



Materials and Exercises

W24-2020

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1. COMMON MISTAKES

POSITION WORDS

Here are the words we use to explain the position of someone or something.
Be very careful with the prepositions.

near to	far from
next to	beside
above	below
on - on top of - over	under - underneath
in front of - opposite	behind
on the left of - to the left of	on the right of - to the right of
in the middle of	at the end - at the beginning
inside	outside
around	in - at
between	among

DRILL 1.01: Where is the ball?

- | | |
|-----|---|
| 1. | 1. The ball is on the box - the ball is on top of the box. |
| 2. | 2. The ball is over the box - the ball is above the box. |
| 3. | 3. The ball is behind the box. |
| 4. | 4. The ball is in front of the box - the ball is opposite the box |
| 5. | 5. The ball is under the box - the ball is below the box - The ball is underneath the box. |
| 6. | 6. The ball is in the box - the ball is inside the box. |
| 7. | 7. The green ball is on/to the left of the box - The black ball is on/to the right of the box. |
| 8. | 8. The ball is in the middle of the boxes - the ball is between the boxes - the ball is among the boxes. |
| 9. | 9. The green ball is far from the box - The black ball is near to the box.
The black ball is next to the box - The black ball is beside the box. |
| 10. | 10. The ball is around the box. |

DRILL 1.02: Describe the position of the following objects in the picture.



- | | |
|---|--|
| 1. the computer vs the desk | 1. The computer is on the desk - on top of |
| 2. the rug vs the chair | 2. The rug is under the chair - below - underneath |
| 3. the sofa vs the bookshelf | 3. The sofa is next to the bookshelf - on the right of |
| 4. the large plant vs the table and the bookshelf | 4. The large plant is between the desk and the bookshelf |
| 5. the window vs the desk | 5. The window is above the desk - over - behind |
| 6. the small plant vs the desk | 6. The small plant is next to the desk - to the left |
| 7. the chair vs the desk. | 7. The chair is in front of the desk - opposite |
| 8. the curtains vs the desk | 8. The curtains are behind the desk |
| 9. the folders vs the bookshelf | 9. The folders are in the bookshelf. |
| 10. the blanket vs the sofa | 10. The blanket is over the sofa - on - on top of |
| 11. the chair vs the room | 11. The chair is in the middle of the room. |

2. GRAMMAR

PRESENT PERFECT IRREGULAR

"EN" in the past participle	broken, spoken, driven, written, taken, given, chosen, eaten
The short "E " sound in the past participle	met, led, read, dealt with, fed, felt, slept
The short "U " sound in the past participle	begun, drunk, rung, sunk, swum
"OWN" in the past participle	thrown, flown, grown, known
"OUGHT" or "AUGHT" in the past participle	bought, fought, caught, taught

DRILL 2.01: Fill the gap with the IRREGULAR verbs in the PRESENT PERFECT.

| meet | feel | fly | buy | read | speak | sleep | grow | teach | drive |

- | | |
|--|----------------|
| 1. Company sales _____ 10% since last year. | 1. have grown |
| 2. He _____ them a very important lesson. | 2. has taught |
| 3. The airplane _____ between London and Madrid. | 3. has flown |
| 4. The manager _____ to the employees just now. | 4. has spoken |
| 5. We _____ one hundred kilometers since lunchtime. | 5. have driven |
| 6. The team _____ twice so far this week. | 6. has met |
| 7. They _____ a new house in front of the park. | 7. have bought |
| 8. I _____ very uncomfortable with the situation. | 8. have felt |
| 9. We _____ in a tent for a whole week. | 9. have slept |
| 10. She _____ a very interesting article in the newspaper. | 10. has read |

DRILL 2.02: Let's do some more this time with signal words.

| begin | know | fight | feed | ring | swim | catch | sink | write | take | lead to | deal with |

- | | |
|---|--|
| 1. He _____ dinner to the children. (already) | 1. He has already fed dinner to the children. |
| 2. My friend _____ the company to complain. (just) | 2. My friend has just rung the company to complain. |
| 3. They _____ across the Channel twice. (up to now) | 3. They have swum across the Channel twice up to now. |
| 4. He _____ a fictional novel. (never) | 4. He has never written a fictional novel. |
| 5. They _____ each other. (2010) | 5. They have known each other since 2010. |
| 6. He _____ the shopping to the car. (already) | 6. He has already taken the shopping to the car. |
| 7. The crisis _____ a drop in sales. (this term) | 7. The crisis has led to a drop in sales so far this term. |
| 8. She _____ many trouts. (this season) | 8. She has caught many trouts so far this season. |
| 9. The boat _____ in the bay. (just) | 9. The boat has just sunk in the bay. |
| 10. He _____ for the opportunity. (5 years) | 10. He has fought for the opportunity for five years. |

DRILL 2.03: Use the present perfect with either ALREADY or YET.

- | | | |
|--------------------------------|---|---|
| 1. I catch the ball | INTERROGATIVE:
AFFIRMATIVE:
NEGATIVE: | 1. Have I caught the ball yet?
Yes, I have already caught the ball.
No, I haven't caught the ball yet. |
| 2. She throws away the rubbish | INTERROGATIVE:
AFFIRMATIVE:
NEGATIVE: | 2. Has she thrown the rubbish away yet?
Yes, she has already thrown the rubbish away.
No, she hasn't thrown the rubbish away yet. |
| 3. They fly to New York. | INTERROGATIVE:
AFFIRMATIVE:
NEGATIVE: | 3. Have they flown to New York yet?
Yes, they have already flown to New York.
No, they haven't flown to New York yet. |
| 4. He drives a Ferrari. | INTERROGATIVE:
AFFIRMATIVE:
NEGATIVE: | 4. Has he driven a Ferrari yet?
Yes, he has already driven a Ferrari.
No, he hasn't driven a Ferrari yet. |
| 5. They begin the meeting. | INTERROGATIVE:
AFFIRMATIVE:
NEGATIVE: | 5. Have they begun the meeting?
Yes, they have already begun the meeting.
No, they haven't begun the meeting yet. |

DRILL 2.04: Use the present perfect with either EVER or NEVER.

- | | | |
|------------------------------|---|---|
| 1. She swims in the lake. | INTERROGATIVE:
AFFIRMATIVE:
NEGATIVE: | 1. Has she ever swum in the lake?
Yes, she has swum in the lake before.
No, she has never swum in the lake. |
| 2. You know all the answers. | INTERROGATIVE:
AFFIRMATIVE:
NEGATIVE: | 2. Have you ever known all the answers?
Yes, I have know all the answers.
No, I have never known all the answers. |
| 3. The stock price sinks. | INTERROGATIVE:
AFFIRMATIVE:
NEGATIVE: | 3. Has the stock price ever sunk?
Yes, the stock price has sunk?
No, the stock price has never sunk. |
| 4. We feel welcome abroad. | INTERROGATIVE:
AFFIRMATIVE:
NEGATIVE: | 4. Have we ever felt welcome abroad?
Yes, we have felt welcome abroad.
No, we have never felt welcome abroad. |

- | | | |
|---------------------------|---|--|
| 5. These birds fly South. | INTERROGATIVE:
AFFIRMATIVE:
NEGATIVE: | 5. Have these birds ever flown South?
Yes, these birds have flown South.
No, these birds have never flown South. |
|---------------------------|---|--|

DRILL 2.05: Use the present perfect with either FOR or SINCE.

- | | |
|--|--|
| 1. I _____ (fight) for my rights. (10 years) | 1. I have fought for my rights for 10 years. |
| 2. She _____ (deal with) every issue. (2002) | 2. She has dealt with every issue since 2002 |
| 3. They _____ (fight) with each other. (a while) | 3. They have fought with each other for a while. |
| 4. We _____ (sing) opera. (last decade) | 4. We have sung opera for the last decade. |
| 5. I _____ (hang around) here. (a long time) | 5. I have hung around for a long time. |
| 6. They _____ (walk). (5 hours) | 6. They have walked for five hours. |
| 7. She _____ (dig) a hole in the garden. (1 day) | 7. She has dug a hole in the garden for one day. |
| 8. Paul _____ (think) about him. (the beginning) | 8. Paul has thought about him since the beginning. |
| 9. She _____ (grind) the coffee beans. (1990) | 9. She has ground the coffee beans since 1990. |
| 10. They _____ (feed) the animals. (last month) | 10. They have fed the animals for the last month. |

DRILL 2.06: Ask the questions and respond in the PRESENT PERFECT. (Say the sentences out loud)

- | | |
|--|---|
| 1. Ask me if he _____ the requirements. (meet) | 1. Has he met the requirements? |
| 2. Respond to your question with YES. | 2. Yes, he has met the requirements. |
| 3. Ask me if she _____ about the new theory. (think) | 3. Has she thought about the new theory? |
| 4. Respond to your question with NO. | 4. No, she hasn't thought about the new theory. |
| 5. Ask me if we _____ some cheese. (bring) | 5. Have we brought any cheese? |
| 6. Respond to your question with YES. | 6. Yes, we have brought some cheese. |
| 7. Ask me if he _____ in open sea waters. (swim) | 7. Has he swum in open sea waters? |
| 8. Respond to your question with NO. | 8. No, he hasn't swum in open sea waters. |
| 9. Ask me if she _____ all of his jokes. (catch) | 9. Has she caught all of his jokes? |
| 10. Respond to your question with YES. | 10. Yes, she has caught all of his jokes. |
| 11. Ask me if I _____ to management. (speak) | 11. Have you spoken to management? |
| 12. Respond to your question with NO. | 12. No, I haven't spoken to management. |
| 13. Ask me if she _____ at the hotel. (sleep) | 13. Has she slept at the hotel? |
| 14. Respond to your question with YES. | 14. Yes, she has slept at the hotel. |

3. GENERAL VOCABULARY

NATURE

- | | |
|------------------------------|---|
| moustache | The hair that grows on the upper lip. |
| dinner jacket - tuxedo | A three-piece suit that is used for very formal situations. |
| lapel | The part on each side a jacket immediately below the collar which is folded back on either side of the front opening. |
| cuffs | The end part of a sleeve |
| bowtie | a necktie in the form of a bow or a knot with two loops. |
| handkerchief or handkerchief | a square of cotton intended for wiping one's nose. |
| | the shoulders to the legs. |
| cuff links | Small pieces of jewelry that binds the two parts of the cuff. |
| signet ring | A ring with letters or a design carved on it. It's usually worn on the pinkie finger. |
| vest | A piece of clothing that has no sleeves. |
| tie pin | The bar or pin used to hold the tie in place. |
| tailored suit | A suit that is made to someone's specific measurements. |

DRILL 3.01: Complete the sentences using the words from the vocabulary.

1. All men need to wear _____ for the gala.
2. He was wearing a red rose on his _____.
3. I have ordered a silk _____ to wear under the dinner jacket.
4. He recently shaved his _____. I can hardly recognise him.
5. He always wears a _____ with his family crest.
6. I need a _____ to wipe my tears.
7. I lost one of my _____ and I had to roll up my sleeves.
8. Wearing a _____ makes eating soup more comfortable.
9. I have just had my measurements taken for a _____.

1. tuxedos
2. lapel
3. vest
4. moustache
5. signet ring
6. handkerchief - hankerchief
7. cuff links
8. tie pin
9. tailored suit

ADJECTIVES

- Describes a person who is clean, tidy, and well dressed.

ADJECTIVE	smart	<i>He always looks smart when he comes to work.</i>
ANTONYM	scruffy	<i>His scruffy appearance affected his prospects.</i>
NOUN	smartness	<i>The company requires a certain level of smartness.</i>

- Describes someone or something of cheap quality or in bad style.

ADJECTIVE	tacky	<i>The restaurant tried to be elegant but it seemed tacky to me.</i>
ANTONYM	fashionable	<i>Isabel Preysler has always been a fashionable woman.</i>
NOUN	tackiness	<i>Las Vegas is renowned for its tackiness.</i>

- Describes a person or an animal that is extremely confident and self-satisfied in a cheeky way.

ADJECTIVE	cocky	<i>He gets what he wants with his cocky attitude.</i>
ANTONYM	humble	<i>She is too humble to take credit for her achievements.</i>
NOUN	cockyness	<i>I have problems dealing with his constant cockiness.</i>

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

1. He had a lot of confrontations because he is too _____.
2. She always shops at expensive shops to be _____.
3. He needs to improve his appearance. He is a bit _____.
4. The CEO is a very _____ man. Always impeccable in his appearance.
5. All the gift shops were _____ and cheap. I didn't buy anything.
6. He doesn't like too much praise. He is a _____ man.
7. The _____ of the hotel was so excessive that we left early.
8. I will not tolerate his _____ anymore. He needs to learn a lesson.
9. The dress code asks for a high level of _____.

1. cocky
2. fashionable
3. scruffy
4. smart
5. tacky
6. humble
7. tackiness
8. cockiness
9. smartness

DRILL 3.03: COMPARE the following statements.

- | | |
|--|--|
| 1. Tom Cruise is cocky. Antonio Banderas is less. | 1. Tom Cruise is cockier than Antonio Banderas. |
| 2. Boris Johnson is scruffy. Donald Trump is less. | 2. Boris Johnson is scruffier than Donald Trump. |
| 3. My boss is smart. His boss is less. | 3. My boss is smarter than his. |
| 4. His attitude is humble. Hers is less. | 4. His attitude is more humble than hers. |
| 5. Catherine is fashionable. Meghan is less. | 5. Catherine is more fashionable than Meghan. |

DRILL 3.04: CONVERT these sentences to SUPERLATIVE.

- | | |
|--|---|
| 1. He is a cocky teenager. | 1. He is the cockiest teenager. |
| 2. Her clothes are smart. | 2. Her clothes are the smartest. |
| 3. They have always been humble people. | 3. They have always been the humblest people. |
| 4. My French friend is fashionable. | 4. My French friend is the most fashionable. |
| 5. Chinese restaurants are tacky places. | 5. Chinese restaurants are the tackiest places. |
| 6. She has scruffy hair. | 6. She has the scruffiest hair. |

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=vbQPxhlcFaQ>

DRILL 4.01: After watching the video, fill the gaps with the missing words.

- | | |
|---|-----------------------------|
| 1. I don't give a shit about you. I' m going to _____. | 1. ram it down your throat. |
| 2. I am not going to sell you a pen if you are not _____. | 2. looking to buy a pen |
| 3. What is the biggest mistake rookies make? They try to _____. | 3. sell to everybody |
| 4. By doing that I get a good sense of _____. | 4. what you're about |
| 5. This pen is appropriate for you. Let me _____. | 5. tell you why |
| 6. And now I am actually _____ my pen to what you need. | 6. matching |

5. PHRASAL VERBS

- to remove people or things that are not wanted from a group.

You need to W____ O____ people who are not interested in your product.

to weed out

PREVIOUS SESSIONS: W22-2020 to sell out of - to run out of
W23-2020 to make up - to make up for

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

- | | |
|---|----------------|
| 1. We have finished _____ the unnecessary parts of the process. | 1. weeding out |
| 2. I tried to _____ my mistakes by working harder. | 2. make up for |
| 3. The shops have _____ the new phones in a few hours. | 3. sold out of |
| 4. She has _____ a story to tell the children at night. | 4. made up |
| 5. We have _____ beer. Can you go to the shop to get some more? | 5. run out of |

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

- | | |
|---|--|
| 1. Ask me if I have made up an excuse to miss work. | 1. Have you made up an excuse to miss work? |
| 2. Respond to your question with NO. | 2. No, I haven't made up an excuse to miss work. |

3. Ask me if he weeded out the underperformers.
4. Respond to your question with YES.
5. Ask me if she made up for missing class.
6. Respond to your question with YES.
7. Ask me if we have weeded out the old files.
8. Respond to your question with NO.
9. Ask me if they sold out of toilet paper.
10. Respond to your question with NO.
11. Ask me if we have run out of application forms.
12. Respond to your question with YES.

3. Did he weed out the underperformers?
4. Yes, he weeded out the underperformers.
5. Did she make up for missing class?
6. Yes, she made up for missing class.
7. Have you weeded out the old files?
8. No, we haven't weeded out the old files.
9. Did they sell out of toilet paper?
10. No, they didn't sell out of toilet paper.
11. Have we run out of application forms?
12. Yes, we have run out of application forms.

6. COMMON EXPRESSIONS

- Something that is well worth the money spent on it.

This pen is good, this pen writes upside down, this pen is the best V___ F___ M___.

value for money

- To not care at all about something or someone.

When you start just talking you are saying: "I don't G___ A S___ about you."

to not give a shit - a damn - a hoot

NOTE: Be careful when and where you use this expression. If in doubt you can use the softer versions.

- A new recruit. Usually in the first year.

The biggest mistake R_____ salesmen make is that they try to sell to everybody.

rookie

PREVIOUS SESSIONS:

W22-2020

buck - quid

W23-2020

smart casual - wolf in sheep's clothing

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

1. I am sorry but I _____ about his opinions.
2. He joined the team last month. He is our _____.
3. The dress code at the office is _____. Relaxed but well dressed.
4. Don't trust him! He is a _____. He might turn against you anytime.
5. Colloquially, we call dollars _____ and pounds _____.

1. don't give a shit - hoot - damn
2. rookie
3. smart casual
4. wolf in sheep's clothing
5. bucks - quid

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

1. Ask me if her friend is a wolf in sheep's clothes.
2. Respond to your question with NO.
3. Ask me if the rookies in the team are performing.
4. Respond to your question with YES.
5. Ask me if my company allows us to dress smart casual.
6. Respond to your question with YES.
7. Ask me if he doesn't give a shit about what

1. Is her friend a wolf in sheep's clothes?
2. No, her friend isn't a wolf in sheep's clothes.
3. Are the rookies in the team performing?
4. Yes, the rookies in the team are performing.
5. Does your company allow you to dress smart casual?
6. Yes, my company allows us to dress smart casual.
7. Doesn't he give a shit about what other people

- other people think.
8. Respond to your question with NO.

- think?
8. No, he doesn't give a shit about what other people think.

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

1. _____
2. _____
3. _____

7. MICRO MBA - CORE VALUES - MISSION STATEMENTS

BRANDING	Defining who you are and how you want your customers feel
MARKETING	Finding potential customers to engage with your brand
SALES	<p>Converting those potential customers to profitable sales.</p> <ol style="list-style-type: none"> 1. Ask questions and listen. 2. Weed out the people who are not interested. 3. Match the benefits of your product with the needs of the client. <p>Sell the pen!!</p>

DRILL 7.01: Sell me this pen! Make a list of the questions you would ask me before you try to sell me the pen.

DRILL 7.02: Practice your answers to these questions as if I was trying to sell you the pen. (You can find a partner to do this exercise)

8. PRONUNCIATION

VOICED vs UNVOICED "S"			
UNVOICED "S"		VOICED "S"	
face	/feis/	phase	/feiz/
price	/prais/	prize	/praiz/
advice	/advais/	advise	/advaiz/
juice	/djus/	jews	/djuz/
ice	/ais/	eyes	/aiz/

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. We have to face the truth as we enter Phase 2 of lockdown.
2. What is the price of the prize that you bought for the event?
3. Let me give you a piece of advice, only advise people who listen.
4. This orange juice is very popular with the Jews.
5. Paul Newman's eyes were like chips of blue ice.

9. READING EXERCISE

Now please go to chapter 10 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.

