

BerlitzTM ENGLISH

Language for life.



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Berlitz

ISBN: 1-59104-000-0



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Language for life.

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Princeton, NJ
USA

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Berlitz thanks the many instructors, editors, and others who have contributed to the creation of **BerlitzTM NOVEMBER**.

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ISBN 1-59104-000-0

Printed in China • August 2003

For use exclusively in connection with Berlitz classroom instruction.

Berlitz Languages, Inc.
400 Alexander Park
Princeton, NJ 08540
USA

Welcome to **Berlitz****ENGLISH**TM !

Congratulations! You have chosen the fastest, the most effective, and the most enjoyable way to learn English.

To get the most out of your English classes we urge you to...

- attend all scheduled classes
- do all homework assignments
- practice speaking English at every opportunity
- visit English sites on the Internet
- read English magazines, books, and newspapers
- watch movies and news programs in English
- challenge yourself to speak better and better!

If there is anything we can do to make your learning more successful and enjoyable, please let us know. We'll do everything we can to help you reach your goal.

We wish you the very best of success in your English studies!

The **Berlitz**[®] Staff

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Nice to meet you!

Topics

Introductions
Countries and nationalities
Numbers 0-10
The alphabet

Objectives

Introducing yourself
Saying where you're from
Giving your phone number
and address
Introducing yourself
and others
Spelling your name

Grammar

Simple present *to be*
Subject pronouns *I, you, he, she, it, we, they*
Possessive pronouns *my, your, his, her, our, their*
Possessive 's

**"So many countries,
so many customs."**

1 INTRODUCING YOURSELF

- John: Hello. My name is John Rollings.
Maria: I'm Maria Santos. Nice to meet you.
John: Nice to meet you, too, Ms. Santos.
Where are you from?
Maria: I'm from Los Angeles. And you?
John: I'm from Boston.

FOLLOW-UP

1. Where is Maria from?
2. Where is John from?

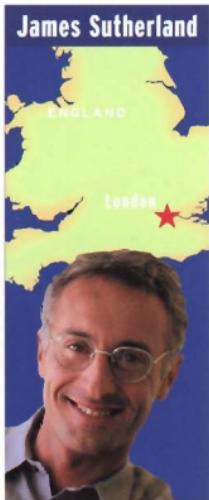


Saying where you're from

2 Countries, cities, nationalities



Donna Gould



James Sutherland



Sonia Campos



Toshio Tanaka

– What city are you from?
– I'm from Washington.

– What country are you from?
– I'm from England.

– Where are you from?
– I'm from Rio de Janeiro.

– What nationality are you?
– I'm Japanese.

- 3 0 zero 1 one 2 two 3 three 4 four 5 five
6 six 7 seven 8 eight 9 nine 10 ten

Giving your phone number and address

4 Phone number and address

- What's your first name?
– My first name is Liz.
- What's your last name?
– My last name is Henderson.
- What's your address?
– It's 100 Universal City Plaza.
- What's your phone number?
– It's 818-555-8550.



Focusing on language

5 Subject pronouns + *be*

Am I		I am.	I'm
Are you		you are.	you're
Is he		he is.	he's
Is she		she is.	she's
Is it	from Rome?	Yes,	No,
Are we		it is.	it's
Are you		we are.	we're
Are they		you are.	you're
		they are.	they're

- Are you from New York? - Yes, I am.
- Is Willem from Amsterdam? - Yes, he is.
- Are you from England or Ireland? - We're from Ireland.
- Are Mr. and Ms. Latour French? - No, they're not.
- What nationality are you? - I'm American. And you?



TIP!

you're not	=	you aren't
he's not	=	he isn't
she's not	=	she isn't
it's not	=	it isn't
we're not	=	we aren't
they're not	=	they aren't

6 Possessives

I am ...	→ My name is ...
You are ...	→ Your name is ...
This is Gina.	→ Gina's last name is Cifelli. → Her last name is Cifelli.
This is Paul.	→ Paul's last name is Johnson. → His phone number is 213-554-3220.
We are from Los Angeles.	→ Our address is 613 Basset Drive.
You and Mark are from Boston.	→ Your phone number is 617-228-5969.
Mary and Peter are from Boston, too.	→ Their address is 225 Walnut Ave.

- What's your name, please?
- My name is...

- What is Mr. Tanaka's first name?
- His first name is Toshio.

- And what's your phone number?
- My phone number is...

- What is Sonia's last name?
- Her last name is Campos.

Introducing yourself and others

7 Pleased to meet you



- Hello, I'm John Roberts.
- Pleased to meet you, Mr. Roberts. My name is Toshio Tanaka.
- Nice to meet you, Mr. Tanaka.



TIP!

Pleased to meet you. = Nice to meet you.

- Hi! My name's Janet.
- I'm Sonia. Nice to meet you.
- Nice to meet you, too.



- Mr. Burton, this is Mr. Pierce.
- Pleased to meet you, Mr. Pierce.
- Pleased to meet you, too, Mr. Burton.

- Teresa, this is Frank.
- Hello, Teresa.
- Hi, Frank! Nice to meet you.

8 CULTURE CORNER



Greetings from all over the world



shake hands



bow



kiss

Spelling your name

9 Spelling your name

ALPHABET

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z

10 What's your phone number?

Name

Liz Henderson

Address

100 Universal City Plaza
Universal City, CA 91608

Phone Number

818-555-8550

11 ON THE PHONE

Please leave a message.

1. Linda's number is 908-555-7784.

TRUE

FALSE

2. Mr. Tanaka's phone number is 312-555-8607.

TRUE

FALSE

3. Jim's message is for Mr. Tanaka.

TRUE

FALSE



Chapter Check

Now you can ...

- A Introduce yourself and others



- B Say where you are from



- C Spell your name and give your address and phone number

What's your name?

How do you spell that?

What's your phone number?

What's your address?



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I'd like the steak, please.

Topics

Numbers 11 - 100

Meals and mealtimes

Menus and ordering

Objectives

Ordering in a restaurant

Talking about food

and drinks

Telling time

Ordering a meal

Grammar

Requests with *would like*

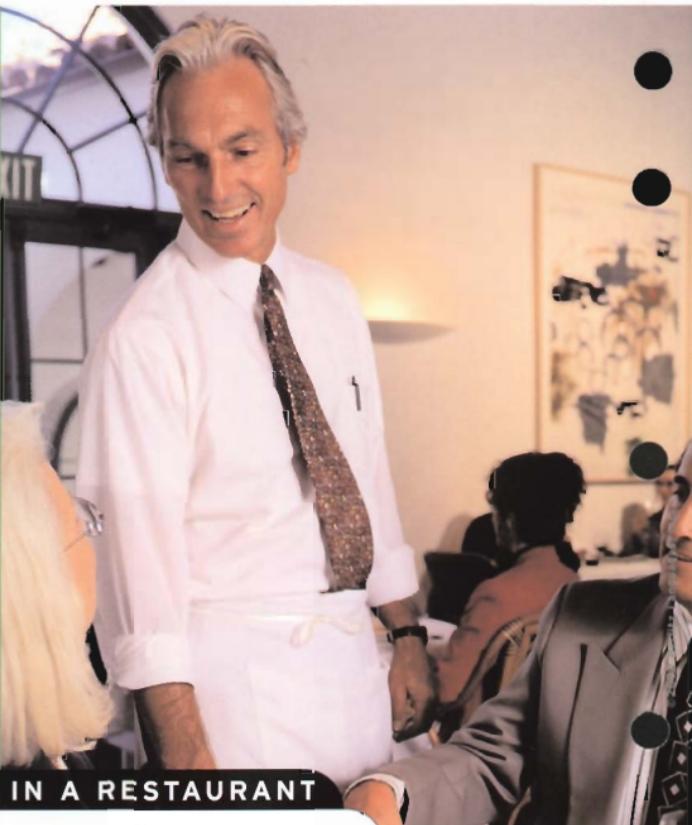
Questions with

What kind of...?

Indefinite articles: *a, an*

Regular plurals: *-s, -es*

"You are what you eat."



ORDERING IN A RESTAURANT

Waiter: What would you like for dinner?

Mrs. Miller: I'd like the steak, please.

Waiter: And for you, sir?

Mr. Miller: I'd like the chicken with rice, please.

Waiter: Right away.

FOLLOW-UP

T (true) or F (false)

1. Mr. and Mrs. Miller are at a café. T F
2. Mrs. Miller would like a hamburger. T F
3. Mr. Miller would like the chicken with rice. T F

Talking about food and drinks; numbers; telling time

2 Food and drinks



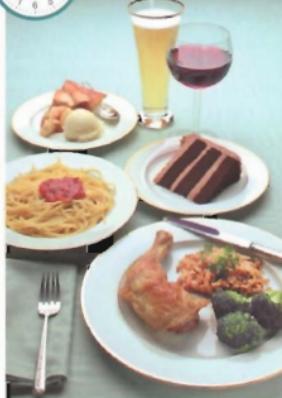
Breakfast



Lunch



Dinner



- What would you like?
- I'd like toast and coffee, please.

- May I take your order?
- Yes, I'd like a hamburger.

- What would you like for dinner?
- I'd like chicken, please.

3 Numbers from 11 to 100

11 eleven	12 twelve	13 thirteen	14 fourteen	15 fifteen	16 sixteen	17 seventeen	18 eighteen
19 nineteen	20 twenty	21 twenty-one	22 twenty-two	30 thirty	33 thirty-three	40 forty	44 forty-four
50 fifty	55 fifty-five	60 sixty	70 seventy	80 eighty	90 ninety	99 ninety-nine	100 one hundred

4 Telling time



It's 9:15.



It's 11:25.



It's 1:45.



It's 12 o'clock.

Focusing on language

5 What would you like?

I	a glass of orange juice.	I'd like ...
He	fish and chips.	He'd like ...
She	a glass of water.	She'd like ...
We	two small pizzas.	We'd like ...
They	a salad.	They'd like ...

- Would you like a cup of tea? — Yes, please.
- Would you like a piece of cake? — No, thank you.
- What would you like? — We'd like some ice cream.

6 What kind of ...?

- Would you like apple pie? — No, thanks.
- What kind of pie would you like? — I'd like chocolate cream pie.
- Would you like some juice? — Yes, please.
- What kind of juice would you like? — I'd like some apple juice.

7 An apple or a banana?

- an apple
- an Italian restaurant
- a salad
- a chocolate cake?

- Would you like an egg sandwich?
- No, thank you, I'd like a hamburger.

8 One salad or two salads?

- one orange — two oranges
- one napkin — two napkins
- one sandwich — two sandwiches
- one glass — two glasses
- one cherry — two cherries
- one knife — two knives

- How many glasses of wine would you like?
- Three, please.

Ordering a meal

9 We'd like...



Waitress: May I take your order?

Customer: Yes. We'd like a chicken salad sandwich, a hamburger, and a turkey sandwich.



Waiter / Waitress:

May I take your order? = What would you like?

10 What would they like?

A: She'd like ____ orange juice.

____ pancakes.

____ scrambled eggs.

____ toast.

____ coffee.

____ tea.

B: He'd like ____ toast.

____ orange juice.

____ milk.

____ scrambled eggs.

____ coffee.

____ tea.

11 Are you ready to order?

LUNCH AND DINNER

JOHNNY'S MOON
NEW YORK

appetizers	
GARLIC BREAD	1.50
TOMATO SALAD	2.95
VEGETABLE SOUP	2.50
salads	
FRESH FRUIT PLATTER	10.00
CAESAR SALAD	6.00
CAESAR SALAD WITH CHICKEN	9.00
GARDEN SALAD	3.00
entrees	
ROAST CHICKEN	15.00
GRILLED SALMON	17.00
SIRLOIN STEAK	18.00
EGGPLANT PARMIGIANA	12.00
side dishes	
FRENCH FRIES	2.00
VEGETABLES	1.50

12 CULTURE CORNER



Times for eating meals in different countries



Breakfast:	7-8 a.m.
Lunch:	12-1 p.m.
Dinner:	6-7 p.m.



7-8 a.m.
12-1 p.m.
7-8 p.m.



7-8 a.m.
2-3 p.m.
9-10 p.m.

Chapter Check

Now you can...

A Tell time



What time is it?

B Talk about food and drinks



What would you like for breakfast?

What would you like for lunch?

What would you like for dinner?

C Order a meal



May I take
your order?

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What do you do?

Topics

Jobs
The office
Daily work activities
Numbers 101 - 1,000,000

Objectives

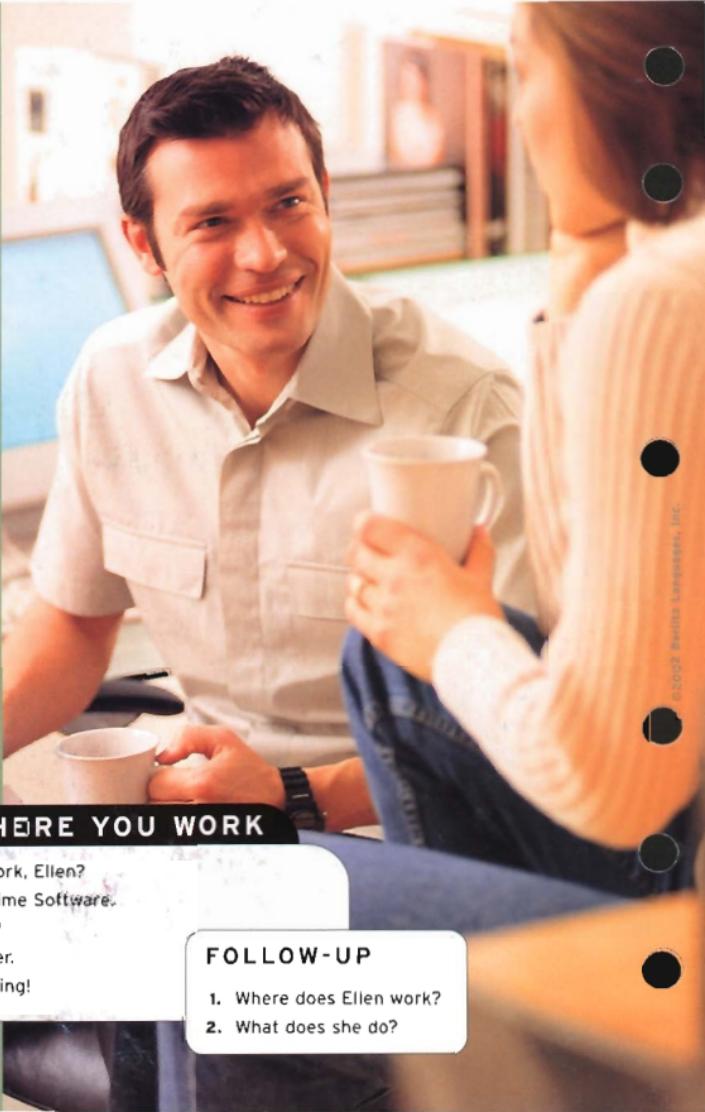
Saying where you work
Talking about jobs
Describing your office
Talking about what people
do and where they work

Grammar

in, on, under, next to
Simple present tense
always, usually, sometimes,
never

"Time is money."

Benjamin Franklin



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SAYING WHERE YOU WORK

- Richard: Where do you work, Ellen?
Ellen: I work at Gametime Software.
Richard: What do you do?
Ellen: I'm a programmer.
Richard: Oh, how interesting!

FOLLOW-UP

1. Where does Ellen work?
2. What does she do?

Talking about jobs; describing your office

2 What do you do?



TEACHER



BANK MANAGER



DOCTOR



REPORTER



HOMEMAKER



ENGINEER

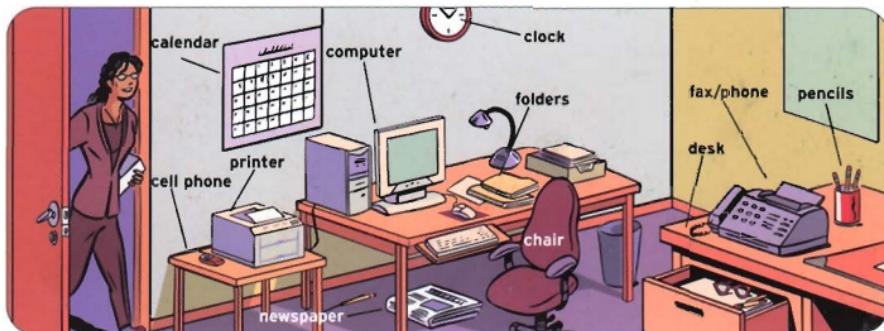
- What do you do?
- I'm a reporter.
- Where do you work?
- I work at *The Daily Times*.



TIP!

What do you do? = What's your job?

3 Where is it?



- Where's the printer?
- It's on the table.
- Where's the newspaper?
- It's under the desk.
- Where's my cell phone?
- It's next to the printer.
- Where are the pencils?
- They're in the cup.

Focusing on language

4 Simple present

I You We They speak Japanese.

He She Who speaks English?
speaks German.

Do you speak Japanese?

- Yes, I do. / No, I don't.

Do you speak French?

- Yes, I do. / No, I don't speak French.

Does Cindy speak German?

- Yes, she does. / No, she doesn't.

Does Michael speak Spanish?

- Yes, he does. / No, he doesn't speak Spanish.

5 What do Carlos, Richard, and Jan do?



Carlos

- speaks Spanish.
- lives in New York.
- works at *The Wall Street Journal*.
- writes newspaper articles.
- uses a laptop.



Richard and Jan

- speak Dutch.
- live in Amsterdam.
- work in an office building.
- read *The Financial Times*.
- use cell phones.



I

- speak English and Japanese.
- live in Kyoto.
- work at Sony.
- read *Newsweek*.
- use a computer.

6 How often do you speak English?

always	100%	→ I always speak English at school.
usually	→	→ I usually speak English at ...
sometimes	→	→ I sometimes speak English at work.
never	0%	→ I never speak English at home.

Do you always work at the office?

My boss sometimes writes reports.

I never use my cell phone in a restaurant.

7 Numbers 101 to 1 million

101 a/one hundred and one	500 five hundred	1,000 a/one thousand	10,000 ten thousand	1,000,000 one million
------------------------------	---------------------	-------------------------	------------------------	--------------------------

Talking about what people do and where they work

8 Where do they work?

- Jim: What do you do, Monika?
Monika: I'm a marketing manager.
Jim: Really? Where do you work?
Monika: I work at Birch Consulting.
What company do you work for?
Jim: I work for Austrian Airlines.
Monika: That sounds exciting!



Where do you work? → I work at Birch Consulting.
Who do you work for? → I work for Birch Consulting.

9 What do they do?

1. Beatriz is _____. a. a teacher b. a reporter c. a programmer
2. Brian is _____. a. a teacher b. an engineer c. a doctor
3. Theresa is _____. a. a bank manager b. a doctor c. a housewife
4. Marco is _____. a. an engineer b. a reporter c. a programmer

10 Where do they work?

Nancy N. Kuehnoel
Manager
Employee Relocation Services
nancy.kuehnoel@weyerhaeuser.com

Tel (253) 924 2117
Voice Mail (800) 338 1542
Fax (253) 924 5709

Mail Stop EC4 289
PO Box 3777
Federal Way WA 98063-9777

Weyerhaeuser

Ciba Specialty Chemicals Corporation
USA

Marcia Calloway
Relocation Manager

4050 Premier Drive/27265
P.O. Box 2678
High Point, NC 27261-2678

Ciba

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Cisco Systems, Inc.
170 West Tasman Drive
San Jose, CA 95134-1706 USA
Direct: 408 526-8062
Fax: 408 526-8062
gjhupp@cisco.com
www.cisco.com

11 What do you do?

read	e-mail books magazines newspapers	write	e-mail reports memos letters	meet with	clients co-workers my boss	use	a computer a cell phone the internet
------	--	-------	---------------------------------------	--------------	----------------------------------	-----	--

I always read e-mail.

I never write reports.

I sometimes meet with clients.

I usually use a computer.

12

ON THE PHONE

- Clerk: Good afternoon, Peachtree Computer Service.
Can I help you?
- Caller: Yes. Do you sell laptops?
- Clerk: Yes, we do.
- Caller: Great! What are your hours?
- Clerk: We're open from 9 to 6.
- Caller: What's your address?
- Clerk: 6210 Main Street.
- Caller: Thanks a lot. Bye.



13

Do you sell TVs?

AUDIO PERFORMANCE

We sell only top quality:

- Stereos
- Speakers
- CD players
- DVD players

Open 10 to 8 • 7383 Madison St. • 213-921-8500 • www.ap.com

14

MEDIA MIX

Internet sites and e-mail addresses

www.berlitz.com

scampos@sterling.com

.com	= commercial
.co.uk	= company (in Britain)
.org	= organization
.gov	= government
.edu	= educational institution

Chapter Check

Now you can ...

- A Say where you work



- B Describe your office



- C Talk about what people do at work

What do you read?

What do you write?

Who do you meet?

What do you use?

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How much is it?

Topics

Colors

Clothing

Sizes

Prices

Objectives

Asking about a price

Talking about colors
and clothes

Asking about sizes
and prices

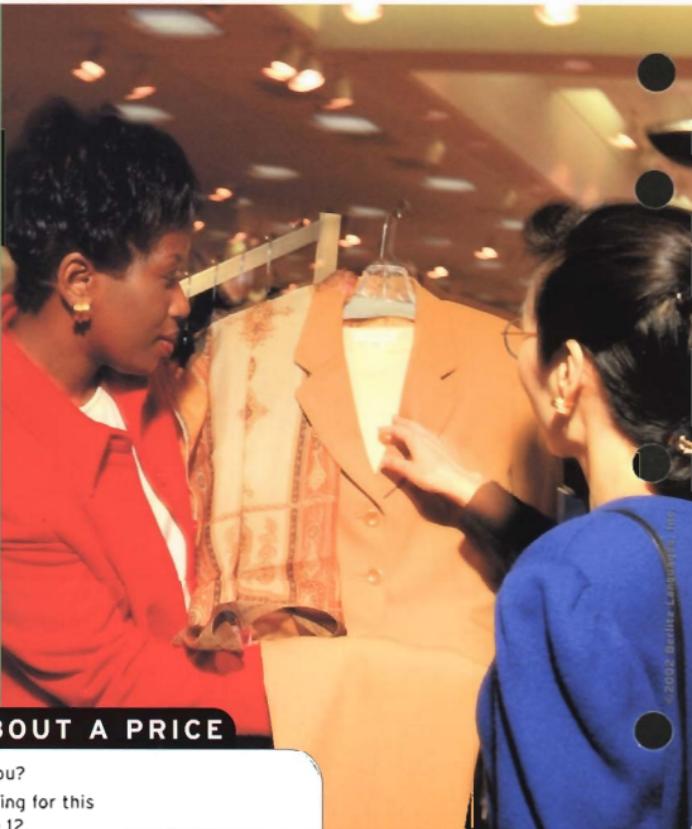
Grammar

Present progressive tense

this, that, these, those

Which one?

"If the shoe fits,
wear it."



ASKING ABOUT A PRICE

Salesperson: Can I help you?

Ms. Taylor: Yes, I'm looking for this
suit in a size 12.

Salesperson: Here you are.

Ms. Taylor: How much is it?

Salesperson: £195.00.

FOLLOW-UP

1. Ms. Taylor is at work. T F
2. She's looking for a
suit in size 10. T F
3. The suit is £195.00. T F

Talking about colors and clothes

2 What color is it?



3 What are they wearing?



She's wearing a red suit. He's wearing gray pants.

A pair of ...



shoes

socks

gloves

shorts

pants

earrings

4 What is Mr. Monroe doing?



I'm looking for a green sweater.



How much is it?



\$29.95
please.



Thank you very much.

He's paying for the sweater.

He's giving the sweater to his wife.

Focusing on language

5 Present progressive

I am

You are

He is

She is buying a suit.

We are

You are

They are

What is Mr. Monroe doing?

Is Melissa buying a shirt?

Are you paying with a credit card?

What are they wearing?

— He's shopping.

— No, she isn't.

— No, I'm paying cash.

— They're wearing shorts.

6 this and that

this blouse → this one

that blouse → that one

these blouses → these

those blouses → those

This briefcase
is new.



These gloves
are cheap.



That one
is old.



Those are
expensive.



Is this briefcase old?

Are those gloves red?

What color is this briefcase?

7 What kind of?

What kind of briefcase? A leather one.

Which briefcase? The black one.

What kind of gloves? Cotton ones.

Which gloves? The cheap ones.

— What kind of briefcase would you like?

— A cheap one.

— Which gloves are expensive?

— The beige ones.

— Which shoes would you like, the black ones or the brown ones?

— The black ones.



leather



cotton



wool

Asking about sizes and prices

B What size is it? How much is it?



- What size is it?
- It's a (size) 6.

- How much is it?
- Twenty-five dollars.

9 PRONUNCIATION PLUS

Saying Prices

100 cents (¢) = 1 dollar (\$)

100 pence (p) = 1 pound (£)

\$5.95 = five ninety-five or five dollars and ninety-five cents

£15.80 = fifteen eighty or fifteen pounds eighty pence

10 I'll take it.

Salesperson: May I help you?

Customer: Yes. How much is this necklace?

Salesperson: \$275.00.

Customer: How about that one?

Salesperson: This one?

Customer: Yes.

Salesperson: Let's see ... This one is \$89.

Would you like to try it on?

Customer: Yes, thank you. Oh, it's very nice.
I'll take it!



- May I help you? = Can I help you?
- No, thanks. Just looking!



11 Ordering over the phone



*New! Drop-needle Mock
is one heartwarming holiday gift.*

Gives you the sporty mock look, along with a hearty 10.3-oz. 100% cotton knit and banded bottom that lets you wear it like a sweatshirt. Perfect for winter! It's ribbed too, for extra texture, extra comfort and stretch. Machine wash. Imported. *Colors above:*

Men's Regular M-XXL 7397-2C40 \$22.00
Women's Regular S-XL 7397-3C46 \$22.00

Sorry, no "3 or more" pricing

- Do you take credit cards?
- Yes, we do.

- Do you accept American Express?
- American Express, Visa, and MasterCard.

12 ON THE PHONE

1. Mrs. Almeida is calling _____.
a. a sweater company
b. Land's End
2. She would like _____.
a. a True Red skirt
b. a sweater
3. She's ordering _____.
a. a large size
b. a small size
4. She's giving _____.
a. her address
b. her phone number
5. She's paying _____.
a. by credit card
b. cash



Chapter Check

Now you can...

- A Talk about colors and clothes



What are they wearing?

- B Ask about sizes and prices



- C Order over the phone



May I take
your order?

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Have a nice trip!

Topics

Travel plans

Calendar: days of the week,
months, and dates

Seasons and weather

Objectives

Talking about travel plans

Talking about the calendar,
seasons, and weather

Making travel plans

Grammar

Present progressive tense

(future meaning)

would like, want

"It's raining cats
and dogs."



TALKING ABOUT TRAVEL PLANS

Peter: Hi, Carla! How are you?

Carla: Great! I'm going on vacation.

Peter: Where are you going?

Carla: To Madrid. I'm leaving on Friday.

Peter: That's wonderful! Have a nice trip!

FOLLOW-UP

1. Carla is at the office. T F
2. She's going on a business trip. T F
3. She's going to Spain. T F
4. She's leaving on Friday. T F

Talking about the calendar, seasons, and weather

2 Calendar

JANUARY							FEBRUARY							MARCH							APRIL							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7	7	8	9	10	11	12	13	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
8	9	10	11	12	13	14	14	15	16	17	18	19	20	18	19	20	21	22	23	24	25	26	27	28	29	30		
15	16	17	18	19	20	21	21	22	23	24	25	26	27	25	26	27	28	29	30	31	29	30	31	1	2	3		
22	23	24	25	26	27	28	28	29	30	31	1	2	3	1	2	3	4	5	6	7	8	9	10	11	12	13		
29	30	31					29	30	31	1	2	3	4	1	2	3	4	5	6	7	8	9	10	11	12	13		
Monday, January 1st							Friday, August 24th							Sunday, June 3rd														

What day is it today? – Today is Monday, January 1st.

S = Sunday T = Thursday
M = Monday F = Friday
T = Tuesday S = Saturday
W = Wednesday

3 What's the weather like?



fall



winter



spring



summer



rainy



windy



snowy



sunny



cloudy



– What's the weather like today?

– It's raining.

– When do you go on vacation?

– I always go in the summer.

Focusing on language

4 Present progressive (future meaning)

I am	working in New York	next week.
You are	going to Brazil	on Monday.
He is	buying a new coat	next month.
She is	selling her computer	in February.
We are	going to the bank	in the afternoon.
They are	leaving the office	tomorrow at 3:00.

- What are you doing tomorrow?

- I'm going to work.

5 would like, want

I would like some coffee. → I want some coffee.

Jerry would like to go to London. → Jerry wants to go to London.

6 How are you going to New York?

I'm going ...



by train



by plane



by bus

I'm ...



driving



walking

7 What's the date?

1st first	2nd second	3rd . third	5th fifth	11th eleventh
12th twelfth	13th thirteenth	15th fifteenth	20th twentieth	30th thirtieth

We are leaving on June 4th. We are coming back on June 8th.

Making travel plans

8

How about Thailand?

Paul: Where are you going on vacation, Sumi?

Sumi: Oh, I don't know. I'd like to go to a warm country.

Paul: How about Thailand?

Sumi: What's the weather like in Thailand?

Paul: In the summer, it's hot and rainy.

Sumi: I like hot weather, but I don't like rain!

Paul: Well, what about Rio?

Sumi: Hmm. That's not a bad idea.



TIP!



go on vacation

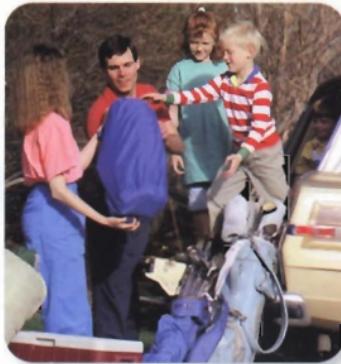


go on holiday

9 Where are they going?



He's going on a business trip.



They're going on vacation.

10 Travel specials

BAHAMAS
7 NIGHTS FROM \$999
INCLUDES AIR, HOTEL AND FUN!

3 Nights in LAS VEGAS
for \$100!
INCLUDES AIR, HOTEL AND FUN!

Greek Isle Cruises!
3-, 4- and 5-Day Tours
INCLUDES AIR, HOTEL AND FUN!

Where do you want to go on vacation?

How would you like to travel?

How much is the trip?

Great Fares for
Hong Kong & Bangkok
Starting at \$735!

11 Mr. Webster's travel plans

Sunbeam Travel Itinerary for Mr. Paul Webster

London - Toronto

Departure - July 29
Flight 841 - Air Canada
dep London Heathrow 8:55 a.m.
arr Toronto Pearson 1:20 p.m.

Return - August 11
Flight 856 - Air Canada
dep Toronto Pearson 6:15 p.m.
arr London Heathrow 6:25 a.m.

When is Mr. Webster leaving?
What's the flight number?

12 MEDIA MIX

IT'S TIME TO LEAVE THE COUNTRY

Britain Today (Max)		Europe Today (Max)	
North	7°	South	10°
N.West	8°	S.Wales	10°
York	8°	N.Wales	9°
W.Mids	9°	Scotland	5°
E.Mids	8°	N.Ireland	9°

Around Britain yesterday

Aberdeen	11	Cloudy
Belfast	12	Rain
Birmingham	11	Rain
B'hamouth	12	Cloudy
Brighton	12	Cloudy
Bristol	10	Fair
Cardiff	12	Cloudy
Dover	12	Cloudy
Edinburgh	10	Rain
Glasgow	10	Rain
Jersey	9	Fair
Leeds	13	Cloudy
Liverpool	12	Cloudy
London	12	Cloudy
Manchester	14	Rain
Newcastle	13	Rain
Norwich	11	Cloudy
Nottingham	12	Cloudy
Plymouth	12	Cloudy
York	14	Cloudy

Athens	14°
Barcelona	14°
Berlin	8°
Brussels	9°
Dublin	9°
Geneva	6°
Madrid	16°
Moscow	-4°
Paris	8°
Rome	16°

Around the World yesterday

Amsterdam	11	Dull
Athens	12	Fair
Barbados	30	Fair
Buenos Aires	29	Rain
Cape Town	21	Sunny
Hong Kong	19	Fair
Ibiza	15	Cloudy
Istanbul	7	Fair
Lisbon	8	Sunny
Los Angeles	21	Cloudy
Madrid	11	Fair
Malaga	16	Dull
Miami	26	Fair
New York	9	Fair
Paris	8	Cloudy
Rome	13	Fair
Seychelles	26	Showers
Sydney	16	Showers
Tokyo	15	Fair
Venice	9	Sunny

Chapter Check

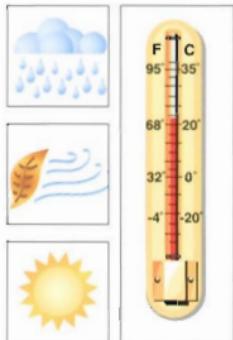
Now you can...

A Talk about the calendar

JANUARY						FEBRUARY						MARCH						APRIL											
S	M	T	W	T	F	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
1	2	3	4	5	6			1	2	3			1	2	3	4	5	6	7			1	2	3	4	5	6	7	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	10	11	12	13	14				
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	15	16	17	18	19	20	21		
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	22	23	24	25	26	27	28		
28	29	30	31				25	26	27	28				24	25	26	27	28	29	30		29	30						
MAY						JUNE						JULY						AUGUST											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
1	2	3	4	5			1	2					1	2	3	4	5	6	7		1	2	3	4					
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11		
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18		

When are you leaving?

B Talk about the weather



How's the weather?

C Talk about the seasons



When is it sunny and hot?

D Talk about travel plans



Where are we going next year?



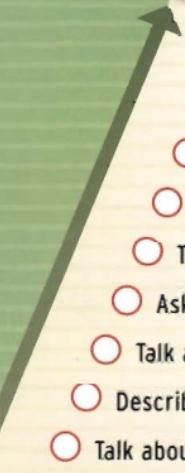
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Review

Now You Can...!

- 
- Make travel plans
 - Talk about the calendar, seasons, and weather
 - Talk about travel plans
 - Ask about sizes and prices
 - Talk about colors and clothes
 - Ask about a price
 - Talk about what people do and where they work
 - Describe your office
 - Talk about jobs
 - Say where you work
 - Order a meal
 - Tell time
 - Talk about food and drinks
 - Order in a restaurant
 - Spell your name
 - Give your phone number and address
 - Say where you're from
 - Introduce yourself and others

ACTION MODULE 1 - ROLE CARD A

A First Meeting

You are in your office. Someone is here to see you. Introduce yourself to him / her.

Use some of the following language:

Hello. My name is _____.

I'm from _____.

Nice to meet you (too).

What city / country are you from?

Here's my card.

ACTION MODULE 2 - ROLE CARD A

At a Restaurant

You are a waiter / waitress in a restaurant. A customer wants to order lunch. Take the customer's order.

Use some of the following language:

May I take your order?

What would you like to drink?

Would you like anything else?

ACTION MODULE 3 - ROLE CARD A

A Social Gathering

A friend invites you to his house. There are other people there. You don't know them. You sit down next to a person. Introduce yourself and talk to the person about his / her work.

Use some of the following language:

Hello. I'm _____. What's your name?

Where are you from?

Do you speak _____?

What do you do?

What company do you work for?

ACTION MODULE 1 - ROLE CARD B

A First Meeting

You are going into the office of someone you don't know.
Introduce yourself.

Use some of the following language:

Hello. I'm _____.

Where are you from?

Nice to meet you (too).

What nationality are you?

Here's my card.

ACTION MODULE 2 - ROLE CARD B

At a Restaurant

You are a customer in a restaurant. You want to order lunch. Give your order to the waiter / waitress.

Use some of the following language:

coffee, Coke, a sandwich, chicken with rice

Yes, please.

I'd like _____.

No, thank you.

ACTION MODULE 3 - ROLE CARD B

A Social Gathering

A friend invites you to his house. There are other people in the room. You don't know them. A person sits down next to you and introduces him- / herself. Talk about yourself and then ask the other person about him- / herself.

Use some of the following language:

My name's _____.

What do you do?

Where do you work?

ACTION MODULE 4 - ROLE CARD A

Shopping for Clothes

You work in a clothing store.

You have these items:

(MEN'S) SWEATERS

Sizes: small, medium and large
Colors: black, blue, green
Type: wool
Price: \$75

DRESSES

Sizes: 6, 8, 10, 12
Colors: red, blue, black, gray
Type: cotton
Price: \$120

You don't have dresses in sizes 8 and 12 in red and blue.

A customer walks up to you. Begin the conversation.

Use some of the following language:

May I help you?

What size would you like?

What kind of _____ would you like?

Just a moment.

This one is _____ (price)

ACTION MODULE 5 - ROLE CARD A

Business or Pleasure?

You are going on vacation to Italy next week. You are flying to Rome, then going by train to Florence and Venice. You are flying back in 10 days. The weather in Italy is usually hot and sunny at this time.

You see a friend. Your friend is also planning a trip. Ask the friend about his / her trip and tell the friend about your trip.

Use some of the following language:

Hi, _____, How are you?

I'm going on vacation!

Where are you going?

When are you leaving?

How's the weather in _____?

ACTION MODULE 4 - ROLE CARD B

Shopping for Clothes

You are a customer in a clothing store. You are looking for these items:

1. brown or black wool sweater, medium size
2. red or blue cotton dress, size 12

Go to a salesperson in the store. Ask about the sweater and the dress. Ask about the size and the price. Buy them, if you like them.

Use some of the following language:

- I'm looking for _____.
- How much is it / are they?
- How about that one?
- That's expensive.
- I'll take it.

ACTION MODULE 5 - ROLE CARD B

Business or Pleasure?

You are going on a business trip next week. You are leaving on Monday. You are flying to Tokyo, Seoul, and Bangkok. The weather there is hot and rainy now. You are coming back in two weeks.

You see a friend. Your friend is also planning a trip. Ask the friend about his / her trip and tell the friend about your trip.

Use some of the following language:

- Hi, _____, How are you?
- I'm going on a business trip.
- When are you going to _____?
- How are you going to _____?
- How's the weather in _____?

Your Turn

- 1** A: Introduce yourself. Give your name and spell your last name. Say where you are from. Give your address and telephone number.
B: Introduce a classmate. Give his / her name and spell his / her last name. Say where he / she is from. Give his / her address and telephone number.
- 2** A: Talk about food and drinks you like. What do you have for breakfast? What do you have for lunch? What do you have for dinner?
B: Ask another student about foods and drinks he / she likes. Tell the class about the foods and drinks your classmate likes.
- 3** A: Talk about your job. What do you do? What company do you work for?
B: Talk with another student about his / her job. What does the person do? What company does he / she work for? Tell the class about your classmate's job.
- 4** A: Talk about the clothes you are wearing.
What are the colors and what are the sizes?
B: Talk about another student's clothes. Look at the student's / teacher's clothes and take notes. Ask the student / teacher about sizes.
- 5** A: Talk about a trip you're taking soon. Is it a vacation or a business trip? Where are you going? When are you leaving? Are you going by train, car, plane, or bus?
B: Talk with another student about a trip he / she is taking soon. Where is he / she going? When is he / she leaving? How is he / she traveling? Tell the class about your classmate's trip.

Video and magazine activities



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How do I get there?

Topics

Places in a city

Directions

Locations

Objectives

Asking for directions

Saying where places are

Giving directions

Reading a map

Grammar

Imperatives

then, again, after

there is / there are

"Bad news travels fast."



ASKING FOR DIRECTIONS

Kim: Excuse me. Is there a bank near here?

Man: Yes, there's one next to Rosen's Department Store.

Kim: How do I get there?

Man: Go straight ahead two blocks. It's
on the right.

Kim: Thanks a lot.

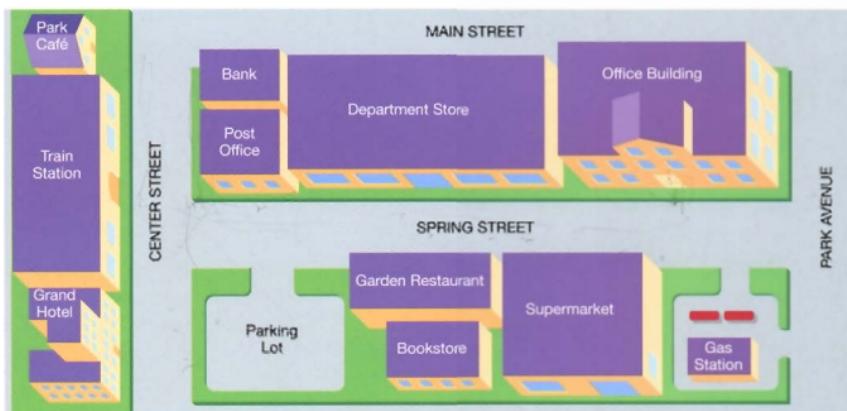
Man: You're welcome.

FOLLOW-UP

1. What is Kim looking for?
2. Where is it?

Saying where places are

2 Where's the post office?



- Where's the train station?
- It's on Center Street.
- Where's the Grand Hotel?
- It's next to the train station.
- Where's the bank?
- It's behind the post office.
- Where's the gas station?
- It's across from the office building.
- Where's the restaurant?
- It's between the parking lot and the supermarket.

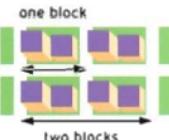
3 How do I get to the Grand Hotel?

- Excuse me. How do I get to the Grand Hotel?
- Go down Spring Street to Center Street. Turn left. It's on the right next to the train station.
- Thank you very much.



TIP!

- The hotel is on Center Street.
- The hotel is in Center Street.
- The bank is across from the train station.
- The bank is opposite the train station.



Go straight ahead.
 Turn right.
 Turn left.



It's on the right. It's on the left.

Focusing on language

4 Imperatives

Turn left!

Take the number 47 bus.

Park behind the bank.

Don't turn right!

Don't take the subway.

Don't park here!

Come here, please.

Wear your new suit!

Please don't come before 7:30.

Don't wear that tie!



TIP!

Subway

underground / tube

5 Where's the bookstore?

1. Go straight ahead two blocks. → Go straight ahead two blocks
2. Turn left. → and turn left.
3. Walk three blocks. → Then walk three blocks
4. Turn left. → and turn left again.
5. Pass the post office. → After you pass the post office,
6. It's on your right. → it's on your right.

6 there is / there are

- Is there a bank near here?

- Are there any bookstores nearby?

- Yes, there is. There's one on Main Street.

- Yes, there are. There's one on Spring Street.

- No, there's no bank in the neighborhood.

- No, there aren't. There aren't any bookstores nearby.

Is there a post office on Main Street?

Are there any restaurants near the train station?

Is there a map in the classroom?

Giving directions; reading a map

7 How do I get there?



A

Do you know where the train station is?

- Turn right at the third traffic light.
- Go one block up 10th Street.
- Go down Market Street.

B

Where's City Hall?

- Turn right behind the shopping center.
- Turn left at the stop sign.
- Go down Broad Street.

C

How do I get to 95 South?

- Make a left at the traffic light.
- Go 5 miles north on Route 31.
- Make a right at the stop sign.

8 Take the E train



- Excuse me. How do I get to Times Square?
- Take the E train at 34th Street.
- And where do I get off?
- At 42nd Street. Times Square is at 42nd and Broadway.
- Thanks a lot.
- You're welcome.

9 ON THE PHONE

- Kerim Export-Import.
- Hi. Where are you located?
- We're at 12 Spring Street.
- And how do I get there from Union Square?
- Do you know where the bus station is?
- Yes, I do.
- We're right across the street from it.
- Great. Thanks.

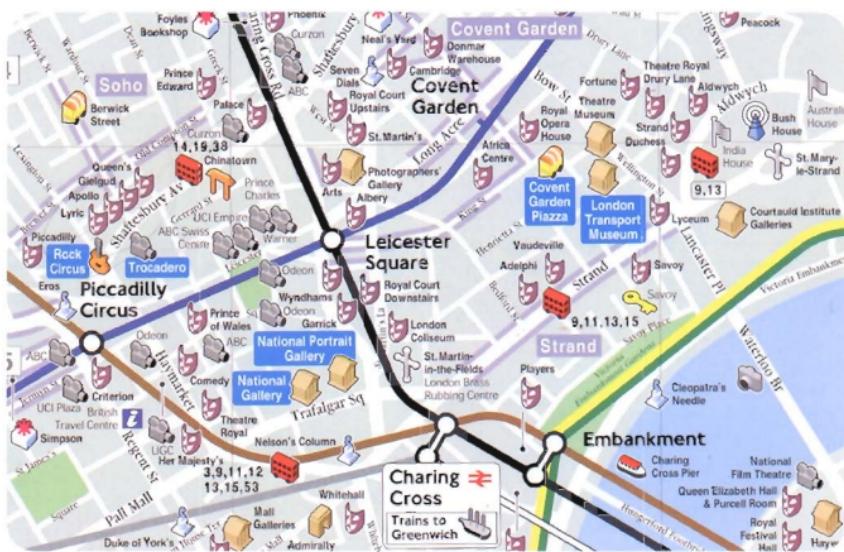


TIP!

Map abbreviations

Ln.	= lane	Bldv.	= boulevard	Dr.	= drive
St.	= street	Sq.	= square	Pl.	= place
Rd.	= road	Ct.	= court	Ave.	= avenue

10 You are here.



Chapter Check

Now you can...

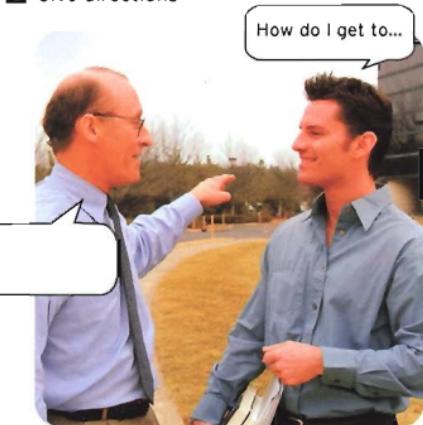
A Ask for directions



B Say where places are



C Give directions



D Read a map



Where is the Port Authority Bus Terminal?

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My husband's name is Steve.

Topics

People
Family
Personal descriptions

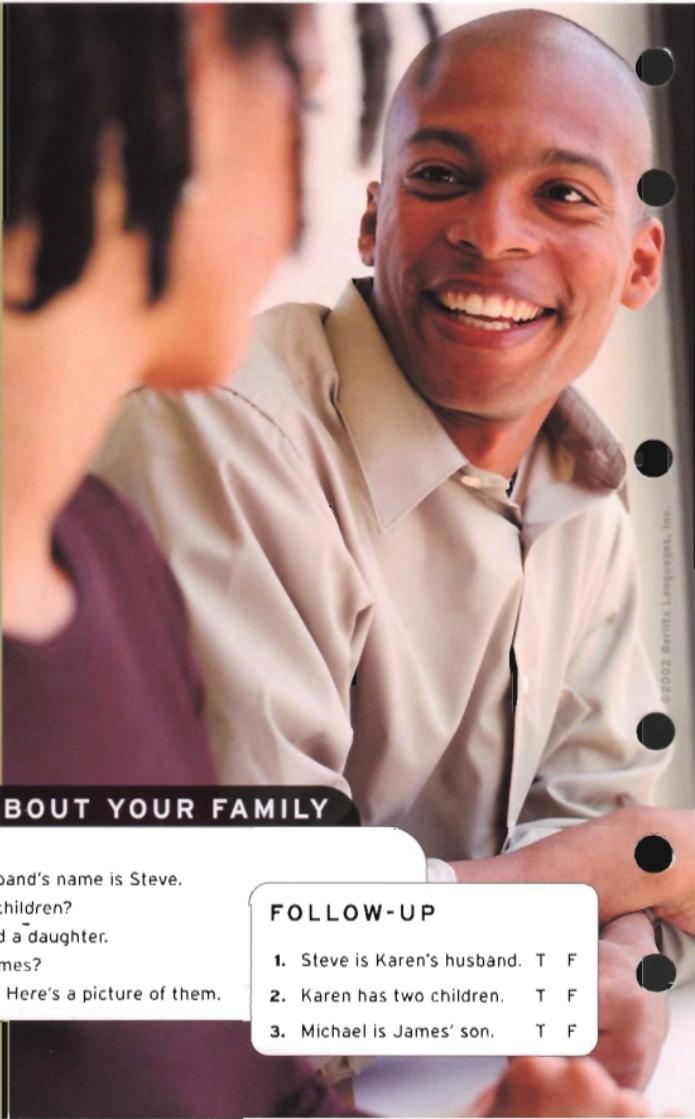
Objectives

Talking about your family
Describing people
Talking about yourself
and others

Grammar

Irregular plurals, e.g., men
have

"Like father, like son."



TALKING ABOUT YOUR FAMILY

- James: Are you married?
Karen: Yes, I am. My husband's name is Steve.
James: Do you have any children?
Karen: We have a son and a daughter.
James: What are their names?
Karen: Michael and Mary. Here's a picture of them.

FOLLOW-UP

1. Steve is Karen's husband. T F
2. Karen has two children. T F
3. Michael is James' son. T F

Describing people

2 Is she tall or short?

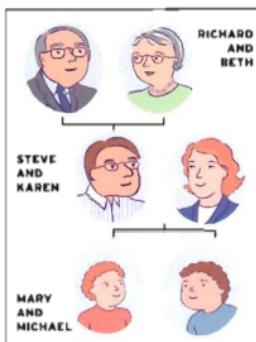


- How many men are there?
- There are three men.

- Is that woman tall or short?
- She's tall.

- Is this man young or old?
- He's young.

3 The Grant Family



Family Roles

Richard and Beth are husband and wife.

Richard and Steve are father and son.

Karen and Mary are mother and daughter.

Michael and Mary are brother and sister.

Beth and Michael are grandmother and grandson.

Richard and Mary are grandfather and granddaughter.



TIP!

mother and father = parents

grandmother and grandfather = grandparents

- How old is your father?
- He's seventy-five.

- How many people are there in your family?
- Seven. I have two brothers and two sisters.

Focusing on language

4 Irregular Plurals

singular	plural
man	men
woman	women
child	children
wife	wives

5 have/has

I He has a laptop.
You She has a laptop.
We have a brother. Who has my gloves?
They

- Do you have a brother?
– Yes, I do. / No, I don't.

- Does Michael have a laptop?
– Yes, he does. / No, he doesn't.

The Jacksons have three children.
This book has twelve chapters.
What kind of car does your wife have?
I have two sisters and one brother.

Sorry, I don't have time.
Who has the keys to the car?
We have friends in New York.
Do you have my ticket?

6 What do they look like?



Mario has long,
straight hair.



Emma has short,
curly hair.



Nadine and Lisa have
long, blond hair.

Talking about yourself and others

7 What does she look like?

- A.
- What does your brother look like?
 - He has blond hair and green eyes.
 - Is he tall or short?
 - He's tall.
 - And how old is he?
 - He's young. He's 21 years old.

- B.
- What does your boss look like?
 - She has gray hair and brown eyes.
 - Is she tall or short?
 - She's short.
 - And how old is she?
 - I think she's 55.

8 Who is married? single? divorced?



A _____

B _____



D _____

E _____

C _____

9 Here's what I look like.

An email interface window titled "Trip to Chicago". The message area shows:

From: Bill Morris <bmorris@apex.com>
To: Robert Quinn
Subject: Trip to Chicago

Dear Robert,

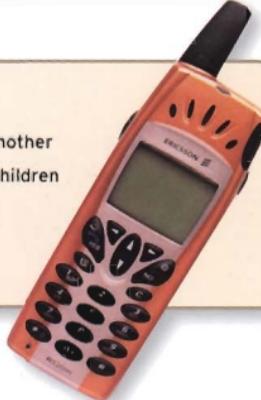
I'm meeting you at the airport at 2:00 on Monday. I'm tall, I have blond hair, and I wear glasses.

See you next week!



ON THE PHONE

- 10
- Mark's _____ is calling.
a. mother b. grandmother
 - She would like to see her _____.
a. children b. grandchildren
 - She's coming with her _____.
a. husband b. father
 - They're coming _____ weekend.
a. next b. this



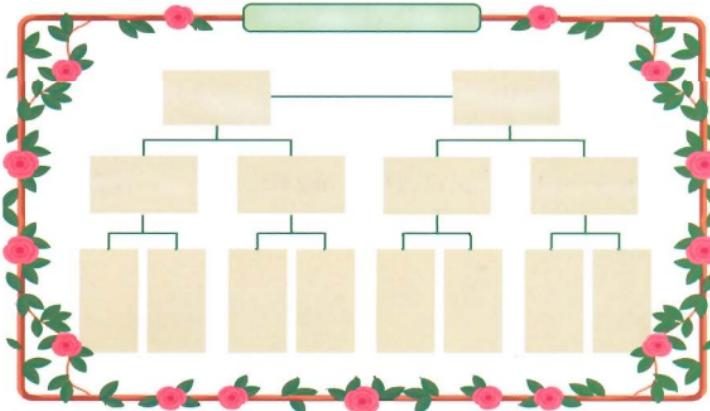
11 CULTURE CORNER



In the US, many people get married in their 20s or 30s.
When do people get married in your country?



12 Describing a family



Chapter Check

Now you can...

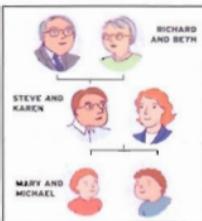
A Talk about your family

Are you married?

Do you have any children?

How old are they?

Do you have any brothers and sisters?



B Describe people



C Talk about yourself and others

How old is...?

What does...
look like?



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What can you do?

Topics

Work skills and abilities

Job experience

Company organization

Objectives

Talking about your job

Talking about your company
and your work experience

Talking about skills and
past work experiences

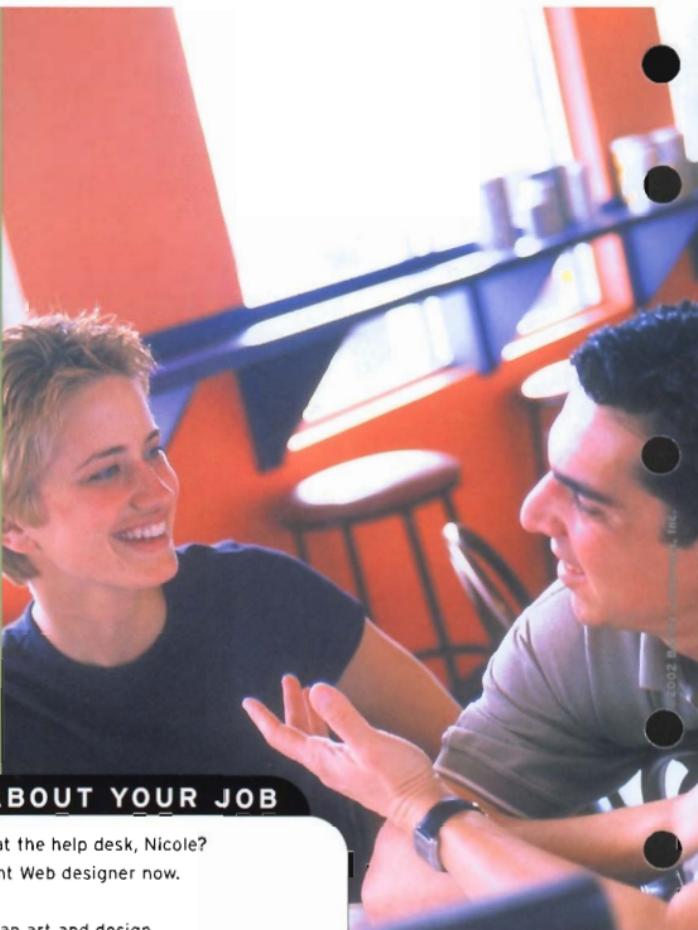
Structures

from ... to, for, until, ago

Simple past *to be*

Simple past regular verbs
can

"The busiest people find
the most time."



TALKING ABOUT YOUR JOB

Ted: Do you still work at the help desk, Nicole?

Nicole: No, I'm an assistant Web designer now.

Ted: Good for you!

Nicole: Thanks. I finished an art and design
course last year. Then I got the
new job.

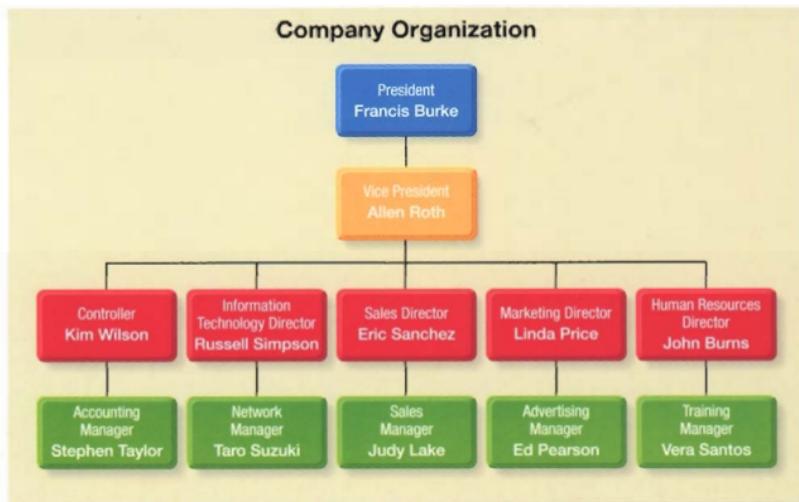
Ted: That's great, Nicole!

FOLLOW-UP

1. Does Nicole work at the help desk?
2. What does she do?

Talking about your company and your work experience

2 Organization chart



- What do you do at your company?

- I work in the Accounting Department.

3 What experience does Mr. Sanchez have?

Eric Sanchez was a salesman from 1988 to 1990.

He worked in Santa Monica until 1990.

He was a sales manager at Office Suites for five years.

Where did Eric work ten years ago?

How long did he work there?

Where did you work ten years ago?

Eric Sanchez
12 Lambert Drive
Culver City, CA 90035
Phone: 310-836-6057
email: esan@ats.net

PROFESSIONAL EXPERIENCE

1997 – present	Sales Director, Beyond Business Los Angeles, CA Managed domestic sales; 2001 sales volume: \$350M
1991 – 1996	Sales Manager, Office Suites, Inc., Pasadena, CA Managed sales team for West Coast operations
1988 – 1990	Salesman, Lowe's Home and Office Santa Monica, CA Sold to both corporate and consumer markets

Focusing on language

4 Past tense of be: was/were

I am	I was
you are	you were
Today he / she is at school.	Yesterday he / she was at the office.
we are	we were
they are	they were

- Was Eric at the office last week? – Yes, he was. / No, he wasn't.
– Were you in Berlin last year? – Yes, we were. / No, we weren't.
– Where were you yesterday? – I was at home.

5 Past tense: regular verbs

Yesterday	I walked	to work.
Last week	you called	your boss.
Two months ago	he / she worked	at a car factory.
Last year	we lived	in Spain.
In 1998	they opened	a department store.

- Who used my computer this morning? – Sandra did.
– Did you walk to work yesterday? – Yes, I did. / No, I didn't.

6 What did you do at your first job?

I worked at Sony for two years.	I walked to the office every day.
I worked in the Accounting Department.	I worked full time.
I used my laptop to write reports.	I didn't travel for my work.

7 What can you do? What can't you do?

Alberto is a chef.	→ He can cook.
I'm a teacher.	→ I can teach.
We are from England.	→ We can speak English, but we can't speak French.

- Can Colleen manage the department? – Yes, she can. / No, she can't.

Talking about skills and past work experiences

8 Michael has a new job.

Marie: Michael, how are you?
Michael: Great! I have a new job. I'm working at Elsun International now.
Marie: What do you do?
Michael: I'm a sales manager.
Marie: Congratulations! What does your company do?
Michael: We make computers.
Marie: Do you travel a lot?
Michael: I travel all over the world. Last week I was in Europe.



9 Interview questions

Do you have any experience?
How many years' experience do you have?
Can you use Excel?
When can you start?



10 What experience do you have?

Name

Looking for
a job as a...

Skills

Experience

11 PRONUNCIATION PLUS

Past tense of regular verbs: -ed pronunciation

/t/

Eli worked in France.
talked, typed

/d/

He studied in New York.
used, called

/ed/

He visited Mexico City.
wanted, needed

12

ON THE PHONE

- Connie: Toshi! You weren't at the office yesterday.
Where were you?
- Toshi: I was out of town, in Philadelphia.
- Connie: Were you there on business?
- Toshi: Yes, I was there with my boss. We were at Celetex.
- Connie: Celetex?
- Toshi: Celetex is our new client. We were there from ten in the morning to eight at night!
- Connie: That's a long day!
- Toshi: Yes, it sure was. And we're going back next week!



- 13 Do you have experience in management?

Large International Company is

LOOKING FOR MANAGEMENT TRAINEES WHO:

- can speak English and Japanese
- can use Microsoft Office
- have two to three years' work experience

- 14 How long do they work?

Median years with current employer (data for 2000) Number of jobs held by individuals (data for 1978-1998)

Age	Years at current job	Education level	Total	Age 18-24	Age 25-29	Age 30-34
16-17	.6	combined total, average	9.2	5.6	3.0	2.4
18-19	.7	less than high school diploma	9.3	5.2	3.0	2.4
20-24	1.1	high school grad, no college	8.7	5.2	2.8	2.4
25-34	2.6	less than bachelor's degree	9.6	5.8	3.2	2.5
35-44	4.8	bachelor's degree or higher	9.7	6.3	3.0	2.4
45-54	8.2					
55-64	10.0					
65+	9.5					

Source: Bureau of Labor Statistics US Government

Chapter Check

Now you can...

- A Talk about your job

What do
you do?



- B Talk about your company
Where do you work?



- C Talk about skills

What can
you do?



- D Talk about past
work experiences

Where did you
work before?



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Let's meet at 6:30!

Topics

Leisure activities
The week's schedule

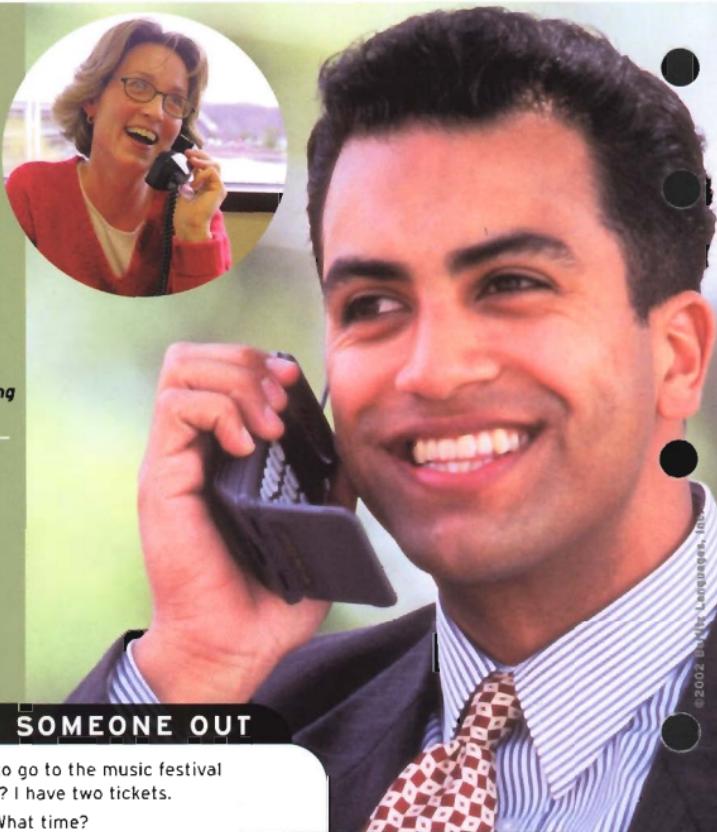
Objectives

Inviting someone out
Talking about your favorite activities
Making plans to go out

Grammar

Past tense: irregular verbs
anything, something, nothing

"There's no better investment than friendship."



INVITING SOMEONE OUT

- Bill: Would you like to go to the music festival tomorrow night? I have two tickets.
- Cindy: Sounds great! What time?
- Bill: It starts at 7 o'clock at Center Stadium.
- Cindy: Let's meet in front of the stadium at 6:30.
- Bill: OK. See you then.

FOLLOW-UP

- When are Cindy and Bill going to the music festival?
- What time does it start?
- Where are they meeting?
- What time are they meeting?

Talking about your favorite activities

2 What do you want to do?



- Are you going out this weekend?
- Yes, we're going to a play.

- What do you want to do?
- Let's go swimming.

3 What did you do last weekend?



- What did you do last night?
- I stayed home and watched TV.

- What did you do on Sunday?
- I worked in my garden.

4



Great!



Good.



Ok.



So-so.



Terrible!

- How was the play?

- It was great!

- How's the food at King's Steak House?

- OK. But the service is terrible!

Focusing on language

5 Past Tense: Irregular Verbs

Present	Past	Present	Past
come	came	make	made
eat	ate	meet	met
get	got	see	saw
go	went	speak	spoke
have	had	take	took
leave	left	write	wrote
read	read	buy	bought
fly	flew	do	did
sell	sold	wear	wore

6 Mr. Osborne's Schedule

18 Monday

6:45 Train to Boston

19 Tuesday

write sales report

20 Wednesday

7am go swimming!!

21 Thursday

12:30 meet with
Jim Blake

22 Friday

4:00 speak to Doug's teacher

23 Saturday

8pm dinner
with
Tom & Anne

24 Sunday

"Cats" Goodman
Theater,
345 W. 43rd St.

What did Mr. Osborne do last week?

- He **went to Boston** on Monday.

7 PRONUNCIATION PLUS

Past Tense—Irregular Verbs

Bill buys a new shirt every month.

Ms. Ward eats a sandwich for lunch every day.

My boss and I always fly to Mexico in April.

I read the paper every morning.

Carla and Jerry take the subway every day.

I wear a suit to work almost every day.

He **bought** new gloves this month.

She **ate** a tuna sandwich yesterday.

We **flew** to Canada last May.

I **read** a new magazine on Monday.

They **took** the bus last weekend.

I **wore** a skirt last Friday.

Making plans to go out

B anything, something, nothing

anything

- Are you doing **anything** Friday night? (= Are you busy Friday night?)
- Yes, I am. / No, I'm not doing **anything**.

something

- Would you like to do **something** with me?
- Yes, I would.

nothing

- I wanted to play tennis today, but it's raining. There's **nothing** to do.
- Let's go to the movies.

9 Let's do something tonight.

Alan: Let's do something tonight! How about a movie?

Bess: What's playing?

Alan: Let's see ... *Summer Romance* is at the Odeon, and *Galactic Adventure* is at the Rialto.

Bess: *Galactic Adventure* sounds good. What time does it start?

Alan: There are shows at seven and nine-thirty.

Bess: Let's go to the seven o'clock show and get something to eat after the movie.

Alan: Sounds good to me.

10 What did you do last night?

Carol: What did you and Alan do last night?

Bess: We went to the movies and had dinner.

Carol: Where did you eat?

Bess: We ate at La Hacienda.

Carol: How was the food?

Bess: Fantastic! I love Mexican food.

Carol: And what movie did you see?

Bess: We saw *Galactic Adventure*. It was great!



11 CULTURE CORNER



How do you spend your free time?

Going out



Being active



12 MEDIA MIX

Welcome to Yippeeee!!!

http://yippeeee.com

XAct Wireless

My Yippeeee!!!

- Check My Mail
- Games
- Help

Yippeeee!!!

Mapa Classifieds Real Estate Yellow Pages Cars Chat Contact Us

Shopping Clothes Electronics: Home

Business Economy Stocks Jobs

Entertainment Music Movies TV Sports

My Hometown Events Clubs News

Reference Newspapers Libraries

Travel Air Hotel Car Cruises

Do you use the Internet? At home, at work?
How do you use it?

- ✓ for information
- ✓ for fun
- ✓ for e-mail
- ✓ for shopping

Chapter Check

Now you can...

- A Invite someone out

Let's go to
the movies.



- B Talk about your favorite activities

How was your
weekend?

What did
you do?



- C Make plans to go out

How about...?



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What's the matter?

Topics

Illness and ailments
 Parts of the body
 Medicines and remedies
 Concern and advice

Objectives

Asking about someone's health
 Talking about health
 Showing concern
 Asking for advice

Grammar

should
 Object pronouns
 Past progressive tense

"An apple a day keeps the doctor away."



ASKING ABOUT SOMEONE'S HEALTH

Martina: Are you OK, Jill? You look terrible!

Jill: I feel terrible.

Martina: What's the matter?

Jill: I have a bad headache.

Martina: Did you take some aspirin?

Jill: Yes, I did, but it's not working.

Martina: I hope you feel better soon!

FOLLOW-UP

1. What's wrong with Jill?
2. What did she take?
3. Is it helping?

Talking about health

2 How do you feel?

Great



OK



Terrible

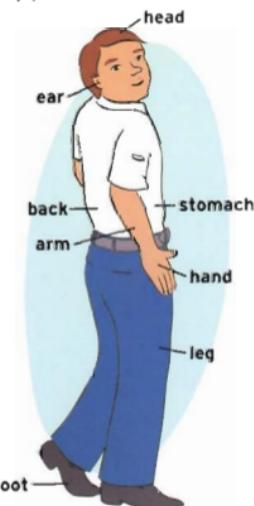


- How do you feel today?
- I feel great.
- I'm glad to hear that.

- How are you?
- Fine, thanks. And you?
- I'm OK, thanks.

- How do you feel?
- I feel terrible.
- I hope you feel better soon.

3 Body parts



Ailments



- What's the matter?
- My tooth hurts.

- What's wrong?
- I have a stomachache.

Focusing on language

4 What should we do?

Marsha has a bad cold. → She should stay home. → She shouldn't go to work.
It's snowing. → You should wear a coat. → You shouldn't wear a T-shirt.

- I have a stomachache. What shouldn't I eat?
- You shouldn't eat fried food.

- My sister would like to visit Europe. When should she go there?
- She should go there in the spring.

5 Object pronouns

I have a headache. → Please give me an aspirin.
You're hungry. → I can make you a sandwich.
He's going to the store. → Linda gave him a shopping list.
She went to Munich last week. → Henry gave her a map of the city.
We're having breakfast. → The waiter is bringing us coffee.
They went to the movies. → We gave them tickets for the movie.

- Did Barbara take Toshio to the doctor?
- Yes, she took him there this morning.

- Did you meet with the people at Celetex?
- Yes, we met with them last week.

6 Past progressive tense

I'm working at the office this week. → I was working at home last week.
Jim and Sandy are feeling better now. → They were feeling sick yesterday.

- Were you working at three o'clock yesterday afternoon?
- Yes, I was.

- What were you doing at 10 a.m.?
- I was speaking to my doctor.

Where were you working ten years ago?

Showing concern; asking for advice

7 Are you OK?

Roberto: What's the matter? Are you okay?

Sandy: Not really. I was playing tennis all day yesterday and now my arm hurts.

Roberto: I'm sorry to hear that.

watching TV all night → eyes hurt

working in the garden all day → back hurts

dancing all night → legs hurt

sitting in front of the computer all day → neck hurts

8 What should I do?

- I have a headache.

- You should take some aspirin.

a headache see a doctor

a toothache take some cold medicine

a cold take some aspirin

a cough buy some cough drops

the flu see a dentist

9 Home remedies



Did you know that ...

is good for...?

chicken soup a cold

chamomile tea a stomachache

tonic water leg cramps

a spoonful of sugar hiccups

tea with lemon and honey a sore throat

What "home remedies" do you know?

What are they good for?

(taken from *The People's Pharmacy Guide to Home and Herbal Remedies*,
Joe Graedon and Teresa Graedon, St. Martin's Press, New York, 1999)

10

ON THE PHONE

- | | | |
|-----------------------|------------------------|--------------------|
| 1. Tony is calling | a. the doctor's office | b. his office |
| 2. He is | a. not coming to work | b. coming to work |
| 3. He is staying home | a. for two days | b. today |
| 4. He has | a. a bad cold | b. the flu |
| 5. He is going to see | a. his doctor today | b. Amanda at 11:00 |



11 At the drugstore

Pharmacist: May I help you?

Customer: A bottle of aspirin, please.

Pharmacist: Here you are. That's \$3.05.

Customer: Thanks.

Do you take any other medicine?

Which ones do you take?



CULTURE CORNER



Average paid sick leave in the US



How many sick days does your company give you?

How many do you usually use?

Source: Bureau of Labor Statistics US Government

Chapter Check

Now you can...

A Talk about health



B Show concern



C Ask for advice



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Review

Now You Can...!

Ask for advice

Show concern

Talk about health

Ask about someone's health

Make plans to go out

Talk about your favorite activites

Invite someone out

Talk about skills and past work experience

Talk about your company and your work experience

Talk about your job

Talk about yourself and others

Describe people

Talk about your family

Read a map

Give directions

Say where places are

Ask for directions

ACTION MODULE 1 – ROLE CARD A

It's Not Far at All!

You're in a city. You're looking for the Post Office. Ask someone for directions.

Use some of the following language:

Excuse me. Where's _____?

How far is it?

How do I get there?

Great! Thanks.

ACTION MODULE 2 – ROLE CARD A

That's a Big Family!

You go to a party. You meet someone. Ask the person about his / her family, and talk about your own family.

Use some of the following language:

Are you married?

Do you have any children?

How old are they?

What do they look like?

What are their names?

ACTION MODULE 3 – ROLE CARD A

Job Hunting

You're looking for a job. You go to an employment agency. Talk to the agent about your job experience and your skills.

Use some of the following language:

I'm looking for a job.

I was in the _____ department.

I worked for _____ for _____ years.

I can _____.

ACTION MODULE 1 – ROLE CARD B

It's Not Far at All!

You're walking in the city. Someone asks you for directions to the Post Office. Give him / her directions. Use the map.

Use some of the following language:

It's on _____ Street.

It's across _____.

Walk / go _____.

It's not far.

Turn _____.



ACTION MODULE 2 – ROLE CARD B

That's a Big Family!

You meet someone at a party. The person asks you questions about your family. Answer the person's questions. Then ask him / her about his / her family.

Use some of the following language:

I have _____ children.

Their names are _____.

My son is _____.

My daughter is _____.

ACTION MODULE 3 – ROLE CARD B

Job Hunting

You work in an employment agency. A person comes into your office. He / she is looking for a job.

Ask the person what he / she would like to do. Ask about his / her work experience.

Use some of the following language:

Are you working now?

When did you work at _____?

What did you do in your last job?

What can you do?

ACTION MODULE 4 - ROLE CARD A

Are You Free This Weekend?

You meet a friend. You would like to go out with him / her. Invite your friend to do something with you this weekend.

Use some of the following language:

Are you doing anything this weekend?

Would you like to _____? (Let's _____.)

It starts at _____.

How about _____?

ACTION MODULE 5 - ROLE CARD A

Get Well Soon!

You meet a friend. Your friend looks terrible. Ask your friend about his / her health. Give him / her some health advice.

Use some of the following language:

Are you OK, _____?

You look terrible / sick.

What's the matter?

You should _____.

I hope you feel better soon!

ACTION MODULE 4 - ROLE CARD B

Are You Free This Weekend?

You meet a friend. Your friend invites you to do something with him / her this weekend. Accept your friend's invitation or suggest a different activity.

Use some of the following language:

Yes, I am. / No, I'm not.

Yes, I would. / How about _____?

What time?

ACTION MODULE 5 - ROLE CARD B

Get Well Soon!

You have a bad cold. You have a sore throat and a headache. You're not taking any medicine for the cold.

You meet a friend. Talk to your friend about your health.

Use some of the following language:

I feel _____.

I have _____.

I didn't _____.

Thank you!

Your Turn

- 1** A: You are having a party. Give directions to your home. How far is it? How do you get there?
B: Ask a classmate for directions to his / her home or to some other place. Write down the directions. Tell the directions to the class.
- 2** A: Talk about your family. How many people are there in your family? How old are they? What do they look like?
B: Talk with a classmate about his / her family. How many people are there in the family? How old are they? What do they look like? Tell your classmate about the family.
- 3** A: Talk about your work experience. Where was your last job? What did you do?
B: Talk to a classmate about his / her work experience. Where did he / she work? What did he / she do? Tell the class about your classmate's work experience.
- 4** A: Talk about last weekend. What did you do? Did you enjoy it? Why?
B: Talk with a classmate about his / her weekend. What did he / she do? Did he / she enjoy it? Why? Tell the class about it.
- 5** A: Talk about a time when you were sick. When was it? How did you feel?
B: Talk with a classmate about his / her health. How does he / she feel today? Does he / she get sick sometimes? When was the last time he / she got sick? What was the matter? Tell the class about it.

Video and magazine activities



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1 Countries and nationalities. Fill in the blanks.

COUNTRY	NATIONALITY	COUNTRY	NATIONALITY
England	English	France	
Austria			Australian
Korea		Japan	
	Mexican	Canada	
U.S.			Brazilian
	German	Spain	

2 Write the numbers. Fill in the blanks.Example: two 2

seven	_____	four	_____	one	_____
nine	_____	three	_____	eight	_____
zero	_____	ten	_____	five	_____

3 Write about yourself. Complete the sentences.

My name is _____.

I'm from _____.

My address is _____.

My phone number is _____.

4 Personal questions. Write the questions.Example: What is your first name? My first name is Michael.

- _____ My last name is Bennett.
- _____ I'm from Boston.
- _____ My address is 25 Nassau Street.
- _____ My phone number is 617-266-3158.

5 Is she from Mexico? Complete the sentences.Example: Armin is from Germany. He is from Munich.Carlos isn't from Japan. He is not Japanese.

- Juanita is not from Mexico. _____ from Chile.
- Is Ms. Marcos Brazilian? Yes, _____.
- Sheryl and I are from the U.S. _____ Americans.

Homework

4. Are Robert and Carole from France? No, _____.

6 Nice to meet you. Circle the correct answer.

Example: _____ My name is Kathleen Sanders.

- a. Good-bye. **(b)**Hello. c. And you?

1. Nice to _____ you, too.

- a. I'm b. name c. meet

2. My _____ is Umberto Rossi.

- a. first name b. last name c. name

3. Ms. Sanders, this _____ Mr. Shiro Okura.

- a. am b. is c. are

4. Are you _____, Mr. Okura?

- a. Japan b. Tokyo c. Japanese

5. Yes, I am. _____?

- a. And you b. You are c. We are

6. I'm _____ Australia.

- a. from b. to c. or

7 TRACKS 38 - 43: What's your number? Listen and answer the questions.

1. What is Paul's phone number?

2. What is Sarah's address?

3. What is Mr. Henning's address?

4. Is Ms. Vela Portuguese or Brazilian?

5. Where's Tomoko from?

6. How do you spell Mr. Cooper's first name?

1 What would you like to eat? Complete the sentences.

1. For breakfast I'd like _____.
2. For lunch I'd like _____.
3. For dinner I'd like _____.

2 More numbers. Fill in the blanks.

Example: twenty-eight 28 41 forty-one

- | | | | |
|--------------|--------------|----|--------------|
| seventeen | <u>_____</u> | 61 | <u>_____</u> |
| sixty-one | <u>_____</u> | 26 | <u>_____</u> |
| seventy-four | <u>_____</u> | 32 | <u>_____</u> |
| ninety-nine | <u>_____</u> | 12 | <u>_____</u> |
| thirteen | <u>_____</u> | 55 | <u>_____</u> |
| eleven | <u>_____</u> | 40 | <u>_____</u> |

3 TRACKS 44 - 47: What time is it? Listen and answer the questions.

1. It's _____. a. 1:03 b. 1:13 c. 1:30
2. It's _____. a. 6:15 b. 7:15 c. 7:50
3. It's _____. a. 11:45 b. 12:50 c. 12:15
4. It's _____. a. 8:09 b. 9:08 c. 10:08

4 What would you like? Complete the sentences with *would like*.

Example: John, would you like a glass of juice? – Yes, I'd like a glass of apple juice.

1. Sandy, what kind of cake would you like? – _____ some chocolate cake.
2. Would you like a hamburger or a cheeseburger? – _____ a hamburger, please.
3. What kind of ice cream would John like? – _____ strawberry ice cream.
4. Cindy and Bert, would you like coffee or tea? – _____ coffee, please.

5 A or an? Fill in the blanks.

Example: We'd like a table for two, please.

1. This is _____ orange from Florida.
2. Austria is not _____ city. It's _____ country.
3. Here's _____ menu. What would you like to eat?
4. I'd like _____ hamburger, please.

Homework

6 One glass or two glasses? Fill in the blanks.

Example: glass glasses

1. spoon _____
5. country _____
2. cup _____
6. address _____
3. plate _____
7. number _____
4. sandwich _____
8. street _____

7 How we say it. Put the words in the correct order.

Example: juice / some / like / I'd / . I'd like some juice.

1. time / it / What / is / ? _____
2. three / like / a / table / for / We'd / . _____
3. for lunch / you / What / like / would / ? _____
4. take / order / your / I / May / ? _____
5. eat / I / at / o'clock / seven / dinner / . _____

8  TRACKS 48 - 50: What are they ordering? Circle the correct answer.

1. a. a hamburger with French fries
b. a cheeseburger with a baked potato
c. a baked potato and French fries
2. a. orange juice, steak, and potatoes
b. tea, chicken, and vegetables
c. water, fish, and rice
3. a. coffee and cake
b. coffee and ice cream
c. a cup of coffee and a cheese sandwich

9 What do you eat in your country?

For breakfast, I eat _____.

I drink _____.

For lunch, I eat _____.

I drink _____.

For dinner, I eat _____.

I drink _____.

1 What do they do? Complete the sentences with words from the box.

DOCTOR

BANK MANAGER

HOMEMAKER

REPORTERS

TEACHERS

Example: Ms. Carey is a bank manager. She works in a bank.

1. Salvatore is a _____. He works in a hospital.

2. Tim and John are _____. They work at a newspaper.

3. Ms. Simmons is a _____. She works at home.

4. Jim and I are _____. We work in a school.

2 Where is it? Fill in the correct words.*Example:* Frank's computer is on the floor. (in/on/under)

1. Ms. Newman is ____ her office. (in/next/on)

2. The calendar is ____ the wall. (in/on/under)

3. Is your cell phone ____ to the papers? (on/next/under)

4. Are my pencils ____ the drawer? (in/under/next)

5. Our books are ____ Sue's chair. (in/under/next)

6. Toronto is a city ____ Canada. (in/on/next to)

3 What do they do? Fill in the blanks.*Example:* I'm a driver. I don't drive a taxi. I drive a bus.

1. Sam is a writer. He _____ for a newspaper. He _____ for a magazine.

2. Ms. Cole is a homemaker. She _____ in an office. She _____ at home.

3. Sarah and Bill are managers. They _____ a bank. They _____ an office.

4 What's the question? Write the correct question.*Example:* Where does Mr. Murphy work? He works in Chicago.

1. _____? He types memos.

2. _____? They work for Sterling Products.

3. _____? We teach Spanish.

4. _____? I'm from Poland.

5. _____? He reads *The Washington Post*.

6. _____? She lives in Athens.

Homework

5 Always, sometimes, or never? Write what you do at home or at work.

1. At home,

I always _____.

I sometimes _____.

I never _____.

2. At work,

I always _____.

I sometimes _____.

I never _____.

6 Write the numbers. Fill in the blanks.

1. 102 _____ 5. eight hundred (and) nineteen _____

2. 600 _____ 6. twenty thousand _____

3. 609 _____ 7. seven million _____

4. 33,000 _____ 8. four thousand (and) seven _____

7 A telephone conversation. Put the sentences in the correct order.

- Audio Performance. Can I help you?

- _____

- _____

- _____

- _____

We're open from ten to eight.

Great! What are your hours?

Hello. Do you sell DVD players?

Audio Performance. Can I help you?

Yes, we do.

Thanks a lot.

8  TRACKS 51 - 52: Two Interviews. Listen and answer the questions.

1. a. Where does Ms. Campbell work? _____.

b. What's her job? _____.

c. What does she do? _____.

2. a. What does Kenji do? _____.

b. Who does he work for? _____.

c. What are his hours? _____.

1 What are they wearing? Complete the sentences with the correct word.

1. Mr. Morgan is wearing his gray ____ today. (*handbag, suit*)
2. I'm wearing a new pair of _____. (*shoes, ties*)
3. Are Mark's ____ brown? (*skirts, pants*)
4. How much are the men's ____? (*shirts, blouses*)

2 What are you wearing today? Complete the sentence.

Example: I am wearing a blue shirt, jeans, and black sneakers.

I'm wearing

3 This / that / these / those. Change this to these and that to those.

Examples: This car is big.

Is that suit expensive?

These cars are big.

Are those suits expensive?

1. This tie is blue and gray. _____
2. That glove is old. _____
3. Is that earring new? _____
4. Marianne doesn't like this blouse. _____

4 One or ones? Complete the sentences. Follow the example.

Example: Which watch is expensive?

The gold one.

1. Which dress would you like?
The blue _____.
A cotton _____.
3. Which shorts are they buying?
They're buying the large _____.
4. What kind of shoes is he wearing?
He's wearing leather _____.
_____.

Homework

5 Present progressive. Write a question using the word in parentheses.

Example: Ms. Kramer isn't buying a **handbag**. (*briefcase*)

Is she buying a briefcase?

1. They're not **shopping**. (*studying*)

_____ ?

2. Joseph isn't looking for a pair of **gloves**. (*shoes*)

_____ ?

3. I'm not wearing a **brown** belt. (*black*)

_____ ?

4. Jim and Tom aren't reading a **French** magazine. (*Spanish*)

_____ ?

6 What do we say? Complete the conversations. Choose phrases from the box.

Example: Customer: What size are they?

Clerk: They're a size 36.

1. Clerk: _____
Customer: Yes, I'm looking for a pair of jeans.

2. Customer: _____
Clerk: Yes, we do. Here you are.

3. Customer: _____
Clerk: They're \$45.00.

4. Customer: Do you have size 38?
Clerk: Sorry, we don't.

Customer: _____

How much are they?

What size are they?

Thanks anyway.

Can I help you?

Do you have a black pair?

7  Track 53: What size is it?/How much is it? Listen to the conversation. Circle the correct answer.

1. What size is the sweater?

a. It's a large. b. They're a size 8. c. It's a medium.

2. How much is the sweater?

a. It's forty-five dollars. b. It's thirty-six dollars. c. It's a medium.

3. What size are the pants?

a. They're a size 8. b. They're a size 10. c. They're a size 2.

4. How much are the pants?

a. They're twenty-five dollars. b. They're forty-five dollars. c. They're thirty-six dollars.

Homework CHAPTER 5

1 Days of the week. Write the days of the week.

Example: Sunday is the first day of the week.

1. _____ is the second day of the week.
2. _____ is the third day of the week.
3. _____ is the fourth day of the week.
4. _____ is the fifth day of the week.
5. _____ is the sixth day of the week.
6. _____ is the seventh day of the week.

2 Months of the year. Write the months in order.

1. January
2. _____
3. _____
4. _____
5. May
6. _____
7. July
8. _____
9. _____
10. _____
11. _____
12. December

3 Ordinal numbers. Write the ordinal numbers.

Example: 1st first

1. 2nd _____
2. 30th _____
3. 21st _____
4. 3rd _____
5. 4th _____
6. 16th _____

4 What do we say? Complete the conversation.

Example: – What are you doing?

– I'm packing my suitcase.

1. – _____ vacation?

– No, I'm not. I'm going on a business trip.

2. – _____ going?

– I'm going to Los Angeles.

3. – _____ leaving?

– On Saturday.

4. – _____ coming back?

– I'll be back on the 28th.

5. – _____ trip.

– Thank you.

Homework

5 Present progressive – future meaning. Write sentences. Use the examples as a model.

Example: Do the Smiths always have dinner at a restaurant on Saturday night? (tonight)

No, but they're having dinner at a restaurant tonight.

1. Do you always leave the office at 5 o'clock? (tomorrow)

No, but _____

2. Do you sometimes go on a business trip? (on Friday)

No, but _____

3. Does Annette usually work late? (today)

No, but _____

4. Does Fred usually fly to Montreal? (on Monday)

No, but _____

6 Would like or like? Complete the sentences. Use the words in parentheses.

Example: (I / I'd) I'd like to speak to Mr. Johnson, please.

1. Kurt really (would like / likes) _____ coffee! He drinks 10 cups a day.

2. What (do / would) _____ you like to do tonight?

3. What kind of car (would / does) _____ Sophie like to buy?

4. John never eats fish. He (does / doesn't) _____ like it.

5. Liz (likes / would like) _____ New York, but she (doesn't / wouldn't) _____ like to live there.

7 TRACK 54: Where are the Thompsons going? Listen to the conversation and answer the questions.

Example: Are the Thompsons going on a business trip?

No, they're going on vacation. _____

1. Where are they going?

2. How are they going?

3. When are they leaving?

4. When are they coming back?

Homework CHAPTER 7

1



Where is It? Complete the sentence. Use *across from*, *between*, *next to*, or *on*.

Example: The Park Café is on Center Street.

1. The post office is on the corner of Spring St. and Center St.
2. The Garden Restaurant is next to the department store.
3. The Grand Hotel is next to the train station.
4. The train station is between the Grand Hotel and the Park Café.
5. The Garden Restaurant is on Spring Street.

2 Asking for directions. Look at the map. Complete the conversations with phrases from the box.

(You are at the Garden Restaurant.)

- Excuse me. Where's the bank?
- It's on Center Street, across from the Park Café.
- How do I get there?
- Go up for one block, then right. It's on the post office.
- Thanks a lot.

on the left
across from
next to
turn right
left
between
behind

Homework

3 Making suggestions. Look at the map. Write imperatives with go.

Example: I'd like to eat lunch. Go to the Garden Restaurant.

1. I'd like to buy a book. _____
2. I'd like to try on a new suit. _____
3. I'd like to have some coffee. _____
4. I'd like to buy a train ticket. _____
5. I'd like to cash a check. _____

4 There is or there are? Complete the sentences. Use capital letters where needed.

- Is there a bank near here?
- Yes, _____. _____ one on Second Avenue, and _____ two on Broad Street.
- _____ any Indian restaurants in this town?
- Sorry, _____.
- _____ a gas station on this street?
- Yes, _____. _____ one on the corner.

5 TRACK 55: How do I get to the train station? Listen to Nancy and Phil. Then answer the questions.

1. Nancy's car is _____ the garage. She's going to take the train.
2. The bus stop is _____ blocks from there.
3. The bus stop is on Oak Street _____ the post office.
4. The _____ is on the corner of Main Street and Green Street.

6 American and British English. Draw a line from the American word to the British word that means the same.

American English	British English
truck	in Spring St.
gas station	opposite
subway	lorry
across from	petrol station
on Spring St.	underground

Homework CHAPTER 8

1 The Thompson Family. Read the paragraph. Then complete the sentences.

It's Saturday morning, and the Thompson family is at home. Ed Thompson is reading the newspaper. His wife, Susan, is writing letters. The Thompsons have three children: Diane, David, and Kathy. Diane is talking on the phone. She is speaking to her friend Janet. David and Kathy are at the computer.

brother	father	girl	man	son
daughters	friend	husband	sisters	

1. The Thompsons have one son and two _____.
2. Diane and Kathy are David's _____.
3. Ed is Susan's _____.
4. David is Diane and Kathy's _____.
5. Ed is David's _____.
6. Kathy isn't a boy. She's a _____.

2 Opposites. Complete the sentences with the opposite of the word in **bold** type.

Example: These shoes aren't **new**. They're old.

1. My grandparents aren't **young**. They're _____.
2. Danny's brother isn't **short**. He's _____.
3. Linda Roberts isn't **single**. She's _____.
4. I don't have a **sister**. I have a _____.

3 Have or has? Complete the sentences. Use the correct form of **have**. Use a capital letter where needed.

Example: How many children does Karen Newman have?

1. Karen has two children.
2. Who has my watch? Has Paul got it?
3. What kind of car has the Roberts got? They have an American car.
4. How many CDs do you have? I have about 50 CDs.
5. Does Mary have a big office or a small office? She has a small one.
6. My brother is single. He hasn't a wife.

Homework

- 4 Writing practice. Describe the people in your family. Write 4-6 sentences.
Try to use some words in the box.

there is / there are	has / have...hair	children / son / daughter
people	has / have...eyes	husband / wife
married / single	looks like...	boyfriend / girlfriend
live	...years old	father / mother

- 5 Plurals. Write the plural or singular form.

Example: woman women.

1. child _____ 4. _____ families
2. wife _____ 5. daughter _____
3. _____ husbands 6. _____ men

- 6 Describing people. Complete the sentences.

- Show me your pictures. Who is that man with your mother?

- That's my father.

- He looks so young! _____.

- He's sixty-three.

- _____.

- Yes, he has two _____.

- Are they _____ or _____?

- They're both married.

How old is he?

married

single

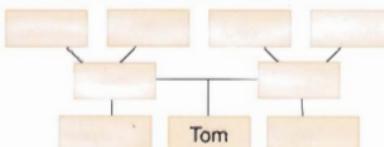
father

sisters

Does he have any
brothers or sisters?

- 7 TRACK 56: Tom's family. Listen and fill in the family tree with the names from the box.

Tom, Leo, Albert, Joe, Stephen, Susie, Anna, Maria, Katherine



Homework CHAPTER 9

1 A resumé. Answer the questions about Mr. Gallen's work experience.

1. Where did Mr. Gallen work in 1994?

2. How long did he work there?

3. What was his job at ToonTime?

4. Where did Mr. Gallen work in 1997?

5. Where does he work now?

Larry Gallen
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PROFESSIONAL EXPERIENCE

1999 - present	Vice President of Operations, XAct Wireless, Chicago, IL
1997 - 1998	Director of Product Development, Zipt Multimedia, San Francisco, CA
1993 - 1996	Creative Director, ToonTime Animation, San Francisco, CA

2 Time expressions. Complete the sentences. Use words from the box.

ago for from to until

Example: The bank is open from 8 am to 5 pm.

1. Ms. Duval lived in France from 1997. Then she moved to the U.S.

2. The meeting started an hour ago! You're late!

3. I worked in a museum for two years.

4. We usually work from Monday to Friday.

45/363

3 Was or were? Complete the sentences with was or were. Use a capital letter where needed.

Example: Charles and his boss were in Philadelphia last week.

1. You and I were sick on Monday.

2. Was Bill a manager? No, he wasn't.

3. Where were you last week? I was on vacation.

4. That woman in our office is Roberta Lang.

5. Were your parents here last month? No, they weren't.

6. How far is it from the station to the office? It isn't far, only two blocks.

4 Past tense. Regular verbs. Complete the sentences. Use the past tense of the verb in parentheses.

Example: When did Bill work for Lacy's? He worked for Lacy's from 1990 to 2000. (work)

Homework

1. Janet _____ 12 letters yesterday morning. (*type*)
2. How many people _____ you _____ last week? I _____ 20 people. (*interview*)
3. Who _____ my letters? (*open*)
4. _____ Ms. Jensen _____ you? No, she _____ me. (*call*)
5. Where _____ Mr. Barker _____ from 1998 to 2001? He _____ at Abeco. (*work*)
6. Which department _____ he _____? He _____ the Sales Department. (*manage*)

5 *Can or can't?* Complete the sentences with *can* or *can't*.

Example: Virginia is from Cuba. She can speak Spanish.

1. Steve doesn't have a car. He _____ drive to work.
2. Linda is an excellent secretary. She _____ type well.
3. Jeff is a terrible cook. He _____ be a chef.
4. I study German. I _____ speak a little.
5. Elizabeth and Kathleen are great saleswomen. They _____ sell anything.
6. You have a computer. You _____ use it to write the letter.

6  **TRACK 57:** Talking about a new job. Listen. Then complete the sentences.

1. Fumio and Helga are _____ together.
 - a. at a restaurant
 - b. working
 - c. traveling
2. Fumio is telling Helga about _____.
 - a. computers
 - b. his trip to Japan
 - c. his new position
3. Fumio works in _____.
 - a. car parts
 - b. marketing
 - c. sales
4. Fumio was _____ last week.
 - a. all over the world
 - b. in China
 - c. at StarTech

Homework CHAPTER 10

1 What do you want to do? Use the words in the box to complete the sentences.

Example: I'd like to go out to dinner.

1. We want to go _____.
2. Let's watch a _____.
3. She'd like to play _____.
4. They want to listen to _____.
5. He wants to work in the _____.

dancing
dinner
garden
golf
movie
music

2 I want to... Answer the questions using the words in parentheses.

Example: The weather is nice today. Do you want to watch TV? (work in the garden)

No, I don't. I want to work in the garden.

1. It's raining. Does Diane want to go for a walk? (go to a museum)
_____.
2. Jack had spaghetti for dinner last night. Does he want to eat spaghetti tonight? (eat steak)
_____.
3. It's summer. Do the children want to watch TV? (go swimming)
_____.
4. We went to a restaurant last night. Do we want to play golf this morning? (watch TV)
_____.

3 Conversations. Complete the conversations with phrases from the box.

Example: - Did you go out last weekend?

- No, we didn't. We stayed in.

1. - _____
- I want to play tennis.
2. - _____
- That sounds great!
3. - _____
- It was OK.
4. - Would you like to go to a concert?
- _____

Let's go dancing tonight.

We stayed in.

How was the play?

I'd love to!

What do you want to do today?

Homework

4 What happened yesterday? Rewrite the sentences in the past tense.

Example: Ben always eats eggs for breakfast.

This morning he ate only toast with butter.

1. I usually go to the movies on Friday.

Last Friday _____ to the theater.

2. Janet always leaves the office at 5 o'clock.

Yesterday, _____ at 6 o'clock.

3. We usually take the bus to work.

This morning _____ a taxi.

4. Toshi and Tim always meet with their boss on Tuesdays.

Last week _____ on Wednesday.

5 What do you do in your free time? Write 3 sentences using some of the words below.

always / usually / never stay in / go out on the weekend / during the week

anything / something / nothing want to like to

Example: I don't usually go out on the weekend.

1. _____.
2. _____.
3. _____.

6 TRACK 58: What did Ian and Amy do last weekend? Listen to the conversation.

Circle the correct answer.

- | | | | |
|----------|-----------------------------|------------------------|----------------------|
| 1. Ian | a. went to the movies | b. surfed the Internet | c. played tennis |
| 2. Amy | a. went to a concert | b. surfed the Internet | c. played tennis |
| 3. Mike | a. played tennis with Maria | b. watched TV | c. went to a concert |
| 4. Maria | a. is quite a surfer | b. went to a play | c. plays tennis well |

Homework CHAPTER 11

1 What's wrong? Rewrite the sentences using **have**.

Example: Linda's back hurts. She has a backache.

1. My stomach hurts. _____.
2. Our daughter's throat hurts. _____.
3. My ear hurts. _____.
4. Tim's temperature is 102° (39°). _____.
5. You need to see the dentist. _____.
6. I am coughing. _____.

2 How do you feel? Complete the conversations with expressions from the box.

Example: – How do you feel today?

– I feel fine, thanks.

– Good.

1. – _____

– So-so.

– _____

– I hurt my ankle yesterday.

2. – How are you feeling?

– _____

– I hope you feel better soon.

What's the matter?

I feel fine, thanks.

How are you?

I have a stomachache.

3 Should and shouldn't. Answer the questions. Use **should** or **shouldn't**.

Example: I have the flu. What should I do?

You should stay in bed.

1. I need to buy some medicine. Where should I go?

2. It's winter. What shouldn't we wear?

3. Steve and Maria are hungry. Where should they go?

Homework

4. I have a large family. What kind of car should I buy?

5. Kristin's head hurts. What shouldn't she do?

4 Object pronouns. Circle the best response.

Example: I'm thirsty.

a. I'll give her a drink.

(b) I'll give you a drink.

c. I'll give them a drink.

1. Charlie's going to the dentist.

a. Lisa gave it directions. b. Lisa give him directions.

c. He gave her directions

2. Tina has a stomachache.

a. I gave her some tea. b. I gave them some tea.

c. She gave me some tea.

3. You are hungry.

a. I'll buy him dinner. b. I'll buy them dinner.

c. I'll buy you dinner.

4. James and Brian are playing golf tomorrow.

a. We bought her new clubs. b. We bought them new clubs. c. We bought him new clubs.

5 What were they doing? Complete the sentences with the correct form of the verb in parentheses.

Example: What were the Thompsons doing at 7 o'clock this morning? (do)

1. At 7:00 this morning, the Thompsons _____ breakfast. (eat)

2. What _____ you _____ at 7:00 last night? (do)

3. We _____ a movie on TV. (watch)

4. Was Gary _____ all day yesterday? (work)

5. No, he _____. He _____. (study)

6 TRACK 59: Rafael was sick. Listen to Rafael. Then complete the sentences.

Example: Last winter Rafael was sick.

He _____ at the office. He had a _____ and a _____. He went home and stayed in bed for _____ days. He didn't take any _____, but his _____ gave him _____ with honey. After that, he felt _____, and he went back to work.

Answer Key

CHAPTER 1

Exercise 1

COUNTRY	NATIONALITY
England	English
Austria	Austrian
Korea	Korean
Mexico	Mexican
U.S.	American
Germany	German

COUNTRY	NATIONALITY
France	French
Australia	Australian
Japan	Japanese
Canada	Canadian
Brazil	Brazilian
Spain	Spanish

Exercise 2

seven 7 four 4 one 1
nine 9 three 3 eight 8
zero 0 ten 10 five 5

Exercise 3

(Answers will vary.)

Exercise 4

1. What is/What's your last name?
2. Where are you from?
3. What is/What's your address?
4. What is/What's your phone number?

Exercise 5

1. She's/She is
2. she is (not she's)
3. We're/We are
4. they aren't/they're not/they are not

Exercise 6

1. c
2. c
3. b
4. c
5. a
6. a

Exercise 7

1. It's 201-555-9378.
2. It's 10 Main Street, Tampa, Florida, 43001.
3. It's 9 Farm Road, Athens, Ohio, 37609.
4. She's Brazilian.
5. She's from Japan.
6. S-t-e-p-h-e-n

CHAPTER 2

Exercise 1

(Answers will vary.)

Exercise 2

17 sixty-one
61 twenty-six
74 thirty-two
99 'twelve
13 fifty-five
11 forty

Answer Key

Exercise 3

1. b 2. a 3. c 4. b

Exercise 4

1. I'd like 2. I'd like 3. He'd like 4. We'd like

Exercise 5

1. an 2. a/a 3. a 4. a

Exercise 6

1. spoons 2. cups 3. plates 4. sandwiches 5. countries 6. addresses 7. numbers
8. streets

Exercise 7

1. What time is it? 2. We'd like a table for three. 3. What would you like for lunch?
4. May I take your order? 5. I eat dinner at seven o'clock.

Exercise 8

1. a 2. c 3. b

Exercise 9

(Answers will vary.)

CHAPTER 3

Exercise 1

1. doctor 2. reporters 3. homemaker 4. teachers

Exercise 2

1. in 2. on 3. next 4. in 5. under 6. in

Exercise 3

1. doesn't write; writes 2. doesn't work; works 3. don't manage; manage

Exercise 4

(Possible answers.)

1. What does Toshio type? 2. Who do Phil and Lucy work for? 3. What do you and Tom teach?
4. Where are you from? 5. What does Mr. Rollins read? 6. Where does Sarah live?

Exercise 5

(Answers will vary.)

Exercise 6

1. one hundred (and) two 2. six hundred 3. six hundred (and) nine 4. thirty-three thousand
5. 819 6. 20,000 7. 7,000,000 8. 4,007

Answer Key

Exercise 7

- **Audio Performance.** Can I help you?
- Hello. Do you sell DVD players?
- Yes, we do.
- Great! What are your hours?
- We're open from ten to eight.
- Thanks a lot.

Exercise 8

(Possible answers. Wording may differ.)

1. a. She works at a high school. b. She's the secretary. c. She answers the phone, files papers, and works on a computer.
2. a. He sells computer software. b. He works for Lane Computer Products. c. He works from seven to seven.

CHAPTER 4

Exercise 1

1. suit
2. shoes
3. pants
4. shirts

Exercise 2

(Answers will vary.)

Exercise 3

1. These ties are blue and gray.
2. Those gloves are old.
3. Are those earrings new?
4. Marianne doesn't like these blouses.

Exercise 4

1. one
2. one
3. ones
4. ones

Exercise 5

1. Are they studying?
2. Is he looking for a pair of shoes?
3. Are you wearing a black belt?
4. Are they reading a Spanish magazine?

Exercise 6

1. Can I help you?
2. Do you have a black pair?
3. How much are they?
4. Thanks anyway.

Exercise 7

1. c.
2. b
3. a
4. b

CHAPTER 5

Exercise 1

1. Monday
2. Tuesday
3. Wednesday
4. Thursday
5. Friday
6. Saturday

Answer Key

Exercise 2

1. January
2. February
3. March
4. April
5. May
6. June
7. July
8. August
9. September
10. October
11. November
12. December

Exercise 3

1. second
2. thirtieth
3. twenty-first
4. third
5. fourth
6. sixteenth

Exercise 4

(Possible answers.)

1. *Are you going on vacation?*
2. *Where are you going?*
3. *When are you leaving?*
4. *When are you coming back?*
5. *Have a great trip!*

Exercise 5

1. we're leaving the office at 5 o'clock tomorrow.
2. I'm going on a business trip on Friday.
3. she's working late today.
4. he's flying to Montreal on Monday.

Exercise 6

1. likes
2. would
3. would
4. doesn't
5. likes; wouldn't

Exercise 7

1. They're going to Barbados.
2. They're going by plane.
3. They're leaving on October 5th at 8 in the morning.
4. They're coming back on October 13th.

CHAPTER 7

Exercise 1

1. on
2. across from
3. next to
4. between
5. on

Exercise 2

left; turn right; behind

Exercise 3

(Possible answers.)

1. Go to the bookstore.
2. Go to the department store.
3. Go to the Park Café.
4. Go to the train station.
5. Go to the bank.

Exercise 4

- *Is there* a bank near here?
- Yes, *there is*. *There is/There's* one on Second Avenue, and *there are* two on Broad Street.
- *Are there* any Indian restaurants in this town?
- Sorry, *there aren't*.
- *Is there* a gas station on this street?
- Yes, *there is*. *There is/There's* one on the corner.

Exercise 5

1. in
2. two
3. next to
4. train station

Answer Key

Exercise 6

American English

truck

gas station

subway

across from

on Spring St.

British English

in Spring St.

opposite

lorry

petrol station

underground

CHAPTER 8

Exercise 1

1. son; daughters 2. sisters 3. husband 4. brother 5. father 6. girl

Exercise 2

1. old 2. tall 3. married 4. brother

Exercise 3

1. Karen **has** two children. 2. Who **has** my watch? **Does** Paul **have** it? 3. What kind of car **do** the Roberts **have**? They **have** an American car. 4. How many CDs **do** you **have**? We **have** about 50 CDs. 5. **Does** Mary **have** a big office or a small office? She **has** a small one. 6. My brother is single. He **doesn't have** a wife.

Exercise 4

(Answers will vary.)

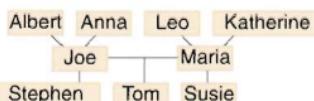
Exercise 5

1. children 2. wives 3. husband 4. family 5. daughters 6. man

Exercise 6

- Show me your pictures. Who is that man with your mother? – That's my **father**.
– He looks so young! **How old is he?**
– Yes, he has two **sisters**.
– Does he **have** any **brothers or sisters?**
– Are they **married** or **single**? – He's sixty-three.
– They're both married.

Exercise 7



CHAPTER 9

Exercise 1

1. He worked at ToonTime Animation. 2. He worked there for three years. 3. He was the Creative Director. 4. He worked at Zipt Multimedia. 5. He works at XAct Wireless.

Exercise 2

1. until 2. ago 3. for 4. to

Answer Key

Exercise 3

1. You and I **were** sick on Monday. 2. **Was** Bill a manager? No, he **wasn't**. 3. Where **were** you last week? I **was** on vacation. 4. That woman in our office **was** Roberta Lang. 5. **Were** your parents here last month? No, they **weren't**. 6. How far **was** it from the station to the office? It **wasn't** far, only two blocks.

Exercise 4

1. Janet **typed** 12 letters yesterday morning. 2. How many people **did** you **interview** last week? I **interviewed** 20 people. 3. Who **opened** my letters? 4. **Did** Ms. Jensen **call** you? No, she **didn't call** me. 5. Where **did** Mr. Barker **work** from 1998 to 2001? He **worked** at Abeco. 6. Which department **did** he **manage**? He **managed** the Sales Department.

Exercise 5

1. can't 2. can 3. can't 4. can 5. can 6. can

Exercise 6

1. a 2. c 3. b 4. b

CHAPTER 10

Exercise 1

1. dancing 2. movie 3. golf 4. music 5. garden

Exercise 2

1. No, she doesn't. She wants to go to a museum. 2. No, he doesn't. He wants to eat steak.
3. No, they don't. They want to go swimming. 4. No, we don't. We want to watch TV.

Exercise 3

1. —What do you want to do today? 2. —Let's go dancing tonight. 3. —How was the play?
4. —I'd love to!

Exercise 4

1. I went 2. she left 3. we took 4. they met

Exercise 5

(Answers will vary.)

Exercise 6

1. b 2. a 3. a 4. c

CHAPTER 11

Exercise 1

1. I have a stomachache. 2. She has a sore throat. 3. I have an earache. 4. He has a fever.
5. You have a toothache. 6. I have a cough.

Exercise 2

1. —**How are you?** —So-so. —**What's the matter?** —I hurt my ankle yesterday.
2. —How are you feeling? —**I have a stomachache.** —I hope you feel better soon.

Answer Key

Exercise 3

(Possible answers.)

1. You should go to the drugstore.
2. We shouldn't wear a bathing suit.
3. They should go to a restaurant.
4. You should buy a big car.
5. She shouldn't listen to loud music.

Exercise 4

1. b
2. a
3. c
4. b

Exercise 5

1. At 7:00 this morning, the Thompsons **were eating** breakfast.
2. What **were you doing** at 7:00 last night?
3. We **were watching** a movie on TV.
4. **Was Gary working** all day yesterday?
5. No, he **wasn't**. He **was studying**.

Exercise 6

He **was working** at the office. He had a **fever** and a **backache**. He went home and stayed in bed for **three** days. He didn't take any **medicine**, but his **wife** gave him **tea** with honey. After that, he felt **better**, and he went back to work.

Audio Script



CHAPTER 1

ACTIVITY 1 | TRACK 1

- Hello. My name is John Rollings.
- I'm Maria Santos. Nice to meet you.
- Nice to meet you, too, Ms. Santos. Where are you from?
- I'm from Los Angeles. And you?
- I'm from Boston.

ACTIVITY 11 | TRACK 2

Message 1

- Hello. This is 212-555-6891. Please leave a message.
- Hi, Linda. This is Charles Brady. My number is 908-555-7784. Thank you. Bye.

TRACK 3

Message 2

- This is Thompson Limited. Please leave your name and number. Thank you.
- Hello, this is Mr. Tanaka from Selco Corporation. My number is 312-555-8607. Please call me back. Thank you. Good-bye.

TRACK 4

Message 3

- Hi, this is Susan. Please leave your name and number, and I'll call you back. Thanks.
- Hi, Susan. This is Jim. Call me. Bye.

CHAPTER 2

ACTIVITY 1 | TRACK 5

- What would you like for dinner?
- I'd like the steak, please.
- And for you, sir?
- I'd like the chicken with rice, please.
- Right away.

ACTIVITY 10 | TRACK 6

Conversation A

- Good morning! What would you like?
- I'd like pancakes, please.
- Would you like coffee or tea?
- Tea, please.

TRACK 7

Conversation B

- What would you like this morning?
- Scrambled eggs and a glass of orange juice, please.
- Tea or coffee?
- Coffee, please.

CHAPTER 3

ACTIVITY 1 | TRACK 8

- Where do you work, Ellen?
- I work at Gametime Software.
- What do you do?
- I'm a programmer.
- Oh, how interesting!

ACTIVITY 9 | TRACK 9

One

- Hi, I'm Beatriz. I work for InfoSys. I write software programs.

TRACK 10

Two

- Hi, my name's Brian McDowell. I teach English to business students.

TRACK 11

Three

- My name's Theresa Carter. I work at Belmont Bank. I manage the bank. It's a good job!

TRACK 12

Four

- Hello, I'm Marco. I work for the city's newspaper. I write articles and interview people. It's hard work, but I like it.

ACTIVITY 12 | TRACK 13

- Good afternoon, Peachtree Computer Service. Can I help you?
- Yes. Do you sell laptops?
- Yes, we do.
- Great! What are your hours?
- We're open from 9 to 6.
- What's your address?
- 6210 Main Street.
- Thanks a lot. Bye.

Audio Script



CHAPTER 4

ACTIVITY 1 | TRACK 14

- Can I help you?
- Yes, I'm looking for this suit in a size 12.
- Here you are.
- How much is it?
- £195.00.

ACTIVITY 12 | TRACK 15

- Thank you for calling Land's End. May I take your order?
- Yes, hello. I'd like item number 7397-3C46 in True Red.
- The mock sweater. What size?
- Small, please.
- And your next item, please?
- That's all. Just one item.
- Your name?
- Laura Almeida.
- And your address, Mrs. Almeida?
- It's 4789 Maple Avenue, Lawrenceville, New Jersey 08648.
- OK. And your credit card number?
- 5289-9007-0051-3249. Expiration date 12/05.
- Thank you for your order. Have a nice day.
- Thank you.

CHAPTER 5

ACTIVITY 1 | TRACK 16

- Hi, Carla! How are you?
- Great! I'm going on vacation.
- Where are you going?
- To Madrid. I'm leaving on Friday.
- That's wonderful! Have a nice trip!

ACTIVITY 8 | TRACK 17

- Where are you going on vacation, Sumi?
- Oh, I don't know. I'd like to go to a warm country.
- How about Thailand?
- What's the weather like in Thailand?
- In the summer, it's hot and rainy.
- I like hot weather, but I don't like rain!
- Well, what about Rio?
- Hmm. That's not a bad idea.

CHAPTER 7

ACTIVITY 1 | TRACK 18

- Excuse me. Is there a bank near here?
- Yes, there's one next to Rosen's Department Store.
- How do I get there?
- Go straight ahead two blocks. It's on the right.
- Thanks a lot.
- You're welcome.

ACTIVITY 7 | TRACK 19

A

- Excuse me, do you know where the train station is?
- Go down Market Street. Turn right at the third light. That's 10th Street. Go one block up 10th Street. The station is on the right.
- Thank you.
- You're welcome.

TRACK 20

B

- Pardon me, where is city hall?
- It's behind the shopping center on Chestnut Street.
- How far is that?
- Not far. Go two blocks down Broad Street and turn left at the stop sign. Go past the shopping center and turn right on the little street behind it.
- Great! Thanks!

TRACK 21

C

- How do I get to 95 south?
- At the next stop sign make a right. That's a one-way street. Then you come to a traffic light. Make a left onto Route 31 north and stay there for about five miles. Then you'll see the sign for 95.
- Thanks a lot.

ACTIVITY 9 | TRACK 22

- Kerim Export-Import.
- Hi. Where are you located?
- We're at 12 Spring St.
- And how do I get there from Union Square?
- Do you know where the bus station is?
- Yes, I do.
- We're right across the street from it.
- Great. Thanks.

Audio Script



CHAPTER 8

ACTIVITY 1 | TRACK 23

- Are you married?
- Yes, I am. My husband's name is Steve.
- Do you have any children?
- We have a son and a daughter.
- What are their names?
- Michael and Mary. Here's a picture of them.

ACTIVITY 7 | TRACK 24

A

- What does your brother look like?
- He has blond hair and green eyes.
- Is he tall or short?
- He's tall.
- And how old is he?
- He's young. He's 21 years old.

TRACK 25

B

- What does your boss look like?
- She has gray hair and brown eyes.
- Is she tall or short?
- She's short.
- And how old is she?
- I think she's 55.

ACTIVITY 8 | TRACK 26

A

- I'm married and I have three children — two girls and a boy. My wife, my daughters and my son have blond hair, but my hair is brown.

TRACK 27

B

- I'm married and I'm a grandmother. I'm short. My husband is tall. My husband and I have gray hair. We have five grandchildren.

TRACK 28

C

- I'm not married. I'm divorced. And I have a son. He's ten years old.

TRACK 29

D

- I'm not married. I'm single but I have a girlfriend. She's short and has black hair. I have black hair, too.

TRACK 30

E

- I'm single. I'm 34 years old. I'm tall and blond.

ACTIVITY 10 | TRACK 31

- Hello?

- Hi, Mark. It's me.

- Hi, Mom! What's up?

- Your father and I would like to come for a visit. We'd like to see our grandchildren. Oh, and you and Emily, of course!

- That's great, Mom! When can you come?

- How about next weekend?

- Sure. Next weekend is great!

CHAPTER 9

ACTIVITY 1 | TRACK 32

- Do you still work at the help desk, Nicole?

- No, I'm an assistant Web designer now.

- Good for you!

- Thanks. I finished an art and design course last year. Then I got the new job.

- That's great, Nicole!

ACTIVITY 12 | TRACK 33

- Toshi! You weren't at the office yesterday. Where were you?

- I was out of town, in Philadelphia.

- Were you there on business?

- Yes, I was there with my boss. We were at Celetex.

- Celetex?

- Celetex is our new client. We were there from ten in the morning to eight at night!

- That's a long day!

- Yes, it sure was. And we're going back next week!

CHAPTER 10

ACTIVITY 1 | TRACK 34

- Would you like to go to the music festival tomorrow night? I have two tickets.

- Sounds great! What time?

- It starts at 7 o'clock at Center Stadium.

- Let's meet in front of the stadium at 6:30.

- OK. See you then.

Audio Script

ACTIVITY 9 | TRACK 35

- Let's do something tonight! How about a movie?
- What's playing?
- Let's see ... *Summer Romance* is at the Odeon, and *Galactic Adventure* is at the Rialto.
- *Galactic Adventure* sounds good. What time does it start?
- There are shows at seven and nine-thirty.
- Let's go to the seven o'clock show and get something to eat after the movie.
- Sounds good to me.

CHAPTER 11

ACTIVITY 1 | TRACK 36

- Are you OK, Jill? You look terrible!
- I feel terrible.
- What's the matter?
- I have a bad headache.
- Did you take some aspirin?
- Yes, I did, but it's not working.
- I hope you feel better soon!

ACTIVITY 10 | TRACK 37

- Telco. May I help you?
- Hi, Amanda. This is Tony.
- Tony! What's the matter? You don't sound too good.
- I'm not coming to work today. I have a bad cold.
- Did you call a doctor?
- Yes. I have an appointment at 11 o'clock.
- Well, I hope you get better soon.
- Thanks, Amanda. Bye.
- Good-bye.

Audio Script



HOMEWORK: CHAPTER 1

EXERCISE 7 | TRACK 38

Listen and answer the questions.

Conversation 1

- What's your phone number, Paul?
- It's 201-555-9378.
- Thanks.

TRACK 39

Conversation 2

- Sarah, what's your address?
- It's 10 Main Street, Tampa, Florida, 43001.

TRACK 40

Conversation 3

- What is your address, Mr. Henning?
- My address is 9 Farm Road, Athens, Ohio, 37609.
- Thank you.

TRACK 41

Conversation 4

- Ms. Vela, are you Portuguese or Brazilian?
- I'm Brazilian. I'm from Sao Paulo.
- Of course!

TRACK 42

Conversation 5

- Hi. I'm Jim. Jim Barnes. What's your name?
- Hi. I'm Tomoko.
- Nice to meet you. Where are you from?
- I'm from Japan. And you?
- I'm from England.

TRACK 43

Conversation 6

- What's your first name, Mr. Cooper?
- Stephen.
- How do you spell that?
- S-t-e-p-h-e-n.
- S-t-e-p-h-e-n?
- Yes, that's right.
- Thank you.

HOMEWORK: CHAPTER 2

EXERCISE 3 | TRACK 44

Listen and answer the questions.

Conversation 1

- Excuse me, what time is it?
- It's 1:13.
- Thanks.
- You're welcome.

TRACK 45

Conversation 2

- What time is it, Mom?
- It's 6:15. It's dinnertime.
- Great!

TRACK 46

Conversation 3

- Excuse me. Do you have the time?
- Sorry?
- The time! What time is it?
- It's 12:15.
- Thanks.

TRACK 47

Conversation 4

- What time is it?
- It's 9:08. It's too late to make dinner.
- Let's just get a pizza.
- OK.

EXERCISE 8 | TRACK 48

Circle the correct answer.

Conversation 1

- May I help you?
- I'd like a hamburger.
- Would you like French fries or a baked potato with that?
- French fries, please.
- Right away.

Audio Script

TRACK 49

Conversation 2

- Would you like a drink?
- Just a glass of water, please.
- And for lunch?
- I'd like the fish and rice.
- OK.

TRACK 50

Conversation 3

- May I help you?
- Two cups of coffee, please.
- And some ice cream.
- What kind?
- Vanilla, please.

HOMEWORK: CHAPTER 3

EXERCISE 8 | TRACK 51

Listen and answer the questions.

Conversation 1

- Hello, Ms. Campbell. Welcome.
- Thank you.
- I see that you work at a high school.
- Yes, I do.
- What is your job there?
- I'm the secretary.
- What do you do?
- I answer the phone, file papers, and work on a computer.

TRACK 52

Conversation 2

- Hello, Mr. Yatsuhashi. Thank you for coming.
- Please, call me Kenji.
- OK, Kenji. Tell me about your job. What do you do?
- I sell computer software.
- Who do you work for?
- Right now I work for Lane Computer Products.
- Do you like it?
- Yes. But I don't like my hours. I work from seven to seven.
- That's a lot of hours.

HOMEWORK: CHAPTER 4

EXERCISE 7 | TRACK 53

Listen to the conversation. Circle the correct answer.

- Sylvie, are you buying that sweater?
- I don't know.
- What size is it?
- It's a medium.
- How much is it?
- It's thirty-six dollars.
- What kind of sweater is it?
- It's wool.
- And those pants? Are you buying those black pants?
- No. They're a size 8. I need a size 10.
- Oh. Maybe I'll buy them. How much are they?
- They're forty-five dollars.

HOMEWORK: CHAPTER 5

EXERCISE 7 | TRACK 54

Listen to the conversation and answer the questions.

- Let's review your itinerary.
- OK.
- You're flying from New York to Barbados, right?
- Yes. We're so excited.
- Your flight leaves New York on October 5th at 8 in the morning. Be sure to arrive early.
- We will. Is two hours early enough?
- Yes. And you're coming back on October 13th. Have a wonderful trip!
- Thank you!

Audio Script



HOMEWORK: CHAPTER 7

EXERCISE 5 | TRACK 55

Listen to Nancy and Phil. Then complete the sentences.

- My car is in the garage today. How do I get to the train station?
- Take the bus. The bus stop is two blocks from here.
- What street is the bus stop on?
- It's on Oak Street next to the post office.
- And where's the train station?
- It's on the corner of Main Street and Green Street.
- Thanks.

HOMEWORK: CHAPTER 8

EXERCISE 7 | TRACK 56

Listen and fill in the family tree with the names from the box.

- Hi. I'm Tom. I'm the youngest in my family. I'm twenty-two years old. My brother, Stephen, is thirty-four, and my sister, Susie, is twenty-eight. My parents' names are Maria and Joe. My mother is Italian, and she has black hair. Her parents, Katherine and Leo, both have gray hair. My father's parents, Albert and Anna, are Polish. My brother, Stephen, has brown hair. I have black hair, and my sister, Susie, has red hair.

HOMEWORK: CHAPTER 9

EXERCISE 6 | TRACK 57

Listen. Then complete the sentences.

- Fumio, how are you?
- Great, Helga! I have a new job. I'm working at StarTech now.
- What do you do?
- I'm a marketing manager.
- Congratulations! What does your company do?
- We make car parts.
- Do you travel a lot?
- I travel all over the world. Last week I was in China.

HOMEWORK: CHAPTER 10

EXERCISE 6 | TRACK 58

Listen to the conversation. Circle the correct answers.

- Hi, Ian. How was your weekend? What did you do?
- Hi, Amy. Oh. It was boring. I stayed at home and surfed the Net all weekend. What did you do?
- I had a great weekend. I went to the best concert.
- Really? Mike and I were going to go to a concert, but Mike played tennis with Maria instead.
- Maria is quite a tennis player!
- She sure is.

HOMEWORK: CHAPTER 11

EXERCISE 6 | TRACK 59

Listen to Rafael. Then complete the sentences.

- Last winter I was sick. I was working at the office, but I didn't feel well. I had a fever and a backache. I went home and stayed in bed for three days. I didn't take any medicine, but my wife gave me tea with honey. After that, I felt better, and I went back to work.

Verb Conjugations

Infinitive	Present		Past	
be	I you he/she/it we you they	am are is are are are	I you he/she/it we you they	was were was were were were

Infinitive	Present		Past	
have	I you he/she/it we you they	have have has have have have	I you he/she/it we you they	had had had had had had

REGULAR VERBS

Infinitive	Present		Past	
ask	I you he/she we you they	ask ask asks ask ask ask	I you he/she we you they	asked asked asked asked asked asked

	Present Progressive		Past Progressive	
	I am you are he/she is we are you are they are	asking asking asking asking asking asking	I was you were he/she was we were you were they were	asking asking asking asking asking asking

REGULAR VERBS

Present	Past	Past Participle
call	called	called
dance	danced	danced
listen	listened	listened
live	lived	lived
look	looked	looked
manage	managed	managed
open	opened	opened
order	ordered	ordered
park	parked	parked
start	started	started
study	studied	studied
talk	talked	talked
turn	turned	turned
use	used	used
visit	visited	visited

IRREGULAR VERBS

Present	Past	Past Participle
bring	brought	brought
buy	bought	bought
can	could	—
come	came	come
drive	drove	driven
eat	ate	eaten
feel	felt	felt
fly	flew	flown
get	got	gotten
give	gave	given
go	went	gone
hurt	hurt	hurt
leave	left	left
make	made	made
meet	met	met
pay	paid	paid
read	read	read
see	saw	seen
sell	sold	sold
sit	sat	sat
speak	spoke	spoken
take	took	taken
wear	wore	worn
write	wrote	written

World Map



ARCTIC

OCEAN

RUSSIA

PACIFIC

OCEAN

INDIAN

OCEAN



CD-ROM instructions

BERLITZ ENGLISH CD-ROM

Operational Requirements:

Recommended:

- Microsoft ® Windows 95 or newer
- Pentium ® II 500 MHz, 128 MB RAM
- 200 MB free hard drive space
- CD-ROM drive
- Sound Card
- Graphic Adapter with 16-bit color
- Internet Explorer 5.0 or newer
- Headset or speakers, and microphone

Minimum:

- Microsoft ® Windows 95 or newer
- Pentium ® 166 MHz, 64 MB RAM
- 150 MB free hard drive space
- CD-ROM drive
- Sound Card
- Graphic Adapter with 16-bit color
- Internet Explorer 5.0 or newer
- Headset or speakers, and microphone

Installation Instructions:

- Place the CD-ROM in your CD-ROM drive. The installation program should begin automatically within 10 seconds. If it does not, do the following: (1) Select Start; (2) Select Run; (3) Type in X:\Setup.exe (where X is the letter that represents the CD-ROM drive of your computer); (4) Select OK.
- Follow the instructions that appear on the installation screens.

Berlitz English Companion Website

Minimum Operational Requirements:

- 56.6K Modem or faster Internet connection
- Internet Explorer 5.0 or newer

BERLITZ ENGLISH CD-ROM

Requerimientos de equipo y software:

Recomendado:

- Microsoft ® Windows 95 o más reciente
- Pentium II ® 500 MHz, 128 MB RAM
- 200 MB espacio libre de disco duro
- Unidad de CD-ROM
- Tarjeta de sonido
- Tarjeta de video para color de 16 bits
- Internet Explorer 5.0 o mayor
- Auriculares, o bocinas y micrófono

Mínimo:

- Microsoft ® Windows 95 o más reciente
- Pentium ® 166 MHz, 64 MB RAM
- 150 MB espacio libre de disco duro
- Unidad de CD-ROM
- Tarjeta de sonido
- Tarjeta de video para color de 16 bits
- Internet Explorer 5.0 o mayor
- Auriculares, o bocinas y micrófono

Instrucciones de instalación:

- Introduzca su CD en la unidad de CD-ROM. En 10 segundos arrancará un programa automáticamente. Si no es así, haga lo siguiente: (1) De clic en "Inicio"; (2) De clic en "Ejecutar"; (3) Teclee X:\setup (donde X es la letra que identifica a la unidad CD-ROM en su computadora); (4) De clic en "Aceptar".
- Siga las instrucciones de instalación que aparezcan en pantalla.

Página Web de Berlitz English

Requerimientos mínimos de operación:

- Modem de 56.6K o conexión a Internet más rápida
- Internet Explorer 5.0 o mayor

BERLITZ ENGLISH CD-ROM

推奨スペック:

- Microsoft ® Windows 95 以上
- Pentium ® II 500 MHz, 128 MB RAM
- 200 MB free hard drive space
- CD-ROM Drive
- サウンド・カード
- 16 bit グラフィック・アダプター
- IE 5.0 以上
- ヘッドセットまたはスピーカーとマイク

最小限スペック:

- Microsoft ® Windows 95 以上
- Pentium ® 166 MHz, 64 MB RAM
- 150 MB free hard drive space
- CD-ROM Drive
- サウンド・カード
- 16 bit グラフィック・アダプター
- IE 5.0 以上
- ヘッドセットまたはスピーカーとマイク

インストール方法:

- CD-ROMをCD-ROMドライブに入れてください。10秒以内にインストレーションプログラムが自動的に起動します。そうでなければ以下の処理を行ってください。
 - [スタート]をクリックしてください。
 - [実行]をクリックしてください。
 - X:\Setup.exeを入力してください。(XはCD-ROMドライブに割り当てられている名前)
- 画面に表示される指示に従ってインストレーションを完了して下さい。

Berlitz English Companion Website

最小限環境スペック:

- 56.6K インターネット・コネクション
- IE 5.0 以上

CD-ROM instructions

BERLITZ ENGLISH CD-ROM

Systemvoraussetzungen:

Empfohlene Konfiguration:

- Microsoft © Windows 95 oder höher
- Pentium ® II 500 MHz, 128 MB RAM
- 200 MB Speicherkapazität
- CD-ROM Laufwerk
- Soundkarte
- Grafikkarte mit 16-bit Farbtiefe (65.000 Farben)
- Internet Explorer 5.0 oder höher
- Mikrofon
- Kopfhörer oder Lautsprecher

Minimale Konfiguration:

- Microsoft © Windows 95 oder höher
- Pentium ® 166 MHz, 64 MB RAM
- 150 MB Speicherkapazität
- CD-ROM Laufwerk
- Soundkarte
- Grafikkarte mit 16-bit Farbtiefe (65.000 Farben)
- Internet Explorer 5.0 oder höher
- Mikrofon
- Kopfhörer oder Lautsprecher

Installationsanleitung:

- Legen Sie die Berlitz English CD-ROM in das CD-ROM-Laufwerk Ihres Computers ein. Die Installation sollte binnen 10 Sekunden selbsttätig starten. Falls nicht, führen Sie bitte folgende Schritte aus: (1) Klicken Sie auf „Start“; (2) Wählen Sie „Ausführen...“; (3) Geben Sie folgenden Befehl ein: X:\Setup.exe (wobei es sich bei X: um den Laufwerksbuchstaben Ihres CD-ROM-Laufwerks handelt); (4) Klicken Sie auf „OK“.
- Folgen Sie den Anweisungen auf dem Bildschirm.

Berlitz English Companion Website

Minimale Systemvoraussetzungen:

- 56.6K Modem oder schnellere Internetverbindung
- Internet Explorer 5.0 oder höher

BERLITZ ENGLISH CD-ROM

Configuration recommandée:

- Microsoft © Windows 95 ou ultérieur
- Pentium ® II 500 MHz, RAM: 128 MB
- 200 Mo disque dur
- Lecteur de disque céderom
- Carte sonore
- Carte graphique avec 16-bit intensité de couleur (65.000 couleurs)
- Internet Explorer 5.0 ou ultérieur
- Microphone
- Ecouteurs ou haut-parleurs

Configuration minimale:

- Microsoft © Windows 95 ou ultérieur
- Pentium ® 166 MHz, RAM: 64 MB
- 150 Mo disque dur
- Lecteur de disque céderom
- Carte sonore
- Carte graphique avec 16-bit intensité de couleur (65.000 couleurs)
- Internet Explorer 5.0 ou ultérieur
- Microphone
- Ecouteurs ou haut-parleurs

Mode d'installation:

- Introduisez le céderom dans le lecteur de disque de céderom de votre ordinateur. L'installation devrait commencer automatiquement dans 10 secondes. Sinon exécutez les commandes suivantes: (1) Cliquez sur „Démarrer“; (2) Choisissez „Exécuter...“; (3) Donnez la commande suivante: X:\Setup.exe (X est la lettre correspondante au lecteur de disque de céderom de votre ordinateur); (4) Cliquez sur „OK“.
- Suivez les indications sur l'écran.

Berlitz English Companion Website

Les conditions du système minimales :

- 56.6K modem ou un branchement Internet encore plus rapide
- Internet Explorer 5.0 ou ultérieur

BERLITZ ENGLISH CD-ROM

Requisitos Operacionais:

Recomendada:

- Microsoft © Windows 95 ou mais recente
- Pentium ® II 500 MHz, 128 MB RAM
- 200 MB livres no disco rígido.
- Drive CD-ROM
- Placa de som
- Placa de vídeo capaz de 16 bits de cor
- Internet Explorer 5.0 ou mais recente
- Fone de ouvido, ou alto falantes e microfone

Mínima:

- Microsoft © Windows 95 ou mais recente
- Pentium ® 166 MHz, 64 MB RAM
- 150 MB livres no disco rígido.
- Drive CD-ROM
- Placa de som
- Placa de vídeo capaz de 16 bits de cor
- Internet Explorer 5.0 ou mais recente
- Fone de ouvido, ou alto falantes e microfone

Instruções para Instalação:

- Coloque o CD-ROM no drive de CD-ROM. O programa de instalação deve começar automaticamente dentro de 10 segundos. Caso contrário faça o seguinte: (1) Selecione Iniciar; (2) Selecione Executar; (3) Digite X:\Setup.exe (onde X é a letra que representa o seu drive de CD-ROM no computador); (4) Selecione OK.
- Siga as instruções que aparecem nas telas de instalação do programa.

Berlitz English Companion Website

Requisitos Operacionais Mínimos:

- Modem de 56.6K ou conexão mais rápida
- Internet Explorer 5.0 ou mais recente

How One Man's **Experiment** Started a Revolution in Language Learning.

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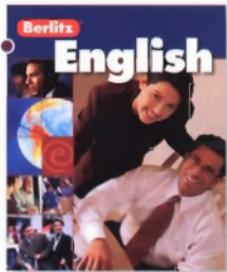
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STUDENT BOOK

- Learn usable skills in practical, theme-based chapters.
- Understand nuances of the English language through helpful tips.
- Add materials as you progress, with an easy-to-customize binder format.
- Learn about cultural differences in the Culture Corner.



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- Listen to the audio CD at home or on the go.
- Improve your pronunciation skills.
- Test your listening comprehension.
- Learn telephone skills.



CD-ROM

- Study at home with multimedia exercises.
- Practice grammar, reading, listening and pronunciation.



COMPANION WEBSITE

- Visit the website for more ways to learn English.
- Correspond with other students from around the world.
- Find links and English-study resources from Berlitz.
- Develop your English vocabulary and skills with fun activities.
- Participate in online discussions on topics related to what you're learning in class.



MAGAZINE

- Develop vocabulary with authentic English-language material.
- Read current articles from popular publications.



Whether you want to learn English for travel, to conduct business, to study abroad or simply for personal enrichment, you'll find that *BerlitzEnglish™* gives you the language mastery you need to handle almost any situation. Whatever your needs are, *BerlitzEnglish* can take you as far as you want to go with 10 well-defined levels of proficiency and valuable cultural insights.

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