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3 Using a dictionary look up a word, guess the meaning
4 English language words adjective, phrasal verb, question mark
5 Classroom language board pen, share a book, swap places

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8 Adjective suffixes -able, -ive, -al, -y
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10 Compound nouns traffic light, tin opener, credit card, film star
11 Compound adjectives easy-going, well-known, part-time

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12 Collocation (word partners) miss the bus, a soft drink, fast asleep
13 Idioms and fixed expressions never mind, go ahead, take it in turns
14 Verb or adjective + preposition depend on, belong to, interested in
15 Preposition + noun by train, on the radio, in a hurry
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17 Requests, invitations and suggestions Could you …? How about …? if you like
18 Opinions, agreeing and disagreeing What do you think of …? a brilliant idea
19 Likes, preferences and interests I quite like, and that sort of thing, I’d rather
20 Frequently asked questions How’s it going? What’s the matter?
21 Common responses I hope so, that sounds great, what a shame
22 Greetings, farewells and special expressions Nice to meet you, see you soon, good luck
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24 Phrasal verbs (2): grammar and style take sth off, grow up, break down
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26 Make, do and take make a mistake, do homework, take a photo
27 Give, keep, break, see give sb a ring, break a record, I see
28 Leave, catch and let leave a message, catch a bus, let sb know
29 Get: uses and expressions get dressed, get married, get on with
30 Go: uses and expressions go for a drink, have a go, go deaf
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69 Work: duties, pay and conditions  
70 Jobs  
71 The career ladder  

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72 In the office send e-mail, do paperwork, it isn’t working
73 Business and finance interest rate, profit and loss, rise sharply

Leisure and entertainment
74 Sport: ball games table tennis, pass the ball, win a game
75 Sport and leisure swimming, go to the gym, support a team
76 Cinema and theatre stage, third row, war film, violent, gripping
77 Music composer, lead singer, hit single, latest CD

Communication and technology
78 Newspapers daily paper, headline, according to …
79 Television switch over, soap opera, What’s on TV?
80 On the phone mobile phone, wrong number, Is that Mary?
81 Computers and the Internet hard disk, download, get online, browse

Social concerns
82 Education: school primary school, geography, pass an exam
83 Education: university engineering, do a degree, graduate, PhD
84 Law and order illegal, break the law, arrest someone, guilty
85 Crime shoplifting, robbery, late at night, valuables
86 Politics believe in democracy, left-wing, election
87 Bureaucracy identity card, fill in, signature, date of birth
88 Global problems pollution, destroy the planet, civil war

Tourism
89 Air travel check-in desk, land, a two-hour delay
90 Hotels and restaurants single room, pay the bill, Is dinner included?
91 A sightseeing holiday in the city have a look round, guidebook, nightlife
92 Holidays by the sea seaside resort, sunbathe, sandy beach

Notional concepts
93 Time on Monday, since May, it takes an hour
94 Numbers two million, one and a half, divide by three
95 Distance, size and dimension a long way, too far, How wide is it?
96 Shapes, colours and patterns a round table, a dark green skirt, yellowish

Varieties of English
97 Notices and warnings sold out, no exit, mind the step, no parking
98 Vague language a vague idea, things, stuff, a bit, roughly
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