

Skill: Reading

Before reading

Do the preparation task first. Then read the text and do the exercises.

Preparation task

Match the definitions (a–f) with the vocabulary (1–6).

Vocabulary

1. local
2. preparation
3. a tournament
4. a project
5. an excursion
6. a skill

Definitions

- a. a visit to an interesting place
- b. something you can learn to do
- c. close to where you are
- d. getting ready for something
- e. a competition between many teams or people
- f. a piece of work that takes time to finish

Reading text: A study timetable

Monday to Wednesday

	Monday	Tuesday	Wednesday
9.00	English level test	Vocabulary	Whole day excursion to London or Oxford
10.00	English skills: Speaking	English skills: Reading	
11.00	Preparation for excursion	Preparation for excursion	
12.00	Lunch	Lunch	

13.00	Project class	Project class	
15.00	Art	Basketball	
17.00	Free time	Free time	
18.00	Dinner	Dinner	Dinner
19.00	Swimming	Football tournament	Cinema
21.00	Free time	Free time	Free time

Thursday to Sunday

	Thursday	Friday	Saturday	Sunday
9.00	Grammar	Vocabulary	Grammar	Late breakfast
10.00	English skills: Speaking	English skills: Listening	Progress test	English skills: Writing
11.00	Games with English	Drama	Drama	Preparation for excursion
12.00	Lunch	Lunch	Lunch	Lunch
13.00	Project class	Project class		Excursion to local

15.00	Circus skills	Mountain biking	Theatre trip	castle or museum
17.00	Free time	Free time		
18.00	Dinner	Dinner	Dinner	Dinner
19.00	Bowling	Talent show	Disco	Free time / packing
21.00	Free time	Free time	Free time	Free time / packing

Task 1

Match the days of the week (1–7) with the activities (a–g).

Days

Activities

- | | |
|-------------------|---|
| 1. Monday | a. visiting a famous city |
| 2. Tuesday | b. finding out what level you have in English |
| 3. Wednesday | c. going to see a play or show |
| 4. Thursday | d. a sports competition |
| 5. Friday | e. cycling |
| 6. Saturday | f. visiting a place near the school |
| 7. Sunday | g. learning a fun skill |

Task 2

Choose the best answer.

1. What kind of lessons are first thing in the morning?

- a. Grammar and vocabulary
- b. English skills
- c. Project lessons

2. Which day do you spend all day away from school?

- a. Wednesday
- b. Saturday
- c. Sunday

3. Which skill do you practise the most?

- a. Reading
- b. Speaking
- c. Listening

4. Which day can you get up late?

- a. Friday
- b. Saturday
- c. Sunday

5. What time do evening activities start?

- a. 6 p.m.
- b. 7 p.m.
- c. 9 p.m.

6. When can you pack your bags to go home?

- a. Sunday morning
- b. Sunday afternoon
- c. Sunday evening

Skill: Listening

A request from your boss

Listen to some requests from a manager to practise and improve your listening skills.

Before listening do the preparation task first. Then listen to the audio and do the exercises.

Preparation task

Write the sentences in the correct group.

There's no hurry. your time.		It's important.		Take	
Do it when you have time.		Do this first.		This is a priority.	
Urgent		Not Urgent			

Tasks

Task 1

Match the beginnings and endings of the phrases.

the customer	a meeting room	to the meeting
to the customer	a report	a presentation

- 7. send an email
- 8. visit
- 9. reserve
- 10. invite people
- 11. write

Task 2

Write a number (1–4) to put the tasks in order of priority.

- _____ Visit the customer.
- _____ Send an email to the customer.
- _____ Reserve a meeting room.
- _____ Invite people to the meeting.