

I.5 << LOOKBACK

DIRECT AND INDIRECT QUESTIONS

1A Choose a topic from the box and complete the questions.

transport family travel
shopping study fashion

- 1 Do you like ... ?
- 2 What's ... like?
- 3 How often do you ... ?
- 4 Have you ever ... ?
- 5 Would you like to ... ?
- 6 Why do you ... ?

B Make your questions indirect using the phrases below.

Can I ask ...
Could you tell me ...
Do you mind me asking ...
I was wondering ...
I'd be interested to know ...

C Work in pairs and take turns to ask and answer your questions.

PERSONALITY

2A Rewrite the sentences using the words in brackets so that the meaning is the same.

- 1 He's quite reserved. (keep)
He keeps himself to himself.
- 2 He doesn't like working alone. (person)
- 3 She never lets herself become unfit. (particular)
- 4 She's so uncomplicated and easy to talk to. (earth)
- 5 He's fun to be with. (laugh)
- 6 She's quite short of cash, but she often buys everyone coffee. (fist)
- 7 He does his share of the work. (weight)
- 8 I do my best work after midnight. (hours)

B Work in pairs and discuss. What combination of personal qualities above would make a good colleague, a good friend and a good accountant?

FEELINGS

3A Complete the conversations with adjectives from the box.

satisfied thrilled awkward
embarrassed exhausted
anxious frustrated relieved

Conversation 1

A: I had a terrible night last night. I couldn't sleep.

B: You must be ¹ _____.

A: Then this morning, I answered the door in my pyjamas. It was my boss.

B: I bet you were ² _____?

A: I certainly was!

Conversation 2

A: I got the job!

B: Congratulations! You must be ³ _____.

A: Yes, I'm ⁴ _____ because I thought I'd done badly at the interview.

B: We were all sure you'd get it.

B Work in pairs and add *very, really, absolutely, fairly* or *completely* before adjectives 1–4 in Exercise 3A. Then practise the conversations.

PRESENT PERFECT AND PAST SIMPLE

4A Complete the sentences with the present perfect or past simple form of the verbs in brackets.

- 1 Since I started this course, I _____ my speaking. (improve)
- 2 I _____ to the United States yet, but I'd like to. (not go)
- 3 I _____ a real celebrity. (never meet)
- 4 When I was young, I _____ in a band, and lately I _____ again. (play / start)
- 5 I _____ two good films so far this month. (see)
- 6 I _____ breakfast this morning and it's two o'clock now. (not eat)

B Work in pairs and discuss. Are any of the sentences in Exercise 4A true for you?

POLITE ENQUIRIES

5A Rewrite the sentences to make them more polite. Use the phrases in brackets.

- 1 I need some information about train times to Vienna. (I'd like to enquire)
- 2 Which train do I need to take to get to Vienna by 3p.m.? (Can you tell me)
- 3 How far is it from the Western to the Southern train station? (Can I ask)
- 4 Where can I get information on local transport in Vienna? (Do you mind me asking)
- 5 Do I need to book a seat on the train? (I was wondering)
- 6 Can I book on the phone? (Could you tell me)
- 7 Could you book it for me? (I was wondering if)
- 8 Could you send me an email confirmation? (I'd be grateful if)

B Work in pairs and take turns. Role-play a phone conversation between a tourist information officer and a customer. Use the sentences in Exercise 5A to help you.

A: *I'd like to enquire about train times to Glasgow.*

B: *Certainly. What would you like to know?*

A: *Can you tell me what train I need to take to get to Glasgow by 6p.m., please?*

B: *Let me just check ...*

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