

bars



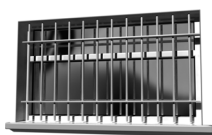
bar



sandwich bar



five-bar gate



bars on a window



bar of chocolate



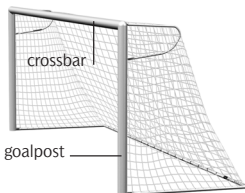
bar of soap



barcode



bars on an electric fire



crossbar



bar of music

- **OF METAL/WOOD 5 ʃB1** [C] a long straight piece of metal or wood. Bars are often used to stop sb from getting through a space: *He smashed the window with an iron bar.* ◊ *The room was small, with bars on the windows.* ◊ a five-bar gate (= one made with five horizontal bars of wood) → see also ROLL BAR, SPACE BAR → VISUAL VOCAB page V28
- **IN COMPUTING 6** a long narrow area, usually at the top or side of a computer screen, that contains links or PULL-DOWN menus or displays information about the website or program that you are using → see also ADDRESS BAR, MENU BAR, NAVIGATION BAR, SCROLL BAR, TITLE BAR
- **IN SPORTS 7 the bar** [sing.] the CROSSBAR of a goal: *His shot hit the bar.*
- **OF COLOUR/LIGHT 8** [C] a band of colour or light: *Bars of sunlight slanted down from the tall narrow windows.*
- **THAT PREVENTS STH 9** [C, usually sing.] ~ (to sth) a thing that stops sb from doing sth: *At that time being a woman was a bar to promotion in most professions.* → see also COLOUR BAR
- **IN MUSIC 10** (BrE) (NAMe also measure) [C] one of the short sections of equal length that a piece of music is divided into, and the notes that are in it: *four beats to the bar* ◊ the opening bars of a piece of music → picture at MUSIC
- **LAW 11 the Bar** [sing.] (BrE) the profession of BARRISTER (= a lawyer in a higher court): *to be called to the Bar* (=

allowed to work as a qualified BARRISTER) **12 the Bar** [sing.] (NAMe) the profession of any kind of lawyer

- **MEASUREMENT 13** a unit for measuring the pressure of the atmosphere, equal to a hundred thousand NEWTONS per square metre → see also MILLIBAR
- **IN ELECTRIC FIRE 14** [C] a piece of metal with wire wrapped around it that becomes red and hot when electricity is passed through it

IDM ► **be hind 'bars** (informal) in prison: *The murderer is now safely behind bars.* **not have a 'bar of sth** (AustralE, NZE, informal) to have nothing to do with sth: *If he tries to sell you his car, don't have a bar of it.* **set the 'bar** to set a standard of quality or performance: *The show really sets the bar for artistic invention.* → more at LOWER¹ V., RAISE V.

■ verb (-rr-)

- **PREVENT 1 ʃB2** to ban or prevent sb from doing sth: ~sb from (doing) sth *Prisoners are barred by law from voting in general elections.* ◊ ~sth *The new law bars smoking in all public places.* ◊ **be barred to sb** *Certain activities are still barred to women.* **IDM** → see HOLD N.
- **CLOSE WITH BARS 2** [usually passive] to close sth with a bar or bars: **be barred** *All the doors and windows were barred.*
- **BLOCK 3** ~sth to block a road, path, etc. so that nobody can pass: *Two police officers were barring her exit.* ◊ *We found our way barred by rocks.*

■ **prep.** (especially BrE) except for sb/sth: *The students all attended, bar two who were ill.* ◊ *It's the best result we've ever had, bar none* (= none was better). **IDM** → see SHOUTING

▼ VOCABULARY BUILDING

A bar of ...

If you want to describe a whole unit of a particular substance, or a group of things that are normally together, for example when you buy them, there are different words to use.

- a bar of soap / chocolate; a candy bar
- a block of ice / stone / wood
- a bolt / roll / length of fabric
- an ice / a sugar cube
- a loaf of bread
- a roll of film / carpet
- a slab of marble / concrete
- a stick of gum
- a bunch of bananas / grapes
- a bunch / bouquet of flowers
- a bundle of sticks
- a set / bunch of keys
- a set of chairs / glasses / clothes / guitar strings

bar-aza /bɑ:'rɑ:zə/ EAFrE [bɑ'rɑ:zə] *noun* (EAFrE) a public meeting that is held in order to discuss important matters affecting the community

barb /bɑ:b/ NAMe bɑ:rb/ *noun* **1** the point of an ARROW or a HOOK that is curved backwards to make it difficult to pull out **2** a remark that is meant to hurt sb's feelings: *The accusation that she did not trust him was a barb that hurt more than she wanted to admit.* → see also BARBED

bar-bar-ian /bɑ:'bæriən; NAMe bɑ:rb-'ri- / *noun* **1** (in ancient times) a member of a people who did not belong to one of the great CIVILIZATIONS (Greek, Roman, Christian), who were considered to be violent and without culture: *barbarian invasions of the fifth century* **2** a person who behaves very badly and has no respect for art, education, etc.

bar-bar-ic /bɑ:'bærɪk; NAMe bɑ:rb-'i- / *adj.* **1** cruel and violent and not as expected from people who are educated and respect each other: *a barbaric act/custom/ritual* ◊ *The way these animals are killed is barbaric.* **2** connected with BARBARIANS ► **bar-bar-ic-ally** /-kli/ *adv.*

bar-bar-ism /'bɑ:bærɪzəm; NAMe 'bɑ:rb-'i- / *noun* [U] **1** a state of not having any education, respect for art, etc. **2** cruel or violent behaviour: *the barbarism of war*

bar-bar-ity /bɑ:'bæriti; NAMe bɑ:rb-'i- / *noun* [U, C] (pl. -ies) behaviour that deliberately causes extreme physical or mental pain or difficulty to others

bash /bæʃ/ *verb, noun*

■ **verb** (informal) 1 [T, I] to hit sb/sth very hard: ~sb/sth + adv./prep. He **bashed** her over the head with a hammer. ◇ ~into sb/sth I **braked** too late and **bashed** into the car in front. ⇨ **SYNONYMS** at HIT 2 [T] ~sb/sth to criticize sb/sth strongly: **Bashing** politicians is *normal practice* in the press. ◇ a liberal-**bashing** administration ⇨ see also **BASHING**

▶ **PHRV** **bash a way (on/at sth) | bash 'on (with sth)** (BrE, informal) to continue working hard at sth: He sat **bashing away** at his essay all day. ◇ We'll never get finished at this rate. We'd better **bash on**. **bash sth** ⇨ **down/in** (informal) to destroy sth by hitting it very hard and often: The police **bashed the door down**. ◇ I'll **bash your head in** if you do that again. **bash sth** ⇨ **out** (informal) to produce sth quickly and in large quantities, but not of very good quality (STW) **knock out**: She **bashed out** about four books a year. **bash sb up** (BrE, informal) to attack sb violently

■ **noun** (informal) 1 a hard hit: He gave Mike a **bash** on the nose. 2 a large party or celebration: a birthday **bash**

▶ **IDM** **have a bash (at sth)** (BrE, informal) to try to do sth, especially when you are not sure if you will succeed: I'm not sure I'll be any good but I'll have a **bash**.

bash-ful /'bæʃfl/ *adj.* shy and easily embarrassed
▶ **bash-ful-ly** /-fəli/ *adv.*: She smiled **bashfully**. **bash-ful-ness** *noun* [U]

bash-ing /'bæʃɪŋ/ *noun* [U, C] (often in compounds) 1 (used especially in newspapers) very strong criticism of a person or group: *union-bashing* 2 a physical attack, or a series of attacks, on a person or group of people: *gay-bashing* (= attacking GAY people) ◇ to give sb a **bashing**

BASIC /'beɪsɪk/ *noun* [U] a simple language, using familiar English words, for writing computer programs

basic ① B1 ② /'beɪsɪk/ *adj.* 1 ① B1 forming the part of sth that is most necessary and from which other things develop: *basic information/facts/ideas* ◇ *the basic principles of law* ◇ *basic life skills* ◇ ~to sth *Drums are basic to African music*. 2 ① B1 of the simplest kind or at the simplest level: *The campsite has only basic amenities*. ◇ *My knowledge of French is pretty basic*. 3 ① B1 [only before noun] necessary and important to all people: *basic human rights* ◇ *basic needs like food, shelter and security* ◇ *the cost of basic foods* 4 (especially BrE) (NAMe usually **base**) before anything extra is added: *The basic pay of the average worker has risen by 3 per cent*.

ba-sic-ally ① B2 ② /'beɪsɪkli/ *adv.* 1 ① B2 in the most important ways, without considering things that are less important (STW) **essentially**: *I think we are basically saying the same thing*. ◇ *There have been some problems but basically it's a good system*. ◇ *The growth in productivity basically means companies are getting more work out of fewer people*. 2 ① B2 used when you are giving your opinion or stating what is important about a situation: *Basically, there's not a lot we can do about it*. ◇ *He basically just sits there and does nothing all day*. ◇ *Well, basically I did not believe anything he told me*.

Basic English *noun* [U] a set of 850 carefully chosen words of English, used for international communication

basics /'beɪsɪks/ *noun* [pl.] 1 ~ (of sth) the most important and necessary facts, skills, ideas, etc. from which other things develop: *the basics of computer programming* 2 the simplest and most important things that people need in a particular situation: *Some schools lack money for basics like books and pencils*.

▶ **IDM** **go/get back to 'basics** to think about the simple or most important ideas within a subject or an activity instead of new ideas or complicated details

basil /'beɪzəl; NAMe 'beɪzɪl/ *noun* [U] a plant with shiny green leaves that smell sweet and are used in cooking as a herb ⇨ **VISUAL VOCAB** page V46

ba-sil-ic /'beɪzɪlɪk/ *noun* a large church or hall with a curved end and two rows of columns inside

ba-si-lisk /'beɪzɪlsk/ *noun (in ancient stories) a creature like a snake, which can kill people by looking at them or breathing on them*

basin /'beɪsɪn/ *noun* 1 (especially BrE) = **WASHBASIN** 2 a large round bowl for holding liquids or (in British Eng-

lish) for preparing foods in; the amount of liquid, etc. in a basin: a *pudding basin* 3 an area of land around a large river with streams running down into it: *the Amazon Basin* 4 (specialist) a place where the earth's surface is lower than in other areas of the world: *the Pacific Basin* 5 a sheltered area of water providing a safe HARBOUR for boats: a *yacht basin*

basis ① B1 ② /'beɪsɪs/ *noun* (pl. **bases** /'beɪsɪz/) 1 ① B1 [sing.] **on a...~** the way things are organized or arranged; how often sth happens: *We are in contact on a regular basis*. ◇ *to be employed on a permanent/temporary/part-time basis*. ◇ *Fatal accidents occur on our roads on a daily basis*. ◇ *on a day-to-day/weekly/monthly basis* 2 ① B2 [sing.] the reason why people take a particular action: **on the~of sth** *She was chosen for the job on the basis of her qualifications*. ◇ **on the~that...** *Some movies have been banned on the basis that they are too violent*. ⇨ **SYNONYMS** at REASON 3 ① B2 [C, usually sing., U] the important facts, ideas or events that support sth and that it can develop from: *The basis of a good marriage is trust*. ◇ ~for sth *This article will form the basis for our discussion*. ◇ ~in sth *The theory seems to have no basis in fact*.

▼ SYNONYMS

basis
foundation • base

These are all words for the ideas or facts that sth is based on.

basis [usually sing.] a principle, an idea or a fact that supports sth and that it can develop from: *This article will form the basis for our discussion*.

foundation [C, U] a principle, an idea or a fact that supports sth and that it develops from: *Respect and friendship provide a solid foundation for marriage*. ◇ *The rumour is totally without foundation* (= is not based on any facts).

BASIS OR FOUNDATION?

Foundation is often used to talk about larger or more important things than **basis**: *He laid the foundations of Japan's modern economy*. ◇ *These figures formed the basis of their pay claim*.

base [usually sing.] an idea, a fact or a situation from which sth is developed: *His arguments have a sound economic base*.

PATTERNS

- a/the basis/foundation/base for/of sth
- a secure/solid/sound/strong/weak basis/foundation/base
- to form the basis/foundation/base of sth
- to be without basis/foundation

bas-ket /bɑːsk; NAMe 'bæsk/ *verb* [I] ~ (in sth) to enjoy sitting or lying in the heat or light of sth, especially the sun: *We sat basking in the warm sunshine*.

▶ **PHRV** **'bask in sth** to enjoy the good feelings that you have when other people praise or admire you, or when they give you a lot of attention: *He had always basked in his parents' attention*. ◇ *I never minded basking in my wife's reflected glory* (= enjoying the praise, attention, etc. she got).

bas-ket ① B2 ② /'bɑːskɪt; NAMe 'bæ-sɪ/ *noun* 1 ① B2 a container for holding or carrying things. Baskets are made of long thin pieces of material that bends and TWISTS easily, for example plastic, wire or WICKER: a *shopping basket* ◇ a *picnic basket* ◇ a *clothes/laundry basket* (= in which dirty clothes are put before being washed) ◇ a *wicker/wire basket* ◇ a *cat/dog basket* (= in which a cat or dog sleeps or is carried around) ⇨ see also WASTE PAPER BASKET ⇨ **VISUAL VOCAB** pages V55, V56 2 ① B2 the amount contained in a basket: a *basket of fruit* 3 ① B2 (also **cart**, **shopping cart**, both especially NAMe) a facility on a website that records the items that you select to buy: *Click to drop items into your shopping basket*. 4 ① B2 the net and the metal ring it hangs from, high up at each end of a basketball COURT; a point that is scored by throwing the ball through this net: *to make/shoot a basket* ⇨ **VISUAL VOCAB** page V26 5 (economics) a

baskets



shopping basket



washing basket



clothes basket / hamper



picnic basket / hamper



hanging basket



waste-paper basket / wastebasket

number of different goods or currencies: *the value of the rupee against a basket of currencies* **IDM** see EGG n.

bas-ket-ball **1** **A2** /bɑːskɪtbɔːl/; NAmE 'bæs-/ *noun* **1** **1** **2** **[U]** a game played by two teams of five players, using a large ball which players try to throw into a high net hanging from a ring: *a basketball game/coach/team/player* **2** **[C]** the ball used in this game

basket case *noun* (informal) **1** a country or an organization whose economic situation is very bad **2** a person who is slightly crazy and who has problems dealing with situations

bas-mati /bæs'mæti, bæz'm-/ (also **basmati** 'rice) *noun* **[U]** a type of rice with long grains and a pleasant taste

bas mitzvah /bæs'mitsvə/ *noun* = **BAT MITZVAH**

Basque /bæsk, bæsk/ *noun, adj.*

noun **1** **[C]** a person who was born in the Basque country **2** **[U]** the language of the people living in the Basque country of France and Spain

adj. connected with the people or language of the Basque country of France and Spain

basque /bæsk, bæsk/ *noun* a piece of women's underwear that covers the body from just under the arms to the tops of the legs

bas-relief /bæs'rliːf/ *noun* **[U, C]** (specialist) a form of sculpture in which the shapes are cut so that they are slightly raised from the background; a sculpture made in this way

bass **1** **1** **4** /beɪs/ *noun, adj.* **2** see also **BASS**²

noun **1** **1** **4** **[U]** the lowest tone or part in music, for instruments or voices: *He always plays his stereo with the bass turned right up.* **2** **[U]** *He sings bass.* **3** **[C]** *a pounding bass line* **4** compare **TREBLE** **5** see also **DRUM** AND **BASS** **2** **1** **4** (also **bass guitar**) **[C]** an electric guitar that plays very low notes: *a bass player* **3** **[C]** *and drums* **4** **[C]** *Ellis Phillips on (= playing) bass* **5** **[C]** a man's singing voice with a low range; a man with a bass voice **6** compare **ALTO**, **BARTONE**, **TENOR** **4** **[sing.]** a musical part that is written for a bass voice **5** **[C]** = **DOUBLE BASS**

adj. [only before noun] low in tone: *a bass voice* **2** *the bass clef* (= the symbol in music showing that the notes following it are low) **3** picture at **MUSIC** **4** compare **TREBLE**

▼ HOMOPHONES

base • bass /beɪs/

- base noun:** *Cut the stalks at their base.*
- base verb:** *The government is to base its decision on the results of these trials.*
- base adj.:** *The trolls typify all that is base and ugly in human nature.*
- bass noun:** *This song is all treble and no bass.*
- bass adj.:** *His powerful bass voice contributed much to the film.*

bass² /bæs/ *noun* **[C, U]** (pl. **bass**) a sea or FRESHWATER fish that is used for food **2** see also **BASS**¹

bass drum /beɪs'drʌm/ *noun* a large drum that makes a very low sound, used in **ORCHESTRAS**

bass-tail /'bæstɪl/ (also **basset hound**) *noun* a dog with short legs, a long body and long ears

bas-sinet /bæsi'net/ *noun* (especially NAmE) a small bed for a baby, that looks like a **BASKET**

bass-ist /'beɪsɪst/ *noun* a person who plays the **BASS** or the **DOUBLE BASS**

bass-line (also 'bass line) /'beɪslɪn/ *noun* the lowest part of a piece of music that accompanies the main tune: *The song has a lively melody and a funky bassline.* **2** compare **BASELINE** **3** see also **MELODY** (1)

bas-soon /bɑː'suːn/ *noun* a musical instrument of the **WOODWIND** group. It is like a large wooden tube in shape with a double **REED** that you blow into, and produces notes with a low sound. **3** **VISUAL VOCAB** page **V23**

bas-soon-ist /bɑː'suːnɪst/ *noun* a person who plays the **basoon**

bas-tard /'bɑːstəd, 'bæs-; NAmE 'bæstərd/ *noun **1** (*taboo, slang*) used to **INSULT** (= deliberately offend) sb, especially a man, who has been rude, unpleasant or cruel: *He's a real bastard.* **2** *You bastard! You've made her cry.* **3** (*BrE, slang*) a word that some people use about or to sb, especially a man, who they feel very **JEALOUS** of or sorry for: *What a lucky bastard!* **4** *You poor bastard!* **5** (*BrE, slang*) used about sth that causes difficulties or problems: *It's a bastard of a problem.* **6** (*old-fashioned, disapproving*) a person whose parents were not married to each other when he or she was born*

bas-tard-ize (*BrE* also **-ise**) /'bɑːstədaɪz, 'bæs-; NAmE 'bæstərd-/ *verb* **~sth** (*formal*) to copy sth, but change parts of it so that it is not as good as the original

baste /beɪst/ *verb* **1** **~sth** to pour liquid fat or juices over meat, etc. while it is cooking **2** **~sth** to sew pieces of cloth together with long, loose STITCHES **3** **WORDFINDER** NOTE at **SEW**

basting brush /'beɪstɪŋ brʌʃ/ *noun* a brush used for brushing liquid fat or juices over meat, etc. while it is cooking **3** **VISUAL VOCAB** page **V41**

bas-tion /'bæstɪən; NAmE 'bæstʃən/ *noun **1** (*formal*) a group of people or a system that protects a way of life or a belief when it seems that it may disappear: *a bastion of male privilege* **2** *a bastion of freedom* **3** a place that military forces are defending*

bat **1** **1** **4** **[U]** **[C]** **[U]** *noun, verb*

noun **1** **1** **4** **[U]** a piece of wood with a handle, made in various shapes and sizes, and used for hitting the ball in games such as **baseball**, **CRICKET** and **TABLE TENNIS**: *a baseball/cricket bat* **2** **[U]** **VISUAL VOCAB** pages **V26**, **V27** **3** compare **RACKET** **4** **1** **4** an animal like a mouse with wings that flies and feeds at night (= it is **NOCTURNAL**). There are many types of bat. **5** see also **FRUIT BAT**, **OLD BAT**, **VAMPIRE BAT** **6** **VISUAL VOCAB** page **V14**

IDM **at bat** (*in baseball*) trying to hit the ball with a bat **2** related noun **AT-BAT** **3** like *a bat out of hell* (*old-fashioned, informal*) very fast **4** off your own bat (*BrE, informal*) if you do sth off your own bat, it is your own idea and you do it without help or support from anyone else **5** more at **BLIND adj.**, **RIGHT adv.**

verb (**-tt-**) **1** **1** **4** **[I, T]** **~(sth)** to hit a ball with a bat, especially in a game of **baseball** or **CRICKET**: *He bats very well.* **2** *Who's batting first for the Orioles?* **3** **[T]** **~sth** + **adv./prep.** to hit sth small that is flying through the air: *He batted the wasp away.*

IDM **bat your 'eyes/eyelashes** to open and close your eyes quickly, in a way that is supposed to be attractive **bat a 'thousand** (*NAmE, informal*) to be very successful **go to 'bat for sb** (*NAmE, informal*) to give sb help and support **not bat an 'eyelid** (*BrE*). (*NAmE* **not bat an 'eye**) (*informal*) to show no surprise or concern when sth unusual happens: *She didn't bat an eyelid when I told her my news.*

PHRV **bat sth** **↔** **a'round** (*informal*) to discuss whether an idea or a plan is good or not, before deciding what to do: *It's just an idea we've been batting around.*

Writing an article

In some exams you are asked to write an article for a fictional magazine or website. You are required to use your imagination and write in a particular style that engages the reader. It could mean writing about a hobby or something you are passionate about, making recommendations about something related to culture or lifestyle, or giving your opinion on a current issue. The language is usually informal and more similar to spoken English rather than formal academic English. Here are some points to bear in mind.

Preparing to write

Reader's attention

Think of an imaginative title using an unusual or surprising word.

Catch the reader's attention in the introduction with an interesting fact.

Interest

Brainstorm some ideas, keep the best four and delete the rest.

lifehacks

- ✓ lots of small changes – like Olympic athlete
- ✓ plan your day
get more exercise
- ✓ take mini breaks – turn off your phone
- ✓ learn sth new – a language – how to do sth
spend quality time with friends/family
cook properly

Include a fact or idea that your reader will find useful.

Provide examples from real life.

Try to keep up the reader's interest from the beginning through to the end.

Style

Keep the style relatively informal—avoid any formal or academic language.

Use short sentences that all add value to the article. If a sentence doesn't add anything, cut it out.

Remember to keep to the word limit. Writing more will just waste precious time.

Target audience

The article should be written for a target audience who may be specified in the exam question.

Address them directly and use terms and phrases that make your reader feel you understand them.

Don't be afraid to express your opinion and give the reader something to think about.

Use of English

Demonstrate your ability to use a range of vocabulary and structures.

See the *Language bank* for ideas about how to make your language more engaging.

Organization

Divide ideas into paragraphs—around four is best.

The introduction should introduce the main idea. Keep it short and simple.

The main section should build on the main idea and provide examples.

Use the conclusion to link back to the original idea in the introduction.

TIP

Do you know what a rhetorical question is? It's a question that you ask for effect, not because you expect an answer. Asking rhetorical questions can help readers engage more directly with your article. You can ask a question at the beginning of the article and lead the reader to an answer by the end.

Emails

Emails can be used for formal correspondence such as job applications, neutral everyday correspondence, and informal messages between friends and colleagues.

In the model email, related to a complaint about service, the style is formal. The main aim of the email is to provide the relevant information and state clearly what the writer wants the customer service department to do.

To	ZippyJet Customer Service Department	Use a short, informative subject line, not single general words, e.g. Urgent or Enquiry.
Subject	Compensation claim for a disrupted flight	
Dear Sir/Madam,		Use the same neutral form of address as a letter.
①	I am writing regarding flight LZ238 on July 2nd, 2018 from London to Orlando with the scheduled departure time of 13.45. My booking reference is Porter POT 1359AZ. This flight arrived 3 hours late at Orlando airport. The passengers in the party were myself and Helen and James Porter.	
②	I am seeking compensation under EU Regulation 261/2004 for this disrupted flight.	Key language
③	My scheduled flight length was 7000 kilometres, therefore I am seeking €400 per delayed passenger in my party. During the disruption the passengers in my party were not provided with any refreshments and I have attached receipts for the cost of purchasing our own refreshments. The total compensation sought is €1235.	Use <i>Yours faithfully</i> when you don't know the name of the person you are writing to.
④	I look forward to hearing from you and would welcome an acknowledgement within 7 days.	Use your initials and family name or your first name and family name.
Yours faithfully, S R Porter (Dr)		

Para Details

- ① Explain clearly what you are writing about and provide any key information.
Key phrase: *I am writing regarding ...*
- ② Clearly state the main aim of the email.
Key phrase: *I am seeking compensation for ...*
- ③ Give any further details that support your claim. Include details of any invoices or supporting documents that you are enclosing.
- ④ Say directly but politely what you want the reader to do.
Key phrase: *I look forward to hearing from you and would welcome an acknowledgement within 7 days.*

Politeness

Politeness refers to appropriate and socially acceptable forms of behaviour and language. One element of politeness is the use of indirect language and polite phrases to avoid making people feel ashamed or embarrassed. Politeness also involves avoiding any words or phrases that suggest emotions such as frustration or anger.

Impolite

I hate loud music. Turn it down!
Where's the hotel?
Send me the invoice immediately.

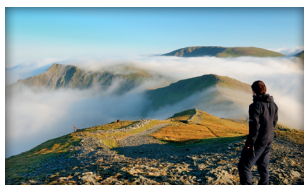
Polite

Could you possibly turn the music down after 11 p.m., please?
Could you let me have the address of the hotel?
I would be grateful if you could send me the invoice at your earliest convenience.

Negotiating

There are many occasions when you will have to discuss various possibilities with someone and try to come to an agreement. In some exams, you have to agree on a solution, for example the choice of a particular suggestion.

Look at the pictures and think about which ones would best promote Scotland as a tourist destination for international visitors. Discuss and decide together which one image would be the best to place on the front cover of a travel brochure.



OK, so we have to choose one picture to put on the front of a brochure. Shall we get started, then?

Erm, let's see... It's really difficult. Personally, if I were choosing a holiday, I think I would pick up a brochure with the picture of the dancers on the front, but that's because I enjoy folk dancing. Maybe that would not be so good for most people.

No, possibly not. To be honest, that one looks boring. If you ask me we should choose one which most people would find attractive. How about the photo of the food? Everybody likes eating!

That's true, but I don't think Scotland is famous for food. My feeling is that if people wanted a food holiday, they would choose Italy or France or somewhere like that.

OK, that's a good point. It's the same with the picture of the beach—it's beautiful, but I've never heard of people going to Scotland for a beach holiday. From what I've heard, it's always raining in Britain.

Yes, that's right. Everybody says the weather's terrible. Well... We could use the picture of the mountain climbers. It would give people the idea of things you can do in Scotland.

Hmm. Would that be very popular? I doubt it. Maybe we should focus on history and culture. What's happening in the first picture, for example?

I've no idea. It looks like a carnival or something. But I think I would opt for the castle. To me, that's a typical image of Scotland, and I can imagine it would look great on the cover of the brochure. What do you think?

Well, as far as I'm concerned, the carnival or the castle would be fine. So shall we use the castle then?

Yes, OK. That's fine by me. Right, so I think we're agreed? We'll use the photo of the castle.

Ways you can organize a discussion

Ways you can express a personal view

Ways you can express alternative possibilities

Ways you can agree or concede a point

Ways you can make suggestions