



Materials and Exercises

W13-2020

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1. COMMON MISTAKES - SAXON GENITIVE

SAXON GENITIVE

We use the Saxon Genitive to express possession.

	GENITIVE	SAXON GENITIVE
Singular nouns:	the car of sam	Sam's car (Add " 's ")
Plural nouns:	the toy of the boys	the boys' toy (Add " '")
Nouns ended in "s":	the car of Luis	Luis's car (Add "'s" and extend the syllable (/luisəs

- We use the Saxon Genitive to express possession by people, animals, organizations and some time expressions.

	GENITIVE	SAXON GENITIVE
PEOPLE and ANIMALS	the pen of my friend	my friend's pen.
ORGANIZATIONS	the advice of the government	the government's advice
TIME EXPRESSIONS	the Champion of this year	this year's champion

- We DON'T use the Saxon Genitive to express possession by things. Instead the noun that is the possessor of the sentence acts as an adjective.

	GENITIVE	SAXON GENITIVE
OBJECTS AND THINGS	the door of the kitchen	the kitchen door
	the handle of the drawer	the drawer handle
	the shelves of the fridge	the fridge shelves

DRILL 1.01: Use the SAXON GENITIVE in the following sentences. (Say the sentences out loud)

- | | |
|---|---|
| 1. This is the cat of my sister. | 1. This is my sister's cat. |
| 2. That was the hat of my boss. | 2. That was my boss's hat. |
| 3. We need to paint the bedroom of Tess. | 3. We need to paint Tess's bedroom. |
| 4. I carried the chair of Paul. | 4. I carried Paul's chair. |
| 5. I came back from the party of my friends. | 5. I came back from my friends's party. |
| 6. He brought the computers of the employees. | 6. He brought the employees' computers. |
| 7. He sent the reports of the council. | 7. He sent the council's reports. |
| 8. They bought the bike of their cousin. | 8. They bought their cousin's bike. |
| 9. This is the key of the car. | 9. This is the car key. |
| 10. We have spent the budget of last year. | 10. We have spent last year's budget. |

DRILL 1.02: Ten more sentences to use the SAXON GENITIVE. (Say the sentences out loud)

- | | |
|--------------------------------------|---------------------------------|
| 1. This is the plan of this week. | 1. This is this week's plan. |
| 2. We read the resolution of the UN. | 2. We read the UN's resolution. |

3. We responded to the applicants of the scholarship.
4. Where can I find the room of the teachers?
5. I installed the door of the kitchen.
6. He will re-examine the abilities of the students.
7. Please don't damage the facilities of the hospital.
8. We called off the conference of this afternoon.
9. I saw the parents of Charles.
10. On the right you can find the bank of the village.

3. We responded to the scholarship applicants.
4. Where can I find the teachers' room?
5. I installed the kitchen door.
6. He will re-examine the students' abilities.
7. Please don't damage the hospital's facilities.
8. We called off this afternoon's conference.
9. I saw Charles's parents.
10. On the right you can find the village bank.

DRILL 1.03: Let's practice when there is more than one SAXON GENITIVE. (Say the sentences out loud)

1. This is the cousin of the wife of my boss.
2. Do you know the friend of the president of Spain?
3. This is the dog of the neighbors of my sister.
4. Can you pass me the pen of the boss of Charles?
5. I heard the announcement of the Mayor of Madrid.
6. She talked about the dogs of the guests of the hotel.
7. These are the figures of the factory of last year.
8. He brought the car of the cousins of Tess.
9. This is the content of the package of Susan.
10. He called the phone of the house of his grandmother.

1. This is my boss's wife's cousin.
2. Do you know Spain's president's friend?
3. This is my sister's neighbors' dog.
4. Can you pass me Charles's boss's pen?
5. I heard the Madrid Mayor's announcemcer
6. She talked about the hotel guests' dogs.
7. These are the last year's factory figures.
8. He brought Tess's cousins' car.
9. This is Susan's package contents.
10. He called his grandmother's house phone.

2. GRAMMAR - PAST PERFECT

STRUCTURE: This tense is composed of two parts:

to have in the past simple: HAD + the main verb in the past participle.

Affirmative	She had started the company.	He had gone to the cinema.
Interrogative	Had she started the company?	Had he gone to the cinema?
Negative	No, she hadn't started the company.	No, he hadn't gone to the cinema.

USAGE 1: An action that happened before a past event.



PAST EVENT (Past simple)	PREVIOUS ACTION (Past Perfect)
The accident happened	I had crossed the street.
The conference started	they had arrived

To connect the two events you can use: when, after, before, as soon as, by the time, by then, until
 I had crossed the street BEFORE the accident happened.
 The accident happened AFTER I had crossed the street.

Affirmative	When I arrived at the office the meeting had already started.
Interrogative	Had the meeting already started by the time you arrived at the office?
Negative	No, the meeting hadn't already started by then or by the time I arrived at the office..

USAGE 2: Reported speech that is originally in the past, present perfect or past perfect tense.

<u>DIRECT:</u>	<u>REPORTED:</u> <i>You said that...</i>
PAST SIMPLE She never spoke English before.	... she had never spoken English before.
PRESENT PERFECT He has never eaten here before.	... he had never eaten here before.
PAST PERFECT We had already canceled the meeting.	... we had already canceled the meeting.

USAGE 3: Third or past conditional phrases.

Affirmative	If I had seen the car I would have avoided the accident.
Interrogative	Would you have avoided the accident if you had seen the car?
Negative	No, I wouldn't have avoided the accident if I had seen the car.

DRILL 2.01: Fill the gap with the verb in the PAST PERFECT.

- | | |
|--|----------------------|
| 1. He _____ (design) the new house. | 1. had designed |
| 2. My computer _____ (break). | 2. had broken |
| 3. _____ he _____ (negotiate) the best terms for the contract? | 3. had he negotiated |
| 4. He _____ (encourage) me to continue working. | 4. had encouraged |
| 5. He _____ (repair) the photocopier in time for the meeting. | 5. had repaired |
| 6. He _____ (attend) many concerts before. | 6. had attended |
| 7. She _____ (lay off) all her employees. | 7. had laid off |
| 8. She _____ (advise) him to continue racing. | 8. had advised |
| 9. We _____ (develop) a new proposal by lunchtime. | 9. had developed |
| 10. I _____ (found) a business before I was 30. | 10. had founded |

DRILL 2.02: Ask the questions and respond in the PAST PERFECT. (Say the sentences out loud)

- | | |
|---|--|
| 1. Ask me if she _____ (drive) the car to work. | 1. Had she driven the car to work? |
| 2. Respond to your question with YES. | 2. Yes, she had driven the car to work. |
| 3. Ask me if he _____ (quit) his job before she arrived. | 3. Had he quit his job before she arrived? |
| 4. Respond to your question with NO. | 4. No, he hadn't quit his job before she arrived? |
| 5. Ask me if I _____ (deliver) the letter before leaving. | 5. Had you delivered the letter before leaving. |
| 6. Respond to your question with YES. | 6. Yes, I had delivered the letter before leaving. |
| 7. Ask me if he _____ (take care of) this before. | 7. Had he taken care of this before? |
| 8. Respond to your question with NO. | 8. No, he hadn't taken care of this before. |
| 9. Ask me if they _____ (sign) a petition before. | 9. Had they signed a petition before? |
| 10. Respond to your question with YES. | 10. Yes, they had signed a petition before. |
| 11. Ask me if we _____ (manage) a large team before. | 11. Had you managed a large team before? |
| 12. Respond to your question with NO. | 12. No, we hadn't managed a large team before. |
| 13. Ask me if the president _____ (fly) to Oslo before. | 13. Had the president flown to Oslo before? |
| 14. Respond to your question with NO. | 14. No, the president hadn't flown to Oslo before. |
| 15. Ask me if they _____ (call) a few times earlier. | 15. Had they called a few times earlier? |
| 16. Respond to your question with YES. | 16. Yes, they had called a few times earlier. |
| 17. Ask me if the author _____ (write) many books. | 17. Had the author written many books? |
| 18. Respond to your question with NO. | 18. No, the author hadn't written many books. |
| 19. Ask me if I _____ (encourage) her to contribute. | 19. Had you encouraged her to contribute? |
| 20. Respond to your question with YES. | 20. Yes, I had encouraged her to contribute. |

DRILL 2.03: USAGE 1 - Here are some pairs of statements that happened in the PAST one before the other. Form the sentences using the correct verb tenses.

PAST EVENT (Past simple)	PREVIOUS ACTION (Past perfect)		
1. We (move) to Paris	They (leave)	BEFORE	We moved to Paris before they had left.
2. She (invoice) him	He (do) the job	AFTER	She invoiced him after he had done the job.
3. I (meet) the investor	I (sell) the factory	AFTER	I met the investor after I had sold the factory.
4. I (pay) my taxes	I (receive) my wages	BEFORE	I paid my taxes before I had received my wages.
5. He (call) you	I (leave) the office.	WHEN	He called you when I had left the office.
6. They (involve) me	I (accept) the offer	AFTER	They involved me after I had accepted the offer.
7. We (start)	the lights (turn off)	AS SOON AS	We started as soon as the lights had turned off.

DRILL 2.04: USAGE 2 - Put the following sentences in REPORTED SPEECH. What did you say...?

- | | |
|---|---|
| 1. The river crossed the valley before. | 1. I said that the river had crossed the valley before. |
| 2. He has wanted a pet for a very long time. | 2. I said that he had wanted a pet for a very long time. |
| 3. They felt very happy for you. | 3. I said that they had felt very happy for you. |
| 4. I was tired of my repetitive job. | 4. I said that I had been tired of my repetitive job. |
| 5. He has been to England many times. | 5. I said that he had been to England many times. |
| 6. They had finished the presentation. | 6. I said that they had finished the presentation. |
| 7. We have become used to seeing you daily. | 7. I said that we had become used to seeing you daily. |
| 8. The company has improved its results. | 8. I said that the company had improved its results. |
| 9. They have always provided us with materials. | 9. I said that they had always provided us with materials. |
| 10. The shop has served its customers since 1900. | 10. I said that the shop had served its customers since 1900. |

DRILL 2.05: USAGE 3 - Complete the gaps with the verbs in the correct form for the THIRD CONDITIONAL.

- | | |
|---|--|
| 1. If you _____ (eat), you _____ (not be) hungry. | 1. If you had eaten, you would not have been hungry. |
| 2. I _____ (manage) it, if I _____ (have) a chance. | 2. I would have managed it, if I had had a chance. |
| 3. If they _____ (not pay) me, I _____ (be) angry. | 3. If they hadn't paid, I would have been angry. |
| 4. We _____ (call) the boss, if _____ (can). | 4. We would have called the boss, if we had been able. |
| 5. If she _____ (start) the meeting, we _____ (join). | 5. If she had started the meeting, we would have joined. |
| 6. They _____ (think), if they _____ (take) the time. | 6. They would have thought, if they had taken the time. |
| 7. If Joe _____ (speak), we _____ (understand) | 7. If Joe had spoken, we would have understood. |
| 8. The TV _____ (work), if you _____ (plug in) it. | 8. The TV would have worked, if you had plugged it. |
| 9. The CEO _____ (come), if he _____ (can). | 9. The CEO would have come, if he had been able. |
| 10. If he _____ (know), he _____ (accept) the offer. | 10. If he had known, he would have accepted the offer. |

3. BUSINESS VOCABULARY

- Something that happens at short intervals. It is repeated or occurring often.

ADJECTIVE	frequent	<i>I try to do frequent exercise after work.</i>
ANTONYM	infrequent	<i>It is infrequent to find money in the street.</i>
NOUN	frequency	<i>Mistakes are happening with too much frequency.</i>
ADVERB	frequently	infrequently
COMPARATIVE	more / less frequent than	more / less infrequent than
SUPERLATIVE	the most frequent	the most infrequent

- Someone or something you can rely on as honest or truthful.

ADJECTIVE	trustworthy	<i>He is a trustworthy employee.</i>
ANTONYM	untrustworthy	<i>He has proved to be untrustworthy many times.</i>

NOUN	trustworthiness	<i>If you prove your trustworthiness, I will hire you.</i>
ADVERB	in a trustworthy manner - way	in an untrustworthy manner
COMPARATIVE	more / less trustworthy than	more / less untrustworthy than
SUPERLATIVE	the most trustworthy	the most untrustworthy

DRILL 3.01: Complete the sentence with the best option. (Say the sentences out loud)

- | | |
|--|------------------------------------|
| 1. She is very _____ with her job. You can rely on her. | 1. trustworthy |
| 2. My trips to London are becoming very _____. Almost every week. | 2. frequent |
| 3. I have proved my _____ many times. Give me more responsibility. | 3. trustworthiness |
| 4. What is the _____ of your deliveries from suppliers? | 4. frequency |
| 5. I see her very _____ at the office canteen. Twice a day. | 5. frequently |
| 6. His visits to the office happen _____, only twice a year. | 6. infrequently |
| 7. We need to change suppliers. These ones are _____. | 7. untrustworthy |
| 8. My attendance to the gym is quite _____. I should go more. | 8. infrequent |
| 9. All the employees behave _____. We can rely on them. | 9. in a trustworthy manner/way |
| 10. If you behave _____ you will be kicked out of the team. | 10. in an untrustworthy manner/way |

DRILL 3.02: Ask the questions and respond. (Say the sentences out loud)

- | | |
|--|---|
| 1. Ask me if my visits to the doctor are frequent. | 1. Are your visits to the doctor frequent? |
| 2. Respond to your question with YES. | 2. Yes, my visits to the doctor are frequent. |
| 3. Ask me if any of my employees are untrustworthy. | 3. Are any of your employees untrustworthy? |
| 4. Respond to your question with NO. | 4. No, none of my employees are untrustworthy. |
| 5. Ask me if she does homework frequently. | 5. Does she do homework frequently? |
| 6. Respond to your question with NO. | 6. No, she doesn't do homework frequently. |
| 7. Ask me if we get ill very infrequently. | 7. Do you get ill very infrequently? |
| 8. Respond to your question with YES. | 8. Yes, I get ill very infrequently. |
| 9. Ask me if trustworthiness is important in business. | 9. Is trustworthiness important in business? |
| 10. Respond to your question with YES. | 10. Yes, trustworthiness is important in business. |
| 11. Ask me if the frequency of our campaign is adequate. | 11. Is the frequency of your campaign adequate? |
| 12. Respond to your question with YES. | 12. Yes, the frequency of our campaign is adequate. |

DRILL 3.03: COMPARE the following statements.

- | | |
|--|---|
| 1. I am trustworthy. He is less. | 1. I am more trustworthy than he is (him). |
| 2. She is untrustworthy. I am less. | 2. She is more untrustworthy than I am (me). |
| 3. This show is infrequent. That one is less. | 3. This show is more infrequent than that one. |
| 4. Delivery is frequent. Collection is less. | 4. Delivery is more frequent than collection. |
| 5. Our service is trustworthy. His is less. | 5. Our service is more trustworthy than his is. (his) |
| 6. Their company is trustworthy. Mine is more. | 6. Their company is less trustworthy than mine is (mine). |

DRILL 3.04: Convert these sentences to SUPERLATIVE

- | | |
|--|--|
| 1. Our employees are trustworthy. | 1. Our employees are the most trustworthy. |
| 2. She has been untrustworthy in the past. | 2. She has been the most untrustworthy person in the past. |
| 3. I am a frequent visitor to the gym. | 3. I am the most frequent visitor to the gym. |
| 4. This is a frequent report. | 4. This is the most frequent report. |
| 5. Are you sure she is a trustworthy person? | 5. Are you sure she is the most trustworthy person? |

DRILL 3.05: Write some sentences using these ADJECTIVES and NOUNS. (Say the sentences out loud)

1. _____
2. _____
3. _____

4. _____
5. _____

4. GENERAL VOCABULARY

- The science of numbers and their operations.	mathematics maths (UK) math (US)	
- A subject that deals with living organisms and vital processes.	biology	/baiólodgy/
- A branch of science that deals with the composition, structure, and properties of substances and with the transformations.	chemistry	/kémestri/
- A subject that deals with matter and energy and their interactions.	physics.	/físics/
- A branch of knowledge that records and explains past events.	history	
- A subject that focuses on the interaction of the diverse physical, biological, and cultural features of the Earth's surface	geography	/dgiógrafy/
- The study of the expression of ideas through novels, poetry and other written formats.	literature	/litrəchər/

DRILL 4.01: Fill in the blanks (Say the sentences out loud)

- | | |
|--|-------------------------------|
| 1. Today we learnt about animal reproduction in _____. | 1. biology |
| 2. They are studying volcanos in _____. | 2. geography |
| 3. I need to learn so many dates for my _____ exam! | 3. history |
| 4. Is quantum mechanics included in the _____ syllabus? | 4. physics |
| 5. We have a _____ lecture to discuss comtemporary authors. | 5. literature |
| 6. The _____ department will focus on calculus this term. | 6. mathematics - maths - math |
| 7. You must wear the right equipment to enter the _____ lab. | 7. chemistry |

DRILL 4.02: Ask the questions and respond. (Say the sentences out loud)

- | | |
|--|---|
| 1. Ask me if my favorite subject is maths. | 1. Is your favorite subject maths? |
| 2. Respond to your question with NO. | 2. No, my favorite subject isn't maths. |
| 3. Ask me if there are any new discoveries in physics. | 3. Are there any new discoveries in physics? |
| 4. Respond to your question with YES. | 4. Yes, there are some new discoveries in physics. |
| 5. Ask me if the literature teacher loves Shakespeare. | 5. Does the literature teacher love Shakespeare? |
| 6. Respond to your question with YES. | 6. Yes, the literature teacher loves Shakespeare. |
| 7. Ask me if we studied the Middle Ages in history. | 7. Did you study the Middle Ages in history? |
| 8. Respond to your question with NO. | 8. No, we didn't study the Middle Ages in history. |
| 9. Ask me if I had a geography field trip to a cave. | 9. Did you have a geography field trip to a cave? |
| 10. Respond to your question with NO. | 10. No, I didn't have a geography field trip to a cave. |
| 11. Ask me if the chemistry laboratory is open. | 11. Is the chemistry laboratory open? |
| 12. Respond to your question with YES. | 12. Yes, the chemistry laboratory is open. |

5. LISTENING EXERCISE

Go to the following link and listen to the video.

Try to listen making sure you understand each word. Don't hesitate to listen many times if you need to. The more you listen actively the easier it becomes to understand.

Why Dead Poets Society is So Good

<https://www.youtube.com/watch?v=womRcS38UP8>

DRILL 5.01: Watch the one of these TV shows to practice your listening skills.

Try to watch it without any subtitles. If you find it very difficult you can do 10 to 15 minutes without subtitles,

listening as many times as necessary, until you understand each word. After that you can use subtitles but always in English!

6. BUSINESS EXPRESSIONS

COMMON EXPRESSIONS:

- | | |
|--|--|
| - To memorise something perfectly, so that it can be written, recited or performed without thinking. | by heart
<i>We learned some poems by heart.</i> |
| - When you are under pressure and you completely forget something that you are meant to remember. | the mind goes blank
<i>I failed the test. My mind went blank!</i> |

DRILL 6.01: Fill the gap with the best business expression. (We may include some from previous lessons).

- | | |
|---|------------------------|
| 1. Look! It's the biology teacher we're talking about, S___ O___ T___ D_. | 1. speak of the devil |
| 2. Physics annoys me, it's a P___ I___ T___ N___. | 2. a pain in the neck |
| 3. In the middle of his speech he stopped because his M___ W___ B___. | 3. by heart |
| 4. She B_____ all the possible alternatives with her team. | 4. braintormed |
| 5. In the middle of his speech he stopped because his M___ W___ B___. | 5. his mind went blank |
| 6. The physics discoveries have G_____ V_____ across social media. | 6. gone viral |
| 7. If his M_____ G_____ B_____ too often, he needs to learn to relax. | 8. mind goes blank |

DRILL 6.02: Ask the questions and respond. (Say the sentences out loud)

- | | |
|--|---|
| 1. Ask me if I like to learn by heart. | 1. Do you like to learn by heart? |
| 2. Respond to your question with NO. | 2. No, I don't like to learn by heart. |
| 3. Ask me if my mind has gone blank before. | 3. Has your mind ever gone blank? |
| 4. Respond to your question with YES. | 4. Yes, my mind has gone blank before. |
| 5. Ask me if they learnt the rules by heart. | 5. Did they learn the rules by heart? |
| 6. Respond to your question with YES. | 6. Yes, they learnt the rules by heart. |
| 7. Ask me if my mind goes blank often. | 7. Does your mind go blank very often? |
| 8. Respond to your question with NO. | 8. No, my mind doesn't go blank very often. |

DRILL 6.03: Write some sentences using these EXPRESSIONS. (Say the sentences out loud)

- _____
- _____

7. PHRASAL VERBS

- | | |
|---|--------------|
| - To give something to each person in a group or place.
<i>I will H___ O___ the tests to everyone.</i> | to hand out |
| - To give something to an authority or responsible person.
<i>When you have finished, please H_____ your test I_____</i> | to hand in |
| - To pass power or responsibility to someone else.
<i>The CEO H_____ O_____ responsibility to his daughter.</i> | to hand over |

DRILL 7.01: Fill in the blanks. (Say the sentences out loud)

1. I will H_____ O_____ the responsibilities before I leave.
2. I have already H_____ I_____ my application for the new position.
3. I will proceed to H_____ O_____ the test papers.
4. Did you D_____ O_____ of biology to study geography?
5. They were K_____ O_____ of the bar for disrupting the service.
6. The CEO H_____ O_____ his position to the new manager.
7. Please T_____ C_____ O_____ this client for me.
8. Have you H_____ I_____ your uniforms to be replaced?

1. hand over
2. handed in
3. hand out
4. drop out
5. kicked out
6. handed over
7. take care of
8. handed in

DRILL 7.02: Change the verb tense in the following sentences. (Say the sentences out loud)

| hand in | hand out | hand over | drop out | take care of | pass out | sign in | log out |

1. I am sure I _____ of the account. (PAST PERFECT)
2. He _____ of everything before I arrived. (PAST PERFECT)
3. She _____ some of her responsibilities. (FUT GOING TO)
4. They _____ of school at 17.(PAST PERF)
5. I _____ new safety shoes to all factory workers. (PRES PERF.)
6. I _____ in front of the TV before the phone rang. (PAST PERF)
7. They _____ to access their accounts. (PAST SIMPLE)
8. He _____ all the necessary documentation. (PRES PERF)

1. had logged out
2. had taken care of
3. is going to hand over
4. had dropped out
5. have handed out
6. had passed out
7. signed in
8. has handed in

8. PRONUNCIATION

THE R SOUND

	US	UK
manager	managr	managuh
director	directr	directuh
lawyer	lawyr	lawyuh
producer	producr	producuh
supplier	supplir	supplih

DRILL 8.01: To practice your pronunciation you have two options:

- You can find a partner to practice together.
- You can use the voice memo app on your phone to record yourself. Listen to the recording and repeat this until you are happy with your pronunciation.

1. My manager always fights with his manager
2. Steven Spielberg is my favourite film director.
3. There are two types of lawyer in England, a solicitor and a barrister.
4. The biggest producer of olive oil in the world is Spain.
5. My Chinese supplier has been closed since the beginning of the crisis.

1.
d.
2.

e.

st.



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1. COMMON MISTAKES - ABBREVIATIONS

ABBREVIATIONS

cc	carbon copy/courtesy copy	(As a verb: past and participle "cced")
bcc	blind carbon copy	(As a verb: past and participle "bcced")
re	regarding	
asap	as soon as possible	
br	best regards	
btw	by the way	
- tbc	to be confirmed	
fyi	for your information	
fyeo	for your eyes only	

DRILL 1.01: What do these ABBREVIATIONS stand for? (Say the sentences out loud)

- | | |
|---------|------------------------------|
| 1. cc | 1. carbon copy/courtesy copy |
| 2. br | 2. best regards |
| 3. asap | 3. as soon as possible |
| 4. fyi | 4. for your information |
| 5. fyeo | 5. for your eyes only |
| 6. btw | 6. by the way |
| 7. re | 7. regarding |
| 8. bcc | 8. blind carbon copy |
| 9. tbc | 9. to be confirmed |

DRILL 1.02: Fill the gap with the most appropriate ABBREVIATION. (Say the sentences out loud)

- | | |
|--|---------------|
| 1. The meeting was put off. The new date is _____. | 1. tbc |
| 2. Here are the secret plans for the new launch. It's _____. | 2. fyeo |
| 3. Hurry, I need the new figures _____ so I can run the meeting. | 3. asap |
| 4. I saw your old boss. He sends his _____. | 4. br |
| 5. I have _____ all the team members in this email. | 5. cced |
| 6. _____ I have included a brochure about our services. | 6. fyi |
| 7. I wrote to her _____ the new position application. | 7. re |
| 8. He started a new job. _____ his boss is an old friend. | 8. by the way |
| 9. They didn't know that the email was _____ to the CEO. | 9. bcced |

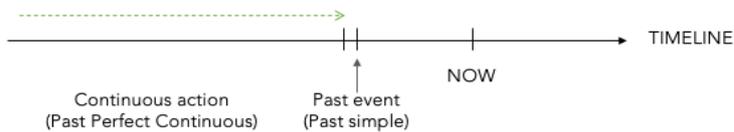
2. GRAMMAR - PAST PERFECT CONTINUOUS

STRUCTURE: This tense is composed of three parts:

to have in the past simple + the past participle of to be (been) + the main verb in continuous
HAD **BEEN** **MAIN VERB (+ing)**

Affirmative She had been waiting for three hours.
 Interrogative Had she been waiting for three hours?
 Negative No, she hadn't been waiting for three hours.

USAGE 1: A continuous action that happened before a past event.
 The continuous action ended before or at the same time as the past event.



PAST EVENT (Past simple) CONTINUOUS ACTION (Past Perfect)
 He **got** the promotion He **had been working** for the company for 10 years.

To connect the two events you can use: when, for, since, before, after
 He **had been working** for the company for 10 years before **he got** the promotion.

Affirmative He had been training for a year by the time he ran the Marathon.
 Interrogative Had he been training for a year before he ran the Marathon.
 Negative No, he hadn't been training for a year when he ran the Marathon.

USAGE 2: Reported speech that is originally in the past continuous, present perfect continuous or past perfect continuous tense.

<u>DIRECT:</u>	<u>REPORTED:</u> <i>You said that...</i>
PAST SIMPLE CONT They were eating chocolate ice cream.	... they had been eating some ice cream.
PRES PERF CONT She has been studying English.	... she had been studying English.
PAST PERF CONT He had been playing his guitar.	... he had been playing his guitar.

USAGE 3: 3. Third or past conditional phrases using the continuous tense.

Affirmative If he had been studying harder he would have passed the exam.
 Interrogative Would you have passed the exam if you had been studying harder?
 Negative No, he wouldn't have passed the exam even if he had been studying harder.

DRILL 2.01: Fill the gap with the verb in the PAST PERFECT CONTINUOUS.

- | | |
|--|----------------------------|
| 1. He _____ (paint) the flat. | 1. had been painting |
| 2. The technicians _____ (repair) the elevator. | 2. had been repairing |
| 3. _____ he _____ (travel) around the world? | 3. had he been travelling |
| 4. He _____ (encourage) her to quit her job. | 4. had been encouraging |
| 5. My printer _____ (malfunction) for too long. | 5. had been malfunctioning |
| 6. He _____ (attend) all the lectures. | 6. had been attending |
| 7. She _____ (welcome) her guests until then. | 7. had been welcoming |
| 8. She _____ (recommend) me to change my attitude. | 8. had been recommending |
| 9. We _____ (manage) teams all our lives. | 9. had been managing |
| 10. I _____ (finish) my homework punctually. | 10. had been finishing |

DRILL 2.02: Ask the questions and respond in the PAST PERFECT CONTINUOUS.

(Say the sentences out loud)

- | | |
|---|--|
| 1. Ask me if she _____ (swim) in the lake. | 1. Had she been swimming in the lake? |
| 2. Respond to your question with YES. | 2. Yes, she had been swimming in the lake. |
| 3. Ask me if he _____ (race) before he came. | 3. Had he been racing before he came? |
| 4. Respond to your question with NO. | 4. No, he hadn't been racing before he came. |
| 5. Ask me if I _____ (deliver) the news to him. | 5. Had you been delivering the news to him? |
| 6. Respond to your question with YES. | 6. Yes, I had been delivering the news to him. |
| 7. Ask me if he _____ (convince) him to apply. | 7. Had he been convincing him to apply? |
| 8. Respond to your question with NO. | 8. No, he hadn't been convincing him into apply. |
| 9. Ask me if they _____ (advise) you to stay at home. | 9. Had they been advising you to stay at home? |
| 10. Respond to your question with YES. | 10. Yes, they had been advising me to stay home. |
| 11. Ask me if I _____ (direct) him to his seat. | 11. Had you been directing him to his seat? |
| 12. Respond to your question with NO. | 12. No, I hadn't been directing him to his seat. |
| 13. Ask me if the president _____ (fly) weekly. | 13. Had the president been flying weekly? |
| 14. Respond to your question with NO. | 14. No, the president hadn't been flying weekly. |
| 15. Ask me if they _____ (catch) all the balls. | 15. Had they been catching all the balls? |
| 16. Respond to your question with YES. | 16. Yes, they had been catching all the balls. |
| 17. Ask me if the butler _____ (polish) the silver. | 17. Had the butler been polishing the silver? |
| 18. Respond to your question with NO. | 18. No, the butler hadn't been polishing the silver. |
| 19. Ask me if I _____ (blow out) the candles. | 19. Had you been blowing out the candles? |
| 20. Respond to your question with YES. | 20. Yes, I had been blowing out the candles. |

DRILL 2.03: USAGE 1 - Here are some pairs of statements that happened in the PAST one before the other. Form the sentences using the correct verb tenses.

PAST EVENT (Past simple)	PREVIOUS CONTINUOUS ACTION (Past perfect continuous)
-----------------------------	---

- | | | | |
|-----------------------|-----------------------|--------|--|
| 1. He (arrive) | They (wait) patiently | AFTER | He arrived after they had been waiting patiently. |
| 2. She (cut) contact | He (lie) a lot | BEFORE | He had been lying a lot before she cut contact. |
| 3. I (meet) the team | I (work) alone | UNTIL | I had been working alone until I met the team. |
| 4. I (bump into) them | I (shop) | WHEN | I had been shopping when I bumped into them. |
| 5. He (send) it | She (prepare) it | BEFORE | She had been preparing it before he sent it. |
| 6. They (improve) | He (teach) them | UNTIL | He had been teaching them until they improved. |
| 7. I (leak) the news | I (investigate) | BEFORE | I had been investigating before I leaked the news. |

DRILL 2.04: USAGE 2 - Put the following sentences in REPORTED SPEECH. What did you say...?

- | | |
|---|---|
| 1. The animals were crossing the river. | 1. I said that the animals had been crossing the river. |
| 2. He has been learning Chinese. | 2. I said that he had been learning Chinese. |
| 3. They had been waiting for a long time. | 3. I said that they had been waiting for a long time. |
| 4. I was getting tired of exercising. | 4. I said that I had been getting tired of exercising. |
| 5. He has been travelling a lot lately. | 5. I said that he had been travelling a lot lately. |
| 6. They had been visiting the farm. | 6. I said that they had been visiting the farm. |
| 7. We have been eating out every day. | 7. I said that we had been eating out every day. |
| 8. The company was growing a lot. | 8. I said that the company had been growing a lot. |
| 9. They have been contacting us. | 9. I said that they had been contacting us. |
| 10. The shop was mainly selling groceries.. | 10. I said that the shop had been mainly selling groceries. |

DRILL 2.05: USAGE 3 - Complete the gaps with the verbs in the correct form for the THIRD CONDITIONAL.

- | | |
|---|--|
| 1. If you _____ (pay) attention you _____ (understand) the issue. | 1. If you had been paying attention you would have understood the issue. |
| 2. I _____ (close) the deal if the clients _____ | 2. I would have closed the deal if I had been |

- (listen).
- If they _____ (wait) there, they _____ (miss) all the action.
 - We _____ (achieve) better results if we _____ (working) together.
 - If she _____ travelling every week she _____ (be) tired.
 - They _____ (learn), if they _____ (listen).
 - If he _____ (speak), I _____ (stay).
 - If the computer _____ (work), we _____ (connect).
 - She _____ (be) more understanding if they _____ (lie).
 - If he _____ (exercise) regularly, he _____ (win) the race.

- listening.
- If they hadn't been waiting, they would have missed the action.
 - We would have achieved better results if we had been working together.
 - If she had been travelling every week she would have been tired.
 - They would have learnt, if they had been listening.
 - If he had been speaking, I would have stayed.
 - If the computer had been working, we would have connected.
 - She would have been more understanding if he hadn't been lying.
 - If he had been exercising, he would have won the race.

3. BUSINESS VOCABULARY

- To express dissatisfaction or annoyance about something. <i>I COMPLAINED about the terrible service I received.</i> <i>The company has received too many COMPLAINTS lately.</i>	VERB: to complain	NOUN: complaint
- To dismiss someone or something as inadequate, unacceptable, or faulty. <i>They REJECTED the candidate in the first round of interviews.</i> <i>It is not fair to show anyone REJECTION.</i>	to reject	rejection
- To indicate or show that someone is not willing to do or accept something. <i>She REFUSED to listen to them.</i> <i>His REFUSAL to receive me was insulting.</i>	to refuse	refusal

DRILL 3.01: Complete the sentence with the best option. (Say the sentences out loud)

- They had been _____ all applications until he found the right candidate.
- They have _____ to collaborate with the police.
- I don't think I can cope with your _____.
- The employees communicated their _____ to accept worse conditions.
- The clients had been _____ in the past about the poor delivery service.
- She received a _____ from the neighbours after the party.
- The company _____ any responsibility in the oil spillage.
- The company _____ to involve itself in the dispute.
- She is very annoying. She is always _____.
- Your _____ will be taken into account by the customer service department.

- rejecting
- refused
- rejection
- refusal
- complaining
- complaint
- rejects
- refuses
- complaining
- complaint

DRILL 3.02: Ask the questions and respond. (Say the sentences out loud)

- Ask me if I had been complaining to my boss.
- Respond to your question with YES.
- Ask me if I had been refusing to collaborate.
- Respond to your question with NO.

- Had you been complaining to your boss?
- Yes, I had been complaining to my boss.
- Had you been refusing to collaborate?
- No, I hadn't been refusing to collaborate.

5. Ask me if I filed a complaint.
6. Respond to your question with YES.
7. Ask me if she rejected the offer after all.
8. Respond to your question with NO.
9. Ask me if I complained to the headmaster.
10. Respond to your question with YES.
11. Ask me if I have felt their rejection.
12. Respond to your question with YES.
13. Ask me if I had heard about the company's refusal to admit responsibility.
14. Respond to your question with NO.

5. Did you file a complaint?
6. Yes, I filed a complaint.
7. Did she reject the offer after all?
8. No, she didn't reject the offer after all.
9. Did you complain to the headmaster?
10. Yes, I complained to the headmaster.
11. Have you felt their rejection?
12. No, I haven't felt their rejection.
13. Had you heard about the company's refusal to admit responsibility?
14. No, I hadn't heard about the company's refusal to admit responsibility.

DRILL 3.03: Change the verb tense in the following sentences.

1. She (refuse) to admit that she was guilty. (PAST PERF)
2. The college (rejected) his help with the research. (PAST PERF CONT)
3. She (complain) to her manager about the shortage of resources. (PAST PERF)
4. She (refuse) to tell the truth until he arrived. (PAST PERF CONT)
5. They (complain) about the hard situation they were living. (PAST PERF)
6. We (reject) their help on a regular basis. (PAST PERF CONT)
7. I (refuse) to participate in the destruction of the company. (PAST PERF)
8. You (reject) facing the truth. (PAST PERF)

1. She had refused to admit that she was guilty.
2. The college had been rejecting his help with the research.
3. She had complained to the manager about the shortage of resources.
4. She had been refusing to tell the truth until he arrived.
5. They had complained about the hard situation they were living.
6. We had been rejecting their help on a regular basis.
7. I had refused to participate in the destruction of the company.
8. You had rejected facing the truth.

DRILL 3.04: Write some sentences using these VERBS and NOUNS. (Say the sentences out loud)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

4. GENERAL VOCABULARY

- POLITICS & MONARCHY		
	UK	US
right wing	Labour	Democrats
left wing	Liberals	Republicans
centre	Conservatives	

DRILL 4.01: Fill in the blanks (Say the sentences out loud)

1. Ronald Reagan was a R_____ W_____ politician.
2. He was the leader of the R_____ party in the 1980s.
3. At the same time Margaret Thatcher led the C_____ party.

1. right wing
2. Republican
3. Conservative

4. At that time the L_____ party was in opposition in the UK.
5. Barack Obama was the leader of the D_____ party in the US.
6. He, and his wife Michelle were both D_____.
7. My political views are in the C_____ neither right nor left wing.
8. As a result in the last election I voted for the L_____ party.

4. Labour
5. Democratic
6. Democrats
7. centre
8. Liberal

5. LISTENING EXERCISE

Go to the following link and listen to the video.

It is a 20 minute press conference between King Felipe VI and Barack Obama.

Listen carefully to the use of English and also analyse the public speaking skills of both men.

King Felipe with Barack Obama

<https://www.youtube.com/watch?v=8nZgPHb5A8E>

6. BUSINESS EXPRESSIONS

COMMON EXPRESSIONS:

- | | |
|--|---|
| <ul style="list-style-type: none"> - Language that is designed not to cause offence. sometimes at the expense of the truth. | <p>politically correct
<i>I tried to be politically correct so no one feels offended.</i></p> |
| <ul style="list-style-type: none"> - Someone who is obviously very rich and privileged but has left wing political views. | <p>champagne socialist /shampein/
<i>He bought a Ferrari but he votes for the Labour Party. He is such a champagne socialist</i></p> |

DRILL 6.01: Fill the gap with the best business expression. (We may include some from previous lessons).

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. His M__W__B__ in the middle of the speech. It was embarrassing. 2. We will meet to B__ new ideas tomorrow. 3. Their new song has G___ V_____ on social media. 4. The Labour leader bought a new Rolex. He is such a C_____ S_____. 5. Try to be P___C_____ when you address the sensitive US audience. 6. Mr Trump is almost always P_____ I_____. | <ol style="list-style-type: none"> 1. mind went blank 2. brainstorm 3. gone viral 4. champagne socialist 5. politically correct 6. politically INCORRECT |
|--|--|

DRILL 6.02: Ask the questions and respond. (Say the sentences out loud)

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Ask me if I know any champagne socialists. 2. Respond to your question with NO. 3. Ask me if I need to learn all the dates by heart. 4. Respond to your question with YES. 5. Ask me if my presentation was politically correct. 6. Respond to your question with YES. 7. Ask me if his last speech was politically incorrect. 8. Respond to your question with NO. | <ol style="list-style-type: none"> 1. Do you know any champagne socialists? 2. No, I don't know any champagne socialists? 3. Do you need to learn the dates by heart? 4. Yes, I need to learn the dates by heart? 5. Was your presentation politically correct? 6. Yes, my presentation was politically correct? 7. Was his last speech politically incorrect? 8. No, his last speech wasn't politically incorrect? |
|---|---|

DRILL 6.03: Write some sentences using these EXPRESSIONS. (Say the sentences out loud)

1. _____
2. _____

7. PHRASAL VERBS

- To present yourself as a candidate in an election. to run for
He R_____ F_____ mayor in the last election.
- to start dealing with bad or illegal behaviour in a more severe way to crack down
The government proposed a plan to C_____ D_____ on drugs. to crack down on
- To take strong action to stop or limit a harmful or unwanted activity to clamp down on
They C_____ D_____ O_____ local crime.

DRILL 7.01: Fill in the blanks. (Say the sentences out loud)

- | | |
|--|---------------------|
| 1. He has R_____ F_____ president twice. | 4. run for |
| 2. In an effort to C_____ D_____ O_____ crime the police have deployed more agents. | 5. crack down on |
| 3. I wish more women R_____ F_____ president. | 6. ran for |
| 4. The dog is out. R_____ F_____ your life!!! | 7. run for |
| 5. The police is C_____ D_____ O_____ on drunk driving. They have a zero tolerance policy. | 8. clamping down on |

DRILL 7.02: Change the verb tense in the following sentences. (Say the sentences out loud)

| hand in | hand out | hand over | run for | crack down on | clamp down on | take care of

- | | |
|---|----------------------------|
| 1. He _____ mayor of London. (PAST PERFECT) | 1. had run for |
| 2. He _____ the children after school. (PAST PERF CONT) | 2. had been taking care of |
| 3. She _____ the necessary equipment for the job.. (FUT GOING TO) | 3. is going to hand out |
| 4. They _____ drug trafficking.(PAST PERF) | 4. had clamped down on |
| 5. The CEO _____ politically incorrect behavior. (PRES PERF.) | 5. has cracked down on |
| 6. He _____ part of his responsibilities to me. (PAST PERF CONT) | 6. had handed over |
| 8. He _____ his application for the new position. (PRES PERF) | 8. has handed in |

8. PRONUNCIATION

POLITICS

Parliament	/párliaimnt/
Sovereignty	/sóvrenty/
Coalition	/coualíshion/
Legislature	/lédgislachər/
Socialism	/sóushialisem/
Politician	/políticol/
Referendum	/refrendəm/

DRILL 8.01: To practice your pronunciation you have two options:

- You can find a partner to practice together.
- You can use the voice memo app on your phone to record yourself. Listen to the recording and repeat this until you are happy with your pronunciation.

1. In a parliamentary democracy, parliament is sovereign.
2. In the UK the conservative and liberal coalition was unsuccessful.
3. The definition of legislature is the body of politicians in a state or country that make laws.
4. Fascism represents the extreme right wing and communism the extreme left.

5. Why didn't the British have a second referendum on Brexit.

DRILL 9.01: Reading Exercise

Make sure you understand all the vocabulary in bold.

Is it a balanced article?

Do you agree with the arguments for political correctness?

Do you agree with the arguments against political correctness?

The term political correctness describes written or spoken language that's intentionally phrased to avoid offending marginalizing groups identified by certain social characteristics, such as race, gender, sexual orientation, or ability. The elimination of verbal discrimination is often considered one of the main goals of political correctness (PC).

Today, PC culture is most commonly associated with movements such as gender-based bias, gay rights, and ethnic minority advocacy. For example, the PC culture prefers that the terms "spokesman" or "spokeswoman," be replaced by the gender-neutral term "spokesperson." However, the PC culture is not limited to social or political causes. To promote religious tolerance, "Merry Christmas" becomes "Happy Holidays," and a demand for simple empathy ask that "mental retardation" be replaced with "intellectual disability."

Advocates of the process of political correctness argue that our perception of other people is greatly influenced by the language we hear used about them. Language, therefore, when used carelessly or maliciously, can reveal and promote our biases against various identity groups. In this manner, the strict use of politically correct language help to prevent the marginalization and social exclusion of those groups.

Persons opposed to political correctness regard it as a form of censorship that quashes freedom of speech and dangerously restricts public debate on important social issues. They further accuse advocates of an extreme PC culture of creating offensive language where none had existed before. Others argue that the very term "political correctness" can be used in ways that can actually hinder attempts to stop hate and discriminatory speech.

Opponents point to a 2016 Pew Research Center survey which showed that 59 percent of Americans felt "too many people are easily offended these days over the language that others use." According to Pew, while most people naturally try to avoid using language that offends others, extreme examples of politically correct terms tend to devalue the English language and lead to confusion.

Finally, those opposed to political correctness argue that telling people that it is socially wrong for them to express their feelings and beliefs in certain ways will not make those feelings and beliefs go away. Sexism, for example, will not end by simply referring to salesmen and saleswomen as "salespersons." Similarly, referring to the homeless as "temporarily displaced" will not create jobs or wipe out poverty.



Materials and Exercises

W14-2020

CONTENT

- | | | |
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| 1. Common mistakes | 4. General Vocabulary | 7. Phrasal Verbs |
| 2. Advanced Grammar | 5. Listening Exercise | 8. Pronunciation |
| 3. Business Vocabulary | 6. Business Expressions | 9. Reading Exercise |

1. COMMON MISTAKES - THE IMPORTANT THING

THE IMPORTANT THING IS....

It is a very common mistake to hear high level speakers say:
"The important is we are making profits."

If you want to stress the importance of something you should say:
"THE IMPORTANT THING is we are making profits."

The same principle applies to the following expressions:

- The good THING IS the delivery has arrived.
- The best THING IS there will be a new canteen.
- The normal THING IS to finish at 5pm.
- The funny THING IS he was promoted at the same time as his twin brother

DRILL 1.01: Fill the gap with the most appropriate EXPRESSION. (Say the sentences out loud)

- | | |
|---|---------------------------|
| 1. The ____ now we know the truth. (IMPORTANT) | 1. the important thing is |
| 2. The ____ we can have a conference call tomorrow. (GOOD) | 2. the good thing is |
| 3. The ____ to send the contract by courier. (BEST) | 3. the best thing is |
| 4. The ____ to sign in at the reception. (NORMAL) | 4. the normal thing is |
| 5. The ____ they always arrive at the same time. (FUNNY) | 5. the funny thing is |
| 6. The ____ our business in China has doubled. (GOOD) | 6. the good thing is |
| 7. The ____ he never pays for the drinks. (FUNNY) | 7. the funny thing is |
| 8. The ____ we are all safe after the accident. (IMPORTANT) | 8. the important thing is |
| 9. The ____ our holidays start tomorrow! (BEST) | 9. the best thing is |
| 10. The ____ I get paid on the last Friday of the month. (NORMAL) | 10. the normal thing is |

DRILL 1.02: Write a paragraph starting with: "the funny thing was..."

2. GRAMMAR - PAST PERFECT CONTINUOUS

STRUCTURE: This tense is composed of two parts:

the simple future of the verb have + the past participle of the main verb
WILL HAVE WORKED

USAGE: To project yourself forward into the future and look back at an action that will be completed later than now.

Affirmative He will have eaten by the time they arrive.
Interrogative They won't have finished the report by 5pm.
Negative Will they have arrived before the meeting finishes?

Often when we use the future perfect we include an expression of time, a deadline or a significant moment in the future.

DRILL 2.01: Fill the gap with the verb in the FUTURE PERFECT

- | | |
|---|------------------------------|
| 1. I _____ this report by 6pm. (FINISH) | 1. will have finished |
| 2. He _____ by the end of the day. (ARRIVE) | 2. will have arrived |
| 3. They _____ Mexico by Christmas. (LEAVE) | 3. will have left |
| 4. I _____ this presentation by the end of the day. (FINISH negative) | 4. won't have finished |
| 5. It _____ raining by the time we go. (STOP negative) | 5. won't have stopped |
| 6. _____ he _____ by the end of the year? (GRADUATE) | 6. Will he have graduated |
| 7. _____ I _____ to director before I am 40? (TO BE PROMOTED) | 7. Will I have been promoted |
| 8. _____ they _____ the document by the time the plane lands. (SIGN) | 8. Will they have signed |
| 9. We _____ our annual budget by the end of November. (HIT) | 9. will have hit |
| 10. They _____ the news. (SEE negative) | 10. won't have seen |

DRILL 2.02: Ask the questions and respond in the FUTURE PERFECT (Say the sentences out loud)

- | | |
|---|---|
| 1. Ask me if she _____ (leave) by 10 am. | 1. Will she have left by 10 am? |
| 2. Respond to your question with YES. | 2. Yes, she will have left by 10 am. |
| 3. Ask me if he _____ (eat) before we arrive. | 3. Will he have eaten before we arrive? |
| 4. Respond to your question with NO. | 4. No he won't have eaten by the time we arrive. |
| 5. Ask me if I _____ (get paid) before Christmas. | 5. Will I have got paid before Christmas? |
| 6. Respond to your question with YES. | 6. Yes, I will have got paid before Christmas. |
| 7. Ask me if he _____ (be promoted) by year end. | 7. Will he have been promoted by year end? |
| 8. Respond to your question with NO. | 8. No, he won't have been promoted by year end. |
| 9. Ask me if they _____ (see) the contract by now. | 9. Will they have seen the contract by now? |
| 10. Respond to your question with YES. | 10. Yes, they will have seen the contract by Tuesday. |
| 11. Ask me if I _____ (do) all the work by 5pm. | 11. Will you have done all the work by 5pm? |
| 12. Respond to your question with NO. | 12. No, I won't have done all the work by 5pm. |
| 13. Ask me if the president _____ (make) the speech. | 13. Will the president have made the speech? |
| 14. Respond to your question with NO. | 14. No, the president won't have made the speech. |
| 15. Ask me if they _____ (read) the terms and conditions. | 15. Will they have read the terms and conditions? |
| 16. Respond to your question with YES. | 16. Yes they will have read the terms and conditions? |
| 17. Ask him if he _____ (have) haircut. | 17. Will he have had a haircut? |
| 18. Respond to your question with NO. | 18. No, he won't have had a haircut. |
| 19. Ask me if the conference _____ (begin) by 9am. | 19. Will the conference have begun by 9am? |
| 20. Respond to your question with YES. | 20. Yes, the conference will have begun by 9am? |

3. BUSINESS VOCABULARY

<p>- Needed in order to achieve a particular result. <i>This machine is a necessary addition to our factory.</i> <i>That was another unnecessary trip to the town hall.</i></p>	<p>VERB: necessary</p>	<p>NOUN: unnecessary</p>
<p>- Able to think, move and adapt quickly and easily. <i>Our production process is agile and responds quickly to changes in demand.</i> <i>Your system is too rigid, you need more flexibility.</i></p>	<p>agile/nimble</p>	<p>unagile/rigid</p>

DRILL 3.01: Complete the sentence with the best option. (Say the sentences out loud)

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. This tool is _____ for the machine to work. Infact, it's indispensible! 2. We have a very _____ approach to recruitment, we can adapt quickly. 3. I think it's _____ to invite the whole team, we only need the managers. 4. Our factory was built in 1972 and thus our systems are not very _____ . 5. Here are all the _____ steps you need to take to complete the tasks. 6. They have a very _____ attitude, they won't adapt to new technologies. 7. That was an _____ meeting, infact it was acomplete waste of time. 8. We need to be _____ in order to take advantage of new technologies. | <ol style="list-style-type: none"> 1. necessary 2. agile 3. unnecessary 4. agile 5. necessary 6. rigid 7. unnecessary 8. agile |
|--|--|

DRILL 3.02: Ask the questions and respond. (Say the sentences out loud)

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Ask me if this meeting is necessary. 2. Respond to your question with YES. 3. Ask me if my CFO has an agile mind. 4. Respond to your question with NO. 5. Ask me if we have any unnecessary equipment. 6. Respond to your question with YES. 7. Ask me if this process is too rigid. 8. Respond to your question with YES. 9. Ask me if we have the necessary number of people. 10. Respond to your question with YES. 11. Ask me if we need to be more agile. 12. Respond to your question with YES. | <ol style="list-style-type: none"> 1. Is this meeting necessary? 2. Yes, this meeting is necessary. 3. Does your CFO have an agile mind? 4. No, my CFO doesn't have an agile mind. 5. Do we have any unnecessary equipment? 6. Yes, we have some unnecessary equipment. 7. Is this process too rigid? 8. Yes, this process is too rigid. 9. Do we have the necessary number of people? 10. Yes we have the necessary number of people. 11. Do we need to be more agile? 12. Yes, we need to be more agile. |
|---|--|

DRILL 3.04: Write some sentences using these ADJECTIVES and ANTONYMS. (Say the sentences out loud)

1. _____
2. _____
3. _____
4. _____
5. _____

4. GENERAL VOCABULARY

POLITICAL TITLES

UK	US
Prime Minister	President
Minister	Senator
Member of parliament (MP)	Congressman/woman
	Governor
Mayor	Mayor
Civil Servants	Civil Servants

DRILL 4.01: Fill in the blanks (Say the sentences out loud)

1. John F Kennedy was the 35th _____ of the United States.
2. Maragret Thatcher was the first woman _____ in the UK.
3. There are 100 _____ who legislate in the House of Senate.
4. There are 435 _____ in the US who serve for two years.
5. _____ in the UK are elected for between four to five years.
6. Arnold Schwarzenegger was _____ of California (2003-2011)
7. Jesus Gil was an infamous _____ of Marbella.
8. Normal people who work for the government are called _____

1. President
2. Prime Minister
3. Senators
4. Congressmen/women
5. Members of Parliament (MPs)
6. Governor
7. Mayor
8. Civil Servants

5. LISTENING EXERCISE

Go to the following link and listen to the video.

The Zapruder film is a silent 8mm color motion picture sequence shot by Abraham Zapruder as President John F. Kennedy's motorcade passed through Dealey Plaza in Dallas, Texas, on November 22, 1963. Unexpectedly, it ended up capturing the President's assassination.

Listen to "The story behind the Zapruder film"

<https://www.youtube.com/watch?v=37eu9Txjz0l>

6. BUSINESS EXPRESSIONS

RHETORICAL DEVICE: CHIASMUS

"Ask not what your country can do for you... ask what you can do for your country."

John F. Kennedy's Inaugural Address, January 20, 1961.

CHIASMUS: a sentence of symmetry in which the words of the first half are mirrored in the second.

The symmetry is clever, memorable and balanced implying a certain degree of justice.

It's not something that can be improvised but it will elevate your speech.

DRILL 6.01: Fill the gap to complete the chiasmus.

1. Eat to live don't...
2. You stood up for America now...
3. When the going gets tough...
4. It's not the men in my life...
5. Mankind must put an end to war or...

1. live to eat. (SOCRATES)
2. America must stand up for you (BARACK OBAMA)
3. the tough get going (BILLY OCEAN)
4. it's the life in my men. (MAE WEST)
5. war will put an end to mankind. (JFK)

DRILL 6.02: Try to creat your own example of chiasmus

- _____
- _____

7. PHRASAL VERBS

- | | |
|--|--------------|
| - to prevent people from finding out the truth about a crime or mistake
They tried to C____U____ the assassination of JFK. | to cover up |
| - To investigate, to examine the facts about something
We are L____I____ what really happened at the time of the assassination. | to look into |

DRILL 7.01: Fill in the blanks. (Say the sentences out loud)

- | | |
|--|----------------|
| 1. They _____ the accident at the factory by destroying evidence. | 1. covered up |
| 2. Could you _____ the issues at the Japanese office, we need asnwrs! | 2. look into |
| 3. Don't believe anything they say. It's a _____ | 3. cover up |
| 4. The guilty company has _____ the causes of the local river pollution. | 4. covered up |
| 5. Last week we _____ the problems and discovered the truth. | 5. looked into |
| 6. Do you believe that the corruption in the politcal party was _____. | 6. covered up |
| 7. There is a problem in the factory in Zaragoza. _____ it! | 7. Look into |

DRILL 7.02: Change the verb tense in the following sentences. (Say the sentences out loud)

| cover up | look into | run for | crack down on | look after | look for

- | | |
|--|-------------------------|
| 1. I am _____ my keys, do you know where they are?. | 1. looking for |
| 2. She said that she _____ our kids tomorrow night. | 2. would look after |
| 3. By 5pm this evening we _____ our illegal activities. | 3. will have covered up |
| 4. Yesterday the regulator _____ insider dealing. | 4. cracked down on |
| 5. Next year Joaquin Sabina _____ president of Spain. | 5. will run for |
| 6. If we _____ the problem properly, we would have solved it | 6. we had looked into |

8. PRONUNCIATION

THE DOUBLE CC

Make sure you prounouce the first C as a hard /K/ and the second C as a soft /S/

access	/ákses/	accept	/acsépt/
accent	/ácsent/	accident	/ácsident/
accelerate	/ácsolereit/	accessory	/acsésorais/

DRILL 8.01: To practice your pronunciation you have two options:

- You can find a partner to practice together.
- You can use the voice memo app on your phone to record yourself.

1. Do you have access to the Conservative party headquarters?
2. Boris Johnson speaks with a posh English accent.
3. Do you think it is acceptable to accept an award from a right wing politician?
4. I hope you don't accidentally vote for the wrong party.
5. You can buy lots of amazing accessories in a shop called Accessorize.

6. Madrid isn't _____ quiet city.
7. We bought _____ efficient machine.
8. My boss is _____ hour late.
9. This is _____ unique opportunity.
10. This is _____ FT article.
11. You received _____ once-in-a-lifetime opportunity.
12. He bought _____ special gift.
13. They went on _____ one-month trip to Asia.
14. He advised me to go to _____ hospitable country.
15. They gave me _____ one-time shot at the job.
16. I had to stay for _____ one-hour speech.
17. Did you stay for _____ whole hour?
18. Actually, I stayed for _____ hour and _____ half.
19. I would like to offer you _____ special assignment.
20. Is it _____ Spanish based position?

6. a
7. an
8. an
9. a
10. an
11. a
12. a
13. a
14. a
15. a
16. a
17. a
18. an - a
19. a
20. a

2. GRAMMAR - THERE + TO BE

PRESENT SIMPLE:	Affirmative Interrogative Negative	There are ten people in the office right now. Are there ten people in the office right now? No, there aren't ten people in the office right now.
FUTURE "WILL":	Affirmative Interrogative Negative	There will be ten people in the office next week Will there be ten people in the office next week No, there won't be ten people in the office next week.
FUTURE GOING TO:	Affirmative Interrogative Negative	There are going to be ten people in the office at 10 am. Are there going to be ten people in the office at 10 am. No, there aren't going to be ten people in the office at 10 am.
PAST SIMPLE:	Affirmative Interrogative Negative	There were ten people in the office yesterday. Were there ten people in the office yesterday. No, there weren't ten people in the office yesterday.
PRESENT PERFECT:	Affirmative Interrogative Negative	There have been ten people in the office today. Have there been ten people in the office today. No, there haven't been ten people in the office today.

DRILL 2.01: Follow the numbers on the table to form the different options of THERE + To BE. It is very important to say the sentences out loud.

	Affirmative	Negative	Interrogative
Present Simple	5	7	12
Future Will	13	10	3
Future going to	9	2	14
Past simple	1	15	8
Present Perfect	4	6	11

1. (There + to be) a new addition to the team.
EXAMPLE:
 1. There was a new addition to the team.
 2. There isn't going to be a new addition to the team.
 3. Will there be a new addition to the team?
 4. CONTINUE....
2. (There + to be) ten euros in my pocket.
3. (There + to be) a few new employees.

DRILL 2.02: Fill the gap with the verb in THERE + TO BE in the correct verb tense.

1. _____ a fire drill earlier this morning.
2. _____ many parks in Madrid.
3. _____ too many accidents last year.
4. _____ a prize for those who finish the task on time.
5. _____ plenty of food for the next few weeks.
6. _____ an end to this crisis?
7. _____ any promotions so far this year?
8. No, _____ any promotions so far this year.
9. _____ a kitchen in your current office?
10. No, _____ a kitchen in my current office.

1. there has been
2. there are
3. there were
4. there will be - there is going to be
5. there will be - there is going to be
6. will there be - is there going to be
7. have there been
8. there haven't been
9. is there
10. there isn't

DRILL 2.03: Ask the questions and respond using THERE + TO BE (Say the sentences out loud)

1. Ask me if (FUT "WILL") apples in the fridge.
2. Respond to your question with NO.
3. Ask me if (FUT "GOING TO") a future for our business.
4. Respond to your question with YES.
5. Ask me if (PRES SIM) a doctor in the building.
6. Respond to your question with NO.
7. Ask me if (PRES PERF) a strike so far this month.
8. Respond to your question with NO.
9. Ask me if (PAST SIM) a change to the contract.
10. Respond to your question with YES.
11. Ask me if (FUT "WILL") a bonus this year.
12. Respond to your question with YES.
13. Ask me if (PRES PERF) ten new announcements.
14. Respond to your question with YES.
15. Ask me if (PRES SIM) two cars in the garage.
16. Respond to your question with NO.
17. Ask him if (FUT "GOING TO") to be a meeting.
18. Respond to your question with NO.
19. Ask me if (PAST SIM) rewards for the winners.
20. Respond to your question with YES.

1. Will there be apples in the fridge?
2. No, there won't be apples in the fridge.
3. Is there going to be a future for our business?
4. Yes, there is going to be a future in online business.
5. Is there a doctor in the building?
6. No, there isn't a doctor in the building.
7. Has there been a strike so far this month?
8. No, there hasn't been a strike so far this month.
9. Was there a change to the contract?
10. Yes, there was a change to the contract.
11. Will there be a bonus this year?
12. Yes, there will be a bonus at the end.
13. Have there been ten new announcements?
14. Yes there have been ten new announcements.
15. Are there two cars in the garage?
16. No, there aren't two cars in the garage.
17. Is there going to be a meeting?
18. No, there isn't going to be a lunch meeting?
19. Were there rewards for the winners?
20. Yes, there were rewards for the winners.

3. GENERAL VOCABULARY

THE UNIVERSE

All of space and time and their contents, including planets, stars, galaxies.

GALAXY

System of stars bound together by gravity, an example is The Milky Way in which our solar system exists.

COMET

Icy body that, when passing close to the Sun, warms and begins to release gases which appear as a tail.

ASTEROID

Small, rocky objects that orbit a sun.

METEOR

A small body of space matter that enters the earth's atmosphere, glowing as a result of friction.

METEORITE

A piece of rock or metal that has fallen to the earth's surface from outer space as a meteor.

EXTRA-TERRESTRIAL

Of or from outside the earth or its atmosphere.

DRILL 3.01: Complete the sentence with the best option. (Say the sentences out loud)

- | | |
|--|-----------------------|
| 1. From the moment of the Big Bang the _____ has been expanding. | 1. universe |
| 2. Do you believe that there are _____ living on planet Earth. | 2. extra-terrestrials |
| 3. There are more than 100 billion stars in our _____. | 3. galaxy |
| 4. Between Mars and Jupiter there is an _____ belt. | 4. asteroid |
| 5. A _____ hitting the planet caused the extinction of the dinosaurs. | 5. meteor |
| 6. On my god! A _____ has just fallen into our garden. | 6. meteorite |
| 7. Some physicists believe there are many millions of _____ in the multiverse. | 7. universes |
| 8. Halley's _____ is visible from Earth every 75 to 76 years. | 8. comet |
| 9. Jupiter's gravity sucks all the _____ from the solar system, keeping us safe. | 9. asteroids |
| 10. In the film Armageddon an enormous _____ enters Earth's atmosphere | 10. meteor |

4. LISTENING EXERCISE

Go to the following link and listen to the video.

https://www.youtube.com/watch?v=gfCc7ZJjHiM&list=PLKSi40WEKtMxykDBP8_vrC6bKXotys8KJ

It is the first episode of the series "Cosmos" with Carl Sagan:

Cosmos: is a thirteen-part television series.

It deals with scientific subjects, including the origin of life and a perspective of our place in the universe.

At the time, the most widely watched series in the history of American public television.

It is available on Youtube.

5. BUSINESS EXPRESSIONS

COMMON EXPRESSIONS:

- | | |
|--|---|
| - Modern, using the most recent ideas and methods. | STATE OF THE ART
<i>It was a unique opportunity to work with a brilliant team using S__ O__ T__ A__ technology</i> |
| - Total commitment to an objective, leaving no possibility of retreat. | BURN THE BOATS
<i>There was no turning back now.
She was B____ T____ B_____.</i> |

DRILL 5.01: Fill the gap with the best business expression.

- | | |
|---|---------------------|
| 1. We have just invested in _____ machinery for our factory. | 1. state of the art |
| 2. When we moved the family to Spain we sold our house and _____. | 2. burnt our boats |
| 3. You need _____ software to protect yourself from new cyberattacks. | 3. state of the art |
| 4. Always be polite when you resign from a company. Never _____ | 4. burn your boats |
| 5. Amazon has _____ logistics processes. | 5. state of the art |
| 6. You won't sell anything to that client again, you've _____ . | 6. burnt your boats |

DRILL 5.02: Ask the questions and respond. (Say the sentences out loud)

- | | |
|---|--|
| 1. Ask me if my company has state of the art software. | 1. Does your company have state of the art software? |
| 2. Respond to your question with NO. | 2. No, it doesn't have state of the art software. |
| 3. Ask me if I have ever burnt my boats. | 3. Have you ever burnt your boats? |
| 4. Respond to your question with YES. | 4. Yes, I have burnt my boats |
| 5. Ask me if state of the art machinery is fundamental. | 5. Is state of the art machinery fundamental. |
| 6. Respond to your question with YES. | 6. Yes, state of the art machinery is fundamental. |
| 7. Ask me if it is wise to burn your boats. | 7. Is it wise to burn your boats? |
| 8. Respond to your question with NO. | 8. No, it isn't wise to burn your boats. |

DRILL 5.03: Write some sentences using these EXPRESSIONS. (Say the sentences out loud)

- _____
- _____

6. PHRASAL VERBS

- | | |
|---|--------------|
| - To contact someone by telephone who tried to contact you earlier
<i>I can't speak now I will C_____ you B_____ in ten minutes.</i> | to call back |
| - To stop using a telephone at the end of a conversation
<i>That is so rude, she H_____ U_____ without saying goodbye.</i> | to hang up |
| - To retreat or to return to a previous situation or condition.
<i>We have almost reached the end, there's no point in T_____ B_____</i> | to turn back |

DRILL 6.01: Fill in the blanks. (Say the sentences out loud)

- | | |
|---|-----------------|
| 1. Sorry I can't speak now, what time should I _____ you _____? | 1. call back |
| 2. We almost reached the summit but the weather was so bad we had to _____ | 2. turn back |
| 3. If you _____ I will never call your office again. | 3. hang up |
| 4. The contract has been sent to the client, there's no _____ now. | 4. turning back |
| 5. Thanks for calling, he's busy, he says he will _____ in five minutes. | 5. call back |
| 6. Don't let them _____ the phone until they have bought atleast ten boxes. | 6. hang up |

DRILL 6.02: Change the verb tense in the following sentences. (Say the sentences out loud)

| call back | hang up | turn back |

- | | |
|---|-------------------------------|
| 1. He called you back five minutes ago. (FUTURE "WILL") | 1. He will call you back... |
| 2. She hung up the phone. (FUTURE "GOING TO") | 2. She is going to hang up... |
| 3. They turned back because it was too dangerous. (FUTURE "WILL") | 3. They will turn back... |
| 4. I'll call you back as soon as I have some more news. (PAST SIMPLE) | 4. I called you back.... |
| 5. The CEO will not turn back after investing \$10 million. (PAST SIMPLE) | 5. The CEO didn't turn back |
| 6. I won't hang up.(PAST SIMPLE) | 6. I didn't hang up. |

7. MICRO MBA

FORMAL BUSINESS EMAILS

- | | |
|--------------|--|
| GREETING | <i>Dear Mr. Hill/Dear Ms. Clarke</i> |
| INTRODUCTION | <i>With reference to your e-mail of 4th April...</i> |
| REASON | <i>We are writing to...</i> |
| GOOD NEWS | <i>We are delighted to confirm that...</i> |

BAD NEWS	<i>We regret to inform you that...</i>
REQUEST	<i>We would appreciate it if you could...</i>
ATTACHMENT	<i>Please find attached...</i>
CLOSE	<i>If you have any questions please do not hesitate to contact us.</i>
GOODBYE	<i>Yours sincerely/Kind regards</i>

DRILL 7.01: Fill in the blanks. (Say the sentences out loud)

1. _____ Mr. Lennon,
2. _____ our recent conversation about the project in Valencia.
3. _____ to inform you that the assement has been completed.
4. _____ to confirm that we can now proceed with the construction.
5. _____ if you could confirm your availability for a legal discussion.
6. _____ a copy of the signed contract.
7. _____, please do not hesitate to contact me.
- 8 Yours _____
9. Mr. McCartney.

1. Dear
2. With reference to
3. We are writing
4. We are delighted
5. We would appreciate it...
6. Please find attached...
7. If you have any questions.
8. sincerely,
- 9.

8. PRONUNCIATION

PLANETS	Mercury	<i>/merkiury/</i>
	Venus	<i>/vin əs/</i>
	Earth	<i>/ərz/</i>
	Mars	<i>/mars/</i>
	Jupiter	<i>/djupitə/</i>
	Saturn	<i>/satərn/</i>
	Uranus	<i>/iurein əs/</i>
	Neptune	<i>/neptiun/</i>

DRILL 8.01: To practice your pronunciation you have two options:

- You can find a partner to practice together.
- You can use the voice memo app on your phone to record yourself. Listen to the recording and repeat this until you are happy with your pronunciation.

1. Mercury takes 59 days to rotate but only 88 days to circle the Sun.
2. Venus is the hottest planet and one of the brightest objects in the sky.
3. Mars is the red planet, it is a dusty, cold world with a thin atmosphere.
4. Jupiter is a massive planet, twice the size of all other planets combined.
5. Neptune is now the most distant planet and is a cold and dark world nearly 3 billion miles from the Sun.

9. READING EXERCISE

Now please go to Chapter 1 of The Adventures of Ana Badiola.

Read the text carefully and make sure you understand everything.
Take note of all the vocabulary, phrasal verbs, expressions etc. in context.
Make sure you can answer the ten comprehension questions.

Have you ever resigned from a job?
How did you feel the night before?



Materials and Exercises

W16-2020

CONTENT

- | | | |
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| 1. Common mistakes | 4. Listening Exercise | 7. Micro MBA |
| 2. Grammar | 5. Business Expressions | 8. Pronunciation |
| 3. General Vocabulary | 6. Phrasal Verbs | 9. Reading Exercise |

1. COMMON MISTAKES - SOME vs ANY

SOME vs ANY

Some and any are determiners that refer to INDEFINITE QUANTITIES, when the exact quantity is not important.

RULES: We use **SOME** for positive statements, and **ANY** for questions and negative statements.

Affirmative: There are **SOME** people in the meeting room.

Negative: There aren't **ANY** people in the meeting room.

Interrogative: Are there **ANY** people in the meeting room?

You will sometimes see **SOME** in questions, when making an **OFFER**, or a **REQUEST**, in order to encourage the person we are speaking to say "Yes".

Offer: "Would you like **some** tea?"

Request: "Can you pass me **some** paper?"

DRILL 1.01: Fill the gap with **SOME** or **ANY**. (Say the sentences out loud)

- | | |
|---|----------|
| 1. I gave him _____ encouragement. | 1. some |
| 2. Did you give him _____ encouragement? | 2. any |
| 3. No, he hasn't told me _____ secrets. | 3. any |
| 4. Could you pass me _____ sugar? | 4. some |
| 5. No, we don't have _____ sugar in the pantry. | 5. any |
| 6. Is there _____ news about the merger? | 6. any |
| 7. There were _____ engineers in the team. | 7. some |
| 8. Was there _____ fresh air in the room? | 8. any |
| 9. Yes, there was _____ fresh air in the room. | 9. some |
| 10. Would you like _____ cake? | 10. some |

DRILL 1.02: Put the **OBJECT** in the following sentences into the **PLURAL** using **some** or **any**.

- | | |
|--|---|
| 1. I have given him a check. | 1. I have given him some checks |
| 2. He has reported a new finding. | 2. He has reported some new findings. |
| 3. She hasn't asked a question. | 3. She hasn't asked any questions. |
| 4. Are they bringing a friend? | 4. Are they bringing any friends? |
| 5. Can you give him a uniform? | 5. Can you give him some uniforms? |
| 6. The pilot told them a joke. | 6. The pilot told them some jokes. |
| 7. Their boss didn't offer them a job. | 7. Their boss didn't offer them any jobs. |
| 8. There was a small window. | 8. There were some small windows. |
| 9. Can you give me a paper? | 9. Can you give me some paper? |
| 10. Would he like an invitation? | 10. Would he like some invitations? |

2. GRAMMAR - THERE + TO BE

PRESENT SIMPLE:	Affirmative:	There are ten people in the room.
	Negative:	There aren't ten people in the room.
	Interrogative:	Are there ten people in the room?
PAST SIMPLE:	Affirmative:	There were two chairs in the office.
	Negative:	There weren't two chairs in the office.
	Interrogative:	Were there two chairs in the office?
PRESENT PERFECT:	Affirmative:	There have been some visits this morning.
	Negative:	There haven't been any visits this morning.
	Interrogative:	Have there been any visits this morning?
FUTURE "WILL":	Affirmative:	There will be a meeting this week.
	Negative:	There won't be a meeting this week.
	Interrogative:	Will there be a meeting this week?
FUTURE GOING TO:	Affirmative:	There are going to be many cars in the car park.
	Negative:	There aren't going to be many cars in the car park.
	Interrogative:	Are there going to be many cars in the car park?
PAST PERFECT	Affirmative:	There had been some power cuts.
	Negative:	There hadn't been any power cuts.
	Interrogative:	Had there been any power cuts?
PAST CONTINUOUS	Affirmative:	There were going to be many guests.
	Negative:	There weren't going to be many guests.
	Interrogative:	Were there going to be many guests?
CONDITIONAL "WOULD"	Affirmative:	There would be some complaints to the boss.
	Negative:	There wouldn't be any complaints to the boss.
	Interrogative:	Would there be any somplaints to the boss?

DRILL 2.01: Follow the numbers on the table to form the different options of THERE + To BE. Use some and any in the correct way. It is very important to say the sentences out loud.

	Affirmative	Negative	Interrogative
Present Simple	1	10	24
Future Will	19	2	17
Future going to	8	15	3
Past simple	4	7	23
Present Perfect	20	22	6
Past Perfect	13	18	11
Past Continuous	9	5	16
Conditional "would"	14	12	21

- (There + to be) _____ unexpected calls.
EXAMPLE:
 - There are some unexpected calls.
 - There will not be any unexpected calls.
 - CONTINUE...
- (There + to be) _____ pens in the drawer.
- (There + to be) _____ incentives to work harder.
- (There + to be) _____ requests for the job.

DRILL 2.02: Let's review the tenses from the previous class. Form a sentence using THERE + TO BE and SOME and ANY as quantifiers.

- | | |
|--|--|
| 1. Pears in the pantry. (PRES SIMPLE) | 1. There are some pears in the pantry. |
| 2. Cars in the garage. (FUT GOING TO) | 2. There are going to be some cars in the garage. |
| 3. Energy in the system. (PAST SIMPLE) | 3. There was some energy in the system. |
| 4. Incentives to continue. (PRES PERF) | 4. There have been some incentives to continue. |
| 5. Managers in the company. (FUT WILL) | 5. There will be some managers in the company. |
| 6. Tools in the workshop. (PRES SIMPLE) | 6. There are tools in the workshop. |
| 7. Advice for us. (FUT GOING TO) | 7. There is going to be some advice for the us. |
| 8. Resources to produce enough food. (PAST SIMP) | 8. There were resources to produce enough food. |
| 9. Complaints by the customers. (PRES PERF) | 9. There have been some complaints by the customers. |
| 10. Light at the end of the tunnel. (FUT WILL) | 10. There will be some light at the end of the tunnel. |

DRILL 2.03: Let's review the new tenses now. Form a sentence using THERE + TO BE and SOME and ANY as quantifiers.

- | | |
|---|---|
| 1. Pears in the pantry. (PAST PERF) | 1. There had been some pears in the pantry. |
| 2. Cars in the garage. (PAST CONT) | 2. There were going to be some cars in the garage. |
| 3. Energy in the system. (PAST PERF) | 3. There had been some energy in the system. |
| 4. Incentives to continue. (COND WOULD) | 4. There would be some incentives to continue. |
| 5. Managers in the company. (COND WOULD) | 5. There would be some managers in the company. |
| 6. Tools in the workshop. (PAST CONT) | 6. There had been tools in the workshop. |
| 7. Advice for us. (COND WOULD) | 7. There would be some advice for us. |
| 8. Resources to produce enough food. (PAST PER) | 8. There had been resources to produce enough food. |
| 9. Complaints by the customers. (PAST CONT) | 9. There had been complaints by the customers. |
| 10. light at the end of the tunnel. (PAST PERF) | 10. There would be some light at the end of the tunnel. |

DRILL 2.04: Ask the questions and respond using THERE + TO BE (Say the sentences out loud)

- | | |
|---|---|
| 1. Ask me if (FUT "WILL") any announcements. | 1. Will there be any announcements? |
| 2. Respond to your question with NO. | 2. No, there won't be any announcements. |
| 3. Ask me if (FUT "going to") any acquisitions. | 3. Are there going to be any acquisitions? |
| 4. Respond to your question with NO. | 4. No, there aren't going to be any acquisitions? |
| 5. Ask me if (PRES SIM) any dentists in the area. | 5. Are there any dentinsts in the area? |
| 6. Respond to your question with NO. | 6. No, there aren't any dentists in the area. |
| 7. Ask me if (PRES PERF) a conference before. | 7. Has there been a conference before? |
| 8. Respond to your question with NO. | 8. No there hasn't been a conference before. |
| 9. Ask me if (PAST PERF) any complaints. | 9. Had there been any complaints? |
| 10. Respond to your question with NO. | 10. No, there hadn't been any complaints. |
| 11. Ask me if (PAST CONT) any resignations. | 11. Were there going to be any resignations? |
| 12. Respond to your question with NO. | 12. No there weren't going to be any resignations. |
| 13. Ask me if (COND WOULD) a party tonight. | 13. Would there be a party tonight? |
| 14. Respond to your question with NO. | 14. No, there wouldn't be a party tonight. |
| 15. Ask me if (PAST PERF) a warning. | 15. Had there been a warning? |
| 16. Respond to your question with NO. | 16. No there hadn't been a warning. |
| 17. Ask me if (PAST CONT) a conference call. | 17. Was there going to be a conference call? |
| 18. Respond to your question with NO. | 18. No, there wasn't going to be a conference call? |
| 19. Ask me if (COND WOULD) another chance. | 19. Would there be another chance? |
| 20. Respond to your question with NO. | 20. No, there wouldn't be another chance. |

DRILL 2.05: Write some sentences of your own using THERE + TO BE.

1. _____
2. _____
3. _____

4.

3. GENERAL VOCABULARY

CLOTHING

fabric	Cloth produced by weaving or knitting textile fibres.
wool	Hair from the coat of sheep, goats, or similar animals.
cashmere	A fine, soft wool, originally from the Kashmir goat.
cotton	A soft, fluffy fiber that grows in a ball around the seeds of the plant.
linen	A cloth woven from flax fibers. (linseed)
silk	A fine, strong, soft lustrous fibre produced by silkworms when making cocoons.
leather	A material made from the skin of an animal.

DRILL 3.01: Complete the sentence with the best option. (Say the sentences out loud)

- | | |
|---|--------------|
| 1. My husband's ties are always made of _____. | 1. silk |
| 4. I only buy natural _____ garments to avoid allergies. | 4. cotton |
| 5. My grandmother knitted a _____ jumper for me each year. | 5. wool |
| 7. The dress was very expensive. It is made of wild _____. | 7. silk |
| 9. I need to go to the shop to purchase some _____ to make a suit. | 9. fabric |
| 10. In the summer I prefer to wear _____ garments because they are fresh. | 10. linen |
| 13. This is a very soft cardigan. Is it made of _____? | 13. Cashmere |
| 14. He always wears Italian _____ shoes. | 14. leather |

4. LISTENING EXERCISE

Go to the following link and listen to the video.

https://www.youtube.com/watch?v=gfCc7ZJHiM&list=PLKSi40WEKtMxykDBP8_vrC6bKXotys8KJ

It is the first episode of the series "Cosmos" with Carl Sagan:

Cosmos: is a thirteen-part television series.

It deals with scientific subjects, including the origin of life and a perspective of our place in the universe.

At the time, the most widely watched series in the history of American public television.

It is available on Youtube.

5. BUSINESS EXPRESSIONS

COMMON EXPRESSIONS:

- An environment where people will do anything to be successful, even if it harms other people.

Working at an investment bank is a D__E__D__. You need to fight to survive.

dog eat dog

- To make a company or organization smaller by reducing the number of employees or facilities.

Due to the negative economic conditions the company is D_____.

to downsize

DRILL 5.01: Fill the gap with the best business expression.

- | | |
|--|----------------|
| 1. The TV business today is a _____ business | 1. dog eat dog |
| 2. The family _____ to a small apartment. | 2. downsized |

- | | |
|--|----------------|
| 3. The media lead people to believe that we live in a _____ world. | 3. dog eat dog |
| 4. If the crisis continues we will have to _____ the business. | 4. downsize |
| 5. You have to be careful in this _____ world. | 5. dog eat dog |
| 6. After _____ the company was rescued by the investors. | 6. downsizing |

DRILL 5.02: Ask the questions and respond. (Say the sentences out loud)

- | | |
|---|--|
| 1. Ask me if we live in a dog eat dog world. | 1. Do we live in a dog eat dog world? |
| 2. Respond to your question with NO. | 2. No, we don't live in a dog eat dog world. |
| 3. Ask me if this business is dog eat dog. | 3. Is this business dog eat dog? |
| 4. Respond to your question with YES. | 4. Yes, this business is dog eat dog. |
| 5. Ask me if my company has downsized recently. | 5. Has your company downsized recently? |
| 6. Respond to your question with YES. | 6. Yes, my company has downsized recently. |
| 7. Ask me if it is easy to downsize. | 7. Is it easy to downsize? |
| 8. Respond to your question with NO. | 8. No, it isn't easy to downsize. |

DRILL 5.03: Write some sentences using these EXPRESSIONS. (Say the sentences out loud)

- _____
- _____

6. PHRASAL VERBS

- | | |
|---|--|
| - To make a machine or piece of equipment start working by pressing a button.
S_____ O_____ the television. I want to see the news.
T_____ O_____ the air conditioning please. | to switch on (SEPARABLE)
to turn on (SEPARABLE) |
| - To make a machine or piece of equipment stop working by pressing a button.
Please T_____ O_____ the projector when you have finished.
Could you S_____ O_____ the engine of your car? | to switch off (SEPARABLE)
to turn off (SEPARABLE) |
| - To increase the volume or intensity of something.
Could you T_____ U_____ the monitor brightness, we can't see. | to turn up (SEPARABLE) |
| - To decrease the volume or intensity of something.
Please T_____ the music D_____ it's way too loud. | to turn down (SEPARABLE) |

DRILL 6.01: Fill in the blanks. (Say the sentences out loud)

| switch on | turn on | turn off | switch off | turn up | turn down | call back | hang up | turn back |

- | | |
|--|------------------------------|
| 1. I asked the DJ to _____ the volume so we can hear better. | 1. turn up |
| 2. My boss has just _____ the phone. | 2. hung up |
| 3. I _____ the job offer yesterday. | 3. turn down |
| 4. It was so hot that he _____ the fan. | 4. turned on - switched on |
| 5. They _____ the radio to listen to the latest news. | 5. turned on - switched on |
| 6. I have a headache. Please _____ the lights. | 6. turn down |
| 7. I am busy right now. I will _____ you _____ as soon as I can. | 7. call you back |
| 8. After work I always _____ my computer. | 8. turn off - switch off |
| 9. Have you _____ the bathroom light before goind to bed? | 9. turned off - switched off |

DRILL 5.02: Ask the questions and respond. (Say the sentences out loud)

- | | |
|---|--|
| 1. Ask me if I turn my computer off everyday. | 1. Do you turn your computer off everyday? |
| 2. Respond to your question with NO. | 2. No, I don't turn off the computer everyday. |

3. Ask me if I switched on the lights.
4. Respond to your question with YES.
5. Ask me if I can turn up the volume.
6. Respond to your question with NO.
7. Ask me if I switched off the irrigation system.
8. Respond to your question with YES.
9. Ask me if I turned down the volume.
10. Respond to your question with NO.
11. Ask me if I turned on the oven before baking.
12. Respond to your question with YES.

3. Did you switch off the lights?
4. Yes, I switched off the lights.
5. Can you turn up the volume?
6. No, I can't turn up the volume.
7. Did you switch off the irrigation system?
8. Yes, I switched off the irrigation system.
9. Did you turn down the volume?
10. No, I didn't turn down the volume.
11. Did you turn on the oven before baking?
12. Yes, I turned on the oven before baking.

7. MICRO MBA

VIDEO CONFERENCES

- Elevate your laptop to avoid staring down into the camera.
- Position yourself against a plain, neutral background.
- Check the lighting in the room.
- Close all other applications on your laptop.
- Silence your cell phone and disable vibration alert.
- Attach post-its around the laptop screen with prompts, and the questions you wish to ask the interviewer.

- Have a glass of water next to you.
- Ban kids, pets and spouses from the room for the duration of the interview.
- Familiarize yourself with ZOOM.

8. PRONUNCIATION

PLANETS		
	carbon	/cárbən/
	granite	/gránait/ - /gránət/
	cement	/semént/
	lead	/léed/
	bronze	/brónz/
	plasma	/plásma/
	vinyl	/váinol/

DRILL 8.01: To practice your pronunciation you have two options:

- You can find a partner to practice together.
- You can use the voice memo app on your phone to record yourself. Listen to the recording and repeat this until you are happy with your pronunciation.

1. Carbon is the fourth most abundant element in the universe after hydrogen, helium and oxygen.
2. Granite is one of the hardest substances in the world, second only to diamonds.
3. Cement is a fine powder made up of limestone and clay, it is the "glue" that binds concrete together.
4. Lead is highly toxic and primarily affects the central nervous system.
5. I bought a new plasma TV with a steels structure.

9. READING EXERCISE

Now please read the new chapter of *The Adventures of Ana Badiola*.

- Read the text carefully and make sure you understand everything.
- Take note of all the vocabulary, phrasal verbs, expressions etc. in context.

Make sure you can answer the ten comprehension questions.



Materials and Exercises

W17-2020

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- | | | |
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| 1. Common mistakes | 4. Listening Exercise | 7. Micro MBA |
| 2. Grammar | 5. Business Expressions | 8. Pronunciation |
| 3. General Vocabulary | 6. Phrasal Verbs | 9. Reading Exercise |

1. COMMON MISTAKES - SOME vs ANY

COUNTABLE nouns are those that we can count. 1 2 3 4 ... chairs, tables...
They can be Plural and Singular.

UNCOUNTABLE nouns are those that we can't count. 1 2 3 4 ... airs?... (It doesn't work)
They are treated as singular.

TYPES OF UNCOUNTABLE NOUNS:

- Liquids: water - milk - oil
- Abstract ideas: advice - chaos - encouragement
- Powder and grain rice - sand - corn
- Mass nouns equipment - furniture - transportation
- Natural phenomena sunshine - rain - weather
- States of being stress - happiness - childhood
- Feelings anger - excitement - enthusiasm
- Gas air - oxygen - steam

Uncountable nouns can be counted when they are contained or delimited.

water	two bottles of water	oxygen	ten oxygen canisters
rain	a few drops of rain	rice	two kilos of rice
happiness	a moment of happiness	luggage	too many pieces of luggage

Some nouns can be BOTH countable and uncountable:

Example:	COUNTABLE	UNCOUNTABLE
LIGHT	There are five lights in the room.	There is too much light in the room.
ROOM	There are three rooms in my apartment	There is not enough room for all of us.

iron	paper	room	experience
glass	work	coffee, beer, tea...	fire
time	chicken	meat	memory
light	hair	fruit	cheese, pizza, ham

DRILL 1.01: Fill the gap with the noun in plural or singular where appropriate.

- | | |
|--|--------------|
| 1. She bought some _____ for me. (orange) | 1. oranges |
| 2. They met a few _____ at the party. (investor) | 2. investors |
| 3. We delivered some _____ to the shops. (milk) | 3. milk |
| 4. They gave me some good _____. (advice) | 4. advice |
| 5. This house is giving me some _____. (problem) | 5. problems |

6. There is some new _____ in the warehouse. (equipment)
7. Will there be any _____ for dinner? (cheese)
8. No, we won't take any _____ with us. (luggage)
9. I have to tell you some good _____. (news)
10. She didn't give me any _____. (encouragement)

6. equipment
7. cheese
8. luggage
9. butter
10. encouragement

DRILL 1.02: Turn the uncountable nouns in the following sentences into countable by containing or delimiting.

1. There is some milk in the fridge. (two)
2. There was some oil in the pantry. (six)
3. There is some advice for you. (two)
4. Earlier today there was some rain. (a few)
5. There was some news on the crisis. (two)
6. Was there any happiness in his life? (many)
7. Is there any equipment in the office? (two)
8. There is some cement in the shed. (three)
9. There is some furniture in storage. (five)
10. There is some luggage in the lobby. (seven)

1. There are two bottles of milk in the fridge.
2. There were six bottles of oil in the pantry.
3. There are two pieces of advice for you.
4. Earlier today there were a few drops of rain.
5. There were two pieces of news on the crisis.
6. Were there many moments of happiness in your life?
7. Are there a lot of pieces of equipment in the office?
8. There are three sacks of cement in the basement.
9. There are five pieces of furniture in storage.
10. There are seven pieces of luggage in the lobby.

DRILL 1.03: Write an sentence using the following words as BOTH countable and uncountable.

	COUNTABLE	UNCOUNTABLE
1. iron	_____	_____
2. glass	_____	_____
3. time	_____	_____
4. paper	_____	_____
5. work	_____	_____
6. chicken	_____	_____
7. hair	_____	_____
8. room	_____	_____
9. beer	_____	_____
10. meat	_____	_____
11. fruit	_____	_____
12. experience	_____	_____
13. fire	_____	_____
14. memory	_____	_____
15. light	_____	_____

DRILL 1.04: Fill the gap with the noun in plural or singular. Each word appears twice.

| chicken | room | memory | fire | hair | work | paper | experience | time | coffee |

1. I need to make some _____ for the new furniture.
2. He ordered some _____ for printing the presentations.
3. He has ten _____ and three pigs in her farm.
4. You have too many _____ on your desk.
5. My apartment has three _____.
6. The butcher has some _____ after working for 20 years.
7. They ordered some _____ as a main course.
8. Life is about having a lot of varied _____.
9. I can't leave the office. I have a lot of _____.
10. She has some very good _____ of the trip.
11. If you exercise it you can gain some _____ and agility.
12. I need some _____ to work on the presentation.
13. Could I have some _____ with milk and sugar?
14. She called me more than six _____ yesterday.
15. He was tall and had long grey _____.

1. room
2. paper
3. chickens
4. papers
5. rooms
6. experience
7. chicken
8. experiences
9. work
10. memories
11. memory
12. time
13. coffee
14. times
15. hair

16. I have had three _____ this morning to wake me up.
17. I found many _____ in your brush.
18. The road was blocked due to _____ in the pavement.
19. There are a lot of wild _____ in the summer.
20. I will light some _____ if you bring some logs.

16. coffees
17. hairs
18. works
19. fires
20. fire

2. GRAMMAR - COUNTABLES and UNCOUNTABLES

ARTICLE:	a chair - an apple the chair - the apple	a bottle of wine - a kilo of rice the wine - the rice
NUMBERS	one chair - one apple two chairs - two apples	one bottle of wine - one kilo of rice two bottles of wine - two kilos of rice
DETERMINER	some chairs - some apples any chairs - any apples	some wine - some rice any wine - any rice
THERE + TO BE (Present Simple)		
Affirmative	SINGULAR PLURAL	There is an apple in the fridge. There are some apples in the fridge.
		There is some wine in the bottle. -
Negative	SINGULAR PLURAL	There isn't an apple in the fridge. There aren't any apples in the fridge.
		There isn't any wine in the bottle. -
Interrogative	SINGULAR PLURAL	Is there an apple in the fridge? Are there any apples in the fridge?
		Is there any wine in the bottle? -

DRILL 2.01: Let's review the tenses from the previous class. Form a sentence using THERE + TO BE and A, AN, THE, SOME or ANY.

1. There is _____ peach in the basket.
2. There have been _____ speeches this morning.
3. There will be _____ food at the party.
4. Were there _____ managers at the meeting?
5. There isn't _____ orange car in the garage.
6. Has there been _____ luggage delivered.
7. I came to give you _____ luggage.
8. Is there going to be _____ news today?
9. There was _____ equipment downstairs.
10. Can you give me _____ pasta?

1. a
2. some
3. some
4. any
5. an
6. any
7. the
8. any
9. some
10. some

DRILL 2.02: Put the following singular sentences in the plural using SOME or ANY.

1. There is a car parked downstairs.
2. There was excitement in the room.
3. Is there a light at the end of the tunnel?
4. There was energy in the system.
5. There isn't going to be a surprise.
6. There was advice for me.
7. There is news about my situation.
8. Has there been a strike this month?
9. There hasn't been enthusiasm for the proposal.

1. There are some cars parked downstairs.
2. There was some excitement in the room.
3. Are there any lights at the end of the tunnel?
Is there any light at the end of the tunnel?
4. There was some energy in the system.
5. There aren't going to be any surprises.
6. There was some advice for me.
7. There is some good news about my situation.
8. Have there been any strikes this month?
9. There hasn't been any enthusiasm for the proposal.

10. Was there a paper on the floor?

10. Were there any papers on the floor?

DRILL 2.03: Ask the questions and respond using THERE + TO BE. Fill the gap with A, AN, THE, SOME or ANY.

- | | |
|---|--|
| 1. Ask me if (FUT "WILL") _____ new arrivals | 1. Will there be any new arrivals? |
| 2. Respond to your question with NO. | 2. No, there won't be any new arrivals. |
| 3. Ask me if (FUT "going to") _____ news. | 3. Is there going to be any news? |
| 4. Respond to your question with NO. | 4. No, there isn't going to be any news. |
| 5. Ask me if (PRES SIM) _____ doctor in the room. | 5. Is there a doctor in the room? |
| 6. Respond to your question with NO. | 6. No, there isn't a doctor in the room. |
| 7. Ask me if (PRES PERF) _____ expectations. | 7. Had there been any expectations? |
| 8. Respond to your question with NO. | 8. No, there hadn't been any expectations. |
| 9. Ask me if (PAST PERF) _____ sunshine. | 9. Had there been any sunshine? |
| 10. Respond to your question with NO. | 10. No, there hadn't been any sunshine. |
| 11. Ask me if (PAST CONT) _____ bottle of wine. | 11. Was there going to be a bottle of wine? |
| 12. Respond to your question with NO. | 12. No, there wasn't going to be a bottle of wine. |
| 13. Ask me if (COND WOULD) _____ happiness. | 13. Would there be any happiness? |
| 14. Respond to your question with YES. | 14. Yes, there would be some happiness. |
| 15. Ask me if (PAST PERF) _____ encouragement. | 15. Had there been any encouragement? |
| 16. Respond to your question with NO. | 16. No, there hadn't been any encouragement. |
| 17. Ask me if (PAST CONT) _____ advice for them. | 17. Was there any advice for them? |
| 18. Respond to your question with NO. | 18. No, there wasn't any advice for them. |
| 19. Ask me if (COND WOULD) _____ open discussion. | 19. Would there be an open discussion? |
| 20. Respond to your question with NO. | 20. No, there wouldn't be an open discussion. |

DRILL 2.04: Write some sentences of your own using THERE + TO BE.

1. _____
2. _____
3. _____
4. _____

3. GENERAL VOCABULARY

WORDS TO DELIMIT UNCOUNTABLES:

GENERIC: a piece of I received a piece of advice from my father.

To sound more native you need to be able to use other words.

Can you think of other nouns you could use with these words?

- | | | |
|---------|----------|-------|
| bread | loaf | _____ |
| rice | grain | _____ |
| sugar | spoonful | _____ |
| pizza | slice | _____ |
| wine | glass | _____ |
| beer | pint | _____ |
| tequila | shot | _____ |
| flowers | bunch | _____ |

DRILL 3.01: Complete the sentence with the best option. (Say the sentences out loud)

1. Please go to the market and buy two _____ of bread. 1. loaves

2. The investors want a _____ of the pie.
3. He made me take a _____ of medicine.
4. The doctor prescribed a _____ of vitamins.
5. I collected a _____ of clothes for charity.
6. He is growing and he drinks a _____ of milk everyday.
7. She offered me a _____ of champaign.
8. I had a _____ of sand in my eye.
9. The kitchen is full of _____ of sugar.
10. I would like a _____ of ham for my sandwich.
11. She had a couple of _____ of whyskie.
12. These people are a _____ of incompetent idiots.

2. slice
3. spoonful
4. shot
5. bunch
6. pint
7. glass
8. grain
9. grains
10. slice
11. shots or glasses
12. bunch

DRILL 3.02: Write your own sentences in the PLURAL.

1. loaf _____
2. grain _____
3. spoonful _____
4. slice _____
5. glass _____
6. pint _____
7. shot _____
8. bunch _____

4. LISTENING EXERCISE

Go to the following link and listen to the video.

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It is the first episode of the series "Cosmos" with Carl Sagan:

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At the time, the most widely watched series in the history of American public television.

It is available on Youtube.

5. BUSINESS EXPRESSIONS

COMMON EXPRESSIONS:

- A business objective that one cannot achieve by working harder, one has to invent new strategies.

Our budget this year \$1m. But we have a S____ T____ of \$1.5m

stretch target

- A person who generates significant business by closing deals or attracting new clients and abundance. Almost by magic.

*Ana has always been the R_____ in our department
She closes all the biggest deals.*

rainmaker

DRILL 5.01: Fill the gap with the best business expression.

1. Only one sales team has managed to reach the _____.
2. The family has a _____ of one million dollars to buy an house.
3. She is a very talented manager she might be the _____ we need.
4. He is too ambitious he will never reach his _____.

1. stretch target
2. stretch target
3. rainmaker
4. stretch target

- They hired a new manager who happened to be a true _____.
- Some shamans of old tribes were good _____.

- rainmaker
- rainmakers

DRILL 5.02: Ask the questions and respond. (Say the sentences out loud)

- | | |
|---|--|
| 1. Ask me if I have set a stretch target for my business. | 1. Have you set a stretch target for your business? |
| 2. Respond to your question with NO. | 2. No, I haven't set a stretch target for my business. |
| 3. Ask me if there is a rainmaker in my company. | 3. Is there a rainmaker in the company? |
| 4. Respond to your question with YES. | 4. Yes, there is a rainmaker in the company. |
| 5. Ask me if the new employee is a rainmaker. | 5. Is the new employee a rainmaker? |
| 6. Respond to your question with YES. | 6. Yes, the new employee is a rainmaker. |
| 7. Ask me if he will achieve his stretch targets. | 7. Will he achieve his stretch targets? |
| 8. Respond to your question with NO. | 8. No, he won't achieve his stretch targets. |
| 9. Ask me if you expect me to reach a stretch target. | 9. Do you expect me to reach a stretch target? |
| 10. Respond to your question with NO. | 10. No, I don't expect you to reach a stretch target. |

DRILL 5.03: Write some sentences using these EXPRESSIONS. (Say the sentences out loud)

- _____
- _____

6. PHRASAL VERBS

- | | | |
|--|---------------|---------------|
| - To arouse emotionally or sexually.
<i>This actor really T_____ me O_____.</i> | to turn on | (SEPARABLE) |
| - To suddenly attack physically or verbally.
<i>He T_____ O_____ his friends.</i> | to turn on | (INSEPARABLE) |
| - To stop being aroused emotionally or sexually
<i>Taking about dramas T_____ him O_____.</i> | to turn off | (SEPARABLE) |
| - To stop listening to someone or to stop thinking about something.
<i>At the end of a hard day at work I like to watch TV and S_____ O_____.</i> | to switch off | (INSEPARABLE) |
| - To arrive or appear somewhere.
<i>We T_____ U_____ at the party unannounced.</i> | to turn up | (INSEPARABLE) |
| - To refuse a request or offer.
<i>She T_____ D_____ the offer to manage the operations.
Did she really T_____ it D_____?</i> | to turn down | (SEPARABLE) |

DRILL 6.01: Fill in the blanks. (Say the sentences out loud)

- | | |
|--|-------------------|
| 1. Could you _____ the volume please? It's too loud. | 1. turn down |
| 2. After work I like to _____ and rest. | 2. switch off |
| 3. His colleagues _____ him because he had been lying. | 3. turned on |
| 4. Listening to political arguments totally _____. | 4. turns me off |
| 5. You can just _____ to the meeting if you have time. | 5. turn up |
| 6. Nice long holidays _____ me _____. | 6. turn me on |
| 7. I have a headache. Please _____ the lights. | 7. switch off |
| 8. I told you to _____ the computer at the end of the day. | 8. turn off |
| 9. He is going to _____ the air conditioning. | 9. turn down |
| 10. The lesson was boring. I couldn't help _____. | 10. switching off |

11. Mike _____ late at the party.

11. turned up

DRILL 6.02: Ask the questions and respond. (Say the sentences out loud)

1. Ask me if going to the gym turns me on.
2. Respond to your question with NO.
3. Ask me if I am turned off by boring people.
4. Respond to your question with YES.
5. Ask me if I turned up at the conference.
6. Respond to your question with NO.
7. Ask me if I switched off during my holidays.
8. Respond to your question with YES.
9. Ask me if I turned down his offer to help.
10. Respond to your question with NO.
11. Ask me if I my friends turned on each other.
12. Respond to your question with YES.

1. Does going to the gym turn you on?
2. No, going to the gym doesn't turn me on.
3. Are you turned off by boring people?
4. Yes, I am turned off by boring people.
5. Did you turn up at the conference?
6. No, I didn't turn up at the conference.
7. Did you switch off during your holidays?
8. Yes, I switched off during my holidays
9. Did you turn down his offer to help?
10. No, I didn't turn down his offer to help.
11. Did your friends turn on each other?
12. Yes, my friends turned on each other.

7. MICRO MBA

VIDEO CONFERENCES

- Conference calls are difficult to moderate and participate in.
- Know your technology. Join five minutes early and check all the buttons.
- Always introduce yourself. "Hi, it's Sam here."
- Make everyone aware who is on the call.
- Engage in small talk, tell a story while you are waiting. Be human, be yourself.
- Talk on the phone like you talk in a presentation - with energy and intonation.
- Begin with a summary or an agenda. Don't waste any time. Be focused.
- Address people by their names
- Mute when not speaking
- Use signal words throughout the discussion.
- Pause for 3 seconds before switching topics and 5 seconds before signing off.

8. PRONUNCIATION

BOYS NAMES				GIRLS NAMES			
1970		2020		1970		2020	
David	/déivid/	Muhammad	/məháməd/	Susan	/susən/	Olivia	/olívia/
Paul	/póol/	Noah	/nóa/	Julie	/djúly/	Sophia	/sofia/
Andrew	/ándru/	George	/djórdg/	Karen	/karən/	Lily	/líly/
Mark	/márk/	Oliver	/ólívr/	Jacqueline	/djáklín/	Ava	/éíva/
John	/djón/	Charlie	/chárly/	Deborah	/débra/	Mia	/mía/
Michael	/máikol/	Harry	/hárry/	Tracey	/tréicy/	Isla	/áíla/
Stephen	/stíven/	Leo	/lío/	Jane	/djéin/	Amelia	/amília/
Ian	/ián/	Arthur	/árthər/	Helen	/hélen/	Freya	/fréya/
Robert	/róbert/	Jack	/dják/	Diane	/dáian/	Isabella	/isabéla/
Richard	/rícharð/	Freddie	/frédy/	Sharon	/sharən/	Emily	/emily/

DRILL 8.01: To practice your pronunciation you have two options:

- You can find a partner to practice together.

- You can use the voice memo app on your phone to record yourself. Listen to the recording and repeat this until you are happy with your pronunciation. -

1. Robert played with Richard in the orchard.
2. Arthur and Michael saw Tracey buying a pricey jumper.
3. Deborah and Freya invited Ava and Isla to share their holiday home on an island.
4. Andrew grew up in a home with a few views.'
5. Ian and Leo turned up at Jacqueline and Freddie's anniversary.

9. READING EXERCISE

Now please go to Chapter 1 of The Adventures of Ana Badiola.

Read the text carefully and make sure you understand everything.
Take note of all the vocabulary, phrasal verbs, expressions etc. in context.
Make sure you can answer the ten comprehension questions.





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Materials and Exercises

W18-2020

CONTENT

- | | | |
|-----------------------|-------------------------|---------------------|
| 1. Common mistakes | 4. Listening Exercise | 7. Phrasal Verbs |
| 2. Grammar | 5. Micro MBA | 8. Pronunciation |
| 3. General Vocabulary | 6. Business Expressions | 9. Reading Exercise |

1. COMMON MISTAKES - THE DEFINITE ARTICLE

THE The definite article "the" is the most frequent word in English but it's sometimes OVERUSED.

Don't use "the" for:

- Things in General: ~~The~~ friends are great allies.
~~The~~ women like to succeed in business.
Do you prefer ~~the~~ dogs or ~~the~~ cats?
- Generic things: I went to ~~the~~ university in Belgium. Universities
Bill Gates founded ~~the~~ Microsoft. Companies
I have to go to ~~the~~ work. Places - Locations - Streets
I speak ~~the~~ Chinese very well. Languages
- Moments: ~~The~~ last year we were in Thailand Period of time
~~The~~ holidays were excellent! Holidays
He comes to Madrid for ~~the~~ Christmas Festivities
- Meals: We will eat ~~the~~ lunch on the terrace.
- Activities: I enjoy ~~the~~ fishing at the weekend. Sports
We spent the afternoon playing ~~the~~ Monopoly. Games
She does ~~the~~ gardening in her free time. Hobbies
- Percentages: ~~The~~ 70% of employees are women.
- Noun + Number: Can you tell me how to find ~~the~~ room 202?
- Acronyms: ~~The~~ UNESCO was formed in 1946.
(If the acronym is pronounced as a word we don't use "th

Use "the" in the following situations:

- When it is a SPECIFIC thing that the listener knows about we can use "the" (when it's the only one or the only one in the context).
I went to ~~the~~ university in London. I went to the university in Bath. (there's only one)
~~The~~ ninety percent of the students attend class We selected the ten percent top students.
- We use "the" when the noun acts as an ADJECTIVE.
They travel to Italy for ~~the~~ Christmas. The Christmas season is very busy.
I played ~~the~~ tennis with him last weekend. The tennis game was very exciting.

DRILL 1.01: Fill the gap with THE if appropriate.

1. They spend _____ Christmas in France.
2. Can you bring me _____ sales report?
3. _____ new product sales have been low.
4. _____ sales is a great area for career development.
5. She likes _____ Christmas traditions.
6. _____ NATO resolution was published earlier.
7. _____ last month we increased sales by 10%.
8. Did you play _____ golf tournament?
9. _____ NATO is a powerful organisation.
10. _____ golf is a very slow sport for me.
11. _____ last week in Rome was inspiring.
12. They start serving _____ breakfast at 7am.
13. She takes care of all _____ computer programming.
14. He went to _____ school in Manchester.
15. _____ dinner party was very successful.

1. -
2. the
3. the
4. -
5. the
6. the
7. -
8. the
9. -
10. -
11. the
12. -
13. the
14. -
15. the

DRILL 1.02: Fill the gap with THE if appropriate.

1. _____ marketing plan will include live events.
2. She picked _____ school nearest to her home.
3. I am preparing _____ dinner.
4. I have had _____ lunch menu today.
5. _____ marketing produces campaigns on a regular basis.
6. _____ computer programming is her speciality.
7. _____ Apple shares in my portfolio have gone up.
8. Let's have _____ brunch together on Saturday.
9. _____ dolphins at the aquarium seem happy.
10. _____ mammals breastfeed their babies.
11. _____ dolphins might be more intelligent than _____ men.
12. _____ whales belong to _____ mammal species.
13. _____ men at the company support _____ women's rights.
14. _____ men have been on _____ moon.
15. _____ Apple was founded in 1985.

1. the
2. the
3. -
4. the
5. -
6. -
7. the
8. -
9. the
10. -
11. - / -
12. - / the
13. the / -
14. - / the
15. -

DRILL 1.03: Write an sentence using the following words as BOTH countable and uncountable.

- | | | | |
|----|-----------------|---------------|-------|
| 1. | college | WITHOUT "the" | _____ |
| | | WITH "the" | _____ |
| 2. | this month | WITHOUT "the" | _____ |
| | | WITH "the" | _____ |
| 3. | summer holidays | WITHOUT "the" | _____ |
| | | WITH "the" | _____ |
| 4. | IFEMA | WITHOUT "the" | _____ |
| | | WITH "the" | _____ |
| 5. | church | WITHOUT "the" | _____ |
| | | WITH "the" | _____ |
| 6. | people | WITHOUT "the" | _____ |
| | | WITH "the" | _____ |
| 7. | cooking | WITHOUT "the" | _____ |
| | | WITH "the" | _____ |
| 8. | lunch | WITHOUT "the" | _____ |
| | | WITH "the" | _____ |

9.	BBVA	WITHOUT "the"	_____
		WITH "the"	_____
10.	15%	WITHOUT "the"	_____
		WITH "the"	_____

2. GRAMMAR - HOW MANY vs. HOW MUCH

To ask for QUANTITIES we use HOW MANY or HOW MUCH.

VERB + COUNTABLE NOUNS		"HOW MANY"	How many chairs did you buy?
	<u>AFFIRMATIVE</u>	<u>NEGATIVE</u>	<u>INTERROGATIVE</u>
A - AN	I bought a chair	I didn't buy a chair.	Did you buy a chair?
SOME - ANY	I bought some chairs	I didn't buy any chairs.	Did you buy any chairs?
MANY	I bought many chairs.	I didn't buy many chairs.	Did you buy many chairs?
A LOT OF	I bought a lot of chairs.	I didn't buy a lot of chairs	Did you buy a lot of chairs?
VERB + UNCOUNTABLE NOUNS		"HOW MUCH"	How much water did he drink?
	<u>AFFIRMATIVE</u>	<u>NEGATIVE</u>	<u>INTERROGATIVE</u>
A - AN	-	-	-
SOME - ANY	He drank some water.	He didn't drink any water.	Did he drink any water?
MUCH	-	He didn't drink much water.	Did he drink much water?
A LOT OF	He drank a lot of water.	He didn't drink a lot of water.	Did he drink a lot of water?
THERE + TO BE + COUNTABLE NOUNS		"HOW MANY"	How many windows are there?
	<u>AFFIRMATIVE</u>	<u>NEGATIVE</u>	<u>INTERROGATIVE</u>
A - AN	There is a window.	There isn't a window.	Did you buy a chair?
SOME - ANY	There are some windows.	There aren't any windows.	Did you buy any chairs?
MANY	There are many windows.	There aren't many windows.	Are there many windows?
A LOT OF	There are a lot of windows.	There aren't a lot of windows.	Are there a lot of windows?
THERE + TO BE + UNCOUNTABLE NOUNS		"HOW MUCH"	How much water is there?
	<u>AFFIRMATIVE</u>	<u>NEGATIVE</u>	<u>INTERROGATIVE</u>
A - AN	-	-	-
SOME - ANY	There is some work.	There isn't any work.	Is there any work?
MUCH	-	There isn't much work.	Is there much work?
A LOT OF	There is a lot of work.	There isn't a lot of work.	Is there a lot of work?

NOTE: "lots of" is a synonym of "a lot of"

For example, you can say "There is a lot of work" or "There is lots of work".

NOTE: "load"

The word "load" comes from the cargo normally carried by trucks. It's colloquial and it implies a certain exaggeration. It's better not to use it in writing unless it is very informal.

He purchased loads of shoes for the stores.

He unnecessarily printed loads of paper.

DRILL 2.01: What is the question for the following answers.

- | | |
|--|--|
| 1. I have eaten 3 apples. | 1. How many apples have you eaten? |
| 2. They had some soup for lunch. | 2. How much soup did they have for lunch? |
| 3. She caught a lot of fish. | 3. How much fish did she catch? |
| 4. We don't need much money. | 4. How much money do you need? |
| 5. The company organised many deliveries. | 5. How many deliveries did the company organise? |
| 6. The salesman showed me many brochures. | 6. How many brochures did the salesman show you? |
| 7. He showed a lot of sympathy to us. | 7. How much sympathy did he show to you? |
| 8. We hadn't stored much petrol. | 8. How much petrol had you stored? |
| 9. She didn't manage a lot of employees. | 9. How many employees did she manage? |
| 10. He administered lots of client accounts. | 10. How many client accounts did he administer? |

DRILL 2.02: Ask about the quantity using THERE + TO BE in the PRESENT SIMPLE.

Respond with MUCH or MANY.

- | | | |
|-------------------------------|-----------------|--|
| 1. oranges in the basket | QUESTION: | 1. How many oranges are there in the basket? |
| | RESPONSE: | There are many/a lot of oranges in the basket. |
| 2. fruit in the fridge | QUESTION: | 2. How much fruit is there in the fridge? |
| | RESPONSE (NOT): | There isn't much fruit in the fridge. |
| 3. documents in the tray. | QUESTION: | 3. How many documents are there in the tray? |
| | RESPONSE (NOT): | There aren't many documents in the tray. |
| 4. paper in the printer | QUESTION: | 4. How much paper is there in the printer? |
| | RESPONSE (NOT): | There isn't much paper in the printer. |
| 5. air in the room. | QUESTION: | 5. How much air is there in the room? |
| | RESPONSE: | There is a lot of air in the room. |
| 6. rooms in the apartment | QUESTION: | 6. How many rooms are there in the apartment? |
| | RESPONSE (NOT): | There aren't many rooms in the apartment. |
| 7. furniture in storage | QUESTION: | 7. How much furniture is there in storage? |
| | RESPONSE (NOT): | There isn't much furniture in storage. |
| 8. advice for me. | QUESTION: | 8. How much advice is there for me? |
| | RESPONSE: | There is a lot of advice for you. |
| 9. responses to the survey | QUESTION: | 9. How many responses to the survey are there? |
| | RESPONSE: | There are many/a lot of responses to the survey. |
| 10. land in the plot | QUESTION: | 10. How much land is there in the plot? |
| | RESPONSE (NOT): | There isn't much land in the plot. |
| 11. bracelets in the display | QUESTION: | 11. How many bracelets are there in the display? |
| | RESPONSE: | There aren't many bracelets in the display. |
| 12. news about his promotion. | QUESTION: | 12. How much news is there about his promotion? |
| | RESPONSE: | There is a lot of news about his promotion. |
| 13. grass in the garden. | QUESTION: | 13. How much grass is there in the garden? |
| | RESPONSE (NOT): | There isn't much grass in the garden. |
| 14. opportunities in China | QUESTION: | 14. How many opportunities are there in China? |
| | RESPONSE: | There are many/a lot of opportunities in China. |
| 15. pollution in the cities | QUESTION: | 15. How much pollution is there in the cities? |
| | RESPONSE (NOT): | There isn't much pollution in the cities. |

DRILL 2.03: Ask about the quantity using THERE + TO BE in the PRESENT SIMPLE.

Respond with MUCH or MANY.

PAST SIMPLE

- | | | |
|---------------------------|-----------------|---|
| 1. oranges in the basket | QUESTION: | 1. How many oranges were there in the basket? |
| | RESPONSE: | There were many/a lot of oranges in the basket. |
| 2. fruit in the fridge. | QUESTION: | 2. How much fruit was there in the fridge? |
| | RESPONSE (NOT): | There wasn't much fruit in the fridge. |
| 3. documents in the tray. | QUESTION: | 3. How many documents were there in the tray? |

	RESPONSE (NOT):	There weren't many documents in the tray.
FUTURE WILL		
4. paper in the printer	QUESTION:	4. How much paper will there be in the printer?
	RESPONSE (NOT):	There won't be much paper in the printer.
5. air in the room.	QUESTION:	5. How much air will there be in the room?
	RESPONSE:	There will be a lot of air in the room.
6. rooms in the apartment	QUESTION:	6. How many rooms will there be in the apartment?
	RESPONSE (NOT):	There won't be many rooms in the apartment.
FUTURE GOING TO		
7. furniture in storage	QUESTION:	7. How much furniture is there going to be in storage?
	RESPONSE (NOT):	There isn't going to be much furniture in storage.
8. advice for me.	QUESTION:	8. How much advice is there going to be for me?
	RESPONSE:	There is going to be a lot of advice for you.
9. responses to the survey	QUESTION:	9. How many responses to the survey are there going to be?
	RESPONSE:	There are going to be many/a lot of responses to the survey.
PRESENT PERFECT		
10. food in the pantry	QUESTION:	10. How much food has there been in the pantry?
	RESPONSE (NOT):	There hasn't been much food in the pantry.
11. bracelets in the display	QUESTION:	11. How many bracelets have there been in the display?
	RESPONSE:	There haven't been many bracelets in the display.
12. news about his promotion.	QUESTION:	12. How much news has there been there about his promotion?
	RESPONSE:	There has been a lot of news about his promotion.
PAST PERFECT		
13. grass in the garden.	QUESTION:	13. How much grass had there been in the garden?
	RESPONSE (NOT):	There hadn't been much grass in the garden.
14. opportunities in China	QUESTION:	14. How many opportunities had there been in China?
	RESPONSE:	There had been many/a lot of opportunities in China.
15. pollution in the cities	QUESTION:	15. How much pollution had there been in the cities?
	RESPONSE (NOT):	There hadn't been much pollution in the cities.

DRILL 2.04: Ask the questions and respond using THERE + TO BE. Fill the gap with MUCH or MANY.

1. Ask me if (FUT "WILL") _____ new arrivals	1. Will there be many new arrivals?
2. Respond to your question with NO.	2. No, there won't be many new arrivals.
3. Ask me if (FUT "going to") _____ news.	3. Is there going to be much news?
4. Respond to your question with NO.	4. No, there isn't going to be much news.
5. Ask me if (PRES SIM) _____ doctor in the area.	5. Are there many doctors in the area?
6. Respond to your question with NO.	6. No, there aren't many doctors in the area.
7. Ask me if (PAST PERF) _____ expectations.	7. Had there been many expectations?
8. Respond to your question with YES.	8. Yes, there had been many expectations.
9. Ask me if (PAST PERF) _____ sunshine.	9. Had there been much sunshine?
10. Respond to your question with YES.	10. Yes, there had been a lot of sunshine.
11. Ask me if (PAST CONT) _____ bottle of wine.	11. Was there going to be much wine?
12. Respond to your question with NO.	12. No, there wasn't going to be much wine.
13. Ask me if (COND WOULD) _____ happiness.	13. Would there be much happiness?
14. Respond to your question with YES.	14. Yes, there would be a lot of happiness.
15. Ask me if (PRES PERF) _____ encouragement.	15. Has there been much encouragement?
16. Respond to your question with NO.	16. No, there hasn't been much encouragement.
17. Ask me if (PAST SIM) _____ advice for them.	17. Was there much advice for them?
18. Respond to your question with YES.	18. Yes, there was a lot of advice for them.
19. Ask me if (COND WOULD) _____ open discussions.	19. Would there be many open discussions?

20. Respond to your question with NO.

20. No, there wouldn't be many open discussions.

DRILL 2.05: Write some questions of your own using HOW MUCH or HOW MANY and respond using MUCH or MANY

MANY 1. Question: _____
Response: _____

2. Question: _____
Response: _____

3. Question: _____
Response: _____

MUCH 4. Question: _____
Response: _____

5. Question: _____
Response: _____

3. GENERAL VOCABULARY

FAMILY TREE

Here is the family tree vocabulary that many people forget. Make sure you memorize these words:

- niece daughter of your sister or brother
- nephew son of your sister or brother
- aunt sister of one of your parents
- uncle brother of one of your parents
- cousin the son or daughter of an uncle or aunt

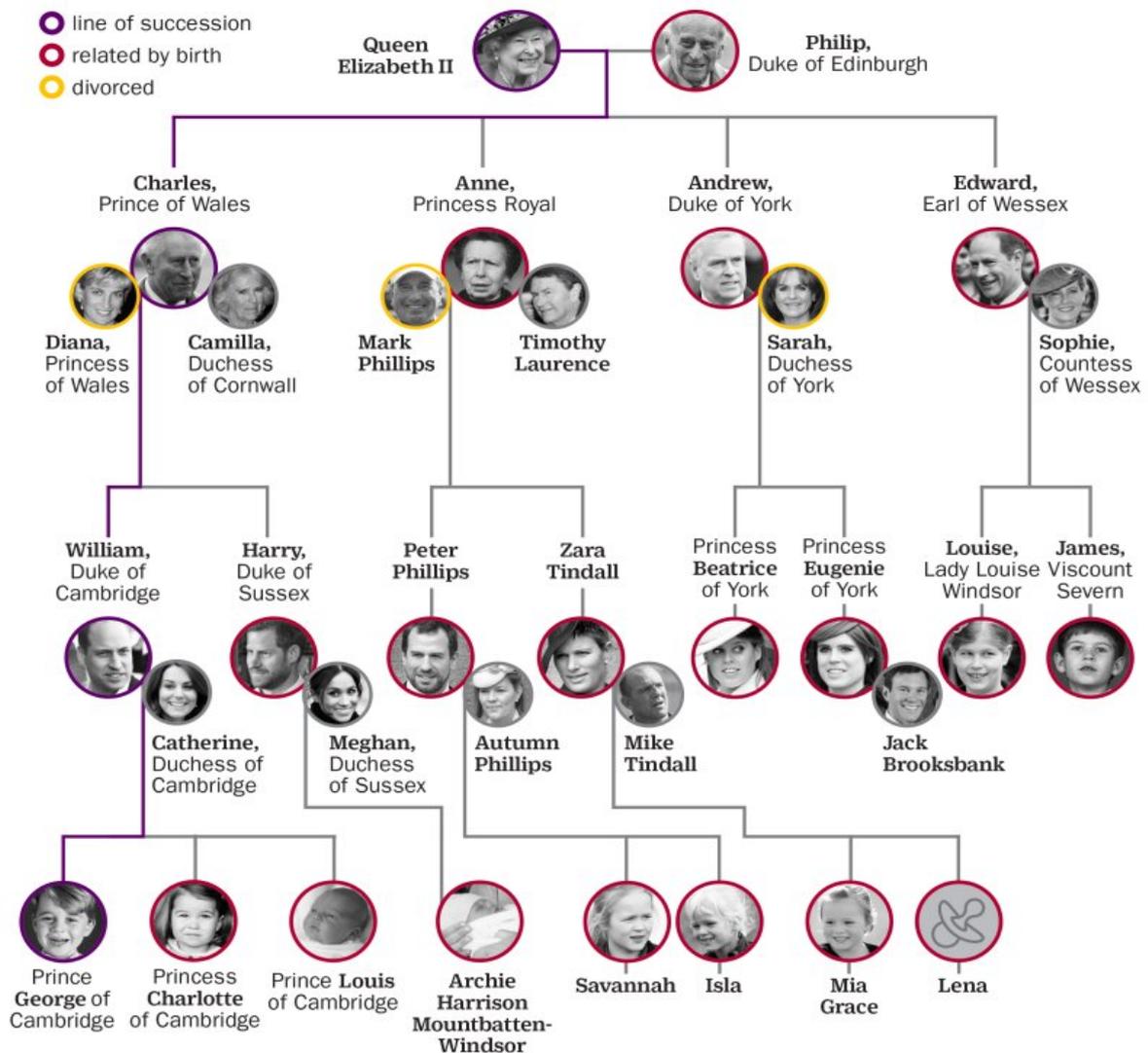
Be careful with the pronunciation of cousin: /kʌz(ə)n/

Here are the words that will help you remember almost all of the other family vocabulary:

- | | | |
|--------------|--|---|
| -in-law | The relatives of your husband or wife. | parents-in-law, sister-in-law, brother-in-law |
| grand- | The parents of your parents. | grandmother, grandfather |
| great grand- | The grandparents of your parents. | great-grandmother, great-grandson |
| god- | Guardian of religious life, chosen at baptism. | godmother, godfather |
| ex | A previous relation that no longer exists. | ex-husband, ex-wife, ex-brother-in-law |
| step- | By a previous marriage. | stepsister, stepson, stepmother, stepfather |

If a woman has lost her husband she is a widow, if a man has lost his wife he is a widower.

DRILL 3.01: Below is the British Royal Family Tree, make sure you know how each person is related to another.



1. The Queen is the _____ of Prince William.
 2. Prince George is the _____ of The Queen.
 3. Meghan is the _____ of William.
 4. Camilla is the _____ of Harry and William.
 5. Archie and Prince Louis are ____.
 6. Philip, Duke of Edinburgh, is the _____ of Prince Louis.
 7. The Queen is the _____ of Catherine, Duchess of Cambridge.
 8. Princess Charlotte is the _____ of Harry, Duke of Sussex.
 9. Prince George is the _____ of Prince Charles.
 10. Meghan is the _____ of Prince Louis.
 11. Prince Louis is the _____ of Harry, Duke of Sussex.
 12. Prince Charles is the _____ of Zara Tindall.
 13. The Queen and Philip are the _____ of Catherine and Meghan.
 14. Camilla is the _____ of Archie.
 15. Andrew, Duke of York, is the _____ of Princess Charlotte.
 16. George and Charlotte are both _____ of Prince Charles.
 17. Timothy Laurence is the _____ of Zara Tindall.
 18. Archie is the _____ of William and Catherine.
 19. Prince Charles and Camilla are the _____ of Meghan.
 20. Autumn Phillips is the _____ of Zara Tindall.
1. grandmother
 2. great-grandson
 3. sister-in-law
 4. stepmother
 5. cousins
 6. great-grandfather
 7. grandmother-in-law
 8. niece
 9. grandson
 10. aunt
 11. nephew
 12. uncle
 13. grandparents-in-law
 14. stepgrandmother
 15. great uncle
 16. grandchildren
 17. stepfather
 18. nephew
 19. in-laws
 20. sister-in-law

4. LISTENING EXERCISE

Go to the following link and listen to the video.

<https://www.youtube.com/watch?v=-YFFhc3XZDw&t=188s>

This is a "prank" call or "hoax" call that a Canadian Radio DJ made to Queen Elizabeth II. The DJ was pretending to be Jean Chretien the Prime Minister of Canada. The year was 1995 and the time of the Quebec independence referendum. The "Prime Minister" asks the queen to make an announcement in support of unity.

How does the queen react?
How would you describe the Queen's personality?
Are you surprised by the way the Queen communicates?
Listen for phrasal verbs and common expressions.

In the end the 50.5% voted for unity with Canada and 49.5% voted for the independence of Quebec. It was very close! Referendums can be very dangerous.

5. MICRO MBA

SMALL TALK

Some people don't like small talk. But it is an important part of the business process. Remember it is not the literal conversation that is important. It is the implicit meaning of the words. Small talk makes your partner feel comfortable. It shows that you are interested in them. And it prepares the ground for the "big talk" to come. Here is some advice on best practice with small talk.

It's a short conversation, 30 seconds to 5 minutes.
Relax, enjoy the experience, find common ground with another person.
It generally follows a question and answer format.
Ask your partner open ended questions and reflect on the answers.
Avoid one-word answers to their questions but obey the "20 second rule".
Put your phone away and try to maintain eye contact.
Ask for advice.

SMALL TALK SUBJECTS:	WEATHER	Is it always this sunny here ?
	VENUE	What's it like working in this part of town ?
	TRAVEL	How was your trip ?
	FOOD	Is there a restaurant nearby you could recommend ?
	WORK	How's business ? How has 2020 been for you so far ?

DRILL 5.01: Answer the following questions.

- | | |
|--|---|
| 1. Is small talk important in business situations? | 1. Yes, whether you like it or not. |
| 2. What is the purpose of small talk? | 2. To make your partner feel comfortable. |
| 3. What kind of questions should you use? | 3. Use open ended questions. |
| 4. How long should your answer take ideally? | 4. Maximum 20 seconds. |
| 5. Do you keep your phone in your hands? | 5. No, put your phone away. |
| 6. Is eye contact necessary? | 6. Yes try to maintain eye contact. |
| 7. What are good subjects for small talk? | 7. Weather, venue, travel, food, general work |

DRILL 5.02: Practice the art of small talk this week with family, colleagues, neighbors and strangers.

6. COMMON EXPRESSIONS

- To feel under a lot of pressure about something specific that makes you feel distress.	<i>I am really S_____ O_____ these days with the referendum.</i>
	to be stressed out
- to put someone under a lot of pressure about something specific causing a sense of urgency.	<i>At the end of the quarter he really S_____ them O_____.</i>
	to stress out
- to make use of one's influence and contacts to gain an advantage unofficially	<i>He didn't deserve the job but his father P_____ some S_____.</i>
	to pull the strings - to pull some strings

DRILL 6.01: Fill the gap with the best common expression.

- | | |
|--|-----------------------|
| 1. He is _____ because of tomorrow's presentation. | 1. stressed out |
| 2. After the downsizing announcement he _____. | 2. was stressed out |
| 3. The paranoid sales director _____ the commercial team _____. | 3. stresses - out |
| 4. We need your uncle to _____ so we can win the contract. | 4. pull some strings |
| 5. Why are they _____ by the sales results? | 5. stressed out |
| 6. She _____ me _____ every time she asks for better results. | 6. stresses - out |
| 7. The PM of Canada wanted the Queen to _____ in the referendum. | 7. pull some strings |
| 8. The investors _____ as the share price dropped dramatically. | 8. were stressing out |
| 9. Would you _____ to help your children find a job? | 9. pull some strings |

DRILL 6.02: Ask the questions and respond. (Say the sentences out loud)

- | | |
|---|--|
| 1. Ask me if I am stressed out by work. | 1. Are you stressed out by work? |
| 2. Respond to your question with NO. | 2. No, I am not stressed out by work. |
| 3. Ask him if unemployment stresses him out. | 3. Does unemployment stress him out? |
| 4. Respond to your question with YES. | 4. Yes, unemployment stresses him out. |
| 5. Ask me if my mother-in-law stresses me out. | 5. Does your mother-in-law stress you out? |
| 6. Respond to your question with YES. | 6. Yes, my mother-in-law stresses me out. |
| 7. Ask them if they are stressed out by their kids. | 7. Are you stressed out by your kids? |
| 8. Respond to your question with NO. | 8. No, we aren't stressed out by our kids. |
| 9. Ask her is she has ever pulled any strings. | 9. Have you ever pulled any strings? |
| 10. Respond to your question with NO. | 10. No, I have never pulled any strings. |
| 11. Ask him if the CEO pulls strings all the time | 11. Does the CEO pull strings all the time? |
| 12. Respond to your question with YES. | 12. Yes, the CEO pulls strings all the time. |

DRILL 6.03: Write some sentences using these EXPRESSIONS. (Say the sentences out loud)

1. _____
2. _____
3. _____

7. PHRASAL VERBS

-	To retain something so it doesn't escape. <i>The wind was blowing and he had to H_____ O_____ to his hat.</i>	to hang on to hold on	(INSEPARABLE) (INSEPARABLE)
	To wait for a short time. <i>Can you please H_____ O_____ a second while I find your file?</i>	to hang on to hold on	(INSEPARABLE) (INSEPARABLE)
-	To continue doing something. <i>After the break I G_____ B_____ to my normal routine.</i>	to get back to	(INSEPARABLE)
-	To return to a place. <i>I G_____ B_____ to the office as soon as I could.</i>	to get back to	(INSEPARABLE)
-	To contact someone later in order to give a reply or to continue a conversation. <i>Let me talk to her and I will G_____ B_____ to you.</i>	to get back to	(INSEPARABLE)

DRILL 7.01: Fill in the blanks. (Say the sentences out loud)

- | | |
|--|----------------------|
| 1. My boss asked me for the sales numbers but I told her would need to _____ her. | 1. get back to |
| 2. During the video conference I asked the attendees to _____ for a moment because my dog was barking. | 2. hang on / hold on |
| 3. Could you _____ while I get myself a sandwich? | 3. hold on / hang on |
| 4. He _____ me with all the advertising samples. | 4. got back to |
| 5. I _____ for two minutes but after that I hung up. | 5. held on / hung on |
| 6. The PA asked us to _____ her as soon as possible with the results. | 6. get back to |

DRILL 7.02: Now let's combine the phrasal verbs from the last three sessions.

| get back to | hold on/hang on | turn on/switch on | turn off/switch off | turn up | turn down |

- | | |
|--|--------------------------------|
| 1. It's too dark in here, can you _____ the light. | 1. turn on |
| 2. I'm in the car! I'll _____ you in 5 minutes. | 2. get back to |
| 3. What time did the CEO _____ to the conference. | 3. turn up |
| 4. Happy music _____ me. | 4. turns me on |
| 6. Could you _____ I need to check with my boss. | 6. hang on / hold on |
| 7. The CEO _____ his office just in time for the call. | 7. got back to |
| 8. They _____ our offer, we need to increase our bid. | 8. turned down |
| 9. Please _____ the projector when you are finished. | 9. turn off |
| 10. Can you _____ the volume, it's driving me crazy! | 10. turn down |
| 11. Please _____ the presentations until the meeting begins. | 11. hold on / hang on |
| 12. I was exhausted last night and _____ at dinner. | 12. switched off |
| 13. _____ the radio _____ the volume and _____ the lights. | 13. Turn on, turn up, turn off |
| 14. My date had bad breath, it really _____ me _____. | 14. turned me off |
| 15. I have been _____ the line for more than 10 minutes! | 15. hanging on |

DRILL 7.03: Ask the questions and respond. (Say the sentences out loud)

- | | |
|--|---|
| 1. Ask me if my sister got back to me. | 1. Did your sister get back to you? |
| 2. Respond to your question with NO. | 2. No, my sister didn't get back to me. |
| 3. Ask me if I held on to the bannister to avoid | 3. Did you hold on to the bannister to avoid falling? |

- falling.
- | | |
|--|---|
| 4. Respond to your question with YES. | 4. Yes, I held on to the banister to avoid falling. |
| 5. Ask me if I asked him to hang on while I checked with my boss. | 5. Did you ask him to hang on while you checked with your boss? |
| 6. Respond to your question with YES. | 6. Yes, I asked him to hang on while I checked with my boss. |
| 7. Ask me if I got back to the shops before they closed. | 7. Did you get back to the shops before they closed? |
| 8. Respond to your question with YES. | Yes, I got back to the shops before they closed. |
| 9. Ask me if I hang on to old memories. | 8. Do you hang on to old memories? |
| 10. Respond to your question with YES. | 9. Yes, I hang on to old memories. |
| 11. Ask me if got back to dancing during the summer. | 10. Did you get back to dancing during the summer holidays? |
| 12. Respond to your question with NO. | 11. No I didn't get back to dancing during the summer holidays. |
| 13. Ask me if I will get back to you with more homework next week. | 12. Will you get back to me with more homework next week? |
| 14. Respond to your question with YES. | 13. Yes, I will get back to you with more homework. |

8. PRONUNCIATION

THE "S" SOUND

stress	/strés/
strategy	/strátegy/
statistics	/statistics/
spectacular	/spectakiular/
spontaneous	/spontéiniás/
structure	/stracchar/
specific	/spesífac/

DRILL 8.01: To practice your pronunciation you have two options:

- You can find a partner to practice together.
- You can use the voice memo app on your phone to record yourself. Listen to the recording and repeat this until you are happy with your pronunciation.

1. With the release of the new statistics the government has adapted it's strategy and structure.
2. Large bridges need a specific building structure to resist the stress put on them.
3. Most politicians and socialites aren't very spontaneous in public.
4. The first lady looked spectacular in that evening gown by Elsa Schiaparelli.
5. She was stressed out and decided to do some yoga.

9. READING EXERCISE

Now please go to Chapter 4 of The Adventures of Ana Badiola.

Read the text carefully and make sure you understand everything.
 Take note of all the vocabulary, phrasal verbs, expressions etc. in context.
 Make sure you can answer the ten comprehension questions.



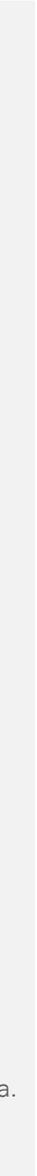


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Materials and Exercises

W19-2020

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| 1. Common mistakes | 4. Listening Exercise | 7. Micro MBA |
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1. COMMON MISTAKES - ENOUGH

ENOUGH

We use "enough" to express as much as is necessary or wanted.

It can go with adjectives, adverbs and nouns.

USAGE OF ENOUGH: "Enough" can take different positions in the sentence depending on the type of word it goes with.

- With ADJECTIVES:	adjective + enough	The report is detailed enough.	AFTER
- With ADVERBS:	adverb + enough	He works hard enough.	AFTER
- With NOUNS:			
COUNTABLES:	enough + count noun	There are enough people.	BEFORE
UNCOUNTABLES:	enough + uncount noun	There is enough money.	BEFORE
- With ADJEC + NOUN:	"Enough" can go before or in between when it appears associated to a "noun + adjective" but its position in the sentences changes the meaning.		
	adject + enough + noun	These are big enough rooms. (the size of the rooms is sufficient)	IN BETWEEN
	enough + adject + noun	There are enough big rooms. (the quantity of big rooms is sufficient)	BEFORE

DRILL 1.01: Complete the following sentences using ENOUGH and the words in brackets.

Say the sentences out loud.

- | | |
|--|------------------------|
| 1. At the conference there were _____ (people) | 1. enough people |
| 2. There is _____ in our bank account. (money) | 2. enough money |
| 3. Is the office _____? (cool) | 3. cool enough |
| 4. Are they working _____? (hard) | 4. hard enough |
| 5. The machines are working _____ (efficiently) | 5. efficiently enough |
| 6. The company has _____ to last until the end of the year. (cash) | 6. enough cash |
| 7. The taxi is driving _____ (fast) to arrive on time. | 7. fast enough |
| 8. Is the company making _____ to pay dividends? (profit) | 8. enough profit |
| 9. Do you have _____ to rewrite the presentation? (time) | 9. enough time |
| 10. It isn't _____ in this room. (light) | 10. light enough |
| 11. There aren't _____ in the boardroom. (lights) | 11. enough lights |
| 12. The report is not _____ (detailed) | 12. detailed enough |
| 13. There is not _____ in the report. (detail) | 13. enough detail |
| 14. Is he _____ for the speech? (prepared) | 14. prepared enough |
| 15. They haven't done _____ (preparation) | 15. enough preparation |

DRILL 1.02: Complete the following sentences using ENOUGH and the words in brackets.

- | | |
|--|-------------------|
| 1. Sam can't reach the shelf because he is short. Sam isn't _____. (tall) | 1. tall enough |
| 2. I can't buy such an expensive machine. I don't have _____. (cash) | 2. enough cash |
| 3. James has a lot of free time. He doesn't have _____. (work) | 3. enough work |
| 4. You need to be dynamic to do this job. Mike isn't _____. (dynamic) | 4. dynamic enough |
| 5. I like the office to be warm. The office isn't _____ today. (warm) | 5. warm enough |
| 6. We've only got 100 kg. We haven't got _____ for you. (cement) | 6. enough cement |
| 7. We need to work fast to hit our targets. We aren't working _____ (fast) | 7. fast enough |
| 8. I'm really busy today. I don't have _____ to go to the opera. (time) | 8. enough time |
| 9. The train was full. There wasn't _____ for my suitcase. (room) | 9. enough room |
| 10. She has eaten everything. We don't have _____ for dinner. (food) | 10. enough food |

DRILL 1.03: Complete the following sentences using ENOUGH and the words in brackets.

- | | |
|--|--|
| 1. He needs _____ candidates to start the hiring process. (suitable) | 1. enough suitable candidates |
| 2. We don't have a _____ candidate for the position. (suitable) | 2. suitable enough candidate |
| 3. I have a _____ kitchen. (big) | 3. big enough kitchen |
| 4. The flat has four _____ bedrooms for the three kids. (big) | 4. enough big bedrooms / big enough bedrooms |
| 5. There aren't _____ clients accessing the website. (active) | 5. enough active clients |
| 6. It wasn't an _____ website before the re-design. (active) | 6. active enough website |
| 7. Do you have _____ clothes for the snow? (warm) | 7. warm enough clothes / enough warm clothes |
| 8. We didn't bring _____ blankets for all the campers. (warm) | 8. enough warm blankets |
| 9. There are _____ people in the team. (dynamic) | 9. enough dynamic people / dynamic enough people |
| 10. He isn't a _____ director for this role. (dynamic) | 10. dynamic enough director |

2. GRAMMAR - TOO, TOO MUCH, TOO MANY

TOO is an adverb that can mean "excessively" or "also".

This is too difficult. (excessively difficult)

I am coming to the party too. (coming also)

TOO MUCH and TOO MANY indicate that there is a greater quantity of something than it is necessary.

USAGE OF TOO

- | | | |
|--------------------------------|------------------------|--|
| - With Adjectives and Adverbs: | too + adjective | This presentation is too long. |
| | too + adverb | This show isn't too engaging. |
| | | The pressure is too much. |
| | | He worked too little to pass the exam. |
| - With COUNTABLE nouns: | too many + countables | There are too many people here. |
| | | There aren't too many people here. |
| - With UNCOUNTABLE nouns: | too much + uncountable | There is too much noise in the office. |
| | | There isn't too much encouragement. |

DRILL 2.01: Fill in the blanks with TOO, TOO MUCH or TOO MANY. Say the sentences out loud.

- | | |
|---|-------------|
| 1. Climate change causes _____ heatwaves and floods. | 1. too many |
| 2. _____ work can lead to stress and eventually even burnout. | 2. too much |

- | | |
|--|------------------------|
| 3. The truck transporting the goods was _____ long and got stuck. | 3. too |
| 4. Many employees in a call centre are saying there's _____ noise. | 4. too much |
| 5. At the Christmas party, our supervisor had one beer _____. | 5. too many |
| 6. There are _____ cars in Madrid. | 6. too many |
| 7. The file was _____ big to send via email. | 7. too |
| 8. They spent _____ money on furniture. | 8. too much |
| 9. Whenever there are _____ people, infection risk rises. | 9. too many |
| 10. The bakery produced _____ bread and had excess stock. | 10. too much |
| 11. He is _____ proud to apologise for his mistake. | 11. too |
| 12. I am sorry to say that you are _____ qualified for this job. | 12. too |
| 13. According to the law, there are _____ people working in the factory. | 13. too many |
| 14. The CEO is _____ old, we need new people and new ideas. | 14. too |
| 15. I have _____ problems and _____ stress in my life. | 15. too many, too much |

DRILL 2.02: Complete these exercises with NOT ENOUGH, TOO MANY or TOO MUCH.

- | | |
|---|--------------------------|
| 1. We need more oil. There is _____ oil to lubricate the machine. | 1. not enough |
| 2. I don't trust him, he has lied to us _____ times before. | 2. too many |
| 3. We can't offer you a job. You are asking for _____ money. | 3. too much |
| 4. There was _____ cash. We needed to ask for a loan. | 4. not enough |
| 5. There are _____ criminals and _____ crime in Caracas. | 5. too many, too much |
| 6. They have _____ money and _____ time to be happy. | 6. too much, not enough |
| 7. I always drink _____ at the office Christmas party. | 7. too much |
| 8. There are _____ qualified computer programmers in this city. | 8. not enough |
| 9. There are _____ defects in the new product batch. | 9. too many |
| 10. There are _____ days in the weekend! | 10. not enough |
| 11. The office has _____ windows and _____ light. | 11. too many, too much |
| 12. Due to overfishing there are _____ anchovies in the sea. | 12. not enough |
| 13. There are _____ generals and _____ soldiers in this company. | 13. too many, not enough |
| 14. There are _____ women CEOs in British companies. | 14. not enough |
| 15. There are _____ policemen to protect us from crime. | 15. not enough |

DRILL 2.03: Write some sentences of your own using NOT ENOUGH, TOO, TOO MUCH, TOO MANY.

1. _____
2. _____
3. _____
4. _____

3. GENERAL VOCABULARY

WEATHER

What's the weather like?

It is 30 degrees Celsius / Centigade.

It is 86 degrees Fahrenheit.

It is 303 degrees Kelvin.

It is 0 degrees Celsius / Centigade.

It is 32 degrees Fahrenheit.

It is 273 degrees Kelvin.

It is -273 degrees Celsius / Centigade.

It is -460 degrees Fahrenheit.

It is 0 degrees Kelvin.

flood	Flowing or overflowing of water, especially over land not usually submerged.
chilly	Mildly cold or producing a sensation of cold; causing shivering.
drought	A period of dry weather, especially a long one that is injurious to crops.
heatwave	A period of abnormally hot weather.
forecast	A prediction, especially as to the weather.
meteorologist	Weather forecaster, person predicting the weather.
puddles	A small pool of water, as of rainwater on the ground.

downpour	Short and very heavy rainfall.
drizzle	Gentle, steady rain in fine drops.
broolly	An informal and British word for umbrella.
breeze	A light and pleasant wind.

DRILL 3.01: Fill out weather related words.

- | | |
|--|--------------------------------------|
| 1. When it rains you should go outside with your B_____ | 1. brollies |
| 2. Extreme weather like F_____ and D_____ are usual in spring. | 2. floods - droughts |
| 3. I got soaked in the D_____ coming back from the shops. | 3. downpour |
| 4. When the F_____ predicts rain I stay at home. | 4. forecast |
| 5. At the Arctic is can be - 76 F_____ or - 60 C_____. | 5. degrees Fahrenheit - Celsius |
| 6. The M_____ forecasted good weather for the weekend. | 6. meteorologists |
| 7. Spring evenings in Madrid can be C_____. | 7. chilly |
| 8. Small children often like to jump into P_____ after the rain. | 8. puddles |
| 9. There is always a nice B_____ from the ocean in the evening. | 9. breeze |
| 10. 0 degrees C_____ is 32 F_____ and 273 K_____. | 10. Centigrade - Fahrenheit - Kelvin |

4. LISTENING EXERCISE - MARKETING

Go to the following link and listen to the video.
(Make sure you understand the words in CAPITAL LETTERS.)

<https://www.youtube.com/watch?v=P9jY3mPy7cs>

Here's to the crazy ones. The misfits. The rebels. The **TROUBLEMAKERS**.
The round pegs in the square holes.
The ones who see things differently.
They're not **FOND** of rules.
And they have no respect for the status quo.
You can quote them, disagree with them,
glorify or **VILLIFY** them.
About the only thing you can't do is ignore them.
Because they change things.
They push the human race forward.
While some may see them as the crazy ones, we see **GENIU**
Because the people who are crazy enough to think
they can change the world, are the ones who do.

DRILL 4.01: Find the names of these famous people that were in the video.

- | | |
|--|----------------------------|
| 1. A.E. - German-born theoretical physicist who developed the theory of relativity. | 1. Albert Einstein |
| 2. B.D. - American singer-songwriter, author, and visual artist. He wrote Mr. Tambourine Man. | 2. Bob Dylan |
| 3. J.L. & Y.O. - English singer, songwriter and peace activist who gained worldwide fame with the Beatles. | 3. John Lennon (+Yoko Ono) |
| 4. R.B. - British business magnate, investor, author and philanthropist. Created the Virgin empire. | 4. Richard Branson |
| 5. M.L.K. Jr. - American Christian minister and activist. Civil Rights Movement. "I have a dream." | 5. Martin Luther King Jr. |
| 6. B.F. - American architect, systems theorist, author, designer and futurist. | 6. Buckminster Fuller |
| 7. M.A. - American professional boxer, activist, and philanthropist. Nicknamed "The Greatest". | 7. Muhammed Ali |

8. T.E. - American inventor and businessman who has been described as America's greatest inventor.
9. M.C. - American-born Greek soprano. One of the most renowned opera singers of the 20th century.
10. M.G. - Indian lawyer, who employed nonviolent resistance to inspire movements for civil rights and freedom
11. T.T - American businessman and media mogul. Founded CNN
12. A.E. - American aviation pioneer. She was the first female aviator to fly solo across the Atlantic Ocean.
13. A.H. - English film director and producer. One of the most influential filmmakers in the history of cinema.
14. M.G. - American modern dancer and choreographer. Her style reshaped dance and is still taught worldwide.
15. J.H. - American puppeteer, animator, cartoonist, creator of The Muppets.
16. F.L.W. - American architect whose creative period spanned more than 70 years.
17. P.P. - Spanish painter and sculptor who spent most of his adult life in France.

8. Thomas Edison
9. Maria Callas
10. Mahatma Gandhi
11. Ted Turner
12. Amelia Earhart
13. Alfred Hitchcock
14. Martha Graham
15. Jim Henson
16. Frank Lloyd Wright
17. Pablo Picasso

5. PHRASAL VERBS

- | | | |
|---|---------------|---------------|
| - To assume control of a company.
When Steve Jobs <u>T_____</u> <u>O_____</u> Apple, it was in a bad economic situation. | to take over | (SEPARABLE) |
| - To free yourself of things that trouble you.
He <u>G_____</u> <u>R_____</u> <u>O_____</u> the previous management and their core values. | to get rid of | (INSEPARABLE) |
| - To take the necessary action with someone or something.
He had to <u>DEAL WITH</u> many problems at the company. | to deal with | (INSEPARABLE) |

DRILL 5.01: Using the phrasal verbs above please fill in the blanks. (Say the sentences out loud.)

- | | |
|--|----------------|
| 1. Since she _____ the production issue, the output has doubled. | 1. dealt with |
| 2. He _____ his old car and bought a new one. | 2. got rid of |
| 3. They fired the CEO after they _____ the company. | 3. took over |
| 4. We need to _____ that bad smell in the office. | 4. get rid of |
| 5. When one company _____ it is called an "acquisition". | 5. takes over |
| 6. Please can you deal with all the paperwork this evening. | 6. deal with |
| 7. She _____ this sort of problems daily. | 7. deals with |
| 8. He usually _____ boring tasks first. | 8. gets rid of |

DRILL 5.02: Now let's practice with some of the phrasal verbs we have seen in previous sessions.

| deal with | take over | hang on | hold on | get back to | turn up | turn down | turn on | turn off | get rid of |

- | | |
|--|--------------------|
| 1. Could you _____ the light, I can't see anything. | 1. turn off |
| 2. _____ please, I will be able to answer your question in a moment. | 2. hang on |
| 3. Have you _____ all the problems in the factory in Valencia. | 3. dealt with |
| 4. After we _____ our biggest competitor we increased prices. | 4. took over |
| 5. I will _____ tomorrow with a quotation for the work. | 5. get back to you |
| 6. I _____ unannounced to the party. I hope she didn't mind. | 6. turned up |

7. Please _____ the volume of a speakers. I can't hear anything.
8. We need to _____ of the negative culture in this company.
9. How long will it take you to _____ me?
10. I _____ the projector before I left the conference room.

7. turn down
8. get rid of
9. get back to me
10. turned off

6. COMMON EXPRESSIONS

- Describes an unusual individualist who cannot fit into a niche of their society.

Picasso was a real R_____ P_____ in a S_____ H_____.

a round peg in a square hole.

- The current way of doing things, implying a resistance to change and progress.

We aren't happy with the S_____ Q_____.
We need to make fundamental changes.

status quo

DRILL 6.01: Fill the gap with the best common expression / phrasal verb.

1. We are an innovative company that challenges the S_____ Q_____.
2. I feel like a R__P__ in a S__H__ when I change jobs.
3. We need to understand the S_____ Q_____ before making a decision.
4. People who are R__ P__ in a S__ H__ often change the world.

1. status quo
2. round peg in a square hole
3. status quo
4. round peg in a square hole

DRILL 6.02: Ask the questions and respond. (Say the sentences out loud.)

1. Ask me if you are challenging the status quo.
2. Respond to your question with NO.
3. Ask him if he dealt with his ex-wife.
4. Respond to your question with YES.
5. Ask me if she is a round peg in a square hole.
6. Respond to your question with YES.
7. Ask them if they got rid of any people.
8. Respond to your question with NO.
9. Ask her if she took over the family business.
10. Respond to your question with NO.

1. Are you challenging the status quo?
2. No, I'm not challenging the status quo.
3. Did you deal with your ex-wife?
4. Yes, he has dealt with his ex-wife.
5. Is she a round peg in a square hole?
6. Yes, she is a round peg in a square hole.
7. Did they get rid of many people?
8. No, they didn't get rid of any people.
9. Did you take over the family business?
10. No, I didn't take over the family business.

DRILL 6.03: Write some sentences using these EXPRESSIONS. (Say the sentences out loud)

1. _____
2. _____

7. MICRO MBA - MARKETING

Go to the following link and listen to the video.

<https://www.youtube.com/watch?v=MrZKoWgcZVg>

CORE VALUES

Core values are the fundamental beliefs of a person or organization. These guiding principles dictate behavior and can help people understand the difference between right and wrong.

DRILL 7.01: Answer the following questions.

- | | |
|---|---|
| 1. What is the essence of marketing for Steve Jobs? | 1. Communicating core values |
| 2. How does he describe a Mac ? | 2. A box to make people get their job done. |
| 3. How was Steve Jobs dressed for this occasion? | 3. T-shirt and shorts |
| 4. Which other "best brands" does Steve mention? | 4. Nike, Disney, Coca Cola, Sony |
| 5. What is Apple's core value? | 5. People with passion can change the world for the better. |

DRILL 7.02: What are your core values?

- _____
- _____
- _____

DRILL 7.03: What are your company's core values?

- _____
- _____
- _____

8. PRONUNCIATION

MATHS		
+	plus	/pləs/
-	minus	/máinəs/
x	multiplied by	/móltiplaid bai/
÷	divided by	/diváidid bai/

DRILL 8.01: To practice your pronunciation you have two options:

- You can find a partner to practice together.
- You can use the voice memo app on your phone to record yourself. Listen to the recording and repeat this until you are happy with your pronunciation.

1. The plus points of this proposal are the price and the people.
2. It averages minus 10 degrees centigrade in Seattle at this time of year.
3. If we multiply the price per person by the number of people we can calculate our revenues.
4. If the dividends are divided by all the shareholders everyone will be happy.
5. To calculate the value of a company, multiply the annual EBITDA by 6 as a general rule.

9. READING EXERCISE

Now please go to Chapter 5 of The Adventures of Ana Badiola.

Read the text carefully and make sure you understand everything.
Take note of all the vocabulary, phrasal verbs, expressions etc. in context.
Make sure you can answer the ten comprehension questions.



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1. COMMON MISTAKES - LESS VS FEWER

MORE "More" is used to indicate a greater quantity of something.
It is used with both countable and uncountable nouns.

COUNTABLE

There are **more** employees in this factory.

UNCOUNTABLE

There is **more** light in this room.

LESS and FEWER "Less" and "fewer" are used to indicate a smaller quantity of something.

"Fewer" is used with countable nouns.

"Less" is used with uncountable nouns.

COUNTABLE

There are **fewer** machines in this department.

UNCOUNTABLE

There is **less** noise in this office.

NOTE: These rules apply to formal English. In informal, spontaneous and spoken English you often hear native English speakers use "less" instead of "fewer" for countables.

There are **less** cars in the streets.

DRILL 1.01: Complete the following sentences using MORE, FEWER or LESS.

- | | |
|---|------------------|
| 1. It's not fair! I have _____ free time than you. | 1. less |
| 2. There is _____ news about good things than bad things. | 2. less |
| 3. There are _____ trees because of the wild fires. | 3. fewer |
| 4. There is _____ urgency to finish the project now. Hurry up! | 4. more |
| 5. There were _____ obstacles in the road because of his assistance. | 5. fewer |
| 6. He tried to sabotage our plans before. I will have _____ patience next time. | 6. less |
| 7. The board of directors has _____ members since the CEO and CFO resigned. | 7. fewer |
| 8. The _____ you work, the _____ satisfaction you will feel. | 8. more - more |
| 9. He won the lottery. He should be _____ anxious since he has _____ money. | 9. less - more |
| 10. I am _____ hopeful about the future because _____ people want a change. | 10. more - more |
| 11. She gave the problem _____ thought than she should have and that made her seem _____ nervous. | 11. less - more |
| 12. I have _____ money and _____ properties than Bill Gates. | 12. less - fewer |
| 13. There was _____ snow this year. We could barely ski. | 13. less |
| 14. We are _____ concerned about the financial situation of the company after the new CEO communicated _____ of his plans for the future. | 14. less - more |
| 15. They have brought _____ chairs and we are ten _____ people than we predicted. | 15. fewer - more |

DRILL 1.02: Turn the following sentences into their opposite using FEWER or LESS.

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. You have eaten more chocolate than me. 2. There has been more pollution lately. 3. There is more icecream in the freezer. 4. There will be more presentations to deliver. 5. Usually there are more managers than workers in companies. 6. There are more apples and fewer pears. 7. There will be more guests at the conference than last year? 8. There will be more food at the next meeting. 9. There has been more enthusiasm in the team since she joined. 10. There is more excellent news about the new product launch. | <ol style="list-style-type: none"> 1. I have eaten less chocolate than you. 2. There has been less pollution lately. 3. There is less icecream in the freezer. 4. There will be fewer presentations to deliver. 5. Usually there are fewer managers than workers in companies. 6. There are fewer apples and more pears. 7. There will be fewer guests at the conference than last year? 8. There will be less food at the next meeting. 9. There has been less enthusiasm in the team since she joined. 10. There is less excellent news about the new product launch. |
|---|---|

2. GRAMMAR

FEW and LITTLE

In session W19-2020 we used "not many" and "not much" to indicate a small quantity of something. As an alternative we can use "few" and "little".

	COUNTABLE	UNCOUNTABLE
Adjective	There are not many people.	There is not much wine in the bottle.
Alternative	There are few people.	There is little rain.
Comparative	I have fewer children than him.	There is less rain in Spain than in France.
Superlative	They have the fewest sales.	I have the least stress.

NOTE: "few" vs. "a few" "little" vs. "a little"
It is important to understand the difference since the "a" changes the meaning of the sentence.

I have a few friends:	(some)	I have a little patience.	(some)
I have few friends.	(small quantity, almost none)	I have little patience.	(small quantity, almost none)

DRILL 2.01: For the following sentences create an alternative that means the same thing using: NOT MUCH / NOT MANY vs FEW / LITTLE

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. She didn't produce many articles. 2. We haven't had much luck recently. 3. I had little wine with my dinner. 4. There weren't many arguments against. 5. The investor doesn't see much profitability. 6. There isn't much news about the promotion. 7. They had little time to rest. 8. There hadn't been many spectators until then. 9. I overcame few obstacles to get here. 10. I didn't have much sleep last night. | <ol style="list-style-type: none"> 1. She produced few articles 2. We have had little luck lately. 3. I didn't have much wine with my dinner. 4. There were few arguments against. 5. The investor sees little profitability. 6. There is little news about the promotion. 7. They didn't have much time to rest. 8. There had been few spectators until then. 9. I didn't overcome many obstacles to get here. 10. I had little sleep last night. |
|---|--|

DRILL 2.02: Fill the gap with the correct words paying attention to the meaning.

Use **FEW / LITTLE vs A FEW / A LITTLE**.

- | | |
|--|-------------|
| 1. I made _____ calls this morning. I feel very productive! | 1. a few |
| 2. The campaign didn't work well. We received _____ enquiries. | 2. few |
| 3. There is _____ beer in the fridge. I think it should be enough. | 3. a little |
| 4. There is _____ wine left from last year's production. | 4. little |
| 5. There is _____ profitability in this market nowadays. | 5. little |
| 6. We managed _____ profitability last term. It's good news. | 6. a little |
| 7. I had _____ time to prepare my speech. I am scared! | 7. little |
| 8. We can discuss the new plans now. I have _____ time. | 8. a little |
| 9. There were _____ obstacles in his life. He is very rich. | 9. few |
| 10. There were _____ obstacles in the race. It was hard! | 10. a few |

DRILL 2.03: COMPARE the following statements using MORE, LESS or FEWER. Say the sentences out loud.

- | | |
|--|---|
| 1. He has three cars. She has one car. | |
| a. He has ... | a. He has more cars than her. |
| b. She has ... | b. She has fewer cars than him. |
| 2. There are two tickets today. There were five tickets yesterday. | |
| a. There were ... | a. There were more tickets yesterday than today. |
| b. There are ... | b. There are fewer tickets today than yesterday. |
| 3. This company hired two managers. That one hired three. | |
| a. This company hired ... | a. This company hired fewer managers than that one. |
| b. That company hired ... | b. That company hired more managers than this one. |
| 4. Mike has a lot of enthusiasm. Peter has no enthusiasm. | |
| a. Mike has ... | a. Mike has more enthusiasm than Peter. |
| b. Peter has ... | b. Peter has less enthusiasm than Mike. |
| 5. I have a lot of stress. He has no stress. | |
| a. I have ... | a. I have more stress than him. |
| b. He has ... | b. He has less stress than me. |

DRILL 2.04: Create a sentence to compare the following information. Use the verb to have in the Present Simple.

- | | |
|-----------------------------|--|
| 1. enthusiasm Peter > Susan | 1. Peter has more enthusiasm than Susan. |
| 2. coins Mike < Tom | 2. Mike has fewer coins than Mike. |
| 3. brothers he > she | 3. He has more brothers than her. |
| 4. shoes my dad < my mum | 4. My dad has fewer shoes than my mum. |
| 5. luck you < he | 5. You have less luck than him. |
| 6. strength they > we | 6. They have more strength than us. |
| 7. money they < you | 7. They have less money than you. |
| 8. offers Sean < Miles | 8. Sean has fewer offers than Miles. |
| 9. suits Laura < Margaret | 9. Laura has fewer suits than Margaret. |
| 10. keys you < I | 10. You have fewer keys than me. |

DRILL 2.05: Write some sentences of your own using LITTLE, FEW, LESS, FEWER, LEAST and FEWEST.

1. _____
2. _____
3. _____
4. _____
5. _____

3. GENERAL VOCABULARY

NATURE

mountain	A natural elevation that is higher than 610 meters. Below this height it would be a hill.
forest	A large piece of land densely covered with trees and underbrush.
desert	An extremely dry region that supports very little or no vegetation at all.
plains	An area of land that is very flat and with a constant elevation.
ranges	A chain of mountains forming a single system.
peaks	The pointed top of a mountain or ridge.
valley	An elongated depression between hills or mountains.
estates	A large rural property that includes land and buildings.
wheat	The most common grain used to make flour.
grapes	The fruit that grows in clusters or bunches on vines and is used to make wine.
olives	A fruit that grows in olive trees and is used for making oil.
bank	The sides of a river.
basin	The area around the banks of the river that gets irrigated by its waters.
populated	inhabited - lived in.

DRILL 3.01: Fill out nature related words.

- | | |
|--|--------------|
| 1. In the Sierra Norte of Madrid there are many _____. | 1. peaks |
| 2. The quality of the _____ is excellent this year. We will make good wine. | 2. grapes |
| 3. Less _____ regions are generally more agricultural. | 3. populated |
| 4. The forgotten _____ of Monegros is close to Zaragoza. | 4. desert |
| 5. Hunting _____ are typically called "fincas" in Spain. | 5. estates |
| 6. Central Spain is a large _____. | 6. plain |
| 7. I would like to climb that tall _____ but I am not fit enough. | 7. mountain |
| 8. The Ebro _____ is a rich agricultural land. | 8. basin |
| 9. The Alpine _____ is formed by about 100 peaks above 4000 meters. | 9. range |
| 10. We grind _____ to make flour that is used for making bread and pastries. | 10. wheat |
| 11. I got lost while walking through the thick dark _____. | 11. forest |
| 12. I will serve some _____ and peanuts with the drinks. | 12. olives |
| 13. There was so much rain that the river burst its _____. | 13. banks |
| 14. The village is located between mountains. In the centre of the _____. | 14. valley |
| 15. I would like a salad and a piece of apple pie for _____. | 15. dessert |

ADJECTIVES

- Describes the land or climate that received almost no rain and is too dry to support vegetation.

ADJECTIVE	arid	<i>The plains in summer are arid.</i>
ANTONYM	wet	<i>It's very wet all year around in Cantabria.</i>
NOUN	aridity	<i>The aridity is greater because of the drought.</i>

- Describes something that does not produce fruits.

ADJECTIVE	barren	<i>The estate land is barren after so much careless exploitation.</i>
ANTONYM	fertile	<i>The Ebro basin is very fertile.</i>
NOUN	barrenness	<i>It's difficult to counteract the barrenness of the desert.</i>

- Unevenly cut or having a rough quality.

ADJECTIVE	jagged	<i>As I climbed the peak the walls became increasingly jagged.</i>
ANTONYM	smooth	<i>The river flowed smoothly through the valley.</i>
NOUN	jaggedness	<i>The jaggedness of the terrain made the journey challenging.</i>

DRILL 3.02: Complete the sentence with the best option. (Say the sentences out loud.)

- | | |
|---|---------------|
| 1. Because of the _____, agriculture in Jaen depends on irrigation. | 1. aridity |
| 2. This land is full of rocks it will be _____ unless we clear it. | 2. barren |
| 3. I grow tons of vegetables in my garden. So far the land is very _____. | 3. fertile |
| 4. The walk was pleasant because we went through a _____ terrain. | 4. smooth |
| 5. The desert is a landscape of _____ and desolation. | 5. barrenness |
| 6. The countryside is _____ after the heat wave. | 6. arid |
| 7. It was difficult to walk safely as the beach was covered in _____ rocks. | 7. jagged |
| 8. The north of Scotland is extremely _____ all year around. | 8. wet |
| 9. The _____ of the terrain made the car shake all the way. | 9. jaggedness |

DRILL 3.03: COMPARE the following statements.

- | | |
|---|---|
| 1. Madrid is arid. Jaen is more. | 1. Madrid is less arid than Jaen. |
| 2. The desert is barren. The tundra is less. | 2. The desert is more barren than the tundra. |
| 3. This rock is jagged. That one is more. | 3. This rock is less jagged than that one. |
| 4. Glass is smooth. Cement is less. | 4. Glass is smoother than cement. |
| 5. River basins are fertile. Mountain peaks less. | 5. River basins are more fertile than mountain peaks. |
| 6. The weather is wet. Last year it was less. | 6. The weather is wetter than last year's. |

DRILL 3.04: CONVERT these sentences to SUPERLATIVE.

- | | |
|---------------------------------------|--|
| 1. This piece of land is barren. | 1. This piece of land is the most barren. |
| 2. The banks of the river are smooth. | 2. The banks of the river are the smoothest. |
| 3. The summer makes this land arid. | 3. The summer makes this land the most arid. |
| 4. The river basin is fertile. | 4. The river basin is the most fertile. |
| 5. The climate is generally wet. | 5. The climate is generally the wettest. |
| 6. The Sierra has jagged peaks | 6. The Sierra has the most jagged peaks. |

DRILL 3.05: Write some sentences using these ADJECTIVES and NOUNS. (Say the sentences out loud.)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

4. LISTENING EXERCISE

Go to the following link and listen to the video.

<https://www.youtube.com/watch?v=GltIJO56S1g>

DRILL 4.01: Answer these questions after seeing the video.

- | | |
|--|---|
| 1. When did the capitalization of Amazon pass 30 billion for the first time. | 1. April 1999 |
| 2. Is it easy or hard to predict who the internet born successful companies will be? | 2. It's hard to predict who the successful companies will be. |

- | | |
|--|---|
| <ol style="list-style-type: none"> 3. Who would Amazon be able to blame if they are not among the successful internet born companies? 4. Is the success of Amazon guaranteed? 5. What do you need to focus obsessively on to succeed? 6. How many employees does Amazon have in 1999. 7. How many square feet of distribution real estate does the company have? 8. What is "Amazon about"? 9. Complete the sentence: In the long term there is never a _____ between customer interests and shareholder interests. 10. What is the main advantage of having distribution centres over retail space. | <ol style="list-style-type: none"> 3. They would be able to blame themselves only. 4. No, the success is not guaranteed. 5. Customer experience 6. Over 3000 employees 7. Four million square feet 8. Obsessive attention to the customer experience. 9. Misalignment 10. It requires a significantly smaller investment to reach the customer quickly. |
|--|---|

5. PHRASAL VERBS

- | | |
|---|---|
| <ul style="list-style-type: none"> - To move from a specialised activity to new and more diverse activities. | <p>Amazon started in books but B_____ O_____ to other products.</p> <p>to branch out</p> |
| <ul style="list-style-type: none"> - The process of ending an operation or business, for example a shop. | <p>Many physical bookstores C_____ D_____ because of competition from Amazon.</p> <p>to close down</p> |

DRILL 5.01: Fill in the blanks using the phrasal verbs above.

| close down (x 2) | branch out (x 2) | take over | get rid of | deal with | hang on | get back to (x 2) |

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. I will _____ the family business when my father retires. 2. Our company needs to _____ to new markets to survive. 3. I asked him if he had _____ the production issues. 4. The airline had to _____ due to the strikes. 5. I am in the middle of a call. Can you _____ for a few minutes? 6. I finally _____ the office after spending the day in meetings. 7. We had to _____ our family business due to financial trouble. 8. He _____ his old car to reduce his expenses. 9. Let me think about it and I will _____ you with a response. 10. Block-chain technology has created new opportunities for us to _____. | <ol style="list-style-type: none"> 1. take over 2. branch out 3. dealt with 4. close down 5. hang on 6. got back to 7. close down 8. got rid of 9. get back to 10. branch out |
|---|---|

DRILL 5.02: Ask the questions and respond. (Say the sentences out loud.)

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Ask me if I closed down the shop last summer. 2. Respond to your question with NO. 3. Ask him if he got rid of the problem. 4. Respond to your question with YES. 5. Ask me if I got back to my boss after his call. 6. Respond to your question with YES. 7. Ask them if we branched out into cosmetics. 8. Respond to your question with NO. 9. Ask me if I dealt with the organisation. 10. Respond to your question with NO. | <ol style="list-style-type: none"> 1. Did you close down the shop last summer? 2. No, I didn't close down the shop last summer. 3. Did he get rid of the problem? 4. Yes, he got rid of the problem. 5. Did you get back to your boss after his call? 6. Yes, I got back to my boss after his call? 7. Did you branch out into cosmetics? 8. No, we didn't branch out into cosmetics. 9. Did you deal with the organisation? 10. No, I didn't deal with the organisation. |
|--|---|

6. COMMON EXPRESSIONS

- Ultimately, eventually, to talk about what will happen over a long period of time.

I _____ the L_____ T_____ we plan to branch out to alternative markets.

in the long term

- A phrase used before disagreeing with someone, to avoid conflict in a polite way.

W_____ A_____ D_____ R_____. Don't you think you are making a mistake with this decision?

with all due respect

- Suddenly, unexpectedly. From one day to the next.

He was impossible until he left the job. He changed O_____.

overnight

- In total isolation, without interference from anyone or anything.

I _____ a V_____ these new measures should not have bad consequences but we will see after the implementation.

in a vacuum

REMINDER (Previous 2 lessons):

W18 -2020

to stress out - to be stressed out - to pull the strings

W19 - 2020

a round peg in a square hole - status quo

DRILL 6.01: Fill the gap with the best expression. This exercise includes expressions from the last two lessons.

1. You can't operate _____. You need to consider real circumstances.
2. We need to move out of the _____ if we want to adapt.
3. He was a very introverted man. He turned into an extrovert _____.
4. Martin Luther King was a _____.
5. I am very _____ with the new product launch.
6. _____, I must contradict you on this. You are wrong!
7. Could your father _____ for me in his company?
8. _____ there will be better opportunities. Be patient!

1. in a vacuum
2. status quo
3. overnight
4. round peg in a square hole
5. stressed out
6. with all due respect
7. pull the strings
8. in the long term

DRILL 6.02: Ask the questions and respond. (Say the sentences out loud.)

1. Ask me if the company was profitable overnight.
2. Respond to your question with NO.
3. Ask him if talked to her with all due respect.
4. Respond to your question with YES.
5. Ask me if I pulled some strings to get the job.
6. Respond to your question with YES.
7. Ask me if my company operates in a vacuum.
8. Respond to your question with NO.
9. Ask me if he gets stressed out easily.
10. Respond to your question with NO.

1. Was your company profitable overnight?
2. No, my company wasn't profitable overnight.
3. Did you talk to her with all due respect?
4. Yes, I talked to her with all due respect.
5. Did you pull some strings to get the job?
6. Yes, I pulled some strings to get the job.
7. Does your company operate in a vacuum?
8. No, my company doesn't operate in a vacuum.
9. Does he get stressed out easily?
10. No, he doesn't get stressed out easily.

DRILL 6.03: Write some sentences using these EXPRESSIONS. (Say the sentences out loud)

- 1. _____
- 2. _____

7. MICRO MBA - CORE VALUES - MISSION STATEMENTS

What are core values?

Core values are the fundamental beliefs of an organization, they are the guiding principles that dictate behaviour and define the difference between right and wrong.

What is a mission statement?

A sentence describing a company's function, markets and competitive advantages; a short written statement of your business goals and philosophies. A mission statement defines what an organization is, why it exists, its reason for being.

MISSION STATEMENT	The mission statement expresses the core values.
MANAGEMENT	The management of the company needs to understand the mission statement and act following the principles and values of the company.
MARKETING	Through its marketing the company transmits the core values and mission statement to the customer.

DRILL 7.01: Here are some mission statements of companies you know. Can you guess the company?

1. To bring inspiration and innovation to every athlete in the world, if you have a body, you are an athlete.	1. Nike
2. To bring the best user experience to its customers through its innovative hardware, software, and services.	2. Apple
3. To empower every person and every organization on the planet to achieve more.	3. Microsoft
4. To give customers what they want, and get it to them faster than anyone else.	4. Zara
5. Offering a wide range of well designed, functional home furnishing products at prices so low that as many people as possible will be able to afford them.	5. Ikea
6. To be the Ultimate House of Luxury, defining style and creating desire, now and forever.	6. Channel
7. Bringing health through food to as many people as possible.	7. Danone
8. To become the leader of the food transition by offering our customers, every day and everywhere, quality and trustworthy food at a reasonable price.	8. Carrefour

DRILL 7.02: What is your company's mission statement?

DRILL 7.03: What is your mission statement?

8. PRONUNCIATION

"Amazon"	/ámasən/	unvoiced s
"LinkedIn"	/linkdtin/	
"Zara"	/sara/	unvoiced s

DRILL 8.01: To practice your pronunciation you have two options:

- You can find a partner to practice together.
- You can use the voice memo app on your phone to record yourself. Listen to the recording and repeat this until you are happy with your pronunciation.

1. Amazon has branched out into many markets and international zones.
2. LinkedIn connects millions of people around the world.
3. Zara belongs to the Inditex group and is one of the biggest fashion retailers globally.

9. READING EXERCISE

Now please go to Chapter 6 of The Adventures of Ana Badiola.

Read the text carefully and make sure you understand everything.
Take note of all the vocabulary, phrasal verbs, expressions etc. in context.
Make sure you can answer the ten comprehension questions.



Materials and Exercises

W21-2020

CONTENT

- | | | |
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| 1. Common mistakes | 4. Listening Exercise | 7. Micro MBA |
| 2. Grammar | 5. Phrasal Verbs | 8. Pronunciation |
| 3. General Vocabulary | 6. Common Expressions | 9. Reading Exercise |

1. COMMON MISTAKES - LESS VS FEWER

UNUSUAL PLURALS

person	people	There are two people at the office.
child	children	How many children do you have?
woman	women	There are more successful women in business.
half	halves	The story has two halves.
mouse	mice	I saw two mice in the garden.

DRILL 1.01: Fill the gap with the correct word in SINGULAR or PLURAL.

- | | |
|--|-------------|
| 1. I caught a _____ this morning. | 1. mouse |
| 2. I gave him _____ of my sandwich. | 2. half |
| 3. There have been _____ in our house. | 3. mice |
| 4. I talked to a _____ and a man at the market. | 4. woman |
| 5. I divided the melon in two equal _____. | 5. halves |
| 6. Are there any Asian _____ in your company? | 6. people |
| 7. In my company, _____ are majority over men. | 7. women |
| 8. The _____ run as fast as he could to get the prize. | 8. child |
| 9. She has three young _____ to take care of. | 9. children |
| 10. I am a very honest and geniune _____. | 10. person |

DRILL 1.02: Turn the words in BOLD into the plural. WATCH OUT! We have included other words with unusual plurals that you should know.

- | | |
|---|--|
| 1. My foot is sore from walking so much. (plural) | 1. My feet are sore from walking so much. |
| 2. I found a person in the office. (a few) | 2. I found a few people in the office. |
| 3. Last season we had a gorgeous calf . (5) | 3. Last season we had five gorgeous calves. |
| 4. One species of birds lives in our garden. (many) | 4. Many species of birds live in our garden. |
| 5. A mouse must have eaten the cheese. (some) | 5. Some mice must have eaten the cheese. |
| 6. I like to wear a scarf to protect my throat. (plural) | 6. I like to wear scarves to protect my throat. |
| 7. She bakes a loaf of bread each morning. (2) | 7. She bakes two loaves of bread each morning. |
| 8. A woman can handle many tasks at once. (plural) | 8. Women can handle many tasks at once. (plural) |
| 9. The new manager will deal with the crisis (many) | 9. The new manager will deal with the many crises. |
| 10. There was a goose swimming in the lake. (some) | 10. There were some geese swimming in the lake. |
| 11. There is one half left of the pie I just baked . (2) | 11. There are two halves left of the pie I just baked. |
| 12. I watched a sheep grazing in the fields. (100) | 12. I watched a hundred sheep grazing in the fields. |

13. The **child** behaves very well in class. (plural)
14. He had a **wife** in his lifetime. (4)
15. He went to the dentist because his **tooth** hurt. (plural)

13. The children behave very well in class.
14. He had four wives in his lifetime.
15. He went to the dentist because his teeth hurt.

2. GRAMMAR

PAST SIMPLE REGULAR

The past simple is used for an event or state in the past which has finished.

In the case of regular verbs we form the past simple by adding **"-ed"** to the verb in the infinitive.

It seems super easy right? It is! However, you need to pay attention to the spelling and the pronunciation:

AFFIRMATIVE:	verb + "ed"	They direct ed the team well.
NEGATIVE:	didn't / did not + verb	They didn't direct the team well.
INTERROGATIVE:	Did + verb?	Did they direct the team well?

SPECIAL CASES:

- If a verb ends in a **CONSONANT + VOWEL + CONSONANT**, double the consonant before -ed. This applies to one syllable verbs and to two and more syllable verbs that have the emphasis in the last syllable.

1 Syllable:	plan	planned	2+ syllables:	refer	referred
	stop	stopped		occur	occurred

NOTE: Don't double if the verb finishes in "x" or "w"
 show - showed
 fix - fixed

Don't double if the stress is NOT in the last syllable.

develop - developed
 benefit - benefited
 (In British English we double the words ending in "l" like: travel - travelled)

- If a verb ends in **CONSONANT + "Y"**, you take off the "y" and add "-ied".

study studied
 carry carried

- If the word ends in a **VOWEL + "Y"** you add "-ed".

employ employed
 enjoy enjoyed

- If the verb ends in "c", you take off the "c" and add "ck"

panic - panicked

DRILL 2.01: Fill the gap with the REGULAR verb in the PAST SIMPLE. Remember to say the complete sentences out loud.

| comply | listen | answer | call | copy | cry | regret | measure | promise | complete |

1. He _____ me before he left the office.
2. We _____ your call as soon as we could.
3. They _____ the homework in record time.
4. She _____ carefully and took many notes.
5. They _____ to deliver the supplies this week.

1. called
2. answered
3. completed
4. listened
5. promised

- We _____ the performance of our production lines.
- We _____ with the standard regulations.
- They _____ the patent for our new product.
- You _____ at the end of the film.
- I _____ not coming to your conference.

- measured
- complied
- copied
- cried
- regretted

DRILL 2.02: Let's do ten more.

| multiply | jump | supply | carry | deploy | apply | slip | benefit | fix | travel |

- She _____ the world from Monday to Friday for a year.
- We _____ with joy when he told us the news.
- The company _____ its profits with the new strategy.
- He _____ the envelope into his pocket when no one was watching.
- She _____ for the job but she wasn't qualified enough.
- The employees _____ from the improved work conditions.
- They _____ the materials she needed in time.
- He _____ the broken monitor himself.
- I _____ my computer in my hand luggage.
- We _____ all our weapons to win the bid.

- travelled
- jumped
- multiplied
- slipped
- applied
- benefited
- supplied
- fixed
- carried
- deployed

DRILL 2.03: Fill the gaps with the AFFIRMATIVE and the NEGATIVE in the PAST SIMPLE.

EXAMPLE: Q: They _____ to me, they _____ to you. (talk)
A: They talked to me, they didn't talk to you.

- He _____ in Lima, he _____ in London. (live)
- She _____ fast, she _____ slowly. (walk)
- They _____ a lot, I _____ a lot. (exercise)
- You _____ for the job, I _____ for the job. (apply)
- I _____ my dog, you _____ my dog. (hug)
- He _____ the trash, I _____ the trash. (empty)
- She _____ us, she _____ them. (alert)
- It _____ yesterday, it _____ last week. (happen)
- We _____ in the park, you _____ in the park. (picnic)
- You _____ me, you _____ him. (employ)

- lived - didn't live
- walked - didn't walk
- exercised - didn't exercise
- applied - didn't apply
- hugged - didn't hug
- emptied - didn't empty
- alerted - didn't alert
- happened - didn't happen
- picnicked - didn't picnic
- employed - didn't employ

DRILL 2.03: Ask the questions and respond in the PAST SIMPLE. (Say the sentences out loud)

- Ask me if we _____ to the job. (apply)
- Respond to your question with YES.
- Respond to your question with NO.
- Ask me if he _____ a crime last fall. (commit)
- Respond to your question with YES.
- Respond to your question with NO.
- Ask me if he _____ working late at night. (prefer)
- Respond to your question with YES.
- Respond to your question with NO.
- Ask me if they _____ at the proposal. (nod)
- Respond to your question with YES.
- Respond to your question with NO.
- Ask me if they _____ to China last month. (travel)
- Respond to your question with YES.
- Respond to your question with NO.

- Did you apply for the job?
- Yes, we applied for the job.
- No, we didn't apply for the job.
- Did he commit a crime last fall.
- Yes, he committed a crime last fall.
- No, he didn't commit a crime last fall.
- Did you prefer working late at night.
- Yes, I preferred working late at night.
- No, I didn't prefer working late at night.
- Did they nod at the proposal.
- Yes, they nodded at the proposal.
- No, they didn't nod at the proposal.
- Did they travel to China last month?
- Yes, they travelled to China last month.
- No, they didn't travel to China last month.

16. Ask me if he _____ the chair with the cutter. (rip)
17. Respond to your question with YES.
18. Respond to your question with NO.

19. Ask me if it _____ to me to call him back.
20. Respond to your question with YES.
21. Respond to your question with NO.

16. Did he rip the chair with the cutter?
17. Yes, he ripped the chair with the cutter.
18. No, he didn't rip the chair with a cutter.

Did it occur to you to call him back?
 Yes, it occurred to me to call him back.
 No, it didn't occur to me to call him back.

3. GENERAL VOCABULARY

NATIONALITIES				
EUROPE	COUNTRY	ADJECTIVE	NOUN (Singular)	NOUN (Plural)
	Germany	German	German	Germans
	Portugal	Portuguese	Portuguese	Portuguese
	Netherlands	Dutch	Dutch	Dutch
	Wales	Welsh	Welsh	Welsh
	Norway	Norwegian	Norwegian	Norwegians
	Slovakia	Slovakian	Slovakian	Slovakians
	Ireland	Irish	Irish	Irish
	Russia	Russian	Russian	Russians
	Iceland	Icelandic	Icelander	Icelanders
ASIA	China	Chinese	Chinese	Chinese
	Japan	Japanese	Japanese	Japanese
	Israel	Israeli	Israeli	Israelis
	India	Indian	Indian	Indians
AMERICAS	Peru	Peruvian	Peruvian	Peruvians
	Argentina	Argentine /Argentinian	Argentine /Argentinian	Argentines /Argentinians
	U.S.A.	American	American	Americans
	El Salvador	Salvadorean	Salvadorean	Salvadoreans
OCEANIA	New Zealand	New Zealand	New Zealander	New Zealanders
	Australia	Australian	Australian	Australians
	Fiji	Fijian	Fijian	Fijians
AFRICA	Morocco	Moroccan	Moroccan	Moroccans
	South Africa	South African	South African	South Africans
	Algeria	Algerian	Algerian	Algerians

DRILL 3.01: Fill out the NATIONALITY ADJECTIVES for these sentences.

1. When I am in Brussels, I always buy some luxurious _____ chocolate.
2. Sushi and sashimi are staples of the _____ cuisine.
3. Cristiano Ronaldo is the most celebrated _____ soccer player.
4. Franz Kafka was born in Prague. He is the most famous _____ writer.
5. The _____ Great Barrier Reef is the largest eco-system in the world.
6. Angela Merkel is the _____ chancellor and a firm advocate for Europe.
7. Alfred Nobel was a _____ chemist, engineer and industrialist.
8. Most _____ people don't live in Ireland.
9. Mario Vargas Llosa is a famous _____ writer.
10. More than 60% of the _____ population live in Reykjavik.
11. I received a bunch of _____ tulips sent directly from Amsterdam.

1. Belgian
2. Japanese
3. Portuguese
4. Czech
5. Australian
6. German
7. Swedish
8. Irish
9. Peruvian
10. Icelandic
11. Dutch

- | | |
|--|----------------|
| 12. Alaska was Russian in the past. Nowadays it is _____. | 12. American |
| 13. The quality of _____ wines is undisputable. My favorite is Rioja. | 13. Spanish |
| 14. The _____ capital, Sao Paulo, hosts the most famous Carnival. | 14. Brazillian |
| 15. Bratislava is the _____ capital. | 15. Slovakian |
| 16. The _____ trip to see the Northern Lights was incredible. | 16. Finnish |
| 17. We had an excellent Peking Duck at the new local _____ restaurant. | 17. Chinese |
| 18. The currency in Malaysia is the _____ ringgit. | 18. Malaysian |
| 19. Shakira ia a world famous _____ singer. | 19. Colombian |
| 20. Warsaw, the _____ capital, was completely destroyed in WWII. | 20. Polish |

DRILL 3.02: Now express the NATIONALITY as an ADJECTIVE and NOUN in the PLURAL.

EXAMPLE: Spain (they) a. The people in Spain are Spanish b. Here come the Spaniards

- | | | |
|-----------------|--|----------------------------------|
| 1. Taiwan | a. The people in Taiwan are Taiwanese. | b. Here come the Taiwanese. |
| 2. Morocco | a. The people in Morocco are Moroccan. | b. Here come the Moroccans |
| 3. USA | a. The people in the USA are American. | b. Here come the Americans. |
| 4. South Africa | a. The people in South Africa are South African. | b. Here come the South Africans. |
| 5. UK | a. The people in the UK are British. | b. Here come the Brits / Britons |
| 6. Switzerland | a. The people in Switzerland are Swiss. | b. Here come the Swiss. |
| 7. France | a. The people in France are French. | b. Here come the French. |
| 8. Fillippines | a. The people in the Fillippines are Filipino. | b. Here come the Filipinos |
| 9. Iceland | a. The people in Iceland are Icelandic. | b. Here come the Icelanders. |
| 10. Brazil | a. The people in Brazil are Brazillian. | b. Here come the Brazilians. |
| 11. Slovakia | a. The people in Slovakia are Slovakian. | b. Here come the Slovakiens. |
| 12. Thailand | a. The people in Thailand are Thai. | b. There come the Thai. |
| 13. Ecuador | a. The people in Ecuador are Ecuadorian. | b. Here come the Ecuadorians. |
| 14. Croatia | a. The people in Croatia are Croatian. | b. Here come the Croatians. |
| 15. Russia | a. The people in Russia are Russian. | b. Here come the Russians. |
| 16. Iraq | a. The people in Iraq are Iraqi. | b. Here come the Iraqis. |
| 17. Poland | a. The people in Poland are Polish. | b. Here come the Polish. |
| 18. Turkey | a. The people in Turkey are Turkish. | b. Here come the Turks. |
| 19. El Salvador | a. The people in El Salvador are Salvadorean. | b. Here come the Salvadoreans. |
| 20. Netherlands | a. The people in The Netherlands are Dutch. | b. Here come the Dutch. |

4. LISTENING EXERCISE

Go to the following link and listen to the video.

<https://www.youtube.com/watch?v=fSp6f-t-Rss>

DRILL 4.01: Answer these questions after seeing the video.

- | | |
|--|--|
| 1. In which period is the series set? | 1. 1960 - 1969 |
| 2. It's described as a very P_____ show. | 2. poignant |
| 3. What are they looking for when hiring a woman? | 3. something between a mother and a waitres. |
| 4. How would you describe what they are looking for? | 4. nostalgia |
| 5. Who does he give the job to in the commercial? | 5. Meghan |
| 6. Describe Don and Peggy's relationship? | 6. not romantic |
| 7. Which episode is mentioned specifically? | 7. The Suitcase |
| 8. What is the most exciting thing about a suitcase? | 8. going somewhere |
| 9. It takes us to a time and place we W_____. | 9. wanna go - escapism |
| 10. How many Golden Globes did the show win. | 10. two |

5. PHRASAL VERBS

- To think or create a new plan, idea or suggestion.

We need to C_____ U_____ W_____ a better company slogan.

to come up with

- To follow a rule or regulation.

Does this advertisement C_____ W_____ the current regulations?

to comply with

PREVIOUS SESSIONS: W19-2020 to take over - to get rid of - to deal with
W20-2020 to branch out - to close down

DRILL 5.01: Fill in the blanks using the PHRASAL VERBS below.

| close down | branch out (x2) | get rid of | comply with (x2) | come up with (x2) | deal with | take over |

1. The government will need to _____ a plan to save the economy.
2. Since they _____ the company, he has been unemployed.
3. The company will try to _____ your requirements.
4. Amazon decided to _____ into drone deliveries.
5. The team _____ a new proposal last week.
6. He _____ most of the obstacles in his path so far.
7. Laws and regulations prevent companies from _____ to new markets.
8. He _____ the company and saved many jobs.
9. The new manager _____ many problems so far.
10. Block chain technology has to _____ a million rules.

1. come up with
2. closed down
3. comply with
4. branch out
5. came up with
6. has got rid of
7. branching out
8. took over
9. has dealt with
10. comply with

DRILL 5.02: Ask the questions and respond. (Say the sentences out loud.)

1. Ask me if my thesis complied with university requirements.
2. Respond to your question with NO.
3. Ask me if he came up with a plan to increase international sales.
4. Respond to your question with YES.
5. Ask me if we branched out to teaching French.
6. Respond to your question with NO.
7. Ask them if we came up with a solution to our problem.
8. Respond to your question with NO.
9. Ask me if she closed down the business because of the crisis.
10. Respond to your question with NO.

1. Did your thesis comply with university requirements?
2. No, my thesis didn't comply with university requirements.
3. Did he come up with a plan to increase international sales?
4. Yes, he came up with a plan to increase international sales.
5. Did you branch out to teaching French?
6. No, we didn't branch out to teaching French.
7. Did you come up with a solution to your problem?
8. No, we didn't come up with a solution to our problem.
9. Did you close down the business because of the crisis?
10. No, I didn't close down the business because of the crisis.

6. COMMON EXPRESSIONS

- Something that gives you pleasure and enjoyment and deserves the effort.

All those hours of hard work were well W_____ I_____ because we won the contract.
to be worth it

- To understand something.

Why did she leave the company after her promotion? I don't G_____ I_____.

to get it

PREVIOUS SESSIONS: W19-2020 a round peg in a square circle - status quo
W20-2020 in the long term - with all due respect - overnight - in a vacuum

DRILL 6.01: Fill the gap with the best EXPRESSION. This exercise includes expressions from the last two lessons.

- | | |
|--|----------------------------------|
| 1. We need to challenge the _____ if we want to activate sales. | 1. status quo |
| 2. _____ we will have to change the marketing strategy. | 2. in the long term |
| 3. _____ I must disagree with your hard approach to HR. | 3. with all due respect |
| 4. Talking to them was _____. They are an inspiring team. | 4. worth it |
| 5. _____ the new product should be successful, but we'll see what happens once it's presented to the market. | 5. in a vacuum |
| 6. It's a complicated positioning concept. I really don't _____. | 6. get it |
| 7. We mustn't expect results _____. We need to be patient. | 7. overnight |
| 8. Is it _____ to invest our advertising budget on mass media? | 8. worth it |
| 9. The new saleswoman has proved to be _____. We didn't expect her to be such a genius. | 9. a round peg in a square hole. |
| 10. Looking back, it _____ spending all our money on that machine. | 10. was worth it |

DRILL 6.02: Ask the questions and respond. (Say the sentences out loud.)

- | | |
|---|--|
| 1. Ask me if going to the meeting was worth it. | 1. Was going to the meeting worth it? |
| 2. Respond to your question with NO. | 2. No, going to the meeting wasn't worth it. |
| 3. Ask me if he got the joke the comedian made. | 3. Did he get the joke the comedian make? |
| 4. Respond to your question with YES. | 4. Yes, he got the joke the comedian made. |
| 5. Ask me if the project should work in a vacuum. | 5. Should the project work in a vacuum? |
| 6. Respond to your question with YES. | 6. Yes, the project should work in a vacuum. |
| 7. Ask me if my company was successful overnight. | 7. Was your company successful overnight? |
| 8. Respond to your question with YES. | 8. Yes, my company was successful overnight. |
| 9. Ask me if I have plans in the long term. | 9. Do you have plans in the long term? |
| 10. Respond to your question with NO. | 10. No, I don't have plans in the long term. |

DRILL 6.03: Write some sentences using these EXPRESSIONS. (Say the sentences out loud)

- _____
- _____

7. MICRO MBA - CORE VALUES - MISSION STATEMENTS - SLOGANS AND LOGOS

1. What are core values?

Core values are the fundamental beliefs of an organization, they are the guiding principles that dictate behaviour and define the difference between right and wrong.

2. What is a mission statement?

A sentence describing a company's function, markets and competitive advantages; a short written statement of business goals and philosophies. It expresses the core values of the company.

3. What is a slogan?

A catchphrase or small group of words that are combined in a special way to identify a product or company. It's a mini-mission statement, that is both memorable and emotive.

4. What is a tagline?

A tagline is the line that's attached to the logo to help communicate what the logo is about. In many cases it is the same as the slogan.

DRILL 7.01: Here are some SLOGANS of companies you know. Can you guess the company?

1. Melts in your mouth, not in your hands.
2. All the news that's fit to print.
3. Advancement through technology.
4. There is no finish line.
5. All for Freedom. Freedom for All.
6. Quality never goes out of style.
7. Impossible is nothing.
8. I'm lovin' it.
9. There is no substitute.
10. Taste the Rainbow.
11. Priceless.
12. Connecting people.
13. The relentless pursuit of perfection.
14. The happiest place on earth.
15. Don't leave home without it.
16. Because you're worth it.
17. Just do it.
18. Belong anywhere.
19. Be what's next.
20. Science. Applied to life.

1. M&M's
2. The New York Times
3. Audi
4. Nike
5. Harley Davidson
6. Levi's
1. Adidas
2. McDonald's
3. Porsche
4. Skittles
5. Mastercard
6. Nokia
7. Lexus
8. Disneyland
10. American Express
11. L'Oréal Paris
12. Nike
13. AirBNB
15. Microsoft
18. 3M

DRILL 7.03: What is your company's slogan?

DRILL 7.04: What would be your slogan if you were to sell yourself in a sentence.

At an interview for a job: _____

As a candidate for president: _____

As a friend: _____

8. PRONUNCIATION

Amazon	/ámasən/	unvoiced s
LinkedIn	/linkdtin/	
Zara	/sara/	unvoiced s
UPS	/iu-pi-es/	
Levi's	/lívais/	
Marlboro	/malborogh/	unvoiced l
CISCO	/sisco/	