## **Table of Contents**

- **V** Vocabulary and functional language
- **G** Grammar
- S Skills
- J Job Talk
- P Pinboard (in Homestudy Section)
- **V** meeting and greeting people; alphabet; numbers 1-10; phone numbers; saying sorry; saying thanks; saying please; helping people
- G personal pronouns; determiners; short/long forms
- **S** listening for detail; matching sentences; playing a game; spelling words; playing a role; reading a short rhyme; selective listening
- J checking in at a hotel
- **P** learning a language; spelling; nuances of meaning; rising and falling intonation
- V names and nationalities; describing things; furnishings in a hotel room; talking about cars; simple adjectives and colours
- **G** simple present (to be); questions and answers (have/has got); personal pronouns; indefinite articles; there is/there are; simple comparisons; short/long forms; capital letters
- **S** identifying/judging sights and sounds; listening for detail; matching sentences; selective listening; matching adjectives and nouns (collocations); interviewing; playing a role
- J designing a business card
- P rising and falling intonation
- V finding your way about; telling the way; asking for help; numbers 11-100; ordinal numbers; opposites; telling the time; words that sound the same; formal and informal language
- **G** asking questions, giving answers and making statements in simple present; 1st and 3rd person negatives
- **S** reading poems and listening to the rhythm; finding opposites; finding words that sound the same; matching signs and telling the way; listening and drawing; talking about habits; putting sentences in the correct order; writing sentences and checking the order; listening for detail; selective listening
- J going to a meeting; introducing colleagues
- ${\bf P}$  sound groups; differences in spoken and written vowels

finding word partners; completing sentences; short/long forms; questions and answers

### 1 Meeting and Greeting People

page 10

## 2 On the Move page 18

# **3** Getting There page 26



### V talking about jobs; job ads; riddles

- **G** simple present; questions and answers in simple present; introducing present perfect; prepositions
- **S** listening for detail; reading an extract from a radio programme; listening for detail and filling in a table; 'find someone who' activity; reading an interview in a newsletter and ordering sentences; reading for gist (job ads) and matching sentences
- J telephoning (making contact)
- **P** jobs and professions; giving the time; language on the phone
- V entertaining guests and friends; eating out; offering drinks; saying thank you; days of the week
- G simple present; pronouns; short/long forms; genitive 's
- **S** selective listening and reading; finding word pairs; reading a riddle and guessing the answers; matching sentences and playing a role; reading a letter for detail; listening for detail and putting sentences in the correct order; listening for language signals
- J welcoming guests and offering drinks
- P restaurant language; saying 'thank you' and 'welcome to'
- V names; personal relationships; months and seasons; dates
- **G** simple past; regular and irregular verbs; questions and answers in simple past (Did you ...? Yes, I did./No, I didn't.)
- **S** selective reading; matching names and pictures; reading and filling in; listening for detail and filling in dates; asking and reporting; filling in a crossword puzzle; listening for gist and guessing
- P names and usage of 'mobile phone'

filling in word wheels; word fields; finding words; writing numbers; filling in the correct form (1st and 3rd person); finding answers to questions; filling in gaps and ordering sentences to make up two stories

- V shopping and shopping experiences; clothing; describing things
- G simple past; questions and answers in simple past; that/those
- **S** reading sentences and putting two dialogues together; describing things; writing short dialogues; selective reading of a letter; 'find someone who' activity; making questions and matching appropriate answers; interviewing; selective reading; exchanging information; listening for detail
- J talking about a business trip
- **P** shopping habits; intonation used to express praise; singular and plural clothes words; word by word translation

6 What's in a Name?

World of Work

**Entertaining Guests** 

page 36

page 44







5

Daily Life – Always the Same?

page 68

### **9** Leisure Time

page 76

# **Revision Unit 3**

story; completing sentences

J reading e-mail messages to check arrangements **P** reading skills; writing skills; a letter framework

V eating out; food and drink; inviting a friend

V daily routines; changes in life

from a radio programme

future tense; present perfect

have always wanted to do

holiday plans

perfect; present perfect vs. simple past

J asking for help; job-sharing; working mothers

P collocations; meals and eating habits

G simple present; adverbs of frequency; simple past; present

**S** matching sentences; selective listening and ordering sentences; reading an extract from a book and checking sentences; writing a short diary; talking about changes; extracting information

V leisure time activities; seasons and weather; likes and dislikes;

S guessing and talking about likes and dislikes; reading a text and filling in information; grouping and discussing activities; filling in word wheels and talking about the weather; comparing situations; reading a poem and listening to the rhythm of the poem; talking about holiday plans; talking about things people

G review: simple present, simple past; present continuous as

**G** recycling of structures; present continuous as future tense

writing appropriate questions to answers; collocations with 'go';

working with words; doing a 'wordsearch' puzzle; writing a short

- **S** reading for gist and listening for detail (restaurant ads); reading a menu and listening for detail; matching words and sentences; ordering sentences and making up a dialogue in a restaurant; matching statements and pictures; matching names of public holidays and texts; talking about plans; playing a role
- J arranging to meet
- **P** language in a restaurant
- V forms of communication; booking a room; office equipment
- G recycling of structures; comparison of adjectives
- S working with information on an internet website; reading texts and checking information; listening for detail; playing a role and booking a room; discussing technical equipment; comparing and reporting; putting a dialogue in the correct order
- J asking for help with office equipment
- P dates: Bed & Breakfast

Eating out

page 84

Communication 11

page 94

page 86

10

### page 102

**Future Dreams** 

- V signs of the zodiac; adjectives to describe people; making suggestions
- **G** will-future and present continuous as future tense
- **S** selective listening and matching dates and pictures; describing people; discussing the signs of the zodiac; selective reading of ads; listening for detail; suggesting and predicting; talking about dreams; saying goodbye
- J asking for permission
- **P** smoking regulations in the USA

**Board game: Elementary Pursuits** 

Introduction to the student

Homestudy Units 1-12

**Revision Unit 4** page 110

**Homestudy Section** page 112

### Appendix

**Role-cards** Classroom Language **Functional Language Grammar Reference Section** Tapescripts Key Vocabulary Unit by Unit Vocabulary Alphabetical List

page 157 page 162 page 163 page 166 page 174 page 184 page 196 page 220 page 228 Acknowledgements

