

**Unit 1****1a**

name's – What's – I'm – Where – come – in – come – Do – don't – in – has – got

**1b**

1. does – She comes from Dresden.
2. Does – Yes, she does.
3. Is – No, she isn't.
4. Are – No, they are not.

**1c**

*possible answers*

Do you often travel to conferences in Japan?

Where's the headquarter of your company?

When's your talk about the new product?

Where do you stay?

**3**

They – Their – they – they – They're – their

**Unit 2****1a**

1. On Monday Karen went to a conference.
2. On Tuesday she made a lot of phone calls.
3. On Wednesday she went on a business trip to Berlin.
4. On Thursday she had a meeting with the managing director.
5. On Friday she wrote many e-mails.

**1b**

*possible answers*

On Saturday I went to the cinema with my friends.

On Sunday I had dinner with my family.

**2**

1. in – in – in
2. at
3. to – to – in – in – on

**3**

1. I moved to New York ...
2. I gave my first concert ...
3. Yes, I did because I like the sun and the good food there.
4. When did you finish your last concert tour?
5. Did you like London?

**Unit 3****1**

1. some; any
2. some; any
3. some; any
4. some

**2a**

1. much
2. Many

3. Much; many
4. much
5. Many

**2b**

1. many
2. many
3. much
4. many
5. many

**3**

decided, bought, ordered, sent, didn't like, said, got, were, needed

**4**

1. It's made of ...
2. It's a kind of ...
3. They're made of ...
4. It's something like ...

**Unit 4****1**

1. to boot
2. password
3. laptop
4. hardcopy
5. icon

**2a**

1. cheaper
2. more interesting
3. harder
4. better
5. higher
6. faster

**2b**

1. most exciting
2. best
3. tallest
4. most efficient
5. prettiest

**3**

1. in
2. between
3. next to (also possible: in front of, behind)
4. in front of (*also possible*: next to, behind); behind (*also possible*: next to, in front of)
5. on

**Unit 5****1**

1f; 2e; 3a; 4b; 5c; 6d

**2**

1. It arrives at 7:45p.m.
2. It leaves at 8:21p.m.
3. It lands at 2:35p.m.
4. It gets in at 9:01p.m.

**3**

1. We're going to set up our headquarters in Los Angeles.
2. He/She is going to hire 10 people.
3. Mr Smither's going to install the telephone system.
4. I'm going to market our product nation-wide.
5. We're going to host a grand opening on Thursday.

**Unit 6****1**

1. paper
  2. phone
  3. meeting
  4. laptop
  5. conversation
  6. Communication
  7. send
- They went to England.

**2****Texans Welcome Italy's Famous Chef**

Texas Governess Mrs Margaret Jones invited Verona, Italy's Ms Benicelli to the Lone Star state for the official release of Jones' latest book "Quick Italian Meals for the Busy Woman." Benicelli assisted Jones in creating recipes and acted as the subject matter expert for the book.

"I appreciate Ms Benicelli's help in making this book possible. She's a role model for all women wishing to create magic in their kitchens while still maintaining solid careers," said Jones.

Jones' family loves the meals from their mother's book. Jones' daughter, Emily, 8 years old, stated, "It's fun to invite my friends over for dinner. Our favorite dish is mom's secret spaghetti."

Jones' and Benicelli's 'secret spaghetti' can be found in "Quick Italian Meals for the Busy Woman." The book can be found in all local bookstores and on the Internet.

**3**

1. See you then!
2. Bye, see you tomorrow!
3. Have a nice time!
4. Thanks for calling!
5. Take care!

**Unit 7****1**

1. Yes, I have.
2. No, I haven't.
3. Yes, I have.
4. No, I haven't.
5. No, I haven't.

## 2

1. You shouldn't drink cold drinks.
2. You shouldn't go to work tomorrow.
3. You should take two aspirin.
4. You should go to bed early.

## 3

1. When Tom was in school he used to win every tennis match.
2. When my sister was in high school she used to play hockey every Friday.
3. Christine used to work out every day when she was at university.
4. When I was a child my family and I used to go to Mexico every April.
5. Sebastian used to have long hair when he was in a rock band.

## Unit 8

### 1

basic form	comparative	superlative
good	better	best
happy	happier	happiest
popular	more popular	most popular
bad	worse	worst
high	higher	highest
calm	calmer	calmest
efficient	more efficient	most efficient

### 2

1. No, I haven't, but Peter has.
2. No, I haven't, but my brothers have.
3. No, I haven't, but Gisela has.
4. No, they haven't, but the president has.
5. No, I haven't, but the managing director has.
6. No, I haven't, but my assistant has.

### 3

1. I went to New Zealand last summer.
2. No, they haven't (travelled to India).
3. I was in Italy in 1995.
4. Yes, she/he has (sent it to the Austrian office).
5. He arrived (in London) last Friday.
6. No, they haven't (studied Spanish).

### 4

went, was, stayed, visited, learned, purchased, attended

## Unit 9

### 1

1. for
2. by; for; for
3. with; in
4. to
5. to; in; with; of

### 2

1. The letter was sent to New York City by air mail.

2. What was written on the poster at the entrance?
3. The first International Youth Hostel was opened in 1910.
4. Yesterday, we were invited for dinner. We enjoyed it very much.
5. The lobby of the hotel was decorated with many flowers for the Governor's party.

### 3

1. was built
2. was founded
3. was designed
4. were released
5. were reported
6. was signed

### 4

1. Could you mail this letter for me, (please)?
2. Could you pick me up from the airport at 2pm, (please)?
3. Could you call the technical hotline for help, (please)?
4. Could you register us for the conference, (please)?

### 5

1. air mail
2. recipient
3. post office
4. weighs

## Unit 10

### 1

1. for
2. since
3. since
4. for
5. for
6. for

### 2

1b; 2h; 3a; 4c; 5d; 6g; 7e; 8f

### 3

1. The marketing manager has lived near the airport for ten years.
2. Kim and Sam have been married since 1993.
3. Our sales office has been in Paris for two years.
4. My boss has worked in Munich for five months.

### 4

1. native
2. cosmopolitan
3. international
4. bilingual
5. intellectual
6. formal

## Unit 11

### 1

1. will; 2. won't; 3. will;
4. won't; 5. will; 6. will

### 2

1. may/can
2. should
3. Can
4. should
5. Would
6. could
7. May/could/can
8. Would

### 3

1d; 2a; 3b; 4f; 5e; 6c

### 4

1. Sorry, I'm taking the bus today.
2. Sorry, I have a bad back.
3. Sorry, the system is down right now.
4. Sorry, I have no time to finish it today.
5. Sorry, smoking is not allowed in this building.

## Unit 12

### 1

1. in; 2. on; 3. in; 4. at; 5. to; at; 6. in;
7. by; 8. with; 9. for

### 2

simple past: she gave, we met  
present perfect: I've seen  
simple present: he watches, they can swim

present progressive: he's eating  
past progressive: we were waiting  
going-to-future: he's going to ask  
will-future: she will come, I'll eat

### 3

1. have to
2. has to
3. has to
4. has to

### 4

1. She was calling the registration office when someone knocked on her door.
2. I was finishing the memo when the boss called with urgent changes.
3. Our reception was closed when UPS came with the new office furniture.
4. The aeroplane was already fully booked when I called to make a reservation.
5. They were listening to the news report when the lights went out.