

# Contents

<b>Syllabus map</b>	6
---------------------	---

<b>Introduction</b>	11
---------------------	----

## Unit one

### Problem tenses

<b>Entry test</b>	16
-------------------	----

<b>THE BASICS</b>	17
-------------------	----

<b>SECTION 1</b> Present Perfect	18
----------------------------------	----

<b>SECTION 2</b> Other Perfect forms	20
--------------------------------------	----

<b>SECTION 3</b> Continuous forms	22
-----------------------------------	----

<b>SECTION 4</b> The future	24
-----------------------------	----

### Vocabulary

<b>SECTION 5</b> Stative verbs	26
--------------------------------	----

<b>SECTION 6</b> Collocation	28
------------------------------	----

<b>Exam practice 1</b>	30
------------------------	----

## Unit two

### Passives

<b>Entry test</b>	32
-------------------	----

<b>THE BASICS</b>	33
-------------------	----

<b>SECTION 1</b> Agents and objects	34
-------------------------------------	----

<b>SECTION 2</b> Infinitives and -ing form passives	36
---	----

<b>SECTION 3</b> Get and have	38
-------------------------------	----

<b>SECTION 4</b> Transitive to intransitive	40
---	----

### Vocabulary

<b>SECTION 5</b> Verbs commonly in the passive	42
--	----

<b>SECTION 6</b> Phrasal verbs	44
--------------------------------	----

<b>Exam practice 2</b>	46
------------------------	----

## Unit three

### Modal verbs 1

<b>Entry test</b>	48
-------------------	----

<b>THE BASICS</b>	49
-------------------	----

<b>SECTION 1</b> Predicting	50
-----------------------------	----

<b>SECTION 2</b> Truth and possibility	52
--	----

<b>SECTION 3</b> Necessity, duty, advice	54
--	----

### Vocabulary

<b>SECTION 4</b> Possibility, probability, certainty	56
--	----

<b>SECTION 5</b> Obligations	58
------------------------------	----

<b>Exam practice 3</b>	60
------------------------	----

## Unit four

### Modal verbs 2

<b>Entry test</b>	62
-------------------	----

<b>THE BASICS</b>	63
-------------------	----

<b>SECTION 1</b> Intention, willingness, frequency, habit	68
---	----

<b>SECTION 2</b> Ability, permission	70
--------------------------------------	----

<b>SECTION 3</b> Should; modals in the past	72
---	----

### Vocabulary

<b>SECTION 4</b> Frequency	74
----------------------------	----

<b>SECTION 5</b> Ability, quality and achievement	76
---	----

<b>Exam practice 4</b>	78
------------------------	----

## Unit five

### Subjunctives and Unreal Past; conditionals

<b>Entry test</b>	80
-------------------	----

<b>THE BASICS</b>	81
-------------------	----

<b>SECTION 1</b> Subjunctives and Unreal Past	82
---	----

<b>SECTION 2</b> Real conditionals	84
------------------------------------	----

<b>SECTION 3</b> Unreal conditionals	86
--------------------------------------	----

<b>SECTION 4</b> Unreal Past conditionals	88
---	----

### Vocabulary

<b>SECTION 5</b> Prefixes	90
---------------------------	----

<b>SECTION 6</b> Suffixes	92
---------------------------	----

<b>Exam practice 5</b>	94
------------------------	----

<b>Progress test 1</b>	96
------------------------	----

(testing contents of Units 1–5)



**Unit six** 100*Linking clauses***Entry test** 100**THE BASICS** 101**SECTION 1** Time and reason 102**SECTION 2** Result and purpose 104**SECTION 3** Concession clauses 106*Vocabulary***SECTION 4** Purpose and effect 108**SECTION 5** Compounds 110**Exam practice 6** 112**Unit seven** 114*Adjectives and adverbs***Entry test** 114**THE BASICS** 115**SECTION 1** Adjective structures 116**SECTION 2** Inversion 118**SECTION 3** Making comparisons 120*Vocabulary***SECTION 4** Sentence adverbs 122**SECTION 5** Differences and similarities 124**Exam practice 7** 126**Unit eight** 128*Nouns and articles***Entry test** 128**THE BASICS** 129**SECTION 1** The or no article 130**SECTION 2** Singular, plural, uncountable 132**SECTION 3** Classifying 134**SECTION 4** Adjectives and verbs as nouns 136*Vocabulary***SECTION 5** Singular, plural and uncountable 138**SECTION 6** Phrasal verbs 140**Exam practice 8** 142**Unit nine** 144*Determiners and pronouns***Entry test** 144**THE BASICS** 145**SECTION 1** All, both, the whole, neither, either, no, none 146**SECTION 2** Each and every 148**SECTION 3** One(s), another, other(s), one another, each other 150**SECTION 4** Quantifiers: much, many, (a) few, etc. 152**SECTION 5** Any, some, somewhere, anywhere, etc. 154*Vocabulary***SECTION 6** Groups of and parts of 156**SECTION 7** Amount and extent 158**Exam practice 9** 160**Unit ten** 162*Noun clauses***Entry test** 162**THE BASICS** 163**SECTION 1** That-clauses 164**SECTION 2** Wh-clauses 166**SECTION 3** To-infinitive and -ing clauses 168**SECTION 4** Reference: this, that, these, those; such; so 170*Vocabulary***SECTION 5** Reference words and phrases 172**SECTION 6** Lack, shortage and excess 174**Exam practice 10** 176**Progress test 2** 178  
(testing contents of Units 1–10)



**Unit eleven**

182

*Relative clauses***Entry test** 182**THE BASICS** 183**SECTION 1** Words used with relative pronouns 184**SECTION 2** Omitting relative pronouns 186**SECTION 3** Nominal relative pronouns 188*Vocabulary***SECTION 4** Nouns from phrasal verbs 190**SECTION 5** Problems and solutions 192**Exam practice 11** 194**Unit twelve**

196

*Emphasis***Entry test** 196**THE BASICS** 197**SECTION 1** Fronting 198**SECTION 2** Introductory *there* and *it* 200**SECTION 3** Emphasis using *what*, *all* and *it* 202**SECTION 4** Nominalisation 204*Vocabulary***SECTION 5** Intensifying and emphasising 206**SECTION 6** Negotiating and decision-making 208**Exam practice 12** 210**Unit thirteen**

212

*Reported speech***Entry test** 212**THE BASICS** 213**SECTION 1** Tenses in reported speech 214**SECTION 2** Report structures 216*Vocabulary***SECTION 3** Communication and interpretation 218**SECTION 4** Metaphor 220**Exam practice 13** 222**Unit fourteen**

224

*Verb complementation 1***Entry test** 224**THE BASICS** 225**SECTION 1** Reflexive and reciprocal verbs 226**SECTION 2** Verbs + *that*-clauses and adjectives 228**SECTION 3** Verbs + prepositional / adverbial phrases 230*Vocabulary***SECTION 4** Dependent prepositions 232**SECTION 5** Expressing knowledge and belief 234**Exam practice 14** 236**Unit fifteen**

238

*Verb complementation 2***Entry test** 238**THE BASICS** 239**SECTION 1** Verbs followed by *-ing* or infinitive 240**SECTION 2** Verbs followed by infinitive 242**SECTION 3** Verbs followed by *as* 244*Vocabulary***SECTION 4** Competition, opposition, disagreement 246**SECTION 5** Starting and ending 248**Exam practice 15** 250**Progress test 3**

252

(testing contents of Units 1–15)

**Answer key**

257



# Syllabus map

## Unit one

page 16

### Grammar Problem tenses

#### THE BASICS

Perfect tenses; continuous tenses; the future

- 1 **Present Perfect** Present Perfect with other tenses; common phrases
- 2 **Other Perfect forms** Past Perfect / Future Perfect; Perfect infinitives and *-ing* forms
- 3 **Continuous forms** Perfect Continuous; Past Continuous for plans, polite requests; Continuous infinitives; Perfect Continuous passive
- 4 **The future** Future forms; *will* in time and *if*-clauses; common phrases to refer to the future
- 5 **Stative verbs** Uses in Continuous and non-Continuous tenses
- 6 **Collocation** Meaning; grammatical forms; fixed and open

### Vocabulary

## Unit two

page 32

### Grammar Passives

#### THE BASICS

Form of, and reasons for using, the passive

- 1 **Agents and objects** Mention of agents; verbs with two objects; limitations of passive
- 2 **Infinitives and *-ing* form passives** Infinitives after certain passive verbs; passive infinitives; report verbs
- 3 **Get and have** Causatives; *Get + -ed*; *I've had my car stolen*, etc.
- 4 **Transitive to intransitive** Changing subject without using passive; meanings of ergative verbs
- 5 **Verbs common in the passive** Verbs with no agent; *-ed* adjective or passive?; prepositions with passives; phrasal verbs
- 6 **Phrasal verbs** Prepositions and particles; position of object; prepositions after passives

### Vocabulary

## Unit three

page 48

### Grammar Modal verbs 1

#### THE BASICS

Basic grammar; main uses of modals 1

- 1 **Predicting** Certainty; possibility; expressing opinions
- 2 **Truth and possibility** True / untrue; expressing opinions; giving reasons; expressing annoyance
- 3 **Necessity, duty, advice** *Must*, *have to*, *should*, *needn't*, *don't have to*, etc.; other verbs for necessity and advice

### Vocabulary

- 4 **Possibility, probability, certainty** Likelihood: *bound to*, etc.; improbability
- 5 **Obligations** Legal / institutional, moral, personal obligations; freedom of choice

## Unit four

page 62

### Grammar Modal verbs 2

#### THE BASICS

Main uses of modals 2; key difficulties with meanings; alphabetical list of modals

- 1 **Intention, willingness, frequency, habit** Intention / refusal; offers / requests; frequency
- 2 **Ability, permission** *Can / Could* v. *was / were able to*; theoretical possibility; permission; register
- 3 **Should; modals in the past** Special uses of *should*; modals in the past; modal Perfects
- 4 **Frequency** Adverbs and phrases; adjectives; habits and trends
- 5 **Ability, quality and achievement** Dependent prepositions; collocation; connotation; metaphor

### Vocabulary



## Unit five

page 80

### Grammar Subjunctives and Unreal Past; conditionals

#### THE BASICS

Subjunctives; Unreal Past; conditionals; alternatives to *if*; *when* and *if*

### Vocabulary

- 1 **Subjunctives and Unreal Past** Present and Past subjunctive; Unreal Past
- 2 **Real conditionals** Verb forms; *will / won't* in *if*-clauses; mixing time references; false conditionals
- 3 **Unreal conditionals** Verb forms; *would* in *if*-clauses; *If... are to / were to*
- 4 **Unreal Past conditionals** Verb forms; *would have... would have*; omitting *if*, etc.
- 5 **Prefixes** Functions and meaning; prefixes in non-existent words
- 6 **Suffixes** Forming nouns; suffixes and part of speech; changes to stems; with multiple suffixes; suffixes that have meaning

## Unit six

page 100

### Grammar Linking clauses

#### THE BASICS

Types of clause; reasons for use; position

### Vocabulary

- 1 **Time and reason** Time clauses: *Ever since*, etc.; Reason clauses: *because*, etc.
- 2 **Result and purpose** Result clauses: *so*, etc.; Purpose clauses: *in order to*, etc.
- 3 **Concession clauses** Background information; unexpected contrast; Position of linking words
- 4 **Purpose and effect** Purpose / intention; cause and effect
- 5 **Compounds** Noun + noun; adjective + noun; adjective + adjective; other combinations

## Unit seven

page 114

### Grammar Adjectives and adverbs

#### THE BASICS

Position of adjectives and adverbs; adverbs from adjectives; adverbial phrases

### Vocabulary

- 1 **Adjective structures** Adjectives after nouns; structures after adjectives; *late, lately*, etc.
- 2 **Inversion** After negative adverbs; uses
- 3 **Making comparisons** Comparatives; similarities; double comparatives; preferences; *as / like*; *as if / though*
- 4 **Sentence adverbs** Definition; uses
- 5 **Differences and similarities** Collocation; synonyms; modifiers; linking phrases; idiomatic phrases

## Unit eight

page 128

### Grammar Nouns and articles

#### THE BASICS

Countable / uncountable: *a / an, the* or no article; other determiners

### Vocabulary

- 1 **The or no article** *The* with nouns always singular; nouns without articles; general or specific: adding *the*
- 2 **Singular, plural, uncountable** Always plural; uncountable with *-s*; collectives; *There is / are*; uncountable or countable
- 3 **Classifying** Referring to groups: plural, *the, a / an*; special groups
- 4 **Adjectives and verbs as nouns** *The unemployed, the supernatural*, etc.; gerunds with / without *the*
- 5 **Singular, plural and uncountable** Common phrases: *on foot, in all weathers*, etc.
- 6 **Phrasal verbs** Meanings; meaning of particles



## Unit nine

page 144

### Grammar Determiners and pronouns

#### THE BASICS

Pronoun v. determiner;  
using determiners together;  
singular, plural, uncountable;  
common phrases

### Vocabulary

- 1 **All, both, the whole, neither, either, no, none** Uses; common phrases
- 2 **Each and every** Differences in meaning / use; singular / plural; common phrases
- 3 **One(s), another, other(s), one another, each other** Uses; common phrases
- 4 **Quantifiers: much, many, (a) few, etc.** Articles; use in negatives / questions; formality; common phrases
- 5 **Any, some, somewhere, anywhere, etc.** Uses; common phrases
- 6 **Groups of and parts of** Describing groups; informal phrases; collocation
- 7 **Amount and extent** Extent and degree; words expressing quantity

## Unit ten

page 162

### Grammar Noun clauses

#### THE BASICS

Definition; types; position

### Vocabulary

- 1 **That-clauses** After nouns / adjectives / report verbs; as subject; omitting *that*; comparison with relative clauses
- 2 **Wh-clauses** Uses; with prepositions; with infinitives; *whether* and *if*; exclamations
- 3 **To-infinitive and -ing clauses** Sentence position; differences; adding subjects; common phrases
- 4 **Reference: this, that, these, those; such; so** Time / distance; referring back; common phrases
- 5 **Reference words and phrases** Types of reference: specifying, arranging, focusing, referring forward and back, etc.
- 6 **Lack, shortage and excess** The haves; the have-nots

## Unit eleven

page 182

### Grammar Relative clauses

#### THE BASICS

Defining / non-defining  
relative pronouns; position  
of pronouns

### Vocabulary

- 1 **Words used with relative pronouns** Prepositions; relatives after pronouns / determiners / *wh*-words
- 2 **Omitting relative pronouns** When to omit; replacing clauses; descriptive clauses
- 3 **Nominal relative clauses** Definition; uses; followed by *to*-infinitive; *what* before a noun; contact clauses
- 4 **Nouns from phrasal verbs** Position of particle; noun v. phrasal verb
- 5 **Problems and solutions** Facing problems, finding solutions, etc.; collocation; idiomatic phrases



## Unit twelve

page 196

### Grammar Emphasis

#### THE BASICS

Stress / intonation; stronger words; repetition; sentence adverbs; passives; other grammatical changes

### Vocabulary

- 1 **Fronting** Definition; uses; fronting noun clauses; introduction phrases
- 2 **Introductory *there* and *it*** Dummy subjects; *it* + clause / report verb; referring forward
- 3 **Emphasis using *what*, *all* and *it*** *What / All I am going to do is...* etc.; *It was Tim who ran into the office.*
- 4 **Nominalisation** Definition; uses; *have a talk*, *make a comment*, etc.

- 5 **Intensifying and emphasising** Adjectives; collocation; adverbs of degree; exaggeration; adverbials, etc.
- 6 **Negotiating and decision-making** Not giving in; weighing things up; giving in

## Unit thirteen

page 212

### Grammar Reported speech

#### THE BASICS

Grammar / vocabulary changes; orders / questions; flexible changes

### Vocabulary

- 1 **Tenses in reported speech** Tenses of report verb; reporting past / present tenses; reporting modal verbs
- 2 **Report structures** Types of clause; infinitive and -ing; impersonal reports; summarising; personal comments

- 3 **Communication and interpretation** Ways of speaking; phrasal verbs; idiomatic phrases
- 4 **Metaphor** Single words; compound adjectives and nouns; idiomatic phrases

## Unit fourteen

page 224

### Grammar Verb complementation 1

#### THE BASICS

Transitive / intransitive; structures after verbs; link verbs

### Vocabulary

- 1 **Reflexive and reciprocal verbs** Use; verbs always / commonly reflexive; meaning changes
- 2 **Verbs + *that*-clauses and adjectives** Verb + *that*-clause; verb + describing noun / adjective
- 3 **Verbs + prepositional / adverbial phrases** Verbs of movement / position; verb + phrase / + adverb / + way
- 4 **Dependent prepositions** Verb / adjective / noun + preposition; prepositional phrases
- 5 **Expressing knowledge and belief** Collocation; common phrases

## Unit fifteen

page 238

### Grammar Verb complementation 2

#### THE BASICS

Using two verbs; preposition + -ing

### Vocabulary

- 1 **Verbs followed by -ing or infinitive** Differences; perfect -ing; verb + -ing or bare infinitive
- 2 **Verbs followed by infinitive** Verb + *to*-infinitive / *to be* / Perfect Infinitive / *for* + object; bare infinitive
- 3 **Verbs followed by *as*** Defining a role or function; *as* + noun / adjective; defining objects; similar structures
- 4 **Competition, opposition, disagreement** Collocation; word formation; prepositions
- 5 **Starting and ending** Common phrases; phrasal verbs