

Mr. Smith at work:

Mr. Smith is attending a conference.

Mr. Smith is a very good father. He is a calm and thoughtful person, so everyone likes and respects him. He likes to spend time with his family on weekends but he is a very busy person and works hard on weekdays. Mr. Smith is talking with his colleagues now. Let's listen to his conversations with his colleagues, Bella and Jake.



Read the following conversation.

Conversation1

Bella : **Are you attending** the conference in Boston tomorrow?

Mr. Smith : Yes, I am. Jake **is attending** too.

Bella : **Are you giving** a presentation?

Mr. Smith : Yes, I am, but Jake isn't.
He **is gathering** information about other companies.



Read the following conversation.



Conversation2

Jake : Where **is** the conference **taking** place?

Mr. Smith : I think it **is taking place** in the main conference room.

Jake : Thank you, I didn't know because I don't have the program sheet.

Mr. Smith : Just to remind you, it **is starting** in about ten minutes.



Exercise1-1

Talk with your teacher using “To be~ing” and the pictures below.

Hints

Go on vacation next month, The concert will start in one hour, Get married in spring, See the doctor this afternoon, The tennis final takes place tomorrow, Have a party this coming Sunday.



Exercise1-2

Talk with your teacher using “To be~ing” and the pictures below.

Hints

Go on vacation next month, The concert will start in one hour, Get married in spring, See the doctor this afternoon, The tennis final takes place tomorrow, Have a party this coming Sunday.



 **Exercise2**

Add some words to make the following sentences more precise.

- I am cleaning my room.
- I am having dental treatment.
- I am visiting a friend of mine.
- I am climbing a mountain.

Hints →

Tonight, Soon, Now, At the moment,
Tomorrow morning, On Sunday.



Mr. Smith is a reliable person: He is good, isn't he?

Mr. Smith is a director at his office. The people in his team respect him very much because he is sincere and a very reliable person. Some of Mr. Smith's colleagues are talking about him now. Let's see their conversations to find out what they are saying about Mr. Smith.



Read the following conversation.



Conversation1

Man A : How are you doing in your current section?
Mr. Smith is your new boss, **isn't he?**

Woman A : Yes, he is. Mr. Smith is helping me to get settled
so I'm doing fine.

Man A : Glad to hear that! It is always good to have
a supportive boss, **isn't it?**



Read the following conversation.



Conversation2

Woman B : You work with Mr. Smith, **don't you?**

Man B : Yes, he is my colleague. Do you know him?

Woman B : Well, not really because I'm in a different department.

Man B : He is a very good person. He is kind and considerate. He is also a very capable director.

Woman B : It's nice to work with a person like that, **isn't it?**



Exercise1-1

Talk with your teacher using “isn’t it, doesn’t he, aren’t you, etc.” and the pictures below. Try to use them in both confirmation and agreement forms.

Confirmation: Mount Everest is the highest mountain in the world, isn't it?

Agreement: He is always focused on his job. He's hardworking, isn't he?



Exercise 1-2

Talk with your teacher using “isn’t it, doesn’t he, aren’t you, etc.” and the pictures below. Try to use them in both confirmation and agreement forms.

Confirmation: Mount Everest is the highest mountain in the world, isn't it?

Agreement: He is always focused on his job. He's hardworking, isn't he?



 **Exercise2**

- i) Think of something you like. Don't say what it is; instead give two hints about it.

- ii) Your teacher will try to find out what it is by asking, for example, "It's not food, is it?", "Where can you buy it?" and so on.

- iii) Swap roles.



Mr. Smith and his colleague: Can I talk to you now?

Mr. David Lee is one of Mr. Smith's colleagues. They entered the company at the same time and they got along very well. Whenever there are troubles or concerns at work, Mr. Lee always asks Mr. Smith for his opinion. Here comes Mr. Lee, he seems like he wants to talk to Mr. Smith.



Read the following conversation.

Conversation1

Mr. Lee : Hi Tim, it's me. **Can** I talk to you now?

Mr. Smith : Sure, David.

Mr. Lee : It's about the project we are planning.
There are some points I am unsure about.
Can I have your opinion please?

Mr. Smith : Of course you **can**.



Read the following conversation.

Conversation2

Mr. Lee : Thank You for your opinion. It was very helpful.

Mr. Smith : It's my pleasure. You know you **can** ask me anytime.

Mr. Lee : Thank you. **Can** I come back after the meeting?

Mr. Smith : You certainly **can**.



 **Exercise1-1**

Talk with your teacher using “can” and the pictures below.
You could start with “Can I?” or “You can” etc.



 **Exercise1-2**

Talk with your teacher using “can” and the pictures below.
You could start with “Can I?” or “You can” etc.



 **Exercise2**

Make sentences that express possibility using "can" and the words in the box.

Examples: book/useful - "It can be a useful book", "This book can be useful", "Can this book be useful?" etc.

 **Hints**

Information, Child, Map, Diamond, House, Game, Good, Expensive, Useful, Cheap, Fun, Boring, Old, Sensible.



 **Exercise3**

Make sentences that express doubt using "can", "can't" or "cannot" and the words in the box.

Example: name/real - "It can't be his real name."

Hints →

Fur coat, Executive Car, Meat, Guidebook, Museum, Genuine, Far away, Correct, Open, Wrong, Fresh, Fake.



Choosing a children's film: I need your advice.

It's lunch time now. Mr. Smith and Mr. Lee are having a conversation at a café. Let's hear what they are talking about.



Read the following conversation.

Conversation1

Mr. Smith : I think I **need** your advice.

Mr. Lee : What's up?

Mr. Smith : It's still a secret but I'm taking my children to the cinema on Saturday. I **need to** book tickets online but I know nothing about children's films.

Mr. Lee : No **need to** worry! You should definitely choose "Monster Magic". It's fun!



Read the following conversation.



Conversation2

Mr. Smith : What are you doing this weekend?

Mr. Lee : I **need to** go to see my parents.
It's mother's day on Sunday.

Mr. Smith : Oh! I totally forgot about it.
I **need to** send some flowers and a card to my
mother.

Mr. Lee : I **need to** pick up a bouquet of flowers on
the way home too.

Exercise1-1

Talk with your teacher using “need” or “need to” and the pictures below.

Hints

Wear a coat/a hat/gloves, Sleep, Pack a suitcase, Water, Do the laundry, Practice.



Exercise1-2

Talk with your teacher using “need” or “need to” and the pictures below.

Hints

Wear a coat/a hat/gloves, Sleep, Pack a suitcase, Water, Do the laundry, Practice.



Mr.and Mrs. Smith rent DVDs: Shall I recommend some DVDs?

Mr. and Mrs. Smith are now at a DVD rental shop. They want to rent some DVDs to watch at night after their children go to bed. Let's see their conversations with the shop assistant.



Read the following conversation.



Conversation1

Mr. Smith : There are so many DVDs to choose from.

Mrs. Smith : Yes. It's difficult to decide, isn't it?

Shall we ask the shop assistant?

Mr. Smith : That's a good idea. **Shall we** pick a few and ask her opinion?

Mrs. Smith : Why not?



Read the following conversation.



Conversation2

Mr. Smith : Excuse me, there are many DVDs that we would like to watch and we can't decide.
Can we have your advice?

Assistant : Sure. **Shall I** check which ones are popular?

Mrs. Smith : That's a good idea.

Assistant : You will have a discount if you rent three DVDs.
Let me recommend you the top three DVDs.



Exercise1-1

Talk with your teacher using “shall” and the pictures below.

Examples:

“Shall we visit our old teacher, Mr. Johnson?”

“Shall I help you with your ironing?”

“Let's go to the park, shall we?”

Hints

Cakes(buy/bake), Windows (open/shut), Bench (sit down/share), Bowling (play), Tea (make/have), Light (turn on/turn off).



Exercise1-2

Talk with your teacher using “shall” and the pictures below.

Examples:

“Shall we visit our old teacher, Mr. Johnson?”

“Shall I help you with your ironing?”

“Let's go to the park, shall we?”

Hints

Cakes(buy/bake), Windows (open/shut), Bench (sit down/share), Bowling (play), Tea (make/have), Light (turn on/turn off).



Exercise 2

Talk with your teacher using "Let's ~, shall we?" and the pictures below.

Examples:

"Let's walk to the beach, shall we?", "That's a very good idea."

"Let's place an order, shall we?"

Hints

Swimming pool, Resort, Vacation, Poolside, Beach, Eat out, Dinner, Wine, French food, Restaurant, Place an order.



Mr. Smith and Ryan will go fishing: Will it be sunny tomorrow?

One of the exciting things that Ryan likes doing is to go fishing with his dad. They are going fishing tomorrow and taking Spotty with them. They are very excited. Let's see what they are talking about.



Read the following conversation.



Conversation1

Ryan : I can't wait to go fishing!
But **will** it **be** sunny tomorrow?

Mr. Smith : It **will be**, according to the weather forecast.

Ryan : **Will** I **be able** to catch many fish?

Mr. Smith : Well, let's hope that you **will catch** many fish.



Read the following conversation.

Conversation2

Ryan : Will Spotty be able to catch a fish?

Mr. Smith : He can try but it moves very quickly.

Ryan : At least he will be able to have some of our fish, won't he?

Mr. Smith : Yes, he will be if we catch many fish.



Exercise1-1

Make 3 types of questions and ask your teacher. Then swap roles.

Question type A: Asking about work.

Ex. “What does he do for a living?”- “He paints pictures.”

Question type B: Asking about a current situation.

Ex. “What is he doing now?”- “He is painting pictures.”

Question type C: Asking about a future plan.

Ex. “What will he do in his free time tomorrow?”
- “He will paint, I think.”

Hints

Play golf, Dance, Sing, Cook, Teach, Paint.



Exercise1-2

Make 3 types of questions and ask your teacher. Then swap roles.

Question type A: Asking about work.

Ex. “What does he do for a living?”- “He paints pictures.”

Question type B: Asking about a current situation.

Ex. “What is he doing now?”- “He is painting pictures.”

Question type C: Asking about a future plan.

Ex. “What will he do in his free time tomorrow?”
- “He will paint, I think.”

Hints

Play rugby, Dance, Sing, Cook, Teach, Paint.



Exercise2

Change the given sentences to match each description in the brackets.

Example: I am baking cakes.

(Baking cakes is my occupation.) I bake cakes for a living.

1. I will paint pictures tomorrow.

(I am in the middle of painting.)

2. The church building is about three hundred years old.

(The church looks like about three hundred years old.)

3. My son is playing the guitar in his room.

(He is attending a school concert tomorrow.)



The Smith family is having a BBQ: I will set up the BBQ.

During summer time, the Smith family often has a BBQ lunch in their garden. Every time they have a BBQ lunch, they would invite a couple of friends. Today, they are with Linda and Rob. You can see Heather is trying to be helpful.



Read the following conversation.

Conversation1

Mr. Smith : I **will** set up the BBQ.

I wonder if food are ready?

Mrs. Smith : Yes. Burgers, chicken, salad and...

Heather : I **will** bring the drinks from the kitchen.

Mrs. Smith : Thank you Heather, but can you really carry them? They are quite heavy.

Heather : Don't worry mom, I **will** be fine.



Read the following conversation.

Conversation2

Mr. Smith : Linda, would you like some more chicken?

Linda : Thank you, I **will** have some a bit later. How about you, Rob?

Rob : Hmm, I think I **will** have another burger. They are delicious!

Mrs. Smith : Please do. I **will** bring more burgers from the kitchen.

Heather : Mom, I **will** bring them for you.



Exercise1-1

Make sentences using “will” and the pictures below to express willingness or intention.

Examples:

“We will help you with your moving.” = “They intend to help”

“I will not listen to your advice” = “I don’t want to obey your advice.”

Hints

Try to win the baseball game, Eat vegetables, Study hard, Explain the reason, Make a drink for you, Listen to the coach.



Exercise1-2

Make sentences using “will” and the pictures below to express willingness or intention.

Examples:

“We will help you with your moving.” = “They intend to help”

“I will not listen to your advice” = “I don’t want to obey your advice.”

Hints

Try to win the baseball game, Eat vegetables, Study hard, Explain the reason, Make a drink for you, Listen to the coach.



 **Exercise2**

Fill in the gaps so that each sentence makes sense. The gaps may need more than one word.

Example:

It is cold and windy outside but she will not put on her coat.

- There are a lot of problems but we ___ give up.
- The people of the country ___ support the president because they respect him.
- The employees ___ sign the next contract if the company doesn't raise their salaries.
- My daughter will ___ marry anyone until she is successful in her career.

Mr. Smith is at work and Heather is at school: May I leave one hour early this evening?

Mr. Smith is a very good boss to everyone at the office. He is always kind to everyone. Today, one of the secretaries, Janis's parents are in town. Let's see her conversation with Mr. Smith. Also, Heather and her classmate Bill are talking in their classroom. Let's see their conversation as well.



Read the following conversation.

Conversation1

Mr. Smith : I heard your parents are arriving this evening.

Janis : Yes, they are. So I was wondering...

May I leave one hour early this evening?

I would like to pick them up from the station.

Mr. Smith : Of course you may.

Janis : Thank you. **May I** do the same when they go home next week?

Mr. Smith : Yes, you may.



Read the following conversation.



Conversation2

- Bill : Heather, would you mind sharing your textbook?
I forgot to bring it today.
- Heather : Well, we need to ask Miss Morris if that is alright.
She **may** think we are just chatting.
- Bill : You are right. Excuse me Miss Morris?
May I share the textbook with Heather?
I forgot to bring mine.
- Miss Morris : Yes, **you may**.
But try not to chat with each other during
the lesson.

Exercise1-1

Talk with your teacher using “May I ~?” and the pictures below. The basic reply will be “Yes, you may”.

If you decline, use the form “No, you may not”/“No, I’m afraid not”/ “No, I’m sorry”, etc. and provide your reasons.

Example: “May I use your pen?” - “No, I’m afraid someone else is using it now.”

Hints

Sit down next to you, Come in, Use your bicycle, Ask some questions, Borrow some money, Try these clothes on.



Exercise1-2

Talk with your teacher using “May I ~?” and the pictures below. The basic reply will be “Yes, you may”.

If you decline, use the form “No, you may not”/“No, I’m afraid not”/ “No, I’m sorry”, etc. and provide your reasons.

Example: "May I use your pen?" - "No, I'm afraid someone else is using it now."

Hints

Sit down next to you, Come in, Use your bicycle, Ask some questions, Borrow some money, Try these clothes on.



**Mr. Smith and his colleagues are preparing for a presentation:
We should consider customers' needs first.**

Mr. Smith and his colleagues are preparing for a presentation next week. They agree that they have to prioritize their customers' needs. Let's see their conversations.



Read the following conversation.

Conversation1

Mr. Lee : Tim, what do you think we **should** make our first priority?

Mr. Smith : It **should** certainly be the customers' needs. I believe it is the most important thing for us. What do you think?

Mr. Lee : I agree with you. We **should** give an impression that we care about our customers the most.



Read the following conversation.

Conversation2

Mr. Collins : I agree with you too, Tim.

We **should** produce our products to improve our customers' life and that **should** be emphasized in our presentation.

Mr. Lee : It looks like everyone agrees with you.

Mr. Smith : Let's then check through the presentation material again.



Exercise1-1

Make sentences using “should ~” or “should not ~” and the pictures below. Try to say the reason why as well.

Example: You should watch out for pickpocketers because there are so many of them around here.

Hints

Read newspapers everyday, Save money, Check your car regularly, Drive safely, Fasten your seat belt when you drive, Eat more vegetables, Drink alcohol, Drink and drive.



Exercise 1-2

Make sentences using “should ~” or “should not ~” and the pictures below. Try to say the reason why as well.

Example: You should watch out for pickpocketers because there are so many of them around here.

Hints

Read newspapers everyday, Save money, Check your car regularly, Drive safely, Fasten your seat belt when you drive, Eat more vegetables, Drink alcohol, Drink and drive.



 **Exercise2**

Try to make sentences using “should”.

Examples:

It should be a sunny day tomorrow (because the weather forecast says so).

He should know her address (because they are friends)

Hints 

The story, The math problem, A driving license,
The museum.



Summary 1-1

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

Without looking at the previous units, correct the underlined words or fill in the blanks.



Unit 11

A: Are you attend the conference in Boston tomorrow?

B: Yes, I am. Jake is attend it too.

Unit 12

A: Mr. Smith is your new boss, _____ ?

B: Yes, he is.

 **Summary 1-2**

Without looking at the previous, fill in the blanks.

Unit 13 (conversation between close friends)

A: ____ I come back to you after the next meeting?

B: Certainly ____ .

Unit 14

A: If you ____ more information, please contact me.

B: Thank you, I will need to come back, I think.

Unit 15

A: It's difficult to decide. ____ we ask the shop assistant?

B: That's a good idea.

 **Summary 1-3**

Without looking at the previous, fill in the blanks.

Unit 16

A: Will I be ____ to catch many fish?

B: Well, let's hope you will catch many fish.

Unit 17

A: I ____ bring drinks from the kitchen for you.

B: Thank you.



 **Summary 1-4**

Without looking at the previous, fill in the blanks.

Unit 18 (A is a subordinate of B)

A: * ____ I leave one hour earlier this evening?

B: Of course you may.

**Unit 19**

A: What do you think we ____ make our first priority?

B: I think it's certainly customers' needs.

*As a polite form, "could" can be used. It is almost the same as using "may" but "could" can sound slightly more formal.

Free Conversation

Talk with your teacher about the pictures below using as many of the expressions you learned in Units 11-19 as possible.





Words to learn 1

Unit 11

a) Colleague = people working in the same office and with similar status.

Unit 13

a) Get along (with) = to have a good relationship with somebody.

b) Concern = (n.) something to worry about.

c) Doubt = (n.) to think something or somebody is not true or truthful.



Words to learn 2

Unit 16

- a) According to = as stated or indicated by somebody or something.
- b) Be careful: fish's plural form is "fish".
"Fishes" is used when you talk about kinds of fish.

Unit 17

- a) A couple of ~ = two of ~, but in spoken English, "a couple of" means two or three.

Unit 18

- a) Subordinate = a person who works under his/her boss.