

Модуль 1 . Тема 1

Skills My daily routine. My week day and weekend. Розпорядок дня. Робочий та вихідний день

Grammar: The system of English tenses. Система англійських часів. Active and passive voice.

Vocabulary: Daily routines. Розпорядок дня.

Phonetics: Letters and sounds. Vowel sounds. Part 1.

Social English. Introduction and Greetings. Знайомство та вітання.

Country study. Great Britain. Part 1. Велика Британія . Частина 1.

Professional English: The roles and responsibilities of journalism. Роль та обв'язки журналістики.

Grammar review

The simple present and the present continuous

Put the verbs in brackets into the correct present tense.

1 Ann sees Paul putting on his coat and says: Where you (go), Paul?

Paul: I (go) to buy some cigarettes. You (want) an evening paper?

2 Ann: No, thanks. You are always buying cigarettes, Paul. How many you (smoke) a day?

Paul: I (not smoke) very many—perhaps 20. Jack (smoke) far more than I (do). He (spend) £10 a week on cigarettes.

3 Mary (see) Peter standing at the bus stop. Mary: Hello, Peter. What bus you (wait) for? Peter: Hello, Mary. I (wait) for a 9 or a 14.

4 Mary: You usually (go) to work by car, don't you?

Peter: Yes, but the car (belong) to my mother and she sometimes (want) it. She (use) it today to take Tom to the dentist.

5 Mary: I usually (go) by car too. Jack (take) me because he (pass) my office on his way to the factory. But this week he (work) in a factory in the opposite direction: so I (queue) like you.

6 Peter: Here's a 9 now. You (come) on it or you (wait) for a 14?

Mary: I (think) I'll take the 9. If I (wait) for a 14 I may be late, and if you (be) late at my office everyone (look) at you.

7 Mary and Ann (wait) outside a telephone box. Inside the box a boy (dial) a number. Mary: You (know) that boy?

Ann: Yes, he's a friend of my brother's. He (phone) his girl friend every day from this box.

8 Mary: Where he (come) from?

Ann: He (come) from Japan. He's a very clever boy; he (speak) four languages.

9 Mary: I (wonder) what he (speak) now.

Ann: Well, his girl friend (come) from Japan too; so I (suppose) he (speak) Japanese.

10 It is 8.30. Tom and Ann (have) breakfast. They both (open) their letters.

Tom: No one ever (write) to me. All I (get) is bills! You (have) anything interesting?

11 Ann: I've got a letter from Hugh. He (say) he (come) to London next week and (want) us to meet him for lunch.

12 Peter: You (have) traffic wardens in your country?

Pedro: No, I (not think) so. You (not see) them in my town anyway. What exactly a traffic warden (do)?

13 Peter: He (walk) up and down the street and if a car (stay) too long at a parking place or (park) in a no-parking area he (stick) a parking ticket to the windscreen.

14 Look! He (put) a ticket on Tom's car. Tom will be furious when he (see) it. He (hate) getting parking tickets.

15 Customer: I (want) to buy a fur coat. Have you any nice coats for about £500?

Assistant: I'm afraid we just (close), madam. It's 4.55, and we always (close) at 5.00 sharp on Fridays as Mr Jones the manager (not want) to miss his favourite television programme.

Put the verbs in brackets into the correct tense: present perfect or simple past. (In some cases the present perfect continuous is also possible.)

1 Paul: I (play) football since I was five years old. Tom: You (play) since you (come) to England? Paul: Oh yes. I (play) quite a lot. I (join) a club the day after I (arrive).

2 Tom: You (play) any matches?

Paul: We (play) about ten. We have two more to play. We (have) a very good season, we (win) all our matches so far, though we (not really deserve) to win the last one.

3 Tom: I (play) football when I (be) at school but when I (leave) school I (drop) it and (take) up golf.

4 Ann: Hello, Jack! I (not see) you for ages! Where you (be)?

Jack: I (be) in Switzerland. I (mean) to send you a postcard but I (not have) your address with me.

Ann: Never mind. You (have) a good time in Switzerland? How long you (be) there?

Jack: I (be) there for a month. I only just (get) back. Yes, I (enjoy) it thoroughly. I (ski) all day and (dance) all night.

5 Ann: I (ski) when I (be) at the university, but I (break) a leg five years ago and since then I (not do) any.

6 When I first (come) to this house, it (be) a very quiet area. But since then a new housing estate (be) built and it (become) very noisy.

7 My son (not start) work yet. He's still at the High School. ~

How long he (be) at school? ~

He (be) at the High School for six years; before that he (spend) five years at the Primary School in Windmill Street.

8 I just (hear) that Peter is in Australia. ~ Oh, you (not know)? He (fly) out at the beginning of the month. ~ You (hear) from him? Does he like the life? ~

Yes, I (get) a letter last week. He (tell) me about his job. But he (not say) whether he (like) the life or not. Perhaps it's too soon to say. He only (be) there three weeks.

9 I (not know) you (be) left-handed. ~ I'm not left-handed; but my oil-heater (explode) yesterday and I (burn) my right hand, so I have to use my left.

10 This bicycle (be) in our family for fourteen years. My father (use) it for the first five years, my brother (ride) it for the next five, and I (have) it for the last four.

11 I hear that your MP, Mr Simpson, (make) a very clever speech last night. How long he (be) your MP? ~ Oh, we only (have) him since January. His predecessor Mr Alien (resign) suddenly because of ill-health and there (be) a by-election.

12 I hear that Mr Jones (leave). ~Yes, he (leave) last week. ~ Anybody (be) appointed to take his place? -I believe several men (apply) for the job but so far nothing (be) decided.

13 Peter (meeting Ann at the airport): Hello, Ann. You (have) a good trip?

Ann: The actual flight (be) lovely, one of the best I (have) ever, but it (take) ages to get into the plane. First they (think) that one of us (be) a hijacker and they (search) us all for firearms; then they (announce) that one of the engines (be) faulty. We finally (take off) an hour later.

14 Peter: How you (spend) this extra hour before take-off)?

Ann: Oh, they (take) us to the restaurant and (feed) us and we (walk) about and (buy) things we (not need). The time (pass) all right.

15 You (book) your hotel room yet? ~

Well, I (write) to the hotel last week but they (not answer) yet.

Put the verbs in brackets into the correct tense: present perfect simple or present perfect continuous.

1 Peter: You (telephone) for ages. You not nearly (finish)?

Jack: I (not get) through yet. I (try) to get our Paris office but the line (be) engaged all morning.

2 Ann (fail) her driving test three times because she's so bad at reversing. But she (practise) reversing for the last week and I think she (get) a bit better at it.

3 Tom: I often (wonder) why Bill left the country so suddenly. Peter: Actually, I just (find) out.

4 He (play) the bagpipes since six o'clock this morning. He only just (stop).

5 Why you (not bring) me the letters for signature? You (not type) them yet?

6 Tom (looking up absent-mindedly as Mary comes in):
You (sunbathe)? Mary (crossly): Don't be ridiculous! It
(rain) all day!

7 A pair of robins (build) a nest in the porch since last
week. I (watch) them from my window since they began.

8 The police (not find) the murderer yet, but the dead
man's brother (be) in the station all day. The police say
that he (help) them with their enquiries.

9 They (pull) down most of the houses in this street, but
they (not touch) the old shop at the corner yet.

10 Tom is convinced that there is gold in these hills but
we (search) for six months and (not see) any sign of it.

Make questions for which the following would be reasonable answers. Ask about the words in bold type.

- 1 They went **to New York**.
- 2 It takes **four hours** to get there.
- 3 I didn't think **much** of it.
- 4 He earns **a hundred pounds** a week.
- 5 He (Tom) was fined **ten pounds**.
- 6 It (my room) is **twice as big as yours**.
- 7 They left the country **ten years ago**.
- 8 They came **by bus**.
- 9 I've been here **for two months**.
- 10 They (the students) went **to the museum** yesterday.

11 It (the car) does **fifty to the gallon**.

12 He met her **in a coffee bar**.

13 They (the neighbours) complained about **the smell**.

14 He (the clerk) made him **fill up a form**.

15 **The pigs** ate them (the apples).

16 He got in **by climbing over the wall**.

17 **John** bought them (the tickets).

18 They (the roads) were **very crowded**.

19 I smoke **forty** (cigarettes) a day.

20 It (the hotel) was **awful**.

Put the transitive verbs into the passive voice. Do not mention the agent unless it seems necessary.

- 1 The milkman brings the milk to my door but the postman leaves the letters in the hall.
- 2 In future, perhaps, they won't bring letters to the houses, and we shall have to collect them from the Post Office.
- 3 People steal things from supermarkets every day; someone stole twenty bottles of whisky from this one last week.
- 4 Normally men sweep this street every day, but nobody swept it last week.
- 5 The postman clears this box three times a day. He last cleared it at 2.30.
- 6 Someone turned on a light in the hall and opened the door.
- 7 Women clean this office in the evening after the staff have left; they clean the upstairs offices between seven and eight in the morning.
- 8 We never saw him in the dining-room. A maid took all his meals up to him.
- 9 Someone left this purse in a classroom yesterday; the cleaner found it.
- 10 We build well over 1,000 new houses a year. Last year we built 1,500.

11 We serve hot meals till 10.30, and guests can order coffee and sandwiches up to 11.30.

12 Passengers leave all sorts of things in buses. The conductors collect them and send them to the Lost Property Office.

13 An ambulance took the sick man to hospital. (*Mention ambulance.*)

14 We kill and injure people on the roads every day. Can't we do something about this?

15 Dogs guard the warehouse. The other day a thief tried to get in and a dog saw him and chased him. (*A thief who . . .*)

16 The watchman called the police. The police arrested the man.

17 Tom had only a slight injury and they helped him off the field; but Jack was seriously injured and they carried him off on a stretcher. (*Tom, who had . . . , but Jack, who was . . .*)

18 You can't wash this dress; you must dry-clean it.

19 They are demolishing the entire block.

20 He recommends fitting new tyres. (*Use should*)

Sleep

During the week I usually wake up at 6.30 a.m. I sometimes lie in bed for five minutes but then I have to get up (= get out of bed and get dressed). Most evenings, I go to bed at about 11.30 p.m. I'm usually very tired, so I go to sleep / fall asleep very quickly. Occasionally though, I can't get to sleep (= succeed in sleeping). When that happens, I sometimes manage to fall asleep about 3 a.m., then I oversleep (= sleep too long) in the morning. If I have a late night (= go to bed very late; ≠ an early night), I try to have a nap (= a short sleep, e.g. 20–25 minutes) in the afternoon. The weekends are different. On Saturday and Sunday I have a lie-in. (= stay in bed until later, e.g. 8 a.m. or 8.30 a.m.)

Food

In the week I have breakfast at 7.30 a.m., lunch at 1.00 p.m., and dinner around 7 p.m. I also have one or two snacks (= small amounts of food), e.g. cakes, biscuits or fruit, during the day at work. As I live alone / on my own / by myself (= without other people), I also have to make my own breakfast and dinner (= prepare breakfast and dinner for myself), but during the week I don't bother (= make an effort) to cook very much. I also have to feed (= give food to) my two cats twice a day as well.

Note: With breakfast, lunch or dinner in general, there is no definite article (the).

Keeping clean

In the summer I **have a shower** in the morning, but in the winter I often **have a bath instead** (= in place of a shower). Sometimes I **have a shave** at the same time, or I shave when I **have a wash and clean/brush my teeth** after breakfast. I **wash my hair** two or three times a week.

Note: In some contexts, it is more common in English to use **have + noun** than a single verb, e.g. I'm going to **have a wash**. [~~NOT I'm going to wash.~~]

Work

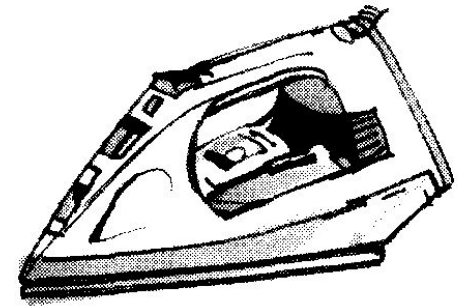
In the morning I **leave home** about 8.15 a.m. and **get to work** (= arrive at work) by 9 a.m. I **have a lunch break** (= stop work for lunch) from 1–2 p.m., and a couple of short **breaks** during the day. I **leave work** around 5.30 p.m. and **get home** about 6.15 p.m.

Evenings

During the week I usually **stay in** (= stay at home) and **have a rest** (= relax and do nothing). But at the weekend I often **go out** (= leave the house for social reasons, e.g. go to the cinema or disco with friends), but quite often I also **have friends for dinner** (= invite friends to my house and cook dinner for them), or friends just **come round** (= visit me at the house) for a **chat** (*infml*) (= conversation) or we **play cards**, e.g. poker or bridge.

Housework

I **do the shopping** (= buy the food) on Saturday.
Fortunately (= luckily) I have a **cleaner** (= a person who cleans) and she does most of the housework: she **does my washing** (= washes the clothes), the **washing-up** (= washes the dishes) and **does most of the ironing**.



Complete this dialogue with suitable words or phrases from the opposite page.

A: Don't (1)..... to cook a meal this evening.

B: Why not?

A: We could (2)..... instead.

B: Yeah. Where?

A: Well I'd like to go to that new Korean restaurant. We could ask Karen and Mike to come.

B: That's miles away. No, I think I'd rather (3)..... and have an (4)..... night.

A: But it's Friday. You can have a (5)..... tomorrow if we have a late night.

B: Yes I know but I'm tired. Look, why don't you ask Karen and Mike to (6)..... for a meal. I can order some pizzas from the takeaway and we'll have a nice evening here.

A: Sorry, but if you don't want to come to the restaurant with me, I'll go (7).....

5 go out

4 eat up

6 come along

1 potter

3 stay in

2 lie-in

7 on my own \ by myself

Starting a phone conversation

The first example is an informal situation; the second example is a more formal call.

A: Hello.

B: **Is that Mary?** [~~NOT Are you Mary?~~ or ~~Is it Mary?~~]

A: Yeah.

B: Hi. **It's Ruth.** [~~NOT I am Ruth,~~ or ~~Here is Ruth~~]

Note: When British people answer the phone at home they usually just say 'hello' and sometimes they also give their number. They do not give their name.

C: Good morning. Chalfont Electronics.

D: Oh good morning. **Could I speak** to Mrs Gordon, please?

C: Yes. **Who's calling,** please?

D: **My name is** Paul Scott. (This is usually how you introduce yourself in a formal situation.)

C: Right, Mr Scott. I'll **put you through.** (= I will connect you with Mrs Gordon)

Telephone problems

- 4.20 p.m. You try to phone your sister Susan but the **line is engaged** (= the line is busy). In other words, someone is **already on the phone** (= using the phone).
- 4.30 p.m. You phone your sister again but it's the **wrong number** (= you have **dialled** another number, e.g. 637 424 and not 627 424, and a stranger answers).
- 4.35 p.m. You **get through to** your sister's number (= make contact) but she's **out** (= not at home). Her husband answers and says that Susan **won't be back** (= will not return) for a couple of hours, so you **leave a message**, e.g. Could you ask Susan to ring me when she gets back? The husband agrees to give Susan the message.
- 7.30 p.m. Susan **phones you back** but you are out. She leaves a message on your answerphone. Her message is: Jean, this is Susan. I'm just returning your **call** (= phone call). I'll **give you a ring** (= phone you) tomorrow.

Telephone: Connecting

Useful Phrases

How can I help?

Can I speak to ..., please?

Who's calling, please?

Please hold

I'll just put you through

Could I speak to.....please?

Who shall I say is calling?

Just a second

I'll see if he's in

I've goton the phone for you

Hang on a moment

Michelle: Hello, you've reached the marketing department. How can I help?

Male: Yes, can I speak to Rosalind Wilson, please?

Michelle: Who's calling, please?

Male: It's Richard Davies here.

Michelle: Certainly. Please hold and I'll put you through.

Male: Thank you.

1.1_connecting.mp3

Michelle: Hello, marketing. How can I help?

Male: Could I speak to Jason Roberts, please?

Michelle: Certainly. Who shall I say is calling?

Male: My name's Mike Andrews.

Michelle: Just a second - I'll see if he's in. Hello, Jason, I've got Mike Andrews on the phone for you ... Okay - I'll put him through. Hang on a moment, I'm just putting you through.

Telephone: Messages

Useful Phrases

Can I speak to ..., please?

I'm afraid he's in a meeting

Can I help?

Can you call back later?

Can I take a message?

Could you tell him that...

Can I take your number, please?

OK, I'll make sure he gets the message

Transcript

Claire: Hello, finance department.

Jennifer: Hello, can I speak to Adrian Hopwood, please?

Claire: I'm afraid he's in a meeting at the moment. Can I help?

Jennifer: No, I need to talk to Mr Hopwood, I think. What time will he be out of the meeting?

Claire: In about an hour. Can you call back later?

Jennifer: Okay, I'll do that.

Claire: Or can I take a message?

Jennifer: Actually, would you mind? Could you tell him that Jennifer McAndrews called and that I'm in the office all day if he could call me back.

Claire: Can I take your number, please?

Jennifer: Yes, it's 5556872

Claire: 5556872. Okay, I'll make sure he gets the message.

Jennifer: Thanks very much for your help, bye!

Claire: Goodbye!

Telephone: wrong number

1.3_wrongnumber.mp3

Useful Phrases

You must have the wrong number

Is that not 556 8790?

No, it's 555 8790

Sorry about that

I must have dialled the wrong number

Can I help you?

I'm sorry, you've got the wrong number

I'll try and put you through

His direct number is ...

Sorry to have troubled you

Transcript

Male: Hello, this is the press office.

Michelle: Rachel Allsop please.

Male: I'm sorry, You must have the wrong number. There's no-one of that name here.

Michelle: Oh. Can I check the number I've got.... is that not 5568790?

Male: No, it's 5558790.

Michelle: Oh sorry about that. I must have dialled the wrong number.

Male: No problem! Bye!

Male: Hello, press office, can I help you?

Ruth: Hello. Paul Richards, please.

Male: I'm sorry, you've got the wrong number, but he does work here. I'll try and put you through. In future his direct number is 5558770.

Telephone: Appointments

1.4_appointments.mp3

Useful Phrases

Can I speak to Brian Hibberd, please?

I'm afraid he's in a meeting

I'd like to arrange an appointment

I'll just look in the diary

When's convenient for you?

Would next Wednesday be OK?

He's free in the afternoon after about three

I could make it after four

So shall we say 4.15 next Wednesday?

Transcript

Michelle: Mr Hibberd's office!

Peter: Hello, can I speak to Brian Hibberd, please?

Michelle: I'm afraid he's in a meeting until lunchtime. Can I take a message?

Peter: Well, I'd like to arrange an appointment to see him, please. It's Peter Jefferson here.

Michelle: Could you hold on for a minute, Mr Jefferson. I'll just look in the diary. So when's convenient for you?

Peter: Some time next week if possible. I gather he's away the following week.

Michelle: Yes, that's right, he's on holiday for a fortnight.

Peter: Well, I need to see him before he goes away. So would next Wednesday be okay?

Michelle: Wednesday ...let me see ... he's out of the office all morning. But he's free in the afternoon, after about three.

Peter: Three o'clock is difficult. But I could make it after four.

Social English. Greetings. Introduction

GREETINGS

RESPONSES

*More
formal*



*Less
formal*

Good morning.
Good afternoon.
Good evening.
How nice to see you!
What a pleasant surprise!
Hello, Robert.
How are you?
Hi, Bob.
How've you been?
What's happening?
What's new?
How are you doing?
How you doing?
Long time, no see.

Good morning.
Good afternoon.
Good evening.
Yes, it's been quite a while.

Hello, Kathryn.
Fine, thanks. And you?
Hi, Kathy.
Pretty good.
Not much.
Nothing.
OK.
Not bad.
Yeah!

*More
formal*



*Less
formal*

PRECLOSINGS

Well, I'm afraid I have to be going. (I've got to get up early tomorrow.)

It's been a pleasure.

Thank you for the advice.

I really must go now.

(stronger)

It was nice to see you.

(*Note past tense.*)

Well, it's getting late.

I know you're busy...

Nice to see you again.

Thanks for coming.

Maybe we could get together sometime.

Great seeing you.

I've really got to go.

Got to go now.

RESPONSES

Thank you for coming.

Yes, I've enjoyed it.

My pleasure.

It was good to see *you*.

Maybe we can talk again.

Nice to see *you*.

It was fun.

Sounds good.

Same here.

OK. See you.

See you again.

CLOSINGS

*More
formal*



*Less
formal*

Until the next time . . .

Good night, Bill.

Good-bye, Harry.

Have a nice (weekend).

Talk to you later.

See you later.

RESPONSES

Good-bye.

Good night, Jean.

Good-'bye, Lisa.

You, too.

Bye. Take it easy.

So long. Take care.



greetings_informal.mp3



small talk greetings.mp3

Greetings and introduction

Hello (Hi *informal*). How are you? How are you doing? How are you getting on? How are you getting along? How are things? What's new with you? I am fine (OK). Thank you. And you? (And what about you?)

I am fine too.

Good morning (before 12). Good afternoon (before 6 p. m.). Good evening.

How do you do? – How do you do? Pleased to meet you. – Pleased to meet you too.

I haven't seen you for ages. Long time no see (*informal*). It's been a long time.

What are you? (*old fashion*) What's your job? What do you do? What do you do for a living?

Conversation starters: What does your job involve? What are your duties (responsibilities?)



iaëào

**What happens when a visitor arrives with an appointment to visit a company?
What are the typical stages of the first meeting? What conversations take place?**

Listen to the recording in which Len Ewing arrives for a meeting with Jack Caruso and Luisa Caldos of Evco, an advertising agency in Seattle, Washington.

- a) Is the meeting between Len Ewing and Evco formal or informal? Give reasons for your answer.
- b) Do they know each other quite well?
- c) Len has a problem. What is it?



greet_formal.mp3