

Міністерство освіти і науки України
Національний університет водного господарства та
природокористування
Кафедра іноземних мов

06-09-65М

**МЕТОДИЧНІ РЕКОМЕНДАЦІЇ
ТА НАВЧАЛЬНІ ЗАВДАННЯ**

до практичних занять і самостійної роботи з
вибіркової дисципліни

«Розмовний курс англійської мови (рівень B2)»

для здобувачів вищої освіти першого (бакалаврського) та другого
(магістерського) рівнів усіх освітньо-професійних програм
спеціальностей НУВГП денної та заочної форм навчання

Схвалено
науково-методичною
радою НУВГП
Протокол № 4 від 01.07.2022 р.

Рівне – 2022

Методичні рекомендації та навчальні завдання до практичних занять і самостійної роботи з вибіркової дисципліни «Розмовний курс англійської мови (рівень B2)» для здобувачів вищої освіти першого (бакалаврського) та другого (магістерського) рівнів усіх освітньо-професійних програм спеціальностей НУВГП денної та заочної форм навчання [Електронне видання] / Крутько Т. В. – Рівне : НУВГП, 2022. – 30 с.

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Вступ

Дані методичні рекомендації та навчальні завдання мають на меті комплексне навчання англійської мови в рамках компетентнісного підходу відповідно до вимог, визначених у Загальноєвропейських рекомендаціях з мовної освіти, з особливою увагою до опанування студентами необхідними іншомовними компетентностями.

Метою курсу є формування лінгвістичної, комунікативної, соціокультурної компетентності студентів в рамках комунікативного та компетентнісно-орієнтованого підходу до навчання, формування інтерактивних навичок і вмінь усного та писемного мовлення з послідовним удосконаленням кожного окремого виду мовленнєвої діяльності; забезпечення практичного володіння англійською мовою як засобом ефективної світової інтеграції.

У процесі досягнення цієї мети реалізуються основні **завдання** навчання:

– **методичні**: організація процесу навчання англійської мови з урахуванням діалогу культур, інтегрованого підходу, інтерактивних методів, особистісно-орієнтованого навчання;

– **пізнавальні**: розвиток краєзнавчих знань студентів про культуру, традиції та звичаї англійських країн порівняно з національними традиціями та культурою свого народу, використання англійської мови як засобу дослідження різних аспектів суспільного та культурного життя інших країн;

– **практичні**: збільшення та активізація словникового запасу на рівні незалежного користувача англійської мови; розвиток мовної та мовленнєвої компетентності студентів до рівня усвідомленого використання англійської мови на міжособистісному та освітньому рівнях; удосконалення вмінь студентів сприймати іноземну мову на слух, висловлювати власні думки у монологічному, діалогічному усному та писемному мовленні, а також розвиток їх мовної здогадки, вміння самоконтролю; підвищення рівня мовно-граматичної компетентності на основі усвідомленого та коректного використання функціональних граматичних структур.

I. PEOPLE AND RELATIONSHIPS

Task 1. Complete the texts below with the correct form of the words in capitals.

A

FRIENDS

Many people consider (1)_____ to be the most important (2)_____ they can have. It is (3)_____ to have a friend you can talk to and share (4)_____ experiences with. However, it is important to choose friends (5)_____. An ideal friend should be (6)_____ and when any difficulties arise, hopefully be there for us. Of course, there will be times when we might be (7)_____ of our friends. But, we should always talk things through in a (8)_____ way and find a solution to our problems. Moreover, we should be careful not to be (9)_____. Without honesty, the bond between friends is (10)_____ and not worth anything at all.

- 1.FRIEND
- 2.RELATION
- 3.WONDER
- 4.VALUE
- 5.CARE
- 6.THUGHT
- 7.DOUBT
- 8.SENSE
- 9.TRUTH
- 10.USE

B

AN UNUSUAL OUTING

Last week I made a (1)_____ to my cousin Alex, offering to take him to an (2)_____ park. He was very excited because it was his (3)_____ place. However, from the moment I picked him up, he was very (4)_____ which surprised me since his behaviour was (5)_____ very different. At one point, while waiting to get on a ride, he disappeared. (6)_____, the manager, who was very (7)_____.found him an hour later amongst a crowd. Apparently, Alex had seen a famous basketball player and wanted his autograph. He (8)_____ to me immediately but I was so (9)_____ at him that we left. It was then that

- 1.SUGGEST
- 2.AMUSE
- 3.FAVOUR
- 4.NOISE
- 5.NORMAL
- 6.LUCK
- 7.HELP
- 8.APOLOGY
- 9.ANGER
- 10.DECIDE

I made the (10) _____ never to take Alex out again.	
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Task 2. Use the correct form of the words in bold to complete the sentences in each group A-H below. You may use some of the words more than once. In some cases, more than one word may be correct.

A allow, let, permit, accept, make, oblige, force

- 1 My parents won't _____ me go to the party because it's on a weekday.
- 2 I _____ the job offer because it was too good to refuse.
- 3 Many teenagers are _____ to stay out after midnight.
- 4 The new law _____ all drivers to have their licence with them at all times.
- 5 I can't _____ you to do this if you don't want to.
- 6 Students are _____ to enter the lab only under teacher supervision.
- 7 My mother _____ us tidy our rooms every Saturday morning.

B convince, persuade, urge, impress, attract, appeal

- 1 Bob tries to _____ people by buying them expensive gifts.
- 2 The teacher _____ the students to study harder after the test results.
- 3 After a lot of discussion, I was able to _____ Anne to come with me even though parties don't _____ to her.
- 4 The company tried to _____ the public that they were not polluting the river.
- 5 Children sometimes cry just to _____ attention.

C worry, mind, bother, annoy, trouble, doubt

- 1 It is natural for parents to _____ about their children.
- 2 He asked not to be _____ in the afternoon, because he would be busy.
- 3 Do you _____ if I come with you or will I be in your way?
- 4 I'm not qualified for the job, so I _____ whether I'll get it.
- 5 Jane was so tired that she couldn't even be _____ to cook.
- 6 He used to call me names just to _____ me.
- 7 Something is _____ Janet, but I have no idea what it could be.

D complain, criticise, object, discourage, disapprove, protest, argue, quarrel, fight

- 1 The workers were determined to _____ for their rights.
- 2 The food was so cold and tasteless that I decided to _____ to the manager about it.
- 3 Many teachers _____ of students chewing gum in class.
- 4 Local residents _____ to the opening of a new factory in the area.
- 5 The new budget was _____ for being harsh on poor people.
- 6 Don't _____ with your sister. Sit down and discuss your problems.
- 7 I tried not to feel _____ by my low test score, but it was difficult not to.
- 8 John and Kate split up because they were _____ all the time.
- 9 The miners closed down the mines to _____ against the inhuman working conditions.

E grow, grow up, bring up, (be) born, become

- 1 In the last six months Joe has _____ taller by 15 centimetres.
- 2 When Brett was _____, he weighed 3.8 kilograms.
- 3 Most parents have fond memories of the years they were _____ their children.
- 4 When Jean _____, she wants to _____ a mechanical engineer.

F behavior, attitude, temper, mood, manner, manners

- 1 My parents had to see the headmaster because of my bad _____ in class.
- 2 After the argument, Jake was in a bad _____ and wouldn't speak to anyone.
- 3 If Betty wants to keep her job, she must change her _____ towards her boss.
- 4 Where did you learn such excellent table _____?
- 5 The children like him because of his gentle _____.
- 6 Cliff is so calm that I have never seen him lose his _____.
- 7 What you're saying should be done in a professional _____.

G common, ordinary, usual, normal, regular

- 1 It is _____ to feel weak when you are ill, even if you've just got a _____ cold.

- 2 exercise means working out for one hour at least twice a week.
- 3 It was a(n)_____ weekend. We went to the cinema on Saturday evening and for a drive on Sunday morning, as_____.
- 4 I get on very well with my friends because we have many things in_____.

H eager, keen, enthusiastic, interested, willing

- 1 I am_____ to help you with your homework if you make an effort.
- 2 He's really_____ on heavy metal music. That's all he listens to.
- 3 Please sit down as I'm_____ to start the meeting.
- 4 Billy is a(n)_____ tennis player, so he plays tennis every afternoon.
- 5 Sheila is_____ in taking up gardening this spring.
- 6 We were_____ about going to Ireland for Christmas.

Task 3. Read the texts (A, B) below and decide which answer A, B, C or D best fits each space.

A. THE ART OF BEING A PARENT

In order to (1)_____ children, many qualities are required. As well as the (2) _____ requirements such as love, patience and understanding, a sense of humour is an important feature of any parent's personality. (3) _____, it's quite an art to transform a child's bad mood into (4) _____ everyone in the family can live with.

Another aspect of child rearing is teaching children limits and rules. This means the child needs to be (5) _____ of what his or her rights are and what other people's are, too. Setting limits on children must occur on a daily basis. Temporary measures don't achieve anything but just waste time. A (6)_____ mistake, however, is being (7) _____ stricter than necessary. Parents must be (8) _____ to allow their children the opportunity to explore and learn (9) _____ experience. What's more, most parents must know the importance of (10) _____ as it gets children used to certain everyday activities. For instance, eating at the same time (11)_____ their parents gets them into the habit of sitting at a table and (12)_____ them how to conduct themselves properly. Overall, child rearing is no easy task but it is certainly a challenge and a learning experience.

1	A grow	B grow up	C born	D bring up
2	A routine	B popular	C ordinary	D usual
3	A In fact	B But	C All in all	D As well as
4	A temper	B character	C behaviour	D manner
5	A known	B accustomed	C familiar	D aware
6	A willing	B famous	C common	D continuous
7	A very	B far	C quite	D fairly
8	A keen	B eager	C interested	D willing
9	A by	B on	C from	D with
10	A custom	B routine	C fashion	D trend
11	A like	B as	C than	D of
12	A learns	B educates	C teaches	D instructs

B. A BIG DECISION

When Lucy (1)_____ that she was going to move abroad because she was bored (2)_____ her life, we weren't surprised. After all, she had been talking about moving to a warmer country for ages, one which would (3)_____ sun, sea and opportunities for outdoor activities. A country like Spain or Portugal would (4)_____ her just fine. We took her even more seriously when she called (5)_____ an interview for a job she was sure of getting. Of course, her parents were annoyed with her decision, but I had to admit that I sympathised with her. I had done something (6)_____ when I was her age, so I supported her all the way. I even helped her decide on a suitable destination. It was near an ancient site which, given Lucy's academic background in archaeology, was (7)_____ for her. I (8)_____ her that in the beginning she would feel (9)_____ an (10)_____, but people from small towns are friendly and she wouldn't feel lonely for too long. The time came for Lucy to depart. She wasn't sad, (11)_____ her parents who were crying and couldn't bear to see their daughter leaving. Seeing her parents cry made me feel responsible for what had happened. In the end, I (12)_____ for having encouraged Lucy to leave. To tell the truth, however, I'm glad to have influenced her decision to move abroad.

1	A announced	B told	C agreed	D claimed
2	A with	B for	C about	D at
3	A supply	B offer	C reveal	D cater
4	A fit	B suit	C combine	D match
5	A out	B up	C for	D off
6	A similar	B common	C same	D likely
7	A ideal	B special	C particular	D fine
8	A insisted	B explained	C said	D warned
9	A as	B alike	C like	D unlike
10	A outdoor	B outsider	C outcome	D outfit
11	A not alike	B unlikely	C not as	D unlike
12	A admitted	B denied	C apologised	D accused

Task 4. Read the text below and think of the word which best fits each space. Use only one word in each space.

A TALENT FOR LYING

Although we are all natural born liars, most of us seem to take it for granted that lying (1) _____ bad. However, psychologists argue that lying is just (2) _____ important as any other social skill we possess. We learn (3) _____ art of deception very early in life; by the age of five, we have not only become quite efficient at lying, but we have also learnt how to read people's reactions and act accordingly. (4) _____ example, if someone is avoiding direct eye contact with us, this makes us think that we're being lied to so we might lie, too. A person's smile is also (5) _____ giveaway. A genuine smile makes the skin near the eyes crease, whereas a "put on" smile doesn't have the (6) _____ effect on the facial features (7) _____ a real one. Even though both women and men know how to watch (8) _____ for clues that somebody is lying, it is a fact that women are (9) _____ more skilful liars (10) _____ men. Despite this, women are also more affected by other people's feelings, so they have more sympathy (11) _____ them. As a result, women tend to be (12) _____ willing to have an honest conversation.

Task 5. Use the correct form of the words in bold to complete the sentences in each group A-H below. You may use some of the words more than once. In some cases, more than one word may be correct.

A think, consider, regard, believe, mean

- 1 Please _____ my offer and call me if you decide to sell.
- 2 I have been _____ of taking a holiday. I _____, I deserve it because I've worked hard all year.
- 3 The death penalty is _____ as a barbaric practice by most people.
- 4 I don't _____ he really _____ what he is saying, because he's usually joking.
- 5 I didn't _____ to offend you. Please _____ me.

B realise, understand, recognize, meet, introduce, present, appreciate

- 1 One day I'd like to _____ my favourite film star and get his autograph.
- 2 That's the journalist that _____ the evening news. Don't you _____ her?
- 3 The teacher didn't _____ that the students hadn't understood what he was saying.
- 4 Aren't you going to _____ me to your friend? I haven't _____ her before.
- 5 I _____ your help, but you must _____ that I want to do this on my own.

C assume, guess, suppose, estimate, calculate, predict

- 1 Since I hadn't studied for the test, I had to _____ most of the answers.
- 2 We were _____ to play football today, but we cancelled it.
- 3 It's almost impossible to _____ what the future holds
- 4 I _____ I'll be late for work, since there's so much traffic.
- 5 We had _____ the value of the house to be around 60,000 dollars, but we hadn't _____ the cost of the renovation.

D idea, view, thought, point, aspect, respect, matter

- 1 She's very rude and has no _____ for anyone.
- 2 You should consider all _____ of his proposal, because he

made some interesting _____.

3 In my _____ the education system should change.

4 I can't bear the _____ of going back to work after such a great holiday.

5 There's no _____ in talking to Clark about this problem, as he has no _____ about it.

6 As a(n) _____ of fact, I hired an interior decorator, who gave me some good _____.

E say, tell, speak, talk, discuss, debate

1 Don't interrupt the teacher while she's _____.

2 We _____ the problem at the meeting so that everybody could give their opinion.

3 It's so noisy in here that I can't hear what he's _____.

4 We were amazed to find out that she _____ five languages.

5 "Don't _____ me what to do!" he _____ to her in a loud voice.

6 The panel _____ women's role in society.

F ask, demand, wonder, question, apply

1 The customer _____ a full refund because his washing machine didn't work.

2 I'll _____ my parents if I can go to the concert.

3 You must _____ for a visa if you want to visit China.

4 Bill _____ whether he would be able to finish his report on time.

5 The police _____ the suspect for hours.

6 John _____ the waiter for the bill.

7 Most patients hardly ever _____ their doctors' decisions.

G require, request, order, beg, inquire, command, appeal

1 The homeless often _____ in the streets for money.

2 The couple weren't satisfied with the court's decision, so they decided to _____ to a higher court.

3 I would like to _____ a pizza and a lemonade, please.

4 The teacher expects the students to _____ permission to leave the room.

5 Applicants for this position are _____ to have a degree in Accounting.

6 Jerry called the bank to _____ about the home loans they had on offer.

7 The army officer _____ the soldiers to swim across the river.

H advice, directions, guide, instructions, manual, plan, recipe

1 Before using the computer, read carefully the _____ which are in the _____.

2 If you give me _____ on what needs to be done, I'll make a(n) _____ of action.

3 A(n) _____ to cheap restaurants throughout Europe has just been published.

4 The architect drew up _____ for our new house and gave us some invaluable _____.

5 Mary wanted to try out a new _____ for chocolate cookies.

II. EDUCATION

Task 1. Complete the texts (A, B) below with the correct form of the words in capitals.

A

HOMEWORK	
Homework is a part of every student's life. (1) _____, many of them (2) _____ of the amount of homework they are given, and find it particularly (3) _____ when they have to study a lot before a test. This makes them feel (4) _____ and some even become physically sick when under pressure. Others sometimes find it (5) _____ to complete their homework, which makes teachers believe it's an act of (6) _____. On the other hand, teachers consider homework (7) _____. They believe students should have a daily schedule to avoid getting (8) _____ and having to hand in (9) _____ homework. Moreover, teachers think (10) _____ amounts of homework put students' future at risk.	1.FORTUNATE 2.APPROVE 3.FAIR 4.ANXIETY 5.POSSIBLE 6.OBEDIENCE 7.BENEFIT 8.ORGANISED 9.COMPLETE 10.ADEQUATE

B

<p>"The longest-living person (1)_____ recorded lived to be 122 years and 164 days old. In general, the number of people who live to be over one hundred is increasing, especially among women, yet there isn't a single (2)_____ who can fully explain this phenomenon. Some of them claim that it's purely a (3)_____ fact. However, in the developing countries, where (4)_____ progress is slower, life expectancy is much less. According to (5)_____ records, life expectancy for these people is about forty years. (6)_____ reasons are mainly responsible for this and as a result a high percentage of the population suffers from malnutrition. One must also (7) the fact that sanitary conditions in developing countries are rather (8)_____.</p> <p>To (9)_____ , proper housing and sanitation, adequate healthcare and a(n) (10) _____ diet play an important part in a person's life expectancy.</p>	1.OFFICIAL 2.SCIENCE 3.BIOLOGY 4.SCIENCE 5.MEDICINE 6.ECONOMICS 7.EMPHASIS 8.HYGIENE 9.SUMMARY 10.NUTRITION
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Task 2. For questions 1-12, read the text below and decide which answer A, B, C or D best fits each space. There is an *example* at the beginning (0).

THE BEST STUDENTS

According to most professors, mature students are (0)_____ *ideal*_____ students because they are hard- working and become actively (1)_____ in all aspects of the learning process. The majority of mature students have a poor educational background but they (2) _____ to do exceptionally well at tertiary level. (3) _____ many of them have a mortgage, a job and children to (4), they are always present at seminars and lectures and always hand (5) essays on time. They like studying and writing essays and they enjoy the class discussions that take place. Consequently, they (6) _____ excellent results. In fact, as they have (7) many of life's pleasures, they are content with their lives and this has a positive (8) on their attitude,

making them (9) _____ to learn. On the other hand, despite their enthusiasm and commitment, mature students (10) _____ from anxiety. The fact that they have made many sacrifices to get into university puts extra pressure on them to succeed. (11) _____, completing a degree gives mature students a sense of achievement, boosts their confidence and (12) _____ their job prospects.

1	A included	B related	C involved	D combined
2	A able	B succeed	C manage	D capable
3	A Although	B Despite	C However	D In spite of
4	A grow	B develop	C rise	D raise
5	A in	B over	C out	D up
6	A fulfil	B achieve	C reach	D earn
7	A known	B experienced	C found out	D recognised
8	A effect	B affect	C conclusion	D consequence
9	A eager	B anxious	C interested	D impatient
10	A tolerate	B resist	C suffer	D complain
11	A Likewise	B Furthermore	C Nevertheless	D Otherwise
12	A creates	B improves	C progresses	D advances

Task 3. Use the correct form of the words in bold to complete the sentences in each group A-F below. You may use some of the words more than once. In some cases, more than one word may be correct.

A look, see, watch, notice, regard, stare, glance, observe

- 1 We spent weeks in Africa _____ the way lions catch their prey.
- 2 Did you _____ the tie he was wearing? It had pink elephants on it!
- 3 The students _____ the new teacher with curiosity.
- 4 Always _____ left and then right before crossing the road.
- 5 Don't _____ at people like that! It's really rude.
- 6 I _____ a great science fiction film last night.
- 7 Before I bought the magazine, I _____ through it quickly.
- 8 I couldn't help _____ the big red spots on his face.
- 9 Dan _____ at his watch and started running. He was late for school.

B find out, invent, discover, detect

- 1 Many serious illnesses may be cured if they _____ early enough.
- 2 We must _____ as much as we can about the gang,” said the detective.
- 3 Was it Captain Cook who _____ Australia?
- 4 The first camera, the Kodak 1, was _____ by G. Eastman in 1888.

C explore, investigate, look for, look up, (do) research

- 1 The police came to _____ the murder immediately.
- 2 I still have _____ to do for my project on sharks.
- 3 I must _____ this word in the dictionary, because I don't remember what it means.
- 4 Mum, I'm _____ my trainers. Have you seen them?
- 5 As soon as the five friends got to the cave, they decided to _____ it.

D attempt, effort, trial, experiment

- 1 It takes a lot of _____ and patience to learn how to play a musical instrument.
- 2 John's case came to _____ and in the end he was found innocent.
- 3 The athlete failed in his last _____ to break the world record.
- 4 Many cosmetic companies claim they don't carry out _____ on animals.
- 5 I worked for the company for a(n) _____ period of two weeks before I was fully employed.

E educate, learn, teach, study, read, instruct

- 1 I always _____ a book just before I go to sleep.
- 2 John was _____ in France, so his French is very good.
- 3 Michelle works in the gym _____ people how to use the equipment properly.
- 4 In my final year I had to _____ at least four hours every day to _____ everything that was required for the exams.
- 5 I _____ Physics and Maths at the local high school.
- 6 The examiner _____ us to pick up our pens once we had _____ the questions carefully.

F memorise, remind, recall, recognize

- 1 I didn't _____ her at first. She had changed a lot.
- 2 I had to _____ his phone number because I didn't have a pen to write it down.
- 3 I'll ring Dad to _____ him to buy coffee, otherwise he'll forget.
- 4 My grandfather can still _____ scenes of World War II.

Task 4. Complete the sentences with the collocations/expressions in the box below.

out of the way, under way, by the way, on the way, way ahead, one way or another, there's no way, make our way, to have it your way, come a long way, way of thinking, way of life

- 1 "This job is going to be done _____," said the manager in a determined voice.
- 2 I'm _____ to Julie's house. Will I see you there?
- 3 This school has _____ since its first year in operation, when it only had twenty students.
- 4 We were asked to _____ the dining hall.
- 5 Can you please move _____? We want to move this big box.
- 6 Negotiations are _____ to buy a new striker, to improve the team's chances.
- 7 _____ our parents will let us go to the rock festival next weekend.
- 8 _____ whose turn is it to wash the dishes?
- 9 Once you understand the lecturer's _____ his theory becomes quite easy to follow.
- 10 Why must you always _____? It's not fair!
- 11 Stop wasting your time in class, Michael. The rest of the class is _____ of you in Mathematics.
- 12 Teenagers tend to idolise film stars and imitate the way they look and their _____.

Task 5. Complete the text with words from the box.

Capacity, child-centred, classroom, educators, images, influence, method, needs, potential, foster, whole, graduate

Maria Montessori was one of the most important early years (1)

educators of the 20th century. She was the first woman to (2)..... from the University of Rome medical school and became interested in education through her work as a doctor, treating children with special (3).....

When she went on to establish schools for the disadvantaged children of working parents in Rome, she approached their education as a scientist. She used the (4)..... as her laboratory for observing children and finding ways to help them to achieve their full (5).....

It soon became apparent that Dr Montessori had developed a highly effective teaching (6)..... which could be used with great success with each and every child. She began to travel the world, establishing schools, lecturing about her discoveries, and writing articles right up to her death in 1952. She was a true pioneer of (7)..... education. Her innovative classroom practices and ideas have had a profound (8)..... on the education of young children all over the world.

Montessori saw that children learn best by doing and that happy self-motivated learners form positive (9)..... of themselves as confident, successful people. She created specially designed resources to (10)..... independence and a love for learning from an early age.

The Montessori approach is holistic, that is, it aims to develop the (11)..... child. Fundamental to this approach is the belief that a child's early life, from birth to six years old, is the period when they have the greatest (12)..... to learn.

Task 6. Choose the correct adverbs for the adjectives in bold in these sentences. Use a dictionary to help you.

1 The *newly/firmly* **established** early years centre is already serving a large number of local families.

2 The historic university is *newly/firmly* **established** as top choice for international students hoping to study in the city.

3 We are seeking advice on how to recruit the *highly / poorly* **educated** workforce needed for these skilled roles.

4 He plays the character of a *highly / poorly* **educated** caretaker who has an innate gift for mathematics.

5 His theory was *increasingly / highly* **influential** in the development of educational practices in the latter part of the century.

6 The department will become *increasingly / highly* **influential** as the

publication of its papers in top journals continues.

7 Focus groups showed that parents were *strongly / politically* **motivated** to do the best for their offspring whilst being wary of other parents' competitive behaviour.

8 The announcement today of additional grants for poorer students has been seen as a *strongly / politically* **motivated** attempt to deflect allegations of a U-turn.

III. WORK

Task 1. Use the correct form of the words in bold to complete the sentences in each group A-I below. You may use some of the words more than once. In some cases, more than one word may be correct.

A job, occupation, work, employment, profession

1 People in the medical _____ work long hours.

2 In order to get a(n) _____ as a computer analyst, you need a degree in computer science.

3 Betty has been out of _____ since January.

4 _____ agencies help people find work in their field.

5 I was asked to write my present _____ on the application form.

B task, course, duty

1 They were set the _____ of cleaning the room after the meeting.

2 It is a nurse's _____ to make the patients feel comfortable.

3 Her marks are quite high, so she can choose between a medical or a law _____ at university.

C employer, employee, colleague, assistant, clerk, officer, attendant

1 The shop _____ helped me choose a jumper that suited me.

2 The car park _____ is responsible for parking customers' cars.

3 All _____ are expected to be at work by 8.30. Our _____ insists on it.

4 Jill worked as a(n) _____ for a law firm before entering politics.

5 All my _____ at the office are friendly.

6 Bob is a senior _____ in the armed forces.

D party, crew, staff

- 1 A member of a political _____ gave a speech in the town centre last night.
- 2 The teaching _____ at our school have formed a basketball team.
- 3 The search _____ had no luck in finding the missing child.
- 4 The ship's _____ served drinks as the ship set sail.

E aim, goal, intention, challenge, success, ambition

- 1 The Maths problem was a(n) _____ and took me over an hour to solve.
- 2 The _____ of environmental organisations is to stop environmental destruction.
- 3 People with _____ will always try to achieve their _____.
- 4 Their first album was a great _____ and sold two million copies worldwide.
- 5 I have no _____ of changing my plans for tonight.

F achieve, fulfil, cope, deal, face, succeed

- 1 John _____ in convincing his boss to give him the day off.
- 2 He doesn't _____ with crisis situations very well.
- 3 Despite his health problems, Joe _____ his ambition to play in the local football team.
- 4 The Johnstons are _____ financial difficulties after Mrs Johnston lost her job.
- 5 Kim put a lot of work into her project and _____ excellent results.
- 6 During his career as a teacher, he has _____ with students from different backgrounds.

G manage, run, operate, undertake

- 1 You have to read the instructions carefully before you the photocopying machine.
- 2 Brett couldn't find experienced staff so he _____ his business on his own for a few months.
- 3 Kate was supposed to _____ the training of the new staff.
- 4 The company is _____ by two people who share the responsibilities.

H skills, qualities, qualifications, experience

- 1 To get the job you must have three years' _____ in telecommunications and the necessary _____, one of which is a university degree.
- 2 Leadership _____ are required by a Prime Minister, as well as communication _____.
- 3 Learning to windsurf was a fantastic _____!

I guest, host, visitor, client, customer

- 1 Car manufacturers go to great lengths to keep their _____ satisfied.
- 2 The _____ of the party looked after his _____ extremely well.
- 3 The gallery is open to _____ from 10 am to 5 pm.
- 4 Most of the lawyer's _____ were rich and famous.

Task 2. Complete the paragraph with the sentence linkers in the box below.

furthermore, what is more, nevertheless, not only, yet, likewise, besides, otherwise, to be more specific, to tell you the truth, similarly

....., I don't think Adam is very good at his job., he is slow and not very creative., he believes that he is the backbone of the company. He is so annoying!I don't dare to challenge him because of his close friendship with the manager I would not have a problem telling him a thing or two.

Task 3. Read the text below and decide which answer A, B, C or D best fits each space.

FINDING EMPLOYMENT

My first (1) _____ was as a sales (2) _____ at a large department store. I wanted to work part-time, because I was still studying (3) _____ university and I was only (4) _____ to work a few nights a week. I came (5) _____ the advertisement in the local newspaper. I remember the interview as though (6) _____ were yesterday. The personnel manager sat behind a large desk. He asked me various questions which surprised me because all I wanted was to work in sales. An hour later, I

was told that I had got the job and was given a contract to go (7) . I was to be trained for ten days before I took my post. Also, as a member of (8) _____ I was entitled to some benefits, including discounts. When I eventually started, I was responsible (9) the toy section. I really enjoyed it there and I loved demonstrating the different toys. I was surprised at how friendly my (10) were, too. They made working there fun even when we had to (11) _____ customers who (12) _____ on our nerves. On the whole, working there was a great experience which I will never forget.

1	A occupation	B job	C work	D employment
2	A employee	B attendant	C officer	D assistant
3	A in	B on	C at	D for
4	A excellent	B able	C proud	D experienced
5	A across	B into	C on	D round
6	A it	B I	C that	D there
7	A on	B over	C ahead	D with
8	A staff	B crew	C team	D party
9	A of	B at	C with	D for
10	A assistants	B staff	C colleagues	D employees
11	A control	B deal with	C manage	D cooperate
12	A came	B went	C got	D were

Task 4. Read the text below and think of the word which best fits each space. Use only one word in each space.

Jodie Sutter is thirty-eight. She has two daughters and has recently changed her lifestyle. She is part of a growing number of women (1) are abandoning their careers to become full-time homecarers. Jodie worked for ten years as a successful lawyer in a large legal firm in the city. She loved her job and was moving up the career ladder. She explained (2).....she had fascinating cases (3)_____court and gave it everything she had. Twelve-hour days were not uncommon and her weekends were always busy. When she had her first child, though, things

changed." In the (4)....._place, my colleagues couldn't count (5) me when they had a heavy workload because I'd have to rush home to Lucy," she said.

Her husband also had a demanding job and they soon realised that there was more to family life than they had imagined. "We were always (6)..... schedule!" she exclaimed. Jodie admits (7)_____ frustrated at times when the situation got (8)_____ of hand. That's when she was sure (9) _____ her decision to leave her job. Her husband suggested that they (10) _____ get a nanny. However, Jodie insisted (11) _____giving up her career, and did so when Lucy was three. "It's very difficult to combine work (12).....family life and I believe the latter is more important."

Task 5. Read the text below and complete each blank with one word. All missing words are auxiliary verbs (is, was, have, has, had, do, does, did etc.).

My life (1)_____ improved a lot since last year. You see, before that I (2)_____been working in the same job for five years and I (3)....._____ beginning to feel rather bored. I (4)_____ getting ready to apply for another job when one day my boss called me into her office. "Our company (5)_____planning to expand overseas," she said. "We (6)....._thinking of starting with Spain, therefore we will (7) needing some of our best employees to support our new branch there. (8) you think you would be interested in a transfer?" Naturally I accepted, although at the time I (9)_____ not know that they (10)_____ also going to promote me to assistant manager. By the end of this month, I will have (11)_____ living in Madrid for a year. You can't imagine how exciting my life (12)_____ become.

Task 6. Choose the correct words to complete the text. Use a dictionary to help you.

HOW TO ASSESS THE RISKS IN YOUR WORKPLACE

Don't overcomplicate the process. In many organisations, the risks are well known and the necessary control (1) *measures/ways* are easy to apply. You probably already know whether, for example, you have (2) *employees/employers* who move heavy loads and so could harm their backs, or the places where people are most likely to slip or trip. If so,

check that you have taken (3) *rational/reasonable* precautions to (4) *prohibit/avoid* injury. If you run a small organisation and you are confident you understand what's involved, you can do the assessment yourself. You don't have to be a health and safety (5) *expert/leader*. If you work in a larger organisation, you could ask a safety adviser to help you. If you are not confident, get help from someone who is (6) *competent/ talented*. In all cases, you should make sure that you involve your staff or their (7) *agents/representatives* in the process. But remember, you are (8) *responsible/responsive* for seeing that the assessment is carried out properly. When thinking about your risk assessment, remember: a hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, etc. The risk is the (9) *chance/opportunity*, high or low, that somebody could be harmed by these and other hazards, together with an indication of how (10) *sensible/serious* the harm could be.

IV. MONEY

Task 1. Use the correct form of the words in bold to complete the sentences in each group A-I below. You may use some of the words more than once. In some cases, more than one word may be correct.

A borrow, lend, let, hire, rent

- 1 My friends and I _____ a car to travel around the island.
- 2 Can you _____ me some money? I'll pay you back on Friday.
- 3 Some of the rooms in the country house were _____ to tourists for the weekends.
- 4 I _____ money from the bank to buy a house.
- 5 My parents _____ a tutor to help me with Maths.
- 6 The first thing I did when I went to Crete was _____ a house by the sea.

B spend, waste, save, afford

- 1 I have been _____ a lot of money lately on things I don't really need. I usually _____ all my income and don't _____ any money for a rainy day.
- 2 John _____ too much time on the computer and doesn't pay

enough attention to his homework. Of course, he can't _____ to be _____ time, especially now that he's got exams.

C bill, fare, fee, fine, ticket, receipt, account, discount, tax

1 The _____ department expects all customers to get a _____ with every purchase they make, otherwise they will have to pay a(n) _____.

2 I had to complain to the telephone company about my extremely high phone _____, which I was not prepared to pay. In the end they gave me a(n) _____ and I paid less.

3 When he had his wallet stolen, he didn't have any money to pay for his bus _____.

4 I bought an airline _____ for Madrid with British Airways.

5 _____ is automatically withdrawn from my pay every month.

6 Most universities require that tuition _____ should be paid at the beginning of each academic year.

7 Sheila got a parking _____ for parking on the pavement.

8 My parents have a(n) _____ with the local shop and pay the amount they owe every month.

D salary, wage, payment, income, bonus, allowance, award, reward, donation

1 My _____ gets paid into my bank account every fortnight.

2 Steve's parents give him a weekly _____, which he can use any way he likes.

3 Some people give _____ to charity organisations.

4 Young workers under the age of 21 get the minimum _____ set by the law.

5 My _____ from my job isn't sufficient to cover my weekly expenses. Only when I get a(n) _____ as a(n) _____ for excellent results can I afford something special for myself.

6 Your car _____ are due on the 10th of each month.

7 I received a Young Achiever's _____ for getting the best exam score in the school.

E owe, own, possess, keep, belong

- 1 Who does this pen _____ to? If no one _____ it, then I'll _____ it.
- 2 Muhammad Ali _____ a lot of strength and speed in the ring.
- 3 They _____ their house, but still _____ some money to the bank.
- 4 He's _____ all his toys in a box in the attic.

F price, prize, charge, value, bargain, worth, tip

- 1 The National Lottery's main _____ was £ 2 million.
- 2 When eating out, it is advisable to leave a _____ for the waiter.
- 3 The thieves stole millions of dollars _____ of paintings from the gallery.
- 4 The _____ of our house has gone up since we renovated it.
- 5 That restaurant has very reasonable _____. It's certainly _____ for money and _____ visiting.
- 6 My new sofa was a real _____. I got it for half the price.
- 7 You can have the appliances delivered free of _____.

G precious, valuable, priceless, worthless, economic, economical, financial

- 1 Some of Picasso's paintings are _____. Only a billionaire could afford to buy them.
- 2 The police have been guarding the _____ stones on display at the gallery.
- 3 When Rose lost her job, she was in a difficult _____ situation for a while. It didn't help that she hadn't been _____ and not saved a penny while she was employed.
- 4 The country's _____ situation has improved ever since the development of the tourist industry.
- 5 Thank you for your _____ advice. You've helped me a great deal.
- 6 Julie gave away some of her fake jewellery because she thought it was _____ and just took up space.

H loan, debt, sum, amount, deposit, instalment, budget

- 1 We're on a tight _____ this month because we have many

expenses. Our housing and car _____ are due in the next few days.

2 He had parked illegally and was fined the _____ of £ 20.

3 Could you please tell me the exact _____ I owe?

4 Joan went to the bank because she wanted to make a(n) _____.

5 He has asked me to lend him money, as he is in _____.

I cheque, cash, coins, currency, (bank)notes, change

1 When we arrived in Indonesia, we exchanged some of our money for local _____.

2 I must take all the _____ I've received as _____ to the bank and exchange them for _____ which are lighter.

3 When paying by _____, always write your address and sign the back of it.

4 I'm paying for the shoes in _____.

Task 2. Read the text below and think of the word which best fits each space. Use only one word in each space.

MONEY

There is no doubt that money, in the form that we know it today, (1) what keeps modern economic life functioning. Yet, throughout history, money, in whatever form, has provided people (2) _____ the ability to buy (3) _____ sell goods. Thousands of years (4) _____, civilisations (5) _____ to rely on the barter system as a way of exchanging goods. Within this system a person had to exchange one thing for another. This meant that the two parties involved had to (6) _____ an agreement as to what they thought their products were worth. Items such (7) _____ wheat, tobacco and livestock have all been used as money at one time or another. It was not until much later that humans came up (8) _____ the idea of money in the form of metal coins. So why (9) _____ the barter system come to an end? The answer is simple. Coins were much easier to handle and carry around. Since then, the use of coins has become widespread. It has made commerce simpler and has given countries an opportunity (10) _____ development by doing business with other countries further afield, which they (11) _____ never done business with before. In recent years, paper money has become more common all over

the world, as it is easier to use. It (12)_____not be long, however, before plastic cards take over completely, replacing coins and paper money.

Task 3. Read the text below and decide which answer A, B, C or D best fits each space.

PLASTIC MONEY

In the past, people bought goods using (1)_____. They rarely (2)_____money from financial institutions and only when they had (3) _____ the money, did they buy what they wanted.

Recently, however, there have been great changes in the way people purchase goods. To begin with, some people pay for things by cheque, while others prefer monthly (4)_____, rather than paying the whole (5)_____ at once. Most consumers, though, prefer to buy things using their credit cards.

(6)_____, it is thought that there are benefits to having a credit card. Apart from the fact that credit cards are handy, some stores offer bonus points to people making purchases, while others give (7) on certain products.

On the other hand, credit cards must be used wisely because they can prove disastrous. In the long run, consumers find that they can't (8)_____without their credit cards and constantly rely (9)_____them, as they are "easy money". As a result, some people lose control of their finances spending more than they should and wind up not being able to (10)_____. So, they end up in (11)....._____ and have difficulty (12)_____ it back.

1	A change	B cash	C notes	D currency
2	A lent	B let	C borrowed	D kept
3	A afforded	B owned	C saved	D possessed
4	A sums	B deposits	C budgets	D instalments
5	A amount	B debt	C bill	D cost
6	A Last but not least	B One by one	C By and large	D Every now and then
7	A bargains	B discounts	C tips	D prizes
8	A go	B make	C be	D do

9	A on	B in	C to	D of
10	A make matters worse	B make ends meet	C do their best	D do business
11	A debt	B loan	C charge	D owe
12	A to pay	B to paying	C in pay	D in paying

Task 4. Complete the news article with words from the box.

Finances, income, market, non-essentials, profits, retailers, spending, stock

LOW HOLIDAY SPENDING DUE TO ECONOMIC WORRIES

Americans won't be spending as much this holiday season due to continued worry about their (1) *finances*. New research found that 56% of Americans rated the economy as 'poor' and 46% believed the situation was getting worse.

This is bad news for (2)..... trying to eke out their earnings this holiday season, especially since the survey showed that roughly 63% of respondents said they planned to spend less this holiday season. The figure is unchanged since last year, when retailers had one of the worst showings ever and had to slash prices even before Christmas to help move (3).....

Even the news that household (4)..... inched up is a double-edged sword. People surveyed indicated they'd be spending more on items like gas and groceries, but they're making up for this increase by further cutting what they spend on (5)..... like movies or restaurant meals.

Perhaps the most troubling part of the research shows that a rising number of Americans not only have no money left over after paying their bills, but expect their (6)..... to fall even further in the coming months. Most people have already cut their spending to the bone, so it's not clear what lies ahead for average Americans trying to make ends meet. The stock (7)..... may be rising and some big companies may be reporting (8)....., but make no mistake: this data shows that we're certainly not out of the woods yet.

Task 5. Match the sentence halves.

1 I'll have to tighten my	A the red for very long.
2 You'll never make ends	B mouth for years, she finally became a successful writer.
3 After living hand to	C a fortune through playing the lottery.
4 Very few people make	D belt next month or I'll soon run out of money.
5 Ben's careful with money so he's never been in	E the lap of luxury, but it's unlikely to happen.
6 We had to pay	F meet if you spend more than you earn.
7 I often dream about living in	G through the nose for the concert tickets, but it was worth it!

Task 6. Complete the sentences with money idioms formed from the word in brackets.

- 1 They'll be until they finish paying for their new house. (hard)
- 2 Despite the country's supposed wealth, many of the citizens live (hand)
- 3 What must it feel like to never have to work and live in ? (lap)
- 4 I forgot my phone charger so I had to pay for a new one at the airport. (nose)
- 5 My sister's a single parent, so she finds it hard to (ends)
- 6 My bank notifies me if I am so that I can make a deposit before I get charged. (red)

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ІНФОРМАЦІЙНІ РЕСУРСИ

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