The sexes
Words and phrases

1.6 extract /eksˈtrækt/ (n) short passage from a book, piece of music, etc. that gives you an idea of what the whole thing is like • I haven't read the whole book, but the extracts I read were interesting. ➤ extract (v)

1.7 all-female /ɔːlˈfeməl/ (adj) only of women ➤ all- before a word may mean in the highest degree, e.g. all-important.

1.8 crew /kruː/ (n) all the people working on a plane, ship, etc. • Before landing, the pilot asked the passengers and crew to take their seats. ➤ We use the word crew with a verb either in the singular or the plural.

1.9 exploration /eksˈplɔːrəʃən/ (n) travelling through a place in order to find out about it or look for sth in it • Marco Polo will always be remembered for his exploration of the Asian continent. ➤ explore (v), explorer (n), (un)explored (adj)

1.10 set sail for /set ˈseɪl fɔː(r)/ (phr) start a journey in a ship

1.11 predict /prɪˈdɪkt/ (v) say that sth will happen in the future • Some games ask the participants to predict the results of football games. ➤ prediction (n), (un)predictable (adj), (un)predictably (adv)

1.12 artificial /ərˈtɪʃʊəl/ (adj) created by people; not happening naturally • Artificial flowers made from plastic sometimes look exactly like real ones. ➤ artificially (adv), artificiality (n)

1.13 means /miːnz/ (n) a way of achieving or doing sth • Most young people's favourite means of communication is sending text messages to each other. ➤ tense (adj)

1.14 interstellar /ɪntəˈstələ(r)/ (adj) between the stars in the sky

1.15 Alpha Centauri /ˈælfoʊ senˈtɔːri/ (n) a small group of bright stars in the southern sky

1.16 face /fɛs/ (v) deal with sth difficult or unpleasant • Chris couldn't face going back to the empty house and stayed the night at a hotel instead.

1.17 space /speɪs/ (n) Here: the area outside the earth's atmosphere where all the other planets and stars are, Also: an area that is empty or that is available for use • Star Trek is a TV series set in space.

1.18 family affair /ˈfæməli ˈfeɪə(r)/ (n) sth that the family is responsible for

1.19 macho /ˈmætʃəʊ/ (adj) showing an aggressive male image • Macho actors like Arnold Schwarzenegger often appear in films carrying guns.

1.20 solar system /ˈsəʊlər sɪstəm/ (n) the system of the sun and the planets around it • Mars is one of the hottest planets in our solar system.

1.21 conduct /kənˈdʌkt/ (v) organise and/or do a particular activity • The experiments will be conducted by a group of specialist research scientists. ➤ conduct (n)

1.22 tension /ˈtenʃən/ (n) Here: situation in which people do not trust each other, Also: feeling of anxiety and stress that makes it impossible to relax • Tension can build up in a family if people don't speak openly to each other. ➤ tense (adj)

1.23 likely /ˈlɪkli/ (adj) most probable • Mr Prescott is likely to arrive late today as his plane has been delayed. ➤ unlikely (adj)

1.24 settle /ˈsetl/ (v) make your permanent home in a place • Many parts of southern Italy were settled by the Ancient Greeks. ➤ settlement (n), settler (n)

1.25 remote /rɪˈmeɪt/ (adj) far away from civilisation, distant • Some remote villages in the mountains are difficult to reach in winter.

1.26 accomplish /əˈkæmplʃ(ə)m/ (v) succeed in doing or completing sth ➤ accomplishment (n), (un) accomplished (adj)
1.27 mission /ˈmɪʃn/ (n) Here: flight into space. Also: important job that a person or group of people is given to do • The Apollo 13 mission wasn’t successful, but at least the whole crew returned safely to earth.

1.28 along (family) lines /əˈlɒŋ fəˈmælɪ ˈlæmz/ (phr) in the way that is mentioned, i.e. in the same way as a family

1.29 colonisation /kəˈləʊnəɪʃn/ (n) taking control of a country that is not your own, especially using force, and sending people from your own country to live there • The colonisation of the Americas lead to the destruction of the native American culture and languages. ➤ colony (n), colonist (n), colonise (v)

1.30 train /treɪn/ (v) prepare yourself/sh for a particular activity by doing a lot of exercise • Athletes train for years before they are able to take part in major athletics competitions. ➤ trainer (n), training (n), trainee (n)

1.31 fit /fɪt/ (adj) healthy and strong, especially because you do regular physical exercise • Just half an hour’s jogging a day can help keep you fit. ➤ fitness (n)

1.32 space capsule /ˈspɛs kæpsjʊl/ (n) part of a spaceship that often separates from the main rocket

1.33 spacecraft /ˈspɛskrɑːft/ (n) any vehicle that travels in space. The word spacecraft has no plural form.

1.34 constraint /kənˈstrɛnt/ (n) thing that limits your freedom to do sth • When planning lessons, teachers have time constraints to keep in mind.

1.35 midwives /ˈmɪdwaɪvz/ (n) pl of midwife: a person, especially a woman, who is trained to help women give birth to babies

1.36 reproduce /riˈprəʊdiːs/ (v) have babies • Many zoos have special programmes to help animals reproduce and save them from extinction. ➤ reproduction (n), reproductive (adj)

1.37 initial /ˈɪnʃəl/ (adj) happening at the beginning, first • Apart from some initial problems, the conference was very successful. ➤ initiate (v), initially (adv)

1.38 adjust (to) /əˈdʒʌst/ (v) get used to a new situation by changing the way you behave and/or think • It took my son more than a month to adjust to his new school. ➤ adjustment (n)

1.39 distraction /dɪˈstrækʃn/ (n) sth that takes your attention away from what you are doing or thinking about • Having the TV on is too much of a distraction. You’ll never do your homework. ➤ distract (v), distracted (adj)

1.40 emigrate /ɪˈmɪɡreɪt/ (v) leave your own country to go and live permanently in another country • My best friend’s family emigrated to Australia when she was eight years old and I never saw her again. ➤ emigration (n), emigrant (n) ➤ Immigrate means arrive in a new country in order to live there permanently, whereas migrate means move from one town, country, etc. to go and live and/or work in another.

1.41 sustain /səˈstɛn/ (v) keep, make sth continue at the same level • Working eighty hours a week is just crazy. No young doctor can sustain a workload like that for long. ➤ sustainable (adj), sustenance (n)

1.42 spouse /spaʊs/ (n) (formal) husband or wife

1.43 values /ˈvæljuːz/ (n) pl beliefs about what is right and wrong and what is important in life • My grandfather believes strongly in the values of honour and respect.

1.44 morals /ˈmɔːrlz/ (n) pl standards of good behaviour ➤ (im)morality (n), (im)moral (adj)

1.45 influence /ɪnˈfluːns/ (n) power sb/sth has to make sb/sth behave in a particular way • Anna has a huge influence over her son – he doesn’t make a single decision without asking her first. ➤ influence (v), influential (adj)

1.46 slavery /ˈslɛrvəri/ the state of being legally owned by another person and forced to work for them ➤ slave (n), enslave (v)

1.47 privilege /prɪˈvɜːlɪdʒ/ (n) special right or advantage that a particular person has • Education ought to be available to everyone, not a privilege for a very few people. ➤ privileged (adj), under-privileged (adj)

1.48 issue /ˈɪʃuː/ (n) important topic that people are discussing or arguing about • What is your opinion on the issue of allowing smoking in public places?

1.49 far-fetched /farˈfɛtʃt/ (adj) very difficult to believe • The whole story sounded strange but the bit about an elephant sitting on his car was just too far-fetched!

1.50 expert /ˈekspɜːt/ (n) person with special knowledge, skill or training in sth • After seventeen years of research into the subject, he is certainly an expert in his field. ➤ expertise (n), expert (adj), expertly (adv)

1.51 suited (to) /ˈsuːtɪd/ (adj) right or appropriate for • This plant is particularly well suited to the Mediterranean climate. ➤ suitability (n), suit (v), (un)suitable (adj), (un) suitably (adv)

1.52 cope (with) /kəʊp/ (v) deal successfully with sth difficult, manage • What with having to look after her little brother and study for her exams, she’s got a lot to cope with.

1.53 settle down /ˈsetl ˈdəʊn/ (phr v) See Phrasal verbs

1.54 set out /ˈset ˈəʊt ˈtəʊ/ (phr v) See Phrasal verbs

1.55 personal quality /pəˈsonəl kəˈwɜːl tɪ/ (n) thing that is part of a person’s character, especially sth good • Patience and understanding are personal qualities that any doctor ought to have.

1.56 audience /ˈædiəns/ (n) group of people who have gathered to watch or listen to sth • The pop singer sang one more song so as not to disappoint her audience.
1.60 **appropriate** /əˈprəʊprɪt/ (adj) suitable or correct for the particular circumstances • *Jeans aren’t appropriate for formal occasions such as going to the opera.* ➤ **inappropriate** (adj), (in)appropriately (adv)

1.61 **blast off** /ˈblaːst əf/ (phr v) See Phrasal verbs

1.62 **precisely** /priˈsæsli/ (adv) exactly • *The train will leave the station in precisely four minutes.* ➤ **precision** (n), (im)precise (adj), imprecisely (adv)

1.63 **due** /dju:/ (adj) arranged or expected • *The next train is due into the station in three minutes.*

1.64 **expectation** /ɪkˈspekˈteɪʃn/ (n) belief that sth will happen because it is likely • *We set off on our holiday with high expectations but we were disappointed.* ➤ **expect** (v), (un)expected (adj), unexpectedly (adv)

1.65 **immediate** /ˈɪmɪdiət/ (adj) next to or very close to a particular place or time • *The advert says this face cream will produce immediate results.* ➤ **immediately** (adv)

1.66 **schedule** /ˈʃedjuːl/ (v) arrange for sth to happen at a particular time • *The meeting was scheduled to take place on Monday morning.* ➤ schedule (n), (un)scheduled (adj)

1.67 **timetable** /ˈtæmtɜːbl/ (v) arrange for sth to happen at a particular time • *A number of evening classes have been timetabled for this month.* ➤ **timetable** (n)

1.68 **evidence** /ˈevɪdəns/ (n) facts, signs or objects that make you believe that sth is true • *The police have no evidence to prove that Joe stole the jewellery.* ➤ **evident** (adj), evidently (adv) ➤ The word **evidence** has no plural form.

1.69 **intention** /mˈtenʃn/ (n) what sb has decided to do • *I’m so sorry! It wasn’t my intention to wake you up.* ➤ **intend** (v), (un)intentional (adj), (un)intentionally (adv)

1.70 **break up** /ˈbreɪk ʌp/ (phr v) See Phrasal verbs

1.71 **respond** /rɪˈspɒnd/ (v) do sth as a reaction to sth that sb has said or done • *How did he respond to the bad news?* ➤ **response** (n), responsive (adj) ➤ We say **respond to sth.**

1.72 **horrified** (at) /ˈhɔːrɪfɪd/ (adj) make sb feel extremely shocked, disgusted or frightened • *I was horrified when I realised I had left my handbag on the train.* ➤ **horrify** (v), horrifying (adj), horror (n), horrible (adj), horribly (adv)

1.73 **in progress** /ɪnˈprɑːɡres/ (phr) happening at this time • *No one was allowed to speak while the exam was in progress.*

1.74 **trend** /trend/ (n) a general direction in which a situation is changing or developing

1.75 **tendency** /tɛnˈdənsi/ (n) a new custom that is starting to develop • *He has a tendency to complain, even when there are no problems at all, which I find very annoying.* ➤ **tend** (v)

1.76 **call for** /ˈkɔ:l əf/ (phr v) See Phrasal verbs

1.77 **ethnic group** /ˈɛθnɪk ˈɡrʊp/ (n) a group of people of a particular culture or a particular race

1.78 **province** /ˈprɒvɪns/ (n) one of the areas that some countries are divided into with its own local government ➤ **provincial** (adj)

1.79 **inscription** /ɪnˈskrɪpʃn/ (n) words written in the front of a book or cut in stone or metal • *Inscriptions on archaeological finds give us valuable information about life in ancient times.* ➤ **inscribe** (v)

1.80 **conclusion** /kənˈkluːziən/ (n) decision based on all the information connected with the situation • *Although I’ve thought about the problem a lot, I haven’t come to any conclusions yet.* ➤ **conclude** (v), (in)conclusive (adj), conclusively (adv)

1.81 **originate** /ɔrɪˈgeɪnət/ (v) happen or appear for the first time in a particular place • *The potato plant originated in America and was imported to Europe in the sixteenth century.* ➤ **origin** (n), original (adj), originally (adv)

1.82 **die off** /ˈdaɪ əf/ (phr v) See Phrasal verbs

1.83 **draw closer** /d्रɔ: ˈkлоʊsə(r)/ (phr) come closer

1.84 **extinction** /ɪkˈstrɪŋkʃn/ (n) situation in which a plant, animal, a way of life, etc. stops existing • *With only a few thousand remaining in the world, the blue whale is facing extinction.* ➤ **extinct** (adj)

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**Vocabulary**

1.85 **dig into** /dɪɡ ˈɪntu/ (phr v) See Phrasal verbs

1.86 **machine-gun** /məˈʃiːn ɡʌn/ (n) a gun that automatically fires many bullets one after the other very quickly

1.87 **turn into** /ˈtɜːrn ɪntu/ (phr v) See Phrasal verbs

1.88 **associate (with)** /əˈsəʊʃɪət/ (v) make a connection between people or things in your mind • *I always associate the smell of fresh bread with my mother, who baked bread every morning.* ➤ **association** (n)

1.89 **adventurous** /ədˈventərəs/ (adj) willing to take risks and try new ideas; enjoying being in new, exciting situations • *For the more adventurous tourists, there are safaris into the jungle.* ➤ **adventure** (n)
1.90 **emotional /ɪˈməʊʃənəl/ (adj)** showing strong emotions, sometimes in a way that other people think is unnecessary
• *I didn’t expect such an emotional reaction!* Why on earth did she start crying? ➤ emotion (n), unemotional (adj), (un)emotionally (adv)

1.91 **independent /ɪnˈdɪpendənt/ (adj)** confident and free to do things without needing help from other people ➤ dependency (n), dependent (adj), (in)dependently (adv), (in)dependence (n)

1.92 **materialistic /mətrəˈlɪstɪk/ (adj)** caring more about money and possessions than anything else
• *The world is becoming increasingly materialistic.* All anyone cares about is how much they can buy with the money they make. ➤ material (n), materialist (n), materialism (n)

1.93 **optimistic /ɒptɪˈmɪstɪk/ (adj)** expecting good things to happen or sth to be successful ➤ optimism (n), optimist (n), optimistically (adv) ➤ The opposite of optimistic is pessimistic.

1.94 **possessive /pəˈzɛsrɪv/ (adj)** demanding total attention or love; not wanting sb to be independent ➤ *Rose is very possessive about her things – she won’t let anyone borrow her clothes or tapes, not even her own sister.* ➤ possession (n), possess (v), possessively (adj)

1.95 **self-centered /sɛlfˈsɛntəd/ (adj)** tending to think only about yourself and not thinking about the needs or feelings of other people

1.96 **sincere /sɪnˈsɜːr/ (adj)** showing what you really think or feel ➤ *I don’t think her apology was sincere; she just wanted to seem polite.* ➤ (in)sincerely (n), insincere (adj), (in)insincerely (adv)

1.97 **stubborn /ˈstʌbən/ (adj)** determined not to change your opinion or attitude ➤ *I can’t stand stubborn people. They refuse to listen to advice, even when they are wrong.* ➤ stubbornness (n), stubbornly (adv)

1.98 **lay /leɪ/ (v)** put sb/sth in a particular position, or spread sth, esp. when it is done gently or carefully
• *Before packing her suitcase, she laid all the clothes on the bed to check she hadn’t forgotten anything.* ➤ The verb *lay* always takes an object, e.g. *lay the carpet* on the floor. It is an irregular verb (pt, pp *laid*).

1.99 **lie /laɪ/ (v) 1) be in a horizontal position so that you are not standing or sitting ➤ *The man was lying on the beach when he heard the girl scream, so he stood up and ran to help.* 2) say or write sth that you know is not true ➤ *lie (n), liar (n)* ➤ The verb *lie* never takes an object. When *lie* means *be in a flat position* it is an irregular verb (pt *lay*, pp *lain*) but when it means *not tell the truth* it is a regular verb (pt, pp *lied*).

1.100 **break down /briːk ˈdaʊn/ (phr v) pt of break down** See Phrasal verbs

1.101 **get to sleep /ɡet ˈtʃliːp/ (phr v) manage to fall asleep**

1.102 **stare (at) /streɪ(r)/ (v) look at sb/sth for a long time ➤ *Everyone stared at her in amazement when she came to school dressed in a full-length evening gown and silver shoes.* ➤ stare (n)

1.103 **took turns to /tɔːk ˈtɜːnz/ (phr v) ➤ *As we only had one computer, we took turns to use it.*

### Exam techniques

1.104 **bring up /briŋ ˈʌp/ (phr v)** See Phrasal verbs with *bring*

1.105 **incapable (of) /ɪnˈkeɪpəb(ə)l/ (adj)** unable to do sth ➤ *I don’t think he’s incapable of doing housework – he just doesn’t want to.* ➤ capability (n), capable (adj)

1.106 **look after /ˈlʊk ˈɔːt/ (phr v)** See Phrasal verbs with *look*

1.107 **consider sb/sth (as) /ˈkɔnˈsɜːd(r)/ (v) think of sb/sth in a particular way ➤ Natalie wasn’t considered suitable as a baby sitter because she was too young.

1.108 **bond /bɒnd/ (n) strong feeling of emotional connection between people ➤ *Mothers and their babies develop a bond that lasts for the rest of their lives.* ➤ bond (v)

1.109 **breadwinner /ˈbrɛdwaɪnə(r)/ (n) the person who supports the family with the money he/she earns

1.110 **tie /taɪ/ (n) strong connection between people ➤ tie (v)

1.111 **substitute (for) /ˈsəbstɪtjuːt/ (n) person or thing that you use instead of the one you normally use ➤ *If you can’t sleep at night, milk would be a good substitute for the tea you normally drink before going to bed.* ➤ substitution (n), substitute (v)

1.112 **essential (to) /ɪˈsenʃəl/ (adj) completely necessary; extremely important ➤ *Milk is essential to babies and young children.* ➤ essence (n), essentially (adv)

1.113 **help out /ˈhelp ˈaʊt/ (phr v) See Phrasal verbs with *help*

1.114 **rubbish /ˈrʌbʃ/ (n) comments, ideas, etc. that you think are stupid or wrong

1.115 **familiarity /fəməˈlærɪti/ (n) the state of knowing sb/sth well ➤ His familiarity with the region means that he makes an excellent tour guide. ➤ familiarise (v), (un)familiar (adj) ➤ We say familiarity with sth.

1.116 **dedicate (to) /ˈdedɪkət/ (v) give a lot of your time and effort to a particular activity ➤ *Parents should try to dedicate their weekends to their children.* ➤ dedication (n), dedicated (adj)

1.117 **ignore /ɪgˈnɔː(r)/ (v) pay no attention to sth ➤ *I pointed out the ‘No Parking’ sign, but Jim ignored it and parked anyway.* ➤ ignorance (n), ignorant (adj)
Phrasal verbs

back down admit that you are wrong • When I showed him the receipt, he backed down and admitted he’d made a mistake.

blast off leave the ground, take off • NASA’s next space shuttle blasts off next month from Cape Canaveral.

break down make sth fall down by hitting it hard • There was a fire at the shop and the firemen had to break down the door to get in.

break up begin the holidays when school closes at the end of a term • This year, schools will break up for summer on the tenth of June.

carry out perform, do and complete a task • The police are carrying out an investigation into the causes of the accident.

die off die one after the other until there are none left • Only old people still live in the village and they are slowly dying off.

dig into push or rub against your body in a painful or uncomfortable way • The cat was so scared that she dug her claws right into my arm.

get away with do sth wrong but not be punished for it • You’ll never get away with stealing that money. Someone will find out.

help out help sb, esp. in a difficult situation • When Ruth was in hospital, we helped out by looking after her baby.

hold up delay or block the movement of sth • The traffic was held up by an accident.

keep up with move, make progress or increase at the same rate as sb/sth • He walks so fast that I can never keep up with him.

leave out omit • I don’t think you should leave out the statistical information; include that too.

look after take care of • Philip, will you look after the baby while I fetch something from upstairs?

look forward to think with pleasure about sth that is going to happen • All the children were looking forward to the school party.

meet up meet sb, esp. by arrangement • After work, Pam and I often meet up for a coffee, at that nice little café round the corner.

put (sb) down criticise • My older sister is always putting me down in front of her friends which really upsets me.

put up with tolerate • I can’t put up with this noise any longer. Just turn the music off, will you?

set out begin a task with a particular aim or goal • After breakfast we set out to walk the three miles to the village.

settle down start to live in one place and have a quieter life • He used to be a wild young man but now he wants to settle down and have a family.

split up separate • After a year living together, they decided to split up and Simon moved out.

sum up state the main points of sth in a short and clear form • Before we continue, shall we sum up what we’ve agreed so far?

take off 1) (of an aircraft, etc.) leave the ground and begin to fly • Ladies and gentlemen, please fasten your seat belts, we are about to take off. 2) (of an idea, a product, etc.) become successful or popular very quickly or suddenly • After a slow start, Hannah’s hairdressing business took off and she now has two hundred clients.

take on employ • When our chef resigned, we had to take on another one as quickly as possible.

turn into pass from one condition or state to another • If you heat ice it turns into water.

turn to become involved • As she was getting too old for tennis, she turned to swimming.

turn out prove to be • I thought her idea wouldn’t work, but it turned out to be very successful.

work out calculate • Have you ever worked out how long your journey to work takes you every day?
1.124 raise /ˈreɪz/ (v) Here: care for a child or young animal until it is able to take care of itself • Raising a child without support is hard work.

1.125 conscious /ˈkɒnʃəs/ (adj) able to use your senses and mental powers to understand what is happening • The car crashed straight into a tree but the driver was still conscious when we found him. ➤ (un)consciousness (n), unconscious (adj)

1.126 mention /ˈmenʃn/ (v) write or speak about sth/sb, especially without giving much information • Did he mention anything about Italy?

1.127 ban /bæn/ (v) forbid sth officially • A lot of schools are considering banning mobile phones. ➤ ban (n)

1.128 reduce /rɪˈdʒuːs/ (v) make less • If you want to lose weight you should reduce the amount of sugar you eat. ➤ reduction (n)

1.129 held up /hɛld ˈʌp/ (phr v) pp of hold up
See Phrasal verbs

1.130 had a bite /hæd ˈbɑːt/ (phr v) eat a small amount of food • I only had a bite for lunch as I was in a hurry.

1.131 text /tekst/ (v) send a written message on your mobile phone ➤ text (n)

1.132 cross /kros/ (adj) upset, angry • Mum is cross with me for spilling coke on the carpet again.

1.133 attempt /əˈtempt/ (v) try, esp. sth difficult, often without success • I attempted to open the door but it was locked. ➤ attempt (n)

1.134 back down /baːk ˈdɑːn/ (phr v) See Phrasal verbs

1.135 bump into /bʌmp ˈɪntuː/ (phr v) See Phrasal verbs

1.136 call off /kɔːl ˈɒf/ (phr v) See Phrasal verbs

1.137 put (sb) down /pʊt ˈdɑːn/ (phr v) See Phrasal verbs

1.138 put up with /pʊt ˈʌp wið/ (phr v) See Phrasal verbs

1.139 split up /spɪt ˈʌp/ (phr v) See Phrasal verbs

1.140 work out /wɜːk ˈaʊt/ (phr v) See Phrasal verbs

1.141 admit /ədˈmɪt/ (v) agree, often without wanting to, that sth is true • Adam didn't want to admit to his parents that he had lost the new watch they had given him. ➤ admission (n)

1.142 tolerate /təˈlərət/ (v) accept sb/sth that is annoying, unpleasant, etc. without complaining • I simply won't tolerate behaviour like that in my classroom. If you can't keep quiet and listen then get out! ➤ toleration (n), (in)tolerant (adj)

1.143 by chance /baɪ ˈtʃɑːns/ (phr v) in a way that is not planned or organised • I found this old photo quite by chance, while I was looking for my keys.

1.144 cancel /kænsəl/ (v) decide that sth that has been arranged will not take place • Please cancel my plane tickets for tomorrow. I won't be able to travel. ➤ cancellation (n)

1.145 equivalent /ɪkvɪˈljuːɪnt/ (n) ➤ equivalence (n), equivalently (adv)

1.146 fog /fɒɡ/ (n) thick cloud of very small drops of water in the air that is very difficult to see through ➤ foggy (n)

1.147 take off /teɪk ˈnɒf/ (phr v) See Phrasal verbs

1.148 digital /dɪˈɡɪtl/ (adj) using a system where all information is represented by the numbers 1 and 0, the basis of all computerised technology ➤ digitally (adv)

1.149 flood /flʌd/ (n) when an area of land that is usually dry is covered with water • Heavy rains resulted in many floods in the northern parts of the country. ➤ flood (v), flooding (n), flooded (adj)

1.150 focus (on) /ˈfɔːkəs/ (v) direct your attention to a specific thing • Please focus on your work and try to finish as soon as possible. ➤ focused (adj)

1.151 gender /ˈdʒɛndər/ (n) the fact of being male or female

1.152 challenge /ˈtʃælɪndʒ/ (n) new or difficult task that tests sb's ability and skill • It's going to be difficult to rebuild this ruined house but I see it as a challenge. ➤ challenge (v), challenging (adj)

1.153 superiority /suːprɪˈɔːrɪti/ (n) the state or quality of being better, more skillful, more powerful, greater, etc. than others ➤ superior (adj)

1.154 stereotype /ˈstɛrɪoʊtʌp/ (n) a fixed idea or image that many people have of a particular type of person or thing, but which is often not true in reality

1.155 multitasking /mʌltɪˈtɑːskɪŋ/ (n) the ability of sb to do several tasks at the same time

1.156 simultaneously /sɪmlˈtɛmɪə/ (adv) at the same time as sth else • It's terribly difficult for interpreters to listen to a speaker and simultaneously translate what they're saying into another language. ➤ simultaneous (adj)

1.157 comprehend /ˌkʌmpriˈhend/ (v) understand sth fully • I cannot comprehend why he risks his life driving at 120 mph on the motorway! ➤ (in)comprehension (n), (in)comprehensible (adj), (in)comprehensibly (adv) • Often used in negative sentences.

1.158 unaware /ʌnˈwɛə(r)/ (adj) not knowing or realising that sth is happening or that sth exists • I was unaware that this parking space was reserved for people with disabilities. I'm sorry, I'll move my car immediately. ➤ awareness (n), aware (adj) • We usually say (un)aware (of) sth.
Phrasal verbs with bring

**bring about** cause, be responsible for • The birth of her baby has brought about a real change in her character – she’s much more relaxed now.

**bring back** make sb remember • The smell of roses always brings back childhood memories.

**bring down** reduce, lower • We’ll have to bring down our prices if we want to increase our sales.

**bring in** introduce • The government has brought in a new law which forbids smoking in any public building.

**bring round** revive • We tried to bring Aunt Doris round by splashing cold water on her face.

**bring up** 1) raise children • My father was brought up in a village. 2) mention • If Dan brings up the subject of money, tell him you can’t lend him any.

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1.159 ʊ boast /boʊst/ (v) talk with too much pride about sth that you have or can do • I know she’s very rich, I just wish she’d stop boasting about it all the time! ➤ boastful (adj)

1.160 ʊ take for granted /teɪk foʊ 'grɑ:ntid/ (phr) believe sth is true without first making sure that it is • Don’t take it for granted that your parents will help you. They may disapprove of what you’re doing.

1.161 ʊ curse /kɜːs/ (n) something that causes harm or evil ➤ curse (v), cursed (adj)

1.162 ʊ take on /teɪk 'ɒn/ (phr) See Phrasal verbs

1.163 ʊ observable /əbˈzɜːvəbl/ (adj) that can be seen or noticed • No matter how hard I tried, I could find no observable differences between the two cars. ➤ observably (adv), observation (n), observe (v), observer (n), observant (adj)

1.164 ʊ quote /kwəʊt/ (n) the exact words of • ‘To be or not to be’ is a famous quote from Hamlet by William Shakespeare. ➤ quote (v)

1.165 skill /skɪl/ (n) a particular ability or type of ability • To learn any language, one must develop four basic skills: reading, writing, listening and speaking. ➤ skilful (adj), skilfully (adv)

1.166 acquire /əˈkwaɪə(r)/ (v) gain sth by your own efforts, ability or behaviour • Years of studying as well as frequent travelling helped her acquire a good knowledge of English. ➤ acquisition (n)

1.167 possess /pəˈzɛs/ (v) have or own sth ➤ possessive (adj), possessiveness (n), possession (n)

1.168 resentful /rɪˈzentfl/ (adj) feeling bitter or angry about sth that you think is unfair • Jane feels very resentful at the way her parents have treated her. ➤ resentment (n), resent (v) ➤ We say resentful of/at/about sth.

1.169 concept /ˈkɒnsept/ (n) an idea or a principle that is connected with sth abstract • It’s very difficult for young children to grasp the concept of time. ➤ conception (n), conceptual (adj), conceptually (adv)

1.170 provable /prəˈvɑːbl/ (adj) that can be shown to be true ➤ proof (n), prove (v), (un)proven (adj)

1.171 significant /ˈsɪɡnɪfɪkənt/ (adj) large or important enough to have an effect or to be noticed • There has been a significant rise in the number of burglaries in our neighbourhood. ➤ (in)significance (n), signify (v), insignificant (adj), (in)significantly (adv)

1.172 reluctant /rɪˈlæktənt/ (adj) hesitating before doing sth because you do not want to do it or because you are not sure that it is the right thing to do • She hates sports, that’s why she was reluctant to come to the football match. ➤ reluctance (n), reluctantly (adv)

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1.173 kept in touch /kept m ˈtʌtʃ/ (phr) communicated with • After I left school I kept in touch with most of the girls in my class. ➤ The expressions be/get in touch and lose touch are also used.

1.174 leisure /ˈleʒə(r)/ (n) time spent doing what you enjoy when you are not working or studying • Playing Nintendo is one of my favourite leisure activities. ➤ leisurely (adj)

1.175 ʊ is situated /ɪz ˈsɪtjuətɪd/ (phr) be in a particular place or position • The Tourist Information Office is situated in the centre of the town.

1.176 ʊ cosy /ˈkəʊzi/ (adj) warm and comfortable

1.177 ʊ thriller /ˈθrɪlə(r)/ (n) a book or film with an exciting story, especially about crime ➤ thrill (n), thrill (v), thrilling (adj)

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1.178 relevant (to) /ˈrɛvlənt/ (adj) closely connected with the subject you are discussing • I was talking about rock music. Your comment about classical music is not relevant. ➤ (ir)relevance (n), irrelevant (adj), (ir)relevantly (adv)

1.179 pretty /ˈprɪti/ (adv) to some extent, fairly • The hotel was pretty good, but the food was terrible!

1.180 meet up /mi:t ʌp/ (phr v) See Phrasal verbs
1.181 impersonal /ɪmˈpɜːrsonəl/ (adj) not showing friendly feelings or atmosphere • He sent me a short impersonal letter which made me feel I was no longer his friend. ➤ person (n), personal (adj), (im)personally (adv)

1.182 leave out /ˈloʊt ˈaʊt/ (v)

See Phrasal verbs

1.183 slang /sloʊŋ/ (n) very informal words and expressions that are more common in spoken language

1.184 definitely /ˈdefɪnətli/ (adv) a way of emphasising that sth is true and that there is no doubt about it • He said he’s definitely coming, but Ted often changes his mind at the last minute. ➤ define (v)

1.185 obviously /ˈəʊbviəsli/ (adv) used when giving information that you expect other people to know already or agree with • Obviously, working mothers have very little or no free time at all. ➤ obvious (adj)

1.186 out of the question /aʊt əv ˈkwɛstʃən/ (phr v) impossible or not allowed and therefore not worth discussing • If the bank cannot give us a loan, buying a house is out of the question.

1.187 look forward to /lʊk ˈfɔːwəd/ (phr v) See Phrasal verbs

1.188 accommodation /əkəˈməʊdəʃən/ (n) place to stay • The plane ticket is free, we only need to pay for hotel accommodation. ➤ accommodate (v)

1.189 efficient /ɪˈfɪʃnt/ (adj) doing sth well and thoroughly with no waste of time, money, or energy • The new photographer is much more efficient than our old one; it’s more economical and the quality of print is excellent. ➤ inefficient (adj), (in)efficiency (n), (in)efficiency (adv)

1.190 laboratory /laˈbɔːrətri/ (n) a room or building used for scientific research, testing, etc. ➤ We often use the word lab instead.

1.191 sack /sæk/ (v) dismiss sb from a job • The boss threatened to sack anyone who repeatedly arrived late in the morning.

1.192 boom /bʊm/ (v) grow rapidly, become bigger, more successful, etc. • The sale of air-conditioners has boomed as a result of the recent heat wave. ➤ boom (n), booming (adj)

1.193 solitary /ˈsəʊlətri/ (adj) enjoying being alone, frequently spending time alone ➤ solitude (n)

1.194 maintain /ˈmeɪntɛn/ (v) Here: support sb/sth financially over a long period of time, Also: insisting that sth is true, even though others do not agree or believe it • As students, we had to find a job because our parents found it difficult to maintain all three of us.

1.195 arrogant /əˈrɑːɡənt/ (adj) behaving in a proud, unpleasant way, showing little thought for other people ➤ arrogance (n), arrogantly (adv)

1.196 (have sth) in mind /ɪn ˈmæm(d)/ (idm) be thinking of sb/sth, esp. for a particular job, etc. • We need someone for the lead role in the school play. Do you have anyone in mind?

1.197 convert /kənˈvɜːt/ (v) change from one form to another • When our second daughter was born, we converted the study into a bedroom. ➤ conversion (n), convertible (adj)

1.198 develop /dɪˈveləp/ (v) gradually grow or become bigger, more advanced, stronger, etc. ➤ development (n)

1.199 invest /ɪnˈvest/ (v) spend time, energy, effort, etc. on sth that you think is good or useful • Don’t tell me we’re not going on with the project! We’ve invested a whole year in its preparation! ➤ investment (n), investor (n) ➤ We usually say invest in sth.

1.200 trade /trɛd/ (n) the act of buying and selling or exchanging goods or services • Trade with China and European countries has increased dramatically over the last ten years. ➤ trade (v), trader (n)

1.201 paramedic /pærəˈmedɪk/ (n) person whose job is to help people who are sick or injured, but who is not a doctor or a nurse

1.202 victim /ˈvɪktɪm/ (n) Here: person who has been injured or killed as the result of an accident. Also: a person who has been tricked • Tents were put up to accommodate the victims of the earthquake.

1.203 tremendous /traˈmendəs/ (adj) very big • There was a tremendous crash as the waiter dropped a tray of plates and glasses. ➤ tremendously (adv)

1.204 with plenty of time to spare /wɪtˈplɛntɪ ʌv təˈspeər/ (phr) with enough time so that you are not in a hurry

1.205 baggy /ˈbæɡi/ (adj) not tight, fitting loosely

Workbook

1.206 pick on /pɪk ˈɒn/ (phr v) See Phrasal verbs

1.207 the odd /əd/ (phr) happening or appearing occasionally • We rarely see him – just the odd occasion when we’ve bumped into him at the supermarket.

1.208 get away with (sth) /gɛt əˈweɪ wəʊ/ (phr) See Phrasal verbs

1.209 toddler /ˈtəʊdlə(r)/ (n) a child who has only recently learnt to walk ➤ toddle (v)

1.210 bully /ˈbɒli/ (v) frighten or hurt a weaker person; use your strength or power to make sb do sth • The teacher made clear that she would not allow anyone in her class to bully younger students. ➤ bully (n)

1.211 occasionally /əˈkærənli/ (adv) sometimes but not often • He spent five years in France, occasionally visiting Italy when he had a little time. ➤ occasion (n), occasional (adj)
**Phrasal verbs with pick**

1.212 **chat** /ʃæt/ (v) talk in a friendly informal way to sb • Liz and I used to chat for hours in my room when we were teenagers. ➤ chat (n)

1.213 **extrovert** /ɪkstrəvɑːrt/ (adj) lively, confident and enjoying being with other people • Extrovert children don’t have as many problems when they start school as shy ones. ➤ extrovert (n)

1.214 **tearaway** /ˈtiːərəweɪ/ (n) young person who is difficult to control and often does stupid, dangerous and/or illegal things

1.215 **blame** /blem/ (v) say who is responsible for sth • Don’t blame me for not buying the tickets – you said you’d buy them yourself! ➤ blame (n) ➤ We also use blame with reflexive pronouns, e.g. blame yourself, as well as in the expression put the blame on sb/sth.

1.217 **pick out** /pɪk aʊt/ (phr v) See Phrasal verbs with pick

1.218 **pick up** /pɪk ʌp/ (phr v) See Phrasal verbs with pick

1.219 **gossip** /ˈgɒspɪ/ (v) talk about other people’s private lives, often in an unkind way • Mrs Bates has nothing better to do than gossip about other people’s business all day. ➤ gossip (n)

1.220 **nag** /næɡ/ (v) keep complaining to sb about their behaviour or keep asking them to do sth • Stop nagging me about the TV! I said I’d fix it as soon as I can!

1.221 **eventually** /ɪnˈvɛntʃuəli/ (adv) at the end of a period of time • After searching for nearly an hour we eventually found the right house. ➤ eventual (adj) ➤ We use finally for the last in a list of things.

1.222 **anniversary** /ænɪˈvɜːsəri/ (n) a date that is an exact number of years after an important or special event

1.223 **object** /ˈɔbˈdʒekt/ (v) say that you disagree with, disapprove of or oppose sth • The local people object to the new motorway, because of the noise it will create. ➤ objection (n) ➤ We say object to sth.

1.224 **faint** /feɪnt/ (v) • The temperatures rose so high that many elderly people fainted and were taken to hospital. ➤ faint (adj)

1.225 **fascinated** /ˈfæsərɪtɪd/ (adj) very interested in sth • The director was fascinated by the young actress’s performance and decided to give her the leading role. ➤ fascination (n), fascinate (v), fascinating (adj), fascinatingly (adv)

1.226 **creative** /ˈkriːɪtɪv/ (adj) involving the use of skill and the imagination to produce sth new ➤ creation (n), creativity (n), create (v), creatively (adv)

1.227 **colleague** /ˈkɒliɡ/ (n) a person that you work with, especially in a profession or a business

1.228 **technicality** /tekˈnɪkləti/ (n) a small detail of how to do sth or how sth works • I will now show you how the machine works, but without explaining any boring technicalities. ➤ technician (n), technical (adj), technically (adv)

1.229 **potential** /ˈpəʊtənʃl/ (n) qualities that exist and can be developed • Jason is an athlete with a lot of potential but he’ll have to train harder if he wants to become a professional. ➤ potential (adj), potentially (adv)

1.230 **lecturer** /ˈlektʃə(r)/ (n) a person who teaches at a university or college ➤ lecture (n), lecture (v)

1.231 **out of place** /aʊt əvˈpleɪs/ (phr) not suitable for a particular situation • I felt quite out of place at my sister’s party because all her friends had come with their husbands and wives.

1.232 **imaginative** /ɪˈmæjɪnətɪv/ (adj) having or showing new and exciting ideas • Ruth was a truly imaginative child, she would come up with solutions to problems even adults hadn’t thought of. ➤ imagination (n), unimaginative (adj)
1.233 store /stre(r)/ (n) a quantity or supply of sth that you have and use • I always have a secret store of chocolate! ➤ store (v), storage (n)

1.234 individual /ˈɪndɪvɪdʒuəl/ (adj) considered separately rather than as part of a group • We interviewed each individual member of the team. ➤ individual (n), individually (adv)

1.235 database /ˈdɪtrəbjuːs/ (n) an organised set of facts and figures that is stored in a computer and can be used in various ways

1.236 researcher /ˈriːskaːrə(r), ˈriː-ʃər/ (n) ➤ research (n), research (v) We do research.

1.237 breakthrough /ˈbriːktroʊθ/ (n) an important development that may lead to an agreement or achievement

1.238 apply (to) /əˈplai/ (v) Here: concern or relate to sb/sth, Also: put or spread sth such as paint, cream, etc. onto a surface • The new parking restrictions apply to all vehicles without exception. ➤ application (n), (in)applicable (adj)

1.239 hard drive /hɑːdˈdruːv/ (n) the main storage device in a computer Also called the hard disk.

1.240 regret /rɪˈɡret/ (v) feel sorry about sth you have done or about sth that you have not been able to do • If you don’t come to the party with us, you’ll regret it. It’ll be great! ➤ regret (n), regretful (adj), regretfully (adv), regrettable (adj), regrettably (adv) Regretful means feeling or showing regret whereas regrettable means that you are sorry about sth and wish it had not happened.

1.241 abandon /ˈəbəndan/ (v) leave sb, especially sb you are responsible for, with no intention of returning • Someone abandoned the puppy outside our house so we decided to keep it! ➤ abandonment (n), abandoned (adj)

1.242 renowned /ˈrɪnəʊnd/ (adj) famous and respected • Agatha Christie was one of the most renowned authors in Britain.

1.243 geeky /ˈɡiːki/ (adj) (of a person’s appearance) boring, unfashionable Slang.

1.244 gregarious /ɡriːˈɡeəriəs/ (adj) sociable ➤ gregariousness (n), gregariously (adv)

1.245 indifferent (to) /ɪnˈdɪfɜːrənt/ (adj) having or showing no interest in sb/sth • How can you be so indifferent to other people’s suffering? ➤ indifference (n), indifferently (adv)

1.246 processor /ˈprəʊsesə(r)/ (n) a part of a computer that controls all the other parts of the system

1.247 dominate /ˈdəʊmɪnet/ (v) control or have a lot of influence over sb/sth, especially in an unpleasant way ➤ domination (n), dominant (adj), dominantly (adv)

1.248 novelty /ˈnʌvəlti/ (n) a thing, person or situation that is interesting because it is new, unusual, or has not been known before ➤ novel (adj)

1.249 pure mathematics /pjʊər mɛθəmətɪks/ (n) the subject that deals with the study and development of mathematical principles As opposed to applied mathematics which is the subject that deals with how mathematics is used in other areas of knowledge.

1.250 appreciate /əˈprɪːʃiət/ (v) Here: understand, Also: recognise the good qualities of sb/sth, Also: be grateful for sth that sb has done, welcome sth • I’m afraid he failed to appreciate how serious the situation was. ➤ appreciation (n), appreciative (adj), appreciatively (adv)

1.251 abstract /ˈæbstrækt/ (adj) based on general ideas and not on any particular real person, thing or situation

1.252 primitive /ˈprɪmətɪv/ (adj) very simple and old-fashioned, especially when sth is also not convenient and comfortable • We didn’t mind the primitive facilities at the camp, but we couldn’t put up with the intense heat. ➤ primitiveness (n)

1.253 run wild /rʌn ˈwɔːld/ (phr) grow or develop freely without any control • There’s no limit to what you can think up if you let your imagination run wild.

1.254 intimidating /ɪnˈtɪmɪdətɪn/ (adj) frightening in a way which makes a person feel less confident • The new manager’s comments about how easily someone can lose their job are very intimidating for the staff. ➤ intimidation (n), intimidate (v), intimidated (adj)

1.255 inadequate /ɪnˈædɪkwət/ (adj) not enough; not good enough • The supplies the headmaster ordered were inadequate and many of the students had to share books for the first two weeks of term. ➤ (in)adequacy (n), adequate (adj), (in)adequately (adv)

1.256 asset /ˈæset/ (n) a person or thing that is valuable or useful to sb/sth • In his job as a teacher, his best asset is his patience.

1.257 dismiss /dɪsˈmɪs/ (v) Here: decide that sb/sth is not important and not worth thinking or talking about, Also: officially remove sb from their job • We tried to remind him of the problems he might come up against in the race, but he dismissed them all. ➤ dismissal (n)

1.258 claim /klɛm/ (v) Here: say that sth is true although it has not been proved, Also: ask for sth because it is your legal right to have it • He claims he has no idea how the missing Rolex watch came to be in his desk drawer. ➤ claim (n)

1.259 mainstream /ˈmɛnstrʌm/ (adj) the ideas and opinions that are thought to be normal because they are shared by most people

1.260 contents /ˈkəntents/ (n) the things that are contained in sth • She thoroughly searched the contents of her bag, but was unable to find her keys.

1.261 related /ˈreɪlətɪd/ (adj) connected with sth/sth in some way • Much of the crime in this area is related to drugs. ➤ relate (v), relation (n), relative (adj)
1.262 coincidentally /kaʊnsəl'dentli/ (adv) by chance ➤ coincidence (n), coincidental (adj)
1.263 turn out /tərn 'aʊt/ (phr v) See Phrasal verbs
1.264 vision /ˈvɪʒn/ (n) an idea or a picture in your imagination ➤ Mother Teresa’s vision was a world without poverty. ➤ visionary (n), visualise (v)
1.265 embed /ɪmˈbed/ (v) include sth so that it forms a part of sth else. There are a number of links to useful websites embedded in this document.
1.266 global /ˈɡloʊbl/ (adj) covering or affecting the whole world ➤ globe (n), globally (adv)
1.267 access /ˈəkses/ (v) open a computer file in order to get or add information ➤ access (n), (in)accessible

page 7 Grammar

1.268 afford /əˈfɔːrd/ (v) have enough money to be able to buy or to do sth. ➤ I can’t afford to go to the concert – the tickets are too expensive. ➤ affordable (adj)
1.269 stand /stænd/ (v) used especially with can/could to say that sb/sth can survive sth, tolerate. This frying pan is specially designed to stand high temperatures.
1.270 keep up with /kiːp ˈəp wið/ (phr v) See Phrasal verbs

page 8 Vocabulary

1.271 elect /ɪˈlekt/ (v) to choose sb to do a particular job by voting for them ➤ A new government is elected every four years. ➤ election (n), elected (adj)
1.272 competitive /kəmˈpetɪtɪv/ (adj) trying very hard to be better than others ➤ Only highly competitive athletes survive in professional athletics these days. ➤ compete (v), competition (n), competitor (n), uncompetitive (adj), competitively (adv)
1.273 confident /ˈkɒnfɪdant/ (adj) feeling sure about your own ability to do things and be successful ➤ He is a confident young lawyer who has never lost a trial so far. ➤ confidence (n), confident (adv)
1.274 generous /ˈʒɛnərəs/ (adj) giving or willing to give freely ➤ It was generous of him to offer to pay for both of us. ➤ generosity (n), generously (adv)
1.275 look on the bright side /lʊk ɒŋ ðə ˈbræt ˈsайд/ (phr) to be cheerful or hopeful about a bad situation
1.276 can’t be bothered /kænt bi ˈbɔðəd/ (phr) not want to spend time and/or energy doing sth ➤ I know I should start cleaning the house, but I just can’t be bothered.
1.277 brave /breɪv/ (adj) not afraid ➤ He’s a brave young boy, isn’t he? He’s never afraid, not even at the dentist’s. ➤ bravery (n)
1.278 fair /fεər/ (adj) Here: treating everyone equally and according to the rules or law, Also: pale in colour ➤ Mum, that’s not fair! You said that if I did my homework, I could go out tonight! ➤ unfair (adj), (un)fairly (adv)
1.279 cheerful /ˈtʃɪərl/ (adj) happy and in a good mood ➤ She’s such a delight to work with – smiling and cheerful all the time. ➤ cheerfulness (n), cheerfully (adv)
1.280 original /əˈrɪdʒənl/ (adj) Here: (of people) able to produce new and interesting ideas, Also: new and different from anything that has existed before ➤ originality (n), originally (adv)
1.281 frustrated /frəsˈtretɪd/ (adj) feeling annoyed or impatient because you cannot do what you want ➤ I was very frustrated because I spent hours reading the manual but I still couldn’t programme the video! ➤ frustration (n), frustrate (v), frustrating (adj)
1.282 treat /triːt/ (v) behave in a particular way towards sb/sth ➤ I would treat my parents with more respect, if I were you! ➤ treatment (n)
1.283 carry out /ˈkærɪ ˈəʊt/ (phr v) See Phrasal verbs

page 9 Writing

1.284 reminder (card) /ˈrɪməndər/ (n) a note informing sb that they have not done sth
1.285 notification /nəʊtɪfɪˈkeɪʃn/ (n) act of giving or receiving official information about sth ➤ When I applied for the job, I was told I would be sent notification if I were selected. ➤ notify (v)
1.286 mail-order catalogue /ˈmeil ˈɔːdər kətələg/ (n) a book advertising things which you can buy by post
1.287 at your convenience /ɔt ˈdʒiːnˈvɪzn/ (phr) at a time or a place which is suitable for you
1.288 allocate /ˈæləkɪt/ (v) give sth officially to sb/sth for a particular purpose ➤ The school has decided to allocate more money to computer software this year. ➤ allocation (n)
1.289 in advance /ɪn əˈdvɑːns/ (phr) before the time that is expected; before sth happens ➤ You have to pay in advance if you want the tickets delivered to your home.
1.290 charge /tʃɑːdʒ/ (n) amount of money that sb asks for goods and services ➤ I’m afraid there’s an extra charge on first-class tickets. ➤ charge (v)
1.291 fee /fiː/ (n) an amount of money that you pay to join an organisation, or to do sth ➤ The entry fee to the park allows you to use all of the rides.
1.292 in person /ɪn ˈpɜːsn/ (phr) yourself; not in writing or by telephone