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Syllabus map

Unit one

Grammar Problem tenses

OVERVIEW

Perfect tenses; continuous tenses; the future

Vocabulary

page 16

- 1 **Present Perfect** Present Perfect with other tenses; idiomatic phrases
- 2 **Other Perfect tenses** Past Perfect / Future Perfect; Perfect infinitives and -ing forms
- 3 **Continuous** Perfect Continuous; Past Continuous for plans, polite requests; Continuous infinitives; Perfect Continuous passive
- 4 **The future** Future forms; *will* in time and *if*-clauses; common phrases to refer to the future
- 5 **Stative verbs** Uses in Continuous and non-Continuous tenses
- 6 **Collocation** Meaning; fixed and open; grammatical forms

Unit two

Grammar Passives

OVERVIEW

Form of, and reasons for using, the passive

Vocabulary

page 32

- 1 **Agents and objects** Mention of agents; verbs with two objects; limitations of passive
- 2 **Passive and infinitive** Infinitives after certain passive verbs; passive infinitives; report verbs
- 3 **Get and have** Causatives; *Get + -ed*; *I've had my car stolen*, etc.
- 4 **Transitive to intransitive** Changing subject without using passive; meanings of ergative verbs
- 5 **Verbs common in the passive** Verbs with no agent; *-ed* adjective or passive?; prepositions with passives; phrasal verbs
- 6 **Phrasal verbs** Prepositions and particles; position of object; prepositions after passives

Unit three

Grammar Modal verbs 1

OVERVIEW

Basic grammar; main uses of modals 1; alphabetical list of modals

Vocabulary

page 48

- 1 **Predicting** Certainty; possibility; expressing opinions
- 2 **Truth and possibility** True / untrue; expressing opinions; giving reasons; expressing annoyance
- 3 **Necessity, duty, advice** *Must, have to, should, needn't, don't have to* etc.; other verbs for necessity and advice
- 4 **Possibility, probability, certainty** Likelihood: *bound to*, etc.; improbability
- 5 **Obligations** Legal / institutional, moral, personal obligations; freedom of choice

Unit four

Grammar Modal verbs 2

OVERVIEW

Main uses of modals 2; key difficulties with meanings

Vocabulary

page 62

- 1 **Intention, frequency, habit** Intention / refusal; offers / requests; frequency
- 2 **Ability, permission** *Can / Could v. was / were able to*; theoretical possibility; permission; register
- 3 **Should; modals in the past** Special uses of *should*; modals in the past; modal Perfects
- 4 **Frequency** Adverbs and phrases; adjectives; habits and trends
- 5 **Ability, quality and achievement** Dependent prepositions; collocation; connotation; metaphor

Unit five

page 80

Grammar Subjunctives and Unreal Past; conditionals

OVERVIEW

Subjunctives; Unreal Past; conditionals; *when* and *if*; alternatives to *if*

Vocabulary

1 **Subjunctives and Unreal Past** Present and Past subjunctive; Unreal Past

2 **Likely conditionals** Verb forms; *will* / *won't* in *if*-clauses; mixing time references; false conditionals

3 **Unlikely conditionals** Verb forms; *would* in *if*-clauses; *If...* *are to* / *were to*

4 **Past conditionals** Verb forms; *would have...* *would have*; omitting *if*, etc.

5 **Metaphor** Compound adjectives and nouns; single words; idiomatic phrases

6 **Prefixes and suffixes** Changing meaning; prefixes in non-existent words; suffixes and part of speech; suffixes changing meaning

Unit six

page 100

Grammar Linking clauses

OVERVIEW

Types of clause; reasons for use; position

Vocabulary

1 **Time and reason** Time clauses: *Ever since*, etc.; Reason clauses: *because*, etc.

2 **Result and purpose** Result clauses: *so*, etc.; Purpose clauses: *in order to*, etc.

3 **Concession clauses** Position of linking words; background information; unexpected contrast

4 **Purpose and effect** Purpose / intention; result, cause and effect

5 **Agreeing or not** Not giving in; weighing things up; giving in

Unit seven

page 114

Grammar Adjectives and adverbs

OVERVIEW

Position of adjectives and adverbs; adverbs from adjectives; adverbial phrases

Vocabulary

1 **Adjective structures** Adjectives after nouns; structures after adjectives; *late*, *lately*, etc.

2 **Inversion** After negative adverbs; uses

3 **Making comparisons** Comparatives; similarities; double comparatives; preferences; *as* / *like*; *as if* / *though*

4 **Differences and similarities** Collocation; synonyms; modifiers; linking phrases; idiomatic phrases

5 **Sentence adverbs** Definition; uses

Unit eight

page 128

Grammar Nouns and articles

OVERVIEW

Countable / uncountable; *a* / *an*, *the*, or no article; other determiners

Vocabulary

1 **The or no article** *The* with nouns always singular; nouns without articles; general or specific: adding *the*

2 **Singular, plural, uncountable** Always plural; uncountable with *-s*; collectives; *There is* / *are*; uncountable / countable

3 **Classifying** Referring to groups: plural, *the*, *a* / *an*; special groups

4 **Adjectives and verbs as nouns** *The unemployed*, *the supernatural*, etc.; gerunds with / without *the*

5 **Singular, plural and uncountable** Common phrases: *on foot*, *in all weathers*, etc.

6 **Compounds** Noun + noun; adjective + noun; adjective + adjective; other combinations

Unit nine

page 144

Grammar Determiners and pronouns

OVERVIEW

Pronoun v. determiner; using determiners together; singular, plural, uncountable; common phrases

Vocabulary

- 1 **all, both, the whole, neither, either, no, none** Uses; common phrases
- 2 **Each and every** Differences in meaning / use; singular / plural; common phrases
- 3 **One and another, other(s), one another, each other** Uses; common phrases
- 4 **Quantifiers: much, many, (a) few, etc.** Articles; use in negatives / questions; formality; common phrases
- 5 **Any, some, somewhere, anywhere, etc.** Uses; common phrases
- 6 **Amount and extent** Extent and degree; words expressing quantity
- 7 **Groups of and parts of** Describing groups; informal phrases; collocation

Unit ten

page 162

Grammar Noun clauses

OVERVIEW

Definition; types; position

Vocabulary

- 1 **That-clauses** After nouns / adjectives / report verbs; as subject; omitting *that*; comparison with relative clauses
- 2 **Wh-clauses** Uses; with prepositions; with infinitives; *whether* and *if*; exclamations
- 3 **To-infinitive and -ing clauses** Sentence position; differences; adding subjects; common phrases
- 4 **Reference: this, that, these, those; such; so** Time / distance; referring back; common phrases
- 5 **Nouns from phrasal verbs** Position of particle; transitive / intransitive; noun v. phrasal verb
- 6 **Lack, shortage and excess** The haves; the have-nots

Unit eleven

page 182

Grammar Relative clauses

OVERVIEW

Defining / non-defining; relative pronouns; position of pronouns

Vocabulary

- 1 **Words used with relative pronouns** Prepositions; relatives after pronouns / determiners / wh- words
- 2 **Omitting relative pronouns** When to omit; replacing clauses; descriptive clauses
- 3 **Nominal relative pronouns** Definition; uses; followed by *to*-infinitive; *what* before a noun; contact clauses
- 4 **Reference words** Types of reference: specifying, arranging, focusing, etc.
- 5 **Problems and solutions** Facing problems, finding solutions, etc.; collocation; idiomatic phrases

Introduction

Unit twelve

page 196

Grammar Emphasis

OVERVIEW

Stress / intonation; stronger words; repetition; sentence adverbs; passives; other grammatical changes

Vocabulary

- 1 **Fronting** Definition; uses; fronting noun clauses; introduction phrases
- 2 **Introductory *there* and *it*** Dummy subjects; *it* + clause / + report verb; referring forward
- 3 **Emphasis using *what*, *all* and *it*** *What* / *All* I am going to do is ... etc.; *It was Tim who ran into the office.*
- 4 **Nominalisation** Definition; uses; *have a talk, make a comment*, etc.
- 5 **Substituting one phrase for another** Using adverbs / nouns / adjectives / phrases; multiple changes
- 6 **Intensifying and emphasising** Adjectives; collocation; adverbs of degree; exaggeration; adverbials, etc.

Unit thirteen

page 212

Grammar Reported speech

OVERVIEW

Grammar / vocabulary changes; orders / questions; flexible changes

Vocabulary

- 1 **Tenses in reported speech** Tenses of report verb; reporting past / present tenses; reporting modal verbs
- 2 **Report structures** Types of clause; infinitive and -ing; impersonal reports; summarising; personal comments
- 3 **Quoting, reporting and interpreting** Referring directly; doubting; interpreting
- 4 **Communicating** Ways of speaking; phrasal verbs; idiomatic phrases

Unit fourteen

page 224

Grammar Verb complementation 1

OVERVIEW

Transitive / intransitive; structures after verbs; link verbs

Vocabulary

- 1 **Reflexive and reciprocal verbs** Use; verbs always / commonly reflexive; meaning changes
- 2 **Verbs + *that*-clauses and adjectives** Verb + *that*-clause; verb + describing noun / adjective
- 3 **Verbs + prepositional / adverbial phrases** Verbs of movement / position; verb + phrase / + adverb / + way
- 4 **Dependent prepositions** Verb / adjective / noun + preposition; prepositional phrases
- 5 **Expressing knowledge and belief** Collocation; common phrases

Unit fifteen

page 238

Grammar Verb complementation 2

OVERVIEW

Using two verbs; preposition + -ing

Vocabulary

- 1 **Verbs followed by -ing or infinitive** Differences; perfect -ing; verb + -ing or bare infinitive
- 2 **Verbs followed by infinitive** Verb + to-infinitive / to be / Perfect Infinitive / bare infinitive; *for* + object
- 3 **Verbs followed by *as*** Defining a role or function; *as* + noun / adjective; defining objects; similar structures
- 4 **Competition, opposition, disagreement** Collocation; word formation; prepositions
- 5 **Starting / ending; creating / destroying** Common phrases; phrasal verbs