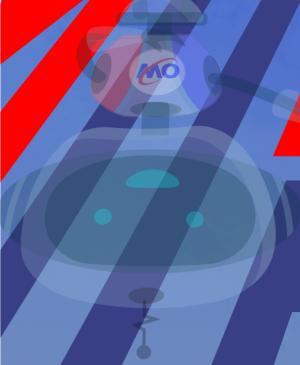


TEXT BOOK

WORD PROCESSING

101





Welcome aboard to the **World Opportunity Institute**.

We are glad that you chose us to walk together towards learning. All our professionals will always be by your side for whatever you need on this journey. Here you will live a world without subtitles.

This **book** it's a course for teenage and adults students, particularly suitable for mixed ability classes. The book is full of thinks that interest students. Emphasis on listening, speaking and vocabulary development ensures better communication.

This work is written in American English but reflects the fact that English is the major language of international communication, and is not limited to any one country, region or culture.



Hello, my name is **Bob**, and I came from Planet M-1903 to visit Earth. The reason why I came is to follow you in this new journey to become fluent in English. Whenever you need it, you can count on me, and I will be here to help you.

# Lesson 1

# Alphabet



<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
ei	bi	ci	di	i
<b>F</b>	<b>G</b>	<b>H</b>	eit	<b>J</b>
éf	dji	ái		<b>K</b>
			djei	kei
<b>L</b>	<b>M</b>	<b>N</b>	<b>O</b>	<b>P</b>
él	êm	ên	ôu	pi
<b>Q</b>	<b>R</b>	<b>S</b>	<b>T</b>	<b>U</b>
quiu	ár	és	ti	iu
<b>V</b>	<b>W</b>	<b>X</b>	<b>Y</b>	<b>Z</b>
vi	dâbliu	équis	uai	zed

## Lesson 2

# Colors



Black	Navy Blue	Dark Green
Blue	Orange	Dark Magenta
Brown	Olive Green	Deep Sky Blue
Carmine	Pink	Light Blue
Golden	Purple	Light Green
Gray	Red	Deep Pink
Green	Silver	Medium Purple
Lilac	Turquoise	Green Yellow
Magenta	Teal	Dark Golden
Mauve	Violet	Dark Olive Green
		Coral

# Lesson 3

# Animals



OCTOPUS



LION



BEE



FISH



SNAKE



CHICKEN



CHIMPANZEE



BEAR



HORSE



DUCK



RABBIT



FROG



CAT



EAGLE



BIRD



ZEBRA



WOLF



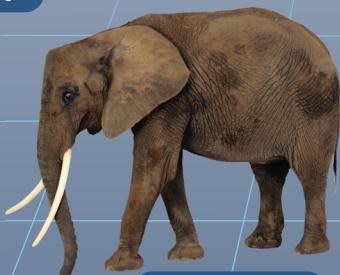
TIGER



DOG



PIG



ELEPHANT



COW



DOLPHIN



SHARK



GORILLA



LOBSTER



RHINOCEROS



GIRAFFE



COCK



CRAB



T-REX



SALMON



LAMB



OX



GOLD FISH



RAT



CROCODILE



FOX



PANDA



RED SQUIRREL



HIPPO



KANGAROO



SKUNK



LYNX



GREAT HORNED OWL



MOOSE

# Lesson 4

# GREETINGS



You probably already know “hello” and “how are you?”  
However, English speakers don’t always say “hello” and “how are you?”

They also use many other English greetings and expressions to say slightly different things. You can also use such English greetings to sound more natural, and to express yourself more clearly and precisely, even at the beginner English level.

**Let's learn how to use some other simple formal and informal English greetings, as well as fun slang expressions that people around the world use to greet each other.**

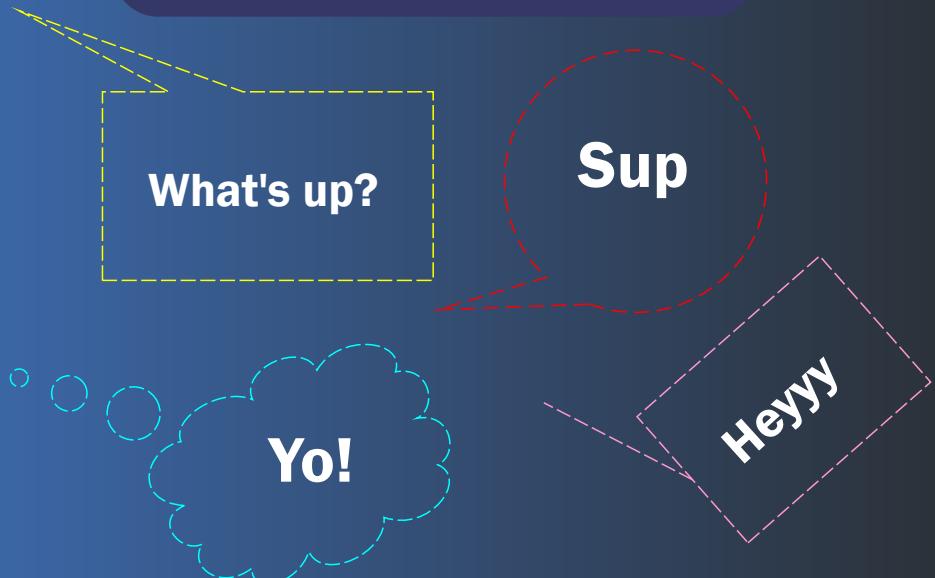
## Formal Greetings



## Informal Greetings



## Slang Greetings



# Let's Practice

- ① A: Hi Suzie. How are you?  
B: Fine thanks. And you?  
A: Yeah, fine thanks.
- ② A: Hi, I'm Clare.  
B: Pleased to meet you! I'm Dave.
- ③ A: Good morning. I'm David Green.  
B: Pleased to meet you. I'm John Harris.  
A: Good to meet you.
- ④ A: Hello, I am Paul, what is your name?  
B: My name is George, nice to meet you!  
A: Nice to meet you too.
- ⑤ A: Good morning.  
B: Good morning. How are you?  
A: I'm very well thank you. And you?  
B: I'm fine. Thank you for asking.  
A: Do you have a meeting this morning?  
B: Yes, I do. Do you have a meeting as well?  
A: Yes. Well. It was a pleasure seeing you.  
B: Goodbye
- ⑥ A: Oh, hello Chris. How are you doing?  
B: I'm well. Thanks for asking. How are you?  
A: I can't complain. Life is treating me well.  
B: That's good to hear.  
A: Good to see you again. I need to go to my doctor's appointment.  
B: Nice seeing you.  
A: See you later.
- ⑦ A: Tom, what's up?  
B: Hi Anna. Nothing much. I'm just hanging out. What's up with you?  
A: It's a good day. I'm feeling fine.  
B: How is your sister?  
A: Oh, fine. Not much has changed.  
B: Well, I have to go. Nice seeing you!  
A: Later!

## Lesson 5

# Indefinite Articles: A and AN



Indefinite articles are used when we are referring to an unspecified thing or quantity. We use them when we don't know (or don't care) which thing we're talking about.

### How to Use the Indefinite Articles A vs. An

The general rule is to use a when the indefinite article precedes a word beginning with a consonant sound and an when it precedes a word starting with a vowel sound.

**1 - Use a when the indefinite article comes before a word beginning with a consonant sound:**

e.g., a toy

e.g., a book

e.g., a house

**2 - Use an when the indefinite article comes before a word beginning with a vowel sound:**

e.g., an operation

e.g., an idea

e.g., an apple

## Exceptions

It's important to note that not all nouns that begin with a consonant begin with the consonant sound. Always trust the sound, not the letter when applying the **a vs. an** rule. Remember, it's about pronunciation.

Consider the examples below:

Incorrect    a hourglass

Correct      an hourglass

Incorrect    a honor

Correct      an honor

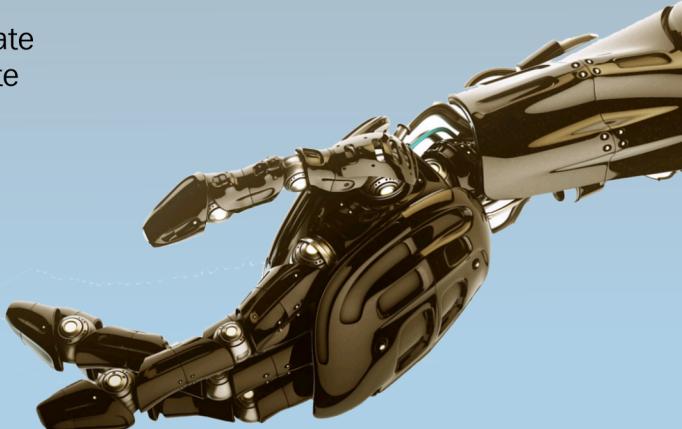
Likewise, there are some nouns beginning with a vowel that make a consonant sound. In these cases, the indefinite article a should be used:

Incorrect    an university

Correct      a university

Incorrect    an one-eyed pirate

Correct      a one-eyed pirate



# Lesson 6

## Plural Nouns



Most singular nouns are made plural by simply putting an -s at the end. There are many different rules regarding pluralization depending on what letter a noun ends in. Irregular nouns do not follow plural noun rules, so they must be memorized or looked up in the dictionary.

**1 - To make regular nouns plural, add -s to the end.**

**cat – cats**

house – houses

**2 - If the singular noun ends in -s, -ss, -sh, -ch, -x, or -z, add -es to the end to make it plural.**

truss – trusses

bus – buses

marsh – marshes

lunch – lunches

tax – taxes

blitz – blitzes

**3 - If the noun ends with -f or -fe, the f is often changed to -ve before adding the -s to form the plural version.**

wife – wives

wolf – wolves

**Exceptions:**

roof – roofs

belief – beliefs

chef – chefs

chief – chiefs

**4 - If a singular noun ends in -y and the letter before the -y is a consonant, change the ending to -ies to make the noun plural.**

city – cities  
puppy – puppies

**5 - If the singular noun ends in -y and the letter before the -y is a vowel, simply add an -s to make it plural.**

ray – rays  
boy – boys

**6 - If the singular noun ends in -o, add -es to make it plural.**

potato – potatoes  
tomato – tomatoes

**Exceptions:**

photo – photos  
piano – pianos  
halo – halos

**7 - If the singular noun ends in -is, the plural ending is -es.**

analysis – analyses  
ellipsis – ellipses

**8 - If the singular noun ends in -on, the plural ending is -a.**

phenomenon – phenomena  
criterion – criteria

**9 - Some nouns don't change at all when they're pluralized.**

sheep – sheep  
series – series  
species – species  
deer – deer

### Plural Noun Rules for Irregular Nouns

Irregular nouns follow no specific rules.

child – children	tooth – teeth
goose – geese	foot – feet
man – men	mouse – mice
woman – women	person – people



# Lesson 7

## Fruits



APPLE



CHERRY



GRAPES



PEACH



JACKFRUIT



MANGO



GUAVA



LIME



ORANGE



TAMARIND



BANANA



AVOCADO



PERSIMMON



CASHEW



BLUEBERRY



KIWI



LYCHEE



PLUM



PEAR



PAPAYA



FIG



WATERMELON



DATE



PINEAPPLE



STRAWBERRY



BLACKBERRY



POMEGRANATE



MANGOSTEEN



JUJUBE



COCONUT



MELON



STAR FRUIT



PHYSALIS



LOQUAT



APRICOT



GRAPEFRUIT



CUSTARD-APPLE



PASSION FRUIT



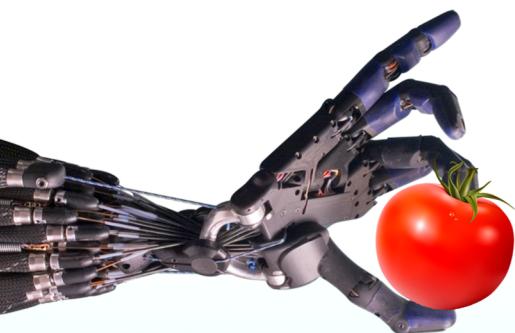
RASPBERRY



NECTARINE



TANGERINE



## Lesson 8

# Vegetables



CORN



CUCUMBER



MUSHROOMS



CABBAGE



CAULIFLOWER



ONION



PARSLEY



GINGER



RADISH



ASPARAGUS



POTATO



BELL PEPPER



OKRA



CARROT



CHILI



BROCCOLI



EGGPLANT



GARLIC



PUMPKIN



TURNIP



PEAS



LETTUCE



WATERCRESS



BEET



TOMATO



SPINACH



BEAN



SWEET POTATO



ZUCCHINI



ARTICHOKE



LEEK



GREEN ONION



MANIOC



CHICORY



SOYBEAN



ARUGULA



OLIVE



RICE



ANISE



BRUSSELS



CHAYOTE



RED ONION

# Lesson 9

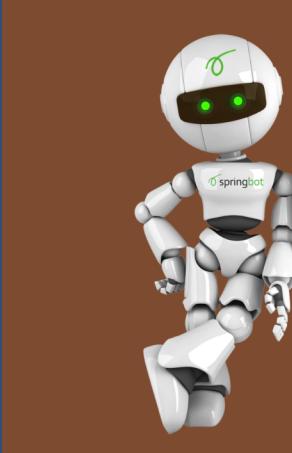


# At a Restaurant Vocabulary

a la carte	credit card	kitchen	saucer
a la mode	cutlery	knife	seafood
appetizer	delikatessen	lemonade	seared
beef	delicious	lunch	server
beverage	dessert	main course	side order
bill	dining	manager	silverware
bistro	dinner	meal	soda
boiled	dish	meat	soup
bowl	dishwasher	medium	special
braised	doggie bag	menu	spices
bread	eat	milk	spicy
breakfast	eggs	mug	spill
brunch	fish	mustard	spoon
butter	food	napkin	starters
cafe	fork	noodles	steak
candie	fries	onion	sugar
cashier	fruit	order	supper
centerpiece	glass	party	table
chair	gourmand	pasta	tablecloth
charge	gourmet	pepper	tasty
chef	grilled	plate	tax
chicken	hamburger	platter	tea
coffee	head waiter	rare	tip
cola	high tea	reservation	toast
cold	hors d'oeuvre	restaurant	tomato
condiments	hostess	roasted	utensils
cook	hot	salad	vegetables
cooked	ice cubes	salt	waiter
course	ingredients	sandwich	waitress
cream	ketchup	sauce	water
			well-done

# Lesson 10

## Pronouns



Pronouns make up a small subcategory of nouns. The distinguishing characteristic of pronouns is that they can be substituted for other nouns.

### Personal Pronouns

Personal pronouns represent specific people or things. We use personal pronouns in place of the person or people that we are talking about.

Here are the personal pronouns, followed by some example sentences:

number	person	gender	personal pronouns	
			subject	object
singular	1st	male/ female	I	me
	2nd	male/ female	you	you
	3rd	male	he	him
		female	she	her

number	person	gender	personal pronouns	
			subject	object
		neuter	it	it
plural	1st	male/ female	we	us
	2nd	male/ female	you	you
	3rd	male/ female/ neuter	they	them

**Examples** (in each pair, the first sentence shows a **subject pronoun**, the second an **object pronoun**):

e.g., I like coffee. / John helped **me**.

e.g., Do **you** like coffee? / John loves **you**.

e.g., **He** runs fast. / Did Ram beat **him**?

e.g., **She** is clever. / Does Mary know **her**?

e.g., **It** doesn't work. / Can the man fix **it**?

e.g., **We** went home. / Anthony drove **us**.

e.g., Do **you** need a table for three? / Did John and Mary beat **you** at doubles?

e.g., **They** played doubles. / John and Mary beat **them**.

## Possessive Pronouns

We use possessive pronouns to refer to a specific person/people or thing/things (the "antecedent") belonging to a person/people (and sometimes belonging to an animal/animals or thing/things).

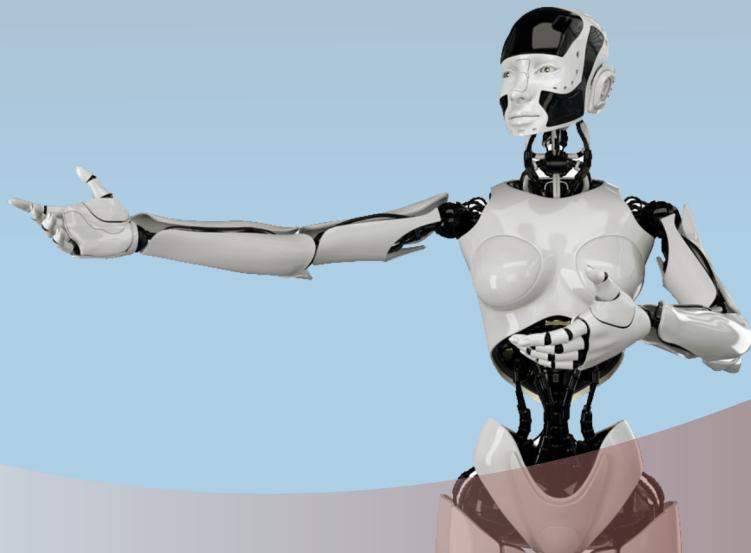
Below are the possessive pronouns, followed by some example sentences.

Notice that each possessive pronoun can:

- be subject or object
- refer to a singular or plural antecedent

number	person	gender (of "owner")	possessive pronouns
singular	1st	male/ female	mine
	2nd	male/ female	yours
	3rd	male	his
		female	hers
plural	1st	male/ female	ours
	2nd	male/ female	yours
	3rd	male/ female/ neuter	theirs

- e.g., Look at these pictures. **Mine** is the big one. (subject = My picture)
- e.g., I like your flowers. Do you like **mine**? (object = my flowers)
- e.g., I looked everywhere for your key. I found John's key but I couldn't find **yours**. (object = your key)
- e.g., My flowers are dying. **Yours** are lovely. (subject = Your flowers)
- e.g., All the essays were good but **his** was the best. (subject = his essay)
- e.g., John found his passport but Mary couldn't find **hers**. (object = her passport)
- e.g., John found his clothes but Mary couldn't find **hers**. (object = her clothes)
- e.g., Here is your car. **Ours** is over there, where we left it. (subject = Our car)
- e.g., Your photos are good. **Ours** are terrible. (subject = Our photos)
- e.g., Each couple's books are colour-coded. **Yours** are red. (subject = Your books)
- e.g., I don't like this family's garden but I like **yours**. (object = your garden)
- e.g., These aren't John and Mary's children. **Theirs** have black hair. (subject = Their children)
- e.g., John and Mary don't like your car. Do you like **theirs**? (object = their car)



## Demonstrative Pronouns

A demonstrative pronoun is a pronoun that is used to point to something specific within a sentence. These pronouns can indicate items in space or time, and they can be either singular or plural.

**NEAR** = this / these



**FAR** = that / those



Here are some examples with demonstrative pronouns.

e.g., **This** tastes good.

e.g., Have you seen **this**?

e.g., **These** are bad times.

e.g., Do you like **these**?

e.g., **That** is beautiful.

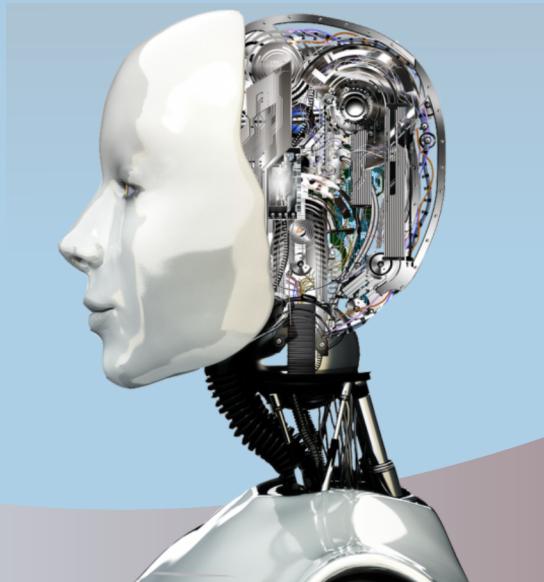
e.g., Look at **that**!

e.g., **Those** were the days!

e.g., Can you see **those**?

e.g., **This** is heavier than **that**.

e.g., **These** are bigger than **those**.



## Lesson 11

# VERB TO BE

BE is the most important verb in the English language. It is used as a main verb and as an auxiliary verb, and it is also used in the passive voice. BE is the only English verb that has three conjugations in the simple present (am | are | is). All other verbs have just two conjugations. BE is also the only verb that has two conjugations in the simple past (was | were). All other verbs have only one past tense conjugation.

**"To be, or not, to be:  
That is the question."**

(Shakespere)

### Affirmative

#### Long form

I am  
You are  
He is  
She is  
It is  
We are  
You are  
They are

#### Short form

I'm  
You're  
He's  
She's  
It's  
We're  
You're  
They're

# Negative

## Long form

I am not  
 You are not  
 He is not  
 She is not  
 It is not  
 We are not  
 You are not  
 They are not

## Short form

I'm not  
 You're not  
 He's not  
 She's not  
 It's not  
 We're not  
 You're not  
 They're not

# Interrogative

**AM I?**  
**ARE YOU?**  
**IS HE?**  
**IS SHE?**  
**IS IT?**  
**ARE WE?**  
**ARE YOU?**  
**ARE THEY?**

# Verb to be (Past Tense)

## Affirmative

I was  
 You were  
 He was  
 She was  
 It was  
 We were  
 You were  
 They were

## Negative

I wasn't  
 You weren't  
 He wasn't  
 She wasn't  
 It wasn't  
 We weren't  
 You weren't  
 They weren't

## Interrogative

Was I...?  
 Were you...?  
 Was he...?  
 Was she...?  
 Was it...?  
 Were we...?  
 Were you...?  
 Were they...?

**The verb BE, when followed by an adjective, is used to describe a person, place, or thing.**



### **Person**

e.g., I am tired.  
e.g., She is kind.  
e.g., We were late.

### **Place**

e.g., Costa Rica is warm.  
e.g., The rooms are large.  
e.g., Paris was beautiful.

### **Thing**

e.g., The building is tall.  
e.g., My ideas are bad.  
e.g., The tea was cold.

**The verb BE can be followed by a noun to identify a person or a relationship.**

e.g., I am a lawyer.  
e.g., He is a student.  
e.g., We are friends.

**BE can be followed by a preposition to identify the location of a person or thing.**

### **Person**

e.g., I am at work.  
e.g., The man is in the car.

### **Thing**

e.g., The keys are by the door  
e.g., My book was on the table.

**BE is used to talk about the time and the weather.**

### **Time**

e.g., What time is it?	It is 8:30.
e.g., When was the party?	It was at noon.

### **Weather**

e.g., How is the weather?	It is sunny.
e.g., How was Finland?	It was cold.



# Lesson 12

## Drinks / Beverages



LEMONADE



JUICE



WATER



MILK



TEA



SOFT DRINK



CHAMPAGNE



RED WINE



WHITE WINE



BEER



VODKA



WHISKY



DRAFT BEER



GIN



LIQUEUR



BRANDY



POP



# Lesson 13

## Fast food



HAMBURGER



SANDWICH



CHEESEBURGER



HOTDOG



BURRITO



FRIED CHICKEN



PIZZA



ONION RINGS



CHIPS



NOODLES



PANCAKES



MUFFIN



MILKSHAKE



DONUT



FRENCH FRIES



CROISSANT



TACO



COOKIE



SOFT DRINK



BACON



SAUSAGE



SLICED BREAD



KEBAB

## Key Words



- Junk food
- Finger food
- Bite Size
- Carry-out
- To go
- Eat in
- Drive thru
- Combo
- Nutrition



# Lesson 14

## Simple Present

The Simple Present is the most basic and fundamental verb tense you need to learn in English. It is the tense that enables us to give basic information about ourselves, express desires and share opinions. Here is a detailed look at how to form the Simple Present and when to use it, with lots of examples.

### ***How do we form the Simple Present?***

Forming the Simple Present in English is quite easy because, with the exception of the verb 'to be', all verbs only have two forms. For example, for the verb 'to look' we use the base word 'look' in the following way:

SINGULAR	PLURAL
I look	we look
You look	you look
He/She/it looks	they look

As you can see, the only difference is for the third person singular (he/she/it) to which we add -s. This -s for the third person singular can also be written as -es, and in this case the pronunciation changes a little:

-es <i>pronounced /iz/</i>	-ies <i>pronounced /iz/</i>	-s <i>pronounced /s/ or/z/</i>
<p><i>Verbs that end in</i>  <i>-ch, -sh, -es, -ss, -x.</i></p> <p><i>For example:</i>  <i>watches, fixes.</i></p>	<p><i>Verbs which end in a</i>  <i>consonant and -y</i></p> <p><i>remove the -y and add -ies.</i></p> <p><i>For example:</i>  <i>studies, applies.</i></p>	<p><i>Verbs which end in all</i>  <i>other letters.</i></p> <p><i>For example:</i>  <i>takes, listens.</i></p>

*To make the negative form we add don't and doesn't:*

I don't look	we don't look
You don't look	you don't look
He/She/it doesn't look	they don't look

*And to make the question form we add do or does:*

Do I look?	Do we look?
Do you look?	Do you look?
Does he/she/it look?	Do they look?

The Simple Present has a lot of different uses, all of which you will study gradually during your course. Here is an overview of each use with examples.

### **a) to describe long-term situations**

e.g., We live in Boston.

e.g., He works for the Post Office.

e.g., Do they have any children?

e.g., She manages the marketing department.

### **b) to describe permanent facts**

e.g., Bees make honey.

e.g., Water boils at 100 °C.

e.g., Mount Everest is the highest mountain in the world.

e.g., We use trees to make paper.

### **c) to describe your routine and habits**

e.g., You go swimming twice a week.

e.g., I don't often play video games.

e.g., Does she work every Saturday?

e.g., We sometimes eat out on Sunday evenings.

### **d) to describe your preferences and opinions**

e.g., We love going to concerts.

e.g., He thinks living here is too expensive and I agree.

e.g., They believe in their leader and trust him completely.

e.g., I like reading, especially historical novels.

e) to refer to the future for the times of transport, meetings or events

e.g., Our train leaves at 3pm.

e.g., The match starts at 8:30pm.

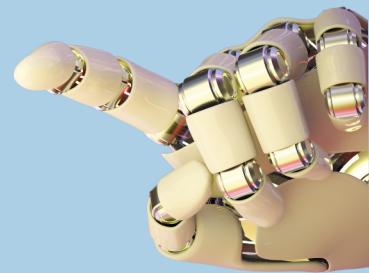
e.g., When **does** the meeting **begin**?

e.g., We land in Dusseldorf at 9:15.

## Making Questions in the Simple Present

When we use question words, like where, when, what, etc, these words go before do/does:

What	do	I you we they	play? study? work? go? travel?
Where When Why How	does	he she it	



Here are some examples:

e.g., Where **do** you **work**?

e.g., What **does** he **do**?

e.g., How **do** they **come here**?

e.g., When **do** we **start**?

e.g., Why **do** they **play football so late**?

e.g., What **does** she **like doing at the weekend**?

e.g., Where **do** you **go to the cinema**?

e.g., When **do** we **leave**?

# Lesson 15

# Breakfast

**Everyday Specialties**

SERVED FROM 7:00 A.M. TO 11:00 A.M.

#1 <b>TWO EGGS</b> with Home Fries, Toast, Coffee and Juice \$4.95	#2 <b>TWO PANCAKES</b> with Bacon and One Egg, Any Style, and Coffee and Juice \$5.95	#3 <b>TWO FRENCH TOAST</b> with Bacon and One Egg, Any Style, and Coffee and Juice \$5.95	#4 <b>WAFFLE</b> with Bacon and One Egg, Any Style, and Coffee and Juice \$5.95
<b>ALL OMELETTES MADE WITH THREE EGGS</b>			
#5 <b>WESTERN OMELETTE</b> Peppers, Onions and Ham with Home Fries and Toast, Coffee and Juice \$5.95	#6 <b>VEGGIE OMELETTE</b> Garden Fresh Veggies with Home Fries and Toast, Coffee and Juice \$5.95	#7 <b>BACON OMELETTE</b> Crispy Bacon, with Home Fries and Toast, Coffee and Juice \$5.95	#8 <b>HAM OMELETTE</b> Tasty Baked Ham, with Home Fries and Toast, Coffee and Juice \$5.95

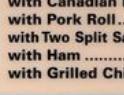
**Classic Breakfasts**

ALL EGG PLATTERS ARE SERVED WITH HOME FRIES,  
TOAST, BUTTER AND JELLY

TWO EGGS, Any Style ..... 4.99
with Bacon, Sausage, Ham or Pork Roll .. 5.99
with Canadian Bacon ..... 6.99
with Virginia Ham ..... 6.99
with Grilled Chicken ..... 7.99
with N.Y. Steak ..... 9.99
CORNED BEEF HASH with Two Eggs ..... 5.99







**Bagels**

with Butter and Jelly ..... 1.99
with Cream Cheese ..... 2.99
with Peanut Butter and Jelly .. 2.99
with Cream Cheese and Lox ... 7.99

**Hot Oatmeal**  
Cup \$3.00 • Bowl \$4.00

**Muffins, Danish & Cake**

Your Choice \$2.99

MUFFIN (Corn, Blueberry or Bran)
DANISH (Apple or Cheese)
APPLE TURNOVER
POUND CAKE
COFFEE CAKE







# Types of Bread



WHITE



WHEAT



WHOLE WHEAT



MULTIGRAIN



WHOLE GRAIN



SPROUTED  
GRAIN



SOURDOUGH



RYE



PUMPERNICKEL



BRIOCHE



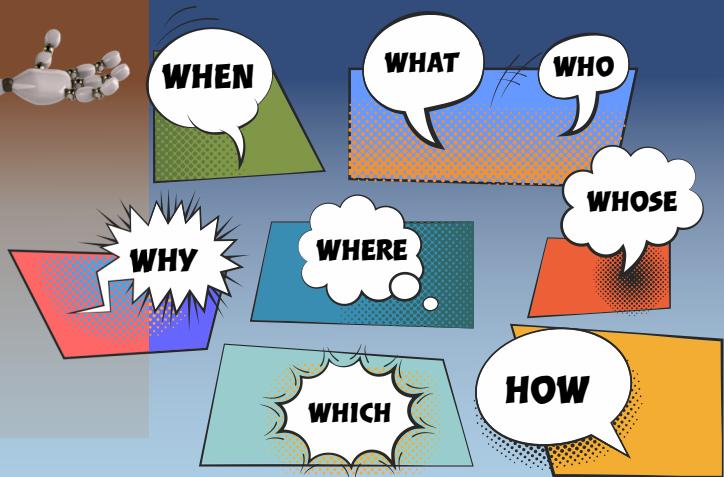
CHALLAH



FLATBREAD

# Lesson 16

## Wh Questions



**Wh**-questions are questions that begin with one of the eight "wh" words: **who, whose, what, when, which, why, where and how.**

### 1 - WHO

Asking what or which person or people (subject)

"**Columbus** discovered America in 1492."

"**Who** discovered America in 1492?"

"He is the **president**."

"**Who** is he?"

"Jack hit the president."

"**Who did** Jack hit?"

## 2 – **WHOSE**

Asking what or which person or people (subject), is the possessive form of "who," and works the same way

"Shakespeare's plays are well known."

"**Whose** plays are well known?"

"That is Jack's dog."

"**Whose** dog is that?"

## 3- **WHAT**

Asking for information about something or asking for repetition or confirmation, replaces any noun or noun phrase that is not a person or pronoun.

"The car hit the dog."

"**What** hit the dog?"

"Mary's favorite candy is chocolate."

"**What** is Mary's favorite candy?"

"**What** is your name?"

"**What?** I can't hear you."

"You did **what**?"

## 4- **WHEN**

Asking about time, replaces time specific words

"John's appointment was at four o'clock."

"**When** was John's appointment?"

"John arrived at noon."

"**When did** John arrive?"

## 5- **WHICH**

Asking about choice, is used when one object among several has to be selected.

"That car was involved in the accident."

"**Which** car was involved in the accident?"

"The ball broke that window."

"**Which** window did the ball break?"

## 6- **WHY**

Asking for reason, does not replace any specific word or phrase in a sentence. Rather, "why" asks for the reasons an action was done.

"Mary is thin because she went on a diet."

"**Why** is Mary thin?"

"John missed the bus because he got up late."

"**Why** did John miss the bus?"

## 7- **HOW**

Asking about manner, asking about condition or quality. Refers to the way, manner, or to what degree something was done.

"**How** does this work?"

"**How** was your exam?"

"Bill passed the test by studying hard."

"**How** did Bill pass the test?"

"John ran quickly to school"

"**How** did John run to school?"

## 8- **WHERE**

Asking in or at what place or position, refers to adverbials of place or location.

**Where** do they live?

"The keys are on the table."

"**Where** are the keys?"



# Lesson 17

## Where are you from?

One big vocabulary and pronunciation problem in English is knowing how to pronounce the English names of **countries**, **nationalities**, and **languages**.

### -IAN / -EAN

Country	Nationality	Language
Argentina	Argentine/Argentinean	Spanish
Australia	Australian	English
Bolivia	Bolivian	Spanish
Brazil	Brazilian	Portuguese
Cambodia	Cambodian	Cambodian
Cameroon	Cameroonian	French/English
Canada	Canadian	English/French
Chile	Chilean	Spanish
Colombia	Colombian	Spanish
Ecuador	Ecuadorian	Spanish
Egypt	Egyptian	Arabic
El Salvador	Salvadorian	Spanish
Estonia	Estonian	Estonian
Ethiopia	Ethiopian	Amharic
Ghana	Ghanaian	English
India	Indian	Various

## -IAN / -EAN

Country	Nationality	Language
Indonesia	Indonesian	Indonesian
Iran	Iranian	Persian
Italy	Italian	Italian
Jordan	Jordanian	Arabic
Korea	Korean	Korean
Lithuania	Lithuanian	Lithuanian
Nigeria	Nigerian	Ibo, Hausa etc.
Panama	Panamanian	Spanish
Peru	Peruvian	Spanish
Romania	Romanian	Romanian
Syria	Syrian	Arabic
Ukraine	Ukrainian	Ukrainian

## -AN

Country	Nationality	Language
Afghanistan	Afghan	Persian-Pashto
Belgium	Belgian	French/Flemish
Costa Rica	Costa Rican	Spanish
Cuba	Cuban	Spanish
Dominican Republic	Dominican	Spanish
Germany	German	German
Guatemala	Guatemalan	Spanish
Haiti	Haitian	French/Creole

**-AN**

Country	Nationality	Language
Honduras	Honduran	Spanish
Kenya	Kenyan	Swahili
Malaysia	Malaysian	Malay/Malaysian
Mexico	Mexican	Spanish
Morocco	Moroccan	Arabic/French
Nicaragua	Nicaraguan	Spanish
Norway	Norwegian	Norwegian
Paraguay	Paraguayan	Spanish
*Puerto Rico	*Puerto Rican	Spanish
Russia	Russian	Russian
South Africa	South African	Afrikaans, English, etc.
United States	American	English
Uruguay	Uruguayan	Spanish
Venezuela	Venezuelan	Spanish

**-ISH / -CH**

Country	Nationality	Language
England	English	English
Finland	Finnish	Finnish
Denmark	Danish	Danish
Netherlands/Holland	Dutch	Dutch
France	French	French
Ireland	Irish	Irish/English
Spain	Spanish	Spanish
Sweden	Swedish	Swedish
Poland	Polish	Polish
Turkey	Turkish	Turkish
Wales	Welsh	Welsh/English

## -ESE

Country	Nationality	Language
China	Chinese	Chinese
Japan	Japanese	Japanese
Portugal	Portuguese	Portuguese
Taiwan	Taiwanese	Chinese
Vietnam	Vietnamese	Vietnamese

## OTHER

Country	Nationality	Language
Czech Republic	Czech	Czech
Greece	Greek	Greek
Iceland	Icelander	Icelandic
Iraq	Iraqi	Arabic
Israel	Israeli	Hebrew
New Zealand	New Zealander	English/Maori
Pakistan	Pakistani	Urdo
Philippines	Filipino	Tagalog/Filipino
Qatar	Qatari	Arabic
Saudi Arabia	Saudi	Arabic
Switzerland	Swiss	Swiss
Tajikistan	Tajik	Tajik (Persian)
Thailand	Thai	Thai

# Lesson 18

# TRANSPORTS



SCHOOL BUS



TRACTOR



FIRE ENGINE



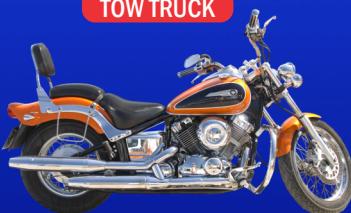
TOW TRUCK



CANOE



TRUCK



MOTORCYCLE



BICYCLE



PLANE



SCOOTER



SKATEBOARD



POLICE CAR



RACE CAR



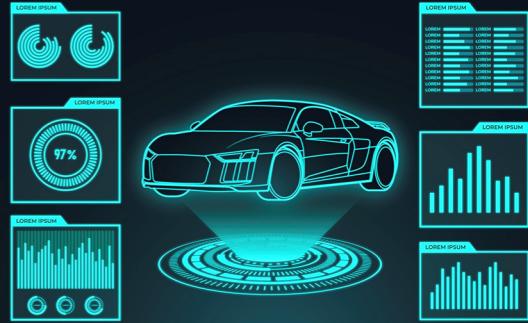
TANK



SNOWMOBILE



SUBMARINE



BUS



VAN



SUBWAY



SHIP



TRAIN



FLYING SAUCER



BOAT



TAXICAB



AMBULANCE



SPACESHIP



HOT AIR BALLOON



ZEPPELIN



ROCKET



CAR



CITY BUS



HELICOPTER



# Lesson 19

# SPORTS



# Lesson 20

## Clothes and Accessories



DRESS PANTS



JUMPER



VEST



HOODIE



SNEAKERS



HIGH HEELS



FLIP FLOPS



BOOTS



SHORTS



TANK TOP



SINGLET



HANDBAG



POLO SHIRT



UMBRELLA



STRAW HAT



CAP



BEANIE



EARMUFFS



NECKLACE



SUNGASSES



SWIMSUIT



WINTER COAT



HAWAIIAN SHIRT



OVERALLS



SHIRT



SCARF



BIKINI



MITTENS



SOCKS



GLOVES



DRESS



SKIRT



APRON

## Shopping for a Sweater

**Shop assistant:** May I help you?

**Customer:** Yes, I'm looking for a sweater.

**Shop assistant:** What size are you?

**Customer:** I'm an extra large.

**Shop assistant:** Would you like a plain sweater or something else?

**Customer:** I'm looking for a plain blue sweater.

**Shop assistant:** How about this one?

**Customer:** Yes, that's nice. Could I try it on?

**Shop assistant:** Certainly, the changing rooms are over there.

**Customer:** Thank you. (*goes into a changing room to try on the sweater*)

**Shop assistant:** How does it fit?

**Customer:** It's too large. Do you have a large?

**Shop assistant:** Yes, here you are. Would you like to try it on to see if it fits?

**Customer:** No that's Okay. Thank you. I'll take it. I'm also looking for some nice slacks.

**Shop assistant:** Great. We have some very nice wool slacks over here. Would you like to take a look?

**Customer:** Yes, thanks for your help.

**Shop assistant:** What are your measurements?

**Customer:** I'm a 38" waist and a 32" inseam.

**Shop assistant:** What do you think about these?

**Customer:** They're nice, but I'd prefer cotton trousers if you have them.

**Shop assistant:** Certainly, our summer slacks collection is over here. How about these?

**Customer:** Yes, I like those. Do you have them in grey as well?

**Shop assistant:** Yes, here's a pair. You said your measurements are **38"** by **32"**, didn't you?

**Customer:** Yes, that's correct. I'll go try them on.

**Shop assistant:** Let me know if you need any help.

**Customer:** Thank you. (comes back) These are great. So, that makes one sweater and a pair of grey slacks.

**Shop assistant:** OK, how would you like to pay?

**Customer:** Do you take credit cards?

**Shop assistant:** Yes, we do. Visa, Master Card, and American Express.

**Customer:** OK, here's my Visa.

**Shop assistant:** Thank you. Have a nice day!

**Customer:** Thank you, goodbye.

## **Key Vocabulary**

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### **Phrases**

- Could / May I help you?
- Could I try it (them) on?
- How does it fit?
- How would you like to pay?
- I'm looking for...
- I'd prefer...

### **Words**

- Changing rooms
- Size - extra small, small, medium, large, extra large - Used with standard

### **Measurements**

- Measurements - used with specific measurements for trousers, suits, etc.
- Shop assistant/store clerk
- Trousers/Slacks/Pants
- Waist
- Inseam
- Credit cards

# Lesson 21

# WEATHER



There are several reasons why weather forecasts are important. They would certainly be missed if they were not there. It is a product of science that impacts the lives of many people. The following is a list of various reasons why weather forecasts are important:

1. Helps people prepare for how to dress;
2. Helps businesses and people plan for power production and how much power to use;
3. Helps people prepare if they need to take extra gear to prepare for the weather;
4. Helps people plan outdoor activities;
6. Helps businesses plan for transportation;

## SEASONS



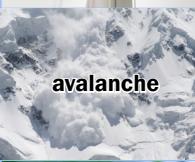
The image is a composite of four panels, each depicting a different season. From left to right: autumn, with bare trees and fallen leaves; summer, with lush green trees and a bright sun; spring, with green grass and yellow flowers; and winter, with bare trees and a snowy landscape. The panels are set against a dark, cloudy sky.

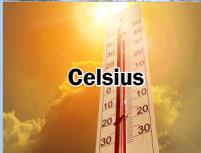
When do spring, summer, fall, and winter start and end? It depends on which definition you use and if you are north or south of the equator.

According to the meteorological definition, the seasons begin on the first day of the months that include the equinoxes and solstices. In the Northern Hemisphere, for example,

- spring runs from March 1 to May 31;
- summer runs from June 1 to August 31;
- fall (autumn) runs from September 1 to November 30; and
- winter runs from December 1 to February 28 (February 29 in a leap year).

## VOCABULARY

word	meaning	example sentence
 <b>airconditioner/ airconditioning</b>	an appliance that cools down the air in a home or building	The <b>airconditioner</b> keeps the office nice and comfortable even when it's very hot outside.
 <b>avalanche</b>	a dangerous slide of snow down a mountain	The skiers were warned about a possible <b>avalanche</b> .
 <b>below freezing</b>	temperature less than 0 degrees Celsius/(32F)	It's supposed to go <b>below freezing</b> before the weekend.
 <b>blizzard</b>	a storm with lots of snow and wind	The airplane couldn't take off because of the <b>blizzard</b>

word	meaning	example sentence
 <b>boiling hot</b>	common expression for describing a very hot day	It was <b>boiling hot</b> , so we all jumped into the lake.
 <b>breeze</b>	a light wind	Don't bother with a hat. There is always a <b>breeze</b> near the ocean.
 <b>Celsius</b>	measurement of temperature (0 degrees is freezing/ 100 is boiling)	In the summer, the average temperature here is 20 degrees <b>Celsius</b> .
 <b>chilly</b>	cold	It's a bit <b>chilly</b> today, so I think you should wear a coat.
 <b>clear</b>	when the sky is blue because no clouds are blocking the sun	On a <b>clear</b> night you can see a lot of stars.
 <b>cloud/cloudy</b>	water in the sky that appears as a white or grey mass	It may look <b>cloudy</b> in the morning, but the sun always comes out by afternoon.
 <b>cold spell</b>	a period of colder than average weather	They're calling for a <b>cold spell</b> , so we put off our camping trip.
 <b>cool</b>	temperature in between warm and cold	The days were boiling hot, but the nights were <b>cool</b> and comfortable for sleeping.
 <b>degrees</b>	measurement for temperature	I don't feel the heat until it's about forty <b>degrees</b> Celsius outside.

word	meaning	example sentence
 <b>drizzling</b>	raining slightly	I think I'll take the dog for a walk. It's only <b>drizzling</b> now.
 <b>drought</b>	a long period with no rainfall	Forest fires are a serious danger during a <b>drought</b> .
 <b>Fahrenheit</b>	measurement of temperature (32 degrees is freezing/212 is boiling)	It was 100 degrees <b>Fahrenheit</b> when we got to San Francisco.
 <b>flood</b>	overflow of rain water	The <b>flood</b> was so bad, our basement was full of water.
 <b>flurries</b>	very light snowfall	There are a few <b>flurries</b> but the snow isn't sticking to the roads.
 <b>fog/ foggy</b>	thick water vapor that blocks one's vision	We couldn't see the bridge because there was too much <b>fog</b> .
 <b>forecast</b>	the expected weather for the future	According to the 5 day <b>forecast</b> , it's going to rain on our wedding day.
 <b>freezing cold</b>	common expression used to describe a very cold day	It was a <b>freezing cold</b> day for the Santa Claus parade.
 <b>frost</b>	ice crystals on a frozen surface	Some flowers are so strong they can withstand <b>frost</b> .

<b>word</b>	<b>meaning</b>	<b>example sentence</b>
	a skin condition caused by over exposure to the cold (typically reddish skin with white spots)	I lost my hat while I was skiing, and I ended up with <b>frostbite</b> on my ears.
	small pieces of ice that fall during a storm	There was so much <b>hail</b> that some of the trailer homes were destroyed.
	a flu-like condition one can acquire after spending too long in the sun	Bring lots of water and wear a hat to avoid <b>heat stroke</b> in this weather.
	extremely hot weather that is much higher than average- usually lasts a short time	During the <b>heat-wave</b> we cooled our beds down with ice packs.
	moisture in the air	It feels a lot hotter than it actually is because of the <b>humidity</b> .
	a tropical storm with very strong wind and rain	Half of the buildings on the island were flattened by the <b>hurricane</b> .
	slippery because of ice	The roads are <b>icy</b> so please avoid driving down any hills.
	electrical discharge and flash between a cloud and the ground	The outdoor pool always closes when the lifeguards think <b>lightning</b> is coming.
	temperature that is warmer than average (in a cold season)	It's quite <b>mild</b> out so I didn't bother with a hat or mittens.

word	meaning	example sentence
	a person who studies weather patterns	The <b>meteorologist</b> predicted that the cold spell would be over by now.
	indicates that a temperature is below zero	was <b>minus</b> twenty degrees at the top of the skii hill.
	no sun is visible	The sky is <b>overcast</b> this morning, but the sun is supposed to come out by late afternoon.
	term often used in a weather forecast to indicate that the skies are sunny and cloudy at the same time	Tomorrow's forecast is <b>partly cloudy</b> with clear skies by nightfall.
	rain or snow that falls on an area	There is very little <b>precipitation</b> in the desert.
	collection of rain water	Children love to splash in <b>puddles</b> when they are wearing rubber boots.
	water that falls to earth	My hair is all wet and messy from the <b>rain</b> .
	a single measurement of rain	I love catching <b>raindrops</b> -on my tongue.
	a band of colours found in the sky after a rainfall	According to legend you can find a pot of gold at the end of a <b>rainbow</b> .

word	meaning	example sentence
 <b>raining cats and dogs</b>	raining heavily	They cancelled the football game because it was <b>raining cats and dogs</b> .
 <b>scorching/ a scorcher</b>	extremely hot temperature/a very hot day	It was <b>a scorcher</b> , so the whole family slept in the cool basement.
 <b>season</b>	time of year characterized by certain weather Winter, Spring, Summer, Fall (or Autumn)	My favorite <b>season</b> is Fall, because I love to watch the leaves changing colours.
 <b>shower</b>	quick/light rainstorm	They've been calling for <b>showers</b> all week, but so far it's been dry.
 <b>sleet</b> (similar to hail)	rain that freezes as it falls	All-weather-tires are best if you have to drive in <b>sleet</b> .
 <b>slush/ slushy</b>	snow on the ground that has been rained on	The snow turned to <b>slush</b> as soon as it started to rain.
 <b>smog</b>	heavy,dark cloud cover caused by pollution	You really notice the <b>smog</b> downtown in this type of humidity.
 <b>snow/ snowy/ snowing</b>	frozen water that warms slightly as it falls to earth	It is already <b>snowing</b> up in the mountains, so the ski season should be great this year.
 <b>snowstorm</b>	large amounts of wind and snow	All of the schools were closed because of the <b>snowstorm</b> .

word	meaning	example sentence
	the gassy star that warms the earth	We hope to have <b>sunshine</b> on the day of the beach picnic.
	painful red/pink skin caused by being in the sun too long	The bald man got a <b>sunburn</b> on his head.
	dark eyewear that protects you from the sun	I forgot my <b>shades</b> and I was driving right into the sun.
	brown/golden skin caused by long periods of sun exposure	I got a <b>suntan</b> on the cruise, but it has already faded away.
	cream that protects your skin from sun damage	Don't forget to reapply your <b>sunscreen</b> when you get out of the lake.
	how warm or cold the air is	Can you check the <b>temperature</b> before we get dressed for our walk?
	instrument for measuring the temperature of the air	When I checked the temperature this morning, the <b>thermometer</b> said it was already thirty degrees Celsius.
	thunder is a loud noise after lightning, caused by rapid expansion of air superheated by the lightning	Let's close all of the windows. It looks like a <b>thunderstorm</b> is coming.
	violently spinning windstorm	The <b>tornado</b> picked up everything in its path, including animals and cars.



# Lesson 22

## Simple Future

When you want to talk about the future in English, there are various forms you can use, including the present continuous, 'be going to', 'will' and 'shall'. 'Will' and 'shall' are in many ways the easiest to use because of their simple structure, but they can also be easy to confuse. So, what is the difference and when should you use them? Read on to find out.

### Will

The most basic and common form used to express the future is 'will'. The structure of 'will' is easy because it is the same for all subjects and you don't need to change anything about the verb.

SINGULAR	PLURAL
I will be (I'll be)	we will be (we'll be)
you will be (you'll be)	you will be (you'll be)
he/she/it will be (he/she/it'll be)	they will be (they'll be)

To make the negative form we add 'not':

I will not be (I won't be)	we will not be (we won't be)
you will not be (you won't be)	you will not be (you won't be)
he/she/it will not be (he/she/it won't be)	they will not be (they won't be)

To make the question form we invert the subject and 'will':

Will I be?	Will we be?
Will you be?	Will you be?
Will he/she/it be?	Will they be?

### We use 'will' for the following situations:

#### a) to describe the future

e.g., We'll be at the hotel until 8pm.

e.g., The trains will be late today because of the bad weather.

e.g., How long will you stay in Hong Kong?

e.g., He'll send us the report when he has all the data.

#### b) to make a prediction

e.g., The world population will grow a lot in the next 50 years.

e.g., I think I'll stay in this company until I retire.

e.g., She doesn't think she'll pass the exam.

e.g., Who do you think will win the tournament?

c) to express a decision made at the moment of speaking

e.g., I'll have the vegetable soup please.

e.g., (The phone rings) I'll answer it.

e.g., So that's the plan – we'll check the sales figures and you check the expenses.

e.g., Jean's over there. I'll just go and say 'hello' before we leave.

d) to make a request

e.g., Will you bring some more water please?

e.g., Will you come to the appointment with me?

e.g., Will you be quiet please? I'm trying to make an important phone call.

e.g., You'll give me a hand with dinner, won't you?

e) to make promises and offers

e.g., I'll call you when I get home.

e.g., She'll help you finish the work, don't worry.

e.g., We'll send you the goods as soon as possible.

e.g., Lee and Kim will show you around the city.

f) to describe the consequence of a conditional phrase:

e.g., If it rains, I'll take my umbrella,

e.g., If they win the next match, they'll go through to the final.

e.g., Will she come to dinner if I invite her?

e.g., We won't mind if you arrive late.

# Shall

In the past, 'shall' was often used as an alternative to 'will', and you can find many examples of 'shall' in famous literary works. But in modern English we usually prefer 'will' for affirmative and negative sentences. However, we still use 'shall' to form questions with 'I' and 'we', especially in British English.

We form sentences with 'shall' in the same way as we do with 'will'.

SINGULAR	PLURAL
I shall help	we shall help
you shall help	you shall help
he/she/it shall help	they shall help

The negative form is created by adding 'not':

I shall not help (I shan't help)	We shall not help (we shan't help)
you shall not help (you shan't help)	you shall not be (you shan't help)
he/she/it shall not help (he/she/it shan't help)	they shall not be (they shan't help)

The contraction form, 'shan't', is something we generally use in spoken English but rarely in its written form.

We make the question by inverting the subject and 'shall'. Here is the question form for all the subjects, though we only normally use 'shall' in questions with I and we:

Shall I help?	Shall we help?
Shall you help?	Shall you help?
Shall he/she/it help?	Shall they help?

## We use 'will' for the following situations:

### a) to make offers using I/we

e.g., **Shall I make** some lunch?

e.g., **Shall we help** you with your bags?

e.g., Where **shall I drop** you **off**? Outside your office?

e.g., **Shall I water** your plants while you're away?

### b) to make suggestions using I/we

e.g., **Shall we go** to the park later?

e.g., **Shall we have** something to eat?

e.g., Who **shall we invite** to the party?

e.g., What **shall we do** after we've watched the film?

### c) to express formal obligations

e.g., Applicants **shall provide** evidence of their qualifications.

e.g., Guests **shall not remove** anything from the rooms.

e.g., The tenant **shall pay** the agreed amount on the first day of every month.

e.g., The accused **shall appear** in court again on 26th October.

### d) to make a promise

e.g., I **shall** never **forget** the help you gave me.

e.g., I **shan't be** late.

e.g., We **shall** do everything we can to solve the problem.

e.g., He **shan't be** long. Do have a seat while you wait.

e) to describe the future very formally

e.g., We **shall overcome** this difficult moment.

e.g., The tests **shall be** carried out by an independent body.

e.g., Mr. Lopez **shall begin** his talk at 2:30pm.

e.g., Access to the city center **shall be** limited today due to the marathon.

## Will or Shall?

As a general rule, use 'will' for affirmative and negative sentences about the future. Use 'will' for requests too. If you want to make an offer or suggestion with I/we, use 'shall' in the question form. For very formal statements, especially to describe obligations, use 'shall'.



# Lesson 23

## Days of the week and months

A really useful thing to learn in English is how to say the days of the week, and months. Days and dates are essential for organizing meetings, making holiday reservations, and for planning social activities.



The accent in the pronunciation is always on the first syllable, The two most difficult days to pronounce are **Tuesday** and **Thursday**, so take extra time to practice those.

As you can see, we always use a capital letter for the first letter of each day. Here are some examples:

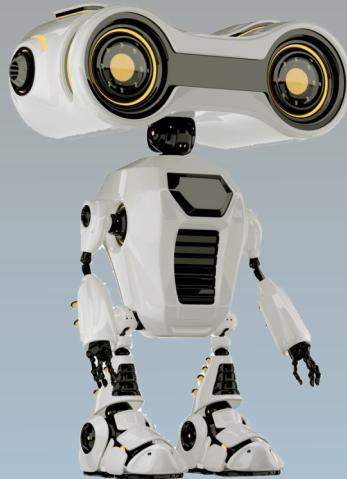
e.g., I work from Monday to Friday. I'm free on Saturday and Sunday.

e.g., Our next lesson is on Wednesday.

e.g., Saturday is his favorite day of the week because he plays football.

e.g., The meeting is on Thursday at 10:30.

e.g., We've got an appointment on Tuesday morning.



## Months

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

We also always use a capital letter for the first letter of months.  
For example:

- e.g., February is the shortest month of the year, with only 28 days.
- e.g., They're going away on holiday in May.
- e.g., The weather is very hot here in July.
- e.g., It's very cold in December.
- e.g., Halloween is in October.

# Lesson 24

## Past Simple Tense



The Past Simple Tense is used to refer to actions that were completed in a time period before the present time.

In the Simple Past the process of performing the action is not important.

What matters is that the action was completed in the past.

The action may have been in the recent past or a long time ago.

So, let's start learning the Simple Past Tense, one of the most common tenses in spoken English and the points to pay attention to.

### Using the Simple Past Tense

- ① The Simple Past is used for actions that started and finished at a specific time in the past. It's also possible to use the simple past in a sentence without specifying a time, but it must have previously been made clear that the speaker is referring to a finished period.

e.g., *I saw a movie last week.*

- ② The Simple Past is used to describe several actions that were completed in the past.

e.g., *I finished work, walked to the beach and met my friends.*

- ③ The Simple Past is used to describe a process that started and finished in the past. In this case, the process of the action is long and is used by specifying time periods such as 'the whole year' or 'all day'.

e.g., *I lived in Italy for five years.*

- ④ The Simple Past can also be used in sentences that describe past habits. These sentences have the same purpose as the expression 'used to'. It should be clear in this kind of sentence that the action referred to is a habit. Time expressions like always, often, usually and never can be used to underline this.

e.g., *I often played football when I was a young man.*

## **Forming the Simple Past**

Subject	Verb To be	Verb To have	Verb To do
I	was	had	did
You	were	had	did
He/She/it	was	had	did
we	were	had	did
You	were	had	did
They	were	had	did

## **Affirmative sentences in the Simple Past**

In affirmative sentences the word order is subject + verb and the form of the verb in the simple past is the same for all subjects (with the exception of 'to be' – was/were).

### **Subject + past simple + object**

#### **For example:**

I played football yesterday.  
He saw his family last week.  
I was in France in June.

## **Negative sentences in the Simple Past**

To make negative sentences in the simple past we use the auxiliary 'did not' / 'didn't' and the base form of the verb.

### **Subject + did not + base form of verb + object**

#### **For example:**

I didn't play football yesterday.  
They didn't go to the theater last month.  
She didn't arrive on time this morning.

## **Questions in the Simple Past**

To make questions in the simple past we use 'did' in front of the subject and base form of the verb.

### **Did + subject + base form of verb + object?**

#### **For example:**

Did you play football yesterday?  
Did they lose the match?  
Did he clean his home last weekend?

Did you play football yesterday?

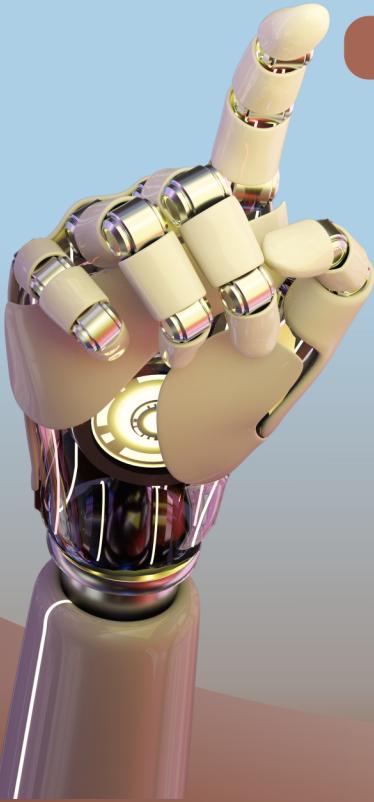
Did they lose the match?

Did he clean his home last weekend?

## Regular and Irregular Verbs

In order to convert regular verbs from their base form to the simple past form, we add -ed. For irregular verbs, however, the simple past form doesn't follow this rule and can vary significantly, and you simply need to learn them by heart. There are many irregular verbs but below you can find the most common ones that you need to know for daily use. Later, we will see all irregular verbs. Don't worry, at least for now.

### Regular verbs examples



place – placed  
dance – danced  
plan – planned  
stop – stopped  
fix – fixed  
snow – snowed  
rain – rained  
need – needed  
help – helped  
add – added  
worry – worried  
play – played

As you can see from these examples, with most regular verbs we add -ed. When a verb ends in -e we simply add -d. And when a verb ends in a consonant and -y, we change the -y to -i and add -ed.

### Irregular verbs examples

**be** – was/were  
**buy** – bought  
**come** – came  
**do** – did  
**eat** – ate  
**find** – found  
**go** – went  
**have** – had  
**leave** – left  
**make** – made  
**pay** – paid  
**see** – saw  
**take** – took  
**tell** – told  
**write** – wrote



# Lesson 25

# NUMBERS

The cardinal numbers (one, two, three, etc.) are adjectives referring to quantity, and the ordinal numbers (first, second, third, etc.) refer to distribution

## ones

- 0** zero, oh, nil
- 1** one
- 2** two
- 3** three
- 4** four
- 5** five
- 6** six
- 7** seven
- 8** eight
- 9** nine

## teens

- 10** ten
- 11** eleven
- 12** twelve
- 13** thirteen
- 14** fourteen
- 15** fifteen
- 16** sixteen
- 17** seventeen
- 18** eighteen
- 19** nineteen

## twenties

- 20** twenty
- 21** twenty-one
- 22** twenty-two
- 23** twenty-three
- 24** twenty-four
- 25** twenty-five
- 26** twenty-six
- 27** twenty-seven
- 28** twenty-eight
- 29** twenty-nine

## thirties

- 30** thirty
- 31** thirty-one
- 32** thirty-two
- 33** thirty-three
- 34** thirty-four
- 35** thirty-five
- 36** thirty-six
- 37** thirty-seven
- 38** thirty-eight
- 39** thirty-nine

## forties

- 40** forty
- 41** forty-one
- 42** forty-two
- 43** forty-three
- 44** forty-four
- 45** forty-five
- 46** forty-six
- 47** forty-seven
- 48** forty-eight
- 49** forty-nine

## tens

- 10** ten
- 20** twenty
- 30** thirty
- 40** forty
- 50** fifty
- 60** sixty
- 70** seventy
- 80** eighty
- 90** ninety

## hundreds

- 100** one hundred
- 200** two hundred
- 300** three hundred
- 400** four hundred
- 500** five hundred
- 600** six hundred
- 700** seven hundred
- 800** eight hundred
- 900** nine hundred

## thousands+

- 1,000** one thousand
- 10,000** ten thousand
- 100,000** one hundred thousand
- 1,000,000** one million
- 10,000,000** ten million
- 100,000,000** one hundred million
- 1,000,000,000** one billion
- 10,000,000,000** ten billion
- 100,000,000,000** one hundred billion
- 1,000,000,000,000** one trillion

# Ordinal Numbers

We normally add a <sup>TH</sup> to the end of a cardinal number to make it an ordinal number. Be careful of the **spelling exceptions** below:

<b>1<sup>st</sup></b>	<b>first</b>	<b>11<sup>th</sup></b>	<b>eleventh</b>	<b>21<sup>th</sup></b>	<b>twenty-first</b>
<b>2<sup>nd</sup></b>	<b>second</b>	<b>12<sup>th</sup></b>	<b>twelfth</b>	<b>22<sup>th</sup></b>	<b>twenty-second</b>
<b>3<sup>rd</sup></b>	<b>third</b>	<b>13<sup>th</sup></b>	<b>thirteenth</b>	<b>23<sup>th</sup></b>	<b>twenty-third</b>
<b>4<sup>th</sup></b>	<b>fourth</b>	<b>14<sup>th</sup></b>	<b>fourteenth</b>	<b>24<sup>th</sup></b>	<b>twenty-fourth</b>
<b>5<sup>th</sup></b>	<b>fifth</b>	<b>15<sup>th</sup></b>	<b>fifteenth</b>	<b>25<sup>th</sup></b>	<b>twenty-fifth</b>
<b>6<sup>th</sup></b>	<b>sixth</b>	<b>16<sup>th</sup></b>	<b>sixteenth</b>	<b>26<sup>th</sup></b>	<b>twenty-sixth</b>
<b>7<sup>th</sup></b>	<b>seventh</b>	<b>17<sup>th</sup></b>	<b>seventeenth</b>	<b>27<sup>th</sup></b>	<b>twenty-seventh</b>
<b>8<sup>th</sup></b>	<b>eighth</b>	<b>18<sup>th</sup></b>	<b>eighteenth</b>	<b>28<sup>th</sup></b>	<b>twenty-eighth</b>
<b>9<sup>th</sup></b>	<b>ninth</b>	<b>19<sup>th</sup></b>	<b>nineteenth</b>	<b>29<sup>th</sup></b>	<b>twenty-ninth</b>
<b>10<sup>th</sup></b>	<b>tenth</b>	<b>20<sup>th</sup></b>	<b>twentieth</b>	<b>30<sup>th</sup></b>	<b>thirtieth</b>

## USES OF ORDINAL NUMBERS

**DATES:** Her birthday is on the **29th**.

**CENTURIES:** Shakespeare was born in the **16th** century.

**SEQUENCE/ORDER:** My team came **second** in the league.

**FLOORS OF A BUILDING:** His office is on the **tenth** floor.

# Big numbers in English

## First, you try!

Take a look at these sentences and see if you can say the numbers correctly.

Don't move on to the next part until you've tried to say them. It's like a test – but a fun one!

There were about **120,000** people at the gig. It was massive!  
We produce **342,876,288** cans of elephant food every year.  
I can't leave until I've beaten Kat's score of **12,073**. I'm going to be here all night.

## Was I right?

Well, let's see if you were right.

**120,000** = “one hundred and twenty thousand” or “a hundred and twenty thousand”

**342,876,288** = “three hundred and forty-two million, eight hundred and seventy-six thousand, two hundred and eighty-eight”

**12,073** = “twelve thousand and seventy-three”

## What are the rules here?

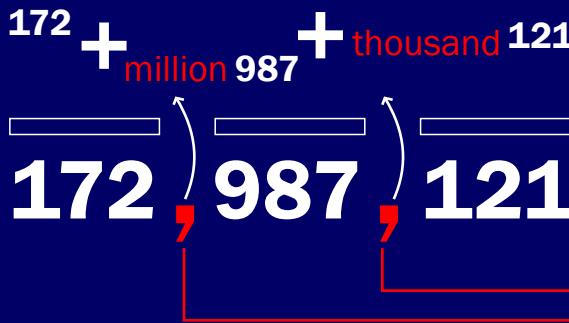
There are four things you should think about here.

### 1. Break big numbers up into pieces!

See the commas between the numbers? (They're full stops in most languages but not in English)

Those commas show you how to break the number up. So just say the numbers between the commas and add “billion,” “million,” “thousand,” etc.

# Saying numbers correctly: Break large numbers into pieces



Note: To avoid confusion between commas (,) and full stops (.) in big numbers, there's an international standard.  
What's the solution? Just uses spaces.

324,678,129 → 324 678 129

## 2. Don't make “one hundred,” “one thousand,” etc., plural!

Just remember, when we're saying a big number, the numbers are not pluralised:

So don't say:  
4,000 – “four thousands”

Say:  
4,000 – “four thousand”

## 3. Say “and” after “hundred”

Did you notice the “and”?

Basically, every time we say “hundred,” we say “and” next.

Add «and» after «hundred.»

**212,302,111**

two hundred **and** twelve million, three hundred **and**  
two thousand, one hundred **and** eleven

Remember – this doesn't work if there are just zeros after the hundred:

**Saying numbers correctly:**  
Don't add «and» before zeros.

**200,300,100**

two hundred million, three hundred thousand, one hundred

#### 4. “One hundred” or “a hundred” – it doesn’t really matter

With the following numbers, you have freedom of choice:

**100** = “one hundred” or “a hundred”

**1,000** = “one thousand” or “a thousand”

**1,000,000** = “one million” or “a million”

# Saying prices in English

## First, you try!

Look at these sentences. How do you say them?

- That one only costs **\$1.89!** Let's get it!
- They really wanted to sell the house for **£200,000**, but in the end, they had to accept half that.
- Wow – **€0.99?** That's cheap!

## Was I right?

Let's check:

**\$1.89** = “one dollar eighty-nine (cents)” or “one dollar and eighty-nine cents” or “one eighty-nine”

**£200,000** = “two hundred thousand pounds” or “two hundred grand” or “two hundred K”

**€0.99** = “ninety-nine cents”

## What are the rules here?

There are two main rules at work here:

### 1. Word order of prices

In the first example (\$1.89), did you notice how we said the first number first (1), then the currency (\$), then the other number (89)?

That's the order we use when we talk about prices:

### Saying numbers correctly:

Get the right order with prices.

2nd    1nd                  3nd

**£28,99**

twenty-eight pounds ninety-nine

## 2. Using “grand” or “K” instead of “thousand”

If you’re talking about big numbers all the time, it doesn’t make sense saying a long word like “thousand” again and again.

Fortunately, we can shorten “thousand” to either “grand” or “K.”

### Saying numbers correctly:

You can say «grand» or «K» instead of «thousand»

**four thousand**

**4,000**

four grand / four K

But remember, it only works when the number is exactly on the thousands:

### Saying numbers correctly:

Don’t say «grand» or «K» if the number has hundreds.

~~four grand, nine hundred~~

**4,900**

four thousand, nine hundred

# Saying decimals in English

You may be wondering what a “decimal” is.

Well, you’re about to find out!

## First, you try!

First of all, let’s try saying these sentences:

According to my calculations, the answer is  
**6.66666666666666666666666666666666 ...**

Yes, we must angle the mirror at precisely **45.665°** to destroy the ships and rule the world!

## Was I right?

Let’s check it!

**45.665°** = “forty-five point six six five degrees”  
**66.666666666...** = “sixty-six point six recurring”

## What are the rules here?

There are three things to remember here:

### 1. Say “point” in decimal numbers

Simple rule, right? Just say “point” and not “dot” or “full stop.”

### 2. After “point,” say the numbers one by one

Mathematically speaking, the numbers after the point (665 in the example above) are not hundreds. So we don’t say “six hundred and sixty-five.”

After the point, we just say the numbers one by one (“six six five”).

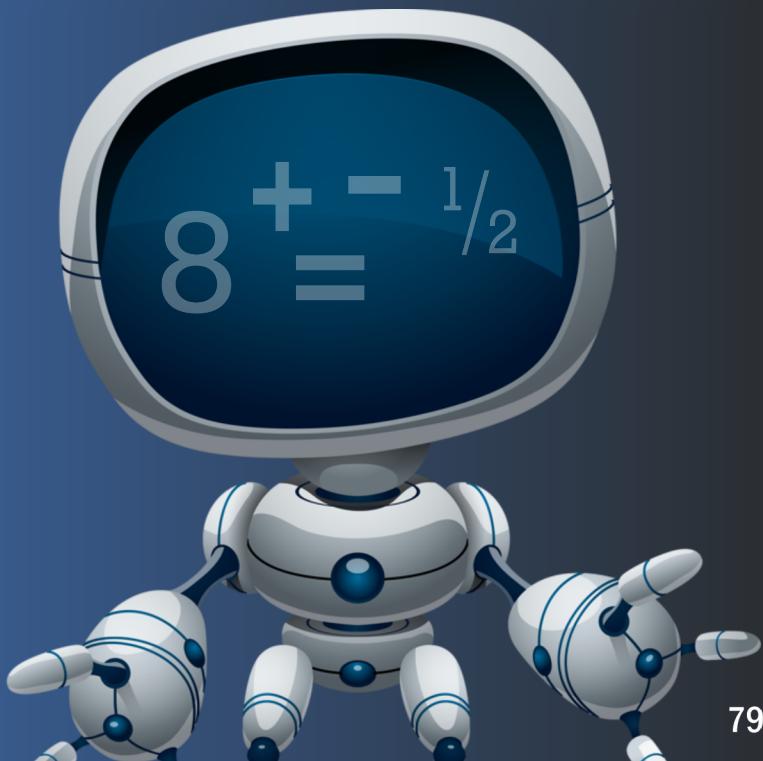
### 3. When numbers repeat forever, just say “recurring”

Just say it once and add “recurring.”

Sometimes, more than one number repeats itself over and over, like this:  
 $12.131313131313\dots$

In this case, just say the pair of numbers that repeat themselves (in this case “one three”) and add “recurring.”

**12.131313131313\dots** = “twelve point one three recurring”



# Saying Fractions in English

## First, you try!

How do you say these sentences?

- The meeting should've just been  $1\frac{1}{2}$  hours, but because Eduardo wouldn't stop talking, it went on for over  $2\frac{1}{2}$  hours. I was late for my tennis team meeting.
- I don't want all of it – can you just give me  $\frac{1}{6}$  of the pizza? No, make it  $\frac{2}{6}$ ... That's  $\frac{1}{3}$ , isn't it?

## Was I right?

$1\frac{1}{2}$  hours = “one and a half hours” or “an hour and a half”

$2\frac{1}{2}$  hours = “two and a half hours”

$\frac{1}{6}$  = “one-sixth” or “a sixth”

$\frac{2}{6}$  = “two-sixths”

$\frac{1}{3}$  = “one-third” or “a third”

## What are the rules here?

### 1. Use an ordinal number on the bottom

Remember the ordinal numbers we talked about above?

We use them for fractions, too.

Let's look at a simple fraction:  $\frac{1}{3}$

There are two numbers – “1” on the top and “3” on the bottom.

Simply say the number on the top normally – “one” – and the ordinal of the number on the bottom – “third.”

Then you have “one third.”

## **2. Make the bottom number plural if the top number is 2 or higher**

Remember that if we're dealing with a fraction that doesn't have "1" on the top, the ordinal must be plural.

So let's take another example fraction:  $\frac{2}{3}$

Take the number on the top as usual ("2") and make the ordinal on the bottom plural, so "third" becomes "thirds" (because in this case, there are two of them).

$\frac{2}{3}$  = "two thirds"

## **3. Say "quarter" not "fourth" and "half" not "second"**

When the bottom number is 2 or 4, we use "half/halves" and "quarter/quarters."

Instead of saying  $\frac{1}{2}$  as "one second," we say "one half" or "a half."

And instead of saying  $\frac{1}{4}$  as "one fourth," we say "one quarter" or "a quarter."

## **4. Get the order right with fractions!**

The usual way to say these numbers is as you read them.

Let's look at an example:  $2\frac{1}{2}$  hours

Say "two and a half" then "hours" (not "two hours and a half").

### **Saying numbers correctly:**

Get the order right with  $\frac{1}{2}$

~~four hours and a half~~

**4  $\frac{1}{2}$  hours**

four and a half hours

#### 4. With **1½**, there's an alternative!

Remember that the word order is different:

**Saying numbers correctly:**

With «**1½ hours**,» there's an alternative.

**1½ hours**

an hour and a half

#### 5. When we say **1½**, the following noun becomes plural

Did you notice that in the example above, we said “one and a half **hours**,” not “one and a half **hour**

The logic is that if the number is anything more than one (including 1.000000001), it’s officially plural.



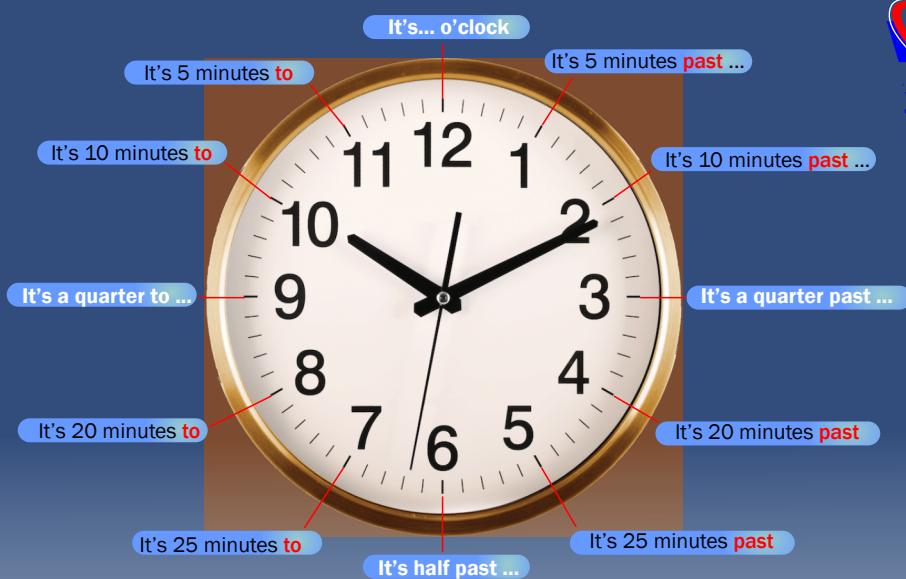
## Lesson 26

# What time is it?

Telling the time in English is easy once you understand how English speakers refer to the different parts of the clock at different times of the day. It always follows the same pattern. So once you know how it works, you can confidently announce the time at any time of the day or night.

### A.M. - P.M.

- **a.m.** = ante meridiem = the time from midnight to noon = from 00:00 to 12:00
- **p.m.** = post meridiem = the time from noon to midnight = from 12:00 to 24:00
- The 24-hour clock is the most commonly used time notation in the world today.
- But in English speaking countries the 12-hour clock is the dominant system of time written and spoken.
- The 24-hour clock is only used by the military in the United States and Canada.



## **o'clock**

one o'clock (1:00)

five o'clock (5:00)

## **Half past** (thirty minutes past)

7:30 (half past seven)

10:30 (half past ten)

12:30 (half-past twelve)

## **Ten-past**, Twenty past

8:10 (ten past eight)

10:20 (twenty past ten)

## **Quarter-past** (15 minutes past)

9:15 (quarter past nine)

7:15 (quarter past seven)

12:15 (quarter past twelve)

## **Ten to**, Twenty to

8:50 (ten to nine)

11:40 (twenty to twelve)

## **Quarter to**

7:45 (quarter to eight)

10:45 (quarter to eleven)

# Lesson 27

## Present Continuous

The present continuous (also called present progressive) is a verb tense which is used to show that an ongoing action is happening now, either at the moment of speech or now in a larger sense. The present continuous can also be used to show that an action is going to take place in the near future.



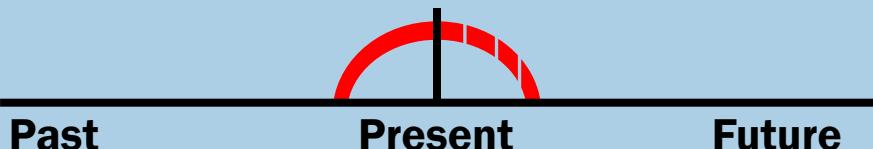
### Present Continuous Forms

The present continuous is formed using **am/is/are + present participle**. Questions are indicated by inverting the subject and am/is/are. Negatives are made with not.

- Statement: You **are watching** TV.
- Question: **Are you watching** TV?
- Negative: You **are not watching** TV.

### Present Continuous Uses

#### USE 1 Now



Use the present continuous with normal verbs to express the idea that something is happening now, at this very moment. It can also be used to show that something is not happening now.

**Examples:**

e.g., You **are learning** English now.

e.g., You **are not swimming** now.

e.g., Are you **sleeping**?

e.g., I **am sitting**.

e.g., I **am not standing**.

e.g., Is he **sitting or standing**?

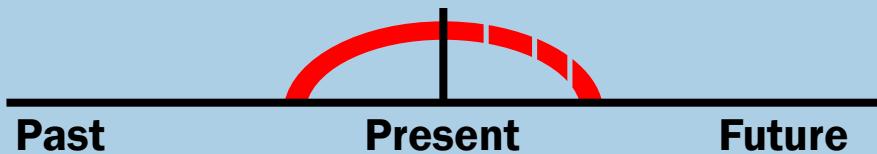
e.g., They **are reading** their books.

e.g., They **are not watching** television.

e.g., What **are you doing**?

e.g., Why **aren't you doing** your homework?

## USE 2 Longer Actions in Progress Now



In English, "now" can mean: this second, today, this month, this year, this century, and so on. Sometimes, we use the present continuous to say that we are in the process of doing a longer action which is in progress; however, we might not be doing it at this exact second.

**Examples:** (All of these sentences can be said while eating dinner in a restaurant.)

e.g., I am **studying** to become a doctor.

e.g., I am not **studying** to become a dentist.

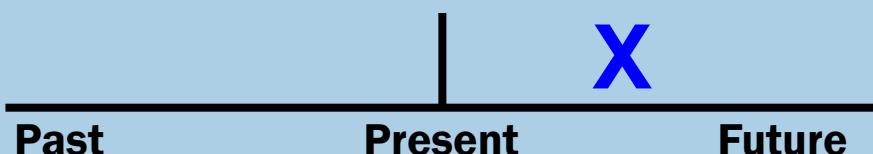
e.g., I am **reading** the book Tom Sawyer.

e.g., I am not **reading** any books right now.

e.g., Are you **working** on any special projects at work?

e.g., Aren't you **teaching** at the university now?

### USE 3 Near Future



Sometimes, speakers use the present continuous to indicate that something will or will not happen in the near future.

### **Examples:**

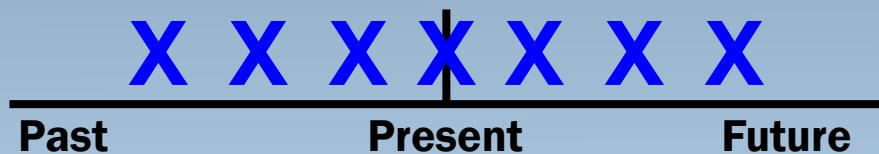
e.g., I am meeting some friends after work.

e.g., I am not going to the party tonight.

e.g., Is he visiting his parents next weekend?

e.g., Isn't he coming with us tonight?

### **USE 4 Repetition and Irritation with "Always"**



The present continuous with words such as "always" or "constantly" expresses the idea that something irritating or shocking often happens. Notice that the meaning is like simple present, but with negative emotion. Remember to put the words "always" or "constantly" between "be" and "verb+ing."

### **Examples:**

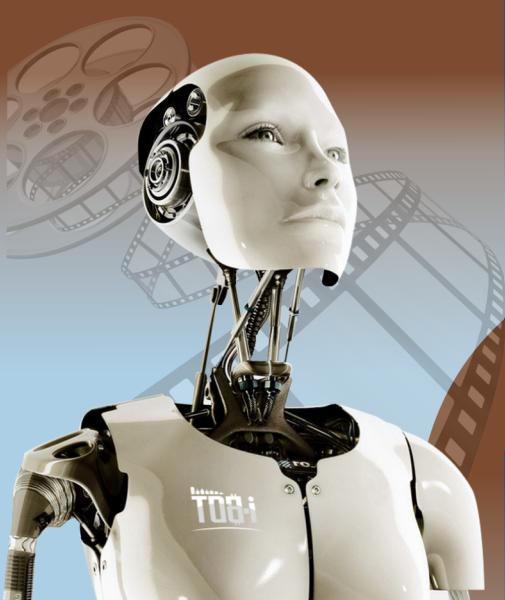
e.g., She is always coming to class late.

e.g., He is constantly talking. I wish he would shut up.

e.g., I don't like them because they are always complaining.

# Lesson 28

## Movies



Movies can be divided into several different genres. There are exciting action movies with gun fights and car chases, and horror movies that make us jump in our seats. There are comedies that make us laugh, and dramas that make us cry. Sci-fi movies show us what the future might be like, historical films tell us stories from the past, and documentaries show us real people and events.

**After watching a movie, you might want to ask questions like:**

"Which **character** did you like the best?"

"What did you think of the **plot**?"

"Did you like the **cast**?"

"What was your favorite **scene**?"

The list below includes some basic vocabulary for talking and reading about your favorite movies, directors and movie stars.

**action movie:** a movie with many exciting and violent scenes

e.g., Our teenage boys love watching **action movies**.

**cast:** all the actors and actresses in a movie or TV show

e.g., *It had a good cast, but the story wasn't very interesting.*

**character:** one of the people in a story

e.g., Harry likes movies with lots of interesting and unusual **characters**.

**action movie**: a movie with many exciting and violent scenes  
e.g., Our teenage boys love watching action movies.

**cast**: all the actors and actresses in a movie or TV show  
e.g., It had a good cast, but the story wasn't very interesting.

**character**: one of the people in a story  
e.g., Harry likes movies with lots of interesting and unusual characters.

**cinema**: a place where movies are shown on a big screen  
e.g., Let's meet in front of the cinema just before the movie starts.

**comedy**: a film with lots of funny scenes  
e.g., Let's see a comedy and have a good laugh.

**director**: the person in charge of making a movie  
e.g., The director gets really angry when actors forget their lines.

**documentary**: a film that's about real people, events or issues  
e.g., How can you eat junk food after seeing that documentary Super Size Me?

**drama** (noun): a movie about realistic characters in dramatic situations  
e.g., Maria loves legal dramas with lots of courtroom scenes.

**entertainment**: enjoyment from movies, concerts, TV shows, etc.  
e.g., Airlines offer plenty of entertainment on their flights these days.

**family movie**: a movie that both children and adults can enjoy  
e.g., Which entertainment company made the family movies Cinderella and 101 Dalmatians?

**film**: another word for "movie" (also "motion picture")

e.g., *This year's Academy Award for Best Picture was won by a British film.*

**genre**: a kind or style of music, movie, TV show, painting, etc.

e.g., *For film class we had to compare movies from two different genres, such as comedy and horror.*

**horror movie**: a movie that frightens and shocks people

e.g., *If you love horror movies, you've got to see Fright Night.*

**movie star** (noun): a very popular movie actor or actress

e.g., *Movie stars earn millions of dollars every time they play a role.*

**plot**: the series of events that form the main story

e.g., *It was a good film, but the plot was difficult to follow at times.*

**scene** (noun): a small part of a film

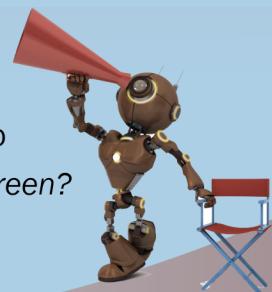
e.g., *The opening scene showed a young man leaving prison and walking to a bus stop.*

**sci-fi** (or "science fiction"): a genre with stories set in the future or in outer space

e.g., *Have you seen that sci-fi film Interstellar yet?*

**screen**: the flat surface that a movie is projected onto

e.g., *Do you like sitting at the back, or close to the screen?*





# Lesson 29

## TRAVELING AROUND THE WORLD



**TRAVEL:** The word "travel" is used to talk about going from one place to another. It can be a verb, a noun or an adjective:

**Verb:** e.g., Paul travels a lot in his job.

**Noun:** e.g., Travel nowadays is faster than before.

**Adjective:** e.g., There is a travel agency beside the bank.

**TRIP:** The word trip is used to talk about a short journey somewhere for a purpose, business or pleasure.

e.g., For our wedding anniversary, we went on a trip to Venice.

e.g., My boss is often away on business trips.

e.g., During our holiday we took a boat trip to the islands.

**JOURNEY:** A journey is the distance covered when travelling to one place to another. 'Journey' can refer to a long distance or a short regular one.

e.g., The journey was long and tiring. It took us 5 hours to get there.

e.g., Did you have a good journey? Yes, it was quite pleasant.

e.g., How long is your journey to work? Just about 20 minutes.

**TOUR:** A tour is a journey during which several places are visited, especially on a holiday. 'Tour' can be a noun or a verb.

Noun: e.g., We went on a tour on Italy.

Verb: e.g., We toured the north of India.

**VOYAGE:** A voyage is a long journey by sea or in space.

e.g., Before the 20th Century, long sea journeys were common.

e.g., A spacecraft will take you on a voyage through space.



# VOCABULARY

- travel
- passenger
- journey
- voyage
- trip
- tour
- cruise
- safari
- destination
- expedition
- route
- airport
- check-in
- board
- fly
- land
- take off
- arrive
- leave
- depart
- travel
- visit
- plane

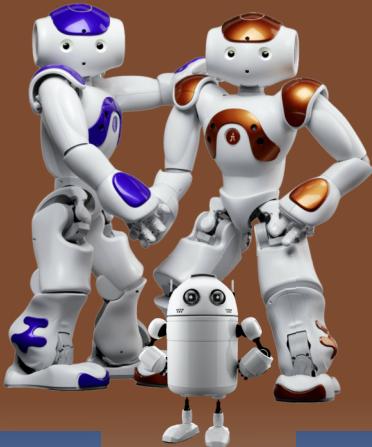
- travel agent
- hotel
- hostel
- motel
- luggage
- ticket office
- ticket
- customs
- delay
- information desk
- map
- book
- flight attendant
- passport
- flight
- rent a car
- insurance
- by train
- by plane
- by bus
- by car
- on foot
- layover

- stopover
- gate
- domestic
- delay
- boarding pass
- airline
- aisle
- business class
- captain
- cockpit
- co-pilot
- economy class
- first-class
- life vest
- seatbelt
- stewardess
- flight attendant
- take off
- turbulence
- emergency exits
- departures
- board
- baggage



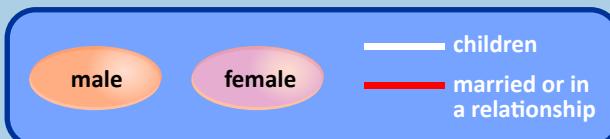
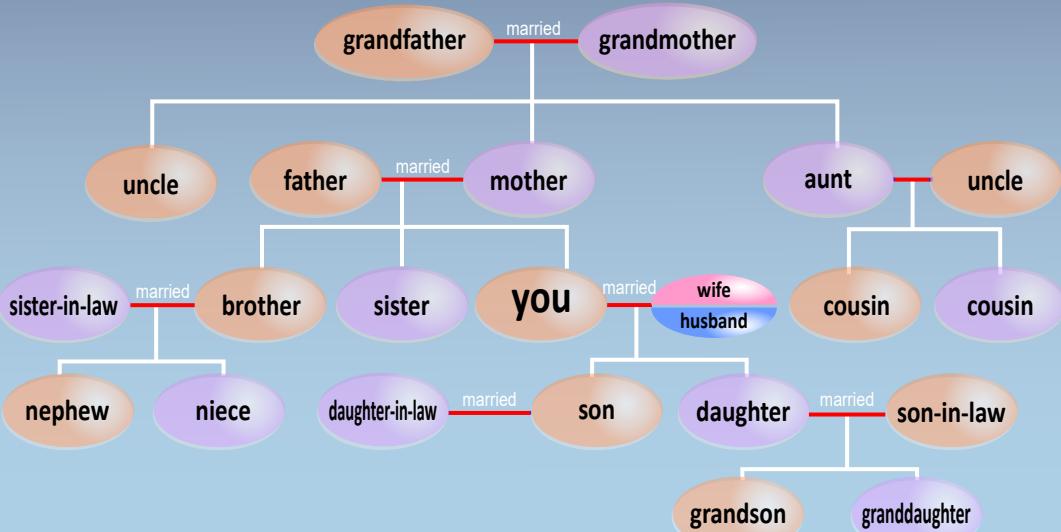
# Lesson 30

## Family Members



Your family members are also called your relatives. You have an immediate or nuclear family and an extended family. Your immediate family includes your father, mother and siblings. Your extended family includes all of the people in your father and mother's families.

### Members of the family



<b>Masculine</b>	<b>Feminine</b>
------------------	-----------------

father	mother
son	daughter
brother	sister
husband	wife

## Immediate Family

When you have children, you are a **parent**.

If you are a male parent, you are a **father**.

If you are female parent, you are a **mother**.

If one of your children is a boy, he is your **son**.

If one of your children is a girl, she is your **daughter**.

When a couple gets married, the man is the **husband**, and the woman is his **wife**.

A **brother** and **sister** both have the same parents.

## Different Generations

<b>Masculine</b>	<b>Feminine</b>
------------------	-----------------

### Forefathers

Great-great grandfather	Great-great grandmother
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Great grandfather	Great grandmother
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Grandfather	Grandmother
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<b>Father</b>	<b>Mother</b>
---------------	---------------

Son	Daughter
-----	----------

Grandson	Granddaughter
----------	---------------

Great grandson	Great granddaughter
----------------	---------------------

Great-great grandson	Great-great granddaughter
----------------------	---------------------------

### Descendents

## Relatives and Extended Family

**grandparents:** the parents of your parents

**grandfather:** the father of your father/mother

**grandmother:** the mother of your father/mother

**grandchildren:** the children of your children

**grandson:** the son of one of your children

**granddaughter:** the daughter of one of your children

**great grandfather:** the father of your grandfather/grandmother

**great grandmother:** the mother of your grandfather/grandmother

**uncle:** the brother (or brother-in-law) of your mother/father

**aunt:** the sister (or sister-in-law) of your mother/father

**cousin:** the child of your aunt/uncle

**nephew:** the male child of your brother/sister

**niece:** the female child of your brother/sister

## The In-Laws

The in-laws are the members of the family of your spouse (the person you are married to) or via a marriage in your family:

**father-in-law:** the father of your spouse

**mother-in-law:** the mother of your spouse

**son-in-law:** the husband of your daughter

**daughter-in-law:** the wife of your son

**brother-in-law:** the husband of your sister

**sister-in-law:** the wife of your brother

## The Family Mix

These are the terms used to describe the "new" members of the family when someone gets remarried.

"Step-" means that you are related as a result of one parent marrying again

**stepfather:** the (new) husband of your mother but not your biological father

**stepmother:** the (new) wife of your father but not your biological mother

**stepson:** the son of your (new) husband / wife (he is not your biological son)

**stepdaughter:** the daughter of your (new) husband / wife (she is not your biological daughter)

**stepsister:** the daughter of your stepmother or stepfather

**stepbrother:** the son of your stepmother or stepfather

Sometimes one of your parents gets married again and they have more children. There

**half-brother:** the brother you have only one parent in common with .

**half-sister:** the sister you only have one parent in common with.

