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In this part of the exam you have six sentences to complete. You need to read the first sentence in each question. From this you need to look at the second sentence and think about what information is missing. You must then complete the second sentence so that it has the same meaning as the first with 3-6 words (NO MORE). Another thing to understand is that you are provided with a word that you must use in exactly the same form (if it is TOLD, you cannot use tell, telling or any variation of the word. ONLY TOLD). Each of the questions is worth 2 points and the points are based on lexical (vocabulary) or structural (grammatical) points. What they assess in this part of the exam are as follows:

**Lexical**: phrasal verbs, word patterns, fixed expressions, contextual vocabulary etc.

**Structural**: passive, relative clauses, reported speech, quantifiers, connectors, tense changes, gerund versus infinitive, modal verbs, inversions (rarely), conditionals etc.
Phrasal verbs

Hobbies and free time

Carry on – continue
Get (a)round to – start (after planning)
Get up to – do sth/do sth you shouldn’t
Go off – stop liking
Get into – start liking
Join in – participate in
Calm down – relax
Put off – delay
Be into – like
Put up with – tolerate
Stand for – tolerate/protect or defend
Take up – start doing
End up – final result
Take to – become good at
Hang out (with) – spend time (with)
Call off – cancel
Travel and getting around

Get/go away – go on holiday/escape
Set off – start a journey
Hold up – delay
Pick up – collect
Get around – move from place to place
Drop off – leave in a place
Get back – return
Make for – head in a direction
Check in – enter a hotel/flight
Check out – leave a hotel
Take off – the plane leaves the ground
Look around – explore
Hurry up – go faster
Check out – look at sth
Look forward to – be excited about
See off – say goodbye at the airport etc.
Catch up with – get to the same point as
Education and lifestyles

Drop out (of) – stop studying/going to school
Deal with – handle/cope with
Get on with – continue doing
Think over – consider
Get at – suggest
Catch on – understand
Go for – choose
Be into – like
Find out – discover information
Fall behind – not do sth fast enough
Go over - review
Go into – begin to describe in detail
Get away with – not be caught or punished
Make up – invent information or a story
Take down – write down
Take in – understand
Work and obligations

Carry out – do sth/realize an action
Back out (of) – decide not to
Turn down – reject
Set up – start a business
Stand in for – substitute
Bring out – start selling a new product
Keep on – continue
Work away – work abroad
Work on – spend time to try to perfect sth
Work out – solve or find a solution
Catch up (on/with) – reach the same level as sb
Take to – become good at/become a habit
Go over – review
Opt out of – decide not to
Take over – take control of
Take on – hire/employ
Money and spending

Bank on – depend
Buy (sth) up – purchase large amounts of sth
Buy (sb) out – pay to have control of a business
Come across – find sth or meet by chance
Come by – visit
Save up (for) – keep a little money for sth
Get by – manage with little money
Do without – live without sth
Cash in on (sth) – sell sth for profit
Give away – give as a gift
Take back – return sth to the shop
Put by – save money for the future
Sell out – not have any left/sell all of sth
Pay (sth) off – pay all of sth
Pay up – give sb the money you owe them
Save ($) on (sth) – avoid spending money on sth
Time

Clock in – record when people start work
Clock out – record when people finish work
Take off – spend time away from work
Press on – continue working
Run out (of) – not have any left/remaining
Get together – meet to spend time together
Fit in – find time to do sth
Hang out (with) – spend time with
Get up to – do sth/ do sth you shouldn´t
Be up to – do sth
Hang on - wait
Mess around – waste time doing sth
Eating and drinking

Go for – choose

Eat out – eat in a restaurant

Go/keep on – continue

Put off – make sb not want sth any more

Run out of – not have any left

Eat/drink up – eat or drink all of sth

Try out – experiment with

Take to – begin to like

Throw away/out – put in the rubbish

Wash up – clean the dishes

Turn out – have a particular result
Health and fitness

Feel up (to) – feel well enough to
Cut down (on) – reduce the amount of
Get over – recover from
Give up/in – stop doing
Look after – take care of
Put on – gain weight
Pass out – faint/become unconscious
Work out – do exercise
Go/come down with – become ill
Bring on – cause an illness
Warm up – prepare for sth
Swell up – become inflamed
Get rid of – throw/give away or sell
Pull through – recover from
Pass away – die
People and their lives

Bring up - start talking about sth
Get at – suggest
Grow up – become older
Look up to – admire
Pass away – die
Get along (with) – have a good relationship
Stick to – continue doing the same
Chill out – relax
Get into – start liking
Go off – stop liking
Stay up – not go to bed
Stay out – not go home
Stay in – not go out
Fit in with – be assimilated into friends
Stand out – be different/remarkable
Put up with – stand for
Technological advances

Build up – construct a lot of buildings
Find out – discover information
Work on – dedicate time to perfect sth
Work out – find a solution/resolve
Carry out – perform an experiment
Come on – make progress
Come up with – think of
Turn into – become/change into
Plug in – connect to a power supply
Turn off – stop machine from working
Come off – succeed
Look forward to – be excited about
Wildlife and the environment

Call off – cancel
Call for – require
Cut down (on) – reduce
Cut out – stop using/doing
Cut down (trees) – chop trees down
Clear up – when the weather becomes better/clean
Throw away – get rid of/put in the bin
Put down to – suggest that sth is the result of sth
Stand for – represent sth
Stand up for – defend/protect
Look after – take care of
Give off – emit (fumes etc.)
Die out – when all of sth dies
Face up to – accept as true
Life, crime and society

Give up/in – stop doing
Back down – stop demanding sth
Get away with – not be punished for sth
Look into – investigate
Be into – be interested in
Get away – escape
Lock up – put in prison
Blow up – explode
Run away – flee/ escape by running
Beat up – attack with violence
Tell off – shout at
Let off – not punish/forgive
Break in – force entry
Design and creativity

Lay out – plan

Work out – solve/plan

Dream up – create an idea

Set out – organize/arrange

Make up – create a story/information

Go over – review

Set up – start and prepare for an activity

Think over – consider

Wear out – become exhausted or unusable

Grow out of – develop from a certain point

Do away with – get rid of

Draw up – create a plan of action

Dress up – get well dressed/put on a costume

Cut out – stop using/doing sth
Happiness and relationships

Fall out with – argue with
Fall for – fall in love with
Get on with – be friends with
Get along with – have a good relationship with
Look up to – admire
Look down on – think badly of
Make up – make peace
Stand up for – protect/defend
Put up with – tolerate
Pick on – tease/make fun of
Put down – criticize
Look after – take care of
Go out with – be in a relationship with
Fixed expressions:

**Hobbies and free time**

As well as
As long as
I’d rather + verb (do)
Regret (not) + ing
Be worth + ing
A part of

**Travel and getting around**

Just in case
In order to
In terms of
Give consideration to
Keep in touch
Either way
Every other way
On board
**Education and lifestyles**

Make sense
Make up your mind
Pay attention to
See no point in
Have (little/no) difficulty in
On your own
The benefit to/of

**Work and obligations**

On purpose
By accident
Be willing
Be praised for
Better/worse than expected
The pros and cons of
To have the chance to
Money and spending

Be on sale
Break down in tears
Have/keep something under control
Dream come true
Make an impression on
The advantage/disadvantage of

Time

As soon as
By the time
On/at the point of
Take ages
Take by surprise
From time to time
A matter of time
At this point
At a time
During which
Eating and drinking

Be keen on
There is no comparison
To have nothing to do with – (no tener nada que ver con)

Health and fitness

As far as I know
Likely to result in
Take care

People and their lives

At its height
At that time
Ever since
For a long time to come
On the outskirts

Technological advances

In fact
On average
As a result
All in all
Wildlife and the environment

By chance
By no means
On purpose
By accident
In no time
Set a fire
A means by which

Life, crime and society

Against the law
On purpose
Safe and sound
Commit a crime
Commit suicide
Break the law
On account of
Be at fault
Design and creativity

In fashion
Out of fashion
It seems that
A matter of time
As part of
But nor should...
By the time

Happiness and relationships

Be on good terms with
Bear in mind
Brace yourself
For some... for others
Pull yourself together
PRESENT TENSES

Adverbs of frequency:

*Be careful with word order. Between the subject and verb

**BE:** I am **always** tired when I finish work.
He isn’t **usually** late for school.

**VERBS:** You **never** get up at 5:00 am.
We **almost never** make dinner for our parents.

Time expressions:

*Be careful with word order. Put the expression at the end

I am happy to go to work **every day**.
I am reading a good book **at the moment**.

The difference between everyday and every day.

<table>
<thead>
<tr>
<th>Everyday</th>
<th>Every day</th>
</tr>
</thead>
<tbody>
<tr>
<td>(adjective) It is an everyday activity.</td>
<td>(time expression) I go swimming every day</td>
</tr>
</tbody>
</table>
Past simple

1. We use the past simple for complete/finished past actions
2. We use the past simple for important events in the past.
3. We use the past simple with words like yesterday/last.../ago

Past continuous

1. We use the past continuous to talk about a past action that is in progress.
2. We use the past continuous to talk about non-important information in the past.
3. We use the past continuous with words such as while/whilst/as.
4. We use the past continuous to talk about past actions in progress at a specific time.

Past perfect

1. We use the past perfect to talk about the first of two completed past actions.
PRESENT PERFECT GRAMMAR

Present perfect simple:
Subject + have + past participle  
- We use the present perfect simple to talk about actions that happened in the past but no time is mentioned or if we are still inside the time period (today, this week, this month, this year, recently).
- We also use the present perfect to talk about experiences when the time is not important (in my life)

Focus on the word order of the following adverbs:
ALREADY (ya) – I have already finished my homework.
YET (ya) – Have you seen that movie yet?
YET (aún) – I haven’t had breakfast yet this morning.
STILL (aún) – I still haven’t set off for work.
JUST (acabar de) – I have just arrived home from work.
EVER (alguna vez) – Have you ever been to Japan?
FOR (durante) – I have studied English for 4 years.
SINCE (desde) – I have lived in Spain since 7 years ago/2010.

Present perfect continuous:
We use the present perfect continuous to talk about actions that started in the past but continue.
Subject + have + been + gerund  
- e.g. I have been working in this job
Passive

We use the passive voice in 3 situations:

1. When the subject is not known
   e.g. Someone killed the president
       The president was killed (by someone)
2. When the subject is obvious
   e.g. The cleaner has cleaned the office
       The office has been cleaned (by the cleaner)
3. When the subject is not important
   e.g. Alex Huckle eats all of the pies.
       All of the pies are eaten by Alex Huckle

The best way to form the passive is with this simple 5 step rule:

Active = The man swept the floor last Friday.
Passive = The floor was swept by the man last Friday.

*you can omit by the man because it is irrelevant

1. **Object** – singular or plural
2. **Tense** – conjugate the verb to be in this tense
3. **Verb** – past participle
4. **Subject** – can it be omitted? (unknown, obvious, irrelevant)
5. **Complements** – extra information

An important part of the passive is knowing how to conjugate the verb *to be*.

<table>
<thead>
<tr>
<th>Present simple = is/are</th>
<th>Past simple = was/were</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present continuous = is/are being</td>
<td>Present perfect = has/have been</td>
</tr>
<tr>
<td>Going to = is/are going to be</td>
<td>Will = will be</td>
</tr>
</tbody>
</table>
Impersonal passive: It is said (that)… **rumours or general beliefs**

People say that going outside with wet hair will make you ill.

It is said that going outside with wet hair will make you ill.

Going outside with wet hair is said **to make** you ill (infinitive form if it starts with the action)
We use reported speech to report what somebody else has said or to repeat something that has already been said.

You need to focus on these points:

- Tense change
- Do not change the tense if the reporting verb is in the present (say, tell, ask) or if the information is still true, in certain tenses including: past perfect, modal verbs (would, should, might or could)

<table>
<thead>
<tr>
<th>DIRECT SPEECH</th>
<th>REPORTED SPEECH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present simple: &quot;I am keen on running&quot; said Marc.</td>
<td>Past simple: Marc said that he was keen on running.</td>
</tr>
<tr>
<td>Present continuous: &quot;I am writing a course&quot; said Marc.</td>
<td>Past continuous: Marc said that he was writing a course</td>
</tr>
<tr>
<td>Present perfect: &quot;I have already seen this movie&quot; Marc told Alex.</td>
<td>Past perfect: Marc told Alex that he had already seen that movie.</td>
</tr>
<tr>
<td>Past simple: &quot;I went jogging yesterday&quot; said Marc.</td>
<td>Past perfect: Marc said that he had been jogging the day before.</td>
</tr>
<tr>
<td>Going to: &quot;I am going to watch a movie tonight&quot; said Marc.</td>
<td>Was/were going to: Marc said that he was going to watch a movie that night.</td>
</tr>
<tr>
<td>Can: &quot;I can come to the party tomorrow&quot; Marc told Alex.</td>
<td>Could: Marc told Alex that he could go to the party the next day.</td>
</tr>
</tbody>
</table>

If the verb is a general opinion, belief or continues, **do not** change the tense.

"I am keen on doing sport" said Marc.  
Marc said that he is keen on doing sport.
Focus on:

- the change in subject pronoun (I, you, he, she, it, they, we) or object pronoun (me, you, him, her, them, it, them, us) or possessive determiner (my, your, his, her, their, our)
- The change in time and place

<table>
<thead>
<tr>
<th>TIME</th>
<th>PLACE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Now – then/at that moment</td>
<td>Here – there</td>
</tr>
<tr>
<td>Yesterday – the day before</td>
<td>This place – that place</td>
</tr>
<tr>
<td>Last week – the week before</td>
<td></td>
</tr>
<tr>
<td>Ago – before</td>
<td></td>
</tr>
<tr>
<td>Tonight – that night</td>
<td></td>
</tr>
<tr>
<td>Tomorrow – the next day</td>
<td></td>
</tr>
<tr>
<td>Next week – the following week</td>
<td></td>
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</tbody>
</table>

Reported Questions: IF/WHETHER OR THE QUESTION WORD

The principle is the same as reported speech. You need to change the tense in the same ways. There are two types of questions that you need to look at.

Auxiliary verbs: IF/WHETHER

“Did you go out last night” asked Marc. Marc asked if you had gone out the night before.

“Are you fond of watching TV?” asked Marc. Marc asked if/whether you are fond of watching TV.

Question words: QUESTION WORD

“When did you see this movie?” asked Marc. Marc asked when you had seen that movie.

“Where do you live?” asked Marc. Marc asked where you live.
Gerund versus Infinitive

To understand the gerund and infinitive, you need to remember 3 rules.

Gerund

1. Subject of the sentence
   e.g. swimming is good for your health.
2. After a preposition
   e.g. I am keen on running to get fit.
3. After certain/some verbs
   e.g. I fancy having a beer with my meal.

Infinitive

1. Purpose of another action
   e.g. I do the shopping once a week to buy food.
2. After an adjective
   e.g. It is easy to pass the exam with this course.
3. After certain/some verbs
   e.g. He managed to get a 10 on the exam.

Here is a list of the most common verbs that are followed by either the gerund or infinitive:

<table>
<thead>
<tr>
<th>GERUND</th>
<th>BOTH</th>
<th>INFINITIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deny</td>
<td>Like</td>
<td>Refuse</td>
</tr>
<tr>
<td>Enjoy</td>
<td>Love</td>
<td>Seem</td>
</tr>
<tr>
<td>Mind</td>
<td>Hate</td>
<td>Decide</td>
</tr>
<tr>
<td>Fancy</td>
<td>Begin</td>
<td>Want</td>
</tr>
<tr>
<td>Feel like</td>
<td>Continue</td>
<td>Need</td>
</tr>
<tr>
<td>Suggest</td>
<td>Prefer</td>
<td>Plan</td>
</tr>
<tr>
<td>Discuss</td>
<td>Start</td>
<td>Learn</td>
</tr>
<tr>
<td>Avoid</td>
<td></td>
<td>Advise</td>
</tr>
<tr>
<td>Finish</td>
<td></td>
<td>Afford</td>
</tr>
<tr>
<td>Practice</td>
<td></td>
<td>Pretend</td>
</tr>
<tr>
<td>Give up</td>
<td></td>
<td>Manage</td>
</tr>
<tr>
<td>Take up</td>
<td></td>
<td>Hope</td>
</tr>
<tr>
<td>Take to</td>
<td></td>
<td>expect</td>
</tr>
</tbody>
</table>

*When in doubt. Use the gerund
Change in meaning between gerund and infinitive:

**Like** (no change)  I like swimming  I like to swim

**Remember** (change)  I didn’t remember doing it  I didn’t remember to do it

*Gerund form normally means that the action was completed, the infinitive not completed.*
First (1st) conditional:

We use the first conditional to speak about likely events.

e.g. If I go shopping, I will buy some new trainers.

Word order change

e.g. If I go shopping, I will buy some new trainers.

I will buy some new trainers if I go shopping. NO COMMA

Change will (won’t, may, can)

e.g. If I go shopping, I will buy some new trainers.

If I go shopping, I can buy some new trainers.

*When = instead of if e.g. When you finish work, you can call me.

*Unless e.g. I can’t call you unless you finish work.
Second (2\textsuperscript{nd}) conditional:

We use the first conditional to speak about unlikely or impossible events

e.g. If I had $100,000, I would buy a new car.

Word order change

e.g. If I had $100,000, \textcolor{green}{I would buy a new car.}

\textcolor{green}{I would buy a new car} if I had $10,000 \quad \text{NO COMMA}

Change will (wouldn’t, might, could)

e.g. If I had $100,000, I \textcolor{green}{would} buy a new car.

If I had $100,000, I \textcolor{green}{could} buy a new car.
Third (3rd) conditional:

We use the 3rd conditional for a hypothetical past.

e.g. If I had saved more money last year, I would have gone to Bali on holiday.

Word order change:

If I had saved more money last year, I would have gone to Bali on holiday.

I would have gone to Bali on holiday if I had saved more money last year. NO COMMA

Change would for (could, might):

e.g. If I had saved more money last year, I would have gone to Bali on holiday.

e.g. If I had saved more money last year, I could have gone to Bali on holiday.
Wish/ if only: (Wish can be substituted with if only)

We use wish or if only for something that we would like to change.

e.g. I wish I had more free time to spend with my children.

e.g. If only I had more free time to spend with my children.

(Past simple) change the present  I wish I had more free time to spend with my children.

(Past perfect) change the past  I wish I had taken more free time to spend with my children.

(Would) annoyance/dislike  I wish I would have more free time to spend with my children.
Inversions are used to make sentences more formal, they are not so much used in spoken English as written but they do appear in the use of English and writing parts of the exam.

Negative adverbs:

Never, seldom, rarely, hardly, Not until, at no time, under no circumstances, at no point, little

Example:

**Never have I been** so angry with a person like I am with you right now.

The meaning of this: **I have never been** ...........

**No sooner had** I arrived, the phone started to ring.

The meaning of this: As soon as I had arrived, the phone started to ring.

Conditionals:

All conditional sentences can be manipulated and you can change their word order. In formal usage, you can also use inversions.

**Example:**

**Were the teachers at the school better trained**, problems like these wouldn’t occur.

The meaning of this: **If the teachers were trained better**..............
Intercambioidiomas

Fill in the gaps in the second sentence with 3-6 words. You must use the word given in exactly the same form. Each question is worth 2 points, one based on vocabulary and the other on grammar.

E.g. We must take as much advantage as possible of any opportunity to speak English.
Most We have .......................................................... any opportunity to speak English.
Answer: to take as much advantage of

1. As soon as Alejandro finished work, he went to have a beer with friends.
   SOONER No ......................................................... than he went to have a beer with friends.
2. I have never before been asked to fix an exam.
   HAVE Never before ........................................ an exam.
3. He had hardly started jogging when he got injured.
   HAD Hardly ..................................................... when he got injured.
4. As soon as he had finished his meal, he asked for the bill.
   THAN No sooner had ........................................ he asked for the bill.
5. This display had better not be messed about with on any account.
   SHOULD On no account ........................................ about with.
6. I have never studied so hard in my life.
   STUDIED .......................................................... so hard in my life.
7. Only at the end of the class did I remember to ask the teacher for the booklet.
   REMEMBERED I ................................................ the teacher for the booklet at the end of the class.
8. I was never told what the course involved.
   TIME At no ................................................... what the course involved
9. I have almost never studied so much in my life for an exam.
   SELDOM ........................................................ studied so much in my life for an exam.
10. Matt had only just set up his business when he became rich.
    HARDLY ...................................................... up his business when he became rich.
11. I usually need to talk nicely to someone, before they decide if they like me or not.

CHAT People don’t know if they like me until I have had the

12. If I could get away with it, I would consider having an affair

ON I would be ………………………………………..wife, as long as she didn’t find out.

13. My parent don’t mind if I sign up to an extracurricular activity or not.

DIFFERENCE It ……………………………………….join an extracurricular activity or not to my

parents.

14. If you shout at your kids, which is unnecessary, it won’t make the blind bit of difference.

OFF In the event of ………………………………………., they won’t learn from it.

15. I think you owe your friends an apology, you should keep in touch better

CONTACT I think you should say sorry to your friends for ………………………………………..

16. It is an unlikely scenario that we will both end up studying at the same university, as I don’t want to.

RELUCTANT I would ……………………………………… same university as you, so it is very

improbable.

17. “Why did you split up with Sarah, she was really good for you” Agnes asked Michael.

BREAK Agnes wanted to ……………………………………… with Sarah.

18. I couldn’t believe it when I coincidently saw Samuel in the street

BUMP It came as a ………………………………………. Samuel in the street.

19. The consistent humorous events in the film made me laugh a lot.

CRACKING I couldn’t help ………………………………………. funny moments in the film.

20. You have let me down and what is worse, you have let yourself down.

DISAPPOINTED I feel really ………………………………………. is worse is you have let yourself down.
21. The bully wasn’t just teasing his classmate. He was being violent too.
ONLY  Not ........................................... fun of his classmate. He was violent too.

22. It isn’t worth talking to people if they are only going to be rude to you.
IMPOLITE If I were you, I wouldn’t talk ...................................... to you.

23. He clearly forgot to collect you last night, he left you waiting for so long.
PICK It is clear that he didn’t ............................................. night as you were waiting
for a long time.

24. It is worth gathering every once in a while to catch up.
TOGETHER I am keen to ............................................. now and then to catch up.

25. Do you ever have to spend time with people you don’t get on with?
Must ................................................ anyone you don’t like very much?

26. It might be a good idea to keep on studying another year before doing the exam.
US It could ................................................ studying for another year before going in
for the exam.

27. I’ll carry on studying providing that you give me a hand.
LONG ................................................... help me out, I’ll carry on with my studies.

28. Please inform your tutor is you have gone off your course.
LIKING Let your tutor .............................................. your course.

29. I can hardly ever figure out how to solve maths equations.
SELDOM I can ................................................ way to solve maths equations.

30. If it is the same to you, I’d rather get on with the project as to not fall behind.
CATCH I’d rather .............................................. so I want to get started as soon as
possible if you don’t mind.
1. sooner had Alejandro finished work
2. have I been asked to fix
3. had he started jogging
4. he finished his meal than
5. should this display be messed
6. Never have I studied
7. only remembered to ask
8. time was I told
9. Seldom have I
10. Hardly had Matt set
11. chance to chat them up
12. open to cheating on my
13. makes no difference if I
14. having to tell off your kids
15. not keeping in contact with them
16. be reluctant to study at the
17. know what made Michael break up
18. surprise to bump into
19. cracking up at the
20. disappointed with you and what
21. only did the bully make
22. to people who are impolite
23. remember to pick you up last
24. get together every
25. you hang out with
26. be good for us to continue
27. As long as you
28. know if you stop liking
29. seldom figure out the
30. not have to catch up
We have courses available for the preparation of Cambridge ESOL exams available. These courses are 100% online; exams focussed and have a high pass rate. They count with live lessons (Google Hangouts) and native bilingual tutors. All of the exam advice is translated into Spanish and each course includes a FULL EBOOK.

**B1 – Getting to grips with the B1**

If you want to get the B1 (PET certificate) the easy way, this course is for you. It is mobile ready and easy to navigate. You will count on the support of a tutor to guide you through the course.


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To pass the B2 (FIRST certificate) in the space of a month, you are in the right place. The course is easy to use and very content heavy. You can study it using only your mobile phone or laptop and you count on the support of a tutor.