

## The Office - Small Talk 9 - Talking About The Weather

(C0331)

Melissa: Hey Michelle, jump in quick. It's pouring out there!

Michelle: Oh hi Melissa. Are you going to the conference too? I was planning to pick up Mr. Campbell.

Melissa: Yes, he told me. We need to pick him up at his hotel and then go to the conference.

Michelle: Oh I see, okay. So I heard you got married. Congratulations!

Melissa: Ah thank you! I'm very excited. We were going to get married next year, but then we decided to get married on holiday instead. It was wonderful.

Michelle: That sounds so romantic! Jack and I were hoping to get married in Europe next year, but we had to postpone our plans. We just don't have the money!

Melissa: I know what you mean. I think Shanghai is getting more and more expensive, don't you?

Michelle: I sure do. In my opinion it's actually becoming more expensive than back home.

Melissa: Definitely. Oh there's Mr. Campbell. Driver can you stop here please?

### Key Vocabulary

pouring	<i>V</i>	flowing or falling, as from one container to another, or into, over, or on something
romantic	<i>A</i>	relating to a feeling of love between a couple
postpone	<i>V</i>	decide to do something at a later time
definitely	<i>R</i>	certainly
in my opinion	<i>P</i>	way to express your opinion

## Supplementary Vocabulary

raincheck	<i>N</i>	an offered or requested postponement of an invitation until a more convenient
cute	<i>A</i>	pleasingly pretty
drizzle	<i>V</i>	to rain gently and steadily in fine drops
cancel	<i>V</i>	to decide or announce that a planned event will not take place

## Daily Life - Setting Up Your Voice mail Message

(C0332)

- A: Can you help me set up my voicemail message? I just got this service and I am not really sure what I am supposed to say.
- B: Sure! You just basically gotta let the caller know who they called, and ask them for their contact information so you can call them back.
- A: Ok, so can I say, “ This is Abby’s voicemail. I will call you later, so leave me your name and number”.
- B: That’s more or less the idea, but try something that sounds more friendly.
- A: Ok, so how about this, “ This is Abby and I am really happy you called! I promise I will give you a ring as soon as I can, so please leave me your name and number. Talk to you soon!”.
- B: A little too friendly Abby. Just say this, “ Hi, you have reached Abby. I am unable to answer your call right now, but if you leave me your name and phone number, I will get back to you as soon as possible. Thanks”.

A: That's perfect! Can you say that again and record it for me?

### Key Vocabulary

voicemail	<i>N</i>	an electronic system enabling the recording and storage of voice messages.
record	<i>N</i>	set down in writing or voice or the like
basically	<i>R</i>	essentially, fundamentally
service	<i>N</i>	the supplying or a supplier of something required by the public.
set up	<i>V</i>	prepare

### Supplementary Vocabulary

fundamentally	<i>A</i>	a foundation or basis; basic
repair	<i>V</i>	to restore to a good or sound condition after decay or damage

available	<i>A</i>	accessible
tape	<i>N</i>	a ribbon of material used to record sound, images,data
static	<i>A</i>	atmospheric electricity interfering with radar, radio, the sending and receiving of wireless messages

**Global View - Human Anatomy** (C0333)

A: OK class, so today we are going to continue with our anatomy class, today we will review everything we have learned. Can anyone tell me what the first major organ is?

B: The brain!

A: That's right the brain! It serves as a control center for the body, handling the processes of the central nervous system as well as cognition. Then what major organ is in our chest?

B: The heart!

A: Very good! It pumps blood throughout the body, using the circulatory system such as blood vessels and veins. Now let's not forget that our lungs provide oxygen to our heart and body to keep us alive! Now what about the organs that help us digest food?

B: The stomach and intestines!

A: Very good! Let's not forget that the stomach is the one that breaks down our food and our intestines process that food and then expel the waste. Are we forgetting anything?

B: Yeah! Our kidneys, liver and bladder!

A: Oh yes, you are right. Very important organs indeed.

B: So what do these organs do teacher?

A: Well, ummm, they...Time for a break! We can talk about it when you get back.

### Key Vocabulary

anatomy	<i>N</i>	the trunk of the body from the neck to the abdomen
organ	<i>N</i>	a grouping of tissues into a distinct structure e.g heart
brain	<i>N</i>	An organ enclosed in the skull that controls and co ordiates the body.
control	<i>N</i>	the ability to direct the actions of something



process	<i>N</i>	a planed series of steps or actions that leads to something
chest	<i>N</i>	The front of the body, from neck to the waist.
heart	<i>N</i>	An organ in the chest that pumps blood.
pump	<i>V</i>	To supply, to circulate.
blood	<i>N</i>	the fluid that circulates in the body.
lung	<i>N</i>	Body part that inflates with air and allows breathing
oxygen	<i>N</i>	a gas that we breath in order to live.
digest	<i>V</i>	to swallow and dissolve something.
stomach	<i>N</i>	the organ people use to digest food
expel	<i>V</i>	to release something.

liver	<i>N</i>	the organ used to produce blood
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### Supplementary Vocabulary

leg	<i>N</i>	lower limbs of the body
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arm	<i>N</i>	the upper limbs of the human body
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skull	<i>N</i>	the bony framework of the head, enclosing the brain and supporting the face
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embalm	<i>V</i>	to treat a dead body so as to preserve it, as with chemicals, drugs.
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spine	<i>N</i>	backbone of the body
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**The Office - Small Talk 10 - General Talk (C0334)**

Mr. Campbell: Hi ladies. Thanks for picking me up. It's awful weather out there!

Michelle: Absolutely. It's been raining for hours.

Mr. Campbell: How are you Melissa? Are you okay?

Melissa: I'm great thanks, Mr. Campbell.

Michelle: Do you have any business trips planned soon Mr. Campbell?

Mr. Campbell: Of course. I'm always travelling! I will leave for London next Monday, and then I'll fly to Boston from there. It's going to be a busy month. How about you Michelle? Any vacation plans?

Michelle: Yes. Mike and I will travel to Beijing to see Mikes parents for Spring festival, and hopefully next year we will visit London. I hear it's a wonderful city.

Mr. Campbell: I couldn't agree more. London is really fantastic. It's my favorite city. I'm sure you'll have a great time.

### Key Vocabulary

vacation	<i>N</i>	holiday
absolutely	<i>R</i>	to a complete degree
awful	<i>A</i>	really bad
plan	<i>V</i>	To have something set to do in the future.
festival	<i>N</i>	a day or time of religious or other celebration

### Supplementary Vocabulary

random	<i>A</i>	without definite aim, purpose, method
terrible	<i>A</i>	extremely bad; horrible
parade	<i>N</i>	a large public procession

unsure

*A*

without sure knowl-  
edge; uncertain

## The Weekend - Going To The Playground (C0335)

A: Hey honey! Where were you?

B: I decided to take Kenny to the park and get some fresh air.

A: How was it? Were there a lot of kids?

B: It wasn't too crowded, but we had a great time! We got on the see-saw together, then went on a couple of different slides and then I tried to go with him in the jungle gym, but I didn't fit.

A: Sounds like fun! When we go he always just likes to play in the sandbox.

B: Yeah, but today he was really hyper. He even got on the monkey bars and then he went on to go on the swings for a half hour. I'm exhausted!

A: You should go to the park more often since you don't go to the gym anymore!

### Key Vocabulary

park	<i>N</i>	an area of land, for the enjoyment of the public
crowded	<i>A</i>	filled to excess; packed.
see-saw	<i>A</i>	a plank used to balance
slide	<i>V</i>	a smooth surface for sliding on
sandbox	<i>N</i>	a box for holding sand, large enough for children to play in
hyper	<i>A</i>	overexcited; overstimulated
swing	<i>N</i>	the action of hitting the golf ball
exhausted	<i>A</i>	very tired

### Supplementary Vocabulary

merry-go-round	<i>N</i>	a revolving, circular platform with wooden horses or other animals, benches, etc., on which people may sit or ride
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hop scotch	<i>N</i>	a children's game in which one hops across square spaces
marbles	<i>N</i>	a game for children in which a marble is propelled by the thumb to hit another marble
skipping rope	<i>N</i>	a length of rope that is swung around while someone jumps over it



**Daily Life - Christmas Traditions** (C0336)

A: What are you doing awake?

B: I can't sleep...

A: But it's almost midnight!

B: Exactly. I'm too excited for Christmas morning. Also, I thought I heard Santa.

A: Really? How do you know it was Santa?

B: Well I heard that naughty boys and girls get coal in their stockings, so I thought I'd be nice and make Santa cookies. I even left out some milk. I heard someone in the kitchen eating the cookies, so I came downstairs!

A: Hmm... well I know that Santa won't come down the chimney with you hiding behind the tree, spying on him!

B: Really?

A: Really! Let's go back upstairs and get back to bed. That way, we can let Santa do his job. Then when you wake up, it will be Christmas already!

B: O-K...

A: Hey, honey! Is that you? Don't eat all the cookies  
- I want some, too!

### Key Vocabulary

midnight	<i>N</i>	twelve AM
christmas	<i>N</i>	the annual festival of the Christian church commemorating the birth of Jesus
santa	<i>N</i>	a figure of Christmas who brings presents to kids
naughty	<i>A</i>	disobedient; mischievous
coal	<i>N</i>	a black or dark-brown mineral
stocking	<i>N</i>	large sock; traditionally Christmas gifts are put in

cookie	<i>N</i>	a sweet baked food
chimney	<i>N</i>	a usually vertical structure that allows the passage of smoke
spying	<i>V</i>	to observe secretly

### Supplementary Vocabulary

elf	<i>N</i>	a creature with magical powers, often mischievous
reindeer	<i>N</i>	a type of large deer
angel	<i>N</i>	a spiritual being said to be from heaven
snow	<i>N</i>	ice crystals which fall from the sky
sled	<i>N</i>	a small vehicle consisting of a platform mounted on runners for use in traveling over snow or ice.

**Global View - The Night Before Christmas** (C0337)

Twas the night before Christmas, when all through  
the house

Not a creature was stirring, not even a mouse;

The stockings were hung by the chimney with  
care,

In hopes that St. Nicholas soon would be there;

The children were nestled all snug in their beds,

And mama in her 'kerchief, and I in my cap,

Had just settled down for a long winter's nap,

When out on the lawn there arose such a clatter,

I sprang from the bed to see what was the matter.

Away to the window I flew like a flash,

Tore open the shutters and threw up the sash.

The moon on the breast of the new-fallen snow  
Gave the lustre of mid-day to objects below,  
When, what to my wondering eyes should appear,  
But a miniature sleigh, and eight tiny reindeer,  
With a little old driver, so lively and quick,  
I knew in a moment it must be St. Nick.  
More rapid than eagles his coursers they came,  
And he whistled, and shouted, and called them by  
name;  
" Now, Dasher! now, Dancer! now, Prancer and  
Vixen!  
On, Comet! on Cupid! on, Donner and Blitzen!  
To the top of the porch! to the top of the wall!  
Now dash away! dash away! dash away all!

As dry leaves that before the wild hurricane fly,

When they meet with an obstacle, mount to the sky,

So up to the house-top the coursers they flew,

With the sleigh full of toys, and St. Nicholas too.

And then, in a twinkling, I heard on the roof

The prancing and pawing of each little hoof.

As I drew in my head, and was turning around,

Down the chimney St. Nicholas came with a bound.

He was dressed all in fur, from his head to his foot,

And his clothes were all tarnished with ashes and soot;

A bundle of toys he had flung on his back,

And he looked like a peddler just opening his pack.

His eyes – how they twinkled! his dimples how merry!

His cheeks were like roses, his nose like a cherry!

His droll little mouth was drawn up like a bow,

And the beard of his chin was as white as the snow;

The stump of a pipe he held tight in his teeth,

And the smoke it encircled his head like a wreath;

He had a broad face and a little round belly,

That shook, when he laughed like a bowlful of jelly.

He was chubby and plump, a right jolly old elf,

And I laughed when I saw him, in spite of myself;

A wink of his eye and a twist of his head,  
Soon gave me to know I had nothing to dread;  
He spoke not a word, but went straight to his work,  
And filled all the stockings; then turned with a jerk,  
And laying his finger aside of his nose,  
And giving a nod, up the chimney he rose;  
He sprang to his sleigh, to his team gave a whistle,  
And away they all flew like the down of a thistle.  
But I heard him exclaim, ere he drove out of sight,  
"Christmas to all, and to all a good-night."

### Key Vocabulary



stir	<i>V</i>	to move, movement
hung	<i>V</i>	to fasten or attach (a thing) so that it is supported only from above or at a point near its own top
chimney	<i>N</i>	a vertical structure that allows the passage of smoke
nestle	<i>V</i>	to lie close and snug
snug	<i>A</i>	warmly comfortable or cozy
nap	<i>V</i>	to sleep for a short time
clatter	<i>N</i>	noise
tore	<i>V</i>	rip
lustre	<i>N</i>	radiance of beauty, excellence
sleigh	<i>N</i>	large
reindeer	<i>N</i>	large deer

rapid	<i>A</i>	with high speed
dash	<i>V</i>	to move with violence; rush
hurricane	<i>N</i>	very big rain and wind storm
obstacle	<i>N</i>	something that ob- structs or hinders progress.
courser	<i>N</i>	a thing suitable for run- ning or chasing
prance	<i>V</i>	to dance or move in a lively or spirited man- ner
paw	<i>V</i>	to strike or scrape with the paws or feet
hoof	<i>N</i>	an encasing protecting the foot of an animal such as horse
St Nicholas	<i>N</i>	another name for Santa clause

tarnish	<i>V</i>	to ruin, make dirty or destroy
soot	<i>N</i>	a black dirty substance
bundle	<i>N</i>	several objects or a quantity of material gathered or bound together
dimple	<i>N</i>	a small, natural hollow area or crease seen when smiling
stump	<i>N</i>	the lower end of a tree or plant left after the main part falls or is cut off
pipe	<i>N</i>	smoking utensil
wreath	<i>N</i>	a circular band of flowers, foliage, or any ornamental work, for adorning the head or for any decorative purpose
plump	<i>A</i>	well filled out or rounded in form

elf	<i>N</i>	a magical being
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thistle	<i>N</i>	a prickly plant
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### Supplementary Vocabulary

eggnog	<i>N</i>	a drink made of eggs, milk or cream, sugar, and, usually, rum or wine.
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white christ- mas	<i>P</i>	having Christmas with snow
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snowman	<i>N</i>	a figure of a person made of packed snow.
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carol	<i>N</i>	a Christmas song or hymn.
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**Daily Life - Having Leftovers** (C0338)

A: What's for dinner?

B: Leftovers.

A: What? Leftovers of what and from when?

B: From last night! I took the left over turkey, mixed it with some diced peppers and onions, added a little bit of mayonnaise and made some sandwiches!

A: Isn't that dangerous though? I mean bacteria and germs reproducing on food that was left out or reheated?

B: Well, I didn't leave the turkey out at room temperature for more than an hour and I refrigerated it soon after we finished eating. Also, when reheating, I put it in the oven for fifteen minutes at one hundred degrees Celsius.

A: Well ok, I am just afraid of getting food poisoning.

B: Don't worry about it! Making a new meal out of leftovers is almost an art! Not only do you save money, but you also get to be creative and have something different to eat!

### Key Vocabulary

leftovers	<i>N</i>	food remaining uneaten at the end of a meal
turkey	<i>N</i>	a large American bird similar to the chicken
mix	<i>A</i>	of different kinds combined
dice	<i>V</i>	to cut into small cubes
bacteria	<i>N</i>	small organisms
germ	<i>N</i>	a microorganism
reheat	<i>V</i>	to make hot or warm again
refrigerate	<i>V</i>	to make or keep cold
food poisoning	<i>P</i>	becoming sick because of bacteria in food

## Supplementary Vocabulary

sanitary	<i>A</i>	of or pertaining to health or the conditions affecting health
microwave	<i>V</i>	to cook, defrost, or otherwise prepare in a microwave oven
soap	<i>N</i>	a substance used for washing and cleansing purposes
contaminate	<i>V</i>	to make impure or unsuitable by contact or mixture with something unclean, bad

**Global View - Parent Teacher Conference** (C0339)

A: Thank you for coming tonight Mrs. Webber. As a teacher, it's great seeing the kid's parents assist our parent-teacher conference night.

B: Of course! I am very interested to know how my child is doing and also get some insight from you as to how he can improve.

A: Well Allen is a great student. He is a hard worker and very well behaved, however he does struggle a bit with math.

B: I guess he gets that from me, I never did well in math when I was a kid. What can I do at home to compliment what he is learning in the classroom.

A: Well, it's important that you sit with him and re-view his homework assignments and help him with math. I would also recommend he stay after school twice a week for tutoring sessions. It will really help a lot.

B: Thanks a lot! I will definitely do that. Is there anything else?

A: Um.. yes. Here is a notice from our financial department, seems your child's tuition is overdue.



B: Oh yes, I....

### Key Vocabulary

teacher	<i>N</i>	a person who teaches or instructs
conference	<i>N</i>	a formal meeting where many people talk about ideas
insight	<i>N</i>	an instance of apprehending the true nature of a thing
struggle	<i>V</i>	try very hard to do something that is difficult
compliment	<i>N</i>	an expression of praise
tutor	<i>N</i>	a person employed to instruct another in some branch or branches of learning, esp. a private instructor.

tuition	<i>N</i>	the charge or fee for instruction
overdue	<i>A</i>	past due

### Supplementary Vocabulary

repeat	<i>V</i>	to go through or undergo again
excel	<i>V</i>	to surpass others or be superior in some respect or area
bully	<i>N</i>	a person who intimidates smaller or weaker people.
fee	<i>N</i>	a sum paid or charged for a privilege

**Global View - Happy New Year!** (C0340)

A:: It's almost midnight! We are about to start a brand new year!

B: I know it's so exciting! A new year is always like a clean slate.

A:: fresh start to accomplish any dreams, objectives and goals.

A: Do you have a New Year's resolution?

B: I was thinking about it, but I'm never able to keep my New Year's resolution. Last year for example I joined a gym and only went twice.

A: Yeah I know what you mean. That's why this year I am keeping things more simple. Maybe like getting together with friends I haven't seen in a long time, or doing some volunteering work.

B: That seems reasonable. We should get together and watch the ball drop in Times Square.

A: Sure, as long as you don't try to kiss me at midnight!

B: Well, we can't break tradition! It's bad luck!

### Key Vocabulary

midnight	<i>N</i>	twelve AM
brand new	<i>A</i>	completely new
accomplish	<i>V</i>	to bring to its goal or conclusion
volunteer	<i>N</i>	a person who performs a service willingly and without pay
tradition	<i>N</i>	special way of doing things that is accepted by a majority
resolution	<i>N</i>	a formal document stating the wishes of someone
new year	<i>N</i>	1st January

### Supplementary Vocabulary

goal	<i>N</i>	the result or achievement toward which effort is directed
evening	<i>N</i>	the latter part of the day and early part of the night.
promise	<i>N</i>	a declaration that something will or will not be done
fireworks	<i>N</i>	combustible or explosive device for producing a striking display of light or a loud noise