

## Unit 9: Living and working together

### 1 Reading

#### The European Union

Read the article about the European Union from exercise 21, page 118 again. Answer the questions (1–5) using a maximum of four words. Write your answers in the spaces provided. The first one (0) has been done for you.

|   |   |                   |
|---|---|-------------------|
| 0 | How many member states does the European Union have today?                                | 27 / twenty-seven |
| 1 | How often is the European Parliament elected?   |                   |
| 2 | Free movement is a cornerstone of EU legislation. What are the so-called 'four freedoms'? |                   |
| 3 | When was the Eurozone established?  |                   |
| 4 | What has been abolished in the Schengen area?   |                   |
| 5 | What major crises did the EU face in the past?  |                   |

### 2 Writing

#### Erasmus programme

The EU has funded the Erasmus programme with the overall aim of supporting people's educational, professional and personal development, and thereby fostering foreign language skills, social cohesion, European identity, etc. You decided to apply for a learning mobility or a work placement. Therefore, you write a motivational letter in which you:

- state personal information and the reason why you want to apply for the programme
- explain your achievements, skills and qualities
- mention future plans and why you should receive the grant

Write around 250 words.

### 3 Language

#### Polite requests and questions

Which endings a–h can go with each beginning 1–3? There is more than one correct answer.

- |   |                          |   |  |
|---|--------------------------|---|--|
| 1 | Would you mind: _____    | a | a little bit about your work experience?   |
| 2 | Could I ask you: _____   | b | to do something for me?                    |
| 3 | Could you tell me: _____ | c | watching my bag for a moment?              |
|   |                          | d | if I turned the heat down a little?        |
|   |                          | e | your views on our environmental programme? |
|   |                          | f | answering a questionnaire?                 |
|   |                          | g | a favour?                                  |
|   |                          | h | to call me back in half an hour?           |

4

## Language

### Polite requests and questions

Make sentences from the words adding more where necessary. Use the correct form.

- 1 you mind | help me with | homework? Would you mind helping me with my homework?
- 2 mind if | close | the door? \_\_\_\_\_
- 3 ask you | drive me | the station? \_\_\_\_\_
- 4 tell me | little bit | educational background?  
\_\_\_\_\_
- 5 you mind if | invite | George to dinner? \_\_\_\_\_
- 6 ask you | do something | Krissy and me? \_\_\_\_\_
- 7 tell me | views | nuclear energy? \_\_\_\_\_
- 8 ask you | small favour? \_\_\_\_\_

5

## Language

### Polite requests and questions

Complete the sentences with the words from the box.

possibly ■ possible ■ give ■ willing ■ I ■ to ■ it ■ if

- 1 Would it be OK \_\_\_\_\_ I called you back this evening?
- 2 Could \_\_\_\_\_ possibly borrow your car this afternoon?
- 3 Would you be able \_\_\_\_\_ work late tonight?
- 4 Would it be \_\_\_\_\_ for me to finish this tomorrow instead of today?
- 5 Would you be \_\_\_\_\_ to give a presentation at the sales conference?
- 6 Could you \_\_\_\_\_ me a hand with all these bags?
- 7 Could you \_\_\_\_\_ meet us at the Crinan Hotel at 7.00 this evening?
- 8 Would \_\_\_\_\_ be possible for you to send that email attachment again?

6

## Language

### Polite requests and questions

Put the words of the sentences in the correct order.

- 1 Would/willing/to/be/in/you/a/work/team/?  
\_\_\_\_\_
- 2 Could/me/this/for/you/carry/possibly/?  
\_\_\_\_\_
- 3 Would/work/you/possible/ start/be/to/tomorrow/for/it/?  
\_\_\_\_\_

## English Unlimited HUM 3

4 Would/by/able/your/you/Friday/essay/to/finish/be/?

---

5 Would/music/if/OK/some/I/be/it/played/?

---

6 Could/an/use/I/your/hour/laptop/for/possibly/?

---

7 Would/leave/early/it/me/today/be/for/possible/work/to/?

---

8 Could/these/me/with/hand/parcels/you/a/give/?

---

7

### Language

#### Indirect questions

##### a Write indirect questions for 1–6.

1 Which bus should I take for the station?

---

---

2 Where's the nearest bank?

---

3 When do the shops normally close?

---

---

4 What's the best way to get to the town centre?

---

---

5 Do you have a map?

---

6 Where can I buy a guidebook?

---

---

##### b Imagine you've just moved to this area. What do you need to know? Think of more questions.

8

### Language

#### Complete what Emma says about things she regrets. Use *should have* or *could have* and the verbs in brackets.

I \_\_\_\_\_ (go) to university when I left school, but I decided to get a job instead. Now I'm 35, and I'm working part-time while I study for an economics degree. It's hard work studying when you're older and working, too. I \_\_\_\_\_ (not refuse) my university place when I was 18.

9

### Language

#### should have, could have

Complete the sentences with *should have*, *shouldn't have* or *could have*, adding the correct form of the verb in brackets.

- A: I'm afraid that case is too big.  
B: Yes, I \_\_\_\_\_ (bring) a smaller one.
- A: This traffic is awful. We're going to be late.  
B: We \_\_\_\_\_ (take the car). The train's quicker.
- A: Looks like Tim and Jen aren't at home.  
B: Well, they \_\_\_\_\_ (go out).
- A: How long are you going to be?  
B: Ages. I \_\_\_\_\_ (start) this essay tonight.
- A: Do you think anyone saw the crash?  
B: Let's ask the neighbours. They \_\_\_\_\_ (see) something.
- A: I saw a man take an old woman's purse.  
B: You \_\_\_\_\_ (tell) the police.

10

### Language

#### Unreal conditionals: past

Complete the sentences with the correct form of the verbs in brackets to make unreal past conditional sentences.

- Why didn't you ask me? I \_\_\_\_\_ (help) you if I \_\_\_\_\_ (know) you were having difficulty.
- If he \_\_\_\_\_ (not be) sick as a child, he \_\_\_\_\_ (not start) writing poems and songs.
- If he \_\_\_\_\_ (come) to the meeting yesterday, I \_\_\_\_\_ (ask) him.
- I \_\_\_\_\_ (finish) by now if my computer \_\_\_\_\_ (not crash) this morning.

## Key

1

### Reading

#### The European Union

|   |   |                                    |
|---|---|------------------------------------|
| 0 | How many member states does the European Union have today?                                | 27 / twenty-seven                  |
| 1 | How often is the European Parliament elected?   | every 5 years                      |
| 2 | Free movement is a cornerstone of EU legislation. What are the so-called 'four freedoms'? | people, goods, services, capital   |
| 3 | When was the Eurozone established?  | in 1999                            |
| 4 | What has been abolished in the Schengen area?   | passport controls                  |
| 5 | What major crises did the EU face in the past?  | economic crisis, Covid-19 pandemic |

3

### Language

#### Polite requests and questions

- 4 Would you mind: **c, d, f**
- 5 Could I ask you: **b, g, h**
- 6 Could you tell me: **a, e**

4

### Language

#### Polite requests and questions

- 1 you mind | help me with | homework? Would you mind helping me with my homework?
- 2 **Would you mind if I closed the door?**
- 3 **Could I ask you to drive me to the station?**
- 4 **Could you tell me a little bit about your educational background?**
- 5 **Would you mind if I invited George to dinner?**
- 6 **Could I ask you to do something for Krissy and me?**
- 7 **Could you tell me your views on nuclear energy?**
- 8 **Could I ask you a small favour?**

5

### Language

#### Polite requests and questions

- 1 Would it be OK if I called you back this evening?
- 2 Could I possibly borrow your car this afternoon?
- 3 Would you be able **to** work late tonight?
- 4 Would it be **possible** for me to finish this tomorrow instead of today?
- 5 Would you be **willing** to give a presentation at the sales conference?
- 6 Could you **give** me a hand with all these bags?
- 7 Could you **possibly** meet us at the Crinan Hotel at 7.00 this evening?
- 8 Would **it** be possible for you to send that email attachment again?

6

### Language

#### Polite requests and questions

- 1 **Would you be willing to work in a team?**
- 2 **Could you possibly carry this for me?**
- 3 **Would it be possible for you to start work tomorrow?**
- 4 **Would you be able to finish your essay by Friday?**
- 5 **Would it be OK if I played some music?**
- 6 **Could I possibly use your laptop for an hour?**
- 7 **Would it be possible for me to leave work early today?**
- 8 **Could you give me a hand with these parcels?**

7

### Language

#### Indirect questions

##### a Write indirect questions for 1–6.

- 1 Which bus should I take for the station?
- 2 Where's the nearest bank?
- 3 When do the shops normally close?
- 4 What's the best way to get to the town centre?
- 5 Do you have a map?
- 6 Where can I buy a guidebook?

Could I ask you which bus I should take for the station?  
Could you tell me where the nearest bank is?  
Could I ask you when the shops normally close?  
Could you tell me what's the best way to get to the town centre?  
I was wondering if you have a map.  
Could you tell me where I can buy a guidebook?

8

### Language

#### should have, could have

I **could have gone** to university when I left school, but I decided to get a job instead. Now I'm 35, and I'm working part-time while I study for an economics degree. It's hard work studying when you're older and working, too. I **shouldn't have refused** my university place when I was 18.

9

### Language

#### should have, could have

- 1 A: I'm afraid that case is too big.  
B: Yes, I **should have brought** a smaller one.
- 2 A: This traffic is awful. We're going to be late.  
B: We **shouldn't have taken the car**. The train's quicker.
- 3 A: Looks like Tim and Jen aren't at home.  
B: Well, they **could have gone out**.
- 4 A: How long are you going to be?  
B: Ages. I **should have started** this essay tonight.
- 5 A: Do you think anyone saw the crash?  
B: Let's ask the neighbours. They **could have seen** something.
- 6 A: I saw a man take an old woman's purse.  
B: You **should have told** the police.

10

### Language

#### Unreal conditionals: past

- 1 Why didn't you ask me? I **would have helped** you if I **had known** you were having difficulty.
- 2 If he **had not been** sick as a child, he **would not have started** writing poems and songs.
- 3 If he **had come** to the meeting yesterday, I **would have asked** him.
- 4 I **would have finished** by now if my computer **had not crashed** this morning.