CAREER PATHWAYS

1 Read the text. Answer the questions.
1 How many companies has Hill started and sold?
2 What jobs has he had?
3 How has he changed as a consumer over the years?
4 What ability does Hill think we need most these days?

TED PLAYLIST

2 Other TED speakers are interested in topics similar to the ones in Graham Hill’s TED Talk. Read the descriptions of four TED Talks at the top of page 5. In your opinion, which is the best title for this playlist, a, b or c?

a Transforming recycling into art
b Raising awareness about sustainability
c The cost of modern living

3 Complete the six-word summary (1–4) that corresponds to each talk in the TED playlist. Use these words.

<table>
<thead>
<tr>
<th>matter</th>
<th>outfit</th>
<th>rubbish</th>
<th>statistics</th>
</tr>
</thead>
</table>

1 Waste is a _________ of taste.
2 Who’s taking all the _________ out?
3 Making meaning out of huge _________.
4 A new recycled _________ every day.

4 Match the verbs (1–5) with their collocates (a–e). Check your answers in the playlist descriptions.

1 to throw
2 to refresh
3 to clean up
4 to increase
5 to reduce

a waste
b the impact on
c something away
d your creative drive
e understanding

5 Which talk would you most like to see? Why? Watch the talk at TED.com.
Dan Phillips: Creative houses from reclaimed stuff
Dan Phillips finds beauty and value in things that other people throw away as rubbish. He recycles all kinds of surprising things, incorporating them into brilliantly designed, low-tech housing built entirely of reused components. The buildings will refresh your creative drive and make you re-think what’s beautiful.

Robin Nagle: What I discovered in New York City trash
New York City inhabitants produce an astounding 11,000 tons of rubbish every single day. Who cleans up all that waste? Robin Nagle started a research project with the city’s Department of Sanitation to find out. She walked the routes, operated mechanical brooms and even drove a dustbin lorry herself. In her talk, she explains why street cleaners are fundamental to any city, and what their (dangerous) work could teach us about our global environmental priorities.

Chris Jordan: Turning powerful stats into art
The art that Chris Jordan creates is designed to increase our understanding of some of the staggering statistics associated with mainstream Western cultures. What do 40 million paper cups look like? How can we illustrate the 400,000 smokers who die every year? Jordan hopes that when people engage with these statistics in a visual, artistic way, they’ll feel them more deeply and ask themselves the most important question: How do we change?

Jessi Arrington: Wearing nothing new
Jessi Arrington is a colour-loving and original designer, who, in this short and snappy talk, shares her pleasure in buying her clothes from – and donating them to – second-hand shops. Her talk is a meditation on conscious consumption and our strong attachment to our belongings. Arrington suggests that second-hand shopping can be a fun adventure, as well as reducing the impact her wardrobe has on the environment and on her bank account.

AUTHENTIC LISTENING SKILLS  Relaxed pronunciation

6  🎧 1  You are going to hear a podcast in which a member of the Keynote team talks about Dan Phillips’s TED Talk, Creative houses from reclaimed stuff. Listen and underline examples of two-word combinations where to, have or is reduced or changed.

1 Dan Phillips is not the usual polished TED presenter – he’s kind of like a cowboy.
2 Listening to his lilting American accent and easy jokes, we feel as if we should have been sitting round the campfire with him.
3 We want to see more of the quirky yet functional wooden homes he builds.
4 We have to look again and listen to Dan’s explanation to fully discover why they are so extraordinary.

LISTENING

7  🎧 2  Listen to the full podcast. Are these statements true (T) or false (F)?

1 Dan Phillips isn’t a cowboy and he makes jokes.  ❌
2 He isn’t that interested in what materials he uses.  ❌
3 Ninety per cent of his building materials are recycled.  ✔
4 Karen tends to replace broken items with new ones.  ❌
5 Phillips chooses to use things that are not perfect.  ❌

8  🎧 2  Listen again. Answer the questions.

1 Why was Phillips pleased about the staircase he got?  
2 Why and how did Phillips make ‘bumpy tiles’?

3 In your own words, how is waste a matter of taste?
4 What, according to Karen, do you need to have in order to be good at recycling?
5 What does Karen say this talk might inspire us to do?

VOCABULARY IN CONTEXT

9 Read the extracts from the podcast. Choose the correct meaning of the words in bold.

1 ... the quirky yet functional wooden homes he builds.
   a stylish  ❌
   b clever  ❌
   c strange  ✔

2 It’s about being as resourceful as our parents ...
   a modest  ❌
   b organized  ❌
   c good at finding simple solutions  ✔

3 I’ve got an allotment, ...
   a a small vegetable garden  ✔
   b a field in the country  ❌
   c a big garden  ❌

4 ... finding beauty in the irregular, [...] and the flawed.
   a unfashionable  ❌
   b ugly  ❌
   c damaged  ✔

5 When we think outside the box in this way ...
   a in tried and tested ways  ❌
   b in new ways  ✔
   c in the same way as someone else  ❌
1.2 Luxury or necessity?

GRAMMAR  The perfect aspect

1 Answer the quiz questions and compare your answers with the information about people’s coffee-drinking habits in the article.

1 How many cups of coffee do you drink a day?
   a 0–2
   b 3–4
   c 5 or more
2 When do you drink your coffee?
   a in the morning
   b throughout the day
   c after meals
3 Why do you drink coffee, usually?
   a to feel alert
   b to focus
   c to relax
4 How do you rate the coffee experience in your life?
   a essential
   b optional
   c luxury

2 Read the text. Complete the sentences with the correct form of the verb in brackets. Use the present perfect, past perfect or future perfect.

Q: (b) Have you been working / worked anywhere else?
A: My grandparents have a café and I 1 (work) there for fun before I worked anywhere for money.
Q: (c) It’s delicious coffee. How have you perfected / been perfecting the art?
A: I 2 (have) to practise making a perfect latte, but I think it’s in my blood.
I 3 (watch) coffee-making rituals before I even went to school and I 4 (spend) hours sitting in cafés since I can remember.
Q: What’s the secret to making a really great coffee?
A: Well, you have to 5 (buy), roasted and ground good beans first. Then it’s the combination of temperature and pressure.
Q: Anything else?
A: You have to 6 (heat) the perfect cup too! And then drink it in great company.
Q: (d) How many coffees have you made / did you make, do you think?
A: Fewer than my grandpa 7 (make) and not as many as I 8 (make) by the time I retire.
Q: (e) So, have you found / been finding your vocation?
A: Well, I absolutely love what I do. In a few years, I 9 (inherit) the café and can keep the family business going. But until then I can work in other places and study a little too.
Q: What are you studying?
A: I 10 (start) a business course to help me run the business.

Coffee yesterday, today and tomorrow

If you 1 (have / never) a cup of coffee made by an expert barista, it’s time you did. It’s one of life’s affordable luxuries.

Europeans enjoy 725 million cups of coffee every day and Americans 400 million. It 2 (integrate) into our culture to such an extent that takeaway coffee 3 (almost / attain) fashion accessory status. Americans drink an average of 1.6 cups of coffee a day whereas tea-drinking countries like Britain and Japan drink about half that, mostly at breakfast time. (Men reportedly drink coffee to focus and get the job done whereas women 4 (tend) to drink it to relax.)

In the 21st century our taste in coffee 5 (become) more sophisticated, but coffee drinking itself 6 (already / gain) high levels of popularity in the previous century. The first instant coffee was drunk in 1938 and, by 1946, coffee drinking 7 (reach) a peak in the US with 174 litres being consumed yearly per person. Interestingly, by 2005, consumption dropped to only 90 litres and for the past few years now we 8 (drink) a range of soft and energy drinks as well as coffee. By 2020, who knows? Perhaps we 9 (even / find) a replacement for coffee.
4. Complete the barista’s answers (1–11) in Exercise 3 with the correct form of the verb in brackets. Use the present perfect, past perfect or future perfect. Then listen and check your answers.

**GRAMMAR EXTRA! been or gone**

5. Complete the sentences with been or gone.

1. I’ve __________ working in a café for the summer and am starting university in October.
2. Customers have __________ leaving more tips recently! We must be doing a good job, don’t you think?
3. She’s __________ on holiday for three weeks so we’ve taken on a replacement.
4. She’s __________ asking about the overtime she’s owed; can you check the time sheets please?
5. Have you ever __________ to a coffee-tasting event?
6. We arranged to meet at 5 p.m., but when I arrived at the café at ten past, he’d already __________!

6. Complete the sentences. Use these words and phrases.

<table>
<thead>
<tr>
<th>long gone</th>
<th>been there, done that</th>
<th>been and gone</th>
</tr>
</thead>
<tbody>
<tr>
<td>has-been</td>
<td>gone to seed</td>
<td></td>
</tr>
</tbody>
</table>

1. I hadn’t seen him for ten years at least and I was shocked at how he’d changed. He’d really __________.
2. Do you remember when we were kids we used to spend all day playing outside? The days of being able to do that are __________ now, aren’t they?

3. She doesn’t seem very enthusiastic about anything I suggest – it’s always ‘_________’!
4. She was a really great actress in her day, but I’m afraid she’s a bit of a __________ now.
5. By the time we got round to booking tickets for the performance, it had already __________.

**DICTATION**

7. Listen to someone talking about coffee houses. Complete the paragraph.

The Grand Café in Oxford was started in 1650 __________.

However, the Queen’s Lane Coffee House, __________, is the longest established coffee house in England.

Twenty-five years after the first place opened, __________.

Over the years, they __________. If you __________ in a historic café __________.

Even before your first sip __________.
I’m wide awake

READING

1 Match each extract (1–6) with its source (a–f).

1 ‘Sometimes I wake up grumpy, other times I just let him sleep.’
2 ‘... it’s difficult to motivate yourself to make the changes; difficult, that is, until you’ve had another sleepless night. I decided to start with the easiest things.’
3 ‘Blissful nights in comfort and style: Sky, a modern four-poster made of solid acacia wood comes in two sizes …’
4 ‘Tracey shows us her own bed in all its embarrassing glory.’
5 ‘A rom-com, perfect for Sunday afternoon viewing, or for a night when you can’t drop off.’
6 ‘Finally she did open her eyes. At first she just saw strange lights until a figure appeared in the centre of her field of vision.’

a A blog account of following some self-help advice.
b A T-shirt slogan.
c Part of the description of an artwork, My bed by Tracey Emin, by the Saatchi Gallery.
d The Girl who Kicked the Hornets’ Nest, novel by Stieg Larsson.
e Description of the film, Sleepless in Seattle, in review.
f Furniture catalogue description.

Title: A

B

Have you ever suffered from insomnia? Believe me it’s awful. I’d been suffering for about six months when I finally decided, with the help of my doctor, to do something about it. I didn’t want to take any medication so I read everything I could find about the problem and tried to solve it myself. After all, reading was one of the things I had time for when I wasn’t sleeping. The first thing I discovered was that I was doing almost everything absolutely wrong. With so many bad habits, it’s difficult to motivate yourself to make the changes; difficult, that is, until you’ve had another sleepless night. I decided to start with the easiest things.

C

Easier said than done not to take devices into the bedroom; I like being connected, checking posts or watching something before sleep. I left them in the living room and tried reading books again. It reminded me a little of my childhood when my parents read to me before sleep. With a couple of exceptions I kept it up.

D

I tried taking a bath before bed and playing some gentle music while I did so. It was certainly calming but I actually prefer a shower in the morning so I didn’t keep it up. But, while looking for different music, I did start listening to the radio more and discovered some new Internet channels.

E

This advice meant I actually had to give myself a fixed time to retire to bed which I didn’t like at all! I felt like a teenager again. So, I turned it around and started eating earlier than I had been doing. Actually, it proved not to be too difficult to eat between seven and eight o’clock most days and, if I was eating out, it wasn’t a problem because I was going to bed later anyway.

F

I realized I hadn’t thought of this before. It was quite full and messy and not exactly restful. I threw away the piles of papers and magazines that were on the floor by my bed, put all the clothes in the wardrobe and bought some new bedding. I discovered that I liked being in it and started to look forward to going to bed.

G

I’m not a fan of the gym. I tried it two years ago but didn’t go enough to justify the cost. So, I started getting off the bus a stop early and walking a bit – when the weather was good, that is. And I started taking the stairs at work, all four flights, every day!

H

This proved to be the most difficult tip! I’d made some changes and was impatient to see some results. When I still couldn’t get to sleep I felt disappointed. But every couple of nights it worked and that kept me motivated. It’s just like they say: change doesn’t happen overnight.
2 Read the blog post on page 8. Match the headings (1–8) with A–H in the text.

1 Getting exercise during the day helps you sleep at night
2 Create a relaxing bedtime routine
3 Don’t take your laptop, tablet or smartphone to bed with you
4 Don’t expect instant results – change takes time
5 Make sure your bedroom is a comfortable environment for sleeping
6 Getting a good night’s sleep
7 Enough sleeplessness!
8 Avoid eating and drinking three hours before bedtime

VOCABULARY The prefixes over and under

3 Match the words with over or under with the definitions that mean the opposite (a–f).

1 to overwork
2 to undervalue
3 to overspend
4 to oversleep
5 to overdo
6 to underestimate

a to get up before the alarm
b to stay within budget
c to perform a task in a moderate way
d to be realistic about what something involves
e to consider something to be worth more than it is
f to do your job in a proportionate way

4 Complete the sentences with over or under.

1 Unfortunately the new collection was slightly _________ priced at the launch and not many items were actually sold.
2 His lack of concentration during the exam was the result of stress and _________ sleeping.
3 They pitched their idea for a new business to a board of investors who were interested in the idea but felt that the financial details were _________ developed.
4 The buses are becoming so _________ crowded that I’ve started cycling to work instead.
5 The café was horribly _________ staffed and after fifteen minutes they still hadn’t been served.

WORDBUILDING Negative prefixes

5 Complete the negative words (1–8). Use these prefixes. Then match the meanings (a–h) with the words (1–8).

<table>
<thead>
<tr>
<th>de</th>
<th>dis</th>
<th>in</th>
<th>im</th>
<th>ill</th>
<th>mis</th>
<th>non</th>
<th>un</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>_______</td>
<td>5</td>
<td>_______</td>
<td>2</td>
<td>_______</td>
<td>6</td>
<td>_______</td>
</tr>
</tbody>
</table>

a rude
b time wasting and chaotic
c difficult to read
d controlled regionally
e unhappy about service or quality
f not present or available
g not comprehended correctly
h not pleasant to sit, lie on or use

6 Complete the hotel review. Use the negative words from Exercise 5.

The European hotel chain Moss has recently carried out an extensive survey after customer reviews had been unexpectedly poor. The survey revealed that since the hotel organization was _________, there’s been more local variation across the group. Some of the feedback in two locations has shown a number of guests have been _________. Comments about the hotels have ranged from the beds being _________ and staff being _________ and unhelpful to the management being _________ and requests for help being _________.

The restaurants haven’t fared any better, with guests remarking that the handwritten menu is _________ and being frustrated to find that the advertised restaurant terrace is _________.

The hotel chain is now under review.

WORD FOCUS sleep

7 Match the sleep phrasal verbs with the definitions.

<table>
<thead>
<tr>
<th>sleep in</th>
<th>sleep off</th>
<th>sleep on</th>
</tr>
</thead>
<tbody>
<tr>
<td>sleep over</td>
<td>sleep through</td>
<td></td>
</tr>
</tbody>
</table>

1 to make a decision or solve a problem overnight
2 to neutralize the unpleasant effects of too much food, drink, a physical complaint, etc.
3 to have an uninterrupted night’s sleep despite noise
4 to stay at someone’s house, often with several other people
5 to sleep past the alarm clock

8 Complete the sentences with the correct form of the verbs from Exercise 7.

1 He’s a very deep sleeper; he could _________ an earthquake!
2 I’m sorry I still can’t decide what to do; so far _________ the problem hasn’t helped.
3 My daughter’s friends often _________ at our house and vice versa – sometimes it saves finding a babysitter.
4 If it hadn’t been for the postman ringing the doorbell, I would have _________ and missed my flight.
5 I prefer not to take medication when I get a headache. I tend to go to bed and try and _________ (it).
1.4 Keep it to the bare minimum

HEDGING

1. Listen and make a note of three arguments that support the idea that a ‘gap year’ is a good idea for Ian.

2. Match the two parts of the sentences. Then listen again and check your answers.

3. Put the words in the correct order to make hedging phrases.

4. Complete the conversation with the hedging phrases from Exercise 3. Then listen and check your answers.

PRONUNCIATION Vowel sounds at word boundaries

WRITING SKILL Hedging expressions

6. Read the report by a recent gap year student from Ian’s school. Put the words in italics in the correct order to make hedging expressions.

---

**Exercise 1:**

1. Listen and make a note of three arguments that support the idea that a ‘gap year’ is a good idea for Ian.

2. Match the two parts of the sentences. Then listen again and check your answers.

---

**Exercise 2:**

3. Put the words in the correct order to make hedging phrases.

---

**Exercise 3:**

4. Complete the conversation with the hedging phrases from Exercise 3. Then listen and check your answers.

---

**Exercise 4:**

5. Look at the words in bold. Listen to what happens when one word ends in a vowel sound and the next begins with one. Is it a /w/, /j/ or /r/ sound? Write W, Y or R.

---

**Exercise 5:**

6. Read the report by a recent gap year student from Ian’s school. Put the words in italics in the correct order to make hedging expressions.

---

**Exercise 6:**

7. Complete the conversation with the hedging phrases from Exercise 3. Then listen and check your answers.

---

**Exercise 7:**

8. Look at the words in bold. Listen to what happens when one word ends in a vowel sound and the next begins with one. Is it a /w/, /j/ or /r/ sound? Write W, Y or R.

---

**Exercise 8:**

9. Read the report by a recent gap year student from Ian’s school. Put the words in italics in the correct order to make hedging expressions.

---

**Exercise 9:**

10. Complete the conversation with the hedging phrases from Exercise 3. Then listen and check your answers.

---

**Exercise 10:**

11. Look at the words in bold. Listen to what happens when one word ends in a vowel sound and the next begins with one. Is it a /w/, /j/ or /r/ sound? Write W, Y or R.

---

**Exercise 11:**

12. Read the report by a recent gap year student from Ian’s school. Put the words in italics in the correct order to make hedging expressions.

---

**Exercise 12:**

13. Complete the conversation with the hedging phrases from Exercise 3. Then listen and check your answers.
Number the sentences in Exercise 6 in the correct order to complete the report.

1 2 3 4 5 6 7 8

Tick [✓] the gap-year experiences and locations that you think are being described in Exercise 6 and say why.

1 Marine research in New Zealand
2 Tree planting in Canada
3 Au pairing in Europe
4 Farming in Australia

Reason: ________________________________

Read the report in Exercise 6 again. Are these statements true (T) or false (F)?

1 Few people think that a gap year is worthwhile. 
2 Voluntary work usually helps the environment. 
3 Generally a gap year is less rewarding for the person doing it than for the community where they work. 
4 You should choose something you haven’t done before. 
5 The work itself may not be interesting but the overall experience is valuable.

Read the advert. Then find and correct the mistakes in each section (1–6) in the email.

Gap year abroad in conservation – join us on volunteering programmes in Australia and New Zealand. Would you like to explore a part of Australasia, work hard for the local and global environment and meet people from all walks of life? Find out more and apply today outlining your background and motivation to: Jake Simmonds.

To: ____________________________________________
From: _________________________________________________
Subject: ________________________________

Dear Martin

1 I would like to find out more about programmes with your organization, particularly conservation work in New Zealand. The advert suggests volunteers are involved in work that benefits both the planet and the local community. ____________
2 I have recently left high school and feel it’s worth to consider taking a gap year before studying for a degree next year. My motivation is, firstly, to be part of an ecological project with a well-known organization. ____________
3 Secondly, I would like to visit and work in a country where, in every likelihood, I will be able to learn new skills and develop an understanding of the local people and culture. I have always been fascinated by New Zealand. ____________
4 I have heard that volunteers usually work in groups made up of different nationalities and age groups. Would it be right that this work would almost certain be hard both physically and mentally? ____________
5 It will appear that working on a programme like this would be a thoroughly rewarding experience. I would appreciate receiving more details, particularly about the tree-planting projects: where they are and when exactly the programmes start. ____________
6 It could be say that I’m hard-working and sociable and a team player, qualities I believe you are looking for. I look forward to hearing from you. ____________

Yours sincerely

Martin Hews

Volunteers welcome: aged 17–60 and physically fit
Projects: urban and remote (usually outdoors)
 Include: tree planting, erosion management and surveys (machines used)
Projects: start four times a year with an orientation course (three days) in Auckland
Free places: from September

Dear Martin

We look forward to receiving your application.

Best regards

Jake
Presentation 1 | MY LIFESTYLE

YOUR IDEA

1 Read about each person’s change of lifestyle. Complete the table.

1 Aiko: One of the biggest changes in my life has been how easy it is nowadays to get online. I used to work in an office and had to spend hours commuting from home. Now I can take my work with me wherever I go. As a writer, it’s easy to keep in touch with my editor by email, I can do a lot of my research on the Internet, and of course submit my manuscripts electronically. These days I feel much freer – I am not tied to a desk or any one place, so I can set my own working hours. But most important of all, I am able to travel and experience different ways of life. That is such a great thing, as it means I am always exposed to new things and can include these experiences in my stories.

2 Jan: So many people do it every year, don’t they? In January, usually after an overindulgent festive period, you see people joining gyms and fitness clubs. I used to be one of them too, but inevitably my enthusiasm dropped and a few months into the New Year I would stop going. But I found a solution – one that was obvious, now I think about it. I just made exercise a part of my everyday life, by walking a lot more instead of driving everywhere and doing little bits of exercise whenever I can, like some sit-ups or jogging on the spot. After a few months of making these small changes, I feel fitter and happier about myself. I also don’t have to work out in a smelly gym anymore!

3 Vanessa: Something I’d been reading a lot was the impact that what we eat actually has on the world. Did you know that the process of meat production causes so much waste and can damage the environment? So, I decided to become a vegetarian. It’s not easy to make such a big change in your life, especially when your friends and family don’t always understand. At first, I made the change gradually, only sticking to a vegetarian diet during the week, while still eating meat at the weekend. After a few months, no one questioned what I was doing any more, so I cut out meat from my diet completely. I feel a lot happier, even if this is only a small part of a very big issue in society.

2 Write notes about your lifestyle, focusing on one of these areas. If you can, think of a change you have made to your lifestyle.

<table>
<thead>
<tr>
<th>work</th>
<th>hobbies</th>
<th>diet</th>
<th>home and family</th>
<th>exercise</th>
</tr>
</thead>
<tbody>
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</table>

3 Answer the following questions about your lifestyle.

1 How would you describe your lifestyle or a change you have made to your lifestyle in one sentence?

2 Who or what things are important for your lifestyle to work?

3 What changes have you made to your lifestyle, if any?

4 What prop could you use to illustrate your lifestyle?

4 Practise talking about your lifestyle out loud. Remember to practise using props to ...
• stimulate the audience’s curiosity.
• provide a visual focus.
• serve as an example.
• make your talk memorable.

ORGANIZING YOUR PRESENTATION

5 Match the four steps of a presentation with the examples of useful language (a–d).

1 Introduce yourself and your topic
2 Say what aspect of your lifestyle you want to talk about
3 Say who or what is important to make your lifestyle work
4 Finish

a I’m going to talk about a change in my lifestyle that relates to improving my memory.
b For me, it was great to have the support of my friends and family to make this change.
c Thank you for taking the time to listen.
d Hello, I’m Steven. It’s great to have you here today for this talk.
YOUR PRESENTATION

6 Read the useful language on the left and make notes for your presentation.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td><strong>Introduce yourself and your topic</strong></td>
</tr>
<tr>
<td></td>
<td>My name’s … , and today I’m going to talk about my lifestyle.</td>
</tr>
<tr>
<td></td>
<td>I’m … . Today’s presentation is about my lifestyle.</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td><strong>Say what aspect of your lifestyle you want to talk about</strong></td>
</tr>
<tr>
<td></td>
<td>The aspect of my lifestyle I want to talk about is …</td>
</tr>
<tr>
<td></td>
<td>… is an important part of my lifestyle …</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td><strong>Say who or what is important to make your lifestyle work</strong></td>
</tr>
<tr>
<td></td>
<td>In order to make my lifestyle work …</td>
</tr>
<tr>
<td></td>
<td>The most important thing/person for me is … because …</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td><strong>Finish</strong></td>
</tr>
<tr>
<td></td>
<td>Thank you for taking the time to listen.</td>
</tr>
<tr>
<td></td>
<td>That’s it from me. Does anyone have any questions?</td>
</tr>
</tbody>
</table>

7 Film yourself giving your presentation or practise in front of a mirror. Give yourself marks out of ten for …

- using props to give examples. /10
- following the four steps in Exercise 6. /10
- using correct grammar. /10