

Grammar

1 *It's time/I'd rather/I'd better*

Choose the correct answer (a, b or c).

It's time you _____ this.

- a to know b know c knew

1 I'd rather _____ out for a meal with your colleagues this evening as I'm not feeling too good.

- a I didn't go b not go c go

2 You'd better _____ to the meeting on time this week!

- a get b got c to get

3 I'd rather you _____ your shoes off before coming in if you don't mind.

- a take b were taking c took

4 It's time you _____ thinking about what you want to do when you leave college.

- a started b start c to start

5 You'd better _____ anyone about your promotion until it's been made public.

- a tell b not tell c told

____/10

2 reported speech

Rewrite the sentences.

'I've lived in the same house all my life.'

She said she'd (had) lived in the same house all her life.

1 'What's the secret of your success?'

Ralf asked _____ .

2 'I'm applying for a promotion.'

Rebecca said _____ .

3 'Why don't you believe in yourself?'

Dan asked _____ .

4 'You're going to have to be more aggressive.'

My boss said _____ .

5 'My parents didn't push me as a child.'

Sally said _____ .

____/10

3 reporting verbs

Complete the sentences using a suitable verb from the box. Use no more than five words. There are five extra verbs.

admit ask claim confirm deny remind say suggest tell warn

'I didn't steal your ideas.'

Steve denied stealing my ideas.

1 'Why don't we meet up later to discuss your proposal?'
Peter _____ later to discuss my proposal.

2 'Don't forget to send off your application letters.'
Sam _____ off my application letters.

3 'Can you recommend a good life coach?'
Max _____ .

4 'It's true. I've always wanted to be rich and famous.'
David _____ to be rich and famous.

5 'Don't trust anything your colleagues say.'
Sarah _____ anything my colleagues said.

____/10

Vocabulary

4 success

Complete the sentences using the verbs in brackets.

Dan is a high-achiever. He's always been incredibly ambitious. (be)

- 1 It doesn't matter if you _____. The important thing is to try. (succeed)
- 2 Do you think you _____ to get that report finished in time for the meeting? (manage)
- 3 I've never done this before but I'm happy _____ a go. (give)
- 4 I wish Lou would stop _____ about all the things he's done. It's really tiresome. (boast)
- 5 I'm determined _____ up. There must be a way to do this. (give)

____/10

5 describing personality

Complete the words.

Mark gets quite aggressive and raises his voice when he gets angry.

- 1 Patsy is very **m**_____ especially when it comes to getting what she wants from her parents.
- 2 Luc is so **w**_____. He makes everyone laugh.
- 3 I've never met anyone as **s**_____ **-m**_____ as Alan. He sets himself a goal and nothing will stop him.
- 4 It's important to be **p**_____ and make things happen rather than waiting for things to happen to you.
- 5 I worry about Katya because she seems so **i**_____ and shy.

____/10

6 adjectives and intensifiers

Underline the correct words in *italics*.

It's very important/vital that you listen carefully to this announcement.

- 1 I was *absolutely*/extremely devastated when I heard that I hadn't been promoted.
- 2 Cath was extremely *ecstatic*/happy when she won the employee of the year award.
- 3 You look *really*/absolutely tired. What on earth have you been doing?
- 4 We want to organise *an absolutely*/a very big party for William's graduation.
- 5 I'm *extremely*/really starving. I can't believe the meeting went on for so long.

____/10

7 phrasal verbs with three parts

Correct the underlined word in each sentence.

The police are bound to catch you. You'll never get off with this. *away*

- 1 I've always looked down to my grandparents because they are such good role models. _____
- 2 I won't be able to keep up for you if you don't slow down. _____
- 3 I'd like you all to get up with at least three ideas for the new advertising campaign. _____
- 4 How can you go up with your brother? He never stops going on about how successful he is. _____
- 5 You should cut down with the amount of time you spend in the office. It can't be good for you to work such long hours. _____

____/10

Pronunciation

8 stress on phrasal verbs

Listen and underline the main stress in the phrasal verbs.

Who do you look up to?

- 1 We need to cut down on the amount of paper we waste.
- 2 I'd like you all to come up with some new ideas for the next meeting.
- 3 You'll never get away with this.
- 4 I'm really looking forward to the holidays.
- 5 I think we should try to make up for lost time.

____/10

How to...

9 introduce general and specific points

Put the words in the correct order to make sentences.

and / easy-going / the / I'm / Most / relaxed / of / time

Most of the time I'm relaxed and easy-going.

- 1 well / colleagues / On / with / my / whole / get / I / the / on
_____.
- 2 get / I / what / to / just / Generally / on / with / do / I / have
_____.
- 3 pressure / I / rule / As / under / a / well / work
_____.
- 4 workaholic / into / I / a / actually / turned
_____.
- 5 boss / I / when / nervous / especially / the / is / quite / around / get
_____.

____/10

Reading

10 Read Mark's blog 'mumbling and musing'. Choose the correct answers.

I've been thinking about success a lot recently. I was at a party the other day, an old school friend of mine was celebrating his thirtieth birthday. I hadn't seen him for ages so I wondered why he'd invited me – could it be that he wanted to show off, boast about all that he had achieved (that's what the cynic in me thought)? He always was very ambitious and competitive at school. He was the student of whom teachers would say 'he's bound to go far'. So even at a young age he was marked out for success, a high-achiever.

I confess I was curious, so I accepted the invitation and went along to the party. And, yes, in material terms he has certainly succeeded. He lives in a huge house, drives a fast sports car and has surrounded himself with beautiful objects. But where was he? I honestly didn't recognise him. He looked at least ten years older than all of us, and seemed to be on the verge of a nervous breakdown. Was that really James? He came over and shook my hand, slapped me on the back as if we were old buddies, but there was something in his behaviour that made me think he wasn't happy. It was sad to see and yet, it was clear that a lot of people there looked up to him because of his money. I suppose it's easy to buy friends like that, but I came away feeling quite upset, and as I say, it got me thinking about what success really means.

To my mind, success comes in many different packages. A successful person is someone who has achieved what they set out to do, be it climbing Mount Everest or raising balanced, happy children. In my opinion, it has nothing to do with how much money you make. I'm not denying that money is useful because obviously it is, but I don't think it should be a motivating factor in the work you decide to do. One of the most successful (and happiest) people I know is my neighbour Alison who works as a teaching assistant in a primary school. She helps children who have learning difficulties. She loves the children and they obviously adore her. She has a really good work-life balance and fills her free time with all kinds of hobbies. Every year she makes it her goal to learn a new skill. At the moment I think it's playing the guitar.

As Albert Einstein said: 'Try not to become a man of success. Rather become a man of value'. What do you think?

Mark was _____ about his friend's invitation.

- a sceptical b delighted c ecstatic

1 He remembers James as being _____ .

- a easy-going b opinionated c single-minded

2 James's success has affected his _____ .

- a friends b appearance c health

3 Mark believes that James' friends respect him because of his _____ .

- a achievements b good taste c money

4 Mark defines success as _____ .

- a being a mountaineer b reaching targets c being a parent

5 Alison is successful in Mark's opinion because she _____ .

- a teaches children b has a lot of hobbies c has a balanced, fulfilled life

____/10