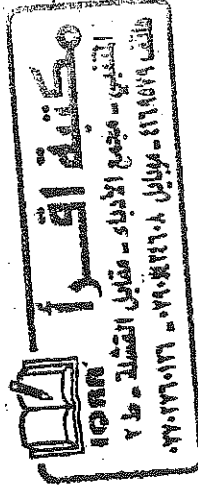
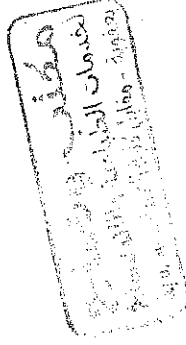


Situational Dialogues

MICHAEL OCKEN'DEN

The English Centre, Eastbourne

Illustrations by Malcolm Booker



LONGMAN

- 1 *Asking the Way* page 2
- 2 *On a Bus* page 4
- 3 *Taking a Taxi* page 6
- 4 *At a Railway Station* page 8
- 5 *The London Underground* page 10
- 6 *Booking Airline Tickets* page 12
- 7 *Hiring a Car* page 14
- 8 *At a Garage* page 16

Food and Drink

- 9 *At Lunch* page 18
- 10 *Tea-time* page 20
- 11 *With a Friend in a Coffee Bar*
page 22
- 12 *In a Restaurant* page 24
- 13 *In a Pub* page 26
- 14 *Offering Cigarettes* page 28

In Town

- 15 *At a Hotel* page 30
- 16 *Finding a Room* page 32
- 17 *Making an Appointment* page 34
- 18 *Finding a Job* page 36
- 19 *At a Bank* page 38
- 20 *At a Barber's Shop* page 40
- 21 *Shopping* page 42
- 22 *At a Theatre* page 44
- 23 *Police Registration* page 46

- 24 *Asking for Change* page 48
- 25 *Telephoning (1)* page 50
- 26 *Telephoning (2)* page 52
- 27 *In a Post Office* page 54

Health

- 28 *Asking about Health* page 56
- 29 *At a Doctor's Surgery* page 58
- 30 *At a Chemist's Shop* page 60
- 31 *Meeting People after a Long Time*
page 62

Greetings

- 32 *Introductions and Opening
Conversation Gambits* page 64
- 33 *Christmas, New Year and
Easter Greetings* page 66
- 34 *Saying Good-bye* page 68

At Home

- 35 *Television* page 70
- 36 *Thanks for Hospitality* page 72

- 37 *Asking People to Repair and
Offering Lifts in a Car* page 74
- 38 *Asking Favour* page 76
- 39 *Complaining* page 78
- 40 *Apologising* page 80
- 41 *What Shall We Do This Evening*
(1) page 82
- 42 *What Shall We Do This Evening*
(2) page 84
- 43 *Complimenting People on Clothes*
page 86
- 44 *The Weather* page 88

The large number of possibilities helps greatly to maintain class interest, but the teacher should vary the lesson as much as possible in order to prolong the practice to a point just below the threshold of boredom and restlessness (this will differ according to the motivation of the class, and the skill of the teacher, but somewhere between 20 and 30 minutes should be the target). There are several ways of doing this, such as:

- (a) Constantly changing roles, teacher-student, student-teacher, student-student etc.
- (b) Insisting that the students gradually increase the speed of delivery so that the dialogues always remain a challenge. A high degree of concentration is required of everybody, for nothing disrupts a smooth, rapid flow of exchanges so much as the student who loses the place and reads the wrong part.
- (c) Reading rapidly non-stop round the class, each student saying one utterance only per dialogue, i.e.:
 - 1st student: one of A's first utterances
 - 2nd student: one of B's first utterances
 - 3rd student: one of A's second utterances
 - 4th student: one of B's second utterances
 - 5th student: one of A's third utterances
 - etc.

The above procedure is continued for two or three circuits of the class. The teacher must insist on fast and accurate exchanges.

- (d) Carrying out a conventional pattern practice of important structures using call-words, i.e.:
 - 'Is there any chance of borrowing your umbrella?'
tape-recorder / bicycle / hair-drier / etc.'
- (e) Limiting the practice to the first two utterances of all four dialogues and insisting on rapid exchanges round the class.

- 4 for question tags when the speaker is not sure that what he says is correct
You 'know, 'don't you?
- 5 for sentences ending with 'please'; for 'goodbye'; for 'thank you' when it is used to show gratitude for a simple matter (passing the salt etc.)
What's the 'time, 'please?

- (c) The falling-rising tune
The voice falls on the most important part of the sentence and rises again. It is used in the following exercises:
 - 1 for apologies
I'm 'sorry.
 - 2 for expressing tentative opinions
I 'hope 'so.

The intonation of the sentences used in the dialogues follows the general rules above. The accompanying cassettes should be listened to carefully and the intonation of the native speakers imitated.

CLASSROOM TECHNIQUE (4 x 4 dialogue)

- 1 The teacher reads aloud dialogue (i) and explains the meaning where necessary.
- 2 Class repeats dialogue (i) in chorus after the teacher. Some members are asked to read parts, again after the teacher.
- 3 The same procedure is followed for dialogue (ii).
- 4 The teacher points out to the class that there are sixteen (4 x 4) possible variations for the two dialogues covered so far.
- 5 The teacher takes the part of A and tells the best student to take that of B. Continue with other students, the teacher alternating between A and B. Students read both parts when everybody understands what is expected.
- 6 Continue as in 1, 2, and 5 for dialogues (iii) and (iv), explaining that there are now even more variations.

This situationally-graded book is intended for intermediate and advanced students wishing to learn and practise the type of informal conversational English in current, everyday use. Forty-four situations are presented, each in the form of four short dialogues. The aim of the student should be to memorise as many as possible of the expressions and phrases contained in the dialogues, since they are used by English people time and time again in the given situations.

Dialogues

Each situation is expressed by four dialogues arranged in parallel, so that any of A's first utterances may be followed by any of B's first utterances, and so on. This means that, with a 4 x 4 arrangement, we have 256 different variations of the same situation, leaving the class with a high degree of choice. Practice can be continued without boredom, and, by reading and acting out the dialogues many times in class and at home, the student's painlessly learn the contents by heart.

Drills

These are based not on a grammatically graded sequence but on the dialogue situations and are intended to provide additional practice in some of the more important constructions. They should not be attempted one after the other, but done as a break between dialogue practice sessions. In both drills and dialogues, stress marks are used to indicate emphasis.

Key

A key to some of the harder drills is given at the end of the book; drills for which there is a key are marked thus —*

Intonation

The speaker's mental attitude is shown by the way in which the musical pitch of the voice changes. Three basic intonation tones are used in English speech, each in various situations. These tones may be broadly classified as:

- (a) the falling tone
- (b) the rising tone
- (c) the falling-rising tone

(a) The falling tone

The voice falls from a high to a low note on the stressed syllable. It is used in the following cases:

- 1 in short complete statements
It's 'not 'far.
- 2 for questions beginning with a question word
'How much is this 'tee?
- 3 for question tags when the speaker is sure that what he says is right
It's 'hot today, 'isn't it?
- 4 for orders and exclamations
'Don't 'forget.

(b) The rising tone

The voice rises on the last stressed word or on the unstressed syllables following the last stress. It is used in the following cases:

- 1 for statements intended to encourage
'That's a good 'idea.
- 2 for questions which are answered by 'Yes' and 'No'
Do you 'want to 'go?
- 3 for questions beginning with question words when the speaker wishes to show special interest
'Where do you 'live?

- (f) Asking the class to write out a dialogue from memory and then calling on certain members to read aloud their efforts.
- (g) Asking students to act out a situation from memory.
- (h) Playing the 'hangman' game with phrases from the current and previous dialogues: this is best done as a form of relaxation at the end of a hard practice session.

REVISION

It is important to spend a few minutes at the beginning of each lesson revising previous dialogues because they are so short, the time required is minimal.

CASSETTES

These have been recorded with pauses making it possible for the student working alone to hold a conversation with his recorder. Each of the forty-four situations has been recorded thus:

- (a) Listening
All four dialogues straight through without pauses.
- (b) Dialogue practice
For some situations the student is expected to take the part of A and for others that of B: whichever is more useful. The cassette, acting the part of the other speaker, delivers a random selection of utterances and the student responds using one of the four alternatives available.

Section (a) 'Listening' should be done with books shut.
Section (b) 'Dialogue Practice' should be done with books shut when the student is confident.

I Asking the Way

Although all houses should have a street number, many are known only by a name. If you have difficulty in finding such a house, try asking the local shopkeepers or, better still, the postman, if you are lucky enough to see him. If you know that someone lives in a certain road but you do not know which number, ask at the public library or police station and they will check on the electoral roll. This is a road-by-road list of all the people entitled to vote.

(i)

(ii)

(iii)

(iv)

A Excuse me. Can you tell me where South Street is, please?

Excuse me, please. Could you tell me the way to the station?

Excuse me, but I'm trying to find the Town Hall.

Excuse me, please. Could you tell me how to get to the town centre?

B Take the second on the left and then ask again.

Turn round and turn left at the traffic-lights.

Take the third on the right and go straight on.

First right, second left. You can't miss it.

A Is it far?

Will it take me long to get there?

Should I take a bus?

Is it too far to walk?

B No, it's only about five minutes' walk.

No, it's no distance at all.

No, you can walk it in under five minutes.

No, it's only a couple of hundred yards.

A Many thanks.

Thank you.

Thank you very much indeed.

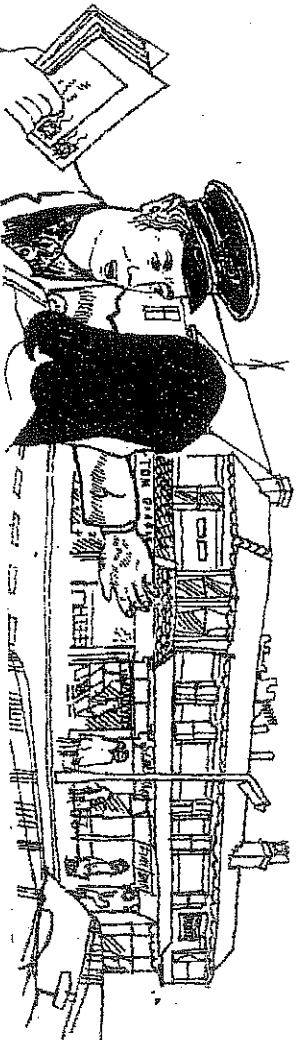
Thanks very much.

B Not at all.

That's OK.

That's quite all right.

It's a pleasure.



Drills

I

Make sentences as in the example.

Example You take the second turning on the right after the traffic lights.

- 1) zebra crossing.
- 2) left
- 3) third road
- 4)
- 5) Go down

2

Make questions and answers substituting for the items in bold type.

Example

STUDENT A Do I take the second on the left?

STUDENT B No, you wait the first on the right.

- 1 A second right?
B first left?
- 2 A third left?
B fourth left?
- 3 A third right?
B second left?
- 4 A fourth left?
B first right?
- 5 A next right?
B next left?

3*

Change A's questions to a more polite form.

Example

STUDENT A Where's the station?

STUDENT B Can you tell me where the station is, please?

- 1 A How far is it to London?
B
- 2 A Where are the shops?
B
- 3 A Which direction is the motorway?
B
- 4 A How many miles is it to the nearest garage?
B
- 5 A Which way's the coast?
B

4*

Change A's statements as in the example.

Example

STUDENT A He'll get there in ten hours.

STUDENT B It'll take him ten hours to get there.

- 1 A She'll learn it in ten lessons.
B

2 A They'll walk it in half an hour.
B

3 A I'll make it in twenty minutes.
B

4 A We'll deliver it in twenty-four hours.
B

5 A You'll get there in less than a minute.
B

5*

Change A's statements as in the example.

Example

STUDENT A It's far; you can't walk.

STUDENT B It's too far to walk.

- 1 A It's foggy; you can't see the turning.
B
- 2 A It's wet; you can't go on foot.
B
- 3 A It's dark; you can't find the way.
B
- 4 A It's late; you can't get there in time.
B
- 5 A It's difficult; you can't remember.
B

1 in motorway: a fast road, divided down the centre to separate cars going in different directions.

2 On a Bus

Bus conductors still collect passengers' fares in some towns, but single-deck one-man buses are seen more and more, especially in country districts. In London, fast buses called 'Red Arrows' run non-stop between important places. The fare is fixed, and passengers pass through an automatic gate which opens when the correct coins are inserted.

(i)

A Does this bus go to the station?

B No, you'll have to get off at the bus stop, and take a 192.

A Can you tell me where to get off?

B It's the next stop but one.

(ii)

A Am I OK for St Mary's Church?

B No, we only go as far as the park, but you can walk from there.

A How much further is it?

B It's quite a way yet, but I'll tell you in good time.

(iii)

A Do you go to the sea-front?

B No, you're going the wrong way. You want a 143 from the church.

A Have we got much further to go?

B It's the next stop.

(iv)

A Is this the right bus for the Town Hall?

B No, you should have caught a 12. Jump out at the bridge and get one there.

A Could you tell me when we get there?

B It's three stops after this one.

¹ bus numbers such as 15 and 93 are pronounced as 'fifteen' and 'ninety-three'. Larger numbers such as 143 are pronounced as 'one-four-three'.

² the next stop but one: two stops from here



Drills

I

Example

Would you tell me where I get off for St Mary's Church, please?

- 1) Terminus Road,?
- 2) out?
- 3) Could the right stop?
- 4) Princes Park?
- 5)

2

Example

STUDENT A Does the 19 go to Terminus Road?

STUDENT B Terminus Road? No, it only goes as far as the church! You want a 91!

- 1 A 21 the post office?
B the river 12.
- 2 A 152 the clock tower?
B Duke Street 251.
- 3 A 14 Scampton?
B Waddington 41.
- 4 A 68 the university?
B the Odeon 86.
- 5 A 72 the technical college?
B the castle 27.

3*

Respond to A's statements using the phrase 'shouldn't have' plus the past participle.

Example
STUDENT A I took the 611
STUDENT B You shouldn't have taken the 611! That was a mistake.

- 1 A I got out at the park.
B
- 2 A I caught a Red Arrow.
B
- 3 A I came early.
B
- 4 A I asked for the station.
B
- 5 A I bought a return ticket.
B

4*

Respond to A's statements using the phrase 'should have' plus the past participle.

Example
STUDENT A I didn't go by bus!
STUDENT B That was wrong. You should have gone by bus!

- 1 A I didn't remember the number.
B
- 2 A I didn't bring my season ticket.
B
- 3 A I didn't ring the bell.
B
- 4 A I didn't have any change.
B
- 5 A I didn't get a return.
B

3 Taking a Taxi

London taxis carry meters indicating the fare to be paid. Drivers must charge the metered fare for all journeys within the London police districts, regardless of duration and distance, and including journeys to and from London Airport (Heathrow). Taxi drivers expect to be tipped for all journeys.

(i)

A The American Embassy, please. I have to be there by 11.10.

B I can't promise, but I'll do my best.

B You're just in time. £6.30, please.

A Thanks a lot. Here's £7. You can keep the change.

(ii)

Do you think you can get me to Victoria by half past?

We should be OK if the lights are with us.

You've still got five minutes to spare. £6.40, please.

Thanks very much indeed. Here's £10, give me £3, please.

(iii)

Piccadilly, please. I have an appointment at 10.30.

I think we can make it if we get a move on.²

Here we are, sir. £6.35, please.

Many thanks. Let's call it £7.

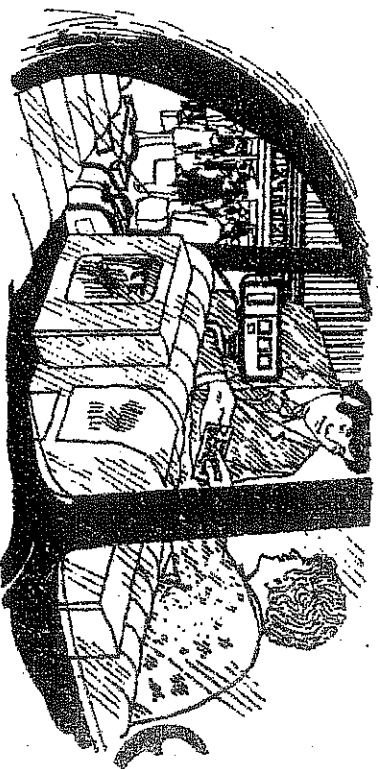
(iv)

Paddington, please. I want to catch the 11.15.

We'll be all right if there are no hold-ups.¹

This is it, sir. £6.50, please.

Thank you. Here's the fare, and this is for you.



¹ make it: get there in time
² get a move on: hurry

¹ hold-ups: delays

Drills

1

Example

My conference is at eleven-thirty so I want to be there at eleven.

- 1) eleven-fifteen
- 2) ... meeting
- 3) set out
- 4) at eight
- 5) be called

2

Example

STUDENT A Do you think you can get me to Victoria by half past?
STUDENT B We should make it if the lights are green!

- 1 A the station by half past?
- B if the lights are with us.
- 2 A the Hilton Hotel by eleven?
- B if the traffic's not too heavy.
- 3 A Waterloo by twenty-five past?
- B unless we get held up.
- 4 A the French Embassy by 2.15?
- B unless the lights are against us.
- 5 A this address by ten to?
- B unless we get caught in the rush hour.!

3

It is possible to give a tip by asking for a certain amount of change.

Example (A tip of 50p)

STUDENT A £10 please.
STUDENT B Right. Here's five! Give me 50p change, please.

- 1 A £20
- B £25 £4

5

Example

STUDENT A You'll never make it by ten!
STUDENT B There's no rush.¹ I don't have to be there till 10.30.

- 1 A He eleven.
- B 11.30.
- 2 A They twelve.
- B 12.30.
- 3 A We one.
- B 1.30.
- 4 A She four.
- B 4.30.
- 5 A I six.
- B 6.30.

4

Reply to A's questions using 'I want to' followed by the correct verb.

Example

STUDENT A Which train are you catching?
STUDENT B I want to catch the 11.45!

- 1 A What time are you setting out?
- B at two o'clock.
- 2 A How long are you staying?
- B for an hour.
- 3 A Which station are you going to?
- B Waterloo.
- 4 A Which part of London are you going to?
- B Hampstead.
- 5 A When are you coming back?
- B at twelve.

¹ the rush hour: the time when people are going to and from work
² there's no rush: there is no need to hurry

A At a Railway Station

The normal return ticket costs double the single fare but cheaper return tickets called 'Day Returns' may be bought at most stations. These tickets are ideal for one-day excursions to London, although certain trains may not be used.

(i)

A When does the London train leave, please?

Which train do I take for Victoria, please?

Which platform for London Bridge, please?

What time's the next train to Victoria, please?

(ii)

B 9.25. Platform 3.

9.28. This end of Platform 2.

9.27 from Platform 1.

9.26. Platform 4. Right up at the front.

(iii)

A What time does it reach London?

When does it get in?

What time does it arrive?

When do we get there?

B You should be there at 11.31, but you may be a bit late.

It gets there at 11.34.

It takes roughly two hours so you'll arrive just before 11.30.

It's due in at 11.35, but they're running late today.

(iv)

A Do I have to change?

Must I change?

Is it necessary to change?

Need I change trains?

B Yes. You change at Lewes and East Croydon.

No. It's a through train.¹

No. There's no need to change.

Yes. Change at East Croydon.

¹ a through train: a train which takes you to your destination without a change

Drills

I

Example

Three first class singles to London, please.

- 1) Benhill
- 2) A three-month return
- 3) Two Day Returns
- 4) Brighton
- 5) A single

2

Example

Which side of the platform do I want for Newhaven Harbour, please?

- 1) part of the train
- 2) Charing Cross,?
- 3) platform
- 4) Dover Marine?
- 5) carriage
- 6) Eastbourne?
- 7) station
- 8) Hastings?
- 9) train
- 10) Tilbury?

3

Example

STUDENT A Which train would get me to York by 4.30?

STUDENT B If you caught the 11.35, you'd be there at 16.14.

- 1) A Victoria ... 8.30 a.m.?
- 2) B 7.12 8.11.
- 3) A Paris .. six thirty?
- 4) B 9.50 18.07.
- 5) A Hastings .. 5.45?
- 6) B 5.10 5.40.
- 7) A Leeds .. 7.00 p.m.?
- 8) B 13.36 18.40.
- 9) A Tilbury .. midday?
- 10) B 7.27 11.34.

5

Example

STUDENT A When does the 9.15 get to Victoria?

STUDENT B The 9.15? It's due in at 19.32.

- 1) A 8.33 Waterloo?
- 2) B 9.10.
- 3) A 7.27 Tunbridge Wells?
- 4) B 9.48.
- 5) A 3.45 Leeds?
- 6) B 18.58.
- 7) A 12.35 Lincoln?
- 8) B 21.20.
- 9) A midnight train .. Eastbourne?
- 10) B 1.11.

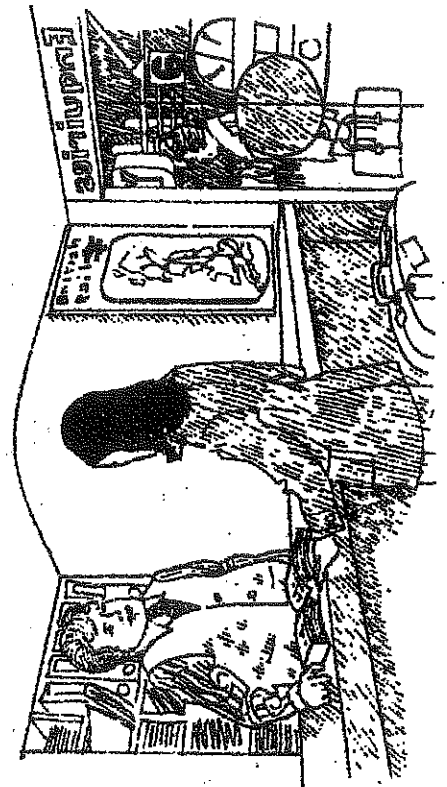
4

Example

STUDENT A Need I change at Crewe?

STUDENT B No, you don't have to change till Grantham.

- 1) A he Lewes?
- 2) B East Croydon.
- 3) A they Swindon?
- 4) B Bristol.
- 5) A she Winchester?
- 6) B Southampton.
- 7) A we Cambridge?
- 8) B Ely.
- 9) A I Haywards Heath?
- 10) B Three Bridges.



5. The London Underground

Fares on the London Underground (the Tube) are not fixed, but are proportional to the distance travelled. There are ten lines in the system: the Bakerloo, Central, Circle, District, Jubilee, Metropolitan, Northern, Piccadilly, Victoria and Waterloo and City lines.

(i)

A Which way do I go for Queensway, please?

How do I get to Lancaster Gate, please?

Which line do I take for Marble Arch, please?

Can you tell me the best way to get to Bond Street, please?

(ii)

B Take the Bakerloo to Paddington; the District to Notting Hill and then get the Central.

Catch the Metropolitan to Liverpool Street and then change to the Central Line.

That's easy; it's the next station down the Central Line.

You want the Victoria to Oxford Circus and then you change on to the Central.

(iii)

A Where do I go now?

Which platform do I want?

How do I get down to the trains?

Which way do I go first?

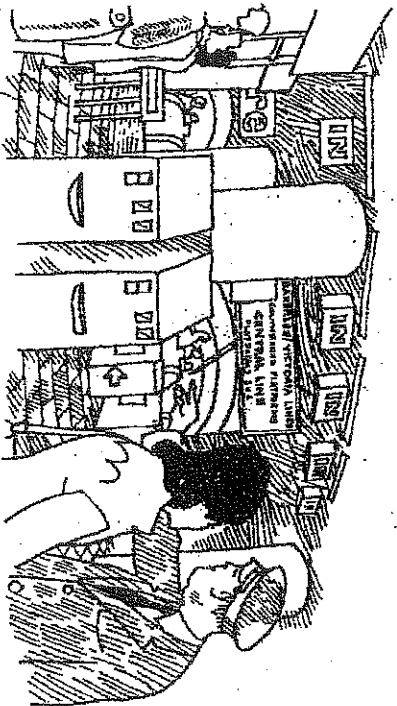
B Take the escalator on your right.

Follow those signs. You can't go wrong.

Get that lift over there.

Go straight down the stairs, and turn left at the bottom.

(iv)



Drills

I

Example

Go straight down the escalator and follow the signs to Waterloo.

- 1) up
- 2) Victoria..
- 3) up in the lift
- 4) arrows
- 5) Kings Cross.

2

Example

STUDENT A Can you tell me the best way to get to Holborn, please?
STUDENT B Take the Bakerloo to Oxford Circus and change to the Central.

- 1 A Earls Court?
B Metropolitan Hammer-smith District.
- 2 A Knightsbridge?
B Circle South Kensington Piccadilly.
- 3 A Regents Park?
B Victoria Oxford Circus Bakerloo.
- 4 A Baker Street?
B Northern Aldersgate Metropolitan.
- 5 A Liverpool Street?
B Waterloo and City the Bank Central.

3

Example

STUDENT A Excuse me, but is this the right train for St Pauls?
STUDENT B Yes, it's three stops down the line.

- 1 A platform ... Leicester Square?
B two stops
- 2 A side Marble Arch?
B the next stop
- 3 A line Holland Park?
B four stops
- 4 A direction Swiss Cottage?
B the stop after next

4

Example

STUDENT A Excuse me, please. Which way do I go for Notting Hill?
STUDENT B Notting Hill? Take the lift down to the Central Line.

- 1 A Piccadilly Circus?
B escalator Bakerloo
- 2 A Tower Hill?
B stairs Circle
- 3 A Bayswater?
B lift District
- 4 A Waterloo?
B stairs Northern
- 5 A Arsenal?
B escalator Piccadilly

6 Booking Airline Tickets

There are three London airports: Heathrow, Stansted and Gatwick.

(i)

A I want to fly to Geneva on or about the first.

I'd like to book a flight to Munich for Monday the tenth.

What flights are there from London to Vienna tomorrow?

(ii)

B I'll just see what there is.

I'll have a look in the timetable for you.

If you'd like to take a seat, I'll find out for you.

(iii)

A I want to go economy, and I'd prefer the morning.

I'll need an economy class open return.¹

I'd like to travel first class, please.

(iv)

B Lufthansa Flight LH 203 leaves at 0920.

KLM have got a DC-9 leaving at 0925.

BA Flight BA 561 takes off from Heathrow at 0925, and flies direct.

There's a Swissair DC-9 out of London at 0920.

A What time do I have to be there?

What else ought I to know?

What time have I got to get there?

When am I supposed to check in?

B The coach leaves for the airport at 0745.

The latest time of reporting is 0820 at the airport.

You'll have to be at Victoria Coach Station by 0745.

If you're going to the airport, you must be there before 0820.

¹ open return: a return which may be used at any time

I

Example

Is it possible to break my journey at Athens on my way to Istanbul?

- 1) stay a night
- 2) Rome
- 3) stop over
- 4) Is it all right
- 5) Teheran?

2

Example

STUDENT A Can I break my journey to Delhi?

STUDENT B Yes, you can stop over at Teheran if you like.

- 1 A Chicago?
- B New York
- 2 A Kuwait?
- B Beirut
- 3 A Miami?
- B Shannon
- 4 A Cairo?
- B Orly
- 5 A Karachi?
- B Rome

3

Example

STUDENT A Which flight gets me to Beirut by 7 p.m.?

STUDENT B British Airways departs at 1030 and arrives at 1235.

- 1 A Geneva midnight?
- B Swissair Flight SR 871 2220 2340.
- 2 A Rotterdam 7 p.m.?
- B KLM Flight KL 106 1705 1800.
- 3 A Stuttgart 5 p.m.?
- B Lufthansa Flight LH 243 1500 1625.
- 4 A Oslo 10 p.m.?
- B SAS Flight SK 512 1935 2130.
- 5 A Madrid lunchtime?
- B British Airways Flight BA 048 1030 1255.

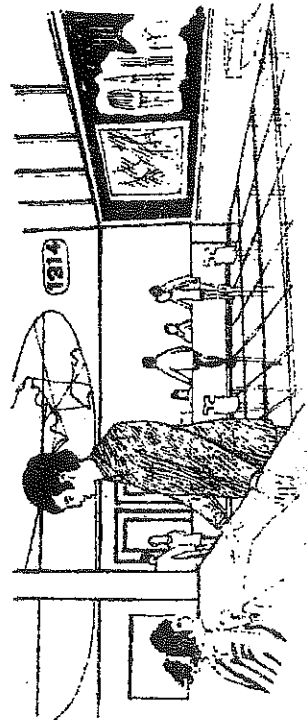
4

Example

STUDENT A What night flights are there from Gatwick to Copenhagen tomorrow?

STUDENT B SAS have got a flight leaving at 0430.

- 1 A morning ... Heathrow
- Zürich
- B Swissair DC-9 0850.
- 2 A afternoon Manchester Amsterdam
- B KLM plane 1700.
- 3 A night economy London Paris
- B BA charter 2200.
- 4 A tourist London Frankfurt
- B Lufthansa aircraft 1710.
- 5 A evening Malta Birmingham
- B Danair charter 2115.



7 Hiring a Car

Foreign visitors may use their foreign licences for a period of one year before they have to take the British driving test. An international licence is not normally necessary.

(i)

A How much is it to rent a large estate car?

What's the rate for one of your medium-sized vans?

(ii)

B £24 a day or £135 a week.

The daily rate is £23, and the weekly £128.

(iii)

A Will I be able to have one next weekend?

Right then. I'd like to book one for next Friday, please.

Can you tell me the hire charge for minibuses please?

You can have one for £20 a day, or £138 for a week.

(iv)

B Have you got a current licence?

Is yours a full licence?

Is your driving licence valid?

Have you held a licence for over two years?

A Yes, I've been driving since I was eighteen.

Yes, I've had one ever since 1978.

Yes, there's no problem there.

Yes, here it is.

B Good. All you do now is complete this form.

OK. If you'll just fill up this form, I'll book you one.

Fine. We'll need some particulars and a £25 deposit.

Right. In that case there's only a form to fill in.

¹ a current licence: an up-to-date licence

¹ a valid licence: an up-to-date licence

¹ fair enough: that's all right

I

Example

Can you hire me an estate car for three days from tomorrow?

- 1) a small saloon?
- 2) rent?
- 3) six?
- 4) next Monday?
- 5) a large van?

2

Example

STUDENT A I'd like to rent an estate next Monday.

STUDENT B The best I can do is a saloon. All the estates are out till Wednesday.

- 1 A a pick-up Saturday.
B a van Monday.
- 2 A a minibus Tuesday.
B a saloon Friday.
- 3 A a camper van Thursday.
B a trailer tent Sunday.
- 4 A an automatic Wednesday.
B a manual Saturday.
- 5 A a trailer Sunday.
B a roof rack Monday.

3

Example

STUDENT A What's the daily rate for a Mercedes?

STUDENT B Rather expensive, I'm afraid. You're talking about £100 a day.

- 1 A weekly Range Rover?
B Quite expensive £800
- 2 A hourly chauffeured Rolls?
B Very expensive £40
- 3 A monthly BMW?
B Quite a bit, £1000
- 4 A daily volvo Estate?
B Not cheap, £60



You're talking about £100: the approximate cost is £100

8 At a Garage

Nearly all garages in the U.K. sell petrol on a self-service basis. You can also take your car there for a service after a certain number of miles.

(i)

A Could you book me in for a full service, please?

I'd like to arrange to have my car serviced.

Could you book my car in for a service? It's well overdue.

My car needs servicing. Can I get it done here?

(ii)

B Certainly, madam. I just need to know the year and model.

Yes, of course. Which year and model is it?

That's no problem. Can you tell me the year and model?

Yes, I think we can help you. Which year and model, please?

(iii)

A I can't remember the year but it's a "D" registration.

It's a 1986 model - the smallest one in the range.

It's a 500 series - and it's less than a year old.

It's last year's model - the estate version.

(iv)

B I think I can fit you in first thing tomorrow morning.

How would next Friday afternoon suit you?

Can you bring it in on Thursday?

How about next Wednesday morning?

A That'd suit me fine. And while you've got it, could you have a look at the brakes as well?

That'd be perfect. And could you also try to improve the starting?

That should be OK. And perhaps you could see to the clutch - it keeps slipping.

That's fine. And at the same time, could you do something about the sun-roof? It lets the rain in.

B Yes, we always check everything thoroughly.

Yes, we'll do that as a matter of course.

Yes, I'll make a special note of it.

Yes, we'll do that for you.

* "D" registration: a car first registered in August 1986

1 as a matter of course: as is done every time

1 well overdue: already very late

Drills

I

Example

While you've got it, could you do something about the brakes?

- 1) it's in here
- 2) have a good look at
- 3) the clutch?
- 4) And at the same time
- 5) thoroughly overhaul

2

Example

STUDENT A Your car needs servicing,
STUDENT B Where can I get it serviced?

- 1 A The oil needs changing.
B
- 2 A The clutch needs renewing.
B
- 3 A The tyres need replacing.
B
- 4 A The bonnet needs respraying.
B
- 5 A The brakes need adjusting.
B

3

Example

STUDENT A You say the engine sometimes overheats.
STUDENT B Yes, it keeps overheating all the time.

- 1 A clutch slips
B
- 2 A engine backfires.
B
- 3 A lock jams.
B
- 4 A sun-roof sticks.
B
- 5 A engine stalls.
B

4

Example

STUDENT A Shall I have a look at the tyres?
STUDENT B Yes, and could you check the battery as well, please?

- 1 A radiator?
B oil
- 2 A battery?
B anti-freeze
- 3 A brake fluid?
B windscreen washers
- 4 A spare wheel?
B stop lights
- 5 A water?
B tyres

9 At Lunch

Although the correct name for the midday meal is lunch, many English families call it 'dinner'. English people do not wish each other 'Good Appetite'.

(i)

A You must have some more chicken.

B No, thanks. I'm supposed to be slimming.

A Can't I tempt you?

B Well, maybe I could manage a very small piece.

(ii)

Wouldn't you like to finish up the omelette?

No, really, thank you. I just couldn't eat any more.

Come on now. Surely you can manage it.

No, thank you, really. I must have put on pounds as it is.

(iii)

Another piece of meat pie?

No, thanks, really. I'm on a diet.

Please do. You've hardly eaten anything.

It's delicious, but I don't think I ought to.

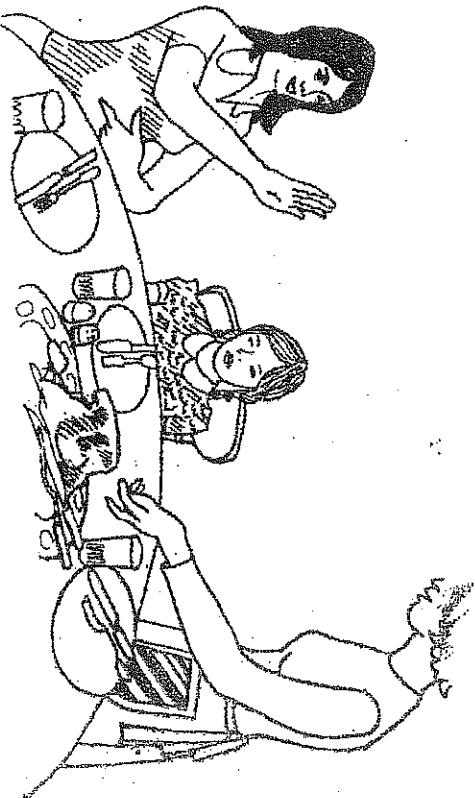
(iv)

Do have the rest of the mashed potato.

No, thank you. I've had too much already.

Just take it to please me.

OK, but only a small piece or I shan't have room for any pudding.



Drills

I

Example

It's very tasty but I honestly couldn't manage another piece.

- 1) ... delicious
- 2) ... really
- 3) ... any more.
- 4) ... very nice
- 5) ... just

2

Example

STUDENT A Surely you can eat another piece of cake.

STUDENT B Well, maybe I 'could manage just a very small piece.

- 1 A the rest of the lamb.
- B a little.
- 2 A some more potatoes.
- B one or two.
- 3 A another slice of toast.
- B one more.
- 4 A some more trifle.¹
- B a little more.
- 5 A that last fish finger.²
- B half of it.

3*

Answer A's questions using 'too much' or 'too many'.

Example

STUDENT A You 'must have some more rice.

STUDENT B No, thanks, really. I've had 'far too much already.

- 1 A potatoes.
- B

5*

Example

STUDENT A Did he say much?

STUDENT B No, he hardly said anything.

- 1 A they want?
- B
- 2 A he drink?
- B
- 3 A she eat?
- B
- 4 A it cost?
- B
- 5 A I get?
- B

4

Example

STUDENT A Wouldn't you like some more trifle?

STUDENT B Yes, I'd love some. It's a delicious trifle.

- 1 A pudding?
- B lovely
- 2 A pic?
- B gorgeous
- 3 A salad?
- B delicious
- 4 A stew?
- B very nice
- 5 A wine?
- B excellent

¹ trifle: a pudding made with cake, fruit, cream and sherry
² fish fingers: frozen pieces of fish sold in packets.

10 Tea-time

Tea is the number one drink in Britain and the average person has about four cups of tea a day. In times of disaster or tragedy 'a nice cup of tea' is offered as a kind of universal cure.

(i)

A Would you care for a cup of tea?

B Only if 'you're having one.

A Do you take milk and sugar?

B A dash of milk¹ and two lumps,² please.

(ii)

I expect you could do with a cup of tea, couldn't you?

I'd rather have a cup of coffee, if you don't mind.

Milk and sugar?

A milky one without sugar, please.

(iii)

How about a nice cup of tea before you go?

Yes, I'd love one.

How do you like it?

A strong one with three spoons for me, please.

(iv)

Would you like a cup of tea?

Only if it's not too much trouble.

Do you like it with milk and sugar?

Not too much milk and just half a spoonful, please.



¹ a dash of milk: a very little milk
² two lumps: two sugar cubes

Drills

I

Example

Plenty of milk and three spoons for me, please.

- 1)
- 2) A dash of
- 3)
- 4) A little
- 5)

2

Example

STUDENT A Would you care for a cup of tea?
STUDENT B I'd rather have a cup of coffee, if you don't mind.

- 1 A a chocolate biscuit?
B a cream cake
- 2 A a glass of milk?
B a drink of orange
- 3 A a cucumber sandwich?
B a muffin?
- 4 A a slice of cake?
B a doughnut?
- 5 A another piece of toast?
B a sausage roll

3

Reply to A's questions using the second alternative.

Example

STUDENT A Do you like tea or would you prefer coffee?
STUDENT B Coffee for me, please.

- 1 A jam
- B fishpaste?

- 2 A cake
- B biscuits?
- 3 A toast
- B bread?
- 4 A milk
- B lemon?
- 5 A white bread
- B brown?

4*

Reply to A's questions using 'one', 'some', 'it', 'them', or 'to'.

Example
STUDENT A Would you like a cup of tea?
STUDENT B I'd love one.

- 1 A this sandwich?
B
- 2 A some coffee?
B
- 3 A these biscuits?
B
- 4 A to come again?
B
- 5 A another bun?
B

5

An informal way of saying 'I need a cup of tea' is to say 'I could do with a cup of tea.'
Make A's statements more informal.

Example

STUDENT A I need a new set of tyres.
STUDENT B I could do with a new set of tyres.

- 1 A I need a cup of tea.
B
- 2 A Patrick needs a haircut.
B
- 3 A They need a few days off.
B
- 4 A Your front door needs a coat of paint.
B
- 5 A Mother needs a holiday.
B

- 1 a muffin: a toasted cake eaten with butter
- 2 a doughnut: a cake made of dough, sweetened and fried
- 3 a bun: a cake made with yeast

11 With a Friend in a Coffee Bar

Many cafes in the U.K. are self-service, but sometimes you will be served at the table by a waiter or waitress.

(i)

A What would you like to drink?

What can I get you to drink?

(ii)

What are you going to have to drink?

(iii)

What do you want to drink?

(iv)

B A black coffee for me, please.

An iced Coke¹ would go down well.

I'd like something cool.

I feel like a cup of tea.

A How about something to eat?

Wouldn't you like some cake, too?

Would you care for some cake?

Do you fancy something to eat?

B Yes, I'd love a portion of that strawberry tart.

Yes, I think I'll have a slice of chocolate sponge.

Yes, I'll try a piece of cheese cake.

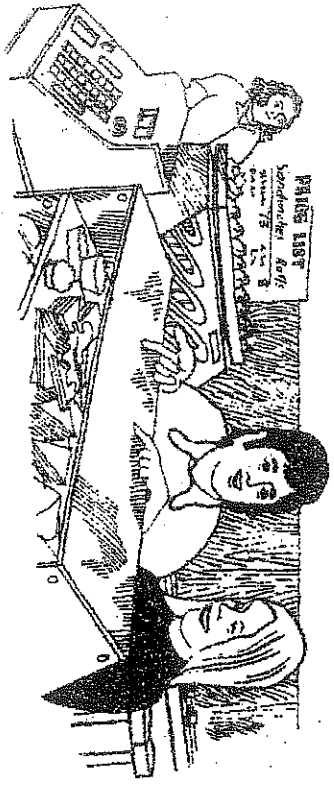
Yes, I'd rather like some of that fruit cake.

A Right. I'll see if I can catch the waitress's eye.

Right. Sit down there and I'll bring it over.

It certainly looks tempting. I wouldn't mind some myself.

That's a good idea. I think I'll join you.



¹ Coke: Coca Cola

¹ I wouldn't mind: I'd rather like

Drills

I

Example

Would you care for a round of ham sandwiches and a cup of tea?

- 1) a milk shake?
- 2) Wouldn't you like a piece of cheese cake?
- 3) fruit?
- 4) Do you fancy
- 5) Do you fancy

2

- 2 A toasted sandwiches
- B a round
- 3 A chocolate cakes
- B a couple
- 4 A coffee ice-cream
- B one
- 5 A hot chocolate
- B a cup

Example

STUDENT A I think I'll have a coffee.

STUDENT B That's a good idea. Coffee for me, too, please.

- 1 A a Coke.
- B
- 2 A a tea.
- B
- 3 A a chocolate.
- B
- 4 A a Horlicks.
- B
- 5 A a milk.
- B

think

try to

the of

think

4

Example

STUDENT A Would you care for a piece of cake?

STUDENT B Yes, please. The chocolate sponge looks rather tempting.

- 1 A something to drink?
- B iced Coke
- 2 A a toasted sandwich?
- B cheese and tomato
- 3 A something to eat?
- B strawberry tarts
- 4 A an ice-cream?
- B chocolate
- 5 A a cake?
- B cream doughnuts

3

Example

STUDENT A This jam sponge is absolutely delicious.

STUDENT B Yes, it looks it. I wouldn't mind a slice myself.

- 1 A raspberry milk shake
- B a glass

S*

The word 'glass', 'cup' etc is often omitted when you are ordering drinks.

Example

STUDENT A Tell the waitress we want two cups of tea and a glass of lemonade.

STUDENT B Two teas, and a lemonade please.

- 1 A two cups of tea and a cup of coffee.
- B
- 2 A a glass of Coca Cola and four cups of tea.
- B
- 3 A three cups of chocolate and two glasses of orange juice.
- B
- 4 A a glass of orange juice and two glasses of milk.
- B
- 5 A three cups of black coffee.
- B

* Horlicks: a malted milk drink

12 In a Restaurant

There is a wide variety of international restaurants in the U.K.: Indian, Chinese and Italian restaurants are especially popular, but there are also many others. Apart from restaurants, there are also many take-aways, where you can buy cooked meals to take home.

(i)

A Can I take your order, sir?

B Yes. I'd like to try the steak, please.

A And to follow?

B Ice-cream, please.

(ii)

Have you decided on something, sir?

Yes. Haddock¹ and chips for me, please.

How about the sweets?

No sweet thanks. Just coffee.

(iii)

Have you chosen something, sir?

Yes, I think I'll have the curry, please.

What would you like afterwards?

I'd like some fruit if you have any.

(iv)

May I take your order, sir?

I'll just take a small salad, please.

Do you want any sweets?

Apple pie and custard would be nice.



¹ haddock: a kind of fish

I

Example

I'll have grapefruit juice to begin with, and beefburger and chips to follow.

- 1) egg-mayonnaise..... a mushroom omelette
- 2) prawn cocktail grilled lamb chops
- 3) tomato juice a chicken salad
- 4) onion soup beef curry
- 5) melon Irish stew

2

Example

STUDENT A And what will you have to follow the soup?

STUDENT B I think I'll try the curry, please.

- 1 A fruit juice?
- B fish
- 2 A crab?
- B chicken
- 3 A prawn cocktail?
- B steak
- 4 A melon?
- B beef
- 5 A scampi?
- B lamb

3

Example

STUDENT A Has he decided on something yet?

STUDENT B No, he can't make up his mind.

- 1 A they
- B Margaret
- 2 A Margaret
- B Brian
- 3 A Brian
- B you
- 4 A you
- B the children
- 5 A the children
- B

4*

Reply to A's questions using the present perfect tense.

Example

STUDENT A Would you like to order your meal, sir?

STUDENT B I've already ordered it, thank you very much.

- 1 A have your soup
- B
- 2 A see the menu
- B
- 3 A book your table
- B
- 4 A taste the wine
- B
- 5 A choose your sweet
- B

13 In a Pub

The hours during which English pubs are allowed to open are strictly controlled by the law. Times vary in different parts of the country, but are approximately from 11 a.m. to 2.30 p.m. and from 6 p.m. to 10.30 or 11 p.m. on weekdays, and from 12 noon to 2 p.m. and from 7.00 to 10.30 p.m. on Sundays. It is normal to buy one's own drinks at the bar, and the barman is not tipped unless he brings drinks to the table. Each order is paid for separately, and not at the end of the evening.

(i)

A What are you going to have?

B A half of bitter, please.

A Are you sure you won't have a scotch?

B Thanks very much, but I'm driving.

(ii)

What's it to be?

The same again, please.

Won't you make it a pint this time?

I'd better not, thank you all the same.

(iii)

What would you like to drink?

Just a light ale for me, please.

Won't you have a gin and tonic with me?

That's very kind of you, but I don't think I will.

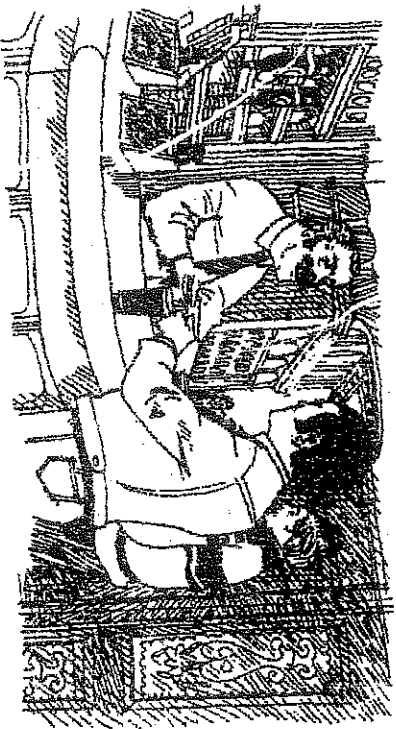
(iv)

What can I get you?

I'd like a lager, please.

Wouldn't you care for something a little stronger?

No, I think I'd better stick to halves, thanks.



I stick to halves: continue to drink half pints of beer

a third: a light draught beer

Drills

I

Example

- Here's to a safe journey home. Cheers!
- 1) good luck at the interview
 - 2) fine weather on holiday
 - 3) the best of luck on Friday
 - 4) success in the exams

2

Reply to A's questions saying: 'No, this is 'my round.' and repeating his question.

Example

- STUDENT A What are you going to have?
STUDENT B No, this is 'my round. What are you going to have?

- 1 A What would you like to drink?
B
- 2 A What are you drinking?
B
- 3 A What will you have?
B
- 4 A What are you going to drink?
B
- 5 A What are you having?
B

3

Example

- STUDENT A I'd like a lager, please.
STUDENT B Why don't you make it a scotch?
- 1 A a half
 - B a pint?

2

- A a Coke
- B something stronger?
- 3 A a light ale
- B a gin and tonic?
- 4 A a pint of bitter
- B a brandy?
- 5 A shandy?
- B a sherry?

4*

Reply to A's questions using the correct auxiliary verb.

Example

- STUDENT A Didn't he order a bitter?
STUDENT B A bitter? No, I don't think he did.

- 1 A Don't they close at eleven?
B
- 2 A Wasn't his a shandy?
B
- 3 A Doesn't she like Babydam?
B
- 4 A Haven't they got draught lager?
B
- 5 A Isn't there an extension?
B

5

Respond to A's statement using the phrase 'Then you'd better' plus a question tag.

Example

- STUDENT A I've got a shocking hangover.
STUDENT B Then you'd better take an Alka-Seltzer, hadn't you?

- 1 A I've been asked to bring a bottle.
B Call at the off-licence?
- 2 A I've got to go in five minutes.
B drink up
- 3 A I'm driving home.
B make this your last
- 4 A I've brought the children.
B sit out in the garden
- 5 A I've just won £10.
B buy a round

- 1 cheers: this is said before drinking
- 2 my round: my turn to buy drinks
- 3 a shandy: beer and lemonade or ginger beer
- 4 Babydam: an inexpensive champagne-type drink
- 5 an extension: an extension of drinking hours
- 6 Alka-Seltzer: a kind of medicine
- 7 an off-licence: a place where alcoholic drinks may be bought but not drunk

14 Offering Cigarettes

Cigarettes are rather expensive in the U.K. as they carry a heavy tax. It is therefore a good idea to buy some duty-free ones on the plane or ship before arriving. The Customs allow approximately 200 to be brought in by each person over the age of seven years.

(i)

A Cigarettes?

B No, thanks. Not before lunch.

A Please have one. It's a new brand.

B I honestly don't feel like one at the moment, thanks.

(ii)

Have a cigarette.

No, thanks. I've just put one out.

Please do. I always seem to be smoking yours.

Perhaps I will then. Have you got a light?

(iii)

Would you like a cigarette?

No, thanks. I'm trying to cut down.

To do. I owe you one from yesterday.

OK, but next time you must have one of mine.

(iv)

Help yourself to a cigarette.

No, thanks. I'm trying to give up.

Come on. I insist.

No, really, thank you. I've got a bit of a cough.



1 a light; a match or a lighter.

I

Example

Sorry to trouble you, but can you oblige me with a match?

- 1) give me
- 2) have you got
- 3) Excuse me,
- 4) a light?
- 5) but could I trouble you for

2

Example

STUDENT A Have a cigarette.

STUDENT B No, thanks. I never smoke before lunch.

- 1 A Cigarette?
B after meals.
- 2 A Help yourself to a cigarette.
B before breakfast.
- 3 A Would you like a cigarette?
B while I'm driving.
- 4 A Won't you have a cigarette?
B them without filters.
- 5 A Would you care for a cigarette?
B at work.

3*

Reply to A's questions reversing the pronouns.

Example

STUDENT A Did he smoke one of yours?
STUDENT B No, I smoked one of his.

- 1 A Did she smoke one of mine?
B
- 2 A Did they smoke one of his?
B
- 3 A Did we smoke one of theirs?
B
- 4 A Did I smoke one of hers?
B
- 5 A Did she smoke one of his?
B

4*

You can say 'I've stopped smoking' or 'I've given up smoking'. You can say 'I've smoked less' or 'I've cut down on smoking'.

Reply to A's questions using the correct form of 'give up' or 'cut down'.

Example (1)

STUDENT A Are you smoking less?
STUDENT B Yes, I'm cutting down.

Example (2)

STUDENT A Have you stopped smoking?
STUDENT B Yes, I've given up.

- 1 A Have you smoked less?
B
- 2 A Will you smoke less?
B
- 3 A Did you stop smoking?
B
- 4 A Are you going to stop smoking?
B
- 5 A Did you have to stop smoking?
B
- 6 A Did you have to smoke less?
B

IS At a Hotel

Be sure not to miss the breakfast in an English hotel. If you are touring, you may not have to stop for lunch after a good English breakfast.

(i)

A I wonder whether you have any vacancies for tonight.

B Yes, I can offer you Room 24 on the first floor.¹

A How much is it?

B £27.50 a night excluding service.

A Can I see it, please?

B Certainly. Would you take a seal for a moment?

(ii)

A Have you a single room for two nights?

B Yes, but only on the top floor.

A What price is it?

B £34 with service and TV.

A Fair enough. Can you show me the room, please?

B Of course. Would you like to follow me?

(iii)

A Can I book a double room from now until Friday?

B You can have Room 33, overlooking the sea.

A What's the price?

B £28.75 not counting the service.

A Can I have a look at it, please.

B Yes, of course. Come this way.

(iv)

A Have you got a twin-bedded room for one night?

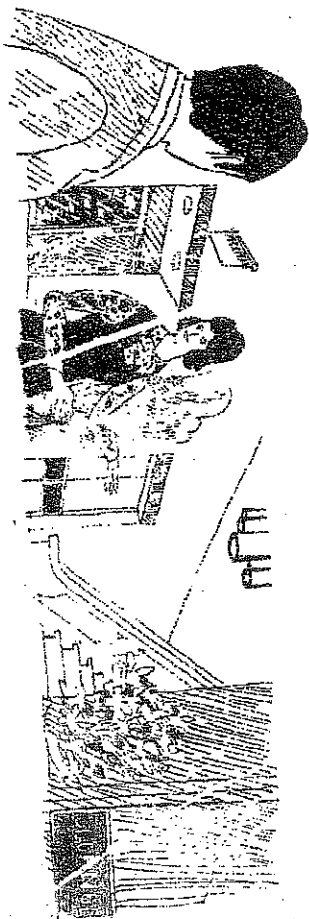
B I can let you have a room at the back.

A What does it cost?

B With a private bath, £31, service included.

A Can you show me something a little cheaper?

B Yes, of course. I won't keep you a moment.



¹ first floor: the floor above street level

Drills

I

Example

Can I reserve a double room from Sunday till Tuesday with a view of the sea?

- 1) book?
- 2) private bathroom?
- 3) single?
- 4) now?
- 5) have?

2

Example

STUDENT A Have you got a double room?

STUDENT B No, but I can let you have two singles.

- 1 A a single room with a shower?
B one with a bath.
- 2 A a room overlooking the sea?
B one facing the park.
- 3 A a twin-bedded room?
B one with a double bed.
- 4 A two singles on the 2nd floor?
B two on the top floor.
- 5 A a double room from Monday to Friday?
B one till Wednesday.

3

Reply to A's questions using the comparative form of the adjective.

Example

STUDENT A Is this room big enough for you, sir?

STUDENT B I suppose you haven't anything a little bigger, have you?

- 1 A floor quiet?
B

5*

You can say 'a room with a double bed' or 'a double-bedded room'.
Change A's sentences as in the example.

Example

STUDENT A I'd like a room with a double bed.

STUDENT B I'd like a double-bedded room.

- 1 A I want a room with twin beds.
B
- 2 A This tip is for the waitress with the blue eyes.
B
- 3 A Please reserve me a suite of two rooms.
B
- 4 A I slept in the room with the red carpet.
B
- 5 A I want to complain about the waitress with the long hair.
B

4

Reply to A's questions using 'something' plus an infinitive.

Example

STUDENT A Are you hungry?

STUDENT B Yes. Can you give me something to eat?

- 1 A the children restless?
B something to play with?
- 2 A she thirsty?
B to drink?
- 3 A you bored?
B read?
- 4 A ... you waiting to sign the register?
B to write with?
- 5 A your bag broken?
B to mend it with?

16 Finding a Room

When inquiring about a room it is always a good idea to ask at the beginning whether laundry and heating are included in the price.

If you want to share a flat, look in the 'flats to let' column of an evening paper for advertisements like:
4th Grl Shr. s/c H'stead flr. 01-134 2343 evenings.
This means that a fourth girl is required to share a self-contained flat in Hampstead, and that enquiries should be made by telephone in the evenings.

(i)

A I believe you take in foreign students.

I've been told you might have a vacant room.

A friend told me I might find some accommodation here.

I wonder if you can help me - I'm looking for a room.

(ii)

B Yes, if you don't mind sharing.

Yes, I've got a spare single.

Yes, I'll have a room free after the weekend.

I have got a vacancy, yes.

(iii)

A How much is it?

What are your terms?

What's the price of the room?

What sort of price are you asking?

B £39 per week including heating.

£37 for bed and breakfast.

£36 a week, but I can't do lunches.

£40 a week excluding laundry.

A Do you think I could have a look at it, please?

Could I have a look at the room, please?

Do you mind if I come in?

Would it be convenient to see the room?

B We're having it decorated at the moment. Will Friday do?

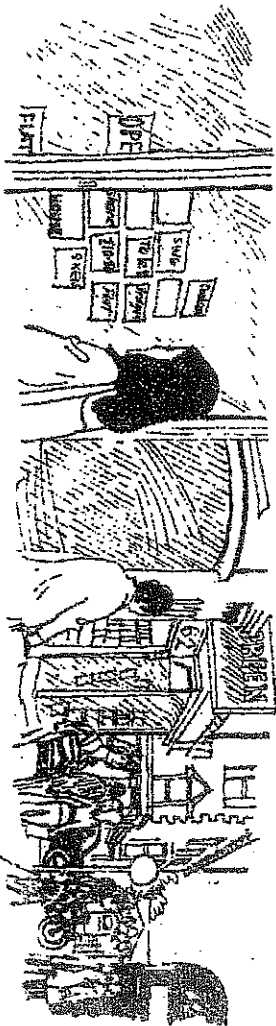
It's a bit awkward just now. Could you come tomorrow?

Come in by all means, but it's in a terrible mess.

Can you call back later? We're right in the middle of lunch.

(iv)

Will Friday do? Will Friday be all right?



Drills

I

Example

I wonder whether you could help me, I'm trying to find a family to live with.

- 1) looking for
- 2) a bed-sitting room.
- 3) can
- 4) if
- 5) somewhere to live,

2

Example

STUDENT A Would it be convenient to see the room now?
STUDENT B Can you call back later? I'm right in the middle of lunch.

- 1 A at all possible
- B call again breakfast.
- 2 A all right
- B come again Woman's Hour?
- 3 A in order
- B look back Coronation Street?
- 4 A possible
- B drop back a game of bridge.
- 5 A OK
- B come round tea.

3

Example

STUDENT A When you say £40, is that with lighting and heating?
STUDENT B It's including lighting but excluding heating.

- 1 A £35 cleaning and bed linen?
- B

5

Respond to A's statements using a general after 'I don't mind'.

Example

STUDENT A You'll have to share with somebody, I'm afraid.
STUDENT B That's quite all right. I don't mind sharing with somebody.

- 1 A do your own washing
- B
- 2 A pay in advance
- B
- 3 A give me a deposit
- B
- 4 A cook your own breakfast
- B
- 5 A make your own bed
- B

4

Example

STUDENT A Is it too expensive for you?
STUDENT B It's a bit expensive, yes.

- 1 A far
- B
- 2 A cold
- B
- 3 A small
- B
- 4 A noisy
- B
- 5 A dark
- B

1 a bed-sitting room: a one-roomed flat
2 Woman's Hour: a BBC radio programme
3 Coronation Street: a popular television programme

X7 Making an Appointment

Doctors usually insist on appointments being made before they receive patients during the daily surgery hours.

(i)

A Will Dr. Black be able to see me at about 9.15 tomorrow?

I wonder whether the dentist could fit me in¹ early tomorrow?

(ii)

B Sorry, but he's fully booked till eleven unless there's a cancellation.

I'm afraid there's nothing before midday.

A Would ten to one be convenient?

How about 12.45?

B Yes, he's free then.

Sorry, but that's taken, too.

(iii)

I'd like to fix an appointment with the principal. Would nine tomorrow be all right?

I'm afraid not. He's got rather a full day tomorrow.

(iv)

Do you think the staff manager could see me tomorrow before 9.30?

He won't be in till 10.45, so the earliest would be 11.

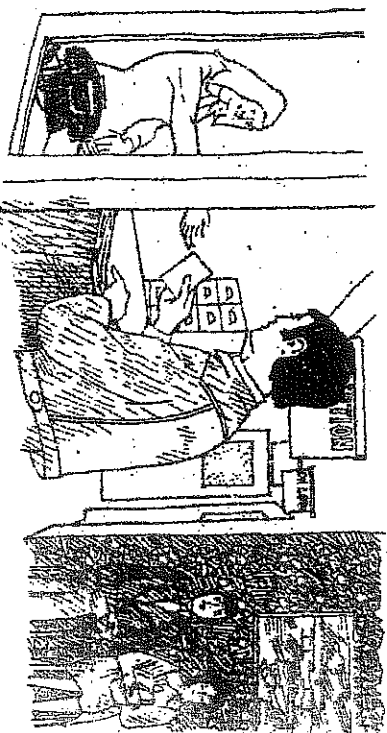
Could I make it quarter to one?

Is 12.40 any good?

Sorry again, but I'll ring you if somebody cancels.

Yes, I'll make a note of it.

¹ fit me in: see me between his other engagements



Drills

I

Example

Will Dr Blackmore be able to fit me in at 4.30 tomorrow?

- 1) the dentist
- 2) set me
- 3) three o'clock?
- 4) the manager
- 5) meet me

2

- 2 A at eleven?
- B a little later?
- 3 A on Monday?
- B on Wednesday?
- 4 A at three o'clock?
- B a bit earlier?
- 5 A some time on Friday morning?
- B in the afternoon?

Example

STUDENT A Can the dentist see me today?

STUDENT B No, I'm afraid not. He won't be free till tomorrow.

- 1 A ... the chief engineer ... on Friday?
- B ... back ... Tuesday.
- 2 A ... the manager ... before lunch?
- B ... in ... this afternoon.
- 3 A ... Miss Moore ... at three?
- B ... ready ... six.
- 4 A ... the Aliens' Officer ... now?
- B ... available ... 2.15.
- 5 A ... the doctor ... this week?
- B ... home ... next month.

3

Example

STUDENT A Would it be convenient to see you at 9.15?

STUDENT B Do you think you could make it 9.30?

- 1 A after lunch?
- B before lunch?

4

Example

STUDENT A Monday's no good I'm afraid. He's busy.

STUDENT B How about Tuesday, then?

- 1 A 9.30 engaged?
- B 10.30
- 2 A The morning out.
- B the afternoon
- 3 A Before lunch not in.
- B after lunch
- 4 A The 15th at a meeting.
- B the 16th
- 5 A The weekend fully booked.
- B mid-week

5

Change A's sentences using a negative and 'unless'.

Example

STUDENT A You can see him if it's urgent.
STUDENT B You can't see him unless it's urgent.

- 1 A You can come earlier if he's free.
B
- 2 A You can see him at 9 if he's in.
B
- 3 A You can make it 9.30 if it's convenient for him.
B
- 4 A You can have an appointment if somebody cancels.
B
- 5 A You can see him now if it's important.
B

18 Finding a Job

Check with the British Embassy for information about work permits if you want to find a job in the U.K.

(i)

A Have you any vacancies for full-time staff?

I was wondering whether you needed any part-timers.

(ii)

B What did you have in mind?

What were you thinking of?

(iii)

I'm looking for a job where I can live in.

What exactly did you want?

(iv)

Can you fix me up with a part-time job?

Anything in particular that appeals to you?

A Something in the domestic line.¹

A hotel job of some sort.

I wouldn't mind¹ working in a pub.

I was rather hoping to find something in a school.

B Have you had any experience?

Have you ever done anything similar?

Have you done anything like that before?

Have you done that kind of thing before?

A No, I'm more or less straight from school.

Not so far, no.

Well, I once did a bit of waiting.

Yes, I was doing the same job last summer.

B I can't promise anything, but I'll do my best.

There's nothing at present, but look back in a week.

Fill in this form and I'll let you know if anything turns up.

I might be able to help you, but I'd need references.

¹ in the domestic line: concerned with domestic work

¹ I wouldn't mind: I would rather like

I

Example

There are no part-time vacancies at the moment but look back in a month.

- 1) call back.
- 2) full-times.
- 3) hotel jobs.
- 4) temporary.
- 5) positions.

2

Example

STUDENT A Have you any vacancies for full-time chambermaids?

STUDENT B No, but we need a part-time waitress.

- 1 A temporary barman?
- B weekend cleaner.
- 2 A permanent waiters?
- B night porter.
- 3 A part-time washers-up?
- B temporary gardener.
- 4 A hospital porters?
- B full-time cleaner.

3

Example

STUDENT A Is it a full-time job you're after?

STUDENT B Actually, I was rather hoping to find something part-time.

- 1 A living-in?
- B living-out?

S*

Reply to A's questions using the gerund.

Example

STUDENT A Does a typist's job appeal to you?

STUDENT B Yes, I've done quite a bit of typing.

- 1 A gardener's
- B waiter's
- 2 A translator's
- B office cleaner's
- 3 A fruit picker's
- B

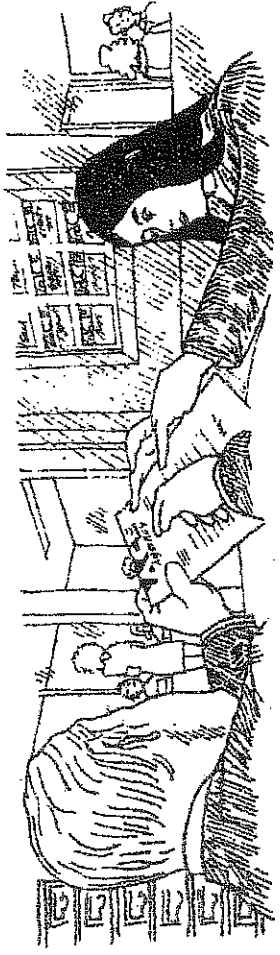
4

Example

STUDENT A What sort of occupation did you have in mind?

STUDENT B I was thinking of something in the hotel line.

- 1 A job
- B cleaning
- 2 A work
- B au pair
- 3 A post
- B secretarial
- 4 A position
- B restaurant
- 5 A employment
- B catering



- 1 you're after; you want
- 2 a living-in job; a job providing a bed-room and meals
- 3 a living-out job; a job not providing a bed-room and meals

19 At a Bank

Banks are open from 9.30 to 3.30, Monday to Friday and some are also open on Saturday mornings. There are 100 pence to one pound. The coins are as follows:

<i>Coppers</i>		<i>Silver</i>		<i>Gold</i>
one penny (1p)	five pence (5p)	ten pence (10p)	twenty pence (20p)	one pound (£1)
two pence (2p)			fifty pence (50p)	

There are bank notes at £5, £10, £20 and £50.

(i)

A I'd like to change these marks, please.

Could you cash this travelers' cheque, please?

A new cheque book and these dollars into sterling, please.

Do you think you could change this note for me, please?

(ii)

Q How do you want it?

How would you like it?

How did you want it?

How shall I give it to you?

(iii)

A It's all the same to me.

Five-pound notes, please.

Pounds, please.

Notes and large silver, please.

(iv)

Q Did you want anything else?

Anything else?

Do you want anything else?

Was there anything else?

A Yes, I'd like to open a deposit account.

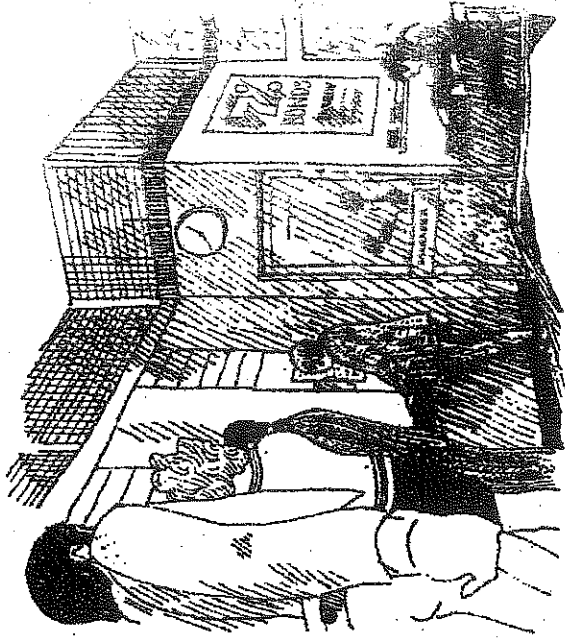
Yes, I'm expecting some money from Paris. Is it in yet?

Yes, I'd like to know the rate for Swiss francs.

Yes, could you tell me my balance?

1 deposit account: an account with no cheque book

2 balance: the amount of money in an account



- 1**
Example
 Would you tell me my balance and the current rate for dollars, please?
 1) guilders?
 2) statement¹ a new paying-in book?
 3)
 4) Could

- 2**
Example
 I'd like to withdraw £15 from my deposit account, please.
 1) current²
 2) pay £125 into our joint deposit account³
 3)
 4) withdraw £40 from

- 3**
Example
 STUDENT A What do you need for your trip to Frankfurt?
 STUDENT B Can you give me £300 in German marks?
 1 A Paris?
 B £150 ... French francs?
 2 A Rome?
 B £300 ... Italian lire?
 3 A New York?
 B £250 ... American dollars?
 4 A Amsterdam?
 B £100 ... Dutch guilders?
 5 A Belgrade?
 B £50 ... Yugoslav dinars?

- 4**
Example
 STUDENT A These marks are worth £100.
 How do you want it?
 STUDENT B Two fifties, please.
 1 A francs £200?
 B Ten twenties, please.
 2 A dollars £150?
 B Fifteen tens, please.
 3 A lire £75?
 B Three fifties, please.
 4 A krone £50?
 B Just as it comes, please.
 5 A escudos £90?
 B Tens and fives, please.

¹ statement: a detailed record of payments and withdrawals
² current account: an account with a cheque book
³ joint account: an account shared with another person

20 At a Barber's Shop

Barbers expect a tip of about 20 per cent on a normal hair-cut, but since most of them like to talk to their customers, the foreigner gets good value for his money in the form of twenty minutes' conversation practice.

(i)

A How do you want it, sir?

B Just a trim, please.

A Would you like it washed?

B No, thank you. Just leave it as it is.

(ii)

How would you like it, sir?

Not too much off, please.

How about a shampoo?

Not this time, thanks.

(iii)

How shall I cut it, sir?

Very short all over, please.

Shall I put some oil on?

No, I don't think so, thanks.

(iv)

How shall I do it, sir?

Just tidy it up a bit, please.

Do you want some spray?

No, nothing at all, thank you very much.



A barber when the barber does not cut off much hair

Drills

I

Example

Cut the sideboards fairly short, but leave the fringe as it is, please.

- 1) top sides
- 2) back front
- 3) sides top
- 4) front back and top
- 5) fringe sides

2

Example

Could you take a little more off the top, please?

- 1) cut fringes?
- 2) trim sides?
- 3) take back?
- 4) clip front?
- 5) shave back?

3*

You can say: 'I'd like you to shampoo my hair' or 'I'd like my hair shampooed'.

Example

STUDENT A Do you want me to shampoo your hair?

STUDENT B Yes, I'd like my hair shampooed.

- 1 A manicure your nails?
- B
- 2 A trim your moustache?
- B
- 3 A shave off your beard?
- B
- 4 A move your parting?
- B
- 5 A thin out the top?
- B



21 Shopping

In certain cases, visitors to the U.K. can claim a refund on VAT (value-added tax) on their purchases. Ask for a form at the shop. Credit cards are now acceptable in shops, department stores and even some supermarkets.

(i)

A Are you being served?

B No. What have you got in the way of brown suede jackets, size 42?

A Sorry, but we've sold right out.

B Are you likely to be getting any more in?

A I should think so, yes. If you leave your phone number, I'll ring you.

(ii)

Is anybody looking after you?

No. I'm after a size 40 V-neck pullover in grey.

The best I can do is a 36.

Could you order me one?

I should imagine so, yes. If you leave your address, I'll contact you.

(iii)

Are you being attended to?

No. I'm trying to find a navy blue raincoat, size 42.

I can do the size, but not the colour.

Do you think you could get one for me?

Yes, of course. Look in again Monday week.¹

(iv)

Are you being seen to?

No. I'm looking for a pinstriped suit with a 3/4 waist.

I'm afraid I can't help you at the moment.

Will you be having any more in?

I doubt it, but you might be lucky at our High Street branch.



¹ Monday week: a week from next Monday

¹ in the way of brown suede jackets: in brown suede jackets

1

Example

I'm trying to find a navy blue raincoat in size 42.

- 1) blazer
- 2) 38.
- 3) I'm looking for
- 4) pullover
- 5) I'm after

2

Example

STUDENT A What have you got in the way of white nylon shirts?
STUDENT B Nothing in nylon at the moment, I'm afraid.

- 1 A brown suede shoes?
- B suede
- 2 A red leather handbags?
- B red
- 3 A plain silk ties?
- B silk
- 4 A black double-breasted jackets?
- B double-breasted
- 5 A light-weight navy blue blazers?
- B navy

3

Reply to A's questions using the comparative form of the adjective.

Example

STUDENT A I'm sorry, but size 40 is the biggest I have in stock.
STUDENT B Are you likely to be having any bigger ones in?

- 1 A royal blue darkest
- B
- 2 A £30 cheapest
- B grey lightest
- 3 A 31 inches longest
- B 15 smallest
- 4 A
- B

4

Reply to A's questions using 'more likely not to'.

Example

STUDENT A Are they likely to have one in stock?
STUDENT B They're more likely 'not to have one in stock.

- 1 A ... be open during the lunch hour?
- B
- 2 A get them in by Tuesday?
- B
- 3 A change it for us?
- B
- 4 A give a guarantee?
- B
- 5 A accept a cheque?
- B

5*

Reply to A's questions using the present continuous passive.

Example

STUDENT A Is anybody serving you?
STUDENT B Yes, I'm being served, thank you.

- 1 A looking after you?
- B
- 2 A attending to you?
- B
- 3 A seeing to you?
- B
- 4 A taking care of you?
- B

22 At a Theatre

It is not customary to tip the person who shows you to your seat in a cinema or theatre.

(i)

A I'd like to book two seats for tomorrow.

B Would you like something in the front stalls?

A I suppose there's nothing further back, is there?

B Not unless you come to the matinee!

(ii)

A Can I still get tickets for tonight's show?

B The front row of the dress circle is fairly free.

A Are there any boxes?

B No, I'm afraid that's all there is.

(iii)

A Are there any seats left for Saturday night?

B A-11 and B-14 are all that's left.

A Haven't you got anything cheaper?

B Only if somebody cancels.

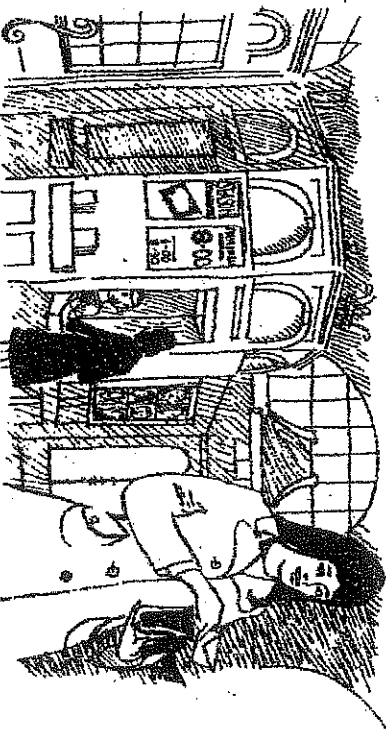
(iv)

A Is it still possible to get tickets for tonight?

B You can sit wherever you like in the first row.

A Isn't there anything a little less dear?

B No, I'm afraid you've left it rather late.



matinee: afternoon show

I

Example

Are there any seats in the dress circle for Saturday's evening show?

- 1) upper circle?
- 2) matinee?
- 3) Is there anything tomorrow's?
- 4) rear stalls?
- 5)

2

Example

STUDENT A I suppose there's nothing in the circle, is there?
 STUDENT B I'm afraid not. Everything's booked except the rear stalls.

- 1 A front row?
- B upper circle
- 2 A front stalls?
- B four boxes
- 3 A third row?
- B royal box
- 4 A dress circle?
- B back row
- 5 A upper circle?
- B rear stalls

3

Reply to A's questions using the words 'whoever', 'whenever', 'wherever', 'whatever' or 'however'.

Example

STUDENT A Which programme can I take?
 STUDENT B You can take whichever you like.

- 1 A Where can I sit?
- B

2 A What can I wear to the matinee?

3 A How can I come?

4 A Who can I bring with me?

5 A When can I come?

5*

Complete A's sentences by adding a question tag with a falling intonation. (You expect that the statement is true.)

Example

STUDENT A The matinee doesn't start till 2.30,
 STUDENT B The matinee doesn't start till 2.30, does it?

- 1 A I can sit wherever I like,
- B
- 2 A He usually sits in the circle,
- B
- 3 A You booked the seats,
- B
- 4 A There isn't a performance on Sunday,
- B
- 5 A The tickets came to £2.50,
- B

4*

Complete A's sentences by adding a question tag with a rising intonation. (You hope that the negative statement is not true.)

Example

STUDENT A There's nothing in the second row,
 STUDENT B There's nothing in the second row, is there?

- 1 A You wouldn't like the third row,
- B
- 2 A You never get cancellations,
- B
- 3 A You haven't anything cheaper,
- B
- 4 A There weren't any tickets left,
- B
- 5 A There's no chance of a box,
- B

23 Police Registration

Regulations for entry into the U.K. are strict, and officers have the power to refuse entry to anybody not having the correct papers and enough money to support himself. British Embassies are able to give the latest information to anybody planning a long visit.

(i)

A I've come along to register with you.

B Has your passport been up to the Home Office?

A Yes, they granted me three months.

B I'd like your address in this country, please.

(ii)

I was told to report to the Aliens' Officer.¹

Has your permission to stay been extended?

Yes, I'm all right until July.

I shall have to see your work permit as well, please.

(iii)

I've come to see you about my registration.

Has the school sent your passport up to London?

Yes, I've got until the end of the year.

Then I'll need two photographs, and the registration fee, please.

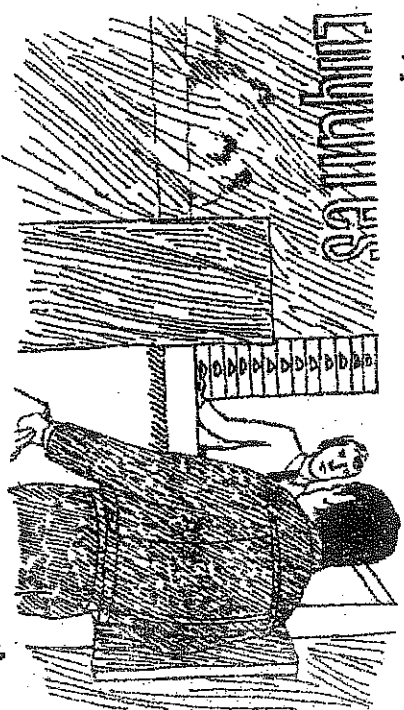
(iv)

I understand I'm supposed to register.

Has your employer arranged for an extension?

Yes, I've been given three months.

Can I see your registration book, please?



¹ Home Office: the government department called 'The Ministry of the Interior' in most countries

¹ Aliens' Officer: the officer in police stations responsible for foreigners

¹ an extension: an extension of permission to stay in the U.K.

I

Example

I've come along to advise you about my change of address.

- 1) school.
- 2) inform
- 3) new au pair job.
- 4) ask
- 5) registration book.

2

Example

STUDENT A Do I have to register with the police?

STUDENT B Yes, you're supposed to register at once.

- 1 A declare these cigarettes?
- B declare everything.
- 2 A report my change of address?
- B report every time you move.
- 3 A attend school?
- B attend for 15 hours a week.
- 4 A produce a bank statement?
- B prove you have enough money.
- 5 A take a driving test?
- B take one within a year.

3*

Reply to A's questions using the correct form of the passive and the word 'three'.

Example

STUDENT A They' gave me an extension of six months.

STUDENT B 'I was only given three.

- 1 A They've given me
- B
- 2 A They'll give me
- B
- 3 A They'd given me
- B
- 4 A They'd give me
- B
- 5 A They're going to give me
- B
- 6 A They give me
- B
- 7 A They're giving me
- B

24 Asking for Change

Shops near telephone boxes are always being asked for change, and usually refuse to give it. If you need change urgently, and cannot find anybody to help you, it is a good idea to buy a small item, such as a box of matches, and ask for your change to include the required coins.

(i)

A Excuse me, but could I trouble you for some change?

B Sorry to trouble you, but have you change for a pound?

A Excuse me. I wonder whether you could change a pound?

(ii)

B Let me see. Do you want coppers or silver?

A I'll have a look. What do you want it for?

B Let's see. Coppers or silver?

(iii)

A I want to see change for the parking meter.

B I have to get a book of stamps.

A It's for a phone call.

(iv)

B You'd better have silver, then.

A In that case you need silver.

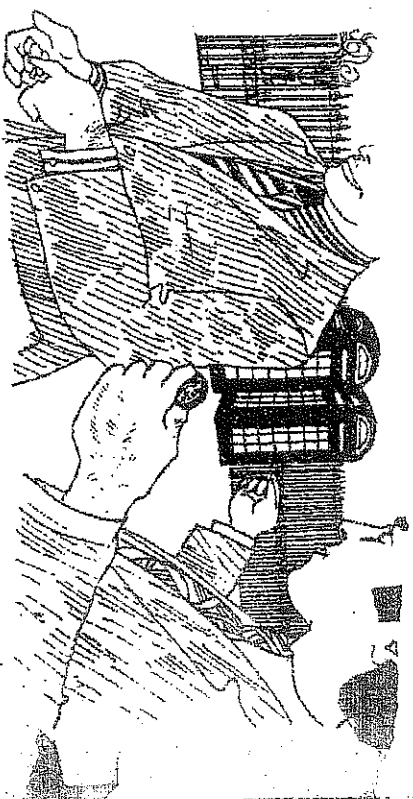
B Will tens do?

A Excuse me. Could you oblige me with some change?

B I'll see what I've got. What's it for?

A I need some cigarettes from this machine.

B I can let you have some tens, if that's any good.



Example

I can let you have some fifties if that's any good.

- 1) fives
- 2) help
- 3) give you
- 4) tens
- 5) use

2

Example

STUDENT A Excuse me. Have you got any coppers?
STUDENT B I'm afraid not. Will silver do?

- 1 A a pound coin?
- B two fifties
- 2 A any fives?
- B tens
- 3 A any coffee?
- B tea
- 4 A any French cheeses?
- B Dutch
- 5 A any one pound coins?
- B fifties

3

You can say 'Why do you need it?' or 'What do you need it for?' Change A's questions by using 'What for?'

Example

- STUDENT A Why do you want it?
STUDENT B What do you want it for?
- 1 A Why are you crying?
 - B
 - 2 A Why have you come?
 - B
 - 3 A Why did you choose it?
 - B
 - 4 A Why are we waiting?
 - B
 - 5 A Why do you want to see it?
 - B

25 Telephoning (1)

Shops and restaurants do not allow customers to use their office telephones, but some have payphones and there are boxes in the street and in public buildings.

When giving numbers to an operator, read each figure separately. Zero is read as the letter 'O'. When the same figures occur together, the word 'double' is used. 886103 is read as 'double eight six one O three'.

Some of the telephone services available are:
Emergency calls to the Fire Brigade, Police, and Ambulance Service, for which you should dial 999.

A.D.C., which stands for 'advise duration and charge', means that when the call is finished the operator rings you back to tell you how long the call was and how much it cost. Directory Enquiries give information about numbers both in the U.K. and abroad. Personal calls are made to a particular person. A fixed charge is made for the service, but you do not pay for the time taken to find the person. If he is not there the call is tried again later without further charge. Transferred-charge calls are paid for by the person receiving the call rather than the caller.

(i)

A Number please.

B I'd like to make an A.D.C. personal call to 01-486-2435, please.

A What is the name of the person you wish to speak to?

B Miss Susan Greene.
G-R double E-N-E.

A What is your number, please?

B Brighton 11855.

(ii)

Number please.

B Eastbourne 74655, personal with A.D.C., please.

A Who do you want to speak to?

B Extension 214.

A What number are you calling from?

B Aberdeen 605.

(iii)

Number please.

B Could you get me Luton 12507? Make it personal, please.

A The name of the person you are calling, please?

B The Export Manager.

A Where are you calling from?

B Belfast 74520.

(iv)

Number please.

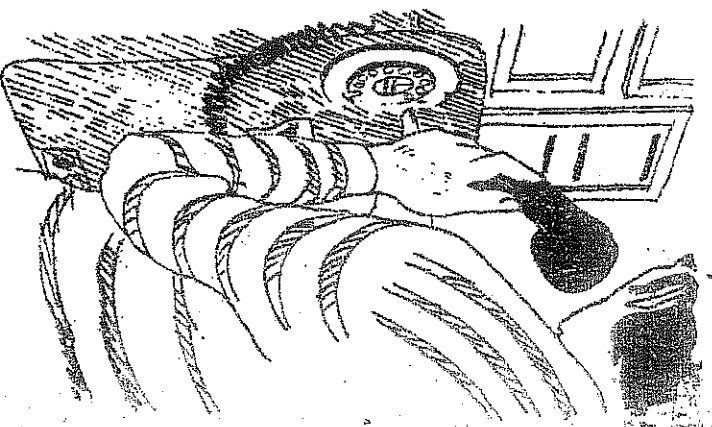
B Can I have a personal call to Bedford 645932, please?

A Who are you calling?

B I'm not sure of the name, but it's room 211.

A Your exchange and number, please?

B Swansea 66932.



Drills

1

Example

Would you get me a transferred-charge call to Eastbourne 74655, please?

- 1) I'd like to make
- 2) an A.D.C. personal call
- 3) to 01-347-6654
- 4) Could I have?
- 5) an A.D.C. call

2

Example

STUDENT A Is that Eastbourne 69523?

STUDENT B No, you've got the wrong number. This is Eastbourne 65932.

- 1 A The Army and Navy Stores?
- B The Battersea Dogs' Home.
- 2 A extension 319?
- B extension 913.
- 3 A Poligate 4378?
- B Burwash 4378.
- 4 A The Hilton?
- B The Salvation Army.
- 5 A Directory Enquiries?
- B the engineers.

3

Example

STUDENT A Did you say Foster: F-O-S-T-E-R?

STUDENT B No, I said Gloucester: G-L-O-U-C-E-S-T-E-R.

- 1 A chicken?
- B kitchen
- 2 A Midwood?
- B Bradford
- 3 A Turkey?
- B Torquay
- 4 A expect?
- B except
- 5 A Chertsey?
- B Jersey

4*

Make questions from A's statements by using 'what', 'who' or 'where'.

Example

STUDENT A They're looking at some-thing.

- STUDENT B What are they looking at?
- 1 A They're thinking of somebody.
 - B
 - 2 A They're apologising about some-thing.
 - B
 - 3 A They're calling from somewhere.
 - B
 - 4 A They're talking to somebody.
 - B
 - 5 A They're looking for something.
 - B

26 Telephoning (2)

In business, telephones are answered by giving the name of the firm. Private telephones are normally answered by giving the number only.

(i)

A Eastbourne 54655.

B Hallo, John here. Can I speak to Mary, please?

486-4459.

Hallo, David Black speaking. May I have a word with June?

(ii)

Blackpool 15014.

Hallo, This is James here. Is Alice there, please?

(iii)

922-6530.

Hallo. My name's Frank Duncan. Could I talk to Linda, please?

(iv)

A Hold the line, please.

I'll just see if she's in.

Hang on a moment.

I'll find out if she's at home.

B OK.

Right you are.

All right.

Right.

A Sorry, but she's out.

I'm afraid she's not here.

I think she's gone shopping.

Sorry, but she won't be back till Monday.

B Would you tell her I rang?

Could you take a message?

Would you ask her to call back?

Can you tell her to ring me when she gets back?

A I'd be glad to.

Yes, of course.

Certainly.

With pleasure.

Hold the line: wait (used only on the telephone)

May I have a word with June?
May I have a short conversation with June?

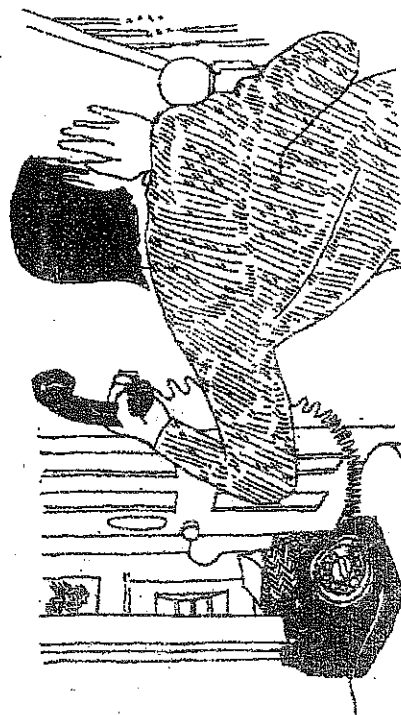
hang on: wait

- I**
- Example*
I'll just find out if Dr Armstrong's at home.
- 1) inquire Richard's
 - 2) Richard's ready.
 - 3) the coat's
 - 4) see
 - 5)

- 2**
- Example*
STUDENT A Can I speak to Dick, please?
STUDENT B I'm afraid he won't be here till tea-time.
1. A talk to your mother?
 - B later.
 2. A have a word with Joe?
 - B home tomorrow.
 3. A speak to the foreman?
 - B available after lunch.
 4. A have a word with Nurse Evans?
 - B on duty tonight.
 5. A talk to the manageress?
 - B free 7.30.

- 3**
- Example*
STUDENT A Hallo. Is Alice there, please?
STUDENT B Sorry, she's out. Shall I ask her to ring you when she gets in?
1. A your parents
 - B Major Carson
 2. A your sister
 - B Henry
 3. A your sister
 - B Henry
 4. A your sister
 - B Henry

- 4***
- Reply to A's questions using the Present Perfect Tense.
- Example*
STUDENT A When's he going?
STUDENT B I think he's already gone.
1. A When are they leaving?
 - B
 2. A When's Peter phoning?
 - B
 3. A When's she having lunch?
 - B
 4. A When are they coming back?
 - B
 5. A When's Jack ringing?
 - B



26 Telephoning (2)

In business, telephones are answered by giving the name of the firm. Private telephones are normally answered by giving the number only.

(i)

A Eastbourne 54655.

B Hallo, John here. Can I speak to Mary, please?

486-4459.

Hallo, David Black speaking. May I have a word with June?

(ii)

Blackpool 15014.

Hallo, This is James here. Is Alice there, please?

(iii)

922-6530.

Hallo. My name's Frank Duncan. Could I talk to Linda, please?

(iv)

A Hold the line, please.

I'll just see if she's in.

Hang on a moment.

I'll find out if she's at home.

B OK.

Right you are.

All right.

Right.

A Sorry, but she's out.

I'm afraid she's not here.

I think she's gone shopping.

Sorry, but she won't be back till Monday.

B Would you tell her I rang?

Could you take a message?

Would you ask her to call back?

Can you tell her to ring me when she gets back?

A I'd be glad to.

Yes, of course.

Certainly.

With pleasure.

I hold the line: wait (used only on the telephone)

I May I have a word with June?
May I have a short conversation with June?

I hang on: wait

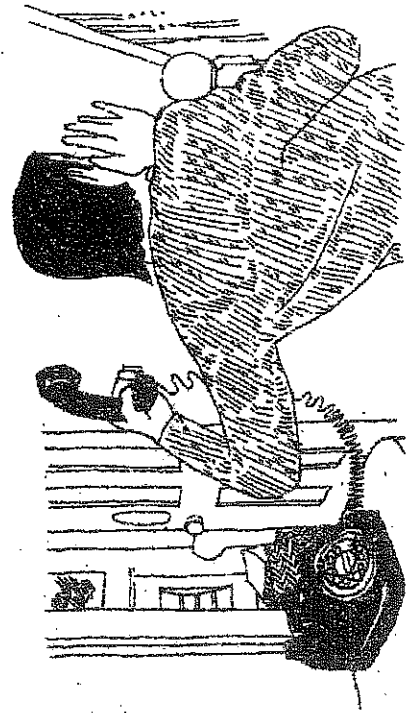
Drills

- I**
- Example*
I'll just find out if Dr Armstrong's at home.
- 1) inquire
 - 2) Richard's
 - 3) ready,
 - 4) the coat's
 - 5) see

- 2**
- Example*
STUDENT A Can I speak to Dick, please?
STUDENT B I'm afraid he won't be here till tea-time.
- 1 A talk to your mother
 - B in later.
 - 2 A have a word with Joe
 - B home tomorrow.
 - 3 A speak to the foreman
 - B available after lunch.
 - 4 A have a word with Nurse Evans
 - B on duty tonight.
 - 5 A talk to the manageress
 - B free 7.30.

- 3**
- Example*
STUDENT A Hallo. Is Alice there, please?
STUDENT B Sorry, she's out. Shall I ask her to ring you when she gets in?
- 1 A your parents
 - B Major Carson
 - 2 A your sister
 - B Henry

- 4***
- Reply to A's questions using the Present Perfect Tense.
- Example*
STUDENT A When's he going?
STUDENT B I think he's already gone.
- 1 A When are they leaving?
 - B
 - 2 A When's Peter phoning?
 - B
 - 3 A When's she having lunch?
 - B
 - 4 A When are they coming back?
 - B
 - 5 A When's Jack ringing?
 - B



27 In a Post Office

As well as the main post offices in town centres, there are numerous sub-post offices in suburbs and villages. These are often inside grocers' shops or general stores. Post offices also offer a form of banking service known as the 'National Savings Bank'. This is useful, as money may be withdrawn from any post office in the U.K. on production of a special savings book. One way of sending money through the post inside the U.K. is to buy postal orders which may be cashed at any of the post offices in the country. Registered envelopes for valuable items such as money and passports are also on sale.

(i)

A What's the postage on these letters to Thailand, please?

B I'll have to check. Do you need anything else?

A Yes. A 50p stamp, please.

B That'll be £7.95 in all.

(ii)

Could you tell me how much this parcel to France is?

I think I'd better look that up. Was there anything else?

Yes. A postal order for £1.25 and an air letter form.

£7.85, please.

(iii)

How much is this registered letter to Germany, please?

I'll just make sure. Anything else?

Yes. Half a dozen air mail labels and a book of stamps.

£8.50 exactly, please.

(iv)

What's the surcharge and postage on this express letter, please?

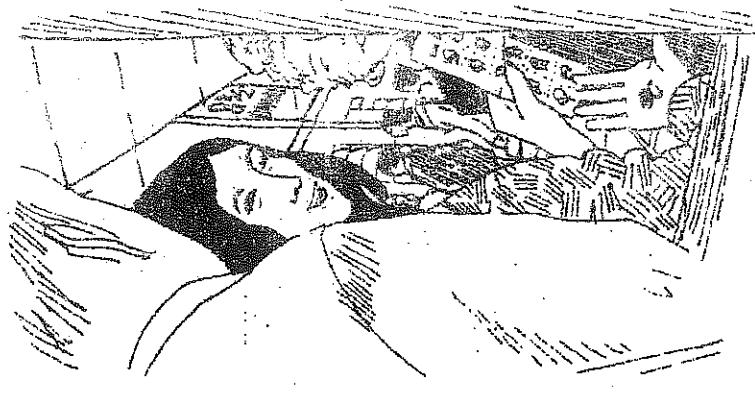
I'll have a look. Did you want anything else?

Yes. While I'm about it, I'll have a large registered envelope.

That comes to £8.75.

1 While I'm about it: While I'm buying things in this post office.

Drills



I

Example

What's the postage on this letter to Bangkok, please?

- 1) parcel.....?
- 2) Lisbon.....?
- 3) How much is it for?
- 4) card.....?
- 5) letter.....?

2

Example

Do you think I ought to write?

No, I think you'd better phone.

- 1 A post it?
- B take it yourself.
- 2 A send him a card?
- B write a letter.
- 3 A pay by cheque?
- B send a postal order.
- 4 A write a birthday card?
- B send a telexmessage.
- 5 A telex him?
- B ring him up.

3*

Make questions from A's statements using 'anything else', 'anyone else' or 'anywhere else'.

Example

A I rang the butcher.
B Did you ring anyone else?

- 1 A I went to London.
B
- 2 A I bought some stamps.
B
- 3 A I wrote to Tom.
B
- 4 A I posted the cards.
B
- 5 A I phoned the manager.
B

28 Asking about Health

When an Englishman asks you about your health, he is probably only doing so out of politeness. Unless he knows you have been ill, he is certainly not expecting a detailed medical report, and will be most surprised if you give him one.

(i)

A How's your father keeping?

B He's been off work for a day or two.

A What's wrong with him?

B He's gone down with a cold.

A Tell him I hope he soon feels better.

B That's very kind of you. I'll pass it on.

(ii)

A Where's Tony this evening?

B He's not feeling very well.

A Really? What's the trouble?

B I think he must have eaten something.

A Give him my regards and tell him to take things easy.

B Thank you very much. I'll tell him what you said.

(iii)

A How's your brother these days?

B He hasn't been too well just recently.

A I'm sorry to hear that. What's the matter?

B I think he's been overworking.

A I hope he soon gets over it.

B Thank you. He'll be pleased to hear you asked after him.

(iv)

A I haven't seen Bob lately. How is he?

B As a matter of fact, he's laid up.¹

A Oh dear! What's up with him?

B We don't know, but we're having the doctor in tomorrow.

A Let me know if there's anything I can do.

B Thanks very much. I'll tell him you inquired about him.

¹laid up: ill

Drills

1

Example

Give Tony my best wishes and tell him not to overdo things.

- 1) regards
- 2) overwork.
- 3) to get well soon.
- 4) to take things easy.
- 5) Roger

2

Example

STUDENT A Peter's not feeling very well.

STUDENT B I'm sorry to hear that. Tell him I hope he soon feels better.

- 1 A Brenda
- B
- 2 A The children
- B
- 3 A Henry
- B
- 4 A The girls
- B
- 5 A Olive
- B

3

Example

STUDENT A I haven't seen Bob for some time. How is he?

STUDENT B As a matter of fact, he hasn't been too well just lately.

- 1 A your sister
- B
- 2 A Professor White
- B
- 3 A Tom
- B you
- 4 A the Robinsons
- B

4*

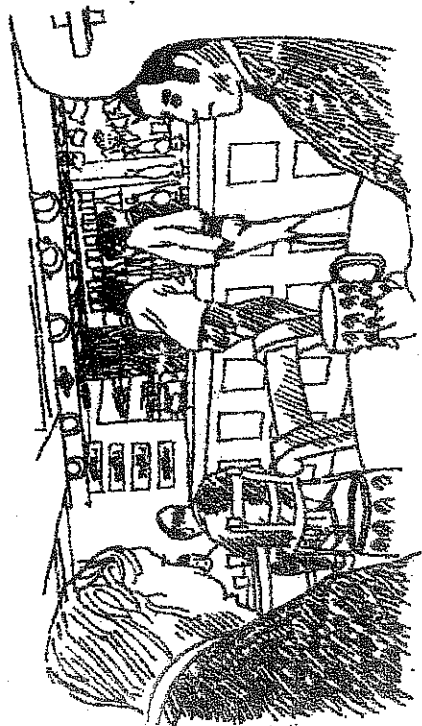
Reply to A's questions using the phrase 'must have' plus the past participle of the verb.

Example

STUDENT A Are you sure he knew?

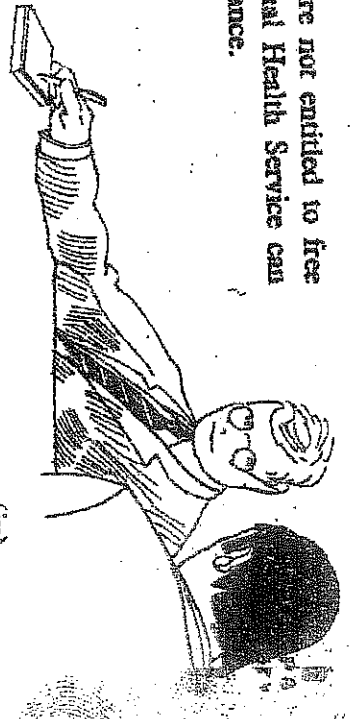
STUDENT B Yes, he 'must have known.

- 1 A she ate it?
- B
- 2 A they took it?
- B
- 3 A you did it?
- B
- 4 A he understood?
- B
- 5 A she broke it?
- B



29 At a Doctor's Surgery

Foreign visitors to the U.K. who are not entitled to free medical treatment under the National Health Service can usually arrange special medical insurance.



(i)

A I've got a sore throat and my chest hurts.

I feel shivery and I've got a pain in my stomach.

I keep feeling dizzy, and I've got a headache.

I'm running a temperature, and I feel sick.

(ii)

B How long have you been like this?

How long have you had it?

How long has this been going on?

Since when have you been feeling like this?

(iii)

A Two or three days now.

The best part of a week!

It came on yesterday.

It all started the day before yesterday.

M I should think you've got this: there's a lot of it about.

By the sound of it, you've caught a chill.

I should say you're generally run down!

You seem to have picked up some sort of infection.

A What do you advise?

What should I do?

What ought I to do?

What do you think I should do?

B Take this prescription to the chemist's and then go straight to bed.

I'll give you something for it, and come to see you in a couple of days.

It's nothing serious, but you'd better stay in bed for a day or two.

Stay away from work till Monday, and don't overdo things.

¹ the best part of a week: most of a week

² run down: in poor health due to tiredness and overwork

I

Example

I've got a temperature and I feel shivery.

- 1) sore throat
- 2) dizzy.
- 3) headache
- 4) sick.
- 5) chill

2

Example

STUDENT A Have you got a headache?
 STUDENT B No, I keep feeling dizzy.

- 1 A a cold?
- B sick.
- 2 A a cough?
- B hot and cold.
- 3 A a temperature?
- B faint.
- 4 A a pain?
- B weak.
- 5 A a sore throat?
- B shivery.

3

You can say 'very nearly a month' or 'the best part of a month'. Change A's statements by using the phrase 'the best part of

Example

STUDENT A I've been ill for very nearly a month.
 STUDENT B I've been ill for the best part of a month.

- 1 A He's been running a temperature for very nearly a week.
- B

5*

You can say 'it looks as if' or 'by the look of it'. Change A's statements in a similar way, altering the verb to the corresponding noun.

Example

STUDENT A It looks as if it's tonsillitis.
 STUDENT B By the look of it, it's tonsillitis.

- 1 A It feels as if it's broken.
- B
- 2 A It smells as if it's cough mixture.
- B
- 3 A It sounds as if it's bronchitis.
- B
- 4 A It tastes as if it's aspirin.
- B
- 5 A It looks as if it's mumps.
- B

2 A The doctor's fees were very nearly £200.

B

3 A She was in hospital for very nearly a year.

B

4 A My operation lasted for very nearly two hours.

B

4

You can say 'a pain in my ear' or 'ear-ache'. Change A's statements in a similar way.

Example

STUDENT A I've got a pain in my ear.
 STUDENT B I've got ear-ache.

- 1 A tooth.
- B
- 2 A stomach.
- B
- 3 A back
- B
- 4 A head.
- B

30 At a Chemist's Shop

It is possible to obtain emergency medicines from certain chemists after normal shopping hours. If the shop is closed look in the window for the list of chemists who are open late on that particular day. A fixed charge is made by the chemist. If you regularly take a certain drug, it is as well to remember that it may not be available in the U.K. except with a doctor's prescription. Chemists in the U.K. sell cosmetics and toilet preparations as well as photographic supplies. Films may be left at a chemist's shop for developing.

(i)

A The doctor's given me this prescription.

B I'll only take five minutes, so perhaps you'll wait.

A Have you also got something suitable for sore lips?

B Rub in this cream every four hours.

(ii)

Could you make up this prescription for me, please?

I'll do it for you straight away.

By the way, what do you suggest for sunburn?

This ointment should clear up the trouble.

(iii)

I've just been given this prescription by Dr Worral.

You can call back for it in about an hour.

Can you also give me something for this rash?

Try this tube of jelly.

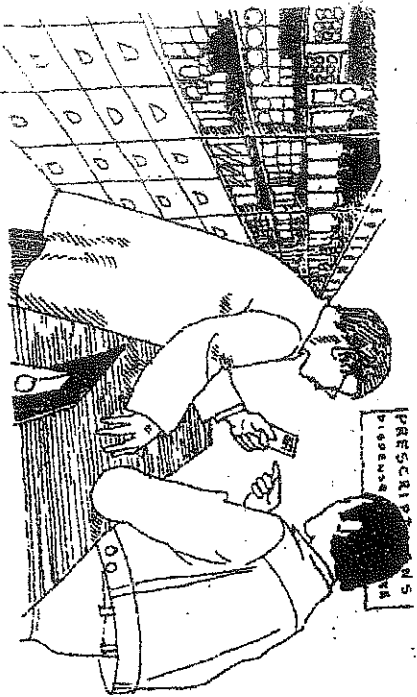
(iv)

Can I leave this prescription with you?

I'll have it ready for you by 5.30.

I'd like something for my eye, too.

Put this lotion on three times a day.



1 a rash: a skin irritation

1 a sty: a spot on the eye-lid

I
Example
 Can you give me something to clear up a rash?
 1) a cough?
 2) relieve?
 3) sell a headache?
 4) soothe sore lips?
 5)

2
Example
 STUDENT A What do you suggest for
 sambara?
 STUDENT B Try this cream. I think you'll
 find it'll do the trick.
 1 A indigestion?
 B these tablets
 2 A insomnia?
 B these pills
 3 A a sore throat?
 B this gargle
 4 A an upset stomach?
 B this mixture
 5 A dandruff?
 B this shampoo

3
Example
 STUDENT A Here's some mixture for you
 to drink.
 STUDENT B How often am I supposed to
 drink it?
 1 A pills swallow.
 B ointment apply.
 2 A ointment
 B lotion put on.
 3 A
 B tablets take.
 4 A
 B gargle use.
 5 A
 B

4*
 Respond to A's statements using the pat-
 sive and the word 'cream'.
Example
 STUDENT A The chemist gave me oint-
 ment.
 STUDENT B I was given cream.
 1 A The chemist's giving me ointment.
 B
 2 A The chemist'll give me ointment.
 B
 3 A The chemist's given me ointment.
 B
 4 A The chemist gives me ointment.
 B
 5 A The chemist was giving me oint-
 ment.
 B
 6 A The chemist'd give me ointment.
 B
 7 A The chemist'd given me ointment.
 B

31 Meeting People after a Long Time

Although handshakes are not often given by the English, it is quite common to shake hands when meeting a friend one has not seen for six months or so.

(i)

A We haven't seen you for ages. Have you been ill?

B No, I've been up north for a month.

A Where was that?

B Glasgow. I got back the day before yesterday.

(ii)

How nice to see you again. Where have you been? Home?

No, I've been visiting relations.

Whereabouts?

I went to Stirling to see an uncle of mine.

(iii)

Come in and sit down. We haven't seen much of you lately.

No, I've been away on holiday.

Where exactly?

Edinburgh. I've got a cousin there.

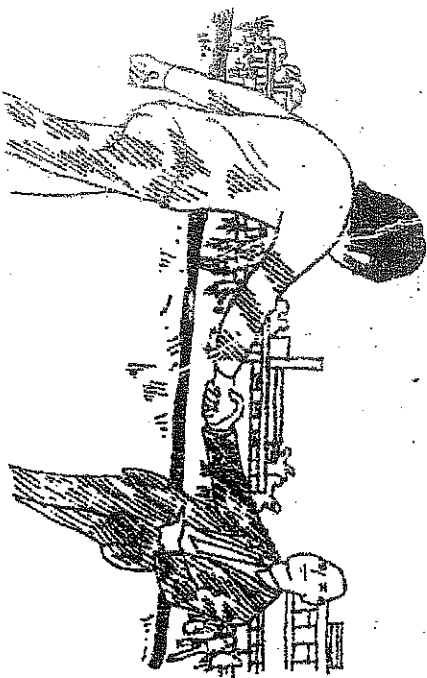
(iv)

You're quite a stranger! Have you moved or something?

No, I've had a few weeks in Scotland.

Where did you go?

Aberdeen. I stayed with my brother.



I you're quite a stranger. I haven't seen you for a long time.

I

Example

Mrs Hughes must have gone to her mother's. I haven't seen her for a fortnight.

- 1) Dave back to Sydney
- 2) They shopping
- 3) Brian to work
- 4) She abroad
- 5) The Smiths on holiday

- since Easter.
- for an hour.
- since 8.30.
- for weeks.
- since July.

2

Example

STUDENT A I didn't see you last week.

Where were you?

STUDENT B I went up to London to visit a friend of mine.

- 1 A him
- B over to Paris
- 2 A your mother-in-law
- B down to Bournemouth
- 3 A the children
- B across to Dieppe
- 4 A you and Jackie
- B to Ramsgate
- 5 A Tony
- B over to Dublin

3

Example

STUDENT A Where's the landlady?

STUDENT B I don't know. I haven't seen her for ages.

- 1 A Mike and Tim?
- B weeks.
- 2 A my calculator?
- B days.
- 3 A Mrs Meggs?
- B some time.
- 4 A the people downstairs?
- B quite a while.

4

Example

STUDENT A Where's Stuart?

STUDENT B I really couldn't say. I haven't seen him since Thursday.

- 1 A Herbert and Rose?
- B Easter.
- 2 A the tea-pot?
- B breakfast.
- 3 A Cinderella?
- B midnight.
- 4 A my hot water bottle?
- B last night.
- 5 A the Fosters?
- B November.

5*

Reply to A's questions using 'since' or 'for' where required.

Example

STUDENT A Where's Sam?

STUDENT B I'm afraid I don't know. I haven't seen her since ages.

- 1 A the sugar?
- B breakfast.
- 2 A my football boots?
- B over a week.
- 3 A Professor Watson?
- B April.
- 4 A his wife?
- B six weeks.
- 5 A the Smiths?
- B eyes.

32 Introductions and Opening

Conversation Gambits

In formal situations, a man is introduced to a woman, unless he is much older and more senior. Young men are introduced to older men, and young women to older women.

(i)

A Wendy, I'd like you to meet my brother, Sam.

B How do you do?

C How do you do?

B What do you think of life in England?

C I'm still feeling pretty homesick.

B It's bound to be strange at first.

(ii)

Mrs Hughes, this is Peter Brown.

How do you do?

How do you do?

How do you find things over here?

If it wasn't for the climate, I'd like it very much.

It won't take you long to settle down.

(iii)

Mother, this is Joe's brother, David.

How do you do?

How do you do?

How do you like London?

It's quite different from what I expected.

Don't worry; you'll soon get used to it.

(iv)

Mrs Stacey, I'd like to introduce my Greek friend, Milos.

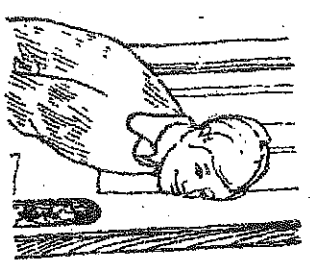
How do you do?

How do you do?

What are your first impressions of England?

Of course, it's much colder here than it is at home.

Never mind; you'll be right in a week or two.



I

Example

Mrs James, I'd like to introduce my brother, Pat.

- 1) sister
- 2) you to meet
- 3) Miss Brown,
- 4) this is
- 5) my brother-in-law, Joe.

2

Example

STUDENT A Don't you find English meals strange?

STUDENT B Yes, I can't get used to the way you call 'lunch' 'dinner'.

- 1 A houses
- B leave the bedrooms unheated.
- 2 A food
- B cook fruit.
- 3 A conversation
- B always talk about the weather.
- 4 A beer
- B drink it warm.
- 5 A people
- B don't talk at breakfast.

3

Example

STUDENT A How do you find things in England?

STUDENT B If it wasn't for the climate I'd like it very much.

- 1 A in your new job?
- B hours
- 2 A in your new class?
- B teacher
- 3 A in your new family?
- B children
- 4 A in London?
- B the traffic
- 5 A in your new flat?
- B the neighbours

4

Example

STUDENT A When will it be ready?

STUDENT B It'll be ready in a day or two.

- 1 A When's he coming back?
- B week
- 2 A When will it be finished?
- B year
- 3 A When are you leaving?
- B hour
- 4 A When will she be going back?
- B month

5

Respond to A's statements using the phrase 'bound to'.

Example

STUDENT A I'm still feeling pretty ~~house-~~sick.

STUDENT B You're bound to feel ~~house-~~sick at first.

- 1 A He miserable.
- B
- 2 A They depressed.
- B
- 3 A She upset.
- B
- 4 A We bewildered.
- B
- 5 A I lonely.
- B

33 Christmas, New Year and Easter Greetings

Public holidays are known as Bank Holidays and there are some differences between the dates of holidays in various parts of the U.K.

(i)

- A Happy Christmas!
 B Thanks very much. Same to you!
 A Are you doing anything special?
 B We're having some friends round. What're you doing?
 A I dare say I'll just take things easy.

(ii)

- Happy Easter!
 Thanks. And you, too!
 Are you doing anything?
 I've been invited over to Pat's. And you?
 My room-mate's giving a party.

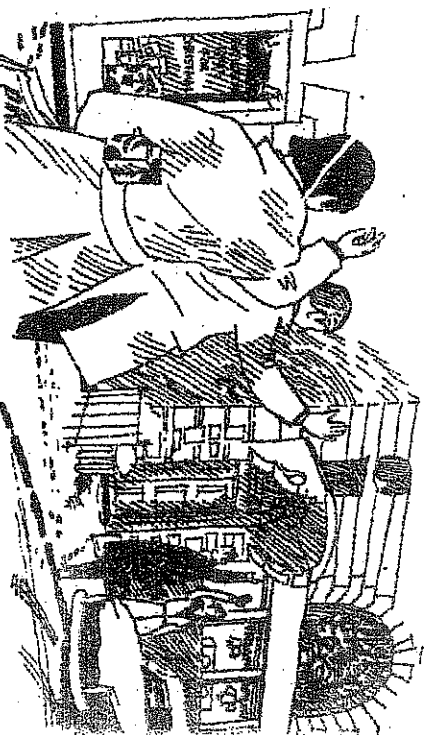
(iii)

- Happy New Year!
 Thank you very much. You, too!
 Are you going anywhere?
 I thought about going to my sister's. How about you?
 I'll probably just stay at home.

(iv)

- Have a good weekend.
 Thanks. The same to you.
 Have you got anything planned?
 I can't afford to do much. What about you?
 I expect I'll stay with my family.

¹ A room-mate: the person I share my room with



I

Example

I can't afford to go anywhere over the Bank Holiday; I'll just stay at home.

- 1) Christmas
- 2) do much
- 3) here.
- 4) Easter
- 5) go away

2

Respond to A's greetings.

Example

STUDENT A Happy New Year!
 STUDENT B Thanks very much. Happy New Year to you, too.

- 1 A Happy Christmas!
- B
- 2 A Happy Easter!
- B
- 3 A Merry Christmas!
- B
- 4 A very Happy New Year!
- B

3

Respond to A's good wishes.

Example

STUDENT A Have a good weekend!
 STUDENT B Thanks. Same to you.

- 1 A Christmas!
- B

5*

Respond to A's statements using a past question in the passive.

Example

STUDENT A Pat's invited me for Boxing Day.

STUDENT B He isn't I been invited.

- 1 A Pat invited me for Boxing Day.
- B
- 2 A Pat'll invite me for Boxing Day.
- B
- 3 A Pat's inviting me for Boxing Day.
- B
- 4 A Pat was inviting me for Boxing Day.
- B
- 5 A Pat ought to invite me for Boxing Day.
- B

4*

Reply to A's questions using 'at' or 'to'.

Example

STUDENT A Where's Dave?
 STUDENT B He's at his sister's.
 STUDENT A Where's Dave going?
 STUDENT B He's going to his sister's.

- 1 A Where's Mary gone?
- B
- 2 A Where's Mary?
- B
- 3 A Where will they go?
- B
- 4 A Where was he?
- B
- 5 A Where have I got to go?
- B

34 Saving Good-bye

For the English, 'keeping in touch' usually means nothing more than sending a Christmas card. The average English family receives large numbers of cards, which are displayed in the living-room for all to see. Your English friends will be delighted if you remember them with a card at Christmas.

(i)

A I've come to say good-bye.

M When are you off?

A I'm flying home on Sunday.

Good-bye then, and all the best.

A Cheerio. My good-bye to the rest of the family for me, won't you?

(ii)

I'd like to say good-bye to you all.

What time are you going?

My train leaves at 7.25.

Well, good-bye, and have a good journey.

Good-bye. Remember to look me up! if ever you're in Rome.

(iii)

I'm ringing to say good-bye.

When are you setting off?

I'm catching the 11.35 boat.

Cheerio then, and don't forget to keep in touch.

Good-bye, and thanks for everything.

(iv)

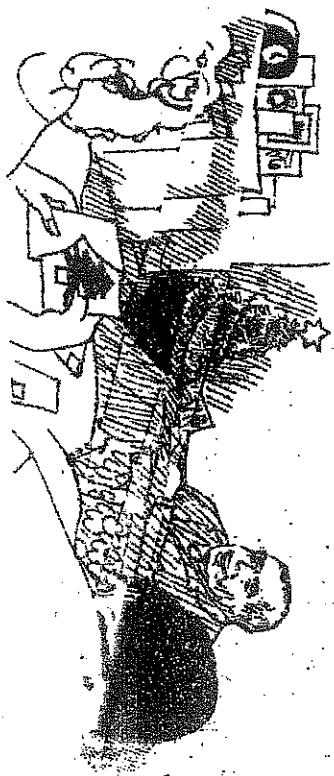
I've just called in to say good-bye.

What time are you leaving?

I'm going to try to get away by ten.

Good-bye then, and remember me to your parents.

Good-bye. See you next year.



¹ look me up: this means 'come to see me' and not 'stay with me'

Drills

I

Example

Don't forget to give us a ring if ever you're in London.

- 1) our way.
- 2) drop us a line!
- 3) in town.
- 4) look us up
- 5) Be sure

2

Example

STUDENT A When are you off?
 STUDENT B My ship sails at 5.30.
 STUDENT A I hope you have a good voyage.

- 1 A?
- B bus leaves at nine o'clock.
- 2 A journey.
- B?
- 3 A plane takes off at 21.40.
- A flight.
- 4 A?
- B train goes at 4.15.
- A journey.
- 5 A ferry leaves at 11.35.
- B crossing.
- A?
- B coach goes at midday.
- A trip.

3

Example

STUDENT A Good-bye and thank you very much for all you've done.
 STUDENT B It was a pleasure. Hope to see you again next year.

- 1 A a wonderful time.
- B in the spring.
- 2 A everything.
- B some day.
- 3 A all your help.
- B next time you're here.
- 4 A showing me around.
- B next summer.

4

Example

STUDENT A Remember me to your parents, won't you?
 STUDENT B Yes, I'll give them your regards as soon as I get back.

- 1 A David
- B

- 2 A your mother
- B
- 3 A the children
- B
- 4 A your father
- B

5

Example

STUDENT A I probably won't be seeing Sally again.
 STUDENT B Never mind. I'll say good-bye to her for you.

- 1 A They Mrs Dilworth
- B
- 2 A We the children
- B
- 3 A Joe Brenda
- B
- 4 A Mary Dick
- B

! drop us a line: write to us

35 Television

There are four TV stations in the U.K.: BBC 1 and BBC 2 do not carry advertisements, but ITV and Channel 4 are commercially run.

(i)

A Is there anything worth watching on the other channel?

B I think it's a western.

A Do you mind if we switch over?

B Well, I rather wanted to see the football match.

(ii)

Do you happen to know what's on after the news?

I've got a feeling it's a documentary.

Does anybody mind if I watch it?

Don't you want to see part two of the serial?

(iii)

Do you remember what comes on next?

I believe there's a variety show on.

We mustn't miss that.

Let me look in the 'Radio Times' first.

(iv)

What's on BBC 2 at eight o'clock?

As far as I can remember there's a quiz programme.

Would you mind if I watched it?

No, I've been looking forward to it all evening.



Radio Times: a weekly magazine giving details of BBC radio and TV programmes

Drills

I

Example
Don't switch the boxing off. I've been looking forward to watching it all day.

- 1) Panorama
- 2) turn
- 3) seeing
- 4) the show
- 5) hearing

4 A ITV before the quiz?
B Coronation Street.

5 A Radio 3 after the discussion?
B a concert.

II

Example
STUDENT A Do you mind if we watch the documentary on BBC 1?
STUDENT B Actually, I rather wanted to see the play on ITV.

- 3 A news BBC 2?
B film BBC 1.
- 4 A cartoons ITV?
B cricket BBC 2.
- 5 A weather-forecast ... BBC 1?
B quiz ITV.
- 6 A discussion Channel 4?
B jazz concert BBC 2.
- 7 A serial Channel 4?
B comedy BBC 1.

III

Example
STUDENT A What's on BBC 1 tonight at 8.30?
STUDENT B As far as I can remember, it's a play.

- 1 A ITV 6.20?
B a serial.
- 2 A Channel 4 eleven?
B a documentary.
- 3 A BBC 1 after the news?
B a film.

5*

Reply to A's questions using the phrase 'nothing worth' plus a gerund.

Example

STUDENT A Why don't you listen to the radio?
STUDENT B There's nothing worth listening to.

- 1 A watch TV?
B read a paper?
- 2 A look at a magazine?
B see a film?
- 3 A buy something?
B

4*

Reply to A's questions using the phrase 'I've got a feeling' and the correct auxiliary verb. (A should use a rising intonation to show doubt.)

Example

STUDENT A The weather forecast was on before the news, wasn't it?
STUDENT B Was it? I've got a feeling it was on after the news.

- 1 A The film's on at 8.30, isn't it?
B at 9.30.
- 2 A The Radio Times comes out on Saturday, doesn't it?
B on Friday.
- 3 A The football results are on Radio 1, aren't they?
B Radio 4.
- 4 A The Queen spoke on Boxing Day, didn't she?
B on Christmas Day.
- 5 A It's the 20th today, isn't it?
B the 27th.

36 Thanks for Hospitality

Flowers, given to the hostess on arrival, are always appreciated by English families offering hospitality. The wrapping paper should not be removed.

(i)

A It's time we were off.

B So soon? Can't you stay a little longer?

A I wish I could, but I'm late already.

B What a shame!

A Thank you for a wonderful meal.

B I'm glad you enjoyed it.

(ii)

I really must be going now.

But you've only just come. Wouldn't you like to stay for a snack?

That's very kind of you, but I mustn't be too late.

What a pity!

Thanks very much for the party.

It was a pleasure to have you.

(iii)

I think it's about time we made a move.¹

What already? Won't you have another coffee?

I'd love to, but I have to be up early tomorrow.

Oh dear! What a shame!

Thank you for a most enjoyable evening.

Not at all. Hope you can come again.

(iv)

If you'll excuse me, I really should be off now.

Not yet surely. Have another drink at least.

No, thank you all the same.

Oh dear! What a pity!

Thank you very much indeed for the delicious meal.

Thank you for coming.



¹ a snack: a light meal

¹ made a move: started to go

Drills

I

Example

If you'll excuse me, I really ought to be on my way now.

- 1) leaving
- 2) have
- 3) must be
- 4) off
- 5) should be

2

Example

STUDENT A Do you have to go? Can't you stay?

STUDENT B I'd love to, but I really think it's about time I left.

- 1 A stay for tea?
- B was going.
- 2 A stay a little longer?
- B was off.
- 3 A stay for supper?
- B was on my way.
- 4 A stop?
- B made a move.
- 5 A stay and have a meal?
- B went.

3

Respond to A's requests using a gerund.

Example

STUDENT A Tell John we're grateful that he came.

STUDENT B Thanks very much for coming, John.

- 1 A helped.
- B
- 2 A told us.
- B

5*

Respond to A's statements using the phrase 'It's time' plus the past tense.

Example

STUDENT A I haven't written to Mother for several weeks.

STUDENT B It's time you wrote to Mother.

- 1 A Alice hasn't washed her hair for at least a month.
- B
- 2 A They haven't done any gardening for over a fortnight.
- B
- 3 A I haven't taken my wife out for two or three months.
- B
- 4 A He hasn't had an early night for over a week.
- B
- 5 A They haven't been on holiday for more than a year.
- B

4*

Respond to the statements by A with the correct form of the verb after 'I wish'.

Example

STUDENT A I won't stay for tea, thank you all the same.

STUDENT B What a pity! I wish you would.

- 1 A I can't stay for lunch, I'm afraid.
- B
- 2 A I don't get much free time, I'm sorry to say.
- B
- 3 A I haven't got time for a coffee, thank you all the same.
- B
- 4 A I'm not free again until next month, I'm afraid.
- B
- 5 A I won't have another coffee, thank you all the same.
- B

37 Asking People to Repeat and Offering Lifts in a Car

Do not say 'please' when you want somebody to repeat a sentence.

(i)

A Sorry, but I didn't quite catch that.

B I said, 'Can I give you a lift?'

A Isn't it out of your way?

B No, it's on my way home.

(ii)

I beg your pardon.

I said, 'Shan't I drive you home?'

Won't it be putting you out?'

No, I can go that way round just as easily.

(iii)

I'm afraid I didn't quite hear what you said.

I said, 'There's no rush, I can take you in the car.'

Won't it make you late?

No, I'm going right past your place.

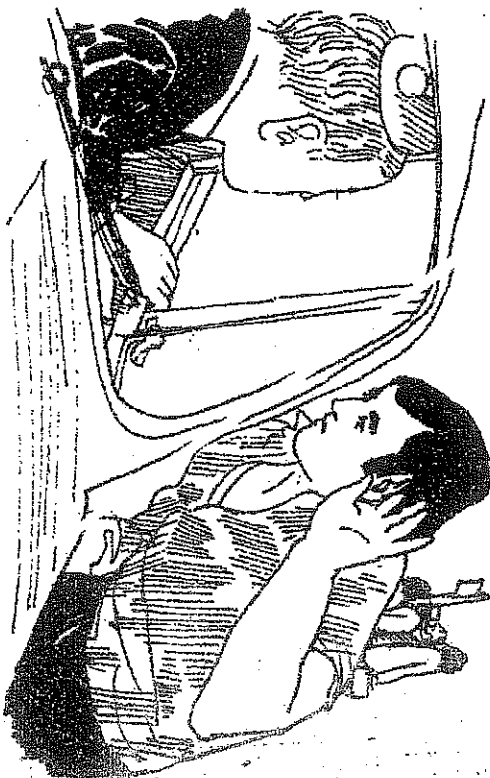
(iv)

Sorry, but I missed that.

I said, 'I'll run you back in the car.'

Are you sure it's not too much trouble?

No, it won't take a minute to drop you off.



I give you a lift: take you in my car

I putting you out: inconvenient

Drills

I

Example
I'm sorry but I didn't quite catch what you were saying.

- 1) said.
- 2) Excuse me.....
- 3) hear.....
- 4) I'm afraid.....
- 5) get.....

2

Example
STUDENT A Excuse me, but are you going anywhere near Harrods?
STUDENT B Yes, right past it. Can I give you a lift?

- 1 A Guildford?
- 2 A through drop you off?
- 3 A the frontier?
- 4 B up to drive you there?
- 5 A my place?
- 6 B run you back?
- 7 A the Severn Bridge?
- 8 B over give you a lift?
- 9 A the railway arch?
- 10 B under take you there?

3*

A changes his direct questions into indirect questions beginning with 'I asked if'.

Example
STUDENT A Do you want a lift?
STUDENT B I'm afraid I missed that.
STUDENT A I asked if you wanted a lift.

- 1 A Can I run you home?
B Sorry, but I didn't catch that.
A
- 2 A Is it on your way home?
B I beg your pardon.
A
- 3 A Isn't it too much trouble?
B I'm afraid I didn't quite hear what you said.
A
- 4 A Will it make you late?
B Would you mind repeating that, please?
A

4*

Reply to A's questions using the correct adverb.

Example
STUDENT A Isn't it easier for you to go by train?
STUDENT B No, I can catch the bus just as easily.

- 1 A better come on Monday?
- 2 B leave it till Tuesday

- 2 A cheaper hitch-hiker
B go by bike
- 3 A quicker fly direct?
B go via Rome
- 4 A more convenient take the M1?
B follow the A1?
- 5 A simpler go alone?
B take you with me

5*

Example
STUDENT A Are we going to Birmingham?
STUDENT B No, he's driving over to our place.

- 1 A he you?
- 2 B
- 3 A they her?
- 4 B
- 5 A John them?
- 6 B
- 7 A she Fred?
- 8 B

1 M1: motorways in the U.K. are given the letter M
2 A1: main roads in the U.K. are given the letter A

38 Asking Favour

English people use rather elaborate, roundabout ways of asking for things, and some foreigners therefore may appear rude because they are more direct than the English tend to be. The most important thing about asking favours of people is *how* you ask, what intonation you use, rather than the actual words you use. When it seems likely that the other person will refuse, the question can be phrased so that the refusal does not cause embarrassment.

(i)

A Is there any chance of borrowing your typewriter?

Would you mind if I had some time off?

Do you think I could possibly have my meals a little earlier?

(ii)

B How long for?

When exactly?

That would depend on when.

(iii)

A Until the end of the week.

Monday and Tuesday of next week.

Just over Easter.

Next weekend actually.

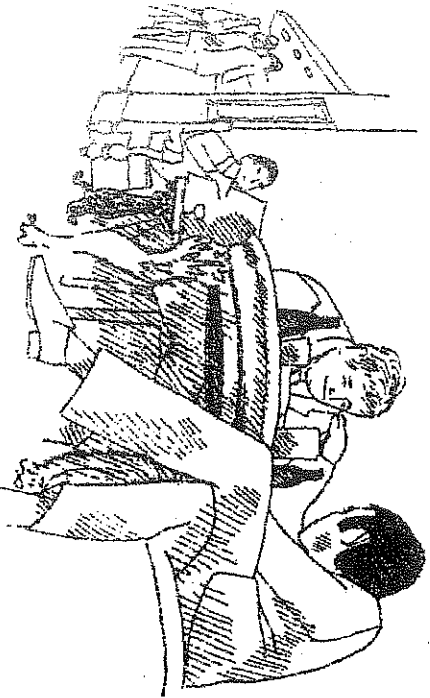
(iv)

B Yes, I think that would be all right.

I'd like to say yes, but it's just not possible.

I'll have to check with my wife first.

Let me think it over, and I'll tell you later.



I put my friend up: give my friend a bed

1

Example

I wonder whether I could possibly borrow your new car.

- 1) have next Saturday off.
- 2) Do you think ?
- 3) invite Sally to your party?
- 4) round to tea?
- 5) I wonder whether

2*

- | | | |
|---|---|---------------------------------------|
| 1 | A | play the piano. |
| | B | |
| 2 | A | do your washing in the kitchen. |
| | B | |
| 3 | A | shut the window. |
| | B | |
| 4 | A | use my sewing machine. |
| | B | |
| 5 | A | smoke in bed. |
| | B | |

Reply to A's questions using the phrase 'No, go right ahead'.

Example

STUDENT A Would you mind if I closed the window?
STUDENT B No, go right ahead and close it.

- | | | |
|---|---|---------------------------------|
| 1 | A | turned the TV on? |
| | B | |
| 2 | A | turned the radio down? |
| | B | |
| 3 | A | made myself a cup of tea? |
| | B | |
| 4 | A | had a bath? |
| | B | |
| 5 | A | used your tools? |
| | B | |

3

Instead of saying: 'Don't smoke' it is more polite to say 'I'd rather you didn't smoke, if you don't mind'. Change A's orders to a more polite form.

Example

STUDENT A Don't smoke.
STUDENT B I'd rather you didn't smoke, if you don't mind.

5

Instead of saying: 'Can you do some shopping for me?' it is more polite to say: 'Do you think you could possibly do some shopping for me?'
Change A's questions to a more polite form.

Example

STUDENT A Can you do some shopping for me?
STUDENT B Do you think you could possibly do some shopping for me?

- | | | |
|---|---|---------------------------------|
| 1 | A | teach me to drive? |
| | B | ? |
| 2 | A | put me up for the night? |
| | B | ? |
| 3 | A | help me with this letter? |
| | B | ? |
| 4 | A | lend me a pound? |
| | B | |
| 5 | A | show me the way? |
| | B | |

4

Instead of saying: 'Can I borrow your bicycle?' it is more polite to say: 'I wonder whether I could borrow your bicycle'.
Change A's questions to a more polite form.

Example

STUDENT A Can I borrow your tent?
STUDENT B I wonder whether I could borrow your tent.

- | | | |
|---|---|----------------------------------|
| 1 | A | have an early breakfast? |
| | B | |
| 2 | A | invite some friends round? |
| | B | |

39 Complaining

The English are reluctant to complain, and when they do so it is often in a somewhat apologetic manner. All the examples given here are rather strong.

(i)

A I wish you wouldn't have your TV so loud.

B Do you think you could keep the noise down a bit?

(ii)

B Sorry! Were you trying to sleep?

A Sorry! Have I been keeping you awake?

(iii)

A That radio's terribly loud. Could you turn it down a fraction?

B Do you have to have that record on quite so loud?!

(iv)

A Yes, and while I think of it - please ask when you borrow the iron.

B Yes, and another thing - would you mind not using my loohtpaste?

A Yes, and something else - wouldn't it be an idea to buy your own soap?!

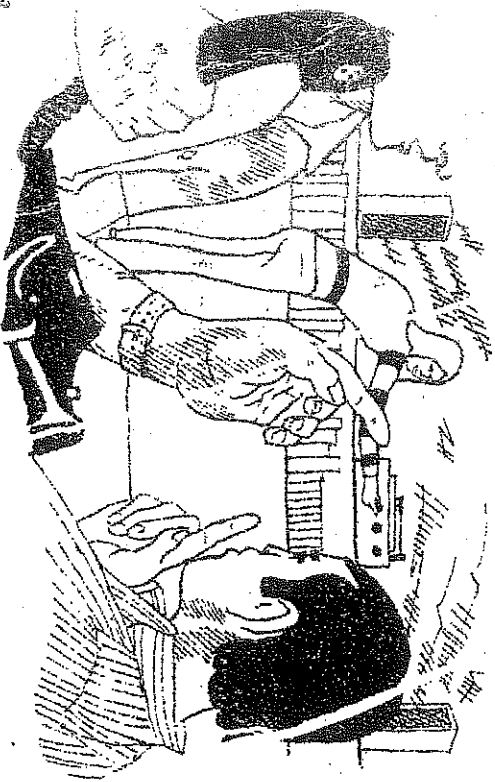
B Yes, and while I'm about it ... please don't use the phone without asking.

B I really ought to have known better. Sorry!

A I'm sorry. I thought you didn't mind.

B Sorry! I didn't realise you felt so strongly about it.

A So sorry! I meant to ask you, but you were out.



I Wouldn't it be a good idea to buy your own soap? rather sarcastic

! Do you have to have that record on quite so loud? rather sarcastic

Drills

I

Example

I do wish you wouldn't forget to switch the hall light out.

- 1) wipe your feet on the mat.
- 2) would remember.....?
- 3) Do you think you could leave the bathroom tidy?
- 4)?
- 5) Wouldn't it be a good idea

2

Example

STUDENT A Do you think you could make a little less noise?
STUDENT B Sorry, I didn't realise you were trying to sleep.

- 1 A take your shoes off?
- B had just done the floor.
- 2 A turn the radio down?
- B were in bed already.
- 3 A hurry up in the bathroom?
- B were waiting to come in.
- 4 A drive a little slower?
- B were a nervous passenger.
- 5 A shave in the bathroom?
- B wanted me to do it there.

3

Change A's statements so that they begin with 'I do wish you wouldn't ...'

Example

STUDENT A Don't leave the doors open.
STUDENT B I do wish you wouldn't leave the doors open.

- 1 A Don't run off all the hot water.
- B
- A Don't read the newspaper at breakfast.
- B

5*

You can say: 'You can't use the typewriter unless you ask' or: 'You can't use the typewriter without asking'.
Change A's statements using the word 'without' plus a gerund.

Example

STUDENT A You can't use the typewriter unless you ask.
STUDENT B You can't use the typewriter without asking.

- 1 A You can't drive a car unless you have a licence.
- B
- 2 A You can't have an early breakfast unless you tell me first.
- B
- 3 A You can't iron unless you put a blanket on the table.
- B
- 4 A You can't pay by cheque unless you leave your name and address.
- B
- 5 A You can't go unless you say good-bye.
- B

4*

Change A's statements using the phrase 'Would you mind' plus a gerund.

Example

STUDENT A Tell Sue to wipe her feet before she comes in.
STUDENT B Would you mind wiping your feet before you come in, Sue?

- 1 A Tell Sue not to use her saucer as an ash tray.
- B
- 2 A Tell Sue not to let the bath overflow.
- B
- 3 A Tell Sue to ask before she uses the phone.
- B
- 4 A Tell Sue not to smoke in bed.
- B
- 5 A Tell Sue to phone when she's going to be late for lunch.
- B

40 Apologising

The phrase 'seem to have' is often heard in apologies when things have been mislaid (temporarily lost). This is because it gives the idea of doubt, and the speaker wishes to break the news gently to the owner and not to alarm him too much. Sometimes it is also used when things have been lost, or even broken!

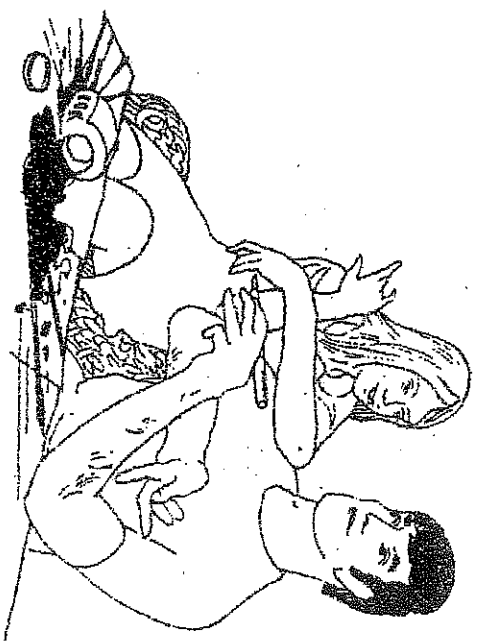
- (i)
- (ii)
- (iii)
- (iv)

A I'm afraid I've spilt ink all over the table-cloth. I'm 'awfully sorry, but I seem to have mislaid your scarf. I'm very much afraid I've burned a hole in the rug. I'm 'dreadfully sorry, but I've broken a plate.

B Oh, never mind about that. Oh, don't worry about that. Oh, that's all right. Oh, that doesn't matter.

A I'm 'terribly sorry. Won't you let me pay for it? I just don't know what to say. I'll replace it, of course. I do apologise. I'll buy you a new one first thing on Monday. I'm ever so' sorry. Tell me where you bought it so I can get you another.

B No, I won't hear of it. No, that's quite out of the question. Of course not. I never 'did like it anyway. No, certainly not. I wouldn't dream of letting you do that.



I

Example

I'm dreadfully sorry, but I'm afraid I've burned a hole in the carpet.

- 1) very broken your alarm clock,
- 2) extremely lost my front door key.
- 3) awfully let the bath overflow.
- 4) so mislaid your umbrella.
- 5) terribly run over your car.

2

Example

STUDENT A I'm 'terribly sorry, but I seem to have mislaid your old school tie.
STUDENT B That's quite all right. I never did like that tie anyway.

- 1 A broken your Stegness souvenir ash tray.
- B that ash tray
- 2 A lost your Robin Hood hat.
- B that hat
- 3 A overwound your cuckoo clock.
- B that clock
- 4 A damaged your plastic flowers.
- B those flowers
- 5 A driven over that china gnome¹ outside.
- B that gnome

3

Reply to A's questions using the phrase 'ever so' and the appropriate adjective.

Example

STUDENT A Will it be easy to get a new one?
STUDENT B Yes, it'll be ever so easy.

- 1 A Are they annoyed with you?
- B

5

Respond to A's questions using the emphatic form.

Example

STUDENT A Why didn't you apologise?
STUDENT B But I did apologise.

- 1 A Why don't you believe it?
B
- 2 A Why doesn't he understand?
B
- 3 A Why don't you feel sorry?
B
- 4 A Why didn't you replace it?
B
- 5 A Why doesn't she know about it?
B

4*

Reply to A's questions using the phrase 'I wouldn't dream of' plus a gerund.

Example

STUDENT A Will you apologise to him?
STUDENT B No, I wouldn't dream of apologising to him.

- 1 A keep it a secret?
- B
- 2 A let him pay for it?
- B
- 3 A try to repair it?
- B
- 4 A let her replace it?
- B
- 5 A complain?
- B

¹ some English people decorate their gardens with small statues

41 What Shall We Do This Evening (1)

For the foreign visitor interested in sport, local clubs are excellent places in which to meet English people. There is normally a club for each sport in every town; the secretary's name and address can be obtained from the town information office.

(i)

A How would you like to come bowling?

B I'm not overkeen, I actually.

A What about a Chinese meal, then?

B No, I thought I'd have an evening at home for a change.

(ii)

A Do you fancy a game of tennis?

B It's nice of you to ask, but I don't think so.

A Well, how about coming to see Tony?

B No, I honestly can't afford the time.

(iii)

A Do you fancy a game of tennis?

B I don't think I will, thanks all the same.

A Come on. A spot of exercise would do us good.

B No, if you don't mind I think I'll stay in tonight.

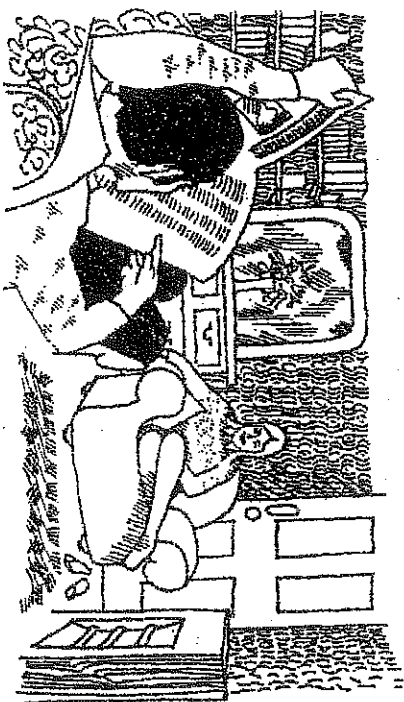
(iv)

A Let's go ice-skating.

B No, I'm really not in the mood for it this evening.

A Then why don't we just go out for a coffee?

B No, really. I've promised myself an early night.



I'm not overkeen: I don't want to (a typical understatement)

Drills

1

Example

They're not dreadfully keen on going out:
1) She ... very
2) We ... awfully
3) I ... terribly
4) He ... over

they want an evening by the fire.
she ... a morning at home.
we ... a day in the garden.
I ... an early night.
he ... a lie-in.¹

2

Example

STUDENT A Won't you join us for a game of cards?
STUDENT B No, thanks. I'm really not in the mood for cards this evening.

- 1 A tennis?
- B
- 2 A darts?
- B
- 3 A snooker?
- B
- 4 A table tennis?
- B
- 5 A bridge?
- B

3

Example

STUDENT A Do you fancy a game of tennis?
STUDENT B No, let's go swimming for a change.

- 1 A chess?
- B dancing
- 2 A cards?
- B skating
- 3 A football?
- B riding
- 4 A draughts?
- B bowling

4*

Reply to A's questions using the phrase 'How about' plus a gerund.

Example

STUDENT A Ask Tony if he wants to play tennis.

STUDENT B How about playing tennis Tony?

- 1 A Joe stay at home. ?
- B
- 2 A Sue come for a stroll. ?
- B
- 3 A the boys ... watch the football. ?
- B
- 4 A the girls ... go out for a meal. ?
- B
- 5 A Margaret ... walk along the sea-front. ?
- B

5*

You can say 'Exercise is healthy' or 'Exercise does you good'.
Reply to A's questions using the phrase 'do/does you good' in the affirmative or negative.

Examples

STUDENT A Is exercise healthy?
STUDENT B Yes, it does you good.
STUDENT A Are cigarettes healthy?
STUDENT B No, they don't do you any good.

- 1 A Are apples healthy?
- B
- 2 A Is fresh air healthy?
- B
- 3 A Are late nights healthy?
- B
- 4 A Is strong coffee healthy?
- B
- 5 A Is orange juice healthy?
- B

¹ a lie-in: from the verb 'to lie in bed'.

What Shall We Do This Evening (2)

English people frequently take bottles of drink with them to parties and give them to the host on arrival. They are then put with the other bottles for everybody to drink. A bottle of spirits or wine, or several bottles of beer are suitable. It is sometimes difficult to know what is a real invitation and what is not! If someone says "You really must come and see us one of these days", the best tactic is to reply "Thank you very much. I love meeting English people" and then wait to see whether a specific date is mentioned.

(i)

A How about coming out for a drink with me this evening?

Why don't we go for a drive in the country?

Do you feel like going to the cinema?

Would you like to come to a party with me tonight?

(ii)

B I'd like that very much. Thank you.

That would be very nice. Thank you.

That sounds like a good idea. Thank you.

I'd love to. Thank you very much.

(iii)

A Shall we say round about eight?

I'll pick you up about 7.30.

Let's make it 6.30 at your place.

I'll call round for you after supper.

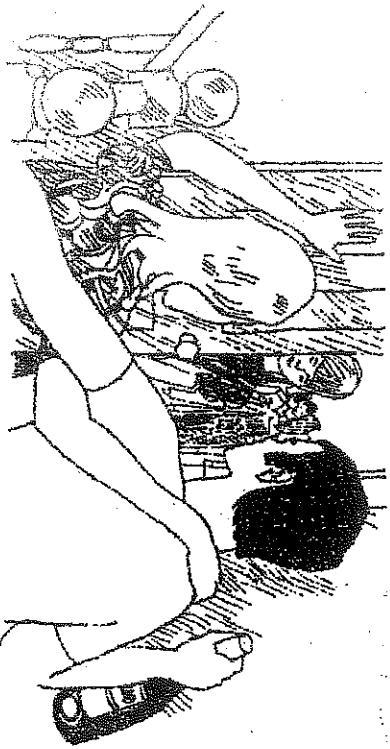
(iv)

B Fine. See you then.

Right. See you later.

That'll be OK by me.

OK. I'll be ready.



I

Example

Would you like to come to a football match with me tonight?

- 1) barbecue?
- 2) on Saturday?
- 3) Do you feel like coming
- 4) dance
- 5) fancy

2

Example

STUDENT A How about going to see Casablanca?

STUDENT B That sounds like a good idea. It's a long time since we saw a good film.

- 1 A going to the 'Grand' for dinner?
- B had a good meal.
- 2 A inviting John and Maggie round?
- B had any visitors, walking down to the park?
- 3 A went out for a walk.
- B taking a bus to Speakers' Corner?
- 4 A had a good argument.
- B asking Brian and Sam over for bridge?
- 5 A played a hand of cards.
- B

3

(B should use a rising intonation.)

Example

STUDENT A What's the best time to meet?

STUDENT B Shall we say round about eight?

- 1 A call round?
- B 7.30?
- 2 A start back?
- B midnight?
- 3 A pick you up?
- B 4 o'clock?
- 4 A leave?
- B ten to four?
- 5 A call for you?
- B seven?

4

Example

STUDENT A Can you and your wife be ready at 8.30?

STUDENT B Yes, 8.30 will be OK by us.

- 1 A Mary six?
- B
- 2 A they seven-fifteen?
- B

- 3 A you 7.30?
- B
- 4 A Timothy 1.15?
- B
- 5 A the girls eleven?
- B

5*

Example

STUDENT A Do you feel like eating out?

STUDENT B That's a good idea. We haven't eaten out for ages.

- 1 A seeing a film?
- B
- 2 A playing tennis?
- B
- 3 A driving up to London?
- B
- 4 A going skating?
- B
- 5 A having a party?
- B

1 barbecue: a picnic where food is cooked over an open fire
 2 Speakers' Corner: at Hyde Park in London

43 Complimenting People on Clothes

It is better not to ask the price of someone's clothes unless you know the person very well.

(i)

A What a nice cardigan!

I say, I like your new rain-coat.

(ii)

B Does it look all right?

Is it a good fit?

(iii)

You're looking very smart in that new jacket.

Does it suit me?

(iv)

That's a very nice blazer you're wearing.

Do you really like it?

A Yes, and it matches your scarf perfectly.

Yes, it looks fabulous.

Yes, and I like the colour, too.

Yes, and it goes well with your new pullover, too.

B I got it for £28.50 in a sale.

It only cost me £29.

You know I only paid £27.75 for it.

You'll never believe it, but it only cost £29.50.

A It's incredible.

Well, that was very good value.

You got a bargain there.

Very reasonable indeed.



It's a sale when goods are sold cheaply in the shops - often in spring and autumn.

Drills

1

Example

I 'say, those're very nice-looking gloves you've got on.

- 1) smart
- 2) shoes
- 3) you're wearing
- 4) that's a jacket
- 5) elegant

2

Example

Your umbrella matches your raincoat
marvellously.

- 1) jumper ... trousers beautifully.
- 2) gloves ... handbag perfectly.
- 3) slacks ... cardigan fabulously.
- 4) belt ... scarf superbly.
- 5) socks ... sandals exactly.

3

Example

STUDENT A What do you think of my new
raincoat?

STUDENT B It looks fabulous.

- 1 A suit?
- B very smart.
- 2 A tie?
- B great.
- 3 A shoes?
- B very nice.
- 4 A jacket?
- B marvellous.
- 5 A skirt?
- B gorgeous.

5

Reply to A's questions using the word
'jolly'.

Example

STUDENT A Don't you think that's a good
match?

STUDENT B Yes, it's 'jolly good.

- 1 A a reasonable price?
- B a nice colour?
- 2 A a smart coat?
- B a good fit?
- 3 A a clever design?
- B

4*

Example

STUDENT A Do you think this blouse
really suits me?

STUDENT B Of course it does. It goes
well with your scarf, too.

- 1 A pullover?
- B trousers?
- 2 A false eye-lashes?
- B hair-style?
- 3 A shirt?
- B tie?
- 4 A stockings?
- B shoes?
- 5 A hat?
- B handbag

44 The Weather

Foreigners are often amused that the English spend so much time discussing the weather. The reason for this is not simply that our weather is interesting and variable, but that the English are reluctant to converse about personal matters with people who are not friends. Mentioning the weather can be a useful and inoffensive way of starting a conversation with a stranger at a bus-stop or in a train.

(i)

(ii)

(iii)

(iv)

A Fairly mild for the time of year.

It seems to be clearing up.

Nice and bright this morning.

It's good to see the sun again.

B Yes. Quite different from the forecast.

It makes a change, doesn't it?

Yes. Much better than yesterday.

A big improvement on what we've been having.

A They¹ say we're in for snow.²

Apparently it's going to turn colder.

The wind'll probably get up later.

It's supposed to cloud over this afternoon.

B Let's hope it keeps fine for the weekend.

Still, another month should see us through the worst of it.³

As long as it doesn't rain.⁴

I didn't think it would last.

¹ They: the forecasters
² we're in for snow: snow is expected

³ see us through the worst of it: had us through the worst of the winter and into spring

⁴ as long as it doesn't rain: I don't mind what happens provided it doesn't rain

Drills

I

Example

Apparently it's going to turn colder and freeze later on.

- 1) drizzle.....
- 2) They say warmer
- 3) get
- 4) rain
- 5)

2

Example

STUDENT A They say we're in for snow.

STUDENT B As long as it doesn't rain.

- 1 A fog.
- B freeze.
- 2 A drizzle.
- B snow.
- 3 A high winds.
- B last.
- 4 A thunder.
- B spoil the weekend.
- 5 A showers.
- B interrupt the cricket.

3

Respond to the statements by 'A' using the comparative form of the adjective.

Example
STUDENT A Cold! This morning, isn't it?
STUDENT B Yes. Apparently it's going to get even colder.

- 1 A Hot
- B
- 2 A Warm
- B
- 3 A Cool
- B
- 4 A Wet
- B
- 5 A Foggy
- B

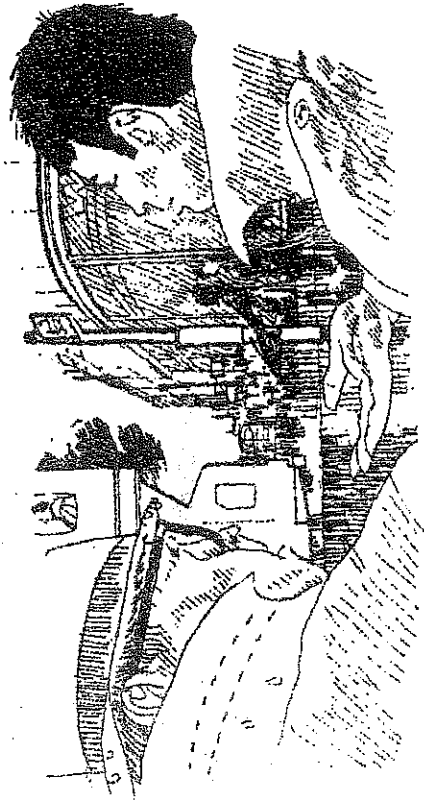
4*

Example

STUDENT A I think the wind's getting stronger.

STUDENT B Yes, they said it would get stronger later on.

- 1 A the weather's turned colder.
- B
- 2 A it's coming over cloudy.
- B
- 3 A the fog's got thicker.
- B
- 4 A it's turned milder.
- B
- 5 A it's got warmer.
- B



Key to Drills

7
[Drill 1]
Can you tell me how far it is to
London, please? / where the
shops are / which direction the
motorway is / how many miles
it is to the nearest garage /
which way the coast is

[Drill 4]
I'll take her ten lessons to
learn it. / She's half an hour to
walk it / she twenty minutes to
make it / he twenty-four hours
to deliver it / you less than a
minute to get there

[Drill 5]
It's too foggy to see the turn-
ing. / too wet to go on foot / too
dark to find the way / too late
to get there in time / too diffi-
cult to remember

8
[Drill 3]
You shouldn't have got out at
the park. / caught a Red Arrow
/ came early / asked for the
waiter / bought a return
ticket

[Drill 4]
You should have remembered
the number. / brought your
season ticket / rang the bell /
had some change / got a return

9
[Drill 3]
I've had far too many already.
/ much / many / much / much
[Drill 5]
No, they hardly wanted any-
thing. / drank / ate / cost / got

10
[Drill 4]
I'd love it. / some / them / to /
one

11
[Drill 5]
Two teas and a coffee, please. / a
Coca Cola and four teas / three
chocolates and two orange
juices / an orange juice and two
milks / three black coffees

12
[Drill 4]
I've already had it, thank you
very much. / seen it / booked it
/ tasted it / chosen it

13
[Drill 4]
I don't think they do. / it was /
she does / they have / there is

14
[Drill 3]
No, you smoked one of hers. /
he . . . theirs / they . . . ours
/ she . . . yours / he . . . hers
[Drill 4]
Yes, I've cut down. / I'll cut
down / I gave up / I'm going to
give up / I had to give up / I
had to cut down

15
[Drill 5]
I want a twin-bedded room. /
the blue-eyed waitress / a two-
roomed suite / the red-
carpeted room / the long-
haired waiter

18
[Drill 5]
Yes, I've done quite a bit of
gardening. / waiting / translat-
ing / office cleaning / fruit
picking

20
[Drill 3]
Yes, I'd like my nails man-
icured. / moustache trimmed /
beard shaved off / parting
moved / the top thinned out

21
[Drill 5]
Yes, I'm being looked after,
thank you. / being attended to
/ being seen to / being taken
care of

22
[Drill 3]
You can sit wherever you like,
/ wear whatever / come how-
ever / bring whoever / come
whenever

[Drill 4]
would you? / do you / have
you / were there / is there /
[Drill 5]
can't it? / doesn't he / didn't
you / is there / didn't they

23
[Drill 3]
I've only been given three. /
I'll only be given / I'd only
been given / I'd only be given
/ I'm only going to be given /
I'm only given / I'm only
being given

- 25
[Drill 4]
Who are they thinking of? /
What are they apologising
about / Where are they calling
from / Who are they talking
to / What are they looking for
- 26
[Drill 4]
I think they've already left. /
he's already phoned / she's
already had lunch / they've
already come back / he's already
rung
- 27
[Drill 3]
Did you go anywhere else? /
buy anything else / write to
anyone else / post anything
else / phone any one else
- 28
[Drill 4]
Yes, she 'must have eaten it. /
they 'must have taken it / I
'must have done it / he 'must
have understood / she 'must
have broken it
- 29
[Drill 5]
By the feel of it, it's broken. /
By the smell of it / By the
sound of it / By the taste of it /
By the look of it
- 30
[Drill 4]
'I'm being given cream. / 'I'll
be given / 'I've been given /
'I'm given / 'I was being given
/ 'I'd be given / 'I'd been given
- 31
[Drill 5]
I haven't seen it since break-
fast. / for. / since / for / for
- 32
[Drill 4]
She's gone to her sister's /
She's at / They'll go to / He
was at / You've got to go to
[Drill 5]
Wasn't 'I invited, too? / Won't /
Shan't /
'I be invited / Aren't 'I being
invited / Wasn't 'I being invited
/ Oughtn't 'I to be invited
- 33
[Drill 4]
She's gone to her sister's /
She's at / They'll go to / He
was at / You've got to go to
[Drill 5]
Wasn't 'I invited, too? / Won't /
Shan't /
'I be invited / Aren't 'I being
invited / Wasn't 'I being invited
/ Oughtn't 'I to be invited
- 34
[Drill 4]
Who are they thinking of? /
What are they apologising
about / Where are they calling
from / Who are they talking
to / What are they looking for
- 35
[Drill 4]
Is it? I've got a feeling it's on
at 9.30. / Does it / Are they /
Did she / Is it
[Drill 5]
'There's nothing worth watch-
ing. / worth reading / worth
looking at / worth seeing /
worth buying
- 36
[Drill 3]
Thanks very much for helping.
John. / telling us / replying /
ringing us / reminding us
[Drill 4]
What a pity! I wish you could.
/ you did / you had / you were
/ you would
[Drill 5]
It's time she washed her hair. /
they did some gardening / you
took your wife out / he had an
early night / they went on
holiday
- 37
[Drill 3]
I asked if I could run you home.
/ if it was on your way home /
if it wasn't too much trouble /
if it would make you late
- 38
[Drill 2]
No, go right ahead and turn it
on. / turn it down / make your
self one / have one / use them
- 39
[Drill 4]
Would you mind not using
your saucer as an ash-tray?
Sue. / not letting / asking
not smoking / phoning
[Drill 5]
You can't drive a car without
having a licence. / without tell-
ing / without putting / with-
out leaving / without saying
- 40
[Drill 4]
No, I wouldn't dream of keep-
ing it a secret. / letting / saying
/ letting / complaining
- 41
[Drill 4]
No, I can leave it till Tuesday
just as well. / just as cheaply /
just as quickly / just as con-
veniently / just as simply
[Drill 5]
No, I'm driving over to his
place. / she ... their / they
... his / he ... her

41
[Dy] 41

How about staying at home,
Joe? / coming for / watching /
bring out / walking along

[Dy] 51

Yes, they do you good / it does
you good / No, they don't do
you any good / it doesn't do you
any good / it does you good...

43
[Dy] 51

That's a good idea. We haven't
seen a film for ages. / played
tennis / driven up to London /
been waiting / had a party

43
[Dy] 41

Of course it does. It goes well
with your new trousers, too. /
they do. They go well with /
it does. It goes well / they do.
They go well with / it does. It
goes well with

44
[Dy] 41

Yes, they said it would turn
out better than you, / come over
often / get thicker / turn
fatter / get warmer

Longman Group UK Limited
Longman House, Burnt Mill, Harlow,
Essex CM20 2JF, England
and Associated Companies throughout the world.

© Longman Group UK Limited 1972, 1986

All rights reserved; no part of this publication
may be reproduced, stored in a retrieval system,
or transmitted in any form or by any means, electronic,
mechanical, photocopying, recording, or otherwise,
without the prior written permission of the Publishers.

First published 1972

This edition 1986

Fourth impression 1989

ISBN 0-582-74409-1

Produced by Longman Singapore Publishers Pte Ltd
Printed in Singapore