

BILINGUAL ADULT WORKBOOK

ENGLISH GRAMMAR FOR ADULTS

FROM A2 TO B2

Gramática inglesa para adultos

Time | Patterns | Accuracy | Vocabulary | Writing

REAL GRAMMAR FOR REAL SITUATIONS



NOTICE IT. USE IT. MAKE IT YOURS.

ENGLISH + ESPAÑOL

START HERE

Grammar that earns its place

Gramática que realmente sirve

Name / Nombre: _____

Goal / Objetivo: _____

Date / Fecha: _____

This workbook turns grammar into decisions about meaning. You will compare forms, notice common traps, complete adult-life tasks and write messages that sound natural and precise. Examples use widely accepted international English; some regional alternatives are noted.

APOYO EN ESPAÑOL

Este cuaderno convierte la gramática en decisiones de significado. Compararás formas, detectarás errores frecuentes, completarás tareas de la vida adulta y escribirás mensajes naturales y precisos. Los ejemplos usan inglés internacional ampliamente aceptado; se indican algunas variantes regionales.

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HOW TO USE IT / CÓMO USARLO

1. NOTICE Find the time or relationship.	2. CHECK Use the Spanish support.	3. PRACTISE Control the form.	4. CREATE Use it in your own life.
1. OBSERVA Identifica tiempo o relación.	2. COMPRUEBA Usa el apoyo en español.	3. PRACTICA Controla la forma.	4. CREA Úsala en tu propia vida.

PROGRESS TRACKER / REGISTRO DE PROGRESO

✓	#	CHAPTER	CAPÍTULO
[]	1	Present perfect: result or duration	Resultado o duración
[]	2	Past simple and continuous	Pasado simple y continuo
[]	3	Past perfect: the earlier past	Pasado perfecto: pasado anterior
[]	4	Gerunds and infinitives	Gerundios e infinitivos
[]	5	Prepositions: time, place and movement	Preposiciones: tiempo, lugar y movimiento
[]	6	Passive voice: focus and responsibility	Voz pasiva: enfoque y responsabilidad
[]	7	Reported speech	Estilo indirecto
[]	8	Comparatives and superlatives	Comparativos y superlativos

MY STUDY RHYTHM / MI RITMO DE ESTUDIO

WEEK	CHAPTERS	DATES	EVIDENCE I WILL CREATE
1			
2			
3			
4			

SMALL, REPEATED, VISIBLE / POCO, REPETIDO, VISIBLE

Choose a realistic rhythm. A useful week includes one short review, one controlled exercise and one message you can actually use.

Elige un ritmo realista. Una semana útil incluye un repaso breve, un ejercicio controlado y un mensaje que realmente puedas usar.

My weekly grammar habit / Mi hábito gramatical semanal

BEFORE YOU START | ANTES DE EMPEZAR

Diagnostic: choose the meaning

Diagnóstico: elige el significado**NO SCORE ANXIETY / SIN ANSIEDAD POR LA NOTA**

Choose the best answer without using the later chapters. Check the key at the bottom of the next diagnostic page, then mark the topics you need most.

Elige la mejor respuesta sin consultar los capítulos. Revisa la clave al final de la siguiente página y marca los temas que más necesitas.

DIAGNOSTIC A: TIME AND SEQUENCE**DIAGNÓSTICO A: TIEMPO Y SECUENCIA**

Circle A, B or C.

Rodea A, B o C.

- 1 I ___ this report, so you can read it now. A finished B have finished C have been finishing
- 2 We ___ for the technician for forty minutes. A waited B have waited C have been waiting
- 3 I ___ home when the storm started. A drove B was driving C had driven
- 4 By the time the client called, we ___ the error. A fixed B had fixed C were fixing
- 5 She ___ the reservation yesterday. A has changed B changed C had changed

DIAGNOSTIC B: PATTERNS AND RELATIONSHIPS**DIAGNÓSTICO B: PATRONES Y RELACIONES**

Choose the natural option.

Elige la opción natural.

- 6 I avoid ___ calls during lunch. A make B making C to make
- 7 Please remember ___ the invoice today. A sending B send C to send
- 8 The meeting is ___ Monday ___ 09:30. A in / on B on / at C at / in
- 9 Walk ___ the lobby and turn left. A through B at C on
- 10 The package ___ this morning. A delivered B was delivered C has deliver

What felt easy or difficult? / ¿Qué resultó fácil o difícil?

BEFORE YOU START | ANTES DE EMPEZAR

Diagnostic: accuracy and control

Diagnóstico: precisión y control

DIAGNOSTIC C: REPORT AND COMPARE**DIAGNÓSTICO C: INFORMAR Y COMPARAR**

Choose the best answer.

Elige la mejor respuesta.

- 11 Rosa said that she ___ busy. A is B was C has
 12 He asked me where I ___. A worked B did I work C do work
 13 This route is ___ than the coastal road. A more short B shortest C shorter
 14 Of the three plans, Plan B is ___. A the least expensive B less expensive C least expensive than
 15 The more carefully you plan, the ___ the move becomes. A easier B easiest C more easy

QUICK EDIT / EDICIÓN RÁPIDA

SENTENCE	CORRECT VERSION / VERSIÓN CORRECTA
16 I have seen her yesterday.	
17 When I arrived, they finished dinner.	
18 I suggested to take a taxi.	
19 The problem was happened on Friday.	
20 She asked where was the station.	

DIAGNOSTIC KEY / CLAVE

1 B; 2 C; 3 B; 4 B; 5 B; 6 B; 7 C; 8 B; 9 A; 10 B; 11 B; 12 A; 13 C; 14 A; 15 A. Suggested edits: 16 I saw her yesterday. 17 When I arrived, they had finished dinner. 18 I suggested taking a taxi. 19 The problem happened on Friday. 20 She asked where the station was.

1 B; 2 C; 3 B; 4 B; 5 B; 6 B; 7 C; 8 B; 9 A; 10 B; 11 B; 12 A; 13 C; 14 A; 15 A. Las versiones corregidas aparecen en inglés arriba.

RESULT	NEXT STEP / SIGUIENTE PASO
17-20 correct	Use the workbook to refine nuance and writing.
12-16 correct	Prioritise the chapters linked to your errors.
0-11 correct	Follow the chapters in order and repeat the diagnostic.

My three priority chapters / Mis tres capítulos prioritarios

ROAD MAP | RUTA

Your A2-B2 grammar route

Tu ruta gramatical A2-B2

LEVEL	CONTROL	REAL-LIFE OUTPUT	META EN ESPAÑOL
A2	basic time, place and completed events	Tell a short past story and arrange a meeting.	narrar y organizar con claridad
B1	experience, duration, sequence and verb patterns	Write an update, explain a problem and report a conversation.	explicar secuencia y decisiones
B2	focus, nuance, fair comparison and editing	Control emphasis, qualify claims and revise for precision.	controlar enfoque, matiz y precisión

THE VERB FORM ENGINE / EL MOTOR DE LAS FORMAS VERBALES

NAME	FORM	EXAMPLE	ESPAÑOL
base form	work, go, be	I can work.	forma base
third person	works, goes, is	She works remotely.	tercera persona
-ing form	working, going, being	They are working.	forma -ing
past form	worked, went, was/were	We went yesterday.	pasado
past participle	worked, gone, been	He has gone home.	participio pasado

TRANSLATION COMPASS / BRÚJULA DE TRADUCCIÓN

A Spanish translation can clarify meaning, but it cannot choose the English form for you. First ask: What time, sequence, focus or relationship does the speaker want to show?

La traducción al español puede aclarar el significado, pero no elegir la forma inglesa. Pregunta primero: ¿qué tiempo, secuencia, enfoque o relación quiere mostrar la persona?

One grammar habit I want to change / Un hábito gramatical que quiero cambiar

REFERENCE | REFERENCIA

Irregular verb survival bank

Banco esencial de verbos irregulares

BASE	PAST	PARTICIPLE	ESPAÑOL	MEMORY EXAMPLE
be	was/were	been	ser / estar	I have been busy.
begin	began	begun	empezar	The session had begun.
break	broke	broken	romper	The screen was broken.
bring	brought	brought	traer	She brought the files.
buy	bought	bought	comprar	We have bought tickets.
choose	chose	chosen	elegir	They had chosen Plan B.
come	came	come	venir	He has come back.
do	did	done	hacer	The work is done.
drive	drove	driven	conducir	I have driven there.
eat	ate	eaten	comer	We had eaten already.
find	found	found	encontrar	She found the error.
forget	forgot	forgotten	olvidar	I had forgotten it.
get	got	got/gotten	obtener / llegar	We got home late.
give	gave	given	dar	They have given notice.
go	went	gone	ir	Ravi has gone out.
know	knew	known	saber / conocer	I have known her for years.
leave	left	left	salir / dejar	The train had left.
make	made	made	hacer / fabricar	The decision was made.
meet	met	met	conocer / reunirse	We met on Tuesday.
read	read	read	leer	I have read it.
say	said	said	decir	She said she was ready.
see	saw	seen	ver	Have you seen this?
speak	spoke	spoken	hablar	We have spoken.
take	took	taken	tomar / llevar	The photo was taken.
write	wrote	written	escribir	The note was written.

VARIETY NOTE / NOTA DE VARIANTE

Got is the standard past participle of get in British English. American English also uses gotten for some meanings. Read is spelled the same in all three columns but the past forms are pronounced /red/.

Got es el participio estándar de get en inglés británico. El inglés estadounidense también usa gotten para algunos significados. Read se escribe igual, pero en pasado se pronuncia /red/.



One report is finished. One coffee has been working overtime.

CHAPTER 01

Present Perfect: Result or Duration?

Presente perfecto: ¿resultado o duración?

The present perfect connects the past to now. The simple form often highlights a result, experience or state; the continuous form often highlights activity, duration or visible evidence.

APOYO EN ESPAÑOL
El presente perfecto conecta el pasado con el presente. La forma simple suele destacar resultado, experiencia o estado; la continua suele destacar actividad, duración o evidencia visible.

YOU WILL LEARN	APRENDERÁS
1. Build both present-perfect forms accurately.	Formar correctamente las dos estructuras.
2. Choose result, quantity, duration or activity.	Elegir resultado, cantidad, duración o actividad.
3. Use time markers and stative verbs naturally.	Usar marcadores temporales y verbos de estado.
4. Write a useful personal or professional update.	Escribir una actualización útil personal o profesional.

CHAPTER 01 | MEANING

The bridge from past to now

El puente del pasado al presente

USE	ENGLISH EXAMPLE	ESPAÑOL	NOW CONNECTION
recent result	I have sent the invoice.	He enviado la factura.	It is sent now.
life experience	She has worked abroad.	Ha trabajado en el extranjero.	No finished time is named.
unfinished state	We have known them for years.	Los conocemos desde hace años.	The state continues.
unfinished activity	I have been studying since January.	Estudio desde enero.	The activity continues or has recent evidence.
repeated action	He has called three times today.	Ha llamado tres veces hoy.	Today is still open.

TIME MARKERS / MARCADORES TEMPORALES

MARKER	JOB	EXAMPLE	APOYO EN ESPAÑOL
for	duration	for six months	durante / desde hace
since	starting point	since 2024	desde
already	earlier than expected	has already arrived	ya
yet	until now; questions/negatives	Has it arrived yet?	ya / todavía
just	very recently	has just arrived	acaba de
ever / never	experience at any time	Have you ever tried it?	alguna vez / nunca
so far	up to now	We have sold 40 so far.	hasta ahora
lately / recently	recent period	I have been travelling lately.	últimamente / recientemente

ACTIVITY 1: FOR OR SINCE?

ACTIVIDAD 1: ¿FOR O SINCE?

Complete each phrase, then add one true sentence about your life.
Completa cada expresión y añade una frase verdadera sobre tu vida.

1 ___ 8:30 2 ___ three weeks 3 ___ I moved here 4 ___ a long time 5 ___ last summer 6 ___ twenty minutes

My true sentence / Mi frase verdadera

CHAPTER 01 | FORM

Build the forms

Construye las formas

PRESENT PERFECT SIMPLE = have/has + past participle

Positive: She has finished. | Negative: She has not finished. | Question: Has she finished?

Afirmativa: has terminado. Negativa: no ha terminado. Pregunta: ¿ha terminado?

PRESENT PERFECT CONTINUOUS = have/has + been + verb-ing

Positive: They have been waiting. | Negative: They have not been waiting. | Question: Have they been waiting?

La forma continua destaca la actividad o su duración: han estado esperando.

SUBJECT	SIMPLE	CONTINUOUS	SHORT ANSWER
I / you / we / they	have worked	have been working	Yes, they have. / No, they haven't.
he / she / it	has worked	has been working	Yes, she has. / No, she hasn't.

FINISHED TIME? USE THE PAST / ¿TIEMPO TERMINADO? USA EL PASADO

Do not combine the present perfect with a finished past time such as yesterday, last year or in 2022. Say 'I saw her yesterday', not 'I have seen her yesterday'.

No combines el presente perfecto con un tiempo pasado terminado. Di 'I saw her yesterday'.

ACTIVITY 2: COMPLETE THE UPDATE

ACTIVIDAD 2: COMPLETA LA ACTUALIZACIÓN

Use the present perfect simple or continuous form of the verb.

Usa el presente perfecto simple o continuo del verbo.

- I ___ (know) Pilar since university.
- The technician ___ (repair) the lift all morning.
- We ___ (send) all four applications.
- Daniel is not here; he ___ (go) to the bank.
- I ___ not ___ (receive) a reply yet.
- How long ___ you ___ (wait)?

Answers / Respuestas

CHAPTER 01 | CHOICE

Result, quantity, activity or duration?

¿Resultado, cantidad, actividad o duración?

FOCUS	SIMPLE	CONTINUOUS	SPANISH COMPASS
completed result	I have cleaned the kitchen.	I have been cleaning the kitchen.	resultado completo vs actividad
number completed	She has written three proposals.	She has been writing proposals.	cantidad terminada vs proceso
duration	We have lived here for ten years.	We have been living here for ten years.	ambas posibles; continua enfatiza proceso
visible evidence	It has rained.	It has been raining.	la continua explica la evidencia visible

STATIVE VERB ALERT / ALERTA: VERBOS DE ESTADO

Verbs such as know, believe, own, understand, need, want, prefer and belong are not normally used in continuous forms. Say 'I have known her for years', not 'I have been knowing her'.

Verbos como know, believe, own, understand, need, want, prefer y belong normalmente no se usan en formas continuas.

ACTIVITY 3: CHOOSE THE FOCUS

ACTIVIDAD 3: ELIGE EL ENFOQUE

Choose the natural form and label the focus: result, quantity, activity, duration or state.

Elige la forma natural y marca el enfoque: resultado, cantidad, actividad, duración o estado.

- 1 Ana has written / has been writing three reference letters today.
- 2 I have painted / have been painting the bedroom all afternoon, and I am not finished.
- 3 How long have you known / have you been knowing Marco?
- 4 We have waited / have been waiting for almost an hour.
- 5 They have owned / have been owning the apartment since 2018.
- 6 Someone has used / has been using my laptop; the battery is almost empty.

Choice + focus / Elección + enfoque

CHAPTER 01 | NUANCE

Small words, big differences

Palabras pequeñas, diferencias grandes

PAIR	MEANING	EXAMPLE	ESPAÑOL
has gone to	the person is still there or travelling	Lina has gone to the pharmacy.	ha ido y aún no ha vuelto
has been to	the person visited and returned	Lina has been to Lisbon twice.	ha estado y volvió
already	before now / perhaps sooner than expected	I have already paid.	ya
yet	until now; often at the end	I haven't paid yet.	todavía no
still	the situation continues	I still haven't paid.	sigo sin pagar
just	a very recent event	The train has just left.	acaba de salir

ACTIVITY 4: EDIT THE PRESENT CONNECTION

ACTIVIDAD 4: CORRIGE LA CONEXIÓN CON EL PRESENTE

Correct each sentence. More than one correction may be possible when the context changes.

Corrige cada frase. Puede haber más de una opción si cambia el contexto.

- 1 I have met her last year.
- 2 He has been owning the flat since 2020.
- 3 We have finished the checks yet.
- 4 Marta has gone to Rome three times.
- 5 How long did you live here? (You still live here.)
- 6 I have been sending four invoices today.

Corrected sentences / Frases corregidas

MEME LOGIC / LÓGICA MEME

If the number is the headline, choose the simple form. If the messy desk is the headline, the continuous form probably wants the camera.

Si la cantidad es el titular, elige la forma simple. Si el escritorio desordenado es el titular, probablemente toca la continua.

CHAPTER 01 | APPLY

Workbook case: the weekly update

Caso práctico: la actualización semanal

THE SITUATION / LA SITUACIÓN

You are coordinating a community course. This week: 26 people registered; 18 paid; two teachers confirmed; you started contacting venues on Monday and are still doing it; the printer is repaired; no reply from the evening venue; Elena went to the bank and has not returned.

Coordinas un curso comunitario. Esta semana: 26 personas se inscribieron; 18 pagaron; dos docentes confirmaron; empezaste a contactar locales el lunes y sigues; la impresora está reparada; no hay respuesta del local nocturno; Elena fue al banco y no ha vuelto.

INFORMATION	BEST FORM	YOUR SENTENCE	WHY? / ¿POR QUÉ?
26 registrations	present perfect simple		completed quantity
venue search since Monday	present perfect continuous		unfinished activity
printer repair	present perfect simple		current result
no evening-venue reply	present perfect simple		until now
Elena at the bank	has gone to		not back

ACTIVITY 5: WRITE THE UPDATE

ACTIVIDAD 5: ESCRIBE LA ACTUALIZACIÓN

Write 100-130 words. Include at least two simple forms, two continuous forms, for or since, already or yet, and one clear next step.

Escribe 100-130 palabras. Incluye al menos dos formas simples, dos continuas, for o since, already o yet y un siguiente paso claro.

Weekly update / Actualización semanal

CHAPTER 01 | WRITE

Writing practice: your present connection

Práctica escrita: tu conexión con el presente

TASK A: PROGRESS SNAPSHOT

TAREA A: RESUMEN DE PROGRESO

Write 90-120 words about a real goal, course, move, health habit or home project. Separate completed results from continuing activity.

Escribe 90-120 palabras sobre una meta, curso, mudanza, hábito de salud o proyecto doméstico. Separa resultados terminados de actividad continua.

My progress snapshot / Mi resumen

TASK B: EXPERIENCE INTERVIEW

TAREA B: ENTREVISTA DE EXPERIENCIA

Write five Have you ever...? questions for an adult partner. Add two follow-up questions in the simple past for specific details.

Escribe cinco preguntas con Have you ever...? Añade dos preguntas en pasado simple para obtener detalles específicos.

Questions and notes / Preguntas y notas



The chair rolled. The coffee flew. Everyone suddenly remembered the past continuous.

CHAPTER 02

Past Simple and Past Continuous

Pasado simple y pasado continuo

Good past narratives separate the main event from the action already in progress. The past simple moves the story; the past continuous opens the camera on the background.

APOYO EN ESPAÑOL

Las buenas narraciones separan el hecho principal de la acción en curso. El pasado simple hace avanzar la historia; el continuo muestra el fondo.

YOU WILL LEARN	APRENDERÁS
1. Form regular and irregular past verbs.	Formar verbos regulares e irregulares.
2. Use background and interruption accurately.	Usar correctamente fondo e interrupción.
3. Control when, while and -ed pronunciation.	Controlar when, while y la pronunciación de -ed.
4. Write a clear anecdote and incident account.	Escribir una anécdota y un relato de incidente.

CHAPTER 02 | MEANING

Two camera settings for the past

Dos ajustes de cámara para el pasado

VIEW	USE	EXAMPLE	ESPAÑOL
past simple	completed event	The alarm rang at 08:15.	La alarma sonó a las 08:15.
past simple	sequence of events	I stood up, closed the window and called reception.	Me levanté, cerré la ventana y llamé.
past continuous	action in progress	I was speaking to a client at 08:15.	Estaba hablando con un cliente.
past continuous	background scene	People were working and rain was hitting the windows.	La gente trabajaba y llovía contra las ventanas.
both	interruption	I was speaking when the alarm rang.	Hablaba cuando sonó la alarma.

NARRATIVE SIGNALS / SEÑALES NARRATIVAS

SIGNAL	TYPICAL JOB	EXAMPLE
yesterday / last week / in 2023	finished past time	We moved last year.
at 10:00 / at that moment	action in progress	I was driving at 10:00.
when	event that interrupts or marks a moment	When the call came, I was cooking.
while / as	two simultaneous activities or background	While I was cooking, Sam was setting the table.
suddenly / then / after that	main-event sequence	Suddenly, the lights went out.

ACTIVITY 1: MAIN EVENT OR BACKGROUND?

ACTIVIDAD 1: ¿HECHO PRINCIPAL O FONDO?

Label each idea M (main event) or B (background).

Marca cada idea M (hecho principal) o B (fondo).

1 The lift stopped. 2 People were checking email. 3 Music was playing. 4 A glass fell. 5 The manager opened the door. 6 Two visitors were waiting.

Labels / Clasificación

CHAPTER 02 | FORM

Forms, spelling and sound

Formas, ortografía y sonido

FORM	PAST SIMPLE	PAST CONTINUOUS	EXAMPLE
positive	subject + past	subject + was/were + -ing	She called. / She was calling.
negative	subject + did not + base	subject + was/were not + -ing	She didn't call. / She wasn't calling.
question	Did + subject + base?	Was/Were + subject + -ing?	Did she call? / Was she calling?

REGULAR RULE	EXAMPLE	WATCH OUT / ATENCIÓN
usually add -ed	work -> worked	The sound is not always /ed/.
final e: add -d	live -> lived	Keep the e; add only d.
consonant + y: y -> ied	study -> studied	play -> played because a vowel comes before y.
short stressed vowel + consonant: double	stop -> stopped	Do not double w, x or y.

THE THREE -ED SOUNDS / LOS TRES SONIDOS DE -ED

/t/ after a voiceless sound: worked, watched. /d/ after a voiced sound: called, moved. /ɪd/ after /t/ or /d/: wanted, needed. The final sound, not the final letter, controls the ending.

/t/ tras sonido sordo; /d/ tras sonido sonoro; /ɪd/ tras /t/ o /d/. Manda el sonido final, no la letra final.

ACTIVITY 2: BUILD THE FORMS

ACTIVIDAD 2: CONSTRUYE LAS FORMAS

Complete with the correct past form.

Completa con la forma correcta del pasado.

- The guests ___ (arrive) at 19:00.
- I ___ (present) when the fire alarm rang.
- Why ___ you ___ (leave) early?
- We ___ not ___ (pay) attention.
- The rain ___ (stop) after midnight.
- ___ they ___ (wait) outside when you arrived?

Answers / Respuestas

CHAPTER 02 | SEQUENCE

When the short event interrupts

Cuando el hecho breve interrumpe

BACKGROUND IN PROGRESS + WHEN + MAIN EVENT

I was looking for my ticket when my phone fell. | When my phone fell, I was looking for my ticket.

La acción continua estaba en curso; el pasado simple marca el hecho que ocurre.

WHILE + ACTIVITY IN PROGRESS, ACTIVITY IN PROGRESS

While I was cooking, Alex was setting the table.

While suele introducir una actividad más larga o simultánea.

STATE VERBS STAY SIMPLE / LOS VERBOS DE ESTADO VAN EN SIMPLE

Use knew, believed, wanted, needed and understood for past states. 'I was knowing the answer' is not natural in standard English.

Usa knew, believed, wanted, needed y understood para estados pasados.

ACTIVITY 3: COMPLETE THE COMMUTE STORY

ACTIVIDAD 3: COMPLETA LA HISTORIA DEL TRAYECTO

Use the past simple or past continuous.

Usa pasado simple o continuo.

At 08:45 I 1 ____ (wait) for the bus. Several people 2 ____ (check) their phones. When the bus 3 ____ (arrive), the driver 4 ____ (open) the doors. While I 5 ____ (look) for my ticket, my phone 6 ____ (fall) onto the pavement. A woman 7 ____ (pick) it up and 8 ____ (hand) it back to me.

Completed story / Historia completa

ACTIVITY 4: -ED SOUND SORT

ACTIVIDAD 4: CLASIFICA EL SONIDO -ED

Place each verb under /t/, /d/ or /id/: worked, called, needed, laughed, changed, started, watched, moved.

Coloca cada verbo bajo /t/, /d/ o /id/.

/t/	/d/	/id/

CHAPTER 02 | EDIT

Grammar repair shop

Taller de reparación gramatical

ACTIVITY 5: FIX THE CAMERA SETTING

ACTIVIDAD 5: CORRIGE EL ENFOQUE

Correct each sentence and explain the time view.

Corrige cada frase y explica la perspectiva temporal.

- 1 I was knowing the answer.
- 2 Did you went to the appointment?
- 3 While I cooked dinner, the delivery arrived.
- 4 At 09:00 yesterday, I worked on the budget. (The work was in progress.)
- 5 The lights were going out while we talked.
- 6 She didn't understood the instructions.

Corrections and reasons / Correcciones y razones

STORY CONNECTORS / CONECTORES NARRATIVOS

START	SEQUENCE	SURPRISE	END / RESULT
At first...	Then... / After that...	Suddenly... / Just as...	Eventually... / In the end...
Al principio...	Luego... / Después...	De repente... / Justo cuando...	Finalmente... / Al final...

CHAPTER 02 | APPLY

Workbook case: the coffee incident

Caso práctico: el incidente del café

THE FACTS / LOS HECHOS

10:02: Amir was carrying two coffees across the open office. Jo was explaining the weekly figures. A loose chair rolled into the aisle. Amir stepped sideways, one cup fell, and coffee reached a power strip. The screens went dark. Facilities disconnected the strip at 10:04. No one was injured; one keyboard was damaged.

10:02: Amir llevaba dos cafés por la oficina. Jo explicaba las cifras semanales. Una silla suelta rodó al pasillo. Amir se apartó, cayó una taza y el café llegó a una regleta. Las pantallas se apagaron. Mantenimiento desconectó la regleta a las 10:04. Nadie resultó herido; un teclado se dañó.

BACKGROUND	MAIN EVENTS	RESULT	UNKNOWN / DESCONOCIDO
Amir was carrying...		screens went dark	why the chair rolled
Jo was explaining...		one damaged keyboard	who last moved the chair

ACTIVITY 6: WRITE A NEUTRAL ACCOUNT

ACTIVIDAD 6: ESCRIBE UN RELATO NEUTRO

Write 120-150 words. Use the continuous for background and the simple for events. Do not invent a cause or blame a person.

Escribe 120-150 palabras. Usa el continuo para el fondo y el simple para los hechos. No inventes una causa ni culpes a nadie.

Incident account / Relato del incidente

CHAPTER 02 | WRITE

Writing practice: two past voices

Práctica escrita: dos voces del pasado**TASK A: A PERSONAL ANECDOTE****TAREA A: UNA ANÉCDOTA PERSONAL**

Write 120-150 words about a travel surprise, service problem, celebration or awkward moment. Set the scene, include one interruption and finish with the result.

Escribe 120-150 palabras sobre una sorpresa de viaje, un problema de servicio, una celebración o un momento incómodo. Presenta el escenario, una interrupción y el resultado.

My anecdote / Mi anécdota

TASK B: FORMAL VERSION**TAREA B: VERSIÓN FORMAL**

Rewrite the same event in 90-120 factual words for an insurer, manager or service provider. Remove drama; keep sequence, evidence and relevant times.

Reescribe el mismo hecho en 90-120 palabras objetivas para una aseguradora, responsable o proveedor. Elimina el dramatismo; conserva secuencia, evidencia y horas relevantes.

Formal account / Relato formal



The meeting was empty because the invitation had travelled to another timeline.

CHAPTER 03

Past Perfect: Put the Earlier Past First

Pasado perfecto: ordena el pasado anterior

The past perfect looks back from one past moment to an earlier action. It helps readers reconstruct cause and sequence without turning every sentence into a grammar museum.

APOYO EN ESPAÑOL

El pasado perfecto mira desde un momento pasado hacia una acción anterior. Ayuda a reconstruir causa y secuencia sin convertir cada frase en un museo gramatical.

YOU WILL LEARN	APRENDERÁS
1. Build past-perfect simple and continuous forms.	Formar pasado perfecto simple y continuo.
2. Separate earlier background from main events.	Separar antecedente anterior y hechos principales.
3. Use passive and sequence markers when useful.	Usar pasiva y marcadores de secuencia cuando convenga.
4. Explain a problem through a precise timeline.	Explicar un problema con una cronología precisa.

CHAPTER 03 | MEANING

Two past moments, one clear timeline

Dos momentos pasados, una cronología clara

TIME	EVENT	GRAMMAR	WHY? / ¿POR QUÉ?
07:30	The backup completed.	past perfect from a later viewpoint	earlier background
07:45	The server stopped.	past simple	main event
08:00	The manager called support.	past simple	next main event

EARLIER PAST = had + past participle

The backup had completed before the server stopped. | By 08:00, the server had stopped.

El pasado perfecto marca la acción anterior; el pasado simple cuenta el hecho principal.

SEQUENCE MARKERS / MARCADORES DE SECUENCIA

MARKER	EXAMPLE	USEFUL SPANISH
before	The alarm had sounded before we entered.	antes de que
after	After she had checked the total, she approved it.	después de que
by the time	By the time I arrived, they had left.	para cuando
already	The shop had already closed.	ya
never	He had never driven in snow before.	nunca antes
once	Once we had signed, the work began.	una vez que
until then	Until then, I had not noticed the error.	hasta entonces

ACTIVITY 1: DRAW THE TIME ARROW
ACTIVIDAD 1: DIBUJA LA FLECHA TEMPORAL

For each sentence, mark E (earlier event) and L (later event).
En cada frase, marca E (hecho anterior) y L (hecho posterior).

1 When I called, the office had closed. 2 She had saved the file before the laptop crashed. 3 By the time we reached the gate, boarding had ended. 4 After they had discussed the options, they voted.

E/L timeline notes / Notas de cronología

CHAPTER 03 | FORM

Simple, continuous and passive

Simple, continuo y pasivo

FORM	STRUCTURE	EXAMPLE	FOCUS
past perfect simple	had + participle	They had repaired the door.	completed earlier result
past perfect continuous	had been + -ing	They had been repairing the door for hours.	earlier duration or activity
past perfect passive	had been + participle	The door had been repaired.	earlier result; agent not central
negative	had not + participle	We had not received notice.	absence before later time
question	Had + subject + participle?	Had you received notice?	checks earlier action

ONE 'BEEN', TWO JOBS / UN BEEN, DOS FUNCIONES

Had been repairing is continuous: been + verb-ing. Had been repaired is passive: been + past participle. Look at the form after been.

Had been repairing es continuo; had been repaired es pasivo. Mira la forma que sigue a been.

ACTIVITY 2: COMPLETE THE BACKSTORY

ACTIVIDAD 2: COMPLETA EL ANTECEDENTE

Use the past perfect simple, continuous or passive.

Usa pasado perfecto simple, continuo o pasivo.

- The train ___ already ___ (leave) when we reached the platform.
- She was nervous because she ___ not ___ (read) the contract.
- How long ___ they ___ (wait) before the doors opened?
- The room ___ (book) by another team.
- He was tired because he ___ (work) since 05:00.
- ___ you ___ (save) a copy before the computer restarted?

Answers / Respuestas

CHAPTER 03 | CONTROL

Use it when the sequence needs help

Úsalo cuando la secuencia lo necesite

CONTEXT	NATURAL CHOICE	REASON
Clear chronological list	I woke up, made coffee and left.	The order is already obvious.
Flashback from a later event	I returned because I had left my phone at home.	The phone mistake happened earlier.
Before/after makes order clear	After I finished, I called her.	Simple past is often enough.
Earlier completion is important	After I had checked every figure, I signed.	Past perfect emphasises completion before signing.

DO NOT FLOOD THE STORY / NO INUNDES LA HISTORIA

Use the past perfect to establish the earlier layer. Once the timeline is clear, return to the past simple for the main story.

Usa el pasado perfecto para establecer la capa anterior. Cuando la cronología quede clara, vuelve al pasado simple.

ACTIVITY 3: CHOOSE OR REMOVE HAD

ACTIVIDAD 3: ELIGE O ELIMINA HAD

Complete or edit each sentence for a natural timeline.

Completa o corrige cada frase para crear una cronología natural.

- 1 I returned home because I ____ (forget) my passport.
- 2 I had woken up, had showered and had caught the 07:20 bus. (simple sequence)
- 3 By the time the doctor saw me, I ____ (wait) for two hours.
- 4 After the technician ____ (restart) the router, the connection returned.
- 5 The room was cold because someone ____ (leave) a window open.
- 6 Once we had confirmed the address, we ____ (send) the package.

Natural versions / Versiones naturales

CHAPTER 03 | APPLY

Timeline lab: reconstruct the failure

Laboratorio: reconstruye el fallo

RAW NOTES / NOTAS SIN ORDENAR

07:30 backup completed. 07:45 server stopped. 07:50 automatic alert failed because its email password had expired two days earlier. 08:00 manager noticed the outage. 08:05 manager called support. 08:10 technician arrived. The team had been preparing an online event since 06:30. At 08:22 the technician restored service. 07:30 se completó la copia. 07:45 se detuvo el servidor. 07:50 falló la alerta porque la contraseña había caducado dos días antes. 08:00 la responsable notó el corte. 08:05 llamó a soporte. 08:10 llegó el técnico. El equipo preparaba un evento desde las 06:30. 08:22 se restableció el servicio.

EARLIER LAYER	MAIN EVENT SEQUENCE	DURATION / BACKGROUND
password had expired	server stopped -> manager noticed -> called -> technician arrived -> restored	team had been preparing since 06:30
backup had completed		

ACTIVITY 4: WRITE THE EXPLANATION

ACTIVIDAD 4: ESCRIBE LA EXPLICACIÓN

Write 120-150 words. Use the past perfect only for earlier events and duration; use the past simple for the main sequence. Distinguish fact from possible cause.

Escribe 120-150 palabras. Usa pasado perfecto solo para hechos anteriores y duración; usa pasado simple para la secuencia principal. Distingue hecho y posible causa.

Timeline explanation / Explicación cronológica

CHAPTER 03 | WRITE

Writing practice: what had happened?

Práctica escrita: ¿qué había pasado?

TASK A: THE EMPTY MEETING ROOM**TAREA A: LA SALA DE REUNIONES VACÍA**

Write 120-150 words from these facts: the invitation originally named Room 4; an assistant moved the session to Room 7 the day before; the invitation was not updated; at 09:00 the team waited in Room 4 while the trainer waited in Room 7; they called at 09:15 and met at 09:20. Do not add blame.

Escribe 120-150 palabras con estos hechos. No añadas culpa.

Meeting-room account / Relato de la sala

TASK B: A TURNING POINT**TAREA B: UN PUNTO DE INFLEXIÓN**

Write 100-130 words about a decision that made sense because of something you had learned, experienced or prepared earlier.

Escribe 100-130 palabras sobre una decisión que tuvo sentido por algo que habías aprendido, vivido o preparado antes.

My turning point / Mi punto de inflexión



One path enjoys travelling. The other plans to arrive before the gate closes.

CHAPTER 04

Gerunds and Infinitives: Choose the Pattern

Gerundios e infinitivos: elige el patrón

Some verbs invite an -ing form, others invite an infinitive, and a few change meaning when the pattern changes. Learn them as useful chunks, then connect the choice to purpose and meaning.

APOYO EN ESPAÑOL

Algunos verbos piden forma -ing, otros infinitivo y algunos cambian de significado. Aprende bloques útiles y conecta la elección con propósito y significado.

YOU WILL LEARN	APRENDERÁS
1. Recognise gerund, infinitive and bare-infinitive jobs.	Reconocer funciones de gerundio, infinitivo y forma base.
2. Learn high-frequency verb patterns as chunks.	Aprender patrones frecuentes como bloques.
3. Control verbs whose meaning changes.	Controlar verbos que cambian de significado.
4. Write goals, suggestions and decisions naturally.	Escribir metas, sugerencias y decisiones con naturalidad.

CHAPTER 04 | MAP

Three forms, different jobs

Tres formas, distintas funciones

FORM	COMMON JOB	EXAMPLE	ESPAÑOL
gerund: verb-ing	subject or noun-like activity	Learning takes time.	Aprender lleva tiempo.
gerund: verb-ing	after a preposition	I am interested in learning.	Me interesa aprender.
to-infinitive	after certain verbs	We decided to leave.	Decidimos irnos.
to-infinitive	purpose	I called to confirm the time.	Llamé para confirmar la hora.
bare infinitive	after modal verbs	You should check the total.	Deberías comprobar el total.
bare infinitive	after let / make	They let us enter. It made me think.	Nos dejaron entrar. Me hizo pensar.

-ING SPELLING / ORTOGRAFÍA DE -ING

RULE	EXAMPLE	NOTE
usually add -ing	work -> working	No change.
drop final silent e	write -> writing	Keep e in seeing and being.
short stressed vowel + consonant: double	sit -> sitting; prefer -> preferring	Do not double w, x or y.
-ie becomes y	lie -> lying	die -> dying

ACTIVITY 1: NAME THE JOB

ACTIVIDAD 1: NOMBRA LA FUNCIÓN

Label each underlined idea: subject, after preposition, verb pattern, purpose, modal or let/make.

Clasifica cada idea: sujeto, tras preposición, patrón verbal, propósito, modal o let/make.

1 Working from home saves time. 2 I am worried about missing the train. 3 She hopes to qualify next year. 4 We met to discuss the budget. 5 You must show identification. 6 The message made me laugh.

Labels / Clasificación

CHAPTER 04 | VOCABULARY

High-frequency pattern bank

Banco de patrones frecuentes

PATTERN	COMMON VERBS / PHRASES	EXAMPLE
verb + -ing	avoid, consider, enjoy, finish, imagine, mind, miss, practise, suggest	We considered moving.
verb + to-infinitive	agree, choose, decide, expect, hope, learn, manage, need, offer, plan, promise, refuse, want	She promised to call.
verb + object + to-infinitive	advise, allow, ask, encourage, expect, invite, remind, tell, want	They reminded me to pay.
preposition + -ing	after, before, by, without, about, for, in, on, at	Check before signing.
adjective + to-infinitive	happy, ready, difficult, important, likely	It is important to ask.
modal + bare infinitive	can, could, may, might, must, should, will, would	We should leave.
let/make + object + bare infinitive	let someone go; make someone wait	They made us wait.

TO CAN BE A PREPOSITION / TO PUEDE SER PREPOSICIÓN

In look forward to, be used to and object to, the word to is a preposition, so it is followed by a noun or -ing form: 'I look forward to meeting you.'

En look forward to, be used to y object to, to es preposición; por eso sigue un sustantivo o forma -ing.

ACTIVITY 2: COMPLETE THE PATTERN

ACTIVIDAD 2: COMPLETA EL PATRÓN

Use the correct form of the verb in brackets.

Usa la forma correcta del verbo entre paréntesis.

- I avoid ___ (work) during lunch.
- Please remember ___ (call) the clinic.
- They suggested ___ (take) an earlier train.
- We agreed ___ (send) the revised quote.
- Read the terms before ___ (sign).
- You should ___ (wait) for confirmation.
- We changed the route ___ (reduce) travel time.
- I look forward to ___ (see) you.

Answers / Respuestas

CHAPTER 04 | NUANCE

Same verb, different meaning

Mismo verbo, significado diferente

VERB	-ING MEANING	TO-INFINITIVE MEANING
remember	remember doing: memory of a past action	remember to do: do not forget a required action
forget	forget doing: no memory of a past action	forget to do: fail to perform an action
stop	stop doing: end the activity	stop to do: pause another activity for this purpose
try	try doing: test a possible solution	try to do: make an effort
regret	regret doing: feel sorry about a past action	regret to inform: formal bad news now
mean	mean doing: involve	mean to do: intend
go on	go on doing: continue the same activity	go on to do: do a different next activity

ACTIVITY 3: INTERPRET THE DIFFERENCE

ACTIVIDAD 3: INTERPRETA LA DIFERENCIA

Match each sentence to its meaning.

Relaciona cada frase con su significado.

1 I stopped drinking coffee. 2 I stopped to drink coffee. 3 Try restarting the phone. 4 I tried to restart the phone. 5 I remember locking the door. 6 I remembered to lock the door.

A I have a memory of the action. B I ended the habit. C I paused another action for coffee. D I did not forget the task. E I tested a solution. F I made an effort, possibly without success.

Matches / Correspondencias

CHAPTER 04 | EDIT

Common traps and natural repairs

Errores frecuentes y correcciones naturales

TRAP	NATURAL VERSION	WHY? / ¿POR QUÉ?
I enjoy to cook.	I enjoy cooking.	enjoy + -ing
She suggested to meet.	She suggested meeting. / She suggested that we meet.	suggest + -ing or that-clause
We decided moving.	We decided to move.	decide + to-infinitive
I look forward to hear from you.	I look forward to hearing from you.	to is a preposition here
He made me to wait.	He made me wait.	make + object + bare infinitive
It is worth to check.	It is worth checking.	worth + -ing
I am used to work early.	I am used to working early.	be used to + noun/-ing

ACTIVITY 4: REPAIR AND PERSONALISE

ACTIVIDAD 4: CORRIGE Y PERSONALIZA

Correct the seven traps, then write three true sentences using patterns from the table.

Corrige los siete errores y escribe tres frases verdaderas con patrones de la tabla.

Corrections + my sentences / Correcciones + mis frases

CHUNK IT / APRENDE EN BLOQUES

Do not memorise only 'suggest'. Memorise 'suggest doing something' and 'suggest that someone do something'. The pattern is part of the vocabulary.

No memorices solo suggest. Memoriza suggest doing something y suggest that someone do something. El patrón forma parte del vocabulario.

CHAPTER 04 | APPLY

Workbook case: a realistic development plan

Caso práctico: un plan de desarrollo realista

THE GOAL / LA META

Nora wants to move into a customer-training role within twelve months. She enjoys explaining complex ideas, but she avoids speaking to large groups. Her manager suggested joining a monthly practice group. Nora agreed to lead one short session, plans to observe two experienced trainers and hopes to complete an online course by October.

Nora quiere pasar a un puesto de formación de clientes en doce meses. Le gusta explicar ideas complejas, pero evita hablar ante grupos grandes. Su responsable sugirió unirse a un grupo mensual. Nora aceptó dirigir una sesión breve, planea observar a dos formadores y espera completar un curso en octubre.

FUNCTION	PATTERN FROM THE CASE	YOUR NEW EXAMPLE
preference	enjoys explaining	
avoidance	avoids speaking	
suggestion	suggested joining	
agreement	agreed to lead	
plan	plans to observe	
hope	hopes to complete	

ACTIVITY 5: WRITE NORA'S NEXT-STEP MESSAGE

ACTIVIDAD 5: ESCRIBE EL MENSAJE DE NORA

Write 110-140 words from Nora to her manager. Confirm decisions, ask for one form of support and explain the purpose of each next step. Use at least six different verb patterns.

Escribe 110-140 palabras de Nora a su responsable. Confirma decisiones, pide apoyo y explica el propósito. Usa al menos seis patrones distintos.

Development message / Mensaje de desarrollo

CHAPTER 04 | WRITE

Writing practice: intentions and recommendations

Práctica escrita: intenciones y recomendaciones

TASK A: MY SIX-MONTH PLAN

TAREA A: MI PLAN DE SEIS MESES

Write 120-150 words about a real skill, health, travel, financial or home goal. Use decide, plan, hope, avoid, consider, practise and one purpose infinitive.

Escribe 120-150 palabras sobre una meta real. Usa decide, plan, hope, avoid, consider, practise y un infinitivo de propósito.

My plan / Mi plan

TASK B: ADVICE WITHOUT COMMANDING

TAREA B: CONSEJOS SIN DAR ÓRDENES

Write 90-120 words recommending three actions to an adult who wants to improve English while working full time. Use suggest, recommend, consider and worth.

Escribe 90-120 palabras con tres recomendaciones para una persona que trabaja a tiempo completo y quiere mejorar su inglés. Usa suggest, recommend, consider y worth.

My recommendations / Mis recomendaciones



The keys were under the chair. Five adults had been pointing everywhere else.

CHAPTER 05

Prepositions: Small Words, Exact Meaning

Preposiciones: palabras pequeñas, significado exacto

Prepositions organise time, place, movement and relationships between words. Learn the core spatial logic, then learn frequent combinations as complete phrases.

APOYO EN ESPAÑOL

Las preposiciones organizan tiempo, lugar, movimiento y relaciones entre palabras. Aprende la lógica espacial y después las combinaciones frecuentes como frases completas.

YOU WILL LEARN	APRENDERÁS
1. Choose at, on and in for time and place.	Elegir at, on e in para tiempo y lugar.
2. Describe movement and directions precisely.	Describir movimiento e indicaciones con precisión.
3. Build common prepositional combinations.	Construir combinaciones preposicionales frecuentes.
4. Write an invitation and useful directions.	Escribir una invitación e indicaciones útiles.

CHAPTER 05 | TIME

Time: point, day or period?

Tiempo: ¿punto, día o periodo?

PREPOSITION	CORE IDEA	EXAMPLES	ESPAÑOL
at	exact point	at 08:30; at noon; at night	a las / al / por la noche
on	day or date	on Monday; on 12 May; on Friday morning	el lunes / el 12 de mayo
in	longer period	in July; in 2027; in winter; in the morning	en julio / en 2027 / por la mañana
no preposition	this, last, next, every	this evening; next week; every Friday	esta tarde / la próxima semana

CONTRAST	MEANING	EXAMPLE	APOYO EN ESPAÑOL
on time	at the scheduled time; not late	The train left on time.	puntual
in time	early enough for a purpose	We arrived in time to board.	a tiempo para
at the end	at the final point	Sign at the end of the form.	al final de
in the end	finally; after everything	In the end, we stayed home.	al final / finalmente
for	duration	for two hours	durante / desde hace
during	inside an event or period	during the meeting	durante la reunión
by	no later than	Please reply by Friday.	a más tardar el viernes
until	continuing to a limit	The office is open until six.	hasta las seis

ACTIVITY 1: PUT THE APPOINTMENT ON THE CALENDAR

ACTIVIDAD 1: PON LA CITA EN EL CALENDARIO

Complete with at, on, in or no preposition.

Completa con at, on, in o sin preposición.

1 ___ 07:45 2 ___ Tuesday 3 ___ July 4 ___ night 5 ___ 2027 6 ___ 15 August 7 ___ the morning 8 ___ next week 9 ___ Friday afternoon 10 ___ midnight

Answers / Respuestas

CHAPTER 05 | PLACE

Place: point, surface or container?

Lugar: ¿punto, superficie o contenedor?

PREPOSITION	SPATIAL IDEA	EXAMPLES	SPANISH COMPASS
at	point, event or functional location	at reception; at work; at a concert	en un punto / evento
on	surface, line or public transport	on the desk; on the coast; on the bus	sobre / en una línea o transporte
in	inside an area or enclosed space	in the room; in Madrid; in a taxi	dentro de / en
by / next to	beside	by the window; next to the bank	junto a / al lado de
between	in the middle of separate items	between the lift and the stairs	entre
opposite	facing across a space	opposite the pharmacy	enfrente de
above / below	higher / lower without contact	above the door; below the shelf	encima de / debajo de
under / over	lower / higher; often covering or crossing	under the table; over the bridge	debajo de / por encima de

ADDRESS LOGIC / LÓGICA DE DIRECCIONES

Use at for a complete address or point: at 22 King Street. Use on for the street: on King Street. Use in for the city or country: in Bristol, in the UK.

Usa at para una dirección concreta, on para la calle e in para ciudad o país.

ACTIVITY 2: LOCATE THE OBJECTS

ACTIVIDAD 2: SITÚA LOS OBJETOS

Complete with at, on, in, under, between, opposite, next to or above.

Completa con at, on, in, under, between, opposite, next to o above.

1 Meet me ___ reception. 2 The receipt is ___ the folder. 3 The keys are ___ the chair. 4 The café is ___ the bank and the pharmacy. 5 The clock is ___ the door. 6 The taxi is waiting ___ the entrance. 7 Room 5 is ___ the kitchen. 8 Your name is ___ the list.

Answers / Respuestas

CHAPTER 05 | MOVEMENT

Movement: show the path

Movimiento: muestra el recorrido

PREPOSITION	PATH	EXAMPLE	ESPAÑOL
to / from	destination / origin	travel to Seville; return from work	a / desde
into / out of	cross an inside boundary	walk into the room; run out of the house	hacia dentro / fuera de
onto / off	move to / from a surface	put it onto the shelf; take it off	encima de / quitar de
across	from one side to another over a surface	walk across the square	cruzar
through	inside and out the other side	drive through the tunnel	a través de
along	follow a line	walk along the river	a lo largo de
past	go beyond	go past the library	pasar de largo
towards	in the direction of	walk towards the station	hacia

PLACE VS MOVEMENT / LUGAR VS MOVIMIENTO

The files are in the box (location). Put the files into the box (movement across a boundary). She is on the platform; she stepped onto the platform.

Los archivos están in the box; se ponen into the box. La ubicación no cruza un límite; el movimiento sí.

ACTIVITY 3: GIVE THE ROUTE

ACTIVIDAD 3: INDICA EL RECORRIDO

Choose: to, into, out of, across, through, along, past or towards.

Elige: to, into, out of, across, through, along, past o towards.

Leave the station and walk 1 ___ the main exit. Go 2 ___ the glass doors and turn right. Walk 3 ___ Market Street, go 4 ___ the library and continue 5 ___ the river. Cross 6 ___ the footbridge, then go 7 ___ the courtyard. The entrance is directly ahead.

Completed route / Recorrido completo

ARRIVE AND HOME / ARRIVE Y HOME

Arrive at a point or small place; arrive in a city or country. Go home, get home and arrive home do not use to.

Arrive at para punto o lugar pequeño; arrive in para ciudad o país. Go/get/arrive home no llevan to.

CHAPTER 05 | COLLOCATIONS

Learn the whole combination

Aprende la combinación completa

TYPE	COMBINATION	EXAMPLE	ESPAÑOL
verb + prep	depend on	The date depends on approval.	depender de
verb + prep	apply for	She applied for the role.	solicitar
verb + prep	pay for	Who paid for dinner?	pagar
verb + prep	apologise for	I apologise for the delay.	disculparse por
verb + prep	focus on	Let us focus on the facts.	centrarse en
adjective + prep	interested in	I am interested in design.	interesado en
adjective + prep	responsible for	He is responsible for training.	responsable de
adjective + prep	good at	They are good at explaining.	bueno para / en
adjective + prep	afraid of	She is afraid of flying.	tener miedo de
noun + prep	reason for	What is the reason for the change?	motivo de
noun + prep	solution to	We found a solution to the problem.	solución a
noun + prep	increase in	There was an increase in demand.	aumento de

ACTIVITY 4: COMPLETE THE COMBINATION

ACTIVIDAD 4: COMPLETA LA COMBINACIÓN

Add the missing preposition.

Añade la preposición que falta.

1 depend ___ 2 interested ___ 3 responsible ___ 4 reason ___ 5 apologise ___ 6 apply ___ 7 focus ___ 8 good ___ 9 solution ___ 10 increase ___

Answers + two original examples / Respuestas + dos ejemplos

CHAPTER 05 | EDIT

Repair the tiny word

Corrige la palabra pequeña

ACTIVITY 5: EDIT EIGHT COMMON ERRORS**ACTIVIDAD 5: CORRIGE OCHO ERRORES FRECUENTES**

Correct each sentence. Sometimes the natural correction removes the preposition.

Corrige cada frase. A veces la opción natural elimina la preposición.

- 1 We discussed about the price.
- 2 They arrived to the airport early.
- 3 The appointment is in Monday on 08:30.
- 4 She is married with a doctor.
- 5 Please explain me the new process.
- 6 He entered into the room quietly.
- 7 I went to home after work.
- 8 We have been waiting during two hours.

Corrections / Correcciones

REGIONAL ENGLISH / INGLÉS REGIONAL

British English commonly says at the weekend / at weekends; American English commonly says on the weekend / on weekends. Choose a consistent variety, but understand both.

El inglés británico suele usar at the weekend; el estadounidense, on the weekend. Elige una variante coherente y comprende ambas.

CHAPTER 05 | APPLY

Workbook case: make the visit easy

Caso práctico: facilita la visita

VISIT DETAILS / DATOS DE LA VISITA

Workshop: Thursday, 18 September, 09:30-12:30. Venue: River House, 28 Mill Street, Bristol. Check in at reception by 09:20. Walk through the lobby, take the lift to the second floor and turn left. Room 2B is opposite the kitchen, between the stairs and the quiet room. Lunch is at 12:45 in the ground-floor café. Reply by Monday.

Taller: jueves 18 de septiembre, 09:30-12:30. Lugar: River House, 28 Mill Street, Bristol. Regístrate en recepción antes de las 09:20. Cruza el vestíbulo, sube en ascensor al segundo piso y gira a la izquierda. La sala 2B está enfrente de la cocina, entre las escaleras y la sala tranquila. Almuerzo a las 12:45 en la cafetería de la planta baja. Responde antes del lunes.

CHECK	YOUR PRECISE PHRASE
date and time	
full address	
arrival deadline	
route inside building	
room location	
lunch location and time	
reply deadline	

ACTIVITY 6: WRITE THE VISITOR MESSAGE

ACTIVIDAD 6: ESCRIBE EL MENSAJE PARA VISITANTES

Write 120-150 words that make date, arrival, route and response deadline impossible to miss.
Escribe 120-150 palabras donde fecha, llegada, recorrido y plazo de respuesta sean muy claros.

Visitor message / Mensaje para visitantes

CHAPTER 05 | WRITE

Writing practice: useful precision

Práctica escrita: precisión útil**TASK A: DIRECTIONS FOR A REAL PLACE****TAREA A: INDICACIONES PARA UN LUGAR REAL**

Write 100-130 words from a transport stop or landmark to a place you know. Include at least six movement prepositions and three location prepositions.

Escribe 100-130 palabras desde una parada o punto conocido hasta un lugar real. Incluye al menos seis preposiciones de movimiento y tres de lugar.

Directions / Indicaciones

TASK B: APPOINTMENT CONFIRMATION**TAREA B: CONFIRMACIÓN DE CITA**

Write a 90-120 word appointment confirmation with exact date, time, address, arrival point, documents to bring and a deadline for changes.

Escribe una confirmación de 90-120 palabras con fecha, hora, dirección, punto de llegada, documentos y plazo para cambios.

Confirmation / Confirmación



The report was completed. The person who completed it was apparently in witness protection.

CHAPTER 06

Passive Voice: Focus and Responsibility

Voz pasiva: enfoque y responsabilidad

The passive voice moves attention from the doer to the action or receiver. It is essential for processes and unknown agents, but it should not hide an owner when responsibility matters.

APOYO EN ESPAÑOL

La voz pasiva desplaza la atención del autor a la acción o al receptor. Es esencial para procesos y agentes desconocidos, pero no debe ocultar responsables importantes.

YOU WILL LEARN	APRENDERÁS
1. Build passive forms across useful tenses.	Formar la pasiva en tiempos frecuentes.
2. Choose active or passive for a clear reason.	Elegir activa o pasiva con un motivo claro.
3. Use by, with and reporting passives accurately.	Usar by, with y pasivas de reporte correctamente.
4. Describe a process without hiding accountability.	Describir un proceso sin ocultar responsabilidad.

CHAPTER 06 | MEANING

Move the focus, keep the meaning

Cambia el enfoque, conserva el significado

VOICE	SENTENCE	FOCUS	ESPAÑOL
active	The review team approved the request.	the actor and responsibility	El equipo aprobó la solicitud.
passive	The request was approved.	the request and result	La solicitud fue aprobada.
passive + agent	The request was approved by the review team.	result plus useful actor	La solicitud fue aprobada por el equipo.

GOOD REASONS TO USE THE PASSIVE / BUENOS MOTIVOS

REASON	EXAMPLE	WHY IT WORKS
agent unknown	My bicycle was stolen.	The thief is not known.
agent obvious or routine	Your application will be reviewed within five days.	The process matters more than the routine reviewer.
receiver is the topic	The historic bridge was restored in 2024.	The bridge remains the topic.
formal process	All samples are stored at 4°C.	The method is central.
agent genuinely unimportant	The street was closed overnight.	The closure affects the reader; the actor may not.

ACCOUNTABILITY CHECK / COMPRUEBA LA RESPONSABILIDAD

If the reader needs to know who decided, promised, failed, owns the next step or has authority, name the actor. Passive grammar is not a fog machine.

Si el lector necesita saber quién decidió, prometió, falló, es responsable o tiene autoridad, nombra al actor. La pasiva no es una máquina de humo.

CHAPTER 06 | FORM

The passive engine

El motor de la pasiva

PASSIVE = correct form of BE + past participle

The form of be carries the tense. The main verb stays in the past participle: is checked, was checked, has been checked.

La forma de be lleva el tiempo verbal; el verbo principal queda en participio.

TIME	ACTIVE	PASSIVE
present simple	They check every form.	Every form is checked.
past simple	They sent the message.	The message was sent.
present continuous	They are repairing the lift.	The lift is being repaired.
past continuous	They were repairing the lift.	The lift was being repaired.
present perfect	They have approved the plan.	The plan has been approved.
past perfect	They had booked the room.	The room had been booked.
future with will	They will announce the result.	The result will be announced.
modal	You must sign the form.	The form must be signed.

ACTIVITY 1: BUILD THE PASSIVE

ACTIVIDAD 1: CONSTRUYE LA PASIVA

Complete with the correct passive form.

Completa con la forma pasiva correcta.

- 1 Every request ___ (check) within two days.
- 2 The confirmation ___ (send) yesterday.
- 3 The plan ___ already ___ (approve).
- 4 The package ___ (deliver) tomorrow.
- 5 Both pages must ___ (sign).
- 6 The lift ___ (repair) when we arrived.
- 7 The room ___ already ___ (book) before I called.

Answers / Respuestas

CHAPTER 06 | NUANCE

Agent, instrument and information structure

Agente, instrumento y estructura informativa

CHOICE	USE	EXAMPLE
by + agent/cause	who or what performs/causes the action	The roof was damaged by the storm.
with + instrument/material	tool or material used	The seal was cut with a metal tool.
omit agent	unknown, obvious, routine or irrelevant	The payment was received.
include agent	identity adds useful contrast, credit or accountability	The final version was approved by Legal, not Sales.

TWO OBJECTS / DOS OBJETOS

ACTIVE	PERSON AS TOPIC	THING AS TOPIC
They offered Marta a role.	Marta was offered a role.	A role was offered to Marta.
They sent us the details.	We were sent the details.	The details were sent to us.

ACTIVITY 2: ACTIVE OR PASSIVE?

ACTIVIDAD 2: ¿ACTIVA O PASIVA?

Rewrite each sentence using the requested focus.

Reescribe cada frase con el enfoque indicado.

- 1 The team reviews all requests. (focus: requests)
- 2 Someone stole my bicycle. (unknown agent)
- 3 The finance director made the decision. (keep accountability)
- 4 They will announce the results on Friday. (focus: results)
- 5 A storm damaged the roof. (focus: roof; keep useful cause)
- 6 They have not paid the invoice. (focus: invoice)

Rewrites / Reescrituras

CHAPTER 06 | EXTEND

B2 reporting patterns

Patrones de reporte B2

PATTERN	EXAMPLE	MEANING
It is said that + clause	It is said that the route is difficult.	general or unnamed source
subject + is said to + base	The route is said to be difficult.	same present-time report
subject + is believed to have + participle	The error is believed to have started overnight.	reported earlier event
get + participle	My phone got damaged in the rain.	informal; often event or unexpected result

SOURCE QUALITY / CALIDAD DE LA FUENTE

An impersonal passive can sound authoritative without naming evidence. In serious writing, identify the source when it matters: 'The inspection report states that...'

Una pasiva impersonal puede sonar autoritaria sin citar evidencia. En textos importantes, identifica la fuente cuando sea relevante.

ACTIVITY 3: REPORT WITHOUT OVERCLAIMING

ACTIVIDAD 3: INFORMA SIN EXAGERAR

Rewrite each report in both passive patterns. Then name a source that would make the claim stronger.
Reescribe cada informe con ambos patrones pasivos. Después indica una fuente que reforzaría la afirmación.

- 1 People say that the new route is faster.
- 2 Experts believe that the painting was created in the 1880s.
- 3 Investigators think that the fault began overnight.

Two patterns + sources / Dos patrones + fuentes

CHAPTER 06 | EDIT

When passive hides too much

Quando la pasiva oculta demasiado

ACTIVITY 4: RESTORE THE OWNER
ACTIVIDAD 4: RECUPERA AL RESPONSABLE

Rewrite each message so the reader can act. Invent no names: use the role given in brackets.
Reescribe cada mensaje para que el lector pueda actuar. No inventes nombres; usa el puesto indicado.

1 The application was rejected. (review panel)

2 It was decided that the office would close. (regional director)

3 The figures will be checked tomorrow. (finance analyst)

4 A promise was made to call the client. (account manager)

5 The deadline was missed. (supplier did not deliver the file)

6 The issue will be resolved soon. (IT lead; Friday 15:00)

Accountable rewrites / Reescrituras responsables

KEEP PASSIVE WHEN...	PREFER ACTIVE WHEN...
the receiver is the topic	the decision-maker matters
the agent is unknown	the owner must take a next step
a routine process is explained	a promise or commitment must be traced
the action matters more than the actor	the passive would hide cause or responsibility

MEANING FIRST. FORM SECOND. PRACTICE ALWAYS.

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CHAPTER 06 | APPLY

Workbook case: explain the returns process

Caso práctico: explica el proceso de devoluciones

PROCESS NOTES / NOTAS DEL PROCESO

1 Customer submits the online form. 2 Service team checks it within two working days. 3 System generates a return reference. 4 Courier collects the item. 5 Inspection team examines it. 6 Finance approves the refund if the criteria are met. 7 Bank sends the funds to the original payment method. The service manager owns exceptions.

1 El cliente envía el formulario. 2 Atención lo revisa en dos días laborables. 3 El sistema genera una referencia. 4 El transportista recoge el artículo. 5 Inspección lo examina. 6 Finanzas aprueba el reembolso si se cumplen los criterios. 7 El banco envía los fondos al método original. La responsable del servicio gestiona excepciones.

STEP	PASSIVE PROCESS SENTENCE	AGENT NEEDED? WHY?
form		
check		
reference		
collection		
inspection		
refund		
funds		

ACTIVITY 5: WRITE THE CUSTOMER GUIDE

ACTIVIDAD 5: ESCRIBE LA GUÍA PARA CLIENTES

Write 130-160 words. Use passive voice for the routine process, but name Finance and the service manager where approval or exception ownership matters.

Escribe 130-160 palabras. Usa pasiva para el proceso rutinario, pero nombra a Finanzas y a la responsable cuando importen aprobación o excepciones.

Customer guide / Guía para clientes

CHAPTER 06 | WRITE

Writing practice: focus with purpose

Práctica escrita: enfoque con propósito

TASK A: HOW A SERVICE WORKS

TAREA A: CÓMO FUNCIONA UN SERVICIO

Write 120-150 words explaining how a booking, delivery, repair, payment or registration process works. Use at least five passive forms in different tenses.

Escribe 120-150 palabras explicando un proceso de reserva, entrega, reparación, pago o registro. Usa al menos cinco pasivas en tiempos distintos.

Process explanation / Explicación del proceso

TASK B: ACTIONABLE FOLLOW-UP

TAREA B: SEGUIMIENTO ACCIONABLE

Write 100-130 words after a service failure. Use passive voice for what happened to the item or service; use active voice to name who will investigate, decide and contact the customer.

Escribe 100-130 palabras tras un fallo de servicio. Usa pasiva para lo ocurrido y activa para indicar quién investigará, decidirá y contactará al cliente.

Follow-up / Seguimiento



By the sixth retelling, 'send the file' had somehow become 'cancel the entire project'.

CHAPTER 07

Reported Speech: Report Without Distortion

Estilo indirecto: informa sin distorsionar

Reported speech retells meaning from a new time, place and point of view. Grammar matters, but so do source, certainty and the difference between what was said and what you inferred.

APOYO EN ESPAÑOL

El estilo indirecto cuenta un mensaje desde otro tiempo, lugar y punto de vista. Importa la gramática, pero también la fuente, la certeza y la diferencia entre lo dicho y lo interpretado.

YOU WILL LEARN	APRENDERÁS
1. Backshift statements without doing it mechanically.	Cambiar tiempos sin hacerlo mecánicamente.
2. Report questions, requests and commands.	Transmitir preguntas, peticiones y órdenes.
3. Choose accurate reporting-verb patterns.	Elegir patrones correctos de verbos de reporte.
4. Write a faithful meeting or conversation summary.	Escribir un resumen fiel de una reunión o conversación.

CHAPTER 07 | STATEMENTS

Change the viewpoint

Cambia el punto de vista

REPORTING CLAUSE + (that) + REPORTED CLAUSE

Direct: Maya said, 'I am busy.' | Reported: Maya said (that) she was busy.

That suele ser opcional después de say y tell, pero el pronombre y el tiempo deben encajar con el nuevo punto de vista.

DIRECT FORM	COMMON BACKSHIFT	DIRECT -> REPORTED
present simple	past simple	'I work here.' -> He said he worked there.
present continuous	past continuous	'I am waiting.' -> She said she was waiting.
present perfect	past perfect	'We have finished.' -> They said they had finished.
past simple	past perfect	'I saw it.' -> She said she had seen it.
will	would	'I will call.' -> He said he would call.
can	could	'I can help.' -> She said she could help.
may	might	'It may rain.' -> He said it might rain.
must	had to / must	'I must leave.' -> She said she had to leave.

NO AUTOMATIC BACKSHIFT / NO CAMBIOS MECÁNICAMENTE

Backshift is common after a past reporting verb. Keep the original tense when the fact is still true or the current viewpoint makes it natural: 'The guide said that the museum opens at ten.' Present reporting verbs also normally keep the tense: 'She says she is ready.'

El cambio es común tras un verbo de reporte en pasado. Mantén el tiempo si el hecho sigue siendo válido o si el verbo de reporte está en presente.

ACTIVITY 1: REPORT THE STATEMENTS**ACTIVIDAD 1: TRANSMITE LAS AFIRMACIONES**

Report each statement from a later viewpoint.

Pasa cada afirmación a estilo indirecto desde un momento posterior.

- 1 Leo: 'I am working from home.'
- 2 The team: 'We have finished the checks.'
- 3 Sara: 'I will call the supplier.'
- 4 Omar: 'I cannot attend tomorrow.'
- 5 Nina: 'I saw the message yesterday.'
- 6 The guide: 'The gallery closes at six.' (still true)

Reported statements / Afirmaciones transmitidas

KEEP OR BACKSHIFT? / ¿MANTENER O CAMBIAR?

DIRECT MESSAGE	REPORTING CONTEXT	YOUR CHOICE + REASON
'Water boils at 100°C at sea level.'	reporting a still-valid scientific statement	
'I am exhausted.'	reporting the speaker's state one week later	
'I will call tomorrow.'	reporting the message three days later	
'The clinic opens at eight.'	the schedule is still current	

VIEWPOINT TEST / PRUEBA DE PUNTO DE VISTA

If the content remains true, keeping the tense may be clearer. If you are locating a temporary state or future plan inside a past conversation, backshift usually helps.

Si el contenido sigue siendo verdadero, mantener el tiempo puede ser más claro. Para estados temporales o planes vistos desde una conversación pasada, el cambio suele ayudar.

CHAPTER 07 | VIEWPOINT

Pronouns, time and place

Pronombres, tiempo y lugar

DIRECT WORD	POSSIBLE REPORTED WORD	EXAMPLE
I / my	he, she / his, her	'I lost my key.' -> She said she had lost her key.
we / our	they / their	'We changed our plan.' -> They said they had changed their plan.
now	then / at that time	'I am busy now.' -> He said he was busy then.
today	that day	'I will finish today.' -> She said she would finish that day.
yesterday	the day before / previous day	'It arrived yesterday.' -> He said it had arrived the day before.
tomorrow	the next / following day	'I will go tomorrow.' -> She said she would go the next day.
last week	the previous week	'We met last week.' -> They said they had met the previous week.
next month	the following month	'I will move next month.' -> He said he would move the following month.
here / this / these	there / that / those	Change only when place or reference changes.

CONTEXT DECIDES / EL CONTEXTO DECIDE

If you report the message in the same place or on the same day, here and today may still be correct. Report the real viewpoint, not a memorised substitution list.

Si informas en el mismo lugar o el mismo día, here y today pueden seguir siendo correctos. Informa desde el punto de vista real.

ACTIVITY 2: MOVE THE VIEWPOINT

ACTIVIDAD 2: CAMBIA EL PUNTO DE VISTA

You are reporting the messages one week later from another city. Make every necessary change.
Transmites los mensajes una semana después desde otra ciudad. Haz todos los cambios necesarios.

- 1 Eva said, 'I will send these files tomorrow.'
- 2 Dan said, 'We met our landlord here yesterday.'
- 3 Lea said, 'My appointment is in this building today.'
- 4 The organisers said, 'We will announce our decision next Monday.'

New-viewpoint reports / Informes desde el nuevo punto de vista

CHAPTER 07 | STRUCTURE

Questions, requests and commands

Preguntas, peticiones y órdenes

TYPE	PATTERN	EXAMPLE
wh-question	asked + wh-word + statement order	'Where do you work?' -> She asked where I worked.
yes/no question	asked + if/whether + statement order	'Are you free?' -> He asked whether I was free.
request	asked + object + to-infinitive	'Please send it.' -> She asked me to send it.
command	told + object + to-infinitive	'Wait outside.' -> He told us to wait outside.
negative command	told/warned + object + not to	'Do not touch it.' -> She warned us not to touch it.

QUESTION ORDER DISAPPEARS / DESAPARECE EL ORDEN DE PREGUNTA

Reported questions use statement order and no do/does/did: 'She asked where the station was', not 'where was the station' or 'where did the station be'.

Las preguntas indirectas usan orden de afirmación y no llevan do/does/did.

ACTIVITY 3: REPORT FOUR MESSAGE TYPES

ACTIVIDAD 3: TRANSMITE CUATRO TIPOS DE MENSAJE

Rewrite each sentence in reported speech.

Reescribe cada frase en estilo indirecto.

- 'Where did you park?' the guard asked me.
- 'Are you free this afternoon?' Rosa asked me.
- 'Please send the receipt today,' the accountant said to me.
- 'Do not open the door,' the technician said to us.
- 'When will the results arrive?' I asked.
- 'Can you wait here?' the receptionist asked us.

Reported versions / Versiones indirectas

CHAPTER 07 | VOCABULARY

Choose a reporting verb that tells the truth

Elige un verbo de reporte fiel

PATTERN	VERBS	EXAMPLE
verb + that-clause	say, explain, mention, admit, deny, confirm	She confirmed that the date had changed.
verb + object + that-clause	tell, assure, inform, remind	He informed us that the office was closed.
verb + to-infinitive	agree, offer, promise, refuse	They offered to help.
verb + object + to-infinitive	advise, ask, encourage, invite, remind, tell, warn	She reminded me to pay.
verb + -ing	admit, deny, recommend, suggest	He admitted taking the file.
verb + preposition + -ing	apologise for, insist on	They apologised for arriving late.

ACTIVITY 4: CHOOSE THE HONEST VERB

ACTIVIDAD 4: ELIGE EL VERBO FIEL

Choose a verb that matches the force of the original message and complete the pattern.

Elige un verbo que refleje la intención original y completa el patrón.

- 'I definitely will send it tonight.' -> promise / mention
- 'Perhaps we could leave earlier.' -> suggest / order
- 'Do not use that cable; it is unsafe.' -> warn / invite
- 'Yes, I copied the confidential file.' -> admit / advise
- 'Would you like to join the workshop?' -> invite / refuse
- 'I am sorry I arrived late.' -> apologise / insist

Verb + complete report / Verbo + informe completo

CHAPTER 07 | EDIT

Accuracy before drama

Precisión antes que dramatismo

ACTIVITY 5: REPAIR THE REPORT

ACTIVIDAD 5: CORRIGE EL INFORME

Correct the grammar and preserve the original level of certainty.
Corrige la gramática y conserva el nivel original de certeza.

- 1 She told that the office was closed.
- 2 He asked where did I live.
- 3 They suggested to wait.
- 4 The manager explained me that the price had changed.
- 5 She said me she would call.
- 6 He asked me that if I was ready.
- 7 The doctor advised to rest.
- 8 'We might finish Friday' was reported as 'They promised to finish Friday.'

Faithful corrections / Correcciones fieles

REPORTING CHECK	QUESTION / PREGUNTA
source	Who said it? ¿Quién lo dijo?
time	When was it said? ¿Cuándo?
exact force	Was it a fact, estimate, suggestion or promise?
viewpoint	Which pronouns, times and places changed?
inference	What did I add that was not actually said?

CHAPTER 07 | APPLY

Workbook case: the five-minute meeting

Caso práctico: la reunión de cinco minutos

DIRECT NOTES / NOTAS DIRECTAS

Mina: 'The supplier has delivered the samples.' Joel: 'I am checking them now.' Ana: 'I may finish the cost review tomorrow.' Mina to Joel: 'Please send the results by 15:00.' Joel: 'I can send a preliminary note, but I cannot confirm the final result today.' Ana: 'Why did the delivery arrive late?' Nobody answered the question. The chair: 'Do not describe a forecast as a commitment.'

Mina: el proveedor entregó las muestras. Joel: las revisa ahora. Ana quizá termine el análisis de costes mañana. Mina pide a Joel resultados antes de las 15:00. Joel puede enviar una nota preliminar, pero no confirmar el resultado final hoy. Ana pregunta por el retraso; nadie responde. La presidencia pide no llamar compromiso a una previsión.

SOURCE	MESSAGE TYPE	YOUR ACCURATE REPORT
Mina	fact	
Joel	current activity	
Ana	possibility	
Mina	request	
Joel	ability + limit	
Ana	unanswered question	
chair	warning/instruction	

ACTIVITY 6: WRITE THE MEETING SUMMARY

ACTIVIDAD 6: ESCRIBE EL RESUMEN DE LA REUNIÓN

Write 140-170 words. Report the messages, preserve uncertainty, record the unanswered question and identify what was requested versus promised.
Escribe 140-170 palabras. Transmite los mensajes, conserva la incertidumbre, registra la pregunta sin respuesta y distingue petición de promesa.

Meeting summary / Resumen de la reunión

CHAPTER 07 | WRITE

Writing practice: retell responsibly

Práctica escrita: transmite con responsabilidad**TASK A: A USEFUL CONVERSATION****TAREA A: UNA CONVERSACIÓN ÚTIL**

Write 120-150 words reporting a real or fictional conversation with a service provider, colleague, neighbour or family member. Include a statement, question, request, suggestion and promise or refusal.

Escribe 120-150 palabras sobre una conversación real o ficticia. Incluye afirmación, pregunta, petición, sugerencia y promesa o negativa.

Responsible retelling / Relato responsable

TASK B: MESSAGE DISTORTION AUDIT**TAREA B: AUDITORÍA DE DISTORSIÓN**

Write a direct message of 50-70 words, then paraphrase it in reported speech. Underline anything that changed in time, place, pronoun or certainty.

Escribe un mensaje directo de 50-70 palabras y después parafrasea en estilo indirecto. Subraya cambios de tiempo, lugar, pronombre o certeza.

Direct + reported / Directo + indirecto



The trophy said 'BEST'. The criteria had not even entered the room.

CHAPTER 08

Comparatives and Superlatives: Compare Fairly

Comparativos y superlativos: compara con justicia

Comparisons are grammar plus judgement. Build the form correctly, define what is being compared and avoid calling something the best before the criteria and evidence are clear.

APOYO EN ESPAÑOL
Comparar combina gramática y criterio. Forma la estructura correctamente, define qué comparas y evita llamar algo lo mejor antes de aclarar criterios y evidencia.

YOU WILL LEARN	APRENDERÁS
1. Form regular and irregular comparisons.	Formar comparaciones regulares e irregulares.
2. Express degree, equality and quantity.	Expresar grado, igualdad y cantidad.
3. Use advanced comparison patterns.	Usar patrones comparativos avanzados.
4. Write an evidence-based recommendation.	Escribir una recomendación basada en evidencia.

CHAPTER 08 | FORM

Build the comparison

Construye la comparación

ADJECTIVE TYPE	COMPARATIVE	SUPERLATIVE	EXAMPLE
one syllable	-er	the -est	fast -> faster -> the fastest
ends in e	-r	the -st	large -> larger -> the largest
short vowel + consonant	double + -er	double + the -est	big -> bigger -> the biggest
consonant + y	y -> ier	y -> the iest	busy -> busier -> the busiest
most 2+ syllables	more	the most	reliable -> more reliable -> the most reliable
less / least	less + adjective	the least + adjective	less expensive -> the least expensive

IRREGULAR	COMPARATIVE	SUPERLATIVE	NOTE
good / well	better	the best	quality or performance
bad / badly	worse	the worst	negative quality or performance
far	farther / further	the farthest / furthest	farther often physical; further also additional
little	less	the least	uncountable amount
many / much	more	the most	countable number / uncountable amount

ACTIVITY 1: BUILD THE THREE FORMS

ACTIVIDAD 1: CONSTRUYE LAS TRES FORMAS

Write comparative and superlative forms.

Escribe comparativo y superlativo.

1 quiet 2 busy 3 reliable 4 good 5 bad 6 far 7 comfortable 8 thin 9 easy 10 useful

Comparative + superlative / Comparativo + superlativo

CHAPTER 08 | RANGE

Degree, equality and quantity

Grado, igualdad y cantidad

PURPOSE	PATTERN	EXAMPLE	ESPAÑOL
strong difference	much / far / a lot + comparative	The train is far faster.	mucho más rápido
small difference	slightly / a little + comparative	Plan B is slightly cheaper.	un poco más barato
equality	as + adjective + as	The room is as bright as the studio.	tan luminoso como
inequality	not as/so + adjective + as	The bus is not as quick as the train.	no tan rápido como
multiplication	twice / three times as ... as	This room is twice as large.	dos veces más grande
countable quantity	fewer / the fewest	fewer errors; the fewest delays	menos errores
uncountable quantity	less / the least	less time; the least traffic	menos tiempo / tráfico

THAN AND THE / THAN Y THE

Use than after a comparative: cheaper than. Superlatives normally use the: the cheapest option. Use one of the + superlative + plural noun: one of the cheapest options.

Usa than tras comparativo y the con superlativo. Tras one of the, el sustantivo va en plural.

ACTIVITY 2: COMPLETE THE DEGREE

ACTIVIDAD 2: COMPLETA EL GRADO

Choose from: far, slightly, as, fewer, less, the most, than, the least.

Elige entre: far, slightly, as, fewer, less, the most, than, the least.

- The new route is ___ shorter than the old one.
- This plan needs ___ time but more people.
- Option C has ___ steps than Option A.
- The basic room is not ___ quiet as the studio.
- Maya is ___ experienced candidate.
- This is one of ___ expensive solutions.
- The afternoon train is faster ___ the bus.
- The revised quote is only ___ higher.

Answers / Respuestas

CHAPTER 08 | EXTEND

Advanced patterns that show change

Patrones avanzados que muestran cambio

PATTERN	USE	EXAMPLE	ESPAÑOL
the + comparative, the + comparative	linked change	The earlier we leave, the quieter the roads are.	cuanto antes, más tranquilas
comparative and comparative	continuous change	The wait became longer and longer.	cada vez más larga
more and more + adjective	continuous change with longer adjective	The process is becoming more and more complex.	cada vez más complejo
one of the + superlative + plural	member of a top group	It is one of the safest routes.	una de las rutas más seguras
by far + superlative	very strong lead	It is by far the fastest option.	con diferencia, la más rápida
second/third + superlative	rank	It is the second-largest room.	la segunda sala más grande

ACTIVITY 3: COMPLETE THE LOGIC

ACTIVIDAD 3: COMPLETA LA LÓGICA

Complete with a logical comparative form.

Completa con una forma comparativa lógica.

- 1 The more clearly you explain the route, the ___ it is to follow.
- 2 As the evening continued, the restaurant became ___ and ___.
- 3 The earlier we book, the ___ the tickets usually are.
- 4 This is one of the ___ (useful) features in the app.
- 5 Of all four routes, the express train is by far the ___ (fast).
- 6 Room B is the second-___ (large) room in the building.

Completed patterns / Patrones completos

CHAPTER 08 | FAIRNESS

Compare like with like

Compara elementos equivalentes

CHECK	WEAK CLAIM	STRONGER VERSION
criterion	Plan A is better.	Plan A is cheaper for a solo traveller.
comparison group	This is the fastest.	This is the fastest of the three tested routes.
source	Customers prefer it.	In the 40 survey responses, 26 preferred it.
same measure	The new plan has fewer cost.	The new plan costs less per month.
limits	It is by far the safest.	It had the fewest reported incidents in the supplied 2025 data.

ACTIVITY 4: REPAIR THE COMPARISON

ACTIVIDAD 4: CORRIGE LA COMPARACIÓN

Correct the grammar. Add a criterion or comparison group where the claim is incomplete.
Corrige la gramática. Añade criterio o grupo de comparación cuando falte.

- 1 This route is more easier.
- 2 Plan C is the most cheapest.
- 3 The bus is as faster as the train.
- 4 This option causes less delays.
- 5 It is one of best choices.
- 6 The quiet room is much more quieter.
- 7 Maya is the most experienced than Leo.
- 8 This is the safest. (No comparison group is named.)

Precise repairs / Correcciones precisas

CHAPTER 08 | APPLY

Workbook case: compare three commutes

Caso práctico: compara tres trayectos

FICTIONAL COMMUTE DATA / DATOS FICTICIOS
Compare only the information supplied. Do not infer comfort, safety or reliability where no measure is given.
Compara solo la información proporcionada. No deduzcas comodidad, seguridad o fiabilidad si no hay medida.

OPTION	ONE-WAY TIME	DAILY COST	CHANGES	WALKING
Bus	45 min	£3	0	8 min
Train	28 min	£7	1	12 min
Bike	35 min	£0	0	0 min

ACTIVITY 5: WRITE EIGHT DEFENSIBLE COMPARISONS
ACTIVIDAD 5: ESCRIBE OCHO COMPARACIONES DEFENSIBLES

Include two comparatives, two superlatives, as...as, less/fewer, a degree modifier and one limitation statement.
Incluye dos comparativos, dos superlativos, as...as, less/fewer, un modificador de grado y una limitación.

Eight comparisons / Ocho comparaciones

CHAPTER 08 | DECIDE

Recommend for a clear priority

Recomienda según una prioridad clara

ACTIVITY 6: RECOMMEND FOR A PERSON

ACTIVIDAD 6: RECOMIENDA PARA UNA PERSONA

Choose one: lowest cost, shortest time or no changes. Recommend the best option for that priority and state what the data cannot prove.

Elige una prioridad: menor coste, menor tiempo o ningún transbordo. Recomienda la mejor opción y aclara qué no demuestran los datos.

Recommendation / Recomendación

DECISION PART	YOUR EVIDENCE-BASED NOTE
person and priority	
best option for that priority	
main trade-off	
what the data cannot prove	
when another option is better	

BEST FOR, NOT BEST FOREVER / MEJOR PARA, NO MEJOR EN TODO

A defensible recommendation says who the option is best for, under which criterion and with what limitation.

Una recomendación defendible indica para quién es mejor, según qué criterio y con qué limitación.

CHAPTER 08 | WRITE

Writing practice: compare with evidence

Práctica escrita: compara con evidencia

TASK A: TWO REAL OPTIONS

TAREA A: DOS OPCIONES REALES

Write 130-160 words comparing two courses, services, neighbourhoods, devices, travel plans or routines. Define at least three criteria and avoid unsupported claims.

Escribe 130-160 palabras comparando dos cursos, servicios, barrios, dispositivos, viajes o rutinas. Define al menos tres criterios y evita afirmaciones sin apoyo.

Evidence-based comparison / Comparación basada en evidencia

TASK B: FAIR RECOMMENDATION

TAREA B: RECOMENDACIÓN JUSTA

Write 100-130 words recommending one option for a specific person. Include a superlative, a limitation and a situation in which the other option would be better.

Escribe 100-130 palabras recomendando una opción para una persona concreta. Incluye superlativo, limitación y una situación donde la otra opción sería mejor.

Recommendation / Recomendación

CAPSTONE | PROYECTO INTEGRADO

Final project: choose an adult English course

Proyecto final: elige un curso de inglés

FICTIONAL OPTIONS / OPCIONES FICTICIAS

Your goal is to improve spoken English while working full time. Compare the three options below. Quality and teacher skill are not measured, so you cannot rank them on those criteria.

Tu meta es mejorar el inglés oral mientras trabajas a tiempo completo. Compara las tres opciones. No se miden calidad ni habilidad docente, así que no puedes clasificarlas con esos criterios.

OPTION	PRICE	LENGTH	LIVE TIME	TRAVEL	GROUP / ACCESS
A Evening class	£360	12 weeks	2 evenings/week	35 min each way	18 learners
B Online cohort	£290	10 weeks	2 live sessions/week	none	24 learners + recordings
C Weekend intensive	£420	6 weekends	6 hours/weekend	20 min each way	12 learners

MY CRITERION	WEIGHT 1-5	A	B	C	EVIDENCE / LIMIT
cost					
schedule fit					
travel					
group size					
access to recordings					
my own criterion					

Eight evidence-based comparisons / Ocho comparaciones basadas en datos

CAPSTONE | WRITE

Final project: recommendation brief

Proyecto final: recomendación

INTEGRATED WRITING CHALLENGE

RETO DE ESCRITURA INTEGRADA

Write 220-280 words recommending one course for yourself or a fictional adult. Use all eight chapter tools from the checklist. Keep the evidence and limits visible.

Escribe 220-280 palabras recomendando un curso para ti o una persona ficticia. Usa las ocho herramientas de la lista y muestra evidencia y límites.

[]	GRAMMAR TOOL	REQUIRED MOVE
[]	present perfect	state experience, progress or continuing need
[]	past simple / continuous	give relevant background experience
[]	past perfect	show an earlier influence on that experience
[]	gerund / infinitive	state goal, preference or plan
[]	prepositions	state schedule, place or access accurately
[]	passive voice	report supplied information with suitable focus
[]	reported speech	report one person's need or advice
[]	comparison	compare and recommend with a limitation

Recommendation brief / Informe de recomendación

CAPSTONE | REFLECT

Final edit and self-assessment

Edición final y autoevaluación

EDITING PASS	QUESTION	DONE
meaning	Does each tense show the intended time relationship?	[]
form	Are auxiliaries, participles and -ing forms complete?	[]
patterns	Do gerunds, infinitives and prepositions follow natural combinations?	[]
focus	Does passive voice clarify rather than hide responsibility?	[]
accuracy	Does reported speech preserve source and certainty?	[]
comparison	Are criteria, group, evidence and limits visible?	[]
reader	Can the reader identify the recommendation and next step?	[]

I CAN... / PUEDO...	BEFORE 1-4	NOW 1-4	EVIDENCE
connect past actions to now			
control background and sequence			
choose gerund and infinitive patterns			
use prepositions precisely			
choose active or passive focus			
report messages faithfully			
compare with fair criteria			

The grammar decision I now make more confidently / La decisión gramatical que ahora tomo con más seguridad

SELF-CHECK AND FACILITATOR GUIDE

Suggested Answer Key

Respuestas sugeridas

Closed tasks have suggested answers below. Open writing has many possible answers. Evaluate it for intended meaning, accurate form, useful range, organisation and reader impact. Do not reward a complex form that changes the facts.

APOYO EN ESPAÑOL

Las tareas cerradas tienen respuestas sugeridas. La escritura abierta admite muchas respuestas. Evalúa significado, forma, variedad útil, organización e impacto en el lector. No premies una forma compleja que cambie los hechos.

CHAPTER 1: PRESENT PERFECT

Activity 1: 1 since; 2 for; 3 since; 4 for; 5 since; 6 for.

Activity 2: 1 have known; 2 has been repairing; 3 have sent; 4 has gone; 5 have not received; 6 have you been waiting.

Activity 3: 1 has written - completed quantity; 2 has been painting - unfinished activity; 3 have known - state/duration; 4 have been waiting - duration; 5 have owned - state; 6 has been using - recent activity with present evidence.

Activity 4: 1 I met her last year. 2 He has owned the flat since 2020. 3 We haven't finished the checks yet. 4 Marta has been to Rome three times. 5 How long have you lived here? 6 I have sent four invoices today.

Activity 5 model content: Twenty-six people have registered and eighteen have already paid. Two teachers have confirmed. We have been contacting venues since Monday, but the evening venue has not replied yet. The printer has been repaired. Elena has gone to the bank and has not returned yet. The next step should name who will follow up and when.

ANSWER KEY

Suggested answers - Chapter 2

Respuestas sugeridas - Capítulo 2

Activity 1: 1 M; 2 B; 3 B; 4 M; 5 M; 6 B.

Activity 2: 1 arrived; 2 was presenting; 3 did you leave; 4 were not paying; 5 stopped; 6 Were they waiting.

Activity 3: 1 was waiting; 2 were checking; 3 arrived; 4 opened; 5 was looking; 6 fell; 7 picked; 8 handed.

Activity 4: /t/ worked, laughed, watched; /d/ called, changed, moved; /id/ needed, started.

Activity 5: 1 I knew the answer. 2 Did you go to the appointment? 3 While I was cooking dinner, the delivery arrived. 4 At 09:00 yesterday, I was working on the budget. 5 The lights went out while we were talking. 6 She didn't understand the instructions.

Activity 6 model sequence: Amir was carrying two coffees while Jo was explaining the weekly figures. A loose chair rolled into the aisle. Amir stepped sideways, and one cup fell. Coffee reached a power strip, so the screens went dark. Facilities disconnected the strip at 10:04. State that no one was injured and one keyboard was damaged. The notes do not establish why the chair rolled or who was responsible.

WRITING CHECK / REVISIÓN DE ESCRITURA

Anecdote: background is mainly continuous; main events are mainly simple. Formal account: exact times, neutral sequence and no unsupported blame.

Anécdota: fondo principalmente en continuo y hechos principales en simple. Relato formal: horas exactas, secuencia neutral y sin culpa no demostrada.

ANSWER KEY

Suggested answers - Chapter 3

Respuestas sugeridas - Capítulo 3

Activity 1: 1 office had closed = E; I called = L. 2 saved = E; laptop crashed = L. 3 boarding ended = E; we reached the gate = L. 4 discussed = E; voted = L.

Activity 2: 1 had already left; 2 had not read; 3 had they been waiting; 4 had been booked; 5 had been working; 6 Had you saved.

Activity 3: 1 had forgotten; 2 I woke up, showered and caught the 07:20 bus; 3 had been waiting; 4 restarted is the most economical choice because after already shows order, though had restarted can emphasise completion; 5 had left; 6 sent.

Activity 4 model: The backup had completed at 07:30. The server stopped at 07:45. An automatic alert failed five minutes later because its email password had expired two days earlier. The manager noticed the outage at 08:00 and called support at 08:05. The team had been preparing an online event since 06:30. A technician arrived at 08:10 and restored service at 08:22. The expired password explains the alert failure; the notes do not prove that it caused the server to stop.

Empty meeting room: establish that the assistant had moved the session but the invitation had not been updated before the team arrived. Use past simple for waited, called and met. Do not assign blame beyond the supplied facts.

CHAPTER 4: GERUNDS AND INFINITIVES

Activity 1: 1 subject; 2 after a preposition; 3 verb pattern; 4 purpose; 5 modal; 6 let/make pattern.

Activity 2: 1 working; 2 to call; 3 taking; 4 to send; 5 signing; 6 wait; 7 to reduce; 8 seeing.

Activity 3: 1 B; 2 C; 3 E; 4 F; 5 A; 6 D.

Activity 4: I enjoy cooking. She suggested meeting / suggested that we meet. We decided to move. I look forward to hearing from you. He made me wait. It is worth checking. I am used to working early.

Activity 5: A strong message can use enjoys explaining, avoids speaking, suggested joining, agreed to lead, plans to observe, hopes to complete, ask someone to support and meet to practise. The exact wording is open.

ANSWER KEY

Suggested answers - Chapter 5

Respuestas sugeridas - Capítulo 5

Activity 1: 1 at; 2 on; 3 in; 4 at; 5 in; 6 on; 7 in; 8 no preposition; 9 on; 10 at.

Activity 2: 1 at; 2 in; 3 under; 4 between; 5 above; 6 at; 7 opposite; 8 on.

Activity 3: 1 towards; 2 through; 3 along; 4 past; 5 towards; 6 across; 7 into.

Activity 4: 1 depend on; 2 interested in; 3 responsible for; 4 reason for; 5 apologise for; 6 apply for; 7 focus on; 8 good at; 9 solution to; 10 increase in.

Activity 5: 1 We discussed the price. 2 They arrived at the airport early. 3 The appointment is on Monday at 08:30. 4 She is married to a doctor. 5 Please explain the new process to me. 6 He entered the room quietly. 7 I went home after work. 8 We have been waiting for two hours.

Activity 6 checklist: on Thursday, 18 September; at 09:30; at River House / at 28 Mill Street / in Bristol; check in at reception by 09:20; through the lobby; to the second floor; opposite the kitchen; between the stairs and quiet room; lunch at 12:45 in the ground-floor café; reply by Monday.

VARIETY / VARIANTE

At reception is common in British and international workplace English. At the reception desk is also clear. The goal is a consistent point/location meaning.

At reception es frecuente en inglés británico e internacional. At the reception desk también es claro.

ANSWER KEY

Suggested answers - Chapter 6

Respuestas sugeridas - Capítulo 6

Activity 1: 1 is checked; 2 was sent; 3 has already been approved; 4 will be delivered; 5 be signed; 6 was being repaired; 7 had already been booked.

Activity 2: 1 All requests are reviewed (by the team). 2 My bicycle was stolen. 3 Keep the active form: The finance director made the decision. 4 The results will be announced on Friday. 5 The roof was damaged by a storm. 6 The invoice has not been paid.

Activity 3: 1 It is said that the new route is faster / The new route is said to be faster. 2 It is believed that the painting was created in the 1880s / The painting is believed to have been created in the 1880s. 3 It is thought that the fault began overnight / The fault is thought to have begun overnight. Strong sources could include a timed route study, authenticated art analysis or an incident log.

Activity 4 models: 1 The review panel rejected the application. 2 The regional director decided to close the office. 3 The finance analyst will check the figures tomorrow. 4 The account manager promised to call the client. 5 The supplier missed the deadline because it did not deliver the file. 6 The IT lead will resolve the issue by 15:00 Friday. Use a more cautious forecast if resolution is not guaranteed.

Activity 5 process model: The online form is submitted by the customer and is checked within two working days. A return reference is generated. The item is collected by a courier and examined by the inspection team. If the criteria are met, Finance approves the refund. The funds are sent to the original payment method. Exceptions are owned by the service manager. Active voice is useful for approval and exception ownership.

PASSIVE DECISION / DECISIÓN SOBRE LA PASIVA

A grammatically correct passive can still be a poor communication choice. Award full credit only when the focus fits the reader's need.

Una pasiva correcta puede ser una mala decisión comunicativa. Da crédito completo solo si el enfoque sirve al lector.

ANSWER KEY

Suggested answers - Chapter 7

Respuestas sugeridas - Capítulo 7

Activity 1: 1 Leo said he was working from home. 2 The team said they had finished the checks. 3 Sara said she would call the supplier. 4 Omar said he could not attend the following day. 5 Nina said she had seen the message the day before. 6 The guide said the gallery closes at six. Closed is also possible if the speaker presents the information only as a past report.

Activity 2: 1 Eva said she would send those files the following day. 2 Dan said they had met their landlord there the previous day. 3 Lea said her appointment was in that building that day. 4 The organisers said they would announce their decision the following Monday.

Activity 3: 1 The guard asked me where I had parked. 2 Rosa asked whether/if I was free that afternoon. 3 The accountant asked me to send the receipt that day. 4 The technician told/warned us not to open the door. 5 I asked when the results would arrive. 6 The receptionist asked us to wait there. If the question is genuinely about ability, 'asked whether we could wait there' is possible.

Activity 4: 1 promised to send it that night; 2 suggested leaving earlier; 3 warned us not to use the cable; 4 admitted copying the confidential file; 5 invited us/me to join the workshop; 6 apologised for arriving late.

Activity 5: 1 She said that the office was closed / told me that it was closed. 2 He asked where I lived. 3 They suggested waiting / that we wait. 4 The manager explained to me that the price had changed. 5 She told me she would call. 6 He asked me if I was ready. 7 The doctor advised me to rest / advised resting. 8 They said they might finish on Friday; might is not a promise.

Activity 6 content: supplier delivery = reported fact; Joel's checking = activity at meeting time; Ana's completion = possibility, not promise; Mina asked Joel for results; Joel offered only a preliminary note and stated that he could not confirm the final result that day; the reason for the late delivery remained unanswered; the chair warned the group not to convert forecasts into commitments.

ANSWER KEY

Suggested answers - Chapter 8

Respuestas sugeridas - Capítulo 8

Activity 1: quiet - quieter - the quietest; busy - busier - the busiest; reliable - more reliable - the most reliable; good - better - the best; bad - worse - the worst; far - farther/further - the farthest/furthest; comfortable - more comfortable - the most comfortable; thin - thinner - the thinnest; easy - easier - the easiest; useful - more useful - the most useful.

Activity 2: 1 far; 2 less; 3 fewer; 4 as; 5 the most; 6 the least; 7 than; 8 slightly.

Activity 3 suggested completions: 1 easier; 2 busier and busier; 3 cheaper; 4 most useful; 5 fastest; 6 largest. Other logical adjectives can work in 2 if the comparative-and-comparative pattern is correct.

Activity 4: 1 easier; 2 the cheapest / the least expensive; 3 as fast as; 4 fewer delays; 5 one of the best choices; 6 much quieter; 7 more experienced than Leo, or the most experienced in a named group; 8 name the criterion and group, for example 'the safest of the three routes in the supplied incident data'.

Activity 5 possible comparisons: The train is the fastest option. It is 17 minutes faster than the bus and 7 minutes faster than the bike. The bike is the cheapest. The bus costs £4 less per day than the train. The bus and bike require fewer changes than the train. The bus involves 4 minutes less walking than the train. The table does not show safety, comfort, emissions or reliability, so those qualities cannot be ranked.

Activity 6: Lowest cost -> bike. Shortest time -> train. No changes -> bus and bike are equal on the supplied data, so another criterion is needed. Every answer should state what the table cannot prove.

Capstone: There is no single best course without learner priorities. B has the lowest price, shortest listed calendar length, no travel and recordings, but the largest group. C has the smallest group and shortest calendar length, but the highest price and longest weekly live block. A has a mid-sized group and the longest course. Do not infer teaching quality, speaking time per learner or outcomes.

ASSESSMENT | EVALUACIÓN

Open-writing rubric

Rúbrica de escritura abierta

DIMENSION	4 - CONTROLLED	3 - EFFECTIVE	2 - DEVELOPING	1 - UNCLEAR
meaning and time	relationships precise throughout	meaning clear; minor slips	some tense choices blur sequence	time or relationship often unclear
form accuracy	auxiliaries and verb forms controlled	errors rarely distract	repeated errors sometimes distract	forms frequently incomplete
range	several target patterns used naturally	enough range for task	limited or repetitive range	target structure mostly absent
evidence and limits	claims match supplied facts and limits	mostly well controlled	some unsupported inference	facts, forecasts or claims distorted
organisation	easy to follow and appropriately linked	clear overall	some weak sequencing	reader must reconstruct message
reader impact	purpose, tone and next step fit reader	purpose achieved	partly useful	purpose not achieved

FEEDBACK FORMULA / FÓRMULA DE COMENTARIOS

MOVE	STARTER	ESPAÑOL
notice	Your time relationship is clear when...	La relación temporal queda clara cuando...
question	What does this form tell the reader about...?	¿Qué indica esta forma al lector sobre...?
repair	To keep the same meaning, change... to...	Para conservar el significado, cambia... por...
extend	Add one example of... to show...	Añade un ejemplo de... para mostrar...

My feedback and next target / Mis comentarios y siguiente objetivo

REFERENCE | REFERENCIA

Master time-choice reference

Referencia maestra para elegir tiempos

QUESTION	IF YES, CONSIDER	EXAMPLE	SPANISH COMPASS
Finished past time named?	past simple	I called yesterday.	pasado terminado
Past event connected to now?	present perfect simple	I have sent the form.	resultado actual
Activity/duration connected to now?	present perfect continuous	I have been waiting for an hour.	actividad o duración
Background in progress at a past moment?	past continuous	I was driving at eight.	fondo en curso
Main completed past event?	past simple	The alarm rang.	hecho principal
Earlier than another past event?	past perfect	The train had left when we arrived.	pasado anterior
Earlier activity/duration?	past perfect continuous	We had been waiting for an hour.	duración anterior

FAST DECISION QUESTIONS / PREGUNTAS RÁPIDAS

#	ASK YOURSELF	GRAMMAR DECISION
1	What is the reference time: now or a past moment?	Choose the time viewpoint.
2	Is the action complete, repeated, continuing or background?	Choose simple or continuous.
3	Does one past event happen earlier than another?	Use past perfect only where needed.
4	Is the actor or receiver the useful topic?	Choose active or passive.
5	Am I reporting exact words, meaning or my inference?	Choose reported form and honest reporting verb.
6	What criterion and group support the comparison?	Build a defensible comparative or superlative.

REFERENCE | REFERENCIA

Reusable pattern bank

Banco reutilizable de patrones

PURPOSE	ENGLISH PATTERN	ESPAÑOL
experience	Have you ever + participle...?	¿Alguna vez has...?
duration to now	have/has been + -ing + for/since	llevar / estar haciendo desde hace
past interruption	was/were + -ing when + past simple	estaba haciendo cuando ocurrió
earlier past	had + participle before/by the time...	había hecho antes de / para cuando
preference	enjoy / avoid / consider + -ing	disfrutar / evitar / considerar hacer
plan or intention	decide / plan / hope + to-infinitive	decidir / planear / esperar hacer
purpose	to + base verb	para + infinitivo
time point/day/period	at / on / in	a las / el día / en un periodo
passive process	be + past participle	ser / estar + participio según contexto
reported question	asked + wh/if + statement order	preguntó + orden de afirmación
comparison	comparative + than / the + superlative	más... que / el más...
fair limit	The data does not show/prove...	Los datos no muestran/demuestran...

MY PERSONAL ERROR LOG / MI REGISTRO DE ERRORES

MY ORIGINAL	CORRECTION	WHY?	NEW EXAMPLE

My next seven-day practice plan / Mi plan de práctica de siete días

YOU FINISHED / TERMINASTE

Grammar control is not using the most complicated form. It is choosing the form that lets another person recover your meaning accurately.

Control gramatical no significa usar la forma más complicada. Significa elegir la forma que permite a otra persona recuperar tu significado con precisión.