

UNIT 1 LANGUAGE SUMMARY

Verb phrases

Accomplishments

break a record
face your/a fear(s)
get a lot of likes
have a sense of humor
rise to a challenge
run a business
run a marathon
set a goal for yourself
take pride in something
tell a joke
win a medal
work with your hands

Talking about goals and accomplishments

Every year I set myself a goal of learning a new skill.
I'm saving money to open a small studio.
I faced my fear, went in there, and caught that spider.
I was working at a summer camp when it happened.
I've done a lot of different things.
This year I've been learning computer animation.

Discussing job applicant qualifications

She's working on a community art project now.
He's thinking of looking for a new job.
She said she's being really careful with social media.
She wants to be successful in her job.
I think he'd be good with customers.
She's a responsible person.

Adjectives and nouns

Key qualities

ambitious / ambition
confident / confidence
creative / creativity
curious / curiosity
enthusiastic / enthusiasm
experienced / experience
independent / independence
polite / politeness
qualified / qualification(s)
responsible / responsibility
successful / success
truthful / truthfulness

Meeting someone for the first time

I don't think we've met before.
You're new here, right?
Is this your first day?

Introducing someone to a coworker

Do you know anyone here?
Let me introduce you to some people.
Have you met ... ?
Do you two know each other?

Responding to an introduction

Yes, we met this morning. Nice to see you again.
Yeah, we go way back. How's it going?
I'm not sure, but hi, I'm ...
No, I haven't / don't. Hi, I'm ...

Insider English

I'm loving it!

Writing a comment on an article

Thank you for the really useful information.
The advice you give in this article is completely right.
I'm sorry, but I think you're being a bit unrealistic.

Useful phrases

A college degree probably isn't necessary, but ...
A tour guide needs to be friendly, organized, ...
Previous experience would be ...
Why do you want to be a ... ?
Do you have any previous experience?
In the past, I have ...
I think ... is the best candidate.
She studied history, ...
... would be a good employer because ...
I wouldn't want to work for ... because ...

UNIT 2 LANGUAGE SUMMARY

Verb phrases

Trends

be a fad
be a thing of the past
be all the rage
be fashionable
be old-fashioned
be on the way out
be the latest thing
be the next big thing
be trendy
come back in style
gain interest / popularity
go out of style
lose interest / popularity

Talking about ways to not waste food

Restaurants offer a doggy bag if you want to take food home.
If you prefer good flavor to good looks, you'll love his food.
I might agree to try something if that chef serves it.
If it tastes good, eat it!
If you have old fruit, make a smoothie!

Talking about preparing food

After you hear the recipe, you'll want to try it.
Your guests will be so impressed when they try it.
You'll have to wait about five days until the kimchi is ready to eat.

Nouns

Food

cabbage
eggplant
garlic
ginger
mint
pineapple
shrimp
tuna
zucchini

Verbs

Preparing food

barbecue
boil
chop
fry
rinse
stir

Making offers of food and drink

Can I get / offer you ... ?
Would you like / care for a ... ?
Here / There you go.
Anyone else want ... ?
Help yourself!

Accepting offers

Thanks, that's great.
Awesome, I'll check it out.
That'd be wonderful.

Refusing offers

No, I'm good.
No, but thanks anyway.
I better not.

Acknowledge an acceptance

You got it!
Coming right up!
One sec.
I'll be right back with that.
Sure thing.

Insider English

be trending

Glossary

doggy bag
dumpster

Writing up survey results

Our survey shows that ...
A little over half of those we surveyed ...
About 31% of people interviewed said ...
In this region, 10% fewer people reported ...

Useful phrases

To me, the biggest problem is ...
They could solve this by ...
If they only serve ... , more people will ...
To improve ... , they could ...
If they ... , customers will ...
They could try ...
We suggest three main changes: ...
If this restaurant wants to stay open, it'll have to ...
After they redecorate, they'll need to ...

UNIT 3 LANGUAGE SUMMARY

Nouns and noun phrases

Time and money

balance
cost of living
lifestyle
quality of life
standard of living
time well spent

Verbs and verb phrases

Time and money

be worth it
boost
can't afford
take a salary cut
trade
value

Talking about acceptable and unacceptable conditions

Most people don't have enough time.
I was spending too much time on a bus.
My commute is just long enough to help me relax.
I'm not too tired to play with the kids when I get home.

Talking about relative value

It was by far the best coffee I've ever had.
It was nowhere near as expensive as my usual coffee shop.
It's a little busier than other places.
The price can be much cheaper or a whole lot more expensive.
A gourmet burger may be a whole lot more expensive, but it is by far the most delicious.

Verbs phrases

Prices and value

charge for
come up with
depend on
have an effect on
invest in
make the most of
pay a fair price for
play an important role in
rely on
suggest a price for
take advantage of
treat yourself to

Apologizing

I'm really sorry.
I am so sorry.
I can't tell you how sorry I am.

Explaining what happened

You'll never guess what I did.
I just did the dumbest thing.
I can't believe I ...

Responding to an apology

It's not the end of the world.
It's really no big deal.
Don't beat yourself up about it.

Insider English

Oh no, don't tell me ...
You get what you pay for.

Writing a product review

I was really pleased with this product.
I like the fact that they ...
Great value for your money!
I highly recommend them.
I was very disappointed with this product.
It's a complete waste of money!
By far my worst purchase ever!

Useful phrases

I had to put together a bookcase once, and it was ...
I think the cruise ship passenger feels ...
The parent didn't give more than ... stars.
First, I think we should apologize to the passenger because ...
We could offer a replacement for the bike, but ...
We've decided to send them an email and apologize for ...
Maybe call them instead of emailing. It's more personal.

UNIT 4 LANGUAGE SUMMARY

Nouns

Advertising

ad / advertisement
brand
commercial
fashion statement
logo
merchandise
merchandising
products
slogan
sponsor
status symbol

Verbs

Advertising

advertise
sponsor

Speculating about sports business

You might think that the money comes from ticket sales.

If it's three times the price, then it must be real.

If teams don't have sponsors, they can't be taken seriously.

It can't be an actual game.

It must be during practice.

He might be teaching him to play soccer.

Talking about viral stories

The internet is full of stories that we see and share.

Murtaza was an Afghani boy who made a copy of his hero's jersey.

He got to travel to Qatar, where his dreams came true.

Tell me about a performer who you really admire.

Nouns

People in the media

audience
celebrity
comedian
designer
DJ
entertainer
filmmaker
hero
icon
model
(movie) producer
performer

Exchanging opinions

As I see it, ...

I find it/that (really boring).

I really think (you'd enjoy it).

It's not so much that ... , it's just that

Discussing opinions

Now, just a second. ...

That's a good point, but ...

But the thing is, ...

That's true, but ...

Making opinions more emphatic

That's not true at all.

I couldn't disagree more.

You have it all wrong.

Insider English

flip-flops

Writing a response citing reasons and consequences

Due to their work schedule, the all-night store is their only option for grocery shopping.

Thanks to the fact that they're part of a chain, they can offer lower prices.

This is a shame, as we're losing more than stores.

Consequently, a lot of independent stores are closing.

As a result, the little shops that sell fruit and vegetables have closed.

Useful phrases

The ad for ... uses ...

The people in the ad look like they ...

Ads for ... make me feel ...

How about a food product?

Let's use the ... technique.

We could use images of ... to advertise it.

The central idea of our product is ...

The advertising technique we plan to use is ...

UNIT 5 LANGUAGE SUMMARY

Nouns

Story types

coming-of-age story
family saga
feel-good story
hard-luck story
horror story
human interest story
love story
mystery
personal tragedy
success story
tall tale
tearjerker

Talking about stories

It's about a man and a woman who had secretly loved each other for years, but they'd never even spoken.

A woman had written stories for years but hadn't had the courage to submit them.

She had been married to an Englishman, but she left him to fight with Simon Bolivar.

Talking about changes to plans

We were going to get together last night, but she was held up at work.

An hour before we were supposed to meet, she texted me to cancel.

I was going to visit my cousin in Miami, but I realized I had forgotten my passport.

Verb phrases

Plans

be held up
cheer up
end up
get together
give up on
go ahead
hang out with
let someone down
look forward to
make up
mess up
split up

Reacting to a problem

I don't understand.

Would you mind taking another look?

Can you check again, please?

There must be some kind of mistake.

Asking for a solution

There must be something you can do.

I'd like to speak to the manager, please.

Is there someone else I could speak to about this, please?

Accepting a solution

That'll work.

I'm glad it's / that's settled.

Accepting bad news

That's not what I was hoping to hear, but what can you do?

Well, it is what it is.

Well, that's life.

That's too bad, but hey, ...

Insider English

whodunit

What's up with ... ? / Something's up.

Glossary

strive

deliver

launch

fall short

Writing a formal apology

Avoiding repetition

We fell short of this commitment.

We apologize for our mistake.

We are deeply sorry for failing to keep our promise to you.

Useful phrases

They are going to ...

I think they're planning to ...

I think they're probably going to ...

And then they might ...

They definitely won't ...

So this is what I know: ...

She/He was supposed to ...

But instead she/he ...

From the woman's point of view, ...

UNIT 6 LANGUAGE SUMMARY

Verbs and verb phrases

Doing good works

bring (people) together
connect with
donate
get involved with
get to know
help out
join
pass on
take care of
take part in
volunteer

Talking about good works

The Center is designed to bring elderly people together.
Supplies are always needed at the shelter.
Second chances aren't given out all the time.
The café was set up to help people learn a skill.
My life was changed by this place.
Friends of the Earth was founded in 1969.

Talking about doing good deeds

An act of kindness must be met with gratitude.
Your gesture might not always be accepted with a smile.
Efforts to help can be interpreted as unwanted attention.
A kind act will not be carried out if it is too difficult.
Money should be given to organizations, not individuals.
Our taxes should be spent on helping people.

Word families

Good deeds

help / help / helpful / lend a helping hand
– / gratitude / grateful / show some gratitude
– / kindness / kind / act of kindness
think / thought / thoughtful / thoughtful gesture
appreciate / appreciation / appreciative / show your appreciation
– / reward / rewarding / ... is its own reward

Offers of help

Making offers

Would you like to sit?
Let me (share my umbrella with you).
Let me give you a hand with that.
Can I help you with anything else?

Refusing offers

I'm OK. Thanks anyway.
You don't have to do that.
I can manage.
Nope, it's all good.

Accepting offers

OK then, thanks.
That very nice / kind of you.
Thanks, I really appreciate it.

Imposing on someone

I'm sorry to have to ask, but is it OK if ... ?
I don't mean to be rude, but would you mind ... ?

Insider English

I insist.
jump / cut the line

Glossary

shelter (n)
stray (adj)
overpass

Writing a report citing opinions

A spokesman promises that pollution will be reduced: "We live in a very gray city, but ..."
When asked for comment, one driver said, "I drive to work every day ..."
However, a pedestrian disagreed: "A road is a road. They can ..."

Useful language

We're going to focus on ...
We're going to create ...
The project will help the area because ...
Our group decided to ...
Your project could be improved by ...
Have you thought about ... ?
Our project is called ...
We decided / thought that ...
We chose to ... because ...

UNIT 7 LANGUAGE SUMMARY

Verbs

Communication

catch up with
comment
congratulate
contact
criticize
explain
gossip
inform of
keep in touch with
mention
persuade
reply to
report
respond to

Talking about messaging apps

One new arrival explained that the app allowed him to contact his family.

Some immigrants commented that WhatsApp had eased their sense of isolation.

Greenpeace recently reported that use of their stations had increased greatly. Their families persuaded them to buy a smartphone.

Bernard said that he used WhatsApp for everything, for work and pleasure.

Celia stated that she only uses it for meeting friends.

Talking about preferred ways to communicate

We asked them if they preferred to communicate by text or face to face.

We asked them who they thought it was appropriate to text.

We asked them how often they posted to social media.

Maria asked me if I preferred to contact coworkers by email, text, or phone.

I said that I liked to call people. It's much quicker.

Nouns

Online communication

clickbait
geo-tag
hashtag
lifecaster
lurker
meme
newsfeed
podcaster
profile
status update
tag
timeline
trending topic

Recounting a conversation or story

I heard that (David missed the wedding).

Apparently, ...

Someone told me that ...

He was like, "Of course!"

Well, turns out, ...

You'll never believe / guess what happened!

What happened was, ...

The funny / strange thing was, ...

In the end, ...

Getting back on track

As I was saying, ...

Where was I? Oh yeah, ...

What was I saying?

I lost my train of thought!

Glossary

lifeline

Writing emails in formal / informal register

Informal

Very boring meeting!

OK with you???

Speak soon!

Formal

I have a meeting all morning.

Does that time suit you?

Looking forward to speaking with you,

Useful phrases

To me, these images mean ...

I think they represent ...

I think we should ask about ...

So, which social media sites ... ?

My favorite news source is ...

because ...

The results of this survey clearly show ...

From this survey, we can conclude ...

The results don't give us enough information on ...

UNIT 8 LANGUAGE SUMMARY

Nouns

Describing jobs

desk job
dream job
government job
main job
second job

Adjectives

Describing jobs

challenging
freelance
full-time
high-paying
part-time
permanent
stressful
temporary
tiring
tough

Considering jobs

If you saw this ad on your timeline, would you click to find out more?

If you were free to do it, would you apply for this job?

If I was single and didn't have kids and wanted to write a book or something, I might do it.

If I was the resort caretaker, I'd have a lot of free time to do all kinds of snow sports.

If a drone pilot was a high-paying job, I'd pick that one.

Talking about work/life balance

I wish I didn't have to work such long hours.

I wish I had more free time.

I wish I could take some time off next week.

I wish I hadn't promised to work this weekend.

I wish I had gone to a different college.

I wish I could travel / play a musical instrument.

I wish I had studied harder in high school.

I wish I was younger / older.

I wish I could get a different job.

Nouns

Work/Life balance

assignments
busy schedule
chilling out
commitments
downtime
family life
lectures
me time
office hours
seminars
shift
social life
time off

Adjectives

Work/Life balance

always connected
9-to-5

Talking through options

Is there any way you can (get out of it)?

Have you tried (talking to him)?

If I were in your shoes, I'd ...

You might want to ...

Maybe you could ...

Encouraging actions

It can't hurt.

I'd try that if I were you.

It wouldn't hurt to ask.

You've got nothing to lose.

Offering a warning

You don't want to do that!

I wouldn't do that if I were you.

You might not want to do that.

I'd avoid that if I were you.

Insider English

I guess I could. / I guess it wouldn't hurt.

Not for a million dollars!

Referencing others in a comment

Good for you, Tim!

There was one thing in particular that interested me in your conversation.

As Kayla said, it is important to keep up with what's going on in the world.

That's a really interesting question.

You point out that social media makes it easier to keep in contact with friends.

Personally, I think face-to-face contact with people is always better.

I wonder what other people have to say about that!

Useful phrases

If I had to ... , I think I'd ...

I'd really miss ...

If we held it at ... , then people might ...

I think we should / could ...

Why don't we ... ?

What about ... ?

We decided / thought that ...

We chose to ...

We want to / We'd like to ...

UNIT 9 LANGUAGE SUMMARY

Nouns

Places

arts center
boardwalk
city hall
construction site
consulate
courthouse
highway rest stop
laboratory
playground
public space
residential area
toll plaza

Talking about rules in different places

You may not skateboard here.
You aren't allowed to wear a hoodie.
You aren't supposed to bring your pets inside.
You are allowed to bring in your guide dog.
You may request an interpreter.
The cameras should be able to see you.
You're required to wear a hard hat.
You're supposed to ring the bell for service.
No one is allowed to chew gum in the study area.

Talking about rules in the past

Carriages were allowed to circulate freely before 1903.
Eno's rules said that drivers had to drive on the right.
They were not allowed to stop in the middle of the street.
Pedestrians were required to cross at the crosswalk.
You couldn't drink soda on Sundays.
All men were required to grow beards.
School teachers weren't allowed to get married.

Word families

Rules

ban / ban
control / control
limit / limit
oblige / obligation
permit / permission
prohibit / prohibition
register / registration
require / requirement

Making generalizations

Generally speaking, ...
People (don't) tend to ...
We generally ...
On average, ...
On the whole, ...

Contrasting information

We don't (tip) nearly as much as that.
Really? We don't do that where I come from.
We don't do it that way in my country.
We do things differently back home.
We handle (tipping) differently where I come from.
That's not how we do / say it in (Portuguese).

Insider English

I (don't) get it.

Glossary

license plate

Writing a message on a company's website

Fortunately / Luckily, your website ...
Disappointingly / Sadly / Unfortunately / Unluckily, there was no ...
Embarrassingly / Surprisingly, I had to ...
Happily / Amazingly, from then on, everything was wonderful.

Useful phrases

They might have problems ...
They may not be able to ...
They might not be allowed to ...
Local businesses could ...
Local authorities should ...
It'd be a good idea to ...
If there were enough space, they could ...
We discussed ...
We decided that ...
We suggest that ...

UNIT 10 LANGUAGE SUMMARY

Verb phrases

Discovery & Invention

carry out research
face a challenge
gain knowledge
make a breakthrough
make a connection
make a discovery
notice a phenomenon
provide insight
provide a solution

Talking about alternative outcomes

If the candy hadn't melted, he wouldn't have made the connection.

If farmers hadn't needed to dig a well, they wouldn't have found the statues.

If my friend hadn't moved to Berlin, I might not have ever gone to Germany.

If you had gone to Australia, what cities would you have visited?

Speculating about past events

He could have fixed the problem.

The referee shouldn't have allowed the goal.

England might have won the World Cup.

I shouldn't have posted that photo.

That might not have helped.

The dog could have jumped up on the table.

Verbs and verb phrases

Mistakes

blame
correct a mistake
fix a problem
get something right / wrong
make something right

Nouns

Mistakes

blunder
epic fail
error
fault
mistake
misunderstanding
mix-up

Keeping your listener engaged

But that's not all!

Wouldn't you know it?

You won't believe this, but ...

Well, you can imagine.

You know what?

Are you ready for this?

Isn't that amazing?

Showing interest in a story

Don't tell me you ... !

Let me guess – you ... !

That's so funny / strange / great / crazy / sweet!

You must be joking.

You can't be serious.

Insider English

Anyway

Writing about contrasts and similarities

Both your guests ...

He seemed interested, whereas she seemed bored.

I prefer the first one, even if it's not as nice as the second one.

Similarly, ...

Good inventions, by contrast, are ones that ...

Sure, they may ..., but they also ...

Useful phrases

The invention of ... was a turning point because ...

... changed history by ...

I think the most important invention was ...

If ... hadn't been discovered, we would(n't) ...

I think their invention was the most important because ...

... was a more important discovery than ... because ...

UNIT 11 LANGUAGE SUMMARY

Nouns

College life

association
campus
degree
dorm
facilities
faculty
freshman
grades
major
professor
semester
society
undergraduate

Talking about college life

I'll never forget getting my acceptance letter.

Sometimes I even forget to eat!

I remember seeing the labs for the first time.

I have to remember to study, too!

I stopped socializing so much.

If you stop to think about it, that's an education all by itself.

Talking about folk remedies

Carrots help you see better at night.

Honey calms a cough and lets you sleep.

Cheese doesn't make people have nightmares.

Does eating bread crusts make your hair curl?

The full moon makes people go a little crazy.

Word families

Science

science / – / scientist / scientific / scientifically proven

research / research / researcher / – / research-based

proof / prove / – / proven / medically approved

base (or basis) / base / – / based (on facts) / science-based

medicine / – / – / medical / medically approved

Discussing alternatives and making suggestions

Asking for options

Do you have anything else?

Can you suggest an alternative?

I'm looking for something different.

Suggesting alternatives

You could also try ...

Another option would be ...

It's / They're a good alternative.

Discussing disadvantages

It might not be the best option.

I don't think they're a great choice for ...

Responding to suggestions

I like that option.

That looks like a good alternative.

That could work.

Giving a personal recommendation

This one's always worked well for me.

If I were you, I'd choose / pick / go with ...

I've always had luck with ...

Insider English

Snake oil

Glossary

extracurricular

embrace

automate

banter

buzz

Writing a comment and supporting your opinion

First of all, ...

Where I strongly disagree with the article is on the point of ...

More importantly, it could ...

It's also important to remember that ...

Additionally, ...

And finally, ...

Useful phrases

One argument for keeping it is ...

Another good argument might be ...

As an alternative, we could ...

We think it's really important to ...

We need to consider ...

Would you consider ... ?

The main arguments for/against it were ...

In the end, we agreed to ...

We couldn't come to an agreement because ...

UNIT 12 LANGUAGE SUMMARY

Adjectives

Senses

bright
colorful
damp
deep
flavorful
fresh
high-pitched
melodic
musty
rough
scented
smooth
stinky
tasty

Verbs

Memories

bring back
look back on
recall
recognize
remind of

Adjectives

Memories

childhood
clear
distant
early
long-term
recent
short-term
vague
vivid

Talking about special moments

What I remember most about my childhood is my pet dog, Milo.

The thing I like most was licking the tasty icing off my fingers.

The thing I really liked about my family's old car was the sunroof.

What I remember about that moment was the salty smell of the sea.

Talking about false memories

That reminds me of winter breaks, especially the one with Nolan.

Most people feel sure about the accuracy of their memories. I know I do.

Do you have a false memory? If so, send us an email.

When you recall a memory often, it becomes distorted.

That's why this only happens with distant memories.

Recalling and sharing past experiences

Prompting a response

Do you remember that time we ... ?

Don't tell me you don't remember that.

Recalling a memory

I don't recall (getting lost).

That time's a bit vague anyway.

Yeah, that rings a bell.

It's all coming back to me now.

Sharing experiences

That reminds me of a story. ...

I had a similar experience once. ...

That's like the time (that) ...

Has that ever happened to you?

Writing a summary and response

While this may be true, it doesn't mean that ...

Despite the fact that ... , it's not a good argument for why we should ...

... ; however, there are other ways to ...

Although this point is true, it's off the topic.

Useful phrases

What about when ... ?

Do you remember when ... ?

An event I'll never forget was ...

What I remember most about ... was ...

Really? I remember it as ...

The things we remember most about this event were ...

Oh! I know. It was when ...

But I remember it differently. The way I remember it, ...