

C O N T

UNITS

GRAMMAR

VOCABULARY ANALYSIS ON M.C.Q. CLOZE TESTS

1

pages 6-20

- started (doing) ♦ have (done)/been (doing)
- It's (been)... since... last...
- How long (ago) is it/has it been/...
- This is/was the first/second time...
- been in/to - gone to • belong to - whose
- seem • look

- confusing words: *drop - fall*
- "mind" expressions
- collective nouns
- in/at the end • in/at the beginning (of)
- let ↔ allow/permit

2

pages 21-34

- time clauses
- countable - uncountable nouns
- omission of "the"
- exclamations

- confusing/related words:
likely - alike - unlike - unlikely - like - similar
clerk - customer - assistant - client - patient
- "run" & "lose" expressions
- queue - row - line • verb + for

3

pages 35-48

- gerund • full/bare infinitive
- special cases - changes

- confusing words:
road - track - passage - lane
- "road" & "track" expressions
- phrasal verbs: *fall - go*
- "deep" & "give" expressions

4

pages 49-62

- verbs with two objects
- verbs without prepositions
- in case
- according to/in accordance with
- omission of object pronouns
- because (of)

- confusing words:
refuse - deny/increase - decrease - reduce
- related words: *form - type - sort - kind*
- word power: *breath - breathe - inhale - short/out of breath - breathless*
- noun + preposition

5

pages 63-76

- clauses of reason/purpose
- haven't got ♦ run out of ♦ left
- except (for) - apart from - beside/besides - but
- double negatives

- confusing words:
clear - clean - pure/lie - lay
- phrasal verbs: *look - make*
- burst into/out

6

pages 77-90

- clauses of concession
- modals: past forms
- needn't + perfect infinitive (+ comparative)

- related/confusing words:
situation - location - position - condition
course - subject - lesson
- expressions with "of/on"
- shocked - amazed - surprised to/at/by
- leave (for - from)

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pages 91-104

- (defining/non-defining) relative clauses

- confusing words: *claim - demand - insist - require/beat - win - gain*
- verbs + "with"
- "point" expressions

8

pages 105-118

- inversion • conditionals
- causative • passive voice

- confusing words: *spoil - destroy*
- phrasal verbs: *show*
- "make" & "out of" expressions

REVISION

pages 120-143

A. Grammar & Vocabulary Revision
(GTC Books 1 & 2, pages 120-130)

B. Derivatives (GTC Books 1 & 2, pages 131-134)

C. Sample Compositions & Suggested Topics (pages 135-139)

E N T S

WORD FORMATION

VOCABULARY ANALYSIS ON READING

READING

WRITING

exist - agree - refer -
enormous - inform -
certain - discover - explore -
investigate - inhabit - differ

- related words:
popular - famous - notorious
- “extreme/catch/ahead” expressions
- phrasal verbs: *take - look*
- verb + on • noun + of

part one:
Who’s the lady
with the answer
to everything?

informal transactional
letter/email
(asking for & giving
advice/information)

experience - accuracy -
know - behave - present -
high - depend - skill - fly -
cautious - continue

- prefixes (un-, in-, il-, im-, ir-)
- related/confusing words: *raise - rise - arise, effect (n) - effect (v) - affect, deal with - cope with*
- phrasal verbs: *fall*
- “hour” expressions

part two:
Stress

informal letter
to a friend

absent - fortunate - expect -
destroy - sympathy -
construct - bore - affection -
friend - plan - decide

- related/confusing words:
economic - economical, in fact - indeed - actually - really - truly
- phrasal verbs: *make*
- prepositions & prepositional expressions
- vocabulary with “house”

part two:
Recycling

formal transactional
letter of complaint

lead - follow - vary - grow -
favour - differ - arrive - plenty -
day - entertain - act

- confusing/related words:
fee - fare, model - brand - make, fault - defect - error - mistake, instrument - organ
- prepositions
- phrasal verbs: *sell*

part two:
Musical
instruments

formal transactional
letter/email of inquiry

class - signify - wide -
national - explain - define -
improve - write - thorough -
select - distinct/distinguished

- confusing words:
achieve - manage - succeed
- phrasal verbs: *give - put*
- prepositions
- suffix “-ful” • “long” expressions

part two:
Speeding
over seas

formal letter of
application

develop - appear -
exist - amaze - relate - ease -
truth - believe - measure -
observe - distance

- mortgage - interest - tax - loan -
income - grant
- related words: *report - account - reference*
- phrasal verbs: *call*
- prepositions • prefix “-less”

part three:
Helping
the poor

stories

advertise - music - fortune -
choose - converse - object -
harm - humour - straight -
direct - conclude

- confusing words:
event - incident, remark - comment, shade - a shadow - shadow, pride - proud
- “at” expressions
- prepositions

part one: The
penguins of
Phillip Island

reports/reviews

hope - obey - originate
produce - real - science
suspect - apologise -
disappoint - excite - employ

- prepositions “verb + at”
- phrasal verbs: *set*
- “hand” & “chain” expressions
- prefix “self”

part three:
Style merchants

articles/essays

D. Vocabulary Reference
(pages 140-143)

- idioms/phrasal verbs • prepositional expressions • verb expressions

A. STARTED (DOING) → HAVE (DONE)/BEEN (DOING)

- My wife **started dieting** years ago.
- ➔ My wife **has been dieting** for years (now).
- I **started** my English course 5 years ago.
- ➔ I **have been learning** English for 5 years.
- She **started work/working** here a month ago.
- ➔ She **has been working** here for a month.

B. IT'S (BEEN)... SINCE... (LAST) PAST SIMPLE

- I haven't phoned her for four weeks.
- ➔ It's (been) four weeks **since** I (last) **phoned** her.
- ➔ The last time I **phoned** her was four weeks **ago**.
- It **has been** five years **since** we (last) **had** a holiday.
- ➔ We **haven't had** a holiday **for/in** five years.
- ➔ The last time we **had** a holiday was five years **ago**.

C. HOW LONG (AGO) IS IT/HAS IT BEEN/WAS IT/DID...?

- When did he (last) **paint** the house?
- When was the last time he **ainted** the house?
How long is it/has it been since he **ainted** the house?
How long ago was it when he **ainted** the house?
How long ago did he **aint** the house?
- How long ago was it when he **changed** his job?
When did he (last) **change** his job?
When was the last time he **changed** his job?
How long ago did he **change** his job?
How long is it/has it been since he **changed** his job?

D. REMEMBER!

- He has never answered me back before.
- ➔ This/That/It **is** the first time he **has answered** me back.
- She had never answered me back before.
- ➔ That/It **was** the first time she (had) **answered** me back.

NOTE!

- This **is** the first/second... time I **have seen** him.
- That **was** the first/second... time I **saw/had seen** him.
- BUT: • This **is** the last time I (will) **see** him.
- That **was** the last time I **saw** him.

"KEY" WORD TRANSFORMATION

TG: see appendix

- I refuse to help him ever again. (will)
That's **the last time I will** ever help him.
- Teresa started piano lessons two weeks ago. (taking)
Teresa **has been taking piano lessons** for two weeks.
- When did you leave hospital? (since)
How long **is it since you left** hospital?
- It has been five years since we last had snow. (not)
We **have not had snow** for five years.
- When did they get engaged? (was)
How long ago **was it when they got** engaged?
- How long have you been communicating with them? (start)
When **did you start communicating** with them?
- I'll never go out with him again. (last)
This is **the last time I go** out with him.
- We had never had lunch with them before. (first)
It was the **first time we (had) had** lunch with them.
- When did you last take the dog to the vet? (time)
When was **the last time you took** the dog to the vet?
- He started taking skiing lessons a month ago. (learning)
He **has been learning to** ski for a month.

E. BEEN IN/TO - GONE TO

- **has been in** = has been staying, working, living... in a place
➔ *He's been in Norway for a month.*
- **has been to** = has travelled there and come back
➔ *He hasn't been to London for two years.*
- **has gone to** = is now there or on the way
➔ *"Where's dad?" "He's gone to the chemist's."*

G. SEEM

- | | | |
|------------------------------|---|---|
| seem + adjective | ➔ | • <i>It seems expensive.</i> |
| seem + full infinitive | ➔ | • <i>There seems to be a mistake.</i> |
| seem + perfect infinitive | ➔ | • <i>We seem to have run out of time.</i> |
| seem + as if/though + clause | ➔ | • <i>He seemed as if/though he wanted to say something important.</i> |

➔ TG: see appendix

H. LOOK(ED) AS IF/THOUGH (probability-reality)

- *He/It looks as if he's in pain.*
- *They look as if they are crying.*
- *He looked as if he was angry.*
- *He looked as though he had been running.*

F. BELONG TO - WHOSE

- They aren't mine. ➔ *They don't belong to me.*
- It's Helen's. ➔ *It belongs to Helen.*
- Is it yours? ➔ *Does it belong to you?*
- Whose is it? ➔ *Who does it belong to?/Who owns it?*
- Whose pen is this? ➔ *Whose is this pen?*

NEVER ➔ I/you/we have ~~gone to~~... except in messages

LOOK + PAST VERB (improbability - unreality)

- *She looks as though she could pick up ten men with one hand.*
- *He looks as if he came from another planet.*
- *You look as if you had seen a ghost.*

LOOK

- | | | |
|------------------|---|------------------------------------|
| look + adjective | ➔ | • <i>She looked relaxed.</i> |
| look like + noun | ➔ | • <i>They look like policemen.</i> |

- It looks as if there is going to be trouble.
➔ It looks like trouble.

"KEY" WORD TRANSFORMATION

(* past papers)

- Peter gave me the impression that he was worried about something. (*though*)*
Peter *seemed/looked as though he was* worried about something.
- Whose documents are these? (*belong*)*
Who *do these documents belong* to?
- I think it is going to rain. (*like*)*
It *looks like rain to* me.
- Paul isn't here; he's on his way to the office right now. (*to*)
Paul isn't here; *he's gone to* the office.
- Who does this painting belong to, Fred? (*whose*)
Fred, *whose painting is* this?
- It's two years since we went to India. (*been*)
We haven't *been to India for* two years.
- Helen came to Brighton a long time ago. (*has*)
Helen *has been in Brighton for* a long time.
- This is the first time Tom has visited the zoo. (*been*)
Tom *hasn't been to* the zoo before.
- I think Amy was a little upset. (*though*)
Amy *seemed/looked as though she was* a little upset.
- We moved to Canada in 1994. (*been*)
We *have been in Canada since* 1994.
- It seems that there is a problem. (*be*)
There *seems to be* a problem.
- Is that beautiful yacht theirs? (*to*)
Does *that beautiful yacht belong to* them?

FINAL COUNTDOWN: "KEY" WORD TRANSFORMATION

(* past papers)

1. John had not been to London before. (*visit*)*

It *was John's first visit* to London.

2. This is the second time I've seen this play. (*once*)

I've *seen this play once* before.

3. It was the first time Sarah had been windsurfing. (*never*)

Sarah *had never been* windsurfing before.

4. This toy does not belong to Peter. (*one*)

This *is not one of* Peter's toys.

5. I haven't seen him since then. (*time*)

That was *the last time I saw* him.

6. It was Alan's first live performance. (*performed*)

Alan *hadn't performed/had never performed live* before.

7. Nobody has received a letter from him for two months. (*written*)

He *hasn't written (a letter)* to anybody for two months.

8. We haven't had a letter from John for ages. (*heard*)

We *haven't heard from* John for ages.

9. Harry has stayed with them once before. (*second*)

This is the *second time Harry has stayed* with them.

10. How long has Jason been a pilot? (*become*)

When *did Jason become a* pilot?

11. The concert may be cancelled. (*looks*)

It *looks like/as if/though* the concert will be cancelled.

12. I have been reading it for a week. (*started*)

I *started reading it a week* ago.

13. I think it's going to snow. (*if*)

It *looks as if it's* going to snow.

14. We haven't been there for years. (*time*)

The *last time we went there* was years ago.

15. When did you start collecting postcards? (*been*)

How long *have you been collecting* postcards?

USE OF ENGLISH

A. FILL IN THE CORRECT WORD

A QUIET HOLIDAY

At first I wasn't sure what to do. I had just retired with enough (1).....*money*.....(*money/currency*) to have a good time, so my wife suggested that we take a holiday together. I have never been very good at going (2).....*on*.....(*on/in*) holiday during the summer months. I hate all the crowds and the heat. My favourite (3).....*season*.....(*month/season*) has always been the autumn, so I agreed with her as long as we went away at that time of the year. Some people hate the shortening days, the rain and the wind, but I love the colours of the leaves and the crisp cool air. (4).....*However*.....(*Despite/However*), where to go? My first idea was Scotland and the (5).....*exciting*.....(*excited/exciting*) thought of fishing in wild rivers, but my wife suggested Kent, the garden of England, with its lovely orchards, their trees laden with crisp apples. She had the idea to (6).....*rent*.....(*rent/hire*) a self-catering cottage, possibly near the sea. To begin with, I was also interested in an activity holiday, but not (7).....*too*.....(*much/too*) active! Maybe learning archery, taking a cookery course or finally learning how to play bridge. But then, after giving it some (8).....*thought*.....(*thought/thinking*), I realised that what I really wanted was to (9).....*get*.....(*do/get*) away from it all, so we decided to go to rural Ireland, and stay in a small village on the west coast, where we could (10).....*spend*.....(*lose/spend*) time looking out across the wild, lonely Atlantic, and just relax.

B. OPEN CLOZE TEST

(PAST PAPERS - adapted)

REFUSED ADMISSION

After leaving school, Thomas Barnardo (0).....*started*..... work as a clerk, but by 1866, he had (1).....*gone/moved*..... to London to study medicine. He hadn't (2).....*been*..... in London long before he noticed the terrible poverty, and in particular the large number of homeless (3).....*children*..... whose parents had abandoned them. It was the first time he (4).....*had*..... seen such misery. He used what money he had to (5).....*buy*..... food and clothing for these unfortunate children. He lived in a house which did not (6).....*belong*..... to him, but eventually he and a group of friends were able to raise enough (7).....*money*..... to buy a building to provide shelter for 25 children. When the house was completely full, Dr Barnardo reluctantly turned (8).....*away*..... the 26th child, John Somers. A few days later, John Somers (9).....*was*..... found lying in the street, dead from cold and hunger. Dr Barnardo had (10).....*never*..... been so upset by anything before. It was the last (11).....*time*..... he allowed this to happen. After that, Dr Barnardo put a sign up outside the house which (12).....*said/read*....., "NO CHILD EVER REFUSED ADMISSION". He persuaded people to (13).....*give*..... him money. He worked very (14).....*hard*..... for homeless children, and by 1905, when he died, over eight thousand boys and girls were in (15).....*his*..... care.

based on M.C.Q. Cloze Test: TRAPPED (p. 11)

CONFUSING WORDS

DROP let sth fall (from one's hands, usually by accident)

- The careless waiter **dropped** five plates.
- The policeman told the robber to **drop** his gun.

FALL go/come down freely

- Snow began to **fall** as I left the house.
- While Tina was running, she **fell** and cut her leg.

"DROP - FALL" EXPRESSIONS:

drop sb a line, **drop** one's voice,
drop the subject, **drop** sb at a place,
the temperature/wind **drops**

fall into a trap, rain **falls**, leaves **fall**,
fall in love, **fall** ill, **fall** asleep

"MIND" EXPRESSIONS

- **Mind** how you go!
- **Mind** your step!
- Never **mind**!
- bear in **mind**...
- He's out of his **mind**!
- call (his) name to **mind**
- Do you **mind** my ... (smoking)?
- **Mind** your own business!
- keep (one's) **mind** on (something)

COLLECTIVE NOUNS

- a **bunch** of keys/grapes/flowers
- a **flight** of stairs
- a **swarm** of bees
- a **chain** of shops
- a **block** of flats
- a **range** of mountains
- a **herd** of goats/cows
- a **flock** of birds/geese/sheep
- a **pack** of dogs/wolves/cards
- a **school** of fish/whales
- a **set** of spoons

OPEN CLOZE TEST

THE CANADIAN NORTH

The snow began to (1)..... **fall** as the wind (2)..... **dropped** and somewhere in the distance I could hear a (3)..... **pack** of wolves howling. I looked at the beautiful Canadian scenery. Behind the tall pine trees stretched a (4)..... **range** of purple mountains, and it seemed as if I was the only person in the world. No wonder I had (5)..... **fallen** in love with the vast, snowy expanse that is the Canadian North. A (6)..... **flock** of geese flew overhead, probably making for the warm south. I (7)..... **made** my way back to my log cabin, which was rapidly being covered by the light snow, all the time bearing in (8)..... **mind** that I would have to cut some more logs before the real winter set in. I opened the door, and (9)..... **let** my husky go in first. She ran in and joined her mate, where he had (10)..... **fallen** asleep by the fire.

REMEMBER!

TG: see appendix

IN/AT THE END

- They got married **in the end**. (finally, eventually)
- I think the book is a bit boring **at the end**. (at the point where sth ends/stops)

LET ↔ ALLOW/PERMIT

- **Let** someone **do** something.
- **Allow/Permit** someone **to do** something.

IN/AT THE BEGINNING (OF)

- He spoke very little English **in the beginning**. (at first and suggests a contrast with a later situation)
- The teacher handed out the tests **at the beginning** of the lesson. (the point at which sth begins)

- He **let me** leave work early.
- ➔ I was **allowed/permitted** to leave work early.

VOCABULARY BOX

- **proved to be** = was as a result, turned out to be
- **make one's way** = go to, head for
- **to my horror** = I was horrified to see/find...
- **draw up** (phr.v) = stop in a vehicle

USE OF ENGLISH

MULTIPLE CHOICE CLOZE TEST

TRAPPED

(PAST PAPERS)

One evening I went to a sports (0).....*centre*..... for some exercise. (1)..... I was changing afterwards, I (2)..... my wallet down the back of a radiator. Obviously, it was important for me to get it out, but it (3)..... to be very difficult. (4)..... the end I managed to get it with the help of a hockey stick which I had found. This must have taken me (5)..... an hour and when I had finished, I discovered that everyone else had gone. The building was empty and (6)..... of the lights had been (7)..... off.

I made my (8)..... down a gloomy passage and came to the door. (9)..... my horror it was securely locked. It appeared to be the sort of door with a keyhole on the outside but not on the inside. I was trapped.

What could I do? Eventually, I found a telephone and called the fire brigade. They told me they would come at once with a (10)..... of keys. Ten minutes later I saw a fire-service van draw (11)..... Three firemen got out and came to the building and two minutes later they found me standing (12)..... the telephone.

"Okay, sir," said one of the firemen. "Just (13)..... how you go down this flight of stairs. Right, here's the door."

He smiled, stood aside to (14)..... me go first, and pushed the door. It did not move. "Oh dear," he said. "We (15)..... to have locked ourselves in!"

0 A shop

1 A As

2 A fell

3 A proved

4 A At

5 A past

6 A much

7 A let

8 A way

9 A In

10 A bunch

11 A off

12 A by

13 A aware

14 A permit

15 A look

B centre

B During

B dropped

B came

B By

B quarter

B enough

B closed

B street

B To

B block

B at

B on

B mind

B allow

B sound

C store

C Since

C hit

C sounded

C Until

C full

C most

C turned

C path

C At

C range

C up

C next

C care

C let

C find

D kiosk

D Just

D banged

D looked

D In

D half

D plenty

D pressed

D route

D By

D swarm

D down

D around

D look

D leave

D seem

A. WORD FORMATION: Fill in.

	VERB	NOUN (thing)	NOUN (person)	ADJECTIVE	ADVERB
1	exist	<i>existence</i>	*	<i>existing/(non-)existent</i>	*
2	(dis)agree	<i>(dis)agreement</i>	—	<i>agreed/(dis)agreeable</i>	<i>(dis)agreeably</i>
3	refer/*	<i>reference/referral</i>	<i>referee</i>	*	*
4	—	*	—	enormous	<i>enormously</i>
5	(mis)inform	<i>(mis)information</i>	<i>informer/informant</i>	<i>informed/informative</i>	—
6	*	<i>(un)certainty</i>	—	(un)certain	<i>(un)certainly</i>
7	discover	<i>discovery</i>	*	<i>undiscovered</i> /*	—
8	explore	<i>exploration</i>	<i>explorer</i>	<i>exploratory/unexplored</i>	—
9	investigate	<i>investigation</i>	<i>investigator</i>	*	—
10	inhabit	<i>habitat</i> /*	<i>inhabitant</i>	<i>(unin)habitable</i>	—
11	differ	<i>(in)difference</i>	—	<i>(in)different</i>	<i>(in)differently</i>

1. existentialist, existentially 3. referee, referential, referentially 4. enormity
6. ascertain 7. discoverer, discoverable 9. investigative 10. habitation

* denotes less common forms

STUDY BOX: EXPRESSIONS/COLLOCATIONS

REFERENCE	INFORMATION	INVESTIGATION
• reference book/library • for future reference • with reference to	• gather/collect information • additional/further information	• police/government investigation • under investigation • investigative report/work

B. FILL IN

(PAST PAPERS - Dec. 2001 - Gr.)

HOW MANY LANGUAGES?

How many languages are there in **0** *existence* today?
 People are often surprised to find there is no absolute **1** *agreement*
 about the number. Most **2** *reference* books give a figure of between
 4,000 and 5,000, although these figures can vary **3** *enormously*.
 Researchers seeking accurate **4** *information* face problems which make
 them **5** *uncertain* about the precise number. One of the most obvious
 problems is the possible **6** *discovery* of new languages in some of
 the **7** *unexplored* regions of the world. However, a more common
 problem is in countries where, upon **8** *investigation*, it is found that
 the speech of certain **9** *inhabitants* has to be recognised as a separate
 language, as it has so many **10** *differences* from the other languages.

EXIST
 AGREE
 REFER
 ENORMOUS
 INFORM
 CERTAIN
 DISCOVER
 EXPLORE
 INVESTIGATE
 INHABIT
 DIFFER

VOCABULARY ANALYSIS

PAPER 1 READING - PART 2

based on Reading: WHO'S THE LADY WITH THE ANSWER TO EVERYTHING? (p. 14)

RELATED WORDS

popular ⇨ liked and admired • *My brother is very popular at school.*

famous ⇨ people, places, objects that have fame and are widely known

• *I have been to many Pacific Islands which are famous for their natural beauty.*

notorious ⇨ people, things that are widely known but for sth bad • *Al Capone was a notorious gangster.*

“EXTREME/CATCH/AHEAD” EXPRESSIONS

extreme (care, poverty...): great in degree

• *You should take extreme care when driving at night.* • *Extreme poverty still exists in India.*

• *The heat in the desert was extreme.* • *We're working under extreme pressure at the moment.*

catch sb's imagination/attention: find interesting and exciting • *This story will catch the imagination of every child.*

catch sb red-handed: catch sb doing sth wrong • *She was caught red-handed trying to steal the documents.*

catch sight of sb/sth: to see sb/sth for a moment • *I caught sight of the pop star outside the studio.*

ahead • *I like to be well ahead with my work. (prepare in advance)* • *I'll run ahead and warn them. (go in front)*

• *We've got a lot of hard work ahead. (further forward in time)* • *The party was planned weeks ahead. (earlier)*

PHRASAL VERBS

TAKE

up: occupy space/time; begin a hobby

• *This desk takes up too much space.*

• *She took up stamp collecting.*

in: deceive; understand • *She was taken in by his lies.*

• *I didn't take in what he meant at first.*

over: gain control of; replace

• *The rebels took over the palace.*

• *Who's going to take over as manager when Jim leaves?*

to: start to like sb/sth • *I didn't take to him at first.*

down: write sth down

• *Let me take down your name and number.*

LOOK

up: search for a word/name... in a dictionary, phone book

• *Look up the meaning in the dictionary.*

into: investigate

• *We should look into this matter.*

over: inspect carefully

• *I looked over the house before I decided to rent it.*

up to: admire or respect sb

• *He looks up to his grandfather.*

ahead: plan future situations or think about the future

• *I'm trying to look ahead to what might happen.*

PREPOSITIONS: VERB + ON

- You can always **rely on** him. He's trustworthy.
- She's **working on** a new novel.
- He **insisted on** paying.
- I don't wish to **comment on** his behaviour.
- Please **concentrate on** your work.
- She **reported on** the crisis.

PREPOSITIONS: NOUN + OF

- The gloomy weather shows no **sign of** improving.
- The **idea of** doing nothing terrifies me.
- The **lack of** food is a serious problem.
- The **cause of** the explosion is unknown.
- I took no **notice of** him at first.
- As a **result of** the accident, she can't work.

TOPIC VOCABULARY

computer
calculator

keyboard
word processor

hardware/software
printer

screen/monitor
fax machine

reference books
encyclopaedia

dictionary
atlas

You are going to read an article about a woman who has an interesting job. For questions 1-8, choose the answer (A, B, C or D) which you think fits best according to the text.

(PAST PAPERS - June 2001 - Gr.)

Who's the lady with the answer to everything?

Right, here's a clue - it might help to solve the problem. This charming lady takes up about an hour of many people's time at the weekend; sometimes she's fun, at other times she can be very annoying. Her name has fifteen letters (7, 8), initials V and L.

You're not going to get it, are you? Well, the answer is Valerie Lockwood, and for the past thirty-five years she has been writing the clues for the crossword in the *Sunday Express*, a popular Sunday newspaper.

Every week Valerie, 67, sits down at the small table which she also uses as her desk, and opens her fountain pen. Then she selects a large sheet of white notepaper and begins to compose with extreme care.¹ There is no sign of anything so modern as a word processor or fax machine in the dining room of her little house. She doesn't even like using a biro. All Valerie needs is a heap of reference books and an amazingly good memory. Inspiration for the fifty or so clues that she produces each week sometimes comes when she is out walking her dog, or when a particular word catches her imagination.² in a newspaper or a book.

Valerie never thought her life would be dominated by words. She left school at fifteen and went to technical college to study fashion drawing. But soon she spotted an

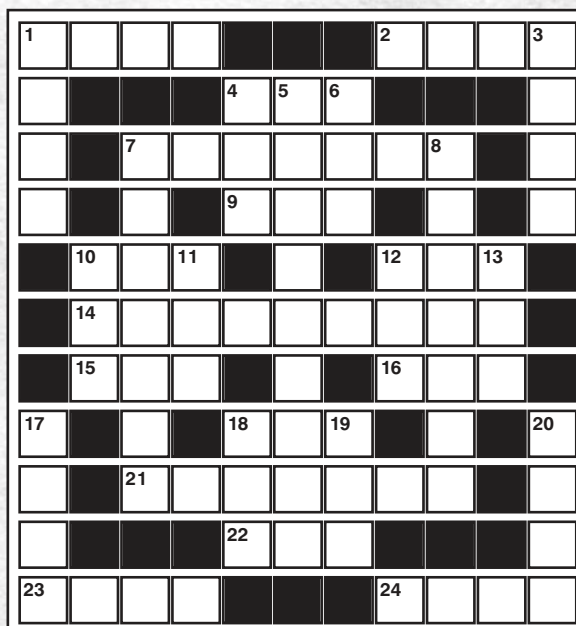
advertisement offering training in newspaper artwork. "I was so excited," she says. "I got the job, at an agency in Fleet Street. The first thing I ever had published was a drawing of a parrot in a newspaper. I worked on illustrating articles for a while. Then one day my boss

library's reference section to check something."⁵

Valerie is not at all bookish: she reads very little literature, although she has quite a large personal library. She hasn't read any Shakespeare since school, but her crosswords are full of quotations from his works. "It's surprising what you remember. You had to work hard at school in my day."⁶ And I think you learn more and more as you get older. I don't have a computer or any method of checking which words I've used. I just rely on my memory - and, of course, short words can have different meanings, so there are lots of possible clues." Her husband, Kenneth, follows politics and sport, and helps her out in those fields. She has a cabinet packed with reference books,

including a worn copy of the *Complete Works of Shakespeare* and an ancient encyclopaedia. "The thing about these old books," she says, "is that they have an index,"⁷ whereas many modern books don't."

When the week's work is complete, Valerie puts her carefully researched¹ puzzle into an envelope and trusts the post to carry it safely to London. She makes no copies. "That's why I like to be well ahead, in case a puzzle is lost in the post and I have to try to remember the clues."⁸ I'm always thinking about new clues. Everything revolves round the crossword; it's my life."



called me in because everyone else was busy, and said the *Sunday Express* wanted a crossword that was a bit different, and did I have any ideas? I put forward the idea of one based on general knowledge, and I just started from there.³ My first clues were far too long, but I just got on with it."

And she has never stopped. Completing the puzzle takes her about half a day. "The time-consuming bit is writing the clues because so much has to be checked. I look up most of the words because reference books say different things. I often pop into the village