

# 10.4 How did you get on?

## TALKING ABOUT SUCCESS

**1** **2 31** Listen to six short dialogues. For each, did the second speaker achieve success (✓), not achieve success (X) or achieve partial success (-)?

1  2  3  4  5  6

**2** **2 31** Complete the words in the questions and responses from Exercise 1. Then listen again to check your answers.

**1** A: H\_\_\_\_\_ d\_\_\_\_\_ i\_\_\_\_\_ g\_\_\_\_\_ w\_\_\_\_\_ Silvia? D\_\_\_\_\_ y\_\_\_\_\_ m\_\_\_\_\_ to get things sorted?  
B: Yeah, it's a\_\_\_\_\_ s\_\_\_\_\_ now.

**2** A: D\_\_\_\_\_ y\_\_\_\_\_ h\_\_\_\_\_ a\_\_\_\_\_ l\_\_\_\_\_ getting that extension for your assignment?  
B: Well, it c\_\_\_\_\_ h\_\_\_\_\_ b\_\_\_\_\_.

**3** A: H\_\_\_\_\_ d\_\_\_\_\_ y\_\_\_\_\_ exam g\_\_\_\_\_?  
B: I m\_\_\_\_\_ a b\_\_\_\_\_ of a m\_\_\_\_\_ of it, actually.

**4** A: H\_\_\_\_\_ d\_\_\_\_\_ y\_\_\_\_\_ g\_\_\_\_\_ o\_\_\_\_\_ w\_\_\_\_\_ booking those flights?  
B: Well, w\_\_\_\_\_ g\_\_\_\_\_ t\_\_\_\_\_.

**5** A: D\_\_\_\_\_ y\_\_\_\_\_ g\_\_\_\_\_ a\_\_\_\_\_ w\_\_\_\_\_ that refund?  
B: As w\_\_\_\_\_ as c\_\_\_\_\_ be e\_\_\_\_\_, I guess.

**6** A: H\_\_\_\_\_ w\_\_\_\_\_ the meeting? D\_\_\_\_\_ i\_\_\_\_\_ g\_\_\_\_\_ OK?  
B: It a\_\_\_\_\_ w\_\_\_\_\_ very s\_\_\_\_\_, thanks.

**3** Put the words in the correct order to complete the dialogues.

**1** A: *go / did / your tutor / how / with / it* \_\_\_\_\_?  
B: Well, *better / been / it / could've* \_\_\_\_\_.

She wants me to almost totally rewrite the essay.

**2** A: *you / with / the insurance / luck / did / have / any* \_\_\_\_\_?  
B: *hoped / well / could / as / be / as* \_\_\_\_\_.

They'll pay us for the things we've got receipts for, but nothing else.

**3** A: *with / how / you / get / did / the team-building day / on* \_\_\_\_\_?  
B: I really enjoyed it, actually. I think most people did. *say / I'd / success / was / it / a* \_\_\_\_\_.

**4** A: *your boss / get / you / with / anywhere / did* \_\_\_\_\_?  
B: Well, there are still a few things we need to sort out. But *did / make / we / headway / some* \_\_\_\_\_.

**5** A: *convincing / you / have / them / did / any / trouble* \_\_\_\_\_?  
B: No, surprisingly. *all / smoothly / very / went / it* \_\_\_\_\_.

I was sure they'd be against the idea, but they were fine with it. *sorted / it's / all* \_\_\_\_\_.

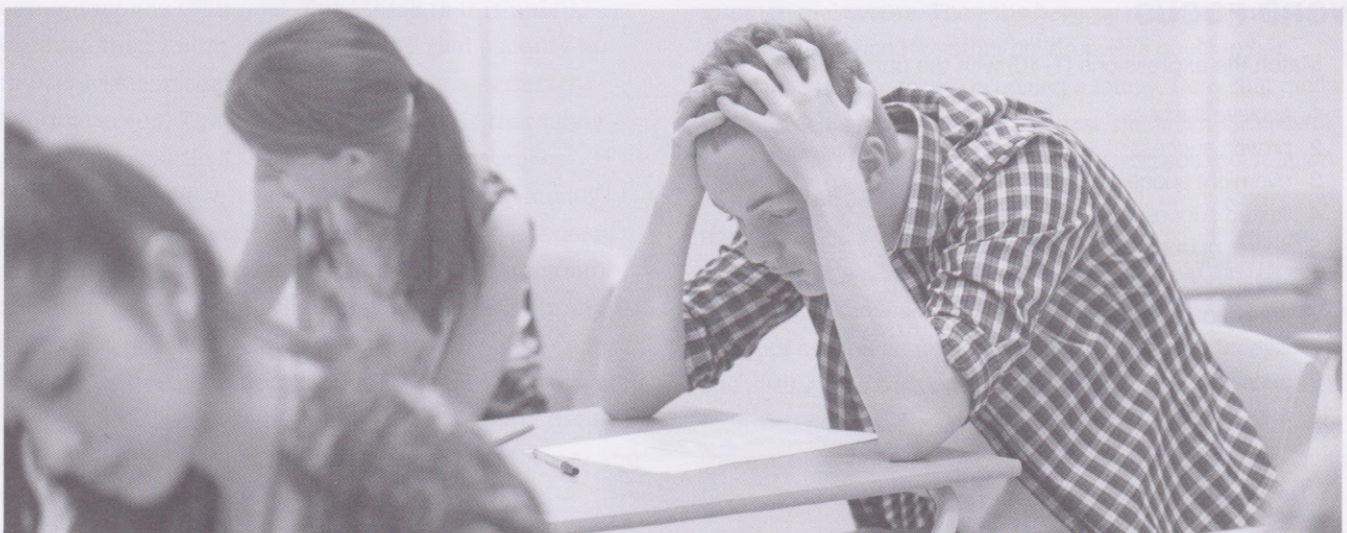
**6** A: *go / how / did / your presentation* \_\_\_\_\_?  
B: *a / of / made / it / a / I / of / bit / mess* \_\_\_\_\_.

actually. I got my timing totally wrong and basically ran out of time.

A: That's a shame. *you / adjust / manage / to / did* \_\_\_\_\_.

and cover the key points?

B: A bit, but it was too rushed. It really wasn't good.





## PRONUNCIATION Elision

4 2 32 Read the dialogues. Underline the words where you think elision will occur. Then listen and check your answers.

- 1 A: How did your exam go?  
B: It could have been better.
- 2 A: Do you think it will work?  
B: Depends if we have any trouble convincing people.
- 3 A: How did it go this morning?  
B: It all went smoothly, thanks.
- 4 A: Did it go OK with your boss?  
B: It's all sorted now.

## WRITING SKILL Phrases in report writing

5 Choose the correct prepositions to complete the extracts.

- 1 An interim report will be prepared while the audit is **on / in progress**.
- 2 We remind all employees that they are **subject to / for** the company's code of conduct.
- 3 **At / To some extent**, the timing of the launch was fortuitous with unusually warm weather boosting sales.
- 4 The report has been commissioned **by / at the request of / from** the board of directors.
- 5 **In / At the time of / in** writing, the marketing strategy is being finalized and is awaiting approval.
- 6 The research will determine how the company is perceived **by / in comparison of / with** its competitors.
- 7 We need to ensure that all operational procedures are **in / on line with / to** company policy.
- 8 It was an ambitious project **in / by relation with / to** the company's size.
- 9 **By / On behalf of / from** the HR Department, we would like to thank everyone for their participation in what was a very successful training day.

6 Rewrite the phrases in bold using the prepositional phrases in the box.

as a result of in collaboration with in contrast with  
in keeping with in view of on account of  
under the circumstances with reference to

- 1 Owing to **As a result of** new compliance regulations, all staff travel will need to be authorized by Paul Davis.
- 2 All transactions must be authorized and approved **adhering to** \_\_\_\_\_ company policy.
- 3 Online performance is improving **compared to** \_\_\_\_\_ high-street sales.
- 4 We have launched the study **working together with** \_\_\_\_\_ the University of Oxford.
- 5 **Considering** \_\_\_\_\_ the recent IT security issues, the sending of personal emails is now prohibited.

## PLANNING

- 6 There is a possibility of market risk **because of** \_\_\_\_\_ recent interest-rate instability.
  - 7 This report summarizes our operations **regarding** \_\_\_\_\_ the Health and Safety at Work Act.
  - 8 **Considering the situation** \_\_\_\_\_ we think that the right decision has been made.
- 7 Use the words to write extracts from business reports.

1 This report / commissioned / the request / our parent company, TechEd / relation / sales performance / falling market share.

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2 This interim report finds / the prospects / the company / some extent / not positive. While / analysis / still / progress, / we / identified / number / areas / weakness, / particularly / relation / customer relations and after-sales service. / view / this, / Stephanie Amilhat / asked / oversee / customer relations team / foreseeable future.

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3 I / writing / behalf / board of directors / reference / next year's planned relocation / our production facility / from / current location in Cambridge / to / new location in Nottingham. / As / result / new land-use legislation, / move / put on hold / enable us / modify / plans / the new facility.

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## ANALYSIS

10 Check your work. Analyse the questions.

11 Communicative achievements and register

12 Language features

13 Language features

14 Language features

15 Language features

16 Language features

17 Language features

18 Language features

19 Language features

20 Language features



# Writing 5 | AN ESSAY

## IDEAS

You will read an essay responding to the two sources below.

### Source 1

Technology has democratized knowledge by allowing anyone, regardless of where they live, to study business analysis with Harvard University or nanotechnology with the University of Oxford through courses made freely available on the web. Experts in many fields are also easier to reach than ever before through email and social media channels, allowing people to enter into debate with them on a variety of subjects, or just to indulge their own curiosity about a subject.

### Source 2

With all the information we now have available for free at our fingertips, many people no longer feel the need to learn the research skills necessary to exploit a library properly. Within just a few decades, these skills will all but die out. We are outsourcing our memory to the Internet and just because we can search for it online, we believe we know more than we really do.

Write your essay in 240–280 words in an appropriate style.

**1** In the essay you need to address the four points covered in the sources. List them in the order they appear in the sources.

- a \_\_\_\_\_
- b \_\_\_\_\_
- c \_\_\_\_\_
- d \_\_\_\_\_

## MODEL

**2** Read the essay on the right. Match the four sections with a description (a–d) from Exercise 1.

- 1     2     3     4

**3** Correct the following statements. According to the author...

- 1 ... it's more expensive to study online than face-to-face.
- 2 ... if you study online, you don't get the benefits of being part of a university community.
- 3 ... you can find any documents you need to on the Internet.
- 4 ... everybody knows about what information you can access in libraries and archives.
- 5 ... traditional research skills are no longer necessary.

## USEFUL LANGUAGE

**4** Find phrases in the model essay which match the definitions (1–6).

- 1 the arrival of a new technology
- 2 a large amount of something
- 3 an issue which continues for a very long time or happens again and again
- 4 using one cost or payment to cancel or reduce the effect of another
- 5 emphasizing that more is available than ever before
- 6 have a belief or an idea that is based on incorrect information or that is not fully understood

With the advent of the Internet, we now have a wealth of knowledge available to us at the click of a button, in a way which was never possible before.

<sup>1</sup>One of the perennial problems that governments have been particularly concerned with over the past few decades is access to higher education. The expense of a university education can now be offset by following cheap or free open online courses from prestigious universities.

<sup>2</sup>While it is undoubtedly true that a large part of the university experience is about being surrounded by other students and academics who you can discuss and debate with, the unparalleled access that social media offers to these same communities means that working towards a degree online is not much less stimulating than doing so in a face-to-face environment.

<sup>3</sup>Having said that, it may also be true that the Internet has had negative effects on our education system. Some people labour under the misconception that everything can be found on the Internet. <sup>4</sup>It may be the case that many documents are being digitized, but there are still countless resources that can only be accessed in their original form. There is a general lack of awareness of the riches of libraries and archives among many young people. Only by incorporating a focus on research skills into education will these skills continue to be available to future generations. It would be impossible to truly research the history of the Dark Ages, for instance, without examining original documents from the period.

I strongly believe that while the democratization of knowledge that the Internet has brought with it is widely regarded as being positive, it is vital that we continue to educate people in how to access information offline, too.



5 Complete the sentences using the emphasis words in the box.

deeply immensely strongly undeniably  
vehemently widely

- I \_\_\_\_\_ believe that employers should not look at our social media profiles before interviews.
- The Internet is \_\_\_\_\_ regarded as being a beneficial tool for society.
- It is \_\_\_\_\_ true that success means different things to different people.
- The desire to fit into society is \_\_\_\_\_ ingrained in the human psyche.
- They are \_\_\_\_\_ opposed to all university education being free.
- Their contribution is \_\_\_\_\_ enriching to society.

6 Put the words in order to create phrases which can introduce points in an essay.

- indisputable / it / that / fact / is / an  
\_\_\_\_\_
- dispute / would / the / that / nobody / fact  
\_\_\_\_\_
- case / may / that / it / the / be  
\_\_\_\_\_
- be / also / that / it / might  
\_\_\_\_\_
- raises / the / of / issue / this  
\_\_\_\_\_
- important / consider / that / of / to / is / an / question  
\_\_\_\_\_

7 Match the phrase halves. The phrases can all be used to add contrasting ideas.

- While this may
- At the
- This is not
- Set against
- Be that
- Having

- same time ...
- said that ...
- be true up to a point ...
- as it may ...
- to say that ...
- this is ...

## PLANNING

You will respond to the following two sources.

### Source 1

In the past, many societies venerated their elders, but now they are often forgotten. Those without families may be left to rely on the state to look after them, if there is even such a support system in place, rather than being supported by their communities. Another problem is that governments are moving towards being 'digital only', so older people can feel left behind or neglected by society as a whole.

### Source 2

Thanks to advances in modern healthcare, our aging population is staying fitter for longer, able to enjoy working well past retirement age if they so choose, or have an active retirement if not. Older family members also provide valuable support to their younger counterparts, for example through providing childcare which enables both parents to go to work. This reliance on older members of society is a valuable asset.

Write your essay in **240–280 words** in an appropriate style.

8 Plan your essay. Identify the four key points from the sources. Write notes to decide how you will respond to them. Don't write full sentences yet.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## WRITING

9 Write an essay to respond to the sources in Exercise 8. In your essay you should:

- refer to all four of the key points you have identified
- make your own opinion on the topic clear in the conclusion
- use a neutral or formal style

Write **240–280 words**.

## ANALYSIS

10 Check your essay. Answer the questions.

**Content:** Does the essay respond to all four points in the sources? Is it 240 to 280 words long?

**Communicative achievement:** Is it written in a neutral or formal style? Is it clear to the reader what your opinion on the topic is?

**Organization:** Is the essay logically organized? Does it use appropriate linking devices?

**Language:** Does it use correct grammar and vocabulary? Is a good range of structures used?