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SECOND EDITION

Nicholas Tims with Gille Cunningham, Jan Bell & Chris Redston

# face2face



Advanced  
Workbook with Key



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## Communicating VOCABULARY 1.1

- 1 Read what Maggie, Martin, Ros and Nigel say about communication at work. Fill in the gaps. Choose a, b or c.



Maggie

I'm quite quiet at work because I'm in an open-plan office – there are no walls. I can't help <sup>1</sup> c a lot of people's conversations. It's not that I'm trying to <sup>2</sup> \_\_\_\_\_ or anything, but it's impossible to avoid! The guy who sits next to me is constantly <sup>3</sup> \_\_\_\_\_ with his girlfriend on the phone. It can be terribly embarrassing. And then five minutes later, he starts a friendly conversation with me – almost <sup>4</sup> \_\_\_\_\_. It's awful!

I'm a talkative person. I know that. There's nothing I enjoy more than <sup>5</sup> \_\_\_\_\_ a gossip with colleagues. TV and film stars, people like that. I suppose people could accuse me of just <sup>6</sup> \_\_\_\_\_ about unimportant things. And sometimes it makes my boss <sup>7</sup> \_\_\_\_\_. But for me, it's just being sociable.



Martin



Ros

People think I'm arrogant at times. I tend to <sup>8</sup> \_\_\_\_\_ when I'm in meetings and that can annoy people. But sometimes I do it with the best of intentions. As a lawyer, I <sup>9</sup> \_\_\_\_\_ with people who are in stressful situations. If two people are about to <sup>10</sup> \_\_\_\_\_, it's better to <sup>11</sup> \_\_\_\_\_ and stop the situation before it goes too far.

Most people think I'm quite shy but I just don't talk that much. <sup>12</sup> \_\_\_\_\_ about the love lives of famous people, or who is or isn't getting on with who, just isn't my thing. One thing I hate is people who <sup>13</sup> \_\_\_\_\_. One of my colleagues spends all day moaning about how much work she's got to do. I spend most of my time trying to avoid <sup>14</sup> \_\_\_\_\_ with her in case she thinks I'm interested.



Nigel

- |      |                   |   |                    |   |                   |
|------|-------------------|---|--------------------|---|-------------------|
| 1 a  | butting in        | b | intervening        | Ⓒ | overhearing       |
| 2 a  | chat up           | b | eavesdrop          | c | grumble           |
| 3 a  | bickering         | b | gossiping          | c | wittering on      |
| 4 a  | having a row      | b | making eye contact | c | chatting me up    |
| 5 a  | talking           | b | making             | c | having            |
| 6 a  | wittering on      | b | butting in         | c | overhearing       |
| 7 a  | come into contact | b | grumble            | c | bicker            |
| 8 a  | butt in           | b | witter on          | c | chat up           |
| 9 a  | get in touch      | b | make eye contact   | c | come into contact |
| 10 a | bicker            | b | have a row         | c | grumble           |
| 11 a | intervene         | b | chat up            | c | witter on         |
| 12 a | Grumbling         | b | Overhearing        | c | Gossiping         |
| 13 a | butt in           | b | grumble            | c | gossip            |
| 14 a | chatting up       | b | making eye contact | c | getting in touch  |

## Past Simple and Present Perfect GRAMMAR 1.1

## GRAMMAR 1.2

- 2 Complete each pair of sentences with the same verb from the box. Use the Past Simple in one sentence and the Present Perfect Simple in the other.

be make hear do finish

- 1 a I haven't seen her since we were kids.  
b I've hardly seen him since he 's been unwell.
- 2 a As soon as I \_\_\_\_\_ any news from the hospital, I'll call you.  
b As soon as I \_\_\_\_\_ the noise, I knew it was an accident.
- 3 a I \_\_\_\_\_ my best to finish everything today, but by six o'clock I was shattered.  
b I \_\_\_\_\_ two exams today, but there are still two more to do this afternoon.
- 4 a We \_\_\_\_\_ a lot of progress on the project this month, but the deadline isn't until the end of January.  
b The company \_\_\_\_\_ a little profit this month, but it wasn't enough.
- 5 a When she \_\_\_\_\_ talking to Peter, we can have a quick meeting.  
b When she \_\_\_\_\_ talking to Peter, we had a quick meeting.

**3** Read the interview. Choose the correct verb forms.



# Making a bad impression

Nancy Turnbull is the Director of Human Resources for a large multinational company. She <sup>1</sup>*worked/has worked* in human resources for large multinationals since 1990. She <sup>2</sup>*started/has started* her first job when she left university and <sup>3</sup>*soon discovered/has soon discovered* she had a talent for 'reading' people. During her time in the business, she estimates she <sup>4</sup>*saw/has seen* over 3,000 potential candidates and probably 50 times as many CVs. So what makes a bad impression on her?

### A lack of initiative

"As soon as the interview <sup>5</sup>*started/has started*, I'll ask candidates the same question: 'What do you know about this company?' There's always a brochure about the company in reception. Last week, a candidate <sup>6</sup>*waited/has waited* for 20 minutes in reception before his interview. During that time, he <sup>7</sup>*did/has done* nothing except stare out of the window. Every company needs people who use 'dead' time as productively as possible."

### A lack of clarity

"Sometimes a candidate <sup>8</sup>*talked/has been talking* for quite some time and you realise you haven't really understood anything they've said since he or she <sup>9</sup>*was/has been* in the room. Usually the problem is that they didn't understand the question when you <sup>10</sup>*ve asked/asked* it, and they failed to ask you to explain further."

### A lack of interest

"The most successful candidates that I <sup>11</sup>*ve interviewed/interviewed* in my career have always made me feel like I was the one being interviewed! As soon as they've sat down, they <sup>12</sup>*asked/ve asked* me questions about the job and the company. They sound genuinely interested in the job – and not just the salary, of course!"

**4** Read situations 1–5. Then use the prompts in brackets to write a sentence with the Past Simple or the Present Perfect Simple.

1 It's the afternoon. You started your homework this morning and by midday you were halfway through. Then you took a break for lunch.

- a (I / finish / half of my homework so far.)  
I've finished half of my homework so far.
- b (I / do / half of my homework this morning.)  
\_\_\_\_\_

2 Martin is company chairman. Sometimes he isn't popular, as he's trying to make the company profitable.

- a (He's upset a lot of people since he / be / at the company.) \_\_\_\_\_
- b (He's made a lot of changes since he / join / the company.) \_\_\_\_\_

3 Pablo and Maria started reading books in English in January. It's now November, and they finished their fifth book today.

- a (During the last year, they / read / five books in English.) \_\_\_\_\_
- b (During the summer, they / read / two books in English.) \_\_\_\_\_

4 It's 1 p.m. Max went for three job interviews this morning, and he has another this afternoon. Amy went to one interview this morning.

- a (Max / have / three interviews today.)  
\_\_\_\_\_
- b (Amy / have / one interview this morning.)  
\_\_\_\_\_

5 Calvin passed his driving test last year. Since then, he's been saving for a car.

- a (As soon as he / save up / enough money, he's going to buy a car.)  
\_\_\_\_\_
- b (As soon as he / learn / to drive, he started saving.)  
\_\_\_\_\_

**Prepositions and phrases** VOCABULARY 1.2

**1 a** Fill in gaps 1–2 with these prepositions.

on at

1 \_\_\_\_\_ the increase

a \_\_\_\_\_

b \_\_\_\_\_

c \_\_\_\_\_

d \_\_\_\_\_

2 \_\_\_\_\_ random

f \_\_\_\_\_

g \_\_\_\_\_

h \_\_\_\_\_

i \_\_\_\_\_

j \_\_\_\_\_

**b** Fill in gaps a–j with these words or phrases.

average the same wavelength  
 fault times short notice  
 purpose a loose end  
 good terms a glance  
 a regular basis

**2** Replace the underlined words/phrases with prepositions and phrases from 1.



My sister and I are quite good at staying in touch with each other. We speak on a regular basis the phone <sup>1</sup>regularly. I'd say about once a month, <sup>2</sup>usually. We mainly chat about our parents and our families. We're always <sup>3</sup>good friends and never row. <sup>4</sup>Looking quickly, you'd think we were really good friends.

Actually we aren't <sup>5</sup>similar in the way we think at all. I don't think either of us are <sup>6</sup>to blame for that. We're just very different. In fact, <sup>7</sup>from time to time I can't believe we're actually sisters! We also lead different lives. She's often <sup>8</sup>not at all busy because she doesn't work full time. With the children and my job, I'm always rushing about. She often invites me to things – often <sup>9</sup>without much warning – but I have to turn her down. I sometimes feel she does it <sup>10</sup>intentionally, just to show me what a great life she's having – but that probably isn't true!

**Cleft sentences: what and it clauses** GRAMMAR 1.3

**3** Complete the conversations using the words in brackets.

- 1 A You're late. Did you run into bad traffic?  
 B No, (I / home / left / what / my / happened / wallet / was / at)  
 \_\_\_\_\_  
 \_\_\_\_\_ and had to go back.
- 2 A Aren't you hungry?  
 B Not really, no. (What / late / lunch / a / I / had / was / happened)  
 \_\_\_\_\_  
 \_\_\_\_\_ because I was in a meeting most of the day.
- 3 A Did you first meet your boyfriend at work?  
 B No, (happened / was / he / chat up / tried / to / friend / my / what)  
 \_\_\_\_\_  
 \_\_\_\_\_ in a bar, but she was already seeing someone.
- 4 A Have you been in touch with Liz recently?  
 B Not really. (of / periods / through / go / we / happens / is / What / daily / chatting)  
 \_\_\_\_\_  
 \_\_\_\_\_ by email, and then life gets busy again.
- 5 A Why are you and Tom always breaking up?  
 B (happens / weeks / get on / a / for / few / well / What / is / we)  
 \_\_\_\_\_,  
 \_\_\_\_\_ and then we always fall out about something silly.

**4** Complete sentence **b** so it has the same meaning as sentence **a**.

- 1 a I told him something. It was a secret.  
b What I \_\_\_\_\_.
- 2 a I get on best with my aunt.  
b The person \_\_\_\_\_.
- 3 a I'd like you to do something. Call me as soon as you get home.  
b Something I'd \_\_\_\_\_.
- 4 a It annoyed me that she didn't call.  
b The thing that \_\_\_\_\_.
- 5 a They're splitting up because of constant bickering.  
b Their constant bickering \_\_\_\_\_.
- 6 a Those cars went out of fashion because they were environmentally unfriendly.  
b The reason \_\_\_\_\_.
- 7 a This is what I did: I got in touch with all his friends.  
b What I did \_\_\_\_\_.
- 8 a We grew up in this house.  
b This house is \_\_\_\_\_.
- 9 a This is what happens: she witters on until I stop listening.  
b What happens is \_\_\_\_\_.

**5** Rewrite sentence **a** to emphasise the underlined information. Use *it + be + who/that*.

- 1 a Liz hasn't been well for some time, but I only heard about it yesterday.  
b Liz hasn't been well for some time, but it was only yesterday that I heard about it.
- 2 a They say that women gossip a lot, but the men gossip more in our office.  
b They say that women gossip a lot, but \_\_\_\_\_.
- 3 a I don't mind her rudeness, but her constant wittering gets on my nerves.  
b I don't mind her rudeness, but \_\_\_\_\_.
- 4 a Nobody had told me anything, so I knew about the problem only by overhearing them.  
b Nobody had told me anything, so \_\_\_\_\_.
- 5 a Everyone thinks Jane dumped her boyfriend, but he ended the relationship.  
b Everyone thinks Jane dumped her boyfriend, but \_\_\_\_\_.
- 6 a I knew she wasn't happy, but I didn't realise how upset she was until you told me.  
b I knew she wasn't happy, but \_\_\_\_\_.

**6** a Correct the mistake in each sentence.

- is*  
a It ~~are~~ normally my sisters who I talk to about anything serious.
- b Then, what my brother does is to go upstairs and watch television.
- c What I really respect about they is that they are supportive in everything I do.
- d It's they that matter to me most.
- e What it happens is we get on well for about two days.
- f It's this year when is going to be the biggest challenge.

**b** Fill in gaps 1–6 with the corrected sentences a–f from 6a.

## Friends or family?

Without a doubt, my friends. I only see my family at Christmas – at my brother's house. <sup>1</sup> e . On day three we start to bicker about little things. <sup>2</sup> \_\_\_\_\_ . And we don't see him for the next six hours. <sup>3</sup> \_\_\_\_\_ . I've invited everyone to my house for a change!



I love my friends, of course. But I really love my family. <sup>4</sup> \_\_\_\_\_ . I'm really close to my parents and both of my sisters. <sup>5</sup> \_\_\_\_\_ . There are just some things you can't talk to your parents about. <sup>6</sup> \_\_\_\_\_ .