

**Mr. Smith travels to China on business:
I'm sorry you should have to miss the trip.**

Mr. Smith is going to China to have a meeting with his clients. He is excited about the business trip, not only because the meeting is about a big business opportunity, but, also it is his first time to visit the country. However, Mr. Lee can't come with him as he has another important conference to attend.



Read the following conversation.

Conversation1

Mr. Smith : **I'm sorry you should** have to miss the business trip. I know that you have experience with Chinese companies and have been looking forward to getting involved in the meeting with the Century Corporation.

Mr. Lee : I know. It's a shame I can't come with you. But **I should think** that the company is keen to strike a deal with us.

Mr. Smith : Wish me luck.



Read the following conversation.



Conversation2

- Mr. Smith : I really **should have read** the book on Chinese culture, that you recommended me, some time ago. I didn't manage to do so in the end. Is the Chinese business custom very different from ours?
- Mr. Lee : You will be fine as long as you show sincerity and politeness, basically. But, **if you should get stuck** with anything, e-mail me or catch me on my mobile.
- Mr. Smith : That will be really helpful. Thank you.

Exercise1-1

Have conversations with your teacher using the pictures and the different usages of “should”.

Example1: I'm sorry you **should** have to miss the business trip.

Example2: I **should** think the company is keen to strike a deal with us.

Example3: I really **should have read** the book on Chinese culture.

Example4: If you **should** get stuck with anything, e-mail me or catch me on my mobile.



Exercise 1-2

Have conversations with your teacher using the pictures and the different usages of “should”.

Example 1: I'm sorry you **should** have to miss the business trip.

Example 2: I **should** think the company is keen to strike a deal with us.

Example 3: I really **should have read** the book on Chinese culture.

Example 4: If you **should get stuck** with anything, e-mail me or catch me on my mobile.



Mr. Smith's flight is affected by an airline strike: We ought to keep an eye on the website.

Only a couple of days before his flight to China, Mr. Smith heard the news that the airline he is using, AS Airways, may be going on strike. His secretary, Janis, found out about it when she was checking his flight on the airline's website. Let's listen to what they are saying about it.



Read the following conversation.



Conversation1

Mr. Smith : I'm pleased that you found out about the strike.

Janis : I happened to check your flight a bit early, but I learnt that I really **ought to** keep an eye on the website once we book air tickets.

Mr. Smith : That's right. We tend to forget about strikes, but they often happen at an inconvenient time.

Janis : As you are a frequent traveler, they **ought to** refund you or rebook you with one of their partner companies. I'm calling them to rearrange the booking for you.

Read the following conversation.



Conversation2

Mr. Smith : I've just got an e-mail from the Century Corporation asking me if my flight is alright. They must be wondering what is happening to my schedule. I **ought to** have sent an e-mail to them before they did to me.

Janis : No worries. They sent you an e-mail because I had warned them first thing, after I heard about the strike. They are just showing empathy to you.

Mr. Smith : Oh, did you? That's great! Thank you.

Janis : By the way, AS Airways **ought to** have informed us of your rearranged flight by now. They really shouldn't keep us waiting.

Exercise1-1

Have conversations with your teacher based on the examples and the pictures below.

Example1: We really **ought to** keep an eye on the website.

Example2: They **ought to** refund you.

Example3: I **ought to** have sent an e-mail to them before they did to me.

Example4: AS Airways **ought to** have informed us of a rearranged flight by now.



Exercise 1-2

Have conversations with your teacher based on the examples and the pictures below.

Example 1: We really **ought to** keep an eye on the website.

Example 2: They **ought to** refund you.

Example 3: I **ought to** have sent an e-mail to them before they did to me.

Example 4: AS Airways **ought to** have informed us of a rearranged flight by now.



Mr. Smith arrives at Beijing Airport: He can but wait for the traffic to start moving.

Mr. Smith managed to travel on a flight that AS airways arranged for him. He is supposed to meet Mr. Kim at the arrival lobby but can't find him. After waiting for a while, Mr. Smith is calling the Century Corporation to ask if anything has happened to Mr. Kim.



Read the following conversation.



Conversation1

Secretary : We are terribly sorry about the delay. Actually, Mr. Kim is held up in a traffic jam, caused by an accident, so he **can but wait** for the traffic to start moving.

Mr. Smith : I see. I'm sorry to hear that he is held up in the traffic. Please don't worry about me. I'll just wait here.

Secretary : Thank you for your patience, Mr. Smith. He will be carrying a large name card with your name on it, so you **can't miss** him.

Read the following conversation.

Conversation2

Mr. Kim : I'm terribly sorry for keeping you waiting for such a long time. I **cannot apologize to you enough**.

Mr. Smith : Please do not feel so bad for me. I actually enjoyed sitting here watching the people.

Mr. Kim : You are very patient, but you must be very tired after the long journey.

Mr. Smith : I **can't help admitting** it, as it was indeed a long journey.

Exercise1-1

Have conversations with your teacher based on the examples and the pictures below.

Example1: He **can but wait** for the traffic to start moving.

Example2: You **can't miss** him.

Example3: I **cannot apologize to you enough**.

Example4: I **can't help admitting** it, as it was indeed a long journey.



Exercise1-2

Have conversations with your teacher based on the examples and the pictures below.

Example1: He **can but wait** for the traffic to start moving.

Example2: You **can't miss** him.

Example3: I **cannot apologize to you enough**.

Example4: I **can't help admitting** it, as it was indeed a long journey.



Mr. Kim warns Mr. Smith of pickpockets: It must have been a pickpocket who took it.

After taking Mr. Smith to a hotel in Beijing, Mr. Kim takes him out for a short walk in the city. Mr. Smith is very excited, as everything looks so different from things in the U.S. However, Mr. Kim gives him a warning.



Read the following conversation.



Conversation1

Mr. Kim : Please do not forget to keep an eye on your belongings. I lost my wallet while walking in the city some years ago. It **must have been** a pickpocket who took it.

Mr. Smith : Thank you for the warning. I have left my passport and credit card in my hotel room. Would that be alright?

Mr. Kim : I think that is better. I **dare** not carry anything valuable when I have a walk in the city.

Read the following conversation.



Conversation2

Mr. Smith : There are so many bicycles. This is just as I saw on a TV documentary some years ago.

Mr. Kim : All tourists are overwhelmed by the number of bicycles on the streets but **there used to be** more just a few years ago.

Mr. Smith : Gosh! There were even more then?

Mr. Kim : There were nearly twice as many, **I dare say**. More people are using cars these days.

Exercise1-1

Have conversations with your teacher based on the examples and the pictures below.

Example1: It **must have been** a pickpocket who took it.

Example2: I **dare** not carry anything valuable when I have a walk in the city.

Example3: **There used to be** more just a few years ago.

Example4: There were nearly twice as many, **I dare say**.



Exercise1-2

Have conversations with your teacher based on the examples and the pictures below.

Example1: It **must have been** a pickpocket who took it.

Example2: I **dare** not carry anything valuable when I have a walk in the city.

Example3: **There used to be** more just a few years ago.

Example4: There were nearly twice as many, **I dare say**.



Mr. Smith changes U.S. dollars to Chinese Yuan: Take the signed form to the attendant sitting over there.

Now, Mr. Smith is at the bank to change his dollars to Chinese currency, Yuan. An attendant is telling Mr. Smith how to do it. Let's find out how he is getting on.



Read the following conversation.



Conversation1

Mr. Smith : I would like to change my dollars to Chinese Yuan. Will banks be the best place for that?

Mr. Kim : I think so; you can also withdraw CNY with your **existing credit card**, if you have a **bank account connected** to it.

Mr. Smith : I see. So ATMs are available in the city?

Mr. Kim : Yes, there are many ATMs, but it is important to check the **handling fee charged** for each transaction.

Read the following conversation.



Conversation2

Mr. Smith : Excuse me, could you change my USD to CNY?

Attendant : Certainly, could you fill in this form and sign at the bottom? After filling it in, take the **signed form** to the **attendant sitting over there**, please.

Mr. Smith : Sure, what is the current selling rate of USD?

Attendant : As of 15:30, the rate for 1 USD is 6.460 CNY.
The panel on the wall shows **rates updated** every ten minutes.

Exercise1-1

Have conversations with your teacher using past participles (~ed) and present participles (~ing) and the pictures below.

Example1: the **signed form** / **rates updated** every ten minutes

Example2: the **attendant sitting over there** / your **existing credit card**



Exercise1-2

Have conversations with your teacher using past participles (~ed) and present participles (~ing) and the pictures below.

Example1: the **signed form** / **rates updated** every ten minutes

Example2: the **attendant sitting over there** / your **existing credit card**



Mr. Smith visits the Century Corporation's factory: It looks so overwhelming.

It's Mr. Smith's second day in China today. He is visiting the Century Corporation's factory, on the outskirts of Beijing. The company is keen to introduce a technology that Mr. Smith's company has developed. Let's see how the visit is going.



Read the following conversation.



Conversation1

Mr. Smith : What a big factory! It **looks** so **overwhelming**.

Mr. Kim : You **sound impressed** by our factory.

Mr. Smith : I am, absolutely.

Mr. Kim : But because it is very big, the energy saving issue is particularly urgent, and we must do something concrete before we **become exposed** to international criticism.

Mr. Smith : I see.



Read the following conversation.



Conversation2

Mr. Kim : Let's go inside the factory. Please wear a safety helmet just in case. Also, please watch your step. The floor's surface is slightly uneven.

Mr. Smith : Thank you for the warning. I can **hear machines roaring**.

Mr. Kim : The noise is coming from the main part of the assembly line. I **want this factory's thermal efficiency improved** and that's why we are looking at the technology of your company.

Mr. Smith : I'm sure our technology can help you.

Exercise1-1

Have conversations with your teacher using the expressions in the examples and the pictures below.

Example1: It **looks** so **overwhelming**.

Example2: You **sound impressed** by our factory.

Example3: I can **hear machines roaring**.

Example4: I **want this factory's thermal efficiency improved**.



Exercise1-2

Have conversations with your teacher using the expressions in the examples and the pictures below.

Example1: It **looks** so **overwhelming**.

Example2: You **sound** **impressed** by our factory.

Example3: I can **hear** **machines roaring**.

Example4: I **want** **this factory's** thermal efficiency improved.



Mr. Smith dines at a Chinese restaurant: You are sure to enjoy the food.

After visiting the factory, Mr. Kim took Mr. Smith to a Chinese restaurant in Beijing. This restaurant is popular for its fine Chinese dishes. They seem to be getting on very well. Let's see their conversations.



Read the following conversation.



Conversation1

Mr. Smith : I heard this restaurant is known for serving fine traditional Chinese food.

Mr. Kim : It is indeed. In my opinion, this is the best restaurant in Beijing. You are **sure to enjoy** the food.

Mr. Smith : I also like the interior. The potteries and the pictures on the walls are beautiful **to look at**.

Mr. Kim : I'm glad that you seem to like it. I think this restaurant is most comfortable **to dine at**.

Read the following conversation.



Conversation2

Mr. Kim : I hope you are enjoying your stay in China.

Mr. Smith : I am enjoying it very much. I think I'm fortunate to be given an opportunity to visit China. I'm **anxious to know** more about your country.

Mr. Kim : I'm pleased to hear that. This country is indeed inspiring **to explore** and Chinese food is one of the intriguing aspects. Enjoy your meal, Kampei!

Mr. Smith : Thank you. Kampei!



Exercise1-1

Have conversations with your teacher using the expressions in the examples and the pictures below.

Example1: You are **sure to enjoy** the food.

I'm **anxious to know** more about your country.

Example2: The potteries and the pictures on the walls are beautiful **to look at**.

This restaurant is most comfortable **to dine at**.

1



2



3



Exercise1-2

Have conversations with your teacher using the expressions in the examples and the pictures below.

Example1: You are **sure to enjoy** the food.

I'm **anxious to know** more about your country.

Example2: The potteries and the pictures on the walls are beautiful **to look at**.

This restaurant is most comfortable **to dine at**.



**Mr. Smith has a problem with the shower:
I came back to my room only to find the faucet
not working.**

Everything went well with the business meeting with the Century Corporation and Mr. Smith is now back at his hotel room. He wants to take a shower but unfortunately something is wrong with the hot water tap. Let's find out what is happening.



Read the following conversation.



Conversation1

Receptionist : Reception. How can I help?

Mr. Smith : Hello, this is room 851. Just earlier I **came back** to my room, only **to find** out that the faucet is not working. The faucet handle feels very loose, so I can't turn it on.

Receptionist : I'm sorry for the inconvenience. The faucet must have a mechanical problem. We will certainly send somebody within ten minutes.



Read the following conversation.

Conversation2

Repairman : (knock knock) Hi, I heard the faucet is not working.

Mr. Smith : That's right. **To be brief**, I can't turn on the hot water.

Repairman : Hmm... Probably the clutch in the handle is worn. It will take about twenty minutes to finish the work. Would that be alright?

Mr. Smith : That's absolutely fine.

Repairman : **To begin with**, I will shut the hot water valve, **in order to** change the handle.

Exercise 1-1

Have conversations with your teacher using the expressions you learnt in this unit and photos below.

Example 1: I **came back** to my room, only **to find** out that the faucet is not working.

Example 2: **To be brief**, I can't turn on the hot water.

Example 3: I will shut the hot water valve, **in order to** change the handle.



 **Exercise1-2**

Have conversations with your teacher using the expressions you learnt in this unit and photos below.

Example1: I **came back** to my room, only **to find** out that the faucet is not working.

Example2: **To be brief**, I can't turn on the hot water.

Example3: I will shut the hot water valve, **in order to** change the handle.



 **Exercise1-3**

Have conversations with your teacher using the expressions you learnt in this unit and photos below.

Example1: I **came back** to my room, only **to find** out that the faucet is not working.

Example2: **To be brief**, I can't turn on the hot water.

Example3: I will shut the hot water valve, **in order to** change the handle.



Mr. Smith flies back to New York: I've finished all the talks.

Mr. Smith has finished everything he was assigned to do, and he is finally leaving China, to go back to New York. Just before leaving Beijing, Mr. Smith is now calling his family in the U.S. Let's see what they are talking about.



Read the following conversation.



Conversation1

Mrs. Smith : Hi darling, how are you doing?

Mr. Smith : I'm doing fine. I **have finished** all the **talks** and so I'm leaving Beijing in a few hours.

Mrs. Smith : Did everything go alright?

Mr. Smith : Yes, everything went fantastically well, so I imagine I will have more **chances to visit** China in the future.

Mrs. Smith : That sounds exciting!



Read the following conversation.



Conversation2

Mrs. Smith : How was the city of Beijing? There must be **many places to visit** there.

Mr. Smith : There are so many of them. Mr. Kim took me to a couple of historic sites and a very nice restaurant. We should visit the city as a family someday.

Mrs. Smith : That's an excellent idea. We can hire a **guide to show** us around the city.



Exercise1-1

Have conversations with your teacher using one of the phrasal verbs and the photos below.

- i) To understand
- ii) To use
- iii) To compare
- iv) To watch
- v) To buy

- vi) To remember
- vii) To find (or discover)
- viii) To make
- ix) To write
- x) To try



 **Exercise1-2**

Have conversations with your teacher using one of the phrasal verbs and the photos below.

- i) To understand
- ii) To use
- iii) To compare
- iv) To watch
- v) To buy

- vi) To remember
- vii) To find (or discover)
- viii) To make
- ix) To write
- x) To try



 **Summary 1-1**

In Units 11-19, you learnt a lot of simple, but useful expressions you can use in conversations, with your friends or people you meet for the first time. Let's review them, here, before we move on.

Without looking at previous units, change the word(s) in the brackets or fill in the blanks with appropriate word(s). There may be more than one correct answer for each blank/pair of brackets.

Unit 11

A: It's a shame you ____ to work all through this month.

B: Well, it's my fault. I (work) more diligently last month. I'll just try to finish as early as I can.

 **Summary 1-2**

Without looking at previous units, change the word(s) in the brackets or fill in the blanks with appropriate word(s). There may be more than one correct answer for each blank/pair of brackets.

Unit 12

- A: You really ____ to be able to understand how “social networking” works if you don’t want to get behind others.
- B: I ____ to have started learning it a bit earlier.

Unit 13

- A: I lack creativity. I can ____ copy somebody else’s work, if I have to make something.
- B: I can't ____ (feel) empathetic, as I'm exactly like you.

 **Summary 1-3**

Without looking at previous units, change the word(s) in the brackets or fill in the blanks with appropriate word(s). There may be more than one correct answer for each blank/pair of brackets.

Unit 14

A: Can you see the crowd over there? Something ____ have happened. Let's go and see.

B: I ____ not do that as there may be an injured person

Unit 15

A: Have you read the article on the politician (rumour) to have received a bribe?

B: No, I haven't but I've read another (relate) article.

 **Summary 1-4**

Without looking at previous units, change the word(s) in the brackets or fill in the blanks with appropriate word(s). There may be more than one correct answer for each blank/pair of brackets.

Unit 16

A: You look a bit (puzzle). Are you OK?

B: I can hear my cell phone (ring), but can't see it.

A: It must be at the bottom of your bag.

Unit 17

A: The smart phone is a very useful thing (have). Why don't you buy one?

B: Well, I'm not very keen (use) modern technology.

 **Summary 1-5**

Without looking at previous units, change the word(s) in the brackets or fill in the blanks with appropriate word(s). There may be more than one correct answer for each blank/pair of brackets.

Unit 18

A: You must be very tired (make) such a simple error.

B: Actually, it is not as easy as it looks. ____ brief, it is a kind of question only a math genius can solve.

Unit 19

A: Do you have any more work (do) today?

B: Yes, I have a report (submit) tomorrow. I must finish it today.

Free Conversation

Have conversations with your teacher using as many of the expressions you learnt in Units 11-19 as possible and the pictures below.



Free Conversation

Have conversations with your teacher using as many of the expressions you learnt in Units 11-19 as possible and the pictures below.

