

Wordlist

Unit 2 Helping people to learn

Your job

an important part of
in charge of
part of
responsible for
work closely with
work for
work in [sales/training/marketing, etc.]
work in [Moscow/Japan/Berlin, etc.]
communicate (verb) /kə'mju:nikeɪt/
communication (noun) /kə,mju:nɪ'keɪʃən/
discuss (verb) /dɪ'skʌs/
discussion (noun) /dɪ'skʌʃən/
manage (verb) /'mænɪdʒ/
management (noun) /'mænɪdʒmənt/
meet (verb) /mi:t/
meeting (noun) /'mi:tɪŋ/
organisation (noun) /,ɔ:ɡə'nar'zeɪʃən/
organise (verb) /'ɔ:ɡə'narɪz/

Telephoning 1: Getting information

Answering a phone call

Good morning. How can I help you?

Who's calling, please?

Connecting you now.

I'll put you through.

Introducing yourself

My name's ... (+ name).

It's ... (+ name).

Giving a reason for the call

Could I speak to ... (+ name)?

I'm just calling to ... (+ reason for call).

Could you ... (+ reason for call).

Finish the call

Thanks for calling.

Talk to you next week. Bye.

Unit 3 Have a good weekend

It's almost the weekend

Arriving at the office on Friday

Morning. How are you?

Fine, thanks. And you?

Not bad. A bit tired.

Never mind. It's almost the weekend.

Going for lunch

Ready for some lunch?

Yes, good idea.

Where do you want to eat?

Shall we eat out?

Great. Let's go.

A weekend away

Do you have any plans for the weekend?

I'm going to visit my brother.

Where does he live?

Have a good time!

Going home

I'm going. See you next week.

OK, see you.

Have a good weekend.

Thanks. You too. Bye.

Your free time

Sports

football (noun) /'fʊtbɔ:l/

skiing (noun) /'ski:ŋ/

swimming (noun) /'swɪmɪŋ/

Card and board games

chess (noun) /tʃes/

draughts (noun) /drɑ:fts/

poker (noun) /'pəʊkəʔ/

Reading

non-fiction (noun) /,nɒn'fɪkʃən/

novel (noun) /'nɒvəl/

poetry (noun) /'pəʊtri/

Music – listening

classical music (noun) /'klæsɪkəl 'mju:zɪk/

jazz (noun) /dʒæz/

pop (noun) /pɒp/

Music – playing

the guitar (noun) /ðə ɡɪ'tɑ:ʔ/

the piano (noun) /ðə pi'ænəʊ/

the saxophone (noun) /ðə 'sæksəfəʊn/

Culture

ballet (noun) /'bæleɪ/

opera (noun) /'ɒpərə/

theatre (noun) /'θiətəʔ/

Couch potato

playing computer games

surfing the net

watching videos

Food

Chinese (adj) /tʃaɪ'nɪz/

French (adj) /frentʃ/

Italian (adj) /ɪ'tæliən/

Socialising

going on holiday with friends

going to restaurants

inviting friends to dinner

Housework

cleaning (noun) /'kli:nɪŋ/

hoovering (noun) /'hu:vərɪŋ/

ironing (noun) /'aɪənɪŋ/

Adjectives about weekend activities

bad (adj) /bæd/

good (adj) /ɡʊd/

boring (adj) /'bɔ:ɪŋ/

interesting (adj) /'ɪntrəstɪŋ/

cheap (adj) /tʃi:p/

expensive (adj) /ɪk'spensɪv/

dangerous (adj) /'deɪndʒərəs/

safe (adj) /seɪf/

difficult (adj) /'dɪfɪkəl/

easy (adj) /'i:zi/

fantastic (adj) /fæn'tæstɪk/

terrible (adj) /'terəbl/

fast (adj) /fɑ:st/

slow (adj) /sləʊ/

healthy (adj) /'helθi/

unhealthy (adj) /ʌn'helθi/

horrible (adj) /'hɒrəbl/

nice (adj) /naɪs/

relaxing (adj) /rɪ'læksɪŋ/

stressful (adj) /'stresfʊl/

Unit 5 Health care – public or private?

People and organisations

employee (noun) /ɪm'plɔɪi/

employer (noun) /ɪm'plɔɪə/

competitive (adj) /kəm'petɪtɪv/

competitor (noun) /kəm'petɪtəʔ/

custom (noun) /'kʌstəm/

customer (noun) /'kʌstəməʔ/

supplier (noun) /sə'plaɪəʔ/

supply (noun and verb) /sə'plaɪ/

consult (verb) /kən'sʌlt/

consultant (noun) /kən'sʌltənt/

deal with (phrasal verb)

look after (phrasal verb)

look at (phrasal verb)

look for (phrasal verb)

talk to

work as

Telephoning 2: Taking messages

Can I take a message?

Could I speak to ...?

I'm afraid he's in a meeting.

I'm afraid he's not in the office today.

He's not at his desk at the moment.

Can I take a message?

I'll call back later.

Could you ask him to call me back?

Of course.

Could I have your name and number?

Could you spell that, please?

I'll make sure he gets the message.

Unit 6 Downtown Barcelona

Shopping

Looking around

Can I help you?

No, it's OK thanks. I'm just looking.

Just ask me if you need some help.

Asking for help

Could I try this on, please?

It's a bit small. Have you got it in a larger size?

I think I'll leave it then.

Asking about the price

How much is this, please?

OK, I'll take it.

Asking about payment

Can I pay by credit card?

Sign here, please.

Your receipt is in the bag.

Where you live

live in [Moscow / the city centre / a small street, etc.]

live near

live outside [Barcelona/Milan, etc.]

on the coast

40 kilometres [200 metres, etc.] from

not far from

in the north/south, etc. of

How far is it from [Tokyo/Paris, etc.]?

It takes about 30 minutes [2 hours, etc.]

go by train

go by bus

Where do we catch it?

It's quite close.

walk there

get there by bus

Unit 8 The A team

Describing people

competitive (adj) /kəm'petɪtɪv/

confident (adj) /'kɒnfɪdənt/

creative (adj) /kri'eɪtɪv/

direct (adj) /dɪ'rekt/

efficient (adj) /ɪ'fɪʃənt/

impatient (adj) /ɪm'peɪʃənt/

punctual (adj) /'pʌŋktʃuəl/

Meeting a visitor at the airport

arrival (noun) /ə'rɪvəl/

confirm (verb) /kən'fɜ:m/

flight number (noun) /'flaɪt, nʌmbə/

meet (verb) /mi:t/

plan (verb) /plæn/

take a taxi

Look forward to seeing you.

Best wishes

It's good to see you again.

Did you have a good trip?

Can I help you with your luggage?

No, I can manage, thanks.

How's the weather back home?

Unit 9 I love Chicago

Getting around

Buying a ticket

[Two/three, etc.] tickets for ... , please.

What time does the next [train/boat, etc.]

leave, please?

Taking the train

Excuse me. Does this go to ... (+ name of place)?

take it to the end of the line

Catching a bus

Excuse me. Can I get a bus to (+ name of place) from here?

When's the next bus?

They're not always on time.

Getting a cab

How much is that?

Keep the change.

Could I have a receipt?

City life

art gallery (noun) /'ɑ:t, gæl'ɒri/

bridge (noun) /brɪdʒ/

castle (noun) /'kɑ:sl/

church (noun) /tʃɜ:tʃ/

lake (noun) /leɪk/

mosque (noun) /mɒsk/

skyscraper (noun) /'skaɪ, skreɪpə/

square (noun) /skweə/

statue (noun) /'stætʃu:/

theatre (noun) /'θiətə/

Adjectives about city life

busy (adj) /'bɪzi/

quiet (adj) /kwaɪət/

dangerous (adj) /'deɪndʒərəs/

safe (adj) /seɪf/

clean (adj) /kli:n/

dirty (adj) /'dɜ:ti/

noisy (adj) /'nɔɪzi/

quiet (adj) /kwaɪət/

high (adj) /haɪ/

low (adj) /ləʊ/

cool (adj) /ku:l/

warm (adj) /wɔ:m/

awful (adj) /'ɔ:fəl/

excellent (adj) /'eksələnt/

beautiful (adj) /'bjʊ:tɪfəl/

ugly (adj) /'ʌgli/

empty (adj) /'empti/

full (adj) /fʊl/

Unit 11 Nice work

Talking about work

work abroad

work alone

work at the weekend

work from home

work in a team

work long hours

work part-time

Emails 1: Giving your emails a clear structure

Dear ...

Please could you send me ...?

Best wishes

Best regards

Please contact me if you need any more information.

Could you give me a call tomorrow?

Unit 12 Do you salsa?

I've got news for you

Responding to good news

I have some news.

Wonderful. Congratulations!

We must celebrate.

Responding to interesting news

I've got an email from ...

Really?

Yes. It's a new customer.

Please tell me if you hear any more from them.

Of course I will.

Responding to bad news

My trip's cancelled.

Why's that?

Oh, well, never mind.

Responding to surprising news

You're joking! I don't believe it.

Talking about sport

beat (verb) /bi:t/

lose (verb) /lu:z/

play (verb) /pleɪ/

win (verb) /wɪn/

do aerobics

do gymnastics

do some cycling

do some running

do some skiing

do some swimming

do some walking

do weight training

do yoga

go cycling

go running

go skiing

go swimming

go walking

play football

play golf

play ice hockey

Unit 14 Médecins Sans Frontières

Talking about your organisation

active (adj) /'æktɪv/
be based in [Barcelona/Paris, etc.]
have offices
headquarters (noun) /,hed'kwɔ:təz/
start (verb) /stɑ:t/
work in the [sales/marketing/human resources, etc.] department
give (verb) /gɪv/
make (verb) /meɪk/
provide (verb) /prəv'vaɪd/
publish (verb) /'pʌblɪʃ/
sell (verb) /sel/
supply (verb) /sə'plaɪ/

Visiting an organisation

At reception

have an appointment with someone
I'll tell him/her you're here.
Could you sign the visitors' book?
Of course.
(name of person) will be with you in a moment.
security badge (noun) /sɪ'kjʊərətɪ bædz/

At the office

Nice to meet you.
Please follow me.
Is this your first trip to ...?
Here we are.
Please take a seat.
Can I get you a drink?

Unit 15 Trekking in Nepal

Getting there

Checking in

Can I check in here for [Vienna/Tokyo, etc.]?
Can I see your passport and ticket, please?
Would you prefer a window or an aisle seat?
Boarding is at ...

Getting information at the gate

Do you have any information about ...?
When is boarding?

On the plane

Could you put your bag in the overhead locker?
There's no room.

Arriving without luggage

My suitcase didn't arrive.
This is my flight information, and a local address.

Holidays and travel

do some sightseeing
go to a museum
hire a car

relax on the beach
sit and enjoy a meal
take photos of places
be [10 minutes / an hour, etc.] late
flight attendant (noun) /'flaɪt ə,tendənt/
go by car
miss your flight
take a bus
taxi rank (noun) /'tæksi ,ræŋk/
trolley (noun) /'trɒli/

Unit 17 Workplace communication

Communication

Beginning the presentation

Today, I would like to talk about ...
If you don't understand anything, I am happy to explain it again.
If you would like to ask a question, please interrupt me.

Ending the presentation

Thank you for listening.
If you would like more information, please contact me by email.

ask someone for ideas
call someone
discuss problems
interrupt someone
listen to ideas
read a newsletter
reply to an email
speak to someone individually

Emails 2: Replying to emails

Greeting

Hi (+ name of person)

Polite beginning

Thanks for your email and the attached report.

Information / Action point

I'll read it [tonight / over the weekend, etc.] and call you [tomorrow / on Monday, etc.].

Close

Enjoy the weekend.

Unit 18 Slow food

Restaurant talk

At the restaurant

Good evening. I have a reservation. My name's ...
Can I take your coats?
menu (noun) /'menju:/
wine list (noun) /'waɪn ,lɪst/
Would you like a drink before you order?

Before the meal

Are you ready to order?
Yes. I'll have the (+ name of food), please.

During the meal

Is everything all right?
Can I have some more [wine/bread, etc.], please?

After the meal

Did you enjoy your meal?
Would you like anything else?
Could we have the bill, please?

Eating and drinking

cuisine (noun) /kwɪz'i:n/
dessert (noun) /dɪ'zɜ:t/
dish (noun) /dɪʃ/
plate (noun) /pleɪt/
starter (noun) /'stɑ:təʃ/
drinks
beer (noun) /bɪəʃ/
orange juice (noun) /'ɒrɪndʒ ,dʒu:s/
wine (noun) /waɪn/

fish

cod (noun) /kɒd/
John Dory (noun) /'dʒɒn 'dɔ:ri/
salmon (noun) /'sæmən/

fruit

cherry (noun) /'tʃeri/
orange (noun) /'ɒrɪndʒ/
pineapple (noun) /'paɪnæpl/

meat

beef (noun) /bi:f/
lamb (noun) /læm/
pork (noun) /pɔ:k/

seafood

crab (noun) /kræb/
lobster (noun) /'lɒbstəʃ/
prawn (noun) /prɔ:n/

vegetables

carrot (noun) /'kærət/
pea (noun) /pi:/
potato (noun) /pə'tetəʊ/

Unit 20 Online

Computers and the Internet

chat (verb) /tʃæt/
connect to
create (verb) /kri'eɪt/
delete (verb) /dɪ'li:t/
document (noun) /'dɒkjəmənt/
file (noun) /faɪl/
intranet (noun) /'ɪntrənɛt/
online (adj) /,ɒn'laɪn/
password (noun) /'pɑ:swɜ:d/
print (noun) /prɪnt/
resend (verb) /,ri:'send/
save (verb) /seɪv/
surf (verb) /sɜ:f/
username (noun) /'ju:zə,neɪm/
virus (noun) /'vaɪrəs/

Telephoning 3: Arranging meetings

Is it possible to have a meeting?

When is it convenient?

Sorry I can't make [Monday/Friday, etc.].

See you on [Monday/Wednesday, etc.].

Unit 21 Beirut Intercontinental

Enjoy your stay

Checking in

I have a reservation.

single room (noun) /,sɪŋɡl 'ru:m/

Do you need any help with your bags?

No, thank you. I can manage.

A morning call

Can I have breakfast in my room, please?

I'd like a wake up call at [6.30/7.30, etc.].

Can you do that?

A problem

There's a problem with [the shower / the television, etc.].

There's no hot water.

Can you send someone to look at it?

Someone will be with you in a moment.

Leaving

Can I check out, please?

Here's your bill.

Sign here, please.

Have a good trip home.

Staying in hotels

cancel a reservation

change (verb) /tʃeɪndʒ/

connect someone to someone

corridor (noun) /'kɒrɪdɔːr/

double room (noun) /,dʌbl 'ru:m/

recommend (verb) /,rekə'mend/

room key (noun) /'ru:m ,kiː/

towel (noun) /taʊəl/

Unit 23 Start up

Money and business finance

budget (noun) /'bʌdʒɪt/

costs (plural noun) /kɒsts/

margin (noun) /'mɑːdʒɪn/

profit (noun) /'prɒfɪt/

turnover (noun) /'tʒ:n,əʊvə/

borrow (verb) /'bɒrəʊ/

increase (verb) /ɪn'kriːs/

invest (verb) /ɪn'vest/

make (verb) /meɪk/

pay (verb) /peɪ/

Helping visitors

Can I help?

Do you need any help?

Follow me.

Unit 24 I buy money

Money talk

Asking a colleague for money

I haven't got much cash on me.

Do you want to borrow some money?

Could you lend me [ten pounds / twenty dollars, etc.] until tomorrow?

No problem.

Cheers. That's very nice of you.

Getting money out

I need to get some money out.

Is there a cash point nearby?

Changing money

I'd like to change some [euros/yen/US

dollars, etc.] into [Swiss francs/euros, etc.].

How much do you want to change?

What's the commission?

There's no commission.

I'll change [300/500, etc.].

Getting change

Do you have any change?

What do you need?

I need some coins for ...

Money

be careful with your money

invest in something

pay for something

save money by doing something

shop around for something

spend money on something

People and money

be bad with money

be careful with money

be good with money

generous (adj) /'dʒenərəs/

mean (adj) /mi:n/

Forms of money

bill (noun) /bɪl/

change (noun) /tʃeɪndʒ/

credit card (noun) /'kredɪt ,kɑːd/

coins (plural noun) /kɔɪnz/

notes (plural noun) /nəʊts/

stocks and shares

Verbs

borrow money

get money out

lend money

save money

spend money

Price

How much does it cost?

cheap (adj) /tʃiːp/

expensive (adj) /ɪk'spensɪv/

reasonable (adj) /'riːzənəbl/

Unit 26 Out of order

Work problems

deal with a problem

explain the problem

solve a problem

tell someone about a problem

Telephoning 4: Solving problems by phone

Explain problem

I'm having a problem with ...

I can't remember ...

I didn't get [the minutes from the meeting / your email, etc.].

Ask for help

Could you contact ...?

Could you get someone to ...?

Could you send ...?

Offer help

I'll ask [someone to do something].

I'll call [him/her] straightaway.

I'll do it now.

Checking

Do you want me to ...?

Is that OK?

Call me back in 30 minutes if you still haven't got it.

Unit 27 Teaching T'ai Chi

Inviting

Inviting someone

I'd like to invite you to ...

Is that OK?

That sounds good.

Saying 'maybe' to an invitation

We're having a party at the weekend. Can you come?

That sounds nice. Thank you. But I'll have to check with (+ name of person).

Can you let me know?

I'll let you know.

Saying 'no' to an invitation

Are you free for [lunch/dinner, etc.] on [Monday/Friday, etc.]?

I'm afraid I can't.

But thanks for the invitation.

That's OK. Another time.

Definitely.

Canceling an invitation

I'm really sorry but I have to cancel [lunch / our meeting, etc.].

Something's come up.

No problem.

Can we fix another time?

Let's do something next week.

Yes, sorry about that.

Health

do more exercise
go on a diet
lose weight
reduce your working hours
relax (verb) /rɪ'læks/
stop smoking

Unit 29 A changing world

Change

decrease (verb) /di'kri:s/
fall (verb) /fɔ:l/
go up (phrasal verb)
increase (verb) /ɪn'kri:s/
rise (verb) /raɪz/
stay the same

Emails 3: Arranging meetings by email

Suggesting

Can we meet on [Monday/Tuesday, etc.]?
Would [Monday/Tuesday, etc.] be convenient for ...?
Could you let me know by [Friday/tomorrow, etc.]?
Could we arrange a meeting for ...?

Accepting

Fine.
[Monday/tomorrow, etc.] is OK.
Look forward to seeing you.

Rearranging

Sorry, I'm busy.
I'm afraid I can't.
Could we make it [tomorrow/Wednesday, etc.] instead?
Could we say [Friday/Sunday, etc.]?

Unit 30 Jets and pets

Learning vocabulary

Health

do yoga
fresh food
I'm not very fit.
lose weight

Internet

download (verb) /,daʊn'ləʊd/
online (adj and adv) /,ɒn'lain/
surf (verb) /sɜ:f/
website (noun) /'websaɪt/

Work

I'm in charge of ...
I have my own business.
manager (noun) /'mænɪdʒə/
salary (noun) /'sæləri/
cancel/fix/have/organise a meeting
lend/have/save/spend money
delete/read/send/write emails
crash/drive/have/park a car
organisation (noun) /,ɔ:ɡə'nai'zeɪʃən/
organise (verb) /'ɔ:ɡə'naiz/
organised (adj) /'ɔ:ɡə'naizd/

Saying goodbye

Organising airport transport

When are you leaving?
I've ordered a taxi for [1 o'clock / 3 o'clock, etc.].
I'm leaving the office early.
I can take you to [the airport / station, etc.] if you want.
That's very kind but I can take a taxi.

Exchanging contact information

Here's my business card.
I'm afraid I don't have one with me.
Don't worry.
This is my mobile number and email address.
I'll contact you on [Friday/Saturday, etc.].

Giving a present

Before you go, this is for you.
It's a little present to say thank you.
It's beautiful. Thank you very much.
My pleasure.

Saying goodbye

I have to go.
It was nice working with you.
Yes, the same for me.
Have a good trip back.
See you soon, I hope.
Take care.