

# UNIT 5 LANGUAGE SUMMARY

## Nouns

### Story types

coming-of-age story  
family saga  
feel-good story  
hard-luck story  
horror story  
human interest story  
love story  
mystery  
personal tragedy  
success story  
tall tale  
tearjerker

### Talking about stories

It's about a man and a woman who had secretly loved each other for years, but they'd never even spoken.

A woman had written stories for years but hadn't had the courage to submit them.

She had been married to an Englishman, but she left him to fight with Simon Bolivar.

### Talking about changes to plans

We were going to get together last night, but she was held up at work.

An hour before we were supposed to meet, she texted me to cancel.

I was going to visit my cousin in Miami, but I realized I had forgotten my passport.

## Verb phrases

### Plans

be held up  
cheer up  
end up  
get together  
give up on  
go ahead  
hang out with  
let someone down  
look forward to  
make up  
mess up  
split up

### Reacting to a problem

I don't understand.

Would you mind taking another look?

Can you check again, please?

There must be some kind of mistake.

### Asking for a solution

There must be something you can do.

I'd like to speak to the manager, please.

Is there someone else I could speak to about this, please?

### Accepting a solution

That'll work.

I'm glad it's / that's settled.

### Accepting bad news

That's not what I was hoping to hear, but what can you do?

Well, it is what it is.

Well, that's life.

That's too bad, but hey, ...

## Insider English

### whodunit

What's up with ... ? / Something's up.

## Glossary

strive

deliver

launch

fall short

### Writing a formal apology

#### Avoiding repetition

We fell short of this commitment.

We apologize for our mistake.

We are deeply sorry for failing to keep our promise to you.

### Useful phrases

They are going to ...

I think they're planning to ...

I think they're probably going to ...

And then they might ...

They definitely won't ...

So this is what I know: ...

She/He was supposed to ...

But instead she/he ...

From the woman's point of view, ...

# UNIT 6 LANGUAGE SUMMARY

## Verbs and verb phrases

### Doing good works

bring (people) together  
connect with  
donate  
get involved with  
get to know  
help out  
join  
pass on  
take care of  
take part in  
volunteer

### Talking about good works

The Center is designed to bring elderly people together.  
Supplies are always needed at the shelter.  
Second chances aren't given out all the time.  
The café was set up to help people learn a skill.  
My life was changed by this place.  
Friends of the Earth was founded in 1969.

### Talking about doing good deeds

An act of kindness must be met with gratitude.  
Your gesture might not always be accepted with a smile.  
Efforts to help can be interpreted as unwanted attention.  
A kind act will not be carried out if it is too difficult.  
Money should be given to organizations, not individuals.  
Our taxes should be spent on helping people.

## Word families

### Good deeds

help / help / helpful / lend a helping hand  
– / gratitude / grateful / show some gratitude  
– / kindness / kind / act of kindness  
think / thought / thoughtful / thoughtful gesture  
appreciate / appreciation / appreciative / show your appreciation  
– / reward / rewarding / ... is its own reward

### Offers of help

#### Making offers

Would you like to sit?  
Let me (share my umbrella with you).  
Let me give you a hand with that.  
Can I help you with anything else?

#### Refusing offers

I'm OK. Thanks anyway.  
You don't have to do that.  
I can manage.  
Nope, it's all good.

#### Accepting offers

OK then, thanks.  
That very nice / kind of you.  
Thanks, I really appreciate it.

### Imposing on someone

I'm sorry to have to ask, but is it OK if ... ?  
I don't mean to be rude, but would you mind ... ?

## Insider English

I insist.  
jump / cut the line

## Glossary

shelter (n)  
stray (adj)  
overpass

### Writing a report citing opinions

A spokesman promises that pollution will be reduced: "We live in a very gray city, but ..."  
When asked for comment, one driver said, "I drive to work every day ..."  
However, a pedestrian disagreed: "A road is a road. They can ..."

## Useful language

We're going to focus on ...  
We're going to create ...  
The project will help the area because ...  
Our group decided to ...  
Your project could be improved by ...  
Have you thought about ... ?  
Our project is called ...  
We decided / thought that ...  
We chose to ... because ...