



A2-II

Global English

2nd
edition

A2 level according to the Common European Framework of Reference for Languages (CEFR)



CAMBRIDGE INSTITUTE

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**GLOBAL ENGLISH
LEVEL:
A2.II**



Unit 1. The best thing since sliced bread

1

LISTENING: NEW PHONE

Martin: Hey Jane, have you seen my new phone?

Jane: Wow! It's great Martin. How long have you had it?

Martin: Three days to be exact. It's a bit larger than my last phone, but a lot faster.

Jane: Yeah, these new smartphones are much better, you can do so many things with them, you can check your e-mail, have free messaging...

Martin: Right, I just got it and I can't stop using it. The only downside is that the battery life is much shorter than my last one.

Jane: Well, of course Martin, if you are searching the web constantly for the best offer on your collector comics...

Martin: Huh, you're right... I do mess around a lot, it's much more fun with all the games and apps...

Jane: But you have to be careful! Some applications are worse than others and they might charge you money. Sometimes you can get the same app for free.

Martin: Oh man really? I just bought this game for a dollar fifty. I guess I should have looked for a free one first.

Jane: Don't worry about that. Soon you will learn everything about it. And you'll see, it'll be easier than you think.

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VOCABULARY: GADGETS

The word gadget in English refers to any electrical item, generally small in size, which is useful in our everyday lives.

Note: the subtle differences between: gadget, device and appliance.

Gadget - informal word used to describe different devices, often ones that you're unfamiliar with.

Device - most neutral of these terms, used for almost any machine or piece of electronic equipment.

Appliance - everyday domestic machines like washing machines, etc.

Some examples are:

Radio cassette	Electric cooker	Digital camera
Cellphone / mobile	Tablet	Toaster
Walkman	MP3 player	Wireless speakers
Coffee maker	Electric kettle	Dishwasher
Washing machine	eBook Reader	3D television (3DTV)
Blender		

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<p>Comparative of superiority (er / more + ... + than)</p> <p>We use this structure to compare two people, two objects, two places, etc.</p> <p>In this comparison, we want to say that something is superior to another thing.</p> <p>One syllable words:</p> <p><i>big, tall, thin, young, new, cheap, etc.</i></p>	<p>Superlative (The + most + ... + est)</p> <p>We use this structure to compare 3 or more people, objects, places, etc.</p> <p>In this comparison, we want to say that something is superior to a group of things.</p> <p>One syllable words:</p> <p><i>big, tall, thin, young, new, cheap, etc.</i></p>
<p>Structure: Adjective + er + (than)</p> <p><i>Susan is thinner than Tina (thin - double last letter) My bedroom is small. My bedroom is larger.</i></p>	<p>Structure: The + adjective + est</p> <p><i>Susan is the thinnest girl in the club. (thin - double last letter) This bedroom is the smallest in the house. My bedroom is the largest in the house.</i></p>
<p>Two syllable words - end in Y</p> <p><i>pretty, dirty, easy, early, lucky</i></p>	<p>Two syllable words - end in Y</p> <p><i>pretty, dirty, easy, early, lucky</i></p>
<p>Structure: Adjective - Y + IER + (than)</p> <p>early - Y = earl + IER</p> <p><i>Tomorrow, I need to wake up earlier than usual.</i></p>	<p>Structure: The + adjective - Y + IEST</p> <p>easy - Y = eas + IEST</p> <p><i>This is the easiest question on the test.</i></p>
<p>Two or more syllable words:</p> <p><i>modern, serious, expensive, beautiful, comfortable, etc.</i></p>	<p>Two or more syllable words:</p> <p><i>modern, serious, expensive, beautiful, comfortable, etc.</i></p>
<p>Structure: More + adjective + (than)</p> <p><i>New York is more modern than New Hampshire. I prefer this sofa. It's more comfortable.</i></p>	<p>Structure: The most + adjective</p> <p><i>New York is the most beautiful city in the USA. I want to buy the most comfortable sofa in the store.</i></p>
<p style="text-align: center;">Irregular comparatives and superlatives</p> <p style="text-align: center;">Good - better - best Bad - worse - worst Far - further - furthest</p>	



READING: MP3 PLAYERS

Sony Mp3 player: This gadget will not disappoint you. It can store up to 20,000 songs. Maybe the only problem is that the battery doesn't last very long, most likely not even a day. It is very small and easy to use. The menus are very user-friendly and allow you to choose your songs easily. Downloading music is very simple, you just connect your player to the computer and copy songs into the music folder and you are ready to rock. Priced at €15.99.

This JBC mp3 player is very nice to look at. It is large, which is a problem because we all like to carry our things in our pockets. It has a long-lasting battery and is easy to use with a capacity of up to 10,000 tracks. The screen is a bit too small, which makes it hard to search for your songs. You have to upload all your music directly to your player which can be a little difficult because of the small screen size. It is very reasonably priced at only €10.99.

The Busted Mp3 player is your best option. At only €9.99 it's an amazing deal. It's small, easy to use and the best part is how easy it is to copy music to the player. You simply place all the files in your Mp3 folder and you are ready to listen to your favorite music. The screen is easy to read and it has a battery that can last up to 48 hours. Don't wait. Buy now.

READING: CARS

A new 2012 Ford Focus. \$39,200. This is a small car. It is a five-door hatchback. Gas mileage: it can get up to 37 miles per gallon of gas.

A new 2012 Mercedes Benz M-Class. \$94,990. This is a large Sports Utility Vehicle (SUV) with four doors. It can get up to 22 miles per gallon.

A used 2008 BMW Z4 convertible. \$23,998. This car already has 20,000 miles on it. It's a small convertible with two doors. It can get up to 30 miles per gallon. It has front airbags, but does not include side ones.

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VOCABULARY: DO YOU WANT TO PLAY...?

Kung Fu	Aerobics	Spinning
Fencing	Karate	Yoga
Pilates	Baseball	Golf
Badminton	Volleyball	Soccer
Handball	American football	Rollerskating
Rafting	Scuba diving	Skiing
Swimming	Running	

Different sports are used with different verbs, usually **play**, **go**, or **do**. They are played in different places with different equipment.

Do – sports with the verb **do** are often without equipment. We just use our bodies.

Do yoga

Do martial arts (Taekwon do, Karate, Kung fu, Jiu Jitsu)

Play – usually we **play** sports that require equipment.

Play tennis

Play golf

Play football (soccer)

Play rugby

Play hockey

Play basketball

Play volleyball

Play badminton

Play baseball

Play pool (billiards)

Go – usually we use **go** before the gerund of the sport. These sports are verbs on their own and don't need a verb beforehand

I golf on Sundays.

I go golfing on Sundays

Go swimming

Go running

Go golfing

Go skiing



Go skating
Go rollerblading
Go diving
Go skateboarding

Read the list of places where we do the sports:

Court

Tennis
Badminton
Volleyball
Basketball

Rink

Hockey
Ice skating

Field

Baseball
Soccer (football)
Rugby

Pitch

Football (UK English)

Pool

Swimming
Diving

Course

Golf

Slope

Ski
Snowboard





LISTENING: I WAS...

Judy: Hi Mr. Smith, I'm sorry I missed your call. I was playing tennis while you called and I just checked my messages.

Mr. Smith: Oh that's alright. Tennis, you say? Where do you play?

Judy: Oh, well...there are some courts in our neighborhood. My husband and I walk to the courts. We like to play tennis for fun. We play three times a week.

Mr. Smith: Well that's great. I used to play, but it's too hard for me now. These days I go swimming when I get the chance. I'm actually driving to the pool right now!

Judy: That's great, Mr. Smith. So, why were you calling?

Mr. Smith: Hmm... seems I forgot why I called... Oh wait! I remember now. Did you send the sales report to the Marketing Department as I asked? They called me saying they really need these numbers to use in the new campaign.

Judy: Of course! I sent it by email to Ms. Hathaway right before I left.

Mr. Smith: Ah, that's why Maxwell called me saying he hadn't received anything. No problem, I'll tell him to talk to Ms. Hathaway. Well, thank you Judy. I'll see you at the office tomorrow!

Judy: Alright, Mr. Smith. Goodbye!

GRAMMAR: PAST CONTINUOUS

We use the **past continuous** to talk about what was happening **around a certain time in the past**.

Basic formula:

Subject + past tense form of to be + verb -ing

*He **was reading** when she arrived.*

*We **were playing** tennis when you called.*

*I **was watching** TV at 11 p.m. last night.*

*What **was she doing** last night?*

*He **was running** late to work this morning.*

*She **was studying** Spanish at lunch.*

*They **were practicing** for the basketball game.*

*It **was raining** last night.*

Don't forget:

I was

You were

She, he, it was

We were

They were



READING: JESSE OWENS

Jesse Owens and his Success at the Olympics

In the 1936 summer Olympics in Berlin, Germany, Jesse Owens surprised the world with his wins. He was an African American runner (also known as track and field athlete), and he won four gold medals. He won the 100 meter race, the 200 meter race, the long jump, and was a part of the 4x100 meter relay race. Jesse Owens is an important figure for all African Americans now. He was running when black people in America were fighting racism every day.

His wins were also important to the world because Hitler was the leader of Germany at the time. Hitler wanted to prove that the white race was stronger and faster than any other. Jesse Owen's win was amazing, but he wasn't rewarded by the then president of the United States, Franklin Roosevelt. He continued to experience racism when he returned to the U.S. and did not have many successful jobs in his later life. However, Jesse Owens received many awards and dedications in the 1970s and he continues to receive them today.

GRAMMAR: SIMPLE PAST VS. PAST CONTINUOUS

The **past continuous** describes a temporary time when something was happening, and the **past simple** describes a shorter, particular event. You can use these two tense together.

*My sister **came** to visit us while we **were spending** time at the beach.*

*I **was eating** lunch when you **called** me.*

*My boss **said** that we **were hiring** new people.*

*We **were dancing** when the song **stopped** suddenly.*

Common Errors - a few examples

We use the **past simple** and **not** the **past continuous**, in reference to past habits:

*"I **walked** 5km every day when I was young." works.*

whereas "~~I was walking 5km every day...~~", does not.

We use the **past simple**, but **not past continuous**, to emphasise events which were completed at a specific time (e.g. 5pm) in the past:

*"I **called** her boss at 4 o'clock yesterday afternoon." works.*

whereas "~~I was calling her office at 4 o'clock yesterday afternoon.~~", does not.



LISTENING: “WAKE UP, AMERICA”

Interviewer: Hello and welcome to “Wake up, America”. We are here with two very special people, volunteers for the American Animal Sanctuary, Tom and Lisa. Welcome, everyone.

Tom: Hello. Good to be here.

Lisa: Hi, thanks for having us.

Interviewer: So, guys, when did you start volunteering?

Tom: We started about five years ago, and it’s great. I don’t plan on quitting anytime soon.

Lisa: Yeah, I love helping the animals.

Interviewer: Great. What exactly do you love about your work with animals, Lisa?

Lisa: Well we rescue animals from bad situations and we take care of them for their whole lives. For us, we aren’t looking for a personal benefit – we just want to help the animals.

Interviewer: You take care of them for their whole lives?

Tom: Yeah, we aren’t looking for a home for them. We are not an animal shelter. We just take care of them until they die naturally.

Interviewer: What kind of animals are at your shelter?

Lisa: We only have farm animals — pigs, cows, turkeys, chickens - and we rescued them from bad factory farm environments.

Interviewer: What is your number one goal at the shelter?

Tom: Our goal is to provide a safe environment for innocent animals, and to educate the public about the animals.



VOCABULARY: DESCRIBING WORK (ADJECTIVES)

Tough

Hard, difficult, not easy

Easy

Simple, not difficult.

Challenging

Tests someone's ability to do something.

Rewarding

Something that gives you satisfaction.

Boring

Without any excitement, not fun.

Fun

Very enjoyable.

Monotonous

Nothing about it changes. It's the same thing repeating.

Mundane

Not special. Ordinary.

Stressful

A cause of stress and tension. Putting pressure on someone.

Satisfying

A source of satisfaction. Helping someone feel happy with themselves.

Motivating

A cause of motivation. Inspiring people to do more and do better.

Demanding

Needing an intensive effort. Asking for more than normal.

Strenuous

Requiring a lot of physical energy and strength.





GRAMMAR: EXPRESSING OPINIONS

It's important to express your opinion to others. Here are some phrases you can use to tell other people what you think about things.

In my experience...

In my opinion...

Personally, I think...

From my point of view...

To be honest...

It seems that...

I reckon...

I suppose...

I feel...

As far as I'm concerned...

READING: LAUGHTER IS THE BEST MEDICINE

Patch Adams is a well-known American doctor. He was born in Washington D.C., USA in 1945, and became a doctor in 1971. His decision to become a doctor was a direct result of his own experience in a psychiatric facility between the ages of 17-18. He went on to study medicine in Virginia at Virginia Commonwealth University. He strongly believes that personal health is important for the family, the environment, and the entire world. He started his own medical institute called the Gesundheit! Institute. Adams often volunteers and donates money to help build medical centers across the United States. His goal is to open clinics where the care is free and open to anyone who wants it. He believes that humor and playfulness is very important in relationships with patients. Every year he organizes a group of volunteers to travel around the world dressed as clowns to visit and entertain orphans and very sick patients.

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READING: POTLUCK

Over the weekend, my friend Nancy and I organised a 'pot luck' dinner for our group of friends. We invited about twelve people to Nancy's apartment and each person had to bring something to eat or drink. Then, we all sat down to eat dinner together. Everyone brought such a wide variety of different dishes, it was perfect. My friend Stephanie brought some tasty lasagna that she made herself. My brother and his girlfriend brought a big plate of fresh fruit and vegetables, and my boyfriend made his special quinoa salad with pine nuts and apples. Delicious! Although I think my favorite dish of all was my best friend's homemade carrot cake.

The best part of any pot luck is the opportunity to eat and share. No one has to do all the cooking for the entire group. Usually, when we organise dinner parties with my friends, we share all the boring tasks like cooking, cleaning and entertaining, so the host doesn't have to do it all alone. For us, everything worked out perfectly last weekend, as everyone brought different kinds of food, with no two plates alike.





VOCABULARY: TYPES OF GATHERINGS

Below is a list of many different reasons and ways people get together.

Anniversary

Party to celebrate the number of years a couple has been married.

Last weekend, we celebrated my grandparents' 60th wedding anniversary.

Baby shower

Party, generally for women, to celebrate that a friend or family member will soon have a baby - presenting gifts to the mother-to-be.

At my best friend's baby shower I helped organise the games.

Bachelor or bachelorette party (also called stag or hen party)

Party organised for someone who is soon to be married. Usually, at a bachelor (stag) party, only men can attend and at a bachelorette (hen) party only women attend, but more recently a mixed event is common sight

For my friend Ryan's bachelor party we went to watch the football game and then to the pub with six of his closest friends.

Birthday party

Celebration of the day a person was born.

In North America, girls who are turning sixteen often organize a birthday party known as a 'Sweet 16'. This is a special party for what is considered a special year when a girl becomes a woman.

Barbecue

Informal, outdoor party where food is cooked on a heated grill called a barbecue.

Variations: barbeque, bar-b-q or BBQ.

We are supposed to have incredible weather this weekend, let's have all the neighbours over for a barbecue.

A ball (dance)

Very formal party where guests wear evening attire and there is social dancing known as 'ballroom dancing'.

Charity organisations sometime organise balls where they sell tickets in order to make money for the charity.

Funeral

A religious or secular ceremony for someone who has recently died.

My whole family got together for my grandma's funeral. It was very sad, but it was nice to talk to all my relatives about the wonderful life she lived.



Going away party

Party to celebrate someone that is leaving a certain place (for example, a town, a workplace or a neighborhood).

I have handed in my notice and after 5 years working for the company, my last day will be Friday. My co-workers are throwing me a going away party to mark the occasion.

Graduation party

A party to celebrate that someone has graduated high school, university or even for army bootcamp.

My parents organised a graduation party for me, and all my relatives came from around the country to celebrate with us.

Housewarming party

A party to celebrate someone moving into a new home.

The week after we moved into our new house, we had a housewarming party to show all our friends our new home.

Office party

A party between co-workers.

Every Christmas our boss organises an office party. It is the only time of year where I socialise with my colleagues.

Prom

A formal dance party for American teenagers who are about to finish high school, similar to a school formal or a ball.

Brad asked Veronica to go to prom with him. She said yes, so tonight she is going shopping for a nice dress.

Reception (at a wedding)

The party after a couple gets married.

Receptions are always held after the newlyweds say their vows and take their wedding pictures. It is the time during a wedding to dance, have some drinks and celebrate.

Retirement party

To celebrate someone who is retiring (finishing their working life, usually at 65 years old).

My mum organised a retirement party for my dad. After working for the same company for 35 years, he is finally retiring next month.



GRAMMAR: LEVELS OF ABILITY

Be able to, manage, have no idea how to, be good/bad at - all help to express someone's capability or possibility of doing or not doing a certain task. Based on how comfortable the speaker is with the task at hand a different verb will be used. Also, some of these expressions are used in more casual situations than others.

Be able to + inf.

Expresses someone's ability to do something, often used to replace can.

Compare:

I can run 5 kilometers in 20 minutes. - I am able to run 5 kilometers in 20 minutes.

Jane will be able to dance flamenco if she takes classes for a few months.

Oliver would like to be able to drive a racing car.

She is not able to cook very well, that is why we always eat out.

I wasn't able to go camping last weekend because I had other plans.

Manage to + inf.

A casual way of saying to find or figure out a way of doing something, or when somebody did something in a particular situation.

I am not the best at designing graphics online, but I can manage.

I'm sure I can manage to make dinner but I can't promise it will be very good.

We didn't know where we were, but we managed to find our way back to the hotel.

The child fell into the swimming pool, but managed to get out safely.

Have an/no idea how to + inf.

To (not) know how to do something at all, often used informally.

Compare:

I don't know how to ride a bike. - I have no idea how to ride a bike.

Are you sure you can fix my car? - I have an idea of where to start.

To be good/bad at + ing

To have a particular physical or mental skill and know how to apply it.

Compare:

I've never been any good at saving, and I've always lived for the moment.

We all know that we are very good at talking, but bad at doing anything to fix the problem.



LISTENING: PARTY THEMES

Patricia: Hey Lizzie! Maybe you can help me. I want to organize a really funky theme party for my birthday this year, which is in a few weeks and I'm just not sure what the theme should be. What do you think would be fun?

Lizzie: Hmm... Well how old will you be turning?

Patricia: I will be turning 30 years old! That's why I want the party to be really fun. I'm a bit nervous about turning 30.

Lizzie: Oh, don't be nervous Patty. It's not that bad. Well maybe since you are a child of the 80's you could do an 80's party. Everyone could get dressed in clothes from the 80's with neon and high ponytails and we could listen to Madonna and Michael Jackson all night.

Patricia: Well... I like the 1980's theme but it seems as though everyone does 80's parties. I want something more original.

Lizzie: Ok, what about a purple party where everyone must wear purple... or a medieval party?

Patricia: Well I hate purple but I do think a medieval ball could be fun. So maybe that could be an option. Mmh, I also have two ideas of my own, why don't you tell me which you like best?

Lizzie: Ok!

Patricia: Either, a Mexican fiesta or a pirate party.

Lizzie: A pirate party?

Patricia: Yeah! We would all get dressed up and talk like pirates.

Lizzie: Mmh, I think the Mexican fiesta is a better idea. You could get a piñata, make guacamole, Mexican salsa and serve margaritas and tequila.

Patricia: I think that sounds like a great way to celebrate my birthday this year! That's what I will do!



VOCABULARY: PARTY IDIOMS

Party pooper / killjoy / wet blanket / spoilsport

Someone who never wants to do anything fun or ruins a party.

Diane is such a party pooper, she never wants to go out and then when she does come out she ruins all our fun because she is so boring.

Crash / gate-crash (a party)

To attend a party you haven't been invited to.

It doesn't matter if they didn't invite us, let's go and crash the party. They won't mind.

Life of the party

A person who brings a lot of energy and fun to a party or any social setting.

Make sure you invite Dave to your birthday, he is always the life of the party.

The party's over

The end of a time of fun and happiness.

Summer holidays are coming to an end, the party's over, it's time to get back to studying.

Party animal

Someone who loves to party

My brother was such a party animal while he was in college. I am surprised he managed to graduate.

Paint the town red

To go out for a fun and lively night in bars or nightclubs.

For Nicky's bachelorette party we went out and painted the town red.

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VOCABULARY: FRUITS AND VEGETABLES

Fruit

Apple
Grape
Pear
Pineapple
Strawberry
Orange
Peach
Watermelon
Banana
Plum
Cherry
Melon
Grapefruit
Kiwi
Lemon
Lime

Vegetables

Onion
Potato
Tomato
Corn
Peas
Radish
Asparagus
Beans
Red pepper
Broccoli
Aubergine
Pickle
Jalapeño
Carrot
Lettuce
Cabbage
Garlic
Beet
Cherry tomatoes
Green pepper
Avocado
Cucumber
Pumpkin
Spinach
Squash
Turnip



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GRAMMAR: COUNTABLE AND UNCOUNTABLE

In English, some nouns are countable and some are uncountable.

Rules:

1. Countable nouns are individual things (or people or places) that can be counted.

Apples, trees, Americans, countries

2. Countable nouns can be singular or plural.

Apple, apples. One apple, a few apples.

3. Uncountable nouns are things that can't be counted. For example, materials, information, ideas, concepts.

Freedom, cheese, gold, money, etc.

4. You can use units of measurement to count the uncountable nouns.

Slices of cheese, karats of gold, glasses of milk, pieces of information etc.

5. We can use the articles a/an before countable nouns but not before uncountable nouns.

May I have a slice of cheese?

He has an apple.

They don't have freedom.

We found a lot of gold.

6. When we ask about the quantity of something we ask questions starting with HOW MANY or HOW MUCH.

"How much" is for uncountable.

"How many" is for countable.

How much money do you have?

How many siblings (brothers and sisters) do you have?

Note:

"Stuff" can be "things", and "things" can be "stuff", but "stuff" is uncountable, whereas "things" are countable.

I have so many things to do.

I have so much stuff to do.



READING: EATING HABITS

In the English speaking countries, we have three major meals a day – breakfast, lunch, and dinner. If these meals are not enough for us, we often have snacks so we're not too hungry during the day. We eat breakfast early in the morning, depending of course on when your school or work starts, but usually between 6 am and 10 am.

We call this the most important meal of the day because it helps to get your body and brain warmed up. Noon, or 12 pm, is the typical time we have lunch. It can vary from between about 11:30 am to 1 p.m., (and it depends very much on the country) but we usually prefer to eat lunch at midday. Depending on your work schedule, you might only have time to have something quick and eat alone at a fast-food restaurant, or if you don't have much time, back at your desk. Sometimes offices have a big canteen where people can eat their lunch. If people have an hour long lunch break, they might go out to eat at a nice restaurant.

We are more likely to eat breakfast and lunch alone, but we prefer to eat dinner with friends or family. People who eat dinner at 5 p.m. (17:00) or earlier are called "early birds", and they are usually elderly people. The typical dinner time is about 6 or 7 p.m. (18:00 or 19:00). Traditionally we cook in the kitchen and then sit around our dining room table as a family to eat. We use this time to tell each other about our days.

LISTENING: DR. LIVINGSTON

Host: Today we have a special guest, dietician Dr. Livingston. Hello, Dr. Livingston. Welcome to the show.

Dr. Livingston: Hello. Good to be here.

Host: So we had our listeners send in some of their own questions about health. Shannon from the U.S.A. writes "Hello. Sometimes I don't wake up feeling hungry. I want to eat a healthy breakfast, but sometimes I don't feel hungry until midday. What's happening?"

Dr. Livingston: This is very common actually. I believe Shannon is probably eating very soon before she goes to bed at night. If you eat two hours before bed, you will not wake up hungry. If you take in new calories before bed, your body won't burn any calories at night because your metabolism is very slow at night.

Host: Interesting, so do we gain weight by eating before bed?

Dr. Livingston, yes of course. It is best to wait long before going to bed, so that our metabolism can burn off some of those calories at night.

Host: One more question. Robert from Ireland writes "my sister is vegetarian, but I think she is making a mistake. I think meat is very important in our diets." What do you think?

Dr. Livingston: I do think Robert is wrong. A lot of us learn that meat is very important because of the protein and vitamins, but we can actually get protein and the same vitamins from other foods. In fact, most people get much protein. There is protein in beans, spinach, tofu, eggs, and nuts. The B vitamin can be found in broccoli, nuts, eggs, milk, and certain breakfast cereals. She has nothing to worry about.

Host: Thank you, Dr. Livingston!

Dr. Livingston: You're welcome.



GRAMMAR: SHOULD

Should (ʃʊd) is used for:

strong suggestions
advice

“Should” means “it’s a good idea”, “Should not” / “shouldn’t” means “it’s not a good idea”.

“6 Reasons Why You Should Think Before You Speak”
“This is why you should not smoke.”

Rules for modal verbs:

Subject – modal verb – main verb - complement

She should see her grandparents more often.
You shouldn’t eat so much junk food because it’s bad for you.

In closed questions, we switch the order of modal and subject

Modal – subject – main verb – complement?

Should we join you for dinner?
Should he wait outside, then?

The answers are yes / no with a repetition of the modal verb

Yes - subject - modal

“Yes, we should hear what he has to say.”

No – subject – modal.

“No, you shouldn’t even try calling her before 10am.”

In open questions, the question word comes before the modal - subject order

Question word – modal - subject – main verb – compliment

“When should we come over tonight?”



LISTENING: “AROUND THE WORLD”

Host: Welcome to “Around the world”, I’m your host Anne Roamer. Today we are talking to an American English teacher who lives in Hong Kong, Julie.

Julie: Hi Anne. Nice to be here.

Host: Julie, please tell us, how you decided to make the move to Hong Kong.

Julie: Well, when I graduated from college, I searched for a job in my field, but I couldn’t find anything. I heard about teaching English in Asia, and I did some research. They were looking for any native English speakers to come and teach. I have been here for five years now and I love it.

Host: What are some of the things you love about your job and about Hong Kong?

Julie: Well, I love my job because my students are very studious and well-behaved. They are also very friendly, and curious about my home country. The pay is also excellent because they really think English education is important. Hong Kong is cool because it used to be a British colony, so it feels like a mix of the west and the east. Also, it is very lively – there is always something to do, but it’s not always easy here.

Host: What do you mean that it’s not always easy?

Julie: The culture shock is very intense sometimes. The people here are very friendly usually, but they can be completely opposite to Americans. They seem to always be in a hurry while we are usually a little more relaxed. They are also a lot more quiet, shy, and embarrassed than we are. It was strange at the beginning, but now I just accept that I will never feel like I totally belong here – I will always be somewhat of a stranger.

Host: Any advice for foreigners who want to work in Hong Kong?

Julie: Do it! You won’t regret it. Don’t come with many expectations, though. Try not to be surprised or shocked by anything that you see, because a lot of it might be strange. Be friendly, learn a few phrases in Chinese, and you will be fine.



GRAMMAR: SHOULD VS. HAVE TO

Rule:

Should is normally used for giving advice. **Shouldn't** is the negative form

You should stay in Madrid instead of moving.

He should go back to school.

She shouldn't eat so much!

Rule:

Have to is stronger than **should**. While **should** is just for advice or suggestions, **have to** is a necessity. **Have to** is similar to **need** (or **must**).

I have to go get some milk from the store – there is none left and we need it for our morning coffee.

I have to take this test if I want to apply for college.

I have to see Grandpa on my way home – he has something for me.

Rule:

The negative form of have to is **don't have to**, but it is less serious. **Don't have to** means it's not required. In the negative case, **shouldn't** sounds more serious!

1. *You shouldn't come with us, it's a bad idea!*
2. *You don't have to come, but you can if you like.*

1. *You shouldn't study Spanish because Chinese is more important!*
2. *You don't have to study Spanish, but maybe you would like it. It could be fun.*

Don't forget: you need to conjugate "have" depending on the subject

I have
 You have
 He/ she has
 They have
 We have

Hints:

Use **should** if you are **UNSURE**, and **have to** if you are **VERY CERTAIN**.

Rule:

Ought to is the more formal version of **should**. It must always be followed by **to**. Unlike a pure modal verb like **should**, **ought to** can't start a question.

1. *Do you think I ought to say hello to her?*
2. *We ought to go home soon, it's getting late.*
3. *She ought to learn some English before she goes to Australia.*



VOCABULARY: LEISURE ACTIVITIES

I enjoy **going to the movies** when I have some time off.

Peter and Melissa like **going to the museum**.

Susan really likes **going to a good concert**.

I look forward to **going swimming** on the weekend.

Ellen's friends like **going shopping** in their free time.

I enjoy **going mountain biking**, especially when it is not too hot.

I love **doing aerobics** before going to work.

I like **doing yoga** at least three times a week because it makes me feel relaxed.

I am keen on **playing table tennis**, but I am not so good at it.

Marc and his friends enjoy **playing hockey** with the school team.

John likes **surfing the Net** when he needs to find some information.

I especially enjoy **catching up on my reading** if I have some free time.

Grace likes **working out at the gym** at least three times a week.

I adore **going dancing** with friends.

We really like **going out for dinner** with friends whenever we can.

My sister loves **going to the theatre**.

Charles looks forward to **going running** after work.

My roommate likes **going out with friends** when he has the next day off work.

In the summer, Mia likes **doing some gardening** every weekend.

Richard likes **practicing judo** after class.

I don't mind **going for a walk** late in the afternoon.

My classmates love **playing basketball** and they are really good at it.

My friends and I love **playing football**, and nobody can beat us.

I enjoy **watching TV** in the evening.



LISTENING: I'M ON VACATION

Helen: Hi Sam, how are you doing?

Sam: Pretty well. How about you?

Helen: Great! I'm on vacation now. I really feel I need to relax.

Sam: Good! I am on vacation too. I am really exhausted. What did you do last weekend?

Helen: Well, I went swimming. I usually go swimming three times a week.

Sam: That sounds great! I like swimming too. I am just back from a short trip to the beach. I was there for the weekend. It was great. The beach was spectacular and the weather was really good.

Helen: Great Sam! I am joining you next time. Well, we just went dancing last night. I love dancing, so we are planning to go back this weekend. Do you like dancing?

Sam: Yes, I do, but I am not really a good dancer.

Helen: Well, we are actually taking dancing classes twice a week, Tuesdays and Fridays. Would you like to join us?

Sam: Sure, that'd be fun.

Helen: Yes, you're going to like it. By the way, what are your plans for tonight?

Sam: I don't have any.

Helen: Let's go out to dinner. There's a really nice restaurant near here.

Sam: OK, let's go. That's a good idea.

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VOCABULARY - IDIOMS

Idioms / fixed expressions

An idiom is a group of words that has a meaning that cannot be understood by looking at the words literally. Or, in other words, they are phrases or a fixed expressions that have a figurative, or sometimes literal, meaning.

Problems with idioms usually result in incorrect, literal translations. E.g. it is common for a beginner Spanish student of English to state: "I have twenty years.", whereas the correct usage is, "I am twenty." The reason for this, we know, is the Spanish use of "tener", instead of "ser".

These distinctive ways of stating age in different languages are idioms.

The word idiom derives from a Greek word (ιδίωμα – *idíōma*) which means "appropriate to oneself." In the context of language, an idiom is a usage peculiar to a particular language.

For instance, when we say "A bird in the hand is better than two in the bush", we are not really talking about birds.

The point of this idiom is to say that it is better to have something than to take the risk of getting more and in the process lose everything. Some idioms give the same message even though they are different in another language.

Example:

to put the cart before the horse (English)

to build the roof before the house (Spanish)

meaning: to do things in the wrong order.

Every language has its own idioms and English has many. You will hear them through conversation, read them in various texts and will also use them yourself.

Here are some idioms about having fun and not having fun:

Have a ball / have a whale of a time: means to enjoy yourself a lot.

This is about as fun as watching paint dry: means a very boring experience.

In any language there are particular conventions of expression (fixed expressions) -- for writing and saying things -- that are not always dictated by set grammatical rules. When these conventions are not followed correctly, the results are considered to be poor diction, or bad writing.

UNIDIOMATIC ENGLISH: "Stop trying to convince me that your unlikely story is true."

vs

IDIOMATIC ENGLISH: "Stop pulling my leg."



READING: ROLLER COASTERS

Have you ever been to an amusement park? What was your experience like? Amusement parks have been around for over 400 years, the first being built in Bakken, Denmark. One of the most entertaining things in an amusement park is the roller coaster. The first roller coaster was patented in 1885 by LaMarcus Adna Thompson. The original rides were made of wood and consisted of two or more cars connected together and called trains. The trains were pulled up by chains to a peak and then fell down a track, using the fall for speed. Roller coasters used that speed from the first fall to continue travelling. They would take various changes in direction before returning to where they started.

More modern roller coasters still use the same system of using the first peak to gain speed. Yet, there have been changes in the twists and turns made, and also the travelling speed. Many coasters now have loops which put riders upside down for a short time and more elaborate ones combine twists with turns. Although wooden coasters can still be found, most modern-day roller coasters are made of steel. The tallest steel roller coaster today rises to a height of 139 meters and is named Kingda Ka. It shoots riders up a track and then makes a steep climb in the shape of an upside down letter U. The ride reaches 206 kilometres per hour in three and a half seconds. The fastest steel roller coaster in the world the “Formula Rossa” and travels at a speed of 240 kilometres per hour!

Roller coasters have changed throughout time. With every ride comes another change. The popularity of coasters continues to increase and people are willing to stand in line for more than two hours for a ride that on average lasts for no more than three minutes. Currently, there are rides that suit all ages and levels of bravery. Whether for a child or an adult, there is sure to be something for every thrill seeker looking for a fun time. Amusement parks can be found all over the world, from Japan to Spain to the United States. It is safe to say that in all these parks at least one ride will be a roller coaster and people will take their place in queues to ride just as they did at the end of the 19th century.

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VOCABULARY: BOARDING PASS, PLEASE!

Check-in

To inform customer service that you are on time for your flight.

Boarding pass

The ticket with your seat number, destination and flight number.

Passport

An official document issued by a person's country with details. It allows entry into or passage to and from other countries,

Gate

The numbered door where you will board a plane.

To board

To get on an airplane.

Destination

The country, city or town where your plane is going.

Aisle/ window seat

The aisle is the "hallway" down the middle of the seats inside an airplane.

Conveyor belt

The belt that moves in a circle. You pick up your suitcase off of this when your plane lands.

Fasten your seatbelt

The seatbelt is what you wear over your lap to stay in the seat securely.

Flight attendant

The people that walk up and down the aisle and serve food or help the passengers.

(Air)plane

A powered heavier-than air aircraft with fixed wings.

Tray table

The table attached to the seat in front of you, you pull it down and put food on top.

Overhead compartment

The area above your seats where you can store your carry-on luggage.

Checked luggage

Your heaviest and largest luggage that needs to go under the airplane.

Carry-on luggage

Smaller, lightweight luggage that you can store in the overhead compartment.



Take off

The plane gathers speed and moves into the air at the beginning of the flight.

Pilot

The man or woman in the cockpit who is controlling the plane.

Landing

The end of the flight where the plane “touches down” on the ground.

Control tower

The tower where people watch the flights come in and out and talk to the pilots to help them.

Cockpit

The room or cabin in the plane where the pilots sit.

Turbulence

When the weather is dangerous and the plane starts to move around roughly.

Customs

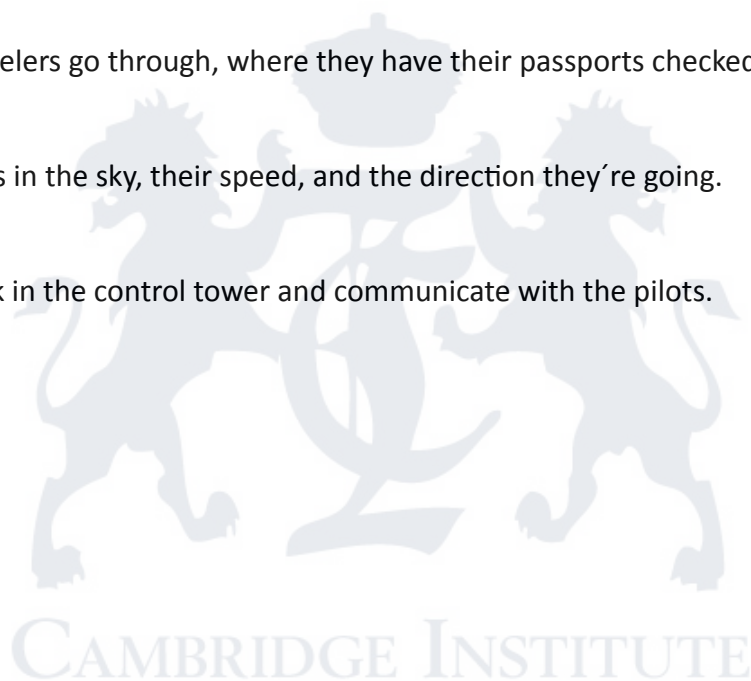
The security that travelers go through, where they have their passports checked.

Air traffic

The amount of planes in the sky, their speed, and the direction they're going.

Air traffic controllers

The people who work in the control tower and communicate with the pilots.





READING: THEY LOST MY LUGGAGE

Read three different stories about losing luggage in an airport, and answer the questions that follow:

A - Joe: Luckily, I have never had a problem with losing luggage! I don't really fly that often, so maybe that's why I am lucky – I just fly during the holidays to go home and see my family. I always fly with the same airline, Yellow Skies, and I am always happy with their service.

B - Lisa: I have to fly a lot for business, and I have had some problems with one of the airlines I used, Northeast Ways. They lost my luggage twice. When they lost my luggage, they had to pay me 100 dollars so that I could buy clothes and other things I needed. I had to wait two or three days for them to call me and say they had finally found my luggage! I wish they had given me more than 100 dollars, I like expensive clothes!

C - Sean: I fly a lot and the biggest problem is that my stuff gets damaged. I travel with my guitar a lot, and the worst is when my guitar has a dent in it or my tuner is broken. The baggage handlers are very rough with luggage – they throw it very far and hard onto the conveyor belts. When my stuff is damaged, I always complain to the airline. Sometimes I get compensation, but not often.

GRAMMAR: POSSESSIVE PRONOUNS

We use possessives and possessive pronouns to explain who something belongs to. We use them to answer the question "whose is this?"

Possessive adjective, examples:

- **My** arm.
- **Her** money.
- **His** wallet.
- **Their** favorite band.
- **Your** friends.

Possessive pronoun, examples:

- That candy is **mine**.
- The purse is **hers**.
- That pencil is **his**.
- That car is **theirs**.

Here is a chart to help explain how to use object pronouns, possessive adjectives and possessive pronouns:

Object pronouns

That candy belongs to **me**.
 This coat belongs to **you**.
 This car belongs to **her**.
 That cat belongs to **him**.
 That bike belongs to **us**.
 Those keys belong to **them**.

Possessive adjectives

That is **my** candy.
 This is **your** coat.
 This is **her** car.
 That is **his** cat.
 That is **our** bike.
 Those are **their** keys.

Possessive pronouns

That candy is **mine**.
 This coat is **yours**.
 This car is **hers**.
 That cat is **his**.
 That bike is **ours**.
 Those keys are **theirs**.



LISTENING: THAT'S MINE!

Man: Excuse me, ma'am. I think you just picked up my briefcase.

Woman: No I didn't. This is my briefcase.

Man: No, I'm afraid not. Look at it. Does your briefcase also have a gold buckle on the side?

Woman: Yes, of course! I can recognize my own briefcase!

Man: Ok, well is your briefcase leather?

Woman: Yes, I'm positive!

Police officer: What's the problem here?

Woman: He wants to steal my briefcase!

Man: Officer, this woman has my briefcase.

Police officer: Ok, give me your boarding passes and baggage claim tickets... it looks like this briefcase doesn't belong to either of you. I'm going to take it back to the conveyor belt now. We'll get this sorted out.

Woman: Uh, oh... Gosh! How could this happen! I was sure it was mine!

Man: Hum. Oh. That's embarrassing... Well, thank you, officer.

Police officer: No problem!

READING: FLIGHT ATTENDANT FOR A DAY

I decided to become a flight attendant in my early 30s. I decided that I wanted to travel the world because I was tired of Canada. I thought it would be a good way to see the whole world. Unfortunately, it's not very easy and I don't get a chance to see as much as I would like. We are very busy during our flights and we are very tired when we arrive at our destinations. We are responsible for safety and customer service.

Before the flight we have to talk to the pilot so that we understand the route of the flight, the weather conditions, and safety rules for the flight. We find all of the emergency equipment and we go through a checklist. Before the flight we give the passengers a safety demonstration. During the flight we need to help the passengers feel safe and comfortable. We usually have to serve them food and drinks and clean up afterwards. We need to do this quickly. They can be rude, of course. So it is not always easy to keep a smile on our faces like we should. Sometimes we have to make two or three flights a day if they are short. We are always exhausted!



GRAMMAR: I, MY, MINE, ME

Remember:

I is a **subject** in a sentence or clause.

I am not ready to go.

Me is an **object** in a sentence or clause.

She told me many lies!

Mine is a **possessive pronoun** used as an object in a sentence or clause.

The coat is mine.

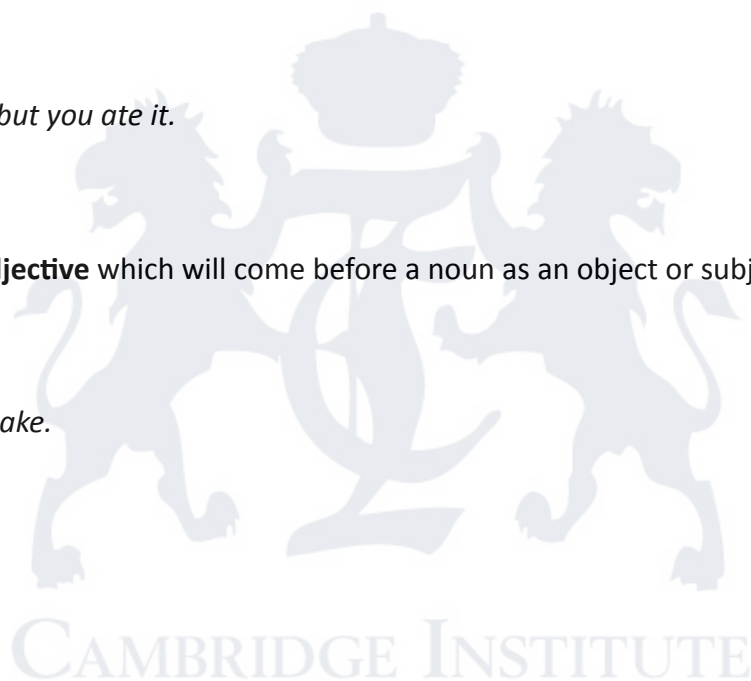
That cake was mine, but you ate it.

My is a **possessive adjective** which will come before a noun as an object or subject.

That is my coat.

Please don't eat my cake.

My cake is the best.





VOCABULARY: BUDGET

Cash	Paycheck
Bill / Note	Price
Currency	Cost
Coins / Change	Wallet
Credit card	Change purse
Debit card	Broke
How much is it?	Loan
Check / cheque	Debt
ATM / Cash Machine	Budget
Withdraw(al)	Finances
Transaction	Traveler's check / cheque
Deposit	How much money do you have?

LISTENING: I'M BROKE

John: I really can't go out for dinner tonight, guys. I'm broke.

Anna: What do you mean you are broke? You just went to three concerts last week!

John: Well, yeah. I prefer to use my money for fun events like concerts rather than going out to dinner when I can just eat here at home. I have to budget somehow.

Anna: Oh ok. I usually don't budget. My parents will give me some money if I spend everything.

Sarah: You know not everyone is as lucky as you, Anna. We can't all spend like that. I always know how much money I have in my bank account, and how much I can spend every day. There is no way my parents will just give me the money – they barely make enough money for themselves, you know.

John: I think my parents have some extra money, but I don't want to ask them for it. I prefer to be financially responsible.

Sarah: Yeah it's not easy. This is the only time I am going out for dinner this week.

Anna: Wow, guys. You make me sound so irresponsible! I never thought I should be more careful with money... Ok, why don't we do a cheap night where we just make some pizzas here at the house? It will be fun!

John: I like that.

Sarah: Good idea!



GRAMMAR: MUCH, MANY, A LOT

Much, many, and a lot are quantifiers. They help to quantify nouns without an exact number.

She has 5 euros in her wallet.

She doesn't have much money in her wallet.

1. We use "much" and "how much" with uncountable nouns only.

How much money do you have?

How much coffee would you like?

How much time do we need for this meeting?

I don't usually drink this much wine in one night.

There's too much cleaning to do!

You are wasting too much time.

2. We use "many" and "how many" with countable nouns.

How many shoes do you have?

We don't have many friends here.

Do you have many books to read?

She has too many dresses.

3. "A lot" can be used with PLURAL countable nouns and uncountable nouns.

I have a lot of friends.

They drink a lot of beer.

She has a lot of books.

4. In informal settings, we can also use these quantifiers with verbs.

I don't like it very much.

We enjoy coffee a lot.

She hates him so much.

5. DO NOT say "a lot of" to follow a verb with nothing after it.

I like coffee a lot of.

6. "A lot of" can only come before a noun.

A lot of friends

A lot of time

A lot of water

A lot of pizza



VOCABULARY: MONEY

Spend

To use your money to buy things.

Save

To put your money in a safe place or keep it and spend it later.

Earn

To get paid for your services.

Waste

To spend money on useless things, or pay a price that is too high.

Steal

To take money that isn't yours and keep it for yourself.

Lend

To give money on the condition that it is returned to you.

Borrow

To take money on the condition that you return it later.

Transfer

Moving money from one place to another, for example – from your savings account to your checking account.

Pay back

To give the money back to someone/a bank you have borrowed from.

Owe

Being required to pay back money after borrowing it.

Buy

Using money to pay for something that you then own.

Withdraw

To take physical money out of your account.

Deposit

To put a check or cash into your account.

Invest

To give money to someone or a company to support the growth of that company and in return get some of the profits.

Budget

Monitor your money closely and make sure you don't spend more than you are allowing yourself.



READING: PERSONAL FINANCES

Many people have difficulty managing their money – it's not easy. We often spend a lot of money without even understanding what we have spent it on. Many people go out with approximately \$20 and 30% of the time come back with nothing. When asked where they spent the money, the most common answers are: "I'm not sure. I had a coffee, bought a sandwich... but I thought I had some money left".

The happy news is that there are some very simple steps that can help everyone save more. The first important step is to find out how much you should be earning for the job you do. Find out what other people in similar jobs are earning. Don't accept less than the average of that amount. The next step is to always spend less money than you earn. Make a budget limit for the week and monitor your finances regularly. Never buy anything - not even a cup of coffee - over your budget limit. Do not use a credit card because you will get into debt. Only spend money that you have. If you have a strict budget that you are following, you are being a lot more serious about your finances.

10 Top Tips for Staying on Budget

- Save as much as you can
- Withdraw enough cash for one week at a time.
- Stop smoking and / or drinking - these habits are expensive.
- Everyone in the family should be more careful with money - it's everyone's responsibility.
- Pay off your debts as quickly as possible.
- Keep Your Receipts - save your receipts, and write down the places you spend money.
- Check your bank balance regularly, so you always know how much money you have.
- Analyze Your Spending - can you find an expense that can be cut?
- Banks often have special deals, such as accounts that pay high interest rates. Look out for these.
- Be Flexible - try to allow some extra money for emergencies.

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VOCABULARY: PRICES

How to pronounce prices:

We usually say 'and' before the last full number.

101 is "one hundred and one".

1024 is "one thousand and twenty-four".

We say the numbers in order from largest to smallest.

1,001,001,000 is "one billion, one million, and one thousand".

If there is a zero in between, don't pronounce it.

101 is "one hundred and one".

1,001 is "one thousand and one".

102,101 is "one hundred and two thousand, one hundred and one".

101,000,000 is "one hundred and one million".

We don't usually say the "dot" or the "point" in most prices.

2.50 is "two fifty".

10.80 is "ten eighty".

1,001,299 is "one million, one thousand, two hundred and ninety nine".

Informally, instead of saying "...thousand,...hundred,...", we can say "(tens digit number) hundred"

2,100 could be "twenty one hundred".

3,300 could be "thirty three hundred".

We always say the currency at the end of the number, no matter where the symbol is placed. We usually place the symbol in front of the number, but we pronounce it last.

\$4.00 is "four dollars".

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VOCABULARY: FEELINGS

Nervous

Very uneasy because of being worried about the future.

Happy

Pleased and in a good mood

Sad

In a bad mood because of unhappiness

Angry

Showing a feeling of anger or even rage.

Excited

Very animated, happy and looking forward to something.

Jealous

When you feel someone else has gotten something that you deserve or wants what you have.

Fantastic

In a very good mood.

Proud

Having a high opinion about oneself or someone else.

Relaxed

Having no worries at all. Content and happy.

Scared

Being afraid, having fear. Usually a temporary sensation.

Bored

Feeling like you have nothing interesting to do at all.

Impatient

Not wanting to wait.

Upset

Unhappy for any number of reasons.

Energetic

Having a lot of energy; active.

Patient

Feeling alright about waiting. Being able to overcome impatience.



Heartbroken

Having lost love, or been hurt by someone you love.

Worried

Having fear about something that might happen in the future.

Confident

Being sure about oneself.

Lazy

Not wanting to do anything productive.

Organized

Having everything in order.

Tired

Without energy.

Exhausted

Physically tired from working hard.

Annoyed

Almost becoming angry because something is getting on your nerves.

READING: POWER OF MEDITATION

How relaxed are you? Life in the 2010s is stressful. Our bodies and minds are always busy. It's very easy to suddenly start feeling more and more negative – sad or angry – every day. Do you know what contributes to these negative feelings? Not sleeping enough, getting up late, not eating enough, not exercising, and not relaxing. Have you ever tried meditation? With meditation, you can relax and exercise at the same time. When you take care of your mind, your whole body will feel more relaxed.

The best situation is to find any quiet, empty room with blank walls – the size or location doesn't matter. Sit on the floor with crossed legs and a straight back and stare at the wall. Try to clear your mind of all thoughts and just focus on your breathing. It will be difficult at first, but no one is ever an expert from the beginning. Keep trying this every day for about 15 minutes at a time. This stress-relieving activity is free and you don't need any expensive classes or equipment! If you have never tried it, now is the time.



GRAMMAR: USING ALREADY, YET, NEVER, EVER

1. “Yet” is used to ask about something that was expected to happen, or to say that it hasn’t happened.

Have you gone to visit mom in the hospital **yet**? (expected to happen)
I haven’t seen the new movie **yet**. (it hasn’t happened)

2. “Already” is used to say something happened earlier than expected.

Mom is **already** here.
I’ve **already** finished the assignment.

3. “Never” and “ever” are used to talk about “any time until now”. “Ever” is often used in questions or negative statements and “never” is often used in negative sentences.

Have you **ever** seen the sunset in this park?
I have **never** seen the sunset here.
I don’t think I will **ever** fly again – it was so scary.

COLLOCATIONS: ABOUT HEALTH

Some collocations about health:

To catch a cold
To come down with a fever
To have a temperature
To have a sore throat
To have an upset stomach
To take a pill (aspirin, ibuprofen)
To feel better
To feel worse
To have a bug (a virus)
To spread germs
To feel ill
To have food poisoning
To throw up
(To feel) under the weather



LISTENING: STRESSED OUT

John: Melissa, you seem very unhappy. I've never seen you this way. What's wrong?

Melissa: Everything.

John: What do you mean?

Melissa: I am very stressed about everything right now. I hate my job, my roommates are awful, I miss my family – I don't know why I moved to this city. I have never been this miserable.

John: Ok, relax Melissa. Have you talked to your family yet since you moved here?

Melissa: Yes, I've already talked to them many times. They miss me too. I don't know if I will ever get used to living here.

John: Have you tried any relaxation techniques? If you are stressed, you could try yoga or meditation. It really helps me.

Melissa: No, I have never tried. Do you take a class or something?

John: Yes, I go on Thursday evenings to my yoga class. Would you like to join me?

Melissa: Well, hasn't it already started? Can I still sign up?

John: I'm sure you can. Let's go to the gym and sign you up!





READING: DIFFERENT OFFICE ENVIRONMENTS

There are many different types of office. For example, some are very casual and some are very formal. The environment in the office can affect how productive the workers are.

In a casual office, workers feel more relaxed, which helps them to do their work. In a casual office, people don't have to wear suits and ties – they can wear things like t-shirts and jeans. Decisions are taken by everyone as a group, so the workers feel more important within the company. This kind of office is usually very social, with everyone working together, and workers often know how to do many different jobs.

A formal office is very different. Workers report to their managers, who report to their bosses, and so on. Very few people can talk directly to the owner or director. Instructions come from down from the top of the chain in the same way. What the workers wear is also important – they normally have to wear smart clothes. This environment is usually not very social, and workers work on their own, not in groups. As a result, workers often only know how to do their own job, and nothing else.

VOCABULARY: WORK COLLOCATIONS

To make a living

To make enough money to support oneself by doing a certain job.

Marc makes a living working on a fishing boat.

To do sth for a living

Action(s) performed as a person's main source of income.

Teaching literature is what I do for a living.

To be on the go

To always be moving; to spend a lot of time outside of an office environment.

Mobile phones are great for those who always have to be on the go.

To get down to work

To put all of your focus into a task; to take a task very seriously.

We need to have this presentation ready for tomorrow, so let's get down to work.

To give a talk

To deliver a prepared presentation on a particular subject.

Our human resources department is going to give a talk on the new dress code today.

To work on a project

To work on a task specifically assigned to a person by their employer/client.

Julia had to return to the office later that evening to work on a project.



Be out of work

To be unemployed; to not have a job.

Jason has been out of work for months now, I wonder when he's going look for a new job.

To take work home

To perform work-related tasks outside of the usual work environment, normally at home.

If Robert managed his time better at the office, he wouldn't have to take his work home.

To work long hours

To work a shift that is longer than normal at work.

Justin works long hours at his new job. I hear his current shift is from 2PM to 12AM.

To work overtime

To put extra hours into a particular task, either to finish it sooner or earn more money.

The design was trickier than Sarah thought it would be; she'll have to work overtime to finish before the deadline.

To be a workaholic

To be addicted to work.

I don't think I've ever seen Jim leave his office; he's a real workaholic.

To meet deadlines

To finish a task or a project before the date it's due to be presented.

George never meets his deadlines, which is why he will probably get fired.

To take time off

To take time away from work, usually to go on holiday or take care of personal matters.

I had surgery last week, so the doctor recommended that I take time off.



GRAMMAR: REVIEW - AUXILIARY VERBS

Auxiliary verbs, are verbs that form questions, negative statements, express tense or add emphasis to a particular clause. They are called auxiliary because they are usually attached to a main verb, which provides the actual action in the sentence. For instance, in the sentence 'I can swim' the auxiliary verb is **can** and the main verb is **swim**.

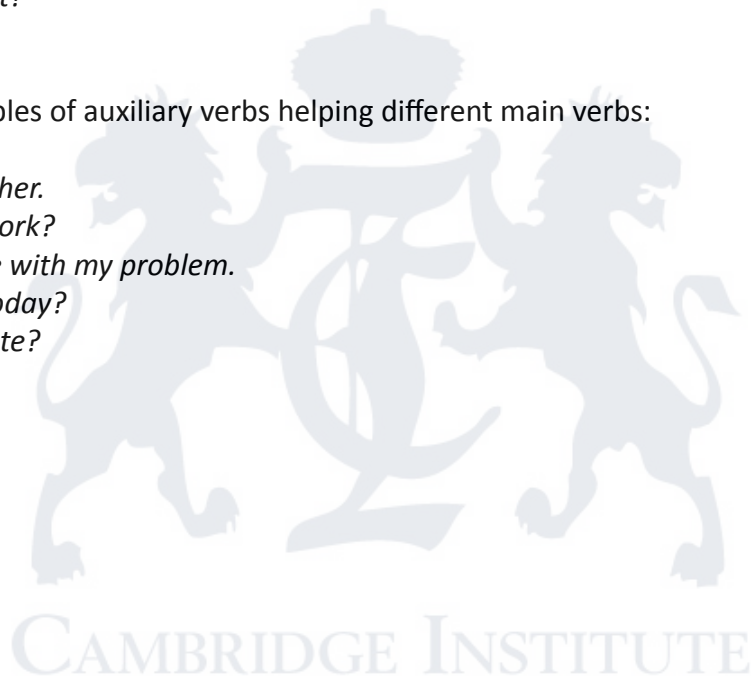
The three most common auxiliary verbs are: **be, do, have**. There are others, of course, but these are the ones seen most often in written and spoken English. Some auxiliary verbs are also used as main verbs. For instance, in the sentence 'I **am** a musician' the verb **to be** (conjugated to **am**) is used as a main verb, not as an auxiliary. Other auxiliary verbs that can be used as main verbs are do and have.

These are a few examples of **be, do** and **have** being used as main verbs:

*I **have** a dog.*
*She **does** her laundry.*
*They **are** married.*
*Who **has** time for that?*
*You **do** the dishes.*

Here are some examples of auxiliary verbs helping different main verbs:

*I **have seen** you with her.*
***Did** he **finish** all his work?*
*She **is not helping** me with my problem.*
*How **are** you **doing** today?*
***Does** she **like** chocolate?*





LISTENING: SETTING UP A MEETING

Paul: Hello Sandra, would you please come to my office to discuss our preparation for the client meeting this afternoon? I want to make sure we are ready.

Sandra: Hello Paul, sure! Not a problem!

Paul: Ok, so following our checklist, are the room and refreshments for our clients confirmed?

Sandra: Yes, they are. They were confirmed 2 days ago. I will personally make sure that the refreshments have been properly set up at least 30 minutes before the meeting.

Paul: Very good! Then, the next item on our list would be the Power Point presentation. Are you sure you have the most updated one I sent to you yesterday?

Sandra: Yes, Paul. And I have already printed 10 copies of it to distribute among our clients, as you requested. I have also tested the projector to make sure it is working fine, and placed pens and notepads for each participant.

Paul: Wonderful! Thank you, Sandra. On another note, have you also made sure that all participants have received the meeting agenda and confirmed their attendance? I want to make sure they are all here and know what to expect.

Sandra: Yes, I already have Paul. We will have a full house this afternoon!



