

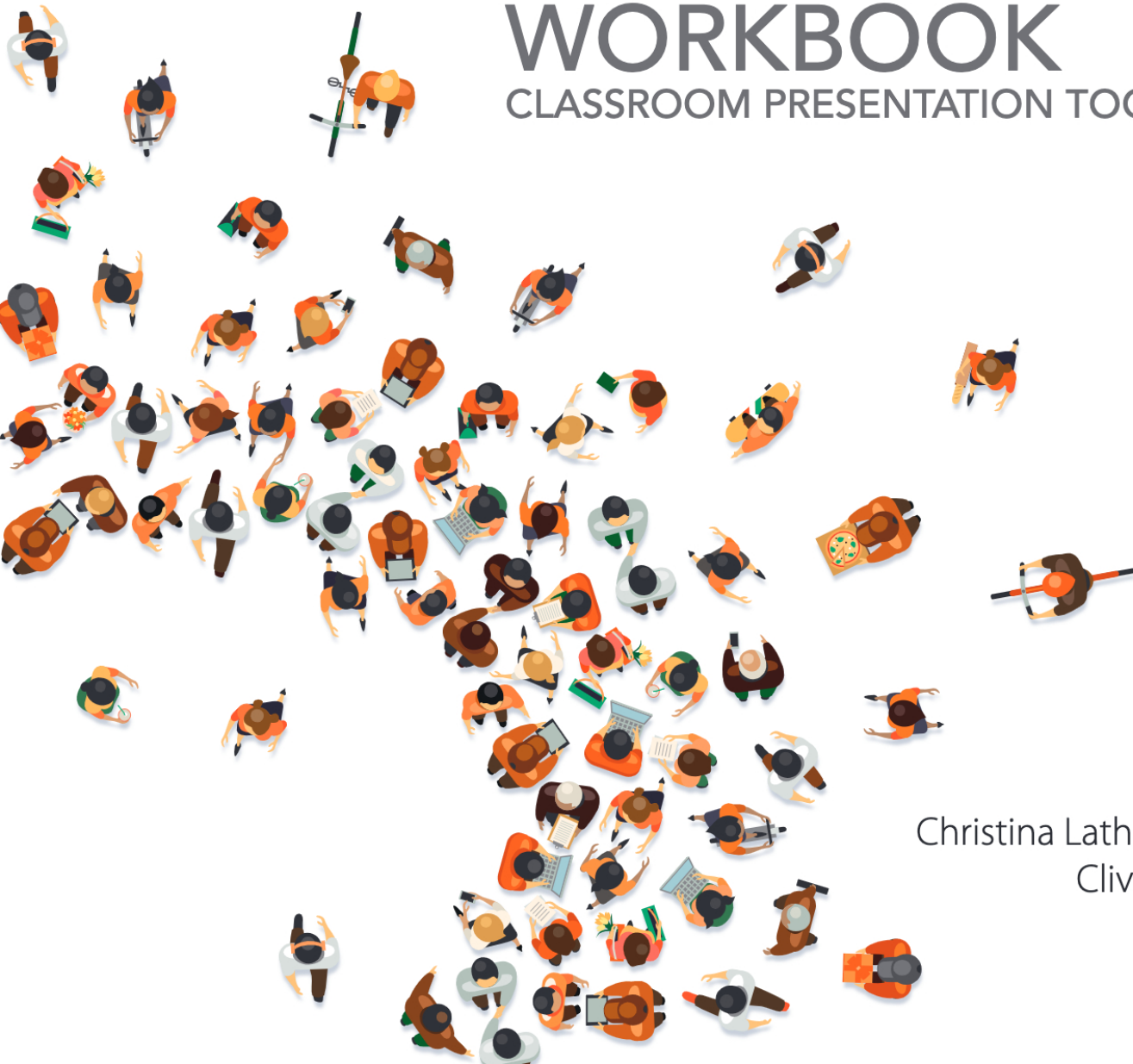
American English File

4

Third Edition

WORKBOOK

CLASSROOM PRESENTATION TOOL



Christina Latham-Koenig
Clive Oxenden

American English File⁴ Third Edition

WORKBOOK CLASSROOM PRESENTATION TOOL

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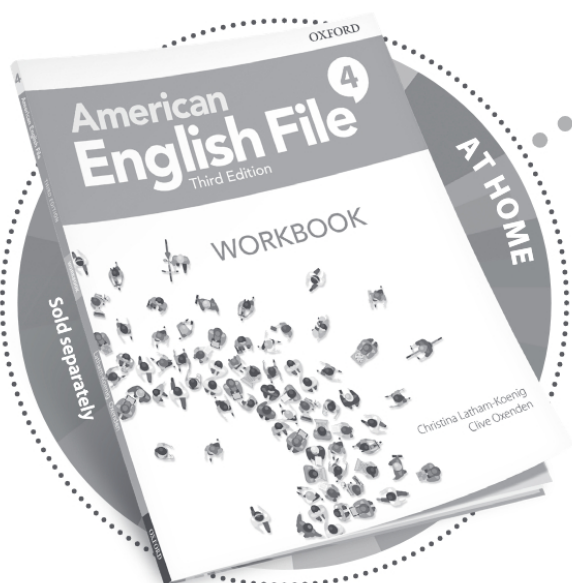
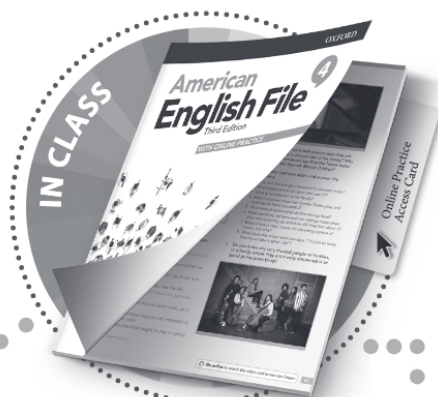
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How to use your Workbook and Online Practice

American English File ^{Third Edition}

Student Book

Use your Student Book in class with your teacher.



Workbook

Practice **Grammar**, **Vocabulary**, and **Pronunciation** for every lesson.

Practice the **Colloquial English**.

Do the **Can you remember...?** exercises to check that you remember the Grammar, Vocabulary, and Pronunciation every two Files.

ACTIVITIES AUDIO VIDEO RESOURCES



Online Practice

Look again at the Grammar, Vocabulary, and Pronunciation from the Student Book before you do the Workbook exercises.

Listen to the audio for the Pronunciation exercises.

Use the Sound Bank video to practice English sounds.

Watch the Colloquial English video before you do the exercises.

Use the interactive video for more Colloquial English practice.

Look again at the Grammar, Vocabulary, and Pronunciation if you have any problems.

Practice Reading, Listening, Speaking, and Writing.

G question formation **V** figuring out meaning from context **P** intonation: showing interest

1 GRAMMAR question formation

a Right (✓) or wrong (X)? Correct the mistakes in the highlighted phrases.

- 1 A You have ever been to Thailand?
X Have you ever been
B Yes, a couple of times.
- 2 A Why didn't you tell me the truth?
✓
B Because I thought you'd be angry.
- 3 A Where you usually go on vacation?

B We usually go to Mexico.
- 4 A Haven't you done the homework?

B No, I haven't. I'm sorry.
- 5 A What did happen at the meeting yesterday?

B We discussed the sales figures. It was kind of boring.
- 6 A Who's Jack going out with?

B He's going out with his best friend's sister.
- 7 A Who fixed your car for you?

B My brother.
- 8 A Whose jacket you did borrow for the wedding?

B My dad's. It was a little big for me.
- 9 A It's late. We should go now?

B Yes, we have to get up early tomorrow morning.
- 10 A For who are you waiting?

B I'm waiting for my brother.

b Complete the indirect questions and sentences.



- 1 "Would Michael like this wallet?"
Do you think Michael would like this wallet _____?
- 2 "Where is the elevator?"
Could you tell me _____?
- 3 "Where did we park the car?"
I can't remember _____.
- 4 "Are there any tickets left for the concert tonight?"
Do you know _____?
- 5 "What time does the game start?"
Can you tell me _____?
- 6 "When's Anna's birthday?"
Do you remember _____?
- 7 "What does Jamie do for a living?"
Do you have any idea _____?
- 8 "Where does Natalie live?"
I wonder _____.
- 9 "What's Ava's boyfriend's name?"
I'm not sure _____.
- 10 "How much did you pay for your new car?"
Would you mind telling me _____?

c Write the questions.



- 1 how long / you / spend / in Brazil last summer
How long did you spend in Brazil last summer ?
- 2 who / cook / in your family
_____ ?
- 3 when / your brother / pass / his driver's test
_____ ?
- 4 you know / who / go / to the party tonight
_____ ?
- 5 who / the manager / talk to / now
_____ ?
- 6 who / drink / the milk / I / leave / in the refrigerator
_____ ?
- 7 why / you / not come / to school yesterday
_____ ?
- 8 you remember / what time / the meeting / be
_____ ?

d Write questions to ask at a job interview. Use a different phrase to begin each question.

- 1 salary
_____ ?
- 2 vacation
_____ ?
- 3 working hours
_____ ?
- 4 overtime
_____ ?
- 5 travel
_____ ?
- 6 uniform
_____ ?
- 7 parking space
_____ ?
- 8 lunch
_____ ?

2 PRONUNCIATION intonation: showing interest

a **1.1** Listen to the questions. Check (✓) if the speaker sounds interested.

- 1 Which university did you go to? ☒
- 2 What don't you like about your job? ☐
- 3 How's your family? ☐
- 4 Would you like to work abroad? ☐
- 5 How many languages do you speak? ☐
- 6 Why did you leave your last job? ☐

b **1.2** Listen and repeat the questions with interested intonation.

c Complete the table with the expressions and questions in the list.

How interesting! I'm sorry. Me too! Oh, really?
What a shame! Why (not)? Why do you say that?
Why's that? Wow!

Expressions showing interest

How interesting!

Expressions showing sympathy

Follow-up questions

d **1.3** Listen and check. Then listen again and repeat the expressions.

e **1.4** Now listen to the questions from a in conversations. Complete the phrases or questions that people use to react to the answers.

- 1 Me too! When were you there?
- 2 _____ How long have you been there?
- 3 _____ I hope it's nothing serious.
- 4 _____ What's keeping you here?
- 5 _____ That's a lot of languages.
- 6 _____ I'm sorry to hear that.

f **1.5** Listen and repeat the responses. Copy the intonation.

3 READING & VOCABULARY figuring out meaning from context

- a Complete the sentences with the words and phrases in the list.

foolproof geek good-natured rivalry
gut feeling job-seekers light-hearted response
the point of work-life balance

- 1 Josh is a computer *geek* _____, so he's been applying for jobs in IT.
- 2 If someone tries to annoy me, I prefer to give a _____ rather than get angry.
- 3 My colleague and I enjoy a _____ over who meets our monthly targets first.
- 4 Great news for _____: more than 50% of US companies intend to hire new staff this year.
- 5 I have a _____ that this interview will go very badly.
- 6 I don't see _____ some interview questions – they seem ridiculous.
- 7 It can be difficult to get the right _____, especially if you have a position of responsibility in a company.
- 8 This article gives five _____ tips on how to be successful at a job interview.

- b Read the article quickly. Match the **bold** words in the **highlighted** phrases to definitions 1–8.

- 1 (adj.) extremely useful
invaluable _____
- 2 (adj.) done very carefully, with attention to detail

- 3 (adj.) possible

- 4 (phrasal verb) be noticeable because of being different

- 5 (verb) sit in a lazy way, with your shoulders bent forwards

- 6 (phrase) avoid

- 7 (adj.) real; true

- 8 (verb) keep touching something because you are nervous

Important interview tips

Your résumé got you in the door; now it's time to convince the interviewer you're the best person for the job.

Research the company

Do your homework so you don't give the impression you're looking for any old job. Search the Internet and read not only the company's website, but also any news stories that come up. Make a list of points you could discuss at the interview and questions you could ask. You want your **potential** future employer to believe that you have a **genuine** interest in working for the organization.

Look the part

The company's dress code should give you an idea of what to wear at the interview, but in most cases, you will be expected to look professional. However, it is not only your clothes you must watch. Think about your body language: do you usually **slouch** or sit up straight in a chair, or do you sometimes **fiddle** with a pen? Practice before the day so that you have time to replace any bad habits with positive body language.

Mind your manners

When you get to the interview venue, make sure you greet everyone you meet, including the people in the elevator. Offer the interviewer a warm greeting and say "please" and "thank you" when appropriate. Not only do you want to show that you would be an **invaluable** team member, but you also want the interviewer to choose you over another candidate who may be equally qualified for the job.

Give real examples

You won't be the first candidate the interviewer has met, so you need to **stand out** from the competition. When you are asked about your abilities and experience, **steer clear** of typical answers such as "I have great communication skills" or "I'm a people person." Instead give real examples of situations where you have demonstrated these qualities and brought about a positive result.

Ask the right questions

Towards the end of the interview, you will be invited to ask your own questions about the job. You'll have that list you made beforehand, but the points on it may already have been covered. Even if the interviewer has been **very thorough**, you must ask a few questions. This is where your initial research about the company will come in handy.

