Checkpoint 2 *Units 4–6*

1 Words for work

About you

A **Complete the sentences with verbs. Which are the five most important pieces of advice? Discuss with a partner, using *would* / *'d* to soften your opinions.**

How to get a promotion at work

1. Follow your boss's advice.
2. _____ some training to _____ new skills.
3. _____ interest in getting a promotion.
4. Say how you can _____ the company money.
5. Always _____ the goals your manager sets.
6. _____ progress with projects and _____ deadlines.
7. _____ an application when there's a new position.
8. Don't be afraid to _____ competition from colleagues.

"I'd say it's important to follow your boss's advice – it might help you get a promotion."

About you

B **Write sentences about your future career. Start your sentences with these expressions and a verb. Then compare ideas with a partner.**

1. I think I'm going to be . . .
2. I'll probably be . . .
3. When I . . .
4. I might . . .
5. Before this class . . .
6. I may be . . .

"I think I'm going to be studying for another four years if I get accepted at grad school."

2 Wishes, hopes, and regrets

A **Circle the correct verb forms to complete the conversations. Then practice with a partner.**

1. *A* So, when you look back on last year, do you wish you **'d done** / **did** anything differently?
   B Yeah. I suppose. Like, I wish I **didn't spend** / **hadn't spent** so much last semester. You know, if I hadn't bought so many clothes and things, I **wouldn't be** / **wasn't** in debt now.
2. *A* What **would** / **will** you change about your city if you had the opportunity?
   B Well, I wish we **can** / **could** do something about the subway. I mean, I wish the trains **weren't** / **aren't** so crowded. And I wish people **don't** / **wouldn't** throw trash on them.
3. *A* If someone **had offered** / **would offer** you a job last year, would you **have taken** / **take** it?
   B As a matter of fact, I was offered a job. And I **might take** / **might have taken** it if it had been a really good job, but it wasn't. But if I had taken it, I **wouldn't be** / **weren't** in this class now. I just **wish** / **hope** I'll get a job next year.
4. *A* If you **can** / **could** raise money for a charity, which charity would you choose?
   B Well, if I **had to** / **would have to** choose a charity, I'd probably choose one for kids. In fact, I donated money to one last year. I hope it **made** / **would make** a difference.

About you

B **Pair work** **Take turns asking and answering the questions in Exercise A. Use *as a matter of fact* or *in fact* to give or correct information.**

A So, do you wish you'd done anything differently last year?
B I suppose. As a matter of fact, I wish I'd spent more time with my family.