



The English Alphabet

The English Alphabet has 26 letters. In alphabetical order, they are:

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 ()

- Five of the letters are “vowels.” Twenty-one are “consonants”:

5 vowels: a e i o u

21 consonants: b c d f g h j k l m n p q r s t v w x y z

- We can write using “large letter” (capital) or “small letter.”

Capital letter: A B C D E F...

Small letter: a b c d e f...

Cardinal Numbers

Cardinal Numbers express quantity.

01 = one	10 = ten	20 = twenty	100 = one hundred
02 = two	11 = eleven	30 = thirty	200 = two hundred
03 = three	12 = twelve	40 = forty	300 = three hundred
04 = four	13 = thirteen	50 = fifty	400 = four hundred
05 = five	14 = fourteen	60 = sixty	500 = five hundred
06 = six	15 = fifteen	70 = seventy	600 = six hundred
07 = seven	16 = sixteen	80 = eighty	700 = seven hundred
08 = eight	17 = seventeen	90 = ninety	800 = eight hundred
09 = nine	18 = eighteen		900 = nine hundred
	19 = nineteen		

1 000 = one thousand

* 1 800 = eighteen hundred.

10 000 = ten thousand

100 000 = one hundred thousand

1 000 000 = one million ...

Ordinal Numbers

Ordinal Numbers express order and place.

1. first	(1 st)	11. eleventh	(11 th)	21. twenty first	(21 st)
2. second	(2 nd)	12. twelfth	(12 th)	22. twenty second	(22 nd)
3. third	(3 rd)	13. thirteenth	(13 th)	23. twenty third	(23 rd)
4. fourth	(4 th)	14. fourteenth	(14 th)	24. twenty fourth	(24 th)
5. fifth	(5 th)	15. fifteenth	(15 th)	25. twenty fifth	(25 th)
6. sixth	(6 th)	16. sixteenth	(16 th)	26. twenty sixth	(26 th)
7. seventh	(7 th)	17. seventeenth	(17 th)	27. twenty seventh	(27 th)
8. eighth	(8 th)	18. eighteenth	(18 th)	28. twenty eighth	(28 th)
9. ninth	(9 th)	19. nineteenth	(19 th)	29. twenty ninth	(29 th)
10. tenth	(10 th)	20. twentieth	(20 th)		
30. thirtieth	(30 th)	80. eightieth	(80 th)		
40. fortieth	(40 th)	90. ninetieth	(90 th)		
50. fiftieth	(50 th)	100. one hundredth	(100 th)		
60. sixtieth	(60 th)	1 000. one thousandth	(1000 th)		
70. seventieth	(70 th)				

English Dates

British English

In British, the day is usually placed before the month. If you wish, you can add the ending of the ordinal number. The preposition before the month is generally dropped. You can also put a comma before the year, but this is not common anymore in British English.

Example: • 4(th) (of) February (,) 1977

American English

In American English, the month is usually placed before the day. You can also put the definite article before the day. It is common to write a comma before the year.

- February (the) 4(th), 1977

You can also write the date by using numbers only. The most common forms are:

- 4/02/77 or 4-02-77

Note, however, that 4/02/77 usually means 4 February 1977 in British English and April 2, 1977, in American English. To avoid any possible confusion, you should spell out the month or use the abbreviation.

Months and Days of the week

Note that the months and days of the week are always capitalized. If you don't want to write the whole word, you can use abbreviations. In British English, abbreviations are usually written without full stops (Apr); full stops are typically used in American English (Apr.).

**Months
correct abbreviation:**

Month: Abbreviation:	Month: Abbreviation:
January Jan	July -
February Feb	August Aug
March Mar	September Sept
April Apr	October Oct
May -	November Nov
June -	December Dec

**Days of the week
correct abbreviation:**

Day: Abbreviation:	Day: Abbreviation:
Monday Mon	
Tuesday Tue	
Wednesday Wed	
Thursday Thu	
Friday Fri	
Saturday Sat	
Sunday Sun	

Dates in spoken English

If you put the day before the month, use the definite article and the preposition.

- 13 February 2002 - the thirteenth of February, two thousand and two

If you put the month before the day, use the definite article (*the*) before the day in British English. In American English, you can drop the definite article.

- February 13, 2002 - February (the) thirteenth, two thousand and two.

Years

From 2000 onwards, years are pronounced like ordinary cardinal numbers.

- 3001 = three thousand and one
- 2000 = two thousand

Earlier years are pronounced differently: the first two figures are numbers, and the last two figures are numbers. They can be joined by a hundred and, which is only **necessary**, however, **if the last two figures are 00 through 09**.

- 1988 = nineteen (*hundred and*) eighty-eight (*optional*)
- 1906 = nineteen **hundred and** six (**necessary**)
= nineteen oh six

If you prefer to give the year without an exact date, use the preposition *in*:

- I was born in 1977.

To distinguish between dates before and after the birth of Christ, use BC and AD as follows:

- BC = “Before Christ”
- AD = “Anno Domini” (In the year of the Lord)

Reinforcement 1

The Alphabet



Match the correct pronunciation with the correspondent letter:

gee	aitch	ess	eff	ell	e	u	pee	cee
kay	dee	tee	zee	em	double u	bee	a	wy
jay	cue	o	vee	i	en	ar	ex	

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 ()

Now, try to spell these words and connect them to the pictures.

- C - O - F - F - E - E
- J - U - K - E - B - O - X
- C - H - A - I - R
- N - O - T - E - B - O - O - K
- D - E - S - K
- W - A - T - C - H
- B - A - L - L
- T - R - A - I - N
- Z - E - B - R - A
- M - O - U - S - E
- B - E - A - R
- Q - U - E - E - N
- I - N - S - E - C - T
- D - I - C - E



Complete the missing letters to the correct sounds.

/ei/ A, H, ____, ____

/əʊ/ O

/i:/ B, C, D, ____, ____, ____, ____, ____

/a:/ R

/u:/ U, ____, ____

/e/ F, L, M, ____, ____, ____

/aI/ I, ____

Reinforcement 2

Cardinal numbers



A. Write the correct number.

1. one thousand two hundred five _____.
2. five hundred twenty one _____.
3. three hundred ninety seven _____.
4. ten thousand nine _____.

B. Write the number.

1. 100 579 : _____.
2. 5 752 : _____.
3. 301 : _____.
4. 1 005 : _____.

Reinforcement 3

Dates and Numbers



Oral exercises.

Listen and practice.

- | | | | | |
|---------|---------|---------|-----------------|----------------|
| 1. 1650 | 4. 5075 | 7. 1752 | 10. 3001 | 13. 2011 |
| 2. 1990 | 5. 4363 | 8. 1906 | 11. 2'453,301 | 14. 12'000,201 |
| 3. 2007 | 6. 2085 | 9. 8430 | 12. 405,002,001 | 15. 18'001,438 |

Reinforcement 4

Dates and Time



Write the dates in words.

1. (British) 22/08/1985
2. (American) 01/17/1975
3. (British) 14/09/2005

*
*
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Listen and practice.

- | | | |
|---------------|---------------|---------------|
| 1. 10/16/1984 | 4. 11/23/1903 | 7. 06/25/1987 |
| 2. 08/28/1850 | 5. 10/31/2005 | 8. 05/15/1960 |
| 3. 05/19/1968 | 6. 09/13/1975 | 9. 03/03/2003 |

Written exercise:

Write the correct number.

1. October sixteenth, two thousand and four
2. nineteen fifty-two
3. seventeen sixty
4. May thirteenth, nineteen seventy-seven
5. January the eighth
6. nineteen hundred

Grammar References

PART B



The Articles

When do we say “**the** table,” and when do we say “**a** dog”?

The and **a/an** are called “articles.” We divide them into “definite” and “indefinite”:

Definite: The

We use definite articles to mean sure, confident “Definite” in particular.

Indefinite: A /An

We use indefinite articles to mean not sure, not confident. “Indefinite” is general.

When we are talking about one thing, in particular, we use **the**. When we are talking about one thing in general, we use **a** or **an**.