ <b>To be a question of</b></p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> <li>• Whether or not the launch is successful <b>is a question of</b> timing and luck.</li> <li>• <b>Person 1:</b> Do you think the product design is appealing?</li> <li>• <b>Person 2:</b> I do. But it's really <b>a question of</b> what customers are going to think, isn't it?</li> </ul>



## Expressions of condition – Exercise –The right word

Depending \_\_\_\_\_ how big your budget is, you could take a helicopter tour of the city.

of - on - in - for

## Expressions of condition – Exercise –Word order

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matter - of - want - to - you - much - a - it's - how - spend



## Not to be confused

### 'For' - 'Since' - 'Ago'

**A - For** and **since** are often used after a **main clause** in the **present perfect**.

For + expression of length of time	
<p>➔ <b>For</b> is always followed by a <b>noun phrase</b>.</p>	<p><b>Example:</b> I've <b>lived</b> in Detroit <b>for five years</b>. He's <b>been studying</b> at Stanford University <b>for two years</b>.</p>
Since + point of departure (precise moment)	
<p>➔ <b>Since</b> introduces a noun phrase or a dependent clause indicating a <b>point of departure</b> (date for example).</p> <p>➔ When <b>since</b> is followed by a dependent clause, the <b>verb of the clause</b> is, according to the context, either in the <b>preterite</b> or the <b>present perfect</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I've <b>been learning</b> English <b>since</b> I <b>was</b> eleven years old.</li> <li>• I <b>haven't talked</b> to her <b>since</b> I've <b>been</b> back.</li> <li>• She's <b>been playing</b> the violin <b>since 1987</b>.</li> </ul>

**B - Ago** is **preceded** by a **noun phrase** describing a **point in time**.

The verb of the sentence is in the **preterite**.

**Example:**

- The couple **met two years ago**.
- He **arrived three hours ago**.

### 'For' - 'Since' - 'Ago' – Exercise – Fill in the blanks

He's \_\_\_\_\_ driving since this morning.

She \_\_\_\_\_ driving for five hours before she stopped.

I started speaking English five years \_\_\_\_\_.

We've been in competition with them \_\_\_\_\_ almost five years.

We've been planning the launch \_\_\_\_\_ last month.

How long ago \_\_\_\_\_ you reserve your exhibition stand?

did - been - since - was - for - ago

## 'Next' - 'The next'

<p>➔ <b>'Next'</b> + expression of time (e.g. a day of the week, 'week', 'month', 'year', 'term', or 'time') is used <b>without an article</b> and indicates a <b>future time</b> (relative to the moment of speech or writing).</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• <b>Next</b> time, give yourself an hour or more to get to the airport.</li> <li>• We've planned a 10% increase for <b>next</b> year.</li> <li>• <b>Next</b> Friday I'm on vacation.</li> </ul>
<p>➔ <b>'The next'</b> is used with the same expressions of time as is <b>'next'</b>. However, the former expression indicates a <b>future time relative</b> not to the moment of speech or writing, but <b>to some other</b> (past or future) <b>moment</b> which is mentioned or understood.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I'll spend the first week in Paris and <b>the next</b> two weeks in Rome.</li> <li>• She said she was leaving <b>the next</b> day.</li> </ul>
<p>➔ <b>'The next'</b> can also indicate a <b>period that is beginning</b> or about to begin at the moment of speech or writing.</p> <p><b>Note:</b> <b>'The next few days'</b> is a common expression.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• <b>The next</b> school year is going to be easy. (School begins tomorrow.)</li> <li>• Can you put me on <b>the next</b> flight?</li> </ul> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• You'll get your checkbook in the mail within <b>the next few days</b>.</li> </ul>

### 'Next' - 'The next' – Exercise – Fill in the blanks

We \_\_\_\_\_ need to have these phones as \_\_\_\_\_ as possible.

I was \_\_\_\_\_ by the \_\_\_\_\_ of the \_\_\_\_\_.

That only gives us two \_\_\_\_\_. I don't think we can \_\_\_\_\_ that. I'll have to see \_\_\_\_\_ many we have in \_\_\_\_\_.

We can \_\_\_\_\_ 90 by the end of the month.

The \_\_\_\_\_ we can deliver by the fifteenth of \_\_\_\_\_ month.

weeks - manage - next - really - end - month - rest - how - supply - stock - hoping - soon

### 'Next' - 'The next' – Exercise – Word order

city - your - visiting - is - I - our rep - next - think - week.

## 'Last' - 'Later' - 'Latter'

<p>➔ The <b>adjective</b> 'last' indicates a <b>time before</b> the moment of speech or writing.</p> <p><b>Note:</b> 'Last' can be used as an <b>adverb</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I met your manager at <b>last</b> week's fair.</li> <li>• Remember, we had no snow <b>last</b> year.</li> </ul> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• When he <b>last</b> came, he was ill.</li> </ul>
<p>➔ '<b>The last</b>' refers to the <b>final item in a series</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I bought <b>the last</b> dress they had.</li> <li>• I didn't get <b>the last</b> number!</li> <li>• See Mr. Warcock in <b>the last</b> office on your right.</li> </ul>
<p>➔ The comparative <b>adverb</b> 'later' is followed by '<b>than</b>' + <b>clause</b> unless its reference point is the moment of speech or writing (in which case '<b>than</b>' + <b>clause</b> may be <b>omitted</b>).</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• You arrived <b>later than</b> expected.</li> <li>• Could you please call back <b>later</b>?</li> </ul>
<p>➔ '<b>Later</b>' can also be used as an <b>adjective</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• Please call back at a <b>later</b> date.</li> </ul>
<p>➔ The <b>pronoun</b> '<b>the latter</b>' refers to the second of two elements mentioned.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I can come by car or by train.</li> <li>• I think I'll take <b>the latter</b>.</li> </ul>

## 'Last' - 'Later' - 'Latter'– Exercise –Word order

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the - picked - up - them - told - carrier - I'm - last - week.

## 'For how long' - 'Since when'

### A - 'For': 'how long... (for)'

<p>➔ 'For' introduces <b>nominal groups</b> expressing <b>duration</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>We've <b>been</b> traveling <b>for almost a month</b> now.</li> </ul>
<p>➔ Statements containing 'for' answer questions containing 'how long... (for)'.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li><b>How long have you been</b> traveling for?</li> <li><b>How long have you been</b> waiting?</li> </ul>

### B - 'Since': 'since when'

<p>➔ 'Since' introduces a <b>nominal group</b> or <b>subordinate clause</b> expressing a <b>precise past time</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>It <b>has been</b> snowing <b>since</b> Monday.</li> </ul>
<p>➔ Statements containing 'since' answer questions containing 'since when'.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li><b>Since when</b> has it <b>been</b> snowing?</li> </ul>

## 'For how long' - 'Since when' – Exercise – Text transformation

*Form questions using the expressions "for how long"/"since when":*

Our company has been a market leader for some time. We have been offering a refined, enhanced product for many years. Since our product launch three years ago we've been coming to show our line at the trade fair. My colleagues and I have been giving demonstrations of our latest product since this morning. Since the doors opened, our stand has attracted a considerable amount of visitors.

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## 'To remember' - 'To remind'

<p>➔ <b>Past actions</b> may be recalled using '<b>to remember</b>' + <b>gerund</b> or '<b>to remember</b>' + <b>nominal group</b>. '<b>To remember</b>' takes the thing remembered as its object.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• He <b>remembered locking</b> the door.</li> <li>• I <b>remember my first day at work</b>.</li> </ul>
<p>➔ '<b>To remember</b>' + <b>infinitive</b> evokes a <b>future action</b> someone must not forget to do.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• <b>Remember to post</b> the letter.</li> </ul>
<p>➔ '<b>To remind</b>' takes as its direct object the <b>person</b> who is reminded of (or to do) something.</p> <p>➔ Such sentences may be constructed using '<b>to remind</b>' + object + '<b>of</b>' + <b>noun</b>, or '<b>to remind</b>' + object + <b>infinitive</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• He <b>reminded her of her promise</b>.</li> <li>• <b>Remind me to phone</b> him.</li> </ul>

### 'To remember' - 'To remind' – Exercise – Fill in the blanks

I need \_\_\_\_\_ of your name.

I can't \_\_\_\_\_ it.

She \_\_\_\_\_ me of her sister. I made an effort \_\_\_\_\_ it.

\_\_\_\_\_ me to call her. Otherwise I'll never \_\_\_\_\_.

remind - reminded - remember to - remember - to remember - to be reminded

### 'To remember' - 'To remind' – Exercise – Word order

of - the - me - remind - can - details - you - ?

## Vocabulary - Solutions

### Specific topics – Solutions

#### 'To let' - Solutions

##### 'To let'– Exercise – Fill in the blanks

I'd need a fax **machine** in my room, and email **access**.

You **definitely** won't get that for **less** than \$200 a night.

So if we **say** \$200, what would you **recommend**? If I **were** you, I'd **go for** the Marrion.

O.K., I'll **let** you make the **reservations**.

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##### 'To let'– Exercise – Word order

Let me speak to Mrs. Beckett, then!

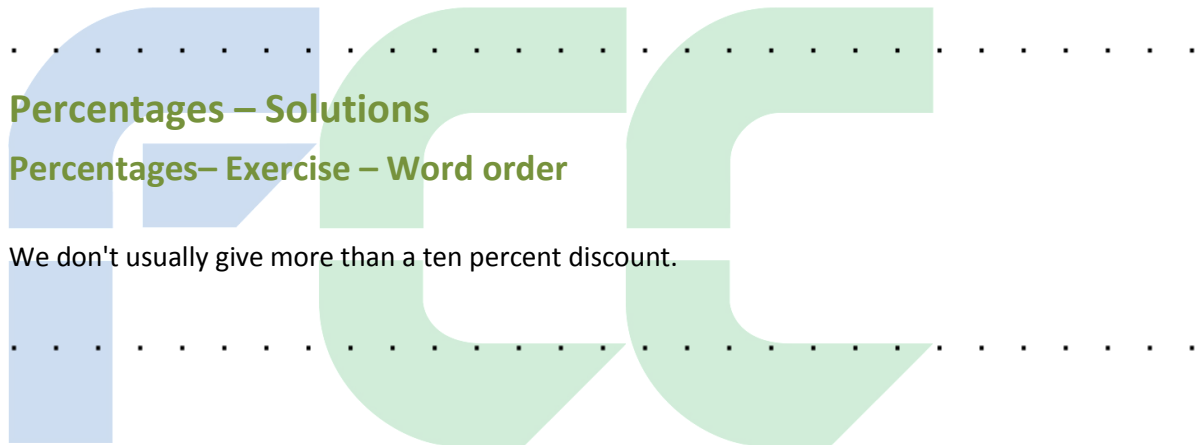
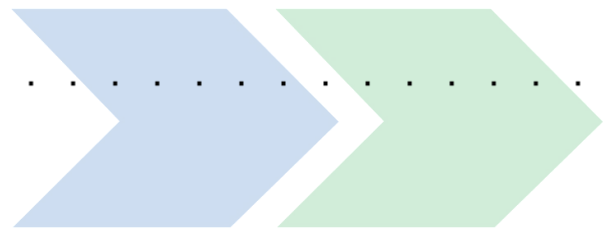
.....

#### Percentages – Solutions

##### Percentages– Exercise – Word order

We don't usually give more than a ten percent discount.

.....



## 'To write' – Solutions

### 'To write'– Exercise – Fill in the blanks

It's time **to** go home.

It's time **for** a coffee.

It's no use **crying** over spilt milk.

It's no good **turning** it on, there's a power outage. It's time to **get up** .

It's not worth **writing** him an email.

### 'To write'– Exercise – Sentence practice

*Rewrite as in the example:*

Dave's writing (his sister).	Dave's writing to his sister.
Jane's writing (the company).	Jane's writing to the company. Jane is writing to the company. Jane's writing the company. Jane is writing the company.
Ken's writing (the chairman).	Ken's writing to the chairman. Ken is writing to the chairman. Ken's writing the chairman. Ken is writing the chairman.
Wendy's writing (her cousin).	Wendy's writing to her cousin. Wendy is writing to her cousin. Wendy's writing her cousin. Wendy is writing her cousin.

## Expression of preference – Solutions

### Expression of preference– Exercise – Sentence practice

*Rewrite as in the example:*

We'd rather he came.	We'd prefer him to come.
They'd rather we sent a free sample.	They'd prefer us to send a free sample.
I'd rather you tried to understand.	I'd prefer you to try to understand.
We'd rather she shed some light on it.	We'd prefer her to shed some light on it.



## Approximation - Solutions

### Approximation– Exercise – The right word

We will need **at least** a month to ship your order. The normal time span for delivery is six to eight weeks.

.....

## Persuasive suggestions – Solutions

### Persuasive suggestions– Exercise – Text transformation

*Rewrite the text using the most persuasive option:*

(Now I'm going to show you / Why don't we look at) this latest model? (Let me / I'll) show you some of its features, such as its new security system. (Here's / Allow me to show you) how it works. Also, (we can look at / I can show you) the different combinations of features you can purchase so that you get the best deal to fit your needs.

Why don't we look at this latest model? Let me show you some of its features, such as its new security system. Allow me to show you how it works. Also, we can look at the different combinations of features you can purchase so that you get the best deal to fit your needs.

## Telephone calls - Solutions

### Telephone calls– Exercises – The right word

1. Mr. Jorgensen is out of the office today. Would you like to **leave a message**?
  2. I'm afraid Mr. Peterson's line is **busy**. Would you like to leave him a message?
- .....

## Words and expressions - Solutions

### 'To be left' - 'To have left' - Solutions

### 'To be left' - 'To have left' – Exercise –Word order

I think there are a few tickets left for the Sibelius concert.

## 'To hope' + dependent clause – Solutions

### 'To hope' + dependent clause – Exercise –The right word

I hope this won't prevent you **from paying** us?

### 'To hope' + dependent clause – Exercise –Sentence practice

*Answer the question as in the example:*

Has Harry remembered to bring the sales projections?	I hope he has remembered to bring the sales projections.
Are they giving us ten percent off?	I hope they're giving us ten percent off. I hope they are giving us ten percent off.
Are the technicians working overtime?	I hope the technicians are working overtime. I hope they're working overtime. I hope they are working overtime.
Can we install the system in under a day?	I hope we can install the system in under a day. I hope we can install it in under a day.

## 'Kind of' followed by a noun - Solutions

### 'Kind of' followed by a noun – Exercise –Sentence practice

*Form a question based on the final part of the sentence:*

It's filter coffee.	What kind of coffee is it?
It's a one-year contract.	What kind of contract is it?
It's a trade magazine.	What kind of magazine is it?
It was written on a yellow folder.	What kind of folder was it written on?

.....

Expressions of condition - Solutions

Expressions of condition – Exercise –The right word

Depending **on** how big your budget is, you could take a helicopter tour of the city.

Expressions of condition – Exercise –Word order

It's a matter of how much you want to spend.

.....

Not to be confused - Solutions

'For' - 'Since' - 'Ago' – Solutions

'For' - 'Since' - 'Ago' – Exercise – Fill in the blanks

He's **been** driving since this morning.  
She **was** driving for five hours before she stopped.  
I started speaking English five years **ago**.  
We've been in competition with them **for** almost five years.  
We've been planning the launch **since** last month.  
How long ago **did** you reserve your exhibition stand?

.....

'Next' - 'The next' – Solutions

'Next' - 'The next'– Exercise –Fill in the blanks

We **really** need to have these phones as **soon** as possible.  
I was **hoping** by the **end** of the **month**.  
That only gives us two **weeks**. I don't think we can **manage** that.  
I'll have to see **how** many we have in **stock**.  
We can **supply** 90 by the end of the month.  
The **rest** we can deliver by the fifteenth of **next** month.

'Next' - 'The next'– Exercise –Word order

I think our rep is visiting your city next week.

.....

## 'Last' - 'Later' - 'Latter' - Solutions

### 'Last' - 'Later' - 'Latter' – Exercise –Word order

I'm told the carrier picked them up last week.

.....

## 'For how long' - 'Since when' – Solutions

### 'For how long' - 'Since when' – Exercise –Text transformation

*Form questions using the expressions "for how long"/"since when":*

Our company has been a market leader for some time. We have been offering a refined, enhanced product for many years. Since our product launch three years ago we've been coming to show our line at the trade fair. My colleagues and I have been giving demonstrations of our latest product since this morning. Since the doors opened, our stand has attracted a considerable amount of visitors.

For how long has our company been a market leader? For how long have you been offering a refined, enhanced product? Since when have you been coming to show your line at the trade fair? Since when have you and your colleagues been giving demonstrations of your latest product? Since when has your stand attracted a considerable amount of visitors?

.....

## 'To remember' - 'To remind' – Solutions

### 'To remember' - 'To remind' – Exercise –Fill in the blanks

I need **to be reminded** of your name.

I can't **remember** it.

She **reminded** me of her sister.

I made an effort **to remember** it.

**Remind** me to call her.

Otherwise I'll never **remember to**.

### 'To remember' - 'To remind' – Exercise –Word order

Can you remind me of the details?

.....

**ENGLISH**

**SPANISH**

**FRENCH**

**GERMAN**

**ITALIAN**

**DUTCH**

