









1	love	[lʌv]	
	<i>I have always loved you. Do you love me too?</i>		
2	hate	[heit]	
	<i>I hate to say that. I hate having to do that.</i>		
3	figure out	[ˈfɪɡjər aʊt]	
	<i>I can't figure it out.</i>		
4	hyphen (between two words)	[ˈhaɪfən]	
	<i>Frydek-Místek (a town), john@solo-cz.com</i>		
5	dash (in a sentence, instead of comma)	[dæʃ] (ɪn ə ˈsentəns, ɪn ˈsted əv ˈkɑ:mə)	
	<i>This sunny weather - with its highest temperatures around 40° - is terrible.</i>		
6	slash	[slæʃ]	
	<i>3/4; Three things need to be used - sugar/salt/water.</i>		
7	underscore	[ˌʌndərˈskɔ:r]	
	<i>peter_sloan@zero.eu</i>		
8	instead of	[ɪn ˈsted əv]	
	<i>Can I go instead of you?</i>		
9	climb; climber	[klaɪm; ˈklaɪmər]	
	<i>I wouldn't climb so high.</i>		
10	increase/decrease increase in/decrease in	[ˈɪn ˌkri:s/ˈdi ˌkri:s]	
	<i>We have seen a big increase in prices.</i>		
11	communicate, communication	[kəmˈjʊnəˌkeɪt, kəmˌjʊnəˈkeɪʃən]	
	<i>We should try to improve communication.</i>		
12	careful	[ˈkeɪfəl]	
	<i>Be careful!</i>		
13	satisfied	[ˈsætɪˌsaɪd]	

	<i>We weren't satisfied with the service.</i>		
14	repeat	[rɪ'pi:t]	
	<i>Please, can you repeat what you've just said?</i>		
15	sit-sat-sat; sit down; sit back	[sɪt-sæt-sæt; sɪt daʊn; sɪt bæk]	
	<i>There is no place to sit.</i>		
16	behave; behavior	[bɪ'heɪv; bɪ'heɪvjər]	
	<i>I didn't like his behavior. Behave yourself!</i>		
17	cross; crossroad(s)	[krɒ:s; 'krɒ:s, rəʊd(s)]	
	<i>I bought a small silver cross.</i>		
18	across	[ə'krɒ:s]	
	<i>I live just across the street from here.</i>		
19	allergy; allergic to	['ælərdʒi; ə'li:rdʒɪk tu]	
	<i>Any allergies? Yes, I am allergic to cats.</i>		
20	brush; brush up (on)	[brʌʃ, brʌʃ ʌp ə:n]	
	<i>I need to brush up on that skill a little.</i>		
21	sunny	['sʌni]	
	<i>It was a beautiful sunny day.</i>		
22	fog; foggy	[fə:g; 'fɒgi]	
	<i>That's a foggy morning.</i>		
23	save; saving; savings	[seɪv; 'seɪvɪŋ; 'seɪvɪŋz]	
	<i>You saved my life.</i>		
24	early	['ɜ:rlɪ]	
	<i>It's too early to say that.</i>		
25	miss	[mɪs]	
	<i>Did you miss me? I miss you. He missed the train.</i>		
26	be into st.	[bi: 'ɪntu]	
	<i>What is she into? She is into</i>		

	<i>cars now.</i>		
27	depend (on)	[dɪ'pend]	
	<i>It will depend on his parents.</i>		
28	approx. = approximately	[ə'prɑ:ksəmətli]	
	<i>I have run approximately 10 km per day.</i>		
29	power	['paʊər]	
	<i>My power bills are so high.</i>		
30	honest; honestly	['ɑ:nəst; 'ɑ:nəstli]	
	<i>Let me be honest with you.</i>		
31	straight; straight ahead	[streɪt; streɪt ə'hɛd]	
	<i>Go straight ahead. I am trying to be straight with you.</i>		
32	customer	['kʌstəmə]	
	<i>With respect to our customers, we have decided to cancel the contract.</i>		
33	supplier; supply; supplies	[sə'plɑɪər; sə'plɑɪ; sə'plɑɪz]	
	<i>All supplies were sent back.</i>		
34	manager	['mænədʒər/ 'mæniɔʒər]	
	<i>Can you call the manager, please?</i>		
35	manage	['mænədʒ / 'mæniɔʒ]	
	<i>Don't worry, you'll manage (it).</i>		
36	arrange	[ə'reɪndʒ]	
	<i>My brother will arrange everything for me.</i>		
37	material; raw material	[mə'tɪriəl; rɑ: mə'tɪriəl]	
	<i>The material hasn't arrived yet.</i>		
38	stock; warehouse	[stɔ:k; 'weɪ'hɑʊs]	

	<i>They sent it straight from the warehouse. I like chicken stock.</i>		
39	office; office hours	[ˈɔːfɪs; ˈɔːfɪs aʊrɪz]	
	<i>I'll be out of office tomorrow.</i>		
40	company	[ˈkʌmpəni]	
	<i>I've been working for this company for six years.</i>		
41	private / public	[ˈpraɪvət; ˈpʌblɪk]	
	<i>Is it better to go to public or private schools?</i>		
42	business; trade; commerce	[ˈbɪznɪs; treɪd; ˈkɑːmərs]	
	<i>They're going to open a new trade center here.</i>		
43	follow; following; follower	[ˈfɒləʊ; ˈfɒləʊɪŋ; ˈfɒləʊər]	
	<i>Please, read following instructions.</i>		
44	advice; advise; adviser (advisor)	[ædˈvaɪs; ædˈvaɪz; ædˈvaɪzər]	
	<i>He gave me a lot of good advice.</i>		
45	instructions, instructor	[ɪnˈstrʌkʃənz, ɪnˈstrʌktər]	
	<i>Is it possible to book an instructor?</i>		
46	skill; skillful	[skɪl; ˈskɪlfəl]	
	<i>He is a very skillful worker.</i>		
47	soft	[sɔːft]	
	<i>They offered only soft drinks.</i>		
48	air	[eɪ]	
	<i>I can feel something in the air.</i>		
49	word; word for word	[wɜːrd]	
	<i>I'll give you my word on</i>		

	<i>that.</i>		
50	situation	[,sɪtʃu'eɪʃən]	
	<i>I don't know how to get out of this situation.</i>		

BONUS PHRASES		
You have crossed the line.		
Anything else? - That's all. Thank you.		
It doesn't matter.		
It depends.		
To be honest.....		
For better or worse.		
Do you follow me?		
We've got a situation here.		
In other words....		
Save it for a rainy day.		

TIME CLAUSES [taɪm 'klɔːzɪz]

-refer to the future but use the present simple or present perfect tense after the conjunctions

-conjunctions: **as soon as, when, after, before, by the time, while, until**

[æz suːn æz, wɛn, 'æftər, bɪ'fɔːr, baɪ ðə taɪm, waɪl, ən'tɪl]

note: do not confuse time clauses with object clauses that follow after: I wonder..., I don't know..., Tell me..., Ask me..., Don't tell me....Don't ask me.....

Examples: I don't know when he will come. Don't tell me when he will come.

Examples of time clauses:

I will call you **as soon as** I get there.

When I see him, I will let you know.

Wait **until** he has gone.

Before I go, I'd like to ask you something.

I'll come **after** I've finished. I'll come **as soon as** I am done. I'll come **when** I have finished.

I would like to do it **while** I'm on my vacation.

We'll be done **by the time** you get there.



PREFERENCE - rather, d'better, prefer

['prɛfərəns, 'ræðər, d'betər, prɪ'fɜːr]

PREFER TO/-ING

I *prefer to live* in a village. I *prefer living* in a village. I *prefer cats to dogs*. I *prefer to live* in a village *rather than live* in a town. I'd *prefer to live* in a village (rather than live in a town).

RATHER / RATHER NOT + infinitive without "to"

I'd rather go alone. I would rather go alone. I'd rather not go there alone. I'd rather go there than stay here.

'D RATHER SB. DID ST.

I'd rather you did it. I'd rather you didn't tell anyone.



'D BETTER = had better, D' BETTER NOTthese are similar to "should, shouldn't" or "it would be better if"

I'd better leave earlier. You'd better take a raincoat. I'd better do it right now.

RELATIVE CLAUSES [ˈrɛlətɪv ˈkloʊzɪz]

-pronouns that are used here: who, which, that, whose, whom, where, why, when
[hu:, wɪtʃ, ðæt, hu:z, hu:m, wɛr, waɪ, wɛn]

-they give us essential or extra information about the subject or an object of the sentence
-we use **WHO, THAT, WHICH** (only for things), **WHOSE, WHOM, WHERE** (talking about places), **WHAT** (= the things that /everything that; not after: superlatives; everything, something, nothing, anything, some, any, no, little, few, all!), **WHY** (talking about reasons), **WHEN** (talking about time)

Examples:

The woman (**who/that/whom**) I wanted to speak to was already gone.

The place **where** we met was closed.

The reason **why** I left was very simple.

Those girls **whose** parents are not here were uncontrollable.

All those places **where** he took me were magic.

The boys (**who/that**) I work with are very kind. The boys with whom I work are very kind.

Mr. Smith, **to whom** I feel grateful (who I feel grateful to), will open the ceremony.

I met John, **who/whom** I hadn't seen for 10 years.

Do you know **what** I mean? Show me **what** you mean.

Those times **when** we were kids are gone.

1. defining relative clauses define a person or a thing, they cannot be omitted, they are not separated by commas. They provide essential information.

When the relative pronoun refers to the object, it can be omitted:

She is the one (who / that) I love. She is the woman (who / that) I want to marry.

When the relative pronoun refers to the subject, it cannot be omitted:

This is the girl whose parents sponsored it.

The woman who lives on the second floor is crazy.

2. non-defining relative clauses provide extra information, they can be omitted and are separated by commas.

Martina, the woman that I love, is going there with us.

Martina, the woman who I want to marry, will be there too.

Mr. Jones, who you spoke about, was very energetic.

She shouted at the kids, which was very bad of her.

Compare defining relative clauses:

We stayed at the hotel that Peter recommended.

We stayed at the hotel which Peter recommended.

We stayed at the hotel Peter recommended.

We have a few friends who work in Paris.



And non-defining:

We stayed at the Clarion Hotel, which Peter recommended/which was recommended by Peter.

David, who is my brother, is going to visit us.

Note:

-none, neither, any, either, some, many, much, (a) few, both, a lot of, half, each, most, one, two, three.... + **OF + WHICH/WHOM**

-nothing of which, the cause of which, the name of which.....

They have two children, both of whom are girls.
They have two children, neither of whom is a girl.
They have two children, either of whom can study abroad.
They have two cars, both of which are Renault.
They have many children, none of whom is a musician.
They have many cars, three of which are white.



USED TO, WOULD

[ju:zd tu, wʊd]



-something happened regularly or repeatedly in the past but it does not happen anymore or the intensity is lower

I **used to** play tennis when I was a kid. (And I don't play it anymore).

Here **used to** be my playground. (And it is not there anymore).

She **used to** have long hair.

I **used to** eat chocolate much more than I do these days.

Did you **use to** eat it when you were a child?

I didn't **use to** like her but now I do.

-“would” can be used in similar meaning:

The dog **would** bark every day and it made me crazy.

Whenever he rode his bike, he **would** visit his grandma.