



# Materials and Exercises

W30-2020

## CONTENT

- |                       |                       |                     |
|-----------------------|-----------------------|---------------------|
| 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

### COMPARISONS

½ is **the same as** 50%

French cheese is **similar to** Italian cheese

Our service is **different from / to** theirs

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

- |  |              |
|--|--------------|
| 1. The paper quality is the same _____ last year's.          | 1. as        |
| 2. The office space is similar _____ what we had before.     | 2. to        |
| 3. Travelling by train is different _____ travelling by car. | 3. than - to |
| 4. Managing a team is similar _____ managing a family.       | 4. to        |
| 5. A friend of mine has a car similar _____ yours.           | 5. to        |
| 6. His car is a similar colour _____ yours.                  | 6. to        |
| 7. Her management style is different _____ her boss's.       | 7. from - to |
| 8. This solution is not similar _____ the previous one.      | 8. to        |
| 9. His style is not different _____ hers.                    | 9. from - to |
| 10. My exercise routine is not the same _____ his.           | 10. as       |

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

- |  |  |
|--|--|
| 1. my car = your car                   | 1. My car is the same as your car.                   |
| 2. his pen ≈ her pen                   | 2. His pen is similar to hers.                       |
| 3. Mike's attitude ≠ Peter's attitude  | 3. Mike's attitude is different from/to Peter's.     |
| 4. their results ≈ our results         | 4. Their results are similar to ours.                |
| 5. this venue = that venue             | 5. This venue is the same as that venue.             |
| 6. his approach ≠ my approach          | 6. His approach is different to/from my approach.    |
| 7. this shop ≈ that shop               | 7. This shop similar to that shop.                   |
| 8. a Swiss Watch not = a Chinese watch | 8. A Swiss watch is not the same as a Chinese watch. |
| 9. cheese not ≈ a yogurt               | 9. Cheese is not similar to yogurt.                  |
| 10. this proposal not ≠ that one       | 10. This proposal is not similar to that one.        |

## 2. GRAMMAR - INTERROGATIVES

### QUESTION TAGS

We put question tags at the end of a sentence in informal questions, to check something is true or encourage agreement. Here are the rules:

If the main part of the sentence is POSITIVE, the question tag is NEGATIVE.

You work as an architect, don't you?

If the main part of the sentence is NEGATIVE, the question tag is POSITIVE.

You haven't been to New York, have you?

With the verb "to be":

They weren't here, were they?

With any other principal verb:

She drinks wine, doesn't she?

With any auxiliary verb:

You haven't been to Peru, have you?

With any modal verb:

We shouldn't stay here, should we?

Exception: The question tag for 'I am' is 'aren't I?' eg "I'm first, aren't I?" (Only in the negative)

### DRILL 2.01: Change the following questions into a statement + QUESTION TAG.

- |   |  |
|---|--|
| 1. Is he coming to the meeting?                                 | 1. He's coming to the meeting, isn't he?                                 |
| 2. Did she move to Paris last year?                             | 2. She moved to Paris last year, didn't she?                             |
| 3. Have they finally learnt their lesson.                       | 3. They have finally learnt their lesson, haven't they?                  |
| 4. Shouldn't we leave yet?                                      | 4. We shouldn't leave yet, should we?                                    |
| 5. Should I apply for the government grant?                     | 5. I should apply for the government grant, shouldn't I?                 |
| 6. Has the board reached an agreement yet?                      | 6. The board hasn't reached an agreement yet, has it?                    |
| 7. Weren't there any international guests at the hotel?         | 7. There weren't any international guests at the hotel, were there?      |
| 8. Has she eaten at this restaurant before?                     | 8. She has eaten at this restaurant before, hasn't she?                  |
| 9. Should we re-distribute the tasks assigned to the team?      | 9. We should re-distribute the tasks assigned to the team, shouldn't we? |
| 10. Am I not available to attend the meeting?                   | 10. I am not available to attend the meeting, am I?                      |
| 11. Haven't they agreed with the manager yet?                   | 11. They haven't agreed with the manager yet, have they?                 |
| 12. Would you like to travel to Norway?                         | 12. You would like to travel to Norway, wouldn't you?                    |
| 13. Couldn't she transfer to another branch?                    | 13. She couldn't transfer to another branch, could she?                  |
| 14. Were you expected at the meeting yesterday?                 | 14. You were expected at the meeting yesterday, weren't you?             |
| 15. Did she work for the company for 10 years?                  | 15. She worked for the company for 10 years, didn't she?                 |
| 16. Did they approve a salary raise for the department?         | 16. They approved a salary raise for the department, didn't they?        |
| 17. Hasn't she managed the team with empathy and understanding? | 17. She hasn't managed the team with empathy and understanding, has she? |
| 18. Is he wearing a nice tuxedo?                                | 18. He's wearing a nice tuxedo, isn't he?                                |
| 19. Am I the best candidate available?                          | 19. I am the best candidate available, aren't I?                         |
| 20. Am I not ready for the interview yet?                       | 20. I am not ready for interview yet, am I?                              |

**DRILL 2.02: What is the opposite QUESTION TAG? Convert from positive to negative and vice versa.**

- |   |   |
|---|---|
| 1. The meeting kicked off at 3 o'clock, didn't it?            | 1. The meeting didn't kick off at 3 o'clock, did it?        |
| 2. She has moved to China, hasn't she?                        | 2. She hasn't moved to China, has she?                      |
| 3. The company didn't launch a new project this year, did it? | 3. The company launched a new project this year, didn't it? |
| 4. I am preparing for the exam, aren't I?                     | 4. I am not preparing for the exam, am I?                   |
| 5. I am not applying for the job, am I?                       | 5. I am applying for the job, aren't I?                     |
| 6. The boss hasn't decided on the solution yet, has he?       | 6. The boss has decided on the solution already, hasn't he? |
| 7. There was a lot of food at the party, wasn't there?        | 7. There wasn't much food at the party, was there?          |
| 8. She is approaching the problem with maturity, isn't she?   | 8. She isn't approaching the problem with maturity, is she? |
| 9. We have visited London many times this year, haven't we?   | 9. We haven't visited London many times this year, have we? |
| 10. We should celebrate after the meeting, shouldn't we?      | 10. We shouldn't celebrate after the meeting, should we?    |
| 11. He has joined the company recently, hasn't he?            | 11. He hasn't joined the company recently, has he?          |
| 12. The speakers were ready on time, weren't they?            | 12. The speakers weren't ready on time, were they?          |
| 13. He could improve his performance, couldn't he?            | 13. He couldn't improve his performance, could he?          |
| 14. I haven't jumped to any conclusions, have I?              | 14. I have jumped to some conclusions, haven't I?           |
| 15. The agreement doesn't include a price reduction, does it? | 15. The agreement includes a price reduction, doesn't it?   |

**3. GENERAL VOCABULARY**

**TRANSPORT**

lorry - truck	get in / into	get out of
truck	get in / into	get out of
rocket	get in / into	get out of
spaceship	get in / into	get out of
submarine	get in / into	get out of
yacht	get on	get off
oil tanker	get on	get off
cargo ship	get on	get off
freighter	get on	get off

The business activity of organising the movement of goods and people is L\_\_\_\_\_.

An aeroplane that flies from Madrid to Buenos Aires is a L\_\_\_\_ H\_\_\_\_\_ flight.

The people that work on a boat, aeroplane or submarine are know as the C\_\_\_\_\_.

The moment in the day when the traffic in a city is greatest is know as R\_\_\_\_\_ H\_\_\_\_\_.

The narrow passageway in the middle of a aeroplane is known as the A\_\_\_\_\_.

(Also used in supermarkets.)

logistics  
long haul  
crew  
rush hour  
aisle

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

- |   |                           |
|---|---------------------------|
| 1. He used a _____ to explore the old ship wreck undersea.  | 1. submarine              |
| 2. His yacht is so big that it needs a twelve-person _____ to operate it.                                 | 2. crew                   |
| 3. I own the biggest _____ in the Marina.   | 3. yacht                  |
| 4. The delivery will take longer to arrive since it will be transported across the Atlantic sea by _____. | 4. cargo ship - freighter |

5. I try to avoid the \_\_\_\_\_ in Madrid to save time.
6. There are still repercussions after the \_\_\_\_\_ spilled it's cargo in the coasts of Galicia.
7. The flight from New York to Singapore is a \_\_\_\_\_ flight.
8. Transportation of goods between provinces is usually done by \_\_\_\_\_.
9. You need a good \_\_\_\_\_ to fly to the Moon.
10. When I travel by aeroplane I like to walk up and down the \_\_\_\_\_ to stretch my legs.
11. She sorts out the \_\_\_\_\_ to organise the shipping of goods from Asia to Europe.

5. rush hour
6. oil tanker
7. long haul
8. truck - lorry
9. rocket - spaceship
10. aisle
11. logistics

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

1. The yacht is about to leave. You should \_\_\_\_\_ as soon as possible.
2. The rocket will be launched in ten minutes. All technical personnel need to \_\_\_\_\_ now.
3. The oil tanker has arrived at its destination. All crew can \_\_\_\_\_ for a short break.
4. Luckily, I \_\_\_\_\_ the submarine before it submerged.
5. The hitchhiker was relieved when he \_\_\_\_\_ the lorry.  
My holidays will really start when I \_\_\_\_\_ the yacht for a luxury cruise.
6. He managed to \_\_\_\_\_ the cargo \_\_\_\_\_ the freighter before it took off.

1. get on
2. get off - get out
3. get off - get out
4. got in / into  
got in / into
5. get on
6. get the cargo on

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

1. truck - lorry
2. rocket
3. spaceship
4. submarine
5. yacht
6. oil tanker
7. cargo ship - freighter
8. rush hour
9. crew
10. long haul
11. aisle
12. logistics

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## 4. LISTENING EXERCISE

Go to the following link and listen to the video.

<https://www.youtube.com/watch?v=2Cr3-et4xkl>

### DRILL 4.01: Complete the statements from the presentation on Leadership at Google

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. In your interview it's important to _____ your communication</li> <li>2. skills and _____ as a leader with examples from your past.</li> <li>3. But we do expect you to _____ and work with the teams</li> <li>4. or individuals who are the best _____ partners to solve</li> <li>5. a problem or _____ a decision.</li> <li>6. Strong leaders are also able to _____ and manage the</li> <li>7. needs of internal and external _____ while keeping</li> <li>8. your own teams projects in _____.</li> <li>9. During your interview we want to hear about the _____ when</li> <li>10. you've shown team members that you value their _____</li> <li>11. _____ when they're different from your own ideas.</li> <li>12. One of the many _____ people work here is because they</li> <li>13. have a _____ of changing the world to make it better.</li> <li>14. A vision and expressing it well aren't _____ much if a team</li> <li>15. can't _____ that into concrete goals so we will be evaluating</li> <li>16. you on your project management skills and how you _____.</li> <li>17. the results we will be _____ for.</li> <li>18. It's important to explain your _____ during the</li> <li>17- interview, many questions will be deliberately _____ to</li> <li>18. give us an _____ of how you solve problems.</li> </ol> | <ol style="list-style-type: none"> <li>1. illustrate</li> <li>2. style</li> <li>3. seek out</li> <li>4. suited</li> <li>5. make</li> <li>6. identify</li> <li>7. stakeholders</li> <li>8. mind</li> <li>9. times</li> <li>10. perspectives</li> <li>11. even</li> <li>12. reasons</li> <li>13. vision</li> <li>14. worth</li> <li>15. translate</li> <li>16. deliver</li> <li>17. looking</li> <li>18. thought process</li> <li>17- open-ended</li> <li>18. idea</li> </ol> |
|--|---|

## 5. PHRASAL VERBS

- |   |   |
|---|---|
| <p>- To collect someone in a vehicle.</p>       | <p>- Can you P_____me U_____ from the airport?</p> <p><b>to pick up</b></p>       |
| <p>- To leave someone at their destination.</p> | <p>- The Taxi will D_____ you O_____ at the office?</p> <p><b>to drop off</b></p> |
| <p>- To accelerate in a moving vehicle.</p>     | <p>- We need to S_____U_____ to arrive on time?</p> <p><b>to speed up</b></p>     |
| <p>- To decelerate in a moving vehicle</p>      | <p>- S_____ D_____! You are driving too fast!?</p> <p><b>to slow down</b></p>     |

PREVIOUS SESSIONS:	W28-2020	to ramble on
	W29-2020	to dress down - to dress up - to stand out - to follow up

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

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. You are going too fast! Can you please _____, so I can catch up?</li> <li>2. She keeps _____ about her holidays in Cuba. I wish she talked about something else.</li> </ol> | <ol style="list-style-type: none"> <li>1. slow down</li> <li>2. rambling on</li> </ol> |
|---|--|

3. They usually \_\_\_\_\_ to come to the office it's an informal environment.
4. The new candidate \_\_\_\_\_ for his soft skills.
5. The taxi \_\_\_\_\_ me \_\_\_\_\_ at 5 pm at the departures terminal.
6. He was \_\_\_\_\_ so much that he got a €5000 fine.
7. They need to \_\_\_\_\_ their children from summer camp this evening.
8. Have you \_\_\_\_\_ on the new negotiations with suppliers?
9. She went home to \_\_\_\_\_ for the party.

3. dress down
4. stands out
5. dropped me off
6. speeding up
7. pick up
8. followed up
9. dress up

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

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Ask me if I dropped off the laundry on my way to work</li> <li>2. Respond to your question with YES.</li> <li>3. Ask me if I dressed up for my cousin's wedding.</li> <li>4. Respond to your question with YES.</li> <li>5. Ask me if he followed up on the latest enquiry.</li> <li>6. Respond to your question with YES.</li> <li>7. Ask me if I got a ticket for speeding up?</li> <li>8. Respond to your question with NO.</li> <li>9. Ask me if Paul slowed down to let the pedestrians cross the road.</li> <li>10. Respond to your question with NO.</li> <li>11. Ask me if they picked up their client from the station.</li> <li>12. Respond to your question with YES.</li> <li>13. Ask me if she stands out for her elegance.</li> <li>14. Respond to your question with NO.</li> <li>15. Ask me if he dressed down to mix with the crowds.</li> <li>16. Respond to your question with NO.</li> <li>17. Ask me if it is a good idea to ramble on about your personal life at an interview.</li> <li>18. Respond to your question with NO.</li> </ol> | <ol style="list-style-type: none"> <li>1. Did you drop off the laundry on your way to work?</li> <li>2. Yes, I dropped off the laundry on my way to work.</li> <li>3. Did you dress up for your cousin's wedding?</li> <li>4. Yes, I dressed up for my cousin's wedding.</li> <li>5. Did he follow up on the latest enquiry?</li> <li>6. Yes, he followed up on the latest enquiry.</li> <li>7. Did you get a ticket for speeding up?</li> <li>8. No, I didn't get a ticket for speeding up.</li> <li>9. Did Paul slow down to let the pedestrians cross the road?</li> <li>10. No, Paul didn't slow down to let the pedestrians cross the road.</li> <li>11. Did they pick up their client from the station?</li> <li>12. Yes, they picked up the client from the station.</li> <li>13. Does she stand out for her elegance?</li> <li>14. No, she doesn't stand out for her elegance.</li> <li>15. Did he dress down to mix with the crowds?</li> <li>16. No, he didn't dress down to mix with the crowds.</li> <li>17. Is it a good idea to ramble on about your personal life at an interview?</li> <li>18. No, it's not a good idea to ramble on about your personal life at an interview.</li> </ol> |
|---|---|

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

1. pick up: \_\_\_\_\_  
\_\_\_\_\_
2. drop off: \_\_\_\_\_  
\_\_\_\_\_
3. speed up: \_\_\_\_\_  
\_\_\_\_\_
4. slow down: \_\_\_\_\_  
\_\_\_\_\_

## 6. COMMON EXPRESSIONS

- The present situation or condition.

We are always challenging the S\_\_\_\_\_ Q\_\_\_\_\_ and re-thinking the way we do things.

### status quo

- To think imaginatively using new ideas instead of traditional or expected ideas.

You should be prepared to T\_\_\_\_\_ O\_\_\_\_\_ T\_\_\_\_\_ B\_\_\_\_\_.

### think outside the box

- a form of corporate strategy focused on outcomes and achievements

We value a R\_\_\_\_\_ D\_\_\_\_\_ environment.

### results driven

- a procedure that has been shown by research and experience to produce optimal results

Here are some of the B\_\_\_\_\_ P\_\_\_\_\_ for interviews.

### best practice

PREVIOUS SESSIONS:

W28-2020

to blow it - first impressions - to bring to the table

W29-2020

out loud - good fit - cliché

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

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|---|--------------------------|
| 1. You must dress up for the interview. _____ are very important.               | 1. first impressions     |
| 2. The new manager is very practical and _____. He has already boosted sales.   | 2. results driven        |
| 3. We need to _____ if we want to find a solution to this impossible situation. | 3. think outside the box |
| 4. This interview with the hiring manager is crucial. Please, don't _____.      | 4. blow it               |
| 5. My daughter's boyfriend seems to be a _____ for her personality.             | 5. good fit              |
| 6. It is _____ at Amazon to ask for confirmation during the interview.          | 6. best practice         |
| 7. If we want to continue growing we need to constantly challenge the _____.    | 7. status quo            |
| 8. As _____ as it may sound, laughing is the best medicine.                     | 8. cliché                |
| 9. Are you saying all these sentences _____? Well done!!                        | 9. out loud              |

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

- |   |   |
|---|---|
| 1. Ask me if it is best practice to introduce yourself to the managers. | 1. Is it best practice to introduce yourself to the managers?     |
| 2. Respond to your question with YES.                                   | 2. Yes, it's best practice to introduce yourself to the managers. |
| 3. Ask me if he blew his chance to win the prize.                       | 3. Did he blow his chance to win the prize?                       |
| 4. Respond to your question with NO.                                    | 4. No, he didn't blow his chance to win the prize.                |
| 5. Ask me if she is a good fit to the team.                             | 5. Is she a good fit to the team?                                 |
| 6. Respond to your question with YES.                                   | 6. Yes, she is a good fit to the team.                            |
| 7. Ask me if we try to think outside the box.                           | 7. Do we try to think outside the box?                            |
| 8. Respond to your question with NO.                                    | 8. No, we don't try to think outside the box.                     |
| 9. Ask me if my first impression of him is favourable.                  | 9. Is your first impression of him favourable?                    |
| 10. Respond to your question with NO.                                   | 10. No, my first impression of him is not favourable.             |

11. Ask me if we are a results driven team.
12. Respond to your question with YES.
13. Ask me if we ask our employees to challenge the status quo.
14. Respond to your question with NO.
  
13. Ask me if you will get more confident if you repeat all the exercises out loud.
14. Respond to your question with YES.

11. Are we a results driven team?
12. Yes, we are I results driven team.
13. Do you ask your employees to challenge the status quo?
14. No, we don't ask our employees to challenge the status quo.
  
13. Will I get more confident if I repeat all the exercises out loud?
14. Yes, you will get more confident if you repeat all the exercises out loud.

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

1. status quo \_\_\_\_\_  
\_\_\_\_\_
  
2. think outside the box \_\_\_\_\_  
\_\_\_\_\_
  
3. results driven \_\_\_\_\_  
\_\_\_\_\_
  
3. best practices \_\_\_\_\_  
\_\_\_\_\_

**7. MICRO MBA**

INTERVIEWS: BEHAVIORAL QUESTIONS

WHAT ARE SOFT SKILLS?

Hard skills: Hard skills are job-specific and are typically listed in job postings and job descriptions. They include the expertise necessary for an individual to successfully do the job.

Soft or transferable skills: Soft skills are desirable qualities for certain forms of employment that do not depend on acquired knowledge acquired.

Here are the most powerful soft or transferable skills:

- |                  |                     |
|------------------|---------------------|
| 1. Adaptability  | 6. Leadership       |
| 2. Collaboration | 7. Problem-solving  |
| 3. Communication | 8. Negotiation      |
| 4. Influencing   | 9. Teamwork         |
| 5. Integrity     | 10. Time-management |

QUESTIONS THAT EXAMINE YOUR SOFT SKILLS:

Can you describe your most difficult customer and how you were able to handle their needs?  
 Give me an example of when you received criticism. How did you respond to the information?  
 When given an unfamiliar task, how do you ensure you handle it properly?



**DRILL 7.01: Prepare your interview script to identify and demonstrate your soft ski**

1. What are your soft skills?

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2. Can you describe your most difficult customer and how you were able to handle their needs?

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3. Give me an example of when you received criticism. How did you respond to the information?

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4. When given an unfamiliar task, how do you ensure you handle it properly?

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5. Give a real example of your top three soft skills:

1.

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2.

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3

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## 8. PRONUNCIATION

### SILENT "S"

aisle	/áil/
island	/áiland/
Ireland	/áirland/
Iceland	/áisland/
debris	/debrí/
chicago	/shicago/
Illinois	/ílinoi/
viscount	/vaicaunt/

### **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. Please don't block the aisle when entering the aircraft.
2. Ireland is a bigger Island than Iceland.
3. When the cargo ship crashed there was a lot of debris in the water.
4. The capital city of Chicago is Illinois.
5. The Viscount arrived in Monaco in his yacht.

## 9. READING EXERCISE

### **Now please go to chapter 16 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.