



= video clip. All others are audio only.

Chapter 1

Grammar 2

1. Are you going to get to the Gallagher report today?
2. Have you gotten in touch with Jill Hanley yet?
3. How are you going to get there?
4. Is it OK if I get back to you on this first thing tomorrow?
5. Will you be getting together with John at the trade show?

Conversation 1

A: When can we get together to discuss your new products?
B: Let's set up a meeting sometime next week.

Conversation 2

A: Theresa? Theresa Myers?
B: Yes?
A: Jordan Fields. We met at the Food Show last year.
B: Yes, of course, Jordan. How are you?
A: Good, thanks. And you?
B: Good. Really good. Do you still work for Bering?
A: No, I left there earlier this year. I work for Kemble now.
B: Does Kemble have a booth here?
A: Yes, we're Booth 89. I'll be giving a presentation at 2:30. Why don't you come by?
B: I have a meeting at 2:00, but I'll try.

Comprehension 1



Jason: Well, thanks a lot. I hope we work together in the future. Thank you, hope you enjoyed it.
Brian: Jason, hi. I'm Brian Sullivan. I'm a junior account executive here.
Jason: Nice to meet you.
Brian: Listen, I liked your presentation. We'll be launching a new campaign soon and I think we can use your help.
Jason: No problem. Here. Here's my card.
Brian: Here's mine. When can we talk?
Jason: I'll be visiting accounts for the rest of the week. But I'll be back in the office on Monday.
Brian: Let's talk on Monday, then. By the way, will Action Media Events be attending the American Marketing Association Conference next week?
Jason: We sure will. We're exhibiting this year.
Brian: What's your booth number?
Jason: I will be in booth 4502. I'll also be giving a seminar in events planning.
Brian: Let's talk next week at the conference then.
Jason: Sounds perfect. I'll see you there.
Brian: OK.

Speaking / Role Play

A: Will you be introducing the new product line at the trade show this weekend?
B: Yes, and I'm a little nervous about it.
A: Don't worry. You'll be great. No one knows the product better than you.
B: Actually, that's not what's making me nervous. Can you believe I still don't have everything I need?
A: What do you mean?
B: The prototype won't be here until tomorrow, and the brochures will be in on Wednesday.
A: Wow. That *is* cutting it close. I can see why you're a little stressed about it.
B: I just hate when everything gets pushed to the last minute.
A: Listen, I'll be at the booth all weekend, so if there's anything I can do to help, let me know.
B: Thanks a lot. I will.

Chapter 2

Vocabulary 1

1. I really don't like this restaurant. It's dark and the decor is strange.
2. We got our food very quickly. The waiters are so efficient.
3. The pasta I ordered was delicious. And this chocolate cake is outstanding.
4. Are you sure we can afford this restaurant?

Vocabulary 3

1. My wife and I are celebrating our 15th wedding anniversary this weekend. Where should we go for a special dinner?
2. I'm on my way to a three-hour meeting, and I'm starving. I need to grab a quick bite to eat.
3. I have a lunch meeting with George Cooper from AmTel today. Any suggestions?
4. There's nothing to eat at home, and I'm too tired to go out.
5. It's my sister's 30th birthday. I want to take her somewhere fun.

Conversation 1

- A: I'm in the mood for a quiet dinner.
B: Then let's go to Martino's. It's very relaxing.

Conversation 2

- A: Do you want to go to Vito's for lunch?
B: No, the service is too slow, and I don't have a lot of time.
A: How about Big Fish? It's closer than Vito's and the service is pretty quick.
B: Don't you think Big Fish is a little overpriced?
A: Well, how about Mac's Diner then? It's the least expensive place around here.
B: That sounds good. Do you want to meet downstairs at noon?
A: Actually, I have to go to the bank first. Let's meet in front of Mac's at 12:15.
B: OK. See you there.

Comprehension 1

- A: Hey, Liz, do you want to go out for lunch today?
B: Thanks, Ted, but I brought a sandwich from home.
A: You don't eat out much, do you?
B: No, I usually bring my lunch.
A: You're smart. You must save a lot of money.
B: I guess I do. I've never thought about it much.
A: Do you ever go out for dinner?
B: Just on special occasions. How about you?
A: I eat out almost every day. Or I order take-out.
B: I order take-out, too, sometimes.
A: Like pizza?
B: Yes, or Chinese. But not often, because I enjoy cooking so much.

Speaking / Role Play

- A: I was planning to make a reservation at Café Victor for lunch with the new client next week.
B: Café Victor? Are you sure that's the best choice?
A: The food is excellent. Have you ever had their seafood lunch special?
B: Yes, it's delicious. But it's always busy there and a little loud.
A: You're right. Probably not the best place to launch the new relationship, huh?
B: How about Relish? The atmosphere is relaxing and the food is excellent.
A: Relish. That's a great idea.
B: It's not as crowded as Café Victor, and the view of the river is spectacular.
A: I'd better call them right away to make sure we can get a good table.
B: Good luck. Let me know once it's all confirmed, OK?
A: Will do. And thanks for the suggestion.

Chapter 3

Vocabulary 1

1.
A: So, what do you think, Dave? Do we have a deal?
B: I'm sorry, Steve. I don't think it's going to work out.
2.
A: What if we include free product training for all your staff?
B: Then you've got a deal.

3.
A: We're concerned about the risks.
B: I'm sure we can come up with ways to minimize the risks.
4.
A: What will it take for us to get your business?
B: I'm sorry, but we've decided to work with another company.
5.
A: \$550 per unit. That's my final offer.
B: OK, five fifty.
6.
A: If you can drop the service fee 20% for the first year, you've got yourself a deal.
B: I'll see what I can do. I'll get back to you tomorrow.

Vocabulary 3

1. Would you agree to split the cost?
2. Braemer agreed to our terms.
3. Were you able to reach an agreement with Mr. Sims?
4. Do we have a deal with Blackwell?
5. The price is still much too high.

Grammar 3

1. What will you do if your supervisor isn't here?
2. What will you do if they reject our offer?
3. What will you do if they propose to split the costs 50/50?
4. How much will we save if we pay cash?

Conversation 1

- A: Is the supplier going to accept our offer?
B: If we agree to sign a three-year contract, we have a deal.

Conversation 2

- A: Hi, I'm calling about the ad for office space in the Collins Building in Market Square.
B: Yes, we have one unit left. 1,500 square feet. \$3,000 a month.
A: Does that include any utilities?
B: It includes heat.
A: What's the parking situation there?
B: It's free to tenants. We have a large lot that is never more than 65–70% full.
A: And what services do you offer tenants?
B: We offer routine maintenance and nightly cleaning at no extra charge.
A: It all sounds very good. Could I make an appointment to see it?
B: Absolutely. Let me check my calendar.

Comprehension 1



- Ellen: And, last but not least, tell me: how did the negotiations with Jason Chambers go?
Brian: Well, I told him that we liked their work.
Ellen: And?
Brian: And I also stressed that we thought their rates were too high.
Ellen: What did he say?
Brian: Well, he explained that they provide more services and better quality. So we get more value for our money.
Ellen: Did you tell them that those rates are still too high?
Brian: I said we could offer Action Media more business if they lower their rates.
Ellen: Did you tell him that they could become our exclusive events planners?
Brian: Yes, I specified the amount we were prepared to pay.
Ellen: Were you able to agree on a rate, then?
Brian: Here's a draft of the contract.
Ellen: Good work, Brian.

Speaking / Role Play

- A: It's an excellent product. How much is it?
B: We're asking \$12,000 per unit.
A: And you offer a 1-year warranty?
B: That's right. Free maintenance and repair.
A: If we buy four units, what kind of a discount can you offer?
B: On four units? We can give you 10% off.
A: How about 20%?
B: I'm sorry. For four machines, our pricing is pretty firm.
A: Can you go to 15%?

- B: I might be able to go to twelve, but no more than that.
A: If you add another year to the warranty, you've got a deal.
B: I think we can do that. Let me check with my manager and get back to you.

Chapter 4

Vocabulary 2

1. Are your expenses higher than your earnings?
2. Do you have any money invested in the stock market?
3. Did you decide to invest the money in a CD?
4. How can I stay out of debt?
5. What are your financial goals?
6. What did your broker say?

Vocabulary 4

1. I put away 25% of my salary in a retirement account every month. I'm only 25 years old. If I do this for another fifteen to twenty years, I may be able to stop working in my forties.
2. I need to start college savings funds for our two daughters. If I invest a small percentage of my paycheck every week, the money should grow significantly by the time they're eighteen.
3. My family has outgrown our two-bedroom apartment. If we bought a house, we'd be a lot more comfortable. My wife and I are saving up for a down payment.
4. My goal is to travel around China for two months. I've studied Mandarin for eight years, and I'm fascinated by Chinese culture. I'm working part-time while going to school. If I continue to save \$200 a month, I'll have over \$4,000 by the summer.
5. I had an education fund from my parents when I went to college, but I still had to take out a lot of loans for medical school. I'd be very happy if I could pay them off in the next five years.

Grammar 3

1. If I went on vacation, I'd go to Brazil.
2. If I had a piggy bank, I would put my spare change in it.
3. If my expenses were greater than my earnings, I would be in trouble right now.
4. If Jeff were rich, he would retire early.
5. If we paid our bills online, we would save a lot of money on postage.

Conversation 1

- A: What do you think about investing money in a CD?
B: I think you'll make more money if you invest in the stock market.

Conversation 2

- A: I wish I handled my money better.
B: Do you follow a budget?
A: No. How do you do that?
B: First of all, your earnings need to be higher than your expenses.
A: I can tell you right now that I spend more than I make.
B: Then you need to make some changes in your lifestyle.
A: Like what?
B: Do you go shopping a lot? Or eat out?
A: I do both. A lot.
B: Well, start by reducing those expenses. It will make a big difference in your finances.

Comprehension 1



- Marta: Hey, what are you reading?
Michelle: I'm trying to decide how to save for retirement.
Marta: So, what are you going to do with all the money you save?
Michelle: I've been thinking about that, actually. If I had the money, I'd live in a beautiful house in Italy.
Marta: And you'd paint all day, right?
Michelle: Yes. And if I save 10% of my salary every month, someday, I'll be able to do it.
Marta: 10% is a lot.
Michelle: It's not so bad. If they deduct it from your paycheck, you don't notice it.
Marta: I'm only saving 5%.
Michelle: What would you do if you had a lot of money?
Marta: Hmm. I'd start my own business. Or maybe I'd go back to school and become an English teacher.
Michelle: Wow. Then you could live almost anywhere in the world and get a job.
Marta: Yes. I know. But then you would need a new roommate.
Michelle: Ha, ha, ha.

Speaking/Role Play

A: I just got a bonus from my job.

B: That's great. What are you going to do with the money?

A: I want to invest it, but I'm not sure how.

B: You should buy some shares in Whitehall. I've heard great things about the company.

A: I don't know about the stock market. I'm not much of a risk-taker.

B: If you invested in a mutual fund, you'd probably have less risk.

A: That's true. What do you think of CDs?

B: CDs are safe investments, but interest rates are pretty low right now.

A: Maybe I'll use the money to go on a nice vacation to Mexico.

B: If I had some extra money, I'd pay off my student loans.

A: Yeah, I should probably use the money to pay off my credit card debt.

B: That's the *best* investment you could make.

Chapter 5

Vocabulary 4

1.

A: How was Paris, Janet?

B: It was great. I especially enjoyed visiting the Louvre.

2.

A: Did you try water-skiing during your vacation, Brian?

B: Yes, it was amazing. And the weather was perfect all week.

3.

A: You weren't bored on that ship, Mike?

B: No, not at all. There were so many things to do on board, and we visited some beautiful ports.

4.

A: Did the kids enjoy the vacation, Helen?

B: They loved it. Tommy rode the big roller coaster eight times in one day.

5.

A: So, Laura, how was your vacation in Kenya?

B: It was wonderful. The animals we saw were absolutely beautiful.

6.

A: How were the Canadian Rockies, Ben?

B: Incredible. The view from our campsite was breathtaking.

Grammar 2

1. Give me those brochures to look over.

2. I want that map.

3. Get us a cheaper flight to New York.

4. Call the consulate and help us get our passports.

5. Find us a better rate to exchange our money.

6. We want our reservation deposit back.

Conversation 1

A: Are you going sightseeing by yourselves?

B: No, we're going to have the tour guide show us around.

Conversation 2

A: You look great. Did you lose weight on your vacation?

B: Actually, I did lose a little weight. I just spent two weeks at the Green Valley Spa.

A: Is that a health resort?

B: Yes. I attended their weight-loss program, and it was great.

A: What did you do there?

B: There were lectures, meal-planning sessions, and plenty of exercise.

A: I should plan a vacation like that.

B: If you're interested, I can send you a link to Green Valley's website.

A: Thanks. That'd be great.

Comprehension 1

A: Do you have any suggestions for a family vacation?

B: How old are your children, Mr. Grant?
 A: My daughter is ten and my son is eight.
 B: What kinds of vacations do you usually go on?
 A: We usually just visit family in different parts of the country.
 B: Would you be interested in a cruise? They offer great activities for both children and adults.
 A: No, not a cruise. My wife thinks cruises are boring.
 B: How about DisneyWorld in Florida?
 A: I know the kids would love that.
 B: If we book it in advance, we can get you an excellent deal.
 A: I was thinking about going camping somewhere. My family loves the outdoors.
 B: I bet you would enjoy Grand Canyon National Park. Have you ever been?
 A: No. The Grand Canyon sounds perfect. Do you have any information about it?
 B: Here's a brochure with a variety of vacation packages.
 A: Great. Thanks. I'll look this over with my wife, and then we'll talk it over with the kids.
 B: We can take care of the flights, the campground reservations, and any other activities you might be interested in.
 A: Terrific. Thank you so much for your help. I'll get back in touch with you next week.

Speaking / Role Play

A: Are you having a travel agent plan your trip to Europe?
 B: No, I'm doing everything myself. I know exactly where I want to go.
 A: What about flights and hotel reservations?
 B: With the Internet it's really easy to make the arrangements.
 A: So tell me your itinerary.
 B: I'm going to Munich, Vienna, and Prague.
 A: That sounds exciting. So you're flying into Munich?
 B: Yes, and then I'm taking a train to Vienna, and from Vienna to Prague.
 A: You're going to have such a good time.
 B: I hope so. Have you ever been to any of those cities?
 A: Only Vienna. Oh, you have to visit the Belvedere Palace.
 B: It's already on my itinerary.

Chapter 6

Quiz 3

1.
 A: Is everything ready for the exhibit?
 B: Yes, all the product samples and brochures are packed.
 A: How are you going to get to the trade show?
 B: I'm driving. Do you need a ride?

2.
 A: This salmon is delicious.
 B: What did I tell you? Fins Seafood is the best.
 A: Have you ever been to the Island Bistro? The food's pretty good there, too.
 B: Yes, but not quite as good as it is here, don't you think?

3.
 A: Excuse me, can I get another soda, please?
 B: Of course, sir.
 A: So, as I was saying, the price is just too high.
 B: If we lower it to \$23,000, will you accept our other terms?
 A: 23,000 plus installation.
 B: OK. It's a deal. Here comes your drink. Let's make a toast.

4.
 A: What is the rate on a 6-month CD?
 B: The current rate is 5.2%.
 A: Great. I'd like to invest \$5,000.
 B: Very good. Could you please fill out this form?

5.
 A: What a beautiful morning. How did you sleep?
 B: Not very well. There was a lot of thunder last night.
 A: I heard it, too. But the tent's dry, so it must not have rained much.

Chapter 7

Vocabulary 1

1. Can you get this prescription filled for me, please?
2. Did you want me to return your book?
3. I had the tire pressure and oil checked today.
4. I have to get my watch fixed.
5. My blue suit should be ready today. Can you pick it up this afternoon?
6. Judy's picking up some groceries after work.

Vocabulary 4

1. I set the room up for the presentation this morning.
2. Can you drop off these files with HR on the ninth floor?
3. I forgot to fill up the car.
4. Can you pick up the clients tomorrow night?
5. I had to call the meeting off.

Conversation 1

- A: Can we get the car fixed today?
B: No, there's nowhere to get it fixed on a Sunday.

Conversation 2

- A: I have a lot to do before the dinner party tomorrow night.
B: Like what?
A: Well, first of all, I need to clean the house.
B: Why don't you ask the kids to help with that?
A: That's a good idea. But I still have to go food shopping and cook.
B: Why don't you do the shopping online and have the groceries delivered?
A: That would save a lot of time, wouldn't it?
B: And you know you can count on me to help with the cooking, right?
A: I know. Thanks. I guess I'm just a little nervous about the party.
B: Don't be. Everything's going to be just fine.

Comprehension 1



- Yoshi: Hey, Marta.
Marta: Hey!
Yoshi: Do you have those files for me?
Marta: Yes. Um. They're right here.
Yoshi: Thanks. By the way, do you know where I can get my dry cleaning done around here?
Marta: There's a dry cleaner right on the corner on Madison.
Yoshi: Are they good?
Marta: I have my clothes done there. And they also have a laundry service.
Yoshi: Thanks. That sounds perfect. Oh. I also have to get my allergy prescription filled.
Marta: Well, there's a pharmacy right across the street from the dry cleaner's.
Yoshi: Thanks. OK. One last question.
Marta: Yes?
Yoshi: Can you suggest a good place for lunch?
Marta: I usually just go to the diner right downstairs. But there's a good pizza place by the train station.
Yoshi: Thanks. Well, I guess I should start looking through these files.

Speaking / Role Play

- A: Is everything ready for our trip?
B: Yes. I think I remembered to do everything.
A: Did you get the oil changed?
B: Yes, and I got the tires checked.
A: Good. Did you remember to fill your prescription?
B: I dropped it off last night. I'm going to pick it up now.
A: Can you also stop by the library and return a few books?
B: Sure. Anything else?
A: Can you pick up my dry cleaning?
B: Yes, I can.
A: Actually, the supermarket is by the dry cleaner's. Could you pick up a few things for the road?
B: Sure, but you're reaching the limits of my memory here.
A: Just a second. I'll write it all down for you.
B: Wouldn't you rather just come with me?

Chapter 8

Vocabulary 2

1. I'm a student. I'm looking for a basic studio apartment near the university. I can't afford to spend more than \$700 per month.
2. I'm looking for a luxury condo or apartment in a high-rise building downtown. I'm willing to pay up to \$750,000, but I'd like a modern place, with a gym and pool on premises. I'd also like at least two bedrooms and would prefer two bathrooms.
3. I'm looking to buy a condo downtown. My price range is 250 to \$280,000. I need a 2-bedroom place, but a 3-bedroom in my price range would be even better. I'd prefer new construction since I'm not very good at fixing things.
4. My roommates and I are looking for a new apartment. We need three bedrooms, and we can spend up to about \$3,000 a month.
We'd love to have a backyard or to live close to a park. Most important, though, is a safe location.
5. I'm looking for a house for my family. We have two children, so we'd like a three-bedroom, 2-bathroom house. We'd like an attached garage, as well. The house doesn't have to be brand new. We would be happy to do some renovations ourselves. We don't plan to spend more than \$230,000.

Vocabulary 4

1. We really like our apartment. We're on the top floor and the rent is very reasonable. We pay only \$650 per month. The one drawback is that we live next to a parking lot. So the view from our living room isn't very nice.
2. Our new condo is right in the downtown area, minutes away from work and all the culture of the city. Everything's great, except our neighbors. They're a little loud. It's really only on weekends, but they seem to have a party *every* Friday and Saturday night.
3. There are a lot of pluses to living in the suburbs. We have a nice big house, a big yard, plenty of peace and quiet. But the trade-off is that I have to take two buses and a train to get to my job in the city.
4. Almost everything about our new two-bedroom townhouse is great. The price was right, we have lots of space, and I'm really close to work. Unfortunately, the only parking is on the street, and it's never easy to find a space.
5. I love living in the city, but what am I supposed to do with all my things? My closet fits only a quarter of the clothes I own, and there are only two other closets in the apartment. I have stuff everywhere.
6. Why is milk twice as expensive in the city? Not to mention rent. I pay over \$1800 for a tiny apartment. If I'm going to survive here, I think I'm going to have to get a second job.

Grammar 3

1. What do you think of Boston?
2. What do you think of Becky's new house in the country?
3. What do you think of the floor plan the realtor described?
4. What do you think of \$400,000?

Conversation 1

- A: What do you think of our new house in the suburbs?
B: The house is beautiful, and the neighborhood seems very nice.

Conversation 2

- A: I hear you moved to the city.
B: Yes, we sold our house and bought a condo in Manhattan.
A: That's a big change. How do you like it?
B: We love being so close to museums and the theater. And we can both walk to work.
A: Don't you find the city crowded and noisy?
B: We prefer to think of it as bustling and exciting.
A: I guess you don't miss the peace and quiet of the suburbs.
B: Not at all. Our town was such a boring place.
A: Is there anything you *don't* like about living in the city?
B: Maybe the lack of space. But we'll get used to it.

Comprehension 1



- Marta: Poor Ellen. It took her two and a half hours to get to work today.
Yoshi: I don't know how she can commute like that everyday.
Marta: Well, when she gets home she can really relax. So peaceful where she lives.
Brian: I wouldn't mind living in the suburbs, I think.
Yoshi: Really? I could never do it.
Brian: Why not?
Yoshi: I like the excitement of the city; I want to live somewhere where there are museums and theaters.
Marta: And clubs and restaurants.
Brian: I don't know. I like living in the city but living in the suburbs has its advantages. More space, for example.
Marta: If only I could afford a bigger place.
Yoshi: OK, maybe the city is a little crowded, but there's so much to do.

Brian: I like the sense of community in small towns.

Marta: I don't think we're going to settle this over lunch. Let's go back to work.

Speaking / Role Play

A: Tell me about your new home.

B: We love it. We have three bedrooms and two bathrooms.

A: Do you have two floors?

B: Yes. The bedrooms are upstairs, and the kitchen, living room, and dining room are downstairs.

A: It must be nice to have so much space.

B: Oh, it is. I don't miss our little apartment at all.

A: Do you have a yard?

B: Yes, a big one. I'm going to start gardening again.

A: That's great. How about the neighborhood?

B: The people are friendly, there are lots of trees. It's nice.

A: Is there anything you miss about the old place?

B: I miss the short commute to work. I have to drive over an hour now.

Chapter 9

Vocabulary 2

1. I started by mass-mailing résumés. I thought that if I sent out more of them, I'd have a better chance of getting a reply. But that wasn't working. My résumé was too general. So I decided to work with a headhunter. I adapted my résumé for specific job listings, and I ended up getting a position pretty quickly.
2. I posted my résumé on a scientific website, and it was the perfect thing to do. Many pharmaceutical companies search these sites for candidates, and I got several calls within a few days. I interviewed at three companies and got an offer from one of them.
3. I firmly believe that networking is the way to go in a job hunt. It's all about the people you know. But with this job it was different. I saw an interesting ad in my local newspaper, and I replied to it. I had an interview and got an offer. I had never gotten a job this way before.
4. They say mass-mailing is the worst way to apply for jobs. But it can work. I'm living proof. I'd tried everything else, and I was desperate. So I sent my résumé to over 100 companies. I got two replies, and now I'm working for one of those companies. My advice to job seekers: Never give up.
5. Usually I apply for specific jobs I find on the Internet. But with this job, a friend of a friend heard I was looking for work and recommended me to his boss. I couldn't believe that I got an interview. And then, a couple of days later, they made me an offer.

Vocabulary 4

- a. I'm very interested in the technical advances your company is making in the industry, and I'd like to contribute to that.
- b. I'm looking for a job that I'm passionate about and that challenges me to grow professionally.
- c. I'd like to continue developing my design skills and eventually become a senior designer.
- d. I'm a bit of a perfectionist. I have a hard time saying a project is done. I always want to make it just a little better. But I'm working on this.
- e. I'm hard working, and I get along well with other people, and I bring a strong sense of commitment to whatever I'm working on.

Grammar 2

1. I had already left the office when Vanessa sent the e-mail.
2. I hadn't taken the offer seriously until I found out more about the benefits package.
3. I had already heard about the fire when my sister called from downtown.
4. By the time Emily finished the conference call, Greg had already left for lunch.
5. I had hoped to get the job until I realized it didn't offer medical insurance.
6. Wayne had already completed the report by the time I got to work.

Conversation 1

A: Did you apply for the marketing job that was posted last week?

B: By the time I sent in my application, they had already hired someone.

Conversation 2

A: Have you considered our offer?

B: I'm very interested, but I still have some questions. Do you have a tuition reimbursement program?

A: Yes, we'll cover all educational expenses as long as they're related to your job.

B: That's very generous.

A: Well, we want our people to continue to develop and grow in their fields.

B: That makes a lot of sense. Does the company offer flexible hours?

A: Yes, we do, but it has to be approved by the department manager.

B: Is it something out of the ordinary here?

A: No, many of our people have flexible schedules, but it's handled case by case.

B: Well, thank you. Would it be all right if I let you know my final decision tomorrow?

A: Of course. I look forward to hearing from you.

Comprehension 1



Brian: Hey, Yoshi.

Yoshi: Hey.

Brian: What are you reading?

Yoshi: Oh, I was just looking at the company benefits package.

Brian: It's not bad. 10 sick days, 4 personal days.

Yoshi: And I see we have half days on Fridays in the summer.

Brian: We had recommended that a few years ago, and they finally approved it last year.

Yoshi: It's a good idea.

Brian: Yes. Everybody appreciates it.

Yoshi: Is it true that the company will pay for classes?

Brian: If they're related to your job.

Yoshi: That's great. There's a class on text design I want to take.

Brian: It's a good idea.

Brian: Hey. Can you recommend a good doctor who's on our health plan?

Yoshi: I like Dr. Anderson.

Brian: OK. Thanks.

Speaking / Role Play

A: So did you get the job?

B: Yes, they made an offer yesterday.

A: Congratulations. Are you going to take it?

B: No, I've decided not to.

A: Why not? Is it the salary?

B: No, they offered me 15% above my current salary.

A: Wow. So why did you turn it down?

B: I just don't think it's a good fit for me.

A: Why is that?

B: I'm used to a more structured work environment.

A: Is that all you didn't like about it?

B: No, I also got the impression that there are not a lot of opportunities for advancement.

A: Well, I'm sorry it didn't work out.

Chapter 10

Vocabulary 4

1. Fire fighters have at last brought the burning forests under control in the western part of the country.
2. The powerful earthquake resulted in thirty deaths and millions of dollars in damage.
3. Farmers are expressing concern about the continued dry weather that has threatened this year's crops. If there is no rain within the next few days, the government may be forced to intervene.
4. Heavy rains and strong winds hit the southeast on Friday as Hurricane George continued its way up the coast.
5. Several buildings were destroyed and ten people were injured yesterday when a tornado swept through the streets of Middleton.

Grammar 2

1. I want to thank all the volunteers for their help with the cleanup.
2. Your hard work is going to help the city get back to normal.
3. Last night, I spoke to the Red Cross about having additional food delivered.
4. In addition, the city will get financial help from the state government.
5. I promise you this: I won't stop working for the people of this city.

Conversation 1

A: Have you heard any reports from the elections yet?

B: Yes, I just heard that Richard Nelson has been reelected.

Conversation 2

A: Did you hear the latest news?

B: No, what happened?

A: Richard Atwood is leaving Hollywood to become a professional golfer.

B: Do you believe everything you read?

A: I actually saw this on television.

B: OK, do you believe everything you see on TV?

A: Why wouldn't I believe it? It was on the news.

B: I think you need to watch some real news for a change.
A: What do you mean?
B: When's the last time you watched or read a report about the economy or the elections?
A: Not so long ago. Maybe a month or two.

Comprehension 1

Michelle: Listen to this. A private foundation will finance the construction of a new park downtown.
Marta: Where?
Michelle: Where the old high school used to be.
Marta: Oh. That's great. How long will it take?
Michelle: The spokesperson said the park would be completed by the end of the year.
Marta: Oh, that's excellent. So next summer we can have a picnic in the new park.
Michelle: Yes, we can.
Marta: Hey, did you see the feature in the magazine about the election campaign?
Michelle: No, anything important?
Marta: No, but it certainly makes the mayor look good.
Michelle: Hmm. Do you have the Arts and Leisure section?
Marta: Hmm. Oh. Yes. It's right here.
Michelle: Thanks. I heard there is a piece about the new modern art gallery.
Marta: Really?
Michelle: Yes. Apparently the critic said it was the best example of modern design he'd ever seen.
Marta: One day they'll write about you like that. Michelle Park designs modern building downtown.

Speaking / Role Play

A: Did you hear about the floods in Riverdale?
B: Yes, I saw pictures on the news last night. The situation looks terrible.
A: They said that it's been raining nonstop for eight days.
B: Yes, I know. Hundreds of homes are under water.
A: Don't you have family in that area?
B: Yes, my cousin lives there with his wife and two children.
A: Are they OK?
B: They're OK, but their house is completely flooded.
A: I'm so sorry to hear that.
B: Thank you. I'm just glad they're safe. I'm planning to go down to see them this weekend.
A: I really hope that the rain stops soon for everybody's sake.
B: Yeah. Me, too.

Chapter 11

Vocabulary 3

1. I feel terrible. I have a headache. My throat is sore and my entire body hurts.
2. I'm so tired. I'm completely disoriented. I woke up at 3:00 this morning, and by 4 pm I was ready for bed.
3. My workload has become unmanageable. I feel nervous a lot, and sometimes I find it hard to breathe.
4. I'm having problems breathing normally. When I walk up stairs, I run out of breath halfway up.
I've stopped exercising because of this. I've also started having pain in my chest from time to time.
5. I feel really weak. My stomach hurts a lot. I think it was something I ate.

Grammar 1

1. The pain relievers that the doctor prescribed didn't help my backache at all.
2. I have an upset stomach.
3. My nose is runny. I think I have a cold.
4. My fever still hasn't come down. It's been three days.
5. I've been feeling very agitated lately, and I don't know why.
6. I have a terrible sore throat.

Conversation 1

A: I have a migraine headache.
B: You should have stayed home from work today.

Conversation 2

A: You've been under so much stress lately.
B: You're right about that. I've been getting awful headaches almost every day.
A: You should cut down on the coffee. You need to slow down.
B: I can't. I have so much to do before the board meeting.
A: Well, let me at least take you out to lunch today.
B: Oh, I really shouldn't go out. There's too much to do.
A: Just for an hour. I'll find some way to make you laugh, and that'll help you relax a little.

B: Well, they say laughter *is* the best medicine.

A: So I'll meet you outside at 12:30?

B: OK. It'll do me good to get out of the office.

Comprehension 1



Dr. Anderson: Hi Ellen. So, how are you feeling?

Ellen: Hi, Dr. Anderson. Not great. I've been coughing for a month now, and I feel tired all the time.

Dr. Anderson: You should have come to see me earlier.

Ellen: I know. I used to be much better about going to the doctor on time. But I've been so busy lately.

Dr. Anderson: Well, let's just see what's going on. Breathe deeply, now. Mm hmm. Well.

You probably have bronchitis. We'll have to do some tests and take some X-rays.

Ellen: Do I have to take any medicine?

Dr. Anderson: Yes. I'm going to give you a prescription for some antibiotics. Here you go.

Ellen: Thank you. Oh. And doctor, where do I go for the tests and X-rays?

Dr. Anderson: Well, you should see the nurse. She'll take care of you.

Ellen: Thank you, doctor.

Dr. Anderson: You're welcome. Oh, and Ellen.

Ellen: Yes?

Dr. Anderson: Don't worry.

Speaking / Role Play

A: Didn't you use to have problems with your back?

B: Yes, I hurt it doing karate.

A: What did you do about it?

B: Oh, I tried everything: heat packs, massages, pain killers.

A: So what helped in the end?

B: Acupuncture. It completely healed the pain.

A: Maybe I should try that.

B: Why, what's wrong? Does your back hurt?

A: Yes, I hurt it during the move to the new house.

B: I told you you should have gotten movers.

A: Well, it's too late now. Can you recommend a good acupuncturist?

B: Why don't you try shiatsu first? It's a Japanese massage technique.

A: That does sound less intimidating than acupuncture. Can you recommend someone?

B: Sure. And if that doesn't work, I'll give you the name of my acupuncturist.

Chapter 12

Quiz 3

1.

A: Did you remember to send the contract over to Marketing?

B: Sure did. Do you want to grab some lunch?

A: I can't. I have to run some errands.

2.

A: Look at the view. It's beautiful.

B: I know. It's peaceful out here, isn't it? I don't feel like going back to work tomorrow.

A: Neither do I. I get a headache just thinking about the city.

3.

A: Does the job include benefits?

B: Yes, they have an excellent package.

A: So why haven't you accepted the offer?

4.

A: I just saw a report online about a twelve year old boy who's completing a PhD at Harvard.

B: You mean little Bobby Stockard? I know him. He's my neighbor's nephew.

A: Really? That's incredible.

B: No, I'm just kidding. I heard the same story on the drive in this morning.

5.

A: How are you feeling today?

B: Not so good. I have a fever and an awful earache.

A: Let's have a look. Your ear doesn't look good at all. I think you have an infection.