

GRAMMAR

Comparatives

We use comparatives to compare two things or people.

We use *than* to join the two things we are comparing.

*The supermarkets are cheaper **than** my local shops.
Famous brand names are often more expensive **than** other brands.*

We can make negative comparisons with *less* + adjective + *than*.

*Orange juice is **less popular than** fizzy drinks.*

We can make the difference between two things bigger or smaller with a modifier before the comparative adjective. With big differences we use *much*, *a lot*, *far* and with small differences we use *a little*, *slightly*, *a bit*.

*Digital cameras are **much** more powerful these days.
The shop now has a **slightly** wider range of goods.*

We use superlatives to compare more than two things or people. We put *the* before the superlative adjective.

*She buys **the** cheapest clothes she can find.
It's **the** most fashionable brand at the moment.*

We can make negative superlatives with *the least* + adjective.

*Which shop is **the least** friendly?*

With short adjectives, we usually add *-er/-est*.

fresh	fresher	the freshest
cheap	cheaper	the cheapest

When an adjective ends in *-e*, we add *-r/-est*.

wide	wider	the widest
late	later	the latest

When an adjective ends in *-y* after a consonant, we change the *-y* to *-ier/-iest*.

easy	easier	the easiest
busy	busier	the busiest

When an adjective with one syllable ends with a consonant after a vowel, we double the consonant.

big	bigger	the biggest
hot	hotter	the hottest

With longer adjectives, we add *more/the most*.

important	more important	the most important
reliable	more reliable	the most reliable

Some adjectives have irregular comparative and superlative forms.

good	better	the best
bad	worse	the worst
far	further	the furthest

If we want to say that two things are the same, or almost the same, we can use the following structures:

- the same as*
*Her trainers are **the same as** mine.*
- as + adjective + as*
*Her trainers are **as old-fashioned as** mine.*
- similar to*
*Her trainers are **similar to** mine.*

If we want to talk about the differences between two things or people, we can use the following structures:

- different from*
*Her trainers are **different from** mine.*
- not as + adjective + as*
*Her trainers are **not as nice as** mine.
(= My trainers are nicer.)*

Comparing nouns

We can use comparative and superlative forms with nouns as well as adjectives.

We use *more* + noun + *than* to compare two things or people.

*In the US, there are **more classroom advertisements than** in Europe.*

We use *less/fewer* + noun to make negative comparisons. We use *less* with uncountable nouns and *fewer* with plural (countable) nouns.

*He does **less work** than his boss.
The company wants everybody to take **fewer days** off.*

We use *the most/the least/the fewest* + noun to compare more than two things or people. We use *the least* with uncountable nouns and *the fewest* with plural (countable) nouns.

*Who has **the most experience**?
Of all the people in the office, she spends **the least time** behind her desk.
Her department gets **the fewest complaints**.*

FUNCTIONAL LANGUAGE

On the phone

Can/Could I ...

- ask who's calling?
ask your name?
call (you) back later?
give him/her a message?
leave a message?
speak to (name)?
take a few details?
take a message?
take your name?

Can/Could you ...

- call (me) back later?
give him/her a message?
give me a few details?
give me your name?
hold on?
say that again?
speak up?
take a message?
tell him/her who's calling?
tell him/her I called?

WORD LIST

Adjectives

comfortable ***	/kʌmfətəbl/
crowded *	/kraʊdɪd/
delicious *	/dɪ'lɪʃəs/
efficient ***	/ɪ'fɪʃnt/
fashionable **	/fæʃnəbl/
fresh ***	/freʃ/
healthy ***	/helθi/
popular ***	/pɒpjulə/
reliable **	/rɪ'laɪəbl/
strong ***	/strɒŋ/
stylish *	/stɑɪlɪʃ/

Negative prefixes
(adjectives)

dishonest *	/dɪ'sɒnɪst/
disloyal	/dɪs'lɔɪəl/
dissatisfied *	/dɪs'sætɪsfɑɪd/
impatient *	/ɪm'peɪʃnt/
impolite *	/ɪmpə'laɪt/
impossible ***	/ɪm'pɒsəbl/
improbable	/ɪm'prɒbəbl/
inaccurate	/ɪn'ækjʊrət/
inconvenient	/ɪnkən'vɪniənt/
incorrect *	/ɪnkə'rekt/

unbelievable	/ʌnbɪ'li:vəbl/
unemployed ***	/ʌnɪm'plɔɪd/
unhappy **	/ʌn'hæpi/
unlucky	/ʌnlʌki/
unprepared	/ʌnpri'peəd/
unsuccessful *	/ʌnsək'sesfl/

Office activities

do	a report some photocopying the filing
make	a phone call a report a photocopy the coffee
receive	an email a phone call
send	an email a report
write	an email a report

Office supplies

biro n C	/baɪrəʊ/
drawing pin n C	/drɔ:ɪŋ ,pɪn/
filing cabinet n C	/faɪlɪŋ ,kæbɪnət/
highlighter (pen) n C	/haɪlaɪtə (,pen)/
in-tray n C	/ɪntreɪ/
ink cartridge n C	/ɪŋk ,kɑ:trɪdʒ/
mouse mat n C	/maʊs ,mæt/
note pad n C	/nəʊt ,pæd/
paper clip n C	/peɪpə ,klɪp/
pencil sharpener n C	/pensl ʃɑ:p(ə)nə/
Post-its® n pl	/pəʊstɪts/
stapler n C	/steɪplə/
Tippex® n U	/tɪpeks/

Other words & phrases

advertiser n C	/ædvə'taɪzə/
annoying adj **	/ə'noɪɪŋ/
appeal v ***	/ə'pi:l/
approval n U ***	/ə'pru:vəl/
bankrupt adj/v *	/bæŋkrupt/
big business n C	/bɪg 'bɪznəs/
blank adj **	/blæŋk/
bossy adj	/'bɒsi/
brand n C **	/brænd/
bully n C	/'buli/
call round v	/kɔ:l 'raʊnd/
catch (sb's) attention	/kætʃ ə'tenʃn/
cereal n C/U *	/sɪəriəl/
client n C ***	/klaɪənt/
code n C ***	/kəʊd/

commercial n C *	/kə'mɜ:ʃl/
compliment n C *	/kɒmplɪmənt/
consumer n C ***	/kən'sju:mə/
corridor n C **	/kɒrɪ'dɔ:/
cover n C ***	/kʌvə/
credit limit n C	/kredɪt ,lɪmɪt/
crisis n C ***	/kraɪsɪs/
cutback n C	/kʌtbæk/
digital adj **	/dɪdʒɪtl/
district n C ***	/dɪstrɪkt/
double v/adj ***	/dʌbl/
educational adj ***	/edʒu'keɪʃn(ə)l/
educationalist n C	/edʒu'keɪʃn(ə)lɪst/
energy n U ***	/enədʒi/
enthusiastic adj **	/ɪnθju:zɪ'ræstɪk/
existing adj ***	/ɪg'zɪstɪŋ/
fizzy adj	/fɪzi/
flirt n C/v	/flɜ:t/
fundraising n U	/fʌnd'reɪzɪŋ/
get rid of sth/sb v	/get 'rɪd əv/
growth n U ***	/grəʊθ/
influence v ***	/ɪnflu:əns/
interest rate n C	/ɪntərəst ,reɪt/
joker n C	/dʒəʊkə/
laser n C *	/leɪzə/
loyalty n U **	/lɔɪəlti/
market	/,mɑ:kɪt rɪ'sɜ:tʃ/
research n U	
maternity leave n U	/mə'tɜ:nəti ,li:v/
mood n C ***	/mu:d/
ordinary adj ***	/ɔ:dn(ə)ri/
percentage n C **	/pə'sentɪdʒ/
platinum n U	/plætɪnəm/
procedure n C ***	/prə'si:dʒə/
process v **	/prəʊses/
property n C/U ***	/prɒpəti/
rent v *	/rent/
repetitive adj	/rɪ'petətɪv/
seal n C	/si:l/
secret n C/adj ***	/sɪ:kret/
shortage n C **	/ʃɔ:tɪdʒ/
slogan n C *	/sləʊgən/
snack n C *	/snæk/
stationery n U	/steɪʃn(ə)ri/
survey n C ***	/sɜ:veɪ/
sweet n C *	/swi:t/
task n C ***	/tɑ:sk/
taxpayer n C **	/tæks'peɪə/
terrible adj ***	/terəbl/
trainee n C	/treɪni:/
transfer v ***	/trænsfɜ:z/
urgent adj **	/ɜ:dʒ(ə)nt/
voucher n C	/vaʊtʃə/
washing	/wɒʃɪŋ ,paʊdə/
powder n U	
workaholic n C	/wɜ:kə'hɒlɪk/