

***A PRACTICAL ENGLISH HANDBOOK
FOR BACHELOR STUDENTS***

PhDr. Dagmar Malíková

Mgr. Jana Malíková

Tento materiál je určen především studentům bakalářského studijního programu k procvičování látky probírané v kurzech angličtiny. Jsou zahrnuta témata, jejichž znalost je nezbytná při komunikaci ústní i písemné v pracovním procesu.

V každé části jsou nabídnuty výrazové prostředky – slovní zásoba a nejrůznější možné způsoby vyjadřování. Jsou uvedeny příklady, jak komunikovat v různých situacích, jak správně reagovat, úkoly a klíče k nim.

V dalších kapitolách se snažíme nabídnout ucelený přehled slovní zásoby a úkoly s klíči v tematických okruzích Numbers, Location, Shapes a Trends. U čísel začínáme od základních pojmů až po složitější aritmetické a algebraické výrazy, s upozorněním na zvláštnosti a slova, která jsou pro cizince nejobtížnější a jsou nejčastějším zdrojem chyb.

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GREETINGS AND INTRODUCTIONS

- **Greetings**

Hello, .../ Hi, ...

Good morning/ afternoon/ evening.

Good/ Nice to see you again.

I'm glad/ happy/ pleased to see you.

<i>How are you?</i>	-	<i>Fine, thanks. And you?</i>
<i>How have you been?</i>	-	<i>Very well. And you?</i>
<i>How are things?</i>	-	<i>Not too bad, thanks.</i>
<i>How is your girlfriend?</i>	-	<i>She's fine.</i>

- **Introductions**

Introducing oneself

Can/ May I introduce myself? My name's Peter.

Let me introduce myself. My name's

I'd like to introduce myself. I'm

I don't think we've met. I'm

Introducing someone else

Can/ May I introduce a good friend of mine? This is

Have you met ... ?

I'd like you to meet

I want you to meet

Making contact

Excuse me, are you Mrs ... ? - Yes, that's right.

Hello, you must be Mrs

You are Mr ..., aren't you?

Have we met?

<i>How do you do?</i>	-	<i>How do you do?</i>
<i>Nice to meet you.</i>	-	<i>Nice to meet you, too.</i>
<i>Please, call me</i>	-	<i>Then you must call me</i>

- **Good-byes**

Good bye/ Bye/ I'll say good bye/ See you later/ See you soon.

I must go now.

I (really) must be going.

I must be off.

I'm afraid I've got to go.

It's getting (very/ rather) late.

I'll miss my train.

They're calling my flight.

I've got some things to prepare for

I've got a lot to do this afternoon.

I want to get away before the traffic gets too bad.

I've enjoyed talking to you.

It's been (most) interesting talking to you.

It's been a very useful meeting/ nice afternoon.

Thanks for everything.

Thank you for (all) your help.

Thank you for coming.

<i>Have a good/ safe trip/ flight.</i>	-	<i>Thank you ... (same to you).</i>
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<i>Have a good weekend.</i>	-	<i>Same to you.</i>
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<i>Enjoy the rest of your stay.</i>	-	<i>Same to you.</i>
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<i>It was nice meeting you.</i>	-	<i>I really enjoyed meeting you, too.</i>
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<i>I hope to see you again.</i>	-	<i>I hope so, too.</i>
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<i>See you on the 13th.</i>	-	<i>See you.</i>
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I look forward to our next meeting.

I look forward to seeing you again.

I look forward to seeing you when you're next in London.

Practice: Greetings and Introductions

1 What is the difference between these phrases?

- a** (i) How do you do?
(ii) How are you?
- b** (i) Excuse me, are you Mrs Kramer?
(ii) Sorry, I don't know your name.
- c** (i) May I introduce myself?
(ii) Hi everybody. My name's Jim Sellers.
- d** (i) This is Mary.
(ii) Let me introduce you to Mary Higgins.
- e** (i) Goodbye. It's been very interesting talking to you.
(ii) See you. I really had a good time.
- f** (i) I got to go now.
(ii) I'm afraid I must be going soon.

2 Complete the following conversations with the most appropriate words or phrases.

a M = Martin, J = Jacqueline

M Excuse me, _____ Jacqueline Turner?

J Yes, that's _____.

M May I _____ myself? I'm Martin Young. How do you do?

J _____, Mr Young.

b C = Chris, F = Frank

C Hello, Chris Evans. Mind if I join you?

F Oh, _____ not. Frank Richards.

C _____ to meet you, Frank. So how are you finding the conference so far?

F Actually, I've only arrived this morning.

C All right. I ...

c L = Lin, D = Dan, P = Peter

L Dan! Good to see you again. _____ are things?

D Hello, Lin. Fine, thanks. Pretty busy, as always, I suppose. Can I introduce you to a colleague of _____, Peter Winston? Peter, this is Lin Farrell.

P Nice to meet you, Ms Farrell.

L Nice to meet you, too. _____, call me Lin.

P Then you _____ call me Peter.

3 Think of the most suitable reaction to the following phrases.

- a** How are you?
- b** How do you do?
- c** Pleased to meet you.
- d** It was nice meeting you.
- e** Have a good weekend.
- f** See you next month.
- g** You must be Ann Peterson.
- h** I hope to see you again.

INVITATIONS

- **Neutral**

I was wondering if you would like to join us for a meal.
Perhaps you would like to have dinner at my home.
Perhaps you would like to come round for a meal.
We wanted to invite you to dinner.
I thought you might like to try some of our local cuisine.
There's a really nice place just a few minutes from here/ round the corner/ down the road.
There's a pretty good place you might like which specializes in fish.
There's a great new place with a fantastic view of the city.

- **Informal**

Why not come round for a drink?
What about going out for a meal?
Why not join us for a drink?
Fancy going for a drink/ a meal?
There's a really nice place just a few minutes from here/ round the corner.
Shall we meet later tonight to discuss it over dinner?
Let's discuss it later over a drink.

- **Accepting**

That's very kind of you.
Thank you for inviting me.
I'd like that very much.
I'd be delighted to come.
Thank you. That'd be very nice.
I'll look forward to it.
Yes, please.
Thanks.
That's/ What a good idea.
That sounds good/ fun.

- **Setting the details**

What time should I come?
Where shall we meet?
Shall I pick you up?
What time/ Where shall I pick you up?
Shall we meet at half past seven?
Say at half past seven.

- **Declining**

Thank you very much, but I'm afraid I can't come.

*That's very kind of you, unfortunately I have arranged something else.
but I won't be here tomorrow.*

unfortunately I'm busy on Tuesday.

Thanks, but I won't be able to make it then.

No, thank you/ thanks.

I'm all right, thanks.

I can manage.

Practice: Invitations

1 Rearrange the words to make sentences.

- a** Why not/ round/ for/ come/ a drink?
- b** Would/ like/ join/ you/ for/ lunch/ us/ to?
- c** Fancy/ for/ a/ going/ meal/ out?
- d** I thought/ would/ you/ try/ some of/ like to/
local cuisine/ our.
- e** There's/ nice/ a really/ just round/ place/ the corner.
- f** Shall/ meet/ we/ over/ dinner/ to discuss it/ later?
- g** What/ going out/ about/ a meal/ for?
- h** Why/ join/ for/ a drink/ us/ not?

2 How would you

- a** invite an important business partner for a meal
- b** invite a colleague for a drink
- c** accept an invitation politely
- d** accept an invitation in a less formal way
- e** ask about the time and place of your meeting
- f** suggest a concrete time to meet
- g** ask about the best time to pick your colleague up
- h** say sorry because you can't come

3 Is there a difference between these expressions? In what situations would you use them?

- a** (i) No, thanks.
(ii) That's very kind of you, but
- b** (i) I was wondering if you would like to join us for a meal?
(ii) What about going out for a meal?
- c** (i) Shall we meet at half past seven?
(ii) Say at half past seven.
- d** (i) Yes, please.
(ii) Thank you. That'd be very nice.
- e** (i) I'm all right, thanks.
(ii) I can manage, thank you.

SMALL TALK

- **Weather**

Kind of chilly this morning, isn't it?

What a beautiful morning. A bit windy, but beautiful.

It's never that hot at this time of the year.

It's been raining for weeks. Is this never going to end?

- **Weekend**

How did you spend the weekend? Did you do anything special?

How was your weekend?

- **Family**

A: How's Carol doing? I haven't seen her for ages.

B: Oh, she's fine. Just got a job with the Unilever.

A: That's great news. We should get together one of these days. Annie would love to see you both, too.

B: Sure. That'd be great. ...

How are the kids?

Give my regards to your husband.

Why don't you come over for dinner one of these days?

- **Sports**

A: Did you see the game last night?

B: No, I missed it. Was it a good game?

- **Films**

A: Have you seen the Corpse Bride? We went to see it last night.

B: How was it?

A: Mark thought it was hilarious, but I was a bit disappointed.

You should definitely go for it.

You must see that!

- **People**

Have you heard? Monica is getting married.

Don't tell anyone, but apparently Jennifer is going to be promoted.

Practice: Small Talk

1 Which of the following topics you would talk to a) a friend or a colleague, b) an important business partner.

Topics	friend/colleague <i>(informal/ neutral)</i>	business partner <i>(formal)</i>
Family		
International politics		
The salary or wage		
Travel		
Weather		
Food & drink		
Religion		
Health		
Global warming, pollution, environmental topics		
Sports		
Your hobbies		
Computers and new technology		
Corruption		

2 Make questions about some of the topics on the list in exercise 1. Think of the best reply to the questions.

Example: How's the family? - They're very well, thank you.

..... ?

..... ?

..... ?

..... ?

..... ?

..... ?

3 Read the lines in italics and then choose the most suitable response.

- a** *I've just bought a new car – Fiat Seicento.*
- (i) Really? I've heard it is a very bad car.
 - (ii) Really? Why did you do that?
 - (iii) Really? Are you pleased with it?

- b** *My daughter Andrea has gone to Princeton University.*
- (i) Really? What is she studying?
 - (ii) I don't believe you!
 - (iii) Oh, that must be very expensive!
- c** *I'm afraid I have a bad cold.*
- (i) Keep away from me! I don't want to catch it.
 - (ii) I knew someone who died from a bad cold.
 - (iii) That's very bad luck. But thank you for coming to the meeting.
- d** *Our national team will be in the World Cup if we beat Germany.*
- (i) Germany has a good team. You're not going to win.
 - (ii) Germany has a good team. I'm sure it will be a great game.
 - (iii) Anyone can beat Germany. They have a terrible team.

SOCIALIZING

- **Making contact**

Mind if I join you?

Excuse me, you must be

Excuse me, have we met?

I really enjoyed your talk this morning.

Are you giving a talk?

- **Keeping the conversation going**

Do you often travel to Scandinavia?

Have you been here before?

Is this your first visit to Denmark?

How long are you going to stay?

What do you do, by the way?

What line of business are you in?

How are you enjoying the conference?

Do you know many people here?

Can I get you a drink?

Would you like me to get you anything from the buffet?

So, where are you staying?

- **Getting away**

If you'll excuse me, I have to make a phone call.

If you'll excuse me, I must just go and say hello to someone.

Would you excuse me a moment? I'll be right back.

Practice: Socializing

1 Social Quiz: Choose the best possible response. Sometimes more than one answer is possible.

a Hi, how are you?

- (i) Fine, thanks. And you?
- (ii) I'm Mike.
- (iii) Not too bad.

b Meet my friend Jack.

- (i) Nice to meet you.
- (ii) What time?
- (iii) How do you do?

c How was your flight?

- (i) It was all right.
- (ii) Yes, of course.
- (iii) The plane was a bit late but it didn't matter.

d Would you like to look around the company?

- (i) No, it's none of my business.
- (ii) That'd be lovely.
- (iii) Yes, I'd love to.

e Would you prefer red or white wine?

- (i) Yes, of course.
- (ii) I don't want.
- (iii) I don't mind.

f I'm terribly sorry about the delay.

- (i) Don't worry about it.
- (ii) You should be.
- (iii) You're welcome.

g Thank you very much.

- (i) Here you are.
- (ii) Don't mention it.
- (iii) Welcome.

h My sister has had an accident.

- (i) Really?
- (ii) I'm sorry to hear that. Is she all right?
- (iii) I'm sorry to hear that. Is the car OK?

2 You're at a conference drinks party. Match the comments and replies.

Comment

- 1** It's an interesting conference, isn't it?
- 2** How's business?
- 3** Cheers!
- 4** You must try one of these.
- 5** Sorry, I didn't catch your name.
- 6** Do you fancy another drink?
- 7** You're from the Czech Republic, aren't you?
- 8** I must get going.
- 9** Let me give you a lift back to your hotel.
- 10** I'm afraid there's no more orange juice.

Reply

- a** That's right. I live in Prague.
- b** Don't worry. I'll have some soda instead.
- c** Thanks. They look delicious.
- d** Yes please. I'll have a glass of red.
- e** You're very kind but I fancy walking back.
- f** It's Evelyn. Evelyn Burton.
- g** Cheers!
- h** See you tomorrow.
- i** Very good, thank you.
- j** Yes, it is.

3 You're at a reception at an international conference in Glasgow. Make questions using the words offered below and then think of possible answers.

example:

Mind/ join you?

Q: *(Do you) Mind if I join you?*

A: *Please, do.*

giving a talk?

Q:

A:

So, what/ you do?

Q:

A:

What/ your line of business?

Q:

A:

Can/ get/ drink?

Q:

A:

So, where/ staying?

Q:

A:

Would/ like/ get/ anything/ buffet?

Q:

A:

know/ people here?

Q:

A:

first visit to Denmark?

Q:

A:

enjoying the conference?

Q:

A:

excuse me a moment?

Q:

A:

EATING OUT

At a restaurant

- **Recommending**

What do you recommend?

I recommend.

You could try the lamb.

This is their standard menu ... and these are the specials.

We thought you might like to try the local speciality.

The trout is very good. It comes with potatoes and fresh vegetables.

- **Ordering**

I'll have/ take

Could we have ... ?

I'd like

Shall we order a bottle of the house red?

Could we order some mineral water too?

Suggesting	Accepting	Declining
<i>How about ...?</i>	<i>Yes, that'd be great.</i>	<i>No, thank you.</i>
<i>What about ...?</i>	<i>Yes, I'd like that.</i>	<i>Thank you, but I couldn't eat anymore.</i>
<i>Have some more</i>	<i>Yes, that'd be lovely.</i>	<i>I'm fine. Thank you.</i>
<i>Would you like ...?</i>	<i>That sounds nice.</i>	<i>Oh, better not. I'm on a diet.</i>

- **Commenting on the food**

It all looks very good.

This is absolutely delicious. How's yours? - Not bad at all.

What's that? / What are those?

It looks like a kind of / It doesn't look very

I wonder what it's like. / I wonder what's in it.

I think it's made of

- **Thanking & paying**

That was an excellent meal. - I'm glad you enjoyed it.

Thank you for a lovely evening.

Can we get the check (AmE)/ bill (BrE)?

A: *Right. I'll get this.*

B: *Oh, no, you won't. I'm paying.*

A: *But you paid yesterday. It's my turn.*

B: *No, I insist. You're my guest.*

Vocabulary

A restaurant menu

LA CAVERNA

STARTERS

Tomato Soup

A delicate creamy soup

Smoked Cod

Slices of cod served with brown bread and butter

Calamari

Pan Fried or Grilled Calamari

MAIN DISHES

Scallopine Di Vittelo La Caverna

Veal with fresh mushrooms and roasted peppers with a touch of cream

Roasted Atlantic Salmon

Pan roasted salmon with artichoke hearts, asparagus and plum tomatoes in a white wine sauce

Chicken Grana

Dipped in parmigiano, sautéed in lemon and wine sauce

DESSERTS

Chocolate Mousse Cake

Carrot Cake

Ricotta Cheese Cake

Tiramisu

DRINKS

Wide selection of teas and ground coffees

Freshly-squeezed orange juice

Variety of beers

WINE LIST

White wines

Chardonnay, 2002, Napa Valley

Sauvignon Blanc, 2003, Santa Ynez

Red Wines

Merlot, 2002, Central Coast

Cabernet Sauvignon, 1998, Napa

Practice: Eating Out

1 Find items on the menu which belong to these groups. Add other words to each category using a dictionary if necessary.

fruit & vegetables	meat	fish & seafood	dairy products	other food types	drinks

2 On the menu, find different methods of food preparation. Add more using a dictionary.

<i>sm</i>	<i>r</i>	<i>sa</i>
<i>fr</i>	<i>sq</i>
<i>g</i>	<i>gr</i>

3 At a restaurant: Who says what? Have a look at the phrases below and try to decide whether they're used by the Guest(s) or the Waiter.

- a** Good evening. I booked a table for two.
- b** Oh, yes, sir. Your table is over there.
- c** The wine is excellent.
- d** You choose.
- e** Are you ready to order?
- f** How's yours?
- g** Now, how about a dessert?
- h** Can we get the check?
- i** Could we have some mineral water, please?
- j** Sure. I'll be right back.
- k** I'll get this.

4 Using the words below, complete the following extract of a conversation that you might overhear in a restaurant.

like
drink

choose
shall

order
sound

excellent
have

ready
recommend

come

A: Let's _____ first.

B: What do you _____?

A: Let's see... The lamb is usually _____ here. It _____ with potatoes and a salad.

B: That _____ nice.

W: Are you _____ to order?

A: I'll _____ the lasagne.

B: And I'd _____ the lamb, please.

W: What would you like to _____?

A: _____ we order a bottle of wine?

B: That'd be lovely. You _____ .

A: Well, then, a bottle of Bordeaux.

TELEPHONING

Vocabulary

area code (AmE)/dialling code (BrE) – předvolba
bad line – špatné spojení
busy (AmE)/ engaged (BrE) – obsazeno
enquiries – informace
extension – klapka
number – telefonní číslo
phone/home/office/work/mobile/fax number
receiver – sluchátko
telephone book/ directory – telefonní seznam
to ring – zvonit, vyzvánět

switchboard operator – spojovatel/-ka
wrong number – omyl
telephone charge – telefonní poplatek
telephone box/ booth – telefonní budka
telephone network – telefonní síť
telephone bill – účet za telefon
answerphone/ answering machine - záznamník
missed call – zmeškaný hovor
voice mail – hlasová schránka
voice message – vzkaz v hlasové schránce

▪ **Important phrasal verbs**

call back/ ring back – zavolat zpátky
cut off – přerušit
get through – dovolat se
speak up – mluvit hlasitěji
hang up – zavěsit

hold on – vydržet, čekat
look up – vyhledat
pick up – zvednout, vzít (*telefon*)
put on – předat
put through – přepojit

On the phone

▪ **Introducing yourself**

Good morning, Swissair. (How can I help you?)

Hello, the Grand Hotel. Hannah Brown speaking. (What can I do for you?)

Hello, this is ... from

Hello, my name's I'm calling from

▪ **Asking for the caller's name**

Who's calling, please?

Can I have your name, please?

▪ **Saying who you want**

Can I have the accounts department?

I'd like to speak to

Could I speak to ..., please?

Is ... there, please?

I'm calling about

- **Responding**

I'll put you through.

Hold the line, please.

I'm sorry he/ she is not available.

I'm afraid he/ she's busy at the moment.

I'm afraid he/ she's away/ not in at the moment/ in a meeting.

- **Reason for calling**

I'm ringing to

I'd like to

I need some information about

- **Leaving and taking a message**

Can I leave a message?

Can I take a message?

Would you like to leave a message?

Please tell him/ her

Could you ask him/ her to call me?

Could you tell him/ her I called?

- **Asking for repetition**

I'm sorry, but I didn't catch your name/ your number.

Sorry, I didn't hear that.

Could you repeat it, please?

Could you say it again? I'm afraid I didn't understand.

Could you spell that, please?

Could you speak up?

Practice: Telephoning

Vocabulary

1 Complete the sentences with the most suitable word.

- a If you don't know his number, why don't you look it up in the _____ ?
- b The phone's _____. Would somebody answer it, please?
- c I called you a while ago, but your line was _____ .
- d The telephone _____ has been increased.
- e I left her a message on the _____, but she didn't call me back.
- f Our telephone _____ was enormous last month. I had to call abroad several times, so it is not a big surprise.
- g I'm sorry, it's a _____. I can't hear you very well.
- h Sorry, you have the _____ number.

2 Complete the sentences with the most suitable phrasal verb.

- a 'The phone's ringing.' – 'I'll _____ it _____.'
- b Sorry, I've got to go now. I'll _____ you _____ later.
- c 'Could I speak to Mr Barring, please?' – 'I'll _____ you _____.'
- d I tried to call you several times last night, but I couldn't _____. There must have been something wrong with the lines.
- e I was going to explain the details when suddenly we were _____ .
- f Could you _____ for a moment. I'll check the figures for you.
- g Why don't you _____ his number in the directory?
- h I was waiting for a couple of minutes but there was no answer, so I _____ .
- i Could you _____ Harry _____ ? I'd like to talk to him as well.
- j Sorry, I can't hear you very well. Could you _____ ?

On the phone

1 Match the words and phrases with similar meaning.

- | | |
|--------------------------|---------------------------|
| a I'll put you through. | 1 Is that all? |
| b Who's calling, please? | 2 I'm ready. |
| c Anything else? | 3 I'll connect you. |
| d The line's busy. | 4 ... speaking |
| f Go ahead. | 5 Could I have your name? |
| g Hold on. | 6 The line's engaged. |
| h This is ... | 7 One moment. |

2 Use the following chart to complete a telephone conversation.

Receptionist

"Good morning, Triad Publishing."

Say Mr Barry is not in.

*Explain that he is out of office for a few days.
Offer to take a message.*

*Ask the caller to repeat his/ her name and give you
his/ her telephone number.*

Confirm the information.

End call.

Caller

Introduce yourself. Ask to speak to Mr Barry.

Ask when you can contact him.

Say you would like Mr Barry to call you.

Repeat your name and give your number.

End call.

CORRESPONDENCE

Vocabulary

to send a letter/ an email – poslat dopis/ email	envelope – obálka
to send sth by post/ mail – poslat poštou	parcel – zásilka, balíček
to email somebody – poslat někomu email	post/ mail - pošta
to get/ receive – dostat	letterbox (BrE) / mailbox (AmE) – poštovní schránka
to reply to – odpovědět na	electronic mailbox – schránka el. pošty
to check emails – zkontrolovat si poštu	outgoing mail – odesílaná pošta
sender – odesílatel	incoming mail – došlá pošta
addressee – adresát	airmail – letecká pošta
to attach – přiložit k emailu	collect the mail – vyzvednout poštu
attachment – příloha	deliver the mail – doručit poštu
to enclose – přiložit k dopisu	sort the mail – třídit poštu
enclosure – příloha	mail-order service – zásilková služba

▪ **Common abbreviations**

ASAP	as soon as possible
Attn <i>Martin Reeves</i>	for the attention of (= to be read by) Martin Reeves
cc <i>Martin Reeves</i>	copies are sent to the named people
enc.	enclosures
Re:	the letter is about the following subject
Tel. no.	telephone number
pp	put before your name if someone else signs the letter for you

Sending emails and letters

▪ **Opening and closing phrases**

<i>Dear Mr/ Mrs/ Ms/ Miss Sellers</i>	<i>Yours sincerely/ Yours</i>
<i>Dear Sir/ Madam</i>	<i>Yours faithfully</i>
<i>Dear Jack</i>	<i>(With) Best wishes/ Kind regards</i>
<i>Hi Jerry</i>	<i>See you soon/ Hear from you soon</i>

In reply to your letter

Thank you for your letter of May 14th concerning

Thanks for your email

Following our phone conversation

Please contact me again if you need any more information.

If I can be of any further assistance, please do contact me again.

Let me know if you need anything else.

I look forward to hearing from you.

Hear from you soon.

See you in Cairo.

Take care.

- **Reason for writing**

This letter/ email is to

I am writing to

I am pleased to

I'd be pleased if you

Could you please

Would you please

Please email me

Just a quick note to

I am sorry to inform you

Unfortunately

I'm sorry about

I apologize for

- **Attaching and enclosing documents**

I attach

I enclose

Please find enclosed

Examples

Email

Hello Karl

Just a quick note to confirm that I'm coming to Berlin on May 5 and I'll stay there until May 7. I hope we can meet to discuss our production requirements for next year. Please let me know when it would suit you.

See you soon

Chris

Business letter

NewTech Ltd
21 Clifton Road
Portsmouth PR4 7PY

Mr Karl Zorn
Production manager, TSP Technologies
Georgenstrasse 132
Berlin 3287
Germany

Dear Mr Zorn

Re: Visit to Berlin

Further to our telephone conversation, I would like to confirm my next visit to Berlin. I hope to be in Berlin on May 5, 6 and 7, and I would be very pleased if we could meet to discuss our production requirements for next year. Please let me know when it would be convenient for you.

I look forward to hearing from you.

Yours sincerely

Chris O'Connell
Chris O'Connell

Practice: Correspondence

1 Rewrite the following extracts from business letters as emails.

A

Dear Carol

Thank you for your letter of October 13. **Unfortunately** I won't be able to attend your workshop in Stockholm. **Could you please send** me some information on future workshops planned ...

Best regards

David Burns

B

Further to our telephone conversation this morning, **I'd be pleased if you could** send me further details of your proposal.

If I can be of any further assistance, please do contact me again.

I look forward to hearing from you.

2 These extracts from emails need to be rewritten as letters to make them sound more formal.

C

Hi

Thanks for your email received last night. **Sorry** for the delay in replying.

This email is to confirm we have reserved five single rooms for Friday October 14 and 15.

See you in Venice.

Take care

Danielle Torri

D

Just a quick note to confirm our appointment on May 11. My flight gets in about 11 a.m.. **Any chance** somebody could pick me up at the airport? I **attach** a file that I promised to send.

See you next week.

Michelle Debois

3 Correct the mistakes in the following business letter.

February 21th

Dear Alan Green

Thank you for your letter from February 18 and for your interest in our products.

I am sorry to hear that you won't be able to attend our presentation on March but I hope we can to arrange a later date. We're planning another presentation for April 11. I attach a copy of our latest catalogue and prize list. Contact me again if you need any more informations.

I look forward to hear from you.

Your sinsirely

Paul Kominsky

GETTING A NEW JOB

Vocabulary

- advertise a job/ a position – inzerovat volné pracovní místo
applicant – uchazeč, zájemce
apply for a job – zažádat si o práci
appointments section – inzerce
complete an application form – vyplnit přihlášku
covering letter – průvodní dopis
employ somebody – někoho zaměstnat
hire new staff – najmout nové zaměstnance
HR (Human Resources) – personální oddělení
job interview – přijímací pohovor
prepare shortlist of candidates – připravit užší výběr kandidátů
recruit employees – přijmout zaměstnance
recruitment agency – personální agentura
résumé (AmE) – životopis
send a letter of application and a curriculum vitae (CV) – zaslat žádost o zaměstnání a životopis
vacancy – volná pozice

Important documents

Curriculum Vitae

WORK EXPERIENCE	[start with the most recent post occupied]
<ul style="list-style-type: none">▪ Dates (from – to)▪ Name and address of employer▪ Type of business or sector▪ Occupation or position held▪ Main activities and responsibilities	
EDUCATION AND TRAINING	[start with the most recent course completed]
<ul style="list-style-type: none">▪ Dates (from – to)▪ Name and type of institution▪ Principal subjects/occupational skills▪ Degrees/ Qualifications	

PERSONAL SKILLS

- **Languages (indicate level: fluent, good, basic)**
- **Technical skills (computers, specific equipment)**
- **Artistic skills (music, design, etc.)**
- **Other skills**
- **Driving licence(s)**

REFERENCES

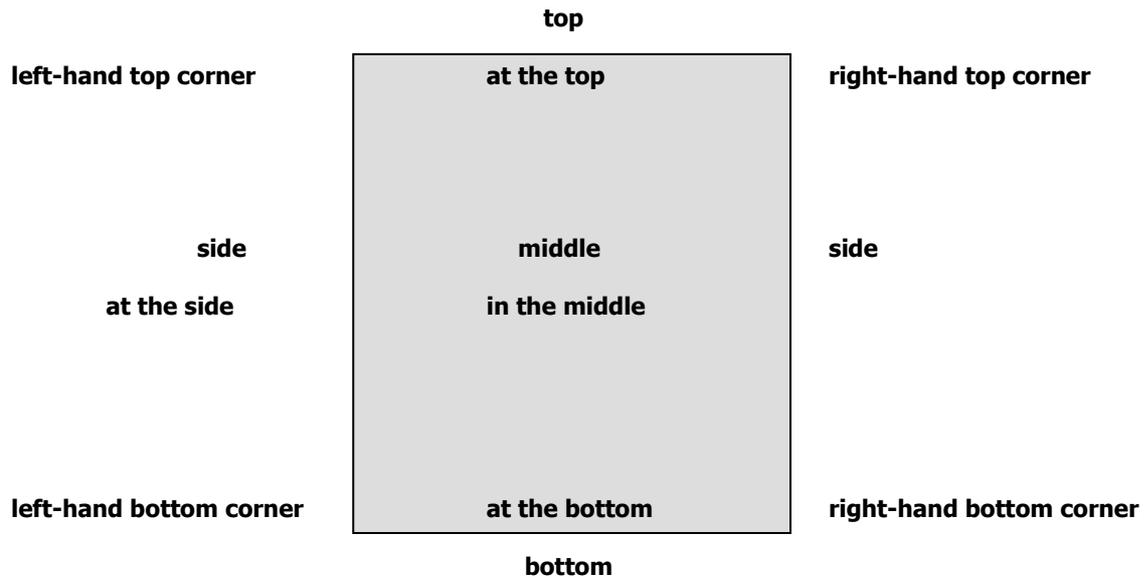
Letter of application

Arrange the following extracts from a letter of application.

- a** I am presently employed by a small computer company, but I feel that I am not using my knowledge of software engineering to the full. I am looking for a more challenging position where my field of specialisation could be exploited in a more stimulating environment. As you will notice on my enclosed CV, the job you are offering suits both my personal and professional interests.
- b** I would be pleased to discuss my curriculum vitae with you in more detail. Please do not hesitate to contact me if you require further information. I look forward to hearing from you.
- c** Dear Ms Johansson
- d** 12 January 2004
- e** I am writing to apply for the position of Director of Software Development which was advertised on your company website.
- f** 31 Bloomington Street
London
SK45 BX123
- g** Carry Johansson
12 Hamilton Street
Brighton
FH2 6KX
- h** Peter Sellers
- i** Yours sincerely

LOCATION

Vocabulary



on the left, on the right, on either side

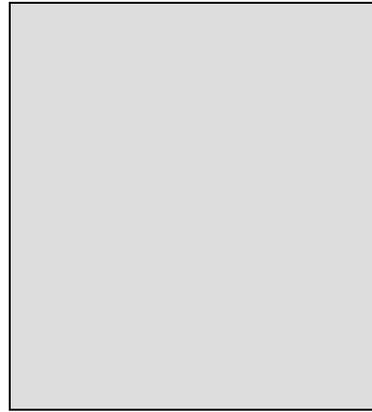
Prepositions

above (higher than), around, behind, below (lower than), on the extreme right/left, next to, opposite, over (directly above), in front of, in the middle of, under (directly below)

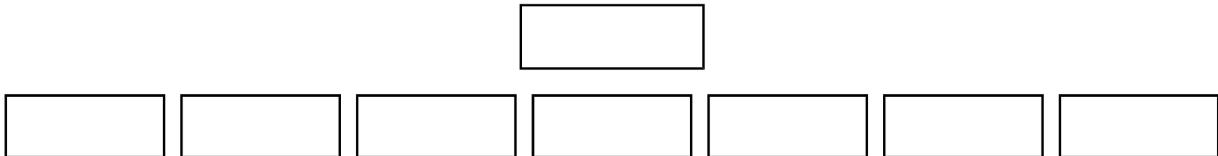
Practice: Location

1 Locate the letters.

- X** is in the middle
- A** is at the top
- B** is at the bottom
- X** is between C and D
- C** and D are on either side of X
- E** is above X
- F** is under X
- G** is in the right-hand top corner
- H** is in the left-hand bottom corner



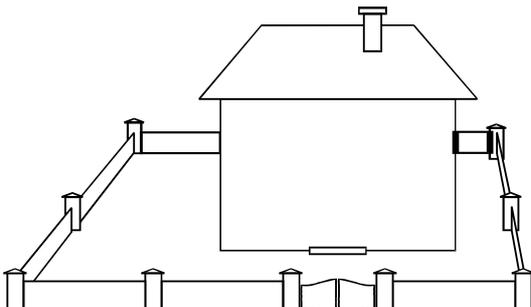
2 Where are they sitting?



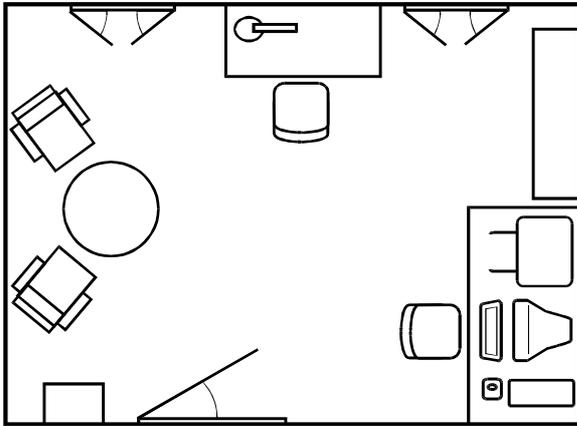
The teacher is sitting in front of the students, opposite Peter. Jane is sitting next to Peter on the right. Carol is sitting between Jane and Joe. John is sitting on the left. Ann is sitting next to John and Mary is sitting on the extreme left.

3 Read and draw.

There is a house in the garden. There is a large tree behind the house. There are two trees to the left of the house, and there are some flowers in front of the house. There are three windows in the front wall. There is a door under the middle window. There is a smaller window on either side of the door.



4 Describe the picture.



office, window, door, armchair, bookcase, chair, computer, desk, filing cabinet, keyboard, lamp, monitor, mouse, printer, table

SHAPES

Vocabulary



triangle

It is a triangle.
 It is square.

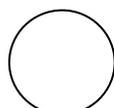


square



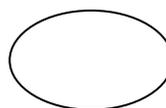
rectangle

It is triangular in shape.
 It is rectangular.



circle

It is elliptic(al)/ oval.



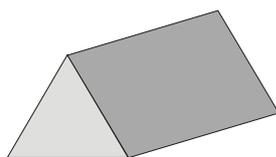
ellipsis/oval



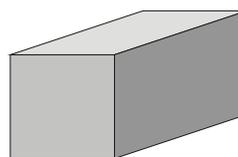
semi-circle

Three dimensional

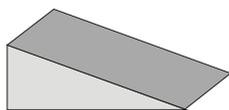
Prism



triangular prism



rectangular prism



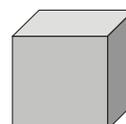
**wedge
wedge-like**



**cylinder
cylindrical**



**sphere
spherical**



**cube
cubic(al)**



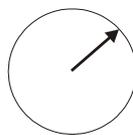
**cone
conical**



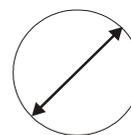
angle



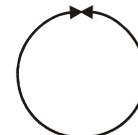
diagonal



radius



diameter



circumference

Practice: Shapes

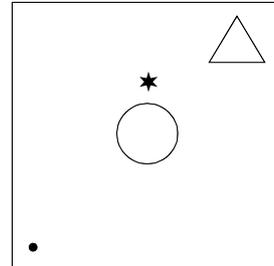
1 Read and compare with the picture.

There's a square. There's a small circle in the middle of the square.

There's a small triangle in the right-hand upper corner.

There's a dot in the left-hand lower corner.

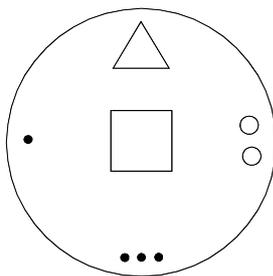
There's an asterisk above the circle.



2 Draw the picture.

There's a triangle. In the middle of the triangle there's a small circle. There are other two circles one above the other on the left outside the triangle. There are three asterisks at the bottom of the triangle.

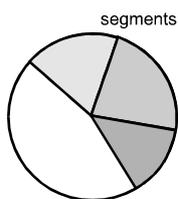
3 Describe the picture.



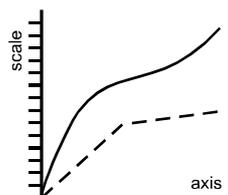
TRENDS

Vocabulary

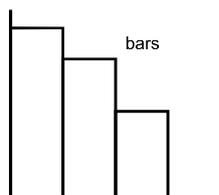
- Types of charts



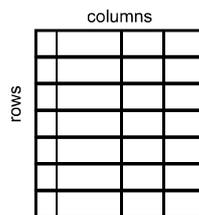
pie chart



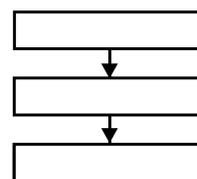
line graph



bar chart



table



flow chart



straight line



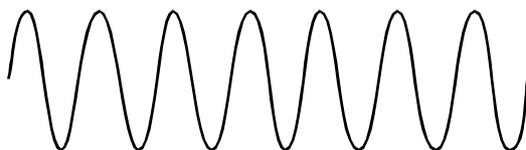
interrupted line



dotted line



curved line



oscillations/fluctuations



undulations

- Verbs and nouns describing a change

Verb

to go up
 to increase
 to climb up
 to go down
 to decrease
 to fall
 to drop

Noun

an increase

 a decrease
 a fall
 a drop

- **Types of change**

Adjective	Adverb	Type of change
slight	slightly	very small change
steady/stable	steadily	regular
moderate	moderately	small
considerable	considerably	quite large
sharp	sharply	large and sudden
dramatic	dramatically	very large

Examples

Numbers of students decreased slightly last year.

Price of oil has gone up dramatically.

Productivity is rising steadily.

There was a slight increase in oil price last year.

There has been a dramatic fall in production.

- **Prepositions**

at, by, to, from – to, in

Examples

Sales went up **by** 10% in 2004.

Production costs stayed/ remained **at** 65% last month.

Prices of electronic devices have fallen **to** 50% recently.

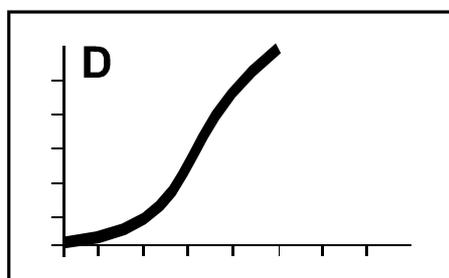
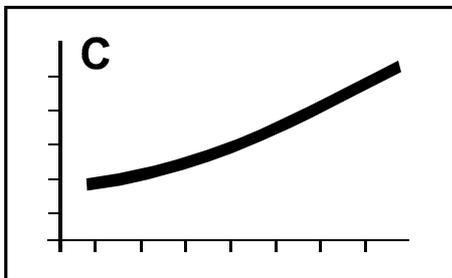
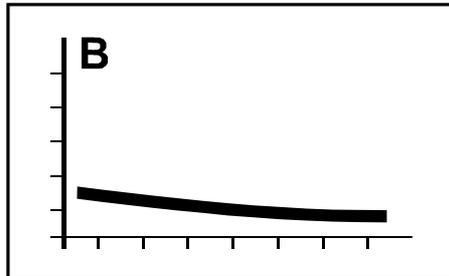
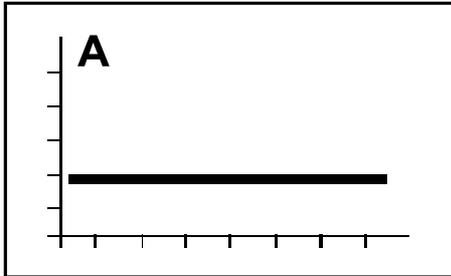
In 2005 sales of the new product started **at** 10 000 units.

The number of students fell **from** 2000 **to** 1500 last year.

There was a dramatic decrease **in** sales in September.

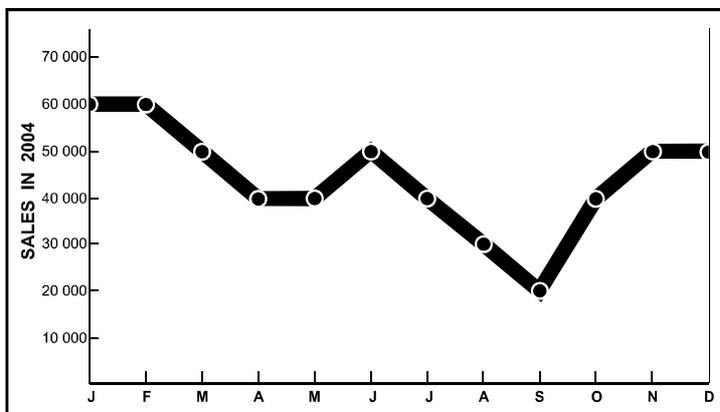
Practice: Trends

1 Match the graphs and descriptions.



- 1 Prices of electronic devices have been falling slightly.
- 2 The number of computer rooms at our faculty went up dramatically.
- 3 Sales remained constant.
- 4 The number of students rose moderately.

2 Complete the description of the graph.



In January sales were 60,000 units, but started in February to 40,000 in April. In May sales up to 50,000. In the next three months they were and reached 20,000. In September sales to 40,000. The following month saw a further In November sales at 50,000.

NUMBERS

1 CARDINAL NUMBERS

1	one	11	eleven	21	twenty-one	40	forty
2	two	12	twelve	22	twenty-two	50	fifty
3	three	13	thirteen	23	twenty-three	60	sixty
4	four	14	fourteen	24	twenty-four	70	seventy
5	five	15	fifteen	25	twenty-five	80	eighty
6	six	16	sixteen	26	twenty-six	90	ninety
7	seven	17	seventeen	27	twenty-seven	100	a/ one hundred
8	eight	18	eighteen	28	twenty-eight	1,000	a/ one thousand
9	nine	19	nineteen	29	twenty-nine	10,000	ten thousand
10	ten	20	twenty	30	thirty	100,000	a/ one hundred thousand

Note the spelling!

three	thirteen	thirty
four	fourteen	forty
five	fifteen	fifty

101	one hundred and one (BrE)/ one hundred one (AmE)
165	one hundred and sixty-five
1,000	one thousand
1,060	one thousand and sixty
1,265	one thousand, two hundred and sixty-five
1,000,000	one million
1,000,000,000	one billion

Note:

one hundred	<u>two hundred</u>
one thousand	<u>three thousand</u>
one million	<u>four million</u>

But you say: hundreds of students, thousands of birds, millions of people

▪ **ORDINATE NUMBERS**

first	eleventh	twenty-first	fortieth
second	twelfth	twenty-second	fiftieth
third	thirteenth	twenty-third	sixtieth
fourth	fourteenth	twenty-fourth	seventieth
fifth	fifteenth	twenty-fifth	eightieth
sixth	sixteenth	twenty-sixth	ninetieth
seventh	seventeenth	twenty-seventh	hundredth
eighth	eighteenth	twenty-eighth	
ninth	nineteenth	twenty ninth	
tenth	twentieth	thirtieth	

Note the spelling!

five	<u>fifth</u>
twelve	<u>twelfth</u>
twenty	<u>twentieth</u>

When using numbers in sentences note the following points:

- **For numbers below ten, words are often preferable to numerals:**

Not There were **4** students missing in the class.

Use There were **four** students missing in the class.

- **Use numerals for page numbers, dates, figures, addresses and with %:**

Not twenty-third July , Fig. six, Two Eastwood Rd., three %

Use 23 July, Fig. 6, 2 Eastwood Rd., 3%

- **For ordinate numbers, words are often preferable to numerals:**

Not This is our **7th** project in the last two years.

Use This is our **seventh** project in the last two years.

- **Do not use two numerals in succession:**

Not **3 4** man teams

Use **Three four-**man teams

- **Do not use numerals at the beginning of a sentence:**

Not **10** students failed in the examination.

Use **Ten** students failed in the examination.

- **Do not use numerals for round number estimates:**

Not We have done roughly **20** exercises this week.

Use We have done roughly **twenty** exercises this week.

▪ **HOW TO READ "0":**

in telephone numbers: **oh** (BrE)/ **zero** (AmE)
example: five four six **oh/ zero** seven two one three eight
1 : 0 one to **nil**
decimal numbers **nought** point four two six (0.426)
0°C **zero** degrees Celsius

3, 5, 7 ▪ **2, 4, 6 even numbers**
1, 3, 7 **odd numbers**
5.254, 23.56 **prime numbers**
 decimal numbers

Note the difference:

thousands 15,405 fifteen thousand four hundred and five
decimals 2.549 two **point** five four nine

▪ **FRACTIONS**

1/2 a half
1/3 a third
1/4 a quarter
1/5 a fifth
1/8 an eighth
5/4 five quarters
3/19 three nineteenths *or* three over nineteen
1 ^{2/3} one and two thirds

more complex fractions:

²²⁶/₄₀₅ two hundred and twenty-six **over** four hundred and five
20% twenty percent

▪ **DEGREES**

10°C ten degrees centigrade/Celsius
1°C = 32° F thirty-two degrees Fahrenheit
-25°C minus twenty-five degrees Celsius

▪ **MATHEMATICAL PROCESSES**

addition	to add	+
subtraction	to subtract	-
multiplication	to multiply	x
division	to divide	:

Addition

$2 + 2 = 4$ two **and** two **is/ are/ comes up to** four

$625 + 542 = 1167$ six hundred and twenty-five **plus** five hundred and forty-two **is/ equals** one thousand, one hundred and sixty-seven

Subtraction

$6 - 4 = 2$ six **take away** four **leaves/ is** two

$267 - 194 = 73$ two hundred and sixty-seven **minus** one hundred and ninety-four **equals** seventy-three

Multiplication

$4 \times 6 = 24$ four **times** six **is/ makes** twenty-four

$42 \times 63 = 2646$ forty-two **multiplied by** sixty-three **equals** two thousand, six hundred and forty-six

Division

$24 : 6 = 4$ twenty-four **divided by** six **equals** four

▪ **BASIC FORMULAE (FORMULAS)**

() brackets [] square brackets

A, B, C capital letters

a, b, c small letters

$(a - b)(a + b) = y$

a minus b in brackets times a plus b in brackets equals y.

$a(6 - b) = x$

a open brackets six minus b close brackets equals x.

$x[(a - b)(a + b) - 7] = 0$

x open square brackets a minus b in brackets times a plus b in brackets minus seven close square brackets equals nought

▪ **DATES**

1989	nineteen eighty-nine
1700	seventeen hundred
1805	eighteen oh five
2001	two thousand and one
2010	two thousand and ten
6 March 1992	the sixth of March nineteen ninety-two
March 6, 1992	March the sixth nineteen ninety-two

▪ **TELEPHONE NUMBERS, EMAIL ADDRESSES**

543 476 706	five four three four seven six seven oh (zero) six
234 226 589	two three four two two (double two) six five eight nine

novak@kodak.com novak **at** kodak **dot** com

▪ **PRICES**

50p	fifty p (pence)
45p	forty-five p
£1.30	one pound thirty
£6.85	six pounds eighty-five

100p is one pound

We say **p** or **pence** for prices under a pound.

▪ **DOT**

a Part of an e-mail and website address:

www.fairtrade.com – www **dot** fairtrade **dot** com

b Used for serial and catalogue numbers, no fixed rules

120/AC-345.305

one two zero slash A C dash three four five **dot** three zero five

or

one two oh slash A C dash three four five **dot** three oh five

- **POINT** – a decimal point in calculations

$$3 \times 1.5 = 4.5$$

three times one **point** five is four **point** five

- **FULL STOP** (BrE) / **PERIOD** (AmE) – a punctuation mark at the end of a sentence

Practice: Numbers

A) Cardinal numbers

1 Match the words and numbers.

3	eighty-seven	16	sixty
8	eleven	6	sixty-six
15	fifteen	60	sixteen
36	three	66	six
11	eight	5	fifteen
42	thirty-six	50	five
87	forty-two	15	fifty
91	ninety-one	14	forty
24	twenty-four	40	fourteen

2 Match the words and numbers.

505	five thousand and fifty
5,005	five thousand and fifteen
5,015	five thousand, one hundred and fifty
5,050	five hundred and five
515	five thousand five hundred
5,500	five hundred and fifteen
5,150	five thousand and five

3 Write these numbers in words.

64	sixty-four
13
16
88
61
35
12
30
342	three hundred and forty-two
768
234
633
999

110
405

4 Read and write in words.

1,966
65,000
103,689
6,507,893
4,185
229,402

B) Ordinate numbers

1 Write the ordinate numbers in words.

12	18	24
68	50	32
44	37	77
19	46	53

C) 0, fractions, odd and even numbers...

1 Write.

- a** the first six even numbers
- b** the four first odd numbers
- c** the first four prime numbers
- d** three point one six two
- e** twenty-three per cent
- f** two degrees Celsius
- g** one over sixteen
- h** two and three eights
- i** minus fifteen degrees Fahrenheit
- j** eight point four nine six two

2 Read and write in words.

- a** 2% of the population
- b** 32°C
- c** 65% students

- d** 2 1/3
- e** - 4°C
- f** 5/9
- g** 46.6 %
- h** 2.48921
- j** 3/15
- k** 4 3/5
- l** 10°F
- m** 11.5392

D) Mathematical processes

1 Read and write the answers.

- 3 + 5 = 8 three plus five is eight
- 12 - 2 = 10 twelve minus two is ten
- 37 + 6 =
- 28 + 4 =
- 69 + 7 =
- 218 + 83 =
- 625 + 195 =
- 1032 + 568 =
- 88 - 12 =
- 35 - 11 =
- 63 - 33 =
- 462 - 184 =
- 986 - 522 =
- 1577 - 913 =

2 Read.

- 4 x 5 = 20 6 : 3 = 2
- 8 x 3 = 24 32 : 8 = 4
- 2 x 9 = 18 56 : 7 = 8
- 5 x 2 = 10 27 : 9 = 3

E) Basic formulae

1 Read the formulae.

- a** a + b + c = x
- b** d - e + y = z

- c $7y - 8b = c = 12$
- d $(x + y)(x - y) = c$
- e $(x + y) + c = d$
- f $y[(a + b) - c] = x$

F) Dates

1 Read the dates.

3 July 1749	24 June 1868	20 August 1762
2 April 2001	23 March 1953	22 May 1949
September 12, 1348	December 9, 1570	January 10, 1800
February 11, 2002	August 15, 1703	October 30, 1848

G) Telephone numbers and email addresses

1 Read.

- a 443 987 432 559
- b 434 561 802 341
- c 229 034 991 405
- d boris.bartek@volny.cz
- e sales@tiscali.co.uk
- f jeniffer.21@hotmail.com

H) Dot, point...

1 Read.

- a 567/CD-321.56G
- b 223/AA-4453.128
- c 018/AF-45.30Q

2 Write in numbers.

- a four times two point five is ten
- b six times one point five is nine
- c four times one point five is six
- d one two zero slash C D dash four one dot seven zero five three
- e two four four slash D E dash nine eight Q
- f three seven slash B C dash one one nine four

KEY

Greetings and Introductions

1

- a** (i) **How do you do?** – stejně jako 'Nice to meet you' jde frází používanou při seznamování – Těší mě.
(ii) **How are you?** – otázka, která je obvykle součástí pozdravu – Jak se máš?
- b** (i) **Excuse me, are you Mrs Kramer?** – otázka, kterou položíme osobě, jejíž jméno známe, ale dosud jsme nebyli představeni
(ii) **Sorry, I don't know your name.** – touto nepříliš zdvořilou větou upozorníme osobu, se kterou mluvíme, že ji bohužel neznáme
- c** (i) **May I introduce myself?** – formální způsob, jak se představit
(ii) **Hi, everybody. My name's Jim Sellers.** – neformální způsob, jak se představit ve skupině lidí
- d** (i) **This is Mary.** – neformální způsob, jak představit známou, kolegyni atp.
(ii) **Let me introduce you to Mary Higgins.** – spíše formální způsob, jak představit dvě osoby, které se neznají
- e** (i) **Goodbye. It's been very interesting talking to you.** – tento poměrně zdvořilý výrok zazní nejčastěji při loučení se s osobou, se kterou jsme se setkali poprvé ...
(ii) **See you. I really had a good time.** – a takto se loučíme s přáteli
- f** (i) **I got to go now.** – rychlý a neformální způsob, jak ukončit rozhovor
(ii) **I'm afraid I must be going soon.** – formálnější ukončení rozhovoru

2

a M = Martin, J = Jacqueline

- M** Excuse me, **are you** Jacqueline Turner?
J Yes, that's **right**.
M May I **introduce** myself? I'm Martin Young. How do you do?
J **How do you do**, Mr Young.

b C = Chris, F = Frank

- C** Hello, Chris Evans. Mind if I join you?
F Oh, **of course** not. Frank Richards.
C **Nice/ Pleased** to meet you, Frank. So how are you finding the conference so far?
F Actually, I've only arrived this morning.
C All right. I ...

c L = Lin, D = Dan, P = Peter

- L** Dan! Good to see you again. **How** are things?
D Hello, Lin. Fine thanks. Pretty busy, as always, I suppose. Can I introduce you to a colleague of **mine**, Peter Winston?
Peter, this is Lin Farrell.
P Nice to meet you, Ms Farrell.
L Nice to meet you, too. **Please**, call me Lin.
P Then you **must** call me Peter.

3

- | | |
|------------------------------------|---|
| a How are you? | Fine, thanks. And you? |
| b How do you do? | How do you do? |
| c Pleased to meet you. | Pleased to meet you, too. |
| d It was nice meeting you. | I really enjoyed meeting you, too. |
| e Have a good weekend. | Same to you. |
| f See you next month. | See you. |
| g You must be Ann Peterson. | Yes, that's right. |
| h I hope to see you again. | I hope so, too. |

Invitations

1

- a Why not come round for a drink?
- b Would you like to join us for lunch?
- c Fancy going out for a meal?
- d I thought you would like to try some of our local cuisine.
- e There's a really nice place just round the corner.
- f Shall we meet later to discuss it over dinner?
- g What about going out for a meal?
- h Why not join us for a drink?

2 Possible answers

- a I was wondering if you would like to join us for a meal?
- b Why not come round for a drink?
- c I'd be delighted to come.
- d That sounds fun.
- e What time shall we meet and where?
- f Say at nine.
- g When shall I pick you up?
- h Thank you very much, but I'm afraid I can't come.

3

- a (i) No, thanks. – *běžné neformální odmítnutí*
(ii) That's very kind of you, but – *formálnější způsob odmítnutí*
- b (i) I was wondering if you would like to join us for a meal? – *formální pozvání (např. důležitého obchodního partnera)*
(ii) What about going out for a meal? – *neformální pozvání (přátele, kolegu atp.)*
- c (i) Shall we meet at half past seven? – *neutrální způsob, jak navrhnout čas setkání*
(ii) Say at half past seven. – *ve srovnání s předchozí frází jde o něco méně formální způsob, jak navrhnout čas schůzky*
- d (i) Yes, please. – *neutrální způsob, jak přijmout nabízenou věc (Např. Would you like some more coffee? – Yes, please.)*
(ii) Thank you. That'd be very nice. – *způsob, jak nabízenou věc přijmout formálnějším způsobem*
- e (i) I'm all right, thanks. – *spíše neformální odmítnutí nabízené věci (např. Would you like something to drink? – I'm all right, thanks.)*
(ii) I can manage, thank you. – *obdobná fráze*

Small Talk

2 Possible questions & replies.

- Did you see the game last night? – Oh, no. I missed it. Was it a good game?*
Where are you going to spend your holiday this year? – We're going to visit our relatives in Sweden.
This is a very nice place (=restaurant). Do you often come here? – Fairly often. Two, three times a month.
Is this your first visit to Hamburg? – Actually, I've been here before.
Did you hear the news?/ It was in the news last night...

3

- a *I've just bought a new car – Fiat Seicento.*
(iii) Really? Are you pleased with it?

- b** *My daughter Andrea has gone to Princeton University.*
(i) Really? What is she studying?
- c** *I'm afraid I have a bad cold.*
(iii) That's very bad luck. But thank you for coming to the meeting.
- d** *Our national team will be in the World Cup if we beat Germany.*
(ii) Germany has a good team. I'm sure it will be a great game.

Socializing

1

a Hi, how are you?

- (i) Fine, thanks. And you?
(iii) Not too bad.

b Meet my friend Jack.

- (i) Nice to meet you.
(iii) How do you do? – *je poměrně zdvořilá fráze, která se používá při formálních setkáních*

c How was your flight?

- (i) It was all right.
(iii) The plane was a bit late but it didn't matter.

d Would you like to look around the company?

- (ii) That'd be lovely.
(iii) Yes, I'd love to.

e Would you prefer red or white wine?

- (iii) I don't mind.

f I'm terribly sorry about the delay.

- (i) Don't worry about it.

g Thank you very much.

- (ii) Don't mention it.

h My sister has had an accident.

- (ii) I'm sorry to hear that. Is she all right?

2

1 j 2 i 3 g 4 c 5 f 6 d 7 a 8 h 9 e 10 b

3

Mind if I join you?

Please do.

Are you giving a talk?

No, I'm not. Actually, this is my first conference.

So, what do you do?

I work as a brand manager for Carsons.

What's your line of business?

Our company specialises in the production of lighting technologies.

Can I get you a drink?

That'd be nice, thank you. I'll have a glass of white, please.

So, where are you staying?

In the Sheraton.

Would you like me to get you anything from the buffet?

Thank you. I'm fine.

Do you know many people here?

I've seen a couple of familiar faces.

Is this your first visit to Denmark?

Actually, I come here fairly often. My wife's parents live here.

Are you enjoying the conference?

It's been quite interesting so far.

Will you excuse me a moment?

Oh, of course. See you later.

Eating Out

Vocabulary

1

fruit & vegetables

*tomato
pepper
artichoke
asparagus
plum tomatoes
lemon
carrot
...*

meat

*veal
chicken
...*

Fish & seafood

*cod
calamari
salmon
...*

dairy products

*butter
cream
cheese
...*

other food

types
*soup
bread
mushrooms
sauce
carrot cake
chocolate mousse
cake
cheese cake
tiramisu...*

drinks

*tea
coffee
orange juice
beer
wine
...*

2

***smoked
fried
grilled***

***roasted
squeezed
ground***

***sautéed
boiled
baked***

At a restaurant

1

- | | | |
|----------|---|----------|
| a | Good evening. I booked a table for two. | G |
| b | Oh, yes, sir. Your table is over there. | W |
| c | The wine is excellent. | G |
| d | You choose. | G |

- e** Are you ready to order? **W**
f How's yours? **G**
g Now, how about a dessert? **G**
h Can we get the check? **G**
i Could we have some mineral water, please? **G**
j Sure. I'll be right back. **W**
k I'll get this. **G**

2

- A:** Let's **order** first.
B: What do you **recommend**?
A: Let's see... The lamb is usually **excellent** here. It **comes** with potatoes and a salad.
B: That **sounds** nice.
C: Are you **ready** to order?
A: I'll **have** the lasagne.
B: And I'd **like** the lamb, please.
C: What would you like to **drink**?
A: **Shall** we order a bottle of wine?
B: That'd be lovely. You **choose**.
A: Well, then, a bottle of Bordeaux.

Telephoning

Vocabulary

1

- a** If you don't know his number, why don't you look it up in the **phone book/ directory**?
b The phone's **ringing**. Would somebody answer it, please?
c I called you a while ago, but your line was **busy/ engaged**.
d The telephone **charge** has been increased.
e I left her a message on the **answerphone/ answering machine**, but she didn't call me back.
f Our telephone **bill** was enormous last month. I had to call abroad several times, so it is not a big surprise.
g I'm sorry, it's a **bad line**. I can't hear you very well.
h Sorry, you have the **wrong** number.

2

- a** 'The phone's ringing.' – 'I'll **pick it up**.'
b Sorry, I've got to go now. I'll **call/ ring** you **back** later.
c 'Could I speak to Mr Barring, please?' – 'I'll **put** you **through**.'
d I tried to call you several times last night, but I couldn't **get through**. There must have been something wrong with the lines.
e I was going to explain the details when suddenly we were **cut off**.
f Could you **hold on** for a moment. I'll check the figures for you.
g Why don't you **look up** his number in the directory?
h I was waiting for a couple of minutes but there was no answer, so I **hung up**.
i Could you **put** Harry **on**? I'd like to talk to him as well.
j Sorry, I can't hear you very well. Could you **speak up**?

On the Phone

1

- a** I'll put you through. **3** I'll connect you.
b Who's calling please? **5** Could I have your name?

- | | | | |
|----------|------------------------------------|----------|---------------------|
| c | Anything else? | 1 | Is that all? |
| d | The line's busy. | 6 | The line's engaged. |
| f | Go ahead. (<i>taking a note</i>) | 2 | I'm ready. |
| g | Hold on. | 7 | One moment. |
| h | This is ... | 4 | ... speaking |

2

Receptionist

Caller

"Good morning, Triad Publishing."

Introduce yourself. Ask to speak to Mr Barry.
Good morning. My name's Rosa Chatley.
Could I speak to Mr Barry, please?

Say Mr Barry is not in.
I'm afraid Mr Barry is not in at the moment.

Ask when you can contact him.
Can I call back later?

Explain that he is out of office for a few days.
Offer to take a message.
Mr Barry won't be here until Tuesday. Would you like to leave a message?

Say you would like Mr Barry to call you.
Would you please tell him to call me.

Ask the caller to repeat his/ her name and give you his/ her telephone number.
Could you please repeat your name and give me your telephone number.

Repeat your name and give your number.
Certainly. It's Rosa Chatley and my number is 212 568 498.

Confirm the information.
Okay... Rosa Chatley, 212 568 498.

End call.
Thank you. Good bye.

End call.
Good bye.

Correspondence

1

A

Hi Carol

Thanks for your letter/ email. I'm sorry but I won't be able to attend your workshop in Stockholm. **Please send/ email** me some information on future workshops planned...

Take care

David Burns

B

Following our telephone conversation this morning, **could you please** send me further details of your proposal...

Let me know if you need anything else.

Hear from you soon.

2

C

Dear Mr ...

Thank you for your email received last night. **I apologise** for the delay in replying.

I am pleased to confirm we have reserved five single rooms for Friday October 14th and 15th.

We look forward to seeing you in Venice.

Best regards

Danielle Torri

D

I am writing to confirm our appointment on May 11. My flight gets in about 11 a.m. **I would really appreciate if** somebody could pick me up at the airport? I **enclose** a file that I promised to send.

I look forward to seeing you next week.

Yours sincerely

Michelle Dubois

3

February 21(st)

Dear **Mr** Green

Thank you for your letter **of** February 18 and for your interest in our products.

I am sorry to hear that you **will not** be able to attend our presentation **in** March but I hope we **can arrange** a later date. **We are** planning another presentation for April 11. I **enclose** a copy of our latest catalogue and **price** list.

Contact me again if you need any more **information**.

I look forward to **hearing** from you.

Your **sincerely**

Paul Kominsky

Letter of Application

f 31 Bloomington Street
London
SK45 BX123

d 12 January 2004

g Carry Johansson
12 Hamilton Street
Brighton
FH2 6KX

c Dear Ms Johansson

e I am writing to apply for the position of Director of Software Development which was advertised on your company website.

a I am presently employed by a small computer company, but I feel that I am not using my knowledge of software engineering to the full. I am looking for a more challenging position where my field of specialisation could be exploited in a more stimulating environment. As you will notice on my enclosed CV, the job you are offering suits both my personal and professional interests.

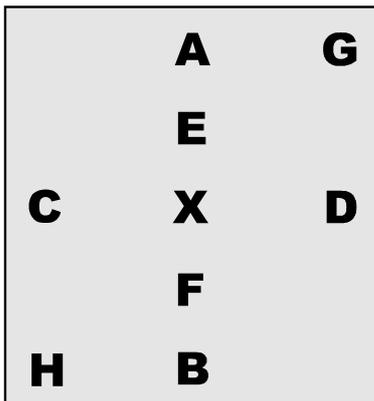
b I would be pleased to discuss my curriculum vitae with you in more detail. Please do not hesitate to contact me if you require further information. I look forward to hearing from you.

i Yours sincerely

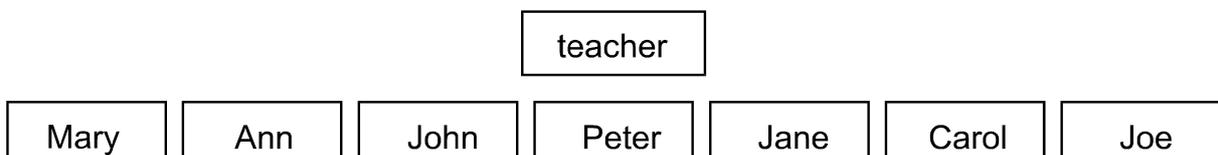
h Peter Sellers

Location

1 Locate the letters.



2 Where are they sitting?



3 Read and draw.

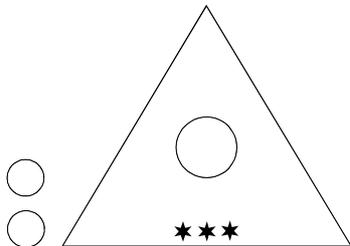


4 Describe the picture.

There are two desks in our office. One of them is between the windows, just opposite the door. There's a chair at the desk and a lamp on the desk on the left. The other desk with a chair is at the right wall. On the desk there's a monitor in the middle, a computer on the right and a printer on the left of the monitor. There's a bookcase along the wall next to the desk. The filing cabinet is behind the door on the left. There are two armchairs and a table at the wall on the left of the door.

Shapes

2 Draw the picture:



3 Describe the picture.

There's a circle. There's a small square in the middle of the circle and a small triangle above the square. On the right there are two little circles one above the other. There's a dot on the left and other three dots at the bottom of the circle.

Trends

1 Match the graphs and descriptions.

A3, B1, C4, D2.

2 Complete the descriptions of this graph:

In January sales were **at** 60,000 units , but started **to fall** in February to 40,000 in April. In May sales **increased** up to 50,000. In the next three months they were **dropping steadily** and reached 20,000. In September sales **rose sharply** to 40,000. The following month saw a further **increase**. In November sales **remained constant** at 50,000.

Numbers

A) Cardinal numbers

1 Match the words and numbers.

3	three	16	sixteen
8	eight	6	six
15	fifteen	60	sixty
36	thirty-six	66	sixty-six
11	eleven	5	five
42	forty-two	50	fifty
87	eighty-seven	15	fifteen
91	ninety-one	14	fourteen
24	twenty-four	40	forty

2 Match the words and numbers.

505	five hundred and five
5,005	five thousand and five
5,015	five thousand and fifteen
5,050	five thousand and fifty
515	five hundred and fifteen
5,500	five thousand five hundred
5,150	five thousand, one hundred and fifty

3 Write these numbers in words.

64	sixty-four
13	thirteen
16	sixteen
88	eighty-eight
61	sixty-one
35	thirty-five
12	twelve
30	thirty
342	three hundred and forty-two
768	seven hundred and sixty-eight
234	two hundred and thirty-four
633	six hundred and thirty-three
999	nine hundred and ninety-nine
110	one hundred and ten
405	four hundred and five

4 Read and write in words.

1,966	one thousand, nine hundred and sixty-six
65,000	sixty-five thousand
103,689	one hundred and three thousand, six hundred and eighty-nine
6,507,893	six million, five hundred and seven thousand, eight hundred and ninety-three
4,185	four thousand, one hundred and eighty-five
229,402	two hundred and twenty-nine thousand, four hundred and two

B) Ordinate numbers

1 Write the ordinate numbers in words.

12	twelfth	18	eighteenth	24	twenty-fourth
----	---------	----	------------	----	---------------

68	sixty-eighth	50	fiftieth	32	thirty-second
44	forty-fourth	37	thirty-seventh	77	seventy-seventh
19	nineteenth	46	forty-sixth	53	fifty-third

C) O, fractions ...

1 Write.

a	the first six even numbers	2, 4, 6, 8, 10, 12
b	the first four odd numbers	1, 3, 5, 7
c	the first four prime numbers	1, 3, 5, 7
d	three point one six two	3.162
e	twenty-three per cent	23%
f	two degrees Celsius	2°C
g	one over sixteen	1/16
h	two and three eights	2 ^{3/8}
i	minus fifteen degrees Fahrenheit	-15°F
j	eight point four nine six two	8.4962

2 Read and write in words.

a	2% of the population	two percent of the population
b	32°C	thirty-two degrees Celsius
c	65% students	sixty-five percents of the students
d	2 1/3	two and one third
e	- 4°C	minus four degrees Celsius
f	5/9	five over nine <i>or</i> five ninths
g	46.6%	forty-six point six percent
h	2.48921	two point four eight nine two one
j	3/15	three over fifteen
k	4 3/5	four and three fifths
l	10°F	ten degrees Fahrenheit
m	11.5392	eleven point five three nine two

D) Mathematical processes

1 Read and write the answers.

37 + 6 = 43	thirty-seven plus six is forty-three
28 + 4 = 32	twenty-eight plus four is thirty-two
69 + 7 = 76	sixty-nine plus seven is seventy-six
218 + 83 = 301	two hundred and eighteen plus eighty-three equals three hundred and one
625 + 195 = 820	six hundred and twenty-five plus one hundred and ninety-five equals eight hundred and twenty
1042 + 568 = 1610	one thousand and forty-two plus five hundred and sixty-eight equals one thousand, six hundred and ten
88 - 12 = 76	eighty-eight minus twelve is seventy-six
35 - 11 = 24	thirty-five minus eleven is twenty-four
63 - 33 = 30	sixty-three minus thirty-three is thirty
462 - 184 = 278	four hundred and sixty-two minus one hundred and eighty-four equals two hundred and seventy-eight
986 - 522 = 464	nine hundred and eighty-six minus five hundred and twenty-two equals four hundred and sixty-four
1577 - 913 = 664	one thousand, five hundred and seventy-seven minus nine hundred and thirteen equals six hundred and sixty four

2 Read.

4 x 5 = 20	6 : 3 = 2
four times five is twenty	six divided by three is two

$8 \times 3 = 24$
eight times three is twenty four
 $2 \times 9 = 18$
two times nine is eighteen
 $5 \times 2 = 10$
five times two is ten

$32 : 8 = 4$
thirty-two divided by eight is four
 $56 : 7 = 8$
fifty-six divided by seven is eight
 $27 : 9 = 3$
twenty-seven divided by nine is three

E) Basic formulae

1 Read the formulae.

a	$a + b + c = x$	a plus b plus c equals x
b	$d - e + y = z$	d minus e plus y equals z
c	$7y - 8b = c = 12$	seven (times) y minus eight (times) b equals c equals twelve
d	$(x + y)(x - y) = c$	x plus y in brackets times x minus y in brackets equals c
e	$(x + y) + c = d$	x plus y in brackets plus c equals d
f	$y[(a + b) - c] = x$	y (times) open square brackets a plus b in brackets minus c close square brackets equals x

F) Read the dates.

1

3 July 1794	the third of July seventeen ninety-four
24 June 1868	the twenty-fourth of June eighteen sixty-eight
20 August 1762	the twentieth of August seventeen sixty-two
2 April 2001	the second of April two thousand and one
23 March 1953	the twenty-third of March nineteen fifty-three
22 May 1949	the twenty-second of May nineteen forty-nine
September 12, 1348	September the twelfth, thirteen forty eight
December 9, 1570	December the ninth, fifteen seventy
January 10, 1800	January the tenth, eighteen hundred
February 11, 2002	February the eleventh, two thousand and two
August 15, 1703	August the fifteenth, seventeen oh three
October 30, 1848	October the thirtieth, eighteen forty eight

G) Telephone numbers and email addresses.

1 Read.

a	443 987 432 559	double four three nine eight seven four three two double five nine
b	434 561 802 341	four three four five six one eight oh two three four one
c	229 034 991 405	double two nine oh three four double nine one four oh five
d	boris.bartek@volny.cz	boris dot bartek at volny dot cz
e	sales@tiscali.co.uk	sales at tiscali dot co dot uk
f	jeniffer.21@hotmail.com	jeniffer dot twenty-one at hotmail dot com

H) Dot, point...

1 Read.

a	567/CD-321.56G	five six seven slash C D dash three two one dot five six G
b	223/AA-4453.128	two two three slash A A dash four four five three dot one two eight
c	018/AF-45.30Q	zero one eight slash A F dash four five dot three zero Q

2 Write in numbers.

a	$4 \times 2.5 = 10$
b	$6 \times 1.5 = 9$
c	$4 \times 1.5 = 6$
d	120/CD-41.7053
e	244/DE-98Q
f	37/BC-1194

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