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Conjunctions and linking expressions

DISASTERS

	PRE-START + DIAGNOSTIC TEST		254
58	Linking sentences and clauses	<i>not only ... but also, either ... or, neither ... nor, when, after, if, although</i> <i>It wasn't Tom who told me, it was Mary.</i>	256
59	Subordinate clauses (1) time, reason, result, etc.	<i>Can you look after the baby until I get back?</i> <i>I was so busy that I forgot to call you.</i> <i>She acts as though she hasn't a care in the world.</i>	258
60	Subordinate clauses (2) contrast and concession	<i>The electricity company switched me to a higher rate, even though I'd asked them not to.</i>	262
61	Adverbial linking expressions	<i>It's very kind of you to invite us. All the same, we feel that it would be unwise for us to attend.</i>	264
	Review		268

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The passive

HISTORICAL SITES

	PRE-START + DIAGNOSTIC TEST		270
62	The passive: form and use	Passive -ing form: <i>We regret not being told about it.</i> Passive infinitive: <i>The files need to be updated.</i> Verbs with two objects: <i>The customer was offered a refund.</i>	272
63	Other passive structures	Passive reporting structures: <i>He was believed to be innocent.</i> <i>He got caught. He was made to work late.</i>	276
64	have/get something done	<i>They had the roof repaired last year.</i> <i>We got them to give us a refund.</i> <i>I'll have my secretary email you the details.</i>	278
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Word combinations

TECHNOLOGY

	PRE-START + DIAGNOSTIC TEST		282
65	Dependent prepositions (1)	<i>insist on, a demand for, keen on, concerned about, etc.</i>	284
66	Dependent prepositions (2)	<i>be annoyed at finding/to find, insist on/that</i> <i>They accused her of stealing. Can you explain it to me?</i> Prepositional verb: <i>I'll look into that.</i>	286
67	Phrasal verbs	Phrasal: <i>I made up that story. I made it up.</i> Phrasal-prepositional: <i>We let him in on the plan.</i>	290
68	Common collocations	<i>light meal, poor health, make an enquiry, do the shopping, have a chat, take turns, etc.</i>	294
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Word formation and words often confused

NATURAL HISTORY

	PRE-START + DIAGNOSTIC TEST		282
69	Word formation	Suffixes and prefixes: <i>history/historian, centre/central, argue/argument, drive/overdrive, pay/repay, etc.</i>	284
70	Compound nouns and adjectives	<i>headache, mobile phone, feedback, user-friendly, self-conscious, etc.</i>	286
71	Verbs often confused	<i>make/do, bring/take/fetch, speak/talk, lay/lie, raise/rise, rob/steal</i>	290
	Review		298

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The grammar of formal English

LITERATURE

	PRE-START + DIAGNOSTIC TEST		312
72	Substitution (1) nouns and noun phrases	<i>The exhibition opens today. It will run for six weeks.</i> <i>This reflects both my opinions and those of others.</i>	314
73	Substitution (2) verbs and verb phrases	<i>Most people enjoy swimming but I don't.</i> <i>Anyone wishing to ask a question should feel free to do so.</i>	316
74	Ellipsis	<i>Lucy went to the counter and (she) asked for a coffee.</i> <i>She said she was going out but she didn't say where (she was going).</i>	320
75	Emphasis (1) cleft sentences	It clefts: <i>It was Will Smith that Tom saw at the awards party.</i> Wh- clefts: <i>What we did was (to) buy tickets in advance.</i> <i>The last thing (that) we did was (to) pack the kettle.</i>	322