

8 Grammar, Vocabulary, and Pronunciation A

GRAMMAR

1 Underline the correct word(s).

Example: Karen offered **to lend** / **lending** me her car when mine was being repaired.

- 1 Jack encouraged **me to try** / **that I try** a new hairdresser's.
- 2 John regretted **not asking** / **to not ask** how much the hotel was before he booked it.
- 3 Sheila insisted **on paying** / **to pay** for all our drinks.
- 4 Peter convinced me **not to give up** / **not giving up** playing rugby.
- 5 I suggested **to buy** / **buying** Anne some flowers, but Lisa said she'd prefer chocolates.
- 6 My neighbour threatened **to cut** / **cutting** down the trees in the garden.

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2 Complete the sentences with the correct passive form of the verb in brackets.

Example: Nobody has been told (tell) the time of the exam yet.

- 1 It's difficult to avoid _____ (photograph) by paparazzi when you're famous.
- 2 The gym is closed this week – it _____ (redecorate).
- 3 I saw Miranda at the art exhibition. She _____ (show) around by one of the artists.
- 4 Drivers shouldn't _____ (fine) for parking ten minutes longer than they've paid for.
- 5 Chelsea refused _____ (beat) and ended up winning the match.
- 6 The couple _____ (think) to have escaped to France.
- 7 Fish and chips used to _____ (wrap) in old newspapers.
- 8 That restaurant _____ (say) to be one of the best in Europe.

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3 Order the words to make sentences.

Example: my / the / taken / of / I / photo / outside / Parliament / had / Houses
I had my photo taken outside the Houses of Parliament.

- 1 to / valued / the / an / we / get / painting / expert / decided / by
- 2 my / going / out / tooth / have / I'm / bad / to / tomorrow / taken
- 3 it / my / checked / I / fully / sold / had / car / I / before
- 4 house / you / same / exactly / your / will / painted / have / colour / the / ?
- 5 bigger / anyone / get / why / lips / to / made / would / want / their / ?
- 6 our / installed / heating / two / we're / new / system / weeks / having / in

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Grammar total		20
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VOCABULARY

4 Complete the words in the sentences.

Example: The man had **committed** several previous crimes for which he was also charged.

- 1 The **v**_____ of the jury was that Mr Anderson was guilty of all charges.
- 2 The man was charged with **s**_____ after following Miss Stevens everywhere.
- 3 Cigarettes are often **s**_____ into the UK because the tax is so high on them there.
- 4 Two **w**_____ described seeing the attack from their bedroom windows.
- 5 After being **q**_____ by police for several hours, the woman confessed to the crime.
- 6 Both men were **s**_____ to three years in prison.
- 7 The **j**_____ gave the woman a shorter sentence because she had pleaded guilty.
- 8 The **k**_____ demanded £50,000 for the safe return of the director's wife.
- 9 Both women were **a**_____ because of a lack of reliable evidence.
- 10 The politician was **b**_____ by a friend who knew some of his guilty secrets.

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8 Grammar, Vocabulary, and Pronunciation **A**

5 Complete the sentences with the correct word.

freelance sensationalist reviews vows
commentator biased newsreader
gossip reporter censored paparazzi

Example: Photographers who follow famous people around and sell photos to the newspapers are called paparazzi.

- 1 That news report isn't at all objective – it's very _____.
- 2 Critics have given the new show very favourable _____.
- 3 The internet isn't _____ so you can read stories there that aren't in the newspapers.
- 4 Bill doesn't work for one single newspaper, he's a _____ journalist.
- 5 Ellen was a war _____ until she had children. She writes about local politics now.
- 6 The _____ on the tennis final screamed with joy when Andy Murray won.
- 7 I read that magazine for all the celebrity _____ – it's fun but I know it's not all true.
- 8 They use such strong language in their news stories – it's too _____ for me.
- 9 I loved it when that very serious _____ couldn't stop laughing as he read one story.
- 10 Government _____ to reduce taxes before next election.

10

Vocabulary total 20

PRONUNCIATION

6 Match the words with the same sound.

accuse caught drugs
manslaughter murderer jury

Example: fraud manslaughter

- 1 burglar _____
- 2 judge _____
- 3 court _____
- 4 community _____
- 5 tourists _____

5

7 Underline the stressed syllable.

Example: expand

- 1 co|mmen|ta|tor
- 2 pre|sen|ter
- 3 pa|pa|ra|zzi
- 4 man|slaugh|ter
- 5 kid|napp|ing

5

Pronunciation total 10

Grammar, Vocabulary, and Pronunciation total 50

8 Reading and Writing **A**

READING

Read the article about a writer's life. Five sentences have been removed. Which sentence (A–F) fits each gap (1–5)? There is one extra sentence you do not need to use.

A Writer's Life

My biggest dream has always been to become an author. As an enthusiastic reader since I was a toddler, books have been a steady influence, a friend, and an escape.

(— 1 —) To me, reading is second only to breathing. From cereal boxes to fiction, I devour anything and everything I can get hold of. I read from morning, while eating breakfast, to night, before going to sleep. Some of my favourite genres include contemporary women's novels and thrillers.

I guess this love of books is what drove me to become a writer. The fact that I am always talking, thinking, and plotting helped me with my ambition. I have a need to create and to put into words feelings, thoughts, and desires. To me, books should present a welcome break from the stresses of every day, a way to relax and unwind. There are horrors all around us. (— 2 —) Novels can carry people away to another place, and allow them to forget, for a short time at least, all the awful things in life. Any type of reading inspires the brain, and gives a change of pace. Children require fantasy and play, and adults also need a break from reality.

Exciting as it is to be able to inspire others, an author's career is lonely and often dull. Writing requires self-control and determination, and writers, as well as having knowledge of the difficulty of getting published, need to be able to deal with criticism. For every potential writer that there is out there, many give up or fail. I kept trying with the burning desire to do well. (— 3 —) I needed to try to see if I could do it.

My first writing experience was as a reporter for a small newspaper, almost twenty years ago. I submitted two articles for each of the three months the paper was published. The first month, I was given a bridal show to cover and I had to write an article on how to prepare an elegant, yet inexpensive, wedding. Two local newspapers gave me assignments for various topics, and I realized this is an excellent way to learn the basics as a writer.

(— 4 —)

My goal was to write fiction. Whether creating short stories or 'the great American novel', I enjoy fantasy and making up fictitious people and tales about their lives. Although I prefer genres suited to adults, I decided to try writing a children's book. I first started working on this in 1995, and after reading the extremely rough draft, I recognized the

text was a mix of information just thrown together and which was too much for children to understand. I broke up the ideas, planning to turn them into four books.

Unfortunately, life took over and I had to put the book on hold for a while. After my husband and I moved, I returned to reporting, receiving several assignments for a local magazine and two national and international food-trade magazines.

(— 5 —) The desire to complete and submit the book for publication was as strong as ever. Fortunately, I became a member of a wonderful group that offered support, as well as excellent suggestions. My book, a children's book intended for ages 8–12, was accepted by a publisher and released three years ago. The sequel is almost completed for submission, and to this, I hope to add two or three more to the series, though all of the books work equally well on their own.

Between writing, reading, reviewing, and being with family I enjoy a busy and happy life. I may never become well-known, but my dream has been satisfied. I encourage anyone who wants to write to 'just do it.'

- A I could not go through life wondering if I would be successful or not.
- B Nevertheless, I kept returning to the children's novel I had in my head.
- C After all, we just have to pick up a newspaper or turn on the news to realize how much crime there is in society.
- D Meanwhile, four unfinished adult contemporary novels are calling to me, and I plan to get to them one day.
- E Although I found reporting enjoyable, I recognized this was not the type of writing I wanted to do.
- F I cannot imagine living without the written word.

Reading total **10**

WRITING

Write an essay on the following topic:

'Nowadays there is too much news about celebrities'.

Write 140–180 words. Include the following information:

- explain if there is a lot of news about celebrities in your country
- give your opinion on this
- say why you think this situation exists

Writing total **10**

Reading and Writing total **20**

8 Listening and Speaking **A**

LISTENING

1 Listen to five people talking about catching up with friends. Choose from the list (A–F) what each speaker says about keeping in touch. Use the letters only once. There is one extra letter you do not need to use.

- A Writing emails takes up far too much time.
- B Using social networking sites keeps everyone up-to-date.
- C Texting is really practical at times.
- D Nothing is better than chatting face-to-face.
- E Spending a weekend away together is better than meeting for a coffee.
- F Texting is not as good as chatting on the phone.

- Speaker 1:
- Speaker 2:
- Speaker 3:
- Speaker 4:
- Speaker 5:

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2 Listen to an internet security expert talking about ways to protect yourself while using the internet. Underline the correct answer.

- 1 According to Alison, people nowadays tend to use social networking sites **as well as the phone and email / more than the phone and email / instead of the phone and email.**
- 2 Friends who accidentally reveal information about others' **travel plans / future social events / new purchases** are actually putting them at risk.
- 3 Alison advises against **opening / saving / deleting** certain attachments in messages.
- 4 In terms of your online profile, it's a good idea to **give your family access to it / limit how much people can see / allow all your friends to see it.**
- 5 Alison suggests that people may get in trouble **at home / with friends / at work** because of an inappropriate comment.

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Listening total	10
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SPEAKING

1 Make questions and ask your partner.

- 1 Why / people / use / social networking sites?
- 2 Is / important / limit / time / children / spend online? Why / Why not?
- 3 Do / you / prefer / shopping online / or / visit / shops? Why?
- 4 What / level / crime / your country?
- 5 Should / criminals / commit / serious crimes / sent / prison? Why / Why not?

Now answer your partner's questions.

2 Listen to your partner talking about crime. Do you agree with him / her?

3 Talk about the statement below, saying if you agree or disagree. Give reasons.

'Criminals in my country should receive more severe punishments.'

Speaking total	20
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Listening and Speaking total	30
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8 Grammar, Vocabulary, and Pronunciation **B**

GRAMMAR

1 Complete the sentences with the correct passive form of the verb in brackets.

Example: Nobody has been told (tell) the time of the exam yet.

- Djokovic refused _____ (beat) and won the match in the final set.
- Fish and chips used to _____ (wrap) in old newspapers.
- The gang _____ (think) to be hiding in the south of Spain.
- That cheese _____ (say) to be the most delicious in the shop.
- I try to avoid _____ (photograph) when I'm not suntanned.
- I saw Grace at the museum opening. She _____ (show) around by the architect.
- The library is closed for three days – it _____ (redecorate).
- No one should _____ (fine) for putting the wrong rubbish in their bin.

8

2 Order the words to make sentences.

Example: my / the / taken / of / I / photo / outside / Parliament / had / Houses
I had my photo taken outside the Houses of Parliament.

- house / you / same / exactly / your / will / painted / have / colour / the / ?
- bigger / anyone / get / why / lips / to / made / would / want / their / ?
- our / installed / heating / two / we're / new / system / weeks / having / in
- my / going / out / tooth / have / I'm / bad / to / tomorrow / taken
- it / my / serviced / I / fully / sold / had / car / I / before
- to / valued / the / an / we / get / painting / expert / decided / by

6

3 Underline the correct word(s).

Example: Karen offered to lend / lending me her car when mine was being repaired.

- I suggested to buy / buying a chocolate cake for Mia's birthday.
- Alex convinced me not to give up / not giving up looking for a job.
- James encouraged me to try / that I try the chicken curry instead of the beef.
- I threatened to cut / cutting down my neighbour's tree if he didn't get it under control.
- Will regretted not asking / to not ask how much he was insured for.
- Lily insisted on paying / to pay me for helping her.

6

Grammar total 20

VOCABULARY

4 Complete the sentences with the correct word.

freelance sensationalist reviews vows
 commentator biased newsreader
 gossip reporter censored paparazzi

Example: Photographers who follow famous people around and sell photos to the newspapers are called paparazzi.

- 'Goaaaaal!' shouted the _____ when Liverpool scored the winning goal.
- I know that reporting can't be completely objective, but this is obviously _____.
- I don't know why you read all that celebrity _____ – you know none of it's true.
- Ideally the internet wouldn't be _____ but surely you can't have *anything* on it?
- Minister _____ to lower taxes for low paid.
- I find that newspaper too _____ – they're always looking for shocking stories.
- If I was a _____, I think I'd find it difficult not to laugh when reading some stories.
- I was a war _____ when I was young, but I cover economics stories now.
- His latest film has received very positive _____ from the critics.
- Luke is a _____ journalist – he works for several different newspapers.

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8 Grammar, Vocabulary, and Pronunciation **B**

5 Complete the words in the sentences.

Example: The man had committed several previous crimes for which he was also charged.

- The woman was **q**_____ by police for hours, but wouldn't confess to the crime.
- Six men were all **s**_____ to a minimum of ten years in prison.
- The **j**_____ said he was giving the woman a shorter sentence because of her child.
- Drugs are sometimes **s**_____ into the country inside people's pets.
- Famous people with dark secrets risk being **b**_____ by people who discover them.
- The minister's wife has been taken by **k**_____ demanding £100,000 for her release.
- Both of the accused were **a**_____ because the witness was considered unreliable.
- The jury's **v**_____ was that Mrs Brown was not guilty.
- The teenager was arrested for **s**_____, after following the girl for months.
- There were many **w**_____ to the crime who all described seeing a tall dark-haired man.

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Vocabulary total	20
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PRONUNCIATION

6 Underline the stressed syllable.

Example: expand

- pa|pa|ra|zzi
- man|slaugh|ter
- kid|napp|ing
- co|mmen|ta|tor
- pre|sen|ter

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7 Match the words with the same sound.

accuse caught drugs
~~manslaughter~~ murderer jury

Example: fraud manslaughter

- community _____
- tourists _____
- burglar _____
- judge _____
- court _____

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Pronunciation total	10
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Grammar, Vocabulary, and Pronunciation total	50
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8 Reading and Writing **B**

READING

Read the article about a writer's life. Five sentences have been removed. Which sentence (A–F) fits each gap (1–5)? There is one extra sentence you do not need to use.

How to be an author

My biggest dream has always been to become an author. An enthusiastic reader since I was a toddler, books have been a steady influence, a friend, and an escape. I cannot imagine living without the written word. To me, reading is second only to breathing. From cereal boxes to fiction, I devour anything and everything I can get hold of. (— 1 —) Some of my favourite genres include contemporary women's novels and thrillers.

I guess this love of books is what drove me to become a writer. The fact that I am always talking, thinking, and plotting helped me with my ambition. I have a need to create and to put into words feelings, thoughts, and desires. To me, books should present a welcome break from the stresses of every day, a way to relax and unwind. There are horrors all around us. After all, we just have to pick up a newspaper or turn on the news to realize how much crime there is in society. (— 2 —) Any type of reading inspires the brain and gives a change of pace. Children require fantasy and play, and adults also need a break from reality.

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for children to understand. I broke up the ideas, planning to turn them into four books.

Unfortunately, life took over and I had to put the book on hold for a while. After my husband and I moved, I returned to reporting, receiving several assignments for a local magazine and two national and international food-trade magazines.

Nevertheless, I kept returning to the children's novel I had in my head. The desire to complete and submit the book for publication was as strong as ever. Fortunately, I became a member of a wonderful group that offered support, as well as excellent suggestions. My first book, a children's book intended for ages 8–12, was accepted by a publisher and released three years ago. The sequel is almost completed for submission, and to this, I hope to add two or three more to the series, though all of the books work equally well on their own.

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- A I may never become well-known, but my dream has been satisfied.
- B Although I prefer genres suited to adults, I decided to try writing a children's book.
- C Meanwhile, four unfinished adult contemporary novels are calling to me, and I plan to get to them one day.
- D I read from morning, while eating breakfast, to night, before going to sleep.
- E I needed to try to see if I could do it.
- F Novels can carry people away to another place, and allow them to forget, for a short time at least, all the awful things in life.

Reading total	10
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WRITING

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'Nowadays there is too much news about celebrities'.

Write 140–180 words. Include the following information:

- explain if there is a lot of news about celebrities in your country
- give your opinion on this
- say why you think this situation exists

Writing total	10
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Reading and Writing total	20
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8 Listening and Speaking **B**

LISTENING

- 1 Listen to five people talking about keeping in touch with their friends. Choose from the list (A–F) what each speaker says about keeping in touch with friends. Use the letters only once. There is one extra letter you do not need to use.
- A Social media allows all of us to catch up on the others' news.
 B Writing emails takes up far too much time.
 C Talking in person is the best way to communicate.
 D Having a coffee together is not as good as going away together occasionally.
 E Speaking on the phone is better than texting.
 F Sometimes sending a text message is convenient.

- Speaker 1:
 Speaker 2:
 Speaker 3:
 Speaker 4:
 Speaker 5:

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- 2 Listen to an internet security expert talking about ways to protect yourself while using the internet. Underline the correct answer.

- 1 Alison says that spending time on social networking sites is dangerous due to **the number of strangers using them / the actual number of users they attract / the number of sites there are.**
- 2 If you mention a friend's **new purchase / travel arrangements / future social plans**, you could be putting them in a dangerous situation.
- 3 Alison recommends that people should **save / delete / open** certain photographs they are sent.
- 4 It may be unwise to let **friends of friends / people you work with / relatives** join your network.
- 5 Alison gives the example of an inappropriate photo leading to **a disagreement with a friend / embarrassment for a family / the loss of a job.**

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Listening total	10
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SPEAKING

- 1 Answer your partner's questions.
 Now make questions and ask your partner.
- Why / people / use / social networking sites?
 - Is / important / limit / time / children / spend online? Why / Why not?
 - Do / you / prefer / shopping online / or / visit / shops? Why?
 - What / level / crime / your country?
 - Should / criminals / commit / serious crimes / sent / prison? Why / Why not?
- 2 Talk about the statement below, saying if you agree or disagree. Give reasons.
 'Criminals in my country should receive more severe punishments.'
- 3 Listen to your partner talking about crime. Do you agree with him / her?

Speaking total	20
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Listening and Speaking total	30
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Grammar, Vocabulary, and Pronunciation**GRAMMAR**

- 1**
- 1 me to try
 - 2 not asking
 - 3 on paying
 - 4 not to give up
 - 5 buying
 - 6 to cut
- 2**
- 1 being photographed
 - 2 's being redecorated
 - 3 was being shown
 - 4 be fined
 - 5 to be beaten
 - 6 are thought
 - 7 be wrapped
 - 8 is said
- 3**
- 1 We decided to get the painting valued by an expert.
 - 2 I'm going to have my bad tooth taken out tomorrow.
 - 3 I had my car fully checked before I sold it.
 - 4 Will you have your house painted exactly the same colour?
 - 5 Why would anyone want to get their lips made bigger?
 - 6 We're having our new heating system installed in two weeks.

VOCABULARY

- 4**
- 1 verdict
 - 2 stalking
 - 3 smuggled
 - 4 witnesses
 - 5 questioned
 - 6 sentenced
 - 7 judge
 - 8 kidnappers
 - 9 acquitted
 - 10 blackmailed
- 5**
- 1 biased
 - 2 reviews
 - 3 censored
 - 4 freelance
 - 5 reporter
 - 6 commentator
 - 7 gossip
 - 8 sensationalist
 - 9 newsreader
 - 10 vows

PRONUNCIATION

- 6**
- 1 murderer
 - 2 drugs
 - 3 caught
 - 4 accuse
 - 5 jury
- 7**
- 1 co|mmen|ta|tor
 - 2 pre|sen|ter
 - 3 pa|pa|ra|zzi
 - 4 man|slaugh|ter
 - 5 kid|napp|ing

Reading and Writing**READING**

- 1**
- 1 F
 - 2 C
 - 3 A
 - 4 E
 - 5 B

WRITING

Student's own answers.

Task completion: The task is fully completed and the answer easy to understand. (4 marks)

Grammar: The student uses appropriate structures to achieve the task. Minor errors do not obscure the meaning. (3 marks)

Vocabulary: The student uses a sufficient range of words and phrases to communicate the message clearly. (3 marks)

Listening and Speaking

LISTENING

- 1 Speaker 1: D
Speaker 2: E
Speaker 3: F
Speaker 4: B
Speaker 5: C
- 2 1 instead of the phone and email
2 travel plans
3 opening
4 limit how much people can see
5 at work

SPEAKING

Interactive communication and oral production:

The student communicates effectively with his / her partner, asking and answering simple questions, and where necessary initiating conversation, and responding. The student uses appropriate strategies to complete the task successfully. (10 marks)

Grammar and Vocabulary: The student uses a sufficient range of vocabulary and structure to communicate clearly. Minor occasional errors do not impede communication. (5 marks)

Pronunciation: The student's intonation, stress, and articulation of sounds make the message clear and comprehensible. (5 marks)

Grammar, Vocabulary, and Pronunciation**GRAMMAR**

- 1**
- 1 to be beaten
 - 2 be wrapped
 - 3 are thought
 - 4 is said
 - 5 being photographed
 - 6 was being shown
 - 7 's being redecorated
 - 8 be fined
- 2**
- 1 Will you have your house painted exactly the same colour?
 - 2 Why would anyone want to get their lips made bigger?
 - 3 We're having our new heating system installed in two weeks.
 - 4 I'm going to have my bad tooth taken out tomorrow.
 - 5 I had my car fully serviced before I sold it.
 - 6 We decided to get the painting valued by an expert.
- 3**
- 1 buying
 - 2 not to give up
 - 3 me to try
 - 4 to cut
 - 5 not asking
 - 6 on paying

VOCABULARY

- 4**
- 1 commentator
 - 2 biased
 - 3 gossip
 - 4 censored
 - 5 vows
 - 6 sensationalist
 - 7 newsreader
 - 8 reporter
 - 9 reviews
 - 10 freelance
- 5**
- 1 questioned
 - 2 sentenced
 - 3 judge
 - 4 smuggled
 - 5 blackmailed
 - 6 kidnappers
 - 7 acquitted
 - 8 verdict
 - 9 stalking
 - 10 witnesses

PRONUNCIATION

- 6**
- 1 pa|pa|ra|zzi
 - 2 man|slaugh|ter
 - 3 kid|napp|ing
 - 4 co|mmen|ta|tor
 - 5 pre|sen|ter
- 7**
- 1 accuse
 - 2 jury
 - 3 murderer
 - 4 drugs
 - 5 caught

Reading and Writing**READING**

- 1**
- 1 D
 - 2 F
 - 3 E
 - 4 B
 - 5 A

WRITING

Student's own answers.

Task completion: The task is fully completed and the answer easy to understand. (4 marks)

Grammar: The student uses appropriate structures to achieve the task. Minor errors do not obscure the meaning. (3 marks)

Vocabulary: The student uses a sufficient range of words and phrases to communicate the message clearly. (3 marks)

Listening and Speaking

LISTENING

- 1 Speaker 1: C
Speaker 2: D
Speaker 3: E
Speaker 4: A
Speaker 5: F
- 2 1 the number of strangers using them
2 travel arrangements
3 delete
4 friends of friends
5 the loss of a job

SPEAKING

Interactive communication and oral production:

The student communicates effectively with his / her partner, asking and answering simple questions, and where necessary initiating conversation, and responding. The student uses appropriate strategies to complete the task successfully. (10 marks)

Grammar and Vocabulary: The student uses a sufficient range of vocabulary and structure to communicate clearly. Minor occasional errors do not impede communication. (5 marks)

Pronunciation: The student's intonation, stress, and articulation of sounds make the message clear and comprehensible. (5 marks)

FILE 8

Listening 1

- Speaker 1** The problem is finding the time to catch up with friends because we're all so busy nowadays. I work long hours, and then I've lots of stuff to do after work too. I make sure that I meet up with my closest friends for a coffee every week or so though – I'd much rather see them than spend ages texting them. For me, you need to be in the same place for a proper chat!
- Speaker 2** I've had the same group of friends for years and years, but we don't have nearly enough time to meet up for a coffee or meals. So, what we try to do, at least a few times a year, is just get away from it all for a couple of days. We take it in turns to organize these weekends. They're great fun and it means we spend quality time together. It's much better all round!
- Speaker 3** I've just moved to a new city and I really miss my old friends. I try to let them know what's going on in my life through Facebook, but not all of my friends use that. We have weekly phone calls and that means I can catch up on ALL the gossip – we couldn't do that with text messages!
- Speaker 4** My friends are all over the place now, so it's hard to keep in touch with them all. But using Facebook or Twitter means that I can let them know, no matter where they are, what's going on in my life, and of course it works the other way round too. Unfortunately, we don't have many chances to meet up face-to-face for a coffee.
- Speaker 5** Well, I send my friends texts every now and then – they're good for double-checking plans and arrangements, you know, at the last minute when you're out. I use email too. I actually spend ages writing emails but only to elderly relatives who live on the other side of the world, so I don't mind doing it. I love chatting on the phone too, but don't do that very often.

FILE 8

Listening 2

- Interviewer** ... and now moving on to this week's *Techie Troubles*. I'm delighted to welcome Alison Reynolds, who's going to talk about staying safe online. Alison, thanks for joining us today. It's good to have you with us and I'm sure you've got lots of good tips for us to take on board.
- Alison** Thanks, er, yes – there's plenty for everyone to think about nowadays because we're using the internet more and more in every area of our lives, especially when keeping in touch with people, so I'd like to talk about the risks involved in using social networking sites. Now, in many ways these sites have entirely replaced the phone or email, and they've become a way of life; you know – allowing us to share information, experiences and photos, and so on. And we can check all of this at any time – even using mobile devices – so we're always connected really, no matter where we go. But, it's the very nature of these sites – the fact that there are so many people using them who are unknown to us – that means using them carries a degree of risk, including becoming a target for cyber-criminals.
- Interviewer** Right. Could you give us some examples of that?
- Alison** ... yes, of course. Well, one of the first dangers that comes to mind is that of giving away private information. And that could be innocently done by yourself or a friend – you know, um, posting that you've just had a great meal, or someone's had a great party, or has just flown off on the holiday of a lifetime, for example, which of course gives advance warning to any potential burglars out there.
- Interviewer** That's true. I've heard of that kind of thing happening. So, what else do we need to think about?
- Alison** Well, another thing to be very careful about is opening attachments or photos within messages, especially from people you don't know.
- Interviewer** And that's because ...
- Alison** Because very often they contain very nasty viruses which can completely destroy your computer. If in doubt, never click on it – just get rid of it.
- Interviewer** So Alison, what can we do to protect ourselves on social networking sites then? Can you give us one or two top tips?
- Alison** First of all, spend some time learning how to use the site properly ... take a tour if you like ... and read all the help features they've got. For example, use the privacy features to restrict strangers' access to your profile, and apart from family members and your own close friends or perhaps colleagues, be cautious about who you let join your network.
- Interviewer** That's good advice.
- Alison** And secondly, and this may seem like common sense really, remember that what goes online stays online.
- Interviewer** I think I see where you're going with this one ...
- Alison** Yes, don't say anything or publish any photos which could potentially be a source of embarrassment in the future. Once it's done, it's done, and it could come back to bite you in the future! It's best to learn how to remove your name from photos you don't want anyone to see – just in case someone does post one.
- Interviewer** Er, yes, especially nowadays with more and more employers checking social networking sites.
- Alison** Exactly! The worst that could happen is that you end up getting fired.
- Interviewer** Well, thanks very much Alison. It's been great talking to you.
- Alison** Thanks.