


VOCABULARY

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## The passive

Subject + be + past participle (+ by + agent)

*Computers are made in China. (present simple)*

*The Internet is being used by millions of people. (present continuous)*

*These computers have been used by NASA. (present perfect)*

*The Internet was created in 1989. (past simple)*

*The man was being held in prison because he robbed a bank. (past continuous)*

*The Internet will be transformed in the future. (will)*

*The old building is going to be demolished next Saturday. (going to)*

We make the passive with the correct tense and form of the verb to be and the past participle of the verb.

To make object questions in the passive, we put the first auxiliary verb before the subject.

*Is the match being shown on TV?*

*Who was the World Wide Web invented by?*

We use the preposition *by* to introduce the agent, that is, the person or thing which does the action.

We use the passive when:

- 1 we are more interested in the action than the people who do the action.

*My computer has been fixed.*

*The windows were cleaned last week.*

- 2 we do not know who exactly does the action.

*Her laptop has been stolen.*

*I was not invited to the party.*

- 3 it is obvious or understood who did the action.

*The criminal was arrested at 5.30 pm.*

*The bus fares were increased.*

## have something done

Subject + have or get + object + past participle (*by* + agent)

*I get my hair cut once every two months. (present simple)*

*He had cable TV installed. (past simple)*

With this structure we make different tenses by changing the tense of have or get

We use *have something done* to talk about actions which we don't do ourselves; somebody or something does them for us. We often pay them to do this action.

Get is slightly more informal.

*I don't know anything about computers so when I have a problem I have my computer fixed by a friend who studied computers at university.*

We can use the preposition *by* to introduce the agent, that is, the person or thing which does the action.

If it is not important who does the action, we do not put anything.

*David is having his photograph taken.*

*David is having his photograph taken by a famous photographer.*

*Sally got her hair cut.*

*Sally got her hair cut by the most expensive hair stylist in the city.*

## 1 Computers and accessories

desktop • flashdrive • (external) hard drive • headset (headphones/microphone) • keyboard • monitor/screen • mouse • printer • scanner • speaker • touchpad • touchscreen • USB cable • USB port • webcam

## 2 Using a computer and the Internet

antivirus software • backup (n.) • back up (v.) • browser (n.) • crash (v.) • delete (v.) • download (n., v.) • install (v.) • login (n.) • log in (v.) • restart (n., v.) • setup (n.) • set up (v.) • software (n.) • subscribe (v.) • update (n., v.)

## 3 Collocations with email and document

**Email:** account • address • attachment • bounce back • check • forward • inbox • junk • reply to • send

**Document:** attach • copy and paste • create • cut • open • save



### Present habits

- We use the present simple to talk about current routines and habits.  
*I often listen to music.*
- We use the present continuous with *always*, *constantly*, *forever*, *continually* for habits that annoy or irritate us.  
*My brother and sister are always fighting.*
- We can use *will* for repeated or habitual behaviour.  
*They'll sit there for hours.*

### Present perfect simple

We use the present perfect simple to talk about:

- an action that happened at an unspecified moment in the past. What is significant is the experience, not exactly when it happened.  
*I've been to Egypt.*
- recent events which have a result in the present.  
*She's lost her bag. (= She hasn't got it now.)*
- actions or situations that began in the past but continue in the present.  
*Mark's lived here for ten years. (= Mark started to live here ten years ago and he still lives here now.)*
- actions that finished very recently.  
*They've just had an accident.*

### Present perfect continuous

The present perfect continuous has a similar meaning to the present perfect simple. However, we use the continuous when we want to emphasise the process and duration of an action.

*I've been studying in this school for more than five months.*

For that reason, if an action is very short, we cannot use the continuous form.

*NOT I've been breaking the window.*

We also use the continuous to emphasise that an action finished very recently or is incomplete.

*I've been working on my project ... I'm going to eat now and finish it after dinner.*

If we want to emphasise the completion and result of an action, or how many times an action happens, we must use the present perfect simple.

*I've painted my bedroom. (It's finished).*

*I've seen that film three times.*

*NOT I've been seeing that film three times.*

### Gerunds and Infinitives

We use the gerund:	We use the infinitive with to:
as the subject/object of a sentence. <i>Studying is hard but interesting.</i>	to explain why somebody does something. <i>Why did he go to university? To study languages.</i>
with go to talk about physical activities. <i>go running, swimming, cycling, shopping, swimming, fishing</i>	immediately after adjectives. <i>It's good to revise with other people.</i>
after prepositions. <i>I'm interested in studying history.</i>	after too, enough, the first, the last. <i>It's too cold to go out.</i>
after verbs of liking or disliking, e.g. like, love, enjoy, can't stand, don't mind, hate. <i>I enjoy watching TV.</i>	after certain verbs like want, learn, agree, decide, expect, hope, seem, would like, appear, arrange, ask, manage, help, need, promise. <i>I want to work for a newspaper.</i>
after certain verbs like admit, avoid, consider, risk, suggest. <i>I suggest studying this book.</i>	

### 1 School life

abroad (adj) • continuous assignment (n) • break (n) • assessment (n) • coursework (n) • grade/mark (n) • higher education (n) • notes (n) • subject (n) • term (n) • timetable (n)

### 2 Higher education

academic support (n) • attend (v) • campus (n) • degree (n) • extra-curricular activity/club/society (n) • facilities (n) • induction week (n) • lecture (n) • lecture hall (n) • lecturer (n) • postgraduate (n) • resource (n) • scholarship (n) • student accommodation (n) • student finance (n) • student loan (n) • (personal) tutor (n) • tutorial (n) • undergraduate (n)

### 3 do and make

**do:** an (extra-curricular) activity • an assignment • an essay • an exam • a course • a degree • homework • the shopping • the washing • chores • well • your best • a favour • business • sport • your hair

**make:** the dinner • a cake • a decision • a noise • friends • a mistake • an appointment • an effort • an excuse • money • progress • a phone call • a plan • a promise • an offer • a suggestion • a choice



On-th

Vocabulary



## Past simple

We use the past simple to:

- 1 describe finished actions or situations in the past.  
*I went to Ireland last year.*
- 2 say that one thing happened after another.  
*When the teacher came in, we took out our books.*

## Past continuous

We use the past continuous to:

- 1 talk about activities in progress at a moment in the past.  
*At four o'clock this afternoon, I was watching TV.*
- 2 describe scenes in a story or description.  
*They were all wearing long coats because the cold wind was blowing hard.*
- 3 talk about an activity in progress when another, shorter activity happened or interrupted it. It tells us that an action was in progress, but not that the activity was finished.  
*I was listening to music when my father suddenly ran into the room.*

## Past habits and states

**used to**

*My grandfather used to work as a postman.*

*He didn't use to have much free time.*

*Did your grandmother use to work?*

*Yes, she did./No, she didn't.*

**would**

*They would work eight hours a day.*

- We use *used to* and *would* to talk about past habits – things we did regularly in the past but don't do now.
- We cannot use *used to* and *would* to talk about single events in the past. In this case, we use the past simple.

We use *would* with past actions but not past states.

*He would come and visit us on Sundays.*

*NOT ~~He would have a bike.~~*

- We do not usually use *wouldn't* to talk about past habits.

*He didn't use to give us presents.*

*NOT ~~He wouldn't give us presents.~~*

- When we give a period of time, we use the past simple, not *used to*.

*She used to work in a factory. She worked there for five years.*

*NOT ~~She used to work in a factory for five years.~~*

## Past perfect simple

To make the past perfect simple, we use *had* + past participle.

We use the past perfect simple to talk about actions that happened before another action or actions in the past. It gives importance to the completion of an activity.

*When the interview had finished, I left.*

## Past perfect continuous

To make the past perfect continuous, we use *had* + *been* + verb-*ing*.

We use the past perfect continuous to talk about actions that happened before another action or actions in the past. It gives importance to the duration of an activity.

*I was tired because I had been studying all night.*

## 1 Work conditions and responsibilities

career (n) • colleague (n) • deal with (the public) (v) • earn a salary (v) • employee (n) • employer (n) • experience (n) • high-pressure (adj) • in charge of (adj) • indoors (adj) • in good/bad/dangerous conditions (adv) • internship (n) • manual (adj) • outdoors (adv) • permanent (adj) • promotion (n) • qualifications (n) • responsible for (adj) • secure (adj) • self-employed (adj) • skilled (adj) • temporary (adj) • training (n)

## 2 Working life, hours and pay

apply for a job (v) • be made redundant (v) • be offered a job (v) • be sacked/fired (v) • be well/badly paid (v) • become unemployed (v) • do shift work (v) • go job hunting (v) • look for a job (phrasal verb) • on flexitime (adj) • on the minimum wage (adj) • out of work (adj) • resign (v) • retire (v) • sign a contract (v) • work from nine to five (v) • work full-time (v) • work long hours (v) • work overtime (v) • work nights (v) • work part-time (v)

## 3 Phrasal verbs connected with work

fill in • get ahead • keep at • keep up with • put somebody off • put something off • set up • take over • turn down • work on



## be going to, will, present continuous and present simple for future

- We use **be going to** to talk about plans and intentions for the future. We use it for things that we have already decided to do in the future.  
*They've decided that they're going to fly to Dublin.*
- We can also use **be going to** to make predictions about the future, particularly when we have evidence for the prediction.  
*The Sun is up already. I think it's going to be hot today.*
- We use **will** and **won't** to make general predictions about the future. We often use *think, hope, expect, imagine*, etc. with **will** and **won't** to show that our prediction is based on thoughts, opinions or expectations.  
*I think humans will land on Mars one day.*
- We also use **will** and **won't** when we decide to do something at the moment of speaking, for example when we suddenly offer to do something for someone.  
*A: I can't answer the phone. My hands are wet.  
B: I'll get it for you.*
- We use **will** and **won't** to talk about the future when we consider it to be an objective truth.  
*Next week it will be my birthday.*
- We use the **present continuous** to talk about future arrangements and plans that have been confirmed.  
*Tomorrow I'm having my first job interview. They called me for the interview last week.*
- We use the **present simple** with time expressions like *when, as soon as, until, after* and *before*. We cannot use **will** with these time expressions.  
*When I go to university, I'll study chemistry.*
- We can also use the **present simple** to talk about the future when the action is part of a timetable or routine.  
*Tomorrow I have my English class at two o'clock.*

## Future continuous

We form the future continuous with **will/won't + be + verb-ing**.

We use the future continuous to talk about activities in progress at a particular time in the future. The activities are in progress and so they are unfinished.

*At this time tomorrow, he'll be flying to the US.*

## Future perfect simple

We form the future perfect simple with **will/won't + have + past participle**.

We use the future perfect simple to talk about activities that will be finished by a certain time in the future.

We often use the preposition *by* with the future perfect. It means 'some time before'.

*I will have gone to bed by midnight.*

## Future perfect continuous

We form the future perfect continuous with **will/won't + have been + verb-ing**.

We use the future perfect continuous to talk about how long an activity has been in progress before a particular moment in the future. We often use the preposition *by* with the future perfect. It means 'some time before'.

*By 8pm, I'll have been revising history for five hours!*

## 1 Words connected with transport and travel

arrival (n) • board (v) • cancellation (n) • carbon emission (n) • catch (v) • commute (n, v) • contactless (adj) • crew (n) • cruise (n) • delay (n) • departure lounge (n) • destination (n) • driver (n) • excursion (n) • fare (n) • fine (n) • flight (n) • gate (n) • get in/out (phrasal verb) • get on/off (phrasal verb) • give somebody a lift (v) • journey (n) • land (v) • launch (n, v) • lost property (n) • miss (v) • motorway (n) • network (n) • off-peak (adj) • overtake (n) • passenger (n) • platform (n) • port (n) • rail (n) • road sign (n) • route (n) • seat belt (n) • steering wheel (n) • take off (phrasal verb) • ticket inspector (n) • traffic jam (n) • travel (n, v) • travel update (n) • trip (n) • tyre (n) • vehicle (n) •

## 2 Prefixes

cooperate (v) • disadvantage (n) • disagree (v) • discomfort (n) • disobey (v) • illegal (adj) • illogical (adj) • immature (adj) • impatient (adj) • impossible (adj) • impractical (adj) • improbable (adj) • incapable (adj) • incomplete (adj) • incorrect (adj) • inexperienced (adj) • insecure (adj) • interactive (adj) • irregular (adj) • irrelevant (adj) • irresponsible (adj) • miscalculate (v) • overpopulated (adj) • postgraduate (n) • prefix (n) • reinvent (v) • semicircular (adj) • subway (n) • supersonic (adj) • unbelievable (adj) • underestimate (v) • unemployed (adj) • unexpected (adj) • uninspiring (adj) • unlikely (adj) • unnecessary (adj) • unpredictable (adj) • unreliable (adj) • unsuccessful (adj) • unusual (adj) •



### Making comparisons

- Less is the opposite of more.  
*Animals are less intelligent than humans.*  
(= *Humans are more intelligent than animals.*)
- We use as ... as to say two things are the same.  
*Dogs are as clever as cats.*
- We use not as ... as or not so ... as to say that the second person or thing is more ... than the first one.  
*Animals aren't as intelligent as humans.*  
(= *Humans are more intelligent than animals.*)
- We use The + comparative, the + comparative to talk about two things that happen together.  
*The faster I run, the more tired I feel.*  
*The harder you study, the better your results.*
- We use comparative and comparative to talk about situations that are increasing.  
*Things are getting better and better.*

### Articles

#### a/an

- We use a/an with singular countable nouns. We use it when we mention something for the first time, or to say that the person or thing is one of a number of things or people.  
*I've got a computer. It's a laptop.*
- We use a/an to say what somebody's profession is.  
*He's a scientist.*

#### the

We use the with countable (singular and plural) and uncountable nouns. We use it to refer to something or somebody previously mentioned.

*I've got a computer. The computer's really fast.*

- We also use the to talk about specific things or people.  
*The computer I bought was quite cheap.*
- We use the to talk about something unique, something that there is only one of.  
*the Sun, the government (in a particular country), the floor*
- We use the with superlative adjectives and adverbs, and with first and last.  
*He was the first person to arrive.*

### No article

We do not use an article with plural countable nouns or uncountable nouns when we are talking about people or things in general.

*Scientists say that animals have complex brains.*

### Ability in the past, present and future

- We generally use can and can't (cannot) to talk about ability in the present. We use be able to in its present form to suggest we can do something special, that is not easy.  
*I can swim quite well.*  
*I'm able to swim for an hour without stopping.*
- We generally use will/won't be able to to talk about ability in the future.  
*With more training, I'll be able to run a marathon.*
- We can also use can to talk about future plans and arrangements.  
*I can finish the project tomorrow if I plan my time carefully.*
- When we need an infinitive or gerund to talk about ability, we use to be able to or being able to. We cannot use can.  
*I'd love to be able to draw well.*  
*I love being able to walk to the gym.*
- To talk about general ability in the past, we use could.  
*I could speak English when I was just five years old.*
- To talk about the ability to do something on one specific occasion in the past, we use was/were able to, managed to + infinitive or succeeded in + gerund. We can use their negative forms to talk about inability.  
*Last week he was able to break/managed to break/succeeded in breaking the world record.*
- We can use the negative form couldn't to talk about both general ability or one specific occasion.  
*I couldn't speak English when I was just five years old.*  
*Last week he couldn't break the world record.*
- In the past, we use could with verbs of the senses (e.g. see, hear, feel, smell, taste) to talk about general ability or one specific occasion.  
*It was very dark but I could see something moving.*

### 1 Personality adjectives

big-headed • broad-minded • calm • cheerful • clever • considerate • creative • curious • diplomatic • down-to-earth • easy-going • energetic • hard-working • humble • imaginative • impetuous • insecure • introverted • kind • laid-back • loud • loyal • modest • moody • narrow-minded • outgoing • practical • quiet • relaxed • reliable • reserved • resilient • resourceful • self-confident • selfish • sensible • sensitive • serious • shy • sociable • tactful • tactless • talkative • untrustworthy

### 2 Idioms connected with personality

a big mouth • a bright spark • a great laugh • a live wire • a pain in the neck • a party animal • a social butterfly • a wallflower

### 3 Noun suffixes

**People:** assistant • historian • inventor • leader • musician • psychologist • researcher • scientist • writer  
**Abstract/concrete:** activity • appearance • boredom • concentration • connection • creativity • depression • distraction • freedom • involvement • laziness •

# Exercises Guide 5º semester

## VOCABULARY

### I. Choose the correct alternative.

- 1 This isn't a *printer/touchscreen* laptop – you have to use a mouse.
- 2 I spilled orange juice on my *keyboard/monitor*, and now the letters 'P' and 'L' don't work.
- 3 I'll put on my *USB cable/headset*, and we can chat on Skype.
- 4 I've got two new *speakers/scanners*, so now I can play music really loud.
- 5 I'll turn on my *webcam/flash drive*, and we'll be able to see each other.

### II. Match the words in the box to their definitions.

campus	lecture	postgraduate	scholarship
student loan	tutorial	undergraduate	

- 1 A student in higher education who is studying their first degree\_\_\_\_\_.
- 2 Money that some students get from an organization to pay for their education \_\_\_\_\_.
- 3 A formal talk given to a group of students in higher education to teach them about a particular subject\_\_\_\_\_.
- 4 The buildings and land belonging to a university or college\_\_\_\_\_.
- 5 A lesson at university for an individual or a small group of students\_\_\_\_\_.
- 6 A student with a first degree who is doing research or studying for a further degree \_\_\_\_\_.
- 7 Money that you can borrow to pay for your higher education and help you live while studying \_\_\_\_\_.

### III. Complete the email with the words in the box.

applied	contract	looking	offered part-time	shift	unemployed
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From: Jo

Subject: Good news

Hi Lewis,

I've got some great news! Last week, I was (a) \_\_\_\_\_ the job that I (b) \_\_\_\_\_ for two months ago. As you know, I was (c) \_\_\_\_\_ for a job for months after I became (d) \_\_\_\_\_ at the start of the year. The new job is full-time and from nine to five. I only worked (e) \_\_\_\_\_ in my last job, and I did (f) \_\_\_\_\_ work, so this is going to be a big change. I signed the (g) \_\_\_\_\_ last week, so it's all official now. I'll let you know how it goes after I start.

Speak soon,

Jo

### IV. Complete the sentences with the best answer (A, B or C)

1 The train to Liverpool leaves from 6.

A port              B gate              C platform

2 Magda from Brighton to London to work every day.

A commutes              B overtakes              C misses

3 The plane from Heathrow airport at 15.35.

A got off              B launched              C took off

4 The by car takes about three hours.

A journey              B voyage              C cruise

5 Can you give me a to the sports centre this evening?

A fare              B lift              C catch



6 The school is organising to an open-air museum next week.

A an excursion

B a destination

C an emission

7 We apologise for the 30 minute to flight DY0231 to Rome.

A route

B update

C delay

8 How much is the return from Bristol to London?

A fine

B fare

C rail

9 It's dangerous to a car on a bend in the road.

A overtake

B get off

C launch

10 If you the train at the last stop, please show your tickets to the inspector.

A landed

B got in

C boarded

**V. Match the personality adjectives to the sentences they describe.**

calm	considerate	creative	modest	outgoing
selfish	talkative	untrustworthy		

1 Linda is a really good pianist and violinist, but she never boasts about it. \_\_\_\_\_

2 Liz is one of those people who can chat for hours. \_\_\_\_\_

3 Daniel only ever thinks about himself. It's really annoying. \_\_\_\_\_

4 Monica always comes up with interesting ideas for stories and songs. \_\_\_\_\_

5 Javi is the life and soul of the party. He's always singing, dancing and having fun.  
\_\_\_\_\_

6 Julia doesn't get stressed or lose her temper with anyone. \_\_\_\_\_

7 I'm not sure about Louis. I don't think he tells the truth all the time. \_\_\_\_\_

8 Filippo always thinks about other people and how they are feeling. \_\_\_\_\_

## GRAMMAR

**VI. Match sentences (1–4) with the possible endings (A–D) and then say which TWO endings (A, B, C or D) are not necessary.**

1 I got bitten today

2 Venice has once again  
been flooded

3 My bike's been stolen

4 The Mona Lisa was  
painted

A by Leonardo da Vinci.

B by water.

C by my neighbour's  
horrible little dog.

D by a thief.

The two endings that are not necessary are \_\_\_\_ and \_\_\_\_.

**VII. Complete the mini-dialogues with the words in the box.**

been playing

been watching

has he been

have you been

haven't played

watched

Ali: Marta, \_\_\_\_\_ waiting here a long time?

Marta: Since about 3 pm.

Liv: Christina looks exhausted!

Ben: Yes, she's \_\_\_\_\_ tennis with Robin.

Bob: How's your day been?

Mae: A bit boring. I've \_\_\_\_\_ movies all day.

Dan: Have you \_\_\_\_\_ this new video game yet?

Jay: Yes, I have. It's awesome!

Lea: What \_\_\_\_\_ talking about?



Amy: I don't know. I \_\_\_\_\_ been paying attention.

Sam: I've \_\_\_\_\_ all the X-Men movies.

Max: Which is your favourite?

**VIII. Complete the sentences with the past perfect simple or past perfect continuous form of the verbs given.**

1 Before I \_\_\_\_\_ (finish) my homework, my parents told me that dinner was ready.

2 Petra \_\_\_\_\_ (watch) TV all day and had a headache.

3 The actors left the stage after the clapping \_\_\_\_\_ (stop).

4 We \_\_\_\_\_ (not live) here for long when water leaked through the roof every time it rained.

5 By 10 pm, Veronica still \_\_\_\_\_ (not call) me, so I decided to go to bed.

6 My fingers hurt because I \_\_\_\_\_ (play) video games all morning.

7 We had to go home because my dad \_\_\_\_\_ (forget) to lock the front door.

**IX. Look at Renata's plan for her trip next week. Complete the sentences with the future continuous, future perfect simple or future perfect continuous form of the verbs given.**

	Morning	Afternoon
Monday	9.00 arrive in Prague	Visit castle
Tuesday	9.30–17.00 explore old town	
Wednesday	8.25 train to Brno (2.5 hours)	Visit Spilberk castle and museum
Thursday	Shopping in Brno	12.15 train to Budapest (4.5 hours)
Friday	9.00–13.00 tour of Budapest	

- 1 By Monday lunchtime, Renata \_\_\_\_\_ (arrive) in Prague.
- 2 On Monday afternoon, she \_\_\_\_\_ (visit) Prague castle.
- 3 At 11 on Tuesday morning, she \_\_\_\_\_ (explore) the old town.
- 4 By Tuesday evening, she \_\_\_\_\_ (spend) two days in Prague.
- 5 By 10.25 on Wednesday morning, she \_\_\_\_\_ (sit) on the train to Brno for two hours.
- 6 On Thursday afternoon, she \_\_\_\_\_ (go shopping) in Brno.
- 7 At 10 on Friday morning, she \_\_\_\_\_ (go) on a tour of Budapest.
- 8 By Friday evening, she \_\_\_\_\_ (travel) for five days.

**X. Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. Use between two and five words.**

- 1 They pay more attention when they aren't distracted.

**LESS**

They \_\_\_\_\_ when they are distracted.

- 2 Complimenting and criticising take the same amount of effort.

**EASY**

Criticising someone \_\_\_\_\_ complimenting them.

- 3 If you keep on arguing, you'll just get more stressed.

**ARGUE ,**

\_\_\_\_\_ the more stressed you'll get.

- 4 The teacher can read a lot faster than the students.

**AS**

None of the students can \_\_\_\_\_ the teacher.