For items 1–8, match each person (1 -8) with an appropriate phrasal verb (A-K) and a suitable object (a-i). Write down the correct letters in your answer sheet. There are two extra verbs in the second column, which you do not have to use. The first example (0) is done for you.

Example: 0. Ba

0. a parent	A. brings out	a. a child
1. a dangerous driver	B. brings up	b. a thief
2. a dressmaker	C. drops by	c. a new book
3. a judge	D. gets away	d. a person of a lower social class
4. a publisher	E. lets off	e. a pedestrian
5. a snob	F. takes off	f. with the money
6. a successful criminal	G. looks up	g. on a journey
7. a traveler	H. runs down	h. a dress
8. a visitor	I. sets out	i. for a cup of coffee
	J. takes in	
	K. looks down on	

0.	a parent	A. brings out	a. a child
1.	a dangerous driver	B. brings up	b. a thief
2.	a dressmaker	C. drops by	c. a new book
3.	a judge	D. gets away	d. a person of a lower social class
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8.	a visitor	I. sets out	i. for a cup of coffee
		J. takes in	
		K. looks down	
		on	

a dangerous driver - a. a pedestrian
a dressmaker – h. a dress
a judge – b. a thief
a publisher – c. a new book
a snob - d. a person of a lower social class
a successful criminal - f. with the money
a traveler - g. on a journey
a visitor - i. for a cup of coffee

1. a dangerous driver	H. runs down	e. a pedestrian
2. a dressmaker	J. takes in	h. a dress
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- **To run down** phrasal verb, to hit and hurt a person or animal with a vehicle, esp. intentionally
- To take in to make clothes smaller
- **To let off** to fail to punish someone when the person expects to be punished, or to fail to punish someone severely enough
- To bring out to produce something for people to buy
- To look down on to think that you are better than someone
- To get away to succeed in avoiding punishment for something
- To set out to start a journey
- To drop by to visit someone

For questions 11-30, read the four emails below. Solve the crossword puzzle by filling in the gaps in the emails. Pay special attention to the register (formal/ informal) and the variant of English (British/ American) needed. MIND YOUR SPELLING. In some cases synonyms are given in brackets (in two cases synonyms are not given). (0) in the first email has been done as an example to help you.

Date: 20/05/2012

Subject: Conference (0) (across) *invitation*

Dear Mr Hammond,

I attended your lecture on public speaking at the Communication Skills conference in London last week and I was very impressed.

I am involved in organising a similar conference in Exeter in September and I would be very (11) (down) _____ (appreciative) if you could come and speak at our conference on 15 September. The talk would need to last for 60 minutes (45 minutes for the talk and 15 minutes for questions). Please let me know if you (12) (across) _____ (need) any special equipment for your presentation.

The (13) (down) _____ (preliminary version) of the conference programme can be found on our website.

(14) (down) _____ (if) you have any further questions, please do not (15)(down) _____ (be reluctant) to contact me.

Looking forward to your (16)(across) ____ (answer).

Best (17)(down) _____ (wishes),

Helen Brown

Conference Organiser

Date: 05/21/2012

Subject: Re: Conference invitation

Dear Ms. Brown,

Thank you for your email of May 20, inviting me to speak at the conference in Exeter. I am afraid that I will be unable to attend the conference this year due to a (18)(down) _____ (previous) engagement. If you wish, I could recommend one of my colleagues to speak in my place.

Please contact me if you organize another conference in the future. Once again I would like to (19)(across) _____ (say sorry) for not attending the event this year and for any (20)(across) _____ (trouble) caused.

Yours (21) (down) _____,

James Hammond

Date: 18/06/2012

Subject: A talk in October?

Hi James,

Great talk last week on public speaking. Really enjoyed it.

(22)(across) _____ (want) giving a talk at an industry thing I'm getting together in Manchester in October?

Session needs to be an hour (45 mins for the talk and 15 mins questions). I know that you have a busy timetable in your Language Centre in Denver for this autumn semester, but still hope you can come.

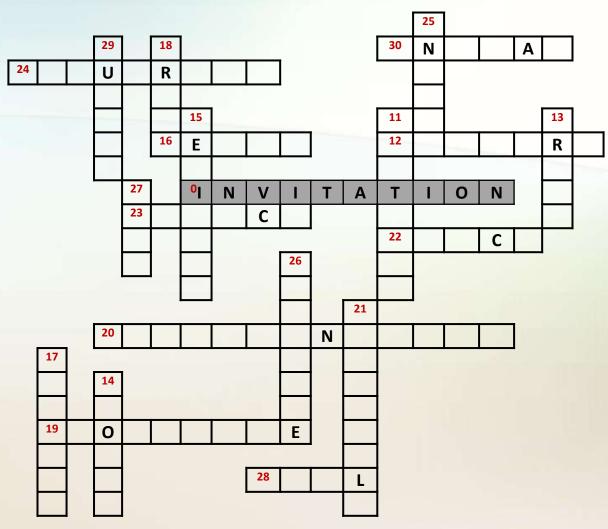
I (23)(across) _____ (send with the email) the full prog. If you have any (24)(across) _____ (questions) about your ticket for the Conference dinner, just let me know (remember to bring a dinner jacket for the event!).

Hope to hear from you soon.

Best,

Lisa

Date: 06/19/2012 **Subject: Re: A talk in October?** Hi Lisa, Thanks for your (25)(down) ____ (invitation) to talk at the conference in Manchester. Sorry, but I won't be able to make it as I've already gotten a busy (26)(down) _____ (timetable) for this (27)(down) (autumn) semester in the Language Center. If you want, I can see if I can find someone to step in. Please (28)(across) _____ free to let me know about any other stuff you are doing in the future. I prefer something where you need to wear jeans and sneakers, but not a (29)(down) ____ (dinner jacket)! (30)(across) _____ (Well), sorry again for not coming and I hope it doesn't put you out too much. Best, James



Date: 20/05/2012
Subject: Conference (0) (across) <u>invitation</u>
Dear Mr Hammond,
I attended your lecture on public speaking at the Communication Skills conference in London last week and I was very impressed.
I am involved in organising a similar conference in Exeter in September and I would be very (11) (down) (appreciative) if you could come and speak at our conference on 15 September. The talk would need to last for 60 minutes (45 minutes for the talk and 15 minutes for questions) Please let me know if you (12) (across) (need) any special equipment for your presentation.
The (13) (down) (preliminary version) of the conference programme can be found on our website.
(14) (down) (if) you have any further questions, please do not (15)(down) (be reluctant) to contact me.
Looking forward to your (16)(across) (answer).
Best (17)(down) (wishes),
Helen Brown
Conference Organiser

- 11. Appreciative **grateful** (formal)
- 12. Need **require** (used in official correspondence)
- 13. preliminary version draft
- 14. If you have any further questions **Should** you have any further questions (*formal*)
- 15. Do not be reluctant Do not **hesitate** (used in official correspondence)
- 16. answer **reply** (*more formal*)
- 17. Best wishes Best **regards** (more polite, official)

Date: 05/21/2012

Subject: Re: Conference invitation

Dear Ms. Brown,

Thank you for your email of May 20, inviting me to speak at the conference in Exeter. I am afraid that I will be unable to attend the conference this year due to a (18)(down) _____ (previous) engagement. If you wish, I could recommend one of my colleagues to speak in my place.

Please contact me if you organize another conference in the future. Once again I would like to (19)(across) _____ (say sorry) for not attending the event this year and for any (20)(across) _____ (trouble) caused.

Yours (21) (down) _____,

James Hammond

18. previous – **prior** (formal)

19. Say sorry – **apologize** (formal, American spelling)

20. Trouble – **inconvenience** (formal)

21. Yours **sincerely** (not faithfully)

– as it starts with 'Dear Ms.

Brown' (not 'Dear Sir/Madam')

Date: 18/06/2012

Subject: A talk in October?

Hi James,

Great talk last week on public speaking. Really enjoyed it.

(22)(across) _____ (want) giving a talk at an industry thing I'm getting together in Manchester in October?

Session needs to be an hour (45 mins for the talk and 15 mins questions). I know that you have a busy timetable in your Language Centre in Denver for this autumn semester, but still hope you can come.

I (23)(across) _____ (send with the email) the full prog. If you have any (24)(across) _____ (questions) about your ticket for the Conference dinner, just let me know (remember to bring a dinner jacket for the event!).

Hope to hear from you soon.

Best,

Lisa

22. want - **fancy** (*British*)

23. send with the email - attach

24. questions – **enquiries/inquiries** (*British*)

- Date: 06/19/2012
- Subject: Re: A talk in October?
- Hi Lisa,
- Thanks for your (25)(down) _____ (invitation) to talk at the conference in Manchester. Sorry, but I won't be able to make it as I've already gotten a busy (26)(down) ____ (timetable) for this (27)(down) ____ (autumn) semester in the Language Center. If you want, I can see if I can find someone to step in.
- Please (28)(across) _____ free to let me know about any other stuff you are doing in the future. I prefer something where you need to wear jeans and sneakers, but not a (29)(down) ____ (dinner jacket)!
- (30)(across) _____ (Well), sorry again for not coming and I hope it doesn't put you out too much.
- Best,
- James

- 25. invitation **invite** (*informal*)
- 26.timetable schedule
- 27. autumn **fall** (*American*)
- 28. **feel** free to know that you have permission to do something
- 29. dinner jacket **tuxedo** (*American*)
- 30. **anyway** In conversation, anyway is also used to change the subject, return to an earlier subject, or get to the most interesting point