

INTERACT

21st Century Communication Skills

4

Workbook

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Finding a Good Balance

VOCABULARY (Fill in the blanks with the words from the box.)

perspective
responsibility

gossip
solution

productivity
balance

efficiency
quality

- I have some small problems at work, but I always try to put them into _____.
- You shouldn't _____ in the office. You will get a bad reputation.
- My company got new computers to increase our _____ and _____.
- I had a son recently, so I need to _____ my work schedule with my personal life better.
- I cannot find the _____ to this problem. Can you meet with me so we can talk about it?
- My company is working on improving the _____ of our products. Customers have complained recently.
- Frank passed on the promotion because he did not want the additional _____ of being a team leader.

GRAMMAR (Do the exercises below.)

A. Circle the best option to complete each sentence.

- To work / Working in a big team is great!
- It's impossible to understand / understanding him.
- Maybe you should consider to buy / buying a bigger car.
- When did you decide to move / moving house?
- You need to think / thinking about your future.
- Oh, no! I forgot to turn off / turning off the gas when we left the house!
- Drinking / To drink so much coffee every morning is one of my bad habits.
- Sleeping in / To sleep in on the weekend is my favourite thing to do.

B. Match the beginnings of sentences to the endings.

- | | | |
|---|---|--------------------------------|
| 1. I think you should just enjoy | • | • a. worrying about work. |
| 2. You're on holiday, so you should just stop | • | • b. to go hiking this summer. |
| 3. I brought the cheese. Did you remember | • | • c. relaxing in the sunshine. |
| 4. I really want | • | • d. to bring the crackers? |

READING (Read the article and answer the questions below.)

Pay It On



In the past week, a local gardener gave me some apples, a trainee chef baked my mum a cake, and a lovely old lady made some delicious strawberry jam for me... and I paid nothing for any of this! Welcome to 'Pay It On', an interesting new website set up by a group of young idealists.

The idea of Pay It On is simple. If you have something you don't want, you just give it to someone who wants it. If you have a skill you can share, you just use it to help someone out. All you have to do is go to the Pay It On website and post an offer. People who want something go to the site, look at the posts, and contact you if they want what you've got—but they don't pay you anything. Instead, they 'pay it on'—they post an offer on the site offering to give something away, or to do something for free for someone else.

Pay It On relies on trust. If you get something from the site, no one checks to see if you put something back in, and no one asks if what you give has the same value as what you got. 'The world is changing, and more and more people are moving beyond the money economy,' says Jane Phelps, one of the website's founders. 'The internet is a self-help society. Millions of people write and share software, contribute articles to websites, or work for open-source organisations like Wikipedia. They don't do it for pay, they do it because it's fun, because it makes them feel good, and because it contributes to society. Anyway, who can say how valuable something is? If I'm going to throw something away, it has no value to me, but it may be very valuable to someone else.'

She may be right. In the last week, I gave my old laptop computer to a 15-year-old student, taught a Romanian man some basic English, and cooked dinner for a busy, single mother and her family. You know what? It's good to give! Try it yourself!

A. Write answers to the questions.

1. Who set up the website? A group of young people set it up.
2. How much did the author pay? _____
3. Who is Jane Phelps? _____
4. How can people use the website? _____

B. Circle the correct options to complete the summary below.

Pay It On is a 1 website / shop set up by a 2 group of young people / big company. You can use it to get 3 cheap / free things, because people come to Pay It On to 4 give away / sell things they don't want. Users of Pay It On also offer to do things for other people for 5 money / free. If you get something from Pay It On, you should 6 pay a small amount of money / offer to help someone else. 7 Nobody / The website checks to see if you do this.

VOCABULARY (Do the exercises below.)

A. Fill in the blanks with the phrasal verbs from the box.

get together get over get behind get into get up get back

1. It took me four days to _____ this cold.
2. Exercising is difficult to _____, but it starts to get addictive.
3. The first thing I do when I _____ in the morning is take my dog for a walk.
4. My friends and I will _____ this weekend to see a film.
5. My boss is great. He is always willing to _____ other people's ideas.
6. Let's talk later. I want to _____ to work.

B. Use the phrasal verbs in activity A to write your own sentences.

1. _____
2. _____
3. _____
4. _____

GRAMMAR (Underline the phrasal verb in each sentence and circle the correct meaning.)

1. It doesn't usually take this long for them to get back from the store.
a. become interested in **b. return** c. support
2. Does it usually take this long for you to get over a cold?
a. support b. stand up c. recover from
3. They didn't get up to let us through to our seats.
a. stand b. come back c. meet
4. When I was in my early 20s, I got into rock climbing.
a. recover from b. support c. become interested in
5. We can't really get behind the president's decision because it doesn't make sense.
a. become interested in b. recover from c. support
6. My friends and I get together every weekend to play football.
a. meet b. return c. support

FLUENCY (Do the exercises below.

A. Rewrite the sentences below using the expressions in the box. Put the verbs into the correct form. Some expressions can be used more than once.

become interested in recover from ~~become~~ stand up receive return

1. My grandson's getting taller every time I see him.

My grandson's becoming taller every time I see him.

2. I got into hiking a couple of years ago.

3. When did she get her degree?

4. What time did you get back last night?

5. He got up and gave his seat to an old lady on the train.

6. This film is just getting interesting.

7. I have to get over losing my job and try to find another one.

B. Choose one of the following topics and write four sentences about it. Include at least one use of **get** in each sentence.

- ☐ something that you are a fan of now
- ☐ something that you were a fan of in the past
- ☐ something that someone you know is a fan of now
- ☐ something that someone you know was a fan of in the past
