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Learning Language: English

Vocabulary A2

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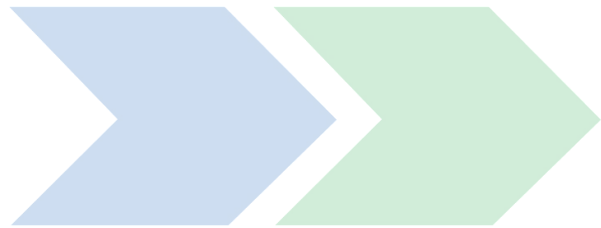
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Vocabulary

The basics

Nationalities: capital letters

➡ **Nationalities**, whether used as **nouns** or as **adjectives**, are **capitalized**.

Example:

- You'll meet lots of **Americans** here.
- I'm half **French**, half **Italian**.

Note: Languages are also capitalized.

Example:

I don't speak **English** very well.

Nationalities: capital letters– Exercise – Sentence practice

Answer the question as in the example:

Do you change planes in Atlanta or New York?	I change planes in either Atlanta or New York.
Is he here for business or pleasure?	
Is her passport French or Swiss?	
Are they flying business or coach?	

'Hour' - 'Time' - 'O'clock'

<p>▶ 'Hour' expresses duration.</p>	<p>Example: Don't take hours. Shall we meet at the harbor in an hour? I have to be at the theater in a half hour!</p>
<p>▶ 'Time' indicates indeterminate duration.</p>	<p>Example: We won't have time to see him. Take your time.</p>
<p>▶ 'Time' can also indicate the time of day, e.g. as indicated by a clock. 'Time' is often used to ask the time of day.</p>	<p>Example: What time is it? Is it time to go?</p>
<p>▶ 'O'clock' expresses an exact hour and is often omitted.</p>	<p>Example: It's six (o'clock). I'd like to watch the seven o'clock news.</p>

'Hour' - 'Time' - 'O'clock' – Exercise – Fill in the blanks

It's almost _____ leave for the airport! Hurry!

Is it _____ already?

Yes, it's _____ Cynthia to pick us up.

I know we're going to have a great _____.

time - that time - time to - time for

'Hour' - 'Time' - 'O'clock' – Exercise – Word order

I love - of - cooking, - lots - the - spend - in - time - so I - kitchen

American money

➡ The **United States'** primary **monetary unit** is the **dollar**. A **cent** is a **hundredth** of a **dollar**.

Example:

\$4 = four **dollars**

\$1 million = one million **dollars**

\$4.50 = four **dollars** and fifty **cents** (or four fifty)

\$.25 or 25¢ = twenty-five **cents**

Note: \$ precedes the number, to which it refers, ¢ follows the number to which it refers.

- American coins have various names:

1¢ = a **penny**

5¢ = a **nickel**

10¢ = a **dime**

25¢ = a **quarter**

50¢ = a **half dollar**

Note: A number of countries besides the United States have monetary units called dollars. To distinguish among these various currencies, it is useful to speak of '**US dollars**' (or '**American dollars**'), '**Canadian dollars**,' '**Australian dollars**,' etc.

American money– Exercise – Word order

is - diamond - the - scratched, - Although - worth - millions - of - dollars

Specific topics

Dates

<ul style="list-style-type: none"> Dates are written as cardinal numbers and pronounced as ordinal numbers. Days and months are capitalized. 	<p>Example:</p> <ul style="list-style-type: none"> Monday, May 5, 1996 August 22, 1999 Saturday, June 3
<ul style="list-style-type: none"> In a clause, 'on' precedes the date, which may be written as an ordinal or cardinal number. 	<p>Example:</p> <ul style="list-style-type: none"> I'll meet Mrs. Beckett on Friday the 16th.
<ul style="list-style-type: none"> When the day of the week precedes the day of the month, a definite article introduces the latter (which is expressed as an ordinal). 	<p>Example:</p> <ul style="list-style-type: none"> Friday the 16th (or 'Friday 16') (<i>written</i>) = Friday the sixteenth (<i>oral</i>)
<ul style="list-style-type: none"> In speech, the day of the month and month can be expressed using definite article + day (as an ordinal) + 'of' + month. <p>Note: In writing, the month — whether spelled out or expressed as a number — usually precedes the day.</p>	<p>Example:</p> <ul style="list-style-type: none"> The tenth of June <p>Example:</p> <ul style="list-style-type: none"> January 1, 2000 6/25/89
<p>➔ A year is normally pronounced as two two-digit numbers. Exception is made, however, for any year whose third digit is '0': '-00' is pronounced 'hundred,' and '-01' through '-09' are pronounced 'O' + digit.</p>	<p>Example:</p> <ul style="list-style-type: none"> 1999: nineteen ninety-nine (or nineteen hundred and ninety-nine) 1900: nineteen hundred 1909: nineteen-o-nine <p>Note: For the years 2000-2009, special pronunciation rules apply: <i>Example:</i> 2000: two thousand 2006: two thousand (and) six (not 'twenty-o-six') 2009: two thousand (and) nine (not 'twenty-o-nine')</p> <p>In standard American English, 'and' is only pronounced in the dates 2000-2009 in more formal contexts.</p>

Vocabulary – A2 level

➔ Decades are expressed using 'the' + a plural multiple of ten.

Example:

I like the fashion of **the Sixties**.

Dates – Exercis – Sentence practice

Rewrite as in the example:

We will have a picnic. (he asked)	He asked that we have a picnic.
We remember our origins on July 4th. (it is important)	
We will go to the fireworks display this evening. (Eugene asked)	
Everyone will take an umbrella. (the weatherman recommends)	



'To let'

▶ Permission is expressed using 'let' + object + infinitive without 'to.'	Example: <ul style="list-style-type: none">• They let their child do what he wants.
▶ 'Let' can also be used as an imperative auxiliary.	Example: <ul style="list-style-type: none">• Let her do what she likes.• Let me just deal with this lady first.

Note:

- ▶ A sentence formed with **let** to express permission **cannot be used** in the passive. The expression '**to be allowed to**' is therefore used.

Example:

- The child **is allowed to** do what he wants.

- ▶ The infinitive without 'to' may be **implied**.

Example:

- She would like to go to India but her parents won't **let** her.

'To let' – Exercise – The right word

_____ me have the P.O. number. You'll find it on the top right-hand corner of your invoice.

Let's - Letting - Let

Percentages

<p>➡ Percentages are expressed using number + '%' or 'percent.'</p>	<p>Example:</p> <ul style="list-style-type: none"> We've reduced the size by about 20% (percent).
<p>➡ When used as adjectives, percentages precede the nouns they modify.</p>	<p>Example:</p> <ul style="list-style-type: none"> We'll have to pay a 40% deposit. It's 100% coverage.

Percentage– Exercise – Sentence practice

Rewrite as in the example:

It (will begin) (this) year.	It began last year.
We (will hire) a Chinese consultant (next) year.	
The product line (will grow) by 25% (this) year.	
The company (will make) cell phones (next) year.	

Approximation

You may use **expressions of approximation** when you can't or don't want to specify an exact quantity, amount or number.

<p>➡ To express that the real number or amount is close to the number or amount quoted, use the adverbs approximately, about, around, and roughly. You can also use the phrases let's say and I would (I'd) say.</p>	<p>Example:</p> <ul style="list-style-type: none"> • We employ approximately 120 people. • Our company has about 30 distributors in France. • Sales went up by around 3% last month. • Roughly $\frac{1}{4}$ of our production is sold in the European Union. • We're operating at, let's say, 50% capacity because of the strike. • I'd say we can finish the job in a week.
<p>➡ To say that the real number or amount is a little higher than the number or amount quoted, you can use the expressions more than, just over, at least.</p>	<p>Example:</p> <ul style="list-style-type: none"> • We now get more than 200 orders a day. • Because we have hired so many new staff, we can now fill orders in just over a week. • It takes at least three days to ship the computers from our warehouse.
<p>➡ To say that the real number or amount is a little lower than the number or amount quoted, you can use the expressions less than, just under, close to, nearly, and practically.</p>	<p>Example:</p> <ul style="list-style-type: none"> • Less than half the staff works at our head office. • The meeting took just under an hour. • Close to 50 employees work in our U.K. subsidiary. • It cost nearly \$3000 to renovate our offices. • Practically all our employees have completed training on the new computer system.
<p>➡ To add more variety, you can use the following expressions to say that the number or amount in question is close to the number or amount quoted:</p> <ul style="list-style-type: none"> • more or less in the region of • something like thereabouts • give or take a few along the lines (of) 	<p>Example:</p> <ul style="list-style-type: none"> • We have something like ten days of vacation this summer. • She has more or less the same responsibilities as I do.

Vocabulary – A2 level

Note: The expressions '**something like**' and '**something along the lines of**' can also be applied to a noun or noun phrase to **express uncertainty**.

Example:

- His job involves **something along the lines of** design. (I'm not quite sure what he does, but I know it's similar to design.)

Approximation– Exercise – Text transformation

Rewrite the text using the most appropriate option:

Athena cell phones opened in (at least / less than / around) 1982.

When we started, we had (just over / just under / at least) ten branches, four in Seattle and five in Denver. Today, we have (more than / at least / nearly) two hundred offices, 100 in the States and 97 in Asia. Since 1991, our profits have totaled (roughly / close to) \$500,000 per year, \$511,000 in 2001 for example.



A large, stylized graphic of the letters 'FCC' in blue and green, positioned behind a set of horizontal lines for writing.

Telephone calls

To **communicate effectively over the telephone**, you should be prepared to **ask for** important information and to **give** several **key details**.

<p>Introduce Yourself:</p> <ul style="list-style-type: none"> ➔ After politely greeting the recipient of your call, the first step is to introduce yourself. ➔ When making a professional telephone call, state your name and professional information (what company you work for, and sometimes, your job title). ➔ Introductions range from very formal to informal depending on how well you know the person you are calling. When making an informal call to someone who knows you, you may choose to state your name only. ➔ Some common ways to introduce yourself are shown in the examples below. 	<p>Example:</p> <ul style="list-style-type: none"> • Good morning. My name is Dara Fielding and I'm calling from MisselinWorks. • Hi, this is Holden Stafford, Marketing Director at GZZ Limited. • Good afternoon, this is Sybil Schreiber, Barbara Gossard's assistant. • Hello, Janis speaking. (less formal). • Hi, it's Keith from Sanson & Honders. (less formal) • Hi Stanley. It's Marina. (informal)
<p>Ask to Speak to Someone:</p> <ul style="list-style-type: none"> ➔ After introducing yourself, you may ask to speak to someone in particular, or ask to be connected to an extension number. ➔ To make the request in a polite manner, you can use modals such as can, could, and may. ➔ The expression I'm looking for is sometimes used, but you should avoid it in very formal contexts. <p>Note: You may ask to speak to someone before introducing yourself.</p> <p>When making an informal professional call, you can use the expressions Is X in? or Is X around?</p>	<p>Example:</p> <ul style="list-style-type: none"> • Can I please speak to David Thorne? • I'd like to talk to Merri Forster, please. • May I speak with the Marketing Director, please? • Could you please connect me to extension 209? • I'm looking for Brendan Craig. Is he available? <p>Example:</p> <ul style="list-style-type: none"> • Can I speak to the HR manager, please? This is Bryce Larson. <p>Example:</p> <ul style="list-style-type: none"> • Hi, this is Jerry. Is Kathryn in? • Hello, it's Priscilla. Is Martin around?

Vocabulary – A2 level

Call Objective:

- ▶ **After introducing yourself** and perhaps **asking to speak to someone**, you should **state the objective** of your call. You may **wait** for the call recipient to **ask you** for this information, or you may **state it immediately**.
- ▶ Also note that if the person you wish to speak to **answers the phone**, you may simply **introduce yourself and state the objective of your call**.
- ▶ You can use expressions such as **I'm calling about**, **it's concerning**, **it's regarding**, and **my call concerns**.

Example:

- **I'm calling about** our meeting next week.
- Can I speak to Andrew Sullivan?
- **It's concerning** a fax.
- **My call concerns** the conference we're organizing together.
- Hi Diana. It's Yasmin. **I'm calling** because I have a few questions about the report.

Leave a message:

- ▶ If the person you are trying to reach is **not available**, you may wish to **leave a message**. The call recipient may **ask you** whether you want to leave a message, or you may **suggest it yourself**. You can use expressions such as **please tell him/her** or **could you let him/her know** to begin your message.

Example:

Call recipient: I'm sorry. Ms. Kidd isn't at her desk. Would you like to leave a message?

Caller: Sure. **Could you please tell her** I have a few questions about the meeting, and ask her to call me back as soon as possible?

Caller: **Can I please leave a message with Nina?**

Call Recipient: Of course.

Caller: **Please tell her** I would like to discuss the project with her, and that I'll call her back this afternoon.

Call recipient: Tyler isn't available right now. Can I take a message?

Caller: Yes, thank you. **Could you just let him know** I'm returning his call? I'll be at my office all day, so he can reach me here.

Vocabulary – A2 level

<p>Polite closings:</p> <p>➔ When ending a call, you should always thank your correspondent. You may use polite closings such as thank you for your time and let's be in touch soon.</p> <p>➔ When you are the recipient of a telephone call, you should be prepared to effectively answer the caller's questions and to provide appropriate information. Below are some tips on how to successfully respond to a basic professional telephone call.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> • Thank you so much, Amanda. I'll talk to you soon. • Thanks for your time. Have a great afternoon. • I appreciate your time, Jana. Let's be in touch soon. • Thanks a lot, Ben. Enjoy the rest of your day. • Thanks so much, Eric. Bye.
<p>Polite greetings:</p> <ul style="list-style-type: none"> • When answering a professional telephone call you should respond with a polite greeting. This may include saying your name, the company name, and/or an expression such as may I help you? You may also ask immediately whether the caller wishes to be connected to a specific extension or person. Below are some common examples of polite greetings. 	<p><u>Example:</u></p> <p>Good morning, this is Gretchen. How may I help you?</p> <p>Hello, Karen Blum speaking. How can I help you?</p> <p>Good afternoon, Emily Lawrence Cosmetics, Taylor speaking.</p> <p>Hello, this is the operator. Who may I connect you to?</p> <p>Hi, this is Toby. What can I do for you? (less formal)</p>
<p>The Call Objective:</p> <p>➔ Unless the caller immediately announces a reason for calling, you may ask for this information after polite greetings have been exchanged and the caller has asked to speak to someone in particular. However, you should generally skip this step when you are already familiar with the caller.</p>	<p><u>Example:</u></p> <p>Caller: Can I please speak to Mr.Vance? Call Recipient: May I ask why you're calling, please?</p> <p>Caller: Hi, this is Stephen Hill. Is Raquel Weinberg in? Call Recipient: May I tell her why you're calling?</p>

Vocabulary – A2 level

<p>Note: If you are the person the caller is attempting to reach, you may respond by saying This is he, This is she, This is (your name), or simply Speaking.</p>	<p>Example: Caller: Hi, this is Tyrone. Can I speak to Mitchell, please? Call recipient: This is Mitchell (or: This is he).</p> <p>Caller: May I speak to Ms. Evans, please? Call recipient: Speaking.</p>
<p>Connect the Call/Convey Availability:</p> <p>➔ If the caller wishes to speak to someone other than you, the next step is to let the caller know you will be connecting him or her to the appropriate person. If you know in advance that the person the caller wishes to reach is unavailable or absent, you should say so in a polite manner.</p>	<p>Example:</p> <p>Caller: Is Fiona Plum in? Call recipient: Just one moment please. I'll put you through.</p> <p>Caller: May I please speak to the Human Resources director? Call recipient: I'm going to try to connect you. Would you mind holding, please?</p> <p>Caller: Hello, this is Tricia Waters. Is Pat Chen available? Call recipient: I think she just stepped out of the office, but I'll check for you. Hold the line, please.</p> <p>Caller: Good morning. Can I speak with Jason? Call recipient: Jason's in a meeting at the moment.</p> <p>Caller: Hi, this is Abdul. Can I speak to Karl, please? Call recipient: Sorry Abdul, but Karl just left for lunch. (informal)</p> <p>Caller: Hi Barbara, this is Celine. Is Thomas in? Call recipient: Just a second. I'll check for you. (informal)</p>

Vocabulary – A2 level

<p>Messages:</p> <p>➔ When you are not able to connect a caller to the appropriate person, you may ask if the caller wishes to leave a message.</p> <ul style="list-style-type: none">Once the caller has relayed a message, you should respond with a polite expression such as Okay, I'll be sure to tell him/her you called.	<p>Example:</p> <p>Would you like to leave a message? Can I leave a message for her? Ms. Jacoby's line is busy. Do you want to leave a message on her voicemail? I'm sorry, but Laura just left the office. Can I take a message for you?</p>
<p>Polite closings:</p> <p>➔ You should always close a call with a polite thank you. Below are some common polite closings.</p>	<p>Example:</p> <p>Thanks for calling, Mr. Leroy. I'll make sure to give her the message. Thanks and have a great day. Bye. Thanks again, Ms. Gerrard. I'll get in touch with you soon. Ok, thanks, Kelly. I'll get back to you as soon as I can. (less formal) Thanks, Sonia. Talk to you in a few days. (informal)</p>

Telephone calls– Exercise – The right word

Good morning, Delilah _____, how may I help you?

spoke - is speaking - speaks - speaking

Not to be confused

'Home' - 'House'

<p>▶ 'Home' indicates a person's place of residence, or the place where one feels 'at home'.</p>	<p>Example:</p> <ul style="list-style-type: none">• I'm glad to see my home again.• You get back home for a well-earned rest.• Do you have a cat at home?
<p>▶ 'House' indicates a physical structure, a building used as a residence.</p>	<p>Example:</p> <ul style="list-style-type: none">• Do you have a house or an apartment?• My house was broken into yesterday.

Note: **'Home'** is used when movement is described. In sentences not involving movement, either **'at home'** or **'home'** (**'at'** being, in this case, implied) may be used. **'At'** is omitted in negations.

Example:

- It's time to go **home**.
- Tonight I'm staying (**at**) **home**.
- I **won't be home tomorrow**.

'Home' - 'House' – Exercise – Fill in the blanks

It is a nice, well-equipped _____ in a big _____.

You get an _____ to visit a _____.

There is also a _____ downstairs.

basement - apartment - offer - building - house

'At last' - 'At least'

'At last' ('finally') should not be confused with 'at least' ('in any case,' 'at the lowest estimate').

<p>➔ 'At last' may precede a clause, follow an auxiliary, or end a sentence.</p>	<p>Example:</p> <ul style="list-style-type: none">• At last you have stopped that noise.• We can at last relax.• She's arrived at last.• We're ready!• At last!
<p>➔ 'At least' may precede a clause, a noun or noun phrase, or follow a clause, auxiliary, or main verb.</p>	<p>Example:</p> <ul style="list-style-type: none">• At least your illness isn't serious, otherwise you would be in the hospital.• I hope we'll have a nice summer at least!• And don't forget to rest for at least three days.• You can at least tidy up your bedroom.• This must cost at least 20 dollars.

'At last' - 'At least'- Exercise – Fill in the blanks

_____ a minute!

_____! Your ball hit me on the head!

We have everything _____ the kitchen sink! We're ready!

At _____! Where's my shovel? We left it _____.

but - behind - last - just - ouch

'It's time to' - 'It's time for'

'It's time' may be used in either of the two following ways:

➔ Before a clause beginning with 'to'	Example: <ul style="list-style-type: none">• It's time to go to bed.• It's time to go on vacation.
➔ Before 'for' + a noun or noun phrase	Example: <ul style="list-style-type: none">• It's time for the concert.• It's time for the meeting.

'It's time to' - 'It's time for' – Exercise – Fill in the blanks

It's almost _____ leave for the airport! Hurry!

Is it _____ already?

Yes, it's _____ Cynthia to pick us up.

I know we're going to have a great _____.

time for - time - that time - time to

'It's time to' - 'It's time for' – Exercise – Word order

a - is - to - talk - about - convenient - time - Dinner - business

'For' - 'Since' - 'Ago'

A - For and **since** are often used after a **main clause** in the **present perfect**.

For + expression of length of time	
<p>➔ For is always followed by a noun phrase.</p>	<p>Example: I've lived in Detroit for five years. He's been studying at Stanford University for two years.</p>
Since + point of departure (precise moment)	
<p>➔ Since introduces a noun phrase or a dependent clause indicating a point of departure (date for example).</p> <p>➔ When since is followed by a dependent clause, the verb of the clause is, according to the context, either in the preterite or the present perfect.</p>	<p>Example:</p> <ul style="list-style-type: none"> • I've been learning English since I was eleven years old. • I haven't talked to her since I've been back. • She's been playing the violin since 1987.

B - Ago is preceded by a **noun phrase** describing a **point in time**.

The verb of the sentence is in the **preterite**.

Example:

- The couple **met two years ago**.
- He **arrived three hours ago**.

'For' - 'Since' - 'Ago' – Exercise – Grammar practice

Rewrite as in the example:

(for / since) 1995	since 1995
(for / since) four years	
(for / since) Monday	
(for / since) last week	
(for / since) yesterday	
(for / since) one month	
(for / since) last month	

'For' - 'Since' - 'Ago' – Exercise – The right word

My company sent me here on business three years _____.

since - time - long - for - ago



'Next' - 'The next'

<p>▶ 'Next' + expression of time (e.g. a day of the week, 'week', 'month', 'year', 'term', or 'time') is used without an article and indicates a future time (relative to the moment of speech or writing).</p>	<p>Example:</p> <ul style="list-style-type: none"> • Next time, give yourself an hour or more to get to the airport. • We've planned a 10% increase for next year. • Next Friday I'm on vacation.
<p>▶ 'The next' is used with the same expressions of time as is 'next'. However, the former expression indicates a future time relative not to the moment of speech or writing, but to some other (past or future) moment which is mentioned or understood.</p>	<p>Example:</p> <ul style="list-style-type: none"> • I'll spend the first week in Paris and the next two weeks in Rome. • She said she was leaving the next day.
<p>▶ 'The next' can also indicate a period that is beginning or about to begin at the moment of speech or writing.</p> <p>Note: 'The next few days' is a common expression.</p>	<p>Example:</p> <ul style="list-style-type: none"> • The next school year is going to be easy. (School begins tomorrow.) • Can you put me on the next flight? <p>Example:</p> <ul style="list-style-type: none"> • You'll get your checkbook in the mail within the next few days.

'Next' - 'The next' – Exercise – Fill in the blanks

Why don't you go canoeing _____ weekend?
 There will be a _____ pressure front. You should wait _____ then.
 We could _____ have storms. You mean _____ strong winds?

until - even - with - low – next

'Next' - 'The next' – Exercise – Word order

be - weekend - Will - next - so - sunny?

'Last' - 'Later' - 'Latter'

<p>➔ The adjective 'last' indicates a time before the moment of speech or writing.</p> <p>Note: 'Last' can be used as an adverb.</p>	<p>Example:</p> <ul style="list-style-type: none"> • I met your manager at last week's fair. • Remember, we had no snow last year. <p>Example:</p> <ul style="list-style-type: none"> • When he last came, he was ill.
<p>➔ 'The last' refers to the final item in a series.</p>	<p>Example:</p> <ul style="list-style-type: none"> • I bought the last dress they had. • I didn't get the last number! • See Mr. Warcock in the last office on your right.
<p>➔ The comparative adverb 'later' is followed by 'than' + clause unless its reference point is the moment of speech or writing (in which case 'than' + clause may be omitted).</p>	<p>Example:</p> <ul style="list-style-type: none"> • You arrived later than expected. • Could you please call back later?
<p>➔ 'Later' can also be used as an adjective.</p>	<p>Example:</p> <ul style="list-style-type: none"> • Please call back at a later date.
<p>➔ The pronoun 'the latter' refers to the second of two elements mentioned.</p>	<p>Example:</p> <ul style="list-style-type: none"> • I can come by car or by train. • I think I'll take the latter.

'Last' - 'Later' - 'Latter' – Exercise – Fill in the blanks

I'm closing the _____ suitcase.

It's not _____ going on vacation. Your car is _____.

Where are you going?

To a _____ island.

We're staying in a _____ house.

summer - beautiful - full - easy - last

'For how long' - 'Since when'

A - 'For': 'how long... (for)'

<p>➔ 'For' introduces nominal groups expressing duration.</p>	<p>Example:</p> <ul style="list-style-type: none"> We've been traveling for almost a month now.
<p>➔ Statements containing 'for' answer questions containing 'how long... (for)'.</p>	<p>Example:</p> <ul style="list-style-type: none"> How long have you been traveling for? How long have you been waiting?

B - 'Since': 'since when'

<p>➔ 'Since' introduces a nominal group or subordinate clause expressing a precise past time.</p>	<p>Example:</p> <ul style="list-style-type: none"> It has been snowing since Monday.
<p>➔ Statements containing 'since' answer questions containing 'since when'.</p>	<p>Example:</p> <ul style="list-style-type: none"> Since when has it been snowing?

'For how long' - 'Since when' – Exercise – Sentence practice

Answer the question as in the example:

Do they use a travel agent? (five years)	They've been using a travel agent for five years.
Do you study finance? (since last semester)	
Are you interested in the stock market? (since I was a boy)	
Do you work on Wall Street? (for years)	

'To remember' - 'To remind'

<p>➔ Past actions may be recalled using 'to remember' + gerund or 'to remember' + nominal group. 'To remember' takes the thing remembered as its object.</p>	<p>Example:</p> <ul style="list-style-type: none"> • He remembered locking the door. • I remember my first day at work.
<p>➔ 'To remember' + infinitive evokes a future action someone must not forget to do.</p>	<p>Example:</p> <ul style="list-style-type: none"> • Remember to post the letter.
<p>➔ 'To remind' takes as its direct object the person who is reminded of (or to do) something.</p> <p>➔ Such sentences may be constructed using 'to remind' + object + 'of' + noun, or 'to remind' + object + infinitive.</p>	<p>Example:</p> <ul style="list-style-type: none"> • He reminded her of her promise. • Remind me to phone him.



Vocabulary - Solutions

The basics – Solution(s)

Nationalities: capital letters – Solution(s)

Nationalities: capital letters– Exercise – Sentence practice

Answer the question as in the example:

Do you change planes in Atlanta or New York?	I change planes in either Atlanta or New York.
Is he here for business or pleasure?	He's here for either business or pleasure. He's here either for business or for pleasure. He's either here for business or for pleasure. He's either here for business or pleasure. He's either here for business or here for pleasure. He is here for either business or pleasure. He is here either for business or for pleasure. He is either here for business or for pleasure. He is either here for business or pleasure. He is either here for business or here for pleasure.
Is her passport French or Swiss?	Her passport is either French or Swiss. Her passport's either French or Swiss. It's either French or Swiss. It is either French or Swiss.
Are they flying business or coach?	They're either flying business or coach. They're flying either business or coach. They are either flying business or coach. They are flying either business or coach.

.....

'Hour' - 'Time' - 'O'clock' – Solution(s)

'Hour' - 'Time' - 'O'clock' – Exercise – Fill in the blanks

It's almost **time to** leave for the airport! Hurry!

Is it **that time** already?

Yes, it's **time for** Cynthia to pick us up.

I know we're going to have a great **time**.

Vocabulary – A2 level

'Hour' - 'Time' - 'O'clock' – Exercise – Word order

I love cooking, so I spend lots of time in the kitchen.

.....

American money – Solution(s)

American money– Exercise – Word order

Although scratched, the diamond is worth millions of dollars.

.....

Specific topics – Solution(s)

Dates – Solution(s)

Dates – Exercise – Sentence practice

Rewrite as in the example:



We will have a picnic. (he asked)	He asked that we have a picnic.
We remember our origins on July 4th. (it is important)	It is important that we remember our origins on July 4th.
We will go to the fireworks display this evening. (Eugene asked)	Eugene asked that we go to the fireworks display this evening.
Everyone will take an umbrella. (the weatherman recommends)	The weatherman recommends that everyone take an umbrella. The weatherman recommends everyone take an umbrella.

.....

'To let' – Solution(s)

'To let'– Exercise – The right word

Let me have the P.O. number. You'll find it on the top right-hand corner of your invoice.

.....

Percentages – Solution(s)

Percentage– Exercise – Sentence practice

Rewrite as in the example:

It (will begin) (this) year.	It began last year.
We (will hire) a Chinese consultant (next) year.	The company grew by 25% overseas last year. The company grew by twenty-five percent overseas last year.
The product line (will grow) by 25% (this) year.	Our new product line sold well last year.
The company (will make) cell phones (next) year.	Athena made digital cameras in the beginning.

Approximation – Solution(s)

Approximation– Exercise – Text transformation

Rewrite the text using the most appropriate option:

Athena cell phones opened in (at least / less than / around) 1982.
 When we started, we had (just over / just under / at least) ten branches, four in Seattle and five in Denver. Today, we have (more than / at least / nearly) two hundred offices, 100 in the States and 97 in Asia. Since 1991, our profits have totaled (roughly / close to) \$500,000 per year, \$511,000 in 2001 for example.

Athena cell phones opened in around 1982.
 When we started, we had just under ten branches, four in Seattle and five in Denver. Today, we have nearly two hundred offices, 100 in the States and 97 in Asia.
 Since 1991, our profits have totaled roughly \$500,000 per year, \$511,000 in 2001 for example.

Telephone calls – Solution(s)

Telephone calls– Exercise – The right word

Good morning, Delilah **speaking**, how may I help you?

Not to be confused – Solution(s)

'Home' - 'House' – Solution(s)

'Home' - 'House' – Exercise – Fill in the blanks

It is a nice, well-equipped **apartment** in a big **building**.
You get an **offer** to visit a **house**.
There is also a **basement** downstairs.

.....

'At last' - 'At least' – Solution(s)

'At last' - 'At least'- Exercise – Fill in the blanks

Just a minute!
Ouch! Your ball hit me on the head!
We have everything **but** the kitchen sink! We're ready!
At last!
Where's my shovel? We left it **behind**.



.....

'It's time to' - 'It's time for' – Solution(s)

'It's time to' - 'It's time for' – Exercise – Fill in the blanks

It's almost **time to** leave for the airport! Hurry!
Is it **that time** already?
Yes, it's **time for** Cynthia to pick us up.
I know we're going to have a great **time**.

'It's time to' - 'It's time for' – Exercise – Word order

Dinner is a convenient time to talk about business.

.....

'For' - 'Since' - 'Ago' – Solution(s)

'For' - 'Since' - 'Ago' – Exercise – Grammar practice

Rewrite as in the example:

(for / since) 1995	since 1995
(for / since) four years	for four years for 4 years
(for / since) Monday	since Monday
(for / since) last week	since last week
(for / since) yesterday	since yesterday
(for / since) one month	for one month for a month
(for / since) last month	since last month

'For' - 'Since' - 'Ago' – Exercise – The right word

My company sent me here on business three years **ago**.

.....

'Next' - 'The next' – Solution(s)

'Next' - 'The next' – Exercise – Fill in the blanks

Why don't you go canoeing **next** weekend?

There will be a **low** pressure front.

You should wait **until** then. We could **even** have storms. You mean **with** strong winds?

'Next' - 'The next' – Exercise – Word order

Will next weekend be so sunny?

.....

'Last' - 'Later' - 'Latter' – Solution(s)

'Last' - 'Later' - 'Latter'– Exercise – Fill in the blanks

I'm closing the **last** suitcase.
 It's not **easy** going on vacation.
 Your car is **full**.
 Where are you going? To a **beautiful** island.
 We're staying in a **summer** house.

.....

'For how long' - 'Since when' – Solution(s)

'For how long' - 'Since when'– Exercise – Sentence practice

Answer the question as in the example:

Do they use a travel agent? (five years)	They've been using a travel agent for five years.
Do you study finance? (since last semester)	I've been studying finance since last semester. I have been studying finance since last semester. We've been studying finance since last semester. We have been studying finance since last semester
Are you interested in the stock market? (since I was a boy)	I've been interested in the stock market since I was a boy. I have been interested in the stock market since I was a boy.
Do you work on Wall Street? (for years)	I've been working on Wall Street for years. I have been working on Wall Street for years. We've been working on Wall Street for years. We have been working on Wall Street for years.

ENGLISH

SPANISH

FRENCH

GERMAN

ITALIAN

DUTCH

