

**MEĐIMURSKO VELEUČILIŠTE U ČAKOVCU**

**STRUČNI STUDIJ  
MENADŽMENT TURIZMA I SPORTA**

**NASTAVNI MATERIJALI**

**ENGLISKI JEZIK IZBORNI  
(DRUGI STRANI JEZIK  
POČETNA RAZINA UČENJA)  
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45 sati, 4 ECTS

MARIJA MIŠČANČUK, prof. predavač  
dr.sc. KORALJKA GOLUB, docent  
Čakovec, 2013.

**POLYTECHNIC OF MEĐIMURJE IN ČAKOVEC**

**PROFESSIONAL STUDY OF  
TOURISM AND SPORT MANAGEMENT**

**TEACHING MATERIALS**

**ENGLISH LANGUAGE - ELECTIVE  
(SECOND FOREIGN LANGUAGE –  
BEGINNERS LEVEL)  
SEMESTER 6**

45 hours, 4 ECTS

MARIJA MIŠČANČUK, prof. lecturer  
KORALJKA GOLUB, Ph.D. docent  
Čakovec, 2013

**Autori:** Marija Miščančuk  
Koraljka Golub

**Recenzenti:**

mr.sc. Mirna Linčir Lumezi  
Ivana Grabar, prof.

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## UNIT 1 INTRODUCTIONS

---

### 1. Hi.....Hello....



Hi, my name is **Anna**.  
I'm from the United States,  
from San Francisco and  
I speak French and Arabic.

Hello, I'm **Astrid**. I'm from Mexico.  
I speak Spanish, English,  
French and a little German.



Hello, my name is **Andrew**  
and I'm from Wales and I can speak some  
French, some Japanese  
and some Hungarian.



*Hi, my name is **Claudia**. I'm from Austria. My  
home town is Graz. It's quite small. I speak German  
of course, a bit French, Russian and English.*

My name is **Sameh**  
and I'm from Egypt.  
My home town is  
Cairo  
and I speak Arabic  
and English.



Hi, my name is **Anri**. I'm from Japan.  
I speak English and Japanese.

**I Find and write**

6 countries \_\_\_\_\_  
 8 languages \_\_\_\_\_

**II Add 5 more countries and 5 more languages**

countries \_\_\_\_\_  
 languages \_\_\_\_\_

**III Make sentences**

*e.g. In Germany they speak German.*

**2. Introduce yourself - Make sentences**

I'm ...../My name is.....

I'm from.....

My home town is .....

I speak..... and.....

I speak some.....

I speak a little ...../a bit of...



verb  
adverb  
noun  
pronoun  
adjective  
vowel  
consonant

**GRAMMAR****Personal pronouns + verb to be**

**I, you, he/she/it**

**we, you, they**

**+**

I **am** = I'm

you **are** = you're

he **is** = he's/she **is** = she's/it **is** = it's

we **are** = we're

you **are** = you're

they **are** = they're

**-**

I **am not** = I'm not

you **are not** = you aren't

he **is not** = he isn't

she **is not** = she isn't

it **is not** = it isn't

we **are not** = we aren't

you **are not** = you aren't

they **are not** = they aren't

**?**

**Am** I ? Yes, I **am**. No, I'm **not**.

**Are** you? Yes, you **are**. No, you **aren't**.

**Is** he/**Is** she /**Is** it? Yes, it **is**. No, it **isn't**

**Are** we? Yes, we/you/they **are**.

**Are** you ?

**Are** they ? No, we/you/they **aren't**.

## Practice

### I Make questions

1. you could Are ?
2. or right I wrong Am ?
3. Mrs and Are Jenkins Mr you?
4. Jane Alice Are sisters and?
5. old twenty-five you years?

**Mrs** = misis = used for a married woman  
**Miss** = used for an unmarried woman  
**Mr** = mister = used for a man  
**Ms** = ? Do you know?

### II Make the sentences negative

6. We're from Spain.
7. Alex is eleven years old.
8. The kids are in the garden.
9. I'm fine.
10. They are very nice.

## 3. Fill in the form

*Allendale Community College* 25, Wells Street, Manchester

**Course enrolment form**

Course title/code	French for beginners F4
Title	Mr    Mrs    Miss    Ms
First name(s)	_____
Surname	_____
Address	_____
Postcode	_____
Telephone – home	_____
Telephone – mobile	_____
Email	_____
Nationality	_____
Language(s)	_____

**4. How do you spell it?****English alphabet****A B C D E F G H I J K L M N O P Q R S T U V W X Y Z****5. What's your phone number? Numbers**

1 one	2 two	3 three	4 four	5 five
6 six	7 seven	8 eight	9 nine	10 ten
11 eleven	12 twelve	13 thirteen	14 fourteen	15 fifteen
16 sixteen	17 seventeen	18 eighteen	19 nineteen	
20 twenty	30 thirty	40 forty	50 fifty	
60 sixty	70 seventy	80 eighty	90 ninety	100 hundred
thousand _____	million _____	billion _____		

**I Read the following**

**addresses:** 25 Gore Street, 12 Station Road, 83 First Avenue  
**postcodes:** M1 3AQ, T5S 3X2, CA 90610  
**phone numbers:** 0385 40 567 231, 099 1856 225, 022 258 6591  
**email/website addresses:** [www.bbc.co.uk](http://www.bbc.co.uk), [www.cambridge.org](http://www.cambridge.org), [robsilva@airnet.br](mailto:robsilva@airnet.br),  
[msuzuki@spaceblue.jp](mailto:msuzuki@spaceblue.jp)\*

**II What is your address/phone number/email address?**

. = dot @ = at
-------------------

**6. Match the questions and the answers:**

- |                                  |   |
|----------------------------------|---|
| 1. Nice to meet you.             | A. Nice to meet you, too.<br>B. Fine, thanks.   |
| 2. How are you?                  | A. Very well, thanks.<br>B. Good, thanks.       |
| 3. I look forward to seeing you. | A. Yes, me too.<br>B. Here you are.             |
| 4. How do you do?                | A. Not bad.<br>B. How do you do?                |
| 5. How was the flight?           | A. Very good, thanks.<br>B. That would be nice. |
| 6. Have a good trip back.        | A. Thanks.<br>B. OK.                            |







## ❖ Practice short dialogues in pairs



<http://www.englishexercises.org/makeagame/viewgame.asp?id=4865>  
<http://www.teach-this.com/resources/introductions-socializing>  
<http://www.teach-this.com/resources/countries-nationalities>

## UNIT 1

## GLOSSARY

			
adjective	pridjev	make	napraviti
back	natrag	name	ime
beginner	početnik	nice	lijep, drag
can	moći	noun	imenica
country	zemlja, država	of course	naravno
enrolment	upis	personal pronoun	osobna zamjenica
flight	let	quite	prilično
following	sljedeći	see	vidjeti
forward	naprijed	sentence	rečenica
from	iz/od	small	mali
hi	bog (pozdrav)	some	nešto
home	dom	speak	govoriti
introduce	upoznati, predstaviti	spell	slovkati
introduction	upoznavanje, predstavljanje	town	grad
language	jezik	trip	put
little	malo, malen	verb	glagol
		yourself	sebe, se

## UNIT 2 WHAT DO YOU DO?

---

### 1 Jobs



#### Exercise 1

What do you do?	I'm a....
Where do you work?	I work in/on/for.....
What company do you work for?	I work for .....
Where do you live?	I live in.....
What does he/she do?	He is a .....

verb  
adverb  
noun  
pronoun  
adjective  
vowel  
consonant

### GRAMMAR

---

#### Present Simple Tense

+	
I work	we work
you work	you work
he/she/it works	they work
-	
I <b>don't (do not)</b> work	we <b>don't (do not)</b> work
you <b>don't (do not)</b> work	you <b>don't (do not)</b> work
he/she/it <b>doesn't (does not)</b> work	they <b>don't (do not)</b> work
?	
<b>Do</b> I work?	<b>Do</b> we work?
<b>Do</b> you work?	<b>Do</b> you work?
<b>Does</b> he/she/it work?	<b>Do</b> they work?



## GRAMMAR

### Present Simple Tense

### Interrogative Questions (be, other verbs)

Are you from....? **Yes**, I am/**No**, I'm not  
 Is his name .....? **Yes**, it is./**No**, it isn't  
 Is she French? **Yes**, she is./**No**, she isn't.

Do you work in a bank? **Yes**, I do./**No**, I don't.  
 Does he live in Spain? **Yes**, he does. **No**, he doesn't  
 Do they work for General Motors? **Yes**, they do/**No**, they don't

### ❖ Practice

#### I Have, be

1. We (have)\_\_\_\_\_ a nice garden.
2. She (be)\_\_\_\_\_ six years old.
3. Simon (have)\_\_\_\_\_ two rabbits and five goldfish.
4. I (be)\_\_\_\_\_ from Vienna, Austria.
5. They (be)\_\_\_\_\_ Sandy's parents.

#### II Other verbs

1. I (like) \_\_\_\_\_orange juice very much.
2. The girls always (listen) \_\_\_\_\_to rock music.
3. Janet never (wear)\_\_\_\_\_ jeans.
4. Mr Smith (teach)\_\_\_\_\_ German and Italian.
5. You (do) \_\_\_\_\_ your homework after school.

#### III Negative sentences

1. My father makes breakfast. →
2. They are eleven. →
3. She writes a letter. →
4. I speak Italian. →
5. Danny phones his father on Sundays. →

#### IV Questions

1. you / speak / English →
2. when / he / go / home →
3. they / clean / the bathroom →
4. where / she / ride / her bike →
5. Billy / work / in the supermarket →

#### V Ask other people about

- name
- job
- place where they live



## Reading

### I Pre-reading task

Who is a multi millionaire? Do you know any? What do you know about them?

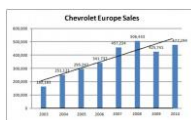
### II Read the text

#### BUSINESS PEOPLE

Multi millionaire Goran Tatić is just 36 years old. He comes from Split in Croatia, but today he lives in Victoria, Australia and has Australian nationality. Mr Tatić owns half of the Orion Group. (His colleague, James Bernard, owns the other 50%). Orion companies have total sales of about \$3 billion a year; and about 50,000 people work for the group.

Orion Group companies buy steel from suppliers in Russia, Eastern Europe and Korea and sell it all over the world. They buy and sell 2.5 million tonnes a year. They also make steel in a number of factories in Russia.

### III Match the pictures with the words/expressions from the text



supplier

buy-sell

factory

millionaire

colleague

steel

sales

half



### IV Read the article about Goran Tatić. Are these sentences true (T) or False (F)?

- |  |   |   |
|--|---|---|
| 1. Goran Tatić comes from Germany.                             | T | F |
| 2. He owns all of the Orion Group.                             | T | F |
| 3. He has 50,000 employees.                                    | T | F |
| 4. Orion companies buy steel from suppliers in Western Europe. | T | F |
| 5. They sell steel to customers in Western Europe.             | T | F |
| 6. They make steel all over the world.                         | T | F |

### V Fill in the gaps with the correct number from the article about Goran Tatić

1. Goran Tatić is \_\_\_\_\_ - \_\_\_\_\_ years old.
2. Total sales are \_\_\_\_\_ dollars a year.
3. Orion companies have \_\_\_\_\_ people.
4. Orion companies sell \_\_\_\_\_  
\_\_\_\_\_ tonnes of steel a year.
5. Goran Tatić and James Bernard own \_\_\_\_\_ per cent of Orion.

#### ❖ Useful language

*My colleagues come from Italy.*

*They buy food from suppliers in China.*

*They have factories in India.*

*We sell product all over the world.*

*He owns the company.*

*They make computer software.*





<http://www.teach-this.com/resources/present-simple>

## UNIT 2

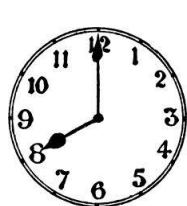
### GLOSSARY

	
about	oko, okolo, otprilike
actor	glumac
actress	glumica
buy	kupiti
chemist	kemičar
colleague	kolega
come	doći
customer	mušterija
dentist	zubar
employer	zaposlenik
engineer	inženjer
farmer	poljoprivrednik
for	za
hairdresser	frizer
half	pola
have	imati, dobiti, posjedovati
in	u, unutra
job	posao
just	samo

	
lawyer	odvjetnik
live	živjeti
manager	menadžer
old	star
on	na
other	drugi, drugačiji
own	vlastit, poseban
people	ljudi
physician	liječnik
sale	prodaja
steel	čelik
supplier	opskrbljivač
technician	tehničar
today	danas
waiter	konobar
waitress	konobarica
what	što
where	gdje
work	raditi
year	godina

## UNIT 3 DAILY ROUTINES AND FREE TIME

### 1. What's the time? Match!



14.45



17.10

It's quarter past nine.

It's two minutes to twelve.

It's quarter to three.

It's ten minutes past five.

It's eight o'clock.

It's half past seven.

### 2. Daily routine

#### I Read the text

My working day starts very early. I get up at half past three and I have a cup of coffee. I usually leave the house at ten past four because the car always arrives a few minutes early. I get to the studio at about five o'clock and start work. My programme *Good Morning Britain* starts at seven o'clock and finishes at nine o'clock. Then I leave the studio at a quarter past ten. After that, I go shopping and visit some friends. I get home at three o'clock. Then my husband gets home at half past five in the afternoon and I cook dinner. We stay at home in the evening. We don't go out because I go to bed very early. We usually watch television and then I go to bed at half past eight, because I have to get up very early.

#### II Answer the questions

1. What time does she get up?
2. Does she have a cup of tea in the morning?
3. How does she go to the studio?
4. When does her programme start and finish?
5. What does she do after work?
6. When does her husband come home?
7. Do they go out in the evening?
8. What time does she go to bed?



#### III Talk about your/your sister's/brother's/friend's daily routine

I get up at..... I start work at....

He gets up at..... She starts work at.....

I don't /She doesn't have.....



## GRAMMAR

ing form of the verb = gerund

### infinitive + ing

go + **ing** = going

play + **ing** = playing

work + **ing** = working

have + **ing** = having

take + **ing** = taking

make + **ing** = making

run + **ing** = running

swim + **ing** = swimming

jog + **ing** = jogging

like/don't like/enjoy/hate + ing form

## 3. Free time activities

### I What do you like doing? Make sentences

I like/I don't like..... fishing  
 playing tennis/football/volleyball  
 watching TV/listening to music  
 going to the cinema  
 going for a walk  
 jogging

My friend likes/hates..... taking photos  
 reading a good book/magazines/newspapers  
 dancing/singing  
 meeting new people  
 playing cards  
 going to the gym  
 going shopping

## Reading



## Reading

### I Pre-reading task

What do people in different countries like or don't like doing? Are your opinions same or different?

### II Read the text



1. People in Spain have dinner late. They eat at about nine o'clock or ten o'clock in the evening.



2. People in the UK have a big breakfast, with bacon and eggs, and they don't eat lunch. They drink a lot of tea.



3. Workers in France have a long lunch break. They have between one and two hours to eat.



4. In the USA, a lot of people just have half an hour for lunch, and eat a sandwich in the office.



5. In Switzerland, people start work at 7.00 am and have breakfast in the office.



6. And in Japan, a lot of managers have dinner in the evening, and then go back to the office.

### III Which two statements are not true?

### IV Make similar sentences about your country

## CONVERSATION 1 – IN A HOTEL

### I Read the conversation and fill in the gaps with the following words:

*number      please      in      stay      double      room      card*

**Receptionist:** Good evening. Can I help you?

**George:** Yes, please. I'd like a room for the night.

**R:** Would you like a single room, or a \_\_\_\_\_ room?

**G:** A single room, \_\_\_\_\_. How much is the room?

**R:** It's \$55 per night.

**G:** Can I pay by credit \_\_\_\_\_?

**R:** Certainly. We take Visa, Master Card and American Express. Could you fill \_\_\_\_ this form, please?

**G:** Do you need my passport \_\_\_\_\_?

**R:** No, just an address and your signature.

**G:** (fills out the form) Here you are.

**R:** Here's your key. Your \_\_\_\_\_ number is 212.

**G:** Thank you.

**R:** Thank you. If you need anything, dial 0 for the reception area. Have a good \_\_\_\_\_!

### II Make similar conversations in pairs





<http://englishisfunny-elena.blogspot.com/2013/03/actions-daily-routines.html>



## UNIT 3

## GLOSSARY

	
anything	bilo što
bacon	slanina
between	između
breakfast	doručak
certainly	svakako
dance	plesati
dinner	večera
eat	jesti
eggs	jaja
evening	večer
fish	pečati
football	nogomet
get up	ustati
go to bed	ići na spavanje
go for a walk	šetati
go to the gym	ići vježbati
half	pola
jog	trčati
just	samo

	
like	svidati
long	dug
lunch	ručak
meet new people	upoznati nove ljude
office	ured
past	poslije
play cards	kartati
play tennis	igrati tenis
quarter	četvrtina
read	čitati
room	soba
signature	potpis
sing	pjevati
take photos	fotografirati
tea	čaj
time	vrijeme
volleyball	odbojka
work	posao
worker	radnik
late	kasno

## UNIT 4 Home and office

---

### 1. Family relationships

aunt father son grandmother wife colleague daughter boyfriend  
 nephew boss sister mother brother friend niece uncle husband  
 girlfriend grandfather teacher

---

#### I Classify

Family

**M**

father

\_\_\_\_\_

\_\_\_\_\_

**F**

mother

\_\_\_\_\_

\_\_\_\_\_

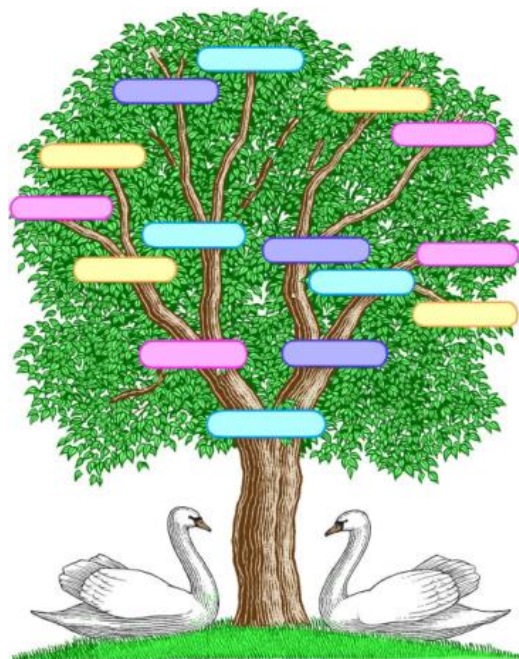
Others

boss

\_\_\_\_\_

\_\_\_\_\_

---



#### II Draw your family tree.

#### III Describe your family.

I have.....  
 My father's name is .....  
 He is my father's brother.  
 They are my grandparents.

#### IV Ask questions.

Who is.... ?  
 Is he your.....?  
 Are they your....?

#### V Talk about your family.

#### VI Write a short description of your family.

---

verb  
 adverb  
 noun  
 pronoun  
 adjective  
 vowel  
 consonant

#### GRAMMAR

#### Possessive Adjectives

#### Possessive 's

I work here. This is **my** office.  
 Where do you work? Where is **your** office?  
 Tom works here. This is **his** office.  
 Diane also works here. This is **her** office.  
 The company has **its** office in Milan.

We work here. This is **our** office.  
They don't work here. This isn't **their** office.

Where is Andy's office? Where is his office?

What is Ann's number? What is her number?

but

What is the number **of** the London office?

-with people

-with things

### I Put the words in the correct order

1. Bill's dog Is Uncle this?
2. is This umbrella teacher's my.
3. grandpa he Amy's Is?
4. is Mikey's sister Millie.
5. When birthday your mum's is?
6. isn't It Filipa's bag.

### II Fill in the gaps with the correct possessive adjective

1. I'm Jake and this is \_\_\_\_\_ garden.
2. My mother is Susan and this is \_\_\_\_\_ hat.
3. They are Robert and Mark and this is \_\_\_\_\_ bedroom.
4. We are Betty and Ann and this is \_\_\_\_\_ favourite book. \_\_\_\_\_ title is Twilight.
5. This is Rachel and this is \_\_\_\_\_ sister.
6. These are our teachers. \_\_\_\_\_ names are Paul and Rhonda.
7. This is my brother. \_\_\_\_\_ name is Peter and he is a student in Hungary.
8. We are friends. \_\_\_\_\_ hobbies are gardening and walking.
9. I'm Sophie and this is \_\_\_\_\_ dog Teddy.

## 2. Come to my office

### I Find

desk            carpet            shelf            computer            files            cupboard            chair  
wastepaper bin            plant            window            pens and pencils            books            laptop



**Where?** on in opposite under between behind at

### I Describe the office:

There is a ..... on.....

There are..... in.....

verb  
adverb  
noun  
pronoun  
adjective  
vowel  
consonant

### GRAMMAR

#### Plural of Nouns

#### There is / There are

#### Singular

book  
plant  
watch  
bus

family  
story  
boy

#### Plural

books  
plants  
watches  
buses

families  
stories but  
boys

There **is** a book.

There **are** books.

**Is** there **a** book? Yes, there is/No, there isn't.

**Are** there **any** books? Yes, there are/No, there aren't.

There **isn't** a book.

There **aren't** any books.

### I Choose the correct form

1. \_\_\_\_\_ a lamp in the room.

There is            There are            Is there            Are there

2. \_\_\_\_\_ a man in the garden?

Is there            There is            Are there            There are

3. \_\_\_\_\_ many glasses here.

There is            There are            There isn't            Are there

4. \_\_\_\_\_ two tables in a room?  
Is there                      Are there                      There aren't                      There isn't
5. Is there much tea in the cup? No, there \_\_\_\_\_.  
isn't                      is                      aren't                      are
6. Are there many windows in the house? Yes, \_\_\_\_\_ many.  
there are                      there is                      is there                      are there

## CONVERSATION 2 – IN A RESTAURANT

### I Pre-reading task – Yes or No. Support your opinion.

1. Restaurants are very expensive.
2. Waiters/Waitresses get a lot of money in tips.
3. Fast food is good and cheap.

### II Read the conversation

Waiter: Welcome to Antico's. Here are your menus. Today's special is grilled salmon. I'll be back to take your order in a minute.

Waiter: Are you ready to order?

Customer 1: I'd like the seafood spaghetti.

Waiter: And you?

Customer 2: I'll have a hamburger and fries.

Waiter: Would you like anything to drink?

Customer 1: I'll have a coke, please.

Waiter: And for you?

Customer 2: Just water, please.

Waiter: OK. So that's one seafood spaghetti, one hamburger and fries, one coke, and one water. I'll take your menus.

Waiter: Here is your food. Enjoy your meal.

...

Waiter: How was everything?

Customers 2: Delicious, thanks.

Waiter: Would you like anything for dessert?

Customer 1: No, just the bill please.

### II Put food and drinks into the correct column

coke	hamburger	wine	spaghetti	soup	fries	fish
mashed potato	juice	chicken	steak	water	sandwich	



\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### III Make conversations in a restaurant




<http://www.englishexercises.org/makeagame/viewgame.asp?id=2509>



<http://www.englishexercises.org/makeagame/viewgame.asp?id=238>

## UNIT 4

### GLOSSARY

Translate the English words into Croatian and fill in the table

	
at	
aunt	
behind	
between	
bill	
book	
boss	
boyfriend	
brother	
carpet	
chair	
coke	
colleague	
computer	
cupboard	
daughter	
delicious	
desk	
dessert	
drink	
enjoy	
family	
family tree	
father	
file	
friend	
fries (French fries)	
girlfriend	
grandfather	

	
grandmother	
grilled	
husband	
laptop	
meal	
menu	
mother	
nephew	
niece	
on	
opposite	
order	
other	
pen	
pencil	
plant	
salmon	
seafood	
shelf	
sister	
son	
spaghetti	
special	
teacher	
uncle	
under	
wastepaper bin	
water	
welcome	
wife	
window	

## UNIT 5 EMAILS

---

### 1. Emails



#### I Discuss

What is an email? How often do you get an email? Do you send/receive emails? Who to/from?

#### II Read the following emails

**1**

**To:** all managers and assistants

**From:** Susan Brown, Training Manager - CC Software International Zurich

**Subject:** English training course

Do you send and receive emails in English?

Do you read and write reports in English?

“Write English” is a training course for CC Software’s Managers and their assistants. The course is at our head office in Zurich.

**2**

**To:** Susan Brown

**From:** Mario Torres

**Subject:** English training course

Dear Ms Brown,

Two people from CC Software Italy would like to go to the “Write English” training course. They are Silvia Lardi, an assistant at our office in Milan, and Antonio Amato, the manager of the Rome office.

Best regards

Mario Torres

Human Resources Manager – CC Software Italy

[m.torres@cc-s.it](mailto:m.torres@cc-s.it)

Phone: +39 02449875441, extension 56

**3**

**To:** Mario Torres

**From:** Susan Brown

**Subject:** email addresses and extension numbers

Dear Mr Torres,

Thank you for your message. Silvia Lardi and Antonio Amato are welcome on the course. Could you send their email addresses and extension numbers?

Best Regards

Susan Brown

Training Manager – CC Software International

[s.brown@cc-s.ch](mailto:s.brown@cc-s.ch)

Phone: +41 0222266587422, extension 165

## 2. Parts of email

I Match the expressions from the box with the parts of the email below marked with numbers 1 to 9

phone number	opening sentence	closing sentence	signature	salutation
header	greeting	address	email address	

- To:**  
**CC:**  
**BCC:**  
**Subject:**

2. Dear Hiring Manager,

3. I saw your job posting for a graphic designer in the ABC site.

In my position as Media Director for XYZ Company, I headed several projects for website design, the company intranet portal, product brochure design, print and media advertisement as well as newsletters for our customer subscribers.

I also have extensive experience in both the planning and design of all graphic related projects. I believe I would be an ideal match for the position advertised. I have attached my resume and below are some sample websites that I have designed, for your review:

URL..... URL.....URL....

If relevant, I can send additional samples of work for your review. If I can provide you with any further information on my background and qualifications, please let me know.

4. I look forward to hearing from you. Thank you for your consideration.

5. Kind regards,

6. Tom Black

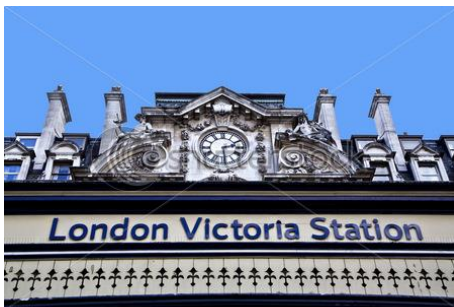
7. tom.black@gmail.com

8. 53 High Street 2V4 1N2 Portsmouth

9. 024 563 2878

II Write an email to Susan Brown (see Ex 2)

### CONVERSATION 3 – AT A RAILWAY STATION



A ticket to London, please



### I Pre-reading task - Talk

Do you sometimes travel by train? How often? Do you like it? Name some positive / negative sides of travelling by train.

### II Read the conversation at a railway station

**Paul:** What time does the next train to London leave?  
**Railway station clerk:** At 16:35, from *platform 8*.  
**Paul:** Is it a direct train to London?  
**Railway station clerk:** No, you have to *change* trains at Birmingham.  
**Paul:** I see. One *ticket* to London, please.  
**Railway station clerk:** *Single* or *return*, sir?  
**Paul:** Single, please.  
**Railway station clerk:** 64 pounds, please.  
**Paul:** Here you are.  
**Railway station clerk:** Here's your ticket and *change*, sir.

### II Match the words with the meanings

- |               |   |
|---------------|---|
| 1. platform   | a. to make a shift from one to another              |
| 2. return     | b. the money that you get back                      |
| 3. ticket     | c. area from which passengers get on/off the trains |
| 4. change (n) | d. a ticket for a journey to a place and back again |
| 5. change (v) | e. one way ticket                                   |
| 6. single     | f. a document that you need to travel by train      |

### III Practice a conversation at a railway station in pairs

### IV Learn about trains and railway stations

1	The (railway) station
2	The train
3	The platform
4	The (railway) track
5	A passenger
6	Luggage
7	The (luggage) trolley
8	The railwayman
9	The ticket inspector
10	The guard
11	The station master
12	The station buffet
13	The waiting room
14	The ticket machine
15	The left luggage locker
16	Information desk
17	The lost property office
18	The arrival / departure board
19	The ticket office





<b>a</b>	The rail / the track
<b>b</b>	The front of the train
<b>c</b>	The rear of the train
<b>d</b>	The locomotive
<b>e</b>	The luggage (postal) van
<b>f</b>	The carriage
<b>g</b>	The buffet car
<b>h</b>	The dining car
<b>i</b>	The sleeper
<b>j</b>	The compartment
<b>k</b>	The couchettes/berths



(<http://www.tolearnenglish.com/exercises/exercise-english-2/exercise-english-65971.php>)

## UNIT 5

## GLOSSARY

Translate the English words into Croatian and fill in the table

	
arrival	
assistant	
buffet car	
carriage	
change	
compartment	
courette/berth	
departure	
dining car	
extension number	
front	
greeting	
guard	
head office	
human resources	
information desk	
leave	
lost property office	
luggage	
luggage locker	
manager	

	
message	
passenger	
platform	
pound	
rear	
receive	
return ticket	
salutation	
send	
signature	
single ticket	
sir	
station master	
ticket	
ticket inspector	
ticket machine	
track	
train	
training course	
trolley	
van	
waiting room	

## UNIT 6 NOW AND AROUND NOW

---

### 1 What are you doing?

I Read the text and match the activities (1-5) with the pictures



I'm sitting on the beach, eating an ice cream (1), Alice and Paul are swimming in the sea (2) and Tom is in the park. He's playing (3) with a friend. Peter is listening to the radio (4) and reading (5). We're having a fantastic holiday.

### II Answer the questions

1. What's the author of the text doing?  
\_\_\_\_\_
2. What are Alice and Paul doing?  
\_\_\_\_\_
3. What is Peter doing?  
\_\_\_\_\_
4. Where's Tom?  
\_\_\_\_\_

verb  
adverb  
noun  
pronoun  
adjective  
vowel  
consonant

### GRAMMAR

#### Present Continuous Tense

#### Form & Use

### FORM

#### be + verb+ing

we **are**/we're working  
you **are**/you're working  
they **are**/they're working

+

I **am**/I'm working  
you **are**/you're working  
he **is**/he's working  
she **is**/she's working  
it **is**/it's working

-  
I **am not**/I'm **not** working  
you **are not** / you **aren't** working  
he **is not**/ he **isn't** working  
she **is not**/she **isn't** working  
it **is not** / it **isn't** working

we **are not** / we **aren't** working  
you **are not** / you **aren't** working  
they **are not** / they **aren't** working

?

**Am** I working? Yes, I **am**. No, I'm **not**.  
**Are** you working? \_\_\_\_\_  
**Is** he/she/ it working? \_\_\_\_\_

**Are** we working? Yes, we **are**. No, \_\_\_\_\_  
**Are** you working? \_\_\_\_\_  
**Are** they working? \_\_\_\_\_

## ING form

work + ing, playing, singing.....

sit+t+ing, running, putting, swimming

make+ing = making, have+ing = having, taking, arriving .....

## USE

### What are you doing now?

I'm learning English at the moment.

### What are you doing around now?

I'm reading a good book.

### What are you doing tomorrow at 5?

I'm meeting a friend.

#### Present Simple

I usually drink tea in the morning.  
I live in Croatia.  
I go to college.

#### Present Continuous

Are you drinking tea now?  
I'm living with my sister at the moment.  
I'm going to college.

#### What is the difference?

### III Put the verb in brackets in the correct form to make different form of the Present Continuous Tense

1. John \_\_\_\_\_ (read) a book now.
2. What \_\_\_\_\_ you \_\_\_\_\_ (do) tonight?
3. Jack and Peter \_\_\_\_\_ (work) late today.
4. Silvia \_\_\_\_\_ (not listen) to music.
5. The phone \_\_\_\_\_ (not ring).
6. Who \_\_\_\_\_ Jack \_\_\_\_\_ (talk) to?

### IV Answer the questions

1. Am I doing it right?
2. Are you listening to me?
3. Is he working today?
4. Is she speaking Chinese?
5. Are we going home now?
6. Are they watching TV?

## 2 What are you doing now?



1. get up
2. take a shower
3. brush *my*\* teeth
4. floss *my*\* teeth
5. shave
6. get dressed

7. wash *my*\* face
8. put on makeup
9. brush *my*\* hair
10. comb *my*\* hair
11. make the bed

12. get undressed
13. take a bath
14. go to bed
15. sleep

16. make breakfast
17. make lunch
18. cook/make dinner
19. eat/have breakfast
20. eat/have lunch
21. eat/have dinner

\* my, his, her, our, your, their

### I Make sentences

e.g. He is getting up.

### II Make short conversations using the pictures above

e.g. Is she making the bed? (Picture 11) Yes, she is./No, she isn't.

## 2 Days of the week

I Complete the words with appropriate letters

M \_ \_ D \_ Y,    T \_ \_ S D \_ \_ ,    W E \_ \_ \_ S \_ A \_ ,    T \_ U \_ R \_ \_ \_ \_ ,  
F \_ I \_ A \_ ,    S A \_ \_ \_ \_ \_ Y,    S \_ N \_ \_ Y

## 3 Making an appointment

- have dinner with family
- *meet a business partner*
- visit Jack
- have a barbecue at Richard's
- go to the cinema
- play tennis with Peter
- have coffee with Mary
- work late .....



I Fill in the diary below. What are you doing at a specific time during next week?

<u>Day of the week</u>	<u>Time</u>	<u>Activity</u>
___Monday___	___9.00___	meet a business partner
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### Agreeing on a date

"Yes, Thursday is fine."  
"Thursday suits me."  
"Thursday would be perfect."

### Asking to meet

"Can we meet on the 16th?"  
"Are you free next week?"  
"Would Friday suit you?"  
"What about sometime next week?"

### Suggesting a different date

"I'm afraid I can't on Monday.  
What about Tuesday?"  
"I'm sorry, I won't be able to  
make it on Monday. Could we  
meet on Tuesday?"

### Setting a time

"What time would suit you?"  
"Is 3 pm a good time for you?"  
"If possible, I'd like to meet in  
the morning."  
"What about 2 pm?"

II Make short conversations using the sentences/phrases from the boxes above and your diary and arrange to meet a friend/colleague/business partner

## ❖ Practice exercises

### I What are they doing at the moment? Fill in the blanks with the Present Continuous Tense

1. Jim, Laura and Chris are in the office this morning. They \_\_\_\_\_ a meeting. (have)
2. Emma isn't in the office this week. She \_\_\_\_\_ on a project in Istanbul. (work)
3. Emma's in Istanbul. She \_\_\_\_\_ a good time. (have)
4. Emma's at work at the moment. She \_\_\_\_\_ a phone call. (make)
5. Emma's colleagues \_\_\_\_\_ lunch at the moment. (have)
6. Laura's in a meeting. She \_\_\_\_\_ lunch at the moment. (not have)
7. Jim, Chris and Laura are talking. They \_\_\_\_\_ Emma questions. (ask)
8. Emma and her colleagues are on the last job. They \_\_\_\_\_ the testing. (finish)

### II Fill in the blanks with the Present Simple or Continuous

1. Look! They \_\_\_\_\_ (leave) the house.
2. You \_\_\_\_\_ (see / not) her every day.
3. Brian \_\_\_\_\_ (cycle) 30 km every day.
4. I \_\_\_\_\_ (read / not) a book now.
5. \_\_\_\_\_ Samantha \_\_\_\_\_ (do) her homework at the moment?
6. We \_\_\_\_\_ (go / not) to school on Sundays.
7. My parents \_\_\_\_\_ (shop) right now.
8. \_\_\_\_\_ he usually \_\_\_\_\_ (get up) early in the morning?
9. The baby \_\_\_\_\_ (sleep / not) at the moment.
10. He \_\_\_\_\_ (watch / not) the news every day.









## UNIT 6

## GLOSSARY

Translate the English words into Croatian and fill in the table

	
barbecue	
be able	
bed	
breakfast	
brush	
business partner	
cinema	
comb	
dinner	
face	
floss	
Friday	
get dressed	
get undressed	
get up	
go to bed	
hair	

	
lunch	
makeup	
meet	
Monday	
perfect	
possible	
put on	
Saturday	
shave	
sleep	
suit	
Sunday	
take a bath	
take a shower	
tooth/teeth	
Thursday	
Tuesday	
Wednesday	

## 7. Revision exercises (Units 1 – 6)

### I Fill in the gaps:

- I \_\_\_\_\_ Tony Pitt and this \_\_\_\_\_ Ella Southland. We \_\_\_\_\_ from PH Products.
- \_\_\_\_\_ Mandy Wright on the training course?
- \_\_\_\_\_ Phillip and Gerry here?
- \_\_\_\_\_ you an accountant?
- Where \_\_\_\_\_ your office?
- \_\_\_\_\_ all your factories in the UK?

### II Make negative sentences.

I'm an engineer.  
 He's in office today.  
 They are late for the meeting.  
 I work in Paris.  
 He lives in London.  
 She writes reports in English.  
 He has 100 employees.

### Make questions.

What  
 Where  
 Are  
 Where  
 Where  
 Does  
 How many

### III Complete the word steps with missing words

1 - -  
 2 - - - - -  
 3 - - - -  
 4 - - - - -  
 5 - - - - -  
 6 - -  
 7 - ' - - - - -

- morning =
- 24.00 =
- What's the \_\_\_\_\_?
- Nine, ten, \_\_\_\_\_, twelve
- 10.30 pm = ten thirty at \_\_\_\_\_.
- 9.50 = ten \_\_\_\_\_ ten
- 4.00 = four \_\_\_\_\_

### IV Fill in the gaps with the correct form of the verbs:

**buy have own be live work make**

- Northgate \_\_\_\_\_ an international company.
- Sylvia Lane \_\_\_\_\_ the company.
- We \_\_\_\_\_ 75 stores in Europe.
- 120 factories all over the world \_\_\_\_\_ products for Newstyle company.
- He \_\_\_\_\_ for SHS.
- They \_\_\_\_\_ a lot of products from suppliers in Asia.

**V Find the names of office equipment and furniture:**

bleta	pracet
rentpri	poptal
crihas	lantp
downiw	lisef
flesh	kobos
eksd	nib

**VI Write the correct word:**

1. He is my sister's son. \_\_\_\_\_
2. She is my husband's mother. \_\_\_\_\_
3. He is my grandfather's son. \_\_\_\_\_
4. She is my aunt's daughter. \_\_\_\_\_
5. She is my mother's grandmother. \_\_\_\_\_

**VII Complete the conversations:**

**Mike:** I'd \_\_\_\_\_ a room for two people, for three \_\_\_\_\_ please.

**Hotel Receptionist:** OK, I just need you to fill in this \_\_\_\_\_ please.

**Hotel Receptionist:** \_\_\_\_\_ you want breakfast?

**Mike:** Yes, please.

**Hotel Receptionist:** Breakfast is from 7 to 10 each \_\_\_\_\_ in the dining room. Here is your \_\_\_\_\_. Your room \_\_\_\_\_ is 345, on the third floor. Enjoy your stay.

**Mike:** Thank you.

**Jake:** Can I see a \_\_\_\_\_?

**Waiter:** Certainly, \_\_\_\_\_ you are.

**Jake:** Thank you. What's today's special?

**Waiter:** Grilled tuna and cheese on rye.

**Jake:** That sounds good. I'll have that.

**Waiter:** \_\_\_\_\_ you like something to drink?

**Jake:** Yes, I'd like a \_\_\_\_\_.

**Waiter:** Thank you. (returning with the food) Here you are. Enjoy your meal!

**Jake:** Thank you.

**Waiter:** Can I get you anything else?

**Jake:** No thanks. I'd like the \_\_\_\_\_, please.

**Waiter:** That'll be £6.75.

**Jake:** Here you are. Keep the \_\_\_\_\_!

**Waiter:** Thank you! Have a good day!

**A:** Good morning. When's the \_\_\_\_\_ train to London?

**B:** At 8 o'clock.

**A:** A \_\_\_\_\_, please.

**B:** First or \_\_\_\_\_ class?

**A:** Second class. No smoker.

**B:** \_\_\_\_\_ or return?

**A:** Return.

**B:** That'll be £20.

**A:** \_\_\_\_\_ you are. Thank you.

# UNIT 7 WHAT CAN I DO?

## 1 Ability

### I Match the activities with the pictures

Speak Chinese    play golf    play the flute    cook    swim    ride a motorbike



### II Can you.....? Yes, I can/No, I can't. Make short conversations

e.g. Can you swim? Yes, I can.

### III Ask more questions. Say what you can/can't do.

verb  
adverb  
noun  
pronoun  
adjective  
vowel  
consonant

### GRAMMAR

Modal verb – can  
Ability, Polite requests

#### Ability

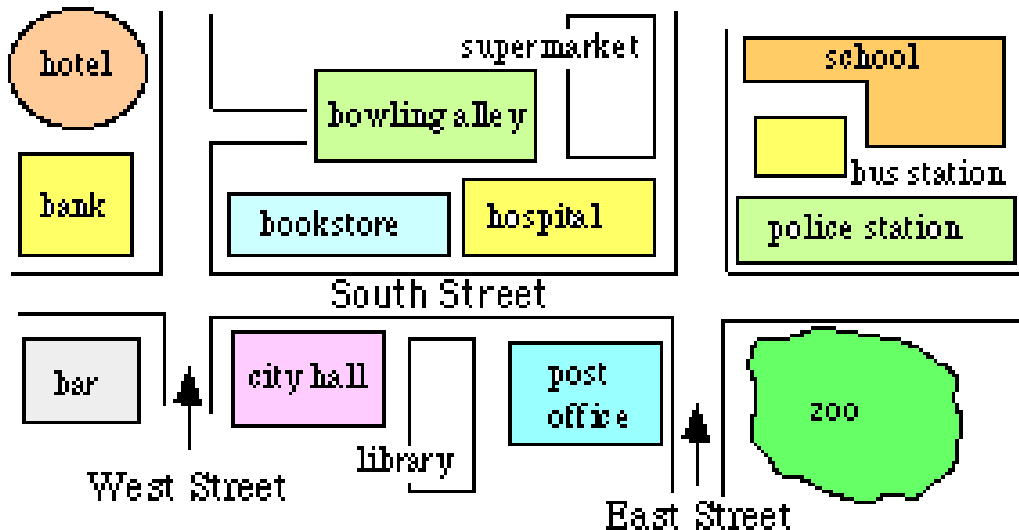
I **can** swim.  
you/he/she/it/we/you/they **can** swim.

#### Polite requests

**Can** I help you?  
**Can** I try it on?

**Can** you swim? Yes, I **can**. No, I **can't**.  
I **can't** swim.

## 2 Excuse me, is there a post office near here?



**I Follow the instructions and find the place on the map**

1. Go straight along South Street. \_\_\_\_\_ is on the left near the bookstore.
2. Turn right into East Street. You will see \_\_\_\_\_ on your left.
3. Go past the City hall and the library and you will come to \_\_\_\_\_ .
4. Go straight along West Street. There is \_\_\_\_\_ opposite the bookstore.
5. The \_\_\_\_\_ is between the school and the police station.

**II Read the conversation and fill in the blanks with the following words:**

far straight right past walk between

A: Excuse me, is there a bus station near here?

B: Yes, it's not \_\_\_\_\_ from here.

Go \_\_\_\_\_ and turn \_\_\_\_\_ into South Street. You will see a bookstore on your left and a city hall on your right. Go \_\_\_\_\_ the hospital and turn left. \_\_\_\_\_ another 50 m and there is a bus station on your right \_\_\_\_\_ the police station and the school.

A: Thank you very much. You are very kind.

**III Make conversations – ask for directions and give directions.****2. Days and dates****MONTHS.....**

**January February March April May June**  
**July August September October November December**

The New Year begins **in January**.  
 My birthday is in \_\_\_\_\_ .

**.....AND SEASONS**

**spring summer autumn winter**  
**fall**

I always go on holiday **in summer**.  
 It is very cold in \_\_\_\_\_ .



**DATES**

1 <sup>st</sup>	first
2 <sup>nd</sup>	second
3 <sup>rd</sup>	third
4 <sup>th</sup>	fourth
5 <sup>th</sup>	fifth

**Write**

1 August, 1st August, August 1st

2 May, \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Weekdays** – Monday – Friday

**Weekend** – Saturday and Sunday

**3. Clothes**

**I Match the pictures with the words**

skirt      shirt      dress      trousers      socks      shoes  
 jacket      pullover      sweatshirt      tracksuit      t-shirt      jeans



**II What colour are they?**

red, green, black, green, blue, orange, purple, white, grey, pink, yellow, brown

**III Make sentences**

e.g. A shirt is white.

## CONVERSATION 4 – IN A CLOTHES SHOP

### I Pre-reading task – Talk about shopping

Do you often go clothes shopping? What do you buy? What size shirt/dress are you? What size shoes do you take? Where do you try the clothes on in a shop?

### II Read the conversation

Assistant: Can I help you?  
 Lisa: Yes, how much is that skirt?  
 Assistant: It's \$40.  
 Lisa: Can I try it on?  
 Assistant: Yes, what size are you?  
 Lisa: I don't know.  
 Assistant: Ok, try a size 10. The changing room is over there.  
 (Lisa puts on the skirt. It's too small)  
 Lisa: Do you have it in a bigger size?  
 Assistant: Yes, here you are.  
 Lisa: Thank you  
 (Lisa puts on the new skirt. It fits.)  
 Assistant: How was it?  
 Lisa: It's OK. I'll take it.

### II Make similar conversations / Use different clothes/prices/sizes



### GRAMMAR

#### Modal verb – can

Ability, Polite requests

#### Ability

I **can** swim.

you/he/she/it/we/you/they **can** swim.

**Can** you swim? Yes, I **can**. No, I **can't**.

I **can't** swim.

#### Polite requests

**Can** I help you?

**Can** I try it on?





<http://www.englishexercises.org/makeagame/viewgame.asp?id=3028>



## UNIT 7

## GLOSSARY

Translate the English words into Croatian and fill in the table

	
ahead	
April	
August	
autumn	
bank	
bar	
black	
blue	
bookstore	
bowling alley	
brown	
bus station	
can/can't	
city hall	
clothes	
date	
December	
dress	
fall (Am)	
February	
green	
grey	
hospital	
jacket	
January	
jeans	
July	
June	
left	
library	
March	
May	
month	
near	

	
New Year	
November	
October	
orange	
past (prep)	
pink	
police station	
post office	
pullover	
purple	
red	
right	
season	
September	
shirt	
shoes	
skirt	
socks	
spring	
straight	
summer	
supermarket	
sweatshirt	
tracksuit	
trousers	
T-shirt	
turn	
walk	
weekday	
weekend	
white	
winter	
yellow	
zoo	

## UNIT 8 WHAT DID I DO?

---

The trade fair **was** last week.

There **were** about 100 companies at the fair.

The trade fair in Berlin **wasn't** very big.

Hanna and her colleagues **weren't** in the same hotel.

**Were** you there? No, I **wasn't**.



### ❖ Exercises

#### I Fill in the blanks with the verb *to be*:

Dear Luke,  
I'm now back in Chicago after my trip to Delhi. The trade Fair \_\_\_\_\_ very good. It \_\_\_\_\_ a big event – there \_\_\_\_\_ about 400 companies. There \_\_\_\_\_ only new products at the show, so there \_\_\_\_\_ a lot of presentations. But there \_\_\_\_\_ a very good presentation, by Mercury Consulting, on new technology. I'm writing a report about it at the moment. I can send you a copy later this week.  
How \_\_\_\_\_ business last week? \_\_\_\_\_ you busy?

Regards,  
Miriam

P.S. Marc Holland \_\_\_\_\_ at the trade show. \_\_\_\_\_ he in the office?

#### II Where were you

- yesterday evening
- last Saturday
- a week ago



### GRAMMAR

#### BE Past Simple

---

I **was** /**wasn't**  
you **were**/**weren't**  
he/she /it **was**/**wasn't**

we **were**/**weren't**  
you **were**/**weren't**  
they **were**/**weren't**

**Was** I...? Yes, I was. /No, I wasn't  
**Were** you ....?  
**Was** he/she/it.....?

**Were** we....?  
**Were** you....?  
**Were** they....?

*yesterday, last week/month/year, two days ago, in 1999*

He **talked** about the cost of living. +

They **didn't visit** the factory. -

**Did** you **stay** at the hotel? ?

### I Make sentences:

- |   |   |
|---|---|
| 1. Martin / work / Thursday.                  | X |
| 2. He / arrive / evening.                     | √ |
| 3. I / phone / David / last week.             | √ |
| 4. She / talk to Sally / yesterday.           | X |
| 5. We / discuss / prices / yesterday.         | √ |
| 6. He / present / sales report / last Friday. | √ |

### II Make questions:

- Interrogative/Yes-No
- WH questions

### III Read the beginning of a story about Mary

Mary **lived** in Paris ten years ago. She **worked** as a teacher there. Her flat **was** near the Sacre Couer . She **could** see the Tower Eiffel from her window. Mary **had** a small green car. She **drove** her car to work every day but she **rode** her bike on Sundays.



## GRAMMAR

### OTHER VERBS - REGULAR Past Simple

#### WORK – WORKED

I <b>worked</b>	we <b>worked</b>
you <b>worked</b>	you <b>worked</b>
he/she /it <b>worked</b>	they <b>worked</b>

<b>Did</b> I <b>work</b> ? Yes, I <b>did</b> ./No, I <b>didn't</b>	<b>Did</b> we <b>work</b> ?
<b>Did</b> you <b>work</b> ?	<b>Did</b> you <b>work</b> ?
<b>Did</b> he/she/it <b>work</b> ?	<b>Did</b> they <b>work</b> ?

I <b>didn't</b> work	we <b>didn't</b> work
you <b>didn't</b> work	you <b>didn't</b> work
he/she /it <b>didn't</b> work	they <b>didn't</b> work

**Infinitive + ed/d**

**Did + S + infinitive**

**didn't + infinitive**



## GRAMMAR

## OTHER VERBS - IRREGULAR Past Simple

## GO – WENT

I **went**  
 you **went**  
 he/she /it **went**

we **went**  
 you **went**  
 they **went**

**Did** I ...**go**? Yes, I **did**/No, I **didn't**  
**Did** you **go**?  
**Did** he/she/it **go**?

**Did** we **go**?  
**Did** you **go**?  
**Did** they **go**?

I **didn't go**  
 you **didn't go**  
 he/she /it **didn't go**

we **didn't go**  
 you **didn't go**  
 they **didn't go**

special verbal form

Did + S + infinitive

didn't + infinitive

## IV Finish the story and put the verbs into Past Simple tense

Mary \_\_\_\_\_ crêpes every day.(eat) They \_\_\_\_\_ delicious! (be) She sometimes \_\_\_\_\_(drink) some red wine. She \_\_\_\_\_(not eat)snails because she \_\_\_\_\_(not like) them. Her best friend Anette \_\_\_\_\_(live) in Versailles. Mary sometimes \_\_\_\_\_(visit) her. They \_\_\_\_\_(play) tennis or \_\_\_\_\_(go) on picnics. On rainy days they \_\_\_\_\_(play) cards or \_\_\_\_\_(watch) a film.

## V Fill in the blanks with the Past Simple forms of the verbs

J.K. Rowling is the author of the Harry Potter books. J. K.'s name is Joanne Kathleen. She \_\_\_\_\_ born in 1965 in a small town near Bristol, England. Joanne \_\_\_\_\_ with her parents and her sister. The Rowling family \_\_\_\_\_ not rich. Joanne \_\_\_\_\_ to special schools. She \_\_\_\_\_ a quiet child. She \_\_\_\_\_ to read and write stories. Joanne \_\_\_\_\_ to Exeter University, and she \_\_\_\_\_ in 1987. She \_\_\_\_\_ in different offices. In her free time, she \_\_\_\_\_ stories.

be (3x)      work      live      go      not go      write      love      finish



## Reading

Rafa Nadal was born on a Spanish island called Majorca on 3 June 1986 where his family lived. He started playing tennis when he was three.

Although he is right-handed, he changed to playing left-handed when he was eight years old. He also really liked football but stopped playing because he needed more time for school. His uncle Tony helped Rafa to become a professional.

When Rafa was 14, the Spanish tennis federation wanted Rafa to leave the island of Majorca and move to Barcelona. However, his family didn't want this so the Spanish federation decided to reduce the financial help for Rafa's career. This decision by the Spanish federation of tennis was very stupid and very typical.

Rafa tried to win Wimbledon twice before taking the title from his friend Roger Federer in 2008. They played the longest Wimbledon final ever and hero and former-champion John McEnroe called it the best tennis match in history.

In the same year, Rafa became the best player in the world.

### I Underline the verbs in the text

Regular

Irregular

_____	_____
_____	_____
_____	_____.....



### II Answer the questions

1. Where was Rafa Nadal born?  
.....
2. Why did Rafa stop playing football?  
.....
3. Who helped Rafa to become a professional?  
.....
4. When did Rafa win Wimbledon?  
.....

### III Say what you did yesterday





<http://www.teach-this.com/resources/past-simple>  
<http://www.english-for-students.com/index.html>

## UNIT 8

## G L O S S A R Y

Translate the English words into Croatian and fill in the table

	
business	
career	
champion	
colleague	
decide	
decision	
event	
financial	
former	
island	
leave	
left-handed	
move	

	
need	
presentation	
professional	
reduce	
right-handed	
stupid	
title	
trade fair	
try	
twice	
typical	
was, were	
win	

## UNIT 9 It's cold

### 1. What is the weather like today?



**I** Make sentences about weather

e.g.

1. It is sunny, The sun is shining.
2. It is hot/cold/freezing.

## II Read the text about weather



When I was little I lived in Lahore in Pakistan. It's the second largest city in Pakistan after Karachi. The weather in Lahore is extreme in summer. The hottest months are May, June and July, when temperatures can rise to 40-45°C. The heaviest rainfall is in July and August during the monsoon. The coldest months are December, January and February, but it doesn't often get colder than 9°C. What I remember most clearly is the hail. Hailstones almost as big as tennis balls would hit our house. They could break windows and damage cars. However, the most frightening moments were dust storms, when the sky turned black in the middle of the day.

### I True or false?

- |  |   |   |
|--|---|---|
| 1. Lahore is the largest city in Pakistan.       | T | F |
| 2. It is hotter in May than in April.            | T | F |
| 3. The temperatures in winter can go below zero. | T | F |
| 4. There are no storms in Pakistan.              | T | F |
| 5. There are wet periods in Pakistan.            | T | F |

### II What is the weather like today?

1. It's sunny. The sun is shining.
2. It's windy. The wind is blowing.
3. It is rainy. It is raining.



## GRAMMAR

### Comparison of Adjectives

Positive	Comparative	Superlative
----------	-------------	-------------

#### SHORT ADJECTIVES (one syllable)

cold	cold + <b>er</b>	<b>the</b> cold + <b>est</b>
nice	nice + <b>r</b>	<b>the</b> nice + <b>st</b>
big	big + <b>g</b> + <b>er</b>	<b>the</b> big + <b>g</b> + <b>est</b>



**LONG ADJECTIVES (three and more syllables)**

expensive                      **more** expensive                      **the most** expensive

**TWO-SYLLABLE ADJECTIVES**

pretty                              prett + **i** + **er**                      **the** prett + **i** + **er**

*but*

boring                              **more** boring                      **the most** boring

**IRREGULAR ADJECTIVES**

good                              better                              the best  
bad                              worse                              the worse

**I Fill in the correct form of the words in brackets (comparative or superlative).**

1. My house is (big) than yours.
2. This flower is (beautiful) than that one.
3. This is the (interesting) book I have ever read.
4. Non-smokers usually live (long) than smokers.
5. Which is the (dangerous) animal in the world?
6. A holiday by the sea is (good) than a holiday in the mountains.
7. It is strange but often a coke is (expensive) than a beer.
8. Who is the (rich) woman on earth?
9. The weather this summer is even (bad) than last summer.
10. He was the (clever) of all the students in the class.

**CONVERSATION 5 – A TELEPHONE CONVERSATION****I Read the telephone conversation**

- Operator:** Hello, Frank and Brothers. How can I help you?
- Peter:** This is Peter Jackson. Can I have extension 3421?
- Operator:** Certainly, hold on a minute, I'll put you through...
- Frank:** Bob Peterson's office, Frank speaking.
- Peter:** This is Peter Jackson calling, is Bob in?
- Frank:** I'm afraid he's out at the moment. Can I take a message?
- Peter:** Yes, could you ask him to call me at 345 298. I need to talk to him about the Nuovo line, it's urgent.

- Frank:** Could you repeat the number please?  
**Peter:** Yes, that's 345 298, and this is Peter Jackson.  
**Frank:** Thank you Mr Jackson, I'll make sure Bob gets this asap.  
**Peter:** Thanks, bye.  
**Frank:** Bye.

**Practice a dialogue and use the phrases from the text above**

**A**

Answer phone

Respond

Person is unavailable, say why and offer to take message

Take message

**B**

Say hello and make some small talk

Change subject and ask to speak to somebody.

Leave message

Say thank you and goodbye.







<http://www.eflnet.com/tutorials/adjcompsup.php>

**UNIT 9**

**GLOSSARY**

**Translate the English words into Croatian and fill in the table**

	
afraid	
asap	
boring	
break	
call	
certainly	
change	
city	
clear	
clear sky	
cloud	
cold	
conversation	
damage	

	
dust storm	
expensive	
extension	
extreme	
fog	
freezing	
frightening	
hail	
hail	
hailstone	
heavy	
hit	
hold on	
hot	

ice	
lightning	
message	
message	
middle	
moment	
moment	
monsoon	
offer	
operator	
partly	
pretty	
put	
rain	
rainbow	
rainfall	
repeat	
respond	

rise	
sky	
sleet	
small talk	
snow	
storm	
subject	
sun	
sunny	
temperature	
through	
thunder	
tornado	
unavailable	
urgent	
warm	
weather	
wind	

## UNIT 10 I HAVE BEEN/SEEN

### 1. CV



**I Fill in the blanks (a-h) with the parts of the CV below:**

ADDITIONAL INFORMATION    EDUCATION    INTERESTS    LANGUAGES  
PERSONAL DETAILS    REFEREES    COMPUTER SKILLS    EXPERIENCE

#### II Read the CV

**a** \_\_\_\_\_

**Christopher Jones**

24 Mansfield Drive, Chedlee

Manchester, M23 4DJ

Tel: (0161) 234 1234

chrisj@email.com

**b** \_\_\_\_\_

2006 - 2009                    BSc<sup>1</sup> (Hons) in Mathematics at the University of Warwick.

Subjects studied: Business Studies, Computer Studies, Calculus,  
Geometry & Topology and Catastrophe Theory.

1999 - 2006                    Chedlee High School.

3 GCE A Levels<sup>2</sup>: Mathematics [A], Economics [B], Chemistry [B].

6 GCSEs<sup>3</sup>: Mathematics [A], English Language [A], Chemistry [A],  
Economics [A], Physics [B], Geography [B].

**c** \_\_\_\_\_

Summer 2008                    JOHNSON & STEVENS, Administrative Assistant

A vacation job working for a large firm of accountants.

Summer 2007                    CHEDLEE COMMUNITY CENTRE, Co-ordinator

A vacation job at a community centre for the elderly.

**d** \_\_\_\_\_

IBM Compatible PCs running Microsoft Windows, MS-DOS, WordPerfect, Word for  
Windows, Lotus 1-2-3 and Microsoft Visual C.

**e** \_\_\_\_\_

German – B2 (speaking, writing, reading, listening)

French - A2 (speaking, listening)

**f** \_\_\_\_\_

Driving Licence: Full, clean.

**g** \_\_\_\_\_

Interests at the University of Warwick included organising a charity quiz for RAG,  
which raised £5000. Badminton, cinema and theatre.

**h** \_\_\_\_\_

Professor William Jackson, Department of Mathematics, The University of Warwick,  
Coventry, CV4 7AL.

Mr Jack Lord, Personnel Manager, Johnson & Stevens, 124 High Street, Chedlee,  
Manchester, M23 3LD.

<sup>1</sup>BSc – Bachelor of Science

<sup>2</sup>A level – advanced level

<sup>3</sup>GCSE – General Certificate of Secondary Education

#### II Write a CV

### III Read the sentences and answer the questions

1. They' **ve been married** for nearly fifty years.  
Are they still married?
2. She **has lived** in Liverpool since 2000.  
Where does she live?
3. I' **ve played** the guitar ever since I was a teenager.  
Do you still play the guitar?
4. He **has written** three books.  
Are these books finished?
5. I can't get in the house. I' **ve lost** my keys.  
Do you know where your keys are now?
6. I think Theresa **has gone** shopping.  
Where is she now?
7. We **have been** on holiday.  
Where are you now?
8. I **haven't finished** my homework yet.  
Is your homework finished?



### GRAMMAR

#### Present Perfect

#### have/has + Past Participle

I **have written**  
you **have written**  
he/she /it **has written**

we **have written**  
you **have written**  
they **have written**

have written = 've written  
has written = 's written

**Have** I ...**written**? Yes, I **have**/No, I **haven't**  
**Have** you **written**?  
**Has** he/she/it **written**?

**Have** we **written**?  
**Have** you **written**?  
**Have** they **written**?

I **haven't written**  
you **haven't written**  
he/she /it **hasn't written**

we **haven't written**  
you **haven't written**  
they **haven't written**

#### ❖ WHEN TO USE IT?



1. I have lived here for ten years. Or I have lived here since 2003.
2. She has been to Italy. Have you ever been to Australia?
3. We have already/just finished the work. Has she arrived yet?

for / since  
ever/never  
already/just/yet

#### I Write sentences in Present Perfect Simple tense

1. they / ask / a question
2. he / speak / English

3. I / be / in my room
4. we / not / wash / the car
5. Annie / not / forget / her homework

### II Write questions in Present Perfect Simple tense

1. they / finish / their homework
2. Sue / kiss / Ben
3. the waiter / bring / the tea
4. Marilyn / pay / the bill
5. you / ever / write / a poem

### III Ask for the information in the bold part of the sentence

1. They have talked about art **at school**.
2. Jane has got **a letter**.
3. **Oliver** has cooked dinner.
4. Caron has read **seven** pages.
5. You have heard the song **100 times**.

### IV Finish the sentences

1. I have seen....
2. I have ridden.....
3. I have broken.....
4. I have lost.....
5. I have met.....
6. I have written to....
7. I have taken a photo of....
8. I have had as a pet.....



### V Make short dialogues

- A: Have you ever seen...? Yes, I have. And you? Have you ever ridden .....?  
 B: No, I haven't.....

### VI Make short dialogues

- A:** Where do you live? **B:** I live in Boston.  
 How long have you lived there? I 've lived there since 2003.  
 And where did you live before? I lived in Canada for 10 years before I moved.

### VII Make similar conversations – use WORK, HAVE.....

### VIII Use Present Perfect or Past Simple tense

1. A: Did you like the movie "Star Wars?"  
 B: I don't know. I \_\_\_\_\_ (see, never) that movie.
2. Sam \_\_\_\_\_ (arrive) in San Diego *a week ago*.
3. My best friend and I \_\_\_\_\_ (know) each other *for* over fifteen years. We still get together once a week.
4. Stinson is a fantastic writer. He \_\_\_\_\_ (write) ten very creative short stories *in the last year*. One day, he'll be as famous as Hemingway.
5. I \_\_\_\_\_ (have, not) this much fun *since* I \_\_\_\_\_ (be) a kid.

## CONVERSATION 6 - JOB INTERVIEW

### I Pre-reading task

What is your ideal job? How would you present yourself at a job interview?

### II Put the sentences/parts of sentences in the correct order and read the conversation

A: Good morning, *I /my interview / here / am /for/*.

B: Hello. *Nice/ meet /you/ to*. I'm Mr. Gotcha. Have any trouble finding the place?

A: No problem.

B: *Why /changing /are /interested/ positions/you/ in?*

A: Unfortunately, *our/ down/ is /company/ shutting* due to the economy.

B: What would you consider your strengths?

A: I am probably best at researching for marketing purposes.

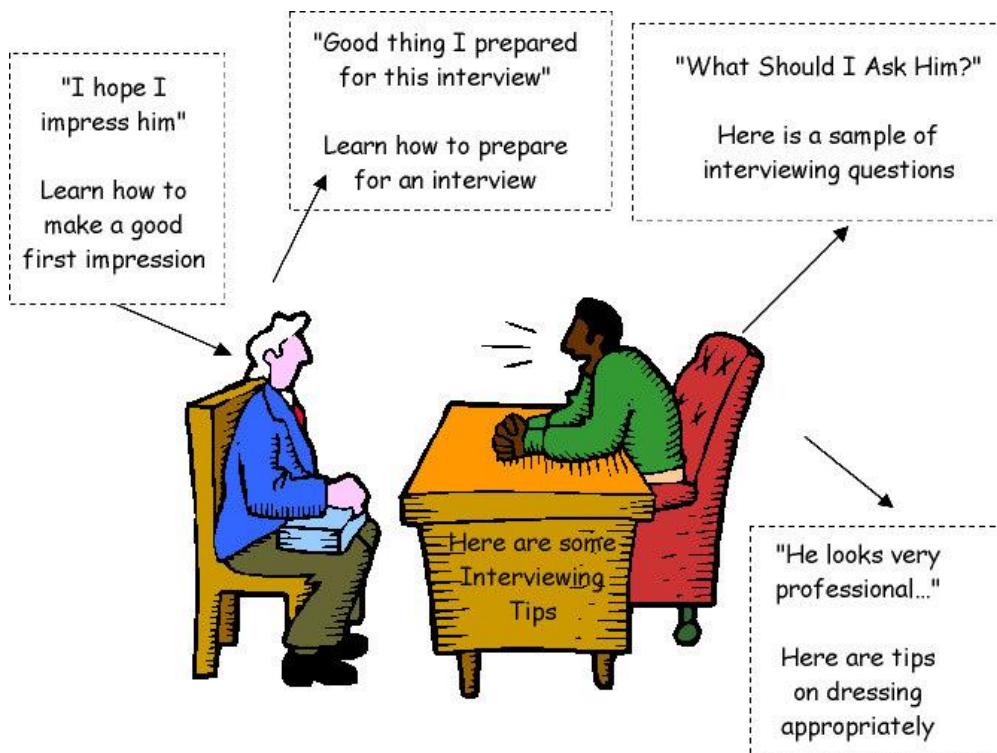
B: *biggest /What /your/ is/ weakness?*

A: I tend to get bored easily and so love to keep myself challenged.

B: *We /a/ position/ have* where that could work out well.

### III Practice similar conversations in pairs

#### ❖ Additional exercise



### I Match the pictures with the paragraphs A - D

**A** A firm handshake at the start of the interview shows you are self-confident. Maintain eye contact, stay relaxed and be attentive to the interviewer. Ask questions and listen thoughtfully to the answers. Think before you answer questions from the interviewer - don't ramble and keep the conversation on the topic.

**B** Research the company beforehand- every business now has a website where you can learn what they do and who their customers are. This shows the interviewer you are interested in the job and took the initiative to find out all you could about the company.

**C**

- Tell me about yourself.
- Describe your ideal job.
- What can you offer us?
- What do you consider to be your greatest strengths?
- Can you name some weaknesses?
- What motivates you most in a job?
- What do you know about our organization?
- Would you be successful working with a team?
- What are your three best qualifications for this position?

**D** No low-cut blouses or flip-flops because you're going to work and not the beach. While it's not necessary to buy a suit, it is particularly important to look professional. If you're trying to get a job in a conservative office such as an accounting firm, don't dress as if you were going to a concert. If you are applying for a retail position, you have a little more freedom. Rather than list what clothing is and is not acceptable, I would tell you to dress as if you were going to meet one of the most important people in your life - because you are!

## II Talk about

- How to behave during the job interview
- What should you know about the company you would like to work for
- How would you answer the interviewer's questions
- What else is important to pay attention to during the job interview





<http://www.kent.ac.uk/careers/cv/goodbadCV.htm>

## UNIT 10

### GLOSSARY

Translate the English words into Croatian and fill in the table

	
administrative	
already	

appropriately	
assistant	
	



attentive	
badminton	
beach	
beforehand	
blouse	
bored	
break	
burn	
business	
calculus	
catastrophe	
centre	
challenge	
change	
charity	
chemistry	
cinema	
community	
compatible	
concert	
conservative	
consider	
co-ordinator	
creative	
customer	
department	
detail	
driving licence	
due	
easily	
economics	
education	
elderly	
ever	
experience	
eye contact	
famous	
fantastic	
find	
firm	
flip-flops	
fun	
geography	
geometry	
handshake	
high school	
ideal	
important	

impression	
initiative	
interested	
interview	
interviewer	
job	
just	
kid	
language	
level	
list	
lose	
low-cut	
maintain	
manager	
marketing	
mathematics	
meet	
motivate	
movie	
acceptable	
offer	
organise	
organization	
particularly	
PC	
personal	
personnel	
pet	
physics	
place	
position	
prepare	
probably	
professional	
purpose	
qualifications	
quiz	
raise	
ramble	
rather	
referee	
relaxed	
research	
ride	
run	
sample	
self-confident	

show	
shut down	
since	
skill	
start	
strength	
study	
subject	
successful	
suit	
team	
tend	
theatre	

theory	
thoughtfully	
tip	
topology	
touch	
trouble	
unfortunately	
university	
vacation	
weakness	
website	
yet	

## UNIT 11 TOMORROW

---



### 1. Tour guides on the run

On your next business trip, **are you going to have** any time for sightseeing? Probably not. Even when it's a famous destination, most business travellers **aren't going to see** outside the airport, hotel or conference room. But City Running Tours has the solution. Go for a run with a tour guide across the city and see all the local places of interest before breakfast. The company now offers tours of Charleston, Chicago, New York, San Diego and Washington. It is now so popular with business travellers, that **they're going to offer** the service in even more cities in the future.

#### I Find the words in the text

- \_\_\_\_\_ is a person who shows tourists the way to interesting places.  
 \_\_\_\_\_ is the activity of visiting interesting buildings and places as a tourist.  
 \_\_\_\_\_ is a place to which somebody is going.  
 \_\_\_\_\_ is a business whose work involves doing something for customers but not producing goods.  
 \_\_\_\_\_ is known about by many people.

#### II Use the words from the above exercise

- Smith's Catering \_\_\_\_\_ offers the best value.
- One day, I'll be rich and \_\_\_\_\_.
- Did you have a chance to do any \_\_\_\_\_?
- Bahamas are a very popular holiday \_\_\_\_\_.
- We hired a local \_\_\_\_\_ to get us across the mountains.



#### GRAMMAR

#### GOING TO FUTURE

---

##### Going to +

I am going to work                      We are \_\_\_\_\_ to work  
 \_\_\_ are going to work                    You are going \_\_\_ work  
 He, she, it \_\_\_ going to work        They are going to \_\_\_\_\_

##### Going to ?

Am I going to work?                      Are we going \_\_\_ work?  
 Are \_\_\_ going to work?                    \_\_\_you going to work?  
 Is he, she, it \_\_\_\_\_ to work?      Are they are going to \_\_\_\_\_?

##### Going to -

I'm not going to work  
 You \_\_\_\_\_ going to work  
 He, she, it isn't \_\_\_\_\_ to work

We aren't going to \_\_\_\_\_  
 You \_\_\_\_\_ going to work  
 \_\_\_\_\_ aren't going to work

### III Read the sentences

Tomorrow **will be** my birthday.  
 It's all right. **I'll get** the shopping.  
 I **will take** you in the car if you like.  
**I'll stand** by you whatever happens.  
 I suppose **we'll manage** without the car.



## GRAMMAR

### FUTURE SIMPLE = WILL FUTURE

#### Future Simple

+	-	?
I/you	I/you	Shall I/we
he/she/it <b>will work</b>	he/she/it <b>won't work</b>	Will you/he/she/it <b>work?</b>
we/you/they	we/you/they	Will you/they

will+not = won't



#### Why Going to? Why will?

A: It is our granny's birthday tomorrow.

B: Oh, I have forgotten. Thanks for reminding me. **I'll send** her a card. → **Instant decision**

A: It is our granny's birthday tomorrow.

B: I know. **I'm going to send** her a card. → **Plan**

### IV Practice

1. Next summer, I \_\_\_\_\_ (travel) to New York. My sister lives there and she bought me a plane ticket for my birthday.
2. It's getting cold. I \_\_\_\_\_ (take) my coat!
3. Are you going to the cinema? Wait for me. I \_\_\_\_\_ (go) with you!
4. Jane \_\_\_\_\_ (study) French and Tom \_\_\_\_\_ (take) a gap year.
5. Mrs Simons, those bags seem quite heavy. I \_\_\_\_\_ (help) you carry them.
6. Experts say the Earth \_\_\_\_\_ (suffer) seriously if we continue polluting.
7. Look at those black clouds. It \_\_\_\_\_ (rain).
8. Bye Joe. I \_\_\_\_\_ (phone) you as soon as I arrive home!
9. What \_\_\_\_\_ (do) \_\_\_\_\_ tomorrow? I \_\_\_\_\_ (visit) my grandparents.
10. Anne: "I don't have enough money to pay for my lunch."  
 Peter: " I \_\_\_\_\_ (lend) you some."

## CONVERSATION 7 – BANKING

### I Pre-reading task – Match

PIN	plastic
ATM	number
bank	display
card	cash machine
screen	financial organisation



- A:** I need to use the ATM.  
**B:** Is there a problem?  
**A:** Actually, there is.  
**B:** What do you mean?  
**A:** I've never used an ATM before and I don't know how to do it.  
**B:** Really? OK. I can show you how to use it.  
**A:** What do I have to do?  
**B:** First, just put your card into the machine.  
**A:** Fine, it's easy. Then what?  
**B:** Enter your PIN  
**A:** What do I have to do next?  
**B:** Every option you can choose will appear on the screen. That's about it.  
**A:** Thank you very much.

### II How to use an ATM

Give instructions how to use an ATM. Make short conversations in pairs.



[http://first-english.org/english\\_learning/english\\_tenses/going\\_to\\_future/82\\_going\\_to\\_future\\_test\\_2.htm](http://first-english.org/english_learning/english_tenses/going_to_future/82_going_to_future_test_2.htm)

## UNIT 11

### GLOSSARY

Translate the English words into Croatian and fill in the table

	
activity	
actually	
airport	
appear	
ATM	
bag	
building	

	
buy	
card	
carry	
catering	
chance	
choose	
cinema	

conference room	
continue	
customer	
decision	
destination	
earth	
easy	
enough	
enter	
expert	
famous	
gap	
goods	
guide	
heavy	
hire	
holiday	
instant	
involve	
lend	
local	
machine	
money	
mountain	
next	
option	
outside	

pay	
PIN	
plan	
pollute	
popular	
produce	
put	
rich	
run	
screen	
send	
seriously	
show	
sightseeing	
solution	
suffer	
tomorrow	
tour	
tourist	
travel	
traveller	
trip	
use	
value	
visit	
wait	

## UNIT 12 WHAT IF?

---

### 1. Character



#### I What kind of person would say...?

1. "I love you, honey!! I want everybody to know!"  
shy                                  affectionate
2. "Don't make me angry or I'll kick you"  
aggressive                        tolerant
3. "Everything is wrong in this school: the teachers, the students. Everything!!"  
nice                                 critical
4. "What shall I do? I can't really make a decision"  
indecisive                        unpredictable
5. "I can't think of anybody who's more beautiful than me"  
self-conscious                 vain
6. "Great! Another party! Let's have fun and make new friends!"  
outgoing                         moody
7. "I'm going to spend the weekend lying on the beach. I have no worries"  
materialistic                      carefree
8. "More work? OK, I don't mind. I love working"  
ambitious                         hard-working
9. "Did you tell me? I can't remember. My memory is like a sieve"  
forgetful                         truthful
10. "I've got a lot of common sense"  
sensitive                         sensible

#### II Practice

1. What are you like?
2. What is your best friend like?
3. What is your teacher/boss like?
4. What is your mother/father/sister/brother like?

### III Read the text

A: If you don't study you will fail your exams. If you fail your exams, you won't finish the college. If you don't finish the college, you won't be able to find a job. If you don't find a good job, you will be unhappy.

B: OK, OK, I see your point. I can't go to the cinema with you. I must study.

### IV Underline the verbs in the text. Discuss the tenses used.



## GRAMMAR

### Conditional 1/Time clauses



- If we take John, he 'll be really pleased.
- If you give me some money, I 'll pay you back tomorrow.
- We 'll have to give it to them, if they tell us they want it.

If clause – Present Simple

main clause – Future Simple

We use the First Conditional to talk about **future events** that are **likely** to happen.

WHEN?

- I 'll tell her the news when she comes.

If clause – Present Simple

time clause – Future Simple

### I Match to make conditional sentences

- It will start to rain heavily
- If a bus finally arrives,
- If you are looking for your new blue sweater,
- You will open an email with a virus
- Your television/computer will work perfectly
- If you organize a large dinner party,
- If you get into the bath with a big book and a glass of wine,
- If you are late for your flight,

- if you call out a technician to repair it.
- the telephone and the doorbell will ring together.
- the electricity will go out ten minutes before it begins.
- if you are waiting for a bus.
- your gate will be the furthest away.
- if you use your friend's new computer.



7. it will be in the last drawer you open.  
8. it will not be the one you want.



## CONVERSATION 8 - CHECKING IN

### I Airport words – match the words with the pictures



window seat

check in

non-smoking seat

aisle seat

### II Read the conversation

- A: Good morning. Could I have your ticket, please?  
B: Here you are.  
A: Thank you. Would you like a smoking or a non- smoking seat?  
B: Non-smoking, please.  
A: Would you like a window or an aisle seat?  
B: An aisle seat, please.  
A: Have you got any luggage?  
B: Yes, two suitcases and a bag.  
A: Here's your boarding card. Seat 21C. Have a nice flight.  
B: Thank you

### III Match the words with the definitions

- |  |                |
|--|----------------|
| 1. goods that are transported by ship or plane                                     | air controller |
| 2. piece of paper that you have to show before you get on the plane                | x-ray          |
| 3. building through which passengers must go to check in and receive their luggage | cargo          |
| 4. to photograph the inside of something   | boarding card  |
| 5. someone at an airport who tells pilots what to do                               | terminal       |

### IV Practice



You are going to Paris. You don't like travelling by plane, so you prefer an aisle seat. You hate smoking. You are going to stay in Paris for two weeks, visiting a friend. You are at the airport now. **Talk to the person at the check in desk.**

## UNIT 12

## GLOSSARY

Translate the English words into Croatian and fill in the table

	
affectionate	
aggressive	
aisle	
ambitious	
angry	
bag	
bath	
beautiful	
boarding card	
boss	
bus	
call out	
carefree	
character	
common sense	
critical	
decision	
doorbell	
drawer	
electricity	
everybody	
flight	
forgetful	
furthest	
gate	
glass	
hard-working	

	
honey	
indecisive	
kick	
late	
materialistic	
memory	
moody	
organize	
outgoing	
perfectly	
pleased	
repair	
ring	
seat	
self-conscious	
sensible	
sensitive	
shy	
sieve	
suitcase	
sweater	
technician	
tolerant	
truthful	
unpredictable	
vain	
virus	
wine	

## 14. REVISION EXERCISES

### 1. Fill in the blanks

I usually \_\_\_\_\_ up at 7.00. Then, I \_\_\_\_\_ breakfast. I have \_\_\_\_\_ and \_\_\_\_\_. I never have \_\_\_\_\_, because I don't \_\_\_\_\_ it. Then I go to \_\_\_\_\_ . At 1.00 we have \_\_\_\_\_ .

It is usually something like a sandwich or just an apple. I finish \_\_\_\_\_ 5.00 and then I go home. My sister also \_\_\_\_\_ work at 5 so we have \_\_\_\_\_ together. We always relax in the \_\_\_\_\_ .

### 2. Answer the questions

1. What's your job?
2. What does your mother/sister/daughter like doing?
3. What doesn't she like doing?
4. What are you doing now?
5. What is the weather like in winter?
6. What is your best friend like?
7. When is your birthday?
8. What day is it today?
9. What can't your sister/mother do?
10. What can your brother/father do?

### 3. Which word is the odd one out?

- |    |           |        |             |           |
|----|-----------|--------|-------------|-----------|
| 1. | January   | June   | Tuesday     | July      |
| 2. | meat      | cheese | bread       | wine      |
| 3. | seventeen | second | sixty       | fifty-one |
| 4. | brother   | uncle  | aunt        | husband   |
| 5. | cloudy    | hot    | interesting | snowy     |

### 4. Write the correct form of adjectives in brackets

1. Is your husband \_\_\_\_\_ (short) than you?
2. The bar was \_\_\_\_\_ (crowded) than usual.
3. We stayed in the \_\_\_\_\_ (old) hotel in the city.
4. My wife always gets up \_\_\_\_\_ (early) than me.
5. Which is Shakespeare's \_\_\_\_\_ (famous) play?
6. Whose presentation was the \_\_\_\_\_ (good)?

### 5. Correct the mistakes

1. They are my cousin.
2. We usually have a lunch at 13.00.
3. I like play tennis very much,
4. Where are you going at Friday?
5. I'm unemployment.
6. What do you work, Joe? Are you a musician?

### 6. Make conditional sentences

1. She / not go to England / not practice her English
2. He / has time / help you
3. I / see Kate / give her a letter
4. She / not happy / not lend her the money.
5. I / go to Paris / visit the Eiffel Tower
6. It / be / hot / I / go to the beach

### 7. Put the sentences into correct order – at the airport

At the check-in desk you receive your boarding card.  1

Then you go to your gate.

You must pass a security check where you have to show your passport and your boarding card.

After landing you must go to baggage reclaim where you can get your suitcases.

Your baggage is checked and weighted.

You must wait at your gate until you can board the plane.

While you wait you can spend your time at many shops.

### 8. Complete the conversation in a clothes shop

**Assistant:** \_\_\_\_\_?

**Lisa:** Yes, how much is that skirt?

**Assistant:** \_\_\_\_\_.

**Lisa:** Can I try it on?

**Assistant:** Yes, what \_\_\_\_\_ are you?

**Lisa:** I don't know.

**Assistant:** Ok, try a size 10. The \_\_\_\_\_ is over there.

(Lisa puts on the skirt. It's too small.)

**Lisa:** Do you have it in a bigger \_\_\_\_\_?

**Assistant:** \_\_\_\_\_.

**Lisa:** Thank you.

(Lisa puts on the new skirt. It fits.)

**Assistant:** How was it?

**Lisa:** It's OK. I'll \_\_\_\_\_ it.

### 9. Choose the correct answer

- Last week, our teacher \_\_\_\_ us a difficult spelling test. I hope we don't have another one this week.  
A gave      B has given      C was giving      D was give
- Rashed \_\_\_\_\_ to drive a car when he was only twelve years old.  
A learns      B learnt      C learning      D has learnt
- This morning the weather is good. The sun \_\_\_\_\_ and it is quite warm.  
A shines      B shone      C is shining      D has shone
- Our teacher, Charlie \_\_\_\_\_ France three times but he doesn't speak French very well.  
A visited      B has visited      C is visiting      D visits
- At nine o'clock in every English lesson, our teacher \_\_\_\_\_ us about an interesting part of English culture.  
A tell      B tells      C has told      D is telling
- This morning, Mohamed \_\_\_\_\_ at seven o'clock because he used two different alarm clocks.  
A wakes up      B has woken up      C is waking up      D woke up
- Thomas can't play football with us next week because he \_\_\_\_\_ his leg.  
A breaks      B broke      C has broken      D is breaking
- Please be very quiet. Mary \_\_\_\_\_ . We don't want her to wake up.  
A sleeps      B slept      C is sleep      D is sleeping

### 10. Choose the correct word

**A:** (1) *Excuse me/I'm sorry*, is there a (2) *bank/banks* near here?

**B:** It is not far. Go straight (3) *along/ahead* and take the (4) *firstly/first* street on the (5) *right/write*. It is High Street. Go (6) *at/past* the post – office on your (7) *left/lift* and you will see it next (8) *of/to* the supermarket.

## 15. LIST OF IRREGULAR VERBS

<b>Present</b>	<b>Past</b>	<b>Past Participle</b>	<b>Present</b>	<b>Past</b>	<b>Past Participle</b>
be	was, were	been	leave	left	left
become	became	become	let	let	let
begin	began	begun	lie	lay	lain
blow	blew	blown	lose	lost	lost
break	broke	broken	make	made	made
bring	brought	brought	meet	met	met
build	built	built	pay	paid	paid
buy	bought	bought	quit	quit	quit
catch	caught	caught	read	read	read
choose	chose	chosen	ride	rode	ridden
come	came	come	run	ran	run
cut	cut	cut	say	said	said
do	did	done	see	saw	seen
drink	drank	drunk	seek	sought	sought
drive	drove	driven	sell	sold	sold
eat	ate	eaten	send	sent	sent
fall	fell	fallen	shake	shook	shaken
feed	fed	fed	shine	shone	shone
feel	felt	felt	sing	sang	sung
fight	fought	fought	sit	sat	sat
find	found	found	sleep	slept	slept
fly	flew	flown	speak	spoke	spoken
forbid	forbade	forbidden	spend	spent	spent
forget	forgot	forgotten	spring	sprang	sprung
freeze	froze	frozen	stand	stood	stood
get	got	got	steal	stole	stolen
give	gave	given	swim	swam	swum
go	went	gone/been	take	took	taken
grow	grew	grown	teach	taught	taught
have	had	had	tear	tore	torn
hear	heard	heard	tell	told	told
hide	hid	hidden	think	thought	thought
hold	held	held	throw	threw	thrown
hurt	hurt	hurt	understand	understood	understood
keep	kept	kept	wake	woke	woken
know	knew	known	wear	wore	worn
lay	laid	laid	win	won	won
lead	led	led	write	wrote	written

## 16. PRACTICE FILES

## Unit 1

Student A		Student B		Student C	
HEAR	SAY	HEAR	SAY	HEAR	SAY
	⇒ €80		⇒ 75c		⇒ \$99.99
	⇒ £80		⇒		⇒
	⇒		⇒		⇒
START	⇒	£18	⇒ FINISH		⇒
€79	⇒	£35	⇒		⇒ £35
	⇒ €6.50		⇒		⇒
	⇒		⇒		⇒ £18
£50	⇒	£80	⇒ €18		⇒ €79
	⇒	€6.50	⇒		⇒
	⇒	€80	⇒	€18	⇒ £50

## Unit 4

## 20 Find the differences

Student A

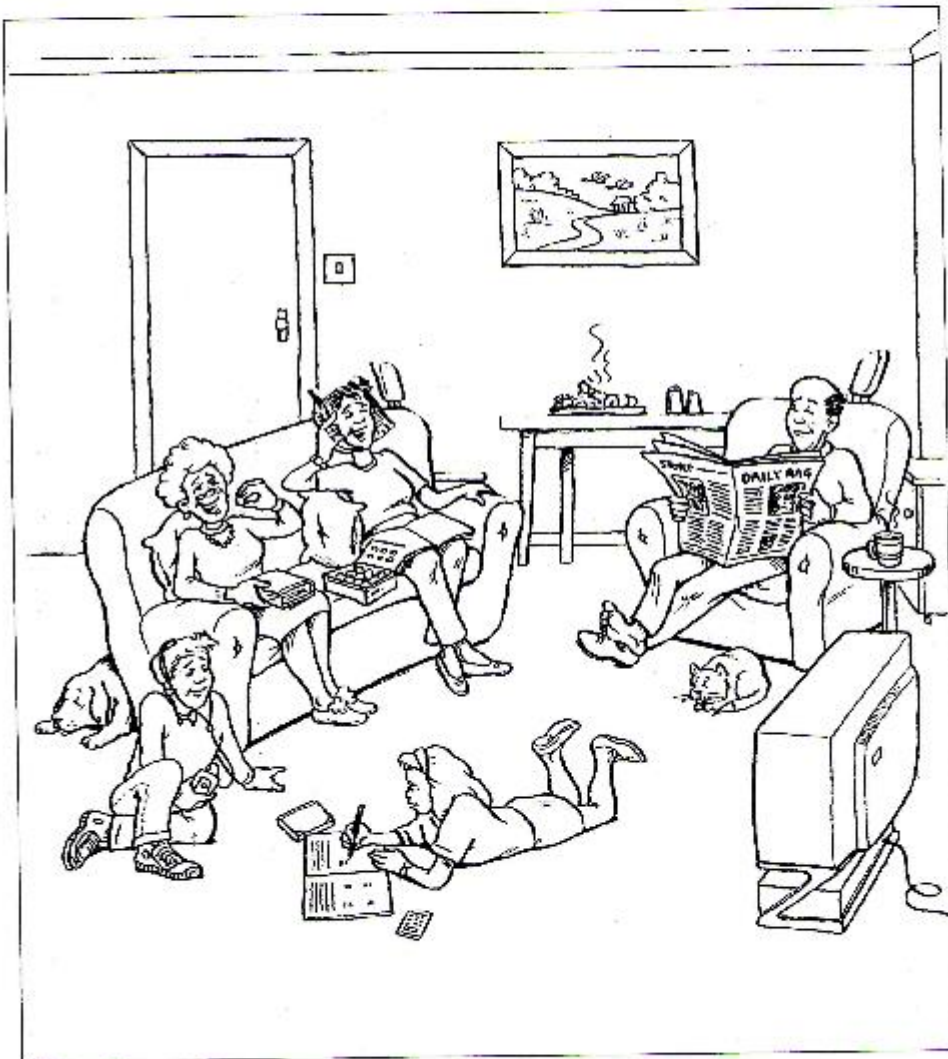
Work with a partner. You both have a drawing but your drawings are not the same. Ask and answer questions to find out what is different. Only answer the questions your partner asks. Do not give any extra information. Put a circle around any differences you find. You can ask, e.g.

**How many people are there in the room?**

**Are there any paintings on the wall?**

**Is the (man, woman, dog, etc.) reading a newspaper?**

etc.



When you have finished, compare your drawings.



## 20 Find the differences

Student B

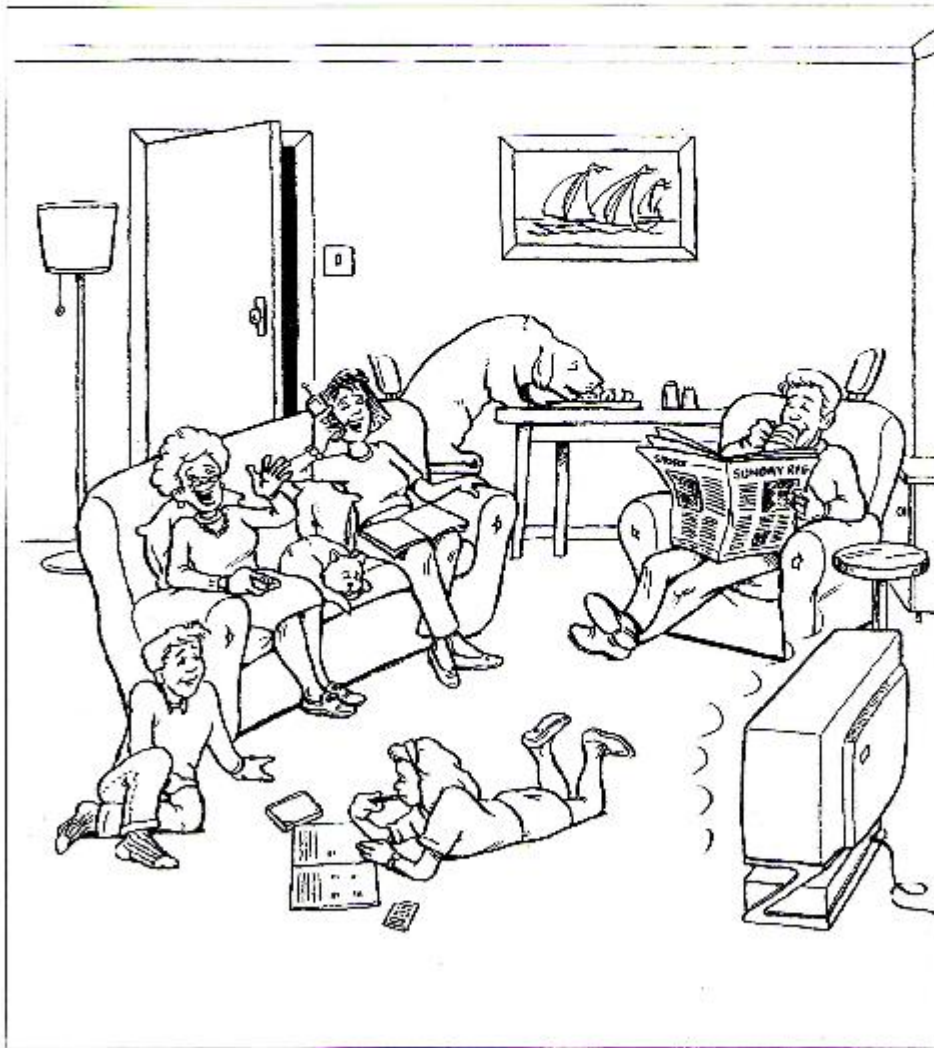
Work with a partner. You both have a drawing but your drawings are not the same. Ask and answer questions to find out what is different. Only answer the questions your partner asks. Do not give any extra information. Put a circle around any differences you find. You can ask, e.g.

**How many people are there in the room?**

**Are there any paintings on the wall?**

**Is the (man, woman, dog, etc.) reading a newspaper?**

etc.



When you have finished, compare your drawings.

Photocopiable

From Grammar Games and Activities Book 1 © Penguin Books 2001

## Unit 5 - EMAILS

### Salutation

- Dear Mr/Ms [surname] (formal)
- Dear Sir/Madam (formal)
- To whom it may concern (formal)
- Hi [name] (informal)
- Hello [name] (informal)

### Opening sentence

- Following our phone conversation, I am sending you...
- Further to our last discussion, I would like to bring to your attention the following issues:
- As we agreed, there will not be ...
- In response to your job post for Marketing Director, please find below a brief overview of my skills. I have also attached my CV for your review.

### Closing sentences

- I look forward to your reply.
- Please don't hesitate to contact me with any questions or concerns you may have.
- Thank you, in advance, for your time.

### Greetings

- Sincerely yours
- Faithfully yours
- Best regards

## Unit 6

### It's Friday I'm in love – the Cure

I don't care if Monday's blue  
 Tuesday's gray and Wednesday too  
 Thursday I don't care about you  
 It's Friday, I'm in love

Monday you can fall apart  
 Tuesday, Wednesday break my heart  
 Oh, Thursday doesn't even start  
 It's Friday I'm in love  
 Saturday, wait  
 And Sunday always comes too late  
 But Friday, never hesitate...

I don't care if Mondays black  
 Tuesday, Wednesday - heart attack  
 Thursday, never looking back  
 It's Friday, I'm in love

Monday, you can hold your head  
 Tuesday, Wednesday stay in bed

Or Thursday - watch the walls instead  
 It's Friday, I'm in love

Saturday, wait  
 And Sunday always comes too late  
 But Friday, never hesitate...

Dressed up to the eyes  
 It's a wonderful surprise  
 To see your shoes and your spirits rise  
 Throwing out your frown  
 And just smiling at the sound  
 And as sleek as a sheik  
 Spinning round and round  
 Always take a big bite  
 It's such a gorgeous sight  
 To see you eat in the middle of the night  
 You can never get enough  
 Enough of this stuff  
 It's Friday, I'm in love

I don't care if Monday's blue

Tuesday's gray and Wednesday too  
Thursday I don't care about you  
It's Friday, I'm in love

Monday you can fall apart  
Tuesday, Wednesday break my heart  
Thursday doesn't even start  
It's Friday I'm in love

<http://www.youtube.com/watch?v=k5eKciJisnI> (video)

## Unit 9

## Comparative pelmanism comparatives

the USA	Spain	English	Chinese
dogs	cats	your bedroom	your living room
the Beatles	the Rolling Stones	Madonna	Britney Spears
London	Sydney	the River Nile	the River Thames
a Ferrari	a Volkswagen Golf	Brad Pitt	Robert De Niro
your mother	your father	Antarctica	South America
Mount Fuji	Mount Everest	tennis	football
the Pyramids	the Taj Mahal	a CD player	a personal stereo

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