

流畅英语口语教程 nside Out

拓展练习册 Workbook

三、四册(合订本) Upper intermediate & Advanced



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出版前言

进入21世纪,我国经济和社会的发展日新月异,对外语人才的要求不断提高。外语教育也随着经济和社会的发展,在教学目标、教学模式、教学手段等方面发生着巨大变化。无论是修订后的《高等学校英语专业英语教学大纲》,还是《大学英语课程教学要求(试行)》,都要求培养出来的学生具有较高的英语综合应用能力,并对学生的英语交流能力、尤其是口语交际能力提出了更高的要求。

口语交际能力的提高离不开好的口语教材。外教社在自主研发口语教材的同时,也积极寻求国际上能够符合我国教学实际需要的好教材,希望国外教材的引进能为我国师生提供更多的选择,从而促进我国英语口语教学的发展。经过广泛比较和调研,外教社决定引进英国著名教育出版机构——麦克米伦出版公司的全球畅销教材Inside Out(《流畅英语口语教程》)。该教材经过教学实践充分检验,深受世界各地学习者的欢迎。外教社引进该教材后,结合国内教学实际,对之加以整合和改编,希望它能成为提高高校学生英语口语能力的得力工具。

本教材有以下优点:

- 1. 每单元话题经充分调研筛选而成,涉及日常生活的各个领域,让不同层次、不同兴趣的学生均能有话可说,从而最大限度调动学生的参与积极性。
- 2. 采用让学生从知识和情感两方面充分"参与"的教学策略。供学生听、读和讨论的材料与生活密切关联;练习的设计互动性和开放性很强,鼓励学生讲述真人真事,从而激发学生的交流欲望,有效提高口语表达的流利度。
- 3. 在全面训练英语技能的基础上发展学生的英语交际能力。口语训练与阅读、视听、语法、词汇等内容紧密融合,相辅相成,区别于国内传统口语教材,独树一帜。教师可以根据课时安排和学生水平有选择地使用这些内容。
- 4. 教材作者均为资深英语教学专家,有在世界各地教授英语的经历。教材融入了丰富 多彩的各国文化,体现着浓郁的地域风情。学生在学习过程中,可以将别国文化与中国文 化相联系,并通过比较、思考,提高对文化差异的辨别力,从而增强跨文化交际能力。
- 5. 作者奉行让学生在轻松愉悦中学习英语的教学理念。教材中风趣幽默无处不在,大到一篇文章,小到一个句子、一幅图片、一张漫画,不时让人开怀一笑,大大加强了学习效果。
- 6. 教材配有CD、VCD, 用生动的题材、丰富的体裁、多样化的语言材料, 为学生提供了生活中英语运用的真实例子, 训练学生对日常英语的听力技能, 增强他们用英语交际的自信。学生用书中配有针对VCD的练习, 教师和学生可以有选择地使用。
- 7. 供选用的还有拓展练习册,可帮助学生复习单元所学要点,并提供更多的听力练习和语音练习,以帮助学生全面提高英语能力,更好地打好口语基础。教师和学生可以根据需要选用。
- 8. 教材教学资源丰富,为教学提供强大支持。教师用书除了针对每单元编写授课指南、提供录音文字和练习答案外,还包含每单元课堂活动参考、VCD教学指南和文字材料;配套网站www.insideout.net不但为教师提供了丰富的教学材料,而且为我国教师创建了一个与世界各地的教师交流的平台;网站上的E(mail)-Lesson、每周更新、可用于课堂补充教学。

《流畅英语口语教程》为学生设计了合适的话题、真实的语境、丰富的内容、新颖的课堂活动,能够充分唤起学生学习英语的兴趣,使学生通过吸收丰富的语料,快速提高听说能力,深入了解各国文化和社会知识,有效培养他们的英语交际能力。该教材适合我国高等院校学生作为口语教材使用;各校也可以根据自己的硬件设施条件,将该教材作为视听说或听说教材使用。

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第三册 Upper intermediate





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1 Images

Images, pictures and paintings

1 Complete the sentences with *image*, *picture* or *painting*.

a) He tried to cultivate a sophisticated _____, but it didn't work.

b) It's amazing – she's the mirror
_____ of her mother.

c) British ______ is not very well known internationally.

d) Excuse me, would you mind taking my _____?

e) After three weeks at the health farm, he was a ______ of health.

f) There was a large oil ______ by Turner at the entrance to the gallery.

Complete the quotations by matching a phrase from box A with a phrase from box B.

A

- a) A celebrity is a person who works hard all his life to become well known, then wears dark glasses to
- b) A celebrity is any well-known TV or movie star who looks
- Fashion is a form of ugliness so intolerable that we have to
- d) In the future, everyone will
- e) Some are born great, some achieve greatness, and some
- f) To be a celebrity in America is to

В

- 1 alter it every six months. (Oscar Wilde)
- 2 avoid being recognised. (Fred Allen)
- 3 be famous for fifteen minutes. (Andy Warhol)
- 4 be forgiven everything. (Mary McGrory)
- 5 hire public relations officers. (Daniel Boorstin)
- 6 like he spends more than two hours working on his hair. (Steve Martin)

Grammar

1 Circle the most appropriate verb form in the text below.



I (a) am just buying / have just bought / will just buy this really cool pair of blue sunglasses. I (b) am walking / walked / was walking around Camden Market when I (c) have seen / saw / see this new designer shop. I (d) had been looking / used to look / would look for the right style for ages, and there they were. I (e) have just had / was just having / just had to get them. I (f) am going / have gone / have been going to this new club next Wednesday – nobody ever (g) is going / goes / went to clubs at the weekend – and these shades (h) have been / had been / will be perfect, you know what I mean? Everyone (i) has worn / is wearing / would wear them these days. They're so cooooool!

- **2** Four of the sentences below contain an auxiliary verb (*do, does, did, has, have, was, were*) which should not be there. Cross it out.
 - a) Do you know anybody who has been in prison?
 - b) Does anyone in your family does speak English fluently?
 - c) Have you ever done anything that you did not mean to do?
 - d) How long have you known your closest friend?
 - e) Is there anybody in your family who does wears a fur coat?
 - f) What were you doing before you started this exercise?
 - g) When was the last time you have read your horoscope?
 - h) Who were you were speaking to last night?

3	(do,	our of the sentences below an auxiliary verb does, did, has, have, was, were) is missing. Insert missing auxiliaries.			Nobody wants to look like that,
		•		h)	Let's change the subject,?
		Do you realise you got beautiful eyes?	6	Re	write the questions below, beginning with the
		Did I tell you about who we met last night?			rds given.
		Have you finished that book I lent you?			
		Haven't we met before some place?		a)	What is your biggest secret?
	e)	Where were you when you needed?			I'd like to know
	f)	Who did you say you going out with?			
	g)	Who stole the cookie from the cookie jar?			
	h)	Why you not tell me you were married?		b)	When did you have your first kiss?
4	<i>Neit</i> Thr	nplete the pairs of sentences by choosing <i>So</i> or ther and filling the gaps with an auxiliary verb. ee of the pairs of sentences are completely rue! Which ones?			I was wondering
				c)	Are you having a relationship with anyone?
	a)	Berlin holds an annual film festival.		·	I want to know
		So/Neither Venice.			I want to know
	b)	Star Wars is one of the most successful films of all time.			
		So/Neither The Jungle Book.		d)	Who was the last person that you chatted up?
	c)	Nicholas Cage has never won an Oscar.			I was wondering
	ς,	So/Neither Jodie Foster.			
	d)	The director of <i>Titanic</i> won an Oscar in 1997.			
		So/Neither Jack Nicholson.		e)	Who do you dislike most?
	e)	Isabella Rossellini has a famous father.			I'd like to know
	,	So/Neither Jane Fonda.			
	t)				·
	f)	Sharon Stone has never got married.		f)	Have you ever broken the law?
		So/Neither Richard Gere.		-,	-
	g)	Mel Gibson was not born in America.			Could you tell me
		So/Neither Schwarzenegger.			
	h)	Frank Sinatra was arrested for Mafia			
		involvement.		g)	Do you take drugs?
		So/Neither Michelle Pfeiffer.			I want to know
5	Us	e a question tag to complete the phrases.			
	a)	They have nothing in common,		h)	Could you answer these questions truthfully?
		?			Do you think
	b)	She never said she would marry him,			
	c)	OK, I forgot to tell you yesterday, but I'm			-
	<i>C)</i>	telling you now,?			
	d)	You've been having a nap,?			
	e)	Somebody must like her music,			
	f)	She never writes,?			

Listening

Listen to part of a radio programme. (If you don't have the recording, read the tapescript on p. 78.) Name the stars and match them to the extracts from the programme by putting a number in the box.

> Mariah Carey Prince Elton John Michael Jackson

a)





name:

name:

c)





name:

name:

- 2 Listen again and answer the questions. Write your answers in the boxes provided. (MC - Mariah Carey; MJ - Michael Jackson; EJ - Elton John; P - Prince)
 - a) Who chose a weird name?
 - b) Who couldn't see very well?
 - c) Who enjoyed being with animals?
 - d) Who is English?
 - e) Who stopped working in his twenties?
 - f) Who was a child star?
 - g) Whose music was very forgettable?
 - h) Which men wore women's clothes?
 - Who was popular with younger children?

			f)	A:	Pronuncia

Match a word from column A to a word from column B to make phrases you have heard on the recording.

aged

a) change

A

2 b) curly awards

3 c) cute clips d) first colour

e) middle 5 kid

f) MTV paper

g) toilet 7 prize 8 h) video wig

Complete the phrases with a preposition from the box.

as	at	for	in	on	of	to	

a) known the way they look

starting life _____ a pianist

his taste ____ glasses

putting _____ weight

everyone's surprise he preferred the company ____ monkeys

g) ten years old ____ the time

h) back _____ the point

at the age _____ 25

don't attempt _____ understand

k) enough ____ that

Now listen to the recording again to check your answers to exercises 3 and 4.

Pronunciation

- Listen to the following short dialogues. In each dialogue, put a tick (✔) next to the speaker (A or B) who sounds more interested.
- a) A: I've just seen Warren Beatty in the street.
 - B: Really?
- b) A: Guess what. There's a documentary about Prince Charles on the TV tonight.
 - B: Another one?
- c) A: Don't you think he looks just like Paul Newman?
 - B: More like my dad.
- d) A: Let's have a really good night out.
 - B: Clubbing, again?
- e) A: Good luck with the test tomorrow.
 - B: Thanks.
- ation work
 - B: Yes, intonation.

Vocabulary

1	Complete the text with words from the box below.
	The words and expressions all come from the text
	about Madonna in your coursebook.

nlatinum

ambition detail eve image

re	esemblance talent thing time
He	doesn't bear any (a) to any
pop	star you've ever seen. Nor does he have any
mu	sical (b) to speak of. But
Kev	vin Scroter, from Clondalkin near Dublin, has
his	(c) on fame and fortune.
Ke	vin has just dyed his hair (d)
blo	nd and will be going for a complete change of
(e)	as soon as his other
pre	parations are complete. He's studied Ronan
Kea	ating, Ricky Martin and the others down to the
lasi	t (f) Kevin is determined to
ma	ke it big. Kevin wants to be the new sex
	nbol, top of the charts, prince of our hearts.
	II he achieve his burning (g)?
	ly (h) will tell, but one
(i)	is certain – he may keep us
	iting a long time.
Co	mplete the sentences with a suitable verb. The
	at letter has been provided for you.
	•
	How often do you g clubbing?
b)	I could really d with a drink!
c)	I wouldn't t what he says at face
	value if I were you.
d)	If I won the lottery, I wouldn't let it a
,	my way of life.
e)	•
<i>c)</i>	, , , , , , , , , , , , , , , , , , , ,
~ \	too much weight.
f)	She should have got the job but she didn't
	l smart enough at the interview.
g)	We are planning to d new research
	into the effects of smoking during pregnancy.
h)	They don't seem to h much in
,	common – a real odd couple!
i)	They'll probably l touch with some
1)	
	of their friends when they move abroad.
j)	When we first met, he didn't m
	much of an impression on me.
k)	You'd better just s your pride and
	apologise.

3 Match a phrase from box A with a phrase from box B to make mini-dialogues.

Α

- a) Do you mind if I have another chocolate?
- b) Have you heard? She's had her nose pierced!
- c) I can't stand the way she looks on the latest video.
- d) I hope she doesn't turn up with that new boyfriend of hers.
- e) I'm ready!
- f) I mean, what exactly were you thinking of?
- g) You're not going to go out with him, are you?

В

- 1 You're kidding! She hasn't!
- 2 Heaven forbid! He's a nightmare.
- 3 I suppose not. Mind you, he is very good looking.
- Me, neither. The music's rubbish, too.
- 5 Right. Let's get started.
- 6 To be honest, I'm not sure myself.
- 7 Go ahead. Help yourself!
- **4** Use a dictionary to complete the table below.

adjective	noun	verb
-	adaptation	
ambitious		-
-	emergence	
_	impression	
innocent		-
	strategy	-
tempting		

- **5** Use a word from the table above to complete the sentences.
 - a) The devil didn't _____ me! It was you!
 - b) Did anything interesting _____ from your conversation?
 - c) He took up a _____ position near the exit.
 - d) His burning _____ was to get a job in the bank.
 - e) I lost my _____ when I left home.
 - f) I can't come. Don't try to _____ me!
 - g) This company needs to ______ to the changing market conditions.

Writing

- 1 Choose the best title for the magazine article below.
 - a) Cheap style b) Looking good and feeling good c) The cost of an image d) The drug connection

If you walk down any street in any town anywhere, you'll see them the Levi jeans, a Tommy Hilfiger T-shirt, Nike trainers and, perhaps, a pair of Raybans oh, don't forget the Rolex watch and possibly a scent of what might just be a Calvin Klein perfume it could be you and it could be me almost all of us, at some point in our lives, buy something because of the name that is printed on it we buy an image and we are prepared to pay for it but how many of these products are the real thing none of the big companies will admit how much they lose, but the counterfeit trade runs into billions of dollars each year in London's Oxford Street or the market at Camden Town, it's easy to buy fake labels for a fraction of the normal price if you're really short of money, there's an even better way of doing it if you know the right person, you can buy a bag of fake Lacoste crocodiles sew these onto some

cheap T-shirts keep a few for yourself and sell the rest to your friends does anybody care not many of us are likely to have much sympathy for the big fashion companies surely they can afford it but stop for a minute and think about where all the money goes the police now have growing evidence that much of the money goes back into drug-dealing some terrorist organisations are funded by counterfeit goods and we now know that the bombing of the World Trade Center in New York a few years ago was supported by profits made from the sale of fake T-shirts so. next time you're tempted by a cheap Fruit of the Loom T-shirt, think again if you live in a big city like New York, it costs your town \$500,000 million a year that's just for starters why not buy a badge for your favourite terrorist group at the same time?

- **2** Divide the text into four paragraphs. Choose a short title for each paragraph.
- 3 Now divide the paragraphs into sentences. Each paragraph should have the following number of sentences:

Paragraph 1: 6

Paragraph 3: 6

Paragraph 2: 7

Paragraph 4: 4

4 Eleven of the twelve words below are spelled wrongly. Correct them. You can read the text again to check your answers.

aford evidance lifes scent allmost favrite milion simpathy companys freinds parfume terorist Paragraph 1

Who is he/she? Age? What is he/she famous for? How popular is he/she in your country?

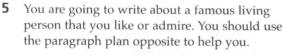
Paragraph 2

What does he/she look like? Has he/she ever changed his/her appearance or image? Do you know what he/she has been doing recently? What is the best thing he/she has ever done?

Paragraph 3

When did you first become aware of him/her? Have you ever seen him/her in real life? How long have you been a fan? What do you particularly like about him/her? Is there anything you don't like about him/her?

You should write approximately 180 words.









A singer/musician? A film star? A sportsperson? A politician? Someone else?

2 Family

The right family



Grammar

- 1 Rewrite the second sentence beginning with the words given, so that it means the same as the first.
 - a) They didn't have enough money to buy me lots of new clothes.

They couldn't afford

b) They would never let me forget to do my homework.

They always reminded _____

c) They told me that it was a good idea to go to church every week.

They encouraged _____

d)	They	always	refused	to	allow	me	to	bring
	friend	ds home	2.					

They never let _____

e) They insisted on me coming home at ten o'clock every night.

They made _____

f) They said that discotheques were dangerous places and that I shouldn't go to them.

They warned

g) It was my father's intention that I should work in his sock factory.

My father expected _____

h) I learned from my parents about respecting authority.

My parents taught

i) They had hoped that I would be like them.

They would have liked _____

j) I succeeded in running away from home when I was 14.

I managed _____

- **2** Circle the correct form of the verb.
 - a) It's amazing how she avoids to do / doing the washing up every day.
 - b) Has she ever offered *to help | helping* with the cooking?
 - c) We'd prefer her to do / doing a bit of housework from time to time.
 - d) Maybe we should pay her to clean / cleaning her room?
 - e) How much time can a girl waste *to look* / *looking* in the mirror?
 - f) Do you think she would ever consider *to be/being* helpful around the house?



bedroom. I am (e) to cats and g) How long do you think it will be before she has finished to get / getting dressed? there, sitting on the bed, which was h) We don't mind her to come / coming back (f) _____ in cat hair, was the ugliest home late - from time to time. animal you have ever seen. 'He always sleeps Anyway, she tends to come / coming home on here,' they said. 'You'll soon get the back of her boyfriend's motorbike. (g) _____ to him.' I explained that I Complete the text with a suitable preposition. wasn't very (h) _____ of animals but they didn't seem to be the least bit In June of last year I had my final school i) in what I said. The next day, I exams, so in May I was really concentrating went to the accommodation office at school and (a) _____ my studies. My parents insisted said that it was (j) _____ for me to (b) _____ me staying in to study every night, change family. but I didn't need them to tell me what to do. However, that month I met a boy I really liked Each of the sentences below contains a word that who invited me out. I knew my parents would should not be there. Cross it out. disapprove (c) him because he was white a) He didn't want that his friends to find out and a Christian. I thought they would try to about his father's job. prevent me (d) _____ seeing him. Anyway, I b) His father made him to join in the act. didn't think they would object (e) _____ me c) I've considered of buying my own flat but I going round to see a friend one evening, and I can't afford to. didn't tell them I was actually going to a party. d) We'd want for them to do well at school. I was really looking forward (f) _____ the big e) I look forward to be hearing from you. night. But when I got home from the party, my Gina's mum manages her to stay in shape. parents were waiting. They said they had been g) My father taught for me to swim when I was five. very worried (g) _____ me and they accused me h) We'd warn them about not to take drugs. (h) _____ lying to them. Apparently, the friend I never waste time at ironing my clothes. I was supposed to be visiting had called during They let her to have what she wants all the evening and asked to speak to me. If I'd the time. known that she fancied the same boy, I'd have k) We can't afford us to stay at a posh hotel. known not to rely (i) _____ her! When we spoke We are tend to go camping in the summer. about it, she wouldn't apologise (j) ___ what she had done and blamed me (k) _____ **Pronunciation** taking Michael away from her. I failed my exams. Put the words in the box into five groups according to Complete the text with words from the box. the underlined vowel sounds. afraid allergic angry covered essential afford allergic amuse another approve fond hopeless interested proud used awful combat cuddle deserve encourage fool force gorgeous posh qualify return Two years ago I went to a language school in sock suit surgery worry England and stayed with a host family. At the come /^/_____ time, I was (a) _____ at English and cost /p/_____ couldn't understand them very well, but I could cool /u:/_____ see they were more than a little mad. They got girl /3:/_____ (b) _____ with me when I arrived corn /o:/_____ because I didn't take my shoes off. They were really (c) ______ of their house and Listen to the recording to check your answers. (d) _____ of getting even a bit of dirt on Practise saying the words. their carpet. But my first big problem was in the

Reading

1 Read the opening extract of a very well known book. Which of the pictures below comes from the film of this book?







My father and mother should have stayed in New York where they met and married and where I was born. Instead, they returned to Ireland when I was four, my brother, Malachy, three, the twins, Oliver and Eugene, barely one, and my sister, Margaret, dead and gone.

When I look back on my childhood I wonder how I survived at all. It was, of course, a miserable childhood: the happy childhood is hardly worth your while. Worse than the ordinary miserable childhood is the miserable Irish childhood, and worse yet, is the miserable Irish Catholic childhood.

People everywhere brag and whimper about the woes of their early years, but nothing can compare with the Irish version: the poverty; the shiftless loquacious alcoholic father; the pious defeated mother moaning by the fire; pompous priests; bullying schoolmasters; the English and the terrible things they did to us for eight hundred long years.

[...]

My father, Malachy McCourt, was born on a farm in Toome, County Antrim. Like his father before, he grew up wild, in trouble with the English, or the Irish, or both. He fought with the old IRA and for some desperate act he wound up a fugitive with a price on his head.

When I was a child I would look at my father, the thinning hair, the collapsing teeth, and wonder why anyone would give money for a head like that. When I was thirteen my father's mother told me a secret: as a wee lad your poor father was dropped on his head. It was an accident, he was never the same after, and you must remember that people dropped on their heads can be a bit peculiar.

- **2** Read the text again. Decide if the following statements are true (T) or false (F).
 - a) Frank (the author) grew up in New York.
 - b) His parents grew up in New York.
 - c) He went to Ireland with his five brothers and sisters.
 - d) He came from a poor family.
 - e) He did not like his teachers at school.
 - f) Ireland was the best country to grow up in.
 - g) His father was never in trouble.
 - h) His father was not an attractive man.
 - His paternal grandmother died before he was born.
 - j) His father's accident affected his life.
- **3** Complete the sentences below with a word from the box.

		t for in like of on to with
		I look back my schooldays with great pleasure.
1	b)	She doesn't really like him all.
(c)	course I don't want to marry you!
(d)	There's nothing that can compare a romantic walk along a beach.
(e)	What exactly did they do you to make you so scared?
d	f) _	In many ways, she is just her parents _
		She was always trouble with her teachers.
		I'd give a lot of money a chance like that.
	No	w read the text again to check your answers.

- **4** Find words or phrases in the text that match the definitions below.
 - a) problems or difficulties
 - b) talkative
 - c) ended up as
 - d) person running away from the police
 - e) young boy
 - f) strange, weird

Vocabulary

_				of poverty and violence.
1		able with adjectives that match the	f)	We rented a
	nouns on the le		1,	for the summer.
	nouns	adjectives	a.	
	allergy	a)	g.	, , ,
	compatibility embarrassmen			are very low.
	fondness		4 P	ut this story in the correct order.
	humiliation	e)		
	impatience	f)	1	
	reliance	g)	5	
2	Now complete	the sentences with either a noun	5	
_		from the table above.	9	10 11
	a) He suffers	from a serious		Most of my friends tend to go
	to cigarette	e smoke.		on better with small, quiet types. I used to go
		on his parents will		out with a real Adonis type, but I went off him when I caught him fooling
		d when he leaves home.	e	
			, –	fed
	c) I'm very _	of you, but I	f)	over him quite quickly and now, I've given
	don't wan	t to go out with you.	g	
	d) Mancheste	er United were totally	h) up with his lies, and I never knew what he
		in the final, losing by	i)	was up to. But I got
		o the Spanish team.	j)	
	_	riour of the fans was a serious	,	stand
		to the government.	k) up even looking at men like that.
	f) Some coup	oles have blood tests to see if they		
		·		
	· ·	nts were for		
	the term to	o end.		
3	Match a word	from column A with a word from		BUR
		nake common collocations. Then use		
		ns to complete the sentences below.		
	Α	В	<i>a</i>	
	job	background	\leq	
	country	class		
	family	cottage	G	(a)
	academic	lunch		
	social Sunday	manners prospects	5 I	ook at the following example.
	table	qualifications		New word: lace
		•		Translation: encaje
		rs think carefully about		Grammatical information: uncountable noun
		when selling their products.		Collocations: lace curtains, lace collar, gold lace
	b) He had _	like a pig.	I	Example: The tablecloth was edged with lace.
	c) He'll need	d more		Find eight more new words from this unit. Use a
		to get into university.		lictionary to help you complete similar
		-	i	nformation for the new words.
		tional English		
		is roast meat and vegetables.		

e) They both came from a _____

Writing

Complete the letters below with the phrases that are given.

1	am writing with reference to your visit to London on the 19th of this month. (1) that (2) to meet you in person at the airport when you arrive. 3) for which I must apologise.
]	However, my colleague, Susan Fleming, the Director of Sales and Marketing, (4) in the arrivals hall and to accompany you to your hotel.
	I hope that you will excuse this inconvenience, but I am sure that you will be well looked after by Ms Fleming. She has arranged a full programme of entertainment for the evening, (6)
	(7) May I take this opportunity to wish you a pleasant flight and to hope that your stay in London will be both enjoyable and profitable.
	Yours sincerely,
	Peter Sullivan

Dear Petra.

How are things? Are you still planning to come and stay with us later this month? I'm really looking forward to seeing you again and catching up on all your news.

Anyway, the reason I'm writing is that (8)_ so (9) ____ to come to the airport to meet you. (10) ____ about that.

Not to worry, though. Robyn, one of the girls I share a flat with, has said that she (11) ____ . She'll be waiting for you when you come through the arrivals gate. She's got long blond hair and she'll be carrying a red umbrella. (12)_

I won't get back from the work trip till the next morning, but Robyn will look after you. She's got tickets for the Radiohead gig, (13)_

 $(14)_{-}$ Love. Minty

- 'll come to the airport to pick you up a)
- but if you don't fancy that, she'll go along with whatever you want to do.
- c) I look forward to seeing you again at our meeting on the 20th.
- d) I sincerely regret
- e) I will be unable
- I won't be able
- g) I'm really sorry
- h) See you on the Tuesday morning!
- She will be holding a board with your name. i)
- She's got a photo of you so she knows what you look like.
- k) should you wish to avail yourself of the opportunity.
- 1) something has come up with my job
- m) This is due to unforeseen and unavoidable work commitments
- n) will be there to welcome you
- Shortly after receiving these letters, Mr Hayabashi and Petra learned that the time of their flight had been changed. The plane will now arrive at London Airport at 17.00, three hours earlier than planned.

Look at the phrases below and write H if they come from Mr Hayabashi's or P if they come from Petra's reply.

- a) All your old friends send their love.
- b) I am sorry to hear that other duties require your attention.
- c) I have received your letter concerning my arrival in London.
- d) I hope that she will not be inconvenienced by the revision in my schedule.
- e) I hope that this will be OK.
- I would be grateful if you would confirm the new arrangements.
- g) Is your new boss giving you grief?
- h) Thanks for your letter about meeting me at the airport.
- Will she be able to make it at this time?
- Your former colleagues send their best wishes.
- Now write two short letters, one from Mr Hayabashi to Peter Sullivan, and one from Petra to Minty. In the letters explain the change in arrival time and apologise for any inconvenience.