# 4 Speak Now

COMMUNICATE with CONFIDENCE

# راهنمای تمرینات Workbook

آموزش از راه دور زبان انگلیسی



# **Vocabulary Worksheet Answer Keys**

### **Vocabulary Worksheet 1**

### Part 1

- 1. take
- 5. have the
- 2. make
- 6. face
- 3. overcome
- 7. make the 8. have
- 4. get

### Part 2

- 1. A: overcame an obstacle B: get into
- 2. faced a challenge
- 3. had a setback
- 4. making a change
- 5. A: made the decision to B: have the opportunity to
- 6. took a risk

### **Vocabulary Worksheet 2**

### Part 1

- 1. d
- **4.** a
- 2. f
- 3. e

### Part 2

- 1. react
- 2. passed out
- 3. injured
- 4. responded
- 5. witness
- 6. reported

# **Vocabulary Worksheet 3**

### Part 1

- **1.** g
- 5. C
- 2. h
- 6. b
- 3. e
- 7. d
- 8. f

### Part 2

- 1. interrupt
- 5. rude
- 2. ignoring 3. leave
- 6. stares
- 4. chew
- 7. arrogant 8. etiquette
- Part 3
- Answers will vary. Sample answer.
- 1. interrupt
- 5. rude
- 2. etiquette
- 6. ignore
- 3. stare
- 7. arrogant
- 4. chew
- 8. leave

### **Vocabulary Worksheet 4**

### Part 1

- 1. pushy
- 5. resent
- 2. confront
- 6. hang out with
- 3. keeps
- 7. awkward
- 4. put up with

### Part 2

Answers for advice will vary. Advice in bold. Sample answer.

- 1. A: keeps
  - B: confronting
  - A: pushy

### texting her to tell her how you feel

- 2. B: awkward
  - A: resented
  - A: hanging out with
  - sending her an email
- 3. A: put up with

to talk to your dad and see if you can understand why she's so controlling

### **Vocabulary Worksheet 5**

### Part 1

- 1. f
- 5. b
- **2.** e
- **6.** C
- 4. g
- **7.** d

Answers will vary. Sample answer. Almost every day: exercise buddy, old neighbor

Less than once a day: acquaintance, future sister-in-law, prospective employer Never: ex-boyfriend or ex-girlfriend, former co-worker

### Part 3

- 1. acquaintances 3. future
- 4. exercise buddy

### **Vocabulary Worksheet 6**

### Part 1

- 1. up for
- 5. get a bite to eat
- 2. beat
- 6. try out
- **3.** in the mood **7.** swing by
- 4. catch

### Part 2

- 1. I'm rarely in the mood to go to the
- 2. My favorite place to get a bite to eat is Joe's.

- 3. I like to try out restaurants that I've never been to.
- 4. I usually catch a movie on the weekends.
- 5. I never swing by my friend's house without calling first.
- 6. I'm usually beat on Friday.
- 7. I'm almost always up for eating out.

### Part 3

- 1. trying out
- 2. beat
- 3. getting a bite to eat

### **Vocabulary Worksheet 7**

### Part 1

- 1. bubbly
- 2. introverted
- 3. unapproachable
- 4. extroverted
- 5. sarcastic
- 6. standoffish
- 7. conceited
- 8. gregarious 9. insecure

### Part 2

- 1. introverted, extroverted
- 2. conceited
- 3. unapproachable
- 4. standoffish
- 5. sarcastic
- 6. insecure 7. bubbly
- 8. gregarious

### Part 3

- 1. introverted
- 2. standoffish, unapproachable
- 3. conceited
- 4. gregarious, bubbly
- 5. insecure
- 6. standoffish

# **Vocabulary Worksheet 8**

Part 1 Answers will vary. Sample answer.

- 1. up
- 2. in
- 3. on
- 4. to 5. to
- 6. X **7.** in

### Part 2

Answers will vary. Sample answer. Many times a day: keep up with old friends, participate in social networking, post messages on walls, be connected with friends

Once a day: share links to videos Less than once a day: upload photos, tag people in photos

Answers will vary. Sample answer.

- 1. keep up with old friends
- 2. upload photos of me on a more private Internet site
- 3. share links to videos

### **Vocabulary Worksheet 9**

### Part 1

- 1. g 2. e
- 5. f 6. b
- **3.** a
- 7. d
- 4. h
- 8. c

### Part 2

- F junk food
- F organic
- F nutritious
- F locally-sourced
- B vegan
- P locavore
- B vegetarian F processed foods

### Part 3

- 1. vegetarian
- 2. nutritious
- 3. junk food (processed food)
- 4. processed food (junk food)
- 5. organic
- 6. locally-sourced
- 7. locavores

# **Vocabulary Worksheet 10**

### Part 1

Answers will vary. Sample answer. Unit words are bolded.

I was going to go to the movies, but at the last minute, I decided to stay home and read a book.

My mom always says there is so much clutter in my room that I may get lost and never come out!

It wouldn't be easy to declutter my room. Where would I put everything? My sister is very neat. Everything has a place, and nothing is ever out of place. Tomorrow I'm going to organize my sweaters.

People love to procrastinate. Many people think it's easier to give up than to stick to something that's difficult, but I like a challenge. I read an advice column that said to tidy up every day for ten minutes.

### Part 2

- 1. procrastinate
- 2. tidy up, organize
- 3. stick to it
- 4. tidy up, organize
- 5. decluttered, neat
- 6. at the last minute

### **Vocabulary Worksheet 11**

### Part 1

Students should circle all eight words in the puzzle.

### Part 2

Answers will vary. Sample answer. You, time, spend, much, watching, time, limit, what, to, doing, my

### **Vocabulary Worksheet 12**

### Part 1

Answers will vary. Sample answer.

- 6 energy-efficient appliances
- greenhouse gases carbon dioxide
- 1 recycling reusing bottles
- 2 reducing wasted energy turning off lights you don't need
- 8 taking public transportation taking the city bus instead of driving
- 4 hybrid cars the Honda Prius
- 3 reducing landfill trash using the back side of paper
- 5 reducing your carbon footprint walking to work instead of driving

Answers will vary for part B. Sample answer.

- 1. A: hybrid cars B: they use special metals that are in short supply
- 2. A: greenhouse gases B: if we get too worried about them, we increase our stress, which isn't good for our health
- 3. A: took public transportation B: the locations and schedules aren't always very convenient
- 4. A: trash

B: some cities don't offer recycling, or you have to pay for it and not everyone can afford it

### **Vocabulary Worksheet 13**

### Part 1

Answers will vary. Sample answer. Unit words are bolded.

In a perfect world, everyone has a career path that leads to increasingly important jobs, but that isn't always the case.

My dream job is to be an actor. After I graduate, I will get an entry-level job in a business company.

In the long-term, I want to become an executive in an international business. When a **position** is open, companies advertise for new employees on the Internet.

Most people don't get a promotion in the first year of their job.

It's hard to ask for a raise, but if you don't ask, you may not get it.

My short-term goal is to get more contacts in my field so when I want to change jobs, I can ask those people for

### Part 2

- 1. position
- 4. promotions
- 2. short-term
- 5. long-term
- 3. entry-level job

### **Vocabulary Worksheet 14**

### Part 1

- 1. perfectionist
- 6. hard worker
- 2. efficient
- 7. motivated
- 3. team player 4. professional
- 8. detail oriented 9. organized
- 5. self-starter

### Part 2

Positive: organized, self-starter, team player, professional

Negative: efficient, perfectionist Depends on the situation: detail oriented, motivated, hard worker

Alternative answers provided in parentheses.

- 1. detail oriented (organized, professional)
- 2. efficient
- 4. team player
- 3. perfectionist
- 5. self-starter

# **Vocabulary Worksheet 15**

- 2. touch screen 7. code

### 5. cash drawer

- 1. scan
- 4. bar code 6. ring up
- 2. transaction
- 3. discount

### **Vocabulary Worksheet 16**

Part I	
1. d	<b>6.</b> c
2. h	<b>7.</b> e
3. j	<b>8.</b> f
<b>4.</b> b	<b>9.</b> a
5. i	<b>10.</b> g

### Part 2

- 1. resume
- 2. Research
- 3. practicing
- 4. Be punctual
- 5. Dress professionally
- 6. eye contact
- 7. say negative things
- 8. Stay calm
- 9. thank you note

### **Vocabulary Worksheet 17**

### Part 1

Answers will vary. Sample answer.

- 4 fear of heights
- 5 fear of spiders
- 1 fear of public speaking
- 3 fear of snakes
- 6 fear of flying
- 2 claustrophobia
- 7 fear of the dark

### Part 2

- 1. fear of public speaking
- 2. claustrophobia
- 3. fear of spiders
- 4. fear of flying, fear of the dark
- 5. fear of snakes
- 6. fear of heights

# **Vocabulary Worksheet 18**

### Part 1

- 1. deadlines
- 2. misunderstanding
- 3. relaxation techniques
- 4. talk through
- 5. workload
- 6. drop
- 7. overworked
- 8. meditating
- 9. stressed
- 10. pressure

Answers for the advice will vary. Sample answer

- 1. A: deadlines
  - B: Breaking the work into small tasks
- 2. A: misunderstanding
  - B: talking to your friend is the best idea
- 3. A: overworked
  - B: talking to your boss and explaining the situation can be helpful

- - B: if I exercise before I go to bed
- 5. A: stressed

B: it's better to write papers as soon as you get the assignment, try some relaxation techniques

### **Vocabulary Worksheet 19**

### Part 1

- 1. c
- 5. b
- 2. g
- **6.** e 7. d
- 3. a 4. f

### Part 2

- 1. created
- 5. developed
- 2. invented
- 6. established
- 3. revolutionized 7. explored
- 4. discovered

### Part 3

- 1. discover
- 5. establish
- 2. explore
- 6. invent
- 3. create
- 7. develop
- 4. revolutionize

### **Vocabulary Worksheet 20**

### Part 1

- P active social life
- B give (someone) a hard time
- N clique
- N goof off B pick on
- fit in get involved
- B take (something) seriously

### Part 2

- 1. gotten involved
- 2. active social life
- 3. took, seriously
- 4. cliques
- 5. fit in
- 6. giving, a hard time
- 7. picked on
- 8. goofed off

# **Vocabulary Worksheet 21**

### Part 1

- Answers will vary. Sample answer. 1 suspenseful
- 10 slow
- 9 depressing
- 6 heartwarming
- hilarious
- 8 corny
- offensive
- 5 tearjerker
- 4 moving
- nail-biter

### Part 2

Alternative answers provided in parentheses.

- 1. A: depressing
- B: suspenseful 2. A: slow
  - B: heartwarming (moving)

- 3. B: hilarious
- 4. B: offensive
- 5. B: nail-biter

### **Vocabulary Worksheet 22**

### Part 1

Answers will vary. Sample answer. B catchy tune B beat

- P melancholy M danceable
- mellow B poetic lyrics romantic M upbeat

### Part 2

Answers will vary. Sample answer.

- 1. A: upbeat
  - beat
  - Just Want You to Know C:
- 2. A: romantic
  - B: poetic lyrics
  - Don't Walk Away C:
- 3. A: danceable
  - B: melancholy
- C: What Makes You Beautiful
- a little mellow 4. A:
  - B: catchier
  - C: Eyes Open

# **Vocabulary Worksheet 23**

### Across

- 11. outdated 1. retro
- 4. vintage 6. out of style
- 13. follow the fads
- 8. fashionable
- 14. in style

12. stylish

- Down 2. trendy
- 9. up to date 10. chic
- 3. modern 14. in **5.** out
- 7. trendsetter

# **Vocabulary Worksheet 24**

### Part 1

- 5. gossip
- 1. the latest 2. apparently
- 6. spotted
- 3. scandal 4. break up
- 7. with 8. paparazzi

### Part 2

- 1. the latest
- 5. spotted
- 2. apparently
- 6. break up
- 3. paparazzi 7. with 4. scandal 8. gossip

**Vocabulary Worksheet 25** 

- Part 1 1. check
- 7. aisle (or window)
- 2. boarding 3. X
- 8. carry-on 9. emergency
- 4. security
- 10. overhead 11. X
- 5. upgrade 6. window (or aisle)

### Part 2

- 1. window seat
- 2. emergency exit row
- 3. aisle seat
- 4. check your luggage
- 5. carry-on bag
- 6. overhead bin
- 7. boarding pass
- 8. gate
- 9. terminal
- 10. security check

### **Vocabulary Worksheet 26**

### Part 1

- 1. e
- 5. b
- 2. a
- **6.** d 7. f
- 3. h
- 4. g

### Part 2

- 1. missed
- 6. expired
- 2. cancelled
- 7. cancelled
- 3. down
- 8. vacancy
- 4. damaged
- 9. stolen
- (or misplaced)
- 5. misplaced (or damaged)

# **Vocabulary Worksheet 27**

### Part 1

- 1. splurge
- 2. stick to a budget
- 3. bed and breakfast
- 4. luxury hotel
- 5. lounge around
- 6. keeping your options open
- 7. guided tour
- 8. hostel
- 9. book in advance
- 10. budget hotel
- 11. tourist attractions
- 12. go off the beaten path

### Part 2

- 1. A: splurge
  - B: stick to a budget
- 2. A: lounge around, guided tour
  - B: go off the beaten path

### **Vocabulary Worksheet 28**

### Part 1

- 1. customary
- 5. acceptable
- 2. insensitive
- 6. faux pas
- 3. inconsiderate 7. inappropriate
- 4. be aware of

### Part 2

- 1. customary
- 4. faux pas
- 2, be aware of
- 5. acceptable
- 3. "insensitive" is best but "inconsiderate" and "inappropriate" are also acceptable

### Part 3

Answers for advice will vary. Sample

- 1. acceptable, make noises when eating noodles
- 2. be aware of, cars because they run red lights
- 3. inconsiderate, ask how much a gift
- 4. inappropriate to, your private problems
- 5. insensitive, someone's salary
- 6. Being late, faux pas
- 7. customary, take a dessert or some flowers

### **Vocabulary Worksheet 29**

### Part 1

- 1. Referee
- 6. quarter
- 2. half-time
- 7. blowout
- 3. shot
- 8. Tied
- 4. overtime 5. Close
- 9. outscored 10. ejected

### Part 2

- 1. tie
- 3. half-time, referee
- 2. ejected, quarter, shot

# **Vocabulary Worksheet 30**

### Part 1

- 1. c
- 5. b
- 2. h
- 6. f
- 3. e
- **7.** g 8. d
- 4. a Part 2
- 1. criminals 5. victim
- 2. unarmed
- 6. witness
- 3. force
- 7. arrest
- 4. investigated

# **Vocabulary Worksheet 31**

Answers will vary. Sample answer. Unit words are bolded.

I love that advertisement for soup. It always makes me want to go home and make some.

I never pay attention to banner ads. Some people only buy brand clothes, but other people don't care so much. Companies try to learn about our buying habits so their advertisements are more effective.

Some people say it's consumers that drive the world economy.

The stock market has a big influence on how wealthy people feel.

My favorite jingle is that one for cereal. I sing it all the time.

Companies try to manipulate people so they buy their products.

Pop-up ads are annoying. "Just do it" is an extremely popular slogan.

### **Vocabulary Worksheet 32**

### Part 1

Students should circle the eight words.

Answers will vary. Sample answer. Why, my, ring, tag, hug, it, go, cab

# **Confidence Booster Answer Keys**

- Instead of having students always be A or B, have them switch for every other Confidence Booster. This will allow them to take turns starting the conversations in Part 2.
- If some pairs finish quickly, have them personalize the material while waiting. For example, for Confidence Booster 13–16, have them make a job description and then take turns asking and answering questions about that job.
- You may want to encourage students to discuss similar personal experiences after doing Confidence Booster 1-4. Also have them discuss recent current events after Confidence Booster 29-32.
- To challenge students, have them create one or more conversations using some or all of the responses they didn't use in Part 2.

### **Answers**

 Answers for Part 1 can be found by comparing Student A and Student B pages in the Student Book.

Pages 82 and 90

### 1-4 What should I do?

2 2. a 3. a 4. b 5. a 6. a 7. b 8. a

Pages 83 and 91

# 5–8 Has she changed?

2 2. a 3. b 4. a 5. b 6. b 7. a 8. a

Pages 84 and 92

# 9-12 Lifestyle changes

2 2. b 3. a 4. a 5. b 6. a 7. b 8. b

Pages 85 and 93

# 13-16 Seeking a tour guide

2 2. b 3. a 4. a 5. b 6. a 7. a 8. b Pages 86 and 94

### 17–20 What are you afraid of?

2 2. a 3. a 4. b 5. a 6. b 7. b 8. b

Pages 87 and 95

### 21–24 The year's best

2 2. a 3. b 4. a 5. b 6. a 7. b 8. a

Pages 88 and 96

### 25-28 How was your stay?

2 2. b 3. a 4. a 5. a 6. b 7. b 8. a

Pages 89 and 97

### 29–32 Who won the game?

2 2. a 3. a 4. b 5. b 6. a 7. b 8. b

# **Vocabulary Index**

### LESSON 1

face a challenge

get into... have a setback

have an/the opportunity to...

make a change

make the decision to... overcome an obstacle

take a risk

### LESSON 2

injure pass out react report respond witness

### LESSON 3

arrogant chew etiquette ignores interrupt leave rude

### LESSON 4

stare

awkward confront hang out with

keeps pushy put up with resent

### LESSON 5

acquaintance

buddy ex-

former future

old

prospective

### LESSON 6

beat catch get a bite to eat in the mood swing by try out up for

### LESSON 7

bubbly conceited extroverted gregarious insecure introverted sarcastic standoffish unapproachable

### LESSON 8

connected keep up with participate post share links tag upload

### LESSON 9

wall

junk food locally-sourced locavore nutritious organic processed foods vegan

vegetarian

### LESSON 10

at the last minute

clutter declutter neat organize procrastinate stick to it tidy up

### **LESSON 11**

blog video-sharing site live streams apps social networking sites podcast video chat message board

### LESSON 12

energy-efficient appliances global warming greenhouse gases hybrid car landfill public transportation recycling reducing your carbon footprint waste

### LESSON 13

career path dream job entry-level job long-term position promotion raise short-term

### **LESSON 14**

detail oriented efficient hard worker motivated organized perfectionist professional self-starter team player

### **LESSON 15**

bar code
cash drawer
code
discount
ring up
scan
touchscreen
transaction

### LESSON 16

be punctual
dress professionally
eye contact
prepare
rehearse
research
resume
say negative things
stay calm
thank you note

### **LESSON 17**

claustrophobia
fear of flying
fear of heights
fear of public speaking
fear of snakes
fear of spiders
fear of the dark

### LESSON 18

deadlines
drop
meditating
misunderstanding
overworked
pressure
relaxation techniques
stressed
talk through
workload

### LESSON 19

create develop discover establish explore invent revolutionize

### LESSON 20

active social life clique fit in get involved give...a hard time goof off pick on take...seriously

### LESSON 21

corny
depressing
heartwarming
hilarious
moving
nail-biter
offensive
slow
suspenseful
tearjerker

### LESSON 22

beat catchy tune melancholy mellow poetic lyrics romantic upbeat

### LESSON 23

chic
fashionable
follows the fads
in
in style
modern
out
out of style
outdated
retro
stylish
trendsetter
trendy
up to date
vintage

### LESSON 24

apparently
(be) with
break up (with)
(juicy) gossip
paparazzi
scandal
spotted
the latest

### LESSON 25

aisle seat board

boarding pass carry-on bag check your luggage

emergency exit row

gate

overhead bin security check terminal upgrade

### LESSON 26

window seat

canceled damaged down expired misplaced missed stolen vacancy

### LESSON 27

bed and breakfast book things in advance budget hotel go off the beaten path guided tour hostel keep your options

lounge around luxury hotel splurge

stick to a budget tourist attractions

### LESSON 28

acceptable be aware of customary faux pas inappropriate inconsiderate

insensitive

### LESSON 29

blowout close ejected half-time outscored overtime quarter referee shot tied

### LESSON 30

arrest
break into
criminal
force
investigate
suspicious
victim
witness

### LESSON 31

advertisement banner ad brand buying habit consumer influence jingle manipulate pop-up ad slogan

### LESSON 32

budget cost-effective improve increase overcrowding pothole reduce repair