


BASIC ENGLISH COURSE A1.1

[AMERICAN (NEW) ENGLISH FILE]



FOR INTERNAL USE ONLY
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Contents (course A1.1)			3
PREFACE			
<div> NEW ENGLISH FILE COURSE 1[A1.1] </div> 	FILE 1	A. NICE TO MEET YOU B. I AM NOT ENGLISH, I AM SCOTTISH! C. HIS NAME, HER NAME D. TURN OFF YOUR MOBILES! WRITING: COMPLETING A FORM	5 5 8 11
	FILE 2	A. CAPPUCCINO & CHIPS B. WHEN NATASHA MEETS DAREN... C. AN ARTIST & A MUSICIAN D. RELATIVELY FAMOUS WRITING: AN INFORMAL EMAIL / LETTER	13 13 15 18
	FILE 3	A. PRETTY WOMAN B. WAKE UP, GET OUT OF BED... C. THE ISLAND WITH A SECRET D. ON THE LAST WEDNESDAY IN AUG WRITING: A MAGAZINE ARTICLE	21 21 22 24
	FILE 4	A. I CAN'T DANCE B. SHOPPING – MEN LOVE IT! C. FATAL ATTRACTION D. ARE YOU STILL MINE? WRITING: DESCRIBING A FRIEND	28 29 32 33
	FILE 5	A. WHO WERE THEY? B. SYDNEY, HERE WE COME! C. GIRLS' NIGHT OUT D. MURDER IN A COUNTRY HOUSE WRITING: A HOLIDAY REPORT	36 36 41 41
LIST OF RESOURCES			46-47

PREFACE

This course is primarily for students who already use English in their studies or their jobs, but need to check it and develop it. This course is, therefore, intended as both a reference course and a practical guide. This course is designed to address two concerns of this student group: firstly, the need to develop language knowledge, and secondly, the need to develop communicative skills. We recognize that there are significant overlaps between two areas, but we believe it is useful to view them separately so that they can be successfully integrated into the total performance.

Vocabulary gives us the words (verbs, nouns, and adjectives); grammar gives us the forms to combine these building blocks (sentence and clause patterns, verbs tenses and prepositions etc.); and functions enables us to use vocabulary and grammar in order to perform verbally (agreeing, opinion-giving, comparing). Control of the grammar enables us to speak and write accurately; control of the functions enables us to speak and write appropriately in a range of situations.

Language changes all the time. Even though grammar changes more slowly than vocabulary, it is not a set of unalterable rules. There are sometimes disagreements about what is correct in English and what is incorrect. "Incorrect grammar" is often used in informal speech.

Grammar is not the most important thing, but if you make a lot of mistakes you may be more difficult to understand. Hardly anybody speaks or writes a foreign language perfectly, but you will communicate more successfully if you make your English reasonably correct.

The course contains the principles of English Grammar, usage, style and exercises. These are taken from a range of recent books mentioned in the list of resources.

I acknowledge our indebtedness to these authors whose books provided not only information, guidelines but actual methods which I have followed.

Although I have drawn many ideas and in some cases procedures from the books mentioned, any errors of analysis, classification, or interpretation found in this book are entirely my own.

Thanks to those meticulous readers who have written and will write in with suggestions, politely reminding me of my human fallibility.

Course Compiler
PHẠM HỒNG ĐỨC





AMERICAN (NEW) ENGLISH FILE BOOK 1 [ELEMENTARY LEVEL- FILE 1-5]



FILE 1 (A, B, C, D)

FILE 1A & 1B. NICE TO MEET YOU I AM NOT ENGLISH, I AM SCOTTISH [OPENING & CLOSING A CONVERSATION] [PERSONAL INFORMATION]

I. REVIEW.

I.1. OPENING A CONVERSATION.

[1] GREETINGS.



- ☐ no literal meaning
- ☐ always being returned
- ☐ automatic & neutral replies

There are some common ways of greeting people and responding to the greetings. The answers vary from the very positive (+) to the vague or ambiguous (when a reply can be interpreted in several different ways) (O) to the very negative (-).

Examples:

Greetings.

Good morning (afternoon; evening) / Hello (Hi) / What are you up to these days? / How are you? / How is your life? / How is everything? / What's new?

Responses.

I am doing very well. / Fantastic / Couldn't be better / I'm okay / I'm fine / Not bad / All right / Nothing new / Awful / Pretty bad / I'm very tired / Couldn't be worse/

[2] PLEASANTRIES. (saying something pleasant and thoughtful)

- ☐ Nice to meet you
- ☐ It's nice (good; a pleasure) to meet you.
- ☐ I'm glad (pleased) to make your acquaintance.

[3] SELF-INTRODUCTION.

- ☐ Let me (May I) introduce myself.
- ☐ I'm (My name is) X, [X + Y] → Hello, X
- ☐ I'm (My name is) Y, [X + Y] → Hello, Mr. (Ms.) Y



NB:

- (a) Use general title (Mr./ Mrs. /Miss / Ms) with a family name and never use with a first name.
- (b) Use Sir / Madam / Ma'am / Miss instead of a name.
- (c) Use such job titles as Officer, Waiter, Chef, Driver instead of a name
- (d) Use such job titles as Doctor, Professor, Nurse, Sister, President, ... instead of a name and with a name.

I.2. CLOSING A CONVERSATION.

[1] PLEASANTRIES.

- ☐ I've enjoyed seeing (meeting; talking to) you.
- ☐ It's nice to have met you.
- ☐ I'm glad (It's my pleasure) to have met you.
- ☐ It's nice meeting you.

[2] TIME-RELATED EXPRESSION.

- ☐ Well, It's getting late. I've to run now. (I'd better be going).

[3] WISHES TO KEEP IN TOUCH.

- | | |
|--|---|
| <input type="radio"/> Give me a ring some time. | <input type="radio"/> Drop me a line some time. |
| <input type="radio"/> Don't forget to get together soon. | <input type="radio"/> Let's keep in touch. |
| <input type="radio"/> I hope we meet again. | <input type="radio"/> See you later. |

[4] GOODBYES.

- | | | | |
|-------------------------------------|---|--|---------------------------------|
| <input type="radio"/> Take care. | <input type="radio"/> Have a good trip. | <input type="radio"/> So long (for now). | <input type="radio"/> Farewell. |
| <input type="radio"/> Take it easy. | <input type="radio"/> Bye. | <input type="radio"/> Good bye. | |

I.3. PERSONAL INFORMATION.

○ ASKING FOR PERSONAL INFORMATION

[1] NAMES.

Questions:

- ☐ What's your (name / full name / first name)?
- ☐ Could I have your name? [How do you spell your name?]

[2] NATIONALITY.

Questions:

- ☐ Where (are you / do you come) from?
- ☐ Which part of ... do you come from?
- ☐ What (country / city) do you come from?
- ☐ What nationality are you?

[3] AGE / DOB & POB.

Questions:

- ☐ How old are you?
- ☐ What's your age?
- ☐ What's your date of birth (place of birth)?
- ☐ Where & when were you born?

[4] JOBS.

Questions:

- ☐ What's your job [occupation / job title]?
- ☐ What do you do (for a living)?
- ☐ What kind of job do you do?
- ☐ What line of business are you in?

[5] EDUCATION.

Questions:

- ☐ What school / college (did you go to / are you attending)? / What's your school name?
- ☐ What's your major at college? / What (major / subject) did you study?
- ☐ What qualifications do you have?

[6] MARITAL STATUS.

Questions:

- ☐ Are you married (single)?
- ☐ Why are you not married?

[7] ADDRESS / TELEPHONE NUMBER / PLACE OF LIVING.

Questions:

- ☐ What's your (address / phone number)?
- ☐ Where do you live?
- ☐ Could I have your (address / phone number)?

○ RESPONDING.

[1] RESPONSES.

- ☐ I am / My name is / It is

[2] RESPONSES.

- ☐ I (am / come) from + city / country name
- ☐ I am + (adjective / a(n) + person)
- ☐ I (am of / have) + adjective + nationality

[3] RESPONSES.

- ☐ I am years old.
- ☐ I was born on + DATE / in + PLACE
- ☐ It is

[4] RESPONSES.

- ☐ I work for + employer
- ☐ I (work / am) in + type of work
- ☐ I (am / work as) + a job

[5] RESPONSES.

- ☐ I have (got) a (bachelor / master / doctor) degree in + MAJOR

[6] RESPONSES.

- ☐ Mind your own business.
- ☐ I'd rather NOT say.
- ☐ I do not want to answer that.
- ☐ Sorry. That's a personal question

[7] RESPONSES.

- ☐ It is
- ☐ My (address / phone number) is
- ☐ I live at + ADDRESS

II. PRACTICE.

II.1. MATCHING.

[1] Read the sentences and then put the phrases into the correct list below.

- | | |
|--|--|
| (a) It was great (seeing you/ talking with you). | (b) See you soon. |
| (c) I hope to see you next time (I'm here). | (d) Thanks for everything. |
| (e) Have a nice day. | (f) Enjoy the rest of your stay. |
| (g) All the best. | (h) Thank you for a wonderful meal. |
| (i) I look forward to seeing you again/soon. | (j) Mind how you go. |
| (k) Take care (of yourself). | (l) Have a good weekend /holiday / flight. |
| (m) Thank you for all your help. | (n) See you (at the sales conference). |

[1] Thank the person for help/a meal etc.	[2] Mention the next meeting	[3] Give them good wishes

[2] Read the sentences and then put the phrases into the correct list below.

<u>Journey</u> (1)	<u>Weather</u> (2)	<u>Visits to your country</u> (3)	<u>Food</u> (4)	<u>Hotel</u> (5)	<u>Job</u> (6)	<u>Visitor's home</u> (7)	<u>Visitor's plans</u> (8)

- | | |
|--|---|
| 1. What do you do at (ABC industries)? | 2. How long are you staying here? |
| 3. What was your (flight/journey) like? | 4. What was the weather like in XYZ country? |
| 5. Is this your first (visit/ time) here? | 6. Do you like (Vietnamese/Italian) food? |
| 7. What are you going to do during this visit? | 8. How was the weather in XYZ? |
| 9. Which part of (France) do you come from? | 10. Why are you (here / in this country)? |
| 11. How was your (flight/ journey)? | 12. What do you think of (French/Chinese) food? |
| 13. How is your (room / hotel)? | 14. Where are you staying? |
| 15. Where do you live in (England/ Italy)? | 16. Is everything OK at your hotel? |
| 17. What's your (room/hotel) like? | 18. How many times have you been here? |

II.2. ASKING QUESTIONS.

Make up questions that could be answered by the following information.

- | | |
|--|---|
| 1. How do you do ? | 2. I'm Chinese. |
| 3. No, I'm single. | 4. I work for Morningside Post Office |
| 5. I am a post office worker. | 6. I live in London. |
| 7. Marketing. | 8. P-E-T-E-R. |
| 9. I study telecommunications. | 10. I'm from Australia. |
| 11. I work for DHL. | 12. I am in Technical Department. |
| 13. It takes me one hour to get to work. | 14. We get to work by train. |
| 15. He is an engineer. | 16. She leaves home for work at 6.30 a.m. |

17. I was born in Tokyo.
19. She lives at 123 Main Street.
21. He has worked for IBM for over 10 years.
23. It is two miles away from my house.
18. I am in engineering.
20. He is The Deputy Managing Director.
22. 143 76 62 81.
24. I major in Business Management.

II.3. ERROR ANALYSIS.

See how many of these errors you can find and correct.

1. He is a Finnish.
3. She lives at Albert Street .
5. She works an operator.
7. What line of business are you for ?
9. Can you operate computer with M. Windows ?
11. What are you studying subjects?
2. He has a French nationality.
4. I am living on 3371 Grand Avenue
6. I am in work on every morning.
8. Do you good at communicating with people?
10. What qualifications are you having ?
12. What do you work for living

☺☺☺☺☺☺

FILE 1C. HIS NAME, HER NAME. [ALPHABETS & NUMERALS]

I. REVIEW OF ALPHABETS & NUMERALS.

I.1. THE ALPHABET.

[1] ALPHABET PRONUNCIATION.

A /ei/	B /bi:/	C /si:/	D /di:/	E /i:/	F /ef/	G / i:/
H /ei /	I /ai/	J / ei/	K /kei/	L /el/	M /em/	N /en/
O /ə /	P /pi:/	Q /kju:/	R /a:r/	S /es/	T /ti:/	U /ju:/
V /vi:/	W /d blju:/	X /eks/	Y /wai/	Z /zed/		

(Z is pronounced /zed/ in British English and /zi:/ in AmE)

[2] SPELLING.

For clarity in spelling on the telephone, the standard system adopted for International Radio Telecommunications should be used as in the alphabet below.

A for (as in) Alpha	B for (as in) Bravo	C for (as in) Charlie	D for (as in) Delta
E - Echo	F - Foxtrot	G - Golf	H - Hotel
I - India	J - Juliette	K - Kilo	L - Lima
M - Mike	N - November	O - Oscar	P - Papa
Q - Quebec	R - Romeo	S - Sierra	T - Tango
U - Uniform	V - Victor	W - Whisky	X - X-ray
Y - Yankee	Z - Zulu		

I.2. NUMERALS.

We can divide numerals into:

- [1] cardinals [2] ordinals [3] fractions and decimals [4] frequency expressions

[1] CARDINAL & ORDINAL NUMBER.

- To form ordinal numbers we usually add “th” to the cardinal number – fourth, sixth, etc.
- You have to change the spelling with “twentieth, thirtieth, fortieth, etc.
- The exceptions are first, second, third, and fifth.

Notice how we write ordinal numbers: 1st, 2nd, 3rd, 4th, 10th, 25th, 100th, etc.

[2] FRACTIONS, DECIMALS AND PERCENTAGES.

- In fractions we use half, third, quarter or an ordinal number.
- After fractions and percentages we use “of”.
- With one and a half/ quarter etc.+ noun, there is an alternative pattern.
Ex: one and a half hours → an hour and a half
- Decimal fractions are said with each figure separate. We use a full stop (called “point”), not a comma, before the fraction.
- Percentages are written as figures followed by the word “percent” unless beginning a sentence.

[3] FREQUENCY EXPRESSIONS.

once; twice; three times; four times (Ex: We review salaries once a year.)

[4] DATES.

Notice the difference between the written and the spoken forms and between BrE and AmE.

Ex: We launched the company on 5 April 2003.

We launched the company on the fifth of April (April the fifth), twenty oh three.

We launched the company on April 5th, 2003.

We launched the company on April fifth, twenty oh three.

[5] MONEY.

- Figures are used to represent exact amounts of money. The dollar (sterling pound) sign (\$; £) is placed immediately before the number.
- For amounts less than a dollar, the word “cents” (pence) follows the number.

II. PRACTICE.

II.1. WRITING. Write the following figures in words.

(1) 1,000,000	(2) 5,000,000,000	(3) 4,385,567	(4) US \$5.3 m	(5) DM 7.2 bn
(6) ¥ 5,753	(7) \$ 10.20	(8) £ 100	(9) £3.99	(10) 4.56
(11) ¼	(12) ⅔	(13) 3,156	(14) 3.156	(15) 3½ x 5 inches
(16) 1250°C	(17) 44.5 kg	(18) 22.47 g	(19) 102 km	(20) 225 cm
(21) ¾ hour	(22) ½ m	(23) 0.123 cm	(24) USD 79.30	(25) 30/3/2010

II.2. LISTENING.

[1] SHORT DIALOG.

Listen to the dialog and choose the correct answer. [1.1]

- What 's Mark's surname?
(a) Ryder (b) Wilder (c) Finder
- What's the woman's name?
(a) Mary (b) Allie (c) Maria
- Where is the hotel?
(a) at the airport (b) in the city centre (c) on the beach

4. Which country is the city in?
 (a) The United States (b) Ukraine (c) The UK
5. How do they go to the hotel?
 (a) by car (b) by taxi (c) by bus
6. How long does it take to get there?
 (a) 20 minutes (b) 40 minutes (c) 30 minutes
7. Would Mark like a drink?
 (a) Yes (b) No (c) It doesn't say

[2] FORM FILLING.

[2a] Listen to the interview and complete the form. [1.2]

1. FIRST NAME	: MARIO _____
2. SURNAME	: _____
3. SEX	: _____
4. COUNTRY / CITY	: _____ / _____
5. OCCUPATION	: _____
6. AGE	: _____
7. ADDRESS	: VIA FORO _____
8. POSTCODE	: _____
9. EMAIL ADDRESS	: _____
10. PHONE NUMBER	: _____
11. MOBILE PHONE	: _____



[2b] Listen to the conversation. Fill in the landing card: [1.3]

FAMILY NAME	: _____
OTHER NAMES	: _____
SEX	: _____
DATE OF BIRTH	: _____ / _____ / _____ (DAY)/(MONTH)/(YEAR)
PLACE OF BIRTH	: _____
	(CITY)/(STATE OR PROVINCE) / (COUNTRY)
PASSPORT NUMBER	: _____
NATIONALITY	: _____
OCCUPATION	: _____
FLIGHT NUMBER	: _____
ADDRESS (WHILE STAYING IN THE UNITED STATES OF AMERICA)	

FILE 1D. TURN OFF YOUR MOBILES. [IMPERATIVE & CLASSROOM LANGUAGE]

I. REVIEW OF THE IMPERATIVE.



1. Vo +
2. DO NOT / DON'T + Vo +

[The form of a verb that expresses an order]



II. PRACTICE.

II.1. MATCHING. Match the phrases and the pictures.



- [a] Look at the board.
- [b] Open your book.
- [c] Close the door.
- [d] Read the text.
- [e] Go to page [84].
- [f] Turn off your mobiles.
- [g] Sit down.
- [h] Work in pairs.
- [i] Stand up.
- [j] Don't write.
- [k] Listen and repeat.
- [l] Don't speak [Spanish]

II.2 SENTENCE BUILDING..

[1] Make sentences beginning "do be" or "don't be" for the following situations.

Use the words and expressions in the box.

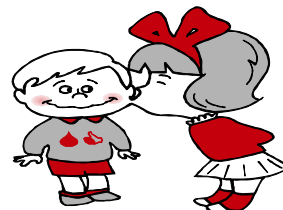
angry	back by midnight	careful	frightened	greedy
jealous	on time	rude	stupid	happy

1. You are an older brother; your younger sister is eating too much.
2. Your friend is going to cycle to school through heavy traffic.

3. You are just going to tell somebody that you have damaged their motorcycle.
4. Your boyfriend/ girlfriend is upset because you went out with somebody else.
5. Your younger sister has just told you to shut up.
6. You are going to meet somebody who is usually late.
7. You are going into a room where a nervous old lady is alone in the park.
8. Your ten-year-old sister has just told you that she is going to leave home.
9. Your fifteen-year-old sister is going to a party.

[2] Put in 'always' or 'never'.

1. Check the tyres (tires) before you ride a motorcycle.
2. Wait more than 15 minutes for somebody who's late.
3. Unplug the electrical appliances before repairing them.
4. Count your change after buying something.
5. Put off till tomorrow what you can do today.
6. Pay bills the day you get them.
7. Apologize for things that are not your faults.
8. Try to tell the truth.
8. Say 'I will love you forever'.



II.3 LISTENING.

[1] Listen and tick (✓) the ten phrases in (II.1) you hear. [1.4]

[2] Listening [song]. [1.5]

a Listen and underline the correct words in the box.

b Listen again and check. Write the words in the song.

Eternal Flame

¹ _____ your eyes, give me your hand, darling

Do you feel my heart beating

Do you ² _____ ?

Do you feel the same, ³ _____ only dreaming?

⁴ _____ burning an eternal flame?

I believe it's meant ⁵ _____, darling

I watch you when ⁶ _____ sleeping,

You belong with me

Do you feel the same, ⁷ _____ only dreaming?

⁸ _____ burning an eternal flame?

Say ⁹ _____, sun shines through the rain

A whole life so lonely

and then you come and ease the pain

I ¹⁰ _____ to lose this feeling, oh...

Open / Close

remember / understand

am I / are you

Is this / Is that

to be / not to be

I am / you are

am I / are you

Is this / Is that

my name / your name

don't like / don't want

FILE 2(A, B, C, D)

FILE 2A & 2B. CAPPUCCINO & FRIES & WHEN NATASHA MEETS DAREN [DAILY ACTIVITIES & MEETING PEOPLE]

I. REVIEW OF QUESTION TYPES.

I.1. WH-QUESTIONS.

[1] WH-WORDS (what; where; ..) + (nouns) + A.V + SUBJ + (ADV of FREQUENCY)+ M.V + ...?

[2] WH-WORDS + (nouns) + A.V.+ SUBJ + M.V.+...? [about special skills (interests)]

[3] WH-WORDS + (nouns) + BE + SUBJ +...? [about special skills (interests)]

I.2. YES-NO QUESTIONS.

[1] A.V + SUBJ + (ADV of FREQUENCY)+ M.V + ...?

[2] A.V.+ SUBJ + M.V.+ ...? (A.V: Do / Can / Will ...) [about special skills (interests)]

[3] BE + SUBJ + ...? [about special skills (interests)]

II. PRACTICE.

II.1. ASKING QUESTIONS.

[1] DAILY ACTIVITIES.

Make up questions and give your answers about the following information.

ACTIVITIES (WHAT)	POINT OF TIME (WHEN / WHAT TIME)
PLACE (WHERE)	LENGTH OF TIME (HOW LONG / HOW MANY HOURS)
FREQUENCY (HOW OFTEN)	MEANS OF TRANSPORT (HOW)

Some daily activities

1. read a newspaper	8. listen to music	16. watch cooking programmes
2. watch television	9. go to yoga class (do yoga)	17. work with a computer
3. go to the cinema / go to see a movie	10. read books (magazines)	18. attend evening classes
4. go swimming (shopping)	11. do housework	19. write emails
5. go camping / go for a picnic	12. go travelling	20. have <u>breakfast / lunch / dinner</u>
6. have a wash	13. have a chat	21. leave home for work (school)
7. go out for coffee	14. send messages	22. get home from work (school)
	15. surf the net	23. go to bed / get up

Some points of time.

1. every day	3. in the morning / afternoon	5. at night / at noon
2. <u>at / on</u> the weekends	4. during your free time	6. after school / after work

Some places.

1. at school	3. at home	5. in the office
2. at work	4. in the class	6. in the dormitory

Some means of transport

1. by motorbike / on my bike	3. by train	5. on foot
2. by bus	4. by air	6. by car

[2] SPECIAL SKILLS [INTERESTS].

2a. Make up wh-questions about special skills (interests) using the words given.

(a) languages	(b) level of English (French / Japanese)
(c) kinds of books (films / TV program)	(d) your favorite type of music (sport / food / drink)
(e) your hobby	(f) your favorite place for shopping

2b. Make up “yes-no questions” about SPECIAL SKILLS (INTERESTS) using the words given.

- (a) any special skills or training / certificates
- (b) an IBM computer with Microsoft Windows
- (c) any voluntary work or community service
- (d) a musical instrument / play a kind of sport
- (e) a regular internet user
- (f) using machines / selling things / working with your hands / learning languages ...
- (g) communicating with people / thinking of new ideas / working by oneself

II.2. LISTENING.

[1] GAP FILLING.

Complete each gap with a number. [2.1]

What percentage [%] of British people ...?

1. read a newspaper everyday	_____	2. go to the cinema every weekend	_____
3. smoke	_____	4. have a pet	_____
5. watch TV every night	_____	6. live in a house with a garden	_____

[2] DIALOG COMPLETION.

Listen again. Complete the conversation. [2.2]

- D. Are you Natasha?
- N. Yes, and you're Daren. _____. [1]
- D. Sorry, I'm late.
- N. No problem. Would you like _____? [2]
- D. No, thanks. I don't drink alcohol. _____. [3]
- D. What's this?
- N. Sushi. It's fantastic. _____? [4]
- D. No, I don't. Sorry.
- N. What _____? [5]
- D. I _____. [6] My mother's a very good cook.
- N. Do you _____? [7]
- D. Yes. I do.
- N. Oh. _____? [8]
- D. Yes, she does.
- N. _____? [9]
- D. She _____. [10]



[3] CHART COMPLETION.

Listen to the dialog. Complete the chart with ✓ (yes) or Ø (no). [2.3]

	NATASHA	DARREN
likes computers		
watches TV		
goes to the cinema		
smokes		

II.3. SPEAKING.

Imagine you want to meet a new partner, and you go to an agency. Look at the *Meeting people* form. What questions does the interviewer asks?

<h2 style="text-align: center;">Meeting people</h2> <p style="text-align: center;"><i>Meet a partner who is right for you.</i></p>	
What / name?	<u>NAME</u>
How old/?	<u>AGE</u>
work / study?	<u>OCCUPATION</u>
Where / live?	<u>TOWN.</u>
/ have a car?	YES <input type="checkbox"/> NO <input type="checkbox"/>
What languages / speak?	<u>LANGUAGES.</u>
What music / like?	<u>MUSIC.</u>
What TV programmes / like?	<u>TV</u>
What food / like?	<u>FOOD.</u>
What newspaper / read?	<u>NEWSPAPER.</u>
What sports / play?	<u>SPORTS</u>

😊😊😊😊😊😊😊😊

FILE 2C. AN ARTIST & MUSICIAN [WORK]

I. REVIEW OF WORKING LIFE.

I.1. ASKING ABOUT YOUR JOB.

Three common questions to ask about someone's job:
[responsibility] are

- [1] What do you do?
- [2] What do you do for a living?
- [3] What's your responsibility?

I.2. TALKING ABOUT YOUR JOB.

Talking about your jobs.

- [1] I work in + type of work
- [2] I work for + employer
- [3] I work as / I am + a job

Talking about your responsibility.

- | | | |
|---|---|-----------------|
| [a] I am responsible for | } | type of work |
| [b] I am in charge of / I am in control of | | number of staff |
| [c] I deal with / I take care of / I look after | | dept name |

II. PRACTICE.

II.1. ASKING QUESTIONS & RESPONDING.

Make up questions and give your answers about the following information.

(a) job / job title	(g) place of working	(l) the most important factors (motivators) ○ interesting work ○ length of holidays ○ flexibility of working hours ○ salary or wages ○ fringe benefits ○ job security ○ level of stress ○ level of job satisfaction ○ pleasant working environment ○ relationship with colleagues
(b) working hours	(h) time to start & stop work	
(c) means of transportation	(i) relaxation in the evenings	
(d) foreign languages / skills	(j) favorite type of work	
(e) length of service	(k) frequency of ○ working overtime ○ using English at work ○ traveling abroad on business ○ entertaining customers ○ having a holiday ○ writing letters or emails	
(f) time for ○ talking to people ○ working with others ○ working with a computer ○ working with your hands ○ travelling		
(m) personal qualities & qualities needed for successful working [flexibility / punctuality / independence / conscientiousness / self-confidence / patience / honesty / passion / integrity / hard-working / desire to learn / creativity / open-mind]		

II.2. SENTENCE COMPLETION. [Review of WORK & PERSONAL QUALITIES].

Choose the best answer or answers to complete each gap.

1. She is very _____. She can adapt to most situation.
(a) passive (b) reliable (c) flexible (d) ambitious
2. He's very _____. He's never late for meetings.
(a) independent (b) flexible (c) lazy (d) punctual
3. He isn't very _____. He takes a day off sick every two weeks.
(a) lazy (b) flexible (c) reliable (d) punctual
4. I haven't got much self-_____. I always worry about what people think of me.
(a) confidence (b) respect (c) conceit (d) denial
5. He's extremely _____. He's often here long after everyone has gone home.
(a) conscientious (b) ambitious (c) flexible (d) boring
6. He is very concerned for and generous to others. He is a _____ person.
(a) bad-tempered (b) warm-hearted (c) big-head (d) hard-working
7. He is a person with a very high opinion of himself. He is a _____.
(a) ball of fire (b) big-head (c) talkative person (d) modest person
8. She is a person who talks a lot. She is _____.
(a) talkative (b) a chatterbox (c) reserved (d) a bad-tempered person

9. It is hard for you to persuade him to do something. He is a(n) _____ person.
(a) lazy (b) obstinate (c) uncommunicative (d) uncultured
10. He always behaves as if he is more important than other people. He is a(n) _____ person.
(a) fun (b) boring (c) lively (d) arrogant
11. He never admits how good his work is. He is a _____ person.
(a) bad-tempered (b) loud (c) flexible (d) modest
12. He is a _____ person. He always talks about the same things and never changes his topics.
(a) boring (b) monotonous (c) generous (d) communicative
13. She is a person with a lot of energy and enthusiasm. She is a(n) _____.
(a) chatterbox (b) big-head (c) ball of fire (d) arrogant person

11.3. READING.

Read the interview and match the questions with the answers.

A Double Life.

ANSWERS	QUESTIONS
1. _____ I'm an artist. I draw and paint pictures for magazines, books, CD covers — all kinds of things.	[a] Do you like your job? Why?
2. _____ I work at home. I have a room just for working in.	[b] How many hours do you work?
3. _____ I usually work about eight hours a day from 9.30 to 5.30. Sometimes I work again in the evenings or at weekends, when I'm in a hurry to finish a picture.	[c] Do you earn a lot of money?
4. _____ It depends, I earn from about £250 to £3,000 for a picture. Sometimes I have a lot of work but sometimes I don't. That's a problem. And I don't have paid holidays.	[d] Where do you work?
5. _____ Yes. I love it, because every day is different and I like using my imagination.	[e] What don't you like about your job?
6. _____ It's stressful when I need to work fast and the ideas don't come. And sometimes it's lonely when you don't work with other people.	[f] How do you relax after work?
7. _____ I play the bass in a band called International Airport. We play at weekends in pubs and clubs.	[g] What do you do?

11.4. LISTENING.

[1] Listen to the radio programme called Guess my job. Three people guess a person's job. Underline the ten questions they ask. [2.4]

WHERE?

Do you work... (a) inside (b) outside (c) in an office
(d) at home (e) in a factory (f) in a hospital ?

WHEN?

Do you work ... (a) in the morning (b) in the afternoon (c) in the evening?

HOW?

Do you work ... (a) with your hands (b) with a computer (c) with other people?

OTHER INFORMATION.

Do you... (a) have special qualifications (b) speak any languages
(c) earn a lot of money (d) drive
(e) write letters or e-mails (f) wear a uniform

[2] Listen again. What does the person answer?

Write Y (yes), N (no), or D (It depends) after each question.

[3] Look at Phil's answers. What do you think his job is? [2.5]

☹☹☹☹☹☹

FILE 2D. RELATIVELY FAMOUS [RELATIONSHIP]

I. REVIEW .

Here is the scale showing closeness and distance in relationships.

	CLOSER	MORE DISTANT
FRIENDSHIP	Best friend / good friend	Friend (casual) acquaintance
WORK	Close colleague	Colleague / workmate
LOVE / ROMANCE	Lover / steady boy (girl friend)	Ex-(*)
MARRIAGE	Wife / husband / fiancé partner	Ex-(*)
FAMILY	Grandparents/ Mother / father / brother / sister / son / daughter	Uncle / aunt/ cousin / niece / nephew /
(*) ex- can be used with or without (informally) another word		

II. PRACTICE.

II.1. GAP FILLING.

Use words given above to complete the following sentences.

1. Your parents' parents are your ...
2. Your father's brothers and sisters are your ...
3. Your aunt's and uncle's children are your ...
4. Your brother's son and daughter are your ... and ... / Your brother's wife is your ...
5. This is Jack. He and I share a flat. He's my ...
6. She and I were in the same class together in 2008. She's my ...

7. She's not really a friend, she's just someone I work with. She's my ...
8. Ana Wood has lived as a couple (unmarried) with Bill Nash for the last 5 years. She's Bill Nash's ...
9. Josh Yates was married to Eve Cobb (2001-5). He's Eve Cobb's ...
10. John Silver worked at the Sun School, Oxford, 2003-5. Lorna Fitt taught at the Sun School, Oxford, 2000-7. They were ...

II.2. LISTENING.

[1] SHORT DIALOG. [2.6]

Listen to the dialog between Mark [M] and the receptionist [R]. Answer the following questions.

1. What's the man's name? _____.
2. What kind of identification would the receptionist like to see? _____.
3. What kind of room does Mark want? (smoking or non-smoking)? _____.
4. What's the room number? On which floor? _____.
5. Where is the dialog taking place? _____.
6. What question does Mark ask the receptionist? _____.

[2] CHART FILLING. [2.7]

Listen and complete the chart.

	MARK	ALLIE & ALLIE'S FAMILY	
Their places of origin			
Their marital status			
Number of their children (boy or girl)			
Their children's age			
Who says the following useful phrases? [a] Sorry [b] That's OK [c] What do you think? [d] Would you like another drink? [e] I have to go now.			

II.3. READING.

Is a man still a child when he's 30?

Children usually live with their parents – but until what age? 20? 25?

Stephen Richardson, a social psychologist, studies the lifestyles of young people in Britain and the USA. He says that today many young people live at home when they are 25 or more. They are happy to live with their parents, go out at night, and spend their money on mobile phones and designer clothes.

It is not only university students, but also young people who have jobs and earn money.

In many other European countries children leave home later. In Italy, for example, 30% of men and 18% of women between 30 and 34 live with their parents. This week in Naples a judge decided that Giuseppe – Andreoli, aged 70, must pay € 750 a month to his ex-wife for their son Marco. Marco lives with his mother – but he's not a child, he's a 30-year-old lawyer

Adapted from a British newspaper

Read the article. Mark the sentences T (true) or F (false).

1. Stephen Richardson is a student.
2. Many young people aged 25 live with their parents.
3. They don't like living with their parents.
4. In Italy 18% of 30-year-old men live with their parents.
5. Giuseppe Andreoli is divorced.

II.4. WRITING. [AN INFORMAL EMAIL / LETTER]

To practice your English you can write to a ‘penfriend’ in another country. You can find penfriend website on the Internet.

From: Rosa [rosamarquez@hotmail.com]
To: Stefan [stefan7541200@moebius.ch]
Subject: Hi from Mexico

Hi Stefan,

‘[1] My name is Rosa. [2] I’m from Mexico, and I live in Monterrey. [3] I’m a receptionist at a hotel. I study English in my free time.’

‘[4] I speak Spanish and a little English. [5] I want to learn English for my job and to travel. [6] I have a big family. I have three brothers and a sister. [7] My father is a builder and my mother doesn’t work.

My brothers and my sister are at school. [8] My brothers are 14, 13, and 10, and my sister is six. [9] I'm 19.

[10] I like music, cinema and sport. I watch football on TV with my family every Saturday. Please write soon.

Best wishes

Rosa

- [1] Read the e-mail. Match Rosa's information with these questions.
- | | |
|----------------------------------|--|
| [a] Do you have a big family? | [b] What are your interests? |
| [c] How old are you? | [d] Why do you want to learn English? |
| [e] What languages do you speak? | [f] What do the people in your family do? |
| [g] What's your name? | [h] Where are you from? |
| [i] What do you do? | [j] How old are your brothers and sisters? |
- [2] Write a similar email or letter to your friend / teacher. Answer questions a-j in [1]



FILE 3(A, B, C, D)

FILE 3A&3B. PRETTY WOMAN. [DESCRIBING PEOPLE]

I. REVIEW.

I.1. QUESTIONS & RESPONSES CONCERNING DESCRIBING PEOPLE.

[1]	What + does + subject + look like? How + adjective + be + subject? What + be + someone's + noun? What + noun + be + subject? What + be + subject + like?	} (subject → someone / something) NB: The difference between HOW? and WHAT....LIKE?
[2]	Subject + be + adjective (1)	
	Subject + be + a(n) + adjective + noun (2)	
	Subject + have {have got} + (a/an) + adjective + noun (3)	
	Subject + be + a(n) + adjective + kind (sort) of person (4)	

I.2. VOCABULARY.

[1] AGE.

(ADJ) → young; middle-aged; elderly (old); in his (her) 30s; in his (her) late teen; in his (her) mid- 20s;
in his (her) early 40s.

[2] BUILD (SIZE & SHAPE).

(ADJ) → heavy; thin; slim; plump; of medium (average) build; well-built; broad-shouldered; overweight;
petite; skinny; underweight; big-boned;

[3] HEIGHT.

(ADJ) → 5'7" tall {5 foot (feet) 7 inches}; of medium (average) height; tall; short; pretty tall (short)

[4] HAIR COLOR.

(ADJ) → black; brown; red; blonde; gray; white; dyed; red-headed; dark; light;

[5] HAIRSTYLE.

(ADJ) → long; short; straight; wavy; curly; parted on the left; wind-blown; swept back;

(N) → with bangs; with braids [wearing / tying / having one's hair in braids (plaits); in a bun; in a ponytail; in a bow]

[6] FACE.

(ADJ) → thin; long; round; oval; oval-shaped; square;

(N) → high cheekbones; a high forehead; thin (full) lips; a (long / straight / pointed / large / turned-up / broken / flat / crooked) nose; a (cleft / pointed / double) chin.

[7] COMPLEXION.

(ADJ) → yellow; pale; light; suntanned; olive-skinned; dark-skinned; black.

[8] DISTINGUISHING FEATURES.

(ADJ) → heavily made-up

(N) → a beard; a moustache; a scar; a beauty mark; a mole (spot); freckles; a dimple; wrinkles;

[9] PERSONALITY.

(ADJ) → shy / sociable / friendly / cold / nice / unpleasant / loud / quiet / calm / disordered / arrogant / modest / funny / boring / polite / rude / refined / uncultured / reliable / untrustworthy / talkative / reserved / flexible / rigid.

[10] EYES.

(ADJ) → blue; grey; brown; wet; round;

(N) → long-eyelashes; thick eyebrows; bushy eyebrows; thin eyebrows

[11] DRESS.

(ADJ) → well-dressed; scruffy (untidy); casual; elegant; fashionable; conservative

II. PRACTICE.

II.1. MATCHING.

Match these extract to their sources below.

Small, slim, blue-eyed, blonde, GSH, early 30's, WLTM hunky male 28-38 for fun and friendship. Call me on 09765-567892

The police are looking for a man of average height and medium build in his mid-twenties. He was last seen wearing a dark green or grey anorak.

The first man was small and wiry, with sharp, strong features. Behind him walked his opposite, a huge man, with wide shoulders; and he walked heavily, dragging his feet a little, the way a bear drags his paws.

The tallest man in medical history is Robert Pershing Wadlow who was born on 22nd February 1918 in Illinois, USA, and who died on 15th July 1940 in Michigan. He was last measured on 27th June 1940 and was found to be 272 cm tall.

(1) an extract from a novel.

(2) an extract from a newspaper report

(3) an extract from the Guinness Book of Records.

(4) an ad in a lonely hearts section of a newspaper.

II.2. WRITING.

Newspapers often have ads, called "Personals," from people who are looking for romantic partners.

Read the two Personal Ads below. Then, write a Personal Ad of your own.

Young male professional (40 - non-workaholic) looking for cute, brainy female (35-45) for relationship and possible marriage. Bilingual (French - English) and have travelled extensively. Emotionally stable. # 4673.

Hispanic non-smoking vegetarian female (25) who likes astrology, massage, clean energy, jazz, and organic foods looking for like-minded male. # 8701.



FILE 3C. THE ISLAND WITH A SECRET. [DAILY ACTIVITIES & FREQUENCY]

I. REVIEW OF WORD ORDER [ADVERBS WITH THE "VERB"]

"Adverbs" that go with the "verb" include words expressing FREQUENCY (e.g. always, often, usually, never) and CERTAINTY (e.g. definitely, probably)

ADVERBS OF FREQUENCY (AOF)	(a) never, seldom, often, always.. (b) every day, once a day, daily..	(a) mid-position [after auxiliary verbs / before other verbs] (BE + AOF / AOF + OTHER V / V1+ AOF + V2) (b) front- or end-position
-------------------------------------	--	--

II. PRACTICE.

II.1. READING.

THE MYSTERY OF OKINAWA.

[1] Read the following passage.

Takanashi always walks 3 kilometers a day, and he sometimes rides a motorbike. He often works in his garden, and he usually does martial arts in the morning. He is never stressed, and he is hardly ever ill.

Takanashi lives on the island of Okinawa in Japan. In Okinawa people live a very long time. They are hardly ever ill. Many people live to be 100 – more people than in other parts of the world. Why? What is their secret?

1. _____.

The Okinawans eat vegetables, fruit, soya, and rice. They usually have seven portions of fruit and vegetables a day. People don't usually drink much alcohol or smoke. They don't eat much meat or fast food.

2. _____.

Physical activity is very important for the people of Okinawa. Martial arts, walking, traditional dancing, and gardening are very popular with people of all ages.

3. _____.

In many countries people have healthy diets and do exercise. But the unusual thing about the people in Okinawa is that they are not stressed. They are relaxed and take their time.

Buses are hardly ever on time, and people often arrive an hour late for meetings. Every evening hundreds of people, young and old, go to the beach to watch the beautiful sunset. People often meditate to relax.

4. _____.

Another important thing is that people often work until they are 80 – sometimes until 90! In the Okinawan dialect there is no word for “retired”. They are busy and active all their lives.

Old people don't stay at home – they often go out and meet friends. When journalists ask people “What is the secret of your long life?”, they answer “We are always happy, we are always positive, and we are never in a hurry.”

[2] Read the first paragraph of the article and write the underlined / italic words in the chart.

<i>always</i>	
100%	0%

[3] Read the second paragraph of the article. What is unusual about Okinawan people?

[4] Read the rest of the article. Put a HEADING in each gap.

[a] Always active

[b] Low stress

[c] Exercise

[d] A healthy diet

II.2. SPEAKING.

○ In pairs, interview your partner.

○ Ask him / her how often he / she does the things in the list given below.

- | | | | |
|----------------------|----------------------|------------------------------|----------------------------|
| (a) do exercise | (b) do a martial art | (c) ride a motorbike / walk | (d) do the gardening |
| (e) drink alcohol | (f) smoke | (g) eat fruit & vegetables | (h) eat meat / fast food |
| (i) bus / be on time | (j) go to the beach | (k) arrive late for meetings | (l) go out / meet friends |
| (m) mediate | (n) be stressed | (o) be positive / feel happy | (p) be ill / be in a hurry |

II.3. LISTENING.

You are going to listen to Simon talking to Professor Parker. Answer the following questions. [3.1]

1. Where does Simon work? Where does he live?
2. How many children does Simon have?
3. How far is it from his house to his office?
4. What time does he get up?
5. Why doesn't he see his children before going to work?
6. Why doesn't he have breakfast?
7. How does he go to work?
8. How long does it take him to get to London?
9. What time does he start work?
10. How many cups of coffee does he drink?
11. Where does he have lunch? What does he have for lunch?
12. What is he worried about?
13. What time does he finish work?
14. Why does he NOT have dinner with his family?
15. What time does he get home?
16. What does he do after dinner?
17. Where does he usually go to sleep?
18. What time does he go to bed?



☺☺☺☺☺☺

FILE 3D. ON THE LAST WEDNESDAY IN AUGUST.

[PREPOSITIONS OF TIME & TIMES YOU LOVE]

I. REVIEW OF PREPOSITIONS OF TIME.

- We use *at* for exact time, meal times, points of time.
- We use *on* for days of the week, dates.
- We use *in* for parts of the day, months, years, seasons.
- We use *for* to answer the question "how long?" & *during* to say when something happens.
- We use *until* to say "up to the time that" [continuation] & *by* to say "at or before" [completion].

II. PRACTICE.

II.1. READING.

FASCINATING FESTIVALS

[..but if you go, don't wear new clothes!]

- ☐ The Tomatina festival takes place on the last Wednesday in August in Bunol, Spain. The 'tomato battle' starts at 11 o'clock in the morning, and continues for two hours. During the Tomatina 35,000 people throw 125,000 kilos of tomatoes!
- ☐ In January (the exact date changes every year) you can go to Ivrea in Italy and take part in the Carnevale d'Ivrea, where people throw oranges at each other. If you don't want people to throw an orange at you, you have to wear a red hat!
- ☐ Thailand has a Water Festival (Songkran) every April to celebrate the New Year. It starts on 13th April and lasts for two days. People throw water at each other all day and also at night.



- [1] Read the magazine extracts. Match the photos with the festivals.
- [2] Read the extracts again. Then cover them and look at the pictures. In pairs, ask and answer about the festivals.
- [a] Where is it? [b] When is it? [c] What do people throw?

II.2. SENTENCE COMPLETION.

Choose the word or phrase that best completes the sentence.

1. We knew the economy was _____ a turning point when the interest rates started to fall.
(a) at (b) about (c) throughout (d) inside
2. British Telecom cut the price of peak rate phone calls by 20% _____ November 2011.
(a) for (b) in (c) on (d) at
3. The solution cannot be determined _____ the problem is identified.
(a) if (b) when (c) until (d) which
4. The sales division reported a 64 percent drop _____ the last sales period.
(a) during (b) with (c) at (d) to
5. The proposal was submitted _____ April 28.
(a) at (b) the (c) on (d) from
6. There will be a meeting for employees _____ 9:30 a.m. _____ Wednesday, June 25th.
(a) in / on (b) on / on (c) at / on (d) in / at
7. My teacher told us that the school was built _____ 1946.
(a) for (b) on (c) in (d) at
8. Ann has been working here for this enterprise _____ over 10 years.
(a) for (b) since (c) in (d) all of these

9. A new branch of that coffee shop chain will be opening in the shopping center _____ Friday morning.
 (a) in (b) to (c) on (d) off
10. The 'tomato battle' starts _____ 11 o'clock _____ the morning.
 (a) at / in (b) on / on (c) at / on (d) in / on
11. _____ January you can go to the Carnevale d' Ivrea.
 (a) In (b) To (c) On (d) At
12. The Thai Water Festivals starts _____ April the 13th. People throw water at each other all day and also _____ night.
 (a) at / on (b) in / at (c) on / on (d) on / at

II.3. LISTENING.

[1] CHART COMPLETION. [3.2]

You're going to listen to two other people talking about their favorite times. Complete the following chart.

What's your favorite ...?	Cristina, a sports coach from Spain	Why?	Udom, a manager from Thailand	Why?
1. time of day				
2. day of the week				
3. month				
4. season				
5. public holiday				

[2] MATCHING.

Match these reasons with the correct line given above.

- (a) Because it's the time he (she) finishes training and can start to relax and enjoy the evening.
 (b) Because his (her) family lives far away and it's the only time when he (she) can see them.
 (c) Because he (she) has his (her) holiday during that time.
 (d) Because he (she) likes gardening & his (her) garden is more beautiful during that time.
 (e) Because he (she) does not work on Fridays.
 (f) Because he (she) can get up early and feel full of energy.
 (g) Because it's the time we can see a lot of flowers.
 (h) Because it's a nice temperature & it's when he (she) feels comfortable.
 (i) Because it's the end of the week & he (she) can come back home.
 (j) Because it's a water festival & people throw water at each other and everyone feels very happy.

[3] DIALOG COMPLETION. [3.3]

Complete the missing words.

As = assistant; M = Mark; A = Allie

- As. Can I help you?
 M. What would you like?
 A. A cappuccino, please.
 As. _____? [1]
 A. Large, please.
 M. And can I have an espresso, please?

As. To _____ or _____? [2]

M. To have here.

As. Anything else?

A. No thanks.

M. A brownie for me, please.

As. OK.

M. _____? [3]

As. _____ or _____? [4]

M. Together.

As. That's _____ please. [5]

M. Sorry. How much?

As. _____. Thank you. [6]

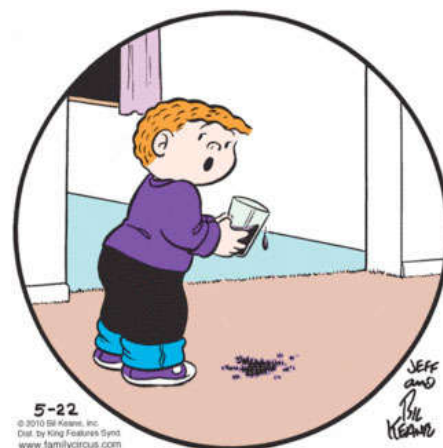
[4] CHOOSING THE CORRECT ANSWER. [3-4]

1. There [is / isn't] a free table.
2. [Mark / Allie] spills the coffee.
3. [Mark / Allie] says, 'I'm really sorry'.
4. [Mark / Allie] says, 'Don't worry'.
5. When [Mark / Allie] wear [white / ties],
something like this always happens.
6. Mark [will / won't] get Allie another coffee.
7. [Mark / Allie] suggests going shopping
after having coffee.
8. Mark wants to buy Allie [a new shirt / new shoes]
9. The next meeting is at [12.30 / 11.00]
10. Allie [agrees / doesn't agree] to go shopping
after having coffee.

II.4. SPEAKING.

In pairs, ask and answer the questions in TIME YOU LOVE.

"What's your favorite?" & "Why?"



FILE 4(A, B, C, D)

FILE 4A. I CAN'T DANCE. [ABILITY & INABILITY]

I. REVIEW.

“Can” (negative form: cannot OR can’t) usually expresses the idea that something is possible because certain characteristics or conditions exist.

PRESENT ABILITY	PAST ABILITY:	FUTURE ABILITY:
“can” OR “be able to”	“could” OR “was / were able to”	“will be able to”

II. PRACTICE.

II.1. ASKING & TALKING ABOUT SOMEONE’S SPECIAL SKILLS.

[USING THE VERBS GIVEN IN THE BOX]

[can ... well / be able to ... well / be skilled (skillful) at (in)... / have a lot of skill at (in)... / be good at]...

(a) communicate with people	(b) sell things
(c) think of new ideas	(d) work (with your hands / by yourself / in a team)
(e) organize yourself	(f) drive / fly / row
(g) play a musical instrument (the guitar / the violin / the piano / the mandolin)	(h) play a sport (football / volleyball / tennis / table tennis / basketball); do aerobics (judo / karate / athletic sports such as high jump); go swimming (skating / riding / skiing).
(i) take photos / draw (paint) / sing / write poems / write a song	(j) use a computer / design a computer program / control the IT system / design websites.

II.2. INTERVIEWING.

[1] Look at this job advert. Interview your partner using questions about the ability.

JOB ADVERTS

BILINGUAL SECRETARY WANTED FOR CD-ROM DESIGN COMPANY

- ◆ Needs to speak and write English and French. A third foreign language is an advantage.
- ◆ Needs to operate a computer with Microsoft Windows.
- ◆ Prefer candidates with experience working both as a member of a team, and alone unsupervised.
- ◆ The candidate should be capable of dealing with a high pressure environment.
- ⊕ Excellent pay and working conditions. Good opportunity for promotion.
- ⊕ Letter with CV to: Sea Dee Innovations , Pippin Business Park, Newton Street , Appleton, AP3 4PC.

[2] Are you physical, creative, or practical? Interview your partner and complete the survey.

Example: Can you play a sport? Yes, basketball.
 How well can you play basketball? Quite well

ARE YOU PHYSICAL, CREATIVE, OR PRACTICAL?

Physical

yes [✓] no [x]

3 → very well; 2 → quite well; 1 → not well

Play a sport

☐
☐

Swim

☐
☐

Drive

☐
☐

Dance

☐
☐

Creative

Take photos

☐
☐

Draw or paint

☐
☐

Cook

☐
☐

Play a musical instrument

☐
☐

Practical

Follow instructions

☐
☐

Read a map

☐
☐

Programme a video

☐
☐

Use a computer

☐
☐

II.3. LISTENING.

Complete the following dialogs with words / phrases from the list. [4.1]

- (a) I can't hear you (b) Can you wait a minute? (c) I can't see it (d) What's the problem?
 (e) Turn the radio off (f) Can you help me? (g) I can't find it (h) Can you come here a minute?

1. A. Mandy, where's the sugar?
 B. In the cupboard, on the right.
 A. _____. It isn't there. [1]
 B. It is. Look for it.
 A. _____. It's definitely not there. [2]
 B. I know it's there. It's on the second shelf.
 A. _____. [3]
 B. _____. [4] then. It's on the second shelf.
 A. Well, I'm sorry, but it isn't there.
 B. The sugar!
 A. Oh.

2. A. Tony. _____? Tony. [5]
 B. What?
 A. _____. [6]
 B. What is it?
 A. It's the computer. The printer doesn't work.
 B. _____. [7]
 A. TONY!
 B. Coming. _____. [8]
 A. It's the printer - it doesn't work.
 B. It helps if you turn it on!



FILE 4B. SHOPPING. [DAILY ACTIVITIES]

I. REVIEW.

VOCABULARY [BUYING, SELLING & PAYING].

(abbreviation: sb → somebody / sth → something)

- [1] • give some money to sb / pay (settle) the bill / pay for sth / make a payment of sth
• pay with (by) CASH / CHEQUE / CREDIT CARD
- [2] • sell sb sth at (for) \$ / sell sth to sb / • sell sth off (verb) → charge a low price for sth.
• sell-off (close-out) (noun) → when the price of goods is reduced so they can be sold quickly
• sale (n) ○ an act of exchanging sth for money
 ○ an occasion when goods are sold at a lower price than usual
• sales (n) ○ the number of products sold.
 ○ the department of a company that does the selling of the company's products
• sth is on sale (sth is in the sale) → sth is reduced in price
• sth is for sale → sth is available to be bought
- [3] • try on sth / try sth on / try sth on for size (to see if it fits)
• put on ≠ take off
- [4] • do the shopping / go shopping / do a shop / shop for sth → buy sth in shops
• do a weekly shop
• shop around for sth → shop around for the best deal
• go window-shopping → to look at the goods in shops without intending to buy sth
- [5] • return sth to sb / return sb sth
• refund sb \$ / ask for a refund → demand a refund; get a refund
- [6] • exchange sth for sth / replace sth with sth

II. PRACTICE.

II.1. VOCABULARY.

[1] FIND WORDS WHICH MEAN THE FOLLOWINGS.

1. The number of products sold	2. To take sth back to the shop and get sth else instead
3. A reduction in the usual price	4. To go out and buy different things in different shops
5. To be reduced in price	6. An occasion when goods are sold at a lower price than usual
7. A person who sells things in a shop	8. To go out to look at what is in the shops but not to buy anything
9. To see whether sth will suit you or fit you.	10. To take sth back to the shop because you do not like it or it does not fit.
11. To look in several shops for sth to compare prices	12. To give sb their money back because they are not satisfied with sth they bought

[2] MATCH THESE SHOPS WITH WHAT YOU BUY IN THEM.

(a) newsagent's	(b) butcher's	(1) bread and cakes	(2) magazines and newspapers
(c) greengrocer's	(d) chemist's	(3) meat	(4) flowers
(e) ironmonger's	(f) florist's	(5) wine and spirits	(6) medicine
(g) off-license	(h) baker's	(7) fruit & vegetables	(8) tools, nails, candles, etc.

[3] FILL EACH GAP WITH ONE SUITABLE WORD.

1. The _____ of alcohol to anyone under the age of 18 is forbidden.
2. When somebody offers something for someone to buy, it is _____ .
3. These items are being sold at a lower price than usual in shops. They are _____ .
4. I rushed to the bookstore but the books had already been completely sold. The books had already _____ .

5. To sell things cheaply because you need the money is to _____.
6. A _____ is a sale of unwanted business at a low price to encourage people to buy it.
7. She works in the _____ department.
8. Export _____ were up by 30% last year.
9. All equipment is _____ today and tomorrow.
10. To compare the price & quality of the same item in different shops before you decide which one to buy is to _____.
11. I usually do the weekly _____ on Monday.
12. To look at the goods in shops without intending to buy anything is to _____.
13. A person whose job is to serve customers in a shop is a shop _____.

[4] CHOOSE THE BEST WORD FROM THE LIST TO FILL EACH GAP.

(borrow / lend / sell / buy / shop / pay / payment(s) / window-shopping / return / refund)

1. The bank refused to _____ the money to us.
2. We agreed to _____ for this product by instalments.
3. He agreed to make ten monthly _____ of \$50.
4. I usually do the weekly _____ at the supermarket on Monday.
5. If you want a bargain, you'd better _____ around.
6. The new TV broke so they _____ it to the shop.
7. We will _____ your money to you in full if you are not satisfied.
8. We took the product back to the shop and asked for a _____.
9. Members can _____ up to ten books from the library at any one time.
10. She likes going out to look at what is in the shops but not to buy anything. She likes _____.

II.2. LISTENING.

[1] BLANK FILLING. [4.2]

Complete the following sentences with a verb. [shop; buy; go; try on; argue; find]

1. [a] I hate _____ to clothes shops with my girl friend.
[b] _____ is boring.
[c] We always _____.
2. [a] I like _____ food and things for the house.
[b] I don't like _____ for clothes.
[c] I can never _____ things I like.
3. [a] I go _____ every Saturday.
[b] I love _____ clothes, music, books, food – everything.
[c] _____ is fun. I love it.
4. [a] I like _____ clothes with my friends.
[b] I don't like _____ with my mother.
[c] I hate _____ to the supermarket.

II.4. SPEAKING.

CREATING DIALOGS.

Choose partners, take roles, and create a dialog related to shopping in which you and your partner ask for specific information (the price, quantity, functionality) and then respond to these questions.

_____ ☺☺☺☺☺☺ _____

FILE 4C. FATAL ATTRACTION.

[LOVE STORY PHRASES]

I. REVIEW.

VOCABULARY.

[1] VERBS.

- | | |
|---|--|
| 1. To be (fall) in love with someone.
2. To be <u>deeply</u> (<u>passionately</u> / <u>madly</u>) in love.
3. To be mad (crazy) [with love / about s.o.]
4. To love someone more with each passing day.
5. To love someone with all your heart.
6. To love somebody for all his (her) faults
7. To give someone unconditional love.
8. To blossom (deepen / grow) into love. | 9. To be founded on love and mutual respect.
10. To be hopelessly in love.
11. To be more akin to pity than love.
12. To be lovesick / to be broken-hearted
13. To overflow with love. [sth overflow with love]
14. To be engraved on (in) one's heart (memory).
To be indelibly printed on one's brain.
To live in one's memory. / to be unforgettable |
|---|--|

[2] NOUNS.

1. A passing infatuation.	2. An indelible memory/ A distant memory	3. The border between love and friendship.	4. A conflict between love and duty.
5. A love triangle	6. Parting words	7. Love at first sight	8. Puppy love.
9. Lovebirds.	10. Undying love. Everlasting love.	11. To be <u>lovey-dovey</u> (adjective)	12. Maternal [fatherly] love / parental love .

II. PRACTICE. [GAP FILLING]

Fill these gaps with one or two words from the list given above.

1. Tina and Mike spend every minute together. They are obviously _____ in love.
2. They were attracted to each other the first time they met. It was _____.
3. Their friendship soon _____.
4. Look at those two _____ holding hands and gazing into each other's eyes.
5. When I was at high school, I had some _____, which was romantic love that a young person feels for someone else, and which usually disappears as the young person becomes older.
6. Despite his great love, she only feels sorry for him. What he felt was _____.
7. The love she gave her children was without any conditions or limit. It was _____.
8. Time can never change my deep and _____ for you.
9. After a separation of more than 10 years, Tom was finally reunited with his lover at the airport. His heart _____.
10. It isn't love; it's just _____ as it is strong but does not last long.
11. Tom feels unhappy because he is in love with Anna who does not love him. He's _____.
12. The love that we share will never grow old. It's _____.
13. Jack and Diana too often show their love for each other in public by touching each other. They express their love in a way that is silly. They are _____.
14. It is impossible for me to forget your image. It is _____ forever.



15. I will never forget the first time I met you. That moment will _____ for many years to come.
16. The _____ I tried to say before going away were “I love you,” but the words wouldn’t come out.
17. The old days we spent together is now a _____.
18. She _____ with him but he thinks she’s only an interesting pupil. She gets angry and leaves him.



FILE 4D. ARE YOU STILL MINE? [MUSIC]

I. REVIEW.

VOCABULARY.

<u>Types of music:</u>	Music can be described in terms of the instruments playing it: piano music; guitar music; instrumental music (instruments only with no vocals (voices, singing)).
<u>Styles of music:</u>	Chamber music; blues; heavy metal; folk; jazz; soul; pop; classical; rap; hip-hop; country music; rock ‘n’ roll; marches; samba.
<u>Music people:</u>	Musician; songwriter; pianist; singer; composer; saxophone player; guitarist
<u>Parts of music:</u>	Melody; rhythm; lyrics; harmony;
<u>Music groupings:</u>	Band; solo; duet; quartet; trio; orchestra; quintet;
<u>Activities for music:</u>	Acoustic; romantic; soothing; electronic; loud; fast; slow; vocal; recorded; live; tuneless; sweet

II. PRACTICE.

II.1. SPEAKING.

Interview a partner with the music questionnaire. Are you similar or different?

1. Can you play any musical instruments and how well do you play them?
2. Do you sing or play in a group or orchestra?
Do you often go to karaoke bars?
Do you often download music from the Internet?
3. How often do you [buy CDs / look for song lyrics on the Internet]?
4. Do you prefer electronic instruments or acoustic instruments?
Do you prefer loud or soft music?
5. Which songs are currently big hits in your country?
6. Why do you listen to music?
7. What kind of music do you like (NOT like)?
What do you think about “Beethoven”?
8. What is your favorite song or piece of music?
Who is your favorite [singer / song writer]?
9. What musical instrument and what kind of music would you like to be able to play well and why?
10. Can you read or write music? Can you sing well?



II.2. LISTENING.

[1] SONG COMPLETION. [4.3]

Listen and complete the song with “I, me, my, mine, you, your, yours”.

Oh ____ love, ____ darling,
 ____ hunger for ____ touch,
 A long, lonely time.
 And time goes by so slowly,
 And time can do so much,
 Are ____ still ____?
 ____ need ____ love.
 ____ need ____ love.
 God speed ____ love to ____.
 Lonely rivers flow to the sea, to the sea,
 To the open arms of the sea.
 Lonely rivers sigh, wait for ____ — wait for ____,
 ____'ll be coming home, wait for ____.

Unchained
 Trojans

[2] SHORT DIALOGUE. [4.4 & 4.5]

[2a] Listen to the conversation between the shop assistant and Allie. Answer the questions given below.

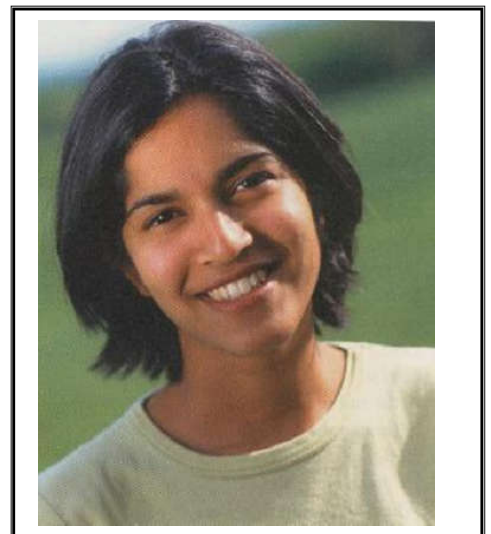
- | | |
|-------------------------------|------------------------------------|
| 1. What size does Allie want? | 2. Where can she try the shirt on? |
| 3. How much is the shirt? | 4. How does Mark pay? |

[2b] Listen and complete the sentences.

1. M. I'm really sorry about the _____.
2. A. That's OK. It's late. Our meeting is at _____.
3. M. We can _____.
4. A. Do you like _____?
5. M. It's exactly _____ as the other one.
6. A. _____? It's completely different!
7. M. Would you like to _____ with me tonight?
8. A. I'm sorry, but I can't have _____ tonight. I'm _____.
9. M. _____ Friday night?
10. M. _____ a good restaurant?
11. A. _____. Do you like Italian food?
12. M. _____. Taxi!

II.3. READING.

1. This is a photo of my friend, Stephanie.
2. She's 18 and she's French. She lives in a village near Toulouse.
She studies engineering at university.
3. She has short black hair and very dark eyes.
She's intelligent and funny, but sometimes she's a bit sad too.
4. She loves music and she likes writing songs.
She can play the guitar very well and she has a beautiful voice.
We love listening to her. She's also crazy about computers,



and she likes looking for song lyrics on the Internet.

She only hates one thing — doing sport.

5. I like her because she's always there when I need her.

Read the description of Stephanie. Match these questions with paragraphs 1—5.

[a] What does he / she like doing?

What doesn't he / she like doing?

[b] Who is the person in the photo?

[c] How old is he/she?

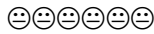
Where's he / she from?

Where does he / she live?

What does he / she do?

[d] Why is your friend special?

[e] Describe him / her.



FILE 5(A, B, C, D)

FILE 5A & 5B. WHO WERE THEY? SYDNEY, HERE WE COME! [PAST TENSE & STORYTELLING]

I. REVIEW OF PAST TENSE.

I.1. PAST SIMPLE.

We use the past simple for

- an *action (event)* completed in the past / repeated action / asking when an activity happened.
[RE MOTENESS → IN TIME; TOWARDS THE PAST; UNREALITY; POLITENESS]

I.2. PAST PROGRESSIVE.

- Describes situations in past time parallel to the present situations.
[IN PROGRESS & TEMPORARY]

I.3. PAST PERFECT.

The “perfect” forms imply two ideas

- that an action/event occurred before the time indicated by the context or situation: it had happened before a certain time in the past, and
- that this action or event had produced a result or a state of affairs that was relevant to the past situation.
[ANTERIORITY & RELEVANCE]

II. REVIEW OF STORYTELLING.

RECOGNIZING “SETTING”, “PLOT” & “PROBLEM SOLVING”.

- “Setting” → The time and place of a story.
The setting can be in the past, present or future.
- “Plot” → What happened in a story. Plots usually follow a sequence
(BEGINNING → MIDDLE → END)
- “Problem resolution” → Outcomes or conclusions. The resolution is how the problem is solved.

KEY TO UNDERSTANDING		
<i>Signal questions: Setting; plot; and problem resolution.</i>		
<u>SETTING</u>	<u>TIME</u>	<i>When does the story happen? In what year do the events take place? What is the time / date of the story?</i>
	<u>PLACE</u>	<i>Where does the story take place? In what town / city / country are the characters?</i>
<u>PLOT</u>		<i>What happens first / next / last?</i>
<u>PROBLEM RESOLUTION</u>		<i>What choice does the main character make? How is the problem solved? What does the character do to fix the problem?</i>
<u>LISTENER EXPRESSIONS FOR STORIES:</u>		

- | | |
|---------------------------------------|--|
| (a) Go on! | (b) What happened after that? |
| (c) What happened then? | (d) Who did it happen to? |
| (e) What were the consequences? | (f) What is the story about? |
| (g) When and where did it take place? | (h) Generally, what was the situation? |

III. PRACTICE.

III.1. IDENTIFY THE “SETTING”, “PLOT” AND “PROBLEM RESOLUTION”.

Read these paragraphs. Identify the ‘setting’, ‘plot’ and ‘problem resolution’.

Story 1

(a) The new machines on his Ohio farm let Tom do more work with fewer workers. (b) But farming didn’t make him happy. (c) Tom had grown up in America after the Civil War. (d) Like other men of his time, he was influenced by modern industry. (e) Tom always wanted more. (f) He might stop farming altogether. (g) He’d open a factory and make machines instead.

- (1) The setting is described in sentence _____ and _____.
- (2) The problem is described in sentences _____ and _____.
- (3) The resolution is described in sentences _____ and _____.

Story 2. The milkmaid and her pail

Once upon a time, Perrette, the milkmaid made her living by selling milk in a remote village. She always dreamt of becoming rich and famous.

One morning, like every morning, she set out with a pail of milk over her head. Suddenly, a thought came into her mind, “With the money, I’ll get after selling this milk, I shall buy eggs. The eggs would hatch to give me a lot of chickens. I’ll sell them to buy a piglet. Then I’ll feed the piglet and when he grows fat, I’ll sell him. This will give me enough money to buy a kid. When the kid would grow into a goat, I’ll sell it. This will give me enough money to buy a cow. The cow would give me more milk, which I would sell and buy a necklace for myself. Then I will wear that necklace and go around the village. Other girls would be jealous of me. What fun it would be!”. While, she was dreaming, she was unaware of her surroundings. She suddenly tripped over a stone and fell. And so did her pail of milk. “Oh, there go my chickens, piglet, goat and cow!” she cried. “All my dreams have been shattered”. She came back home and narrated the entire incident to her father. He said, “Perrette, do not count your chickens before they are hatched.”

III.2. LISTENING. [5.1 & 5.2]

A tale of two Sydneys. Listen to the true story about Raoul and Emma and number the pictures 1-9.

Last April two British teenagers wanted to go to Australia for their summer holiday. But it was a 24-hour journey by plane and tickets were very expensive. So Raoul Sebastian and Emma Nunn, aged 19, looked for cheap tickets on the Internet. They were lucky, and they booked two tickets to Sydney. On August 4th they arrived at Heathrow airport. They checked in and waited for the plane to leave. Six hours later they landed at a big airport and changed planes.

Emma: “I was a bit worried because the second plane was very small, but I didn’t want to say anything to Raoul.”

Raoul: “After only an hour the plane landed. We looked out of the window. It was a very small airport. We walked to the information desk and I showed our tickets to the woman.”

“When is our next flight?” I asked.

She looked at our tickets. “The next flight? This is the end of your journey. Where did you want to go?”

“Where are we?” I asked. [Do you think that they were in Sydney?]

They walked to the information desk & they showed their tickets to the woman.

Raoul: When is our next flight?

Woman: The next flight? This is the end of your journey. Where did you want to go?

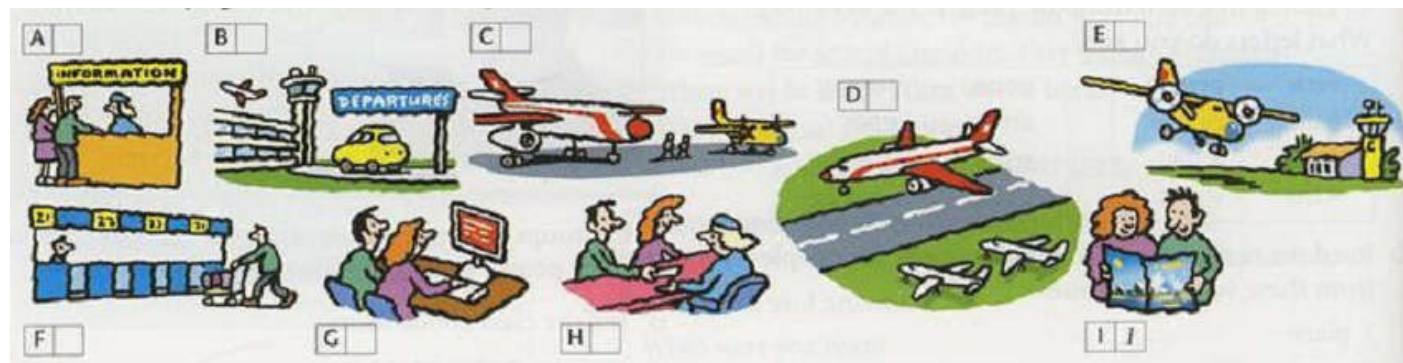
Raoul: Where are we?

Woman: You're in Sydney.

Raoul: We're in Australia?

Woman: Australia? No, you're in Canada!

Raoul: Canada!



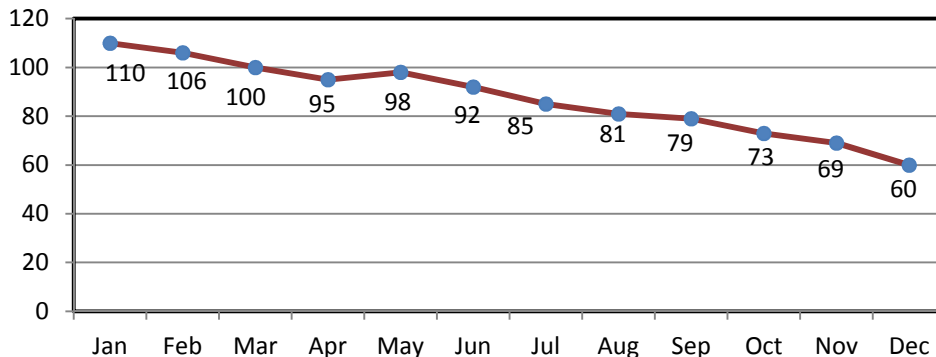
III.3. READING.

Read the following chart and letter and resume. Answer the questions.

Questions 1 through 4 refer to the following chart and letter

At the beginning of this year, I decided to lose weight. In January and February, I began swimming twice a week in order to burn off some calories. In May, I spent a week in Mexico and gained back some of this lost weight by eating too many tacos. In the summer, I began eating more vegetables instead of meat. Twelve months later, I feel quite satisfied with my weight loss.

Peter's Diet
[kilograms]



1. How much did Peter weigh in May?
 (a) 98 kg (b) 95 kg (c) 93 kg (d) 90 kg
2. How much did Peter weigh at the end of the year?
 (a) 110 kg (b) 40 kg (c) 60 kg (d) 75 kg
3. How often did Peter go swimming?
 (a) Twice a week (b) January (c) For two months (d) For twelve months
4. Where did Peter gain weight?
 (a) At the gym (b) In May (c) In Mexico (d) On his coffee break

Questions 5 through 9 refer to the following résumé summary.

Janice Shuman
 81 Nor land St.
 Shreveport, LA 71162
 (601) 555 - 8300
Employment History
Value Plus Department Store, Shreveport, LA
 Retail Clerk, 2007 - Present
 Handled all customer requests and inquiries. Responsible for arranging store displays of feature merchandise and dressing store windows.

Shoe Show, Monroe, LA
 Clerk, 2004 - 2007
 Responsible for all aspects of customer service, making bank deposits, and securing store at close.

Education
 University of Louisiana, Shreveport, LA
 B.A., Communications, 2007
 Cedar Cliff Community Colleges, Monroe, LA
 A.A., Liberal Arts, 2003

5. What did she do at Value Plus Department Store?
6. What qualifications does she have?
7. What is her address?
8. When did she graduate from University of Louisiana?
9. How long did she work for “Shoe Show”?

III.4. INTERVIEWING.

You are going to role-play an interview. The interviewer has your résumé. The interviewer is going to ask you other questions as well. You are going to ask the interviewer some questions.

Résumé 1.

<u>CURRICULUM VITAE</u>			
Name:	Anthony David CRAWFORD		
Date of birth:	19 February 1981		
Present address:	Flat 4, Bleak House 61 Corporation Street, Poole, Dorset BH13 3NG		
Telephone:	01202 – 176334		
Education:	2001-04	University of Blandford,	B.Sc in Biochemistry
	1997-99	Branksome College, Poole	
	1992-1997	St. Basil’s School, Swanage	

Work experience:	2006-present
	Fastgro Fertilisers plc, Poole, Research assistant.
	2004-06
	Sunshine Detergents plc, Swindon. Trainee manager.
	2003 (summer vacation) Teaching volleyball at Camp Granada, New Jersey, USA (children's summer camp)

Résumé 2.

NAME	Mary C. Agro
ADDRESS	1937 Laurier Street Toronto, Ontario M4W 3G2
TELEPHONE	123-4567
PERSONAL DETAILS	Date of birth: June 15, 1987 Height : 1.72m Weight: 60 kg Health : Excellent Social Insurance No: 416-501-680 Languages: Japanese, English
EDUCATION (NB: give dates, name(s) of school(s), and last level obtained.)	Brown Public School, 1993-2002 Clark Secondary School 2002-04, Grade 10
WORK EXPERIENCE (NB: begin with your most recent job. Tell what you do (or did) on the job as well as the titles of positions you have held.)	Family Clothing, 193 Bay Street September 2004 – February 2006 <u>Position:</u> Sales Clerk Attending to customers in children's wear department. Cash register duty and assistance with inventory. Chubby's Restaurant, 1300 Yonge Street June 2002 – July 2004 <u>Position:</u> Waitress Waiting on tables on weekday nights and on weekends. Occasional duty as cashier.

III.5. FORM FILLING.

Look carefully at the sample form given below. Fill out the form as accurately as you can

APPLICATION FOR EMPLOYMENT		
If there are any questions you do not want to answer at this time, you may ignore them		
General information	Date	
Name in full	Social Insurance No	
Address	Telephone No	
Date of birth:	Marital status:	No. of children
Are you legally entitled to work in Canada?		
When could you start?		
List any friends or relatives working for us		

Education	Name of school	Course taken	Last grade completed	Date of leaving
High school				
Vocational school				
University				
Details of other courses taken				
Employment History (show most recent position first)				
Employer	Type of work done	Date started	Date left	Reason for leaving

☺☺☺☺☺☺

FILE 5C & 5D. GIRLS' NIGHT OUT? MURDER IN A COUNTRY HOUSE. [PAST SIMPLE TENSE]

I. REVIEW.

<p>PAST SIMPLE (PS)</p> <p style="text-align: center;">✕ ————— —————</p> <p>FORM → V2</p>	<p>(a) It snowed yesterday. (b) I watched television last night.</p> <p>TIME MARKERS ... ago; yesterday / last ... / on + day / in + month / in + year / at that time ...</p>	<p><u>The past simple forms can be used</u> (1) to refer to an <i>action (event)</i> completed in the past. [remoteness - IN TIME] (2) to refer to an impossible situation [remoteness - UNREALITY] (3) to ask when an activity happened. [remoteness-TOWARD THE PAST] (4) to make polite questions [remoteness - POLITENESS]</p>
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II. PRACTICE.

II.1. SENTENCE COMPLETION.

Choose the word or phrase that best completes the sentence.

- When I arrived at my aunt's home, she _____ her kitchen floor.
(a) was sleeping (b) sweep (c) had sweeping (d) sweeps
- We _____ outside in the rain all day yesterday.
(a) have been (b) are (c) been (d) were
- I _____ about the funny story before he told me.
(a) have heard (b) had heard (c) hear (d) was hearing
- It _____ for two days when I arrived in town.
(a) rained (b) rains (c) has been raining (d) had been raining
- Yesterday, I met a friend, saw a movie, and _____ home late.
(a) coming (b) have come (c) came (d) had come

6. She _____ to a client on the phone when we arrived.
(a) was talking (b) talked (c) has talked (d) is talking
7. She _____ from College of Information Technology two years ago.
(a) graduate (b) graduated (c) graduates (d) was graduated
8. The error was noticed after Ms. Radice _____ the order.
(a) had sent in (b) sends in (c) has sent (d) is sending
9. "Hello? Alice ? This is Jeff. How are you?"
"Jeff ? What a coincidence ! I _____ about you when the phone rang."
(a) thought (b) was thinking (c) have thought (d) think
10. I was watching TV at home when suddenly the doorbell _____.
(a) rings (b) rung (c) was ringing (d) rang
11. Rick left class early because she _____ a headache.
(a) had (b) have (c) have had (d) is having
12. I did not know their phone number, so I _____ Directory Enquiries.
(a) had called (b) have called (c) am called (d) called
13. You _____ to me when you said you loved me.
(a) lie (b) tell lie (c) lied (d) lay
14. How many hours a week _____ you work last week ?
(a) do (b) were (c) did (d) are
15. I saw Sid when I _____ to work this morning.
(a) go (b) was going (c) had went (d) have gone
16. British Telecom _____ the price of peak rate phone calls by 20% in November 2009.
(a) has cut (b) cutted (c) cut (d) cuts
17. She _____ the office when the phone rang.
(a) hardly leaved (b) had hardly left (c) has hardly left (d) is hardly leaving
18. When the phone rang, I _____ it.
(a) answered (b) have answered (c) am answering (d) was answering

II.2. LISTENING 1. [5.3]

Listen to their story and answer the following questions.

- | | |
|--|---|
| (1) What does she talk about? | (2) What did they wear? |
| (3) Where did they go first? | (4) Who did they see there? |
| (5) Who was crazy about Fernando Pinto? | (6) Where did they go after that? What did they have? |
| (7) After having some drinks, where did they go? | (8) What did they have to eat and drink? |
| (9) What did they talk about? | (10) How did they come back home? |
| (11) What time did they get home? | (12) Did they have a good time? |
| (13) What did they do in the future? | (14) Where do they go in the future? |
| (15) How do they return after going shopping? | (16) When will they return? |

II.3. MATCHING.

Match the questions with the women's answers.

[a] I wore a black sweater and trousers and a lot of make-up. Girls here like wearing sexy clothes.	[a] I wore a long dress. People are quite traditional here but young people want to wear new fashions and have new hair colors.
---	---

<p>[b] We went to Piramida. It's a bar and restaurant that's open 24 hours a day, and it's the "in" place at the moment. There's a DJ and we saw a lot of interesting people.</p> <p>[c] We had coffee and apple cake and then wine.</p> <p>[d] We talked about Lali's problems with her boyfriend. She was a bit sad. Then some men at the next table started talking to us and they bought us a drink. This is a very macho country and men always pay for women's drinks.</p> <p>[e] We got a taxi. It can be quite dangerous here at night and the metro closes at about 12:30.</p> <p>[f] We left Piramida at about 1:30 and I got home at 2:00.</p> <p>[g] Fantastic. 10 points. We had a great time and Lali was happy again. [woman 1]</p>	<p>[b] First I drove to Bar Street, a street with about 50 bars. We met in the Pink Loft, a Thai restaurant. After dinner we went to a tea house because it's a good place to talk.</p> <p>[c] We had typical Thai food, like green curry. Then we had tea. Women here don't drink a lot of alcohol.</p> <p>[d] We talked about our loves, especially Hujia's. She has a problem with her partner. We talked about men, fashion, and literature.</p> <p>[e] We went home by car. I didn't drink any alcohol so I could drive.</p> <p>[f] We left at 12:00 and I got home at about 12:30.</p> <p>[g] It was a very good night. 8 points. [woman 2]</p>	
<u>QUESTIONS.</u>	<u>WOMAN 1</u>	<u>WOMAN 2</u>
<p>[1] Did you have a good time?</p> <p>[2] How did you go home?</p> <p>[3] What did you do?</p> <p>[4] What did you have to eat and drink?</p> <p>[5] What did you wear?</p> <p>[6] What time did you get home?</p> <p>[7] What did you talk about?</p>		

II.4. WRITING.

1. Read Alex's questionnaire and report. Which questions does Alex answer in each paragraph?

Paragraph 1	Questions	_____	Paragraph 2	Questions	_____
Paragraph 3	Questions	_____	Paragraph 4	Questions	_____

- I went to Rome last August with my girlfriend. We flew to Rome with British Airways.
- We stayed for a week in a small hotel near the Colosseum. The hotel was nice and quite cheap.
- During the day we walked around the city. We saw all the famous places like the Colosseum and St Peter's, and we threw a coin in the Trevi Fountain. We took a lot of photos. At night we went to restaurants and had fantastic pasta and red wine. Our favourite restaurant was in the Piazza Navona. We bought a painting of Trastevere (the old town) and my girlfriend bought some very expensive shoes.
- We had a great time. Rome is full of history and has a special atmosphere, and Italian food is wonderful. We only had two problems: it was very hot, and it was very difficult to cross the road.

Questionnaire.

Where did you go for your last holiday?

What did you do?

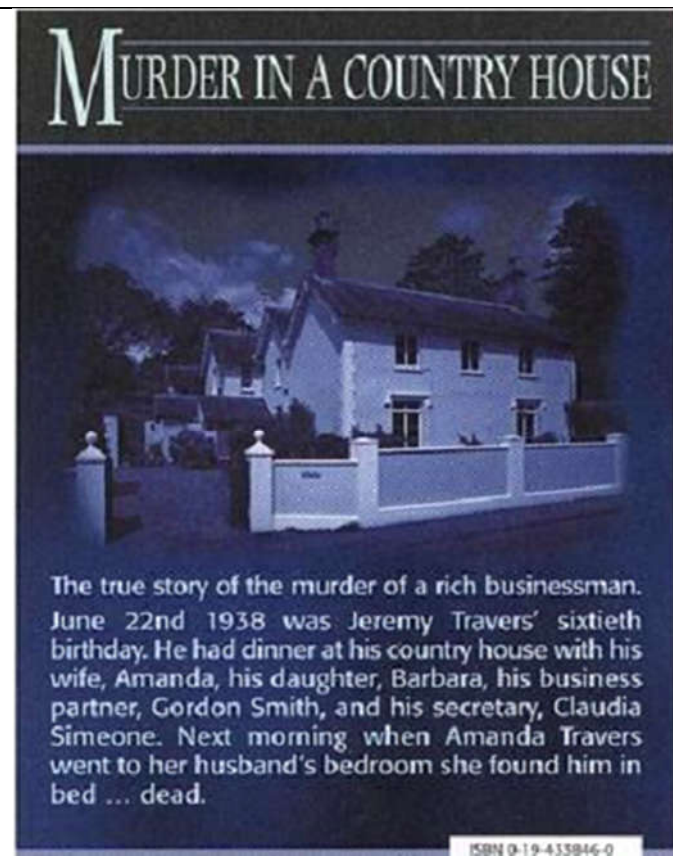
Please tell us your experiences.

- | | | |
|-----|----------------------------|---|
| 1. | Where did you go? | <i>To Rome.</i> |
| 2. | When did you go there? | <i>Last August.</i> |
| 3. | Who did you go with? | <i>My girl friend.</i> |
| 4. | How did you get there? | <i>By plane. British Airways.</i> |
| 5. | How long did you stay? | <i>A week.</i> |
| 6. | Where did you stay? | <i>In a small hotel near the Colosseum. Nice and quite cheap.</i> |
| 7. | What did you do? | <i>During the day: walked around the city, saw famous places, took photos. At nights: went to restaurants – pasta and wine.</i> |
| 8. | Did you buy anything? | <i>Yes, painting and shoes.</i> |
| 9. | Did you have a good time? | <i>Fantastic – city full of history, special atmosphere, great food.</i> |
| 10. | Did you have any problems? | <i>Very hot, difficult to cross the road.</i> |

2. Answer the questionnaire for your last holiday. Write short notes [not complete sentences]

3. Write a report of your holiday. Write four paragraphs.

II.5. READING



Inspector Granger arrived at about 9.00. He was a tall man with a big black moustache. Amanda, Barbara, Claudia, and Gordon were in the living room. The inspector came in.

‘Mr. Travers died between midnight last night and seven o’clock this morning,’ he said. ‘Somebody in this room killed him.’ He looked at them one by one but nobody spoke .

‘Mrs. Travers, I want to talk to you first. Come into the library with me, please.’

Amanda Travers followed the inspector into the library and they sat down.

‘What did your husband do after dinner last night?’

‘When we finished dinner, Jeremy said he was tired and he went to bed.’ ‘Did you go to bed then?’

‘No, I didn’t. I went for a walk in the garden.’

‘What time did you go to bed?’

‘About quarter to twelve.’

'Was your husband asleep?'

'I don't know, inspector. We... we slept in separate rooms.'

'Did you hear anything when you were in your room?'

'Yes, I heard Jeremy's bedroom door. It opened. I thought it was Jeremy. Then it closed again. I read in bed for half an hour and then I went to sleep.'

'What time did you get up this morning?'

'I got up at about 7.15. I had breakfast and at 8.00 I took my husband a cup of tea. I found him in bed. He was...dead.'

Tell me, Mrs. Travers, did you love your husband?'

'Jeremy is... was a difficult man.'

'But did you love him, Mrs. Travers?'

'No, inspector. I hated him'

Read and listen to the story. Mark the sentences T (true) or F (false). Correct the false sentences. [5.4]

1. Somebody killed Jeremy at 8.00.
2. The inspector questioned Amanda in the living room.
3. Jeremy went to bed before Amanda.
4. Amanda and Jeremy slept in the same room.
5. Somebody opened and closed Jeremy's door.
6. Amanda got up at 7.00.
7. Amanda didn't love Jeremy.

II.6. LISTENING 2. [5.5 → 5.8]

[1] Listen to the inspector question Barbara, Gordon and Claudia. Write the information in the chart.

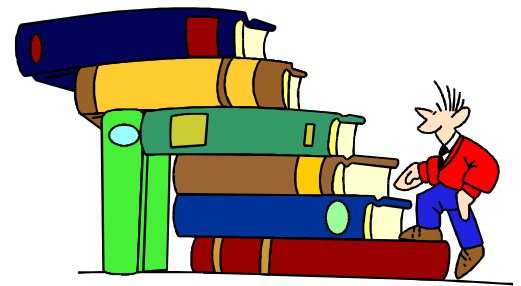
	Amanda	Barbara	Gordon	Claudia
[1] What did they do after dinner?	<i>She went for a walk.</i>			
[2] What time did they go to bed?	<i>11.45</i>			
[3] Did they hear anything?	<i>Jeremy's door opened and closed</i>			
[4] Possible motive	<i>She hated him.</i>			

[2] Listen and circle [a] or [b]. [5.9]

- | | |
|--|--|
| 1. [a] He was born in France. | [b] He was born in Argentina. |
| 2. [a] She bought some expensive shoes. | [b] She bought some cheap shoes |
| 3. [a] He didn't think the film was very good. | [b] He thought the film was very good. |
| 4. [a] They went out on Saturday night. | [b] They went out on Friday night. |
| 5. [a] She got up at 7.00. | [b] She got up at 7.30. |

LIST OF RESOURCES.

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CLIVE OXENDEN, CHRISTINA LATHAM-KOENIG
PAUL SELIGSON - OXFORD UNIVERSITY PRESS
2. **IN AT THE DEEP END.**
[SPEAKING ACTIVITIES FOR PROFESSIONAL PEOPLE]
VICKY HOLLETT — ROGER CARTER — LIZ LYON —
EMMA TANNER; OXFORD UNIVERSITY PRESS.
3. **PREPARE FOR IELTS: GENERAL TRAINING PRACTICE TESTS**
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18. **BUSINESS LANGUAGE PRACTICE.**
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26. **LISTEN UP**
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