

Lesson 2A

GRAMMAR | past simple and continuous

VOCABULARY | animals

PRONUNCIATION | weak forms: *was, were*

VOCABULARY

animals

1 Choose the correct words to complete the sentences.

- 1 The cat's **feather / fur / trunk** was really soft.
- 2 There was a huge spider's **shell / web / wing** near the door.
- 3 Indian elephants have more hair on their **feathers / shell / skin** than African elephants.
- 4 All elephants use their **fur / trunk / wings** to drink.
- 5 The butterfly's **shells / webs / wings** were very colourful and pretty.
- 6 The tortoise was inside its **shell / skin / trunk**.
- 7 The bird flew away, but it left a few **feathers / tails / webs** behind.
- 8 The dog's **skin / tail / wing** was moving up and down fast. It was happy to see me!

2 Complete the definitions with the name of an animal.

- 1 a clever sea animal like a fish with a long grey nose: d.....
- 2 a black and yellow flying insect that makes honey: b.....
- 3 a small animal with long ears and soft fur and sometimes with a short white tail: r.....
- 4 a small green animal that lives near water and uses its long legs to jump: f.....
- 5 a large wild cat with a yellow and black body: t.....
- 6 a long thin animal with no legs that moves along the ground: s.....
- 7 an insect with four wings in pretty colours: b.....
- 8 a wild animal that looks like a dog and lives in groups: w.....

GRAMMAR

past simple and continuous

3A The sentences below have a mistake. Choose the best option to correct the mistake.

- 1 We drive along the road when we saw a bear.
a drove b were driving c were drove
- 2 I call for help when I saw the snake.
a were calling b called c was calling
- 3 What do you do at 8 p.m. last night?
a were you doing b did you do c were you do
- 4 We were swimming in the sea which we saw dolphins!
a what b while c when

B Choose the correct words to complete the sentences.

- 1 Yesterday, I saw a fox in the street while I **walked / was walking** home.
- 2 Max **had / was having** goats when he lived in the country!
- 3 I'm sorry I **didn't hear / wasn't hearing** your call. I was listening to music.
- 4 My dog **made / was making** friends with a cat while we **walked / were walking** near the park.
- 5 When my neighbour **crossed / was crossing** the road, she **fell / was falling**, but she's fine now.
- 6 We **found / were finding** a lost dog and **took / was taking** it to the nearest vet's.

C Complete the conversation with the past simple or past continuous form of the verbs in brackets.

- A: What ¹..... (you / do) when I called you yesterday?
- B: I ²..... (play) basketball in the park with some friends from work. Sorry I didn't answer.
- A: That's all right. I called because something strange happened to me.
- B: What?
- A: Well, I ³..... (walk) home from the supermarket when I ⁴..... (hear) an unusual noise.
- B: What was it?
- A: It was a tiny fox. It ⁵..... (lie) under a car. It was very afraid. I guess it couldn't find its mother.
- B: Oh no! What ⁶..... (you / do)?
- A: I ⁷..... (call) an animal rescue centre. They ⁸..... (come) and took it away.
- B: What happened after that?
- A: I ⁹..... (speak) to the vet at the centre this morning and she ¹⁰..... (tell) me the fox was fine.
- B: Oh, that's good.

PRONUNCIATION

4A 2.01 | weak forms: *was, were* | Listen and complete the questions with the words you hear.

- 1 Where basketball?
- 2 Who to?
- 3 What you?
- 4 Who about?
- 5 Why a bus?
- 6 What early this morning?

B 2.01 | Listen again and repeat the sentences.

LISTENING

5A  **2.02** | Listen to a story about a man from Scotland. Number the actions in the order you hear them (1–8).

- He travelled to Amsterdam.
- A cat ran to him.
- He went to Bosnia and Herzegovina.
- They travelled to thirty countries.
- He cycled up a hill.
- The cat got a special passport.
- He took the cat to the vet.
- He travelled to Greece.

B  **2.02** | Listen again and choose one option (a–c) to complete the sentences (1–6).

- Dean travelled the world because he didn't enjoy
 - where he lived.
 - his manager.
 - his work.
- When Dean first saw Nala, he was travelling to
 - Bosnia and Herzegovina.
 - Italy.
 - Montenegro.
- Dean took Nala to the vet's office because he wanted to
 - get Nala some medicine.
 - find out about Nala's owner.
 - check that Nala was well.
- Dean says that Nala taught him to enjoy
 - doing things more slowly.
 - the sea more.
 - being at home.
- Dean can't go to some places with Nala because
 - she can't get the right medicine.
 - she doesn't have a pet passport.
 - she can't stay in hotels.
- People can learn most about Dean's story from
 - his website.
 - his social media page.
 - his book.



C  **2.03** | Listen to the recording. Write what you hear. You will hear the sentences only once.

-
-
-
-

WRITING

an animal story

6A Read the story. Answer each question with one word from the story.

- The writer rescued a
- The writer rescued the animal from someone's
- The home owner used his to open the door.

Animal rescue

Last year, I was out running when I saw a dog in the window of someone's house. ¹**Just then / First**, I saw smoke coming out of the house. There was a fire!

²**First / Later**, I used my phone to call the fire service.

³**Just then / Then**, I ran to the door of the building and I rang the doorbell. The owner wasn't at home, but he had a doorbell with a camera. He answered on his mobile phone. I explained the situation. The owner used his phone to open the front door.

The dog ran out into the street. It was very happy to see me! The fire service arrived quickly. ⁴**First, / Later**, the owner arrived. He was also very happy to see me!

B Read the story again and choose the correct time phrases to complete the sentences.

C Imagine you rescued a cat from a tree. Make notes on these things.

The beginning of the story

- where you were
- who you were with and what you were doing

The middle of the story

- where the cat was and why you needed to rescue it
- how you rescued it

The ending of the story

- what happened in the end
- how you felt

D Write your story with the title *Animal Rescue*. Write 80–120 words.

Lesson 2B

GRAMMAR | definite article: *the*

VOCABULARY | air travel; at the airport

PRONUNCIATION | strong and weak forms: *the*

VOCABULARY

air travel

1 Complete the blog post with the words in the box.

arrival time change delay due to arrive fly out
flight land made a reservation take off

Ali Evans – 10 minutes ago

What a terrible start to my holiday in San Sebastián! The plan was to ¹..... from London and then ²..... in Madrid. Unfortunately, there was a problem with my first ³..... and it didn't ⁴..... until 15.30. That was a ⁵..... of over two hours. At the start of the flight, the pilot said that we were ⁶..... in Madrid at around 18.00, but the weather was terrible so we couldn't ⁷..... there. We went to a really small airport instead and then we had to take a bus to Madrid. My ⁸..... at Madrid airport was actually 20.30. It was too late to get a flight to San Sebastián.

I ⁹..... at a hotel in Madrid and there's where I am now. I'm on the 11.55 flight to San Sebastián tomorrow. Hope it's on time!



at the airport

2A Choose the correct word or phrase to complete the sentences.

- The man at the desk gave us our boarding passes.
a check-in b baggage c customs
- We went through where people checked our bags with X-ray machines.
a passport control b security c departure
- We went to the and waited to board the plane.
a departure lounge b customs c check-in desk
- We the plane and found our seats.
a changed b boarded c got off
- The woman at control looked at my photo and my face carefully.
a lounge b baggage c passport
- We walked through where people were checking luggage.
a control b arrivals c customs

B Complete the advice with one word in each gap.

For first-time users of an airport

¹.....-in – show the staff your passport and ticket here. They take your large bags or suitcases and give you a ²..... pass.

³..... – here, you put your coat, wallet, keys in a tray and put it through the X-ray machine. Staff check you're not carrying anything dangerous.

Departure ⁴..... – go here to wait for your flight. Visit the shops and restaurants. Find your gate and ⁵..... your plane when it's ready.

Passport ⁶..... – show your passport to security staff after you ⁷..... off the plane in a different country.

⁸..... reclaim – collect your luggage here.

⁹..... – walk through this area. Staff might stop you and look in your luggage. Tell staff about any food or valuable items you have.

¹⁰..... hall – meet your friends here, and exit the airport to get a bus, train or taxi.

GRAMMAR

definite article: *the*

3A Choose the correct words to complete the sentences.

- Choose a seat, then put your bag on **seat** / **the seat**.
- Flight** / **The flight** to Barcelona is quite short.
- It can take **time** / **the time** to find a cheap flight.
- I'd love to visit **Sahara** / **the Sahara** Desert!
- My flight leaves early in **morning** / **in the morning**.
- Please meet me at **train station** / **the train station**.

B Complete the story with *the* or *no article* (-).

On a trip to ¹..... Sardinia, the Italian island, my friend and I rented a car. We wanted to go to a beach which ²..... tourists didn't usually visit and swim in ³..... Tyrrhenian Sea. So, we put all our bags in ⁴..... car. I put the destination into ⁵..... map on my phone and we started our journey. On the way, one of the roads was closed. The map gave us ⁶..... different choices and we chose the quickest one. That was a mistake, because ⁷..... road got worse and worse. It was scary! After an hour, we got to our destination. ⁸..... sea was beautiful and we were happy to be there, but it took us a long time to relax! In ⁹..... evening, we took a different route where the road was safer! We learnt that online maps aren't always right and ¹⁰..... safety is more important than time!

PRONUNCIATION

4  **2.04 | strong and weak forms: the** | Listen to the sentences. Is *the* pronounced in its strong (S) or weak (W) form?

- 1 What's the name of your hotel?
- 2 This is the only morning flight.
- 3 I'd love to fly over the Andes.
- 4 We have to wait in the departure lounge.
- 5 My brother is in the arrivals hall.
- 6 The plane isn't very big.

READING

5 Read the article. Match each traveller (A–D) with the item they lost or forgot about (1–4).

- 1 passport
- 2 purse
- 3 mobile phone
- 4 ring

6A Read the article again. Are the statements True (T) or False (F)?

- 1 Darius asked others for help.
- 2 Darius's wife was upset about the ring.
- 3 Darius got a gift after his holiday.
- 4 Alice forgot something because she was helping someone else.
- 5 Alice thought it was funny when she found her phone.
- 6 Lucas found his passport when he was at the hotel.
- 7 Lucas's friends stayed with him in Mexico.
- 8 Lucas was happy when he found his passport.
- 9 Emi did something too fast.
- 10 Emi got the lost item back safely without any problems.

B Complete each sentence with one or two words from the article.

- 1 Darius was in the on his own.
- 2 Alice wanted to use her phone to
- 3 Alice's was driving the car.
- 4 Lucas and his friends were in Tijuana for one
- 5 Emi looked for her wallet when she was in the of the airport.
- 6 Emi asked for help at the

C Complete the plans with the name of a writer from Ex 5.

- 1 Next time, is going to put everything in their car before they help others.
- 2 Next time, is going to carefully check their bag when they can't find something.
- 3 Next time, is going to check they have everything at the end of a flight.
- 4 Next time, is going to take off one important thing before going swimming.

Travelling abroad: lost and (sometimes) found

Losing something on holiday is never fun. Here, four people tell us their stories about losing something abroad.

A Darius

One morning, on holiday with my wife, I went down to the pool alone. While I was swimming, I saw that my wedding ring wasn't on my finger. It was in the water! I asked people around me to look for it but none of us could find it. I was afraid to tell my wife, but she was fine about it. She bought me a new ring when we got home.



B Alice

My family and I were staying at a house in Florida. One morning, I put my phone on top of the car while I was putting my youngest child in his car seat. Then I got into the car and we drove off. Later, I wanted to take photos, but I couldn't find my phone anywhere. I looked in every bag, but it wasn't there! We found it when my husband drove over it. He was parking the car in front of our house and he didn't see it. It was completely broken. I was very upset about it at the time, but we can all laugh about it now.



C Lucas

I was in Mexico with some friends. We had a fantastic week in Tijuana. On our last day, we left the hotel and got in the car to go home. When we got to security at the border between Mexico and the USA, I couldn't find my passport. We went back to the hotel, but it wasn't there. I couldn't believe it! My friends had jobs to go to so they went home. I went to the US Embassy in Tijuana to get a new passport. It took two days. I wasn't pleased, but I felt worse when I got home and found my lost passport at the bottom of my bag.



D Emi

I was so excited when I landed in Paris that I got off the plane very quickly. In the arrivals hall, I saw that my purse wasn't in my bag. It was on my seat on the plane! I went to the airline desk and told them the problem. After an hour, someone brought me my purse. I was very pleased!



Lesson 2C

HOW TO ... | make and accept offers

VOCABULARY | actions

PRONUNCIATION | intonation in offers

VOCABULARY

actions

1 A Choose the correct word to complete the sentences.

- We should make a of all these good ideas.
a look b note c gift
- It's kind to the door open for people.
a hold b carry c take
- I'll your suitcase to the car for you.
a carry b hold c make
- I always my son's hand when we're out.
a bring b carry c hold
- Let's take a at the new art shop.
a hold b look c time
- Here, I've you all some coffee.
a held b taken c brought

B Complete the email with the words in the box.

answered (x2) brought cancelled
carried made take

Sorry I didn't reply earlier. As you know, I'm a PA and I've had a really busy day. I didn't even have time to
1 a break. My manager wasn't feeling well, so I
2 all her appointments for the day. Then I
3 all her emails. Next, I went out and
4 back some flowers for her. I
5 a tray with some soup to her office for lunch and then I
6 lots of new appointments for her for the next week. During all that time, I
7 the phone when it rang. And it rang a lot!

How to ...

make and accept offers

2A **2.05** | Listen to the conversations (1-3). Choose the correct option (a or b).

- The girl offers to help her friend
a clean the house.
b do her homework.
- The woman offers to
a cancel the man's appointment.
b change the man's appointment.
- The man offers to talk to
a another student.
b a colleague about her work.

B **2.06** | Put the words in the correct order to make sentences. Then listen and check.

- to help / want me / you? / you / Do
- great. / Yes, / would be / please. / That
- do / I / washing up. / can / the
- these cups / put / kitchen. / I'll / in the / all
- it? / want me / you / cancel / Do / to
- the one / book / the 24th? Shall / on / I
- email you / want me / the information? / Do / to / you
- I'm / you, / OK. / Thank / but
- her? / I / talk / Shall / to
- you. / of / That's / kind
- talk to / Let / first. / him / me
- a / help. / great / OK, / that's

PRONUNCIATION

3 **2.07** | intonation in offers | Listen and choose the offers that sound polite.

- Let me carry your bags for you.
- Shall I open a window?
- I can take you to work.
- Do you want us to help you?
- Let me answer the email.
- I'll hold the door open.

SPEAKING

4A Complete the conversation with the words in the box.

but can good let go shall want

- A: My sister and her children are coming for dinner tomorrow.
B: Oh, right. 1 I cook some pasta for us all?
A: That would be great.
B: I 2 make a cake, too.
A: That's 3 of you. Lucas and Carla love your lemon cake.
B: I know!
A: I can 4 to the supermarket later and get everything we need.
B: Do you 5 me to come with you?
A: Thank you, 6 I'm OK. I don't need to get a lot.
B: 7 me come with you. I can carry the bags to the car.
A: OK. That's fine with me!

B **2.08** | Listen and check.

C **2.09** | You are B in Ex 4A. Listen and speak after the beep. Record the conversation if you can.

D Listen to your recording and compare it to Ex 4B.



Lesson 2D

GRAMMAR | *all, some, both, none of them*

READING | managing stress

GRAMMAR

all, some, both, none of them

1 Match the sentence beginnings (1–6) with the endings (a–f).

- 1 I want to speak to Nina and Sharif, but
 - 2 We invited all our friends for dinner, but
 - 3 Our manager asked the team to work late and
 - 4 We planted some pretty flowers and
 - 5 I went on holiday alone because
 - 6 She laughed when she saw her two children because
- a all of us agreed.
 - b two of them couldn't come.
 - c one of them had pen all over his face!
 - d none of my friends could afford the trip.
 - e both of them are away.
 - f most of them are still alive.

2 Complete the sentences with one word in each gap.

- 1 We wanted to get a coffee, but of us had any money.
- 2 I've got two brothers. of them are older than me. I'm the youngest.
- 3 Most of our meetings are online. Two of are in the office.
- 4 Please be on time. Some of usually come early, but most of you are late!
- 5 Most of people in my family live around here.
- 6 We want to have fun and enjoy the weekend. Every one of us.

READING

3A Read the article. How many suggestions does it make for managing stress?

- a three b five c seven

B Read the article again. Choose the correct words to complete the sentences.

- 1 The writer says everyday stressful situations are **small** / **big**.
- 2 She suggests we can **always** / **sometimes** leave a stressful situation.
- 3 She suggests **turning off phones** / **leaving phones in another room**.
- 4 We should exercise **regularly** / **when we're stressed**.
- 5 She says that it's **bad** / **good** to forget the time when doing a hobby.
- 6 She suggests **talking** / **not talking** about our stress.
- 7 She says we **always** / **don't always** need to talk to friends and family.
- 8 She believes **different** / **the same** ideas help different people.

4 Complete each sentence with one word from the article.

- 1 The writer says it's stressful when you can't talk to a person at the bank.
- 2 The writer says that university students can't just leave a
- 3 The writer suggests that for exercise, we should every day.
- 4 The writer believes that a hobby can help to off stress.
- 5 The writer suggests we meet new people by finding a to join.

What to do when you're stressed



Most days, we find ourselves in a stressful situation. Maybe we're late for work and every traffic light on the road turns red. Or we have a question about our bank account, but we can't seem to speak to a real person when we call. These are not huge problems, but when lots of things like this happen together, they can feel huge and we become really stressed. So, what should we do?

When we're in a really stressful situation, we can walk away and go to a different place. It's not always possible, of course. We can't always walk out of a business meeting or a university lecture. But these days, we use our phones or computers a lot to communicate with people for work or with friends and family. When the stress is coming from our phones and computers – maybe someone keeps emailing us or calling us or we can't get an app to work – we can switch them off. That's similar to leaving a room.

Regular exercise is good for stress. This doesn't mean we have to get up and run fast and far. A walk is enough to help us clear our heads. It's also really good for our general health, too, so we should all make time for a daily walk in our lives. We should also try to do something we enjoy every day. Baking? Video games? Drawing? It doesn't matter what it is. When we focus on something we like, we forget about the time. That's often good for us. It can help to switch off some of our stress.

Perhaps the most important thing is to talk to other people about how we feel. When we hold our stress inside, it can make us feel worse. Talk to friends, family, a doctor or join a club and meet new people and talk to them.

Stress is a part of life, but there are different ways to manage it. We just need to find what works for us.

GRAMMAR

1 A Put the words in the correct order to make questions.

- 1 this T-shirt / much / cost / does / How
- 2 sort of / you / What / do / work / do?
- 3 parents / Where / today / your / are
- 4 from here? / is / How / your house / far
- 5 here? / you / Do / sit / want to
- 6 ideas? / have / you / Do / good / any

B Use the prompts to make questions.

- 1 What / be / your date of birth?
- 2 you / like / this song?
- 3 How many bikes / Leo / have?
- 4 Tom and Luke / brothers?
- 5 What kind / videos / you / like?
- 6 How old / your cat?

2 Choose the correct words to complete the text.

My sister and I are very different but we're good friends. Kerry **'is living / lives** in Australia at the moment. She **'s working / works** at a technology company there for a few months. I don't understand what she does exactly, but she **'s liking / likes** it. She **'s working / works** too much in every job she does, but her pay is always good. She **'s enjoying / enjoys** sport and she **'s playing / plays** a lot of beach volleyball these days.

As for me, I'm still in the same house I grew up in! I'm an actor. I love my job, too, but I **'m not working / don't work** every day and I don't make a lot of money.

3 Complete the sentences with the correct form of the verbs in the box.

do go have join make swim travel work

- 1 I love out with friends on a Friday night.
- 2 I don't mind at the shop on Saturdays.
- 3 Alex would love around India.
- 4 We really enjoy our own pizzas.
- 5 I don't know anyone who likes the washing up!
- 6 Dinah loves in the sea.
- 7 I'd hate a job in an office.
- 8 Paul likes different sports clubs.

4 Correct the underlined mistake in each sentence.

- 1 A bird tried to take my ice cream while I was eat it.
- 2 When I was waking up, it was raining hard.
- 3 I stopped and watch the cats while they were playing.
- 4 We were waiting at the airport while you called.
- 5 It was 6 a.m. and people was starting to wake up.
- 6 I made my partner's breakfast while she getting dressed.
- 7 We were watching TV when suddenly everything was going dark.
- 8 I still slept at 8 a.m. this morning when my sister arrived.

5 Complete the article with *the* or no article (-).

Pet choices

Tortoises can make great pets, because they're quiet and don't need a lot of care. They don't need to go out for a walk in ¹..... mornings and in ²..... evenings and you don't need to feed them very often. Just give them ³..... plants that they can eat when they want. Tortoises, like ⁴..... other pets, help you to feel better when you're stressed. But there are some important things to think about. First, think about ⁵..... type of tortoise you want to have. Red-footed tortoises from ⁶..... South America are very popular and make good pets, and so do Indian Star tortoises.

Then, you need to think about the tortoise's home. Tortoises need fresh air and ⁷..... sunlight. They need ⁸..... water, plants and interesting things to look at and touch, like rocks. Also, ⁹..... tortoises like to make holes in ¹⁰..... ground and try to go under things. All of this means that they should be outside as much as possible.

6 Choose the correct word or phrase to complete the sentences.

- 1 There are twenty chairs in the classroom, but them are broken, so not everyone can sit down.
a none of b some of c lots
- 2 I've got two children and sing well.
a both of them b all of them c none of them
- 3 I spend of my time at home, but not all.
a most b none c both
- 4 You to listen to me!
a all need b all of you need c need all
- 5 The roads are busy today, but cars are moving.
a all of b some the c most
- 6 I've got four nephews and are really tall!
a some them b all of them c none of they

VOCABULARY

7 Complete the phrases with a verb. The first letter is given.

- 1 w..... up at 7 a.m.
- 2 s..... the window when it's cold
- 3 b..... your teeth before you go to bed
- 4 p..... your clothes into a suitcase
- 5 s..... the light on when it's dark
- 6 p..... something away in a cupboard
- 7 l..... the door with a key
- 8 d..... your hair after you wash it
- 9 j..... a gym or sports club
- 10 m..... your family when you're away from home

8 Choose the correct words to complete the blog.

Some people have a ¹**career / work** where they do the same kind of thing their whole lives. Not me! I've had a lot of different jobs. First, I was a ²**cleaner / factory worker**. I put things into boxes at a food company. While I was on holiday with some friends, I got talking to the manager of our hotel and he ³**developed / offered** me a job as a tour guide. It was my ⁴**job / work** to show English-speaking tourists around the area. After a few years, I came home and became a ⁵**dentist / PA** to the manager of a big company. The ⁶**interview / pay** was really good so I had quite a lot of money, but the hours were terrible. I left to ⁷**develop / sign** my own business. I'm the ⁸**author / dancer** of a baking blog, because baking has been my hobby for years. But it's not easy to make money from a blog so now I want to study more about business. In fact, a university ⁹**developed / offered** me a place on a course last week!

9 Match the descriptions (1-6) with the feelings (a-f).

- 1 want to know more
- 2 not pleased
- 3 worried; can't relax
- 4 sure about something
- 5 scared and not safe
- 6 sad because you're alone
- a stressed
- b afraid
- c lonely
- d unhappy
- e interested
- f confident

10 Complete the groups with the animals in the box.

bear bird butterfly chicken crocodile
fly rabbit rat whale wolf

- 1 small animals with a tail:,
- 2 larger animals with fur:,
- 3 insects with wings:,
- 4 animals with feathers:,
- 5 animals that live in water:,

11 Choose the correct words to complete the sentences.

- 1 My plane's going to be late. There's a 45-minute **delay / flight**.
- 2 There were no direct flights from London to San Antonio so we **changed / flew out** in Houston.
- 3 When we went through **passport control / security**, we had to take off our coats and shoes.
- 4 We printed our **boarding passes / customs** before we got to the airport.
- 5 Our flight **boarded / landed** a short time ago. We're in the arrivals hall now.
- 6 Let's go to the **check-in desk / departure lounge** and get something to eat.
- 7 Our suitcases should be in **baggage reclaim / passport control** by now.
- 8 Her plane's **due to arrive / flew out** in about twenty minutes.

12 Complete the email with the words in the box.

answer (x2) bring cancel
carry make (x2) take (x2)

Ryan,

I need to travel to our Leeds office later. I'm in meetings all this morning. Could you do these things for me? Thank you!

- ¹..... all of my meetings this afternoon.
- Buy a train ticket and ²..... a reservation for a hotel room in Leeds for tonight.
- ³..... an appointment with Anna at our Leeds office for tomorrow at 9 a.m.
- Book a taxi for 12 p.m. and get someone to ⁴..... my suitcase down at that time.
- ⁵..... a look at my emails and ⁶..... any you can.
- ⁷..... any calls that come through to my desk.
- ⁸..... me a coffee just before my meeting at 11 a.m. I'll need it!
- Get a coffee for yourself and make sure you ⁹..... a break!