

Grammar & Vocabulary **Booster**

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STUDENT'S BOOK

C2



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Modal verbs

Modals & semi-modals are used in conjunction with a main verb to express a wide variety of functions such as **ability**, **criticism**, **necessity**, **permission**, **possibility**, etc. Of course, there are other ways to express the same meaning as some modals, for example *be allowed to* (permission), *be likely to* (possibility) and *manage to* (ability).

The modals are:

can – could – may – might – must – shall – should – will – would

Modal verb	Function	Example
<i>can</i>	Ability/Inability	<i>I can see smoke in the distance. She can't speak German.</i>
	Possibility/Impossibility	<i>Reckless driving can result in road accidents. You can't be serious!</i>
	Permission	<i>Can I use your pen?</i>
	Requests/Offers	<i>Can you hurry up, please? Can I help you?</i>
	Prohibition	<i>You can't park here. (= you aren't allowed to park here)</i>
	Logical Assumption (negative)	<i>He cannot/can't have broken the kitchen window. He wasn't even there!</i>
<i>could</i>	Ability/Inability (general)	<i>When I was at school, I could play the piano, but I couldn't play the guitar.</i>
	Possibility	<i>You could be right.</i>
	Permission	<i>They said we could use the house whenever we wanted to.</i>
	Request	<i>Could you give me some advice?</i>
	Criticism	<i>You could have helped me. (but you didn't)</i>
<i>may</i>	Possibility	<i>He may be lucky this time.</i>
	Permission	<i>May I join you? (formal)</i>
	Prohibition	<i>You may not make personal phone calls during working hours.</i>
<i>might</i>	Possibility	<i>She might come with us.</i>
	Permission	<i>Might I borrow your newspaper? (formal)</i>
<i>must</i>	Obligation/Duty	<i>She must pay the rent by Friday. (strong obligation or duty)</i>
	Necessity	<i>Must I go with you? (formal)</i>
	Logical Assumption (affirmative)	<i>He must be nervous about the exam. He really needs to pass it.</i>
	Advice/Suggestions	<i>You really must see a doctor about your headaches. You must try this new recipe – it's delicious.</i>
	Prohibition	<i>You mustn't eat in this room.</i>
<i>shall</i>	Offers	<i>Shall I make the tea?</i>
	Suggestions	<i>Shall we try again later?</i>
<i>should</i>	Advice/Suggestions	<i>You don't look well. You should take a holiday.</i>
	Obligation/Duty	<i>You should leave the labs as you find them.</i>
	Recommendation	<i>You should watch the latest Tarantino film.</i>
	Offers	<i>Should I ask them to call you?</i>
	Request (for advice)	<i>Should I put it here?</i>
	Regret/Criticism	<i>We should have made sure that the tickets were valid. (but we didn't)</i>
<i>will</i>	Requests	<i>Will you pass me the salt, please?</i>
	Predictions	<i>It will be difficult to complete everything.</i>
<i>would</i>	Request	<i>Would you pass me the salt, please? (more polite than will)</i>

Modals (e.g. can/could) are used before a main verb (e.g. understand/speak). Their key features are:

- modals are followed by a bare infinitive
They could understand Welsh. NOT: ~~*They could to understand Welsh.*~~
- modals do not have an -s ending in the third person singular
She can speak French. NOT: ~~*She cans speak French.*~~
- modals form questions by inverting the subject and modal
Can he speak Spanish?
- Negative sentences are formed by adding **not** after the modal
He can't speak Latin.
- modals do not change their form, but they do change the form of the main verb depending on the tense
- **Present Simple**
modal + bare infinitive
There is a possibility that he is wrong. → *He might be wrong.*
- **Present Continuous**
modal + *be* + -ing
It is not possible that she is still studying at this time of night. → *She can't still be studying at this time of night.*
- **Present Perfect**
modal + *have* + past participle
Perhaps he has been there before. → *He may have been there before.*
- **Present Perfect Continuous**
modal + *have* + *been* + -ing
It is possible that he has been lying to me. → *He might have been lying to me.*
- **Simple Future**
modal + bare infinitive
It's not certain that they will continue to help you. → *They could continue to help you.*
- **Future Continuous**
modal + *be* + -ing
I'm not sure whether they will be providing accommodation. → *They might be providing accommodation.*
- **Future Perfect**
modal + *have* + past participle
It is certain that they will have learned from the experience. → *They must have learned from the experience.*
- **Future Perfect Continuous**
modal + *have* + *been* + -ing
I'm sure they will have been working overtime to get the project finished. → *They must have been working overtime to get the project finished.*
- **Past Simple**
modal + *have* + past participle
Maybe he thought you were upset with him. → *He may/might have thought you were upset with him.*
- **Past Continuous**
modal + *have been* + -ing
Is it possible that they were telling the truth? → *Could they have been telling the truth?*
- **Past Perfect**
modal + *have* + past participle
I suppose he had forgotten about the appointment. → *He must have forgotten about the appointment.*
- **Past Perfect Continuous**
modal + *have* + *been* + -ing
There's a possibility that they hadn't been working at the same hospital. → *They might not have been working at the same hospital.*

1 Choose the most appropriate option.

- 1 As a car owner you ___ how to check your car for tyre pressure.
 A are knowing C have know
 B should know D wouldn't know
- 2 She ___ what she was doing. A person in a normal state of mind wouldn't have done this.
 A was realising C has realised
 B had realised D can't have realised
- 3 You ___ jewellery during surgery because it can get lost or damaged in the operating theatre.
 A can't wear C hadn't worn
 B wouldn't wear D won't wear
- 4 They ___ about the impact of storms like this one on their homes.
 A have concerned C must be concerned
 B concerned D can be concerned
- 5 You really ___ to a professional about how you're feeling. I'm sure they'll help.
 A must have spoken C may speak
 B might speak D must speak
- 6 You ___ take drinks into class. It is not allowed.
 A must C mustn't
 B can D might have taken
- 7 As I'm sitting here preparing for my next lesson, I ___ laughter coming from the next-door classroom.
 A would hear C should hear
 B must hear D can hear
- 8 The poor dog's looking really unwell. Do you think I ___ him to the vet?
 A shouldn't take C would take
 B should take D will take
- 9 It ___ cheaper to buy than rent if rents keep going up.
 A might not be C will be
 B can't be D won't be
- 10 I think I understand, but ___ me some examples?
 A could you give C should you give
 B must you give D can give
- 11 You ___ something to us in private instead of making a scene in front of everybody.
 A would have said C should say
 B could have said D can say
- 12 Women vote too – and they ___ the outcome of this election.
 A would decide C must decide
 B may decide D will not decide
- 13 ___ the name or trademarks on my website? I don't want to use them without permission.
 A Would I use C May I use
 B Will I use D Had I used
- 14 The event is an opportunity for children to start thinking about what they ___ to study in the future.
 A have to want C might want
 B can want D must have wanted
- 15 "___ a word with the head teacher?" "Yes, of course."
 A Should I have C Will I have
 B Have I had D Might I have
- 16 To be able to submit a proposal, you ___ on the website.
 A can first register C may first register
 B must first register D might first register
- 17 I ___ surgery to remove them, but I didn't want to go through an operation.
 A can't have had C could have had
 B could have D can have
- 18 ___ a look at what I've written and tell me what you think.
 A Would you take C Have you taken
 B Could you have taken D Might take
- 19 "___ attend the entire course?" "Yes, attendance is mandatory."
 A Can I attend C Won't I attend
 B Would I attend D Must I attend
- 20 "___ the pushchair?" "Yes, thanks. That would be a big help."
 A Would I take C Mustn't I take
 B Shall I take D Could I have taken
- 21 You ___ the new Italian place on the square. They do really good pizzas.
 A will try C shall try
 B can have tried D should try
- 22 ___ it a try and see what happens?
 A Would I have given C Will I give
 B Would I give D Shall we give
- 23 "___ you a taxi?" "Yes, please. That would be really helpful."
 A Should I call C Might I have called
 B Would I call D Should you call
- 24 It ___ 'subsidy' for education, not 'summary'. It was the autocorrect that did that.
 A wouldn't have said C will have said
 B should have said D could say

- 25 ___ you with anything else this evening?
 A Can I assist C Had I assisted
 B Would I assist D Will I assist
- 26 ___ us make more of these changes next year?
 A Would have helped C Will you help
 B Will you helped D Can help
- 27 It ___ registered after that date, because many of the signatories were no longer alive.
 A cannot have been C may be
 B would be D cannot to be
- 28 ___ your pen, please?
 A Can I to borrow C Can to borrow
 B Can I borrow D Can I borrowed
- 29 When did you realise ___ sing?
 A you could to C you will have
 B you could D could
- 30 The project ___ potentially difficult.
 A could to be C could have
 B will could be D could be
- 31 You ___ these graphics for commercial purposes.
 A may not use C may not used
 B may not to use D may not using
- 32 ___ those books, please?
 A Shall I hand me C Will hand me
 B Will you hand me D You will hand me
- 2 Complete the sentences using the words in bold so that they mean the same as the first one. Do not change the word in bold. Use three to eight words including the word in bold.**
- 1 It's possible that Eve forgot about the meeting.
MAY Eve _____
 _____ about the meeting.
- 2 Give this message to Mrs Bates, please!
WILL _____
 _____ to Mrs Bates?
- 3 He hadn't made sure he had a spare tyre and he got a puncture miles from anywhere.
SHOULD He got a puncture miles from anywhere.
 He _____
 _____ a spare tyre.
- 4 Is it possible to pay by credit card?
MAY _____
 _____ credit card?
- 5 It is necessary for governments to take action against tax evasion.
MUST Governments _____
 _____ tax evasion.
- 6 Sue didn't leave home in time and now she is running late for work.
SHOULD Sue _____
 _____ earlier.
- 7 "Hey Helen, can I borrow your charger?" "Sure, here you go."
LEND "Hey Helen, _____
 _____ your charger?"
 "Sure, here you go."
- 8 It is a requirement for most people to get a visa to travel to China.
MUST Most people _____
 _____ travel to China.
- 9 He let me use his car whenever I needed to until I got mine fixed.
COULD He said _____
 _____ his car whenever
 I needed to until I got mine fixed.
- 10 It was a mistake to leave the house today.
STAYED I _____
 _____ home today.
- 11 I strongly believe the country is now experiencing a recession.
MUST The country _____
 _____ a recession.
- 12 You are not permitted to use the software unless you first read and agree to all of the terms and conditions.
MAY You _____
 _____ unless you first
 read and agree to all of the terms and
 conditions.
- 13 I don't think the film is doing as well as the director wanted it to.
BE The film _____
 _____ as well as
 the director wanted.
- 14 It is obvious that she has gained a lot of knowledge.
MUST She _____
 _____ a lot of knowledge.
- 15 I doubt she grew up listening to this kind of music.
HAVE She _____
 _____ grown up
 listening to this kind of music.
- 16 He is capable of kicking the ball with either foot.
CAN He _____
 _____ with either foot.

Semi-modals

Semi-modals are:

be able to, dare, had better, have (got) to, need to, ought to, used to

They are called semi-modals because they function as modals but variously share structural characteristics of both modals and main verbs.

Semi-modals	Function	Example
<i>be able to</i>	Ability	<i>Although he was tired, he was able to swim to safety.</i>
	Permission	<i>When you pass your test, you will be able to drive.</i>
<i>dare</i>	Bravery	<i>No one dare go there.</i>
	Warning/Threat	<i>Don't you dare tell anyone – it's a secret.</i>
	Challenge	<i>I dare you to try their new vindaloo dish – it's really hot.</i>
<i>had better</i>	Advice/Warning	<i>You had better open it carefully.</i>
<i>have (got) to</i>	Obligation/Duty	<i>I have (got) to meet the boss at noon.</i>
	Necessity	<i>He has to have an X-ray before going to the consultation.</i>
	Absence of Obligation/Necessity	<i>I haven't got to leave until 3 p.m. I don't have to leave until 3 p.m.</i>
	Logical Assumption (affirmative)	<i>They've got to be joking!</i>
<i>need</i>	Necessity	<i>The house needs cleaning.</i>
	Absence of Obligation/Necessity	<i>They didn't need to make any more food.</i>
	Unnecessary	<i>You needn't have waited for me.</i>
<i>ought to</i>	Advice/Suggestion	<i>You ought to try harder. That's what I would do. You ought not to complain so much.</i>
	Criticism	<i>He ought to have cooked dinner.</i>

Able to

This functions structurally in a similar way to **be + adjective + to** (cf. She was happy to go.)

*I **wasn't able to** do it.*

***Were you able to** call him?*

*They **weren't able to** reach the road.*

Dare

Dare can behave like a main verb and a modal verb.

- expressing courage or lack of courage can be followed by bare or full infinitive
 - I **don't dare (to)** tell her the truth.* (main verb)
 - He **dared (to)** attempt it again.* (main verb)
 - Nobody **dare** jump from there.* (modal)
 - Nobody **dares to** jump from there.* (main verb)
- expressing threats, warning, anger, etc is followed by bare infinitive
 - Don't you dare** lie to me again!*
 - How dare you** speak to me like that!* (expression)
- dare** expressing challenge is followed by full infinitive
 - I **dare you to** climb up that tree.*

Had better

- Had better** is used in a similar way to **should** but can be stronger/more urgent.
 - If you are experiencing chest pains, you'd **better** get it checked out.* (informal/spoken form is usually contracted)
 - The negative is formed with **had better + not**
 - You'd **better not forget to** book an appointment.*
 - The question form **had you better** is not used very often (formal). The negative question form **hadn't you better** is more common.
 - Hadn't you better** switch off the television before we go out?*
- Sometimes people say **had best** instead of **had better**, especially in informal speech. This sounds slightly less strong and less direct:
- You'd **best** leave it till tomorrow.*

Have to / Have got to

- **Have to** can behave like a main verb with a dependent preposition and take different forms depending on the subject and tense.
I have to go.
I don't have to work tomorrow.
Do you have to leave now?
 - **Have to** can be used in different tenses according to the meaning.
I had to give them my name and address.
We will have to tell them soon.
I'm going to have to leave soon.
- Don't have to** is much more common than **haven't got to**
- **Have got to** is used in more informal contexts and in speech.
- Have got to** is mostly used in the present (like present perfect with **get**), refers to the present and future, and only changes **have/has** according to the subject.
- I have got to go today and he has got to go tomorrow.*
- Questions and negatives are formed as with the present perfect:
- What have I got to bring?*
You haven't got to bring anything.

Need

- **Need** behaves like a modal verb and a main verb (most common use).
 - **Need** as a modal is not used in the affirmative
He needs to go tomorrow. NOT: ~~*He need to go tomorrow.*~~
She needn't go to the meeting. (**modal need + bare infinitive**)
She doesn't need to go to the meeting. (**main need + to-infinitive**)
You needn't have waited for me. (but you did, although it was unnecessary)
They didn't need to make any more food. (so they didn't)
- Need** is used modally following negative expressions.
I don't think she need apply. (as a modal, formal)
- **Need** is not normally used in a continuous form.

Ought to

Ought to is an alternative to **should**.
Ought I to stay? (formal)

3 Complete the sentences using the words in bold so that they mean the same as the first one. Do not change the word in bold. Use three to eight words including the word in bold.

- 1 After refreshing the page I could see my sent emails again.
ABLE After refreshing the page, _____ my sent emails again.
- 2 It's a pity she didn't take that opportunity to apply for the job while there was a vacancy.
OUGHT She _____ that opportunity to apply for the job while there was a vacancy.
- 3 Despite his lack of experience, he managed to get the job.
WAS Despite his lack of experience, _____ the job.
- 4 It wasn't necessary for us to have seen a specialist to solve this problem.
NEED We _____ a specialist to solve this problem.
- 5 All this shouldn't need saying, but obviously it still does.
OUGHT All this _____ saying, but obviously it still does.
- 6 Is it really necessary for me to give the presentation tomorrow?
HAVE Do _____ presentation tomorrow?
- 7 It was great that it wasn't necessary for me to worry about the presentation as I knew it was all under control.
NEED It was great that _____ worry about the presentation as I knew it was all under control.
- 8 It's advisable to invest in a good tent and other camping equipment, just in case you have bad weather.
BETTER You _____ in a good tent and other camping equipment, just in case you have bad weather.
- 9 Well, if you're a poor driver it's not a good idea to try driving at night.
OUGHT Well, if you're a poor driver you _____ driving at night.
- 10 In fact, there was no reason to have worried because the result wasn't even that close and they won easily.
NEED In fact, we _____ because the result wasn't even that close and they won easily.
- 11 It isn't necessary for you to be a permanent employee to qualify for paid annual leave.
HAVE _____ a permanent employee to qualify for paid annual leave.
- 12 If you have a skin condition affecting your face, it's advisable to see your doctor.
OUGHT If you have a skin condition affecting your face, you _____ your doctor.
- 13 It's turning out to be a closely fought competition that nobody risks taking their eyes off.
DARE It's turning out to be a closely fought competition _____ their eyes off.
- 14 Go on, tell them what you really think about the idea.
TO I _____ them what you really think about the idea.
- 15 The company decided that it was necessary for everyone in management to have a Master's degree.
HAD The company decided that everyone in management _____ a Master's degree.
- 16 The water is warm now it's been in the sun. It would have been a good idea to leave it in the shade.
SHOULD The water is warm now it's been in the sun. I _____ it in the shade.
- 17 I would strongly suggest that you see a doctor about this.
BETTER You _____ a doctor about this.
- 18 The battery must be recharged. Have you seen the charger anywhere?
NEEDS The battery _____ . Have you seen the charger anywhere?
- 19 It's not necessary for me to do it yet. They told me to wait until the weekend.
GOT I _____ it yet. They told me to wait until the weekend.
- 20 With a cough like that and such a high temperature, it's advisable for you to be at home in bed.
OUGHT With a cough like that and such a high temperature, _____ at home in bed.

4 Choose the most appropriate option.

- 1 ____ we better inform the manager of the issue?
 A Oughtn't C Hadn't
 B Needn't D Wouldn't
- 2 Even if we find evidence indicating that life may exist on another planet, we ____ if the life is simple or complex.
 A can't tell C aren't able to tell
 B won't be able to tell D couldn't tell
- 3 Mark Twain wrote, "When I was younger, I ____ anything, whether it had happened or not."
 A ought to remember C must remember
 B could remember D hadn't remembered
- 4 It's possible that some people who are fully vaccinated ____ the disease.
 A could get C must get
 B ought to get D had to get
- 5 Sudden braking ____ vehicles to skid out of control, especially on wet roads.
 A must cause C can cause
 B ought to cause D had better cause
- 6 You ____ us know you were going to be late. We were worried.
 A could have let C may have let
 B can let D would let
- 7 She ____ about you. When was the last time you spoke to her?
 A can be worried C will not be worried
 B must be worried D must not be worried
- 8 You ____ the property in a clean and tidy condition.
 A should leave C could leave
 B would leave D shouldn't leave
- 9 You ____ swimming after a heavy meal. Wait for at least a couple of hours.
 A won't go C wouldn't go
 B shouldn't go D couldn't go
- 10 Atoms ____ often join together to form bonds because a negative force is attracted to a positive force.
 A have got to C need
 B will D ought
- 11 I used to drink a lot of coffee to help with my concentration, but it ____ inevitably lead to a headache.
 A would C may have
 B ought to D had needed
- 12 What did we ____ when we were going to school?
 A might eat C used eat
 B use to eat D couldn't eat
- 13 There ____ fewer cars on our roads. It would cut noise, air pollution and climate emissions significantly.
 A must be C can be
 B had better be D ought to be
- 14 As they walked to school, Simon prepared to face the accusations, but actually, he ____ .
 A must have worried C can be worried
 B had better worry D needn't have worried
- 15 You ____ the medicine enough time to work its effect on your stomach - wait a little longer.
 A needn't have given C will not be given
 B might not have given D must not give
- 16 "That ____ easy for you." "No, it wasn't but it was exciting."
 A shall be C can't be
 B mustn't have been D had better
- 17 How ____ questions you don't even want an answer to.
 A dare you ask C had you asked
 B may you ask D will ask
- 18 She ____ a textbook or started her own company, but she chose to work on making science accessible to the public.
 A ought to write C must write
 B could have written D hadn't written
- 19 As you ____ from the examples below, there are a number of ways in which you can present the results.
 A can to see C mustn't see
 B can see D hadn't been seen
- 20 Once students have their results, they ____ want to talk to someone at school for support on their next steps.
 A may well C ought to
 B used to D need to
- 21 Here are some local foods you absolutely ____ in Crete.
 A dare taste C must taste
 B used to taste D have tasted
- 22 If something ____ go wrong, you are the only person who can fix it.
 A used to C will
 B should D ought to
- 23 In line with local legislation, workers ____ overtime for more than fifteen days per year.
 A not work C can be worked
 B had better work D shall not work

1 Fill in with one word in the correct form. Use your dictionary to help you.

- boardroom • casual • counterpart
- dismissal • enterprise • establishment
- mission • overloaded • overworked
- resignation • stock • takeover
- turnover • vacancy • venture • vocation

- 1 It was a reckless business _____ that lost them thousands of pounds.
- 2 Tax relief is available to small and medium-sized _____.
- 3 She has a/an _____ for teaching and wanted to be a teacher ever since she started school.
- 4 Although the company's _____ has fallen 29% since August, their revenue reflects a strong underlying business.
- 5 The minister apologised for the mistakes and offered her _____.
- 6 Teachers often complain that they are _____ and underpaid.
- 7 The company has an annual _____ of around £200 million.
- 8 The workers claimed compensation for unfair _____.
- 9 American college professors are paid much more than their _____ in the UK.
- 10 There is still a/an _____ for a physics teacher at the school.
- 11 The _____ of the organisation is to enable people to build life-long partnerships.
- 12 Traditionally, the construction industry has relied on _____ labour.
- 13 She's _____ with work at the moment and has no free time.
- 14 There were rumours of a/an _____ by their largest competitor.
- 15 She has worked all her life in educational _____.
- 16 A/An _____ dispute and power struggle is threatening the company's survival.

2 Fill in with one word in the correct form. Use your dictionary to help you.

- adviser • archaeologist • counsellor
- developer • executive • jobseeker
- miner • official • personnel
- recruit • solicitor • striker • successor
- supervisor • technician • trainee

- 1 The ancient burial site was discovered by a team of amateur _____.
- 2 She works in a small firm of _____ giving legal advice to refugees.
- 3 The company is currently searching for a/an _____ to the finance director, who is leaving next month.
- 4 She has worked her way up the company and is now _____ of 150 people.
- 5 This equipment must be installed by trained _____.
- 6 The college has a/an _____ to help students with personal and mental health issues.
- 7 She got a job as a/an _____ reporter on the local newspaper.
- 8 Coal _____ throughout the country went on strike in protest against pit closures.
- 9 He is an independent business _____, who specialises in working with small businesses.
- 10 She's a software _____ working on computer-controlled manufacturing systems.
- 11 The company is still losing money, a senior _____ has admitted.
- 12 Trade-union _____ have expressed concerns about possible changes to conditions.
- 13 There is considerable public support for the _____ despite the disruption to train services.
- 14 New _____ are sent to the head office for training.
- 15 In the event of a fire, all _____ must assemble in the car park.
- 16 We are finding that many _____ don't have appropriate clothing for interviews and don't have enough money to purchase it.

PHRASAL VERBS

bear with sb: be patient with sb
break into: to get successfully involved in sth
break up: divide into smaller pieces
bring off: succeed in
call off: cancel
catch on: become popular
cut off: disconnect
drop off: fall/go down
give away: reveal/speak about
lay sb off: to stop employing sb because there is not enough work for them
live on: spend on the basics for living
look over: read and check
stand in (for sb): take sb's place/role
stand out: be noticed
stand up for: defend/support
take to sth: start doing sth well

3 Fill in the appropriate phrasal verb in the correct form.

- After they _____ the company, they sold off the individual parts.
- He has _____ his new role with enthusiasm.
- We are going to work harder to help more workers join our unions and _____ their rights.
- Campaigners say that the minimum wage is so low people can't _____ it.
- After years of hard work she managed to _____ the film industry.
- The law covers workers who are fired or _____, or who quit.
- Their new game never really _____ and so they've stopped selling it.
- He _____ the business deal through sheer persistence.
- Sales of houses have _____ considerably this year.
- If you can't attend a meeting, ask another board member to _____ for you.
- During the power workers' strike, the electricity was _____ at regular intervals.
- If they _____ the secret of their success, what would stop other businesses from doing it?
- If you can _____ me a little longer, I'll give you all the information together.
- The contract will be sent to you to _____ for approval. Any changes can be made at this point.
- If you want to land a decent job, you need to make your CV _____ to potential employers.
- The meeting was _____ due to the chairwoman's illness.

PREPOSITIONS

4 Fill in the blanks with the correct preposition from the list. Use your dictionary to help you.

• about • at • for • in
 • of • to • with

- You have no choice _____ the matter. You have to do what he says.
- This opinion is consistent _____ our report to the committee.
- We need to launch the product _____ the target price in order to meet our profit margins.
- The board was agreeable _____ the proposal.
- If the hiring process is confined _____ graduates, that significantly narrows down the people you can hire.
- I was apprehensive _____ how I would apply what I had learned at university to the work required _____ me at the bank.
- The employee showed total disregard _____ the company rules and was dismissed.
- Michael was delighted _____ his promotion _____ office manager.
- The board _____ directors is meeting today to appoint a replacement _____ the retiring chairman.
- During the course _____ her work duties, she sustained an injury and was able to secure £100,000 _____ compensation _____ loss of earnings.

COLLOCATIONS

5 Choose which words DO NOT often collocate with the ones in colour.

- We **come** to a/an agreement/compromise/decision/refusal.
- You **offer/submit/tender/apply** a **resignation**.
- It was a case of **unfair/faulty/unlawful/wrongful dismissal**.
- They **rent/employ/hire/use** cheap **labour**.
- There was a/an **bitter/heated/sour/acrimonious dispute**.
- She managed to **earn/meet/clinch/get** a **promotion**.
- This is a **well-paid/low-rise/rewarding/demanding job**.
- This is a/an **entry-level/tedious/tight/stressful job**.
- He was **offered/found/caught/landed** a **job**.
- We manage to **make/earn/rub/scrape** a **living**.
- He only does the **bottom/very/bare/absolute minimum** at work.

IDIOMS

6 Choose the correct option. Use your dictionary to help you.

- Currently, qualified language teachers are in great demand and with so many job vacancies you will likely **be spoilt for selection/choice**.
- I can **feel it in my muscles/bones** that this year is going to be a good one. The best case, I land a job and start my new career.
- You are running your own business and trying to juggle everything. Does this **ring a bell/tune**? If so, then we can help.
- If you feel that your job is **on the line/edge**, you should start networking and prepare for the worst.
- Starting a business is hard work but it can be extremely gratifying, like building something **with your naked/bare hands**.
- People you work with can be really annoying and **make your blood boil/simmer** from time to time.
- Currently we have to sell 30 sandwiches an hour to just **break odd/even**, maybe even make a small profit.
- I quit my other job because of this and now **I'm broke/empty** and starting a new job because I need the money.
- Where does that leave your business when, **out of the blue/red**, an employee tells you that they're resigning?
- Career advancement is only for the head office personnel, and if you are in the regional offices don't **hold/keep your breath**.
- By and large/big**, the changes the company has made have been designed to create a more inclusive workplace.
- Not only are you doing all the childcare and most likely the cleaning, but you're also trying **to hold down/along a job** too.
- When someone regarded as an industry expert endorses a product, it **carries weight/burden** with consumers.
- We believe that a hybrid work model allows employees to **have the best of both universes/worlds** – collaborating in-person in the office and working from home.
- You can easily tell if your business is **on path/track** by creating milestones based on time and progress.
- Take the stress out of workplace health and safety compliance. With advice from industry experts and on-demand training, you're **in safe hands/arms**.
- The pros of **red/purple tape** are that it leads to better working practices by offering a second set of eyes to make sure everything has been done properly.

LANGUAGE CHUNKS

a gap in the market: opportunity for a new product/service
a skeleton crew/staff/service: the minimum necessary
be on a committee/panel: be a member of
do an internship: getting practical work experience
give/hand in your notice: tell your employer that you will be leaving your job
hang in the balance: be in a state of uncertainty
make a career change: try a different career
make their way: progress
may/might as well: used to suggest an idea
menial work: low-paid, low-status, unskilled work
out of a job: unemployed
steady job/work: stable employment
target audience/market: the people you aim to sell to
the labour market: people available to work
the minimum wage: the lowest legal pay
work overtime: work extra hours

7 Fill in the correct phrase.

- One in every four new entrants to _____ will be needed to fill newly-created positions.
- In many countries, _____ falls far short of a living wage, i.e. enough to meet basic needs as well as providing some simple extras.
- What most workers yearn for is a/an _____ where they can work hard, work for years, produce value and receive an increasing salary.
- In many countries, women experience high levels of poverty as they are forced to scrape a living doing low-paid, _____.
- If an educator is going to require a student to write an essay, they _____ allow students to write about what they're interested in.
- More and more people are moving to freelance work to _____ towards a more profitable and fulfilling career.
- The benefits of _____ for students include valuable work experience, establishing mentor relationships, and having material to add to your CV.
- She lost her job because of company restructuring. Overnight, she was _____ with a family to support.
- Many businesses have instructed their employees to work remotely with the exception of _____ in the main office.
- Spotting _____ can be a springboard to success. It is an opportunity to offer something that customers want but that businesses aren't currently providing.

- 11 They made 200 staff redundant and left nearly 300 jobs _____.
- 12 Having found a better job, Reg immediately _____.
- 13 I've been in my current job as a sales assistant for three years now and I'm thinking of _____, but I don't know what direction to take.
- 14 In some cases, employees may feel obliged to _____ beyond what is allowed by national law.
- 15 A great way to understand your _____ is by creating a 'persona', which should reflect the majority of people you are aiming to reach.
- 16 Decisions are made collectively and every member is _____ that meets weekly.

KEY WORD TRANSFORMATIONS

8 Complete the sentences using the words in bold so that they mean the same as the first one. Do not change the word in bold. Use three to eight words including the word in bold.

- 1 His father became very angry with him when he heard he had damaged the car.
BLEW His father _____ he had damaged the car.
- 2 His speech was so confusing that nobody could understand what he was talking about.
BAFFLED Everyone _____ speech.
- 3 Jenny's birthday is on the same day as John's.
COINCIDES Jenny's _____ John's.
- 4 Some children treat their younger siblings badly.
CRUEL Some _____ younger siblings.
- 5 He bought a new jacket without having planned to.
SPUR He bought _____ moment.
- 6 Initially, losing a job can seem awful; afterwards it can work out well for some people.
BLESSING Losing a job has proved _____ some people.
- 7 He's a pleasant man socially, but he's a tough businessman.
BARGAIN He's a pleasant man _____ business.
- 8 He has an obsession about the dishonesty of lawyers.
BEE He _____ dishonesty of lawyers.
- 9 The young actor was very nervous before the audition.
BUTTERFLIES The young actor _____ audition.
- 10 She was just about to pass out when someone offered her a seat.
VERGE She was _____ when someone offered her a seat.
- 11 Simon couldn't remember ever having met the woman.
RECOLLECTION Simon _____ ever having met the woman.
- 12 Malcolm has finally decided to leave his job at the bank.
HAND Malcom has _____ at the bank.
- 13 He got up very early this morning.
CRACK He _____ this morning.
- 14 He didn't seem to consider anything to be as important as winning that medal.
MATTER Nothing _____ winning that medal.
- 15 The conference will now take place at a later date.
POSTPONED The conference _____ a later date.
- 16 The diplomat has been arrested because it is believed he had been spying for his government.
SUSPICION The diplomat has been arrested _____ for his government.

WORD FORMATION

1 Change the word in bold to complete the gap.
Use your dictionary to help you.

- | | | | |
|--|-----------------|--|-----------------|
| 1 The unions were opposed to the _____ of water, rail and electricity. | PRIVATE | 7 She is a clever political _____ and devised a plan for certain success in the elections. | STRATEGY |
| 2 Under the new government, strong feelings of _____ and ethnic superiority are emerging. | NATION | 8 Bad weather led to the _____ of many ferry services this weekend. | CANCEL |
| 3 He believed environmental _____ was the best way of addressing global warming. | ACT | 9 The journalist was held in _____ for over a year before managing to escape. | CAPTURE |
| 4 Scientists have seriously _____ how people are affected and how quickly they are running out of resources. | ESTIMATE | 10 The tea was horrible – really weak and _____. | WATER |
| 5 Always _____ the washing machine from the mains before attempting repairs. | CONNECT | 11 She arrived _____ after running up three flights of stairs. | BREATH |
| 6 There is no _____ for paying women lower wages. | JUSTIFY | 12 The main _____ of the cuts in income tax are those on higher incomes. | BENEFIT |

KEY WORD TRANSFORMATIONS

2 Complete the sentences using the words in bold so that they mean the same as the first one.
Do not change the word in bold. Use three to eight words including the word in bold.

- | | |
|---|--|
| 1 Jeff, shall we go out tonight?
HOW Jeff, _____ tonight? | 8 How do you feel about going on an excursion?
LIKE How _____ on an excursion? |
| 2 It is very possible that he'll be promoted.
EVERY There _____ promoted. | 9 You don't have to inform the agency beforehand.
COMPULSORY It _____ the agency in advance. |
| 3 It is certain that he will return this afternoon.
BOUND He _____ this afternoon. | 10 May I borrow your laptop?
MIND Do _____ your laptop? |
| 4 He wasn't able to understand the radio message because of interference.
IMPOSSIBLE The interference on the radio _____ the message. | 11 You won't be able to enter the country unless you have a visa.
PREVENTED Passengers without a visa _____ the country. |
| 5 Why haven't you signed this form at the bottom?
SIGN Weren't _____ at the bottom? | 12 You mustn't start writing before the test starts.
RULES It _____ until the test has started. |
| 6 Could he have been telling the truth?
LIKELY Is _____ the truth? | 13 James realised that he wouldn't make a good architect.
CUT James realised _____ an architect. |
| 7 Could you come on Saturday?
SUIT How _____ you? | |

MULTIPLE CHOICE

3 Read the text below and decide which answer best fits each gap.

Small Print

Not reading the small print when signing up for goods and services online can **0)** **A** to a lot of frustration further down the road, not to **1)** ____ cost. But that still doesn't stop most Britons from doing exactly that. According to a recent survey, just 7% of Britons bother reading the terms and conditions when purchasing goods online, with 6 in 10 Britons saying they'd rather read the phone book or their credit card bill than **2)** ____ online terms. It may be boring and time-consuming, but each time you choose to click on that terms and conditions box without actually having read it, you're potentially setting yourself up for an unpleasant surprise. Over 10% of Britons say they have found themselves locked into a longer contract than expected, or have ended up **3)** ____ extra charges because they just didn't read the contract they were signing. One example of how failing to read the small print can **4)** ____ you dearly recently made the papers in Britain. A British family were charged over £200 in fees by a budget airline because they had not printed out their return flight boarding passes. The family had booked a 15-day holiday. Their return **5)** ____ passes could not be printed outside of 14 days, meaning they were unable to print them before they departed. However, because the airline had clearly stated in its terms and conditions the **6)** ____ of all passengers to print them out, the family didn't have a leg to stand on when the airline charged them £60 each to issue them. Obviously, most people **7)** ____ with the family. But the airline unfortunately was within their rights. So, always read the small print! Because later on, no matter how unfair you think it might be, you can't successfully **8)** ____ a clause simply because you didn't know it was there.

- | | | | | |
|---|---------------|-------------|----------------|-----------------|
| 0 | A lead | B cause | C result | D drive |
| 1 | A cite | B mention | C declare | D refer |
| 2 | A put off | B go over | C read out | D look down on |
| 3 | A incurring | B gaining | C acquiring | D provoking |
| 4 | A charge | B damage | C cost | D fine |
| 5 | A embarking | B entering | C departing | D boarding |
| 6 | A requirement | B condition | C stipulation | D specification |
| 7 | A related | B comforted | C comprehended | D sympathised |
| 8 | A challenge | B dare | C provoke | D assert |



OPEN CLOZE

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

Truffles

Of the hundreds of different types of mushrooms that are regularly consumed in the world, **0)** **one** in particular is prized **1)** _____ all others: the truffle. At first sight, you could be forgiven for doubting the truffle's worthiness of its title 'king of the mushrooms'. Round, warty, and irregular in shape, truffles look anything but **2)** _____. But get past the deceptive appearance and an intense aroma and superb flavour awaits you.

Truffles, which **3)** _____ all mushrooms are fungi, grow underground in close association with the roots of certain species of tree. Although found in many countries around the world, truffles are extremely rare as environmental conditions must be just right in order for them to grow. The rarity of truffles, **4)** _____ with the fact that pigs or dogs are needed to sniff out their subterranean locations, explains their exorbitant **5)** _____: typically around \$2,000 per kilogram.

Because the conditions needed for truffles to thrive are exceptionally difficult to **6)** _____ commercially, most truffles bought and sold today are harvested from the wild. Many varieties of truffle exist, but black and white truffles – from France and Italy **7)** _____ – are the most sought after.

Because these truffles are in such high demand, many fraudulent dealers buy inferior truffles and colour them in order to pass them off as black or white truffles. In order to guarantee the **8)** _____ of a truffle, it must be bought from a reliable dealer with an established reputation. To best enjoy truffles, they should be eaten fresh and uncooked shortly after being harvested, as the strength of their flavour decreases rapidly with time.



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The *Grammar & Vocabulary Booster C2* is aimed at advanced learners who wish to improve and enrich their English with accurate, appropriate grammar and vocabulary. The book is intended as a teaching rather than a testing resource, with exercise types reflecting those used in examinations at this level, and thus providing valuable preparation for candidates. It has been designed for individual self-study or classroom use.

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