

## Strategies and skills

### Prefixes

At least one item in each Part 3 task usually requires a prefix to be added. This does not always change the meaning from positive to negative, although it may.

**TIP:** Before you start trying to work out the answers to the task, read the text carefully so that you have a good understanding of it as a whole.

- 1 Complete the gaps in the table. Do any of the words also have a verb form?

noun	adjective	negative adjective
1 _____	normal	2 _____
logic	3 _____	4 _____
5 _____	satisfied	6 _____
7 _____	mature	8 _____
9 _____	relevant	10 _____

- 2 Add prefixes to the words to give them a similar meaning to the definitions in brackets.

- \_\_\_\_\_ sequence (result)
- \_\_\_\_\_ behave (to behave badly)
- \_\_\_\_\_ confident (having too much confidence)
- \_\_\_\_\_ biographical (written by the person who it's about)
- \_\_\_\_\_ active (designed to involve the user in the exchange of information)
- \_\_\_\_\_ consider (to think about something again)

### SPEAKING BOOST

Discuss or answer.

- What's your most vivid memory?
- What do you want the most memorable thing about you to be?

### Suffixes

Suffixes are often used to form nouns from verbs and adjectives.

- 3 Complete the table with nouns formed from the words in the box. Can you add any more nouns for each suffix?

**TIP:** Remember, sometimes other spelling changes may be necessary.

allow annoy assign cancel capable competent  
consume deficient disapprove innocent jealous  
leader nervous receive rude selfish sensitive willing

suffix	nouns	suffix	nouns
1 -ity	_____	6 -ness	_____
2 -ship	_____	7 -tion	_____
3 -ce	_____	8 -ance	_____
4 -y	_____	9 -ment	_____
5 -al	_____	10 -cy	_____

- 4 The word you need to use in a gap could be a noun to describe people. Write the nouns for people formed from these words.

- archaeology \_\_\_\_\_
- advice \_\_\_\_\_
- profession \_\_\_\_\_
- technical \_\_\_\_\_
- embassy \_\_\_\_\_
- consult \_\_\_\_\_
- fishing \_\_\_\_\_
- novel \_\_\_\_\_
- civil service \_\_\_\_\_
- surgery \_\_\_\_\_

In Part 3, you will often be asked to use suffixes to form adjectives from nouns and verbs.

- 5 Complete the sentences using adjectives formed from the words in the box.

**TIP:** Think about the spelling very carefully. In the exam, your answer is only correct if you have spelled the word correctly.

administration change diplomat eat  
exhaust ideal persuade reputation

- Maxine applied for the job immediately because she'd heard it was a highly \_\_\_\_\_ company.
- The receptionist explained that his account had accidentally been closed because of an \_\_\_\_\_ error.
- The weather in the region is very \_\_\_\_\_, and sometimes snow, sun, rain and thunder occur on the same day.
- The president of the company, who was not known for being \_\_\_\_\_, managed to insult several of the guests.
- Although the fruit didn't look at all appetising, the guide assured us that it was perfectly \_\_\_\_\_.
- At 128 pages long, the report on the incident was certainly \_\_\_\_\_ as it went into great detail about every stage of what happened.
- Often, the party leader's \_\_\_\_\_ aims were dismissed as having very little connection to reality.
- Sally could be extremely \_\_\_\_\_, which is probably why she was the top sales representative at the company.

Adjectives can be formed from many different suffixes.

- 6 Use the words in the box to create adjectives, then put them in the correct column. There should be two words in each column.

aggression compare confidence construct  
convince courage news occasion refresh  
respond space statistic substance terror  
trust vary

-ive	-ous	-ing	-tial
-worthy	-able	-al	-ible

- 7 Can you think of any other adjectives with these suffixes? Add them to the table. What are their root words?

Some gaps require an adverb. You may have to form an adverb from an adjective, or you may have to form it from a noun or verb.

**TIP:** When you have to form an adverb from a noun or a verb, it can help to think about the adjective first, then make it into an adverb.

- 8 Complete the sentences with an adjective or adverb from the word in capitals.

- |  |            |
|--|------------|
| 1 He couldn't _____ explain where he had been all night.                 | SATISFY    |
| 2 A horribly long and _____ silence followed Jack's reading of his poem. | COMFORT    |
| 3 Henry finally admitted that he had obtained the computers _____.       | HONEST     |
| 4 The two peace campaigners were _____ awarded the prize.                | JOIN       |
| 5 The models were so _____ that it was hard to see they were plastic.    | REALISE    |
| 6 The crowd were _____ quieter after the star player was sent off.       | NOTICE     |
| 7 The sports centre was _____ opened by the prime minister.              | OFFICE     |
| 8 The country is far more _____ advanced than any of its neighbours.     | TECHNOLOGY |

Most gaps in Part 3 tasks are nouns, adjectives or adverbs, but sometimes the missing word is a verb.

- 9 Complete the sentences with verbs formed from the words in capitals.

**TIP:** When the gap is a verb, remember to think about the correct form and tense.

- |   |            |
|---|------------|
| 1 He received a letter _____ the receipt of his application.                | KNOWLEDGE  |
| 2 The twins were so alike that it was extremely hard to _____ between them. | DIFFERENCE |
| 3 Participants are always asked to _____ the effectiveness of the course.   | VALUE      |
| 4 The criminals were _____ for a period of at least seven years.            | PRISON     |
| 5 As spring arrived, the days slowly started _____.                         | LONG       |
| 6 The students couldn't understand the text so the teacher _____ it.        | SIMPLE     |

### SPEAKING BOOST

Discuss or answer.

- Who is the luckiest person you know?
- What's the difference between luck and privilege?

### Internal word changes

You may need to make internal changes to the spelling of the root word, as well as adding a prefix and/or suffix.

- 10 Read these sentences. Which part of speech is needed in each gap (adjective, verb, adverb, noun, etc.)?

- |   |         |
|---|---------|
| 1 It is not _____ to eat a great deal of food with a high salt content. | ADVICE  |
| 2 Without the atmosphere, the sun's rays would be even more _____.      | DESTROY |
| 3 The speaker was asked to _____ her position on global warming.        | CLEAR   |
| 4 Martin wasn't very _____ so couldn't choose which option to take.     | DECIDE  |
| 5 Her theories regularly challenged conventional _____ on the subject.  | WISE    |
| 6 Thankfully, _____ changes were required from the original design.     | MINIMUM |

- 11 Complete the sentences in Ex 10 with the correct words formed from the word in capitals.

Some words change internally when a suffix is added.

**12 Write the correct answer for each language 'sum'.**

- 1 His idea wasn't very (**believe** + **able** =) \_\_\_\_\_.
- 2 He was quite a (**control** + **ing** =) \_\_\_\_\_ person.
- 3 The hotel room was incredibly (**luxury** + **ous** =) \_\_\_\_\_.
- 4 The whole day was such a (**pleasure** + **able** =) \_\_\_\_\_ experience.
- 5 The decision turned out to be a (**disaster** + **ous** =) \_\_\_\_\_ one.
- 6 The music was terribly (**repeat** + **itive** =) \_\_\_\_\_.

**TIP:** Learn new vocabulary in word groups (verbs, nouns, adjectives, adverbs and opposites) from the same root word, e.g. **suit**: suitability, suitable, suitably, unsuitable.

**Compounding**

**13 Match words from each list to create new compound words.**

- |         |            |
|---------|------------|
| 1 eye   | a side     |
| 2 back  | b spread   |
| 3 along | c ground   |
| 4 water | d natural  |
| 5 wide  | e catching |
| 6 super | f proof    |

**14 Complete the sentences using the compound words in Ex 13.**

- 1 There was \_\_\_\_\_ support for the president's approach to the crisis.
- 2 Although the car has an \_\_\_\_\_ design, it proved to be highly unreliable.
- 3 Travis made the mistake of failing to pack a single item of \_\_\_\_\_ clothing.
- 4 The manager provided Helen with a detailed \_\_\_\_\_ to the case.
- 5 Steven didn't believe in \_\_\_\_\_ powers so he knew there was a rational explanation.
- 6 The company director stood \_\_\_\_\_ her deputy when making the announcement.

**15 Complete the text with nouns formed from the words given in capitals at the end of some of the lines.**

An American tech company held a news conference today to demonstrate a **(1)** \_\_\_\_\_ new delivery drone it has developed.

Despite numerous **(2)** \_\_\_\_\_, the team have finally come up with a design that works exactly as required. In tests, this **(3)** \_\_\_\_\_ device delivered a 5 kg package to an address across the city much more quickly than a traditional delivery driver.

The delivery drone needs to **(4)** \_\_\_\_\_ many more checks before it can be rolled out. In the **(5)** \_\_\_\_\_, many delivery drivers will be worried about what the future holds for them. No mention **(6)** \_\_\_\_\_ was made during the news conference of the device's potential impact on jobs.

GROUND

BACK

SAVE

GO

TIME

WHAT

**EXAM TASK**

For questions 1-8, read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the gap in the same line. There is an example at the beginning (0).

**The importance of krill**

Krill are small, shrimp-like animals that only grow to around 5 cm in **(0)** LENGTH, yet are one of the most important species on the planet. They may appear to be a relatively **(1)** \_\_\_\_\_ sea creature. However, their position at the bottom of the food chain of hundreds of larger **(2)** \_\_\_\_\_ has led to them being described as the 'fuel' that runs the engine of marine ecosystems **(3)** \_\_\_\_\_.

There are 85 known species of krill, amongst the most important of which are Antarctic krill.

**(4)** \_\_\_\_\_, they congregate in such large numbers at certain times of year that they are clearly **(5)** \_\_\_\_\_ from space.

Krill form a **(6)** \_\_\_\_\_ part of the diets of many birds, fish and whales, but are themselves mainly herbivorous. They feed on microscopic plants called algae that float near the surface of the ocean.

Recent scientific studies suggest that krill numbers have fallen **(7)** \_\_\_\_\_ since the 1970s, perhaps by as much as 80 percent. Should krill populations fall further, then all the animals that are **(8)** \_\_\_\_\_ on them would also be in serious trouble.

LONG

SIGNIFY

ORGAN

WORLD

INTRIGUE

VISION

CRITICISE

DRAMA

DEPEND

## Strategies and skills

### Identifying paraphrase

Information in a text is usually phrased quite differently from the corresponding details in the questions. You therefore need to scan very carefully to find the answers, especially as the details in the question may be mentioned in more than one section.

**TIP:** More than one section might mention the idea in the question. Some of these are distractors (incorrect information) that might tempt you into putting the wrong answer. You need to review all of the information relating to that idea to work out which is the correct answer.

#### 1 Match each question (1-8) with the correct paraphrase (a-h).

##### In which paraphrase does the reviewer

- 1 make a comparison with the author's other work?
  - 2 criticise the author's depth of research?
  - 3 show agreement with one of the author's claims?
  - 4 suggest that some of the topics the author includes in the book are strange?
  - 5 comment on the geographical scope included in the book?
  - 6 give the opinion that the author has been influenced by the work of other people?
  - 7 wonder whether Tierney would be equally good at writing about other topics?
  - 8 speculate how the author decided on the sequence of the chapters?
- a I found little I could argue against when it came to Tierney's contentions regarding political bias in the media.
  - b It's admirable that Tierney has chosen contexts from around the globe to illustrate his points, rather than sticking close to home.
  - c There's little apparent logic to the order in which the sections appear. I can only assume he chose this by drawing them out of a hat.
  - d While Tierney undoubtedly writes beautifully, he appears to have spent little time finding factual support for the claims he makes.
  - e Perhaps Tierney's authorial skills might be put to just as effective use in creating works on social justice or capitalism.
  - f Although it bears a vague resemblance to Tierney's previous titles, he has made great progress as a writer, stylistically.
  - g I feel that Tierney's book owes a particular debt to two of the twentieth century's most perceptive political commentators.
  - h I'm sure that Tierney had a motive for choosing to write chapters on sport and television. What this was is quite beyond me.

#### 2 Highlight the sections of the paraphrases (a-h) in Ex 1 that give you the answers.

#### 3 Read the two texts about setting up a business and answer the questions.

**A** What I'd stress as an absolute necessity is borrowing as little as you possibly can to get set up. Had I followed my own advice, my first business venture would never have failed. It ended up being a valuable lesson, but not one I'd wish on others. It's also worth bearing in mind all the conflicting evidence you'll find online about the best way to start up a business. If I'm not convinced that it's written by someone who has actually done it and succeeded, I tend to ignore it. It's incredibly easy to write about theory, but another thing entirely to have put it into practice. Finding the right staff can also be a steep learning curve. I would estimate that I've employed four staff I'd rather have not bothered with for every one that really knew what they were doing. There's a lot to be said for following your own instincts when you're doing this. Value someone who is genuine over someone who talks a lot but has little to actually say.

**B** The biggest mistake people make at the beginning is assuming that their business will be flourishing within a few weeks of opening. This does happen, of course, but only to a small minority of start-ups. The others generally fall into one of two categories: they either follow the long, steady road to profitability or the long, slow decline into failure. You'll soon know which road you're on if you trust your instincts. What I'd also emphasise is the need to get some enjoyment out of the process. It's inevitable that a lot of hours and worry will be involved at first, but try to avoid letting it overwhelm you. Try to see the difficulties you're bound to face as challenges and opportunities to learn rather than impossible problems. Build in time for other out-of-work activities too. After all, one of the aims of setting up your own business is to provide you with more freedom, not less.

- 1 Find a section about trusting or following your own instinct in each text. What do these relate to in each case?
- 2 Which text matches with this statement?  
'You should believe what your feelings are telling you about how well your business is likely to do.'
- 3 Which text matches with these statements? Highlight the relevant section of text for each one.
  - a I was unsuccessful at business before I finally succeeded.
  - b Spend time away from your business.
  - c Trust only those who have achieved what you're attempting to do.
  - d My success rate at one important aspect of running a business hasn't been very good.
  - e It's a good idea not to be overly optimistic to start off with.



4 Read the two texts about ways of making money for charity and answer the questions which follow.

**A** I had a great deal of fun raising money. I decided that I'd do something really eye-catching, as I felt that would attract more donors. I also thought people would be liable to give more if they felt there was an element of risk to what I was doing. That's why I settled on doing a parachute jump, and it certainly seemed to bear fruit as I made well over £5,000. I'm an introvert so the prospect of pressuring people for money was quite alarming, but I soon developed what was almost like a script, which somehow gave me more confidence when I was explaining what it was all about. The event itself was terrifying as I've been afraid of heights for as long as I can remember. It's a bit of a paradox in a way, as I'm absolutely over the moon that it's done, yet I have this nagging desire to go and do it all over again.

**B** My starting point for choosing what to do to raise money was simple: what would make the most and be simple and cheap to organise and carry out? I elected to do a seven-day cycle ride from one end of the country to the other. I already had pretty much everything I needed to do it so there were minimal costs involved. I also felt that doing an endurance event, which might be difficult for most members of the general public, would encourage donors to be more generous. I don't think there was a single part of the whole exercise I didn't enjoy. I work in sales, so I'm used to persuading people to part with their money. I'm also a very keen cyclist and had wanted to undertake something like that for years but could never really justify taking that much time out. Generating income for a climate change charity campaign provided just the justification I needed to take it on, and I have no regrets for having done so.



- 1 What did each writer think would make people donate more?
- 2 Who thought that an activity which incorporated personal danger would bring in more money?
- 3 Which writer
  - a thinks their professional experience made part of their task easier?
  - b devised a way to help them overcome a natural tendency?
  - c mentions what the proceeds of their fundraising would be used for?
  - d explains why it took so long to do the activity they chose?
  - e describes a confusing outcome of their charity work?
- 4 Highlight the relevant section of text for each question in 3 (a-e).

### SPEAKING BOOST

Discuss or answer.

- 1 What would you give up or dare to do to help combat climate change?
- 2 Why do you think there are so many climate change deniers despite the scientific evidence?

## Avoiding distraction

In Part 8, you don't need to read each text carefully before you look for the answers to the questions. A more effective method is to use your skimming and scanning skills to focus on finding the information you need.

**TIP:** Skim the sections or texts quickly first, then read each question in turn, then scan the sections or texts again to find the relevant information to answer the questions.

### 5 Scan the text. Complete the following tasks quickly.

- 1 Highlight where the writer mentions receiving praise.
- 2 Explain in your own words what the writer says about the praise.
- 3 Highlight where the writer identifies a problem with their own attitude.
- 4 Explain in your own words what the writer says about this problem.

The interview could have gone better, to be honest. I'd prepared every last detail in the days running up to it, but somehow just couldn't perform to the standard I was hoping for. I guess that's the downside of setting yourself such high expectations: you're never likely to be able to meet them in reality. The chair of the panel commended me on how I'd done on the way out of the interview room. I found it quite difficult to work out whether she actually meant it or if it was something she said to every candidate, no matter how well they'd performed.

**TIP:** Remember that there may be information about the same topic in two or more of the sections or texts. The incorrect ones are distractors and may distract you away from the correct answer.

### 6 Scan the text. Complete the following tasks quickly.

- 1 Highlight where the writer identifies the methods of rebuilding ancient objects.
- 2 Explain in your own words what the writer says about how this was done.
- 3 Highlight where the writer mentions a reason for reaching a conclusion about something.
- 4 Explain in your own words what the writer says about this.

It wasn't the first occasion I'd done research in the field, but this project was the most comprehensive when it came to organising and collating what we found. We were digging in what appeared to be an ancient palace of some sort. The size of the building and the nature of what we were finding in it meant it was unlikely to be anything other than a home to the wealthiest and most important residents of the city. As each piece of metal or broken pot was extracted from the ground, a whole team of researchers descended. It was cleaned, photographed and had its details uploaded onto the project database within a matter of minutes. More senior researchers then set about piecing together the fragments into more complete items, both electronically and in reality.





- 7 Scan the three sections of the extract below about going back to a place from the writer's childhood. Find the information in questions 1–6 quickly.

In which section (A–C) does the writer

- 1 comment on an observation made by adults during his childhood?
- 2 describe how a walk from one place to another seemed as a child?
- 3 give a possible reason for wanting to return to his old house?
- 4 suggest he got into trouble with someone when he was a child?
- 5 mention a motivation for spending a long time in someone's house?
- 6 doubt his own ability to do something?

## RETURNING TO MY roots

**A** Recently, I revisited the village where I spent the first nine years of my life for the first time since we moved away. There's nothing remarkable about that, I guess, but it somehow felt like a highly significant journey; a coming of age. I've reached that point in my own life when I find myself reflecting on my childhood a great deal. Perhaps the birth of my first child acted as a trigger for my thinking back. So, one sunny April morning, I found myself parking at the bottom of the small hill where I used to live. I lived in the house at the top, but approaching it by car felt wrong. I needed to walk past each of the three houses below mine slowly, as I had 25 years before, contemplating each of the friends who used to live in them. I wondered if any of them still lived there, and whether I'd have the courage to knock on the doors to find out.

**B** What struck me most forcefully at first was how small it was. My recent recollections took place in a land of giant houses with endless fields beyond. Now I was faced with a row of ordinary looking homes that certainly bore a resemblance to what I remembered, but were on a totally different scale. The wheat field opposite, where I'd spent many a happy Saturday playing hide-and-seek and escaping the attention of the farmer, usually unsuccessfully, had been replaced by a new housing estate. The field at the top was still there, but the opposite side of it appeared to be only a stone's throw from my old house. Crossing that field had felt like a major expedition when I was eight. There was a part of me that just wanted to climb back into my car and go home, yet a stronger, clearer voice was urging me to start climbing the hill, as I had done countless times so many years ago.



**C** I began the slow ascent. First came the Moodys' house. Memories of a birthday party there flooded back, stuffing as much cake as I could into my mouth before heading into the back garden to play. Then there was the Woods' place. They had a model railway that I had spent hours admiring. And finally, the Batemans', where my best friend George lived. Every day after school, we'd end up at one or other of our houses, out on the street together or in the fields. Our parents used to joke that there was an invisible piece of string joining us together. Yet as soon as my family moved away, we lost touch and moved on to new adventures, almost as though none of what came before had ever happened. Then, finally, I was outside our old house. The tree my mum had planted in the front lawn was certainly a whole lot bigger. I stood there, unable to move.

## Understanding implication

Sometimes an exact meaning is not stated directly or paraphrased in the text, but you can infer it: other information makes it clear what the text is saying.

- 8 Read the extracts (1-6) and choose the option (A-C) that you can infer from what each writer says.

- 1 It was the time of the year when the days start to lengthen and the cold edge that had been present in the wind for the previous four months gently softens to something almost resembling warmth. Whenever I passed a mirror, I would catch myself smiling.

The writer

- A has enjoyed the past few months of warmer weather.
- B is pleased that the wind has finally stopped blowing.
- C has had their spirits lifted by the change of season.

- 2 If you've only ever seen the island on a map, it appears to be relatively close to the nearest land as there's only a centimetre of blue between them. A six-day journey there in an old fishing boat, however, soon put me straight on that particular belief.

The writer says that

- A the island was more isolated than they imagined.
- B they weren't sure how to get to the island.
- C the map of the area around the island was inaccurate.

- 3 The number of likes that the video received followed the inevitable pattern: a surge in the first few days followed by a slow descent thereafter. As much as I willed it otherwise, it refused to go miraculously viral.

The writer was

- A surprised by how well received the video was to begin with.
- B disappointed by the overall popularity of the video.
- C confused by the video's unusual profile of online likes.

- 4 Then the reality hit me: not only would there never again be a safe and predictable pay cheque at the end of the month, but I also had little or no idea how to actually run the farm I had just bought.

The writer is

- A looking forward to earning more than previously.
- B annoyed about something they have been sold.
- C uncertain about a decision they have made.

- 5 The ticket inspector had turned an unusual shade of red. Unless I'm much mistaken, he appeared to be staring at the roof of the carriage and counting slowly and silently to ten.

The ticket inspector

- A was working out how much a passenger had to pay.
- B was worried about the state of the train carriage.
- C was angry and was trying to calm himself down.

- 6 We watch nature documentaries with wonder as they show how, in the absence of language, different species signal to one another using colour. Doing so saves lives, for example, when a potential predator is spared being poisoned by the bright colouration of toxic prey. Little do we realise that our own lives are just as dependent on colour.

The writer suggests that

- A people don't fully appreciate the importance of colour.
- B people don't really understand how nature works.
- C people aren't sufficiently grateful for being able to use language.