

Speak UP! Script

Unit 1

Lesson 1. simple present tense MP3 : SpeakUp01-01

1. Pattern Practice — Listen to the directions and change the sentences. Say the answer during the pause after the sentence.

1. Change “I” to “Mr. Goto.”
I work at a bank. → Mr. Goto works at a bank.
2. Change “Ms. Abe” to “You.”
Ms. Abe lives in Yokohama. → You live in Yokohama.
3. Change “The secretary” to “Both secretaries.”
The secretary has short black hair. → Both secretaries have short black hair.
4. Add “not” to the sentence.
My job is very interesting. → My job is not very interesting.
5. Change “My” to “His.”
My house is near here. → His house is near here.

2. Conversation Practice — Respond aloud to my questions or statements.

Hello, may I speak to Mr. Satoh, please?

Hi, how are you?

Would you come to my office for the interview at 3:00 tomorrow?

OK, see you tomorrow.

Lesson 2. simple past tense MP3 : SpeakUp01-02

1. Pattern Practice — Listen to the directions and change the sentences.

1. Change “every day” to “last year.”
I study English every day. → I studied English last year.
2. Change “Keiko” to “Keiko and her sister.”
Keiko was a student three years ago. → Keiko and her sister were students three years ago.
3. Use “used to.”
The company had a big factory in Mexico. → The company used to have a big factory in Mexico.
4. Use “not.”
We went to dinner at 7:00. → We didn't go to dinner at 7:00.
5. Add “this morning.”
We open the store at 10:00. → We opened the store at 10:00 this morning.

2. Conversation Practice — In the office

What did you do this weekend?

Oh, was that fun?

Let me join you sometime.

Lesson 3. simple future tense MP3 : SpeakUp01-03

1. Pattern Practice — Listen to the directions and change the sentences.

1. Change “this morning” to “tomorrow.”
I sent you an e-mail this morning. → I will send you an e-mail tomorrow.
2. Change “The price” to “All the prices.”
The price will go up. → All the prices will go up.
3. Change “will” to “be going to.”
The store will close at 8:00. → The store is going to close at 8:00.

4. Change to a question.

The meeting will be on Monday. → Will the meeting be on Monday?

5. Change “We” to “She.”

We’re going to have dinner. → She’s going to have dinner.

2. Conversation Practice — With a friend

What are you going to do tomorrow?

Do you have any plans this evening?

Are you going to study English in America or in England?

Unit 2

Lesson 1. auxiliaries of request or permission MP3 : SpeakUp02-01

1. Pattern Practice — Listen to the directions and change the sentences.

1. Change “May” to “Could.”

May I open the window? → Could I open the window?

2. Answer the question with “yes.”

Shall we have dinner now? → Yes, let’s. Let’s have dinner now.

3. Ask for sugar with “Could.”

I’ll have sugar in my coffee. → Could I have sugar in my coffee?

4. Offer to drive the person to the station.

It’s time to go home. → Shall I drive you to the station?

5. Ask for a copy using “Could.”

We have more copies of the report. → Could we have more copies of the report?

2. Conversation Practice — Talks between co-workers in the office.

May I join you for lunch?

There’s Keiko. Shall I ask her to join us?

How has work been today?

Lesson 2. auxiliaries of possibility, probability or ability MP3 : SpeakUp02-02

1. Pattern Practice — Listen to the directions and change the sentences.

1. Change to a question.

We should hire more workers. → Should we hire more workers?

2. Change “may” to “could.”

It may rain later today. → It could rain later today.

3. Add “not.”

The office could move to the fourth floor. → The office could not move to the fourth floor.

4. Use “will.”

Everyone can have a free ticket. → Everyone will be able to have a free ticket.

5. Add “when she was young.”

My mother can play the piano. → My mother was able to play the piano when she was young.

2. Conversation Practice — Talks on the phone, with a friend. Try to use an auxiliary in your answer.

What sport were you very good in junior high school?

What will the weather be like tomorrow?

Will you be able to come to the party this weekend?

Lesson 3. auxiliaries of obligation or necessity MP3 : SpeakUp02-03

1. Pattern Practice — Listen to the directions and change the sentences.

1. Change “must” to “have to.”
All employees must wear uniforms. → All employees have to wear uniforms.
2. Change the sentence to a question.
The company needs to cut costs. → Does the company need to cut costs?
3. Change the sentence using “had better.”
She should return Ms. Brown’s phone call. → She had better return Ms. Brown’s phone call.
4. Change it to the future tense.
You must turn off the power. → You will have to turn off the power.
5. Answer this question with “no.”
Must I work late tonight? → No, you don’t have to work late tonight.

2. Conversation Practice — With a friend

Did you have to work late yesterday?

Do you think I had better go to the conference?

May we play catch in this park?

Unit 3

Lesson 1. present progressive MP3 : SpeakUp03-01

1. Pattern Practice — Listen to the directions and change the sentences.

1. Make a question using “you.”
I’m starting to understand Chinese. → Are you starting to understand Chinese?
2. Change “We” to “He.”
We’re planning to go to Kyushu. → He is planning to go to Kyushu.
3. Change it to a negative sentence.
The weather is getting cold. → The weather isn’t getting cold.
4. Add “currently” to the statement.
Mr. Harris rents an apartment. → Mr. Harris is currently renting an apartment.

2. Conversation Practice — A talk with the boss

How are you doing on the project?

Are you going to finish by tomorrow?

Why are you having trouble?

Lesson 2. past progressive MP3 : SpeakUp03-02

1. Pattern Practice — Listen to the directions and change the sentences.

1. Add “last year” and make it past progressive.
I work in Osaka. → I was working in Osaka last year.
2. Make it past progressive.
The company is going to sell French perfume. → The company was going to sell French perfume.
3. Make a question starting with “What” to get this answer.
We were eating when the power stopped. → What were you doing when the power stopped?
4. Change “My son” to “All the children.”
My son was playing basketball at that time. → All the children were playing basketball at that time.
5. Use the past progressive. Add “when I came in.”
The phone rings. → The phone was ringing when I came in.

2. Conversation Practice — With a co-worker

What were you doing just now?

What were you doing when the boss suddenly came in?

What were you doing when you were in England?

Lesson 3. action verbs and stative verbs MP3 : SpeakUp03-03

1. Pattern Practice — Listen to the directions and change the sentences.

1. Change “I” to “Everyone.”

I hate getting up early. → Everyone hates getting up early.

2. Add “temporarily” and change the statement.

I live in an apartment. → I’m temporarily living in an apartment.

3. Add “gradually” and change the sentence.

I understand what’s going on. → I’m gradually understanding what’s going on.

4. Add “can” and change the sentence.

I hear music on the phone line. → I can hear music on the phone line.

5. Make it present progressive.

Aya is quiet tonight. → Aya is being quiet tonight.

2. Conversation Practice

Where do you live?

How are you getting along with him?

Are you getting to know him?

It’s very cold outside. Put on a heavy coat.

Unit 4

Lesson 1. present perfect MP3 : SpeakUp04-01

1. Pattern Practice — Listen to the directions and change the sentences.

1. Add “many times” and change to present perfect.

I went to New York. → I have been to New York many times.

2. Answer this question using “twice.”

How many times have you read the book? → I have read the book twice.

3. Add “since 2004” and change the sentence.

I live in this city. → I have lived in this city since 2004.

4. Answer this question with “no.”

Have you seen the movie yet? → No, I haven’t seen the movie yet.

Answer with “yes” and “already.”

Have you seen the movie yet? → Yes, I have already seen the movie.

5. Use “just now” and change the sentence.

I have just written an e-mail. → I wrote an e-mail just now.

2. Conversation Practice

How long have you been in this company?

Have you ever been to Paris?

Where have you been? I’ve been looking for you.

Lesson 2. present perfect progressive MP3 : SpeakUp04-02

1. Pattern Practice — Listen to the directions and change the sentences.

1. Change to present perfect progressive using “all this week.”
I have once read this book. → I have been reading this book all this week.
2. Answer this question using “for an hour.”
How long have you been waiting for the bus? → I have been waiting for the bus for an hour.
3. Change “today” to “since this morning” and change to present perfect progressive.
It is raining today. → It has been raining since this morning.
4. Change to present perfect progressive adding “all afternoon.”
The boss is attending the meeting. → The boss has been attending the meeting all afternoon.
5. Answer this question using “since one o’clock.”
How long have they been playing baseball? → They have been playing baseball since one o’clock.

2. Conversation Practice

How long have you been studying English?

Have you been waiting for the train for a long time?

Since when have you been practicing guitar?

Lesson 3. future progressive MP3 : SpeakUp04-03

1. Pattern Practice — Listen to the directions and change the sentences.

1. Change the sentence to future progressive.
I will spend my vacation in Paris. → I will be spending my vacation in Paris.
2. Answer the question using “play golf.”
What will you be doing this weekend? → I will be playing golf this weekend.
3. Answer the question using “study in America” and future progressive.
What is your plan next year? → I will be studying in America next year.
4. Change to the future progressive.
I will wait for you in the lobby. → I will be waiting for you in the lobby.
5. Change to the future progressive.
Will you come to my wedding? → Will you be coming to my wedding?

2. Conversation Practice

What will you be doing this evening?

OK. If you don’t have any plans, why don’t we have a drink?

Are you going to be taking the TOEIC test next month?

Unit 5

Lesson 1. imperative sentences MP3 : SpeakUp05-01

1. Pattern Practice — Listen to the directions and change the sentences.

1. Add “will you” and say it more politely.
Give me a cup of coffee. → Will you give me a cup of coffee?
→ Give me a cup of coffee, will you?
2. Add “don’t” and change the sentence.
You are late for the meeting. → Don’t be late for the meeting.
3. Use “let” and change it to an imperative sentence.
He wants to buy a new car. → Let him buy a new car.
4. Use “let” and change the sentence.
You and I will have lunch. → Let’s have lunch.

5. Change the sentence using “let.”

We will explain the situation first. → Let us explain the situation first.

2. Conversation Practice

Will you give me a ride to the station?

Let's play golf this weekend.

Will you go with him or let him go by himself?

Lesson 2. SVC structure MP3 : SpeakUp05-02

1. Pattern Practice — Listen to the directions and change the sentences.

1. Use “seem” and change the sentence.

This question is very difficult. → This question seems very difficult.

2. Use “feel” and change the sentence.

I'm tired today. → I feel tired today.

3. Use “remained” and change the sentence.

I was cool during the job interview. → I remained cool during the job interview.

4. Use “has gone” and change the sentence.

This milk is bad. → This milk has gone bad.

5. Use “look” and change the sentence.

That supermarket is very busy this week. → That supermarket looks very busy this week.

2. Conversation Practice — Try to use SVC structure.

How do you feel today?

How do they appear in your office?

Your idea sounds good. How did you think of it?

Lesson 3. 'it' as a formal subject MP3 : SpeakUp05-03

1. Pattern Practice — Listen to the directions and change the sentences.

1. Change the following sentences using “it as a formal subject.”

To work for 10 hours a day is very tough. → It is very tough to work for 10 hours a day.

What he thinks doesn't matter. → It doesn't matter what he thinks.

To get up early seems difficult for me. → It seems difficult for me to get up early.

Meeting you has been very nice. → It's been very nice meeting you.

2. Rephrase the sentences using “impersonal it.”

The distance from my home to the station is two kilometers.

→ It is two kilometers from my home to the station.

The weather is fine today. → It's fine today.

2. Conversation Practice

How far is it from your apartment to the station?

How is the weather in your town now?

Oh, there are so many people around here. Is it always crowded like this?

Unit 6

Lesson 1. affirmative questions MP3 : SpeakUp06-01

1. Pattern Practice — Listen to the directions and change the sentences.

1. Change the sentences to questions.
He lives in the suburbs. → Does he live in the suburbs?
Mr. Sato is the president of this company. → Is Mr. Sato the president of this company?
2. Make a question using “I.”
You are being rude lately. → Am I being rude lately?
3. Make a question using “you.”
I went to Kyoto last weekend. → Did you go to Kyoto last weekend?
4. Change “you” to “they.”
Do you commute by car? → Do they commute by car?
5. Change to a question.
Ms. Ozaki will go abroad next month. → Will Ms. Ozaki go abroad next month?

2. Conversation Practice

Do you have a car?

If yes, was it new when you bought it?

Excuse me. Do you have a minute?

Do you mind if I talk to you?

Lesson 2. interrogative questions MP3 : SpeakUp06-02

1. Pattern Practice — Listen to the directions and change the sentences.

1. Make a question to get this answer.
I commute by car. → How do you commute?
2. Ask the place.
I live in an apartment near the station. → Where do you live?
3. Ask the time.
I arrived here 10 minutes before 9:00. → When did you arrive here?
4. Make two types of questions using “who” and “whom.”
I met an old friend from high school last night. → Who did you meet last night?
→ Whom did you meet last night?
5. Rephrase the question starting with “What.”
Why did you come here? → What made you come here?

2. Conversation Practice

Where do you come from?

What time do you usually leave home for work?

Why did you decide to study English?

Lesson 3. negative questions MP3 : SpeakUp06-03

1. Pattern Practice — Listen to the directions and change the sentences.

1. Make a question to get this answer.
Yes, we met at the trade show last year. → Didn't we meet at the trade show last year?
2. Answer the question with “yes.”
Don't you work in his office? → Yes, I work in his office.
3. Make a negative question using “you.”

I said so. → Didn't you say so?

4. Use a negative question in the following situation.

When you see your co-worker is still working. → Haven't you gone home yet?

5. Make a negative question to get this response.

Yes, it's been three years since we met. → Hasn't it been three years since we met?

2. Conversation Practice

Weren't you a good student when you were in high school?

Have you seen the movie Harry Potter?

Wasn't it good?

Unit 7

Lesson 1. tag questions MP3 : SpeakUp07-01

1. Pattern Practice — Add the tag question and say the whole sentence.

It's nice and warm today. → It's nice and warm today, isn't it?

Miss Saito speaks very good English. → Miss Saito speaks very good English, doesn't she?

Tom has not arrived yet. → Tom has not arrived yet, has he?

Turn down the stereo. → Turn down the stereo, will you? / Turn down the stereo, won't you?

Don't be late for the baseball game next Sunday.

→ Don't be late for the baseball game next Sunday, will you?

2. Conversation Practice

The weather is very good today, isn't it?

What do you think of your boss? He is kind to you, isn't he? Or, she is kind to you, isn't she?

You enjoy your work, don't you?

Lesson 2. partial negation MP3 : SpeakUp07-02

1. Pattern Practice — Listen to the directions and change the sentences.

1. Rephrase the sentences using partial negation.

I usually drink coffee with milk, but sometimes I don't. → I don't always drink coffee with milk.

I met one of the two people. → I didn't meet both of the people.

Most of the dishes in this restaurant are spicy, but some are not.

→ Not all of the dishes in this restaurant are spicy.

I play golf almost every Sunday, but on some Sundays I don't. → I don't play golf every Sunday.

2. Add "not" and "very" and say the whole sentence.

I know him well. → I don't know him very well.

2. Conversation Practice

Do all of our staff members have to attend the meeting?

Do you play golf every Sunday?

Do you remember all the names of your classmates?

Lesson 3. other negations MP3 : SpeakUp07-03

1. Pattern Practice — Listen to the directions and change the sentences.

1. Rephrase the sentences without using "not."

She is not happy. → She is unhappy.

He does not agree with your idea. → He disagrees with your idea.

Parking your car here is not legal. → Parking your car here is illegal.

Finishing the job within this week is not possible. → Finishing the job within this week is impossible.

2. Use “hardly” and rephrase the sentence.

I don't know the company president well. → I hardly know the company president.

2. Conversation Practice

Did he agree with your idea completely?

Is it usual that all your staff members agree with your idea?

Unit 8

Lesson 1. infinitives as nouns MP3 : SpeakUp08-01

1. Pattern Practice — Listen to the directions and change the sentences.

1. Start with to-infinitive.

It is my hobby to walk in the mountains. → To walk in the mountains is my hobby.

It is our custom to visit our ancestors' graves. → To visit our ancestors' graves is our custom.

2. Add “not” to the sentence.

We decided to sell the product. → We decided not to sell the product.

3. Add “Your task is” and say the whole sentence.

Manage the sales team. → Your task is to manage the sales team.

4. Add “you” and change the sentence.

I want to go to New York. → I want you to go to New York.

2. Conversation Practice

Has it been great to work at your current office?

Did you ever want to quit your job?

What is your task this week?

Lesson 2. infinitives as adjectives MP3 : SpeakUp08-02

1. Pattern Practice — Listen to the directions and change the sentences.

1. Combine the two sentences into one.

I have an assignment. I'll give it to you. → I have an assignment to give you.

2. Add “something” and “cold” and say the whole sentence.

I want to drink. → I want something cold to drink.

3. Shorten the sentence using a to-infinitive.

I don't know what I should do now. → I don't know what to do now.

I haven't decided where I should live yet. → I haven't decided where to live yet.

4. Add a to-infinitive to the sentence.

That store seems busy. → That store seems to be busy.

2. Conversation Practice

Do you have any plans to go abroad soon?

Have you decided what to buy for your mother's birthday?

Do you learn how to use new software quickly?

Lesson 3. infinitives as adverbs MP3 : SpeakUp08-03

1. Pattern Practice — Listen to the directions and change the sentences.

1. Change the sentences using “too ... to” or “enough to ...”
 The box is very heavy, and I can't carry it. → The box is too heavy for me to carry.
 This box is very big, and we can put all these books in.
 → This box is big enough to put all these books in.
 This room is so noisy that I can't hear you talk. → This room is too noisy to hear you talk.
2. Change the sentence using a to-infinitive.
 If you hear her speak English, you may think she is an American.
 → To hear her speak English, you may think she is an American.
3. Rephrase the sentence using “not.”
 Be sure to be on time. → Be sure not to be late.

2. Conversation Practice

If you have recently been to a foreign country, what was your purpose?

In order to get your current job, what did you do?

Unit 9

Lesson 1. gerunds MP3 : SpeakUp09-01

1. Pattern Practice — Listen to the directions and change the sentences.

1. Rephrase the sentences starting with a gerund.
 It took time coming here by car. → Coming here by car took time.
 It is a good idea to work overtime this week. → Working overtime this week is a good idea.
 Your task is to sell our new product. → Selling our new product is your task.
2. Combine the sentences into one.
 I'm sorry. I forgot to call you. → I'm sorry for forgetting to call you.
 I had bought milk. I forgot it. → I forgot having bought milk.

2. Conversation Practice

Do you think it is difficult writing a report?

Do you ever think getting a good grade at school is easy?

Lesson 2. infinitives and gerunds MP3 : SpeakUp09-02

1. Pattern Practice — Listen to the directions and change the sentences.

1. Combine the two sentences into one.
 We talked with foreign students. We enjoyed it. → We enjoyed talking with foreign students.
 My son broke the window. He admitted it. → My son admitted breaking the window.
 Sell the new product. We should prepare for it. → We should prepare to sell the new product.
2. Rephrase the sentence using a gerund.
 Do you mind if I come late for the dinner? → Do you mind my coming late for the dinner?
 It's easy to drive on the right-hand side. I'm used to it. → I'm used to driving on the right-hand side.

2. Conversation Practice

Have you ever tried eating a very unusual food?

What do you feel like eating tonight?

Are you used to living in cold weather?

Unit 10

Lesson 1. use of participles MP3 : SpeakUp10-01

1. Pattern Practice — Rephrase the sentences according to the directions.

I was bored with his talk. (Start with “His talk.”) → His talk was boring to me.

Watching baseball is interesting to me. (Start with “I.”) → I’m interested in watching baseball.

Your idea sounds very exciting. (Start with “We.”) → We are very excited about your idea.

The incident is scaring the people in the neighborhood. (Start with “The people”)
→ The people in the neighborhood are scared of the incident.

His story is convincing to me. (Start with “I.”) → I’m convinced by his story.

2. Conversation Practice

Are you interested in playing sports?

What sport are you interested in?

Tell me what you have recently been disappointed in.

Lesson 2. participles as pre-modifiers MP3 : SpeakUp10-02

1. Pattern Practice — Using participles, combine the two sentences into one.

There are some firms. They are promising. → There are some promising firms.

We heard the news today. The news is surprising. → We heard the surprising news today.

I hate to listen to stories. They are boring. → I hate to listen to boring stories.

Look at that car. It’s wrecked. → Look at that wrecked car.

The theater was full of people. They were bored. → The theater was full of bored people.

2. Conversation Practice

If you have had a shocking event recently, tell me about it.

How shocked at it were you?

Lesson 3. participles as post-modifiers MP3 : SpeakUp10-03

1. Pattern Practice — Combine the two sentences into one using participles.

The man is my boss. He is talking at the podium. → The man talking at the podium is my boss.

The task is going to be tough. It has been assigned to me. → The task assigned to me is going to be tough.

I want to meet with the people. They are involved. → I want to meet with the people involved.

This is the only copy of the book. It is left. → This is the only copy of the book left.

Have you finished the report? The report is needed in the meeting.

→ Have you finished the report needed in the meeting?

2. Conversation Practice

What is your school or company known for?

Do you have any project assigned to you recently?

Unit 11

Lesson 1. passive voice MP3 : SpeakUp11-01

1. Pattern Practice — Change the sentences to passive voice.

People here usually use a car for shopping. → A car is usually used for shopping here.

I have driven this car for 13 years. → This car has been driven for 13 years.

We will hold a farewell party for Jim on Friday next week.

→ A farewell party will be held for Jim on Friday next week.

You should always keep the back door closed. → The back door should always be kept closed.
 My boss has read your letter. → Your letter has been read by my boss.

2. Conversation Practice

How long has your computer been broken?

How many people are employed in your office?

Lesson 2. passive voice without 'be' MP3 : SpeakUp11-02

1. Pattern Practice — Listen to the directions and change the sentences.

1. Change the sentences using "get."

I was just paid. → I just got paid.

I was tired from the long drive. → I got tired from the long drive.

I was confused by his behavior. → I got confused by his behavior.

2. Change the sentences according to the directions.

My proposal is still unread by my boss. (Use "remain.") → My proposal remains unread by my boss.

I was convinced by Mr. Ford's speech. (Use "become.") → I became convinced by Mr. Ford's speech.

2. Conversation Practice

Tell me what you got excited about recently.

If you live alone, have you gotten used to living alone?

Lesson 3. passive voice without 'by' MP3 : SpeakUp11-03

1. Pattern Practice — Rephrase the sentences using the passive voice.

The splendor of the movie amazed me. → I was amazed at the splendor of the movie.

Something occupies Masao's mind. → Masao's mind is occupied with something.

Snow covered all the streets in town this morning.

→ All the streets in town were covered with snow this morning.

A lot of character goods fill your room. → Your room is filled with a lot of character goods.

His performance disappointed me. → I was disappointed in his performance.

2. Conversation Practice

Where were you born?

What is prohibited in your office or school?

Are you occupied with something right now?

Unit 12

Lesson 1. agreement of tense MP3 : SpeakUp12-01

1. Pattern Practice — Listen to the directions and change the sentences.

1. Change to the past tense.

I know that you are going to America to study English.

→ I knew that you were going to America to study English.

2. Change to the past tense.

He says that he will take a day off tomorrow. → He said that he would take a day off tomorrow.

3. Change to the past tense.

Mr. Sato already knows that the president has resigned.

→ Mr. Sato already knew that the president had resigned.

4. Change to the past tense.

He always tells us we must be on time.

→ He always told us we must be on time. / He always told us we had to be on time.

5. Change to the past perfect tense.

I already know the company will be bought up.

→ I had already known the company would be bought up.

2. Conversation Practice

What was the biggest event in your company or school recently?

Did you know that it was going to happen?

Lesson 2. exceptions to agreement of tense MP3 : SpeakUp12-02

1. Pattern Practice — Change the sentences to the past tense.

Not all the students know that the capital of Japan is Tokyo.

→ Not all the students knew that the capital of Japan is Tokyo.

Everyone knows that human life is the most valuable. → Everyone knew that human life is the most valuable.

John says he is leaving Japan next month. → John said he is leaving Japan next month.

American firms know Japanese buy high. → American firms knew Japanese buy high.

Kim says the meeting has been postponed to this Friday.

→ Kim said the meeting has been postponed to this Friday.

2. Conversation Practice

Are any of your staff members quitting soon?

Did he or she say that he or she is quitting?

Lesson 3. location of negative words MP3 : SpeakUp12-03

1. Pattern Practice — Listen to the directions and change the sentences.

1. Add “I think” to the sentence.

It will not be easy to make this project a success.

→ I don't think it will be easy to make this project a success.

2. Add “I'm afraid” to the sentence.

I cannot finish the work within today. → I'm afraid I cannot finish the work within today.

3. Answer the question using “I'm afraid” and “not.”

Can you work overtime tonight? → I'm afraid I cannot work overtime tonight.

Shorten your answer. → I'm afraid not.

4. Change the sentence to the negative form.

I know why she said so, too. → I don't know why she said so, either.

Use “also” instead of “either.” → I also don't know why she said so.

2. Conversation Practice

Is your project or task difficult to do?

Do you think you can finish it on time?

Unit 13

Lesson 1. first subjunctive MP3 : SpeakUp13-01

1. Pattern Practice — Listen to the directions and change the sentences.

1. Add “my boss ordered that.”

I worked overtime last night. → My boss ordered that I work overtime last night.

2. Add “Kim requested that.”

Jim should attend the meeting. → Kim requested that Jim attend the meeting.

3. Add “I will recommend that.”

Jenny will work with us. → I will recommend that Jenny work with us.

4. Add “It is natural that.”

She is angry at you. → It is natural that she be angry at you.

5. Add “It is important that.”

The firm should make a profit. → It is important that the firm make a profit.

2. Conversation Practice

May I see your passport, please?

Do you have any bottles of wine or alcoholic beverages with you?

Lesson 2. verbs that take two objects MP3 : SpeakUp13-02

1. Pattern Practice — Listen to the directions and change the sentences.

1. Change “his car” to “it.”

My uncle gave me his car. → My uncle gave it to me.

2. Rephrase the sentences using “to” or “for.”

He showed me a very nice plan. → He showed a very nice plan to me.

My father bought me the latest cell phone. → My father bought the latest cell phone for me.

Mr. Wilson taught me English. → Mr. Wilson taught English to me.

2. Conversation Practice

We don't have your name on the list. How did you reserve your car?

Will you buy full insurance, or do you have any particular plan?

Unit 14

Lesson 1. past perfect MP3 : SpeakUp14-01

1. Pattern Practice — Listen to the directions and change the sentences.

1. Add “before he left Japan.”

Jim visited many temples and shrines.

→ Jim had visited many temples and shrines before he left Japan.

2. Add “before you came.”

The cakes have all been eaten. → The cakes had all been eaten before you came.

3. Add “by the time we arrived.”

The train has already gone. → The train had already gone by the time we arrived.

4. Add “before the concert last week.”

We have been practicing hard. → We had been practicing hard before the concert last week.

5. Add “until you gave me a call.”

I waited for over an hour. → I had waited for over an hour until you gave me a call.

2. Conversation Practice

Had you visited a farm before you came here?

Where had you worked before you started to work at your current office?

Lesson 2. future perfect MP3 : SpeakUp14-02

1. Pattern Practice — Listen to the directions and change the sentences.

1. Rephrase the sentence to the future perfect adding “before he comes.”

I'll finish writing the report. → I'll have finished writing the report before he comes.

2. Add “when you arrive there” and rephrase the sentence.
The plane will leave. → The plane will have left when you arrive there.
3. Add “by this time next year” and rephrase the sentence.
We’ll buy a new house. → We’ll have bought a new house by this time next year.
4. Add “if I go there again” and rephrase the sentence.
I’ve been to New York three times. → I’ll have been to New York three times if I go there again.
5. Add “by the end of this month” and rephrase the sentence.
We have been selling this machine for 10 years.
→ We will have been selling this machine for 10 years by the end of this month.

2. Conversation Practice

How many times will you have visited foreign countries if you go on one more trip?

Do you think you will have finished writing the report by tomorrow morning?

Unit 15

Lesson 1. subjunctive mood MP3 : SpeakUp15-01

1. Pattern Practice — Listen to the directions and change the sentences.

1. Add “If I were you” and rephrase the sentence.
I don’t go there. → If I were you, I wouldn’t go there.
2. Add “If I lived in Kyoto” and rephrase the sentence.
I will visit temples and shrines every day.
→ If I lived in Kyoto, I would visit temples and shrines every day.
3. Add “If I had money” and rephrase the sentence.
I will buy this car right away. → If I had money, I would buy this car right away.
4. Add “If I hadn’t missed the plane” and rephrase the sentence.
I will be meeting with you. → If I hadn’t missed the plane, I would be meeting with you.
5. Add “I wish” and rephrase the sentence.
I am rich. → I wish I were rich.

2. Conversation Practice

If you lived in America, what would you be doing?

If you had a million yen, what would you buy?

If you had been born 20 years earlier, what would you be doing now?

Lesson 2. various subjunctive expressions MP3 : SpeakUp15-02

1. Pattern Practice — Listen to the directions and change the sentences.

1. Rephrase the sentence using subjunctive expressions.
I regret that you didn’t come yesterday. → You should’ve come yesterday.
It was possible that you would be hit by a car. → You might have been hit by a car.
I regret that I drank and drove a car. → I shouldn’t have drunk and driven a car.
2. Rephrase the sentence using an if-clause.
Had I known you were coming, I would’ve prepared a delicious dinner.
→ If I had known you were coming, I would’ve prepared a delicious dinner.
Without your help, I wouldn’t have finished it.
→ If you hadn’t helped me, I wouldn’t have finished it. / If I hadn’t had your help, I wouldn’t have finished it.

2. Conversation Practice

Do you have anything that you regret having done?

Do you have anything that you could have done this year?

Lesson 3. if, when, unless, even if MP3 : SpeakUp15-03

1. Pattern Practice — Listen to the directions and change the sentences.

1. Rephrase the sentence using “unless.”
If it doesn't rain tomorrow, I will play golf. → Unless it rains tomorrow, I will play golf.
2. Add “when he comes” to the sentence.
I'll have him call you. → I'll have him call you when he comes. / When he comes, I'll have him call you.
3. Combine the two sentences using “even though.”
This computer is expensive. You should buy it.
→ Even though this computer is expensive, you should buy it.
4. Combine the two sentences using “even if.”
The computer is not expensive. You should not buy it.
→ Even if the computer is not expensive, you should not buy it.
5. Rephrase the sentence using “if” and “not.”
Unless I get a pay raise, I will quit the job. → If I don't get a pay raise, I will quit the job.

2. Conversation Practice

Do you have anything that you really want to do even though it is prohibited?

Unless it rains next Sunday, what will you be doing?

Unit 16

Lesson 1. perception verbs MP3 : SpeakUp16-01

1. Pattern Practice — Listen to the directions and change the sentences.

1. Rephrase the sentence without using “when.”
When I saw him, he was crossing the street. → I saw him crossing the street.
2. Combine the two sentences into one.
The board members were talking about layoffs. I overheard it.
→ I overheard the board members talk about layoffs.
→ I overheard the board members talking about layoffs.
Didn't you hear me? I was calling your name. → Didn't you hear me call your name?
→ Didn't you hear me calling your name?
3. Change the sentence to the passive voice.
I think we have never heard him sing. → I think he has never been heard to sing.
4. Combine the two sentences into one.
Did you feel it? The ground was shaking. → Did you feel the ground shake?
→ Did you feel the ground shaking?

2. Conversation Practice

Have you ever seen a cat catch a bird?

When did you recently feel the ground shake?

Lesson 2. causative verbs MP3 : SpeakUp16-02

1. Pattern Practice — Listen to the directions and change the sentences.

1. Rephrase the sentence using “why.”
What makes you think so? → Why do you think so?
2. Change the sentence into the negative form.
Let's get involved in that matter. → Let's not get involved in that matter.
3. Rephrase the sentence using “make.”

The boss forced Jim to leave the company. → The boss made Jim leave the company.

4. Rephrase the sentence using “make” and “myself.”

I talked to people in French, but no one understood me.

→ I couldn't make myself understood in French.

5. Rephrase the sentence using “get.”

I should ask someone to wash my car. → I should get my car washed.

2. Conversation Practice

How often do you get your hair cut?

Have you ever had your personal items stolen on the train?

Unit 17

Lesson 1. relative pronouns MP3 : SpeakUp17-01

1. Pattern Practice — Listen to the directions and change the sentences.

1. Combine the two sentences using relative pronouns.

She is the student. She has applied for a job at our office.

→ She is the student who has applied for a job at our office.

We will ship the computer. You ordered the computer yesterday.

→ We will ship the computer which you ordered yesterday.

This boy is my nephew. His mother is my younger sister.

→ This boy whose mother is my younger sister is my nephew.

Do you remember the lady? We met her at the party.

→ Do you remember the lady who we met at the party?

2. Combine the two sentences using the relative pronoun “what.”

What was he saying? I understood that. → I understood what he was saying.

2. Conversation Practice

Do you have a family member who lives abroad?

Do you have a friend whose brother or sister is a TV talent?

Lesson 2. relative adverbs MP3 : SpeakUp17-02

1. Pattern Practice — Listen to the directions and change the sentences.

1. Combine the two sentences using relative adverbs.

This is the town. I was born here. → This is the town where I was born.

June is the time. We have a lot of rain in June. → June is the time when we have a lot of rain.

This is the reason. This is why I visited him. → This is the reason why I visited him.

2. Make two types of sentences combining the following two sentences.

This is the way. We eat the fish in this way. → This is the way we eat the fish.

→ This is how we eat the fish.

2. Conversation Practice

Do you still remember the place where you first met your girlfriend or boyfriend?

Tell me how you became close after that.

Unit 18

Lesson 1. indirect questions MP3 : SpeakUp18-01

1. Pattern Practice — Listen to the directions and change the sentences.

1. Combine the two sentences into one.

What time is it? Do you know it? → Do you know what time it is?

How is their quality? Can you tell me that? → Can you tell me how their quality is?

Which car is more expensive? I don't know it. → I don't know which car is more expensive.

Who was he? I don't remember that. → I don't remember who he was.

2. Add "I don't know" and say the whole sentence.

Do I have to work on the weekend? → I don't know if I have to work on the weekend.

→ I don't know whether I have to work on the weekend.

3. Add "do you think" and say the whole sentence.

When is he coming? → When do you think he is coming?

2. Conversation Practice

Tell me where you live.

When do you plan to take the next TOEIC test?

Lesson 2. deletion of the subject and verb MP3 : SpeakUp18-02

1. Pattern Practice — Shorten the sentences deleting the subject and verb.

When I was young, I used to live in America. → When young, I used to live in America.

While he was playing soccer, he got injured. → While playing soccer, he got injured.

Although our new product is less expensive, it's not selling well.

→ Although less expensive, our new product is not selling well.

As she was a student, Nancy studied hard. → As a student, Nancy studied hard.

2. Conversation Practice

Tell me what you did as a club activity when in high school.

When young, what kind of child were you?

Lesson 3. conjunctions MP3 : SpeakUp18-03

1. Pattern Practice — Listen to the directions and change the sentences.

1. Rephrase the sentence using "during."

While I was staying there, I visited many museums. → During my stay there, I visited many museums.

2. Change "when" to "as soon as."

I will do it when I come to the office tomorrow morning.

→ I will do it as soon as I come to the office tomorrow morning.

3. Rephrase the sentence deleting "I was."

I have lived in this house since I was a child. → I have lived in this house since my childhood.

4. Rephrase the sentence using "so that."

Finish the report today in order that I can use it at the meeting tomorrow.

→ Finish the report today so that I can use it at the meeting tomorrow.

5. Rephrase the sentence using "too ... to."

It is so noisy that I can't hear you. → It is too noisy for me to hear you.

2. Conversation Practice

Have you lived in your current house since you were a child?

Suppose you win a lottery, what would you do?

Unit 19

Lesson 1. participial construction MP3 : SpeakUp19-01

1. Pattern Practice — Rephrase the sentences using participial construction.

When I was staying with an American family, I learned English.

- Staying with an American family, I learned English.
 Because I was so tired last night, I ate nothing and went to bed.
 → Being so tired last night, I ate nothing and went to bed.
 → So tired last night, I ate nothing and went to bed.
 Because he didn't know what to say, he kept silent. → Not knowing what to say, he kept silent.
 Because Roy is absent, we are busy this week. → Roy being absent, we are busy this week.
 As I had missed the bus, I had to walk all the way home.
 → Having missed the bus, I had to walk all the way home.

2. Conversation Practice

Make any sentences, using the participial construction expressions on Page 209.(Unit 19, 1. participial construction)

Lesson 2. emphasis and inversion MP3 : SpeakUp19-02

1. Pattern Practice — Listen to the directions and change the sentences.

- Emphasize the sentences using “do” or “does.”
 He speaks good English. → He does speak good English.
 I noticed the police car, but I didn't stop my car. → I did notice the police car, but I didn't stop my car.
- Emphasize the sentences using “it is ... that” or “it is ... who.”
 Mr. Wilson introduced you. → It was Mr. Wilson who introduced you.
 His novel won the first prize. → It was his novel that won the first prize.
- Respond to the sentences using “so” or “neither.”
 I'm very tired. → So am I.
 I like this movie. → So do I.
 I don't like this movie. → Neither do I.
 I won't go there. → Neither will I.

2. Conversation Practice — Respond to my statement using “so” or “neither.”

I like Italian food very much.

I don't like snakes.

I had a very good time last weekend.

Unit 20

Lesson 1. comparison MP3 : SpeakUp20-01

1. Pattern Practice — Listen to the directions and change the sentences.

- Change the sentences according to the direction.
 He works hard. (Add “than I do.”) → He works harder than I do.
 She is beautiful. (Add “than I am.”) → She is more beautiful than I am.
 He works hard. (Add “in the office” and change to the superlative.)
 → He works the hardest in the office.
- Say the sentence in the opposite way.
 This coat is more expensive. → This coat is less expensive.
- Rephrase the sentence using “as ... as.”
 Your company is bigger than ours. → Your company is not as small as ours.
 → Our company is not as big as yours.

2. Conversation Practice

Who works the hardest in your office?

Are you taller than your father?

When did you study English hardest?

Lesson 2. correlative conjunctions MP3 : SpeakUp20-02

1. Pattern Practice — Listen to the directions and change the sentences.

1. Combine the two sentences using “both ... and.”
Tom works hard. Mike works hard, too. → Both Tom and Mike work hard.
2. Combine the two sentences using “neither ... nor.”
Tom didn’t work last Friday. Mike didn’t work, either. → Neither Tom nor Mike worked last Friday.
3. Combine the two sentences using “not only ... but also.”
Tom will have to work this weekend. Mike will also have to work.
→ Not only Tom but also Mike will have to work this weekend.
4. Rephrase the sentence using “not ... but.”
Tom will have to work this weekend, but Mike doesn’t have to.
→ Not Mike but Tom will have to work this weekend.

2. Conversation Practice

If you had to either work overtime for two hours every day or a full day on Saturday, which would you prefer?

Are both of your parents from the same city?

Lesson 3. adverbs that express frequency and degree MP3 : SpeakUp20-03

1. Pattern Practice — Listen to the directions and change the sentences.

1. Rephrase the sentence using “annually.”
The company has an outing once a year.
→ The company annually has an outing. / The company has an outing annually.
2. Change “once a month” to another word and say the whole sentence.
I go to the barber shop once a month.
→ I monthly go to the barber shop. / I go to the barber shop monthly.
3. Add “always” and say the sentence.
Mr. Goto comes to the office at 7:00. → Mr. Goto always comes to the office at 7:00.
4. Rephrase the sentence using “seldom.”
I don’t visit temples or shrines very often. → I seldom visit temples or shrines.
5. Say the words in other words.
once every three months → quarterly
once a week → weekly
every other month → bi-monthly

2. Conversation Practice

How often do you eat curry and rice?

If you live apart from your parents, how often do you visit them?

How often do you check your e-mail on the computer?