



# Materials and Exercises

W28-2020

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## 1. COMMON MISTAKES

### TWO MORE INTERROGATIVES

Here are two interrogatives that are often expressed incorrectly.

When asking about DISTANCE native English speakers use the following:

How far is it from your office to your house? NOT ~~How many kms are there from your office to house?~~

When replying to this question native English speakers say:

It's 3 kilometres. NOT ~~There are three kilometres.~~

When asking about the DURATION of an activity native English speakers use the following:

How long will it take you to write the report? NOT ~~How long will you take to write the report.~~

When replying to this question native English speakers say:

It will take me two hours. NOT ~~I will take two hours.~~

### DRILL 1.01: What's the question for the following responses.

- |  |  |
|--|--|
| 1. It's 780 kilometres from Santander to Jerez.  | 1. How far it is from Santander to Jerez?        |
| 2. It takes 7 hours to fly to New York.          | 2. How long does it take to fly to New York?     |
| 3. It's 17,013 kilometres from London to Sydney. | 3. How far is it from London to Sydney?          |
| 4. It takes 3 years to learn English.            | 4. How long does it take to learn English?       |
| 5. It's 5 miles from my house to my office.      | 5. How far is it from your house to your office? |
| 6. It takes me 15 minutes to walk to work.       | 6. How long does it take you to walk to work?    |
| 7. It's 343 kms from London to Paris.            | 7. How far is it from London to Paris?           |
| 8. It takes her 10 minutes to get dressed.       | 8. How long does it take her to get dressed?     |
| 9. It's 20 miles from my house to the gym.       | 9. How far is it from your house to the gym?     |
| 10. It takes 3 days to fly to the moon.          | 10. How long does it take to fly to the moon?    |

### DRILL 1.02: Ask the questions and respond. (Say the sentences out loud.)

- |  |   |
|--|---|
| 1. Ask me how far it is from Madrid to Burgos.     | 1. How far is it from Madrid to Burgos?     |
| 2. Respond to your question with 200km.            | 2. It's 200 km                              |
| 3. Ask me how far it is from London to Brighton.   | 3. How far is it from London to Brighton?   |
| 4. Respond to your question with 100 miles.        | 4. It's 100 miles                           |
| 5. Ask me how far it is from Earth to Mars.        | 5. How far is it from the earth to Mars?    |
| 6. Respond to your question with 115 million km.   | 6. It's 115,000,000 km                      |
| 7. Ask me how far it is from Earth to the Sun.     | 7. How far is it from the Earth to the Sun? |
| 8. Respond to your question with 150 million km.   | 8. It is 150,000,000 km                     |
| 9. Ask me how far it is from the Madrid to London. | 9. How far is it from Madrid to London?     |

10. Respond to your question with 1,250km.

10. It's 1250 km

**DRILL 1.03: Ask the questions and respond. (Say the sentences out loud.)**

1. Ask me how long it will take me to arrive at the office.
2. Respond to your question with 15 minutes.
3. Ask me how long it will take us to drive to Burgos.
4. Respond to your question with two hours.
5. Ask me how long it will take her to brush her teeth.
6. Respond to your question with two minutes.
7. Ask me how long it will take me to get dressed.
8. Respond to your question with 10 minutes.
9. Ask me how long it will take him to finish the report.
10. Respond to your question with 30 minutes.

1. How long will it take you to arrive at the office?
2. It will take me 15 minutes to arrive at the office.
3. How long will it take you to drive to Burgos?
4. It will take us two hours to drive to Burgos.
5. How long will it take her to brush her teeth?
6. It will take her two minutes to brush her teeth.
7. How long will it take you to get dressed?
8. It will take me 10 minutes to get dressed.
9. How long will it take him to finish the report?
10. It will take him 30 minutes to finish the report.

**DRILL 1.04: Transform the following sentences into the different verb tenses.**

1. How long does it take you to have a shower?  
Change to the PAST SIMPLE.
2. How long does it take him to go to work?  
Change to the FUTURE SIMPLE.
3. How long does it take them to build a house?  
Change to the PAST SIMPLE.
4. How long does it take to walk to the beach?  
Change to the FUTURE SIMPLE.
5. How long does it take you to learn English?  
Change to the PRESENT PERFECT
6. How long does it take to do the homework?  
Change to the FUTURE SIMPLE.
7. How long does it take her to write a novel?  
Change to the PAST SIMPLE.
8. How long does it take you to walk to work?  
Change to the PRESENT PERFECT
9. How long does it take you to fly to New York?  
Change to the PAST SIMPLE.
10. How long will it take us to drive to Burgos?  
Change to the FUTURE SIMPLE.

1. How long did it take you to have a shower?
2. How long will it take him to go to work?
3. How long did it take them to build a house?
4. How long will it take to walk to the beach?
5. How long has it taken you to learn English?
6. How long will it take to do the homework?
7. How long did it take her to write a novel?
8. How long has it taken you to walk to work?
9. How long did it take you to fly to New York?
10. How long will it take to drive to Burgos?

## 2. GRAMMAR - INTERROGATIVES

### DIRECT and INDIRECT INTERROGATIVES

The Interrogative is one of the most important grammar sections in business English. You need to be able to ask questions fluently, confidently and correctly in any situation. Good questions not only clarify issues, they also raise your profile, so let's review:

#### VERB "to be"

AFFIRMATIVE: He is English.

INTERROGATIVE: DIRECT: Is he English?

INTERROGATIVE: INDIRECT: Do you know if he is English?

Change the order of the verb and noun

Go back to the original verb and noun.

order.

OTHER VERBS:

AFFIRMATIVE

She has a dog.

INTERROGATIVE: DIRECT:

Does she have a dog?

Use the auxiliary.

INTERROGATIVE: INDIRECT:

Do you know if she has a dog?

Remove the auxiliary and use the original verb and noun order.

COMMON PHRASES FOR INDIRECT QUESTIONS:

I wonder....

I need to find out...

Can you remember

I don't know...

I'd like to know...

Let's ask...

Can you tell me...

Could you tell me...

Could you explain...

I'm asking...

I'm not sure...

Would you mind explaining

**DRILL 2.01: Convert these DIRECT sentences in to INDIRECT sentences using the phrase do you know....**

1. What's that?
2. Where's the dog?
3. Where's El Juli from?
4. How old is Madonna?
5. What time is the meeting?
6. What's the weather like?
7. Whose book is this?
8. How many chairs are there in the room?
9. How much time is there?
10. Does she usually eat here?

1. Do you know what that is?
2. Do you know where the dog is?
3. Do you know where El Juli is from?
4. Do you know how old Madonna is?
5. Do you know what time the meeting is?
6. Do you know what the weather's like?
7. Do you know whose book this is?
8. Do you know how many chairs there are?
6. Do you know how much time there is?
10. Do you know if she usually eats here?

**DRILL 2.02: Convert these direct sentences in to indirect sentences using the phrase "can you tell me...."**

1. When is the meeting?
2. What colour is your car?
3. What's she doing?
4. Where are you going?
5. Which car is it?
6. How much rice is there?
7. What's her name?
8. What does he look like?
9. What is she like?
10. How often do you eat here?

1. Can you tell me when the meeting is?
2. Can you tell me what colour your car is?
3. Can you tell me what she is doing?
4. Can you tell me where you are going?
5. Can you tell me which car it is?
6. Can you tell me how much rice there is?
7. Can you tell me what her name is?
8. Can you tell me what he looks like?
6. Can you tell me what she is like?
10. Can you tell me how often you eat here.

**DRILL 2.03: Convert these direct sentences in to indirect sentences using the phrase "do you know...."**

1. How long does it take her to get dressed?
2. How far is it from Santander to Jerez?
3. How long does it take to fly to New York?
4. How far is it from London to Sydney?
5. How long does it take to fly to the moon?
6. How far is it from here to the office?
7. How far is it from London to Paris?
8. How long does it take you to walk to work?
9. How far is it from here to the gym?
10. How long does it take to learn English?

10. Do you know how long it takes her to get dressed?
1. Do you know how far it is from Santander to Jerez?
6. Do you know how long it takes to fly to New York?
2. Do you know how far it is from London to Sydney?
7. Do you know how long it takes to fly to the moon?
3. Do you know how far it is from here to the office?
4. Do you know how far it is from London to Paris?
8. Do you know how long it takes you to walk to work?
5. Do you know how far it is from here to the gym?
6. Do you know how long it takes to learn English?

**DRILL 2.04: What are the DIRECT and INDIRECT QUESTIONS for the following responses.**

1. The meeting is at 3 o'clock.	DIRECT	1. When is the meeting?
2.	INDIRECT	2. Do you know when the meeting is?
3. They are from Manchester.	DIRECT	3. Where are they from?
4.	INDIRECT	4. Do you know where they are from?
5. There is some wine left.	DIRECT	5. Is there any wine left?
6.	INDIRECT	6. Do you know if there is some wine left?
7. He is handsome and tall.	DIRECT	7. What does he look like?
8.	INDIRECT	8. Do you know what he looks like?
9. She is energetic and clever.	DIRECT	9. What is she like?
10.	INDIRECT	10. Do you know what she is like?
11. It's 100 kilometers away.	DIRECT	11. How far is it?
12.	INDIRECT	12. Do you know how far it is?
13. It's sunny and dry.	DIRECT	13. What's the weather like?
14.	INDIRECT	14. Do you know what the weather is like?
15. They usually exercise a lot.	DIRECT	15. Do they usually exercise a lot?
16.	INDIRECT	16. Do you know if they usually exercise a lot?
17. He is preparing to go.	DIRECT	17. What is he doing?
18.	INDIRECT	18. Do you know what he is doing?
19. They meet twice a week.	DIRECT	19. How often do they meet?
20.	INDIRECT	20. Do you know how often they meet?

**DRILL 2.05: Form the INDIRECT QUESTION for the following responses using the suggested phrases.**

1. The meeting is at 3 o'clock.	<i>I wonder</i>	1. I wonder when the meeting is?
2. They are from Manchester.	<i>I don't know</i>	2. I don't know where they are from?
3. There is some wine left.	<i>Could you tell me</i>	3. Could you tell me if there is some wine left?
4. He is handsome and tall.	<i>I'd like to know</i>	4. I'd like to know what he looks like?
5. She is energetic and clever.	<i>Can you remember</i>	5. Can you remember what she is like?
6. It's 100 kilometers away.	<i>Let's ask</i>	6. Let's ask how far it is?
7. It's sunny and dry.	<i>Can you tell me</i>	7. Can you tell me what the weather is like?
8. They usually exercise a lot.	<i>I'm asking</i>	8. I'm asking if they exercise a lot?
9. He is preparing to go.	<i>I'm not sure</i>	9. I'm not sure what he is doing?
10. They meet twice a week.	<i>I need to find out</i>	10. I need to find out how often they meet?

### 3. GENERAL VOCABULARY

#### HOBBIES AND LEISURE ACTIVITIES

D.I.Y.	"Do it yourself": The activity of decorating, building, and making repairs at home by oneself rather than employing a professional.
card games	The games in which playing cards are used, like poker, bridge...
birdwatching	The practice of observing birds in their natural environment as a hobby.
puzzle	A game, toy, or problem designed to test ingenuity or knowledge.
crossword puzzles	A puzzle consisting of a grid of squares and blanks into which words crossing vertically and horizontally are written according to clues.
board games	A game that involves the movement of counters or other objects round a board.
trainspotting	The activity of watching trains and writing down their numbers.
monopoly	A monopoly refers to when a company and its product offerings dominate a sector or industry.
duopoly	A duopoly refers to when two companies and its product offerings dominate a sector or industry.

oligopoly	An oligopoly refers to when a few companies and its product offerings dominate a sector or industry.
cartel	A cartel is a group of independent market participants who collude with each other in order to improve their profits and dominate the market.
OPEC	OPEC is the Organization of Petroleum Exporting Countries, which is a union of oil producing countries that regulate the amount of oil each country is able to produce.

**DRILL 3.01: Complete the sentence with PRACTICE, PLAY, DO or GO. ( Say the sentences out loud. )**

- |  |                      |
|--|----------------------|
| 1. We saw a rare eagle while we were _____.  | 1. birdwatching      |
| 2. He lost a lot of money playing _____ online.  | 2. card games        |
| 3. She wrote an article about _____ after visiting the major railway stations.                     | 3. trainspotting     |
| 4. We have a variety of _____. From Monopoly to Cluedo.  | 4. board games       |
| 5. We bought a _____ book to keep us entertained on the train.                                     | 5. puzzle            |
| 6. She likes to ask for the words she doesn't know when she does a _____.                          | 6. crossword puzzles |
| 7. Everytime I do _____ repairs at home I make a mess. I'd better call a professional.             | 7. D.I.Y             |
| 8. Telefonica used to be a Spanish _____ dominating the telecommunications industry.               | 8. monopoly          |
| 9. Sotheby's and Christie's are a _____ that dominates the international auction market.           | 9. duopoly           |
| 10. _____ are regulated by the competition commission.   | 10. oligopoly        |
| 11. A _____ is formed when a group of dominant companies agrees to fix the price of their product. | 11. cartel           |
| 12. The oil price is dependent on the amount of supply that _____ agrees to produce.               | 12. OPEC             |

**DRILL 3.01: Write a sentence with the following vocabulary words. ( Say the sentences out loud. )**

- |                      |       |
|----------------------|-------|
| 1. D.I.Y.            | _____ |
| 2. card games        | _____ |
| 3. birdwatching      | _____ |
| 4. puzzle            | _____ |
| 5. crossword puzzles | _____ |
| 6. board games       | _____ |
| 7. trainspotting     | _____ |
| 8. monopoly          | _____ |
| 9. duopoly           | _____ |
| 10. oligopoly        | _____ |
| 11. cartel           | _____ |

## 4. LISTENING EXERCISE

Go to the following link and listen to the video.

<https://www.youtube.com/watch?v=5v-wyR5emRw>

**DRILL 4.01: Complete the statements from the presentation by Dan Lok.**

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. You s_____ the resume and you waited.</li> <li>2. You're sitting a_____ the table.</li> <li>3. and you don't know what to say. You start to s_____.</li> <li>4. You never get a s_____ c_____ to make a first impression.</li> <li>5. We have interviewed thousands and thousands of p_____ a_____.</li> <li>6. Oh, let me tell you my l_____ s_____.</li> <li>7. I want you to make the m_____ s_____.</li> <li>8. What v_____ can you bring to the company?</li> <li>9. What p_____ can you solve for the company?</li> <li>10. You want to be a_____. You don't want to be f_____.</li> <li>11. L_____ with your strong foot forward.</li> <li>12. Any statement that you make. You always want to t_____ it to what's in it for them.</li> <li>13. So, instead of r_____ o_____ about that, about my background...</li> <li>14. I'm going to give you a simple f_____.</li> <li>15. You are talking about your success but without b_____.</li> <li>16. It's more to demonstrate and s_____ your skillset.</li> <li>17. Whoever asks a question controls the c_____.</li> <li>18. Do I need to memorize a s_____ of some sort?</li> <li>19. The answer is: A_____ Yes!</li> <li>20. The last thing you want is to p_____ and stutter.</li> </ol> | <ol style="list-style-type: none"> <li>1. submitted</li> <li>2. across</li> <li>3. stutter</li> <li>4. second chance</li> <li>5. potential applicants</li> <li>6. life story</li> <li>7. mental switch</li> <li>8. value</li> <li>9. problems</li> <li>10. authentic - fake</li> <li>11. lead</li> <li>12. tie</li> <li>13.</li> <li>14. rambling on</li> <li>15. formula</li> <li>16. bragging</li> <li>17. showcase</li> <li>18. conversation</li> <li>19. script</li> <li>20. absolutely</li> <li>21. panic</li> </ol> |
|--|---|

## 5. PHRASAL VERBS

- To talk or write for a long time in a way that other people find boring.

- Be succinct, get to the point, don't just R\_\_\_\_\_ O\_\_\_\_\_.

**to ramble on**

PREVIOUS SESSIONS:

W26-2020

W27-2020

to slip on - to dress up - to take back

to warm up - to work out - to knock out - to kick out - to kick

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

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. We have been _____ of the competition by the French team.</li> <li>2. She goes swimming to _____ and get fit.</li> <li>3. Were they _____ of the team for bad behavior??</li> <li>4. The event _____ with some interesting speeches.</li> <li>5. He can't help himself. He just _____ about any random topic.</li> <li>6. I didn't _____ before exercising and I hurt myself.</li> <li>7. He _____ the faulty computer yesterday.</li> <li>8. I am going to a wedding. I need to _____.</li> <li>9. I will quickly _____ a jumper. It's chilly!</li> </ol> | <ol style="list-style-type: none"> <li>1. knocked out</li> <li>2. work out</li> <li>3. kicked out</li> <li>4. kicked off</li> <li>5. rambles on</li> <li>6. warm up</li> <li>7. took back</li> <li>8. dress up</li> <li>9. slip on</li> </ol> |
|--|---|

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

- |   |  |
|---|--|
| 1. Ask me if my friend just rambles on forever.     | 1. Does your friend just ramble on forever?      |
| 2. Respond to your question with YES.               | 2. Yes, my friend just rambles on forever.       |
| 3. Ask me if he warmed up his voice to sing.        | 3. Did he warm up his voice to sing?             |
| 4. Respond to your question with YES.               | 4. Yes, he warmed up his voice to sing.          |
| 5. Ask me if I took back his present.               | 5. Did you take back his present?                |
| 6. Respond to your question with YES.               | 6. Yes, I took back his present.                 |
| 7. Ask me if the meeting has kicked off already.    | 7. Has the meeting kicked off yet?               |
| 8. Respond to your question with NO.                | 8. No, the meeting has not kicked off yet.       |
| 9. Ask me if she rambled on for half an hour.       | 9. Did she ramble on for half an hour?           |
| 10. Respond to your question with NO.               | 10. No, she didn't ramble on for half an hour.   |
| 11. Ask me if we slipped on our pyjamas.            | 11. Did you slip on your pyjamas?                |
| 12. Respond to your question with YES.              | 12. Yes, I slipped on my pyjamas.                |
| 13. Ask me if she works out twice a week.           | 13. Does she work out twice a week?              |
| 14. Respond to your question with NO.               | 14. No, she doesn't work out twice a week.       |
| 15. Ask me if he has been kicked out of the office. | 15. Has he been kicked out of the office?        |
| 16. Respond to your question with NO.               | 16. No, he hasn't been kicked out of the office. |

**DRILL 5.03: Write a sentence using these PHRASAL VERBS. (Say the sentences out loud)**

1. ramble on: \_\_\_\_\_  
 \_\_\_\_\_

**6. COMMON EXPRESSIONS**

- To fail to take advantage of an opportunity by doing or saying something wrong.	You say to yourself: "I B _____ I _____, why did I say that?"
	<b>to blow it</b>
- The belief that the first 3 minutes are critical in building a relationship.	You never get a second chance to make a F _____ I _____.
	<b>first impression</b>
- The value that an individual contributes to a team or a project.	The Hiring Manager is interested in what you B _____ to the T _____.
	<b>to bring to the table</b>
PREVIOUS SESSIONS:	W26-2020 instant fashion - just in time - high street - carbon copy - word of mouth
	W27-2020 to put oneself in someone's shoes - to stare into the abyss - to be on the edge of the abyss - pain threshold

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

- |  |                             |
|--|-----------------------------|
| 1. I wasn't prepared for the interview. I think I _____.     | 1. blew it                  |
| 2. You have a very high _____. You never suffer.             | 2. pain threshold           |
| 3. He is a good boss. He always tries to _____ in our _____. | 3. put himself in our shoes |
| 4. We have hired a new manager. Let's see what he _____.     | 4. brings to the table      |

5. The last candidate gave me a very good \_\_\_\_\_.
6. He was desperate. He felt like he was \_\_\_\_\_.
7. She has \_\_\_\_\_ all her interviews in the past. I hope she does better today.
8. The restaurant became successful because of \_\_\_\_\_ by satisfied customers.
9. Zara has a shop in every major \_\_\_\_\_.

5. first impression
6. staring into the abyss / at the edge of the abyss.
7. blown
8. word of mouth
9. high street

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

1. Ask me if I have ever blown it at an interview.
2. Respond to your question with NO.
3. Ask me if she has brought value to the table.
4. Respond to your question with YES.
5. Ask me if he has a high pain threshold.
6. Respond to your question with YES.
7. Ask me if they usually give a favorable first impression.
8. Respond to your question with NO.
9. Ask me if I heard about them through word of mouth.
10. Respond to your question with NO.
11. Ask me if we have ever felt at the edge of the abyss.
12. Respond to your question with YES.
13. Ask me if I am going to shop in the high street.
14. Respond to your question with NO.

1. Have you ever blown it at an interview?
2. No, I have never blown it at an interview.
3. Has she brought value to the table?
4. Yes, she has brought value to the table.
5. Does he have a high pain threshold?
6. Yes, he has a high pain threshold.
7. Do they usually cause a good first impression?
8. No, they don't usually give a good first impression.
9. Did you hear about them through word of mouth?
10. No, I didn't hear about them through word of mouth.
11. Have you ever felt at the edge of the abyss?
12. Yes, I have felt at the edge of the abyss.
13. Are you going to shop in the high street?
14. No, I'm not going to shop in the high street.

**DRILL 6.03: Write a sentence using these EXPRESSIONS. (Say the sentences out loud)**

1. to blow it \_\_\_\_\_  
\_\_\_\_\_
2. first impression: \_\_\_\_\_  
\_\_\_\_\_
3. to bring to the table: \_\_\_\_\_  
\_\_\_\_\_

**7. MICRO MBA**

INTERVIEWS: TELLING ABOUT YOURSELF

Tell me about yourself. = What value can you bring to the company?  
What problems can you solve for the company?

They are not asking for your life story.  
Be yourself but be your best self.

1. SUCCESS I have been....  
My background is....



- 2. STRENGTH      My strength is...  
                         My real strength is...
- 3. SITUATION      How does this apply to the position you are applying for.  
                         What I am looking for is...

At the end ask a question: Is this what you are looking for?

**DRILL 7.01: Prepare your interview script for an imaginary job within your industry.**

POSITION:

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1. SUCCESS:

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2. STRENGTH:

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3. SITUATION

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**8. PRONUNCIATION**

FAMOUS PEOPLE

"OA "

loan	/lóun/	EXCEPTIONS:	
coat	/cóut/	board game	/bórd/ /guéim/
download	/dáunloud/	keyboard	/kíbord/
approach	/apróuch/	doable	/dúabol/
throat	/zróut/		
coated	/cóutid/		
hoax	/hóux/		

**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.

**Who said these quotes?**

1. Don't download that article, it's a hoax.
2. I approached my bank manager for a loan.
3. Put your coat on because you have an infection in your throat.
4. My keyboard is broken.
5. We need the mortgage by next week. Do you think that's doable?

**9. READING EXERCISE**

**Now please go to chapter 14 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.