

# Becoming conversational

COMMUNICATION

LEVEL  
Intermediate

NUMBER  
EN\_BE\_3814X

LANGUAGE  
English





## Goals

- Can recall and explain the uses of a range of common connectors for different purposes.
- Can naturally use a range of common connectors as part of a straightforward discussion.





**First of all**, we're going to learn how to sequence what we say.

**After that**, we will practise adding information and detail when we speak.

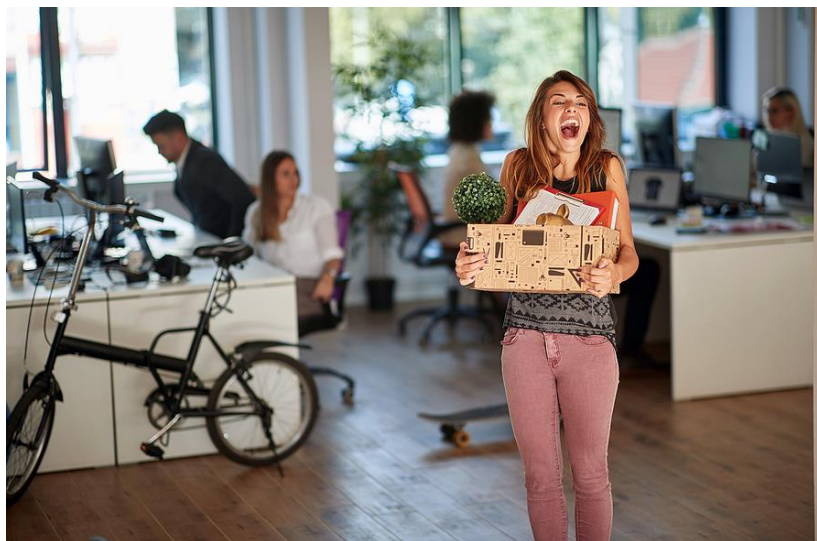
**Additionally**, we'll get lots of speaking practice!





## Preview and warm-up

- In this lesson you are going to learn how to organise what you say in a conversation.



**Firstly**, let me tell you the good news: I just got a new job. We're going to the pub tonight to celebrate, but I'm going to the gym **before that**.



## Becoming conversational

- What do these two terms mean?
  - **Sequencing**
  - **Expressing addition**
- Discuss as a group and use the overview below to help!

Sequencing	Expressing addition
<i>Before + that, after + that</i>	Basics
<i>Firstly, secondly, thirdly...</i>	Conjunctive adverbs 1
Other sequencing adverbs	Conjunctive adverbs 2



## *Before + that*

- We use **before** + **that** when **one action** happens **earlier** than another.
- We use **that** to refer to the action that we want to come **later**.

**that** = calling Martha, taking a break



I need to call Martha, but **before that** I should plan what I want to say.

We can take a break soon. **Before that**, let's review the meeting so far.





## *After + that*

- We use **after** + **that** when an action happens **later** than another.
- We use **that** for action to come **earlier**.

**that** = sending  
the email,  
watching the  
video



I want to send this email. I'll have lunch  
**after that.**

We watched the video. **After that,** we  
wrote some notes.





## Complete the text

Choose the best options in the sentences below.

I am going shopping later but I need to get some money from the bank **after that / before that**.  
**Before that / after that**, I'll need to take my shopping home. I am free **after that / before that**.

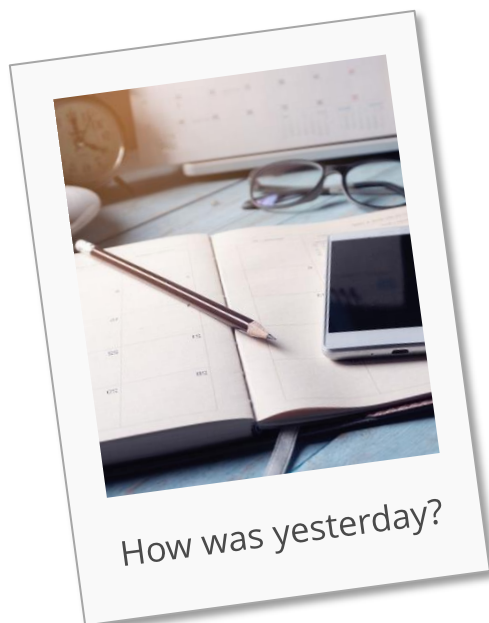






## Speaking

Use *before that* and *after that* to arrange the activities below into different orders.



1

You did something: an activity, a task...

2

You saw someone: a friend, a colleague...

3

You went somewhere: to the cinema, to a meeting...



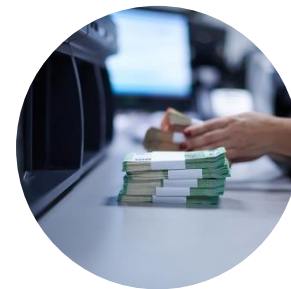
## *Firstly, secondly, thirdly...*

- *First, second, third, fourth*, etc. are ordinal numbers.
- We often use **ordinal numbers** to **organise** what we say into a **clear order**.
- We can do this by making **ordinal numbers** into **adverbs** by adding **-ly**.
- *Firstly, secondly, thirdly*, etc. – we use *finally* or *lastly* for the **final part** of what we want to say.



**Firstly**, I need to give you my new address.

**Secondly**, I'd like to cash these cheques.





*First, second, third...*



- We can also use **ordinal numbers** as in the example **below**:



He went to the deli **first** and to the fresh fruit **second**.



## Derek and Cathy's day

On the next slide, you will see pictures of two people doing different activities. Follow the instructions below.

- Half of you will look at **Derek** and the others will look at **Cathy**.
- These events can happen in any order.
- Use the phrases from the lesson to organise Derek or Cathy's day
- You can use the past tense, present tense or future tense





Now write a brief text about Derek or Cathy's day

Derek



Derek



Derek



Derek



Derek



Derek



Cathy



Cathy



Cathy



Cathy



Cathy



Cathy



after that...  
secondly...

Derek's day

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---

Cathy's day

---

---

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before that...  
firstly...



## Speaking

Now you are going to compare your texts from the previous slide. Each person will read their text out loud. If you are not reading, listen to the other person's text carefully and make some notes.

■ Now check your sequence of their story with them.

■ Use plenty of **questions**.

■ The questions on the right may help you!



■ What happened first?

■ What was before that?

■ What came after...?

■ What happened last?



## Other sequencing adverbs

- We use **suddenly** when something **unexpected** or **surprising** happens.
- We use **subsequently** when something happens **after something** or **as a result of something**.



It was raining but then **suddenly** the sun came out.

The police investigated the criminal and **subsequently** made an arrest.





## Other sequencing adverbs

- We use *meanwhile* to refer to the time **before something happens** or at the **same time as something else**.
- *As soon as* means **immediately** or at the **earliest moment**.



You start the car. **Meanwhile**, I'll put the bags in the boot.

We will leave **as soon as** it stops raining.







## Choose the best word to fill the gaps

1. \_\_\_\_\_ you finish work, give me a call.

- a. suddenly                      b. meanwhile                      c. subsequently                      d. as soon as

2. Leon did well in the interview. \_\_\_\_\_, we offered him the job.

- a. subsequently                      b. suddenly                      c. as soon as                      d. meanwhile

3. I received so many rejections, but then \_\_\_\_\_ I had three job offers!

- a. as soon as                      b. meanwhile                      c. suddenly                      d. subsequently

4. I start my new job in October. \_\_\_\_\_, I have some time to relax.

- a. meanwhile                      b. subsequently                      c. as soon as                      d. suddenly



## Using sequencing adverbs

Use the sequencing adverbs below to describe the pictures.

More than one answer is possible for each picture.

You can change the tense of the verb.

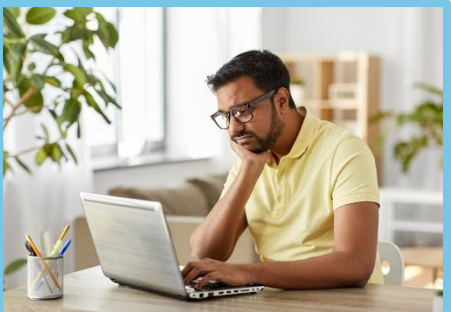
*meanwhile*  
*suddenly*  
*as soon as*  
*subsequently*



forget / birthday / upset



successful / offer / raise



at work / friends / party



drive / flat tyre



## Expressing addition: the basics

- Here are some **words** and **phrases** to **express addition** which you should already know.
- We use conjunctions to join independent clauses into one sentence – ***but, because, and, although***, etc.
- ***Also*** is a common **adverb** we use to **add something** to **what we have said**.



I was impressed with his speech,  
**although** it was a little too long.

He made some good points. **Also**, he  
spoke very clearly.





## Expressing addition using conjunctive adverbs

- Here are two other **conjunctive adverbs** we use to **add to what we're saying**.
- **Furthermore** means something similar to **additionally**.
- **Furthermore** is more formal and we normally use it in **academic** and **professional** contexts.



I am interested in art. **Additionally**, I am a huge music fan.

Texting while driving is dangerous.  
**Furthermore**, it is illegal.





## Expressing addition using conjunctive adverbs

- Here are some more examples. Test your understanding on the **next slide**.



Using public transport reduces traffic.  
**Moreover**, it is better for the environment.

Our online sales are up, and **likewise**, so are our profits.



Some employees suffer from stress.  
**Again**, this shows the importance of rest.



## Conjunctive adverbs and their meanings

**Match the adverbs to their definitions.**

1. meanwhile

a. before something happens or at the same time as something else

2. again

b. in addition

3. furthermore

c. another example

4. likewise

d. in a similar manner



## Fill in the gaps

Fill in the gaps with the phrases below.

a. meanwhile

b. moreover

c. likewise

d. again

e. subsequently

1. I don't drink coffee. \_\_\_\_\_, I don't drink tea.
2. Molly was on the phone with her friend. \_\_\_\_\_, her 2-year-old daughter was drawing on the walls.
3. The north of England is very beautiful. \_\_\_\_\_, it is cheaper to live there than in the south.
4. My bus was delayed and \_\_\_\_\_ I was late for work.
5. Work is stressful at the moment. My car broke down \_\_\_\_\_ yesterday.





## Using useful phrases to change the topic

One person asks questions (A) to another (B). B should use sequencing adverbs and conjunctive adverbs in their answers. Repeat the activity with different people as A and B.

**A**

What do you normally do after work?



**B**

*Before that...*  
*After that...*  
*As soon as...*



**A**

Have you seen a good film recently?



**B**

*Additionally...*  
*Furthermore...*  
*Meanwhile...*



Repeat activity with new questions. Your teacher can suggest some.

Do you have any other questions for B?







## Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no





## Reflect on this lesson

Think about everything you have seen in this lesson.  
What were the most difficult activities or words? The easiest?



If you have time, go over  
the most difficult slides again



## Answer key

Activity p. 8

I am going shopping later but I need to get some money from the bank before that. After that, I'll need to take my shopping home. I am free after that.

Activity p. 17

1. d 2. a 3. c 4. a

Activity p. 22

1. a 2. c 3. b 4. d

Activity p, 23

1. c 2. a 3. b 4. e 5. d





## Unscramble the letters to make words from the lesson

1. ynyawa

\_\_\_\_\_

2. naaidtlyiol

\_\_\_\_\_

3. romoevr

\_\_\_\_\_

4. lwhaenmei

\_\_\_\_\_

5. elskiwie

\_\_\_\_\_

6. qlsyubnseeu

\_\_\_\_\_

7. undeylsd

\_\_\_\_\_



second

meanwhile

suddenly

firstly

moreover

finally

likewise

additionally

as soon as

furthermore

subsequently

after that

expressing addition

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sequencing

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second

moreover

by the way

suddenly

anyway

finally

I wanted to mention

after that

as soon as

before I forget

subsequently

additionally

changing the topic

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expressing addition

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sequencing

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## Homework answer key

### Activity p. 30

expressing addition: additionally, moreover, meanwhile, furthermore, likewise  
sequencing: second, as soon as, finally, after that, subsequently, suddenly, firstly

### Activity p. 29

1. anyway
2. additionally
3. moreover
4. meanwhile
5. Likewise
6. subsequently
7. suddenly





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