

B1 ENGLISH

CHAPTER 1 Lesson 4

Vocabulary: Topics (Unit 16-20)

A

Jobs in a workplace

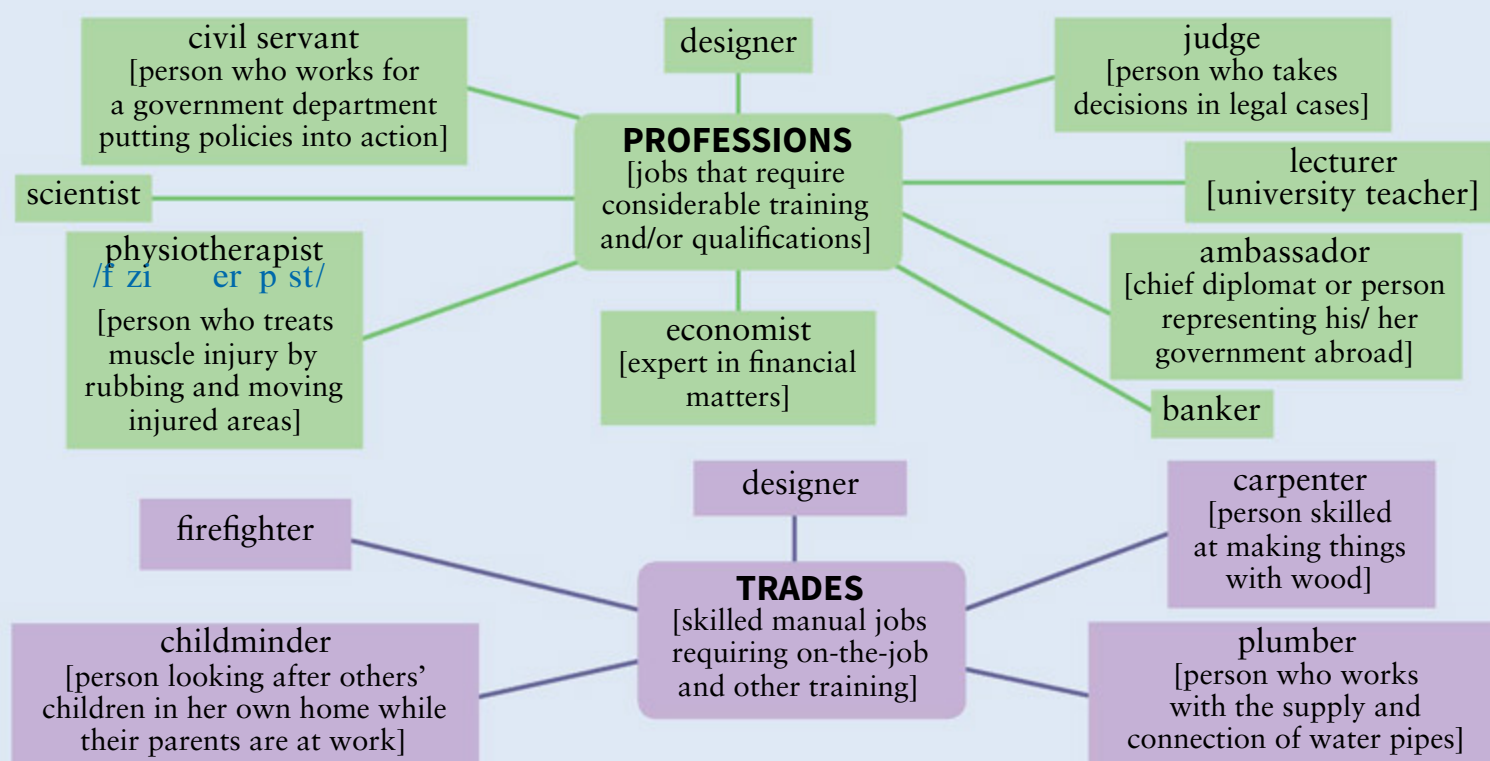
director [member of the board of a company] **executive** / zekj t v/ [important person who makes big decisions] **administrator** [person who runs the office day-to-day] **skilled worker** [trained to do specific tasks, e.g. building a computer] **unskilled worker** [doing a job that needs no training] **receptionist** [visitors must check in with them] **public relations officer** [gives information about the company to the media] **union representative** [looks after the staff's interests] **researcher** [investigates and develops new products] **supervisor** [makes sure workers are doing their job properly]

Common mistakes

The best way of getting to **work** (NOT job) depends on where you live.
Wish me luck in my new **job** (NOT work).
Job refers to a particular role or position. *Jack's got a new job as a researcher.*
Work refers to activities that you do. *Jack's work is very demanding.*

B

Trades and professions



C

Collocations of words connected with work

It's not easy to **get/find work** round these parts. I've been **offered work / a job** in Paris.
What d'you **do for a living**? I'm **in publishing/banking**, etc.
It's hard to **make a living** as a freelance writer. [earn enough money to live comfortably]
She's not prepared to **take on that** job. [suggests 'having personal responsibility']

hours of work	to do shiftwork or to work shifts [nights one week, days the next week] to be on flexi-time [flexible working hours] to work nine-to-five [regular day work]
not working	to go/be on strike [industrial dispute] to get the sack [thrown out of your job] to be fired (more formal than 'get the sack'; often used in direct speech: 'You're fired!') to be made redundant [thrown out, no longer needed] to be laid off (more informal than 'made redundant') to be on / take maternity (woman) or paternity (man) leave [before/after the birth of a baby] to be on / take sick leave [illness] to take early retirement [retire at 55]
other useful expressions	to be a workaholic [love work too much] to be promoted [get a higher position] to apply for a job [fill in forms, etc.]

Exercises

16.1 Which of the job titles in A opposite would best describe the following?

- 1 The person who represents the workers' interests in disputes with the management in a factory.
union representative
- 2 A person who has a high position in a company and whose job it is to make important decisions.
- 3 An important person in a company who sits on the board.
- 4 A worker whose job requires no special training, for example, an office cleaner.
- 5 A person generally in charge of the day-to-day organisation of a company/department.
- 6 A person whose job it is to keep an eye on the day-to-day work of other workers.

16.2 Choose job or work to complete these sentences.

- 1 I'll pay for the plumbing *work* when it's finished.
- 2 I'd like to apply for a in your office.
- 3 You should delegate more to your personal assistant.
- 4 Let's stop for a coffee on our way home from .
- 5 A in a museum wouldn't be as tiring as one in a restaurant.

16.3 Using the expressions in C opposite, say what you think has happened / is happening.

- 1 I'm not working now; the baby's due in three weeks. *She's on maternity leave.*
- 2 He's enjoying life on a pension, although he's only 58.
- 3 One week it's six-to-two, the next it's nights.
- 4 They've made her General Manager as from next month!
- 5 I was late so often, I lost my job.
- 6 I get in at nine o'clock and go home at five.
- 7 Your trouble is you are obsessed with work!

16.4 Which jobs do these people have? Would you call the following a trade, a profession or an unskilled job?



1 *physiotherapist - profession*



2



3



4



5



6

16.5 Fill in the collocations.

I'd love to ¹ *get/have* a job in journalism, but it's not easy without qualifications. Since I have to earn a ² somehow, I'll have to get ³ wherever I can find it. I've been ⁴ some part-time work editing a new book, but I'm not sure I want to ⁵ it.

16.6 Over to you

Think of five people you know who work for a living. Can you name their jobs in English? If you can't, look them up in a good bilingual dictionary.

A

Starting a business

Ryan Archer had an idea for a business. He had a computer but it was never just right for all his personal needs, so he went to his bank manager and **put forward**¹ a **business plan**² to sell **custom-built**³ computers on the Internet. He **launched**⁴ his business a year later, offering an individual service making desktop and laptop computers, and two years later **rolled out**⁵ an **expanded**⁶ range, including tablets and other hand-held devices. His **firm**⁷ now **manufactures**⁸ around 200 machines a year and delivers to 26 countries around the world.

Ryan said, 'It's all about personal service and **customer care**⁹. This was our **priority**¹⁰ from the start. We didn't really do any proper **market research**¹¹ and we weren't sure if such machines would sell, especially during a **recession**¹². But I felt there were enough **potential**¹³ customers to make it worth the **risk**¹⁴. I was right. Soon, designers, scientists, academics and other professional people were requesting personalised machines and our **order books**¹⁵ were full.' **Going forward**¹⁶, Archer plans to expand the business further, and a new range of machines will **launch** next year.



¹ offered for people to consider ² a plan of how the business will operate ³ specially made for a particular person or thing ⁴ started, perhaps with a special event to mark the beginning ⁵ make a new product available for the first time ⁶ made bigger ⁷ company ⁸ produces goods in large numbers, usually in a factory ⁹ looking after the customer's needs ¹⁰ something very important which must be dealt with first ¹¹ (uncountable) finding out beforehand what people want or need ¹² period of low economic activity and bad conditions for business ¹³ possible when the conditions are right ¹⁴ possibility of something bad happening ¹⁵ the list of orders waiting to be completed ¹⁶ going into the future

Language help

In business English, some verbs which usually need an object can often be used without an object or with the real object acting as the subject.

with object	real object as subject
We sold 200 instruments last year.	We didn't know if the instruments would sell .
They are launching a new range.	The new range launches next year.
They are rolling out a new range.	The new range will roll out next year.

B

Common business English phrases and collocations

FACT SHEET

The **CEO**¹ of a big **corporation**² gave us these tips for success in business:

- **Do business** in the markets you know best before trying to enter new ones.
- It may be difficult to **access new markets**³. **Build contacts**; that's the secret.
- You may not **make a profit** immediately. Be patient.
- You will probably face **stiff competition**⁴, so make sure your product is the best.
- **Get regular feedback**⁵ from your employees and customers. They know best.

¹ Chief Executive Officer ² a large company or group of companies that is controlled together as a single organisation ³ reach and do business with new groups of customers or parts of the world where something might be sold ⁴ (uncountable) other companies trying hard to be more successful than you ⁵ (uncountable) information/opinions about what people think of a product or service

Common mistakes

Business can be countable or uncountable.

We hope to do more **business** in Asia next year. (uncountable = the activity. NOT We hope to do more businesses...)

New **businesses** are launched on the Internet every day. (countable = enterprises/companies)

Exercises

17.1 Fill the gaps in the questions with words from A opposite, then complete the answers.

- 1 What did Ryan Archer put *forward* to his bank manager? He presented a
- 2 What is special about the computers his makes? They are -
- 3 When did he his business? A
- 4 What did he out two years later? An of computers.
- 5 How many computers does his firm now? About a
- 6 What was Ryan Archer's from the start? Personal service and
- 7 Why didn't he do any research? He felt there were enough customers.
- 8 Why was he not sure if the machines would? There was a at the time.
- 9 Was it all worth the? Yes. His firm's were soon full.
- 10 forward, what are his plans? He's planning a new range of computers, which will next year.

If possible, practise asking and answering the questions with someone else.

17.2 Rewrite the words in bold using words and phrases from A and B opposite.

- 1 The new service will **be available for the first time** over the whole country next year. *roll out*
- 2 The business didn't make **money** in its first year.
- 3 There are a lot of **possible** customers for this product.
- 4 Their **list of orders waiting to be completed** was full last month.
- 5 It is sometimes difficult to **get into** new markets if you don't have contacts.
- 6 We should pay attention to the **opinions and reactions** our clients post on our website.
- 7 Customer care is a **most important issue** for our company.
- 8 We need to **make our business bigger** in Latin America.
- 9 It's important to **create relationships with local people** before you enter a new country.

17.3 Correct the mistakes in these sentences.

- 1 She's the *CEO* of a huge corporation.
- 2 The new range of products will launch itself next month. We hope it will be sold!
- 3 The firm specialises in customer-built laptops for business travellers.
- 4 Bringing forward, we expect to increase our sales in Japan and China.
- 5 It's important to get a feedback from our clients.
- 6 We're facing competitions from American firms.
- 7 We hope to do more businesses in North Africa in the future.

17.4 Match the words on the left with the words on the right to make typical collocations. Then write a sentence using each one.

customer	order	market	custom	stiff	built	competition	research	care	books
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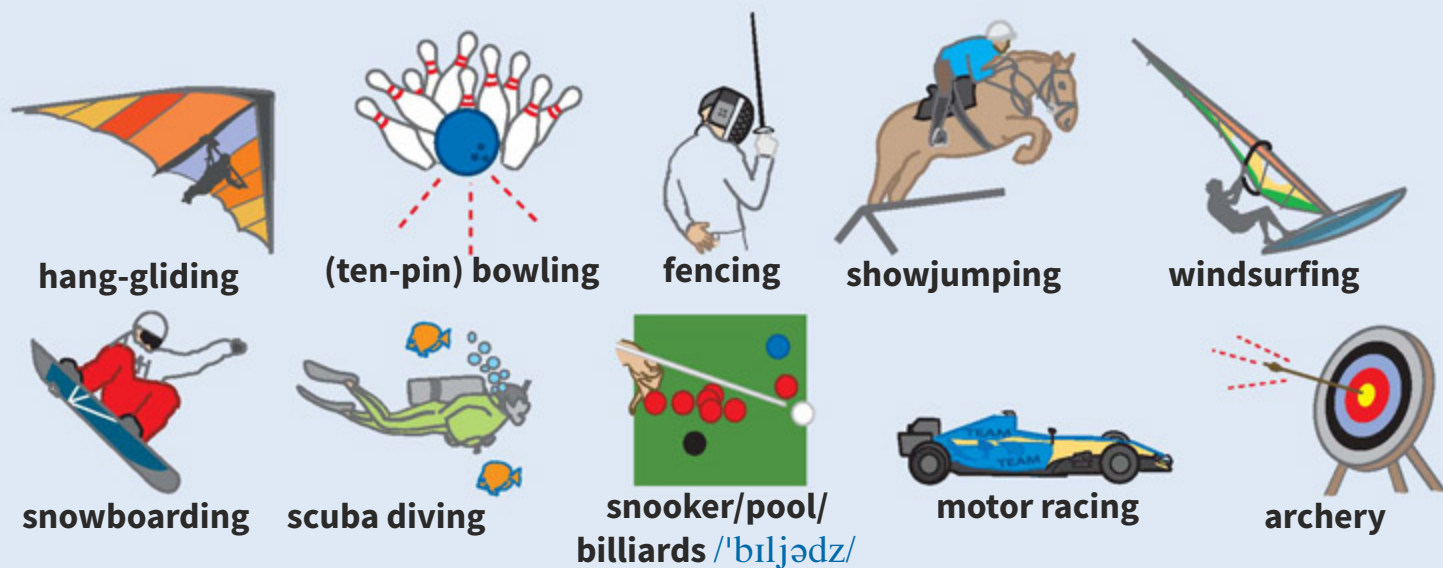
EXAMPLE *Customer care should be a priority in any kind of business.*

17.5 Over to you

If you could start a business, what would it be? What would you need to do to make it a success? Write a paragraph outlining your ideas. Use words and phrases from this unit.

A

Some sports whose names you may not know



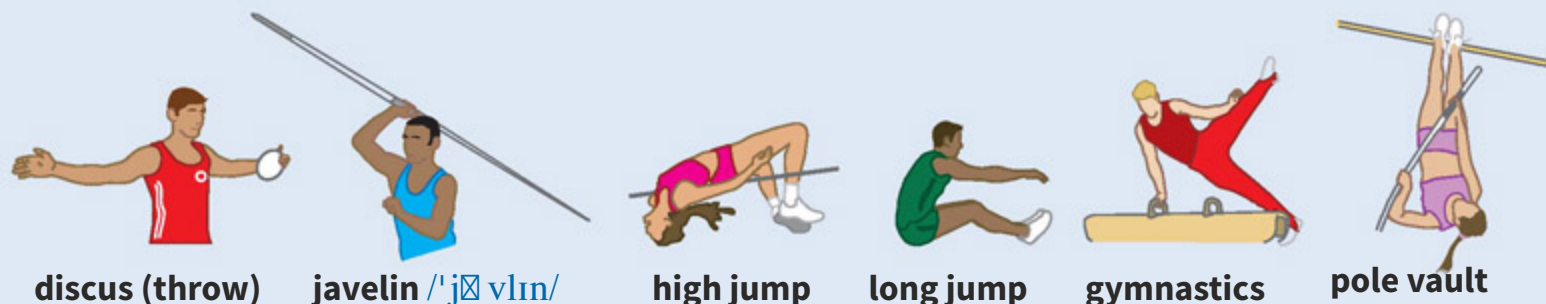
B

Equipment – what you hold in your hand

golf – **club** squash/tennis/badminton – **racket** darts – **dart** archery – **bow**
 cricket / table tennis / baseball – **bat** ice hockey / field hockey – **stick**
 snooker/pool/billiards – **cue** canoeing – **paddle** rowing – **oar** fishing – **rod/line**

C

Athletics



She's a great **sprinter**. [fast over short distances]

He's a great **long-distance** runner. (e.g. 5,000 metres) He's doing a **marathon** next month.

D

Competition in sport

She **set a** new Olympic **record** last year. He **holds the record** for the 100 metres breaststroke.

England **qualified** for the World Cup but **got knocked out** in the third **round**. [achieved the necessary standard but lost at the third stage and were then excluded from the competition]

Our team **made it to / reached the semi-final** but then we were beaten. [won every stage of the competition except the last but one, and so did not enter the final match/event]

Most sports are very **competitive** these days. [involve a strong desire to win and be better than other people]

She felt proud as she held the **trophy** in her hands. [cup or other object that shows she has won]

Players who disagree with the **referee** set a bad example to the **spectators** and to their fans. [people who are present at a sporting event to watch it]

E

People who do particular sports

-**er** can be used for many sports, e.g. *footballer, swimmer*, etc. **Player** is often necessary, e.g. *tennis player, squash player*. Some names must be learnt separately, e.g. *canoeist, mountaineer, jockey, archer* (NOT *archerer*), *gymnast*.

Common mistakes

In British English, the noun *sport* is used in the plural when it describes another noun (e.g. *equipment, facilities, club*). *The shop sells **sports** equipment.* (NOT *sport-equipment*) However, you will hear the singular *sport* used before another noun in American English.

Exercises

18.1 Which of the sports opposite are these people probably talking about?

- 1 The ball doesn't roll in a straight line on the ground. You have to aim away from the centre of the pins. *(ten-pin) bowling*
- 2 Provided it's not too windy at the top of the hill, there's no problem.
- 3 It is incredibly noisy, fast and dangerous, but it's really exciting to watch.
- 4 The horse has to get over a series of jumps without knocking the posts off.
- 5 It's all a matter of balance. But sometimes you can't help falling in the water.
- 6 You need a good eye and concentration, especially to hit the centre of the board.
- 7 The different ball colours are worth different numbers of points.
- 8 It's a fantastic feeling when the snow flies up into the air around you.

18.2 Name a piece of equipment necessary to do these sports apart from the item given.

- | | | |
|---------------------------------|-----------------------------|--------------------------|
| 1 golf: ball, <i>club</i> | 4 field hockey: ball, | 7 canoeing: canoe, |
| 2 archery: arrow, | 5 baseball: ball, | 8 snooker: balls, |
| 3 tennis: ball, | 6 darts: dartboard, | 9 rowing: boat, |

18.3 Fill the gaps with suitable words.

- 1 She's a *long-distance* runner. She won a medal last year for the 1,500 metres. She's won a lot of in the last five years and has them all in a glass cabinet at her house.
- 2 Were many new records at the last Olympics?
- 3 He's doing a next week - running 42 kilometres! That's 26 miles!
- 4 Who the world record for the 1,000 metres these days? Is it a Russian?
- 5 His national team failed to for the World Cup so he's supporting Brazil instead.
- 6 Last year, our team the final for the first time in 10 years but we lost. (*two answers*)
- 7 My team got in the second of the competition. We were very disappointed it happened at such an early stage.
- 8 All Olympic sports are highly ; everyone has one ambition - to win gold.
- 9 Thousands of protested loudly at the decision of the to give their team captain a red card.
- 10 The world's best can run 100 metres in less than 10 seconds.

18.4 Correct the mistakes in these sentences. There may be more than one mistake.

- 1 She was a champion *gymnast* ~~gymnastic~~ when she was a teenager.
- 2 Are you a good tenniser? We're trying to get a local team together.
- 3 My brother is an expert canoist. He's won medals.
- 4 My father is a good golfer. He's also an expert mountainer.
- 5 Is there a shop near here that sells sport equipment? I need a fishing rode.
- 6 I'd love to be a good archer, but my eyesight isn't very good.
- 7 Are you a sprinter or a long-distant runner?
- 8 My favourite Olympic sports are fence and the height jump.

18.5 Which sport ...?

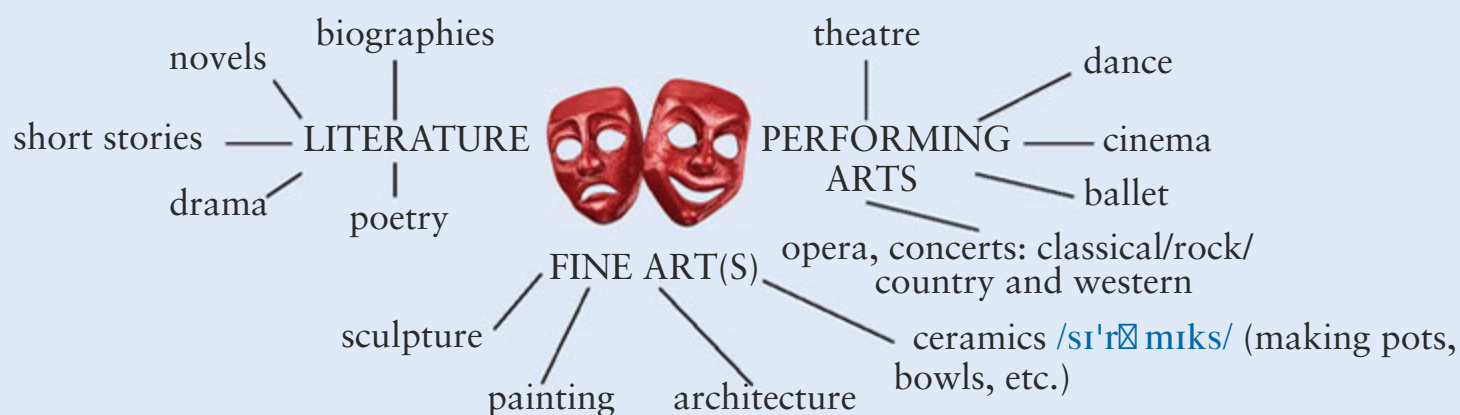
- 1 covers a long distance in one jump? *long jump*
- 2 throws a heavy disc a long way?
- 3 throws a pole with a sharp point?

18.6 Over to you

Make a list of (a) sports you have done and (b) sports you would like to do. Then list the equipment you needed / would need for each one. Write sentences about what you liked or disliked about sports you have tried, using vocabulary from this unit.

A

Art and the arts



The arts (plural) covers everything in the diagram above. **Art** (singular, uncountable) usually means **fine art**, but can also refer to technique and creativity.

Have you read the **arts page** in the paper today? [that part of the newspaper that deals with all the things in the diagram] She's a great **art lover**. [loves painting and sculpture] Shakespeare was skilled in **the art** of poetry. [creative ability] Ask Sara to help you decorate your room - she's very **artistic**. [shows skill and imagination in creating things]

A **work of art** (plural = works of art) is an object made by a skilled artist - typically a painting, drawing or statue.

The phrase **arts and crafts** is used to refer to the skills of making objects such as decorations, jewellery and furniture by hand.

B

Types of art and artists

This is a **sculptor** - he's **creating a statue** - his type of art is called **sculpture**.

This is a **potter** - she's **throwing a pot** - her type of art is called **pottery**.

Henry is an **architect** - he's **designing a building** - his type of art is called **architecture**.

An **abstract** painting involves shapes and colours rather than **images** of real people or things. A **portrait** is a painting of a person. A **landscape** is a painting of a scene in the countryside. A **still life** is a painting of a set of objects that do not move, usually fruit or flowers. An **original** painting is one produced by the painter him/herself rather than a copy or **reproduction**.



C

Literature

Lisa O'Donnell is one of the country's most popular **novelists**¹. She has written a **series**² of romantic novels all with a historical **setting**³. These have all been **bestsellers**⁴ although the **critics**⁵ complain that her **plots**⁶ are predictable and her **characters**⁷ are not very realistic. Her cousin, Lucy Smith, is a more **literary**⁸ writer and her books tend to get better **reviews**⁹ although they do not sell so well. Both writers have a novel which will be ready for **publication**¹⁰ later this year; they will also be available to download as **ebooks**¹¹. We have received advance **copies** of both novels and it is interesting to compare the opening **passage**¹² from Smith's latest book with an **extract**¹³ from the first chapter of O'Donnell's.

¹ people who write long stories about imaginary people and events (remember a novel is typically at least 150 pages long; anything shorter is a **short story**) ² set of books featuring the same characters

³ background for a story or film ⁴ very popular books that sell in large numbers ⁵ people whose job it is to give their opinion of something, typically books, films or music ⁶ stories ⁷ people in a book or film

⁸ serious rather than popular ⁹ what the critics write ¹⁰ making something available in a printed form

¹¹ electronic book ¹² short piece of text ¹³ part of a book chosen to be used in an article or for discussion

Exercises

19.1 Which branch of the arts do you think these people are talking about?

1 He's created some beautiful vases but I'm not so keen on his other pieces.
pottery

2 It doesn't have to rhyme to be good.

3 Oils to me don't have the delicacy of watercolours.

4 Her design for the new city hall won an award.

5 The first chapter was boring but it got better later.

19.2 What type of painting is each of these?



1 *portrait*



2



3



4

19.3 Choose the correct option to complete each sentence.

- 1 A *sculpture* / *sculptor* is someone who makes statues.
- 2 The Dutch artist Rembrandt was a master of *art* / *the art* of portrait painting.
- 3 On Saturdays there's a market in the city square where they sell all sorts of *art* / *arts* and *craft* / *crafts*.
- 4 Which would you rather be good at - *art* / *the art* or *music* / *the music*?
- 5 I saw some interesting *abstract works of art* / *work of arts* at the City Gallery.

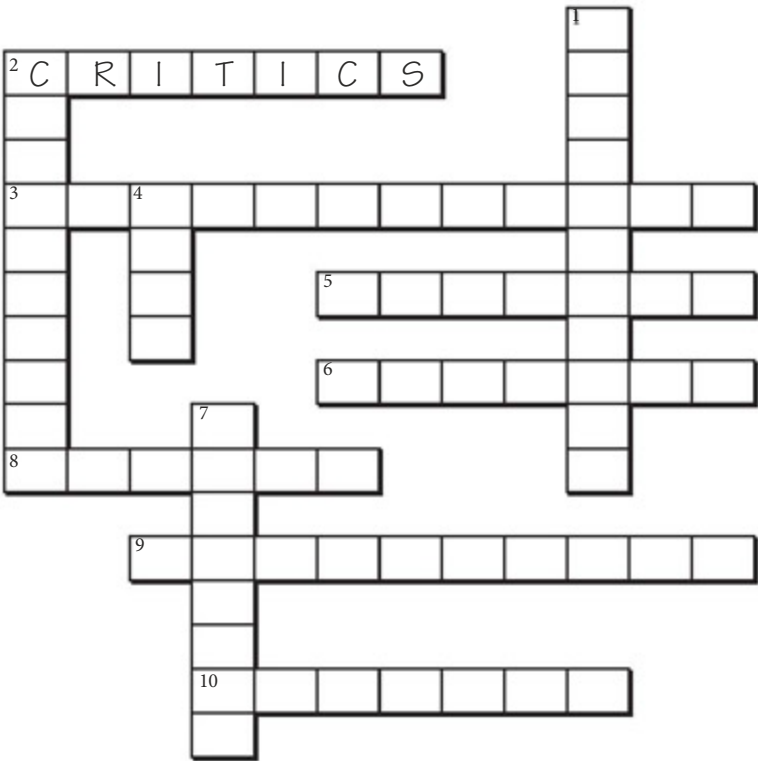
19.4 Find the missing words to complete the crossword.

Across

- 2 The have generally been very positive about Kelly's latest novel.
- 3 Do you like this picture? It's only a I could never afford an original.
- 5 The author began his talk by reading a short from his latest book.
- 6 I usually prefer to read books with a modern rather than ones about some unfamiliar period.
- 8 I've loved all the books in this detective I hope they'll publish another one soon.
- 9 Max is, of course, hoping that his first novel will become a
- 10 Have you read any of the novel we've got to read for our English class?

Down

- 1 Maria's first novel is due for this summer.
- 2 You know from the first page that the two main in the novel are going to fall in love with each other.
- 4 The novel has a very interesting with some unexpected twists in it.
- 7 Leo's short story is going to be published in the country's leading magazine.



A

At the theatre



We went to see a new **production** of *Hamlet* last night. The **sets**¹ were incredibly realistic and the **costumes**² were wonderful. It was a good **cast**³ and I thought the **direction**⁴ was excellent. Toby Cartwright **gave** a marvellous **performance**⁵. It **got rave reviews**⁶ in the papers today.

¹ scenery, buildings, furniture on the stage or in a studio ² clothes the actors wear on stage ³ all the actors in the performance ⁴ the way the director had organised the performance ⁵⁺⁶ note these typical collocations ⁶ got very enthusiastic comments

Dance usually refers to modern artistic dance forms; **ballet** /'bæleɪ/ usually has a more traditional feel, unless we say **modern ballet**. A **comedian** is a person who entertains people by telling jokes. They may have a **show** of their own or they may feature in a show with lots of different **entertainers**. [people whose job it is to entertain others]

The people who watch a show are the **audience**. **Viewer** is only used about someone watching a TV programme.

Language help

When we refer to a performing art in general, we can leave out the definite article, e.g. *Are you interested in (the) **cinema/ballet/opera/theatre**?* But: *Would you like to come to the **cinema/ballet/opera/theatre** with us next week?* [particular performance]

B

At the cinema

ANNA: Our local cinema's showing *Spectre* again next week. Do you fancy going to see it?

BETH: Yes, that'd be great. I love the opening **scene**¹ at the carnival in Mexico City. The James Bond films **are** always **set**² in great locations.

ANNA: Yes, and I think the film really **captures**³ the human side of James Bond.

BETH: That's right. A lot of work went into the **script**⁴ for this, and the **dialogue**⁵'s particularly good, I think.

ANNA: Do you know who the **director**⁶ was?

BETH: Sam Mendes, I think. He didn't write the **screenplay**⁷, though. I'm not sure who wrote that. The **score**⁸ is by Thomas Newman. He also wrote the music for *Skyfall*.

¹ part of a play or film where the action happens in one place ² take place ³ represents very accurately
⁴ the words of a play or film ⁵ conversation written for a book, play or film ⁶ person in charge of making a play or film ⁷ text for a film including instructions for actors and camera operators ⁸ music for a film

C

Other words connected with events in the arts

The Opera Society are doing a **performance** of *Don Giovanni*.

The National Theatre has a very large and versatile **stage**. [area above ground level where actors perform]

What's on at the cinema/theatre, etc. next week? (note the two prepositions)

Sometimes they use our school hall as a **venue** for concerts - it's a little small but is otherwise quite good.

There was an actor on TV last night **promoting** an interesting new play he's **appearing** in at The Globe. [providing publicity for; noun = promotion][acting; noun = appearance]

Exercises

20.1 Fill the gaps with the correct form of the word in brackets.

- 1 I thought all the cast gave an excellent performance in the play last night. (perform)
- 2 I don't find that particularly funny. (comedy)
- 3 It's unusual for a film to have two but this one did. (direct)
- 4 Paolo Tomassi is one of the best I've seen for a long time. (entertain)
- 5 It was one of the best of a Shakespeare play I've ever seen. (produce)
- 6 My favourite actor makes only a brief in the film. (appear)

20.2 Definite article or not? Fill the gap with *the* if necessary.

- 1 The government doesn't give enough money to ballet.
- 2 She's got a diploma in dance from the Performing Arts Academy.
- 3 I've got some tickets for opera. Interested?
- 4 Shall we go to cinema this evening? There are several good things on.
- 5 I much prefer theatre to ballet, don't you?

20.3 Choose the correct word from the box to fill each gap in this online review. There are some extra words in the box which you do not need.

audience	cast	costumes	critics	entertainers	performances	productions	
reviews	scenes	screenplay	script	sets	stage	venue	words

Theatre Review

Last night actors at the Central Theatre put on a new play by Martha Collins. I spoke to several other members of the 1 audience and they all loved it. They commented afterwards on the quality of her 2 They were impressed by the 3 the actors wore. They also found the 4 original and visually interesting. Most importantly of all, the 5 was felt to be first class, with particularly strong 6 from the two leading actors. There were also positive comments on the 7 , which has been recently refurbished and has a large revolving 8 The people I spoke to all hope that the 9 in the national press will write rave 10 about the show.

20.4 Ask questions for which these remarks would be suitable answers.

- 1 Yes, it got rave reviews. *Was the play a success?*
- 2 No, I'm not really a concert-goer, but thanks anyway.
- 3 Oh, romantic comedies, I think.
- 4 The cast were all good, but the direction was weak.
- 5 A new Hungarian film; fancy going to see it?

20.5 Over to you

Choose a film and answer these questions about it.

- Who do you think gives the best performance in it?
- Who's the director?
- Where was it set?
- What is your favourite scene in it?
- What's the score like?
- Are there any particularly memorable lines in the dialogue?