

Revaz Tabatadze

Light UP

First Edition

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This book is designed for ESL/EFL students and focuses on developing intermediate and advanced level language proficiency. Light UP offers a comprehensive vocabulary list as well as stimulating and teachable classroom text.

It helps students develop their reading, writing and speaking skills and systematically increase their active vocabulary from 2000 to 2500 words. Thematic readings recycle vocabulary, sentence structure, and content knowledge. This edition helps students develop communication skills through interactive language-learning activities.

Light UP

Author

Revaz Tabatadze

Editor

Maia Chkheidze

Interior and Cover Design

Natia Rukhadze

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# Chapter 1



## Job Interview

## Job Interview

**George:** Hi Jerry. I'm thinking of applying for a job with a multinational company, but I'm worried about having an interview in English. Can you give me any good tips<sup>1</sup>?

**Jerry:** Hmmm. That's a tough<sup>2</sup> one. I guess the first thing is to try to make a good impression. We often say, "you never get a second chance to make a first impression". You really need to get off<sup>3</sup> to a good start.

**George:** That sounds like good advice. Maybe I could sing and dance for them, ha ha ha! Then they'd really be impressed! But seriously, how do I make a good first impression?

**Jerry:** To begin with, you should firmly<sup>4</sup> shake the interviewer's hand while greeting him or her with a smile. Be sure to keep eye contact, especially when listening to the interviewer.

**George:** Ah, "body language" is really important, isn't it?

**Jerry:** Yes, it is. The second thing is to have confidence. You get confidence from being prepared. You should learn a little bit about the company before the interview. Find out what they do, how long they've been in business, what their business motto<sup>5</sup> is, that kind of thing. You should also anticipate<sup>6</sup> possible questions, and think about how you will answer.

**George:** Should I memorize<sup>7</sup> my answers beforehand<sup>8</sup>?

**Jerry:** No! Definitely not! That sounds very mechanical. You should be natural when you speak. Just think about how you want to answer, and choose the right words at the time of the interview. That way, you can use the interviewer's own words in your answer, which shows you've been listening. Then you're sure to make a good impression.

**George:** I never thought about that before. You're really smart, Jerry! But what should I do if I can't remember an English word when I'm answering a question?

**Jerry:** In that case, you have to paraphrase<sup>9</sup>. In other words, you have to explain what you want to say. For example, if you forget the word "manufacturing", you can say "making a product" instead. Or instead of "statistics" you could say "using many big numbers to describe something".

**George:** That's very helpful, Jerry. Thanks so much. Ah, one more thing. Should I ask about the salary during the interview?

**Jerry:** No, either let them bring up the topic of money, or else wait for a second interview. If you prepare well, make a good first impression, have confidence, and use English naturally, you're almost certain to be interviewed again. Good luck!

---

1 a small but useful piece of practical advice;

2 strong enough to withstand adverse conditions or rough handling;

3 be acquitted;

4 with little possibility of movement; securely;

5 a short sentence or phrase chosen as encapsulating the beliefs or ideals of an individual, family, or institution;

6 expect or predict;

7 commit to memory; learn by heart;

8 before an action or event; in advance;

9 express the meaning of (something written or spoken) using different words, especially to achieve greater clarity;



**These are the most common interview questions. Try and answer these questions:**

1. What can you tell me about yourself?

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2. Can you list your strengths?

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3. What weaknesses do you have?

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4. Why should I consider hiring you?

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5. Where do you see yourself five years from now?

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6. Why do you want to work here?

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7. What is your salary expectation?

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8. What motivates you?

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9. What makes a good team player?

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10. Is there anything that you would like to ask me?

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## DO YOU KNOW?



### Jim Carrey

Hollywood star Jim Carrey worked as a cleaner at a tire factory before hitting the big screen. He took the job at the age of 15 after his father became unemployed. Carrey credits<sup>10</sup> these early lessons in strife<sup>11</sup> and toil<sup>12</sup> for instilling his love of comedy as he used to visit comedy clubs to relieve<sup>13</sup> the stress of work and life.

10 believe (something surprising or unlikely);

11 angry or bitter disagreement over fundamental issues; conflict;

12 exhausting physical labor;

13 cause (pain, distress, or difficulty) to become less severe or serious;





### Brad Pitt

While trying to make it in Hollywood, American heart-throb<sup>14</sup> actor Brad Pitt used to dress up as a chicken and hand out flyers in a bid to attract customers to his employer's restaurant El Pollo Loco (Crazy Chicken) in Hollywood.



### Madonna

Before achieving world domination, global super star Madonna worked at a Dunkin' Donuts serving up coffee and doughnuts to customers at the New York branch<sup>15</sup>. However, it was a short-lived career, in fact she didn't even last a day, as she was sacked<sup>16</sup> for squirting<sup>17</sup> jam into a customer's face.

## WORDS IN PRACTICE (PART 1)

---

### Match the given words with their definitions:

- |               |                |
|---------------|----------------|
| 1. Tip        | 7. Credits     |
| 2. Tough      | 8. Heart-throb |
| 3. Firmly     | 9. Branch      |
| 4. Motto      | 10. Sack       |
| 5. Memorize   | 11. Squirt     |
| 6. Paraphrase |                |

- 
- 14 a man, typically a celebrity, whose good looks excite romantic feelings in women;  
15 one of the offices or groups that form part of a large business organization;  
16 dismiss from employment;  
17 cause (a liquid) to be ejected from a small opening in a thin, fast stream or jet;

- a. \_\_\_\_\_.believe (something surprising or unlikely).
- b. \_\_\_\_\_.a man, typically a celebrity, whose good looks excite romantic feelings in women.
- c. \_\_\_\_\_.a small but useful piece of practical advice
- d. \_\_\_\_\_.strong enough to withstand adverse conditions or rough handling
- e. \_\_\_\_\_.with little possibility of movement; securely
- f. \_\_\_\_\_.a short sentence or phrase chosen as encapsulating the beliefs or ideals of an individual, family, or institution
- g. \_\_\_\_\_.one of the offices or groups that form part of a large business organization.
- h. \_\_\_\_\_.dismiss from employment.
- i. \_\_\_\_\_.commit to memory; learn by heart
- j. \_\_\_\_\_.express the meaning of (something written or spoken) using different words, especially to achieve greater clarity

### Make up sentences using the given words:

Tip

---

Tough

---

Firmly

---

Motto

---

Memorize

---

Paraphrase

---

Credits

---

Heart-throb

---

Branch

---

Sack

---

Squirt

---

# WORD FORMS

**Study the given word forms:**

## ABLE

- *ability*
- *enable*
- *disable*
- *disabled*
- *disability*

**Fill in the gaps with the relevant<sup>18</sup> word forms:**

1. I can only applaud this man's \_\_\_\_\_ to deduce<sup>19</sup>.
2. I'll ride over on horseback to \_\_\_\_\_ a quick escape<sup>20</sup> if needed, she insisted<sup>21</sup>.
3. He's not \_\_\_\_\_, so we can't pay disability.
4. Walker, in 1882, and the \_\_\_\_\_ and death of his successor<sup>22</sup>, Charles W.
5. You could always wait a few weeks or so to see if they \_\_\_\_\_ the security.

## ACCEPT

- *acceptable*
- *acceptably*
- *unacceptable*
- *unacceptably*
- *acceptability*
- *acceptance*

**Fill in the gaps with the relevant word forms:**

1. Amanda was pleasantly surprised to see that the man she had heard so much about was also \_\_\_\_\_ handsome.
2. She had continued her classes and was somehow maintaining <sup>23</sup> \_\_\_\_\_ grades.
3. Of course, all of those conditions <sup>24</sup> are \_\_\_\_\_ to the responsible drunk.
4. Stop the bus if anyone is behaving <sup>25</sup> \_\_\_\_\_.
5. He has worked hard for \_\_\_\_\_ in the shadow of Montana.
6. It's about attitudes <sup>26</sup> and \_\_\_\_\_.

18 closely connected or appropriate to what is being done or considered;

19 arrive at (a fact or a conclusion) by reasoning; draw as a logical conclusion;

20 break free from confinement or control;

21 demand something forcefully, not accepting refusal;

22 a person or thing that succeeds another;

23 cause or enable (a condition or situation) to continue;

24 the state of something with regard to its appearance, quality, or working order;

25 act or conduct oneself in a specified way, especially towards others;

26 a settled way of thinking or feeling about something;

## ACCESS

- *accessible*
- *inaccessible*
- *accessibility*
- *accession*

### Fill in the gaps with the relevant word forms:

1. These artists stole some of film's fire and \_\_\_\_\_.
2. Everybody is in favor of China's \_\_\_\_\_."
3. But we also want to make it \_\_\_\_\_ to the public.
4. Their number is not known because many prisons have remained <sup>27</sup> \_\_\_\_\_.

## ACT

- *active*
- *inactive*
- *actively*
- *activate*
- *activity*
- *activist*
- *activism*
- *activator*
- *activation*

### Fill in the gaps with the relevant word forms:

1. He was \_\_\_\_\_ in his business for 75 or 80 years.
2. He was \_\_\_\_\_ three different times because of injuries last season.
3. You have to be enthusiastic <sup>28</sup> about adventure and \_\_\_\_\_ pursue <sup>29</sup> it.
4. You have to make a positive choice to \_\_\_\_\_ your card.
5. I felt I had to stop the \_\_\_\_\_ for this period.
6. It may be either an \_\_\_\_\_ or an inhibitor<sup>30</sup>.
7. But most of Thursday's \_\_\_\_\_ was in the House.
8. "I am an \_\_\_\_\_, " he said.

## ADMIRE

- *admiration*
- *admiring*
- *admiringly*
- *admirer*
- *admirable*
- *admirably*

---

27 continue to exist, especially after other similar people or things have ceased to do so;

28 having or showing intense and eager enjoyment, interest, or approval;

29 follow or chase (someone or something);

30 a thing which inhibits someone or something;

**And now, fill in the gaps with the relevant word forms:**

1. “It’s \_\_\_\_\_ that he’s coming.
2. \_\_\_\_\_, Harkin says he does not want to do that.
3. “The modesty <sup>31</sup> of it, “he says \_\_\_\_\_.
4. His family and \_\_\_\_\_ have announced a \_\_\_\_\_ service <sup>32</sup> for Thursday.
5. I have a lot of \_\_\_\_\_ for Bill and the Clippers.
6. “I’m very \_\_\_\_\_ of her,” said George

## PHRASAL VERBS RELATED TO WORK

---

**1. Carry out**

Meaning: to perform work, to do a job.

**2. Take over**

Meaning: to accept; to take control of something; when one company is absorbed<sup>33</sup> by another company.

**3. Take on**

Meaning: to accept new employees; to hire.

**4. Lay off**

Meaning: to dismiss<sup>34</sup> employees from their jobs; (US) to fire employees; (UK) to sack<sup>35</sup> employees.

**5. Knuckle down**

Meaning: to stop being distracted<sup>36</sup> and to focus on work.

**6. Hand in**

Meaning: to submit<sup>37</sup>, to deliver work.

**7. Burn out**

Meaning: to become exhausted<sup>38</sup> from work.

**8. Knock off**

Meaning: to end the work day.

---

31 the quality of being relatively moderate, limited, or small in amount, rate, or level;

32 a ceremony of religious worship to commemorate the life of a person, typically someone who has recently died;

33 take up the attention of (someone); interest greatly;

34 order or allow to leave; send away;

35 dismiss from employment;

36 unable to concentrate because one is preoccupied by something worrying or unpleasant;

37 accept or yield to a superior force or to the authority or will of another person;

38 very tired;

**9. Call off**

Meaning: to cancel<sup>39</sup> an event.

**10. Slack off**

Meaning: to work with less energy; to be lazy.

## PHRASAL VERBS IN PRACTICE

**Fill in the gaps with an appropriate phrasal verb (you may also need to change the tense of the verb):**

1. The building work was \_\_\_\_\_ by a local contractor<sup>40</sup>.
2. Let's \_\_\_\_\_ early tonight.
3. She's just \_\_\_\_\_ the meeting.
4. Toshiba is \_\_\_\_\_ the smaller company.
5. Workers usually \_\_\_\_\_ on Fridays.
6. We're \_\_\_\_\_ new staff at the moment.
7. They had to \_\_\_\_\_ workers.
8. It's time we \_\_\_\_\_.
9. He's already \_\_\_\_\_ his report.
10. I'm \_\_\_\_\_ from work stress.

**Make up sentences using these phrasal verbs:**

*Carry out*

---

*Take over*

---

*Take on*

---

*Lay off*

---

*Knuckle down*

---

*Hand in*

---

<sup>39</sup> decide or announce that (a planned event) will not take place;

<sup>40</sup> a person or firm that undertakes a contract to provide materials or labor to perform a service or do a job;

*Burn out*

---

*Knock off*

---

*Call off*

---

*Slack off*

---

## IDIOMS RELATED TO WORK

---

### 1. *To bring home the bacon*

Meaning: To earn a living for the family.

Example: He felt it was his responsibility to bring home the bacon.

My sentence: \_\_\_\_\_

### 2. *A bean-counter*

Meaning: An accountant

Example: The bean-counters told us we had to reduce the budget.

My sentence: \_\_\_\_\_

### 3. *Blood on the carpet*

Meaning: A lot of trouble in an organization often resulting in someone losing their job.

Example: After the meeting there was blood on the carpet.

My sentence: \_\_\_\_\_

### 4. *A cash cow*

Meaning: A product or service that makes a lot of money for a company.

Example: The new product has proved to be a real cash cow.

My sentence: \_\_\_\_\_

### 5. *Chief cook and bottle washer*

Meaning: To be the person who is responsible for everything.

Example: If you want to set up your own business you have to be ready to be chief cook and bottle washer.

My sentence: \_\_\_\_\_