

NAME: _____

DATE: _____

Unit Study Guide

(Unit 3)

Self-Check Write a checkmark ✓ next to the language you know. Return to the unit in your Student's Book to find and study the language you are not yet sure of.

GRAMMAR

- Causatives get, have, and make (page 28)
- The passive causative (page 30)

VOCABULARY

Some ways to help out another person

- give [someone] a ride
- keep an eye on [something or someone]
- lend [someone] [something]
- fill in for [someone]
- pick up [someone or something]

Services

- dry clean [a suit]
- repair [shoes]
- frame [a picture]
- deliver [a package]
- lengthen / shorten [a skirt]
- print [a sign]
- copy [a report]

Adjectives to describe good service

- reliable
- reasonable
- helpful
- professional

Planning an event

- make a list of attendees
- pick a date, time, and place
- make a budget
- assign responsibilities
- plan an agenda
- send out an announcement
- arrange catering
- set up the room

Other language

- repair shop
- doctor's appointment

SOCIAL LANGUAGE

- I know this is really last minute.
- It's really urgent.

- You're a lifesaver.
- No sweat.
- Thanks a million.
- I owe you one.
- I see you've got a lot on your plate today.
- I won't keep you any longer.
- I wonder if you could do me a favor.
- Sure. What do you need?
- Do you think [you could give me a ride]?
- I would, but [I have a doctor's appointment at 2:00].
- Oh, that's OK. I understand.
- Maybe you could [get Jack to take you].
- Good idea.
- I'll see what I can do.
- I really appreciate it. Thanks!

