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# Introduction

## About this book

### Who is this book for?

This book is for people studying for the Cambridge First Certificate in English (FCE) examination. The aim is to practise the grammar and vocabulary needed for this examination. The book is useful as a supplement to any coursebook. It presents and practises key grammar and vocabulary points in an integrated way. I assume that anybody using this book has a reasonable knowledge of and ability to use English up to intermediate level. More advanced students should refer to *Grammar and Vocabulary for Cambridge Advanced and Proficiency*, by Richard Side and Guy Wellman.

### What sort of grammar is in this book?

The book covers the main areas of English grammar at intermediate/upper-intermediate level and concentrates on areas you need to pass the FCE exam. Thus there is a thorough review of tenses together with verb, noun and adjective structures. Although grammar and vocabulary are obviously important in all the papers in the exam, special attention is given to those aspects of grammar which are frequently tested in Paper 3 – Use of English. For example, prepositions following nouns, verbs and adjectives are common in all parts of Paper 3. Problems of time and tense are also tested, for example, in conditional sentences and after *wish*, *if only* or *I'd rather*, and expressions with *time*. Such structures are reflected in the grammar presented and practised in this book.

### What sort of vocabulary is in this book?

The book gives vocabulary special emphasis, including both individual words and common phrases. Words which are often confused are dealt with in the sections which make up the main body of the text, and common sources of error caused by words of related meaning are also considered. There is also a detailed focus on aspects of word-building in every unit. This reflects the importance of word-building in the Use of English paper. The Word Store section at the back of the book focuses on topic areas and lexical phrases, which the FCE exam gives particular importance to. A good knowledge of these phrases will help you perform better in the Use of English and Writing papers.

### How can I use this book?

There are many ways to use this book. You can use the **Contents map** to look up particular aspects of grammar and vocabulary you want to study and practise. The **Agenda** at the beginning of each unit will show you the contents of each section. You can use the **Entry test** to identify which sections you need. Or you may wish to study complete units, perhaps in the order in which they appear. Several options are available to you, according to your needs.

### How is this book organised?

The book comprises fourteen grammar and vocabulary **units**, followed by a topic-related **Word store** section. There is an **Exam practice** test after every two units. Throughout the book, there are cartoons which illustrate grammar points and also identify the language covered in each section. I hope this will make learning grammar and vocabulary more fun, as well as more memorable.

### The entry test

A typical sequence begins with an **Entry test** based on the target grammar and vocabulary of the unit. It consists of twenty-five diagnostic questions, which will direct you to areas you need to learn, revise or practise in the sections that follow. The test will give you an idea of your own strengths and weaknesses, in particular, areas of grammar or vocabulary. Each **Entry test** is divided into five parts (each with five questions) and these correspond to the five sections (a–e) of the unit. If you have difficulties with a part of the **Entry test**, there is a cross-reference to the relevant section where you will find all the information and practice you need. On the other hand, if you find that part easy, it may mean that you are sufficiently competent in that area and you may wish to skip that section. Since all **Entry tests** have the same number of questions (25), you can monitor your own progress using your total score for each test.

### The grammar sections

Each unit contains three **Grammar sections**, which deal with aspects of a particular area of grammar, as listed in the **Agenda** on the first page of each unit. For a full list of the grammar covered in this book, see the **Contents** map (pages 3–6). The **Grammar sections** contain explanations and descriptions using numerous example sentences. Much of the information is presented in tables, which provide easy access to the essential details of meaning or use, together with examples illustrating common contexts.

### The vocabulary sections

Each unit has two **Vocabulary sections**. There is a focus on word-building and lexical items related to particular areas of usage. Phrases and phrasal verbs are also given special attention and, again, the tables provide easy access to content.

### The practice sections

All the presentations in the grammar and vocabulary sections are followed by **Practice** sections. These include a wide variety of exercises related to the content of each presentation. Many of these exercises are modelled on FCE exam questions but others are styled to achieve the best focus on the language being practised and provide for a more interesting set of activities.

### The exam practice sections

After every two units, there is an **Exam practice** section, in the form of a complete Use of English paper, in the same format as in the actual FCE exam. Each **Exam practice** section tests your knowledge of the grammar and vocabulary of the previous two units. It allows you to revise what you have learnt, while getting valuable examination practice. Each paper has the same score, so you can monitor your progress as you work with different units.

Although grammar and vocabulary are presented separately in the units, in the **Exam practice** sections they are brought together within the same texts and activities. Thus, there is constant recycling of the target language.

### The Word store section

At the end of the book is the **Word store** section, which includes a series of exercises presenting vocabulary in topic-related groups. These are extremely useful for all parts of the FCE exam. Emphasis is on the importance of common phrases and the way words combine together. The vocabulary items are presented in tables, which are followed by exercises that draw on items in these tables and allow you to work with them in different contexts. Special attention has been given to ensure that these exercises are lively and informative.

## Will I pass the FCE exam if I do everything in this book?

One grammar and vocabulary practice book is not enough to make you fluent in English. I recommend that you read widely in English (simplified readers, magazines, newspapers, etc.) and take every opportunity to listen to English (satellite television, film, radio, songs, etc.). You should also try and speak the language so that you can use it naturally and easily.



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## About FCE

### What level is FCE?

The First Certificate in English is an intermediate-level examination which follows on from the PET (Preliminary English Test) and precedes the CAE (Certificate in Advanced English) examinations. FCE is CEF level B2. The certificate is frequently used as proof that you will be competent to begin a career such as those related to tourism or banking, or that you can pursue an advanced course of study in English. Learners at this level should be able to handle the main structures with some confidence and communicate in English in a variety of social situations. You should be able to tell the difference between the main and secondary points of a text, as well as between the gist of a text and specific detail. You are expected to show an ability to describe and recount events. Grades A, B and C are passes. D is a narrow fail, and E is a fail. The exam is usually taken after approximately 500–600 hours of studying English. It consists of 5 papers. Papers 1–4 (Reading, Writing, Use of English and Listening) are usually taken on the same day and Paper 5 (Speaking) is usually taken on a different day.

#### Paper 1: Reading

This paper, lasting one hour, consists of three parts and is intended to encourage familiarity with different types of written material. The reading texts may be correspondence, informational material, newspaper or magazine articles, advertisements, etc. There are thirty questions and three different task types: multiple choice, gapped text and multiple matching. You will be tested on understanding the gist of a text, main grammar points, detail in the information and text structure or meaning.

#### Paper 2: Writing

For this paper, lasting one hour and twenty minutes, you must complete one compulsory task in Part 1 (a letter or email, using information given in the form of an advertisement, an extract from a letter, an email,

a schedule, etc.) and one from a choice of five in Part 2. You will need to demonstrate your ability to write a range of texts such as letters (formal or informal), articles or reports, as well as stories and argumentative compositions. For Part 1, you will need to write a letter or email of 120–150 words. For Part 2, you will need to write a text of 120–180 words.

#### Paper 3: Use of English

This paper lasts forty-five minutes. There are four tasks with a total of forty-two questions focusing on grammar and vocabulary (see pages 10–11). The paper is divided according to the language focus and task type. The exercises are: multiple choice, open cloze, word formation and key word transformation.

#### Paper 4: Listening

This paper lasts approximately forty minutes. There is a total of four parts and thirty questions. The recordings may be phone messages, commentaries, announcements, speeches, reports, etc. The tasks are designed to test your understanding of the gist of the recording, as well as specific information. The task types are: multiple choice, sentence completion and multiple matching.

#### Paper 5: Speaking

This part of the examination, lasting approximately fifteen minutes, has four parts. During the examination, you will interact with another candidate, as well as an examiner/interlocutor. There will also be a second examiner present (an assessor), who will remain silent. The first part is a very short interview. After that, you will be asked to give information or express your opinion by comparing a pair of photographs. The next part is a conversation between you and another candidate, in which you may be asked to agree or disagree, make a decision about a drawing or photograph, etc. Finally, you take part in a discussion with the interlocutor and the other candidate. You will be marked according to your overall performance. You should be able to respond to questions, organise your ideas, express your opinions and exchange views.



## What types of questions can I expect in Paper 3?

This book concentrates on the grammar and vocabulary you will need to pass this paper. The exercises in the **Practice** and **Exam practice** sections reflect the types of questions you will be given in the FCE exam. There are four parts.

### Part 1: Multiple choice cloze

This includes a text with twelve numbered gaps, followed by four-option multiple choice items (A, B, C and D). You must choose the best answer to fill each gap. Example:

#### Part 1

For questions 1–12, read the text below and decide which answer (A, B, C or D) best fits each gap. There is an example at the beginning (0).

#### TEEN FASHION

It is widely believed that boys are less interested in fashion <sup>(0)</sup>..... girls. While it is true that fashion for guys is not as widely followed <sup>(1)</sup>..... fashion for girls, it is becoming more and more important. Girls' fashion <sup>(2)</sup>..... to change more often, or at least it is ...

0 A that B as C than D from

1 A as B than C so D that

2 A looks B comes C becomes D seems

Part 1 (questions 1–12) has an emphasis on vocabulary but often includes items that focus on grammar as well.

### Part 2: Open cloze

This consists of a text with twelve numbered gaps. You must provide the correct word to fill each one. Example:

#### Part 2

For questions 13–24, read the text below and think of the word which best fits each gap. Use only one word in each gap. There is an example at the beginning (0).

#### THE MYSTERY OF STONEHENGE

Stonehenge is one of England's <sup>(0)</sup>..most.. famous landmarks. It is a group of large, tall stones that are arranged in circles on Salisbury Plain in the south of England. They are <sup>(13)</sup>..... big and heavy that their transportation over from Wales, 240 miles away, <sup>(14)</sup>..... to us today almost miraculous. Who could have carried them such <sup>(15)</sup>..... distance without the help of modern technology? The question is also ...

Part 2 (questions 13–24) tests both grammar and vocabulary. Learning common phrases and collocations is very useful for this task.

### Part 3: Word formation

This word-building task includes a text with ten numbered gaps. It may test prefixes, suffixes, changes to the whole word (e.g. *wide* → *width*), forming compounds, etc. The base words are given, and you must use them to form words to fill the gaps in the text. Example:

#### Part 3

For questions 25–34, read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the gap **in the same line**. There is an example at the beginning (0).

We all know now what a <sup>(0)</sup> <i>powerful</i> tool	<b>POWER</b>
information technology is. It is more or less	
<sup>(25)</sup> ..... to live a full	<b>POSSIBLE</b>
life in the twenty-first	
century without being	
<sup>(26)</sup> ..... with computers	<b>COMFORT</b>
and how to ...	

Part 3 (questions 25–34) tests mainly vocabulary, for example prefixes, suffixes and compounds.

### Part 4: Key word transformations

There are eight items, each with a lead-in sentence and a gapped second sentence. You must complete the second sentence with two to five words, using a given word which cannot be changed. Example:

#### Part 4

For questions 35–42, complete the second sentence so that it has a similar meaning to the first sentence, using the word given. **Do not change the word given**. You must use between **two** and **five** words, including the word given. Here is an example (0).

**Example:**

- 0 So, do you regret what you did?  
**SORRY**  
So, *are you sorry for* what you did?
- 35 I think his wife is a journalist.  
**MARRIED**  
I think he's ..... a journalist.
- 36 I don't like cooking very much.  
**FOND**  
I ..... cooking.

Part 4 (questions 35–42) tests both grammar and vocabulary. Areas like tenses, reported speech, the passive, conditionals, etc. may be tested.