



RAHNAMA
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Audio CD included


Navigate

Workbook
without key

Upper-intermediate → B2

OXFORD

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 **Oxford 3000™** Navigate has been based on to ensure that learners are only covering the most rele

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1.1 The rules of conversation

Vocabulary conversation

- 1 Replace the words in italics in each sentence with the correct form of a phrase from the box.

~~dominate the conversation~~ entertaining story
establish shared interests have a row make small talk
put (somebody) at ease put your foot in it

- 1 She tends to *do too much talking* and doesn't give others a chance to speak. dominate the conversation
- 2 I hate *having conversations about unimportant things* with people I don't know at parties.
- 3 I *did a really silly and embarrassing thing* when I asked Meg about the party. It turned out she hadn't been invited.
- 4 He told some *interesting and amusing anecdotes* in his wedding speech.
- 5 The examiner asked me some simple questions to *help me feel relaxed and confident*.
- 6 When getting to know someone new, it helps to *find out what you've got in common*.
- 7 The couple at the next table were *having an argument* with the waiter about the bill.

- 2 Complete the article with words and phrases from the box.

appropriate awkward enthusiastically good impression
hit it off misunderstanding offended put my foot in it
small talk

PRONUNCIATION same sounds in words (1)

- 3a Look at the letters in bold. Choose the word which has a different sound.

- | | | |
|------------------|----------------|--------------------|
| 1 a establish | b impression | c offence |
| 2 a ease | b enthusiastic | c misunderstanding |
| 3 a entertaining | b dominate | c appropriate |
| 4 a awkward | b small | c story |
| 5 a loud | b talk | c row (n) |

- b 1.1 Listen, check and repeat.



Peaches and coconuts

It was my first dinner party in France and I was keen to make a ¹ good impression on the host couple. All was going well until I asked: 'How did the two of you meet?' There was an ² _____ silence, and my (French) husband shot me a look of horror. Asking a French stranger that question, he later explained, is 'like asking them the colour of their underpants'. I had completely ³ _____.

But I'd learnt an important lesson about what questions are or aren't ⁴ _____ to ask someone from another culture. The mistake I'd made was a classic example of what is known as the 'peach and coconut' divide. This theory, popularized by culture expert Fons Trompenaars, suggests that the world is divided into 'peach' and 'coconut' cultures. Peach cultures, such as North Americans and Brazilians, are 'soft' on the outside: they smile at strangers, share information about themselves, and ask personal questions of those they hardly know. But after a while, you may hit the 'hard stone' in the middle when the peach suddenly isn't willing to share any more. Coconuts, on the other hand, such as Russians and Germans, have 'a hard shell'. They rarely smile at strangers, and generally listen and talk less ⁵ _____ than peaches. Once you get past the shell, however, coconuts gradually become warmer and friendlier. Relationships are built up slowly, but tend to last longer.

An example of a ⁶ _____ between a peach and coconut happened when a Russian colleague of mine sat next to an American stranger on a flight to New York. The American gave very personal information about himself, including information about his relationship with his wife. In turn, my Russian colleague shared his personal story, thinking he had really ⁷ _____ with this guy and made a new friend. After all, their conversation had been more than

⁸ _____. He felt quite ⁹ _____ when, at the

end of the flight, as he was preparing to swap phone numbers, the American just stood up and with a wave of his hand said: 'Have a great trip!'



Grammar using different question types

4a Read the article, then choose the correct options to complete questions 1-7.

- 1 What do you look / look you like, Siri?
- 2 Who did invent / invented you?
- 3 What did you have / had you for breakfast?
- 4 Why did Apple make / Apple made you?
- 5 What do you want / want you for your birthday?
- 6 What came / did come first, the chicken or the egg?
- 7 What means 'Siri' / does 'Siri' mean?

b Match the questions in exercise 4a to the real answers given by Siri, a-g.


- a It appears that human civilization has been awfully preoccupied with this question. ____
- b I try to be satisfied with what I have. ____
- c It's kind of you to ask, but I don't eat. ____
- d To help you. ____
- e Shiny. 1
- f I, Siri, was designed by Apple in California. ____
- g I don't think I can explain it in your language. Sorry. ____

5 Tick the questions that are correct and correct the incorrect questions.

- 1 What ~~did~~ cause the fire? What caused the fire?
- 2 Who lives next door to you? _____
- 3 At what are they staring? _____
- 4 Who this pen belongs to? _____
- 5 From where are you calling? _____
- 6 What did happen at the party? _____
- 7 Who phoned you earlier? _____
- 8 What did make that strange noise? _____
- 9 Who did you go on holiday with? _____
- 10 About what are you thinking? _____

6 Rewrite the direct questions as indirect questions. Use contractions where possible.

- 1 What time does the lesson finish?
Do you know what time the lesson finishes?
- 2 Will he come to the meeting?
Do you think _____
- 3 What is he talking about?
Do you have any idea _____
- 4 Where did you put the keys?
Can you remember _____
- 5 How does this coffee machine work?
Do you know _____



Even those who don't own an iPhone or iPad know about Siri, a smart voice-powered assistant that can do everything a personal assistant would – schedule dates in your calendar, find directions, send messages or make calls. But what makes Siri different from traditional voice-recognition software is 'her' (Siri doesn't have a gender) ability to give intelligent answers to all sorts of questions. Many people find it entertaining to have conversations with Siri. See some of the most popular questions and the answers 'she' gives in the exercises.

I can ...

Very well Quite well More practice

talk about conversation in different cultures.

☐ ☐ ☐

use different question types.

☐ ☐ ☐

1.2 The letter is dead, long live the letter

Vocabulary written communication

1 Match words and phrases 1–6 to pictures a–f.

- 1 punctuation ____
- 2 postage stamp ____
- 3 cross out ____
- 4 copy somebody in/cc someone ____
- 5 emoticon ____
- 6 stationery ____

a



b



c



e



d



f



2 Read the definitions and unscramble the words in bold.

- 1 written by hand, not printed or typed
hitteandwrn handwritten
- 2 remove something that has been written, printed or stored on a computer
deteel _____
- 3 meant to be kept secret and not shared with other people
centialonfid _____
- 4 happening immediately
taninst _____
- 5 the place on a computer where new emails are shown
xinob _____
- 6 writing that is done with a pen or pencil, not printed or typed
ritihangndw _____

3 Complete the sentences with the correct form of the words and phrases from exercises 1 and 2.

- 1 You lose marks in the exam for incorrect spelling and punctuation.
- 2 The shop across the road has a good range of _____. I always buy my pens and notebooks from there.
- 3 Please _____ me in on all emails relating to this project.
- 4 The smiley face is the most common _____.
- 5 This message contains _____ information.
- 6 He's forgotten to put a/an _____ on the envelope.
- 7 If you make a mistake on the form, _____ it _____ neatly. Don't use correction fluid.
- 8 Could you resend the email? I _____ it by accident.
- 9 I texted Jack to invite him to the party and got a/an _____ reply saying he was coming.
- 10 They say that people with small _____ tend to be shy and hard-working.
- 11 I'd rather receive a/an _____ card than an e-card.
- 12 I can't receive any emails at the moment because my _____ is full.

Grammar present perfect simple and continuous

4 Match the sentence halves.

- | | |
|---------------------------------|---|
| 1 a I've been writing my essay, | 1 and handed it in. |
| b I've written my essay | 2 but I need a break from it now. |
| 2 a I've been fixing your bike, | 1 which is why my hands are covered in oil. |
| b I've fixed your bike | 2 so you can use it now. |
| 3 a They've been speaking | 1 on the phone a couple of times. |
| b They've spoken | 2 on the phone for nearly an hour. |
| 4 a I've walked | 1 ten kilometres today. |
| b I've been walking | 2 to work lately instead of taking the bus. |
| 5 a I've been reading | 1 a lot of non-fiction recently. |
| b I've read | 2 that book already. |
| 6 a She's moved | 1 furniture all day. |
| b She's been moving | 2 to a smaller flat. |

5 Choose the correct options to complete the sentences.

- Michael's offered / *been offering* several times to help me write the presentation, but he hasn't done / *hasn't been doing* it yet.
- The police have just arrested / *been arresting* the man they've looked / *been looking* for over the last few months.
- Greg has just texted / *been texting* to say he's sat / *been sitting* in heavy traffic for over an hour and will be late for the meeting.
- My printer has run / *been running* out of ink, but I've only just replaced / *been replacing* the cartridge.
- She's only worked / *been working* at the company for a few months and she's already got / *been getting* a promotion.
- I haven't seen / *been seeing* you for ages. What have you done / *been doing*?

6 Complete the news story with the present perfect simple or continuous form of the verbs in brackets. Use the present perfect continuous where possible.

Message in bottle arrives after 101 years

German fishermen ¹ have found (find) a bottle containing a handwritten message on a postcard which was thrown into the Baltic Sea 101 years ago. It is believed that this is the oldest message in a bottle that the world ² _____ ever _____ (see). The bottle ³ _____ (not suffer) any damage, despite the fact that it had been floating in the sea for 101 years. Some of the writing on the postcard inside ⁴ _____ (become) illegible due to time and damp. Experts, who ⁵ _____ (try) to work out what the complete message says, say they ⁶ _____ (not succeed) yet, but hope to in the near future.

By looking at the address on the postcard, they ⁷ _____ (identify) its author as Richard Platz, the twenty-year-old son of a baker. A handwriting comparison with letters written by Platz ⁸ _____ (confirm) he is the author. The researchers ⁹ _____ also

_____ (track down) his granddaughter, Angela Erdmann, who lives in Berlin.

Erdmann has been presented with the bottle, which will be displayed in a museum. She says that over the last few days, since the discovery, she ¹⁰ _____ (look) through scrapbooks to find out more about her grandfather, who she had never met.

Despite her joy at receiving the bottle, Erdmann has said she hopes people won't repeat what her grandfather did and throw bottles with messages into the sea.



I can ...

Very well Quite well More practice

talk about written communication.

☐ ☐ ☐

use present perfect tenses.

☐ ☐ ☐

1.3 Vocabulary development

Vocabulary development verbs + prepositions

- 1 Choose the correct options to complete the sentences.
 - 1 Bad pronunciation is more likely to result on / in / with misunderstanding than bad grammar.
 - 2 My Polish language course consists in / of / for twenty weekly one-hour classes.
 - 3 Students of English often confuse 'quite' for / to / with 'quiet', as they look and sound similar.
 - 4 Have you heard of / on / by Nheengatu? It's a Native American language indigenous to Brazil.
 - 5 In the UK, moving your finger from side to side shows you disapprove with / on / of something.
 - 6 Moving to a country very different from your own can bring up / over / on 'culture shock'.
- 2 Complete the text with the missing dependent prepositions.

Should we save dying languages?

You may not have heard ¹ of the Alaskan language of Eyak, but it is just one example of a language that has disappeared in recent years. Globalization is one factor that has resulted ² _____ the growth of dominant languages like Mandarin Chinese, Spanish and English, and has led ³ _____ the decline of many minority languages. It is estimated that two languages die out every week.

But does it really matter? Tell us your views.

Jane: We should always preserve dying languages because language contributes ⁴ _____ a person's sense of identity. To let someone's language die is to let part of their identity die, too.

Tim: Languages contain all kinds of human knowledge, including medical and environmental information. Our understanding of that information depends ⁵ _____ our understanding of the language.

Pete: Languages have come and gone throughout history. It's called evolution, and we shouldn't prevent it ⁶ _____ taking its natural course. Most languages don't die because people have been banned ⁷ _____ using them. They die because people have chosen to speak another language in order to adapt ⁸ _____ modern life.

Vocabulary extension

- 3a Match the sentence halves.
 - 1 She gave up work because she couldn't **cope with** c
 - 2 I can't **comment on** the situation _____
 - 3 They haven't **decided on** a name _____
 - 4 He **insisted on** _____
 - 5 It never **occurred to** me _____
 - 6 The hotel was sold and **converted into** _____
 - a for the new company yet.
 - b that he might leave.
 - c luxury flats.
 - d because I don't know enough about it.
 - e the pressure of the job.
 - f paying for the meal.
- d Match the verbs and dependent prepositions in bold in exercise 3a to definitions a-f.
 - a change from one thing into another c
 - b choose from a number of possibilities _____
 - c come into your mind _____
 - d deal successfully with sth. difficult _____
 - e demand that something happens _____
 - f express an opinion about sth. _____
- 4 Complete the sentences with a verb and preposition from exercise 3a.
 - 1 Have you decided on a wedding venue yet?
 - 2 The hospital has been _____ a hotel.
 - 3 Lots of people _____ the photo I posted on Facebook today.
 - 4 I find it hard to _____ this very cold weather.
 - 5 The teacher _____ us always speaking English in class.
 - 6 An interesting idea _____ me while I was walking to work.

➔ **STUDY TIP** Look out for verbs which take a different preposition from verbs in your language and make a note of them, e.g. *depend on* NOT *depend of*.

1.4 Speaking and writing

Speaking dealing with problems on the phone



1a Choose the correct options to complete the conversations.

- A Oh, it's been great ¹ *talk* / *talking* to you, Jess. I'll ² *leave* / *let* you get on.
 B Oh, I'm not in any hurry. I've got plenty of time to chat.
 A Well, actually, I've got a ³ *ton* / *volume* of work to do, so ...
 B But I haven't told you about the party.
 A Tell me about that next time.
 B All right, then. Bye.

C Good morning. I'm calling from JP Solar Heating Systems. I wonder if I could interest you in some products ...

D No, thanks. And I don't ⁴ *make* / *take* sales calls, so can you please ⁵ *add* / *remove* my name from your database? Goodbye.

E Good morning. It's Stan from Go Sports. I'm calling with regard to your order of ...

F I'm sorry - someone's at the door. Could you ⁶ *wait* / *bear* with me a moment? Right, I'm back. Sorry about that.

E That's fine. I was calling to say ...

F I'm really sorry. It's the doorbell again. Could you hold the ⁷ *line* / *call*?

E I think I've ⁸ *caught* / *taken* you at a bad time, haven't I? I'll call back later.

G Hi, Bernard. Thanks for getting back to me. I was calling to see if you'd booked the flights ... Sorry? ... I can't hear you very well. The ⁹ *cover* / *coverage* is terrible here. Sorry, I'm ¹⁰ *losing* / *missing* you again. What was that? ... How much? Bernard, could you call me on my ¹¹ *land phone* / *landline*? Thanks.

b 1.2 Listen to the conversations in exercise 1a and check your answers.

Writing an informal email giving news

2 Complete the email with words from the box.

am better catch doesn't great loads
moon saw sounds touch will

Hi Pete,

¹ *Great* to hear from you. Really pleased all's working out well for you Sydney. ² _____ like it was a very good decision to move out there.
³ _____ quite jealous, to be honest!

All's fine here. My news is that I've been offered a marketing job at a pharmaceuticals company in London.
⁴ _____ start till April, so I'm off to Mexico for a month before then. Thought I'd better get some travelling in, as I may not get another chance once the job starts.

⁵ _____ Kate the other day. I told her you'd been in ⁶ _____, and she says she'd love to ⁷ _____ up with you. She's going to email you. She and Mike have just got engaged, by the way, so she's over the ⁸ _____. I'm sure she'll tell you all about it.

Anyway, ⁹ _____ go, as I've got ¹⁰ _____ of stuff to do before I go away.
¹¹ _____ be in touch soon.

Emma x

I can ...

Very well Quite well More practice

deal with problems on the phone.

☐ ☐ ☐

write an informal email giving news.

☐ ☐ ☐

2.1 Out of your comfort zone

Vocabulary talking about travel and adventure

1 Choose the correct word to complete each sentence.

- 1 There are many good reasons to _____ out of your comfort zone and try something you've never done before.
a set b step c march
- 2 After roughing _____ in a tent for several days, two nights in a hotel felt like luxury.
a out b it c ourselves
- 3 The idea of going on an adventure holiday doesn't _____ to me.
a attract b fancy c appeal
- 4 He advised me not to travel alone, but I _____ him.
a ignored b didn't notice c refused
- 5 They say Bali is the most _____ of the Indonesian islands.
a touristy b touristic c tourist
- 6 You need to be very _____ to climb the K2, the world's second highest mountain.
a difficult b challenging c tough

PRONUNCIATION gh

2a 2.1 » Listen and complete the table with the words in the box according to their *gh* sound.

although caught cough daughter enough laugh
rough taught thorough tough

<i>gh</i> is pronounced /f/	<i>gh</i> is silent
	although

b 2.1 » Listen again and check, then repeat.

3 Complete the text with the correct form of the words and phrases in the box.

encounter out of season remote responsibilities
soak up stunning wander around with your own eyes

We've just come back from a wonderful holiday in Granada in Southern Spain. We rented a cottage in a ¹ remote little village, miles from anywhere, with ² _____ views of the hills. It was so relaxing and fantastic to be free of work and family ³ _____ for a while. It didn't cost a fortune either, as we went ⁴ _____. We went on lots of walks and saw some really interesting wildlife, including golden eagles and wild cats. In fact, at one point, we had a slightly hair-raising ⁵ _____ with a wild boar ... and ended up having to climb a tree to escape! On one of the days, we went into Granada city; we visited the famous Alhambra palace. It's totally breathtaking. I'd seen photos of it, but seeing it ⁶ _____ is an incredible experience. Afterwards, we spent the afternoon ⁷ _____ the streets in the old quarter, ⁸ _____ the atmosphere. I definitely want to go back there some time.



Grammar talking about past events

- 4 Complete the conversation with the correct past tense form of the verbs in brackets.
- A I ¹ bumped (bump) into Jo yesterday. She ² _____ (just/come) back from a trip to Brazil.
- B Really? What ³ _____ (she/do) in Brazil?
- A She ⁴ _____ (go) over there on a research trip as part of her PhD. She and a team of scientists ⁵ _____ (look) for new species in the Amazon river.
- B Interesting. How ⁶ _____ (it/go)?
- A Very well, I think. Apparently, they ⁷ _____ (discover) a new species: vegetarian piranha.
- B How amazing!
- A Yes, she was very proud. She ⁸ _____ (show) me some photos that she ⁹ _____ (take).
- 5 Choose the correct options to complete the article.

Ben Saunders

World record-breaking polar explorer

Imagine the cold. Minus 50 degrees Centigrade. Cold enough to freeze boiling water instantly. Picture the ground – icy, uneven, slippery, full of cracks. Then imagine having 1,795 miles to walk, knowing that this journey has never been completed successfully on foot and has killed everyone who has tried ...

This is the challenge that ¹ faced / had faced British polar explorer Ben Saunders and his companion Tarka L'Herpiniere as they ² set off / had set off in October 2013, from the coast of Antarctica to the South Pole and back, to complete the journey that the famous British explorer Captain Robert Falcon Scott had attempted a century earlier, but which unfortunately ³ was costing / had cost him his life. Captain Scott and his team had walked for six months before they ⁴ reached / had reached the South Pole, only to discover that a Norwegian party, led by Roald Amundsen, ⁵ got / had got there first. All Scott's team died as they ⁶ returned / were returning home.

A hundred years later, it ⁷ took / was taking Saunders and L'Herpiniere 105 days to make the journey, and in doing so they ⁸ broke / were breaking the record for the longest human-powered polar journey in history. Their achievement is extraordinary when you consider that throughout the journey they ⁹ dragged / were dragging 200 kg of food and equipment and they ¹⁰ used / were using skis.

Although he is best known for the South Pole expedition, Saunders ¹¹ already broke / had already broken a record ten years earlier when he ¹² became / was becoming the youngest person, at the age of twenty-three, to reach the North Pole alone and on foot.

- 6 Combine the pairs of sentences into one sentence using the correct form of the verbs and the expressions in bold. Do not change the order of the sentences.

1 I (swim) in the sea. I (get) stung by a jellyfish. **while**

While I was swimming in the sea,

I got stung by a jellyfish.

2 I (not experienced) extreme cold temperatures. I (go) to Siberia. **until**

3 The plane's engine (make) a strange noise. It (take) off. **as**

4 We (never go) to Italy. We (go) to Naples last year. **before**

5 She (meet) her fiancé. They (train) to climb Everest. **while**

6 The storm (start). The ferry (leave) the port. **not long after**

7 I (taste) some wonderful food. I (travel) in India. **when**

I can ...

Very well Quite well More practice

talk about travel and adventure.

☐ ☐ ☐

talk about past events.

☐ ☐ ☐

2.2 An extraordinary escape

Grammar past perfect forms

- 1 Complete the sentences with verbs from the box, using the past perfect continuous.

carry hope lie live look lose miss queue sit snow

- 1 I got sunburned because I'd been lying in the sun for too long.
- 2 His back was aching because he _____ a heavy rucksack for several hours.
- 3 Last year, we moved out of the house that we _____ in for the previous twenty years.
- 4 I was disappointed with my exam results. I _____ for a higher grade.
- 5 The police found the escaped prisoner they _____ for.
- 6 The book that _____ for several months mysteriously reappeared on the shelf.
- 7 I needed to stretch my legs because I _____ still for a long time.
- 8 He closed the business as it _____ money for a few years.
- 9 It was the middle of winter and it _____ all night.
- 10 We were fed up because we _____ for ages.

- 2 Complete the text with the past perfect simple or past perfect continuous form of the verbs in brackets. If both are possible, use the past perfect continuous.

CATCH ME IF YOU CAN The Escape from Alcatraz

On 12 June 1962, at approximately 10.00 p.m., three men broke out of California's Alcatraz prison, in one of the most famous prison escapes in history. The prison, also known as 'The Rock', was famous for its high level of security. Frank Lee Morris and two brothers, Clarence and John Anglin, who ¹ had all been serving (serve) sentences for bank robbery, ² _____ (plan) the escape for nine months.

When the prison officers made their night-time inspection, they ³ _____ (not realize) the prisoners were missing because they ⁴ _____ (place) fake heads, which looked like human heads, in their beds. They ⁵ _____ (create) the heads out of a mixture of soap, toilet paper and real hair.

So what ⁶ _____ they _____ (do) over the previous nine months to prepare for their escape? Every evening, between 5.30 and 9 p.m., they ⁷ _____ slowly _____ (dig) a tunnel through the concrete wall of their prison cell using



sharpened metal spoons and a drill made from the motor of a vacuum cleaner which they ⁸ _____ (stole). They ⁹ _____ (disguise) the sound of the drilling by playing the accordion.

On the night of the escape, they used special boats made of wood and raincoats, which they ¹⁰ _____ (acquire) from other prisoners.

Although prison officials claimed the men drowned at sea, their bodies have never been found and the investigation into their disappearance has not been closed.



Vocabulary adjectives of feeling

3 Complete the sentences with words from the box.

delighted disorientated down petrified relieved
tense

- 1 She was relieved to hear that her journey wasn't going to be affected by the transport strikes.
- 2 I felt _____ after I got back from my holiday, as I didn't have anything to look forward to.
- 3 I woke up after a deep sleep on the train feeling totally _____. I didn't know where I was.
- 4 He is slightly claustrophobic, so going in a lift makes him feel _____.
- 5 I was absolutely _____ when the aeroplane started to drop suddenly. I thought I was going to die.
- 6 I was _____ to be invited to go to Amsterdam with Sarah.

4 Replace the words in italics in the sentences with an adjective from the box with a similar meaning.

cross furious hurt miserable puzzled satisfied
terrified

- 1 We weren't ^{satisfied} *happy* with the level of service we received at the hotel.
- 2 Passengers were *very angry* after their train was delayed for three hours.
- 3 I was *quite angry* with him for waking me up.
- 4 The tourists were holding a map and looking *confused*, so I asked if I could help.
- 5 Jack seemed *offended* that I hadn't invited him to come on holiday with me.
- 6 My cousin is *very frightened* of snakes.
- 7 My cold had gone on for over a week and was making me feel *unhappy*.

**PRONUNCIATION** word stress – multi-syllable adjectives

5a Mark the stress pattern of the adjectives.

- 1 delighted _____
- 2 furious _____
- 3 satisfied _____
- 4 miserable _____
- 5 terrified _____
- 6 relieved _____
- 7 petrified _____
- 8 disorientated _____

b 2.2))) Listen and check, then repeat.

I can ...

Very well Quite well More practice

use past perfect forms.

☐ ☐ ☐

use adjectives of feeling.

☐ ☐ ☐

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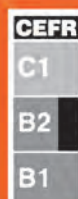
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