

A

When / As soon as

The meaning of these two time expressions is almost the same, but **as soon as** suggests something more immediate or important.

I'll phone my uncle **when / as soon as** I get home.

As soon as / When you've finished this exercise, you can go home.

Common mistakes

I'll see you **when** I get there. (NOT I'll see you **when** I ~~will~~ get there.)

We don't use a future form after **when / as soon as**.

B

Two things happening at the same time

Carla got ready **while** I cooked the dinner. [two long actions]

The accident happened **while** I was on my way to work. [a longer action 'on my way to work' and a short action 'the accident'; we can also use **when** or **as** here.]

I saw him (**just**) **as** I came out of the office. [two short actions happening at the same time; we can also use **when** here]

C

One thing after another

We met the others in the café, and **then / after that / afterwards** we went to the match.

I talked to Joe, and **afterwards** [at a later time but usually the same day] I came home.

I was in Caracas for three months, and **then / after that** I went to Colombia.

After my visit to New York, I decided to have a rest.

We had something to eat **before** going out.

Common mistakes

After seeing the film, we went home.

(NOT **After see** the film, we went home.)

D

A sequence* of actions

We had a really nice holiday. **First of all / First** we spent a few days in St Moritz. **After that / Then** we drove down the coast and stayed in Portofino for a week. **Finally**, we went back to Switzerland to stay with my uncle. (*Finally* is used here to introduce the last thing in a list.)

* one action after another, and so on

E

At first ... eventually

To **begin with**, the two girls got on very well when they shared the flat. But after a **while** [a period of time], they started arguing about various things, and **eventually** [finally, after a long time or a lot of problems] Beth walked out and found a new place.

At first I enjoyed the classes, but after a while it got a bit boring, and **in the end** [finally, after a period of time or thought] I left.

F

A list of reasons

We can use **firstly / for one thing / for a start** to introduce a first reason for something, and then **secondly/besides/anyway** to add a further reason.

A: What's wrong with her new dress?

B: **Firstly**, it's a horrible colour, and **secondly**, I don't think it suits her.

A: Why can't we go out tonight?

B: Well, **for one thing / for a start**, I've got a lot of work – and **besides/anyway**, I can't afford it.

Exercises

92.1 Find five more pairs of words/phrases that are similar in meaning.

~~then~~ for one thing when besides finally at first for a start
 in the end ~~after that~~ to begin with as soon as anyway

then / after that

92.2 Choose the correct word to complete the sentences. Sometimes both are correct.

- 1 I rang my mum when / while I was waiting for my train.
- 2 I'll give them your message as soon as I *get / will get* there.
- 3 Maria cleaned the kitchen *as / while* I did the bathroom.
- 4 Before *leave / leaving* they went to an exhibition in a little gallery.
- 5 We can have lunch *when / as soon as* we've finished this.
- 6 The phone rang *while / just as* I was shutting the front door.
- 7 We spent the morning in the park and *after that / afterwards* we went home for lunch.
- 8 The letter arrived *while / just as* we were having lunch.
- 9 I met the others *when / as* I was on my way to the station.
- 10 After *to clean / cleaning* my room, I was exhausted.

92.3 Complete the dialogues.

- 1 A: Why do you want to stay in this evening, when we could go to Karl's party?
 B: Well, for one thing, I'd like to watch a programme on TV, and, I don't think it'll be a very good party.
- 2 A: What did you do in Portugal?
 B: Well, we flew to Lisbon and spent a few days there. we took the train down to Lagos and spent a week on the Algarve with a couple we met in London. And we went to Faro and flew back from there.
- 3 A: Did Matt enjoy his time in India?
 B: Well, I think he found it difficult because the food and weather are so different. But after a he got used to it, and didn't want to come home.
- 4 A: Why can't the company pay for me to go to the conference?
 B: Well, the boss doesn't seem to think it's very important, and we're too busy at the moment to give anyone time off work.
- 5 A: Did the new company do well?
 B: Yeah, it did very well. But then the manager left, and after a they started losing money., they had to close down.

92.4 Complete the sentences in a suitable way.

- 1 We had a game of table tennis and afterwards we went for a drink
- 2 I'll give you the answers to this exercise when
- 3 I'll text you as soon as
- 4 I must remember to lock the back door before
- 5 He thinks he dropped the letter as
- 6 I worked with a partner in class. I looked up half of the words while
- 7 We were in a traffic jam for hours but eventually
- 8 If we phone his home, he probably won't be there. Anyway,

A *As well (as), what's more, in addition (to), besides*

We often link ideas using *and*, e.g. The food's nice *and* very good value. There are other words and phrases we also use to add more information. Sometimes we still include *and* or *also*.

The restaurant has excellent food; it's *also* very good value.

You always get a good view, *and* the seats are comfortable as well. (*syn* too)

As well as getting cheaper tickets, I *also* got the opportunity to buy them in advance.

The clothes are nice, *and what's more*, the shop is open every day of the week.

The scheme gives young people experience. *In addition*, companies can afford to employ them.

In addition to the new food department, they're *also* planning to open a café.

Besides being a mum with four children, she's *also* a successful designer.

B *Although, despite, in spite of*

We use these link words when there are two ideas in a sentence, and the second is surprising or not expected. They can be used at the beginning or in the middle of the sentence.

Although / Even though the sun was shining, it wasn't very warm.

We found the place quite easily, *although / even though* we didn't know where it was.

They went for a walk *despite the fact that* it was raining.

Despite having no money, he *still* seemed very happy.

They got there on time *in spite of* the delay.

In spite of all the problems, we *still* enjoyed the trip.

Language help

We can use *still* to emphasise that we didn't expect something to happen or be true, e.g. *He didn't do any work but he still passed the exam; The work is very hard, but he still enjoys it.*

C *However, yet, though*

We can use *however* and *yet* when the second part of an idea is surprising after the first part. *However* is often used to link ideas in two separate sentences. *Though* can be used in a similar way in spoken English, but usually comes at the end of the sentence. Notice the use of commas (,) here, and the different positions of *however*.

I don't agree with a lot of his methods. *However*, he is a very good teacher.

We didn't particularly like the house. The garden, *however*, was wonderful.

It was warm and sunny when we were there. Most of the time, *however*, it's quite cold.

We went in the autumn, *yet* it was still quite warm.

I didn't like the film much. I'm glad I went to see it, *though*.

They told us the shop was next to the station. We never found it, *though*.

D *While and whereas*

We can use *while* and *whereas* to compare two different facts or situations.

Alex is very quick to understand, *whereas/while* the others are quite slow.

I get £20 an hour, *while* Josh only gets £12.

The speed limit on this road is 80kph, *whereas* it's 130kph on the motorway.

I was very keen on the film, *whereas* Ali didn't like it at all.

Exercises

93.1 Put the words into the correct column.

| | |
|--|---|
| in addition although in spite of as well however also what's more despite | |
| words that add more information | words that introduce surprising information |
| in addition | |

93.2 Choose the correct word(s) to complete the sentences. Sometimes both are correct.

- 1 Although / *In spite of* we left late, we still got there in time.
- 2 She's going on holiday with friends. Her parents, *however* / *whereas*, are not very happy about it.
- 3 We decided to work *in spite of* / *despite* the fact we were on holiday.
- 4 They enjoyed the course, *even though* / *as well* it was very difficult.
- 5 I told John the car was too expensive. *However* / *Although*, he still bought it.
- 6 Most people tried to help us. They were very friendly *too* / *as well*.
- 7 Ethan spends his time in the library, *while* / *whereas* the others are always playing football.
- 8 It was a fantastic evening, *although* / *despite* the terrible food.

93.3 Combine parts from each column to form five short texts.

- | | | |
|---|--|--|
| She went to school today She always worked hard in class, She has the ability to do the job. She didn't pass the exam She worked there for ten years. | in spite of although However, whereas What's more, | she was never happy in the job. she is very experienced. the help I gave her. she didn't feel very well. most of her classmates were lazy. |
|---|--|--|

She went to school today, although she didn't feel very well.

.....

.....

.....

.....

93.4 Complete the sentences.

- 1 People say the hotel is very good. It's also quite cheap.
- 2 the fact that they were busy, they helped us.
- 3 It's not the best dictionary you can buy. , it's better than nothing.
- 4 She managed to get there, she didn't have a map like the others.
- 5 heavy rain, they've also had very strong winds.
- 6 She's the youngest in the group, and she's better than most of them
- 7 I think you can do it. It won't be easy,
- 8 I was right at the back at the concert, I could hear everything.

93.5 Complete the sentences in a suitable way.

- 1 Although it's an old skirt, I still like it. (OR it still looks nice.)
- 2 My parents get up at 7.30, whereas
- 3 We enjoyed the holiday in spite of
- 4 If you buy a season ticket, you can travel as often as you like. What's more,
- 5 The exam was very difficult. However,
- 6 I understood what she was saying, although
- 7 My uncle is nearly 70, but he still

A Reason

I went home early **because** I was feeling tired.

As/Since I was feeling tired, I went home early. (We don't usually start a sentence with *because*.)

I was feeling tired, **so** I went home early. (This is very common in spoken English.)

The **reason** I went home early was **that** I was feeling tired.

We can also use **because of** with a different construction. Compare:

They go there **because** the weather is wonderful. (because + noun + verb)

They go there **because of** the wonderful weather. (because of + (adjective) + noun)

Due to means the same as **because of**, and is often used to explain the reason for a problem.

The plane was late **due to** bad weather. (**Due to** is often used after the verb *be*.)

Common mistakes

It's a pity you can't go on holiday **because** Chiclayo is very nice. (NOT It's a pity you can't go on holiday ~~because of~~ Chiclayo is very nice.)

We moved house **because of** my father's work. (NOT We moved house ~~because~~ my father's work.)

B Purpose

A **purpose** is an intention or reason for doing something.

The **purpose of** the meeting is to plan next year's timetable. [the reason *for* the meeting]

We often introduce a purpose using **so (that)** or **(in order) to**:

I bought this book **so (that)** I **could** improve my English.

They went home early **(in order) to** watch the match on television.

We moved house **so (that)** we **could** send our children to this school.

She went into town **(in order) to** do some shopping.

C Result

These link words/phrases are used when one thing happens because another thing has happened. **Therefore** and **as a result** are more formal than **so**, and less common in spoken English.

I left my ticket at home, **so** I had to buy another one.

They've got more money, and **therefore** they can afford to buy the best football players.

I forgot to send the email. **As a result**, no one knew about the meeting.

D Conditions

We sometimes use **whether** [if] when we are not sure about something.

I didn't buy it because I wasn't sure **whether** you'd like it.

I spoke to the others, but I don't know **whether** they're coming.

We'll be late **unless** we leave now. [if we don't leave now]

Unless the weather improves [if the weather doesn't improve], we won't be able to go.

I have to go now, **otherwise** [because if I don't] I'll miss the last bus.

You'll have to turn up the music, **otherwise** [because if you don't] they won't be able to hear it.

You can borrow it **as long as** you bring it back by Thursday. [but you *must* bring it back]

You can wear what you like **as long as** you look quite smart. [but you *must* look quite smart]

I'm taking my umbrella **in case** it rains. [I'm doing A because B might happen later.]

Take some money **in case** you need to get a taxi.

Exercises

94.1 Rewrite the sentences using *because of*. Make any necessary changes.

- 1 I couldn't play because my arm was broken. ~~I couldn't play because of my broken arm~~.....
- 2 Teresa got the job because her exam results were good.
- 3 The weather was terrible, so we couldn't eat outside.
- 4 As she had a cold, she didn't go to school.
- 5 The light was bad, so the referee stopped the game.
- 6 The traffic was terrible; I was late.
- 7 He's only 17, and therefore he can't vote.

94.2 Complete the sentences.

- 1 I must write that letter now, ~~otherwise~~..... I'll forget to do it.
- 2 I'll take some sandwiches with me I get hungry.
- 3 We agreed to buy my daughter a dog she takes it for a walk every day.
- 4 I left early miss the rush-hour traffic.
- 5 My girlfriend didn't feel very well., we left the party quite early.
- 6 there's a problem, I won't disturb you.
- 7 You can borrow my dictionary you bring it back on Monday.
- 8 You'd better tidy your room, your mother will be angry.
- 9 I sent Luiza an invitation, but I don't know she's coming.
- 10 The I didn't ring you was that I'd lost your phone number.

94.3 Complete the memo.

To: All staff
From: Daniel Myers
Date: 09 August
Subject: Temporary roadworks

From next Monday, the council are closing both approach roads to the factory. The ¹..... *purpose*..... of this, I believe, is to install new gas pipes. ²..... this will create long delays, could I please ask staff to leave home a few minutes early in the morning ³..... everyone gets here on time. The roadworks also mean that you won't be able to park on the street, and ⁴..... it may be a good idea to leave your cars at home ⁵..... it is absolutely impossible for you to use public transport.

I haven't been told ⁶..... the roadworks will continue for the whole week, but I will let you know as soon as possible, and I apologise for the inconvenience.

Daniel Myers
Office manager

94.4

Over to you

Complete the sentences in a way that is true for you.

- I want to improve my English because
- I don't know whether my English
- I often need to write words down in my notebook, otherwise I
- I don't get many opportunities to practise my English, therefore
- Speaking English may be important in order to

A Formal English

Formal English is more common in writing, but you will also hear examples in more formal spoken English, e.g. announcements, speeches, television news, or discussions.

NOTICE IN CAFE: Only food **purchased** [bought] here may be eaten **on the premises** [here].

POLICE STATEMENT: The man is being questioned **regarding** [about] the robbery last night.

BUSINESS LETTER: I **regret to inform you** [I am sorry to say] that we are unable to ...

THEATRE ANNOUNCEMENT: The play will **commence** [start] in two minutes.

INFORMATION NOTICE: If you **require** [need] **further assistance** [more help], please contact the above address.

STATION ANNOUNCEMENT: The next train to **depart** [leave] from platform 7 will be the 7:22 to Reading.

FORMAL LETTER: We are not in a position to **grant** [give or allow] you a visa to this country.

AIRPORT ANNOUNCEMENT: Will passengers for Miami please **proceed to** [go to] gate 36.

B Informal English

Informal language is more common in spoken English, and also in most emails or letters to friends. The words and phrases in **bold** in these dialogues are all informal.

A: Who's Callum?

B: A **mate** [a friend] of mine.

A: Really?

B: Yeah, I see him **quite a bit** [often]; he's a nice **bloke** [man].

A: Toby, I'm afraid I can't make it [come] this evening.

B: Oh, that's a shame.

A: Yeah, I'm sorry, but **the thing is** [the problem is], Ella's not well, so I'll have to look after the **kids** [children].

B: OK, don't worry. There will still be twelve or so [about twelve] at the meeting, and I'll ring you later and let you know what happens.

A: **Cheers** [thanks]. That would be great.

A: I **bet** [I'm sure] you're hungry.

B: Yes, I'm **dying for** something to eat. [want to eat something very much]

A: Well, I think you'll find some **stuff** in the fridge.

A: What **are you up to** this evening? [What are you doing?]

B: Nothing much. Why?

A: Well, would you like to see the new Coen Brothers film? I've heard it's **great**. [very good; *syn* terrific]

B: Really? My brother saw it and said it was **a load of rubbish**. [terrible]



Language help

We often use the uncountable noun **stuff**, especially in spoken English, to refer to an uncountable noun or a group of things. We do this when others know what we are talking about, or if we don't need to be exact. Put this **stuff** in the cupboard. [e.g. plates, food, toys] We carried our camping **stuff**. [equipment] What's this **stuff** in the fridge in the blue bottle? [liquid]

Exercises

95.1 Put the words into the correct column on the right.

| | |
|------------|----------|
| depart | mate |
| cheers | commence |
| regarding | terrific |
| purchase | bloke |
| proceed to | kids |

| formal | informal |
|--------|----------|
| depart | |
| | |
| | |
| | |

95.2 Now write a synonym for each of the words in 95.1.

| | | | |
|------------|-------|----------|--|
| depart | leave | mate | |
| cheers | | commence | |
| regarding | | terrific | |
| purchase | | bloke | |
| proceed to | | kids | |

95.3 Replace the underlined words and phrases with more informal words or phrases.

- I'm sure your parents are pleased? I bet.....
- I'd love to come, but the problem is, my mother wants us to go and see her.
- I watched that new series on TV last night. It was absolutely terrible.
- What are you doing this weekend?
- I really want something to drink.
- None of them can come on Monday.
- Jamie is a friend of mine.
- We go there often.
- You can leave all those books, files and papers on the desk.
- We should be able to get approximately 40 on the coach.

95.4 Rewrite the underlined parts of this letter in more suitable formal English.

- regarding.....
-
-
-

Dear Mr Collins

We are writing about¹ your application to the council for a disabled parking space outside your home. We're sorry to say² that we are unable to allow³ this request as parking is the sole responsibility of the Highways Agency.

We suggest that if you need more help⁴, you should contact them on 01727 717 317.

95.5 Dictionaries will tell you if a word is *formal* or *informal/spoken*. Use your dictionary to find out if the underlined words here are *formal* or *informal/spoken*. What do they mean?

- I thought the film was a drag.
- Smoking isn't permitted.
- It's a scary film.
- This watch cost fifty quid.

A Types of form

- a **registration form** where you enter your name on an official list, e.g. at a school or college (also called an **enrolment form** when you are applying to do a course of study)
- an **entry form** if you want to enter for an exam, e.g. Cambridge First Certificate
- a **landing card** for people from some countries when they enter the UK
- a **visa application form** when you make an official request to enter or leave some countries

B Language of forms

When you **fill in** [complete] a form, you will see that they often have more formal expressions. In spoken English, ideas may be expressed differently.

| written | spoken |
|-------------------|---|
| date of birth | = When were you born? |
| place of birth | = Where were you born? |
| country of origin | = Where do you come from? |
| marital status | = Are you single or married? |
| date of arrival | = When did you arrive? |
| date of departure | = When are you leaving? OR When did you leave? |
| signed | = Write your signature [the special way you have of writing your own name] |

C Curriculum vitae

If you **apply** for a job, you need to send a letter and a CV (**curriculum vitae** or **résumé** in American English), which should give:

- **personal details** [information about you such as your name, address, email address, etc.]
- details about your **education** and **qualifications**, e.g. university degree, teaching certificate, etc.
- your **work experience** [the jobs you have done]
- your **interests** [what you enjoy doing]
- **skills** [abilities you have learned and practised, e.g. ability to speak a foreign language]
- **career aims** [what you want to do in your future working life]
- names of people who will give you a **reference** [a letter written by someone who knows you which says if you are suitable for a particular job]

If you **apply** to university, they **require** [need; *fmI*] a **personal statement** in which you must explain why you want to go to this university; why you want to follow this particular course; details of your educational background; your skills; your interests.

D Tips for writing a CV or personal statement

A **tip** is a useful piece of advice. Here are some tips for writing a CV or personal statement.

- A CV should be no longer than two pages; a personal statement no more than 45 lines of text.
- Type your CV or personal statement (**handwriting** is not suitable).
- Keep it simple. Don't make it **complicated**. [difficult to understand]
- Check there are no mistakes.
- Make sure the information you give is **relevant** [connected to and useful for the particular job]. For example, if you are going to be **working on your own** [without others], don't say that you are good at **working in a team** [with a group of people].

Exercises

96.1 What forms do you have to complete in these situations?

- 1 You are just arriving in Britain and you come from a country outside the European Union. A landing card.....
- 2 You are applying to do an English course at a school in Britain.
- 3 You are going to do a Cambridge exam.
- 4 You want to travel to the United States this summer.

96.2 Write these sentences in more informal English.

- 1 What was your date of arrival? When did you arrive/get here?.....
- 2 What's your date of birth?
- 3 What's your country of origin?
- 4 What's your marital status?
- 5 What's your date of departure?

96.3 Match the words on the left with the information on the right.

- | | | |
|--------------------|-------------------------------------|---|
| 1 personal details | <input checked="" type="checkbox"/> | a I would like to become a radio producer. |
| 2 education | <input type="checkbox"/> | b Trainee at Northern Radio Station, Jan–June 2007 |
| 3 qualifications | <input type="checkbox"/> | c Leona Phillips, 18 Mansion Road, Beckington BE2 3RJ |
| 4 work experience | <input type="checkbox"/> | d I direct plays for a theatre group, and help with a children's charity. |
| 5 career aims | <input type="checkbox"/> | e letter from Mr J. Tobin BA, MA (University tutor) |
| 6 interests | <input type="checkbox"/> | f BA Honours degree in Media Studies |
| 7 references | <input type="checkbox"/> | g Kent University 2007–2010, Ainslie Grammar School 1999–2006 |

96.4 Answer *correct* or *incorrect*.

- 1 It's OK to make one or two mistakes in my CV. incorrect.....
- 2 I need to type my CV.
- 3 It's OK if my CV is three pages long.
- 4 My CV should be complicated.
- 5 For an admin job, it is relevant to say I have computer skills.
- 6 I can put down a driving licence as one of my skills.
- 7 I can put down travelling abroad as a career aim.

96.5 Replace the underlined words with a word or phrase that has a similar meaning.

- 1 Do I have to complete this form? fill in.....
- 2 Monica gave me a useful piece of advice about shopping in America.
- 3 I shall be alone most of the time.
- 4 They sent the form back to me because I didn't write my signature at the bottom.
- 5 Please contact us if you need any more help.
- 6 I think I'm good at working as part of a group of people.

96.6

Over to you

Answer the questions. If possible, ask someone else the same questions.

- 1 Have you ever written a CV? If so, what information did it include?
- 2 Have you had to write a personal statement? If so, why?
- 3 On a CV, what would you put as your interests, your skills, and your career aims?

A The basis of a discursive essay*

In a discursive essay you have to express your own ideas and **point of view** [opinion]. It is also important to show that you understand **both sides of an argument** [reasons for something and reasons **against** something]. This means you need to understand and use different link words and phrases such as **in addition**, **however**, etc. (See Unit 93.)

* an essay that discusses a subject

B Expressing a point of view

Some people believe [Some people think] that no one should be sent to prison under the age of 18.

There is an argument [a reason to think] that everyone should have a university education.

Language help

You can express a personal point of view with phrases such as **I believe/think that ...** or **It seems to me that ...** but you can also use less personal and direct ways of expressing a point of view, as in the phrases on the left. Many people think it is better not to use *In my opinion* in written essays.

C Giving both sides of an argument

One of the advantages of being an only child is that you have more attention from your parents. **However**, it can be lonely without the company of brothers and sisters.

On the one hand, computers can do so many things faster than human beings. **On the other (hand)**, some people are becoming dependent on them, which is not a good thing.

D Comparing and contrasting*

We often **make comparisons** between groups of people, or between the past and the present.

Compared with/to my grandparents, I have had much more opportunity to travel abroad.

In the past people didn't have computers, **but nowadays** there is one in almost every home.

Most parts of the developed world have become richer in the last thirty years. **In contrast**, many countries in Africa have become much poorer.

* saying how two things are similar and how they are different

E Making generalisations

Sometimes a simple statement is not accurate, e.g. *Young people prefer to watch American films*. This is not true for **all** young people, so we use certain words and phrases to show that we are **making a generalisation** [saying that something is true most of the time or in most situations].

In general, Japanese society is more focused on groups than individuals. (*syn on the whole*) Teenagers **tend to have** [usually have] more freedom than in the past.

F Cause and effect*

Poor diet and lack of exercise are the main **causes of obesity**. [reasons for being very fat]

Obesity is often the **result of** a bad diet and not enough exercise.

People don't eat the right food or get enough exercise, and **consequently** [because of this; *syn as a result*] they put on weight.

Poor diet can cause obesity, and this can have a **bad effect on** people's health.

* how something happens, and then makes something else happen

Language help

Don't confuse the verb **affect** and the noun **effect**.

Pollution can **affect** people's breathing.

Pollution can **have an effect on** people's breathing.

Exercises

97.1 Match the definitions on the left with the examples on the right.

- | | | |
|--------------------------------------|-------------------------------------|--|
| 1 expressing a point of view | <input checked="" type="checkbox"/> | a Canada has a smaller population than the USA. |
| 2 making a comparison | <input type="checkbox"/> | b People tend to retire at a later age. |
| 3 describing the result of something | <input type="checkbox"/> | c Some people believe we should never go to war. |
| 4 showing both sides of an argument | <input type="checkbox"/> | d Animals die because we're cutting down the forest. |
| 5 making a generalisation | <input type="checkbox"/> | e Television can make children lazy. However, there are many programmes with real educational value. |

97.2 One word is missing in each sentence. What is it, and where should it go?

- 1 It seems ~~time~~ that there is a problem. to
- 2 One of the advantages studying law is that it should lead to a good career.
- 3 It is important to give sides of the argument.
- 4 Too much time spent in front of a television can have a bad effect children.
- 5 People like to have freedom of choice. On the other, too much choice can be a bad thing.
- 6 Time tends to get faster as you get older.

97.3 Choose the correct word to complete the sentences. Sometimes both are correct.

- 1 There is not enough food, and consequently / *on the other hand* people are dying.
- 2 Advertising is so powerful that it *causes* / *affects* people to buy things they don't want. *In addition* / *However*, it can help them make the right choice when they buy things.
- 3 *In general* / *On the whole* people have more access to education than fifty years ago.
- 4 Supermarkets are very convenient because you can buy almost everything you want. On the other *side* / *hand*, they are putting small shops out of business.
- 5 The north of the country is much richer compared *with* / *to* the south.

97.4 Complete part of this essay on the advantages and disadvantages of the Internet for children.

One of the ¹advantages..... of the Internet is that children have access to so much knowledge and information. ²....., many children can access this knowledge from their own homes; they don't have to go to libraries. ³....., some of the information on the Internet is unreliable and out-of-date, and there are some websites we would not want our children to look at. ⁴....., we need to control the way that our children use the Internet, and there is certainly an ⁵..... for much stricter controls on the websites that people are allowed to create. If we don't do this, the Internet could have a bad ⁶..... on children.

97.5 Rewrite the sentences following the instructions in (brackets).

- 1 People who drink and drive should go to prison. (*Show that this is a personal opinion.*)
I believe that people who drink and drive should go to prison.
- 2 People are conservative. (*Make this statement a generalisation.*)
.....
- 3 Cars should not be allowed in town centres. (*Make this opinion less personal.*)
.....
- 4 Children played on their bikes. Children spend most of their time in front of a computer. (*Make this a comparison between the past and the present in one sentence.*)
.....
- 5 Many people work longer and longer hours. They don't have time for hobbies. (*Show the connection between these two statements in one sentence.*)
.....