

## Grammar

### Past perfect simple and continuous

#### 1 Choose the correct alternatives.

- By the time we got to the café, they *stopped/d stopped* serving food.
- I sat down and started reading the book that I'd just *bought/been buying*.
- The TV series that we'd *watched/been watching* for weeks had a disappointing ending.
- The sun *had been shining/shone* all day, so we were disappointed when it went in.
- I *never/d never* heard of the band that were playing on the radio before.
- We didn't get into the match even though we *were/d been* queueing for hours.
- Tom had already *ordered/been ordering* some food by the time I arrived.
- Paula went to bed early because she *worked/had been working* for over 12 hours.

#### 2 Complete the text with the correct form of the verbs in brackets.

### A vivid memory. But whose?



Memories are strange. I have one memory that I can recall really clearly from when I was six. I lived with my parents in the small, terraced house that they <sup>1</sup>..... (buy) just after I was born. I went outside to play on my scooter. I remember that it <sup>2</sup>..... (rain) for hours so I soon got wet but I didn't mind. After I <sup>3</sup>..... (ride) around for a little while, the woman next door invited me in. She wanted me to try some of the cake she <sup>4</sup>..... (just/make). In fact, she <sup>5</sup>..... (bake) all day and <sup>6</sup>..... (make) several different types of cake. I picked the chocolate one and she cut me a slice.

While I ate, the woman showed me photos that her son <sup>7</sup>..... (sent) of her grandchildren. Her son <sup>8</sup>..... (already/move) to Australia by the time his children were born so she <sup>9</sup>..... (never/meet) them. I think she was sad about that.

Anyway, I put the last bite of cake in my mouth and started choking. I couldn't breathe and started to panic. Fortunately, the woman <sup>10</sup>..... (be) a nurse so knew exactly what to do. She turned me upside down and hit me on my back. The cake fell out and I could breathe again.

So, why is this memory strange? Well, it's really clear in my mind, so much so that it feels like it happened yesterday. And yet, the funny thing is, I don't actually remember it, but I've been told the story so many times by my mum, that I feel I like do.

## Vocabulary

### Memory

#### 3 Complete the sentences with the correct form of the words in the box.

forget memorable memorise  
memory (x2) mind recall remind

- I have a good ..... for faces but I never remember people's names.
- Your perfume ..... me of those pink flowers in our garden.
- I have to ..... all of these words before my English test next week.
- I can still ..... the first day I met you.
- What did we have for lunch? I've got no ..... of it at all!
- I loved our wedding. It was such a ..... day.
- When you visit Grandad, bear in ..... that he's not very well.
- Don't ..... to buy Mum a birthday present.

#### 4 Complete the conversations using the prompts in brackets and other words you need.

- A: .....  
(you / recall / name) of that hotel we stayed in last week?  
B: The King's Hotel, I think.
- A: .....  
(this music / remind you / anything)?  
B: No, why? Should it?
- A: Well, .....  
(that meeting / memorable).  
B: Yes, it was but for all the wrong reasons!
- A: How come you can remember my mobile number but I can't?  
B: .....  
(I / always / good / memory / numbers).
- A: .....  
(I / will / never / forget / time) that you called the teacher 'Dad'.  
B: Oh yes – that was so embarrassing!
- A: We had this same conversation last week.  
B: Did we? .....  
(I / no memory / it at all). Sorry!
- A: .....  
(None of us / need / memorise / history dates) any more.  
B: You're right. We can just look them up online!

## Vocabulary

### Character adjectives

**1 Read the descriptions. What adjective describes each person? The first letter is given to help you.**

- Steve thinks he's better than everyone and can be quite unpleasant.  
a.....
- The new receptionist is really sweet but she clearly lacks knowledge and skills.  
i.....
- Alan always thinks about how he can make people happy. t.....
- My nephew's achieved so much in his life. He's a really surprising guy. r.....
- The boss can be very strong.  
t.....
- You never know what my friend Matt will do next. u.....
- Rachel feels sure that her job interview will go well. c.....
- I want to go to New Zealand and I won't let anything stop me! d.....

**2 Complete the conversations with the adjectives in the box.**

arrogant bold competitive  
determined reasonable remarkable  
stubborn thoughtful

- A: I hear what you're saying but I won't change my mind.  
B: Oh, don't be so .....!
- A: I just walked straight into my boss's office and asked for more money.  
B: Wow, that was ..... of you.
- A: You don't need to be so ..... all the time.  
B: You know me. I hate to lose.
- A: I got you a coffee from the shop. Milk and one sugar, right?  
B: Yes, that's really ....., thanks.
- A: Jenny wants the report by midday.  
B: What? That's crazy – she's usually very .....
- A: I'm ..... to get fit this year.  
B: Well, if you put your mind to it, then you can do it.
- A: Eva got an A in all her subjects this year.  
B: I'm not surprised. She's a ..... woman.
- A: If anyone should get the job, it's me.  
B: Don't be so .....! The others are good workers, too.

## Grammar

### Comparatives and superlatives

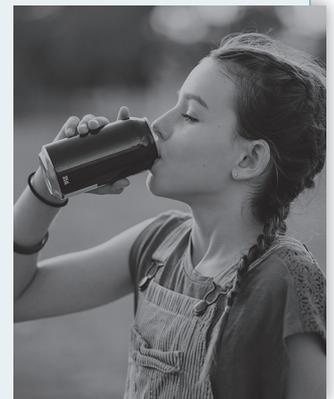
**3 Choose the correct alternatives.**

- Russia is *by far/a lot* bigger than China.
- The longer we waited, the *more/much* impatient we became.
- This film adaptation isn't as good *as/than* the original.
- This is *by far/far more* the best steak I've ever eaten.
- It's not *as warm/warmer* today as it was yesterday.
- You're not *less/lesser of* a man if you cry at films!
- This mobile phone is the *least/less* reliable one I've ever had.
- We have to walk *much more/so much* quickly or we'll be late.

**4 Complete the text with one word in each gap.**

#### The cola wars

Coca Cola and Pepsi are by <sup>1</sup>..... the most well-known business rivals when it comes to soft drinks. Coca Cola was invented in 1886, 12 years earlier <sup>2</sup>..... Pepsi. It was already selling millions of litres a year when Pepsi appeared. Pepsi wanted a share of that market and the companies have been <sup>3</sup>..... best of rivals ever since. Their rivalry became much <sup>4</sup>..... famous in the 1970s when Pepsi introduced the Pepsi Challenge. They asked customers to blind taste Coke and Pepsi and say which they preferred. Pepsi say that over 50 percent of people chose their drink. Whether that was <sup>5</sup>..... little over 50 percent or <sup>6</sup>..... more than 50 percent, we can't be sure. However, this started an era of competition known as the *cola wars*. <sup>7</sup>..... harder Coca Cola promoted their company, the greater the effort Pepsi made and vice versa. It's still clear today that they're as competitive <sup>8</sup>..... each other when it comes to selling their products and this is unlikely to change any time soon.



**5 Complete the second sentence so it means the same as the first.**

- You're better at languages than me.  
I'm not ..... at languages ..... you.
- That exercise wasn't as easy as I'd expected.  
That exercise ..... difficult ..... I'd expected.
- I've never had such a fast car.  
This is by ..... car I've ever had.
- The blue shirt is nicer than the green one.  
The green shirt ..... the blue one.
- I feel much more relaxed today.  
I feel a ..... stressed ..... yesterday.
- When I feel more tired, I sleep less.  
..... I feel, ..... I sleep.
- You don't look awake enough to work today.  
You look far ..... to work today.
- The Bears played much worse than The Tigers and still won!  
The Bears didn't ..... The Tigers and still won!

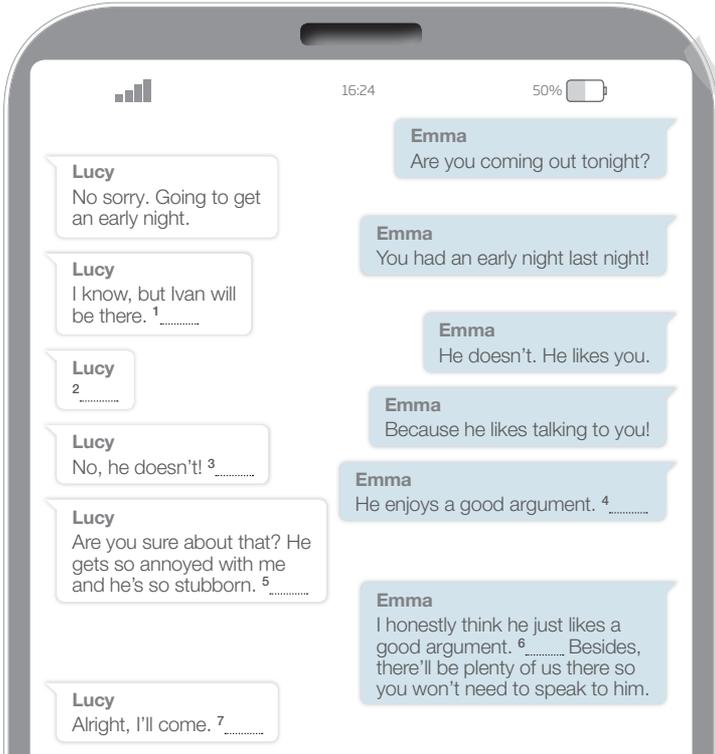
## Vocabulary

### Arguments

**1 Match the sentence halves.**

- 1 Neither of us agree so we have to find .....
  - 2 I love your idea but I have .....
  - 3 I know you're trying to pick .....
  - 4 None of my family see eye .....
  - 5 Eduardo will often back .....
  - 6 There's clearly an underlying .....
  - 7 My friend Anne and I clash .....
  - 8 If I say *black*, my boyfriend will immediately .....
- a a fight with me but I won't argue with you.
  - b an issue with some of the details.
  - c contradict me and say *white*. It's infuriating!
  - d down if you give him good reasons why you disagree with him.
  - e issue as to why the Brown brothers fight all the time.
  - f to eye on politics.
  - g with each other on parenting issues all the time.
  - h a compromise.

**2 Complete the conversation with sentences a–g.**



- a That's why he contradicts you.
- b He seems to have an issue with me.
- c We clash on almost every subject.
- d He never backs down.
- e But he picks a fight with me every time I see him.
- f But promise me you'll intervene if he starts a fight!
- g There's no underlying issue there.

## Language focus

### Forming adjectives

**3 Complete the table with the correct form of the words in the box. Some words go in more than one section.**

accept adapt allergy colour ethics fool  
history logic meat nightmare outrage point  
ridicule scare use

-al	-ful	-ic	-ish
-less	-ous	-able/ -ible	-y

**4 Complete the adjectives in the sentences.**

- 1 Fixing this won't be easy but it's do.....
- 2 Today's crossword is really trick.....
- 3 So, what's a tradition..... meal in your country?
- 4 I love this film. It's a class.....
- 5 Everyone loves Vera. She's just so like.....
- 6 You don't think that snake's poison....., do you?
- 7 The way Tom calls his dad 'Sir' is so respect.....
- 8 Please remember that this information is confident.....

**5 Complete the text with the correct form of the words in the box.**

accident apology delight disrespect night  
point reason sense

We had an issue with one of our neighbours. It was our fault at first. We put some weedkiller on our drive and unfortunately her cat ate some and got sick. Luckily, the cat got better. We were really <sup>1</sup>..... and, after paying for the vet's bills, we thought that would be the end of it. After all, our neighbour had always seemed entirely <sup>2</sup>..... We were wrong.

The next month, we came home to find that someone had driven across our front garden and over our <sup>3</sup>..... rose bushes. We thought it was <sup>4</sup>..... at first, but when it happened again and again, we knew someone was doing it on purpose. Eventually, someone saw our neighbour doing it. We tried to have a <sup>5</sup>..... conversation with her about it several times but she was just completely <sup>6</sup>..... to us. In the end, it was <sup>7</sup>..... We lived with this for over a year before we moved away because of work. We weren't sorry to say goodbye. The whole situation had been <sup>8</sup>.....

## Vocabulary

### Adjectives to describe food

#### 1 Which food is the odd one out in each group?

- spicy:  
curry, bread, salsa, chilli pepper  
.....
- creamy:  
yoghurt, ice cream, full fat milk, fruit juice  
.....
- crunchy:  
cheese, pepper, carrot, nuts  
.....
- greasy:  
chips, cauliflower, fried chicken, crisps  
.....
- salty:  
crisps, instant noodles, cheese, tomatoes  
.....

#### 2 Complete the sentences with the adjectives in the box.

bland creamy crunchy filling  
greasy raw salty tough

- I don't like ..... fish. I prefer it cooked.
- That soup was really ..... I'm so full!
- This beef is very ..... I can hardly get my knife through it.
- This dessert is so ..... that it's making me feel a bit sick.
- Your burger looks really ..... It's swimming in fat!
- I put hot sauce on everything. I hate ..... food.
- Processed food is often really ..... It's not good for you.
- Lettuce should be ....., not soft like this stuff.

## English in action

### Complain and give and respond to feedback

#### 3 Complete the conversations using the prompts in brackets.

- Customer:** Sorry, could we cancel our desserts? .....  
..... (We / be / somewhere / 15 minutes).  
**Waiter:** Sure, no problem.
- Customer:** .....  
(this soup / supposed / cold)?  
**Waiter:** Yes, it is. It's gazpacho, a cold soup.
- Customer:** Excuse me, .....  
..... (I / ask / chips / but / got mashed potato).  
**Waiter:** I'm sorry about that, madam. I'll bring you some chips.
- Customer:** Our food's taking some time. ....  
..... (you / check / order / me)?  
**Waiter:** Of course, sir. I'll do it now.
- Customer:** .....  
(this steak / tough). I'm afraid I can't eat it.  
**Waiter:** I'm sorry about that, sir, but our other customers like it.  
**Customer:** Well, that's not good enough. ....  
..... (I / speak to / manager)?

#### 4 Put the words in the correct order to make sentences.

- a big / service / gets / thumbs up / The  
.....
- strong / one of / Your cakes / your / are / points  
.....
- bear / you / in mind / Perhaps / the feedback / could  
.....
- might / Your staff / a bit more / to try / polite / want / being  
.....
- the food / Overall, / felt that / people / good / was  
.....
- on board / that / take / I'll  
.....

#### 5 Complete the conversation with phrases a–h.

- Researcher:** So, here are the results of the survey we carried out with your customers. OK, <sup>1</sup>..... the feedback was positive.
- Manager:** Oh, good. That's a relief!
- Researcher:** <sup>2</sup>..... your quick service and friendly customer service team.
- Manager:** Great! We work hard to offer a good service.
- Researcher:** And that's clear to customers. However, <sup>3</sup>..... the quality of your bedroom furniture isn't as good as it should be.
- Manager:** Oh, right. Well, <sup>4</sup>....., it's the cheapest furniture we offer so the quality is going to be lower.
- Researcher:** <sup>5</sup>..... offering higher quality bedroom furniture, too?
- Manager:** OK, <sup>6</sup>.....
- Researcher:** That was <sup>7</sup>..... . Actually, it was the only complaint. Everything else <sup>8</sup>..... .
- Manager:** Great!

- |                                  |                             |
|----------------------------------|-----------------------------|
| a from my point of view          | e got a big thumbs up       |
| b Customers appreciate           | f the biggest complaint     |
| c I'll take that on board        | g Perhaps you could look at |
| d The first thing to say is that | h some people felt that     |



## Reading

### 1 Read the article. What's the writer's overall opinion?

- Rivalry produces only positive effects.
- Rivalry can be beneficial if you watch out for the negative effects.
- Rivalry has a much more negative impact than positive.

### 2 Read the article again. Are the sentences true (T) or false (F)?

- Rivalry makes you put in more effort. \_\_\_\_\_
- Rivalry shows you what you can and can't do. \_\_\_\_\_
- A rival is usually someone we can't stand. \_\_\_\_\_
- Rivalry reduces levels of motivation. \_\_\_\_\_
- Rivalry causes people to be dishonest. \_\_\_\_\_
- Rivalry pushes us to notice every competitor. \_\_\_\_\_

### 3 In which paragraphs can you find this information?

- We make decisions about a rival based on emotions, not facts. \_\_\_\_\_
- A rival can help you recognise what you are best at. \_\_\_\_\_
- A lack of sports rivalry might reduce the amount of preparation players do. \_\_\_\_\_
- Rivalry forces you to reach goals that you did not think possible. \_\_\_\_\_
- An unknown company beat two existing companies to a new product. \_\_\_\_\_
- A rival is someone in a similar position or situation to us. \_\_\_\_\_
- Businesses can't succeed long-term without thinking of new ideas. \_\_\_\_\_
- Rivalry causes athletes to increase their speed. \_\_\_\_\_
- Understanding what skills you lack is essential to personal development. \_\_\_\_\_
- It is important not to let your desire to succeed have a negative impact on your behaviour. \_\_\_\_\_
- Current rivals are not the only people we are competing against. \_\_\_\_\_
- Some companies have lied about competitors in order to get ahead. \_\_\_\_\_

### 4 Choose the correct alternatives.

- In paragraph 1, the writer creates a picture of enemies in the reader's mind to *present/reject* this idea of rivalry.
- The writer uses a mirror in paragraph 2 to describe *hiding/revealing* something about a person.
- When the writer says 'don't go down the route of' in paragraph 5, he means *decide to act in a particular way/go to a particular place*.

### 5 Find the words and phrases in the box in the article. Then, match them with definitions 1–8.

challenge (v) cheat dominate drive someone to do something  
innovative motivated strengths weaknesses

- strongly influence someone to do something  
\_\_\_\_\_
- test your skills and abilities \_\_\_\_\_
- abilities that gives you an advantage \_\_\_\_\_
- lack of strengths, power or skills \_\_\_\_\_
- new, different and better than existed before  
\_\_\_\_\_
- behave dishonestly to win or get an advantage  
\_\_\_\_\_
- keen to do something \_\_\_\_\_
- control \_\_\_\_\_

### 6 Complete the sentences with the correct form of the words and phrases in Exercise 5. There is one word or phrase that you do not need.

- Don't just focus on what you're good at, consider your \_\_\_\_\_, too.
- His rival has accused him of \_\_\_\_\_ his way to the top.
- It's important \_\_\_\_\_ yourself and try new ways of working.
- The company \_\_\_\_\_ the industry for the last ten years.
- Your honesty is one of your greatest \_\_\_\_\_.
- The \_\_\_\_\_ design set them apart from their rivals.
- In order to succeed, you must be highly \_\_\_\_\_.

### 7 Complete the sentences with words in the article. Find collocations in the article to help you.

- A rival can push you to achieve \_\_\_\_\_ grades.
- A company can only achieve \_\_\_\_\_ success if it creates new products or services.
- If we want to win, we have to make \_\_\_\_\_ improvements.
- Rivalry can \_\_\_\_\_ affect motivation.
- Rivalry in sport results in \_\_\_\_\_ levels of play.
- If you want to win in sport, you have to train \_\_\_\_\_.

# Rivalry: friend or foe?



<sup>1</sup>The word rivalry brings to mind images of enemies fighting it out to the death but it doesn't need to be that way. Rivalry can be really beneficial. It can push you to work harder and drive you to achieve things you couldn't imagine that you could achieve. In the workplace, a rival might encourage you to get a promotion you didn't think possible. At school, it might challenge you to achieve higher grades. On the playing field, it might push you to run faster or tackle harder. In business, it certainly pushes companies to be more creative and more innovative, both vital for continued success.

<sup>2</sup>A rival can also hold a mirror up to you and show you both your strengths and your weaknesses. The rival makes you think about what you do well and therefore what you need to continue doing. They also show you what you do less well and what you need to work on. None of us like to know about the things we're not good at, but we do need to understand our weaknesses to be able to make the necessary improvements to become even stronger and more successful.

<sup>3</sup>Of course, a rival is not just someone we work with, study with or compete against on the sports field. It's not even someone we dislike. A rival is someone we may respect very much, but about whom we're unable to be objective. Our rivalry becomes personal because we want to win so much. It could be another student whose grades are as good as ours. It might be a colleague who wants the same promotion as us or a sports team who we need to beat to win the cup. Rivalry expert Dr Gavin Kilduff defines a rival as

someone with whom we have a lot in common. It's also someone that we compete against regularly and feel competitive towards.

<sup>4</sup>In his research, Dr Kilduff found that runners were motivated to run as much as 25 seconds faster in a 5K race where a rival was competing. It's clear that rivalry can significantly affect motivation. We can see this happen in professional sports. Rivalries such as that between tennis players Roger Federer and Rafael Nadal, and more recently Novak Djokovic, have resulted in incredibly high levels of tennis. Without that rivalry, those players may not train so hard or compete so determinedly.

<sup>5</sup>Of course, rivalry has its downsides, too. Our desperation to beat our rival can cause us to lie or cheat to get what we want. There are cases of businesses who try to sabotage the success of a competitor by spreading false information, for example. While their actions may not exactly be illegal, they're certainly immoral. We need to be sure that we don't go down the route of negative actions.

<sup>6</sup>Another possible side effect of rivalry is the fact that we can be so focused on our rival that we don't see other competitors close behind us. An example of this is two long-standing soft drinks companies who were so focused on each other that a new company came out of nowhere with a completely new drink that is now world-leading. So, we should always pay attention to that new runner in the race, employee at work or student in the class because we never know when they might step up and beat us.

## Listening



### 1 3.01 Listen to a talk about memories. What's the main point the speaker is making?

- a Scientists now believe that our memories change over time.
- b Scientists are doing studies to find out how memories are stored.
- c Scientists have discovered where our brain creates memories.

### 2 Listen again. Choose the correct option a, b or c.

- 1 Paul says that memories .....
  - a are fixed in the past.
  - b are easy to understand.
  - c define who we are.
- 2 Memories are activated .....
  - a in one special area of our minds.
  - b across multiple parts of the brain.
  - c using all of our senses.
- 3 Studies have shown that our memories are affected by .....
  - a our emotions.
  - b incorrect facts.
  - c other people's memories.
- 4 What does Paul say about our knowledge of memory? .....
  - a We know a lot about how it works.
  - b We're slowly learning more about it.
  - c We will never completely understand it.
- 5 Scientists now think that a memory changes .....
  - a each time we remember it.
  - b when we actively lie about it.
  - c depending on our feeling when it was created.
- 6 Scientists previously thought that memories .....
  - a were permanently fixed once created.
  - b continued to change as we got older.
  - c changed for only for a brief time.

### 3 Which statement about memories might the speaker agree with?

- 1 They provide us with facts about the past.
- 2 Scientists are now sure about how they work.
- 3 We shouldn't rely on them for factual information.

## Writing

### 1 Read the anecdote and choose the best title for it.

- a A waste of courage
- b A tragic mistake
- c A disappointing meeting

### 2 Read the anecdote again and choose the correct alternatives.



I was travelling on the New York subway <sup>1</sup>*not so long ago/ nowadays* when I noticed this man standing near me. I knew he was someone famous but I couldn't remember who he was. I thought hard <sup>2</sup>*for about two stops/over time*. Then, <sup>3</sup>*all of a sudden/eventually* it came to me. It was Matt Damon! I couldn't believe it! I mean, it's not every day you get so close to a real-life Hollywood actor; a superstar even. I looked around but no one else seemed to have noticed. I tried to catch another passenger's eye but everyone was either looking elsewhere or reading a book.

I didn't know what to do. I'm not a very bold person and I didn't want to disturb him, but this was a once in a lifetime opportunity. So <sup>4</sup>*in the end/the following day*, I stood up, walked over to Mr Damon and said 'I really enjoy your films, it's great to meet you.' He looked quite surprised but smiled all the same and agreed to take a selfie with me. By now everyone was looking at us and I felt quite brave. <sup>5</sup>*After a few minutes/As soon as* of polite chat, I thanked Mr Damon, got off at the next stop and went back to my friend's place. I couldn't wait until she got home from work so I could show off the photo of my new-found friend. <sup>6</sup>*In the meantime/After hours*, I posted it online for my friends back home to see with the caption 'Look at me being brave!' Imagine my embarrassment when they all pointed out it wasn't Matt Damon at all, just someone who looked a bit similar.

**3 Match the phrases in the box with uses 1–4. Read the Focus box to check your answers.**

after a few hours   all of a sudden   as soon as  
eventually   in 2019   in the meantime   meanwhile  
nowadays   over time   the following day

- 1 Show when something happened  
.....
- 2 Show how much time passed  
.....
- 3 Show that two events happened at the same time  
.....
- 4 Show how quickly the event happened  
.....

**Timing and sequencing past events**

Certain words and phrases tell us about the timing and sequence of events in the past.

**Showing when something happened**

This was **in early 2018** and I was visiting a friend.  
I was travelling on the New York subway **not so long ago** when ...

**Nowadays** I never approach strangers, famous or otherwise!

**Showing how much time passed**

**Over time** I'd become bolder.  
**The following day** I admitted that I'd made a mistake.  
**After a few minutes of chatting** ...

**Showing that two events happened at the same time**

**In the meantime**, I posted it online.

**Showing how quickly the event happened**

**All of a sudden**, it came to me.  
**Eventually**, I got back to my friend's place.  
**As soon as** I introduced myself, he smiled.  
**In the end**, I stood up.

**4 Choose the correct alternatives.**

- 1 I wasn't confident in my job at first but *after days/over time* I became bolder.
- 2 It took a long time to get home but *meanwhile/eventually*, I got there.
- 3 I went travelling across Asia *in early 2016/nowadays*.
- 4 We ordered food *as soon as/in the end* we arrived.
- 5 Our plane wasn't due to leave until 9 p.m. so *in the meantime/not so long ago*, we had a drink.
- 6 *Nowadays/All of a sudden* I don't go out much but things were different in my 20s.
- 7 *Over time/After hours* of waiting for the bus, we gave up and walked home.
- 8 She gave me the worst haircut of my life. *The following day/As soon as*, I went back and complained.

**5 Complete the text with the phrases in the box.**

all of a sudden   as soon as   eventually   in late 2014  
in the meantime   nowadays

This happened <sup>1</sup>..... I'd just got off a train and was walking towards the exit of the station. <sup>2</sup>....., I heard a woman scream with frustration so I turned round to see what was happening. To the side of me was a woman fighting over a laptop bag with a large man. Clearly, he was trying to steal her bag. A couple of people ran to get help. <sup>3</sup>....., I ran over and grabbed the bag myself. I pulled in the same direction as the woman and <sup>4</sup>..... the man let go and fell backwards onto the ground. The woman smiled at me, took the bag and, rather strangely, ran off. I expected the man to run away himself but he didn't. In fact, <sup>5</sup>..... the police arrived, he walked over to them and calmly explained that a woman had just stolen his laptop. I felt awful and was very glad when the police realised it was just a misunderstanding on my part. Needless to say, I don't help out strangers in need <sup>6</sup>..... without fully understanding the situation first!

**Prepare**

**6 You're going to write an anecdote for a blog post. Think about a time that you were bold or made a mistake. Make notes about:**

- when it was
- where it was
- who was involved
- what happened
- how you and other people reacted
- how you felt
- what happened in the end

**7 Use your ideas in Exercise 6 to plan your anecdote. What phrases in the Focus box can you use?**

**Write**

**8 Write your anecdote. Use timing and sequencing phrases to help the reader understand when things happened.**