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# VIEWPOINT

WORKBOOK

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MICHAEL MCCARTHY  
JEANNE MCCARTEN  
HELEN SANDIFORD



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## Lesson A Grammar Asking questions

### A Complete the conversations with a correct form of the verbs given.

- A Have you ever heard (hear) of speed-friending?  
 B No, I haven't. What \_\_\_\_\_ (be) it?  
 A Well, it's a bit like speed-dating, but it's just a way of meeting people.  
 B Interesting. So, \_\_\_\_\_ you ever \_\_\_\_\_ (go) to a speed-friending event?  
 A No. But I'm thinking of going to one. \_\_\_\_\_ you \_\_\_\_\_ (want) to go with me?  
 B Um, no, thanks. But tell me how it goes!
- A \_\_\_\_\_ I \_\_\_\_\_ (tell) you I went to a networking event last week?  
 B No. What kind of networking event \_\_\_\_\_ (be) it?  
 A It was for people who are looking for internships.  
 B Oh, so \_\_\_\_\_ you \_\_\_\_\_ (look for) an internship right now?  
 A Yeah. I'm trying to find one for the summer.  
 B So \_\_\_\_\_ you \_\_\_\_\_ (make) any contacts at the event?  
 A Yeah, actually, I did. I met some people from a software company.

About  
you

### B Unscramble the questions. Then write answers that are true for you.

- these days? / with / you / hanging out / are / Who  
Q: \_\_\_\_\_ A: \_\_\_\_\_
- alone? / ever / Have / a weekend / spent / you  
Q: \_\_\_\_\_ A: \_\_\_\_\_
- any of / you / call / Did / this morning? / your friends  
Q: \_\_\_\_\_ A: \_\_\_\_\_
- in / Where / to / meet / you / people / go / your neighborhood? / can  
Q: \_\_\_\_\_ A: \_\_\_\_\_
- your friends / you / all the time? / Do / text  
Q: \_\_\_\_\_ A: \_\_\_\_\_
- outgoing / a kid? / Were / you / were / when / you  
Q: \_\_\_\_\_ A: \_\_\_\_\_
- all your friends / joined / a social networking site? / Have  
Q: \_\_\_\_\_ A: \_\_\_\_\_
- was / What / name / when / your / were / a kid? / best friend's / you  
Q: \_\_\_\_\_ A: \_\_\_\_\_



# Lesson A Vocabulary Describing personality

**A Complete the chart with the personality traits in the box.**

aggressive	eccentric	narrow-minded	pushy	sensitive	thoughtful
annoying	intelligent	open-minded	relaxed	sweet	touchy
arrogant	laid-back	a pain	self-confident	talkative	weird

Generally positive	Generally negative	It depends . . .

**B Complete the sentences with the words and expressions in Exercise A. Sometimes more than one option may be possible.**

1. My boyfriend buys me flowers to say "thank you" and sends me cards to wish me luck. Yeah, he's very \_\_\_\_\_ and \_\_\_\_\_.
2. My best friend's really smart. I mean, she's probably the most \_\_\_\_\_ person I know.
3. Most people love my uncle. He's very \_\_\_\_\_. He'll chat to anybody about anything.
4. My brother was \_\_\_\_\_ as a child. He was always getting into trouble for pushing other kids on the playground.
5. One of my best friends can seem a bit \_\_\_\_\_, like she thinks she's better than everybody else. I guess she's just \_\_\_\_\_ – you know, she's pretty sure of herself.
6. My girlfriend gets upset easily. She's pretty \_\_\_\_\_.
7. My best friend never gets stressed about anything – you know, she's always \_\_\_\_\_, even before exams.
8. My mom's the kind of person who's always willing to listen to other people's ideas – you know, she's really \_\_\_\_\_.
9. One of my cousins is always bothering me. She's \_\_\_\_\_ and very \_\_\_\_\_.
10. My neighbor has some very strong views and won't accept other people's opinions. He's so \_\_\_\_\_!

About you

**C Complete the sentences to make them true for you. Use the words and expressions in Exercise A, and any other expressions you know.**

1. I can't stand people who are \_\_\_\_\_.
2. If you want to be successful in business, you need to be \_\_\_\_\_.
3. If you want to get along with people in general, you need to be \_\_\_\_\_.
4. I really don't see myself as a/an \_\_\_\_\_ person.
5. I like to think of myself as \_\_\_\_\_ and \_\_\_\_\_.
6. One of my best friends is so \_\_\_\_\_ and \_\_\_\_\_.
7. I usually choose \_\_\_\_\_ and \_\_\_\_\_ people as friends.
8. I don't mind people who are \_\_\_\_\_ as long as they're \_\_\_\_\_, too.

# Lesson B Grammar Talking about habits

## A Complete the sentences with a correct form of the verbs given.

1. My best friend can be really annoying. She \_\_\_\_\_ constantly \_\_\_\_\_ (look) at her phone. When we \_\_\_\_\_ (watch) a movie, she checks her email all the time. And when we're out together, she \_\_\_\_\_ always \_\_\_\_\_ (take) pictures of stuff. Then she \_\_\_\_\_ (post) the photos online. I mean, I'm usually pretty laid-back, but it's starting to drive me crazy.
2. My sister and I are actually really close, but we \_\_\_\_\_ (not call) each other very often. Occasionally we \_\_\_\_\_ (will / text) pictures to each other – or email stuff. But we're both so busy, we \_\_\_\_\_ (not answer) each other's emails unless it's really important. When she \_\_\_\_\_ (call), we \_\_\_\_\_ (talk) for hours.
3. I \_\_\_\_\_ (not waste) a lot of time online. You know, I \_\_\_\_\_ probably \_\_\_\_\_ (will / surf) the Internet for a couple of hours a day. But not all at once. I \_\_\_\_\_ (tend / take) about half an hour before work and probably half an hour at lunchtime to look at stuff online. And I \_\_\_\_\_ (email) people at night. But a lot of my friends \_\_\_\_\_ (will / stay) online for hours and hours.

## B Circle the best option to complete the conversations.

1. How many times a day do you text your friends?  
Well, **I'll send** / **I'm sending** a reply whenever I get a message. So, I don't know – maybe 20 or 30 times a day. Mostly, **we make** / **we're making** plans by text. But **I tend to call** / **I'm calling** if I want to have a real conversation or something.
2. A How do you keep in touch with your family when you're away from home?  
B When **I'll travel** / **I'm traveling**, we try to video-chat on the Internet. That way we can talk for free. And **we'll email** / **we're emailing**, too. I like to keep in touch.
3. A Have you ever used the Internet to find a friend?  
B Yeah. **I'm searching** / **I'm always searching** online to see if I can find my old school friends. **I'll find** / **I'm finding** someone every once in a while. It's fun to see what they're doing now. Occasionally **I'll contact** / **I'm contacting** them. But **I don't do** / **I'm not doing** it often.

 About  
you

## C Now write your own answers to the questions in Exercise B.

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_



## Lesson C Conversation strategies

### A Read the conversations. Circle the appropriate follow-up questions.

1. *A* How do you usually keep in touch with your friends back home?  
*B* How do we keep in touch? We tend to text. Or we'll check each other's profile pages.  
*A* **And do you ever call each other? / And you never keep in touch with them?**  
*B* Yeah. Sometimes.
2. *A* So, yeah, Mark and I have been dating for ten months now.  
*B* That's great. **But you lost touch, right? / So, you're getting along well?**  
*A* Yeah. It's great. He's so thoughtful and just a really cool guy.
3. *A* My parents got divorced when I was little.  
*B* That's too bad. That must have been hard.  
*A* Yeah, but my mom remarried, and my stepdad's great. He's really cool.  
*B* That's good. **But you don't see your mom, right? / So you do a lot together?**  
*A* Yeah. We always hang out as a family.



### B Read the conversations. Write the appropriate follow-up question for each conversation. There are two extra questions.

- |                                   |   |
|-----------------------------------|---|
| a. And does he know you at all?   | d. But you wouldn't tell them, right?       |
| b. And how often do you see them? | e. So you didn't talk to each other at all? |
| c. But would you feel sad?        |   |

1. *A* How would you feel if you lost touch with a good friend?  
*B* It depends. It happens sometimes.  
*A* \_\_\_\_\_  
*B* I guess so. Again, it depends.
2. *A* Have you ever had a fight with a friend over something silly?  
*B* Yeah, once. My friend Jack and I had an argument about this girl. We didn't speak for weeks.  
*A* \_\_\_\_\_  
*B* No, not a word.
3. *A* Have you always had a lot of friends or just one or two close friends?  
*B* I tend to have one or two close friends. I don't have a big circle of friends.  
*A* \_\_\_\_\_  
*B* Oh, we hang out pretty often, like once or twice during the week and then every weekend.



# Lesson D **Reading** Personal profiles

**A Prepare** Circle two facts and underline three pieces of advice. Who is this info for – employers or candidates?

## Getting the most from online profiles

- 1 Over 30 percent of employers say they currently use, or plan to use, social networking sites to obtain information about job candidates. However, only 16 percent of workers write their online profiles with potential employers in mind.
- 2 What may be more worrying for today's job seekers is that 34 percent of managers said they have rejected a candidate because of the information they obtained online. Finding inappropriate photographs is one of the main reasons for rejection.
- 3 This trend of using social networking sites as an employment tool is growing. "We can learn a lot about a candidate from his or her online profile," says Mindy Watson, director of human resources at an advertising agency. "We want to see if the person will fit in well at our company, so the information in an online profile is valuable to us."
- 4 Hiring managers also tend to use social networking sites when they are looking for new hires. So if you want to use your profile to find a new job either now or in the future, here are some do's and don'ts.
- 5 ➤ ☐ Keep your profile up to date, even if you are not looking for a job. Make sure you list your latest achievements. Hiring managers are looking for the best people for their companies, so make sure that you present yourself in a positive way. You never know – someone may invite you to come in for an interview even before you start looking for a new job.
- 6 ➤ ☐ It is always best to avoid making any negative comments about your current or previous boss, company, or co-workers. If employers think that you will damage their image after you leave the company, they won't want to hire you.
- 7 ➤ ☐ If you are always telling off-color jokes or joining weird or silly groups, be careful. One of the fun things about networking sites is that you can connect with other people who share your sense of humor. However, these groups don't always leave a potential employer with a good impression. Instead, be selective and join groups that demonstrate your professional goals or social involvement. This shows you are thoughtful and creates a positive online image.
- 8 ➤ ☐ Be careful also if you are trying to hide your job search from your current boss. One of your co-workers might see your profile and mention it. You could find that your boss withholds that promotion or raise you were expecting. However, if your boss does find out and accuses you of looking for a new job, don't deny it. It is better to tell the truth than risk a negative reference.
- 9 ➤ ☐ Remember that other people will see the contacts you have made if you don't keep your friends list private. So in addition to keeping your friends' inappropriate pictures and comments off your profile, be cautious about who your online friends are.
- 10 ➤ ☐ Review the pictures you have uploaded to your profile, the personal information you have given, and any blogs or sites you have linked to. Delete anything you might regret later.
- 11 Always bear in mind that employers can use your social networking profile to evaluate you, so show self-confidence (without being arrogant) and promote yourself well. Think of it as a face-to-face meeting with an employer, and present the image of yourself that you want to promote.





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