

Answer key

Unit 1

- 1 2 'm ... driving
3 've been driving
4 was taken
5 'll take
6 'd/had taken
7 sells
8 will be sold
9 are ... made
10 's been made/'s being made/was made
11 'll/will have made
12 're/are being washed
13 had been washed/was washed
14 'd been washing
15 've/have had
16 were having
17 'll be having
18 'll/will have been teaching
19 were being taught

2

Active	Simple	Continuous
Present	sells	am driving
Past	drove	were having
Future	will take	will be having
Present perfect	have had	have been driving
Past perfect	had taken	had been washing
Future perfect	will have made	will have been teaching
Passive	Simple	Continuous
Present	are made	is being made/are being washed
Past	was taken/was made/was washed	were being taught
Future	will be sold	
Present Perfect	has been made	
Past Perfect	had been washed	
Future Perfect	will have been sold	

- 3 1 'm studying 5 've been going
2 's been 6 spent
3 has been 7 were taught
4 was making 8 'm going
- 4 2 forgot
3 has ... gone
4 'll be
5 hasn't got
6 've been getting
7 haven't spoken
8 put
9 is studying
10 'll be accepted

- 11 was chosen/has been chosen
12 's getting
13 'll shout
14 went
15 stayed
16 're saving
17 hadn't realized
18 were ... doing/have ... doing
19 'll be
20 forgot
21 won't forget

- 5 1 Our house was built in the 19th century.
2 My flat is being decorated at the moment.
3 Has the printer been fixed yet?
4 While the new kitchen was being installed, we had lots of takeaways.
5 When we went up to our hotel room, we found that it hadn't been cleaned.
6 She won't be recognized in those dark glasses.

- 6 1 were caught, were driving/drove
2 is ... emptied
3 were given
4 were cycling, were overtaken
5 had been snowing
6 arrives, will be met

- 7 1 moved 11 made
2 have been 12 've been
living/have lived learning
3 thought 13 don't like
4 'll miss 14 get
5 has been 15 's getting
relocated 16 'll be able to
6 didn't want 17 misses
7 'll have been 18 don't live
8 has lived 19 are
9 had ... thought 20 'll miss
10 joined

- 8 1 How long has Matt lived/been living in Japan?
2 Where did he move from?
3 Why did he move there/to Japan?
4 What did he do when he first arrived?
5 What has he been studying/learning for three years?
6 Why doesn't he like writing Japanese?
7 What does he miss (the) most?
8 When will he go home/is he going home?

- 9 3 has (A) 8 does (A)
4 have (F) 9 was (A)
5 have (A) 10 is (A)
6 didn't (A) 11 doing (F)
7 done (F) 12 did (F)

- 10 1 A have ... got/do ... have
B 'm having, Have ... got/Do ... have
2 A Have ... got/Do ... have
B haven't/don't, Have/Do
A 've had, 've got/have
3 A 've got/have
B haven't got/don't have
A had, had
B 've got/have
4 A having, 've had, haven't had
B haven't got/don't have

Vocabulary

- 1 1 road 11 rain
2 house 12 sun
3 life 13 home
4 heart 14 air
5 blood 15 day
6 book 16 hand
7 water 17 fire
8 sea 18 card
9 case 19 sports
10 bag 20 table

- 2 1 a 3 a 5 b
2 b 4 b 6 a

- 3 1 brought home to me
2 got on like a house on fire
3 make yourselves at home
4 brought the house down
5 (in) safe as houses
6 on the house

- 4 1 literal 3 idiomatic
2 idiomatic 4 literal

- 5 1 put ... up (I), Put up (I)
2 sorted out (I), sort ... out (I)
3 stood up (I), stand up (I)
4 take ... off (I), taken off (I)
5 picked ... up (I), pick up (I)
6 Hold on (I), hold on (I)

Pronunciation

- 1 1 text 7 bang
2 English 8 box
3 clean 9 walk
4 month 10 work
5 took 11 start
6 news 12 mother

- 2 /s/ said pretty
send guilty
message business
/z/ break rough
sea London
believe funny
/w/ would lose
look zoom
good suit
/tʃ/ catch sorry
language what
Japan shock
/dʒ/ taught learn
warm third
chalk journey
/f/ father orphan
party asleep
heart beggar

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Mrinal Pal,



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The CCL Handbook of Coaching Sharon Ting, Peter Scisco, 2012-06-14 Coaching is vital to developing talent in organizations and it is an essential capability of effective leaders. The CCL Handbook of Coaching is based on a philosophy of leadership development that the Center for Creative Leadership has honed over thirty years with rigorous research and with long rich experience in the practice of leadership coaching. The book uses a coaching framework to give a compass to leaders who are called to coach as a means of building sustainability and boosting performance in their organizations. The book explores the special considerations that leader coaches need to account for when coaching across differences and in special circumstances, describes advanced coaching techniques and examines the systemic issues that arise when coaching moves from a one to one relationship to a developmental culture that embraces entire organizations. *The CCL Guide to Leadership in Action* Martin Wilcox, Stephen Rush, 2015-08-11 The Center for Creative Leadership (CCL) is the world's premier institution devoted exclusively to leadership research and education. For more than three decades CCL has worked with hundreds of thousands of executives to create practical models, tools and publications for the development of effective leaders and organizations. This important collection is drawn from CCL's long running publication *Leadership in Action*. The guide examines the skills that you need to successfully give and receive feedback, make use of coaching, work with difference, deal with change, achieve work life balance and address the larger issue of expanding the leadership capacity of your organization. *International Conference on Material Science and Material Engineering [MSME2014]* Mrinal Pal, , 2014-06-02 The MSME2014 is hosted by Advanced Information Science Research Center (AISRC) and is sponsored by DEStech Publications Inc, University of East Asia, University of Mysore and Reitaku University. MSME2014 aims to provide an excellent international academic forum for sharing knowledge and results in theory, methodology and applications in the aspects of material science and material engineering. This MSME2014 proceedings tends to collect the up to date comprehensive and worldwide state of art knowledge on material science and material engineering including material composites, ceramic, metal alloy, material polymer, material building materials, environmental friendly material, material performance etc. All of accepted papers were subjected to strict peer reviewing by 2-4 expert referees. The papers have been selected for this volume because of quality and the relevance to the conference. We hope this book will not only provide the readers a broad overview of the latest research results but also provide the readers a valuable summary and reference in these fields. **Using Your Executive Coach** Center for Creative Leadership (CCL), Wayne Hart, Karen Kirkland, 2011-08-17 If you are a manager or executive who is beginning a coaching engagement or who is considering a developmental plan that calls for an executive coach, you need more than a desire to improve your leadership capabilities. You also need to understand how to get the most from your work with a professional coach. This guide can help you to understand the unique nature of a coaching engagement and to assess your readiness to embark on this method of professional development. The book

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Cumulated Index to the Books, 1943 *Industrial Woodworking*, 1956 **Scientific American**, 1881 Monthly magazine devoted to topics of general scientific interest *International Encyclopedia of Business Management*, 2025-09-01 The Encyclopedia of Business Management Four Volume Set is a comprehensive resource that covers over 200 topics across various areas of business management Each entry is written in an accessible manner making complex concepts easy to understand The encyclopedia addresses interdisciplinary subjects such as cultural entrepreneurship tourism innovation and marketing promotions By emphasizing definitions and practical applications the entries help readers grasp the relevance of each topic Expert editors lead each section ensuring that the contributions are authoritative and well rounded The encyclopedia is divided into seven broad themes including business entrepreneurship human resource management innovation management international business organizational behavior project management supply chain management and sport and tourism management Each section's articles begin with a technical analysis of key definitional issues followed by an exploration of the topic's broader context This structured approach provides a holistic examination of the subjects allowing readers to gain a comprehensive understanding of vital business management concepts Provides a comprehensive overview of the main business management topics Focuses specifically on business management from a range of perspectives Includes new and emerging business management topics Presents an interdisciplinary focus in terms of business management practices Features templates across all chapters for ease of navigation and use

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