International Edition



THIRD EDITION

BOOK





Steven J. Molinsky Bill Bliss

Not for sale in the USA and Canada

CONTENTS

5	51
	e
Sale	ld) 65
	79 83
95	95





Tag Questions Emphatic Sentences 129

Verifying
Expressing Surprise
Reporting Information
Congratulating
Initiating Topics
Expressing Opinions
Expressing Agreement
Writing a Personal Letter
Writing a Business Memo
Performance on the Job



Review:

Verb Tenses Conditionals Gerunds

erunds 145

Invitations

Expressing Disappointment

Calling Attention to People's Actions

Apologizing

Giving Reasons

Decision-Making

Consequences of Actions

Expressing Concern About People

Asking for Assistance

APPENDIX Listening Scripts 163 Irregular Verbs 166 Thematic Glossary 167 INDEX 172

How to Say It! (Communication Strategies)

Expressing Surprise Apologizing	27
D	
Reacting to Good News/	
Reacting to Bad News	37
Asking for Information	55
Expressing Agreement	75
Giving a Personal Opinion	86
Empathizing	103
Expressing Surprise	113
Expressing Surprise	133
Invitations	147

Pronunciation

Reduced have, has, & had	14
Reduced have	30
Reduced Auxiliary Verbs	46
Reduced you	64
Contractions with would	78
Reduced would	94
Reduced have	108
Reduced to	123
Tag Intonation	144
Would you & Could you	158

LONGMAN ON THE WEB

125

Longman.com offers online resources for teachers and students. Access our Companion Websites, our online catalog, and our local offices around the world.

Longman English Success offers online courses to give learners flexible study options. Courses cover General English, Business English, and Exam Preparation.

Visit us at longman.com and englishsuccess.com.



Present Perfect Tense
Present Perfect Continuous Tense
Past Perfect Tense
Past Perfect Continuous Tense

- Describing Actions That Have Occurred
- Describing Actions That Haven't Occurred Yet
- Discussing Duration of Activity
- Discussing Things
 People Had Done

VOCABULARY PREVIEW

Things to Do Today



☐ take inventory



write a report



speak to the boss



go to the bank



a eat lunch



give out the paychecks



set up the meeting room



see the personnel officer



get gas



drive to the gym



swim



do sit-ups

Things I've Done Today: I've . . .

- 1. taken inventory
- 2. written a report
- ✓ 3. spoken to the boss✓ 4. gone to the bank
- 5. eaten lunch
- 6. given out the paychecks
- 7. set up the meeting room
 - 8. seen the personnel officer
- 9. gotten gas
- 10. driven to the gym
- 11. swum
- 12. done sit-ups

I've Sung for Many Years





(I have) I've
(We have) We've
(You have) You've
(They have) They've
(He has) He's
(She has) She's
(It has) It's

- A. Can you sing?
- B. Yes. I've sung for many years.



1. swim swum



2. draw pictures drawn



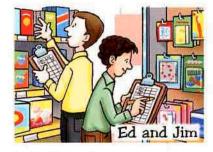
3. drive trucks driven



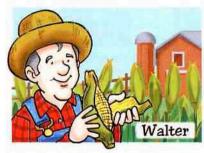
4. speak French spoken



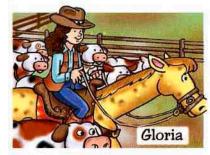
5. fly airplanes flown



6. take inventory taken



7. grow corn grown



8. ride horses ridden

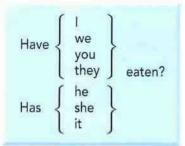


9. write speeches written



Have You Eaten Lunch Yet?

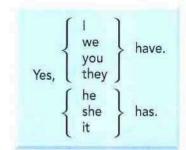






eat ate eaten

- A. Have you eaten lunch yet?
- B. Yes, I have. I ate lunch a little while ago.





write wrote written

- A. Has Tina written her composition yet?
- **B.** Yes, she has. She **wrote** her composition a little while ago.



go went gone

1. you
go to the post office



take took taken

3. you and Susan take a break



see saw seen

5. the employees see the new copy machine



give gave given

2. Dan give out the paychecks



do did done

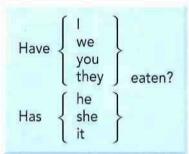
4. you do Room 24

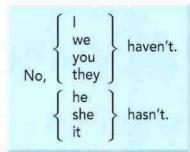


feed fed fed

6. Michael feed the monkeys

No, They Haven't





We You They	haven't (have not)	eaten.
He She It	hasn't (has not)	



give gave given

go fishing

- Have you given blood recently?
- B. No, I haven't. I haven't given blood in a long time.
- Has your father **gone** fishing recently?

B. No, he hasn't. He hasn't gone fishing in a long time.



write wrote written

be was/were been

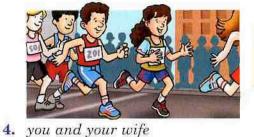
went

gone

1. you write in your journal



get got gotten 2. Dorothy be sick



run ran run

3. your son get a haircut



have a medical checkup

have had had

wear wore worn

6. Anthony wear his tuxedo

run in a marathon

5. you

How Long?

for

five years a week a long time many years

since

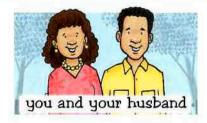
five o'clock last week 2001 he started college



- A. How long have you known how to water-ski?
- **B.** I've known how to water-ski for many years.



- A. How long has Alexander been a vegetarian?
- **B.** He's been a vegetarian since he started college.



1. be married ten years



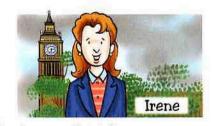
2. have a toothache ten o'clock this morning



3. be in the hospital last week



4. own this car thirty-two years



5. have a British accent she moved to London



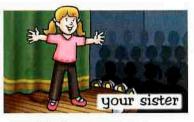
6. know each other 2001



7. play the violin he was in first grade



8. like hip hop music a long time



9. want to be an actress she was four years old



A VERY BUSY DAY AT THE OFFICE



Things to Do Today

- go to the bank
- ☐ take the mail to the post office
- my write my monthly report
- meet with the personnel officer about my maternity leave
- speak to the boss about my salary
- read the office manager's memo
- see the training video about the new computer system

Allison is having a very busy day at the office. She has done some of the things she has to do today, but there are many other things she hasn't done yet. She has gone to the bank, but she hasn't taken the mail to the post office yet. She also hasn't written her monthly report. She has already met with the personnel officer about her maternity leave, but she hasn't spoken to the boss yet about her salary. She has sent a fax to the company's office in Tokyo. She hasn't read the office manager's memo about recycling. And she hasn't seen the training video about the new computer system. Allison is probably going to stay late at the office today so she can do all the things she hasn't done yet.



READING CHECK-UP

Q&A

Allison's co-workers are asking her about the things she has done today. Using this model, create dialogs based on the story.

A. Allison, have you _____ yet?

B. {Yes, I have. } No, I haven't.}

LISTENING



Carl is going to have a party at his apartment this Saturday night. This is the list of things that Carl needs to do to get ready for the party. Check the things on the list that Carl has already done.

- go to the supermarket
- __ clean the apartment
- ___ get balloons at the party store
- ___ buy some new dance music
- __ hang up the decorations
- __ make the food
- ___ tell the neighbors about the party
- __ give the dog a bath