
CONTENTS

INTRODUCTION

6

SECTION 1 GRAMMAR

1 Articles and uncountables	8
2 Present tenses	11
3 Modal verbs	14
4 The future	18
5 RECYCLING	20
6 Past tenses	23
7 Gerund and infinitive	26
8 Conditionals, wishes and regrets	29
9 Passives	32
10 RECYCLING	35
11 Reported speech	38
12 Linking words and discourse markers	41
13 Relative clauses	45
14 Adverbs	48
15 RECYCLING	51
16 Verb inversion	54
17 Comparison and similarity	57
18 Participles	60
19 Adjectives	63
20 RECYCLING	66
21 Prepositions	69
22 Difficult verbs	72
23 Key word sentences	75
24 Dependent prepositions	78
25 RECYCLING	81

SECTION 2 PHRASAL VERBS

26 Phrasal verbs with <i>down</i>	84
27 Phrasal verbs with <i>after</i> , <i>back</i> and <i>about</i>	86
28 Phrasal verbs with <i>off</i>	88
29 Phrasal verbs with <i>through</i> , <i>for</i> and <i>by</i>	90
30 RECYCLING	92
31 Phrasal verbs with <i>up</i>	94
32 Phrasal verbs with <i>out</i>	96
33 Phrasal verbs with <i>over</i> , <i>apart</i> and <i>with</i>	98
34 Phrasal verbs with <i>on</i>	100
35 RECYCLING	102

36 Phrasal verbs with <i>away</i> , <i>across</i> and <i>around</i>	104
37 Phrasal verbs with <i>in</i> and <i>into</i>	106
38 Three-part phrasal verbs	108
39 Phrasal verbs as nouns	110
40 RECYCLING	112

SECTION 3 VOCABULARY

41 Email and the internet	114
42 The media and the arts	116
43 Success and fame	118
44 Animals and their rights	120
45 Language	122
46 Medicine and health	124
47 Danger and risk	126
48 The environment	128
49 Right and wrong	130
50 Money and finance	132
51 RECYCLING	134
52 UK government	136
53 Conflict and revenge	138
54 Technology and progress	140
55 Work and study	142
56 Different lifestyles	144
57 Belief and superstition	146
58 Time and memory	148
59 Travelling and transport	150
60 Books and reading	152
61 Law and order	154
62 RECYCLING	156

SECTION 4 WORD STUDY

63 Humour, puns and jokes	160
64 Idioms	163
65 Proverbs and similes	166
66 Newspaper language	169
67 Borrowed words	170
68 Words with two or more meanings	172
69 Confusing words	174
70 Spelling and punctuation	176
71 RECYCLING	179

72 Collocations	182
73 New language	185
74 Plural and feminine forms	188
75 Prefixes and suffixes	190
76 False friends and word pairs	192
77 Ways of walking, talking, looking and laughing	195
78 Ways of holding and pulling	198
Words for light, water and fire	
79 RECYCLING	201

SECTION 5 WRITING

80 Formal letters	204
81 Informal letters	207
82 Articles	210
83 Reports	213
84 Proposals	215
85 Information sheets	217
86 Essays	219
87 Reviews	221
88 Set texts	223
89 Competition entries	226
90 Contributions to longer pieces	229
91 Help with writing tasks	231

APPENDIX of grammar and model writing tasks 233

KEY (removable) 241