

**Describe people****1. Vocabulary**

Physical appearance	Personality		Country
tall, short, average height	funny	boring	Taiwan - Taiwanese
thin, heavy, average weight	outgoing	reserved	Japan - Japanese
brown hair, black hair, blond hair	friendly	indifferent	Vietnam – Vietnamese
brown eyes, blue eyes, black eyes, green eyes	polite	rude	United States - American
old	talkative	quiet	Canada - Canadian
young	assertive	shy	Australia - Australian
teenager	generous	stingy	France - French

**2. Expressions and idioms**

a hard-working person	such an easy-going guy
has a lot of influence	what a considerate person
so generous	very enthusiastic
a doer	a dreamer
a free spirit	a real fighter

**Sample sentences**

1. Dalva has green eyes and blond hair.
2. He is short and has black hair.
3. Lien is taller than Kenji.
4. My Japanese classmate is so generous. She often brings Japanese cookies to the class.
5. My teen-aged brother is a free spirit, and you never know what he will do next.

### 3. Conversation: Examples

<p><b>Describe my teammates</b></p> <ol style="list-style-type: none"> <li>1. I have two teammates-- Linda and Wilson. Linda is fair, and Wilson has mustache and beard.</li> <li>2. Linda is shorter than Wilson, but Wilson is not very tall either.</li> <li>3. Linda is skinny, and Wilson is average weight.</li> <li>4. Both Linda and Wilson are helpful. I enjoy working with them.</li> <li>5. Linda is a generous person. She often brings cookies to share. Wilson is a little cheap, but he is not too bad either.</li> </ol>	<p><b>Pick up my cousin at the airport</b></p> <ol style="list-style-type: none"> <li>1. My cousin is coming to visit. Please pick him up at the Taoyuan International Airport.</li> <li>2. My cousin likes to color his hair into different fancy colors. It's kind of weird, but he is very nice.</li> <li>3. He is 8 feet tall and quite athletic.</li> <li>4. My cousin has green eyes and wears thick round glasses.</li> <li>5. He often carries a backpack on his shoulder. You cannot miss him.</li> </ol>
<p><b>Describe a famous person</b></p> <ol style="list-style-type: none"> <li>1. Steve Jobs founded Apple Computer in 1976. He introduced iPhone in 2007.</li> <li>2. Jobs was a charismatic pioneer. He was indeed a visionary legend.</li> <li>3. He often wore a black turtleneck shirt, blue jeans, and sneakers.</li> <li>4. Jobs liked to wear a pair of round frame glasses.</li> <li>5. He was tall and skinny. He enjoyed eating carrots.</li> <li>6. Steve jobs was an inspiring entrepreneur.</li> </ol>	<p><b>Fill in a talent application form</b></p> <ol style="list-style-type: none"> <li>1. Stage name:</li> <li>2. Physical characteristics:</li> <li>3. Personality:</li> <li>4. Talents:</li> <li>5. Specialties:</li> </ol>

**4. Conversation: Practice**

<p style="text-align: center;"><b>Describe my teammates</b></p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> </ol>	<p style="text-align: center;"><b>Pick up my cousin at the airport</b></p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> </ol>
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**Interpret and write schedules****1. Vocabulary and expressions**

Time management	calendar, planner, day-timer, agenda, deadline appointment, reservation, date fixed schedule, tight schedule business hours, opening hours, flexible hours standard office hours, on-duty, off time, break, shifts full time, part-time, overtime holidays, vacation time
Actions	make an appointment, cancel an appointment, pick a time slot make a reservation, cancel a reservation prioritizing, multi-tasking plan for a trip, book a ticket write a to-do list
Daily routine	Wake up Brush my teeth Get dressed Have my breakfast Get ready for work Go to work, work from home Have a meeting, meeting with a customer Have lunch Come back home Go to the gym Relax, watch TV Take a shower Go to bed

## Common sentences

1. Do you have any plans for today?	7. What do you do on a typical weekday?
2. How is your day?	8. Let's get going or we'll be late.
3. How is your workday looking?	9. I can't wait to unwind this weekend.
4. Are you free to talk (chat)?	10. How was your weekend?
5. Do you have a minute?	11. Should we eat out tonight?
6. What do you do at four o'clock?	12. What's for dinner?

## Simple tenses

Present	Past	Future
I eat lunch at twelve o'clock everyday.	I ate lunch at twelve o'clock yesterday.	I will eat lunch at twelve o'clock tomorrow.
You go to school at 8 a.m. everyday.	You went to school at 8 a.m. yesterday.	You will go to school at 8 a.m. tomorrow.
We sometimes help with the children.	We helped with the children last weekend.	We will help with the children next Friday.
They play soccer on Saturday every week.	They played soccer last Saturday.	They will soccer next Saturday.
He eats lunch at twelve o'clock Monday to Friday.	He ate lunch at twelve o'clock last Wednesday.	He will eat lunch at twelve o'clock tomorrow.
Nadia goes to school at 10:00 a.m. everyday.	Nadia went to school at 10:00 a.m. yesterday.	Nadia will go to school at 10:00 a.m. tomorrow.
Gilberto helps with the children often.	Gilberto helped with the children last semester.	Gilberto will help with the children this summer.
She plays soccer on Friday.	She played soccer last Friday.	She will play soccer next Friday.

## 2. Plan a typical daily schedule for a role below

### Roles

Travel agent	Hotel manager	Restaurant owner
Real estate agent	Food deliverer	President
Paparazzi	K-pop idol	Your own choice

### A typical day for \_\_\_\_\_

5:00 a.m.		3:00 p.m.	
6:00 a.m.		4:00 p.m.	
7:00 a.m.		5:00 p.m.	
8:00 a.m.		6:00 p.m.	
9:00 a.m.		7:00 p.m.	
10:00 a.m.		8:00 p.m.	
11:00 a.m.		9:00 p.m.	
12:00 p.m.		10:00 p.m.	
1:00 p.m.		11:00 p.m.	
2:00 p.m.		12:00 a.m.	

### 3. Homework

#### Describe an ideal colleague

An ideal colleague	
1,	
2.	
3.	
4.	
5.	

#### Plan a perfect day of your dream

5:00 a.m.		3:00 p.m.	
6:00 a.m.		4:00 p.m.	
7:00 a.m.		5:00 p.m.	
8:00 a.m.		6:00 p.m.	
9:00 a.m.		7:00 p.m.	
10:00 a.m.		8:00 p.m.	
11:00 a.m.		9:00 p.m.	
12:00 p.m.		10:00 p.m.	
1:00 p.m.		11:00 p.m.	
2:00 p.m.		12:00 a.m.	