

English for Daily communication

by Irmayani Irmayani

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**English
for
Daily Communication**

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Foreword

Learning English should be fun for both teacher and the students. Learning English can be anywhere and the learners still gets the benefits of it. *English for Daily Communication* is made to serve the students who wish to learn English autonomously. Further, this book assists the teachers in providing some helpful methods used in classroom instruction. Keeping students on task, keeping students' attention and stopping them from getting distracted is a big challenge. Different methods and techniques are provided in each chapter to keep class happy and productive. Each chapter's activities keep students on task and classes on track.

English for Daily Communication consisting of 75 chapters provides expressions used in many different contexts and situation. The first chapter provides the students with daily basis conversation, chapter two empowers the students with functional skills in communication in both formal and informal situation, and chapter three is intended to enrich the students' knowledge on how to say, , express, and respond towards various occasions. Some examples and language rules are also attached to make the students understand this book easily.

Lamongan, March, 2021

Editor

Irmayani

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PART I

Daily Conversation

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Chapter 1

Meetings and greetings

Objectives :

- The students are able to communicate with others;
- The students are able to respond and make dialogue with others;
- The students are able to introduce himself/herself;
- The students are able to introduce another person;
- The students are able to make polite offers;
- The students are able to respond to polite offers.

Activities :

- Role play : act as a new CEO introducing himself among the staffs and employees.
- Simulation: in an office, act as a receptionist making a business call.
- Discussion: choose some topics related to business issues and make a dialogic talks with others.
- Dialogue: practicing a dialogue interactively.

The followings are some expressions at a front desk office:

At reception

- Hello, my name is ..
- I have an appointment
with ... at ...

Receptionist

- Please take a seat.
- I'll see if he's free.



Informal Greetings

When you got to know somebody better you might say:

- Hello – Hello
- How are you getting on ?—Fine, thanks
- How are you doing ? – Fine
- How's life ?. – Not too bad, thanks.
 - Very well, thank you
 - Oh, pretty good
- After not seeing someone for some time, say:
 - Nice to see you agin
 - Really good to see you again

Leaving

- Formal or Informal: Goodbye
- Less informal expressions are:
 - Cheerio -- bye bye -- bye – bye now
 - Be seeing you
 - See you
- If you're going to meet again the same day (soon)
 - see you later → Fine
 - see you soon → OK
 - see you tonight → All right
- Good night can be used on all occasions after about 8 p.m. when leave-taking or retiring to bed.
- To someone who's leaving for a fair length of time, the following expressions can be used :
 - Goodbye, Andi, and all the best
 - Goodbye Harry, and good luck
 - Goodbye Jane, wish you all the best

Dialogue 1

Ben : Hello Janeta. How are you getting on ?

Janeta: Fine, thanks. How are you ?

Ben : Fine.

Hadi : Hello you two.

Ben : Hello Hadi

Janeta: I think I'd better be going, or I'll be late at the office. Goodbye.

Hadi : Goodbye Janeta.

(the men talk for fe minutes and then...)

Ben : Got to be going, I'm afraid. See you tomorrow at the ballroom.

Hadi : All right.

Practice session

1. Read and answer the following:

- a. How are you getting on ?
- b. Hello
- c. Chererio
- d. See you tomorrow
- e. Goodbye
- f. Cheers
- g. Morning
- h. See you this evening
- i. See you tonight
- j. How are you doing ?
- k. How is it going ?
- l. Good night
- m. How do you do ?
- n. See you later
- o. See you about seven, then
- p. See you soon

2. What would you say to somebody and give answers where necessary .

- a. You're leaving at 11 a.m.
- b. You're going to see the next day
- c. You're leaving at 9.30 p.m.

- d. You have not seen or met for a long time
- e. You're just leaving
- f. You're going to see in the evening
- g. Who is going away for a long period of time ?
- h. You've just been introduced to.....

The followings are some examples of self-introduction and its responses:

Introducing yourself

- Excuse me, are you ... ?
- How do you do. I'm John.
Welcome to New York.
- Let me introduce myself. My name is ...
- You must be ... Nice to meet you. I'm ...
- I don't think we've met. I'm ...

Responding to introductions

- That's right.
- Pleased to meet you.
- Nice to meet you. I'm ...
- Hi. But, please call me ...
- Sorry, I didn't catch your name.

Exercise 1

- ✚ Introduce yourself in front of your friends.
- ✚ Your introduction covers your name, address, occupation, and your interest.

Introducing another person

- May / Can I introduce you



to...

- Mr. ..., this is Mr. ...
- Have you met Mrs. ... ?
- Bob, do you know Bill ?

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Remember that *How do you do* is only used after introductions, and cannot be used for later meetings.

If there is no third person to introduce you, say:

✚ May I introduce myself ? My name is Tiara.

✚ How do you do ? My name is Tsubasa Lee.

Introducing a speaker

If you are introducing a speaker you should say (indicating the speaker with your hand), you say: *Ladies and gentlemen, Doctor Nurul Badriyah* or *Ladies and gentlemen, I have great pleasure in introducing our guest speaker, Chairul Tanjung.*

The next time you meet.

For the next and later meetings, to people whom you are familiar with or you know, say:

- ✚ Good morning (until about lunch time – 12 mid-day to 1 p.m.)
- ✚ Good afternoon (till tea-time or just after – 5 to 6 p.m.)
- ✚ Good evening (till about 9 p.m.)

Note: Do not say *Good evening* when leaving. Here, *Good night* is used.

A conversation

Mr. Adi : Good Morning, Mr. Tony. How are you ?

Mr. Tony : Very well, thank you. How are you ?

Mr. Adi : Fine, thanks. I don't think you've met my secretary. This is Miss. Heny . Tony. This is Miss. Heny

Mr. Adi & Miss. Heny : How do you do.

Mr. Tony : You have a very nice office here.

Miss Henry : Ye, it is nice, isn't it. I like working here very much.

(the conversation continues, probably about advertisements, and other stuffs).

Exercise 2

- ✚ You have a new classmate, please introduce your new classmate to your friends.
- ✚ You invite your friends to your house, please introduce your friend to your parents politely.

Things to consider about Small talk ...

It is common to have some chit chat about many things. Small happens to create friendly and more communicative interaction among others. Some topics or issues can be used in small talk. Traveling, weather, television program, headline news are some examples of small talk. The followings are some expressions related to small talk.

Travel

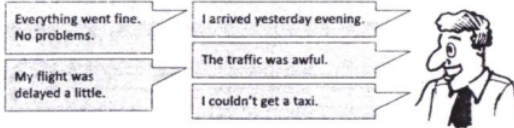
Do you travel a lot ? Which destination do you like to go ? Going to mountain, beach, or art museum ? Do you enjoy culinary tourism ? The followings are some expressions used in traveling you might learn.

- When did you arrive ?
- How was your journey ?
- Did you have a good trip ?
- Did you have any problems finding us ?
- Did you enjoy the local food ?
- How is the resort ?
- Have you bought the souvenirs for your friends and family ?

Accommodation

Where are you staying ?

How's the hotel ?

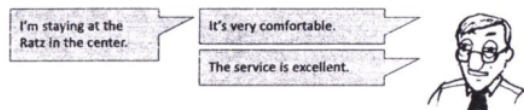


Place

Is this your first visit to ... ?

Have you had a chance to look around ?

What do you think of ... ?

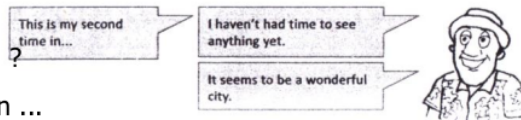


Weather

How's the weather in ... ?

Is the weather the same in ... ?

I hope the weather is better in ...







Closing the introduction

Ok. Let's get down to business.

Weather Words

When you travel around to different country, you will find different weather.

Different season would influence your way of traveling. Some terms related to weather are explained below:

-  It's freezing – cold – chilly – warm – hot – scorching.
-  It's pouring – raining – windy – cloudy – overcast – sunny.
-  It's humid – dry – wet – damp.
-  It's awful – terrible – miserable – beautiful – wonderful.

- 🌈 We are having a good – average – bad summer.
- 🌈 It's been a bad winter so far.
- 🌈 It's very changeable.

Chapter 2

Responding and apologizing

Objectives :

- The students are able to respond genuinely;
- The students are able to express an apology;
- The students are able to make a request;
- The students are able to ask permission;
- The students are able to make apologizing;
- The students are able to respond to other apologetic expressions.

Activities :

- Role play : students create a situation on expressing an apology
- Simulation : students practicing on asking permission in the middle of lesson
- Discussion: students and teacher quickly respond on a certain situation or in a specific context
- Completion: students completing the responses available in worksheet book

Responding

Offering help

- Would you like me to ... ?
- Shall I ... ?
- Can I give you a hand ?

Responding

- That would be great. Thank you.
- No, it's ok. Thank you.
- If you could, thanks.



Requesting

- Could/ can you ... please ?
- *Would you mind ... ?
- Do you think you could ...?
- Of course, that's no problem.
- *No, not at all.
- I'm afraid I can't.

Asking permission

- May/ Can I ...?
- Is it ok if I ...?
- *Do you mind if I ...?
- Dou you think I could ...?
- Sure. Yes, of course. / Yes, go ahead.
- Certainly.
- *Of course not.
- Actually, I'm afraid it isn't possible to

** Do you mind?" means "Are you unhappy?"
So the answer must say no, if you don't mind or happy to do so

Suggestion

- I suggest that we met later for a drink.
- Why dont' we take a break?
- Shall we take a break?
- Do you want a break?
- Yes, great idea.
- I'm afraid I can't.
- Yes, ok. Let's do that.
- I don't mind. As you like.

A thank you

- Thank you very much for your help.
- Thanks a lot
- Thanks a bunch
- Thanks
- Big thanks
- Many thanks
- You're welcome.
- Don't mention it.
- Never mind
- It is okay
- That's alright
- No Problem

Surprising news

- The American president has resigned.
- Really? You're kidding I.
- I don't believe it.

Bad news

- I had to cancel our holiday to *Lombok* island.
- The restaurant is closed.
- It's just started to rain.
- That's a pity.
- What a shame. I'm sorry to hear that.
- That's annoying.
- Typical. I don't have an umbrella with me.

A difficult question

- What is the population of New York?
- To be honest. I'm not sure. I wouldn't like to say.
- I haven't got a clue.
- It depends what you mean by...

Apologies

Situation : If you don't hear something clearly, then you would use any of the following expressions;

- 🙏 I beg your pardon ? (formal)
- 🙏 Pardon ?
- 🙏 Sorry ?
- 🙏 Excuse, me ?
- 🙏 Do you mind if I.....
- 🙏 I'm afraid I'm making a mistake...
- 🙏 Would you please, b kind enough to.....
- 🙏 I'm in a difficult position, for sure....

Note: Use a sharply rising intonation. A falling intonation may cause misunderstanding

Expressions of making apologies:

- ✚ I do apologize for
- ✚ Please, accept my apologies for.....
- ✚ Please, forgive me for my.....
- ✚ Pardon me for this....
- ✚ I' terribly sorry for....
- ✚ Excuse me for.....
- ✚ Please, forgive me for.....
- ✚ I'm ashamed of...
- ✚ It's all my fault.....
- ✚ I shouldn't have.....
- ✚ I am sorry for.....
- ✚ I'd like to apologize for....
- ✚ I apologize for.....
- ✚ I must apologize for.....

Accepting apologies:

- ✚ It doesn't matter.
- ✚ That's all right.
- ✚ No harm done
- ✚ Don't worry about it.
- ✚ Forget about it.
- ✚ You couldn't help it.
- ✚ I quite understand.
- ✚ That's OK.
- ✚ Don't mention it.
- ✚ It's OK.
- ✚ Never ind.
- ✚ Don't apologize.
- ✚ No need to.

Other apologetic expressions

- I'm very sorry about that.
- Sorry to trouble you.
- Sorry to bother you.
- Sorry to have kept you waiting.
- I hope I'm not disturbing you.
- Arina's sorry she couldn't come.
- Basuni's asked me to say he's sorry he couldn't join us.
- I'm afraid I'm rather late.
- I'm afraid I must be going soon.
- I'm afraid I can't make it next week.
- I'm afraid I can't be here tomorrow.
- Excuse me, but could you tell me the way to the station, please ?
- Excuse me, please.
- It doesn't matter.
Don't worry.
- Never mind.
- No Problem.
- That's all right.
- That's quite alright.
- It's alright.
- Don't mention it

(note: *Excuse me* is used when you trouble a person who is busy with someone or something else)

Conversation 1

Evan comes back late from campus and talks to her landlady.

Evan : I'm sorry I'm so late. I have a lot of assignments at campus.

Mrs. Di: That's alright. I kept your dinner hot. Have you seen today's news ?

Evan : I'm afraid I haven't had time.

Mrs.Di: It says today's petrol's going up.

Evan : Pardon ?

Mrs. Di: (talking louder) it says the price of petrol's going up.

Evan : Oh God, I'm afraid my college's fee will be going up either.

Practice

1. The teacher is talking and the student must interrupt with an apology for not hearing clearly.
2. Apologize for:
 - a. Arriving late.
 - b. Spilling a glass.
 - c. Leaving early.
 - d. An unintentional push.
 - e. Ringing someone up late at night.
3. Complete the following. Give answers where possible.
 - a. Doni asked me to say he's sorry
 - b. I'm so sorry I can't
 - c. Can you come at seven ?---- I'm sorry, but.....
 - d. Excuse me, but.....
 - e. Sorry to.....
4. Learn and create a conversation on apologizing for the following situations :
 - a. You are late for submitting your term-paper.
 - b. You forget returning your friends' book that you borrowed.
 - c. You do not behave nicely in the family gathering reunion.

Chapter 3

Job and occupation

Objectives :

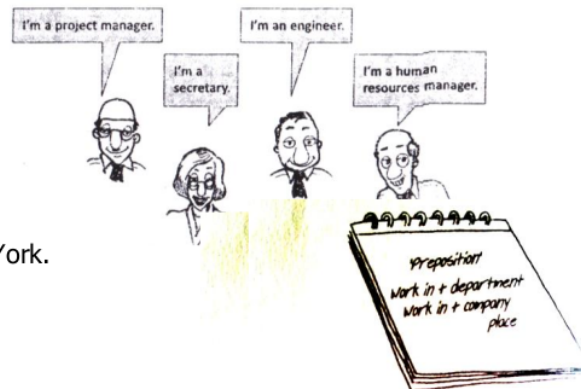
- The students are able to communicate with others about jobs and occupation ;
- The students are able to respond and make chit chat with others;
- The students are able to explain about jobs and job descriptions;
- The students are able to write good CV for job application;
- The students are able to write application letter ;

Activities :

- Role play: choose one profession and have your friend act and behave as the occupation they prefer to have in the future;
- Discussion: discuss any kinds of professions and provide some facts, arguments, about those professions including its challenge and joy;
- Mini drama: create a play about job hunt, job vacancy, or your future job. State your dream job and passion in your story or play.
- Dream job game: the students are to think about their dream job and plan what they are going to do with their job. The students write their ideas in form of writing.

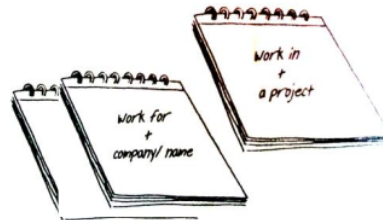
What do you do?

- I'm ...
- I work in the Finance Department.
- I work in a bank in New York.
- I'm in marketing. I work freelance.



What are your main responsibilities?

- I'm in charge of marketing the products.
- I'm responsible for developing our client base.
- I deal with quality control.



- I'm so involved in a project focused on a personnel development
- At the moment I'm working on a project to improve lead times.

Who is your boss?

- I report to Mr. Lewis, who is my immediate boss.
- So, above me there's Mr. Lewis. Below me, there are five people.
- Who report to me.
- My department is divided into five sections.
- I work with a person from Saudi Arabia.

Who do you work for?

- I work for New York consultants.
- It's a telecommunications company.
- We manufacture electronic products.
- The company specializes in financial services.
- We provide a range of products.

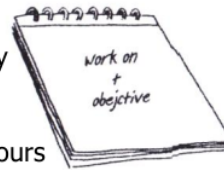
What is your background ?

I wanted a **career** in finance so I **studied** finance and economics at university. The first job I applied for was with ECO corporation in Tokyo. They **recruited** me in 1987. I **left** this company in 1989 and **joined** Harvard Finance in 1992. The company had a lot of problems and I was **made redundant** in 1994. I joined my present company, Singapore Accounts, two years ago. I have worked for Singapore Accounts since 1996. It was a good move. I was **promoted** to

Finance director last year and I now **earn** a good **salary**. I'm currently **working on** a new financial accounting system. It will be ready soon. The downside of the job is that I **work long hours** and I only **get three weeks' holiday**. I'm always **under pressure** and sometimes it is a bit **stressful**. I also spend **a lot of time** traveling. I am now fifty five and I am considering **taking early** retirement next year.

Work checklist – career

- To study a subject at university
- To recruit a person
- To apply for a job
- To leave a company
- To join a company
- To be made redundant
- To be promoted
- To earn a salary
- To get holiday
- To work long hours
- To be under pressure
- To be stressed out
- To spend a lot of time doing something
- To take early retirement



Important Notes

Profession vs Occupation

What is the difference between Profession and Occupation ?

Profession

A profession requires a degree or completed studies at a university or other institution of higher education. It involves extensive training and special knowledge. Examples of professions include accountant, architect, doctor, engineer, lawyer, teacher. You need a degree to work in these areas

Occupation

An occupation is the job you are paid to do. It is the way you earn a living. Think of it as the activity that occupies your time and from which you receive money for doing it.

Compare !

I studied teaching at university and I am a teacher now. My profession and my occupation are the same. I studied teaching at university but I am an actor right now. My profession is teacher though my occupation (or my job right now) is actor.

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Job Interview Questions

Preparing responses to the questions below will help you through an interview.

1. How would you describe yourself, your strengths/ weaknesses ?
2. Why are you interested in working for our company ?
3. What aspects of the position are you most/least interested in ?
4. What would you like to find this job that you didn't have in your previous company ?
5. What can you offer us ?
6. What could you contribute to our company ?
7. Why do you want to leave your present job ?
8. What sort of obstacles have you encountered in your work ?
9. Why have you been looking for a job for so long ?
10. Don't you think that you are over-qualified for this job ?
11. Why should I recruit you ?

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Chapter 4

Family & relationships

Objectives :

- The students are able to communicate about family;
- The students are able to relationships;
- The students are able to mention some terms related to relationships ;
- The students are able to make polite offers;
- The students are able to respond to polite offers.

Activities :

- Role play: students take a role according to family tree.
- Simulation: students practice how to make and respond on polite offer.
- Discussion: teacher leads the students on discussing some cultural trips between western and eastern culture about family, for examples: first name, middle name, last name, family name, terms of addresse, etc.

Name

- My full name is William James Clintor.
- My first name is William.
- My second name is James.
- My surname is Clintor.

“Married or not Married?”

Mr is for married and unmarried men.

Miss is for single women.

Mrs is for married women.

Ms is a term preferred by many women today. It can be used by married and unmarried women.

Status

| You say ... | Male | Female |
|--------------|----------------|------------------------|
| I'm single | Bachelor | Single |
| I'm engaged | Fiancé | woman |
| I'm married | Husband | Fiancée |
| I'm divorced | Ex-husband | Wife |
| I remarried | Second husband | Ex-wife Second wife |

The term “partner” is common to refer to the person you live with.

A love story



Heart

We **first met** a work. We **got on very well** as we **had a lot in common** and so we soon started **dating**. After a year we decided to **get engaged**. We **got married** six months later. **We had our first child**, our son, in 1978 and a second child, our daughter, was born in 1981. **We have been together** for over twenty years now. Our son still **lives at home**. Our daughter **left home** last year to go college.

Not a love story



Broken heart

We **first met** in 1991 and we **got married** after six months. **We had a son** soon after. **Things didn't really work out** between us and **we separated** in 1993. We finally **got divorced** in 1994. **I got custody** of our son. The father visits at weekends. I **remarried** last year and I'm very happy now with my **second husband**.

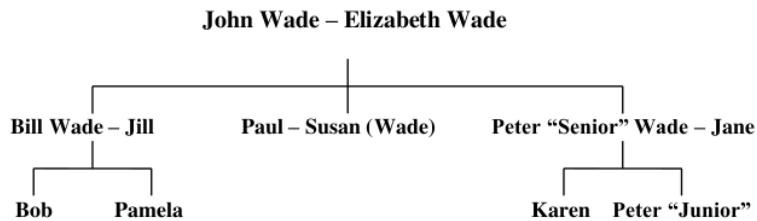
Single – parent family : A family where one parent brings up the child/children.

An only child : A child with no brothers or sisters.

Phrases to describe relationships

1. I'm single
2. I have a boyfriend/ girlfriend
3. We're engaged (we're going to get married).
4. We're getting married next month .
5. I'm married.
6. I've been married for (11 years).
7. I' divorced.
8. I'm widowed.
9. I'm just separated.
10. I'm not looking anything serious.
11. I'm not quite over my ex (I still have feelings for my ex boyfriend/girlfriend or ex-husband/wife)

Relations



- John and Elizabeth Wade are Bob's **grandparents**.
- Elizabeth Wade is Paul's **mother-in-law**.
- Jill is Paul's **sister-in-law**.
- Peter "Senior" is Bob's **uncle**.
- Pamela is Susan's **niece**.
- **Stepfather – Stepmother**
- The name for a parent of a second marriage.
- John Wade is Paul's **father-in-law**.
- Peter "Senior" is Paul's **brother-in-law**.
- Susan is Bob's **aunt**.
- Bob is Susan's **nephew**.
- Bob and Karen are **cousins**.

The followings are some examples of polite offers

Polite offers

- May I take your coat?
- Do you need some help with that?
- Can I get you something to drink ? Tea ? Juice ?
- Mineral water ? Still or sparking ?
- Do you take milk ? Sugar ?

Responding to polite offers

- Thank you. That's very kind of you.
- I can manage, thank you.
- Tea would be great, please.
- Sparkling, if you have it, please.
- Black with one sugar, thanks.

Exercise 3

Please, make some polite offers based on the following situations:

- 1) You eat some snacks, you offer your snacks to the person sitting next to you.
- 2) You offer to give a ride to your friend who is waiting for the bus.
- 3) It is raining and you offer your umbrella to your friends who need that most.
- 4) You are in a bus, you see an old lady is standing and you offer you seat to the old lady.
- 5) You met a tourist. Please kindly offer some help to take his picture.

Chapter 5

Questions and answers

Objectives :

- The students are able to make questions appropriately;
- The students are able to reply the questions appropriately;
- The students are familiar with common patterns in delivering questions;
- The students are able to break the ice and start up a warm conversation.
- The students are able to recognize WH-questions and Yes/no questions in communication context.

Activities :

- Role play: students (in pairs) make a dialogue and create informal talks;
- Simulation: practice using W-H Questions in a dialogue
- Switch role game: students are to formulate the question, while the answers are already prepared/provided by the teacher.

Delivering question is important part in communication. There are a great number of questions that are useful for starting up a conversation.

The followings are common rule on using WH-questions..

- ✚ What do you think of Malang ?-- I think it is a very interesting city.
- ✚ What do you think about the weather lately ? – I's a bit extreme I suppose
- ✚ How did you come ? -- on foot, by car, by train, by plane

The followings are patterns of WH questions which commonly used in communication. The question word, meaning, and examples are provided vividly.

| Question word | Meaning | Examples |
|---------------|-----------------------|---|
| Who | Asking about a person | Who is at the gate ? He is Dito |
| Where | Asking about a place | Where do you work ? At Narita airport. |
| Why | Asking for a reason | Why do you love me ? You are so sweet |

| | | |
|-----------|------------------------------------|--|
| How | Asking about a manner | How do you go to work ? By train |
| When | Asking about a time | When do you take lunch ? At 12.30 |
| What | Asking about a thing | What's your sister's name ? Mary |
| Which | Asking about a choice | Which one do you like ? The red one |
| Whose | Asking about a possession | Whose book is this ? It's mine. |
| Whom | Asking about an object of a verb | Whom did you meet ? I met my teacher. |
| What kind | Asking about description | What kind of movies do you like ? Comedy |
| What time | Asking an exact time | What time did you have brekfast? At seven. |
| How many | Asking about a quantity (quantity) | How many brothrs do you have ? Two |
| How much | Asking about an amount or price | How much is this shirt ? It is ten dollars. |
| How long | Asking about a duration or length | How long did you stay here ? For five days |
| How often | Asking about frequency | How often do you go to the gym ? Every day. |
| How far | Asking about a distance | How far is your office ? It's about 5 km far. |
| How old | Asking about an age. | How old is your brother ? He is twenty. |

Questions

VERB -one word

| Verb = one word | Do + infinitive |
|-----------------------------------|---|
| They play football every morning | Do they play football every morning ? |
| Water boils at 100 celcius degree | Does water boil at 100 celcius degree ? |
| Father drank coffee | Did father drink coffee ? |
| She will return soon | Will she return soon ? |
| Verb-be | Do + infinitive |
| The supermarkets are closed | Are the supermarket closed ? |
| | Is the bank huge ? |

| | |
|---|---------------------------------|
| The bank is huge Some employees were well paid | Were some employees well-paid ? |
|---|---------------------------------|

VERB = Two or MORE words

| | |
|-------------------------------------|---------------------------------------|
| Verb = two or more words | Do + infinitive |
| The shopkeeper is working late | Is the shopkeeper working late ? |
| He is running his family's business | Is he running his family's business ? |
| The factory is going to go public | Is the factory going to go public ? |
| It will be rainy tomorrow. | Will it be rainy tomorrow ? |
| I can tell you the time. | Can you tell me the time ? |
| I must really write to my parents. | Must I really write to my parents ? |

WH-Questions

| Same rules | WH-questions |
|--|------------------------------------|
| She is talking about her Business plan | What is he talking about ? |
| The red coat is mine | Which coat is yours ? |
| They do their assignment at school. | When do they do their assignment ? |
| We are going to the cinema tonight | Where are you going tonight ? |
| Jono would like some tea. | Who would like some tea ? |
| I loved Rizal best | Whom did you love best ? |
| Jim is going to buy Bob's car | Whose car is he going to buy ? |
| Birds fly south because of | Why do birds fly south in |

| | |
|----------------------------------|------------------------|
| the climate | winter ? |
| She might be about 17 years old. | How old might she be ? |

Practice 1

Read aloud and answer the following questions accordingly !

1. Are you a freelance worker ?
2. Do you have class after this ?
3. Can you mention some courses this semester ?
4. Will you be kind enough to write soon ?
5. Does the principal allow you to attend the meeting ?
6. Did you remember your childhood ?
7. Was the employee here ?
8. Is she always late ?
9. Were the students active last semester ?
10. Shall we leave now ?

Practice 2

Read aloud and answer the following questions based on your experience !

1. What do you know about UNISLA ?
2. Where do you usually go after class ?
3. When will you graduate ?
4. What kind of job do you want ?
5. Why do you like that job ?
6. Whose idea is he going to apply ?
7. Which one do you like best, the green one or the red one ?
8. Whom do you choose ?
9. How long do you spend your holiday this year ?
10. How have you been ?

Chapter 6

Hobbies, interests & sport

Objectives :

- The students are able to communicate about hobbies and interests;
- The students are able to talk about questions on hobbies and interests;
- The students are able to make some chit chats about sport which is also as part of hobby;

Activities :

- Role play: the students practice a dialogue about their hobbies with their friends interchangeably;
- Discussion: teacher leads discussion about one's hobby. Ask the students to show their comments about their hobbies.
- Diary writing: the students write about their hobbies in a piece of self writing. It is a personal individual notes on hobbies.

Questions on hobbies and interests

- ✚ What do you do in your spare/free time?
- ✚ What do you usually do at the weekend?
- ✚ Do you do much sport?
- ✚ Are you interested in classical music?
- ✚ Do you like walking?
- ✚ What's your hobby ?
- ✚ What are your hobbies ?
- ✚ Do you like music/film....
- ✚ Who is your favourite band ?
- ✚ What kind of music do you like best ?
- ✚ What sort of books do you like to read ?
- ✚ Do you play the violin ?
- ✚ Do you travel often ?
- ✚ How many countries have you visited ?
- ✚ How often do you play soccer ?

Interest

Outdoor I go ... walking, climbing, fishing, hunting,
Games camping, skiing.
Collectors I play... chess, bridge, backgammon, poker.
Creative I collect... stamps, coins, antiques.
Subjects I like... photography, painting, DIY = do it
Music yourself.
Cultural I'm interested in... politics, history, psychology,
impressionism.
I play... the guitar, the piano, the saxophone, in a
band.
I like... reading, classical music, ballet, opera, the
theatre, art.

Dialogue 1

Ann : What's your hobby ?
Beth : I love reading novels
Ann : Have you read "Supernova" ?
Beth : Not yet.

Dialogue 2

Ari : Do you like music ?
Adi : Absolutely.
Ari : What kind of music do you like ?
Adi : I love heavy metal.

Sport



Do you play?

American football, soccer, basketball, volleyball, golf, tennis, table, tennis squash, badminton, baseball, ice hockey.

Results

To win/lose something : She won the match. - She lost the game/the
To beat/lose to : Graff beat Sanchez. tournament.
someone : They drew the game. - America lost to Brazil.
To draw - America and Brazil drew.

Football

Japan 0 – Italy 0 = nil-nil
Japan 1 – Italy 0 = one-nil
Japan 1 – Italy 1 = one-all
Extra time

Tennis

15 – 0 (fifteen-love)
30 – 0 (thirty-love)
15 – 15 (fifteen-all)
40 – 40
(deuce/pronounced like "juice")
Advantage
Game

- She won by two sets to love.
- She won on a tie-break 7-6

A penalty shoot-out
A golden goal

| | | | | | | | |
|----------------------|------------------|-----------------|------------|--------|---------|----------------|--------|
| | Football stadium | | Spectators | | | Training shoes | |
| Tennis court | | Golf course | Crowd | Player | Bat | | Racket |
| | Place | | Umpire | People | Referee | Equipment | |
| Formula 1 race track | | Football ground | | | Stick | | Clubs |
| | Swimming pool | | | Coach | | Football boots | |

Practice 1

Work in pair, make a short talk about your own hobbies. Your talks will interactively be in form of questions and answers related to your hobbies. Ask your friends/teacher if you have difficulties defining some collocations.

Practice 2

Discuss and give comments about one's hobby. Do you think the hobbies are interesting, challenging, dangerous, weird, etc. Show your arguments and facts supporting your opinions.

Chapter 7

Technology

Objectives :

- The students are able to communicate about things related to technology;
- The students are able to respond and make chat with other about technology;
- The students are able to use ble to be familiar with conversational topics on internet;

Activities :

- Guessing Game: using pictures, the students and the teacher play game activities on technology;
- Discussion: in a group students discuss about technology, social media, and today's gadget generation;
- Mini drama: teacher leads to a mini scenario movie project presented in the class within 15-20 minutes using their cellular phone, e.g. making vlog.

Some terms related to technology

- ✚ I work in the IT department
- ✚ I am responsible for IS
- ✚ Before I buy software, I check that it is compatible with the operating system.
- ✚ IT : Information Technology
- ✚ IS: Information System

Terms related to Internet

- ✚ I surf the internet.
- ✚ I send an email.
- ✚ I use a search engine to search the world wide web (www).
- ✚ I download interesting information.

Practice 1

Complete the following text accordingly.

I have aphone. The handset is blue. Coverage is very good. Reception (in the tunnel) is very poor. I have a subscription with phonespeak. I am a subscriber. Phonespeak is a mobile.....network operator. I also have a pager. I have a phone at home.

Practice 2

Fill the sentences below with appropriate computing verbs below.

| | | | | |
|---------|---------|----------|------|------|
| run | install | lose | copy | turn |
| upgrade | enter | remember | turn | use |

- a. Youon the computer.
- b. Youoff computer.
- c. You must.....new documents.
- d. You can save onto the hard disk.
- e. You can save onto the floppy disk.
- f. You can also.....data from hard disk to floppy disk.
- g. If you are not careful, you can.....data.
- h. You need toyour password.
- i. Then you.....your password.
- j. If you want to use new software, you mustit.
- k. You can.....your computer by.....memory.
- l. You should alsoa program to check for any virus or bug.

Practice 3

What is the meaning of the following terms ?

- a. To subscribe
- b. A subscriber
- c. A subscription

- d. Online commerce
- e. Online banking
- f. E-business
- g. Telecommuting
- h. Telemedicine
- i. Home shopping
- j. Video-on-demand

More terms on techn.....

I am a technician. I solve technical problems. A high-tech solution. A low-tech solution (e.g. string). He has wonderful technique (e.g. footballer). The teacher uses different techniques to teach.

Chapter 8

Holidays & traveling

Objectives :

- The students are able to communicate about holidays;
- The students are able to respond and make chit chat with others;
- The students are able to talk about places they go or travel to;
- The students are able to describe places;
- The students are able to talk about sights ;
- The students are able to express their feeling .

Activities :

- Guessing Game: (in a group) the students bring some popular tourism objects in the world, and other group would guess what place being described by their opponents.
- Writing: students are to write their tourism destination they wish to visit and show the reasons why;
- Discussion: both teacher and the students sit together and talk about their favourite tourism spots;
- If I were game: the students are to imagine as if they were in a place they want to visit so bad and they must tell it orally.

Expressions related to holiday

People enjoy traveling. Traveling becomes activities which help people relax from the routines and workloads. The followings are some expressions related to holiday and traveling:

- ✚ What places did you visit
- ✚ Did you go to Singapore last month ?
- ✚ What places have you visited ?
- ✚ Have you ever been to Medan ?
- ✚ In what hotel do you plan to stay ?
- ✚ How long will you be there ?
- ✚ Are you flying or going by train ?
- ✚ How will you go there ?
- ✚ Where do you plan to go next holiday ?
- ✚ Will you go to Bali this week ?
- ✚ You can join a package tour to Egypt.
- ✚ You can book for a tour in a travel beureau in your town.



Camping is fun!



- ✚ Don't forget to buy some souvenirs there.

Where did you go?

- We stayed in a hotel all day long.
- We traveled around and stayed in guest houses.
- Every year we like to get away and rent a cottage in the country.
- We booked a self-catering apartment.
- We went camping.

How did you get there?

- We flew to Africa.
- We drove through the country.
- By boat – ferry – car – train-- airplane.

What was it like?

It is important to describe the places, the geography, the sights we have seen or visited. The followings are some phrases and expressions to describe places, landmarks, the sights and atmosphere we traveling.



It's picturesque.



The open-top bus tour was great.

THE PLACE

- It is industrial / cosmopolitan / dangerous / violent / safe / dynamic / lively / quiet / sleepy / noisy / interesting / quaint / picturesque / boring / polluted / clean / congested / touristy / packed.
- The delicious traditional food is amazing
- The night – life is great.



A lovely castle.



We enjoyed the peace and quiet.

Some terms related to geography....

- It's flat hill / hilly / mountainous.
- The climate is marvellous.
- The scenery is wonderful.
- A river / a lake / the sea / the ocean / the country / countryside.
- The environment.

What did you see?

The followings are some expressions related to activities while traveling:

- Did you see the sights?
- What are the main tourist attractions?
- What is there to do there?
- We did some sightseeing.
- We went on a sightseeing tour.
- We had a guided tour.
- We went on an organized tour/excursion to...
- We went to the beach and did some sunbathing.
- If you go, it is really worth having a guided tour.

About the sights..

- A science / natural history / social history museum.
- An art gallery / a monument / a statue / a cathedral / a temple / a fountain / a castle.
- The city is famous / well-known for...
- Narrow / cobbled streets.

We had a great time!

- We put our feet up and relaxed.
- We looked around / had a look around.
- We took a lot of photographs
- We got lost several times.

Dialogue 1

Dina : Are you going to Batam this weekend ?

Fandi : Yes, I want to visit my siblings there.

Dina : That's great. How long will you be there?

Fabdi : Perhaps in a week.

Dialogue 2

Rara : What recreation places do you wish to visit ?

Heny : Well, there are some to mention, Raja Ampat and Lombok are on my list.

Rara : You should save some money to make your dreams come true then.

Heny : Absolutely.

Practice 3

Write some tourism destinations you wish to visit. Show and express your dreams why you want to visit those places to visit. Switch your writing with your friend's and ask them why they wish to visit those places so bad.

Chapter 9

Business environment

Objectives :

- The students are able to communicate with others about business environment;
- The students are able to communicate about corporate strategy appropriately;
- The students are able to talk about company ;
- The students are able to talk about issues on economics;
- The students are able to understand economics' terms.

Activities :

- Role play: students acting out as an employee and employer in turn;
- Discussion: the teacher leads the students in discussing about some terms in economic and business;
- Vocab expert: the students are keen on some terms vocabulary related to economic by defining them.

The economy

| | | | | |
|---|-------------|----------------------------|-------------------------------|--|
| Inflation Unemployment Investment The balance of trade | Has | Increased gone up | a little a lot | |
| Interest rates Export – Import | Have | decreased gone down | Slightly significantly | |

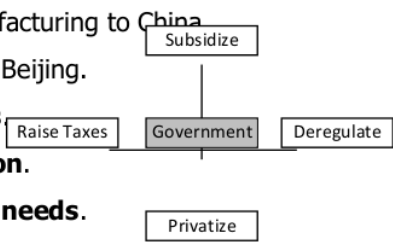
The company

| | | | | |
|---|--------|-----------------|-------------------|-----------|
| Turnover Market share The share price | ↗ ↘ | went up Rose | went down Fell | last year |
|---|--------|-----------------|-------------------|-----------|

| | | |
|--------------|-----------|---------|
| Productivity | Soared ↗ | in 1998 |
| Sales | | |
| Prices | slumped ↘ | |

Corporate strategy

- We have **taken over** a smaller company.
- We are planning **to merge with another** company.
- We are going **to relocate** our manufacturing to **China**.
- We are planning **a joint venture** in Beijing.
- We are **focusing on core business**.
- We have **abandoned diversification**.
- We tailor our products to **customer needs**.
- Our **mission** is to be **market leader** by 2005.



Management – buzz words

Downsizing = making the company smaller and more efficient.

Outsourcing = an external company provides an internal service.

Restructuring = reorganizing

Benchmarking = comparing your performance with your competitors.



The future

What is the forecast?

What do you expect in terms of ...

Practice 1

Explain the following terms:

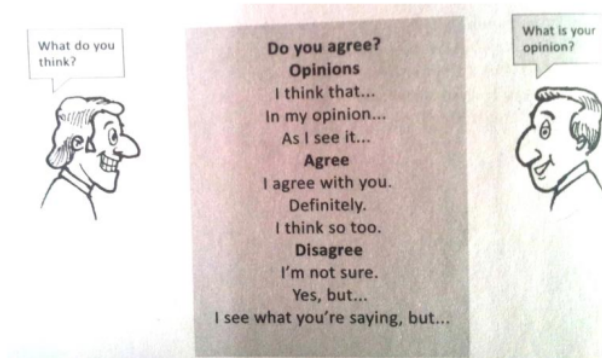
1. Taxes
2. Employer vs employee; trainer vs trainee
3. Unemployment
4. Inflation
5. A small or medium size enterprise (SME)
6. A public limited company
7. Shareholder
8. A joint venture
9. A limited company
10. A partnership

Practice 2

What do you do exactly ?

The followings are jobs related to economic, write what they do.

1. A managing director is responsible for.....
2. A public relation manager is responsible for
3. A project leader is responsible for.....
4. A secretary is responsible for....
5. A sales manager is responsible for



Chapter 10

Health & lifestyle

Objectives :

- The students are able to communicate with others about health ;
- The students are able to talk specifically about serious illness, injuries, fitness, and weight;
- The students are able to communicate about healthy lifestyle ;
- The students are able to write about health and lifestyle in an appropriate context.

Activities :

- Role play: teacher leads the students to act out as a physician and patients;
- Discussion: work in a pair, the students deliver questions about health and lifestyle interchangeably;
- Writing simple notes: the students are to write some good habits to improve their health.

What's the matter?

The followings are some expressions related to health and lifestyle

- ✚ I don't feel very well.
- ✚ I've got a cold.
- ✚ The baby had a fever.
- ✚ I'm suffering from hay fever.
- ✚ I have a hangover.
- ✚ I feel sick /ill
- ✚ I have flu.
- ✚ I have a sorethroat
- ✚ I have a high blood pressure
- ✚ I have a temperature
- ✚ I have stomach upset
- ✚ I'm allergic to peanuts.



Help!

- ✚ I need an aspirin.
- ✚ I must go and see a dentist.
- ✚ Do you have anything for headache?
- ✚ I have a pain in my chest. I think I should see a doctor.
- ✚ I should go to the chemist and get some medicine.
- ✚ I hope the doctor will give me a prescription.

Head
Tooth
Ear Ache
Stomach
Back

Injuries

- I cut my finger quite badly.
- I twisted my ankle.
- I had a concussion.
- I had a bad bruise.
- The cat scratched me
- I broke my leg.
- I burnt
- The cat scratched me.
- I broke my leg.
- I burnt my hand.
- I knocked myself unconscious



More expressions....

- I had to go to the hospital and have an injection.
- I had blood tests.
- I had ten stitches in a cut.
- It was very painful.
- It hurts.
- She hurt herself quite badly.

Serious illness

The followings are some expressions related to serious illness:

- I think I have food poisoning.
- I sometimes suffer from asthma.
- I had a heart attack.
- She died from lung cancer.
- He has been diagnosed HIV positive.
- He hasn't developed AIDS yet.

Fitness and weight

Below are some expressions related to fitness and weight :

- I used to be really fit. But I'm not in a very good shape now.
- I'm really unfit.
- I try to keep a healthy diet.
- I've got to lose some weight.
- I've put on a bit of weight recently.
- I've to watch my weight.
- I'm trying to give up smoking.
- I've cut down on meat. My cholesterol is too high.



You should watch your weight!

PART TWO

Functional Skills in Communication

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Chapter 11

Making invitations

Objectives :

- The students are able to express invitation both orally and in written ;
- The students are able to respond and invitation appropriately ;
- The students are able to accept invitation politely ;
- The students are able to decline an invitation politely ;

Activities :

- Role play: teacher provides different invitations to respond by the students;
- Simulation: based on the situations provided by the teacher, the students work in groups and make appropriate invitations

For your information:

✚ Most spoken invitations are in the form of questions. They often begin with *will, would, would you like to, would you care to, etc.*

✚ They are seldom answered by simply *Yes* or *No*

The followings are some expressions related to inviting, responding in forms of accepting, and declining.

Inviting

- We'd like to invite you to dinner.
- Would you like to come to dinner?
- We were wondering whether you could come to dinner.
- How about dinner?

Responding on Accepting

- Thank you...
- I'd love to.
- That would be nice.
- I'd be delighted. I'll have to arrange a babysitter.

Statement of Declining.....

- I'd love to, but...
- I'm sorry, but I've got another appointment.
- I'm afraid I can't come. I'm going to...



Time

- Would Tuesday evening suit you?
- What sort of time? Shall we say 7 o'clock?
- Is 7 too early? Let's say between 8 and 8.30.

Cultural note

It may be considered polite to give a reason why you cannot accept an invitation when you decline one.

Place

- Where do you live exactly?
- What's the best way of getting there?
- I'd recommend you to take a taxi.
- I'll send/give you a map.



Number

- There'll just be the six of us.
- We've invited a few friends.
- There'll be six people there.
- There will be a couple I know from.



Formality

- What should I wear? Jacket and tie?
- It will be fairly informal.
- Casual would be okay.



Confirming

- So, that's 7.30 on Friday.
- Let me just confirm that. Friday at 7.00 at your place.
- I'll look forward to it.
- Don't be late.



Another Expressions on Accepting an Invitation

| Invitation | Accepting |
|---|------------------------------|
| ▪ Won't you come in | ▪ Thank you |
| ▪ Would you like to come to the theatre this evening ? | ▪ Yes, I'd like to very much |
| ▪ Could you come to our house for dinner tonight ? | ▪ Yes, with pleasure |
| ▪ I wonder whether you would care to come on a picnic with our family next week ? | ▪ That would be great fun |
| ▪ Will you join us for lunch | ▪ I'd love to |

Politely refusing an invitation

| Invitation | Refusing |
|--|---|
| Will you join us for dinner | ²³ If you don't mind, I'd rather not I've got a bit a headache |
| Would you be free to come to a concert on Sunday evening ? | Thank you, but I'm afraid I've got another appointment |
| Could you come to the cinema tonight ? | I'm sorry , I've lots of work to do. |
| Are you free next Tuesday afternoon ? | Well, I'm afraid my parents are coming down to see me then. |
| Could you come to tea on Wednesday ? | It's very kind of you, but I'm afraid I'm rather tied up. |
| Would you like to go to the beach tomorrow ? | I'd love to, but you see the people I'm staying with are taking me out for the day. |

There are also some remarks leading up to an invitation:

🗨️ What are you doing next Friday ? → Well, let me see...

- ✚ Are you doing anything next Saturday afternoon ? → No, I don't think so.
- ✚ What are you doing the day after tomorrow ? → Nothing special, as far as I know.
- ✚ Can I come and fetch you about eight ten then ? I'll pick you up about tea-time.
- ✚ I could come round for you about quarter to seven. I'll call you about four, it that suits you ?

Conversation 1

- Herman : Hello Andien. How are you enjoying your stay in America ?
 Andien : I'm enjoying it very much.
 Herman : By the way, what are you doing tomorrow afternoon ?
 Andien : Nothing, just stay at home.
 Herman : well, would you car to come for a ride in the country ?
 Andien : Thanks, I'd love to.
 Herman : Fin, It's meet here about two o'clock. No, I'd better come round and pick you up at the hotel.
 Andien : That would be very nice. About two o'clock then ?
 Herman : Good, See you tomorrow.
 Andien : Fine.

Conversation 2

- Ronny : Hello Ramli
 Ramli : Hi Ronny
 Ronny : Look, I wanted to ask you – I wonder if you could come out to lunch with me some day.
 Ramli : Yes, I'd like to very much.
 Ronny : How a What about tomorrow ?
 Ramli : Thank you, but I'm afraid I'm tied up tomorrow.
 Ronny : What about Thursday then ?

Ramli : ¹³ Just a minute. Let me see. Yes, Thursday would be fine.
Ronny : Good. Let's meet up here, shall we ?
Ramli : What time ?
Ronny : Yup, that would be fine.

Practice

1. Work in pairs, make a dialogue in accepting an invitation.
2. Read the invitations in *Accepting an invitation* and those that follow here, and politely refuse them.
 - a. Would you like to come for picnic tomorrow ?
 - b. Have you got time to drop in for some supper this evening ?
 - c. Could you come to our house for dinner tonight ?
 - d. We're having our daughter's birthday party tomorrow. Could you come ?
 - e. Can you come to tea with us one day next week ?
3. Make up more invitations. Accept and refuse them.

Chapter 12

Exclamations and suggestions

Objectives :

- The students are able to express the feeling of enthusiasm, praise, and flattery;
- The students are able to express disgust and blame;
- The students are able to express when they are hurrying;
- The students are able to express surprise;
- The students are able to express caution;
- The students are able to respond or reply common exclamations.
- The suggestions are able to make suggestions appropriately.

Activities :

- Role play: students practice on making exclamations for various occasions;
- Simulation: students (in group) create dialogue related to common exclamations;
- Discussion; teacher has the students conferencing on their ideas related to common exclamations

Enthusiasm, praise, and flattery

In previous chapter, many the sympathetic and consoling remarks were brief exclamations, such as *What a pity !* or *How awful !*. the followings are some exclamations for various occasions. Exclamations tend to be colloquial, and should be used properly.

- 🚩 What a wonderful idea !
- 🚩 What a glorious weather !
- 🚩 What a charming dress !
- 🚩 We went to Bali too. How interesting !
- 🚩 What did you think of the play last night ?- Really good !
- 🚩 I wish I had your brains !
- 🚩 I must say, he certainly knows his stuffs !
- 🚩 I knew you were the right person for the job !
- 🚩 You never look tired. How on earth do you manage it ?

Disguise and blame

There is time when a person shows and experiences disguise and blame.

The followings are examples of some expressions on it:

- ✚ What an awful mess ! (e.g. of an untidy room).
- ✚ What terrible weather we're having !
- ✚ What a ghastly sight !
- ✚ She missed the train – Servs her right, if you asked me, she is always late comer.

Surprise

Life is full of surprises. That's the saying we often hear. The followings are some expressions relate to surprises:

Expressions

- Look who's here ! It's Mary
- He's a VIP right now, you know ?
- I think he wa fired !
- Jane married again last month !
- Good heavens, what's the time ??
- My goodness, what a noise !
- Goodness, what a hairdo !

Responses

- Hey, what are you oing her ?
I thought you were in Bandung.
- Really
- You don't say that.
- Good gracious. Why didn't tell me before ?

Caution

- ✚ Look out !
- ✚ Watch your step !
- ✚ Mind your head !. Mind the step !

- ✚ Mind you don't lose it !
- ✚ Take care you don't catch cold !
- ✚ Make sure it's locked !

Hurrying

- ✚ Hurry up !
- ✚ Get a move on !
- ✚ Come on !
- ✚ Let's get on with it !

A conversation

Mary is out shopping and meets Bill.

Mary :What a terrible weather it's been lately, hasn't it ?

Bill :Yes, it has, hasn't it ? hey, what a pretty dress !

Mary :Do you like it ?- By the way, have you heard, Steve's got a new job.

Bill : Really ? That's interesting.

Mary :Yes, it was only decided yesterday. He is going to work as a computer programmer.

Bill :That will be a change after his work in the library.

Mary :Yes, it will be. Of course, it's much better paid.

Bill : Well, I'm glad to hear that. Really, I do think people like librarians and teachers are badly paid nowadays.

Mary : Yes, aren't they ?—well, I'd better get on with my shopping I suppose. See you !

Practice.

1. Find and develop a conversation about exclamation, e.g. What a wonderful thought !
2. What exclamations you might make in the following situations:
 - a. The kids have left the room untidy.
 - b. You wish to praise a business friend's ability to his face.

- c. You are pleased someone has come.
 - d. You wish someone would hurry.
 - e. Your companion is in imminent danger of being run over.
 - f. Someone is about to walk into a lamp post.
 - g. You warn someone to be careful not to lose some money.
 - h. Your friend has told you she's been invited for a trip to Sulawesi.
 - i. You like her dress.
 - j. The weather is good.
 - k. Your friend tells you he has had to wait at the dentist's.
 - l. You like his shirt.
 - m. The weather's bad.
 - n. You are asked for your opinion of a film. You think it is (1). Extremely good, (ii). Extremely bad.
 - o. You are told that a man of fifty has married a teenage-girl.
 - p. You are told that a woman has had twenty luxurious cars.
 - q. You are really surprised to see someone.
 - r. Your companion is about to trip over a wire.
 - s. You did not realize it was so late to go home.
3. Think about what other jobs you know besides those mentioned in the conversation? Are they well-paid or not in your country?

Vocabulary Empowerment

Some expressions about the weather.

- ✚ What a terrible weather today!
- ✚ What an awful rain it is. Don't go out. It's dangerous.
- ✚ The thunderstorm is very frightening.
- ✚ It's so humid.
- ✚ The weather is very bad.
- ✚ It rains very heavy outside.
- ✚ It's very hot and dry. It's the dry season.

- ✚ There are four seasons in Europe. Summer, fall/ autumn, winter, and spring.

Suggestions

Many of the suggestions below are in forms of indirect invitations and advice.

| | |
|--|---|
| <p>Let</p> <ul style="list-style-type: none"> ▪ Let's go by train ▪ Let's not stay too long. I'm feeling rather tired ▪ Let me drive you home –oh, that's very kind of you | <p>Think, suppose, expect</p> <ul style="list-style-type: none"> ▪ I think we'd better be going soon – all right ▪ I don't think it's worth waiting here for her, do you ? – No, frankly I don't think it is. ▪ I thought we'd just drop in here and have a cup of coffee – Good idea ▪ I don't suppose you have time for a cup tea ?.- Well, not really ▪ I expect you're rather tired after your journey, aren't you ? – well yes, I'm rather. |
| <p>What about...?How about.....?</p> <ul style="list-style-type: none"> ▪ What about going for swim ?- I'd love to. ▪ How about a drink ?- That's a very good idea. ▪ What about you, Jane ? would you like this one ?-sure | |
| <p>You'd better</p> <ul style="list-style-type: none"> ▪ You'd better wear your overcoat – yes, I certainly will ▪ You'd better rush or you'll be totally late – OMG, yes. Look at the time. | |

Chapter 13

Saying Goodbye/parting

Objectives :

- The students are able to respond parting;
- The students are able to end conversation politely;
- The students are able to introduce himself/herself;
- The students are able to introduce another person;
- The students are able to make polite offers;
- The students are able to respond to polite offers.

Activities :

- Dictogloss: the students have to concentrate on when they say good bye/parting ;
- Drilling: the teacher uses quick-fire questioning around the class and involve as many students as possible. Then get the student to reply on saying good bye;
- More vocabs drill: the students are encouraged to use various terms on parting.

Time to go

- ✚ I'm afraid I'll have to go, otherwise I'll miss my flight.
- ✚ I really should leave now.
- ✚ I should be thinking about going.
- ✚ Ok. I'd better be off.
- ✚ I guess I'd better go now.
- ✚ I think I have to go now.
- ✚ Sorry I have an appointment. I have to go now.
- ✚ I'm in a hurry.
- ✚ Good to see you.
- ✚ Good bye.
- ✚ See you later.
- ✚ See you tomorrow.
- ✚ Take care of yourself
- ✚ Good night
- ✚ So long (Informal)



👋 Bye bye (informal)

👋 Cherio (Informal)

Positive comment

Response

It's been great working with you.

The same for me.

We've had a wonderful time
I really appreciate...

I'm glad you found it interesting.

Everything was great.

No problem. I hope it was useful.

I'm pleased you enjoyed it.

More comments

- On behalf of all of us, I'd like to say...
- It's going to be sad to see you go.
- We'll all be sorry to see you leave.

Note

Saying e-mail addresses:

@ = we say "at"

. = we say "dot"

Future contacts

- I hope we'll see you again soon.
- I'm sure we'll be seeing you next month.
- Keep in touch.
- Give me a ring next time you are in...

Travel

When is your flight? 10 o'clock

How long does the journey take? Around three hours.

How much is the taxi fare? About \$40

Do I need to confirm my flight? Yes, you must

How long does it take to get to the airport? Around half an hour.

Contact numbers

- Let me give you my business card.
- Have you got my phone number?
- Can I give you my office and e-mail address?
- I don't have a card on me right now.
- I'll give you my phone number.
- You can reach me on...
- Let me give you my home number.

Goodbye

Final comments

Safe journey!
Drive carefully!
Have a good trip!
Have a good weekend!
Take care!
Bye!

Final responses

Thanks.
I will.
I hope so.
You too.
Same to you.
Goodbye.



Complete the dialogues below !

Dialogue 1

Hana : I guess.....
Hani : I have to go, too.
Hana :Bye-bye
Hani : Bye-bye.

Dialogue 2

Farah : It's getting late.....
Dian : Right, I am a bit exhausted.
Farah :
Dian : Good night. See you.....

Chapter 14

Agreement and disagreement

Objectives :

- The students are able to express agreement appropriately;
- The students are able to express disagreement appropriately;
- The students are able to use the expression of partly agreeing, disagreeing, strong disagreeing;

Activities :

- Role play: students acting out on agreement and disagreement provided by the teacher
- Simulation: both the teacher and the students playing guessing game related to agreement and disagreement;
- Discussion: teacher provides some pictures, the students give some comments and express agreement and disagreement.

Agreement

The followings are some examples on agreements.

| Statement | Responses |
|---|--|
| <ul style="list-style-type: none">▪ This summer has been a bad one, hasn't it ?▪ I don't think it is necessary to wait for her, don't you ?▪ They're a a very good class, aren't they ?▪ What we need is a strong government▪ She's got too much make up on, hasn't she ? | <ul style="list-style-type: none">▪ Yes, it has▪ No, I don't think it is▪ Yes, they certainly are.▪ I quite agree. In my opinion, something should be done about it▪ Yups, she certainly is. |

Disagreement

Patterns for polite disagreement are less easy to distinguish. One should avoid being abrupt when disagreeing in English: Some tact is required. Some are some examples of disagreement.

| Expression | Responses |
|---|--|
| <ul style="list-style-type: none"> ▪ These students are wonderful, aren't they ? ▪ What a charming city Jakarta is, isn't it ? ▪ Don't you know she looks awful in that dress ? ▪ It is very warm today, isn't it ? ▪ Agatha Christie is such a wonderful writer, don't you think ? ▪ It looks like crowded in here. ▪ I think we ought to be leaving now, don't you ? | <ul style="list-style-type: none"> ▪ Oh..do you really think o. ▪ Well, as a matter of fact, I prefer Bandung. ▪ Oh, I don't know. ▪ Oh, not really. ▪ Well, as a matter of fact, I'm not very keen on her. ▪ Oh, that's not too bad ▪ Oh, surely not. It's only half past ten. |

So, ending

The word so is often used in answering questions and when either agreeing or disagreeing. It is used especially with such words as:

Think -- believe -- expect --- suppose --- hope -- be -- afraid

Agreement can be classified into strong agreement, partly agreeing, disagreeing, and disagreeing totally. The followings are some expressions representing those four :

Strong agreement

- ✓ I couldn't agree with you more
- ✓ You're absolutely right
- ✓ I agreeing entirely
- ✓ I see exactly what you mean
- ✓ That's a good idea.
- ✓ I tend to agree with you.
- ✓ I'm with you at that point.

- ✓ I'll go along with that.
- ✓ Absolutely ! I agree with your point.
- ✓ I totally agree with your idea/proposal
- ✓ I hold exactly the same view.
- ✓ I couldn't agree more.
- ✓ That's absolutely true.
- ✓ That's just what I was thinking.
- ✓ That's exactly my position.
- ✓ That's how I see it too.
- ✓ That's how I feel too.
- ✓ I totally agree
- ✓ I completely agree.
- ✓ Exactly !
- ✓ I see exactly what you mean
- ✓ You're right. That's a good point !
- ✓ Absolutely !

Partly agreeing

- I agree up to a point, but...
- I see your point, but...
- That's partly true, but...
- I'm not so sure about that.
- I agree with you up to a point, but...
- That's quite true, but...
- I agree with you in principle, but...
- On the whole, I agree with you, but...
- Well, you could be right....
- It is partly true that....
- Perhaps a weakness of this is that....
- Well, I am not sure of that because..
- That might be acceptable if....

| | |
|-----------------------------|---|
| Disagreeing | <ul style="list-style-type: none"> ✓ I'm not sure I agree with you. ✓ (I'm afraid) I don't agree. ✓ (I'm afraid) I disagree. ✓ (I'm afraid) I can't agree with you. ✓ (I'm afraid) I don't share your opinion. ✓ I think we are going to have to agree to disagree. ✓ I see things differently ✓ I tend to disagree with that idea ✓ I agree up to a point there, but... ✓ You could be right, however.. ✓ The idea is worth considering, but... |
| Disagreeing strongly | <p>I don't agree at all.</p> <p>I totally disagree</p> <p>I couldn't agree with you less.</p> <p>I really can't agree with you there</p> <p>I strongly disapprove of the plan</p> <p>I'm absolutely against the proposal</p> |

Exercise

The followings are some expressions of opinion on agreement (A) and disagreement (D). Decide which one is categorized as agreement and disagreement by writing (A) or (D). Number 1 & 2 are done for you.

| No | Statement | Answer |
|----|-------------------------------------|--------|
| 1 | I'm absolutely against the proposal | D |
| 2 | I tend to agree with you | A |
| 3 | I see things differently | |
| 4 | I tend to disagree with that idea | |
| 5 | I agree up to a point, however... | |

| | | |
|----|---|--|
| 6 | You have a point there, but... | |
| 7 | That's a good idea | |
| 8 | I'm with you on that point | |
| 9 | I'll go along with that | |
| 10 | Absolutely I agree with your point. | |
| 11 | You could be right, however.... | |
| 12 | The idea is worth considering, but..... | |
| 13 | Perhaps a weakness of this is that... | |
| 14 | I totally agree with that idea/proposal | |
| 15 | I hold exactly the same view | |
| 16 | Well, I'm not sure of that because... | |
| 17 | I couldn't agree more | |
| 18 | That's absolutely true. | |
| 19 | That might be acceptable if..... | |
| 20 | That's just what I was thinking. | |
| 21 | That's exactly my position | |
| 22 | That's how I see/feel it too | |
| 23 | I'm afraid I don't agree/ disagree..... | |
| 24 | I strongly/totally disapprove of the plan | |

Chapter 15

Request

Objectives :

- The students are able to make a request to get something done;
- The students are able to make a request for asking help and permission;
- The students are able to respond on request politely;
- The students are able to accept and refuse request politely;

Activities :

- Role play : Teacher provides some contexts related to request and asking the students to respond, both accept or refuse it;
- Simulation: Students practice on expressing request politely;
- Discussion: In a group, the students analyze some expressions categorized as polite or impolite request, formal or informal situation based on the context provided by the teacher.

Request is used for some reasons, such as; (a). when we wish to get something, to get something done; (b). for help; (c). for permission; (d). for information.

When we wish something or to get something done

The followings are examples of some expressions on wishing something or to get something done:

| Expression | Responses |
|---|--------------------------|
| ▪ Would you pass the salt, please. | ▪ Sure, here you are |
| ▪ Would you mind closing the door, please. | ▪ Of course |
| ▪ Could I see you for a minute ? | ▪ By all means. |
| ▪ I wonder if I could speak to Miss. Betty? | ▪ Just a moment, please. |
| ▪ Please, come in.(polite imperative). | |
| ▪ Shut the door, please. | |

For help.

Expressions

- I wonder if you could help me move this table ?
- Would you come and help me buy a new dress ?
- Would you do me a favour ?
- Could you spare me a few minutes ?

Responses

- Oh, do you think you can manage it ? It looks rather heavy.
- I'm sorry, but I'm really very busy right now.
- Well, it depends.
- I'm sorry, but I'm really busy right now.

For Permission

Expression

- Do you mind If I smoke ?
- Would you mind if I closed the window ?
- May I come a little later ?
- I'm taking the car today, if you don't mind.

Responses

- Not at all. Go right ahead
- No, please do.
- Yes, that will be quite all right.
- No, that's all right.

For Information

Expression

- Excuse me, but could you tell me the way to the station ?
- How do I get to the airport from here.

Responses

- Yes, it's not far from here. Go straight down here, and take the first turning to your left. (Note the use of the imperative).
- I should take a taxi, if I were you.

- Could you tell me the time, please ?
- I wonder if you could tell me what time the shops close here ?
- It's about ten to eight.
- I'm sorry, but I'm a stranger here myself.

3 Polite Request

| Polite Requests | Accepting | Refusing |
|--|--|---|
| <ul style="list-style-type: none"> ▪ Can I have a copy of this letter ▪ Can I borrow your pen ? | <p>Sure. Here you are Yes, no problem.</p> | <p>I'm afraid, that's not possible Sorry, I'm afraid I need it.</p> |
| <ul style="list-style-type: none"> ▪ Could you help me with this, please ? ▪ Could I have some more tea, please ? | <p>Yes, of course. Yes, I'll get some</p> | <p>I'm afraid I can't. sorry. Sorry. There's no tea left.</p> |
| <ul style="list-style-type: none"> ▪ May I sit here ? ▪ May I use your phone ? <p>(may is more polite than can or could when requesting permission)</p> | <p>Sure, please do. Yes, of course.</p> | <p>Sorry, that's already occupied. Sorry, the line is out of order.</p> |
| <ul style="list-style-type: none"> ▪ Will you join us for dinner ? | <p>Yes, with pleasure.</p> | <p>I'm afraid I can't, sorry.</p> |
| <ul style="list-style-type: none"> ▪ Would you translate this for me, please ? ▪ Would you care to join us for lunch? | <p>No problem. With pleasure.</p> | <p>I'm sorry I don't speak... Sorry, I've got an appointment.</p> |
| <ul style="list-style-type: none"> ▪ Do you mind if I open the window ? ▪ Do you mind if I read your magazine ? | <p>No, not at all. Please do.</p> | <p>I'd rather you didn't. I feel cold. I'm afraid it is not mine.</p> |
| <ul style="list-style-type: none"> ▪ Would you mind if I opened the window ? ▪ Would you mind closing the door ? | <p>No, of course not. No problem.</p> | <p>I prefer if you didn't. I'm afraid I can't. It's blocked.</p> |
| <ul style="list-style-type: none"> ▪ Is it ok if I use your dictionary ? | <p>Yes, that's ok.</p> | <p>Sorry, I need it for the moment.</p> |
| <ul style="list-style-type: none"> ▪ Do you think I could borrow this book ? ▪ Do you think you could give this to Andieen ? | <p>Sure, go ahead. Yes, sure.</p> | <p>Sorry, I must be left here. I'm afraid I don't know Andieen.</p> |
| <ul style="list-style-type: none"> ▪ Is it all right if I park here ? | <p>That's fine.</p> | <p>No, that's the director's space.</p> |

A Conversation

Hasan is having breakfast at his boarding house. Doni enters the house.

Hasan: Good mornig. Do you mind if I sit here ?

Doni : No, please do.

Hasan :Thanks. Would you pass me the sugar, please ?

Doni : Here you are.

Hasan : Thank you. Going out today?

Doni : As a matter of fact , I have to go for an interview. I wonder if you could tell me how to get there ? The address is at Jalan Thamrin 32.

Hasan : Okey, that's not very far from here. You can take a bus from here. You can take a bus and ask the conductor to put you off at the post office. It's a ten minute ride I should say.

Doni :Thank you very much.

Hasan :Oh yes, that's not very far from here. You can take a bus and ask the conductor to put you off at the Post Office. It's a ten minute ride I should say.

Doni : Thank you very much.

Hasan : It's my pleasure.

Doni gets off the bus and asks a woman standing nearby:

Doni : Excuse me, but could you tell me how to get to jalan Ahmad yani ?

Woman: Well, let me see- go straight down here, and take the second turning to your right, then keep straight on as far as the traffic lights and you'll be on Jalan A.Yani. It's about five minutes walk from here.

Doni : Thank you so much for your kindness.

Woman : My Pleasure.

Practice

1. Make requests by completing the followings:

- a. I wonder if.....
- b. Would you mind.....
- c. Excuse me, but.....

- d. Could I.....
 - e. Do you mind.....
 - f. I'd like.....
 - g. May I.....
 - h. Would you.....
2. One student reads the request in this chapter, another answers them without looking at the book.
 3. Make requests of each kind (a, b, c, d) and give replies.
 4. Make requests using the polite imperative.
 5. Students learn individual parts of the conversation and reproduce it naturally.

Chapter 16

Sympathy and consolation

Objectives :

- The students are able to express feeling of sympathy;
- The students are able to express feeling of consolation;The students are able to announcing a bad news;
- The students are able respond to a bad news appropriately;

Activities :

- Simulation: Teacher showing some pictures of situations (for examples: at war, refugee, flood,etc), as warming up activities and the students learn those situations.
- Discussion : Students work in group learn about what kinds of situation can be regarded and deserved for sympathy;
- Mini drama: The students (still working in a group) act out responding to sympathy and consolation. One student expresses the situation and another students reponding the appropriate sympathetic expressions.

The followings are some expressions related to sympathy and consolation.

| Expressions | Responses |
|---|-------------------------------|
| ▪ What's the matter ? | ▪ I don't feel too well. |
| ▪ What's wrong ? | ▪ Oh, it's nothing really. |
| ▪ Look at my new dress. It's ruined. | ▪ Oh, what a shame. |
| ▪ I'm afraid I can only stay two days. | ▪ Oh, what a pity ! |
| ▪ Ben's father died in the air crash last week. | ▪ How terrible. |
| ▪ It rained all the time we were in Bali. | ▪ How awful ! |
| ▪ My wife's in the hospital, you know. | ▪ Oh, I'm sorry to hear that. |

Consolation

| Expression | Responses |
|--|---|
| <ul style="list-style-type: none">▪ I didn't manage to get a ticket. | <ul style="list-style-type: none">▪ Bad luck ! |
| <ul style="list-style-type: none">▪ Oh dear, I can't find my passport. | <ul style="list-style-type: none">▪ Don't worry. You don't need it here. |
| <ul style="list-style-type: none">▪ Peter says I use too much make up. | <ul style="list-style-type: none">▪ Oh, don't let that worry you. He's always too critical. |
| <ul style="list-style-type: none">▪ There was so much traffic that we didn't get back till after midnight. | <ul style="list-style-type: none">▪ Well, it might have been worse, at least you got home safely. |
| <ul style="list-style-type: none">▪ I'm afraid I've made a mess of everything | <ul style="list-style-type: none">▪ On the contrary, you did very well. |
| <ul style="list-style-type: none">▪ Oh dear, I've forgotten my umbrella. | <ul style="list-style-type: none">▪ Well, never mind. I don't suppose it will rain. |

Note: Do not say never mind when answering an apology. Say, that's all right, not at all, etc.

A conversation.

Practice

1. Answer with expressions of sympathy:

- (a). We have broken up our friendship.
- (b). I've lost my concert ticket.
- (c). Her mother is very ill.
- (d). I fell unwell this morning.
- (e). The bus was two hours late.
- (f). I can't stay long I'm afraid.
- (g). I have to leave tomorrow.
- (h). The custom charged us nearly twenty dollars too much.
- (i). My baby got an awful fever.

- (j). We had very poor accommodation.
- (k). I've lost my door key.
- (l). Our poor old cat got run over yesterday
- (m). We've been cheated by our client.

2. Answer with expressions of consolation:

- (a). I can't find my wallet anywhere.
- (b). Oh dear, we'll be very late.
- (c). I'm afraid I've lost their phone number.
- (d). I can't find my paper anywhere.
- (e). I'll be late at the office.
- (f). Oh dear, it's raining gin.
- (g). Someone steps on your shoes and says "I'm sorry".
- (h). I've forgotten my watch.
- (i). we'll miss the bus.
- (j). I believe I've failed my exam.

BAD NEWS

People might experience bad news. The followings are some expressions on how to announce and respond to bad news.

Announcing bad news

- I've some bad news I'm afraid
- I'm sorry to have to tell you this but.....
- I'm afraid I've got something sad to tell you....
- I don't know how to announce this, but....
- There's no easy way to say this, but....
- I feel really bad having to tell you this but....
- I've got something unpleasant to announce
- Please don't take this badly but...

Responding to bad news

- How dreadful ! I'm really sorry to hear that.

- What a shame !
- What a pity ! How awful !
- My goodness ! What a shock. It's hard to believe.
- That's sad indeed. I can imagine how you feel.
- What dreadful news ! So sorry, if there's anything I can do....
- You must feel terrible. I'm sorry to hear that.
- You have all my sympathy. I know how you must feel.
- That's so sad..and so unexpected. I'm really sorry.
- It's hard to take but I understand your position.
- How unfortunate ! That's really tough on you.

Practice 1

Situation: At a boarding house

Ronny : Hello there. Did you find the place for your show.

Budi : Oh yes, I found it all right, thanks to your directions, but the man I was supposed to see wasn't there. He's been away for holiday.

Ronny : How annoying. That was too bad, wasn't it ? Well, never mind, you can manage it right ?

Budi : No, nothing's to worry about, I can manage it so far.

Practice 2

Work in pair and practice to make a dialogue on similar situations showing a sympathy and consolation.

Chapter 17

Asking and giving permission

Objectives :

- The students are able to ask permission appropriately;
- The students are able to give permission;
- The students are able to politely respond on someone who asking for permission;

Activities :

- Role play: students practice on how to ask for a permission ;
- Simulation: students work in group and create some situations which enable them to show the way ask for permissions and reply it appropriately;
- Review : teacher makes some reviews on appropriate and inappropriate expressions in asking permission to make the students comprehend about asking and giving permission.

Asking permission

Important expression commonly used in asking permission:

- Can I....., please ?
- Do you mind if ?
- Excuse me, do you think I could.....?
- May I.....?
- Is there any objection ?

Giving permission

Important expression commonly used in giving permission:

- OK
- Sure.
- Yes, you can.
- Go ahead.
- Feel free to....
- By all means.
- I'm afraid you can't....
- I'm afraid it's not possible for you to..
- Sorry, but....

Dialogue 1

Ana : Can I use a pen, please ?
Teacher : Ok, but it is better to use a pencil.
Ana : My pencil is broken. May I borrow a pencil from my friend ?
Budi : Sure.

Dialogue 2

Nina : May I borrow your book?
Andi : Ok, but don't forget to return it as soon as possible. I still need it.
Nina : Don't worry. Thanks

Dialogue 3

April : Excuse me, do you think I could have five days off next month ?
Manager : I'm afraid it's not possible for you to have it.
April : What about three days ?
Manager : I'm afraid you can't have it. There are still many things that we have to finish. But you could have one day off if you really need it.

Practice

What are going to say to express your permission in the following situations:

1. You want to go to toilet during the class (lecturing session)
2. You want to interrupt the keynote speaker in a discussion forum.
3. You want to text your teacher asking for permission since you will not attend his class. Write the way you text him politely.
4. In the middle of meeting, you got an urgent call. How would you ask permission for leaving the meeting ?
5. In a family gathering, you immediately remember having an appointment with your client. What would you say to the host asking for leaving early ?

Chapter 18

Trouble

Objectives :

- The students are able to communicate wisely and effectively related to trouble which might happen;
- The students are able to respond when they do not wish to put to trouble;
- The students are able to make an apology for causing troubles;
- The students are able to answer for causing troubles politely and appropriately;
- The students are able to recognize situations that will put them into trouble and behave wisely .

Activities :

- Role play: Teacher creates some situations which causes come troubles and ask th students opinion about them;
- Simulation: (in pair) the students practice apologizing for causing troubles;
- Evaluation: Students take turns to talk for 60 seconds about what they learned in the lesson.

Phrases to use when you do not wish to put to trouble

Expressions

- Let me help you with that luggage
- I'll drive you home
- I'll come and fetch you from the station.
- Let me show you the way
- Let me get you a potter
- What are you going to to Beth, while we're away ?
- Let me help you with this

Responses

- Oh no, please don't bother. I can manage it. Allright, thank you.
- Please don't bother
- Thank you
- No. it's quite all right.
- No, that's quite all right. I can manage, thanks.
- Please don't bother about me. I'll look after myself all right.
- That's nice of you.

These are probably the most common phrases. You may also hear the following expressions. Note the answer too:

Expressions

- I don't want to put you all to any inconvenience
- Please don't go to a lot of trouble
- I don't want to upset your plans in any way

Responses

- It won't be any trouble at all.
- It's no trouble at all.
- Oh, you won't be doing that.

Apologies for causing troubles, and answers

The followings are some expressions related to apologizing for causing troubles and their responses:

Expressions

- I hope I'm not disturbing you
- I'm sorry to cause you all this trouble
- Sorry to have bothered you with all these questions
- Do you think I should apply for the job ?
- What's the matter with you ?
- What's wrong with me, doctor ?

Responses

- Not at all. Do come in.
- It's no trouble at all, really.
- That's quite all right.
- Well, there's no harm in trying.
- Nothing
- Nothing serious, but you'd better have a few days' rest.

Conversation

Adam is meeting Eve at the airport

Adam : Hello Eve, nice to see you again.

Eve : Hello Adam. You look great.

Adm : Here, let me help you with your bags.

Eve : Oh no, please don't bother – I can manage all right.

Adam : We're going to my place now. Mother's making you some dinner I believe

Eve : That's very nice, but she needn't bothered – I had a sandwich on the plane.

Adam : Well, you know my mother. By the way, what would you like to do while you're here ?

Eve : Oh, I don't want to upset your plans in any way. I can manage very well on my own.

Adam : Nonsense. We want to show you our beautiful country.

Eve : Well, that's certainly very nice of you.

Practice

1. Answer the following with *don't bother*, *there's no need*, and *similar expressions*

- a. I can give you a lift home.
- b. You must spend your holiday with us.
- c. Would you like me to book you a hotel ?
- d. I'll see if I can get hold of a railway time-table for you.
- e. I'll call a cab for you.

2. Give suitable answers to the following:

- a. Please, don't bother about showing me the way.
- b. I don't want to put you to any inconvenience.
- c. Please don't change your plans for me.
- d. Now, promise me you won't go putting yourself to a lot of trouble.
- e. Sorry to bother you with all these details.
- f. I'm afraid I'm being rather a nuisance.

3. Make apologies and replies to them for these situations:

- a. You enter an office where two people are having a private conversation.
- b. You have been asking someone for a lot of information.

- c. Someone has spent a lot of time helping you find your way around California.
 - d. Friends have made a special journey to fetch you from an out-of-the-way village.
4. *Students learn the parts of Adam and Eve, then reproduce the conversation without the book.*
5. *Create follow-up conversation between Adam's mother and Eve on the latter's arrival at Adam's family home. Phrases:*
- Mother : How nice to see you again
 - Did you have a good flight ?
 - How long did it take ?
 - Were there many people on the plane ?
 - I do hope you enjoy your stay here.
 - I expect you 'd like to have a wash.
 - And now I'm sure you must be very hungry.

Jane:

- What a nice and cozy place you have.
- It was very kind of Adam to come and meet me.
- I'm afraid I'm giving you a lot of trouble.
- (answer: Not at all. We're delighted to have you here).

Chapter 19

Expressing like and dislike

Objectives :

- The students are able to express their 'like' or preference ;
- The students are able to express their 'dislike' feeling;
- The students are able to talk about things they like in everyday talks;

Activities :

- Dictogloss: The students have to concentrate on producing some sentences 'like' and 'dislike' based on their experiences;
- Drilling: The teacher uses quick-fire questioning around the class and involve as many students as possible. Then get the student to suggest the questions as well as supplying answers;
- "Like' game : Using the students cell phone, the students ask the students to see their facebook and suggest whether they like their friends' status or not.

People often shows like and dislike in their daily activities. It is important to know what epressions related to like and dislike.

Important exprssions to practice...

- Do you like....?
- Don't you like.....?
- Do you like...?
- What's your opinion about....?
- I (really) like.....
- I (absolutely) love.....
- She is crazy about.....
- It's my favourite.....
- I don't like.....
- I don't think I like.....
- You must be joking.....
- You can't be serious....
- You must kidding me.....

Dialogue 1

Tati : Do you like ice cream ?
Dani : Of course, especially vanilla flavor.
Tati : What about strawberry ice cream ?
Dani : Well, I don't quite like it.

Dialogue 2

Wahyu: What's your opinion about my shirt ?
Dito : Honestly, I love the design but I don't really like its colour. It should be brighter I suppose.

Dialogue 3

Ben : Did you enjoy Maroon Five concert last night?
Fin : I did. It was an awesome concert.
Ben : What was the song you like best ?
Fin : It's *Radio* and *Sugar*.

Practice

Express your feelings in the following table which reveal to the things you like to do and the things you do not like to do.

| Like | Dislike/don't like |
|-------------------------|---------------------------|
| I like playing football | I dislike eating meatball |
| | |
| | |
| | |
| | |
| | |
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| | |
| | |
| | |

Chapter 20

Please and thank you

Objectives :

- The students are able to express gratitude appropriately;
- The students are able to use 'please' in appropriate context;
- The students are able to reply on peoples' gratitude;
- The students are get used to say 'please' in appropriate context;
- The students are able to learn the context of saying thank you;

Activities :

- Listing game: The students are to list two columns: like and dislike and fill them out based on themselves.
- Easy writing: Stdents are assigned to write ' I like' and 'I dislike paragraphs. They can use previous activity as the reference
- Genre game: The teacher provides some contexts on genres (such as, music, movie, texts, songs, houses, etc), let the students think abt what sort of genres they like/dislike best and the reasons .

Thanking

The followings are some expressions related to saying thank you and their respons.

Expressions

- Thanks
- Thank you very much
- Here's your bag
- I hope you have a good journey
- Have a good time

Responses

- My pleasure
- Thank you very much
- Thanks

Thank you for..... Thanks for.....

- ✚ Thank you for your help.
- ✚ Thanks for the ride.
- ✚ Thanks for everything.
- ✚ Thank for the tip.
- ✚ Thank you so much for a lovely evening.

Replies to thanks

The safest expression to use is:

- Not t all.

Other phrases you might hear are:

- Thank you for all the trouble you've taken
- Don't mention it.
- That's all right.
- It's a pleasure.
- You're welcome.

If you're not sure what to say, just smile.

Please

Please is hardly ever used on its own.

Please is used a great deal added to a phrase when you want something or want someone to do something (whereas thanks is used especially when you've been given something):

- Would you pass the sugar, please ?
- Could you tell me the time, please ?
- Would you please come this way, please ?
- Sit down, please.
- Have a seat, please.
- Please, sit down.

As an answer

Would you like some coffee ?

- Yes, please
- No, thank you.
- No, thanks.

Don't use please when you give something

1. If you are offering something that has not been asked for, mention the thing to attract the other person's attention. For examples: Would you like a cigarette ?, Would you like some more tea ?, 'Coffe ?' (high rising intonation).
2. If the things has been asked for, say, when you offer it: *here you are* . For examples: Could I have a light, please ?—Yes, here you are ; Would you pass the salt, please ?— Here you are.

Practice

Thank someone for the following situations:

1. You were given a seat on a bus
2. Someone gives a help when you got an accident.
3. You are invited in a dinner and the menu was so perfect.
4. You were given a loan from a bank, say something to the teller.
5. Someone gives you a ride to your office.
6. Your neighbor gives some snacks and fruit .
7. Your motorcycle is in trouble. A pedestrian gives you a hand.
8. Your daughter helps you wash the dishes.
9. Your friend assists you in finishing your project.
10. The mechanic helps you fix your car.

part III

Conversation at Various Places

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Chapter 21

At the Hotel

Objectives :

- The students are able to communicate about hotel ;
- The students are able to make a call on hotel reservation ;
- The students are familiar with terms related to hotelier;
- The students are able to write about hotel and accommodation.

Activities :

- Role play: students act out in reserving/booking hotel;
- Discussion: teacher leads to a discussion about hotel and things related to it;
- Listening dictation : the teachers pay attention to listen to the words said by the teacher and write them down correctly.

The followings are some terms related to hotel and accommodations:

- Where is an affordable hotel in this town ?
- I am going to spend my days at *Eresas* Hotel.
- Where is the hotel ?
- Can you show me where the nearest hotel from the airport is ?
- Where is the hotel located ?
- I have a reservation for a room here.
- I want a room with a bath up.
- I'd like a single room/ I'd like double room, please.

Dialogue 1

Ann : Can you recommend a good and affordable hotel in Lamongan ?

Sugeng : *Eresas* Hotel, I guess

Ann : Can you tell me the hotel's rate, please.

Sugeng : It's around 200-300 rupiahs per night.

Ann : Sounds great, thank you.

- Your room is on the first floor.
- Is there a restaurant the hotel or should we go out for breakfast and lunch.
- What is the room rate ?
- I plan to stay in this hotel for three days.
- May I have your ID please ?
- If you need anything, don't hesitate to call the room service. We have 24 hour service.

Dialogue 2

- Guest : I have a reservation on Monday.
- Receptionist : Let me check, Yes, your room is number 34, it is in the 2nd floor.
- Guest : It is double room isn't it ?
- Receptionist : Indeed, Sir, with a beautiful view I suppose.
- Guest : Thank you.
- Receptionist : My pleasure

Dialogue 3

- Guest : I plan to stay at this hotel for 5 days. What's the room rate ?
- Receptionist : It is 150 rupiahs per night including breakfast.
- Guest : OK, I'll take it.
- Receptionist : We looking forward for your coming, Sir. Thank you.

Practice

1. Make a dialogue making a reservation in Puncak Hotel Bandung for single room. Ask the hotel rate and facilities available in the hotel since you are going to conduct a business meeting with your colleagues.
2. Describe a hotel in your town in 2 paragraphs.

Chapter 22

At the airport

Objectives :

- The students are familiar with terms related to communication at the airport;
- The students are able to make chit chat about flight with others;
- The students are to narrate their experience in the airport.

Activities :

- Role play: some students act as a pilot, steward, stewardess and passengers (teacher helps the students to choose the role)
- Writing: the students are to write about their experience visiting/going to the airport.

Airport is one of public place often visited by many people. There are many terms, public signs used in the airport, such as the followings:

- ✚ I'll see you at the arrival gate
- ✚ We'll meet at the departure
- ✚ Where is *Citilink* check-in counter ?
- ✚ You can check in two hours before your departure.
- ✚ Can I have your ticket and passport, please ?
- ✚ Is there any baggage ?
- ✚ Please, put our baggage on the scale.
- ✚ You can take a only one luggage to the cabin.

Dialogue 1

Susan : Where is gate 3 ?

Andi : You can go ahead to the end of this lobby, take an elevator to the second floor, tur right, go straight ahead.

Susan : Thank you

Andi : My pleasure.

Another expressions....

- ✚ What time is the next flight to Papua ?
- ✚ How often is a flight to Surabaya ?
- ✚ How long is the flight from Denpasar to Melbourne ?
- ✚ Flight from Medan is estimated to arrive within 10 minutes.
- ✚ The e.t.a (estimated time arrival) is 12.00 a.m

Dialogue 2

Amy : Are you going to fetch your brother at the airport ?

Dea : Yups, I asked him to wait for me at *Garuda* lounge, since I'll be late.

Amy : At what time will his flight arrive ?

Dea : If it is not cancelled it is estimated to arrive at 10 o'clock.

Dialogue 3

Staff : May I have your ticket and passport, please ?

Lea : Of course, here they are.

Staff : Any baggage with you ?

Lea : Only two

Staff : Put them on the scale, please. Here is your ticket, passport, and your boarding pass.

Lea : Thanks a lot.

Staff : You're most welcome

More expressions....

- ✚ The flight is canceled
- ✚ They are boarding now.
- ✚ The plane took off and landed perfectly.
- ✚ How much is the ticket ?

Practice

1. Make a conversation about your feeling about the delayed flight.
Express your disappointment.
2. Act as a steward/stewardess who announce some safety flight regulation to the passengers before the flight.
3. Write your experience while you have flight.
4. Find the meaning of the following terms:
 - a. Boarding card
 - b. Take off
 - c. Departure
 - d. Boarding pass
 - e. Subway
 - f. Taxi stand

Chapter 23

At the bank

Objectives :

- The students are able to communicate about things related to bank;
- The students are able to respond and make chit chat about banking terms with others;
- The students are able to use those related terms in an appropriate term;
- The students are able to identify those common terms in daily conversation.

Activities :

- Role play: both teacher and students are to act as people who work in a bank. Take each role communicatively.
- Discussion: teacher explains some terms which are very important for the students to know;
- Guessing words: the teacher describes the terms related to bank , and the students guess those terms.

Some important expressions related to bank

- ✚ I want to open an account
- ✚ I want to withdraw some money
- ✚ I want to deposit my money
- ✚ What is the interest rate now. ?
- ✚ It is 4,5% before tax.

Dialogue 1

Customer : I want to withdraw some money

Cashier : Have you completed the withdrawal form ? You can take the form at the front desk.

Customer : Thanks

Cashier : No problem.

Dialogue 2

Customer : Something wrong with my ATM card.

Staff : Please consult th CSO in the corner.

Customer : Thank you

Another expressions commonly used at a bank.....

- ✚ The withdrawl and deposits counter are on the right side.
- ✚ Please queue here.
- ✚ I want to cash my cheque
- ✚ I want to check my saving account.
- ✚ If you withdraw less than Rp. 1000.00, you'd better use ATM.
- ✚ Do you have a credit card ?

Dialogue 3

Sam : I want to cash my cheque immediately.

Cashier : Sure, may I see your cheque ?

Sam : here it is

Cashier : You can wait for a moment while I am processing it.

Sam : Ok, thanks.

Practice on vocabulary

Find the meaning of the following terms:

- a. Credit card
- b. Cash back
- c. Price tag
- d. Insurance
- e. Withdrawl
- f. Transfer
- g. New account
- h. Saving account
- i. Inquiry
- j. Expired
- k. Loan

Chapter 24

At a company

Objectives :

- The students are familiar with related terms to company;
- The students are able to respond and make chat with others within company context;
- The students are able to use some vocabulary which closely related to company and business;
- The students are familiar with collocations commonly used in company based.

Activities :

- Role play: students act out as a company owner, manger, a secretary, and other positions at a company;
- Discussion: both the students and the teacher discuss about
- Guessing game: the students guess the terms described by the teacher, and the teacher gives some clues related to those terms.

Talking about company would be beneficial for those who get involved in business world. The followings are things related company you should know.

The terms

- ✚ An engineering firm
- ✚ A small or medium sized enterprise (SME)
- ✚ A public limited company (PLC). It is listed on the stock exchange.
- ✚ A limited company
- ✚ A partnership
- ✚ A family company
- ✚ A sole trader
- ✚ He has shares in the company. He is a shareholder. The price is \$ 50.
- ✚ He runs his own business. He is the owner. He is the proprietor.
- ✚ He is a self-employed.

Practice 1

These verbs are commonly used in business and company, find their meanings.....

- a. *To expand* means.....

- b. *To take over* means
- c. *A take over* means.....
- d. *To form an alliance* means.....
- e. *A joint venture* means.....
- f. *To merge with* means.....
- g. *A merger* means.....
- h. *To be based in* means.....

Practice 2

Complete the following text using appropriate word/s or phrase/s in the box

| | | | |
|-------------|---------------|-----------|-------------|
| a stake | joint venture | expanded | Established |
| an alliance | merged | took over | Ran |

The company was..... in 2000. At the beginning Mr. hasan..... the company. The company..... Itsmall companies. It boughtin big companies. It formed with NICCAN . If established ain China called MACCAN. It.....with ICCAN and created MACCAN.

Practice 3

Answer the following questions accordingly.

Where is the company based ?

The company is.....in Chicago.

The headquarters arein Chicago

There are a great number of questions that are useful for starting up a conversation. In a foreign language, it is a good idea to have a supply of these remedy. Remember that the person you are speaking to is probably just as shy as you are, and therefore not prepared to break the ice.

Here are some of the more common patterns, together with appropriate answers. Remember that questions that can be answered by *Yes* or *No* end with a rising intonation, while those cannot, fall t the end.

What do you think of....

Expressions

- What do you think about our new office ?
- What did you think of the play last night ?
- What did you think of the weather ?
- What do you think of the course today ?

Responses

- I think it's much better.
- I enjoyed it very much.
- It is a bit cloudy. I'm afraid it will rain soon.
- The professor did it well.

How do you like ?

Expressions

- How do you like our new products?
- How did you like English ?
- How did you enjoy your trip ?
- How do you like your coffee?

Responses

- It is very classy
- It is in my blood
- I found it very interesting
- No sugar, please.

What's it like ?

Expressions

- What's Malang like ?
- What's Bali like these days ?
- I heard you just come back from Australia. What's like over there ?
- What is the weather like lately ?

Responses

- It's hot and crowded.
- Still amazing as always.
- Well, it is beautiful and peaceful country.
- Really nice

Some other common patterns

Expressions

- How did you come ?
- How did you spend your holiday ?
- What kind of climate does your country have ?
- What objects do you study ?
- When do you start your vacation ?
- Where are you going for your holidays ?
- Are you interested in sport ?
- Are people interested in art ?
- Is skate board popular over there ?
- Have you watched the movie ?
- Are you staying long ?
- What part of the country do you come from ?
- Did you go anywhere last holidays ?

Responses

- By car, by air, by train, by bus, by train, on foot
- We went to the seaside.
- It is generally fairly mild
- My mind subjects are English and Math.
- Well, it all depends.
- I expect we'll stay at home.
- No, not very.
- Yes, I am as a matter of fact.
- Yes, it is everyone likes it.
- Not yet.
- About five weeks altogether
- I'm from Bali.
- No, we didn't as a matter of fact.

A Conversation

In party, Indah has just been introduced to John.

John :What do you think of New York ?

Indah :Well, it is very amazing isn't it ?

John :Too big, I suppose. What's Surabaya like ?

Indah :Oh, it is much smaller of course.

John :And, what do you think about the weather here ?

Indah :Well, it hasn't been too bad lately. By the way, may I ask you something ? What's the National Gallery like ?

John :Well I prefer the Tate Gallery. It's less like a museum.

Indah :Are people interested in modern art here ?

John :Only a few. Most English people prefer the older paintings. By the way, do you like dancing ?

Indah :Oh, I'm very fond of dancing. How about you ?

John :I was wondering if you would like to come to a dance with me tonight.

Indah : Thanks. That's very nice of you.

Practice

1. Read the questions in this chapter, and answer them without looking at the text.
2. Each student prepares questions modeled on the above examples. Another student answers them.
3. Students learn individual parts in the conversation, then reproduce it without looking at the book.

Chapter 25

At Campus

Objectives :

- The students are able to communicate about campus life;
- The students are familiar with terms related to campus life;
- The students are able to explain about campus life both in extra or intra curricular ;

Activities :

- Role play: (in a group) the students act out representing campus activities, campus figure, or campus life;
- Dictation : the teacher dictates some terms and the students jot them down correctly;
- Free writing: students write their life campus freely based on their own experience.

Important expressions

- ✚ Where do you study
- ✚ Does prof. teach or give lecture every day ?
- ✚ What are you studying this semester ?
- ✚ How many subjects do you take this semester ?
- ✚ How many credits did you take last semester ?

Dialogue 1

- Renny : Where do you study ?
Benny : I study at Islamic university of Lamongan.
Renny : What major did you take ?
Benny : Accounting.
Renny : Great. Good luck with your study.
Benny : Thank you.

More expressions....

- ✚ Do you go to campus/the library/ the lab everyday ?
- ✚ Have you prepared for the examination ?
- ✚ Have you finished with your assignment ?

- ✚ We have to submit our paper this Friday at the latest/the lab everyday ?
- ✚ Have you prepared for the examination ?

Dialogue 2

Tina : Have you finished your assignment ?

Ben : Not yet. Maybe tomorrow.

Tina : Don't forget . We have to submit our paper this Friday at the latest.

Ben : Ok. Don't worry. I'm almost finished.

Another common expressions....

- ✚ Have you finished with your assignment ?
- ✚ We have to submit our paper this Friday at the latest ?
- ✚ What's your extra curricular activity ?
- ✚ Now I'm busy writing my thesis.
- ✚ You can get references for your paper in the library.
- ✚ When did your brother graduate from university ?

Dialogue 3

Andi : When did your brother graduate from university ?

Ben : He graduated from University of Iowa two years ago.

Andi : Did he get scholarship for studying abroad ?

Ben : Yes, he prepared his study since 2 years ago.

Andi : No wonder he made it.

Practice on vocabulary empowerment.

Find the meaning of the following terms and make a sentence for each term correctly.

1. Faculty
2. Majoring at management
3. Dean
4. Head of department

5. Thesis
6. Dissertation
7. Final term
8. Midterm
9. Graduation day
10. Credits

Chapter 26

At Home

Objectives :

- The students are able to communicate with others related to houses;
- The students are able to respond and make chit chat with others about typical actions at the home;
- The students are able to mention related-home vocabulary in their daily activities.

Activities :

- Narrating : students narrate their story about house of their own;
- Discussion: both students and the teacher discuss about part of the house;
- Future home dream game: the students are to tell about how their dream house look like.

Types of home

- A three-bedroom house/flat/apartment.
- A semi-detached house (informal "semi")
- A terraced house.
- A villa.
- A bungalow
- A detached house
- A cottage
- A bedsit

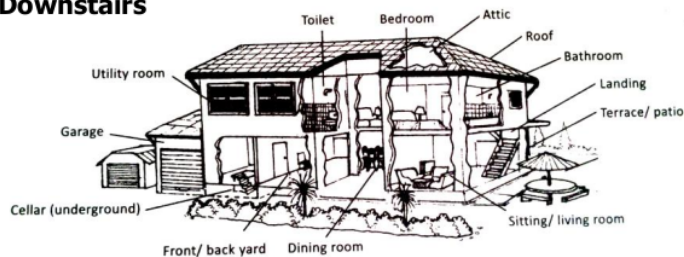


- I **rent** my house. **The rent** is US\$600 a month.
- I **own** my house. **The mortgage** is US\$650 a month.
- I **used to live** in Chicago. I **moved to** New York last summer.
- I **designed** and **part-built** the house myself.

Place in the home

Upstairs

Downstairs



Typical actions in the home

Bedroom (a.m.) : wake up – turn off the alarm clock – get up – get dressed.
Kitchen : have breakfast – do the cooking – do the washing up.
Living room : watch TV – have a look at the newspaper – sit and relax.
Garden : do the gardening – get some fresh air – cut the grass.
Bedroom (p.m.) : go to bed – set the alarm clock – to to sleep – dream.

I don't like **carpets**. I prefer wooden or **tiled floors**.

I don't like **central heating**. I prefer **open fires**.

Where is home?

(AS A CHILD)

I was born in a little **village** and I **grew up** there. I **spent a lot of my childhood** in the country, not in the **city**. We **moved to** a nearby **town** when I was fifteen. I'm glad I wasn't **brought up** in the city.

Where were you born?



Are you from Dallas originally?



Where is it exactly?



Where do you live?



LOCATION

The followings are some expressions related to location

- ✚ I live on the outskirts of Chicago.
- ✚ I live thirty kilometers from Kobe.
- ✚ I live by the sea/on the coast.
- ✚ I live just outside Los Angeles.
- ✚ I live in the suburbs of Paris.

- ✚ The house has a lovely view. It is surrounded by woods and it overlooks an old church.
- ✚ Dayton isn't far from Washington.
- ✚ My town is to the north/south/east/west of New York.
(specific location)
- ✚ My town is to the north/south/east/west of Japan.
(country/region)

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Answer the following questions based on your opinion.

1. How big is your house ?
2. "home sweet home" what does it mean to you ?
3. How many rooms are available at your home ?
4. How many people live there ?
5. Do you have garden at your home ?
6. Who cleans your house ?
7. Do you have house assistant ?
8. What is the colour of your house ?
9. Do you have garage in it ?
10. Does it have good ventilation ?

Chapter 27

At Cinema

Objectives :

- The students are able to communicate things related to cinema;
- The students are able to respond and make chit chat with others about cinema and film;
- The students are able to introduce himself/herself;
- The students are able to be familiar with conversational topics on art work ;
- The students are able to make comments;
- The students are able to respond on cinema's critics.

Activities :

- Guessing Game: using pictures, the students and the teacher play some characters in popular or box office movie as role play game
- Discussion: students discuss about movies' genre
- Mini drama: teacher leads to a mini scenario movie project presented in the class within 15-20 minutes

Cinema and film

What's on ?

- There are five new films showing at the cinema.
- The latest Spielberg film has just been released.
- It was premiered in New York last month.

People

- Di Caprio played the lead in Titanic?
- De Niro is a wonderful actor.
- The real star of the film was the dog!
- Jodie Foster won an Oscar for best supporting actress.
- He was excellent as the action hero.



The content

The followings are some expressions related to content of the movies:

- The plot was very clever.
- The film was set in the last century.
- It was basically about a bank robbery that went wrong.
- The soundtrack was excellent. I must get it on CD.
- The film was dubbed. I prefer subtitles.

Genres of film

People have different preference on film genre. The followings are some genres of films they are interested in.

| | | |
|---------|-------------|-----------------|
| Western | War film | Horror film |
| Comedy | Thriller | Science Fiction |
| Romance | Action Film | Film |
| | | Adventure Film |



What did you think?

The critics gave it rave reviews.

It has been getting poor reviews.

Positive comments

It was moving.

It was powerful.

It was gripping.

It had a happy ending.

Negative comments

It had a lot of bad language. And was very violent!

It was a little shallow.

Very dissapointing.



It was good fun. It was a little predictable.
The ending was a bit of
an anti-climax.

It was slow. Very boring.

Theatre

Besides cinema, people also enjoy the shows performed at the theatre. The following are some expressions related to activities at the theatre:

- ✚ I have reserved seats.
- ✚ The play was by Shakespeare.
- ✚ It is being performed by a touring company.
- ✚ The whole cast was excellent.
- ✚ It was a wonderful performance.
- ✚ The scenery was a little dull.
- ✚ The audience gave a standing ovation at the end.
- ✚ It is one of the longest running shows in New York.

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Answer the following questions.

1. What kind of movie do you like ?
2. Who is your favourite actor ?
3. Do you know about 'oscar' award ?
4. What local movie do you like most ?
5. Do you have favourite soundtrack ? what is it ?
6. Is there a cinema at your town ?
7. Do you like watching television ?
8. How many times do you watch movie at cinema ?
9. Mention some genres of the movie !
10. Among those genres (answer number 9) which genre do you like best and why ?

Chapter 28

At Office

Objectives :

- The students are able to communicate with others at first meeting;
- The students are able to respond and make chat with others;
- The students are able to introduce himself/herself;
- The students are able to introduce another person;
- The students are able to make polite offers;
- The students are able to respond to polite offers.

Activities :

- Simulation: (using office setting), students act out as director, manager, secretary, receptionist, security, office boy in a communicative and natural way;
- Discussion: teacher leads the students into discussion related to employee's responsibility ; in the office
- Listening prompt: the teacher provides some exercises on listening script using workplace themes and their activities.

Some common expressions used at the office

- ✚ The receptionist might help you.
- ✚ You can see the receptionist in the front office.
- ✚ The secretary helps the manager with his schedule.
- ✚ The secretary answers some emails.
- ✚ He has sent a copy of the letter to the manager.

Dialogue 1

Cindy : Excuse me, May I see the manager ?

Receptionist : I'm afraid the manager is having a meeting right now.

Cindy : May I leave a message for him ?

Receptionist : Sure, you can leave your message and ID here.

Cindy : Thank you

More expressions.....

- ✚ I've sent the invoice to the purchasing manager.
- ✚ They have to finish the report on current inventory.

✚ The secretary checks and sorts out all the incoming mails.

✚ Everybody is busy preparing the annual report.

Dialogue 2

Boss : Have you typed and printed the letter ?

Assistant : I am doing it, Mam.

Boss : Make sure you finish it today. After I've signed it , send it to all clients right away.

Assistant : Yes, Sir.

Boss : Don't forget to send the copy to the production and finance managers.

Dialogue 3

Tati : I want to meet my sister in this office. At what time the office open ?

Security : It opens at 8. The office hour is from 8 to 4 p.m

Tati : Can you tell when I can meet him ?

Security : I think you can see him at lunch break time. It is around 12.

Vocabulary empowerment practice

Find the meaning of th following words related to office.

1. Public relation
2. Supervisor
3. Annual report
4. Faximile
5. Personnel manager
6. Meeting room
7. Finance manager
8. Employer/employee/umemploymnt
9. Trainer/trainee/training
10. Project

Chapter 29

At restaurant

Objectives :

- The students are able to communicate with others about eating out;
- The students are able to make a reservation in a restaurant;
- The students are able to order some menus they wish to eat at the restaurant appropriately;
- The students are familiar with some terms/vocabulary commonly used in the restaurant.

Activities :

- Role play: students act out using restaurant background/setting;
- Simulation: students simulate the job's description in a restaurant context;
- Discussion: both students and the teacher discuss about some polite expressions used in the restaurant;
- Dialogue prompts: students are trained to respond to the expressions given by the teacher.

Expressions mostly used in eating out

- ✚ What do you have for dinner ?
- ✚ At what time do you usually have lunch ?
- ✚ I want to order salad
- ✚ How do you like your coffee ?
- ✚ I want black one/ I want cream for my coffee, but no sugar.
- ✚ How do you like your tea ?

Dialogue 1

Siti : Would you like to have a roast beef ?

Dewi : No, I'll have steak.

Siti : How do you like your steak ?

Dewi : Well-done, please.

Dialogue 2

Waitress : What do you want to drink ?

Chandra : I want to have coffee with cream, but no sugar.

Waitress : Right away, Sir.

More expressions.....

- ✚ Do you want to have your eggs soft boiled/hard boiled/scramled/fried ?
- ✚ What do you order ?
- ✚ What kind of dressing do you want on your salad ?
- ✚ What do you want for the main course ?
- ✚ What do you have for dessert ?
- ✚ Where did you have lunch today ?
- ✚ What do you have for breakfast

Food

Meat
Beef, Lamb, Pork, Veal,
Chicken, Turkey.



Vegetables
Beans, Potato, Peas, Cabbage, Egg
plant, Aubergine, Onion, Courgettes.



Ways of cooking
Boil, Grill, Fry, Roast.



Seafood
Shrimp, Oyster, Salmon, Lobster.



In the restaurant

The followings are some expressions used in the restaurant:

- As a starter could I have...
- As a main course I'd like...
- Can you recommend anything?
- Do you have anything vegetarian?
- As a dessert I'll have ...
- Could we see the wine list?
- May I have a receipt?
- Do you take American Express?
- It was very nice, thank you.

Are you ready to order? Is everything alright?



This is a local specialty!
How Beef!

Steak: rare/ medium/ well done.

How was the food?



Tasty
Tender
Delicious



Sweet
Spicy



Bland
Fatty
Bitter

Dialogue 3

Budi : Could we have table for five ?

Waiter : There is a cozy table right here by the window.

Budi : May we have the menu, please ?

Waiter : I'll get the menu immediately.

Arriving for dinner

I've brought you a present.

These are for you.

You have a lovely house.



The host

Thank you. That's very kind of you.

Thank you. These are wonderful.

Thank you. It's nice of you to say so.

During dinner

It looks wonderful

Actually, I'm driving.

That would be nice, thank you.



I hope you like it.

Can I offer you more wine?

More wine?

After the meal

That was very good indeed

Than you for a wonderful evening.



Thank you.

Don't mention it.

No, thanks. But it was delicious.



Would you like some more?

Shall I call you a taxi?

If it's no trouble. Thank you.

Can I give you a lift home?

Thank you very much.

The followings are some expressions commonly used in the restaurant:

- As a starter could I have...
- As a main course I'd like...
- Can you recommend anything?
- Do you have anything vegetarian?
- As a dessert I'll have ...
- Could we see the wine list?
- May I have a receipt?
- Do you take American Express?
- It was very nice, thank you.

Practice on vocabulary empowerment

Find the meaning of the following terms and make sentence using those words.

1. Table manner
2. Reserve/book
3. Bill
4. Well done/medium/rare steak
5. Breakfast/lunch/dinner
6. Appetizer/main course/dessert
7. Non smoking area
8. Vegetarian menu
9. Waitress/waiter
10. Cook /chef/master chef

Chapter 30

At Shopping

Objectives :

- The students are able to communicate related to shopping;
- The students are able to talk about things related to shopping ;
- The students are able to make some shopping lists;
- The students are able to make conversation using shopping context.

Activities :

- Simulation : (in a market setting) students act as a buyer and a seller talking about transaction of purchasing;
- Discussion : the student and the teacher discuss on the things and common expressions related to shopping;
- Dictation: the students jot down some words/phrases/sentences dictated by the teacher correctly.

The followings are some expressions and phrases used in shopping:

| Expressions | Meanings |
|-----------------------------|---|
| That's a bit pricey | It's a bit expensive. |
| That's a rip-off | It's much more expensive than it should be. |
| It costs a fortune! | It's very expensive. |
| It costs an arm and a leg ! | It's very expensive. |
| It's good value for money | It's worth the money spent on it. |
| That's a bargain ! | It costs much less than the normal price. |
| That's dirt cheap ! | It costs very little |
| I can't afford it. | I don't have enough money to buy it. |

- I have to go shopping
- Where did you buy these stuffs ?
- How much does it cost ?
- How much was it ?
- Where do you usuall do your shopping ?
- Do they have a good variety of things to choose from ?
- What do you think of their selection ?

- What do you want to buy ?
- They are having a big sale.
- There's a big sale.
- What time does the store open ?
- What time does the store close ?
- There's a big saale. We should go, then.
- What store did you go yesterday ?

Dialogue 1

Sean : I have to go shopping this afternoon, I run out of my supply.

Beth : What do you want to buy ?

Sean : I have to store some juice, vegetable, fruit, and cheese in my refrigerator.

Beth : Happy shopping, then.

Dialogue 2

Anita : Where do you usually do your shopping ?

Sari : I usually go to traditional market.

Anita : Do they have a good variety of things to choose from ?

Sari : Yes, their have fresh daily need and you can buy practically any things.

Dialogue 3

Susan : Do you want do go with me ?

Hanu : I am going to go to *Sarinah*. They are having a big sale now.

Susan : Interesting. What do you think of their selection ?

Hanu : I believe they have a good quality.

Susan : Too bad, I'm running out of money now. I'll sty at home, while you enjoy shopping.

Shopping Vocabulary

The following terms are commonly used in shopping activities

| Vocabulary | Meanings |
|-----------------|---|
| Go shopping | Go to the shops to buy things |
| Do the shopping | Go shopping regularly to buy food and other necessities |
| Shop around | Compare prices in different shops before buying |
| Shopaholic | Love shopping so much that it's like an addiction |
| Window shopping | Looking at articles displayed in shop |
| Bargain hunting | Looking for items to buy at the lowest price. |
| Fitting room | A place to try on clothes to see if they fit or suit. |
| Price tag | A label showing the price of an article. |
| Receipt | Paper proving that you have paid for your purchase |
| Spent money | Use money to purchase something. |

Practice

Work in a group of four to five, and make a dialogue sing one of the themes:

1. Traditional market
2. Modern market
3. Mid night sale
4. Branded stuffs
5. Saving money
6. Online vs offline shop

PART III

Common Expressions in English

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Chapter 31

Expressions to avoid giving your opinion

- *I couldn't say*
- *I've never given it much thought*
- *Your guess is as good as mine.*
- *I don't have any feelings either way.*
- *I don't know what to say*
- *I (really) don't know what to say.*
- *I really can't say.*
- *You're asking the wrong person.*
- *It doesn't affect me (either way)*
- *It doesn't make any difference to me.*
- *That's an interesting question.*

Chapter 32

Expressions to show disagreement with people

- *I'm not sure about that !*
- *You could be right, but.....*
- *(I'm afraid) I don't agree.*
- *I agree up to the point, but.....*
- *That's an interesting idea, but...*
- *Do you really think.....?*
- *Rubbish / Nonsense !*
- *You can't be serious !*
- *Actually, as a matter of fact. I think...*
- *That's not how I see it.*

Chapter 33

Expressions to say that something is expensive

- 1 - *That's a bit steep.*
- *That's a bit pricey.*
- *You paid a bit over the odds.*
- 1 - *It cost me an arm and a leg.*
- *You're paying through the nose.*
- *That's exorbitant.*
- *It cost a fortune.*
- *That's daylight robbery.*

Chapter 34

Expressions to talk about habits

- *That's a lot of time.*
- *I'm always...*
- *I can't help...*
- *I can't (seem to) stop...*
- *Whenever I get the chance, I...*
- *I always make a point of.....*
- *..... is a big part of my life.*
- *You'll always find me.....*
- *I (often) tend to.....*
- *I spend a lot of time.....*

Chapter 35

Expressions to show disapproval of an action

- *Whatever next ?*
- *How can people do things like that ?*
- *Who do they think they are ?*
- *I take a very dim view of people doing ?*
- *What a rotten thing to do !*
- *What a mean thing to do !*
- *What an awful thing to do !*
- *It shouldn't be allowed !*
- *I'm dead against people doing...*
- *I'm utterly disgusted.*
- *How dreadful !*
- *I don't think much of that.*

Chapter 36

Expressions to excuse for being late

- ²⁶ *It's not an easy place to find.*
- ²⁶ *I got lost coming here.*
- *The roads were chockablock.*
- *I couldn't find a parking space.*
- *The traffic was terrible.*
- *The bus was late.*
- ²¹ *I had to wait ages for a bus.*
- ²⁶ *The alarm didn't go off.*
- *Sorry, I didn't hear the alarm clock.*

Chapter 37

Expressions to talk about cheap prices

- *You pay a lot of more in other places.*
- *It was quite cheap.*
- *You paid a bit over the odds.*
- *That's a bit on the dear side.*
- *It cost me an arm and a leg.*
- *You're paying through the nose.*
- *That's exorbitant.*
- *It cost a fortune.*
- *That's a daylight robbery.*
- *That's really low price.*
- *That's definitely affordable.*
- *It really suits my pocket.*

Chapter 38

Expressions to delay answering

- *(now) that's an interesting question.....*
- *It's on the tip of my tongue.*
- *Let me get this right....*
- *Now, let me think..*
- *What's the word for it..*
- *How shall I put it ?*
- *Hang on a moment ..*
- *Hang on a second.*
- *Just a moment.*
- *Just a second.*
- *Now, let me see.*
- *Well, you see.*

Chapter 39

Expression to say we think to other person is being unrealistic

- *Yes, and pigs might fly !*
- *You'll be lucky !*
- *Never in a million years !*
- *Dream on !*
- *Keep on dreaming !*
- *Not likely !*
- *Not chance !*
- *You wish !*
- *In your dreams !*
- *As if !*

Chapter 40

Expressions to show your disappointment

- *What we had led to expect was....*
- *I did not live up to expectation.*
- *We had high hopes for....*
- *I was so looking forward to....*
- *That's (just) so disappointing !*
- *What a let down !*
- *What a bummer !*
- *That's too bad.*
- *How disappointing !*
- *What a pity !*
- *What a shame !*
- *Shame on you !*

Chapter 41

Expressions to show our relief

- *Phew !*
- *Thank God (for that) !*
- *What a relief !*
- *I'm so relieved to hear that.*
- *You had me worried there.*
- *You had me worried for a moment.*
- *That's a weight off my mind.*
- *You've no idea what a relief it is to hear.*
- *That's one less think to worry about.*
- *What a stroke of luck !*
- *(oh well). All's well that ends well !*

Chapter 42

Expressions to say when we can't remember things

- *Oh no, it's completely slipped my mind.*
- *What was I thinking of ?*
- *I simply forgot to do it.*
- *Sorry, I forgot.*
- *I have no reflection of...*
- *(I'm afraid) it doesn't ring a bell.*
- *(sorry) I have no memory of..*
- *My mind's gone blank.*
- *I've completely forgotten.*
- *(I'm afraid) I can't remember.*

Chapter 43

Expressions to give a choice

- *Don't mind me.*
- *It's your decision.*
- *It's no skin off my nose.*
- *It's fine by me if you want to...*
- *The ball is in your court.*
- *The choice is yours.*
- *Do as you please.*
- *(You can) do what/ as you like.*
- *It's up to you.*
- *You choose.*

Chapter 44

Expressions to make small talk

- *Fancy meeting you here !*
- *What a coincidence !*
- *Have you heard from John recently ?*
- *Are you still working for the same firm ?*
- *What have you been up to ?*
- *I haven't you for ages.*
- *What's new ?*
- *Nice weather, isn't it ?.*
- *How's your family / friend ?*
- *You must be Beth's husband.*

Chapter 45

Expressions to say that somebody's stupid

- *Not the smartest..*
- *Dimwit.*
- *Not academically gifted.*
- *Thick as two short planks*
- *Not the sharpest knife in the drawer.*
- *A few bricks short of a full load.*
- *Not all there.*
- *A total airhead.*
- *A bit dense.*
- *A bit thick.*

Chapter 46

Expressions to avoid giving information

- ¹⁰
- *No comment.*
- *I'm not a liberty to say.*
- *Wait and see.*
- *Let me get back to you.*
- *I'm sorry, that's confidential.*
- *(sorry), that's personal.*
- *I'd rather not talk about it.*
- *Mind your own business !*
- *Never you min.*
- *I'll tell you when you're older.*

Chapter 47
Expressions and its category

| Expressions | Category |
|---|-----------------|
| 11 Sorry, I don't know | Polite |
| I'm afraid I have no idea | Polite |
| (I'm afraid), I can't help you there | 29 Polite |
| I don't know anything about (cars) | Less polite |
| I don't know the first thing about (cars) | Less polite |
| I haven't got a clue | Less polite |
| Search me | Less polite |
| Don't ask me | Not polite |
| What are you asking me for ? | Not polite |
| How the hell should I know ? | Rude |

Chapter 48
Expressions for reminding people

- My I remind you..
- May I remind all passengers that...
- 2 - I hope you haven't forgotten to...
- You haven't forgotten about.....have you ?
- I'd like to remind you to...?
- Can / Could I remind you to...?
- You won't forget to do it ?
- 4 - Remember to do it.
- Don't forget to do it.

Chapter 49

Expressions to say somebody is correct

- *Yes, that's totally right.*
- *You're quite right.*
- *Yes, that's correct.*
- *That's spot on.*
- *You're dead right (there).*
- *Absolutely.*
- *It's definitely no doubt.*
- *You've hit the nail on the head.*
- *You could say so.*
- *I'm afraid so.*
- *(I'm) so sorry to say so*

Chapter 50

Expressions to say "hello"

- *Hi...*
- *Hello..*
- *How is it going ?*
- *How do you do ?*
- *How's tricks ?*
- *Watcha ?*
- *How are things ?*
- *Haven't seen for ages.*
- *Great to see you again.*
- *Nice to meet you.*

Chapter 51

Expressions to ask about health / life.

- How are you ?
- How are things ?
- How's things ?
- How's it going /
- How have you been ?
- How are you getting on ?
- How have you been ?
- How have you been (getting) up to ?
- I hope everything's okay
- Alright ?
- How have you been keeping ?
- What's up ?
- How is it going ?

Chapter 52

Expressions to say that something is easy

- I can do it with my eyes shut.
- It's easy as pie.
- It's a piece of cake, isn't it ?
- It's easy as a, b, c.
- It's not rocket science.
- It's a walk in the park.
- It's child's play.
- Anyone can do it.
- There's nothing to it.
- It's a cinch.
- Easy peasy.
- It's a doddle.

Chapter 53

Expressions to ask for information

- I wonder if you could tell me..?
- I wonder if someone could tell me..?
- I don't suppose you (would) know..?
- Could anyone tell me..?
- I'd like to know...
- (Got/Have you) any idea..?
- (Do/Would) you happen to know...?
- Could you tell me..?
- Do you know..
- Can you tell me...?

Chapter 54

Important notes: Expressions and their meanings

| Expressions | Meanings |
|--------------------------|--|
| Truthful/honest | Somebody who tells the truth and doesn't steal or take things from people. |
| Reliable/responsible | A person who always does what they say they will do |
| Easy-going | Somebody who is relaxed and calm and doesn't get angry with other people easily. |
| Thoughtful/Considerate | Somebody who thinks carefully about other people before they do things |
| Full of energy/energetic | A person who is always moving, never gets tired and has a lot of energy. |
| Generous/kind | Somebody who often give things to other people or is happy to help them with their problems. |

| | |
|-----------------------|---|
| Bright | Somebody who is intelligent. |
| Hard-working | Somebody who does a lot of works. |
| Good-looking | Somebody who looks beautiful- either women or men. |
| Warm-hearted/friendly | Somebody who can be friends with other people easily. |

Chapter 55
Expressions to say "poor"

- *Those less fortunate than ourselves.*
- *Below the poverty line.*
- *She's on the dole.*
- *Low-income family.*
- *He's doing minimum-wage job.*
- *She's in debt.*
- *He got bankrupt.*
- *He's overdrawn.*
- *He's on the bread line.*
- *They were destitute.*
- *She's got cash-flow problems.*
- *He's short of cash / hard up.*

Chapter 56

Expressions to say when we feel confident of our facts

- *I'm (utterly) convinced.*
- *I'm a hundred percent certain that...*
- *I've no doubt at all that...*
- *You can be sure....*
- *It's definitely...*
- *I know....*
- *It must be right....*
- *I'm fairly/quite certain...*
- *I am absolutely positive..*
- *I'm quite sure....*

Chapter 57

Expressions to make suggestions

- *You might try....*
- *It might be a good idea to...*
- *My advice would be to...*
- *I would strongly advise you to...*
- *You (really) better + go*
- *I suggest you + V*
- *If I were you, I'd....*
- *How about + V-ing*
- *why don't you...*
- *I reckon you should....*

Chapter 58

Expressions to say you are unwell

- *Not too good*
- *Not so great*
- *A little under the weather*
- *A bit rough*
- *A bit the worse for fear*
- *Much the same as yesterday*
- *A bit better*
- *I (feel) lousy*
- *Bloody awful*

Chapter 59

Expressions to say we want something

- *I'm dying for...*
- *I'm logging for...*
- *A would go down well.*
- *A would be (much) appreciated.*
- *Ideally, what I'd like is a....*
- *All (that) we need is a...*
- *What I'd really like / love is a...*
- *I could use a....*
- *I could (really) do with a...*
- *I wouldn't mind a...*
- *I really like...*
- *I'd love a day off.*

Chapter 60

Expressions to say things are good

- *It's the best I've ever seen for sure.*
- *It's the best I've ever tasted.*
- *I'm very impressed.*
- *I'd recommend it.*
- *It's not bad.*
- *I could..... till the cows come home.*
- *It's better than average.*
- *It's excellent.*
- *It's fantastic.*
- *It's great.*

Chapter 61

Expressions to ask about future plans

- *How's tomorrow looking ?*
- *What is happening tomorrow ?*
- *Have you got anything planned for tomorrow ?*
- *What's your planned for tomorrow ?*
- *Have you got anything on tomorrow ?*
- *Busy tomorrow ?*
- *What's on the cards for tomorrow ?*
- *Are you doing anything tomorrow ?*
- *Got any plans for tomorrow?*
- *What are you doing tomorrow ?*

Chapter 62

Expressions and their meanings

| <i>Expressions</i> | <i>Meaning</i> |
|--------------------|--|
| Well well | Show mild surprise |
| Fifty-fifty | A fifty percent chance that something will happen |
| So-so | Show that something is of only moderate or mediocre quality |
| There there | Comfort somebody unhappy or crying – often used for children |
| Aye aye | An informal and slightly old-fashioned way of saying yes. |
| Hear hear | Shows strong agreement during a debate |
| Chop chop | Used to say that we want somebody to hurry. |
| Knock knock | To correspond to the sound made when knocking on a door. |
| Tut tut | Shows fairly strong disapproval of an action or something said |
| Now now | Shows more gentle disapproval. |

Chapter 63

Expressions to generalize

- *By and large....*
- *On the whole....*
- *In general....*
- *Generally speaking...*
- *What normally happens is....*
- *As a rule (of thumb).....*
- *Usually.....*
- *More often than not....*
- *Nine times out of ten.....*
- *Ninety percent of the time....*

Chapter 64

Expressions to introduce facts

- *It's been scientifically proven that...*
- *It is generally assumed that...*
- *I think we can all accept...*
- *I think we agree that...*
- *It's no secret that...*
- *Few people would deny that...*
- *It's a well-established fact that....*
- *Anyone will tell you....*
- *It's a fact (that)....*
- *It's common knowledge that....*

Chapter 65

Expressions to refuse

- *No, but thanks for asking..*
- *No, but thanks for offering*
- *I don't want to....*
- *Not likely..*
- *No, full stop.*
- *Get lost.*
- *Not, if you paid me....*
- *No chance.*
- *Absolutely not.*
- *No way*
- *No never.*

Chapter 66

Expressions to say you don't believe

- *That's cretching the truth a bit*
- *You're having me on.*
- *That's a fib.*
- *You're pulling my leg.*
- *A half truth.*
- *That's a bit of an exaggeration.*
- *What you're saying is libelous.*
- *That's an outright lie.*
- *That's a pack of lies.*
- *That's a fishy story.*

Chapter 67

Expressions to say concern

- *What's the matter ?*
- *Are you alright ?*
- *What's getting you down ?*
- *What's up (with you) ?*
- *Why the long face ?*
- *You look a bit down.*
- *Is there anything I can do to help ?*
- *You look like you could do with a drink.*
- *Oh you poor thing !*
- *Do you need a shoulder to cry on ?*

Chapter 68

Expressions to criticize mistakes

- *Oops !*
- *What a total disaster.*
- *You put your foot in it (there).*
- *That was a bit uncalled for.*
- *I wouldn't do that again (in a hurry).*
- *You made a right mess of that.*
- *Why on earth did you go and do that ?*
- *I wish you hadn't done that.*
- *Where were you thinking of ?*
- *That wasn't very clever.*

Chapter 69

Expressions to talk about party people

- *She loves to party.*
- *She's a good company.*
- *She's always up for a party.*
- *She's a real laugh.*
- *She's a scream.*
- *She's a real party animal.*
- *She's live wire.*
- *She gets on with everyone.*
- *He is good mixer.*
- *She is the life and the soul of the party. -*

Chapter 70

Expressions to say something is near to a place

- *Just next door.*
- *Just beside.*
- *On my street.*
- *On the same street as...*
- *Just up..*
- *Just down the road.*
- *Not far from.....*
- *Right on my doorstep.*
- *Just a stone's throw away.*
- *Just round the corner.*
- *A two-minute walk from...*
- *In your neck of the woods.*

Chapter 71

Expressions to say how boring you find something

- *I can't say that I find it interesting.*
- *I'm afraid I don't share your enthusiasm.*
- *It's as interesting as watching paint dry.*
- *I can't see what all the fuss is about.*
- *It's as dull as ditch-water.*
- *It does nothing for me.*
- *It leaves me cold.*
- *It bores me to tears.*
- *What a bore !*
- *How boring the day is !*
- *How tedious !*
- *How dull !*

Chapter 72

Expressions and their meanings

| Expressions | Note |
|---|----------------------|
| ²⁴ I'm afraid that's not quite right | Polite |
| Actually, I think you find that | ²⁹ Polite |
| I'm afraid you're mistaken. | Less Polite |
| I don't think you're right about... | Less polite |
| If you check your facts, you'll find... | Less polite |
| ²⁷ Actually, I don't think..... | Less polite |
| No, you've got it wrong. | Not polite |
| No, that's all wrong. | Not polite |
| Rubbish/ You're talking rubbish. | Rude |
| Where did you hear that ? | Rude |

| Expressions | Meanings |
|-------------------------------|---|
| Dishonest | A person who tells lies |
| Unreliable | Somebody who does not do things that they said they would do |
| Strict/authoritarian | Somebody who makes very hard rules |
| Inconsiderate/thoughtless | A person who does not think about other people when they make decisions |
| Boring/dull | Somebody who is not all interesting |
| Mean/stingy | A person who does not give things or help to other people |
| Stupid/dim-witted | Somebody who is not intelligent |
| Lazy | Somebody who tries to do as little work as possible. |
| Short-tempered/quick tempered | Somebody who gets angry quickly. |
| Unfriendly/cold | Somebody who doesn't make friends easily. |

Chapter 73

Expressions to talk about good ideas

- Cool !
- You know what ? That's a good idea.
- That's not a bad idea.
- I like the idea of that.
- I like that idea.
- I think that's a fantastic idea.
- What a great idea !
- Brilliant !
- That's superb !
- That's an idea !
- That's great idea.
- Awesome !

Chapter 74

Expressions to say when you are angry.

- I don't believe it !
- What a pain !
- It's driving me up the wall.
- I've had it up to here with...
- I've had all I can take of...
- It really gets on my nerves.
- I'm fed up with....
- I could really do without...
- Is it possible ?

Chapter 75

Expressing frustration

Expression

I can't stand... *noun/gerund*

I can't bear... *noun/gerund*

I can't put up with... *noun/gerund*

Noun/gerund annoys me

Noun/gerund bugs me

Noun/gerund drives me crazy

Noun/gerund gets on my nerves

Noun/gerund pisses me off (inf)

I can't stand it when.....

I can't I've had enough of.....

bear it when

I annoys me when

It bugs me when

It gets on my nerves when.....

It pisses me off when..... (inf)

I'm sick and tired of

I'm fed up with.....

I've had enough of.....

Examples

I can't stand this weather

I can't bear working on Sundays

I can't put up with him any longer.

Waiting for people annoys me

His boring face bugs me

That noise is driving me crazy

Stop it, you're getting on my nerves

You know that it pisses me off.

I can't stand it when people are late

I can't bear it when my feet are cold

It annoys me when people lie

It bugs me when he never replies to me

It gets on my nerves when you do that

It pisses me off when that happens

I'm sick and tired of this awful weather

I'm fed up with my job. I need a change.

I've had enough of your bad manners.

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