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Vaje iz angleškega jezika za poslovne sekretarje

Ljubljana, 2004

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ARTICLE

Indefinite Article

(nedoločni člen - pred števničnimi samostalniki v ednini)

a doctor an engineer
a big town an interesting city

Uporabljamo ga:

a) generično: za določanje splošnih kategorij. V tem pomenu ga v množini opuščamo.

Singular	Plural
-----	-----
Sheila is a secretary.	Sheila and Sharon are secretaries.
Paris is a big city.	Paris and London are big cities.

b) števno: kot šibkejšo obliko namesto števnik "one". V tem primeru ga v množini nadomestimo s števnik ali ustreznimi količinskimi izrazi.

Singular	Plural
-----	-----
Ljubljana has a (= one) university.	Birmingham has two universities.
I've got a sister.	She's got three sisters.
There is a shop near here.	There are some shops near here.
There is an old building there.	There are a lot of old buildings there.

Definite Article

(določni člen - pred samostalniki v ednini in množini)

the doctor the airport
the doctors the airports

Uporabljamo ga, kadar je jasno o kom ali čem govorimo. Oseba ali stvar sta torej znani ali določeni.

To je:

a) kadar je bila oseba ali stvar že prej omenjena,

Primer: Layton is a pleasant town. It has a university with 3,000 students.

 The university is near the town.

b) kadar za samostalnikom stoje besede, ki ga natančneje določajo,

Primer: In the centre of Manchester there are a lot of modern shops.

The population of India is 606 million.

London is on the River Thames.

c) kadar govorimo o edinem obstoječem predmetu ali osebi bodisi na sploh ali v določenem okolju.

Primer: Birmingham has good air connections with the world.

Brighton is on the coast.

Russia is a big country. The capital is Moscow.

Close the door.

China is in the east.

Člena ne uporabljamo pred:

- osebnimi lastnimi imeni (Doris, Anderson)
-
- imeni mest (Dover, London)
-
- imeni dežel (England, Germany); toda: the USA, the Federal Republic of Germany, the Netherlands
-
- imeni jezer (Lake Ontario, Lake Bled)
-
- imeni gorskih vrhov (Triglav, Mount Everest)
-
- imeni celin (Africa, South America)

Določni člen uporabljamo pred:

- imeni rek (the Danube, The Thames)
-
- imeni morij in oceanov (the Adriatic, the Pacific)
-
- imeni javnih zgradb (the Brandenburg Gate, the Colosseum)

Complete with "a/an", "the", or "--":

Brazil is very big country in South America. population of Brazil is 108 million, and capital is Brasilia, with 550,000 inhabitants. Rio de Janeiro is situated about thousand kilometres from Brasilia, on Atlantic Ocean. Rio is beautiful city and it is famous for Carnival. It is also industrial and commercial city, with a lot of offices, shops, interesting buildings and port.

Complete with "a" or "the":

Athens is capital of Greece.

Campos is on east coast of Brazil

Dallas is large city in USA.

Norway is in north of Europe.

Nice is on south coast of France.

Brindisi is small town in south of Italy.

Vienna is tourist centre.

Ljubljana is pleasant town on River Ljubljanica.

Zagreb has university.

Dubrovnik is on coast.

PRESENT SIMPLE TENSE

Verb BE

Positive (trdilna oblika)

I am (I'm)	we are (we're)
you are (you're)	you are (you're)
he/she/it/there is (he's/she's/it's/there's)	they are (they're)

Negative (nikalna oblika)

I am not (I'm not)	we are not (we aren't)
you are not (you aren't)	you are not (you aren't)
he/she/it/there is not (he/she/it/there isn't)	they are not (they aren't)

Interrogative (vprašalna oblika)

Short answer (kratek odgovor)

Am I?	Are we?	Yes, I am.	Yes, we are.
Are you?	Are you?	Yes, you are.	Yes, you are.
Is he/she/it/there?	Are they?	Yes, he/she/it/there is.	Yes, they are.

Question words (vprašalnice)

What is your name?

Where are you from?

How many people are there in your office?

I have got

"I've got" je najbolj razširjena pogovorna oblika. Kadar pišemo navadno uporabljamo "I have".

Positive	Negative	Interrogative	
<hr/>	<hr/>	<hr/>	
I've got	I haven't got	Have I got?	I've = I have
you've got	you haven't got	Have you got?	you've = you have

he/she/it's got	he/she/it hasn't got	Has he/she/it got?	he's = he has
we've got	we haven't got	Have we got?	she hasn't = she
you've got	you haven't got	Have you got?	has not
they've got	they haven't got	Have they got?	

Short answer

Have you got a sister?	Yes, I have. / No, I haven't.
Has she got a sister?	Yes, she has. / No, she hasn't.

Verbs WORK, STUDY etc.

Positive

I work/study	we work/study
you work/study	you work/study
he/she/it works/studies	they work/study

Negative

I don't work/study	we don't work/study	I don't = I do not
you don't work/study	you don't work/study	he doesn't = he
he/she/it doesn't work/study	they don't work/study	does not

Interrogative

Do I work/study?	Do we work/study?	Yes I do. / No, I don't.
Do you work/study?	Do you work/study?	Yes, he does. / No, he
Does he/she/it work/study?	Do they work/study?	doesn't.

Questions

You live in Ljubljana.	Julia does shopping every day.
Do you live in Ljubljana?	Does Julia do shopping every day?
Where do you live?	What does Julia do?

A

B Twenty-five hours a week. But of course I prepare lessons and mark exercises at home as well.

A

B At Manchester Grammar School.

A

B 30,000 pounds a year.

A

B Once or twice a year, usually to Germany.

A

B No, not a lot. I'm usually too tired, but I sometimes go to the cinema.

A

B I like all sorts, but especially westerns and comedies.

A

B I'm going to the pub to meet some friends. Would you like to come?

Adverbs of frequency

*never, hardly ever, seldom, rarely, occasionally, sometimes, often, usually, always
once/twice a week/month ...*

What do you do in the evening?

e.g. I often read books.

Talk about: television, pub, radio, music, concerts, newspapers, friends, children ...

we	went	we	didn't go	did we	go	did not
you		you		did you		
they		they		did they		

Question words

Writing:

Where did you go last night?

play+ed = played type = typed

How did he like the film?

study+ed = studied stop+p+ed = stopped

PAST CONTINUOUS TENSE

Positive

Negative

I/he/she/it was sleeping

I/he/she/it wasn't sleeping

You/we/they were sleeping

You/we/they weren't sleeping

Interrogative

Short answers

Was I/he/she/it sleeping?

Yes, I/he/she/it was. No, I/he/she/it wasn't.

Were you/we/they sleeping? Yes, you/we/they were. No, you/we/they weren't.

Read the following story and pay attention to the past tenses used in it:

Last year we went on a cruise in the Mediterranean. We visited several countries, among others also Egypt. We were entering Port Said harbour when I came on deck. As soon as our ship came near enough, a large number of boats set out from the shore. We could see that they were bringing money-changers, guides and men selling all the wonderful things of the East. While I was leaving the ship I noticed that the rest of the passengers were arguing about the prices in loud voices. I wanted to see the town and I walked about for an hour; men were selling delicious fruits and vegetables, and tradesmen were mending shoes or making carpets in their little shops; a lot of tourists were walking in the streets, looking at picturesque little shops, and buying souvenirs and handicrafts. Some of them were sitting in pleasant cafés and tea shops and watching the lively street life. I returned to my ship as the sun was setting; the "market" on the ship was still going on. An old man who was sitting on the deck offered me a beautiful Persian rug for only \$ 300. I was talking hard for half an hour and just as the ship was going I bought it for \$ 100. As I was going to my cabin I saw a sailor with a rug like mine. I asked him for the price. "\$ 50" he said, "but I paid too much for it. A man I was talking to just now only paid \$ 30." As I was undressing that night I noticed a little label which was hanging from one corner of my rug. On it were the words "Made in China".

The Past Simple: Use

The Past Simple is used to express an action:

- in the past
-
- at a specific time
-
- which is now finished.

Look at the time expressions which are used with this tense.

I went to America last year.

She worked till 8 p.m. yesterday.

The Past Continuous: Use

The Past Continuous is used to describe a situation in the past. As with all continuous tenses there is the idea of duration and activity, and the activity is seen in progress.

When I saw her she was sitting in the cafeteria.

Look back at the text and underline the examples of both past tenses.

Translate into Slovene:

When I arrived, she was making some coffee.

When I arrived, she made some coffee.

Supply the correct Past Tense of verbs in brackets:

He (sit) in a café when I (see) him.

When I (go) out the sun (shine).

The boy (fall down) while he (run).

When the war (begin) he (live) in London.

The light (go out) while I (have) tea.

I (have) tea when the light (go out).

My friends (sing) when I (come) into the room.

While you (play) the piano I (write) a letter.

When I (be) at school I (learn) Latin.

He (eat) his dinner when I (go) to see him.

When my grandmother (go) for a walk she always (wear) gloves.

She (stumble) while she (run) after the bus.

You (wear) your new hat when I (meet) you yesterday.

When the phone (ring) I (have) a bath.

Large crowds (wait) at the station when the President (arrive).

Make sentences: I was when

have a beautiful dream / alarm clock

get up / hit my foot on the bed

have bath / phone ring

lift the receiver / phone stop

walk in the park / dog bite me

run for the bus / fall

watch TV / TV break down

read the newspaper / light go out

eat in the restaurant / feel sick

walk to the bus stop / bus pass me

just get to sleep / baby start crying

Complete the sentences by putting the verbs into the Past Continuous or the Past Simple Tense:

I (walk) along the High Street when I (see) a TV set in a shop window. While I (look) in the window, the wind (blow) my hat away. I (run) after my hat when I (bump) into a tree. While I (lie) under the tree, something (fall) onto my head. It was my hat. While I (get up), the wind (blow) my newspaper away. I didn't run after it.

Put the verb in brackets in the correct tense (Past Simple or Past Continuous):

Last year I (go) to Greece for my holidays. I (decide) to fly because it is much quicker. On the morning I (leave) London, it (rain), but when I (step) off the plane in Greece, it was a beautiful day. The sun (shine), and a cool wind (blow) from the sea. I (take) a taxi to my hotel. As I (sign) the register, some (tap) me on the shoulder. I (turn) around. It was a friend I hadn't seen for ten years. He (stay) at the same hotel. That evening we (go) for a walk. The town was still very busy. Street traders (sell) souvenirs, and the tourists (try) to bring down the price. We (listen) to them for a while, then returned to our hotel.

PRESENT PERFECT TENSE

Formation: HAVE + PAST PARTICIPLE (pretekli deležnik)

Statements		Questions
positive	negative	
I		I
you have called	have not called	Have you called ...?
we done	(haven't) done	we done ...?
they		they
he		he called ...?
she has called	has not called	Has she done ...?
it done	(hasn't) done	it

Short answers:

Have you done everything? Yes, I have. / No, I haven't.

USE	Uporaba
PAST TIME	Preteklost

Za izražanje dejanj, ki so se dovršila v preteklosti, ima angleščina dva časa: PAST TENSE in PRESENT PERFECT.

Past Tense	Present Perfect
uporabljamo, kadar je čas, ko se je	uporabljamo, kadar čas, ko se je

dejanje zgodilo, določen ali znan.

dejanje zgodilo, ni znan, določen ali pomemben.

PAST ----- ? ----- NOW

Have you (ever) been to Britain?

Yes, I've been three times. (When? We don't know)

2002

PAST ----- NOW

I was in Britain in 2002.

PAST TENSE

Čas je določen:

1. v stavku s časovnim izrazom: (prislovnim določilom časa ali časovnim odvisnikom)

I woke up at 7.

She bought some food on the way home.

She visited her parents after work (= when she left work).

2. s kontekstom:

a) del strnjene pripovedi

She got home.

She packed her suitcases and went to see the neighbour.

She asked her to water the plants.

b) s situacijo

*I have visited Dad. He was very nice and gave me some money.
(= when I visited him).*

PRESENT PERFECT

Čas ni določen. Dejanje se je izvršilo:

1. v časovnem obdobju, ki se razteza preko preteklosti v sedanost (doslej = so far)

Jim has had many jobs. He has worked as a waiter and a cook.

He is a young writer. He has published only two books.

2. v bližnji preteklosti:

Have you packed your bags (yet)?

I've (already) seen the new film at the Odeon.

I've just come from work.

(Ameriška angleščina v teh primerih uporablja Past Tense)

3. v bližnji preteklosti, rezultat dejanja je očiten:

I've found your glasses. They're over there.

We have enough money now. Dad has lent me some.

Answer. Use the short form in your answers:

Example: A: Will you check my car please?

B: I've already (just) checked it.

1. Will you wash the dishes?
2. Can you make some coffee?
3. Don't forget to clean the bathroom.
4. Remember to call Jane.
5. Will you invite Mike for dinner?
6. Don't forget to buy some wine.
7. Remember to tidy up the kitchen.
8. Please check the oil in the car.
9. Have a cup of coffee.
10. When will you start working?

Find out if your partner has ever done any small repairs on his/her car.

Example: fix / lights

A: Have you ever fixed the lights on your car?

B: Yes, often. / No, never.

- | | |
|---------------------|--------------------|
| 1. repair / brakes | 5. repair / engine |
| 2. change / battery | 6. change / wheels |
| 3. change / oil | 7. repair / lights |

4. fix / spark plugs

8. paint / body

When Ted and Cynthia got married, they made each other a number of promises. They are getting divorced because they have broken them all.

Ted promised:

Cynthia promised:

I will always share the housework.

I will always iron your shirts.

never watch sport all Sunday.

never stay in bed all morning.

always be nice to your mother.

always be punctual.

never eat sweets in bed.

never discuss politics in bed.

always take you out on Friday.

always be economical.

never complain about food.

never make pasta on Sunday.

Why are they getting divorced? Use "always, often, usually, rarely, never" in your answers.

Ask and answer:

Examples: In the morning he wanted to go to the bank to collect his salary.

A: Have you been to the bank?

B: Yes. I've collected my salary.

A: When did you do that?

B: I went to the bank in the morning.

1. After breakfast he wanted to go to the library to borrow some books.
2. During coffee break he wanted to go to the post-office to collect a parcel.
3. Before lunch he wanted to go to the dry-cleaner's to get his suit.
4. After lunch he wanted to go to the travel agent's to ask about the flights to Moscow.
5. In the afternoon he wanted to go to the bank to cash a cheque.
6. After work he wanted to go to John's to invite him to the party.
7. On the way home he wanted to go to the grocer's to buy some food.
8. In the evening he wanted to call his mother and have a talk with her.

Choose the correct tense.

Saul Bellow an American writer (be). He born in Canada in 1915 and in Chicago (be; grow up). He Chicago, Northwestern, and Wisconsin Universities (attend). He at several American Universities, he in Paris and a great deal in Europe (lecture; live; travel). He several awards for his literary works (receive). In 1976, he the Nobel Prize for his novel "Seize the Day" (receive). He a great number of stories for leading American magazines and a dozen novels, of which "Dangling Man" (1944) the first (write; publish; be).

Complete with the verbs: be, live (2x), travel, have, work (2x), see, manufacture:

Although David is a young man, he a lot of the world. He in several places in Britain and in Canada and a lot. He many different jobs. He as a tourist guide, driver, cook and mechanic. Now he in Manchester with his wife and for TMX Ltd. a company which turbines.

He goes to the bank.

He's gone to the bank.

(= He is at the bank.)

He is at the bank.

He's been to the bank.

(= He was at the bank and is back now.)

Have/has been or have/has gone ...?

1. Have we got any fruit? - Yes, I to the greengrocer's.
2. Where's Pat? - She to the cinema.
3. you ever to Madrid? - No, I haven't.
4. Has Paul really left England? - Yes, he to Australia.
5. I never to New York. I'd like to see it very much.
6. Judy really to the party? She promised to stay at home.
7. He has travelled a lot. He to many countries all over the world.
8. Mary is not at home. She out.
9. Can I speak to Betty now? - She out, but she is back now.

PRESENT PERFECT CONTINUOUS

A) Dejanje se je začelo v preteklosti in se nadaljuje v sedanjosti:

She has been living in Manchester for five years.

We have been working on an interesting project since January.

How long have you been studying English?

B) Izražanje sedanjih posledic preteklega dejanja:

You look tired. What have you been doing? – I've been doing housework.

Use Present Perfect Continuous to talk about the activities that resulted in the following:

Michael is bankrupt.

John has a hangover.

Perry is depressed.

Chris flew to Rio suddenly.

Leo is very worried.

Robin is very happy.

Ted is exhausted.

Brian's clothes are dirty.

My house is tidy and clean again.

We are so sleepy.

Your car is gleaming.

Sheila's eyes are so red.

Terry's got a lovely tan.

The roads are flooded.

I feel dizzy.

Put the verb in brackets in the correct tense, Present Perfect Simple or Present Perfect Continuous.

1. I'm exhausted. I (work) all day, and I (not finish) yet.
2. I (visit) many countries in the last five years.
3. Someone (take) my books. I (look) for them for ages, but I can't find them anywhere.
4. I (shop) all morning, but I (not buy) anything yet. I haven't seen anything I've liked.

5. The best book I ever (read) is *One Hundred Years of Solitude* by Gabriel Marquez.
6. You're filthy! What you (do)? – I (work) in the garden. I (plant) all the vegetables for next year.
7. I (wait) for two hours, but nobody (arrive) yet.

Put the verb in the correct tense. Choose from the Present Perfect Simple or Continuous; or the Present Simple or Continuous:

1. Oh dear! Look out of the window. It (rain). – Oh no. I (not bring) my umbrella.
2. My uncle (know) everything about roses. He (grow) them for 35 years. Now he (try) to produce a blue one.
3. I (listen) to you for the past half an hour, but I'm afraid I (not understand) a word.
4. What's the matter, Jane? – I (read) in my room and the light isn't very good. I (have) a headache.

MODAL VERBS

CAN, COULD: ability, permission

She can speak five languages.

Can you help me?

Could you tell me the access code, please?

SHOULD, OUGHT TO: mild obligation / suggestion

You should go to bed earlier if you feel tired.

you should apologize to him.

MUST, HAVE TO: strong obligation (must expresses the authority of the speaker; have to refers to obligation in general)

You must do this exercise again.

You have to sign your name here.

HAD TO: past obligation

We had to leave early to catch the plane.

MUSTN'T: prohibition

You mustn't smoke here.

DON'T HAVE TO: absence of obligation

You don't have to iron that shirt.

Put an appropriate verb in its correct form (can, could – positive or negative):

1. In my country you get married when you are 18.
2. Women vote in England until 1922.
3. Last night I get into my house because I had forgotten my key.
4. I phoned the Gas Company because I thought I smell gas.

5. Hello. Is that the dentist? I make an appointment to see you, please?
6. Many night animals see very well, but they have a highly developed sense of smell.
7. you meet me at the station? – Sorry, I

Put an appropriate verb (must, have to, had to, have had to, should) in its correct form (positive, negative, gerund):

1. I really think you get a haircut.
2. Careful, darling. You play with matches. They're too dangerous.
3. My wife suddenly became ill in the middle of the night and I call the doctor.
4. I'm overweight. The doctor said I eat too many sweets.
5. I like Saturdays because I get up early.
6. Why have you got so much money on you? You keep it in the bank. – I know. But today's the day I pay my bills.
7. It's my mother's birthday next week. I remember to buy her a present.
8. Noone likes work at weekend.
9. You come with me if you don't want to. I can go on my own.
10. I have a really bad memory for phone numbers. I look them up every time.
11. You touch electrical appliances if you've got wet hands.
12. When I was at school we memorize lots of things. I hated it.
13. She has a private income. She never work one day in her life.

Obligation, prohibition and permission

*Complete the dialogue, in the correct tense, using **have to, be forced to, ought to/should, allowed to, don't have to or mustn't**.*

A: I think I go now.

B: Why?

A: Well, I finish a report for work tonight, or I'll be in trouble.

There's a lot of pressure at work now; one of my colleagues resign

because he made a few mistakes in last month's figures.

B: Wow!

A: Yeah, the new boss is very tough. You arrive even five minutes late

or you lose half a day's pay; and if you're late more than three times, you're out.

B: Is an employer do that?

A: I don't know – but this one does.

B: Well, I think you speak to a union representative about that; he may be breaking the law, you know.

A: Really?

B: Yes, I think employers give someone an official warning for being late before they can sack them. If not, they could be taken to court and I'm sure they would give the person back their job. They may also pay a large fine.

Offering to do things

You have a guest, Henry, staying at your house, and you want to look after him.

Write an appropriate question for each situation:

Would you like to?

Would you like something?

Would you like?

Write an appropriate answer:

Yes, I'd love to. / I'd like a, please. / Yes, I would.

He is thirsty.

He is hungry.

He likes tennis, and it's a nice day.

He's got a headache.

It's cold, and he hasn't got any warm clothes.

He's interested in historic buildings.

You'd like a game of cards.

There's a good film on television.

Making suggestions

Making suggestions:

Use: Let's ... / Shall we ... / Why don't we ... / Would you like ...

A B

Example: cycling accept / refuse (excuse)

A: Shall we go cycling?

B: Why not? / Sorry, I can't. I want to help my son with physics.

A

B

go swimming

study for / English test

play tennis

go / dentist

have a drink

drive / husband / airport

go to the beach

do some shopping

go and see John

meet / wife / station

do the crossword

visit / father / hospital

go to the cinema

finish / report

clean the garage

read / paper

Make excuses: Example: go to a concert / a headache

A: Let's go to a concert.

B: I'm sorry, I can't. I've got a headache.

play football / a pain in my leg

go sailing / backache

go swimming / a cold

go to a restaurant / a stomachache

have some ice-cream / a sore throat

go out for a drink / hangover

go to the cinema / toothache

Invitations

Study:

Would you like to	come to dinner come for a drink go (out) for a drink go (out) for a meal	tonight?
-------------------	---	----------

YES

NO

- Yes, I'd love to. What time?

Sorry, I can't. I

- Is 7 all right?

Oh, that's a pity. Perhaps some other time then.

- Yes, fine. Where shall we meet?

- Let's meet outside the restaurant

in High Street.

- O.K. See you at 7 then.

Work in pairs. Invite each other:

for a coffee, this afternoon / no

to a disco, Friday evening / no

for a game of chess, this evening / yes

for a drink, Saturday / no

to dinner, tomorrow / yes

for a walk, this afternoon / no

to the cinema / tomorrow afternoon / yes

to dinner, Sunday / yes

Ask each other:

Example: - Would you like to play football?
- No, I don't think so. / Yes, I'd love to.

go to the zoo have a cat

go dancing have a dog

see my garden go for a walk

play tennis

see my new flat

Ask each other:

Example: go to the swimming pool / go swimming
- Let's go to the swimming pool. I'd like to go swimming.
- Good idea. / O.K.

go to a cafe / have a cup of coffee

go to an art gallery / see an exhibition

go to the theatre / see a play

go to a pub / have a drink

go to the woods / go for a walk

go to the sports club / play table tennis.

Requests

Write two-line dialogues for the following situations:

You are in a room feeling very hot. What do you say to the person sitting next to the window?

You

B

You are in a restaurant. You have finished your meal and want to pay.

You

Waiter

You are a car mechanic. A friend is in trouble because his car won't start.

You

Friend

A friend needs to get to the airport as quickly as possible. You have a car.

You

Friend.

You do not understand an English word. You see your friend has a dictionary.

You

B

You want to make a phone call, but you only have a one-pound note. What do you ask a passer-by in the street?

You

Passer-by

Some friends want to go out tonight, but need someone to look after their children.

You are free.

You

Friends.

Your next-door neighbours' television is very loud, and you can't sleep. You knock on their door.

You
Neighbours

What sort of thing do you ask these people to do for you?

a plumber Could you install that tap for me, please?

a hairdresser

a taxi driver

an electrician

a dry cleaner

room service in a hotel

VPRAŠANJA S "WHO" IN "WHAT"

STUDY

Object	Subject
Jack loves Jill. Who does Jack love?	Jack loves Jill. Who loves Jill?
Jack writes about accidents. What does Jack write about?	Accidents happen every day. What happens every day?
Jack saw Jill at the party. Who did Jack see at the party?	Jack saw Jill at the party. Who saw Jill at the party?
Jack saw an accident. What did Jack see?	An accident happened yesterday. What happened yesterday

Make questions:

Example: *Bob and Jim like sports cars. Who likes sports cars?*
Tino helps his father. Who does Tino help?

1. Jane loves skiing.
2. Simon went to the bank on Wednesday.
3. We talked to the boss.
4. Jim and Tom study at Oxford University.
5. Mrs Brown saw you in the bank.
6. Janet remembers Luisa.
7. Mr Johnson travels a lot.
8. Bob telephoned his sister yesterday.
9. David goes to secondary school.
10. Patricia went out with Tim.
11. Doris sees Monica every day.
12. David asked for some money.
13. The Bormanns know the Smarts.
14. Bob played tennis on Sunday.

15. I often meet Simon.
16. Mary helped Kathy.
17. Mrs Bell lives in Cambridge.
18. I worked with George.
19. Sheila wrote to Jane.
20. Tino telephones Julia every day.
21. David played with Tom.
22. Mr Spike wears glasses.
23. We listened to the news.
24. They talked about old times.

*Make questions and use the following question words:
what, how many, how much, what kind, where, why, what ... like*

1. Our head-office is in ...
2. We employ ... workers.
3. We test ... products.
4. Our products sell well because ...
5. They specialize in ...
6. We export to ...
7. They import coffee from ...
8. The factory is located in ...
9. Our services are very ...
10. We trade in ...
11. We export ... of our production.
12. We employ only ... workers.
13. Our factory is very ...
14. We import ... tons of coffee every year.

Write questions for the following answers.

TNC Pharmaceuticals.

It is medium-sized.

Altogether about 4,000.

The head-office is in Birmingham.

The drug production plant is located in Baxton.

It is about 45 km north-west of Birmingham.

Drugs and cosmetics.

Last year they exported 60% of their products.

Mostly to Latin America.

Yes we have. We've got about 20 offices all over the world.

Write an appropriate question for these answers:

A How old were you when you started school?

B I was six years old.

A

B I went to two schools.

A

B The first was a junior school, the second was a grammar school.

A

B No, I didn't. I really hated them. I was very unhappy at school.

A

B Yes, I did. I went to Oxford University.

A

B Modern languages - French and German.

A

B I was there for four years.

A

B I left in 1998.

Write an appropriate question for these answers:

A

B We are going to Spain next week.

A

B We are flying to Madrid and then we are going to tour Spain by bus.

A

B We are staying there for 10 days.

A

B We are going to stay in different hotels.

A

B We are going to see the sights, but we are also going to relax for a few days on the coast.

A

B Sure, I'll send you a postcard.

Barry and James are talking about cars. Complete the conversation:

B: Have you got a car, James?

J: Yes, I have.

B: What _____ ?

J: It's a Volvo.

B:

J: I've had it for eighteen months, I think.

B:

J: 14,000 pounds. It was second-hand, not new.

B:

J: It hasn't done a lot, actually. About 10,000. I only use it at weekends.

B:

J: In 1995. I passed first time. I was lucky.

B:

J: Yes, I have. It was a rainy evening last November, and I skidded into the car in front. Nobody was hurt, fortunately.

Tense revision

Put in the verb in the correct tense (Present Simple, Present Continuous, Future Simple, going to):

Sylvester Stallone (be) a famous actor who (act) in commercial films full of action. In order to be fit he (do) various exercises every day. He particularly (like) bodybuilding. At the moment he (work) on an new "Rambo" movie. He and the other members of the crew (shoot) this film in the Amazonian jungles. They (work) at least 10 hours a day. When they (finish), they (return) to Hollywood and they (continue) to work in the studio. Sly (believe) that the film (be) a great success and he (know) that millions of people (see) it all over the world. After this movie Sly (have) a long holiday in Canada. He says he (stay) in a simple wooden hut and that (cook) his food himself. He (want) to get away from show business for at least a short time.

Translate - pay special attention to the tenses used:

Peter Brown je (prihaja) iz Irske. Rodil se je 15. junija 1970 v Belfastu. Tam je hodil v osnovno šolo. Potem, ko je osnovno šolo končal, se je družina preselila v Dublin. Tam je hodil v srednjo šolo štiri leta. Po maturi (graduation) je študiral strojništvo. Medtem ko se je pripravljaj na diplomu, mu je umrl oče. Diplomiral je oktobra leta 1995.

Prvo službo je dobil pri podjetju Colax. Tam je delal 3 leta. Najprej je mislil, da bo zadovoljen. Toda po dveh letih je začel iskati drugo službo. Sedaj dela pri Amraxu. Tam je že 7 let. Služba mu je všeč in ne namerava je zamenjati.

Dela vsak dan od 9 do 5. Med 1 in 2 ima odmor za kosilo. Včasih dela nadure, vendar so slabo plačane.

Trenutno dela na projektu za Iran. Doselj še ni imel kakih posebnih problemov. Če bo projekt uspel, bo moral večkrat potovati v Iran.

PREPOSITIONS OF TIME

at: the moment / present / 3 o'clock / noon / night

in: the morning / June / summer / 1991 / five years (čez pet let)

on: Tuesday (morning) / February 2

from ... to: 5 – 7 / Monday – Friday

until / till: seven o'clock / evening / Friday

after: the war / lunch / five o'clock / that

before: the holiday / dinner / noon / that

ago: five years

for: five years

PREPOSITIONS OF PLACE

to, in, at, on, from – to, behind, opposite, below, through, over
leave for ...; arrive in (town/country): arrive at (building)

Fill in the right prepositions.

1. She was born May 15.
2. The First World War started this country 1914 and lasted four years.
3. I'll be in Vienna June 15 June 20.
4. Jesenice is the north-west of Slovenia, about 60 km the north of Ljubljana.
5. Jane will work her office 6 o'clock.
6. Jack is flying Sweden Wednesday evening.
7. He is arriving Stockholm noon.
8. Peter's father worked a bank ten years.
9. Wait here, I'll be back a moment.
10. the moment, she is staying a small hotel the coast.
11. Are you really leaving Egypt next week?
12. He walked three hours the mountains.
13. the top floor of the house I had a nice view the town
- me.
14. Go that door and the stairs. The office is the first floor the right.
15. It is not very far here my home.
16. It is too late to go the cinema now. We can go tomorrow
- work.
17. We met ten years a party the sports club.
18. You can't see the river here. It's those buildings
- there.
19. Can't you see her? She is sitting that table us.
20. I'm very happy. My holiday starts two weeks.

21. I get up early the morning and go bed late night.
22. I'm so bored. There's nothing to do weekends.
23. He went swimming Sunday morning, and the evening he played squash.
24. I love going walks summer. It's still light eight o'clock.
25. I take my annual holiday July, but I have a few days off Christmas.
26. He usually starts work 9.00, but on Fridays he starts 8.00.
27. She was born 1975.
28. She was born 18 January 1975.
29. People exchange presents Christmas Day.
30. This house was built the nineteenth century.

REVISION: MISCELLANEOUS

Put the verb in brackets in the correct tense. When there is no verb, put in one suitable word (preposition, adverb, modal verb):

Dear Miguel,

I thought you would like to know some of my news. I (arrive) in London two weeks and I (stay) with a family in Paddington called the Boltons. They're very nice. Mrs Bolton (work) in a bank, but at the moment Mr Bolton (not have) a job. He (do) a course in business management next month. I (have) a good time in London, the work is boring. I like to change and find a job that's a little more I think I (start) looking soon.

I (travel) on the underground the other day I met Pedro. Do you remember him? When we last (see) him, he (work) for his father's company. Now he (learn) English at a private school here. We (see) an exhibition together this afternoon.

I like London very much, but I (think) it's very expensive. you do me a favour? I need some more money. Of course I pay you back when I see you.

Lots of love,
Anna

Put the verb in brackets in the correct tense:

A: I'm looking for Susan. you (see) her?

B: I (see) her yesterday, but not today. you (look) in the coffee bar?

A: Yes, I (go) there before I (ask) you.

A: John, you know I (borrow) your bicycle last night. Well, I'm afraid I (lose) it.

B: Where and when it (happen)?

A: Well, I (leave) your house at 8.00, went home and (chain) it outside my house. Someone must have taken it during the night. I (phone) the police, and they're coming soon.

B: OK. You can tell them what (happen).

Put the verb in brackets in the correct tense. When there is no verb, put in one suitable word:

Britain, as I am sure you know, is a monarchy. England (have) a king or queen over a thousand years. One of the famous was Henry VIII, who (become) king in 1506 and reigned 1548. He broke away from the Roman Catholic Church so that he divorce and marry again.

Elizabeth II (be) on the throne 1952, and is generally very popular. I think she has quite an unenviable job. She to meet a lot of people who she probably does not want to talk to, and keep smiling. How awful! Some people think she give up the throne because she (rule) for such a long time. It's quite possible. I (read) a lot about the royal family recently, as there has been so much in the press about them. You open a newspaper without seeing a picture of one of them. People are fascinated to know what they are as people, what they do, and everything about their private lives.

Complete with "so", "but", "then", "or":

1. I had a cup of milk and went to bed.
2. She doesn't have a phone I can't telephone her.
3. He was very tired he continued his work.
4. She telephoned her boyfriend first she called her parents.
5. I'm very sleepy I think I'll go to bed right away.
6. She was good-looking not very nice.
7. First they went to the theatre they had a drink in a pub.
8. It's a nice day it's cold.
9. What would you like to drink - beer wine?
10. I like Mary and Jeff, I don't like their mother very much I don't often go to see them.
11. Have you got any animals - a cat a dog anything?

Ask questions:

1. Jesenice is an industrial town.
2. The Brookmanns have got three children.
3. Bob is an electrician.
4. Jane plays tennis very well.
5. Cynthia's boss lives in Manchester.
6. David likes rock music very much.
7. Tania is tall, slim and good-looking.
8. Julian is 22 years old.
9. Catherine telephones her mother every day.
10. Tom has got blond hair.
11. I do the shopping twice a week.
12. I want a kilo of coffee.

Use "at", "on", "in" or "-":

Jane and Paul's holiday starts next week. Paul will book a room a London hotel tomorrow morning. Saturday Jane will write to their friends London. They will leave Manchester December 23. They will catch a train 11.40 and will arrive London early the afternoon. Christmas Eve they will go to a party their friends'. They will leave London December 27. They like travelling. February Paul will probably go to Finland on business, summer they will both visit Sweden, and 2007 they intend to spend their holiday South Africa.

Suggestions

:

Jane and Paul are in London. They want to do a lot of things. Match Jane's suggestions with Paul's responses. Jane: I'd like to see a good play tonight.

Paul: That's a good idea. I'll book the tickets.

go to the Regent's park	look up the number
visit Frank and Mary	buy some postcards
go shopping	bring the coats and umbrellas
rest and read	take you to a shopping centre
have a cup of coffee	call a taxi
have a nice dinner	call the waiter
write to our friends	get some stamps
call uncle Bill	take you to a good French restaurant
post these letters	bring some magazines

Complete with "something", "anything", "nothing", somebody", "anybody", "nobody":

1. I'd like to drink.
2. Do you understand ? No,
3. Does know this man?
4. I'm sorry, can help you.
5. Let's eat in a restaurant. There's in the house.
6. I think there's at the door.
7. I've got in my eye.
8. Is there I can do for you?
9. Did telephone yesterday? No,
10. We need to help us.

TELEPHONING

COULD I SPEAK TO PHILIP, PLEASE?

Operator: 3758092 Air Engineering.

Seldon: Good morning, I'd like to speak to Mr Roberts, please.

Operator: Mr Roberts, R&D department?

Seldon: Yes, that's right.

Operator: Hold on, I'll put you through.

Seldon: Hello, this is Alan Seldon. I'm calling from Stockholm. Could I speak to Philip, please?

Secretary: Oh, hello, Mr Seldon. I'm afraid Mr Roberts is out at the moment. Can I take a message or will you call him back later?

Seldon: When will he be back?

Secretary: Well ... he is entertaining some visitors from France. He should be back at three, I suppose.

Seldon: Hmm, can you give him a message?

Secretary: Yes, of course.

Seldon: Will you tell him he will receive the programme for his trip to Stockholm tomorrow and ask him to confirm it immediately?

Secretary: Certainly.

Seldon: Thank you. Goodbye.

Secretary: Goodbye, Mr Seldon.

Message for Mr Roberts:

<p><i>Air Engineering</i> <i>From: Mr Seldon</i> <i>To: Mr Roberts</i> <i>You will receive the programme for your trip to Stockholm tomorrow. Please confirm it immediately.</i></p>
--

Read in pairs.

Hello, this is ...
I'd like to speak to ... / Could I speak to ... ?

I'm afraid ... is not in the office at the moment. Can I take a message?

Yes, will you tell him/her please I'll call later. /
Yes, will you tell/ask him/her to call me back ... at ...

Certainly.

Thank you.

Goodbye.

The following people would like to talk to Philip, but he is not in the office. They leave the following messages with the secretary. Act out their conversations:

1. From: Mr Ford, Western Bank.
Please call Mr Ford at 7862001, extension 399. It is urgent!
2. From: Mrs Roberts
Your wife called. She'll visit her parents after work. Please call her at their house at eight.
3. From: Mr Curtis
The management meeting is tomorrow at 9.30. Please bring the designs for B4.
4. From: Ms Pierce
A Ms Pierce called. She can't meet you tonight. She'll be back in town next week and will give you a call.
5. From: Hartford Travel Agents
Your reservation for flight BA 357 on Monday is confirmed. You can collect your ticket any time.
6. From: Jonathan Baldwin, Sales Manager
The figures in your sales report have to be updated. Please call immediately.
7. From: Patricia Kent, CFO (Chief Financial Officer)
The meeting on the new company cost-cutting policy is on Friday at 11:00. Please prepare comments on economy measures in your department.
8. From: Mr Morris, Trusk Auditing Company
Auditing visit which should take place in the first week of April is postponed to the second week.
9. From: Mrs Taylor, ATC Marketing
A draft proposal for your new marketing campaign has been prepared and sent to you. Please check and send your comments asap.
10. From: Miss Roberts
Your daughter called. She'll go skating after school. Please pick her up at Beckham Sports Centre at 6 PM.

Fill in the missing words:

E-mail

From: Philip Roberts

To: Alan Seldon

Dear Alan,

I am definitely coming Stockholm November 9, on flight BA 357. My plane is arriving the airport 5:30. I am planning stay two days. Could you please arrange hotel accommodation for me Nov. 9 Nov. 11. I am bringing drawings of new control device and technical specifications discussion the Swedish traffic authorities.

I am I busy yesterday when you called. I am looking forward seeing you next week.

Best regards,

Philip Roberts

Telephoning: Situations

The phone rings. It is a call from abroad. The caller wants to speak to somebody.

This person is in. You say:

Just a moment, please. I'll put you through.

Hold on, please. I'll find him/her.

I'll try to find him/her.

He/she is in another office.

This person is out. You say:

I'm afraid he/she's not in.

I'm afraid he/she is out at the moment.

He/she is away on a business trip.

He/she will/should be back tomorrow / at three / on Monday, (I suppose).

You ask if there is a message:

Can I take a message? / Shall I give him a message?

You tell the caller to call back later:

Could you please call him back later / tomorrow / at three / in one hour / on Monday?

Finish the conversation:

Thank you (for your call). Goodbye.

=====

You are calling abroad. Somebody answers the phone and introduces himself/herself.

You say:

This is / speaking.

Could I speak to Mr/Mrs XY, please?

I'd like to speak to Mr/Mrs XY, please.

Could you put me through to Mr/Mrs XY, please?

The person you want to speak to is not in.

You want to leave a message. You say:

Could you give him/her a message, please?

Will you tell him/her please that

You are going to call later. You say:

Thank you. I'll call him/her later / tomorrow / on Monday.

Finish the conversation:

Thank you. Goodbye.

The language of telephoning

SPEAKING TO OPERATOR

Can you put me through to sales department?
Extension 341, please.

INTRODUCING YOURSELF

This is ... from ...
My name is ...
..... speaking.

ASKING FOR SOMEONE

I'd like to speak to ...
May / could I speak to ...
Is that ...?

IDENTIFYING THE CALLER

Who is calling, please?
May I have your name?
I'm sorry, I didn't catch your name. Will you spell?

ASKING TO WAIT

Hold the line, please.
Just a moment, please.
Hold on. I'll connect you.

PROBLEMS WITH LINE

I'm afraid he's on another line.
the line's engaged / busy. Will you wait / call back?

REASON FOR CALLING

I'm calling about ...
The reason I'm phoning is ...
May I ask what this is about?

APOLOGISING

Sorry, he isn't in.
she isn't available.
he's in a meeting.
she's out of town.

LEAVING A MESSAGE

Would you like to leave a message?
Can you take a message?
Could you tell her I rang?

PROMISING ACTION

I'll give her your message.
I'll check that for you.
I'll call you back later.
I'll get back to you.

SAYING GOODBYE

Thank you for calling.
I look forward to seeing you / hearing from you.

Telephoning - practice

How do you say these common telephone phrases in English?

Pri telefonu.	Lahko pokličete kasneje?
Kdo kliče, prosim?	Naj vas pokliče nazaj, ko pride?
Vežem.	Samo malo, da najdem mapo.
Zasedeno linijo ima.	Samo malo, da poiščem na računalniku.
Boste počakali?	Lahko dobim go. Mayer?
Službeno je odsoten. Pride v ponedeljek.	Tukaj XY iz (podjetje).
Ne morete je dobiti. Na sestanku je.	Kdaj pa pride nazaj?
Trenutno je ni v pisarni.	Mu lahko daste sporočilo?
Na bolniški je.	Lahko pustim sporočilo?
Na porodniški je do konca leta.	V pisarni bom do treh.
Dopust si je vzel danes in jutri.	Ali kaj veste, kdaj pride?
Govori na drugem telefonu.	Me lahko vežete?
Hočete pustiti sporočilo?	Interno 234, prosim.
Mu lahko kaj sporočim?	Lahko govorite bolj počasi?
Bi lahko še enkrat ponovili? Bolj počasi.	Linija je slaba. Vas lahko pokličem nazaj
Počakajte prosim, da najdem svinčnik.	Poslala vam bom po faksu.
Ali lahko ponovim?	

Call your business partner and tell him/her that you are planning to visit him/her.

YOUR PARTNER	YOU
Answer the phone.	
You are glad to hear your colleague. Ask about his/her family.	Introduce yourself + »How?«
Ask about the details (arrival, how long he/she is going to stay)	Answer briefly. Say why you're calling.
Ask if there is anything else to be included in the schedule.	Answer. Ask your colleague to arrange hotel accommodation.
	Answer. Finish the conversation.

QUALITIES OF A GOOD BOSS

What are the qualities of a good boss?

Put in order of priority (1 = most important; 12 = least important).

A good boss shows sympathy and understanding for his/her staff.

He/she makes his/her staff work hard.

He/she trusts his/her people and gives them enough freedom.

He/she is able to admit his/her mistakes.

He/she is good at organizing work.

He/she insists on strict discipline.

He/she is able to learn from others.

He/she is an expert in his/her field.

He/she is fair to all his/her people.

He/she inspires confidence and respect.

He/she is able to communicate clearly.

He/she can delegate responsibility.

Discuss your rating of the qualities of a good boss with that of other students. Agree or disagree with other students.

A: I think the most important thing is that she should insist on discipline.

B: I don't think so. / I don't agree. / I think you are wrong. First of all, she should be an expert in her field.

Describe your boss. Use the following questions to help you:

How old is he/she?

What does he/she look like?

What is he/she like?

How do you get on with him/her?

How much freedom does he/she give you?

What does he/she do when there is a problem?

How much work does he/she give you?
How does he/she react when you make a mistake?

What are his/her qualities and abilities?

Do you like him/her?

Features and Functions

Rate personal characteristics in order of their importance:

Teacher: intelligent, pleasant to look at, consistent, fair, honest, authoritative, flexible, has a sense of humour, friendly, makes lessons interesting, knows the subject, teaches the subject well, speaks clearly

Wife or husband: tolerant, considerate, faithful, affectionate to partner, affectionate to children, hardworking, tidy, home-loving, good-looking, rich, thrifty, quiet, well-educated

Politician: just, knowledgeable, rich, honest, married, authoritative, charismatic, friendly, hardworking, clever, eloquent, confident, tolerant, tall, has well-ordered private life

Discuss features and functions of a colleague at work, friend, doctor,

ON THE JOB

Discuss any difference in meaning or style in each of the pairs of words and phrases:

Example: *retire* and *resign* are different: *retire* means to give up work when you are at the end of your working life (60 or 65, say) and *resign* means to give up your job because you want to.

retire

resign

go on strike	get the sack (biti odpuščen, slang)
make redundant (odločiti, da je nekdo tehnološki presežek)	dismiss (odpustiti nekoga)
employ someone (formal)	take someone on (informal)
promotion (napredovanje)	layoff (ukinitev delovnega mesta) - to be laid off
have to do something	be forced to do something
have the right to (do) something	be entitled to (do) something
be allowed to do something	be about to do something
apply for a job	give up a job
maternity leave	paternity leave
compulsory	voluntary

Discuss positive aspects and downsides of the following jobs:

public relations officer

designer

surgeon

playwright

accountant

sculptor

lecturer

sales rep

tourist guide

Attitudes to work situations

Should employers be allowed to limit job applications to men, or women, or people of a particular age?

Should unemployed people be forced to accept any job they are offered?

Do you think workers ought to be allowed to go on strike, including the armed forces and emergency services?

When workers are made redundant, do you agree with the principle, »last in, first out«? (In other words, the last people to be employed ought to be the first ones to be laid off.)

Should people be promoted on the basis of ability or seniority (in other words, the length of time they have worked in the company), or a combination of the two?

Should all fathers be entitled to paternity leave? If so, how much?

Do you think retirement at the age of 60 or 65 should be compulsory, or should people have the right to carry on working if they wish?

Do you think the retirement age for men and women ought to be the same?

Word Formation

Complete each sentence with the correct word formed from the word at the end of the line and think of other forms derived from the stem:

- | | |
|---|----------|
| We received over 100 for the job. | APPLY |
| He was for six months before he got a job. | EMPLOY |
| She immediately sent her to the Board. | RESIGN |
| Some people get bored in their | RETIRE |
| The children had to leave because their was so bad. | BEHAVE |
| She's got good prospects. | PROMOTE |
| It's a large company. | INDUSTRY |

TIME MANAGEMENT

Here are nine important rules of time management. Are there any rules you disagree with? Are there any rules here that you follow naturally? Are there any rules that you would like to adopt in your own life?

1. Use your starter motor:

A survey of students showed that the main difference between good students and average students was the ability to get down to work quickly. Do not spend time in that limbo of neither getting down to the work nor enjoying your leisure.

2. Make routine your servant:

If you can get into habit of doing certain tasks at certain times of the day, you won't waste time worrying about the fact that you're not doing them.

3. Every »yes« is »no« to something else:

Most of us make the mistake of saying »yes« to too many things, and end up living our lives according to the priorities of others rather than our own. We fail to recognise that doing one thing means that we are not doing something else. Think to yourself: »If I say yes to this, what other activity will I take the time from?«

4. Distant elephants:

A friend of mine was asked to give a lecture in Edinburgh. He knew it would take two days' preparation and a couple of days to travel to Edinburgh and back. It was not a lecture he particularly wanted to give, and in normal circumstances he would have declined immediately. But he was being asked a year in advance. It was so far away he almost said yes without thinking. Just in time he remembered: in a year's time it would still be four days' work and he would still have other priorities. Do not commit yourself to unimportant activities no matter how far ahead they are.

5. Salami:

Some people find large tasks so daunting that they never start them, or having started them, they become dispirited and give up. But if a large task is broken up into a series of small tasks and then tackled gradually slice by slice, it becomes much more manageable.

6. The curse of perfectionism:

Louise thought so carefully about every word, and worried so much about every sentence, that some of her best ideas never got published. Sometimes this painstaking care is essential, but for most activities, there comes a point when it isn't worth putting any more effort into it. Usually it is possible to spot when this point has been reached. This is the time to call a halt.

7. Once past the desk:

When a letter arrives – typically one that we don't really want to answer – we sometimes read it and then put it aside. Later we read it again, start to think about it, then put it aside again. But during the time we have spent putting it off, we could have answered it. So when a task arrives, deal with it straight away, or decide when to deal with it and put it aside till then. It's pointless revisiting a task without carrying it out, so deal with what is on your desk, *once* only.

8. Appointments need to end as well as start:

Whether you are meeting a colleague at work or a friend over coffee, don't just arrange a time to meet; you should also be thinking about a time to finish. There are two reasons for this. First, you know when you will be free for other activities. And second, if everyone knows when the meeting is scheduled to end, you will all make better use of the time.

9. Make time to plan:

Make sure you schedule time to organise your activities. Some people find it helpful to plan their day first thing in the morning. For others, it may be better to plan in terms of a week. Ten minutes spent in planning will be saved many times over.

Expressing agreement or disagreement with people's opinions

I completely/totally agree with ...

I'm (very much) in favour of ...

I tend to agree with ...

I agree to some extent with ...

I've got (rather) mixed feelings about ...

I'm not very keen on the idea of ...

I'm not at all in favour of ...

I don't really agree with ...

(Generally speaking,) I'm against ...

I totally/completely disagree with ...

I'm (strongly) opposed to ...

I've got (particularly) strong views on ...

Express your opinion on the following topics and discuss your reasons:

1. heavy fines for illegal parking
2. abolishing laws on soft drugs
3. tough sentences for young offenders
4. capital punishment
5. national lotteries
6. increased spending on arms and defence
7. compulsory military service

8. boxing as an Olympic event
9. letting children watch TV whenever they want
10. raising the school leaving age in our country
11. laws protecting the privacy of all citizens
12. a law banning the use of mobile phones in restaurants

WORD FORMATION

Use the following verbs to complete the sentences below. Pay attention to the different verb patterns (e.g. to invite someone to do something).

invite	insist	intervene
apologise	respond	interrupt
enjoy	criticise	interfere
explain	defend	annoy
delay	threaten	warn

1. He got very angry and on getting an apology.
2. My brother is very annoying. He always in my financial affairs, and it doesn't help.
3. I regretted it instantly and for being so rude.
4. She didn't understand so I it to her again slowly.
5. When I told him I wasn't going to pay him, he to call the police.
6. I them not to go near the river, but they wouldn't listen.
7. They quite liked my presentation, but they me for wearing casual clothes.
8. We were delighted when they us to stay the weekend.

Which noun is formed from the verbs listed above?

e.g.	Verb	Noun
	to invite	invitation
	to apologise	
	to insist	
	to respond	

to intervene
to interrupt
to enjoy
to criticise
to interfere
to explain
to defend
to annoy
to delay
to threaten
to warn

ARRANGING MEETINGS

Proposing

A: I'll be in London next wee. / I'm coming to London ...
Could we arrange a meeting?
Could we fix / make an appointment to discuss ... ?
I'd like to meet you, if possible.

Accepting

B: Certainly. Let me get my diary. When are you free?
Would Friday suit you?
be convenient?
be OK?
How about Friday? Shall we say 10 o'clock?

A: Yes, that suits me (fine). / That's fine with me.

B: Good, I'll see you on (day) at (hour) then.

A: Goodbye. I look forward to seeing you.
meeting you.
visiting your company.
hearing from you.

Refusing

A: I'm afraid I'm not free then. (+ reason)
I can't make it then. But I'm free on ...
B: ... (the suggested date) is fine with me. See you on then. Bye.

Re-arranging meeting

A: I'm afraid I've got a problem about our meeting next ...
something has come up ...

I'm really sorry, but could we (possibly) change the date?
Could we rearrange the meeting for ...
I wonder if we could meet on instead?
an hour later?

B: That's OK. Don't worry.
We can fix it for some other time.
How about the following week?

MEETING ARRANGEMENTS

One definition of a meeting is: the gathering together of a group of people for a controlled discussion with a specific purpose. The essential elements of a meeting are:

- *a purpose: problem-solving, idea-gathering or training*
- *an agenda: the list of points to be discussed*
- *the members: the chairperson, the secretary and the other members*
- *a result: the outcome of the process*
- *a report: usually the minutes (written by the secretary).*

Your company exports its electrical goods around the world. Unfortunately one of your agents is not selling many of your products. You want a meeting next week to discuss ways to improve sales. Telephone your agent to ask for a meeting.

Student A:

YOU

- think a meeting is absolutely necessary to relaunch the partnership
- want to show a video about new selling methods used by your company
- want to discuss sales performance, looking at graphs and other illustrations
- want the meeting next week!
- have heard that your partner is doing very well selling other products.

Here are your appointments for next week

13 Monday	Department Meeting 10 a.m.
14 Tuesday	
15 Wednesday	Show training video to regional sales team
16 Thursday	
17 Friday	
18 Saturday	
19 Sunday	

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You are a sales agent for the company that exports its electrical goods around the world. Their sales manager calls you.

Student B:

YOU

- agree that your sales performance has not been brilliant
- are very busy and have several more important and more successful products on your mind
- do not really want a meeting
- would prefer to discuss things by phone.

Here are your appointments for next week

13 Monday	
14 Tuesday	Meeting with Aicos Ltd – all day
15 Wednesday	call Alex at 10:30 meet Thompson 8 p.m. Excelsior Hotel
16 Thursday	Big Plan Group meeting 8:30 – 12:30
17 Friday	meet Josh 8 p.m. Grand Hotel

Your partner will start.