

Bored and uninspired?

DIP INTO THIS ↘

The Auto-English Teachers' Book

by Bob Wilson from autoenglish.org

DRILLS & QUESTIONS
for CONVERSATION and GRAMMAR

Written as follow-ups for the free exercises at www.autoenglish.org

PLUS:-

Games

Roleplays

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The Auto-English Teachers' Book

INTRO

This book is for teachers of English as a foreign language teaching adults. It contains drills and questions to memorise and practise language items from beginner to intermediate level. It serves as a follow-up to the worksheets available free at www.autoenglish.org. The last pages of the book contain speaking activities including games and roleplays.

THE DRILLS

Going over structures and tables once just ain't enough. The drills have been written for memorising language items, such as irregular verbs, using the auditive memory. I have found these drills essential for adults who do not study between classes and they make for good warm-ups at the beginning of class.

LEARNING \propto REPETITION

THE QUESTIONS

The questions try to relate grammar and other textbook content to the lives and interests of students. In other words, they try to make the language items meaningful and to generate real conversation in the classroom. Remember to get students to ask the questions as well as answer them. Complain if you get monosyllabic responses and remind people whose responsibility it is to learn.

LEARNING \propto MEANINGFUL USE

GAMES AND ROLEPLAYS

If the class is boring, it's the teacher's fault. I always save the last 15 minutes of class time for games and role plays. This brings on the interaction; the thinking on the spot; the adrenalin and the fun

LEARNING \propto FUN

A Note on Teaching English as a Foreign Language

GRAMMARITIS

One day, not so long ago, I was down to give an intensive business English class to an upper-intermediate executive. I found the student in a state of vexation because he couldn't grasp the three different uses of "I wish". We picked our way through the rules; we murphied it; we did an exercise on it from my website (autoenglish.org). By the end of it all, I was frowning too. "Ask me," I said, exhausted, "how often I use an 'I wish' phrase."

And I answered, "About once every six months."

Then I asked him, "Are you confident about writing reports in English?"

"Not really," he said.

BOREDOM

"Open your books at page 63," you say from the thorax. You look up and scan the faces for signs of life. "Can anyone tell us what the second conditional is used for?"

You cleverly employ the inclusive first person. You cleverly relate the grammar to its use. But somehow, you just don't see the hominids gathered before you. And you don't even know that hominids, as a family of animals, are famed for their sense of fun, although not to the extent of dolphins, seals and the lemurs of Madagascar. Incredibly, you blame the students for the boredom. Generously, you begin your explanation. You, the commissar of grammar. You, a cog in the grinding TEFL money-machine.

CASH FROM GRAMMAR

Bear in mind that many humans learn to dominate English as a foreign or second language without EVER studying grammar. Also bear in mind that there are many people with a comprehensive knowledge of English grammar who cannot speak the language - these, the victims of people on boards of examiners and EFL businesses, who are all sincerely interested in grammar as a means of making money. These perverse superbeings construct systems which class individual humans as proficient or intermediate etc. (So I must be a pre-intermediate cook then). I mean, if you squint your mind a little you can see it more clearly: brilliant, mediocre or rubbish. Their grammar is for constructing exams only and failing these exams means exclusion and ridicule. They can all... go to hell!

MAKE MISTAKES!

Mistakes are always interesting. They tell us things about other languages and other cultures and they give teachers the opportunity to say, 'Ah. I can help you with that.'

MAKING MISTAKES = LEARNING

I find the association of making mistakes with disgrace and failed lives depressing and evil.

ANARCHY IN THE UK

English has no rules. None. There is no Royal Academy of the English Language. The language belongs to no one... and everyone! It generates culture (books, films, plays) with virulence. It is the language of trade and commerce.

So, if English has no rules, what the blazes is English grammar? Grammar, just as much as vocabulary and intonation, generates meaning: it places people and objects in time; it powers the imagination and it makes utterances coherent. You use it in order to be understood. You use it in order to think. What your students learn to pass some confounded exam isn't language. It is a set of strict prescriptive rules about nothing. As EFL teachers, we often notice that what we are teaching is not the language we use. My task, as a person, is giving the English language to anyone who wants it via the world that surrounds us. Well, at least when the dog isn't listening.

And here is the meaning of life:-

LEARNING = REPETITION + USE + MISTAKES + FUN
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DRILLS

GENERAL GRAMMAR

❖ Adjectives: comparatives and superlatives

Listen and repeat:-

Short adjectives

big	bigger	the biggest
cold	colder	the coldest
easy	easier	the easiest
hot	hotter	the hottest
short	shorter	the shortest
tall	taller	the tallest

Long adjectives

beautiful	more beautiful	the most beautiful
boring	more boring	the most boring
difficult	more difficult	the most difficult



Irregular adjectives

bad	worse	the worst
far	further	the furthest
good	better	the best

Listen:-

tall... taller the tallest

Now you:-

big	complicated	good
nice	dangerous	bad
safe	intelligent	pretty

❖ Adjectives –ED and –ING

Listen:-

We were bored because the film was boring.

Now you:-

We were excited because the film was ...

We were fascinated because the documentary was ...

We were all amazed because the news was ...

We're interested in the Internet because it's really ...

I've had a tiring day so I'm ...

They had a relaxing weekend so now they're very ...

This class is boring so now we're ...

❖ Adverb Formation

Listen:-

amazing... amazingly

Now you:-

bad	intelligent
brilliant	nice
careful	quiet
easy	sad
fluent	slow
happy	urgent
immediate	



And now the irregular adverbs. L + R
 early... early
 fast... fast
 good... well
 hard... hard
 late... late

Now fill the gaps.
 It's not difficult. You can do it ...
 Shut up! Do it ...
 She's brilliant at French. She speaks it ...
 Hurry up! Do it ...
 I want it right now. I want it ...
 I'll be very angry if you arrive ...

❖ **Adverbs of Frequency**

Listen:-
 I eat hamburgers. NEVER... I never eat hamburgers

Now you:-	
I am late. SOMETIMES	She says sorry. NEVER
I arrive late. SOMETIMES	I eat meat. HARDLY EVER
We go to the cinema. OFTEN	Everybody is sad. SOMETIMES



❖ **Agreeing and Disagreeing**

Listen:-
 I like rice... So do I; I played tennis yesterday... So did I.

Now you:-	
I can swim	I'd love to visit New York
I like dark chocolate	I've been to Ibiza
I can't play the violin	I haven't been to Menorca
I went to the cinema at the weekend	I'm going to the theatre next week
I didn't go out last night	

❖ **As long as and Unless**

Listen:-
 I won't go unless you come with me...
 I'll go as long as you come with me

Now you:-
 They won't come unless you invite them
 He won't react unless you insist
 I won't go unless you come with me
 I won't pay unless you pay half

And now the other way round:-
 I'll go as long as you come with me
 They'll come as long as you invite them
 He'll react as long as you insist
 I'll pay as long as you pay half

❖ **Both and Either**

Listen:-
 Two days in New York or four days in L.A...
 Would you prefer either two days in New York or four days in L.A.?

Now you make questions.
 one week in Benidorm or one day in Vienna
 an evening playing computer games or going to a football match
 a vegetarian restaurant or MacDonald's
 a week in Phuket or 3 days in Chiang Mai

❖ **Countables and Uncountables**

Listen:-

He has 3 apples... How many apples does he have?

Now you:-

She has 2 TVs.

They have 5 cats.

We have some lemonade.

Micky have some cheese.

Hannibal eats one person a day.

Eve has some rice.

Eve has 2 kilos of rice.

I drink 2 litres of water a day.

Eve eats an apple a day.

↗

❖ **Enough and Too**

Listen:-

I need more money... I haven't got enough money.

Now you:-

We need more milk

They need more time

You need more training

I need more English

↗

Listen:-

I'm not going out. It's very cold... It's too cold to go out.

Now you:-

I'm not playing tennis. It's very hot

I can't help you. I'm very busy

I can't continue. I'm very tired

I can't sit down. I'm very restless

↗

❖ **Few and little**

Listen:-

Not many people went to the party... few people went to the party

Now you:-

Not many restaurants in Spain have vegetarian options

Not much time rain falls in Valencia

Some people recycle plastic

Some countries care about the environment

❖ **Possessive Adjectives**

Listen:-

Michael's city... his city

Now you:-

Christina's country... her country

Romeo and Juliette's story... their story

Your and my world... our world

Raquel's place... her place

My grandmother's cooking... her cooking

My grandmother's boyfriend... her boyfriend

My father's sister... his sister

My parents' free time... their free time

Albert's girlfriend... his girlfriend

Helen's problems... her problems

The monster's thing... its thing

Charlie's hobby

↗

❖ **Possessive Nouns**

Listen:-

The boyfriend of my sister... My sister's boyfriend

Now you:-

The animals of the farmer

The sportscar of your mother

The school of my father

The bar of Pepe

The toys of the boys

The car of my boss

The house of Bob

The dog of my friend

The ego of my boss

The cat of my girlfriend

The house of my parents

The room of the children

↗

MISTAKES – real time error correction!

❖ **Spanglish**

Convert from Spanglish to English:-

- All is okay (everything's fine)
- As always (as usual – *I do occasionally here "as always" but I'm never happy about it*)
- As you want (up to you)
- Everyday more (more and more)
- For me it's the same (I don't mind)
- For the moment (so far)
- I explain you (let me explain)
- I have the reason (I'm right)
- I like a lot that (I love that)
- I prefer don't go (I'd rather not go)
- In the actually (currently)
- It was a casualty (sic)
- It's his election (it's his choice)
- Stay in form (keep fit)
- Touristic (sic) (touristy)
- Two hours and a half (two and a half hours)
- Two millions (two million)

❖ **Tenses**

Correct these:-

- I am waiting three weeks for it.
- Today I speak about our price policy.
- When have you seen him?
- I don't looking for anything.
- I was started working there in 1992.

❖ **Word Order**

Correct these:-

- He watches all day TV.
- We go in summer to the beach.
- I never am late.
- She arrives always on time.

PREPOSITIONS

❖ **Adjectives + prepositions**

Listen:-

afraid... afraid of

Now you:-

Session #1

- ashamed
- bad
- bored
- capable
- confused
- different
- disappointed
- excited

Session #2

- famous
- fed up
- fond
- full
- good
- happy
- hopeless
- keen

Session #3

- interested
- jealous
- proud
- scared
- similar
- suspicious
- tired
- upset



❖ **Prepositions of Time**

Listen and repeat:

AT

at 10 o'clock, at half past nine, at 12 forty-five, at midnight, at night, at midday, at lunchtime, at the weekend, at Christmas and at Easter.

IN

In the morning, in the afternoon, in the evening, in June, in July, in the summer and in the week.

ON

On Monday, on my birthday, on the 14th of August, on Christmas Day, on New Year's Eve

Listen.

Wednesday... and you say "on Wednesday".

Now you:-

Friday; four o'clock; half past five; winter; the weekend, the morning; night; October; Thursday; lunchtime; 23rd June; Easter; Friday; September; the afternoon; the spring; the 14th April; Christmas; Christmas Day and her birthday.

❖ **Verbs + prepositions**

Listen:-

apply... apply for

Now you:-

Session #1

believe
belong
care
concentrate
bump
depend

Session #2

happen
hear
laugh
listen
rely
speak

Session #3

spend
talk
think
wait
want
write

PRONOUNS

❖ **Indefinite Pronouns**

Listen:-

Simon is in the kitchen... Someone is in the kitchen

Now you:-

Simon is at the door
I know Simon from Manchester
Simon took my pen

Listen:-

Simon went to the party... Noone went to the party

Now you:-

Simon likes techno music
Simon wasn't in the office
Simon remembered

Listen:-

Is Simon at home?... Is anyone at home

Now you:-

Does Simon like going to discos?
Does Simon like Japanese food?
Did Simon remember to phone the restaurant?

❖ **Object Pronouns**

Listen:-
 She likes Charles... she likes him
 Now you:-
 They like milk
 It likes bones
 She lives near Mary and Paul
 I live near David

We love dark chocolate
 She doesn't speak to Jenny
 He likes travelling
 She sees her friends a lot



❖ **Possessive Pronouns**

Listen:-
 It's my house... it's mine
 Now you:-
 It's Mary's car
 It's your mobile
 You're my students

It's Tom and Nick's house
 They're our cats
 It's the dog's basket



❖ **Reflexive Pronouns**

Listen:-
 I cut myself HE... He cut himself
 Now you:-
 They did it themselves. I
 He hurt himself. THEY

I burnt myself. YOU
 He taught himself to type. WE



❖ **Subject Pronouns**

Listen:-
 The dog... it
 Now you:-
 Anne
 David
 Romeo and Juliette
 Jane and I
 eggs and potatoes

Robert
 Andy and John
 George and I
 chocolate
 apples and oranges



QUESTIONS

❖ **Be in the Present Tense**

Listen:-
 I'm happy... Are you happy?
 Now you:-
 She is French
 They are Australian
 He is tired
 She is Spanish
 I'm relaxed
 The President is in France
 I'm Australian
 The Pyramids are in Egypt
 The President is a woman
 English is boring
 London is the capital of England

The wine is Spanish
 This cheese is Italian
 Chiang Mai is in Thailand
 Frankfurt is in Germany
 Whisky is from Scotland
 Koala bears are from Australia
 Brigitte Bardot is French
 Sean Connery is Scottish
 Mel Gibson is from the USA
 Hugh Grant is English
 Paris Hilton is a famous



❖ **Be in the Present Tense with Question Words**

Listen:-

I'm from Australia... Where are you from?

Now you:-

She's from Norway
They are from Berlin
He's from El Salvador
Rosa is from Albacete
Alfredo is from Villena

He's fifty years old
She's three
They are both twelve
I'm 41
She's happy



❖ **Other Verbs in the Present Tense**

Listen and repeat:-

Do I want to go out?
Do you want to go out?
Does she want to go out?
Does it want to go out?

Do we want to go out?
Do you want to go out?
Do they want to go out?



Listen:-

"I like grapes"... and you have to make a question: "Do you like grapes?"

Now you:-

I like / cheese / dark chocolate /
I live in Germany
my brother likes tomatoes
his Mum goes to the theatre
they play tennis
My boss drinks milk
She likes cheese
I drive
She rides a motorbike
She drives as well
He goes swimming
She listens to the radio
I live in Madrid

I have a dog
her dog likes going for walks
We have a cat
Our cat drinks milk
people respect the environment
We play tennis
They speak German
She goes to the gym
She likes walking
They have a dog
I watch TV
They go to vegetarian restaurants



❖ **Question Words in the Present Simple Tense**

Listen and repeat:-

What... What's your name?
Where... Where do you live?
When... When do you have English class?
How much... How much does a coffee cost?
How long... How long is the class?

Listen:-

I live in Valencia... Where do you live?

Now you:-

They live in France
I play golf because I like it
I'm an electrician
She lives in Milan
I live in Valencia
My class starts at 9:30
I phone my Mum twice a week

My Dad does the washing-up
My Mum likes classical music
It costs 16 Euro
We have 20 minutes
You do it like this
I need 30 Euro
It takes 10 minutes



❖ **Be in the Past Tense**

Listen:-

I was tired on Monday... Were you tired on Monday?

Now you:-

We were at home on Friday night
They were relaxed

She was in Madrid last week
It was cold yesterday

❖ **Be in the Past Tense with Question Words**

Listen:-

I was in Granada... Where were you?

Now you:-

They were in London
I was tired

We were there this morning
She was fine

↗

❖ **The Past Tense with Regular Verbs**

Listen:-

I played tennis... Did you play tennis?

Now you:-

They lived in London
I asked for directions
I watched TV
They worked on Saturdays
They danced
I decided to go
She invited me
We laughed
She liked it

We liked the film
We stopped for a coffee
She listened to the radio
She lived in NYC
She studied hard
We played tennis
I waited
It worked
I worried about it

↗

❖ **The Past Tense with Regular Verbs with Question Words**

Listen:-

I lived there for a year... How long did you live there?

Now you:-

I lived in Paris for a year
I watched the news
He worked at home

I lived in Berlin
We waited for an hour
She studied economics

↗

❖ **Indirect Questions**

Listen:-

What is the capital of Honduras? DO YOU KNOW
Do you know what the capital of Honduras is?

Now you:-

Where is the remote control? DO YOU KNOW
Where does Bob live? DO YOU KNOW
Where are koala bears from? COULD YOU TELL ME
How does the photocopier work? COULD YOU TELL ME
Who invented Internet? COULD YOU TELL ME
Where has our boss gone? I'D LIKE TO KNOW
How much is a ticket to London? I'D LIKE TO KNOW
How do you make pancakes? WOULD YOU MIND TELLING ME
How much did it cost you? WOULD YOU MIND TELLING ME

❖ **Questions with Prepositions**

Listen:-

I'm from Barcelona... Where are you from?

Now you:-

Paella is from Valencia
 Tom yum soup is from Thailand
 I'm talking to my Mum
 She's speaking to her boyfriend
 He's going out with Carla
 She spoke about organic produce
 We asked for our money back
 They asked for more time
 The meeting will be over by 12

❖ **Question Tags**

Listen:-

You're French... You're French, aren't you?

Now you:-

You're an accountant
 You're not a Valencian
 The mayoress isn't a socialist
 People are a bit selfish

You didn't go out last night
 You haven't been shopping
 I haven't phoned my mother
 Spain gets hot in summer

➤

TRICKY WORDS

❖ **Do and Make**

Listen:-

An appointment... make an appointment

Now you:-

a complaint
 a decision
 a mess
 a noise
 exercise

lunch
 mistake
 plans
 the shopping
 the washing-up

➤

❖ **Expect, Hope and Wait**

Listen:-

I was standing in the queue for 20 minutes... I was waiting in the queue for 20 minutes

Change the verb for *expect*, *hope* or *wait*:-

I was in the café for half an hour
 I think the boss will say no
 I really want to pass my driving test.
 He thinks his parents will agree.
 They really want their team to win.

❖ **Have and Have Got**

Listen:-

I've got a pc... I have a pc

Now you:-

We've got two cats
 My teacher's got a bike
 Our neighbours have got a big dog
 I haven't got much free time
 My sister hasn't got a boyfriend

Our school hasn't got a swimming pool
 Have you got a pet?
 Have they got children?
 Has your brother got a girlfriend?
 Has your town got a cinema?



Listen:-

Elephants have big ears... elephants have got big ears

Now you:-

She has roller blades
 I have a scanner
 He doesn't have a car

We don't have much milk
 Do you have the time on you?
 Does she have a laptop?



❖ **Say and Tell**

Listen:-

What did he say to you?.. What did he tell you?

Now you:-

Did she say anything to you?
 What did you say to your boss'
 What did they say to her'

Listen:-

What did he tell you?.. What did he say to you'

Now you:-

Did they tell you anything?
 What did they tell her?
 What did you tell them'

VERBS and TENSES

The Future

❖ **Going to**

Listen:-

She studies Russian... "and you have to say:" She's going to study Russian.

Now you:-

They buy organic carrots
 We stay in London
 They sell soya yoghurt
 I visit the art gallery
 I don't use the car

He doesn't live in New York
 We don't travel much
 I don't drink cola
 Do you visit France?
 Do you buy at your local market?

❖ Gerund and Infinitive – Part One

Listen:-

He ate my sweets. ADMIT... “and you have to say:” He admitted eating my sweets.

Now you:-

Tony lied. ADMIT
 I wait in queues. CAN'T STAND
 We went to the cinema. DECIDE
 I cancelled the meeting. DECIDE
 We didn't go. DECIDE
 I didn't buy a car. DECIDE
 He brought his laptop. FORGET
 I brought my mobile. FORGET
 I brought a spare battery. FORGET
 I smoked. GIVE UP
 I go shopping on Saturdays. HATE
 We do the shopping on Saturdays. HATE
 You go to the shop. DO YOU MIND
 You pay for lunch. DO YOU MIND

We buy some milk. NEED
 We check the times. NEED
 She took us to the airport. OFFER
 I took my client to the station. OFFER
 He picked me up from the airport. OFFER
 She paid for my lunch. OFFER
 He told me. REFUSE
 He did it. REFUSE
 I go to New York. WANT
 You do it. I WANT
 They do it. SHE WANTS
 I do it. SHE WANTS
 I go to Panama. WOULD LIKE
 I go to Valencia. LIKE



❖ Gerund and Infinitive – Part Two

Listen:-

We met at the airport. ARRANGE... We arranged to meet at the airport.

Now you:-

They met under the station clock. ARRANGE
 I saw Frank. AVOID
 We saw the manager. DEMAND
 He stole my jacket. DENY
 He gave me the wrong information. DENY
 He was banned from driving. DESERVE

They got good service. EXPECT
 We went back to Galicia. KEEP
 She did it. MEAN
 I won't go through that part of town. RISK
 He won't pay. THREATEN

Modal Verbs

❖ Be / Get Used To and Used To

Listen:-

I played rugby... I used to play rugby

Now you:-

I rode a motorbike.
 I liked heavy metal.
 We ate out every week.

She was a goth girl.
 He always wore black clothes.
 I went skating.



Listen:-

I am accustomed to the heat... I am used to the heat

Now you:-

She is accustomed to speaking to clients.
 He is accustomed to getting up early.
 My boss is accustomed to stressful situations.
 I am accustomed to studying at home.

I am not accustomed to bad manners.
 They are accustomed to travelling a lot.
 Are you accustomed to it?



Listen:-

I adapted to the cold... I got used to the cold

Now you:-

I adapted to a heavy schedule.
 She adapted to travelling a lot.
 I adapted to the stress levels
 He adapted to working from home.

We adapted to rude clients.
 I adapted to the long flights.
 Have you adapted to the workload?



❖ **Can, Could and Be Able To**

Listen:-

She plays the guitar... she can play the guitar

Now you:-

We speak French
 She rides a horse
 I don't ride a horse
 They can't play tennis
 I swam when I was six
 She read when she was five
 I rode a bike when I was six
 We won't go to class next Friday
 They won't go skiing

I won't go to the wedding
 We won't go to the meeting
 We won't finish in time
 They have solved the problem
 I haven't done my report yet
 We haven't done the shopping.
 They escaped the fire
 They avoided the problem
 We avoided the rush hour



❖ **The Passive**

Listen:-

A lion ate the President of Zimbabwe... The President of Zimbabwe was eaten by a lion.

Now you:-

They grow rice in Valencia.
 They transport fish from Galicia to Madrid.
 Fossil fuels are destroying the earth.
 A Japanese organization is killing whales.
 They can solve the problem
 They can fix your pc.
 We had to postpone the meeting.
 They taught us to do it like that.
 They warned us not to go there.
 They offered me a lot of money to work in Nigeria.

The soldiers killed the security guards.
 A shark ate the Prime Minister of Australia.
 They didn't build Rome in a day.
 The police have arrested a rock star.
 The mayor stole about 20,000 Euros.
 The company employs around 400 people.
 They will repair the water heater tomorrow.
 They cancelled my flight.
 They discovered the problem last night.



The Present Tense – To Be

❖ **To Be in affirmative sentences**

Listen and repeat:-

I am happy... I'm happy.
 You are happy... you're happy.
 She is happy... she's happy.
 He is happy... he's happy.
 It is happy... it's happy.

We are happy... we're happy.
 You are happy... you're happy.
 They are happy... they're happy.



Listen:-

We are happy... we're happy

Now you:-

I am happy
 He is happy
 It is happy

They are happy
 You are happy
 We are happy



Listen:-

We are happy. SHE... She is happy

Now you:-

I am happy IT
 He is happy WE
 It is happy THEY
 I am happy ANNA
 It is happy CHARLES

They are happy SHE
 You are happy I
 We are happy HE
 You are happy ANGELINA and BRAD
 We are happy THE DOG



Listen:-
She's French. THEY... They're French

Now you:-
I'm Australian. He.
You're intelligent. We.
We're happy. You.

Brad's in love. Angelina.
The president's an ecologist. I.
He's worried. The government.



❖ **To Be in negative sentences**

Listen and repeat:-
I'm not French.
You aren't French.
She isn't French.
He isn't French.
It isn't French.

We aren't French.
You aren't French.
They aren't French.



Listen:-
She is German... She isn't German

Now you:-
He is German
They are German
You're German
That car is German

We are German
I'm German
It's German



Listen:-
Bilbao is the capital of Spain... No, Bilbao isn't the capital of Spain.

Now you:-
Manchester is the capital of England.
Oranges are blue.
Penelope Cruz is American.
Elephants are small.
Mice are big.
English is boring.
I am sad.
I am a policeman.
You are / *children / adults* /.

Brigitte Bardot is American.
Sean Connery is English.
Mel Gibson is English.
Hugh Grant is Chinese.
Paris Hilton is a cleaner.
The pyramids are in Bangkok.
The Amazon River is in Canada.
Maribel Verdú is French.
Brigitte Bardot is American.



❖ **To Be in Questions** (go to "Questions" section on page 7)

The Present Tense – all other verbs

❖ **Present Simple Affirmative Sentences**

Listen and repeat:-
I live here
You live here
He lives here
She lives here
It lives here

We live here
You live here
They live here



Listen:-
They come from Brazil. She... She comes from Brazil.

Now you:-
I do sudokus. She.
She goes to university. They.
I have two cats. She.
Sam looks great. Raquel.

They make bread. You.
We say yes. They.
They use Linux. She.
She writes emails. We.



❖ Present Simple Negative Sentences

Listen and repeat:-

I don't live there
 You don't live there
 She doesn't live there
 He doesn't live there
 It doesn't live there

We don't live there
 You don't live there
 They don't live there

↗

Listen:-

Tigers live in the sea... No, tigers don't live in the sea.

Now you:-

Cooks make cars.
 Teachers have short holidays.
 The King of Spain lives in Bilbao.
 The Queen of England plays football.
 The police rob people.
 My mother does the washing-up.
 My father has a farm.
 My sister uses her time well.

I write a page a day.
 They grow bananas in Canada.
 I drive a sportscar.
 Kangaroos come from South America.
 We go to the country on Saturdays.
 I like stories about the city.
 This food looks good.
 Those people say silly things.

↗

❖ Present Simple Questions (see "Questions" section on page 7)

❖ Present Continuous

Listen:-

I watch TV... I'm watching TV

Now change the tense from present simple to present continuous:-

She listens to the radio
 They play football
 He goes to the doctor's
 Anne lives with her parents

Listen:-

Do you play chess?.. Are you playing chess?

Now you:-

Do they live in Quito?
 Do you go shopping on Saturday?
 Does he play tennis?

The Past Simple

❖ To Be in past simple

Listen:-

I'm tired... I was tired

Now you:-

They're in London
 Nuria's a model
 Our boss is angry
 Michael's a teacher
 Clive is in Portugal

We're pleased about it
 Sam isn't at home
 They're not in the cupboard
 The keys aren't on the shelf
 The shop isn't open

❖ **Regular Verb -ED Pronunciation PART ONE** (Read aloud)

Okay, I'm going to explain the pronunciation of regular verbs. Listen carefully because this is a bit complicated. The pronunciation of the –ed ending of regular verbs depends on the type of sound at the end of the verb, not the letters, the sound. That is what controls everything.

There are **three** different types of sound at the end of a regular verb: firstly, a vowel sound, for example /aɪ/ in “multiply” or /ə/ in “offer”. Okay, that’s one. For the second one, we have verbs ending in a vibration of the vocal chords. These are called voiced consonants. Here are some examples. Put your fingers on your throat while you listen and repeat:-

arrive... arrive; love... love; name... name and call... call.

Could you feel the vibration?

Now repeat all the voiced consonants:-

B, G, L, M, N, V, Z.

Right. Now, the third type of sound are the unvoiced consonants. Examples are /p/ as in “stop” and /ʃ/ as in “wash”. There is zero vibration of the vocal chords with these consonants.

Okay, so listen and repeat all the unvoiced consonants:-

K, F, P, S, SH, CH, X.

Okay, back to the **first** type of sound, the verbs ending in a vowel sound.

L + R the infinitives and the past simple of the following verbs.

agree-agreed; destroy-destroyed; offer-offered

Question: how is the –ed ending pronounced with verbs ending in a vowel sound? Listen. “Offered-offered.”

“/d/”

Right. /d/. Now I am going to say the verb in infinitive and you say it back to me in the past simple. I will give you the answer if you need it, before I say the next one.

allow		offer
cry		play
free		prepare
multiply		reply

Great. Now, let’s do the **second** type - the verbs ending in the voiced consonants B, G, L, M, N, V, Z. Listen and repeat:-

call-called; live-lived;

So, my question is: how is the –ed ending pronounced with verbs ending in a voiced consonant, such as “lived”?

“/d/”

Right. /d/, the same as before. Now I am going to say the verb in infinitive and you say it back to me in the past simple.

arrive		happen
believe		rain
call		smile
explain		welcome

Perfect. And now for a big question: what happens if the verb ends in the voiced consonant “d”, like in “decide” for example. I mean, you can’t say “decidudud”, can you? Try to pronounce the past simple of “decide”

“Decided”

Ah hah. Yes, we say “decided”. So, how is the –ed ending for all verbs ending in the /d/ sound pronounced?

“/-id/”

/-id/. Fantastic. Now repeat “decide, decided”. Now I am going to say the verb in infinitive and you say it back to me in the past simple. Okay?

add		include
avoid		land
depend		need
expand		

Brilliant. So far, so good but there’s more: the verbs ending in the unvoiced consonants K, F, P, S, SH, CH, X. The **third** type. Listen and repeat:-

cook-cooked; laugh-laughed; miss-missed

So, how is the –ed ending pronounced in “missed”?

“/t/”

/t/. Yes. Now I am going to say the verb in infinitive and you say it in the past.

ask		help
dance		stop
finish		wash
guess		watch

Very good, very good. Question: what happens when the verb ends in the unvoiced consonant “t”, as in “complicate”? Pronounce the past simple of “complicate.”

“Complicated”

Bravo. So when the regular verb ends in a T sound, how is the –ed is pronounced?

“/-id/”

Now you try these:-

accept		insist
attract		print
count		taste
eliminate		waste

❖ **Regular Verb -ED Pronunciation PART TWO**

Can you explain the rules for pronouncing the –ed in the regular past?

Listen:-

He agrees... he agreed

Now you:-

I agree
 I deny it
 He employs three people
 She plays rugby
 You copy my work
 You explain things very well
 Bad things happen
 They change things
 She avoids me

	We need milk
	They ask difficult questions
	I check my emails in the morning
	We like dark chocolate
	I promise to go
	I want candy
	They waste time and money
	I only wait 15 minutes

➤

❖ **Regular Verb -ED Pronunciation PART THREE “Maintenance”**

One day

vowel sound	voiced consonant	unvoiced consonant	/d/	/t/
agree	call	ask	add	accept
copy	cause	dance	attend	attract
enjoy	change	finish	avoid	count
follow	clean	help	decide	expect
play	live	laugh	depend	invite

Another day

vowel sound	voiced consonant	unvoiced consonant	/d/	/t/
retire	listen	like	divide	print
show	move	look	end	transport
study	rain	miss	include	treat
try	smile	promise	land	wait
worry	turn	work	need	want

❖ **Past Simple Negative with Regular Verbs**

Listen:-

I played... I didn't play

Now you:-

She asked a question
 You copied my work
 We danced
 We decided about it last week
 Our friendship ended
 We enjoyed the show
 She helped me
 I invited her

I laughed at Charles's joke
 He looked happy
 We offered
 I printed it out
 She studied hard
 He waited
 He wanted to go
 He worried too much



❖ **Past Simple Questions with Regular Verbs** (go to “Questions” section on page 8)

Irregular Verbs

These irregular verb drills are designed to help your students learn the irregular verbs over a series of thirteen sessions. This cycle can be repeated as much as necessary

Common Irregular Verbs

Group One / Session One

Listen and repeat:-

be-was, were	do-did	go-went
have-had	make-made	find-found
say-said	come-came	think-thought
can-could	read-read	see-saw

Listen:-

I am sad... I was sad

Now you:-

They are late	He comes from Scotland
She has a bike	I read every night
The boss says yes	We go camping
I can speak French	He finds English difficult
She does karate	I think the same thing
They make shoes	I see the answer



Verb Families

Group Two / Session Two “No change verbs”

Listen and repeat:-

cost	cost	cost
cut	cut	cut
hit	hit	hit
let	let	let
put	put	put
quit	quit	quit
shut	shut	shut
spread	spread	spread

Listen:-

It cost 300 Euros... It cost 300 Euros

Now you:-

It costs 3 Euros	They put their shoes by the front door
My boss cuts corners	People quit smoking
She always hits the nail on the head	The shop shuts for lunch
Dad lets me use the car	Colera spreads quickly



Group Three / Session Three - One change verbs > “G.H.T. verbs”

Listen and repeat:-

bring	brought	brought
buy	bought	bought
catch	caught	caught
fight	fought	fought
teach	taught	taught
think	thought	thought

Listen:-

They bring the post... They brought the post

Now you:-

We bring news	They fight about money
I buy flowers	Bob teaches the past simple
She catches the bus	He thinks too much about it



Group Four / Session Four - One change verbs > “Consonant change”

Listen and repeat:-

have	had	had
lend	lent	lent
make	made	made
pay	paid	paid
send	sent	sent
spend	spent	spent

Listen:-

I have a bike... I had a bike

Now you:-

She has a headache	I pay too much
She lends me her pen	She sends her love
I make a mess in the kitchen	We spend too much



Group Five / Session Five - One change verbs > “eee to e”

Listen and repeat:-

feel	felt	felt
keep	kept	kept
lead	led	led
leave	left	left
meet	met	met
read	read /red/	read /red/
sleep	slept	slept

Listen:-

She feels okay... She felt okay

Now you:-

I feel great	We meet under the station clock
We keep checking	I read the paper
She leads the party	I sleep well
We leave at seven	



Group Six / Session Six - One change verbs > “to O”

Listen and repeat:-

find	found	found
get	got	got
grind	ground	ground
sell	sold	sold
shine	shone	shone
shoot	shot	shot
tell	told	told
win	won	won

Listen:-

I find it easy... I found it easy

Now you:-

We find the time	The Sun shines
Jim gets to work early	He shoots the lights
He grinds his own coffee	He tells lies about it
She sells cars	We win.



Group Seven / Session Seven- Two change verbs > “to A”

Listen and repeat:-

be	was / were	been
become	became	become
begin	began	begun
come	came	come
drink	drank	drunk
eat	ate	eaten
ring	rang	rung
run	ran	run
see	saw	seen
shrink	shrank	shrunk
sink	sank	sunk
swim	swam	swam

Listen:-

I am happy... I was happy

Now you:-

They are great	I normally ring them on Saturdays
They become difficult to use	We run a little online business
We begin at nine	We see him
She comes from Idaho	It shrinks in the wash
I drink a lot of green tea	It sinks
We eat a lot of fresh vegetables	I swim in the sea

Group Eight / Session Eight- Two change verbs > “to O to EN”

Listen and repeat:-

break	broke	broken
choose	chose	chosen
drive	drove	driven
forget	forgot	forgotten
freeze	froze	frozen
ride	rode	ridden
rise	rose	risen
speak	spoke	spoken
steal	stole	stolen
swear	swore	sworn
wake	woke	woken
write	wrote	written

Listen:-

I break things... I broke things

Now you:-

They break them	Prices rise
I choose the read one	He speaks five languages
She drives to work	He steals people’s pens
I forget where my keys are	He rarely swears
The lake freezes in February	I wake up at seven
Pete rides a Kawasaki	I write a blog



In Alphabetical Order

A – C / / Session Nine

Listen and repeat:-

be	was / were	been
begin	began	began
break	broke	broken
buy	bought	bought
catch	caught	caught
choose	chose	chosen
come	came	come
cost	cost	cost
cut	cut	cut

Listen:-

I’m happy... I was happy

Now you:-

They are late	I choose the red one
It begins at nine	He comes from Scotland
They break easily	It cost a packet
We buy organic carrots	My connection cuts off
I catch a bus to work	



D – F / Day Ten

Listen and repeat:-

do	did	done
draw	drew	drawn
drive	drove	driven
eat	ate	eaten
feel	felt	felt
fight	fought	fought
find	found	found
fly	flew	flown
forget	forgot	forgotten

Listen:-

I do sudokus... I did sudokus

Now you:-

They do karate
 She draws landscapes
 She drives
 He eats everything
 I feel great

We fight
 I find it easy
 I fly to London
 I forget my keys



G – P / Session Eleven

Listen and repeat:-

get	got	got or gotten
give	gave	given
go	went	gone
grow	grew	grown
have	had	had
hide	hid	hidden
know	knew	known
leave	left	left
lose	lost	lost
make	made	made
pay	paid	paid

Listen:-

I get the paper... I got the paper

Now you:-

We get up at seven
 He gives me a hand
 They grow carrots
 I have a camera
 The cat hides in the cupboard
 I know the answer

We leave at daybreak
 I lose the keys
 We make an effort
 We pay on time



Q – S / Session Twelve

Listen and repeat:-

read	read /red/	read /red/
ride	rode	ridden
ring	rang	rung
run	ran	run
say	said	said
see	saw	seen
sell	sold	sold
send	sent	sent
sleep	slept	slept
speak	spoke	spoken
spend	spent	spent
steal	stole	stolen

Listen:-

I read the news... I got the paper

Now you:-

She reads classic novels
 Pete rides a Kawasaki
 I ring her once a day
 I run in the park
 The boss says yes
 I see his point

They sell pcs
 They send them by post
 I sleep about seven hours
 We speak in French
 I spend too much
 The mayor steals from the people



T – Z / Session Thirteen

Listen and repeat:-

take	took	taken
tell	told	told
think	thought	thought
throw	threw	thrown
wake	woke	woken
wear	wore	worn
win	won	won
write	wrote	written

Listen:-

It takes about an hour

Now you:-

I take the scenic route
 He tells the truth
 She thinks too much about it
 They throw a lot of parties

I wake up at seven
 She wears jeans
 You win!
 We wrote emails to each other



The Present Perfect

❖ **For and Since**

Listen:-

the 14th of August... since the 14th of August

Now you:-

the 8th of July
 a week
 5 minutes
 yesterday
 this morning
 about 2 months

Christmas
 Easter
 last month
 Tuesday
 my birthday
 nine thirty



❖ **Regular Verbs in Affirmative for the Present Perfect**

Listen:-

I lived in Manchester... I have lived in Manchester

Now you:-

I agreed

He copied the programme

I called him

We changed our minds

We danced together

It finished

He attended the meeting

She decided not to go

We accepted

They invited me



❖ **Regular Verbs in Negative for the Present Perfect**

Listen:-

I lived in Manchester... I haven't lived in Manchester

Now you:-

I agreed

He copied the programme

I called him

We changed our minds

We danced together

It finished

He attended the meeting

She decided

We accepted

They invited me



❖ **Regular Verbs in Questions for the Present Perfect**

Listen:-

I lived in Manchester... Have you lived in Manchester?

Now you:-

I agreed

He copied the programme

I called him

We changed our minds

We danced together

It finished

He attended the meeting

She decided

We accepted

They invited me



❖ **Irregular Verbs for the Present Perfect**

Session One A - F

Listen and repeat:-

be

was / were

been

begin

began

began

break

broke

broken

choose

chose

chosen

come

came

come

do

did

done

draw

drew

drawn

drive

drove

driven

eat

ate

eaten

fly

flew

flown

forget

forgot

forgotten

Session Two G - R

Listen and repeat:-

get

got

got or gotten

give

gave

given

go

went

gone

grow

grew

grown

hide

hid

hidden

know

knew

known

ride

rode

ridden

ring

rang

rung

run

ran

run

Session Three S - Z**Listen and repeat:-**

see	saw	seen
speak	spoke	spoken
steal	stole	stolen
take	took	taken
throw	threw	thrown
wake	woke	woken
wear	wore	worn
write	wrote	written

❖ Irregular Verbs in Questions for the Present Perfect

Listen:-

I was in London... Have you been to London?

Now you:-

You were in Madrid

I broke a glass

I ate snails

I forgot her name

She gave me extra time

They went to Florence

I rode a camel

They rang me

I saw that film

We spoke about it

He took her to the airport

I wrote to them

**❖ Already and Still in the Present Perfect**

Listen:-

I've already planned my weekend. "And you change it to..." I still haven't planned my weekend

Now you:-

I've already had lunch.

I've already made plans for / *the summer / Christmas / Easter / the holidays.*

I've already done the shopping for the weekend.

I've already had a coffee.

I've already phoned my Mum.

He has already written the report

They have already repaired the traffic lights.

They have already repaired the the photocopier.

❖ Already and Yet in the Present Perfect

Listen:-

I've already planned my weekend. "And you change it to..." Have you planned your weekend yet?

Now you:-

I've already had lunch.

I've already made plans for / the summer / Christmas / Easter / the holidays.

I've already done the shopping for the weekend.

I've already had a coffee.

I've already phoned my Mum.

He has already written the report

They have already repaired the traffic lights.

They have already repaired the the photocopier.

❖ **Just in the Present Perfect**

Listen:-

I've had lunch... I've just had lunch

Now you:-

I have seen her.

I've done the shopping for the weekend.

I've had a coffee.

I've phoned my Mum.

My brother has called.

They have repaired the traffic lights.

I've planned my weekend.

I've made plans for the / *summer* / *Christmas* / *Easter* / holidays.

I've written the report.

❖ **Ever in the Present Perfect**

Listen:-

New York... Have you ever been to New York?

Now you:-

Manila

Greece

Florence

ride a camel

meet a famous person

drink champagne

feel embarrassed

lose your *purse* / *wallet*

lose your car

see the Pyramids

eat snails

eat snakes



Numbers and Time

❖ **Numbers 13 and 30 etc**

Listen and repeat:-

13 -30; 14 -40 etc.

Right, I'll say the number and you say the number as a series. Here's an example:-

"13"... "one three"

Now you:-

90; 50; 16; 17; 40; 13; 15; 80; 19

Now you say the number and I say the number as a series:-

❖ **Ordinal Numbers**

Listen and repeat:-

first, second, third etc.

Listen:-

five... fifth; 13... thirteenth; 21... twenty-first

Now you:-

1, 2, 3, 4, 5, 6, 9, 10, 22, 14, 12, 8, 3, 31, 25, 15, 16, 7, 24, 17, 27, 30 & 20

❖ **The Time**

Convert from digital time to normal time (or the other way round)

Listen:-

3:05... five past three

11:10... Ten past eleven

Now you:-

10:10

08:35

07:02

11:20

12:45

09:09

07:25

03:55

02:59

11:15

05:05

12:57

06:25

05:12

01:58

01:30

08:09

03:05

❖ **The Date**

Listen:-
November 5*... the fifth of November

Now you:-

August 14
October 29
July 24
May 5
September 3
April 1

December 15
June 23
March 13
July 8
January 31
February 22

❖ **Years**

Listen:-
one-nine-nine-zero... nineteen ninety

Now you:-

1.9.7.5.
1.9.8.5.

1.9.6.9.
1.9.9.9.

Listen:-

two-zero-one-zero... two thousand ten (I don't teach the "the" myself but add it if required)

Now you:-

2.0.0.3.
2.0.0.9

2.0.1.5.
2.0.2.0.

QUESTIONS

CONVERSATION

❖ After the holidays

Ask someone:-
 if they went away. Where to? Who with?
 if they went out dancing.
 if they made any new friends.
 what the weather was like.

❖ Computers

Ask:-
 Who knows anything about computers here?
 How would you decide what computer to buy if you wanted a new one?
 Laptop or desktop?
 What spec do you need in order to edit video?
 Has your computer ever gone wrong? What happened?
 How do you look after your computer?
 Have you ever lost any important information?
 Have you ever had a virus?
 Have you tried Open Office?
 What browser do you use?
 Do you skype?
 What websites do you visit?

❖ Eating

Say:-
 Tell me about your favourite restaurant.
 Tell me about your worse restaurant experiences.
 Are you a vegetarian? Have you ever been one?
 Is there anything you won't eat (apart from faeces)?
 Do you like cooking?
 What is your most popular recipe?
 Do you like having friends round for dinner?

❖ Empathy Test

Describe your feelings about the following:-
 You are walking down the street. You see a man hitting a woman.
 You go to see a dentist. When you go in you see bullfighting posters on the wall.
 You are at the dentist's again. You see three dead fish in the aquarium.
 You work in the same department as the niece of the company's CEO. You get promoted. She doesn't accept your authority.
 You see someone hitting their dog with a stick.
 You see a group of children throwing stones at a cat.
 You're in a department store. The shop assistant is rude to you.
 Describe a situation where a shop assistant was rude to you.
 Your bank charges you for your credit card one day before your salary arrives. They fine you.
 You're in an airliner. The passenger behind you asks you to raise your seat.
 A colleague keeps teasing another member of staff. You can see that this person doesn't like it.
 You are with a friend or colleague in a restaurant. You don't like the way they are treating the waiter or waitress.
 What do you think about leaving tips?
 You order an ADSL kit. The company keep turning up to your house when you are out.
 Your favourite restaurant. What's so good about it?
 Your worst restaurant experience.
 The best meal you ever had?
 How carefully do you check bills in restaurants and shops?
 Have you ever left a company because you were fed up with the service? What happened?
 Is there any kind of food you don't like? Why?
 Is there any kind of food your partner or a friend like that you can't stand?

Would you eat in a vegetarian restaurant even though you weren't a vegetarian?
 You're a vegetarian. What would you order in a regular restaurant?
 You are out to dinner with friends. One of them has drunk too much and intends to drive home.
 You have been waiting at the cash desk of a shoe shop to pay while the assistant is chatting to a colleague.
 You stop for a coffee downtown. The member of staff short-changes you by a tenner.
 The same thing happens to you in a foreign country.
 You're in a taxi. The driver makes a turn you disagree with.
 You're in the cinema. Two people behind you keep talking.

❖ **Exercise**

Ask:-
 Do you do any exercise?
 Have you always done exercise?
 Do you control your weight?

❖ **Family**

Ask:-
 Are you a parent?
 How many brothers and sisters do you have?
 What are their jobs?
 Are you an uncle or an aunt?
 How long have you been married?
 Where did you go for your honeymoon?
 Is your brother-in-law a show-off?

❖ **Firsts**

Tell me about:-
 your first job.
 ↳ what was your boss like?
 your first car
 ↳ how much did it cost?

❖ **Introductions**

Ask me:-
 what my name is.
 where I am from.
 how long I have been living here.
 how long I have been teaching English.

where I live. And you?
 where I was born.
 where my parents are from. And yours?

↗

Tell someone:-
 what your name is.
 what you do.
 if you have any pets or children.
 what your hobby is.

what type of *books / films / music* you like.
 why you are learning English.
 how long you have been learning English.

↗

Ask:-
 Where do you live?
 What's your favourite restaurant called?
 Where did you go on your last holiday?
 What do you like to do in your free time?
 What do you do to improve your English?

Are you pro-active?
 When do you study English?
 Do you listen to English radio stations online?
 Do you use YouTube?

❖ **Job interview questions**

Self-awareness

- Describe yourself.
- What personal quality do you feel most contributes to your career success?
- What personal weakness has caused you the biggest difficulty in your job?
- Is there any part of your character you would like to improve?
- What is the biggest mistake you've ever made?
- Are you a "big picture" person or are you more detail-oriented? Give an example
- What makes you angry?

The Job

- What do you think it takes to be successful in your career?
- What criteria are you using to choose companies to interview with?
- Tell me what you know about our company.
- Why did you decide to seek a position in this company?
- Do you have a geographic preference?
- Would it be a problem for you to relocate?
- To what extent would you be willing to travel for the job?
- What suggestions do you have for our organization?

How the candidate works

- What two or three things are most important to you in your job?
- Which is more important: creativity or efficiency? Why?
- Do you work best in a team or individually?
- What are the essential ingredients for working in a team?
- What is the most competitive work situation you have experienced? How did you handle it?
- How would you describe your leadership skills?
- What kind of supervisor do you work best for? Provide examples.
- Describe the characteristics of a successful manager.
- Tell me about a situation where you were able persuade someone to see things your way.
- Give me a specific occasion in which you conformed to a policy which you did not agree with.
- When given an important assignment, how do you approach it?
- What was the most complex assignment you have had? What was your role?
- Tell me about a time when you understood an idea in a meeting and other people did not.
- Describe a time when you had to use your written communication skills to get an important point across.
- Tell me about a situation where you have had to adjust quickly to changes over which you had no control.
- Describe a time when you were not very satisfied with your performance. What did you do about it?
- What, in your opinion, are the key ingredients in maintaining successful business relationships?
- Have you ever attended a meeting where the other person had not prepared properly? Tell me about it.
- Describe a situation where you had to request help or assistance on a project or assignment
- Describe a time when you put your needs aside to help a co-worker to understand a task.

Planning

- How do you determine priorities in scheduling your time? Provide examples.
- Describe a situation where you had to get several things done at the same time. How did you handle it?
- Tell me about a time you had to handle multiple responsibilities. How did you organize your time?
- Describe your system for keeping track of multiple projects and meeting deadlines.

Decisions

- Give an example of a time in which you had to make a quick decision.
- Tell me about an important decision you had to make and how does it affect you today?
- Tell me about a time when you had to make a decision, but didn't have all the information you needed.
- What steps do you follow to study a problem before making a decision.
- We have all made some bad decisions. Give me an example of when this has happened to you.

People skills

- Give an example of when you had to work with a difficult person. How did you manage it?
- Tell me about a time when you had to deal with a difficult client. How did you handle the situation?
- Describe a time when you had to deal with someone who didn't like you. How did you handle it?
- Give an example of when a colleague criticized your work in front of others. Did you learn anything from it?
- Describe a time when you had to make two colleagues who disliked each other work together on a project.
- Tell me about a time when you create good feelings quickly with someone under difficult conditions.
- Have you ever had to discipline an employee? What happened and how did that make you feel?
- Give me an example of a time you had to persuade other people to take action. Were you successful?
- Describe a situation when you were able to have a positive influence on the actions of others.

Handling problems

- How would you evaluate your ability to deal with conflict?
- Have you ever had difficulty with a supervisor? How did you resolve the conflict?
- Tell me about a time when you had difficulty with a client or supplier. How did you handle it?
- Tell me about a major problem you recently handled. Were you successful in resolving it?
- Describe a situation where others you were working with on a project disagreed with your ideas.
- Describe a situation where your boss was disappointed in your results. What happened?
- Describe a time a colleague who wasn't completing their share of work. What happened in the end?
- Describe a situation in which you had to arrive at a compromise or guide others to a compromise.
- We can sometimes identify a small problem and fix it before it becomes a major problem. Give an example.
- Describe the most difficult customer service experience you have had to handle. What was the outcome?
- Tell me about a time when you failed to meet a deadline. What were the repercussions? What did you learn?
- Describe a situation where you felt you had not communicated well. How did you correct the situation?
- Describe a problem you solved for your company. What role did others play?
- What do you do when you are faced with an obstacle to an important project? Give an example.
- Describe a team experience you found disappointing. What could you have done to prevent it?
- Recall a situation in which communications were poor. How did you handle it?
- Tell me about a time when your honesty was challenged. How did you react?
- Sometimes we can find dishonesty at work. How do you react to it?
- How would you evaluate your ability to deal with conflict?

Achievements

- What has been your most rewarding achievement?
- What was the toughest challenge you've ever faced?
- What sorts of things have you done to become better qualified for your career?
- Give me an example of an important goal which you had in the past and about your success in reaching it.
- What is the most significant contribution you have made to a company?
- Give me a specific example of a time when you sold your supervisor an idea. What was the result?
- Describe an idea that wasn't your own that was carried out because of your efforts.
- Tell me about a time when you came up with an innovative solution to a challenge your company was facing.
- What has been your most successful experience in speech making?
- Describe the last time that you undertook a project that demanded a lot of initiative.
- Describe a project that best demonstrates your analytical abilities.
- Describe a recent job experience that you would consider as a real learning experience? What did you learn?

Motivation

What motivates you to go the extra mile on a project or job?
 Are you more energized by working with data or by collaborating with other individuals?
 Which is more important to you, the job itself or your salary?
 Give me a specific example of something you did that helped build enthusiasm in others.
 Tell me about a difficult situation when it was desirable for you to keep a positive attitude. What did you do?
 Have you found any ways to make a job easier or more rewarding or to make yourself more effective?
 What do you do to meet the personal and professional demands in your life in a balanced way?
 Describe a time when you had to make a difficult choice between your personal and professional life.

❖Music

Ask:-
 Are you musical? Is anyone in your family musical?
 Can you play an instrument?
 Did you play an instrument at school?
 Are you in a band? Have you ever been in a band?
 Do you like classical music? What type?
 What kind of pop music do you like?
 Do you listen to the radio? What stations do you listen to? When?
 What are you listening to at the moment?
 Do you ever go to concerts? What was the last concert you went to?
 What kind of music do your neighbours listen to?
 Is there any sort of music you don't like? Why not?
 What groups would you recommend to the class?
 What are your all time favourite bands?
 What are your all time favourite songs?

❖Reading

Ask:-
 Are you reading anything interesting at the moment?
 When do you read?
 What's the best book you've ever read? And the worst?
 Do your children read?
 How often do you buy a newspaper?
 Do you do the crossword?
 Do you ever buy magazines? When?

❖Shopping

Ask:-
 Do you like going shopping?
 ↳Does your partner like it?
 ↳Where do you go?
 ↳Which is your favourite shopping centre? Why?
 ↳When do you prefer to go?
 Do you like doing the shopping?
 When do you do it?
 Do you buy everything in a supermarket?
 What do you buy in small shops?
 What do you think of transgenics? And organic?
 Do your kids enjoy going with you?

❖ **Topics of conversation**

Brainstorm on the board any of the topics below to kick off a conversation:-

Arts and Culture

actresses and actors
artists
films
theatre
books
music
favourite bands

Consumer World

mortgages
cars
clothes
shopping
renting a house
selling a house
ads on TV

Education and work

bullying
degrees
training
Saturdays
hours
touch typing
public transport

Family and friends

types of friend
the brother-in-law
making friends
losing friends
babies
parenting
relatives
Christmas

Food and health

hours of sleep
vegetarians
exercise
sport
eating
drinking
alcohol
burgers
cola
organic

Identity

capital city
languages
culture
local cuisine

The human world

politics
corruption
democracy
the news
the third world
the economy
Greenpeace
the local council
transport

Leisure

cinema
hobbies
dancing
martial arts
skiing
sports
TV
the Internet
restaurants

The natural world

animals
environment
pets
insects
global warming
the sea
the mountains
endangered species

Science and technology

pcs
renewable energy
the Internet

❖ **Sport**

Ask:-

What is your favourite sport?
Do you watch sport of TV? What?
Do you play any sports video games?
How often do you do exercise?
Is there a sport you would like to try?
Were you in a team at school? Which one?
What sports did you do when you were 12?
Do you go to the gym?
Are you doing any sport this week?
Have you ever been / *skiing* / *windsurfing* / ?

❖ **Transport**

Ask:-

Did you use public transport last week?
Have you used public transport this week?
Did you drive anywhere yesterday?
Have you driven anywhere today?
Are you going to drive anywhere tomorrow?
Do you like flying?
Do you like travelling in general?

❖ **Visitors**

Ask:-
 Where do you normally take people who are visiting your city for the first time?
 What are the best things about your city?
 What places of interest are there in the surrounding area?
 Are there mountains near?
 What's the name of your favourite restaurant?

❖ **Weekends**

Say:-
 Describe your perfect weekend.
 Do you ever have to work at the weekend?
 What time do you get up at the weekend?
 What do you hate doing at the weekend?

❖ **Work**

Say:-
 Tell me about your typical working day.
 What time do you get home?
 How many weeks holiday do you get a year?

GENERAL GRAMMAR

❖ **Adjectives: comparatives and superlatives**

Ask me:- if I am taller than my brother. if I am more intelligent than my boss. ↗	which mountain is the highest in the world. which river is the longest in the world.
--	---

Ask:- Is maths more difficult for you than English? Is the Nile as long as the Mississippi? Which is the longest river in your country? ↗	Which is the longest river in the world? Is your partner a better driver than you? Who is the laziest person in your family?
---	--

❖ **Adverbs of frequency**

Ask someone how often they:- do exercise. eat sweets. go to the / <i>cinema</i> / <i>theatre</i> / . watch a dvd. ↗	buy a / <i>newspaper</i> / <i>magazine</i> / . read. play computer games.
--	---

❖ **Articles: the Definite and the Zero**

Ask:- What time do you have / <i>breakfast</i> / <i>lunch</i> / on Sundays? Ask me:- if I like cheese. if I like red wine. if I have ever been in hospital. what time I get back from work. what time I go to bed in the week. ↗	what I normally have for / <i>dinner</i> / <i>breakfast</i> / ? when the last time was I went to the dentist. how often I watch TV. how often I listen to the radio.
--	---

❖ **Both and Either**

Ask me if:-
 I would like to spend either a week in Mallorca or 4 days in Berlin.
 both my parents are from the same town.
 Now make up some examples of your own to ask other students.

❖ **Countables and Uncountables**

Ask someone:-

how much orange juice they drink.
 how many coffees they drink a day.
 how many hours they sleep a night.

how many hours they work a day.
 how many cousins / their children / they / have.
 how much exercise they do.



❖ **Enough and Too**

Ask:-

Are you ever too tired to go out on Friday nights?
 Have you got enough money for the weekend?

IDIOMS

❖ **Business Idioms**

Ask a student:-

how they keep up to date in their work.
 Did you go on holiday this summer? Did your budget go through the roof?
 Is your boss easy to get hold of?

❖ **Commonly Used Idioms**

Ask me:-

if I'm fed up with anything at the moment.
 if there is anything I want to get rid of at the moment.

Ask a student:-

if they get on with their mother-in-law.
 if they are fed up with anything at the moment.

Ask:-

Do you get on with your partner's mother?
 Do you think it's worth spending money on / *holidays* / *a big TV* / ?
 Do you ever organise things along the way? Give an example.
 Have you ever organised a trip along the way?
 Have you got rid of anything recently?
 What was the last thing you got rid of?
 What was the last / *film you saw* / *book you read* / ? What was it about?
 How much milk is there left in your fridge?
 How many yoghurts are there left in your fridge?
 How much class time do we have left?
 How much petrol is there left in your car?

PREPOSITIONS

❖ Adjectives + prepositions

Ask these questions and then ask students to ask other students:-

- Are you afraid of anything?
- Have you been angry about anything lately?
- What are you really bad at?
- Do you ever get confused about computers?
- What do you find difficult to do?
- Are you very different to your brothers and sisters?
- How is your country different to its neighbours?
- Are you excited about anything at the moment?
- Are you fond of going to art galleries?
- What are you particularly fond of doing at the weekend?
- Are you good at sport? Are you good at cooking? Are you good at changing nappies?
- Are you happy about the country's economic situation?
- What are you interested in apart from family and work?

Ask someone:-

- if they are bored of anything at the moment.
- if they are keen on seafood.
- what they are especially proud of.
- if they were surprised by the latest changes in their company.
- if they worry about things much.

❖ At and In

Ask:-

- Has anyone seen 'Gone with the Wind'?
- ↳ What happens in the end
- What is there at the end of your street? Ask me.

Ask someone:-

- if they have seen 'Gladiator'?
- ↳ Ask them what happens in the end.

❖ For and During

Ask someone:-

- what they did during the summer.
- if they have a drink during the interval if they go to the theatre.
- if they know anyone who sometimes falls asleep during a film.
- if they have ever fallen asleep during a meeting.

Ask:-

- How long have you been married?
- How long you have lived in your present house?

❖ For and Since – see *present perfect*, page 45

❖ For and To

Ask:-

- Why do people go on holiday?
- Why do you work?
- Why do people go to university.
- Why do people go to the gym?
- What do you do to keep fit?
- What do you normally have for / *breakfast* / *lunch* / ?
- What did you have for dinner last night?
- What do you like to have for breakfast on Saturdays?
- What did your partner give you for your birthday?
- What did you give your partner for their birthday?
- What do you do to prepare a meeting with clients?

Ask me:-

- if I would help you me to change the tyre if you had a puncture.
- who I buy souvenirs for when I go on holiday.

❖ **In and On**

Ask:-

- Are you keen on seafood?
- Have you ever been in trouble with your boss?
- How often do you eat out on average?
- How much time do you spend on the phone a day?
- What are you interested in apart from work?
- Do you get to work in time to have a coffee?
- Does anyone catch a train to work? Does it always arrive on time?
- When was the last time you caught a plane?
- ↳ Did it leave on time?

Ask me:-

What's on TV tonight?

Ask someone:-

- if they are good in an emergency
- the last time they were on a plane

❖ **Prepositions of Place**

Ask me:-

- if I like staying in bed when it's cold.
- if I have ever been in hospital.
- if I know anyone who works at the hospital.
- what time I arrive at work.
- what time I get to work.

Ask someone if:-

- what time they get to work.
- what time they get home from work.
- they prefer being at the beach or in the mountains.
- what countries they have been in.

❖ **Prepositions of Time**

Ask someone:-

- if they prefer to study in the morning or in the evening.
- who takes the rubbish out at night.
- what time their alarm goes off in the morning.
- when their birthday is.
- What time do you finish work?
- When do you do the shopping?
- Does anyone here go to the gym? What days do you go?

Ask me:-

- if I ever go out in the week.
- what I like doing at the weekend.
- what time I get up on Sundays.

❖ **Verbs + prepositions**

Ask these questions and then ask students to ask other students:-

- Do you believe in / *ghosts* / *aliens* / ?
- Do you belong to any club or society?
- Who takes care of your / *pets* / *plants* / when you are away?
- Have you bumped into any old friends or acquaintances lately?
- What radio station do you listen to? When?
- Who was the last person you spoke to at work?
- What do you enjoy spending money on?
- Have you been thinking about making any changes to your life lately?
- If you have arranged to meet someone, how long are you prepared to wait for them?
- Is there anything you want to do especially this weekend?
- Did you write to anyone yesterday? Who to?

PRONOUNS

❖ Indefinite Pronouns

Ask someone if:-
 there is anything good on TV tonight.
 they are trying to help anyone at the moment.
 they sent someone an email yesterday.
 there is anything they hate doing on Saturdays.
 there is anything they won't eat.

Ask:-
 Does anybody in your family / *sail* / *speaking French*?
 Does anybody in your family play a musical instrument or sing?
 Has anyone here been to / *Lisbon* / *Morocco*?
 Have you sent anything by post recently? Who to?
 What would you advise anyone visiting your country for the first time?
 Is there anything you like to do on your birthday?
 Is there anything you like to eat on your birthday?

❖ Indirect Pronouns

Ask me to:-
 recommend a good restaurant to you.
 explain how to attach a file to an email.

PRONUNCIATION

❖ Frequently mispronounced words

Ask:-
 What is the capital of England?
 Where were you on Saturday afternoon?
 ↳ What were you doing?
 ↳ Ask someone else what they were doing then?
 Which is the worst day of the week for you?
 Which was the worst day of the week for you last week?

Ask someone:-
 where you can buy quality clothes at reasonable prices around here.
 how much money they typically spend at the weekend.
 what they spend money on at the weekend.
 what they think about money in general
 what their favourite words in English are.
 what they want out of life.
 if they have an urgent meeting this week.
 where they were last Sunday.

QUESTIONS

❖ How, Like and What... like?

Ask:-

- What's your home town like?
- Do you like the capital city of your country?
- How is your boss at the moment?
- What is he like generally?

Ask a student:-

- what London is like.
- what Bangkok is like.
- what paella is like.
- what the people in Thailand are like.
- what the people in London are like.
- what I am like on a Monday morning.
- what the weather is like.
- what sort of weather they like.

- what */ Madrid / Paris / Tokyo /* etc is like.
- if they like */ Madrid / Paris / Tokyo /*.
- what they like about */ Madrid / Paris / Tokyo /*.
- what their neighbour looks like.
- what their neighbour is like.
- how their neighbour is.

➤

❖ Indirect Questions

Ask:-

- Would you mind answering a few questions?
- Could you tell me when the last time you used English was?
- I don't suppose you could lend me 50 Euros?
- Have you ever wondered what life is like in */ Sydney / Buenos Aires /* ?

Ask someone if:-

- they happen to know the dates for Easter.
- they could tell you what the time is.
- they could tell you what the capital of *Australia / Ecuador / Mongolia /* is.
- they could tell you where the photocopier is.
- they could you where the conference room is.
- they remember what TV programmes they watched when they were small.
- they ever wonder what their first love is doing now.
- they know how much a litre of semi-skimmed milk costs.
- they would mind telling me which football team they support.
- they happen to know the currency of */ Morocco / Thailand /*.

Ask me if:-

- I could tell you where Tegucigalpa is?
- I could tell you what the time is?

TRICKY WORDS

❖ Ban, Forbid, Not Allow and Prohibit

Ask:-

- Are you allowed to smoke in your office?
- Do you know anyone who has been banned from driving? Why?
- Is there anything your children aren't allowed to do?
- Is smoking in restaurants banned in your country?
- What are your kids allowed to do at the weekends?
- Do you think GPS should be banned in cars?

❖ Be and Get

Ask:-

- Is your English getting better?
- When was the last time you got angry about something?
- When do you get hungry?
- Are you fed up with anything at the moment?
- Do you know anyone who gets angry when they are hungry?
- Do you get car sick if you read in the car?
- Where did you get married?
- Does anyone in your family get sea sick?

❖ **Beat, Earn and Win**

Ask:-

Who is your favourite football team?

↳ Did they win last weekend?

↳ Who did they beat?

Have you played chess recently?

↳ Did you win?

↳ Who did you beat?

How much does your boss earn?

What did you earn in your first job?

❖ **Catch, Have and Take Lexical Phrases**

Ask me:-

how often I have a haircut.

how often I catch a bus.

when the last time was I took an exam

what sort of people catch my attention.

Ask someone:-

if they take many photos when they go on holiday.

what they do when they catch a cold.

Ask:-

Did you go out last Saturday? Did you have a good time?

What do you always take with your on / holiday / a business trip / ?

How many coffees do you have a day?

❖ **Do and Make**

Ask someone:-

if they have made any appointments this week.

if they have made any important decisions recently.

how often they do exercise.

when they do the shopping.

if they make a mess in the kitchen when they cook. And your partner?

if anyone has done them a favour recently.

who does the shopping in their family.

who does the washing-up in their house.

who makes dinner in the week.

who makes lunch on Saturdays.

Ask:-

When do your children do their homework?

Who makes dinner and who washes up in your house?

Do you do sudokus?

How often do you have to do reports?

❖ **Excited, nervous and worried**

Ask me:-

what makes me nervous. And you?

if I am worried about anything at the moment. And you?

Ask a student:-

what their / *kids* / *dog* / gets excited about.

if they are excited about / *the summer* / *Easter* / *Christmas* /

if they get nervous about going to the dentist.

❖ **Expect, Hope and Wait**

Ask:-

How long did you have to wait in the queue the last time you went to the bank?

How long did you wait for your / *bus* / *train* / this morning?

Do you mind waiting for people when they are late?

Where do you hope to go for your next holiday?

What do you expect will happen when all the ice in Greenland melts?

What do you expect will happen to the economy over the next two years?

What do you expect will happen if the price of petrol goes up?

❖ **Go away, Go out and Leave**

Ask:-

- Do you normally go out on Friday and Saturday?
- Ask me if I normally go out on Fridays?
- How often do you go away for the weekend?
- What time do you leave for work in the morning?
- What time do you usually leave the office in the evening?

❖ **Have and Have got**

Ask me:-

- | | |
|----------------------------|------------------------------|
| if I have any pets. | if I have the time. |
| if I've got any pets. | if I've got the time. |
| if my mother has a car. | when I have my next class. |
| if my mother has got a car | when I've got my next class. |

Ask:-

- When have you got your next meeting?
- When do you have time to read?
- Has your family got any pets?
- How many cars does your family have?

↗

❖ **Hear and Listen**

Ask:-

- Did you listen to the news this morning? Ask me.
- Have you heard about any good books or films recently? Ask me.
- When was the last time you heard from an old school friend?
- When was the last time you heard from a brother or a sister?
- Have you heard any good music lately?
- How often do you listen to music?
- Do you listen to the radio? What stations? When?

❖ **Important, Interesting and Serious**

Ask:-

- What are the most important things in your life?
- What do you take seriously in life?
- Is there anything you don't take seriously?
- Do you find your work interesting? Ask me.

❖ **Job and Work**

Ask:-

- How many times have you changed job in your life?
- Do you enjoy your work?
- If you changed job, what would you like to do?
- Do you have a list of jobs to do at home?
- What qualities do you need to do your job well?
- How many hours a day do you work?
- What time do you normally get to work?

❖ **Journey, travel and trip**

Ask:-

- Have you been on any business trips recently? Where to?
- Have you ever travelled business class?
- When was the last time you travelled abroad?
- How long does your journey to work take?
- When will your next business trip be?
- Do you enjoy travelling?

❖ **Know and Meet**

Ask:-

- Where did you meet your partner? Ask me.
- How long have you known your best friend?
 - ↳ Where did you meet?
- How well do you know your city?
- What is your favourite city in the world?
 - ↳ How well do you know it?
- Have you ever met anyone famous?
- Have you ever met anyone you know on holiday? Who?

❖ **Last and Take**

Ask:-

- How long did your last meeting last?
- How long does a litre of milk last in your house?
- How long does a bar of dark chocolate last in your house?
- How long does a black ink cartridge last in your printer?
- How long does a full tank last you?
- How long does it take you to get to work?
- How long does it take you to pack your case for a business trip?
- Have you ever moved house? How long did it take you to find a new house?
 - ↳ How long did it take you to learn?
- Have you got a digital camera?
 - ↳ How long does the battery last?
- How long does the battery last in your mobile?
- Can you touch type?

Ask someone:-

- where they take their kids at the weekend.

❖ **Look like, smell like, taste like and seem**

Ask:-

- Has anyone got a dog?
 - ↳ What does he look like?
- What is your favourite dish?
 - ↳ What does it taste like?
- What's your favourite perfume or aftershave?
 - ↳ What does it smell like?

Ask me:-

- what the Mona Lisa looks like.
- what Scarlett Johanssen looks like.

As someone:-

- what Channel No. 5 smells like?
- what their boss's aftershave or perfume smells like.
- what gazpacho tastes like.
- what they feel like doing on Fridays after work.
- what truffles smell like.
- what oysters taste like.

❖ **Ones and things**

Ask:-

- What is the best thing about your city?
- And the worst thing?
- What are the best things in life? Why?
- What's your favourite fruit?
 - ↳ Where can you buy the best ones?

❖Remember and remind

Ask:-

- Do you remember any of your toys from when you were a child?
- Do you know anyone who reminds you of someone famous?
- Does your partner ever have to remind you about things?
- Do you remember the comics you used to buy when you were a kid?
- Do you remember the sweets you used to buy?
- Do you remember the cartoons you used to watch?

❖Say and Tell

Ask:-

- What does your boss say if you arrive late for work?
- Have your children ever told you a lie?

Ask me:-

- to tell you about my favourite film.
- to tell you about what hobbies I took up when I was a child.

Ask a student:-

- what their */ partner/ mother/ father/* says about the environment.
- to tell you what their boss says about the economy.
- to tell you about their last holiday.

❖There is... left; Have... left

Ask:-

- How much class time is there left?
- How much milk is there left in your fridge?
- How many yoghurts are there left in your fridge?
- How long do we have left before *Christmas/ Easter?*
- How long do we have left before the end of the class?

VERBS and TENSES

❖The First Conditional

Ask me:-

- if I'll have enough milk for the weekend if I don't go shopping on Friday.
- what I will do if I run out of cat food at the weekend.

Ask:-

- What will you do if the weather is good on Saturday?
- If the weather is terrible on Saturday, what will you do?
- If you go shopping tomorrow, what will you buy?
- If you do the shopping tomorrow, what will you buy?
- What will you do if you are too tired to cook tonight?
- What will you wear if you go out on Saturday?
- What will you do if you miss the bus home?

Ask a parent:-

- if they'll punish their children if they get bad reports from school.

❖ The Second Conditional

Ask:-

- what would you buy if you had some extra money?
- what would you do if you lost your / house / car / keys ?
- what would you do if your neighbour invited you to dinner?
- what would your dream bathroom be like.
- If you bought a dog, what breed would you choose?
- How would you change your offices?
- If you could have any car, what would you buy?
- Would you be bored if you didn't have to work?
- ↳ What would you do? Where would you go?
- If you adopted a child, what would you look for?

Ask a student:-

- what they would do if they were president.
- what they would do if they were minister for education.
- what they would do if they were minister for the economy.
- what they would do if they were mayor of their town.
- what type of music they would play if they owned a disco.
- if they had a cinema, what type of films they would show.
- what you would do with your life if you didn't have to work.
- what they would do if they had more free time.

❖ The Third Conditional

Ask me:-

- what I would have done if I hadn't gone away at / Easter / Christmas /.

Ask a student:-

- Did you go out or stay in last Friday.
- ↳ What would you have done if you hadn't stayed in or gone out last Friday.
- What would you have done if you hadn't come to class today. Ask me the same question.
- What did you study?
- ↳ What would you have done if you had studied something different?
- What do you think you would have done if you hadn't started working for your present company?
- If you had gone to the cinema last weekend, what film would you have chosen to see?

The Future

❖ Be going to

Ask:-

- What are you going to do for the / Christmas / Easter / summer / holidays?
- Are you going to do anything special this weekend?
- Are you going to buy anything on Saturday?

Ask a parent:-

- what their children are going to do on Saturday.

Yes / No questions

- Are you going out after class?*
- Are you going out this Saturday?*

* we normally use what looks like the present continuous when the main verb is *go*.

❖ Going to or Will

Ask me:-

- what I'm going to do / in the holidays / at Easter / at Christmas.
- if I will arrive late for school or work tomorrow.

Ask a student:-

- what they are going to do at the weekend.
- what they think will happen if sea levels rise by half a metre.
- what they think will happen to the economy in the next few years?
- What will cars be like in the future?
- What will houses be like in the future?

❖ **Gerund and Infinitive 1**

Ask me:-

- if I mind waiting more than 15 minutes for a friend (to turn up).
- if I have given up doing anything lately?

Ask someone:-

- if they have forgotten to bring anything to class.
- where they would like to go for their next holiday.

Ask:-

- Is there anything your family want you to do this weekend?
- Do you mind getting up early?
- What do you need to be effective in your job?
- If your company gave you the opportunity to work abroad, what would you decide to do?
- Has anyone refused to do anything lately?
- Is there anything particular you want to do this / *summer* / *winter* / ?
- Is there anything you can't stand doing at the weekend?
- Have you forgotten to do anything recently?
- What do you enjoy doing when you are on holiday?
- Is there anything you need to buy at the moment?

❖ **Gerund and Infinitive 2**

Ask:-

- Are you trying to avoid doing anything at the moment?
- Is there anyone you try to avoid seeing at the moment?
- Is there anything you have given up doing recently?
- Have you arranged to meet anyone tomorrow?
- Have you ever threatened to stop your children's pocket money?

Ask me:-

- if there is anything I am avoiding doing at the moment.

Modal Verbs

❖ **Be / Get Used To and Used To**

Ask:-

- Is there anything you don't do now that you used to do a few years ago?
- How long did it take you to get used to your current position?
- Are you used to all the travelling you do?
- Is there anything in life you can't get used to?

❖ **Can, Could and Be Able To**

Ask:-

- Can you use Powerpoint?
- Can anyone in your family play an instrument?
- Can anyone you know speak German?
- If you could catch a plane tomorrow, where would you go?
- Will you be able to relax on Saturday?

❖ **Modal Verbs of Obligation**

Ask me:-

- what I have to do before I leave for work every morning?
- what I have to do before I go to bed at night?
- if I think people should think about the environment more?

Ask a student:-

- if they have to get up early on Saturdays.
- what you mustn't do if you smell gas in your house.

Ask:-

- what mustn't you do if you go out to a disco with friends?
- what should you do if you forget a friend's birthday?
- What should you do if a shop assistant is rude to you?
- Do you have to get up early on Saturdays?
- Do you ever have to work on Saturdays?
- Do your children have to help at home
- ↳ What do they have to do?

❖ **The Passive**

Ask me if:-

- coffee is grown in Kenya
- cars are made in South Korea
- pineapples are grown in Costa Rica
- whales are protected by international law
- the environment is being damaged by cars
- tropical forests are being destroyed by illegal logging
- global warming is being taken seriously by governments

PHRASAL VERBS

❖ **Commonly Used Phrasal Verbs**

Ask:-

- Do you get on with your boss?
- Is there anyone in your family you don't get on with? Why not?
- Have you taken up any new hobbies recently? Anyone you know?
- Have any of your plans fallen through recently?
- Does anyone in your family ever show off? Or any of your friends?
- Is there anything you need to sort out at the moment?
- Have you caught a plane recently? What time did it take off?
- Is there anything in your life you have to put up with?
- Is there anything you would like to take up if you had more time?
- How do you get rid of stress?
- How do you get rid of colds?

Ask me:-

- if there is anything I want to get rid of at the moment.
- what hobbies I took up when I was a child.

Ask a student:-

- when they fell out with someone the last time and why.
- if they are running out of anything at the moment.
- how well they get on with their neighbours.

❖ **Make Up Phrasal Verbs**

Ask a student:-

- Have you made it up to anyone recently?
- How would you make it up to your partner if you forgot their birthday?
- Have you ever made up an excuse that wasn't true? Tell us about it.
- How do you make up for lost time at work after the holidays?

❖ **Turn Phrasal Verbs**

Ask a student:-

- How did your last dinner party at home turn out?
- How did your last presentation turn out? Tell us about it?
- Have you ever been turned down for a job?
- Have you ever turned down a promotion or offer of a new position?
- Have you ever forgotten to turn up to an appointment? Tell us about it.
- What would you do if someone was playing very loud music in your house?

The Present Tense – To Be

Ask:-

Are you Hungarian?
 What nationality are you?
 Where are you from exactly?
 When is your birthday?
 Are you a teacher?
 What is your job?
 Who are your favourite pop groups?

Ask me if:-

I am English.
 I am a / *shop assistant / policeman*.
 Penelope Cruz is American.
 Brad Pitt is an actor.
 the President is a socialist.

we are in class.
 you and I are outside.
 elephants are grey.
 tomatoes are red.

↗

Ask me:-

where I am.
 where we are.
 where the Taj Mahal is.
 where the Pyramids are.
 what a pterodactyl is
 what my surname is.
 what my brother's name is.
 what my favourite film is.
 what star sign I am
 what date my birthday is.
 what nationality Penelope Cruz is
 what colour grapes are.

who the president of France is.
 who the king of Spain is.
 who Lily Allen is.
 who the Minimoys are.
 who Wallace and Gromit are.
 when Christmas Day is.
 when my next holidays are.
 how tall I am.
 how tall my brother is.
 how far London is from Paris.
 how far my house is from here.
 what the weather is like.

❖ To Be with Yes No Questions

Ask a student:-

Are you Spanish? OR WHATEVER
 Are you German? OR WHATEVER
 Is Naomi Watts beautiful?
 Is Tom Cruise Bulgarian?
 Is Will Smith South Korean?

Are we in New York?
 Are we in Spain?
 Are Brad Pitt and Angelina Jolie a couple?
 Are the Pyramids in Greece?
 Are the Pyramids in Egypt?

❖ There is, There are

Ask me if:-

there is a beach near my city.
 there are mountains near my home.
 there are any tomatoes in my fridge.
 there is any chocolate in my fridge.

there are any coins in my pocket.
 there is any money in my pocket.
 there is an underground railway in my city.

↗

Ask:-

How many litres of milk there are in my fridge.
 How many TVs there are in my house.
 How much sugar there is in my cupboard.
 How much water there is in my fridge.

The Present Tense – all other verbs

❖ Ten most common verbs

Ask:-

- Where do you come from?
- What do you do in your free time?
- Where do you go when you are on holiday?
- Do you have any pets or children?
- Do you like seafood?
- Do you look like your Mum or your Dad?
- Do you make a mess in the kitchen?
- What do you say to your partner when you leave for work in the morning?
- How often do you use public transport?
- How many emails do you write a day?

❖ More questions in the present simple

Ask a student if:-

- their partner washes up.
- they have any pets or children.
- they have a dog.
- they listen to the radio. What station?
- they have a hobby? What?

Ask me:-

- | | |
|---|---|
| <ul style="list-style-type: none"> where I live. where my brother lives. where I buy my groceries. what time I get up in the week. what time I get up on Sundays. what time I go to bed in the week. how often I watch TV. | <ul style="list-style-type: none"> how often I watch a DVD. how often I go to the cinema. how often I buy a newspaper. how often I read. how long it takes me to get to work / college. how often I read. how long it takes me to get to work / college. |
|---|---|

↗

Ask a student:-

- how long it takes me to get ready in the morning.
- how long it takes my partner to get ready to go out.
- how long it takes them to get to work.
- what kind of music they like.
- what sort of books they like to read.
- what make of printer they have.
- what time their boss gets in in the morning.

❖ Present Simple Questions Third Person S

Ask:-

- Do you have any children?
- ↳ Does your / *daughter / son* / play an instrument?
- ↳ What does / *he / she* / play?
- Does your / *partner / Mum / Dad* / like chocolate?
- ↳ When does / *he / she* / eat it?
- Does your partner drive?
- ↳ How often does your partner drive?
- ↳ Where does your partner drive to?
- Does your partner smoke?
- ↳ How many cigarettes a day does your partner smoke?
- Does your mother-in-law like music?
- ↳ What type of music does she like?

❖ **Present Simple Yes No Questions**

Ask:-

- Do you live with your parents?
- Do you like strawberry ice cream?
- Do you watch the news every day?
- Do you like reading? What?
- Do you play football?
- Do you like driving?
- Do you eat meat?
- Do you work on Saturdays?

❖ **Present Continuous**

Ask me:-

- what I'm thinking about right now
- if my boss is being good
- what my cats are doing right now
- if I'm studying anything at the moment

Ask:-

- Are you using your English much these days?
- Are you feeling tired lately?
- Is your boss feeling tired lately?
- What is he doing now?
- Are you doing anything special tonight?

The Past Simple

Regular Verbs

❖ **Ten most common**

Ask:-

- What did you call your first pet?
- How did you help at home when you were a kid?
- Did you like coffee when you were fifteen?
- Where did you live when you were ten?
- Did you need much money when you were a teenager?
- What sports did you play at school?
- What time did your last meeting start?
- Did you try coffee when you were a kid?
- Did you know how to use a computer when you were ten?
- What did you want to be when you were a kid?

❖ **-ed pronunciation**

Verbs ending in a vowel sound

Ask:-

- Did you offer to help anyone last week? How?
- What sports did you play at school?
- What instruments did you play at school?
- How many emails did you reply to yesterday?
- What things did you enjoy about school?

Voiced consonants

Ask:-

- What time did you arrive home last Friday?
- Did you believe in ghosts when you were a kid?
- What did you call your first pet?
- How much did it rain here last summer?
- How long did you live at your last address?

Unvoiced consonants

Ask:-

- What time did you finish work yesterday?
- What did you watch on TV last night?
- What did you help with at home when you were a kid?
- Who helped you learn to ride a bike?
- What music did you like when you were a teenager?
- Did you work when you were a teenager? Where?

D verbs

Ask:-

- What time did your last flight land?
- Why did you decide to move house?
- How did your last meeting end?
- What things did you need when you were a teenager?
- Have you ever flown business class?
- ↳Tell me what is included.

T verbs

Ask:-

- Who did you invite to your wedding? Who didn't you invite?
- How long did you wait for the last taxi you ordered?
- What did you want from life when you were twenty?
- What did you expect from life in your twenties?
- Did you waste much money last year? What on?
- Did you print out any emails last week? Why?

Irregular Verbs

Common irregular verbs

Group One / Session One

Ask:-

- | | |
|-------|--|
| BE | Where were you on Sunday afternoon? |
| HAVE | What did you have for breakfast? |
| SAY | What did you say to your boss yesterday? |
| CAN | Could you whistle when you were six? |
| DO | What did you do yesterday after work? |
| MAKE | Did you make any new friends / <i>last weekend</i> / <i>last year</i> / ? How? |
| COME | Did anyone come to your house at the weekend? Who? |
| READ | What comics did you read when you were a kid? |
| GO | Where did you go on your last holiday? |
| FIND | What subjects did you find easy at school? And difficult? |
| THINK | Did you think about making any changes to your life yesterday? What? |
| SEE | What did you see on the news last night? |

Verb Families

Group Two / Session Two "No change verbs"

Ask:-

- | | |
|------|---|
| COST | How much did your <i>computer</i> / <i>pen drive</i> / cost? |
| CUT | Have you cut yourself recently? |
| HIT | Did you hit your brother when you were small? |
| LET | Did your parents let you use their car when you were 19? |
| PUT | Where did you put your mobile when you arrived home last night? |
| QUIT | When was the last time you quit a job? |

Group Three / Session Three - One change verbs > “G.H.T. verbs”

Ask:-

- BRING Did you bring anything home from the office last night? What?
- BUY Did you buy anything yesterday? What?
- CATCH Did you catch a / *bus* / *taxi* / *train* / *underground train* / last week? Where to?
- FIGHT Did you fight with your brothers and sisters when you were small?
- TEACH Did you teach your children to ride a bike?
- THINK Did you think about changing jobs last / *month* / *year* / ? Why?

Group Four / Session Four - One change verbs > “Consonant change”

Ask:-

- HAVE What toys did you have when you were a kid?
- LEND Did you lend anyone any money last / *month* / *year* / ?
- MAKE Did you make any new friends / *last weekend* / *last year* / ? How?
How did you make friends with your best friend? Where?
- PAY How much did you pay for your / *computer* / *pen drive* / *mp3 player* / ?
- SEND How many emails did you send yesterday?
- SPEND How much did you spend yesterday?

Group Five / Session Five - One change verbs > “eee to e”

Ask:-

- FEEL How did you feel on Sunday morning?
- KEEP Where did you keep your money when you were a kid?
- LEAVE What time did your last flight leave?
- MEET Where did you meet your partner?
- READ Did you read last night? What?
- SLEEP How many hours did you sleep last night?

Group Six / Session Six - One change verbs > “to O”

Ask:-

- FIND Did anybody find any money last year? How much?
- GET What time did you get to / *work* / *class* / *the job centre* / this morning?
- SELL How much did you sell your first car for?
- TELL Did anyone tell you anything important last week? What?
- WIN Did anyone win anything last year?
Did you win any prizes at school?
- TELL Did anyone tell you any good news last week? What?
- WIN Did anyone win anything last year?

Group Seven / Session Seven- Two change verbs > “to A”

Ask:-

- BE Where were you on Sunday at 7 am?
- BEGIN When did you begin studying English? Why?
- COME Did anyone come to your house at the weekend? Who?
- DRINK How many coffees did you drink yesterday?
- EAT / *How many biscuits* / *how much fruit* / did you eat yesterday?
- RING How many people did you ring yesterday?
- RUN Did anyone run for the bus this morning?
Did anyone run into an old friend last week?
Did anyone run out of anything yesterday?
- SEE Did you see a / *bad* / *good* / movie last week? What?
Has anyone been to an art gallery or museum recently?
↳What did you see?
- SHRINK Did you shrink anything in the wash last year?

Group Eight / Session Eight- Two change verbs > “to O to EN”

Ask:-

BREAK	Did anyone you know break anything last month?
CHOOSE	Did you choose all the furniture in your house?
DRIVE	Did you drive anywhere at the weekend? Where to?
FORGET	Did anyone forget anything when they left the house this morning? What?
SPEAK	Did you speak to anyone on the phone last night? Who to?
TAKE	Did you take anyone to the airport last month? Who?
WAKE	What time did you wake up this morning?
WRITE	How many emails did you write yesterday?

In Alphabetical Order

A – C/ Session Nine

Ask:-

BE	Where were you on Sunday at 7 am?
BEGIN	When did you begin studying English?
BREAK	Did your children break anything last month? Did you? What?
BUY	Did you buy anything yesterday? What? Did you buy any clothes last month? What?
CATCH	Did you catch a / <i>bus</i> / <i>taxi</i> / <i>train</i> / <i>underground train</i> / last week? Where to?
CHOOSE	Did you choose all the furniture in your house? Who?
COME	Did anyone come to your house at the weekend? Who?
COST	How much did your <i>computer</i> / <i>pen drive</i> / cost?
CUT	Have you cut yourself recently?

D – F/ Session Ten

DO	Did anybody do any exercise yesterday? What? When did you do the shopping last week?
DRAW	Did your children draw on the walls when they were small? Did you?
DRINK	/ <i>How much water</i> / <i>how many coffees</i> / did you drink yesterday?
DRIVE	Did you drive anywhere at the weekend? Where to?
EAT	/ <i>How many biscuits</i> / <i>how much fruit</i> / did you eat yesterday?
FEEL	How did you feel on Sunday morning?
FIGHT	Did you fight with your brothers and sisters when you were small?
FIND	Did anybody find any money last year? How much? Did anybody find anything strange last year? What? Did you find any good software last year?
FLY	Did you fly anywhere last year? Where to?
FORGET	Did anyone forget anything when they left the house this morning? What?

G – P / Session Eleven

Ask:-

GET	What time did you get to / <i>work</i> / <i>class</i> / <i>the job centre</i> / this morning?
GIVE	What did you give your / <i>Mum</i> / <i>your child</i> / <i>your cat</i> / for their birthday?
GO	Where did you go yesterday? In August?
GROW	Did you grow anything when you were a kid?
HAVE	What toys did you have when you were a kid? Did you have any problems with a teacher at school when you were a kid?
HIDE	Did you hide anything in your house last year? / from your child last weekend?
KNOW	Did you know how to whistle when you were six?
LEAVE	What time did your last flight leave?
LOSE	Did anybody lose anything on their last holiday?
MAKE	Did you make any new friends / <i>last weekend</i> / <i>last year</i> / ? How? How did you make friends with your best friend? Where?
MEET	Where did you meet your partner?
PAY	How much did you pay for your / <i>computer</i> / <i>pen drive</i> / <i>mp3 player</i> / <i>camel</i> / ?

Q – S / Session Twelve

READ	Did you read last night? What?
RIDE	Did you ride a / bike / <i>motorbike</i> / <i>horse</i> / <i>phant</i> / <i>camel</i> / last year?
RING	Did you ring anyone last night? Did anyone ring you?
RUN	Did anyone run for the bus this morning? Did anyone run into an old friend last week? Did anyone run out of anything yesterday?
SAY	What did you say to / <i>your partner</i> / <i>Mum</i> / before you left home this morning? What was the last thing you said to your boss?
SEE	Did you see a / <i>bad</i> / <i>good</i> / movie last weekend? What? Has anyone been to an art gallery or museum recently? What did you see?
SELL	Did anyone sell anything last year? What?
SEND	How many emails did you send yesterday?
SLEEP	How many hours did you sleep last night?
SPEAK	Did you speak to anyone on the phone last night? Who to?
SPEND	How much did you spend yesterday?
STEAL	Did anyone steal anything from you last year? What?

T – Z / Session Thirteen

TAKE	Did you take anyone to the airport last / <i>month</i> / <i>year</i> / ? Did anyone take up a new hobby last year? What?
TELL	Did anyone tell you any good news last week? What?
THINK	Did you think about changing jobs last / <i>month</i> / <i>year</i> / ? Why? Did you think about making any changes to your life yesterday? What?
THROW	Did you throw out the rubbish this morning? Did you throw anything important away by accident last year?
WAKE	What time did you wake up this morning?
WEAR	What did you wear to the last wedding you went to? On New Year's Eve? What did you wear to the last important meeting you went to?
WIN	Did anyone in your family win anything last year?
WRITE	How many emails did you write yesterday? Did you take anyone to the airport last / <i>month</i> / <i>year</i> / ?

❖ Past Simple Questions in general

Ask:-

- Where did you go on your last holiday?
- What TV programmes did you watch when you were a kid?
- How did you meet your partner?
- What did you have for lunch on Sunday?
- What time did you get home yesterday?
- Where did you go on your last holiday?

Ask me if:-

- I went shopping yesterday.
- I had spaghetti for lunch yesterday.
- the President went to China last week.

Ask somebody:-

- where they went on their last holiday.
- who they went with.
- what they had / *for lunch yesterday* / *for breakfast this morning* / .
- what they did last weekend.
- what time they got up last Sunday.
- what time they got home last night.
- how many coffees they had yesterday.
- how much water they drank yesterday.
- how many countries they visited last year.

❖The Past Continuous

Ask:-

What were you doing:-

- at 10 o'clock last night.
- yesterday afternoon.
- last Saturday night.
- when the World Trade Center was attacked.
- when Princess Diana was killed.

Ask someone what they were doing:-

- an hour before class.
- when Barak Obama became president.
- when the sunami happened.

Ask a father:-

- what he was doing when his wife was giving birth to their first child.

The Present Perfect

❖For and Since – actions which started in the past and continue

Ask:-

- How long have you been working for your present company?
- How long have you been living in your present house?

Ask me:-

- how long it's been since I went to the / *cinema* / *theatre* / .
- if I have put on any weight since / the *summer* / *Christmas* / .

Ask a student:-

- How long have you lived at your current address?
- How long have you known your best friend?
- How long have you been worried about climate change?

❖Just – a short time ago

Say:-

- Tell the class three things you have just done?
- been abroad? Where to?

❖Questions with Ever – asking about experience

Have you ever...

- been to the States?
- been abroad? Where to?
- met anyone famous?
- been to a big football match?
- Painted a picture?

❖Questions in general

Ask a student:-

- if there is anything important you still haven't done today.
- if they have done the shopping for the weekend yet?
- how long they have been in their current company.
- Has anything embarrassing ever happened to you?

❖ **The Present Perfect or Past Simple**

Ask me:-

if I have ever been to France. Ask me when I went.
when I passed my driving test.
how long I have been an English teacher.

Ask a student:-

when the last time they went to the theatre was.
where they went last summer.
if they have passed their driving test yet.

Ask:-

Have you got a / *cat* / *dog* / ? How long you've had it?
Have you ever ridden a horse? A motorbike?
When was the last time you rode a horse?
How long have you lived in your present house?
Where did you live before? And how long did you live there?
How long have you worked in your present company?
↳ Where did you work before? And how long did you work there?
Have you ever been to Disneyland?
↳ When did you go?
When was the last time you went abroad? Where did you go?

Have you ever been to Greece?

↳ When did you go?

Have you ever lived in another city? Where?

❖ **The Present Perfect Continuous**

Ask me if:-

I have been watching much TV recently.
I have been drinking much coffee recently.
I have been doing much exercise recently.
I have been playing computer games much recently.

Ask:-

Have you been spending much money recently?
Have you been working hard recently? Why?
Have you been travelling much recently?
Have you been feeling well recently?
Have you been spending much time with your / *children* / *parents* / *partner* / recently?
Have you ever been skiing? Where did you go?

❖ **Tense Usage**

Ask a student:-

what they are going to do next weekend.
what they are going to do this summer.
what the weather will be like tomorrow.
what they think will happen when all the ice in Greenland melts.
when the last time they went to the cinema was.
when they passed their driving test.
if they have ever been abroad.
if they have ever been to San Francisco.
if they have planned their summer yet.

Ask:-

Do you have a hobby? What?
Do you like seafood?
What do you think your children are doing now?
What do you think your boss is doing now?
What was the last film you saw?

Vocabulary

❖ Adjectives

Ask:-

- Would you describe your desk as neat or messy?
- Would you describe your children's bedroom as tidy or untidy?
- Did you see a film at the weekend? Was it amazing or disappointing?
- Was it suitable for children?
- Have you been to a restaurant recently? What was it called?
- Was it empty, half-empty or packed?
- Is your / car / pc / reliable or unreliable?

❖ Business

Ask:-

- What is the rate of inflation at the moment?
- What is the interest rate for a mortgage at the moment?
- Have you had a meeting recently? What was the outcome?
- Have any famous companies merged recently?
- Do you use spreadsheets in your job?

❖ Food

Ask:-

- Do you ever cook mussels? How do you prepare them?
- What recipes do you use bay leaves for?
- Do you like rice? How?
- Do you prefer trout or sole?
- Have you ever tried watercress soup?
- Which soft drinks do you like?
- How often do you have brunch?

GAMES

ENGLISH GAMES FOR ADULTS & SECONDARY

GAME	INSTRUCTIONS	LANGUAGE AREA															
BOGGLE	Teacher prepares a grid of consonants and vowels 6 x 6 and puts it on the board. Two teams have 3 minutes to list as many words as they can make by joining adjacent letters (up, down, left, right & diagonal) in the grid.	Spelling; word awareness.															
CHALLENGE	Word pyramid game. 1st student writes one letter on board. 2nd student writes the same letter underneath and adds a letter. 3rd student copies the two letters underneath and adds another. This continues until a student thinks it's impossible to continue the word and shouts CHALLENGE. If the student can name the word the challenger is eliminated and vice versa.	Spelling; word building; suffixes															
HOUSE RULES	Working in groups of 3 or 4, (1) students write down a description of the apartment they are sharing, and include (2) details about whether they are working, on the dole or studying. Then they (3) make a list of house rules for harmoniously living together. (4) Each group describes to the class their situation. Then ask if (5) anyone would like to change apartment. If so, the student sits with the new group who then explain the house rules of their place while the rest of the class avidly listens. The student can try another apartment if they don't like the sound of the first one.	Conversation; 'real' English															
JUST A MINUTE	Teacher names topic and 1st student talks about it. Interrupted by other students for hesitation, repetition, irrelevance and grammar. Successful challenger continues with what remains of the minute on the same topic. Bad challenges lose points, complete minute by one student wins lots of points.	Fluency, confidence speaking, eliminating personal mistakes.															
LANDSCAPE GAME	Ask students to draw a landscape which included the following:- 1- bushes (friends) 5- a snake (sex) 2- a house (the self) 6- the Sun (religion) 3- mountains (outlook*) 7- a tree (father) 4- a path (ambition) 8- water (mother) * pointed = pessimistic; round = optimist When they have finished, ask them what they think each feature represents, tell them and ask them to interpret their drawings. Be sensitive about it.	Generating natural discussion															
MASTERWORD	Similar to Mastermind but with words. Someone thinks of a four letter word (say LOVE) and draws this grid on the board. <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="border-right: 1px solid black; padding: 5px;">Quantity of letters</td> <td style="border-right: 1px solid black; padding: 5px;">Correctly Positioned</td> <td style="padding: 5px;">(love)Don't write this!</td> </tr> <tr> <td style="border-right: 1px solid black; text-align: center;">3</td> <td style="border-right: 1px solid black; text-align: center;">3</td> <td style="text-align: center;">live</td> </tr> <tr> <td style="border-right: 1px solid black; text-align: center;">2</td> <td style="border-right: 1px solid black; text-align: center;">1</td> <td style="text-align: center;">vale</td> </tr> <tr> <td style="border-right: 1px solid black; text-align: center;">3</td> <td style="border-right: 1px solid black; text-align: center;">3</td> <td style="text-align: center;">move</td> </tr> <tr> <td style="border-right: 1px solid black; text-align: center;">4</td> <td style="border-right: 1px solid black; text-align: center;">4</td> <td style="text-align: center;">love</td> </tr> </table> Students say four letter words which get a score according to their closeness to the target word. It's a logic game.	Quantity of letters	Correctly Positioned	(love)Don't write this!	3	3	live	2	1	vale	3	3	move	4	4	love	Word awareness, discovering new words.
Quantity of letters	Correctly Positioned	(love)Don't write this!															
3	3	live															
2	1	vale															
3	3	move															
4	4	love															
NEVER ENDING SENTENCE	One student starts a sentence and the next one carries it on with AND or BUT.	Sentence structure															

 PATH GAME

Ask students write down a descriptions of:-

- 1- a path (outlook on life)
- 2- a twig they find (small problem)
- 3- a trunk lying across the path (big problem)
- 4- A bear ahead sitting on the path (someone sexually attractive)
- 5- A fork in the road. (politics)
- 6- A wall (death)
- 7- What they hear on the other side (after-life)

Students read out their descriptions; you ask what they think each thing means; explain the meaning; discuss the results.

Writing; generating natural discussion

 POST-IT

Need a self-adhesive pad. Everyone writes name of a famous person on paper and slaps it on the forehead of student. Everyone has one and takes turns asking yes/no questions to the class to find out who it is.

Question formation.

 TIC TAC TOE

"Noughts and crosses" with words. Draw 3X3 grid on board and fill squares with adverbs of frequency, verbs, question words OR ANY FUNCTIONAL GROUP. 2 teams. 1st chooses a square and if they make a perfect sentence with the word e.g. I go to the cinema once a month, then they win the square. Win or lose, second team then tries.

Adverbs of frequency, linkers, verbs, making questions, past of verbs, and much more.

ENGLISH GAMES FOR ALL AGES

GAME	LANGUAGE AREA								
ALPHABET GAME									
Somebody says a letter and everybody has to say something beginning with that letter. Keep going round, eliminating hesitators until you are left with the winner.	New vocabulary								
BACKWARD QUESTION									
Dictate to class a question letter by letter and back to front. e.g. E-K-I-L (What's the weather like?) The first to suss the question wins. Make sure studes are writing down the letters	Question formation								
BING									
Students count around the class, but every fifth factor is replaced by "BING". "1-2-3-4-BING-6-7-8-9-BING-11-" etc. When students make a slip, they are eliminated and must put their hands on their heads.	NUMBERS, of course!								
CHAIN GAME									
Student 1 – I like sweets Student 2 – I like sweets and coke etc	Using 'to like' & food vocabulary.								
FOOTBALL									
Variety of hangman. Draw a football pitch on board, divided into 6 columns. Make a cardboard 2 dimensional football (or get the kids to do it and vote on the best one). Place dob of blue-tack behind ball and place in middle of pitch. Find a word and draw a line for each letter under the pitch. Each team takes turns saying a letter. Don't write them on the board because if they repeat a letter they should have been paying more attention. When they guess a letter, write it in and move the football towards the opposite team's goal by one column. If the letter contains two or more of their letter the football moves two or more columns. They repeat their turn if they get it right. This is great fun. Once they score a goal, the other team kicks off like in the real game.	The Alphabet; spelling, vocab revision.								
HANGMAN									
Ask any kid	The Alphabet; spelling								
HARRY POTTER									
Similar to 20 Questions but the name Harry Potter represents an activity or thing. e.g. one student thinks of an everyday activity like cleaning teeth. Class ask, "How often do you Harry Potter?" And so on until someone guesses what Harry Potter represents.	Actions; daily routine; personal hygiene; free time.								
LEXIS									
Teacher or studes prepare eight numbered words in secret and write 1 to 8 on board. In turns studes choose number and get a new letter for the number. They then try to guess the word. They have to pronounce it perfectly. The student carries on choosing numbers until they guess wrong.	Pronunciation, vocab groups and revision.								
<table style="margin-left: 40px;"> <tr> <td>1. do</td> <td>5.</td> </tr> <tr> <td>2. woma</td> <td>6. m</td> </tr> <tr> <td>3. chil</td> <td>7.</td> </tr> <tr> <td>4</td> <td>8.</td> </tr> </table>	1. do	5.	2. woma	6. m	3. chil	7.	4	8.	
1. do	5.								
2. woma	6. m								
3. chil	7.								
4	8.								
PICTIONARY I									
2 teams. One member from each at blackboard. Teacher shouts a letter and each student must draw something beginning with that letter. The first team to say what is being drawn, wins the round. Studes not allowed to draw the same thing. Extremely popular.	Alphabet, pronunciation and word awareness.								
VERSION Only allow verbs and/or adjectives									
WORD BINGO									
Studes look for a six letter word in their books and write it down. Teacher shouts out letters until someone has all the letters crossed off.	Recognising the alphabet, spelling and word awareness.								

Lateral Thinking

1 A man in a lift

A man lives on the tenth floor of a building. Every day he takes the elevator to go down to the ground floor to go to work or to go shopping. When he returns he takes the elevator to the seventh floor and walks up the stairs to reach his apartment on the tenth floor. He hates walking so why does he do it?

2 A man walks into a bar

A man lives on the tenth floor of a building. Every day he takes the elevator to go down to the ground floor to go to work or to go shopping. When he returns he takes the elevator to the seventh floor and walks up the stairs to reach his apartment on the tenth floor. He hates walking so why does he do it?

3 Dead man in a field

A man is lying dead in a field. Next to him there is an unopened package. There is no other creature in the field. How did he die?

4 Anthony and Cleopatra

Anthony and Cleopatra are lying dead on the floor of a villa in Egypt. Nearby is a broken bowl. There is no mark on either of their bodies and they were not poisoned. How did they die?

5 A carrot, some coal and a scarf

Five pieces of coal, a carrot and a scarf are lying on the lawn. Nobody put them on the lawn but there is a perfectly logical reason why they are there. What is it?

6 Two sons

A woman had two sons who were born on the same hour of the same day of the same year. But they were not twins. How could this be possible?

7 A woman pushing a car

A woman was pushing her car. She stopped pushing when she reached a hotel and then realised she was bankrupt. Why?

8 Heaven

A man died and went to Heaven. He saw thousands of people there all naked and young. He saw a couple and he immediately recognised them as Adam and Eve. How did he know?

9 Friday

A man rode into town on Friday. He stayed for three nights and then left on Friday. Explain.

10 Manhole covers

Why is it better to have round manhole covers than square ones?

11 Sudden realisation

A man was walking downstairs in a building when he suddenly realized that his wife had just died. How?

12 The blind beggar

A blind beggar had a brother who died. What relation was the blind beggar to the brother who died? (Brother is not the answer).

13 Another dead body

The dead body of a man was found in the middle of a burnt forest. He was wearing only swimming trunks, a snorkel and diving mask. What had happened?

Answers

1. The man in the Elevator -The man is a dwarf.
2. The Man in the Bar-The man had hiccups.
3. Anthony and Cleopatra-Anthony and Cleopatra were goldfish.
4. The Coal, Carrot and Scarf-A snowman.
5. Two Sons-Triplets.
6. Push that Car-Monopoly.
7. Heaven-No navels.
8. Friday-The horse's name was Friday
9. Manhole Covers-A round cover can't fall down the hole.
10. The Deadly Party-Ice cubes
11. The Realization-His wife was on a life support machine.
12. The Blind Beggar-The blind beggar was his sister.
13. Swimmer in the Forest-The man had been accidently taken from a lake by a fire brigade helicopter.

ROLEPLAYS

Ambition

Company: a large manufacturer

Participants: -

1. The MD
2. A young engineer
3. The engineer's supervisor
4. Somebody taking the minutes

Background:-

The young engineer has been with the company for 3 years and has been doing a great job. Recently, however, there have been problems with the staff. They complain that the engineer is a 'know-it-all' and has become arrogant. The supervisor is worried about the effect this is having on the team. On the other hand, the MD is delighted with the young engineer and thinks a promotion is in order.

First Event – a meeting between the MD and the supervisor

- i) Send the engineer out of the room for ten minutes (to go and have a coffee, for example)
- ii) The MD and the supervisor spend a minute preparing what they are going to say in the meeting, using their own experiences to consider the situation.
- iii) Meeting – the MD with the supervisor. Another student takes the minutes. They reach a decision on whether or not to promote the young engineer.

Second Event – a meeting between the supervisor and the engineer.

Another student takes the minutes

Third Event – class discussion

<p>7 CORRUPTION</p> <p>6 months pass. Your company suspects your friend of taking bribes but he or she blames you, using your BMW as evidence against you. You're sacked. The supplier offers you a job with a better salary. Do you accept:-</p> <p>No. Go to 12</p> <p>Yes Go to 13</p>	<p>8 CORRUPTION</p> <p>Your president is shocked. He thanks you and asks you to keep quiet. Go to 14</p>	<p>9 CORRUPTION</p> <p>One year later. You are fed up with your company and humanity in general. You get a call from your friend who now works for the supplier. Do you:-</p> <p>Discuss the offer with your new boss. Go to 15</p> <p>Refuse it. Go to 16</p> <p>Take it. Go to 17</p>
<p>10 CORRUPTION</p> <p>That night you walk to the police station and the police agree to investigate the calls. On your way home you are run over and killed by a BMW. END</p>	<p>11 CORRUPTION</p> <p>The calls stop but your friend no longer speaks to you. Do you:-</p> <p>Go see your boss. Go to 3</p> <p>Put the incident out of your mind. Go to 4</p> <p>Telephone the supplier for a meeting. Go to 18</p>	<p>12 CORRUPTION</p> <p>So, you offer your services to a rival of your old company. They take you on as a purchaser. As you know your former company is paying too much to their supplier, you make your new company very competitive. You increase your market share, get promoted and buy a BMW. END</p>
<p>13 CORRUPTION</p> <p>Things go well for you working for the supplier and sales are good. However, you want to punish your old boss and former friend. Do you:-</p> <p>Increase prices 10%. Go to 19</p> <p>Concentrate your efforts on supplying other companies. Go to 20</p> <p>Outsource production to Morocco. Go to 21</p>	<p>14 CORRUPTION</p> <p>6 months pass. Your company finds out about the corruption. Your boss and your friend try to put the blame on you but both of them are sacked. You get your boss's job and a huge salary increase. Do you:-</p> <p>Break off with the supplier immediately. Go to 22</p> <p>Negotiate lower prices with the supplier. Go to 23</p> <p>Slowly phase out dealings with the supplier. Go to 24</p>	<p>15 CORRUPTION</p> <p>Your new boss is surprised by your honesty. However, there is no chance of promotion for at least 2 years. Do you:-</p> <p>Offer your services to another company. Go to 12</p> <p>Take the job with the supplier. Go to 13</p> <p>Unhappily carry on. Go to 16</p>

<p>16 CORRUPTION</p> <p>2 years pass and nothing has changed. You feel angry, bored and frustrated. Do you:-</p> <p>Offer your services to a rival company. Go to 12</p> <p>Spend more time with your family and on your hobbies. Go to 25.</p>	<p>17 CORRUPTION</p> <p>You enjoy working for the supplier with your friend. You increase the supplier's market share and get a big bonus. You use it to buy a BMW. Your family and your friend's get on great and you often have barbeques together at the weekend. END</p>	<p>18 CORRUPTION</p> <p>The supplier apologises for recent events and you make a good impression. You accept a great position as a seller with a better salary than you have now. Go to 13.</p>
<p>19 CORRUPTION</p> <p>Your friend is furious. You have ruined his chances of promotion in your old company. He reduces orders but you hold your ground. You offer other companies better deals and things go very well for you. You are promoted and buy yourself a BMW. You have many children. END</p>	<p>20 CORRUPTION</p> <p>6 months later your ex-company phones you. It's your former president asking why other companies are getting better deals. You say that is a question for their purchasing department, not the supplier. Your former friend, along with your ex-boss are sacked. 3 weeks later the boss's boss is also sacked. You have your revenge. END</p>	<p>21 CORRUPTION</p> <p>At first profits increase dramatically but then you have a succession of quality problems and some big orders are returned. You get demoted. Do you:-</p> <p>Offer your services to rivals of your old company. Go to 12</p> <p>Take a year out to study a masters in global market economics. Go to 26</p> <p>Unhappily carry on. Go to 27</p>
<p>22 CORRUPTION</p> <p>Your decision was a bit rash and the board are unhappy with you. They demote you back to your old job. Do you:-</p> <p>Ask a rival company for a job. Go to 12</p> <p>Carry on. Go to 16</p> <p>Take a year out to study a masters in global market economics. Go to 26</p>	<p>23 CORRUPTION</p> <p>Good move. The supplier is terrified of losing business. Your board are delighted with you and increase your salary. You live happily ever after and have many children. END</p>	<p>24 CORRUPTION</p> <p>You achieve better prices for your company but you have quality problems. The board give you 2 months to sort it out. Do you:-</p> <p>Continue to deal with various suppliers. Go to 28</p> <p>Look for outsourced suppliers. Go to 29</p> <p>Make an exclusivity deal with an alternative supplier. Go to 30.</p>

<p>25 CORRUPTION</p> <p>Five years pass. You are now a happy person. This makes you very effective at your job. Your boss suddenly falls seriously ill. You step into his shoes and his mega salary. Do you:-</p> <p>Buy a huge BMW. Go to 31</p> <p>Start saving. Go to 32</p>	<p>26 CORRUPTION</p> <p>What a year! Your personal life is fantastic. Life has never been better and you get a distinction in your masters. Your old company's biggest rival calls you. You get a great job with a mega salary. You have triumphed! END</p>	<p>27 CORRUPTION</p> <p>After a year without progress, it's time to make some life choices. Do you:-</p> <p>Ask a rival of your old company for a job. Go to 12</p> <p>Concentrate your efforts on your family life. Go to 33</p>
<p>28 CORRUPTION</p> <p>Your stress levels are very high and your children don't know who you are anymore. You fall seriously ill and get depressed. I'm afraid this game has not ended well for you. END</p>	<p>29 CORRUPTION</p> <p>You find three established outsourced manufacturers. Make a choice:-</p> <p>Low prices; good conditions for the workers; East European democracy. Go to 34</p> <p>Lower prices; working conditions could be better; company school for the staff's children; African fake democracy with life president. Go to 35</p> <p>Lowest prices; staff work 11 hours a day, 6 days a week and sleep on site in small rooms; Asian dictatorship. Go to 36</p>	<p>30 CORRUPTION</p> <p>You do a lot of 'go and see' to sort out the problems. You build a quality model with the supplier. Soon you are selling quality products at competitive prices. You get promoted, buy the biggest BMW on the market and live happily ever after. END</p>
<p>31 CORRUPTION</p> <p>So, now you have your original boss's job and you are hungry for revenge. Do you:-</p> <p>Break off with the supplier immediately. Go to 22</p> <p>Negotiate lower prices with the supplier. Go to 23</p> <p>Slowly phase out dealings with the supplier. Go to 24</p>	<p>32 CORRUPTION</p> <p>You spend the money on exotic holidays where there is no mobile phone coverage. At work, you build a great team. You make your department the best in the company. Suddenly the president's son takes your job. They give you a department which is in crisis. You get a raise but they expect you to sort it out very quickly. Do you:-</p> <p>Decide to leave and study a masters in global market economics. Go to 26</p> <p>Decide the challenge will be good for your new career as an executive. Go to 37</p> <p>Get a job as head of purchasing in a rival company. Go to 38</p> <p>Start your own company. Go to 39</p>	<p>33 CORRUPTION</p> <p>After another 3 years nothing has changed at work but you are a very happy person. As a result, you are a very effective employee. Your boss dies of a heart attack from stress. You are offered his job. Do you:-</p> <p>Accept it. Go to 40</p> <p>Refuse it. Go to 41</p>

<p>34 CORRUPTION</p> <p>Although you have to make a lot of trips to the supplier, quality improves and your prices are competitive. You get a salary increase and finish the game quite happily. END</p>	<p>35 CORRUPTION</p> <p>Quality problems persist and you are very stressed. Suddenly the president takes a personal interest in the African project. Money is invested and the media take an interest too. You are now a hero with great prospects. END</p>	<p>36 CORRUPTION</p> <p>Quality is good but when you visit the factory, you are shocked. CNN broadcast a report on the terrible conditions inside the factory. Sales drop as a result of the bad publicity. You get the sack. END</p>
<p>37 CORRUPTION</p> <p>You use your new skills to effectively shakedown the department. After a year, you are promoted to the board and get a massive salary. You have some health problems and family problems too but you are very rich. END</p>	<p>38 CORRUPTION</p> <p>You shakedown the company's purchasing department and establish strong bonds with the suppliers. You enjoy your work and your bigger salary. You are happy and motivated. END</p>	<p>39 CORRUPTION</p> <p>You have to borrow a lot of money to launch your own business. Just when things are looking good, there's a recession. You have to close the business. Things have not turned out well for you. END</p>
<p>40 CORRUPTION</p> <p>This time you do things much better. You audit the outsourced manufacturer and make sure the workers have good conditions and fair treatment. You buy a large car and a large house and your family are always priority number one. Well done. END</p>	<p>41 CORRUPTION</p> <p>Your company are furious with you but at the same time don't want to lose you. You stay where you are until retirement. You have enjoyed family life and life in general to the maximum. You live many years and life is full of love. END</p>	<p>CORRUPTION</p>

Organiser – a game to practise To be able to

<div style="border: 1px solid black; padding: 10px;"> <p>Instructions for Organiser</p> <p>1 Cut out the organiser pages</p> <p>2 Students add the dates on the organiser for next week</p> <p>3 Students fill in their organiser leaving 3 mornings and/or afternoons free</p> <p>4 Students take turns asking, "Will you be able to attend a meeting on...?"</p> <p>5 The first student to complete their week wins</p> </div>		Monday a.m. p.m.	Thursday a.m. p.m.
		Tuesday a.m. p.m.	Friday a.m. p.m.
		Wednesday a.m. p.m.	Saturday a.m. p.m. <i>Lunch with parents-in-law</i>
		Monday a.m. p.m.	Thursday a.m. p.m.
		Tuesday a.m. p.m.	Friday a.m. p.m.
		Wednesday a.m. p.m.	Saturday a.m. p.m. <i>Lunch with parents-in-law</i>
		Monday a.m. p.m.	Thursday a.m. p.m.
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		Wednesday a.m. p.m.	Saturday a.m. p.m. <i>Lunch with parents-in-law</i>

Monday	Thursday	Monday	Thursday
a.m.	a.m.	a.m.	a.m.
p.m.	p.m.	p.m.	p.m.
Tuesday	Friday	Tuesday	Friday
a.m.	a.m.	a.m.	a.m.
p.m.	p.m.	p.m.	p.m.
Wednesday	Saturday	Wednesday	Saturday
a.m.	a.m.	a.m.	a.m.
p.m.	p.m. Lunch with parents- in-law	p.m.	p.m. Lunch with parents- in-law
Monday	Thursday	Monday	Thursday
a.m.	a.m.	a.m.	a.m.
p.m.	p.m.	p.m.	p.m.
Tuesday	Friday	Tuesday	Friday
a.m.	a.m.	a.m.	a.m.
p.m.	p.m.	p.m.	p.m.
Wednesday	Saturday	Wednesday	Saturday
a.m.	a.m.	a.m.	a.m.
p.m.	p.m. Lunch with parents- in-law	p.m.	p.m. Lunch with parents- in-law

Telephone Tennis

- OBJECTIVE:** Practise telephone expressions
- PLAYERS:** 4
- MATERIALS:** Score sheet (page 2 of this document)
Call cards (page 3 of this document)
- DURATION:** ~ 20 mins

RULES

The game consists of **4 rounds**

Round 1

- ◆ Student A is the caller
- ◆ Student B is the telephonist
- ◆ Student C is the receiver
- ◆ Student D scores the players

Gameplay

- ◆ Student A picks a call card, reads it and passes it round to the other players
- ◆ Student A initiates the game by telephoning the telephonist who is Student B in **Round 1**
- ◆ Student D scores the other players

Round 2

- ◆ Student A is now the telephonist
- ◆ Student B is the receiver
- ◆ Student C keeps the score for **Round 2**
- ◆ Student D now becomes the caller

Endgame

- ◆ When each player has played out each role, the total scores are calculated to find the winner.

Telephone Tennis Score Card

INSTRUCTIONS

Score players on their use of telephone English from 1 to 3. (3 is a high score)

Names ⇒	A	B	C	D
Expressions				
CALLER				
This is calling from	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Could I speak to on extension ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I'd like to speak to the person in charge of	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Could you ask to call me back?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Could I leave a message?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When will be available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Would you mind spelling that for me, please?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TELEPHONIST				
How can I help?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can I ask who's calling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please hold the line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please don't hang up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I'm putting you through now	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I'm afraid is ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Would you like to leave a message?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Would you like me to ask to call you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RECEIVER				
How can I help?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How about next ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Would suit you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Could you say just the last part again, please?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My email address is ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Could you spell that for me, please?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Could you say that again, please?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Call Cards

<p>Caller: You are furious because you have been waiting 3 weeks for your Internet provider (Timofonica) to install the service. You need to fix a time for the technician to come.</p> <hr/> <p>Telephonist: You work for Timofonica, an Internet provider and you receive a call from an angry customer who needs to arrange a time for a technician to come and install the service</p> <hr/> <p>Receiver: You work in technical support for Timofonica, an Internet provider. You can only fix a day and not a time for an installer to visit clients</p>	<p>Caller: You are a finance manager of a shoe manufacturer called "Steps". You haven't received payment for a big order from a foreign client. You are on day 65 of a 60 day agreement</p> <hr/> <p>Telephonist: You work at a big shoe retailer. You receive a call from a foreign supplier.</p> <hr/> <p>Receiver: You are the finance manager for the shoe retailer. The payments manager is on honeymoon. Chaos reigns</p>
<p>Caller: You have bought an expensive dining room table but after it was delivered you noticed that it had a big dent in it. You phone the store where you bought it</p> <hr/> <p>Telephonist: You work in a furniture store</p> <hr/> <p>Receiver: You are the manager of a furniture store</p>	<p>Caller: You phone The Outlook Hotel to ask about the possibility of a wedding reception. You want to arrange a visit to the hotel, have lunch there and talk to the hotel manager</p> <hr/> <p>Telephonist: You are the receptionist at The Outlook Hotel. The hotel manager is out of the office and won't be back until tomorrow morning</p> <hr/> <p>Receiver: You are the hotel manager of The Outlook Hotel but you are out of the office until tomorrow morning</p>
<p>Caller: You are production manager of picture frames company called "Framed" and you want to send samples to a manufacturer called "Aparisi S.A.". You need a contact person, phone, email and exact address.</p> <hr/> <p>Telephonist: You work for a frames manufacturer called Aparisi S.A.. You pass on a call from a potential client to the production engineer.</p> <hr/> <p>Receiver: You are the production engineer for Aparisi S.A.. You need to give precise contact details to a potential client. Use your real details.</p>	<p>Caller: You are a purchaser for a supermarket chain (use a real name) and you are interested in a foreign supplier of catfood called Mickey Pet Food</p> <hr/> <p>Telephonist: You work in a catfood manufacturer called Mickey Pet Food. The export manager is in bed with flu</p> <hr/> <p>Receiver: You are the export manager for Mickey Pet Food, a catfood manufacturer. Sales are down. You are in bed with flu</p>
<p>Caller: You need to postpone an important internal meeting with the human resources manager, scheduled for Friday at 9. Use your real details.</p> <hr/> <p>Telephonist: You get an internal call from someone wishing to speak to the head of human resources. Unfortunately, she/he is in a meeting until lunchtime.</p> <hr/> <p>Receiver: You are head of human resources. You get a message from a colleague who wants to postpone a meeting arranged for Friday at 9. Use your real schedule.</p>	<p>Caller:</p> <hr/> <p>Telephonist:</p> <hr/> <p>Receiver:</p>